



## Mayor and Town Council Meeting

February 13 2024 • 7:00pm  
Old Fire Hall, 212 W. Green Street, Snow Hill

### TOWN HALL MEETING

**ZOOM ID NUMBER: 854 9365 3524**

1. Call to Order/Salute to the Flag
2. Invocation/Moment of Silence
3. NOTICE AND REPORT ON CLOSED SESSION  
Closed Session Notice and Report- Tuesday, January 30, 2024, 7:10 PM to 8:05 PM to meet in Closed Session to discuss Personnel Matters and to Seek Legal Advice
4. Approval of Minutes:
  - a. Town Hall meeting – January 9, 2024
  - b. Special Work Session- January 16, 2024  
- January 23, 2024
  - c. Work session – January 30, 2024  
February 6, 2024
5. Appointments to the Board of Zoning Appeals:
  - a. Dana Green to a new term ending November 2026
  - b. David Englehart for another term ending January 2027
6. Treasurer's Report
7. Town Manager's Report
8. Department Reports
  - a. Economic Development
  - b. Code Enforcement
  - c. Public Works
  - d. Water & Wastewater
  - e. Grants office
  - f. Julia A. Purnell Museum
  - g. Police Department
  - h. Fire Department
9. Public Hearing: Market Street Sewer Lining Project Progress Report: "Notice is hereby given that the Town of Snow Hill will hold a second public hearing for the purpose of receiving public input and advising citizens on the progress of the on-going CDBG grant no. MD-22-CD-26, for the lining and repair of the Market Street Sewer." Paul Bessette

This agenda may be subject to change.

**10. Unfinished Business**

- a. Ordinance No. 2024-1. To sell surplus Town property at 211 A & B Petitt Street to Nicholas Montfort and Nancy Rapa. Second Reading.
- b. Downtown parking discussion/decision

**11. New Business**

- a. Resolution No. 2024-01. Budget adjustment transferring \$70,000 from reserve funds to the General Operating Budget for legal expenses.
- b. Ordinance No. 2024-02. To establish a procedure for the disposal of surplus Town-owned personal property.
- c. Mayor's State of the Town Report

**12. Comments from the Council**

**13. Comments from the Mayor**

**14. Comments from the Public (Speakers will be allotted a maximum of 3 minutes each)**

**15. Adjournment**

PLEASE NOTE: Meetings will be recorded and available to the public on the website. Part of the meeting may be closed to the public in accordance with Open Meetings Act procedures. If you would like a meeting packet prior to the meeting, please email Carol L Sullivan at [csullivan@snowhillmd.com](mailto:csullivan@snowhillmd.com).

This agenda may be subject to change.



**SNOW HILL MAYOR AND COUNCIL MEETING**

**Mayor & Town Council Meeting Minutes  
Tuesday, January 10th, 2024**

**7:00pm – Regular Session**

A regular meeting of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, January 10th, 2024, with Mayor Pruitt presiding.

**PUBLIC OFFICIALS PRESENT**

Mayor Mike Pruitt  
Councilmember Diana Walsh  
Councilmember Janet Simpson  
Councilmember Margaret Ann Fletcher

**STAFF IN ATTENDANCE**

Rick Pollitt, Town Manager  
Maureen Howarth, Esq. Town Attorney  
Lounell Hamstead, Finance Manager  
Andy McGee, Police Department Chief  
Carol Sullivan, Executive Administrator  
Melissa Kempfer, Clerk

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Mayor Pruitt called the meeting to order at 7:00 pm. The Mayor led the Pledge to the Flag and called for a moment of silence following.

**1. Notice and report on Closed Session**

Mayor Pruitt read the Closed Session Notice and Report from the Work Session on January 3, 2024.

**2. Approval of Minutes**

Councilmember Walsh made a motion to approve December 12<sup>th</sup> 2023's Town Hall Meeting minutes. Seconded by Councilmember Simpson.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Councilmember Simpson made a motion to approve January 3<sup>rd</sup> 2024's Work Session minutes. Seconded by Councilmember Fletcher.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

### 3. Treasurer's Report

Treasurer Walsh read the beginning and ending balance of the Town of Snow Hill for the month of December 2023. Opening balance was \$5,387,502 and closing balance was \$5,233,165.

Councilmember Walsh spoke to the Council about exceeding the budget appropriate for legal fees. Mrs. Walsh asks to meet with the Council for a special work session to discuss options for a resolution or ordinance addressing the legal fees the Town of Snow Hill is occurring. Councilmembers Simpson and Fletcher both agreed to the meeting.

Councilmember Walsh made a motion to schedule a Special Work Session for the Town Council on January 16<sup>th</sup>, 2024 at 4:30 to discuss town legal fees. Seconded by Councilmember Simpson.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Councilmember Simpson made a motion to approve the Treasurer's Report. Seconded by Councilmember Fletcher.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

### 4. Town Manager's Report

Town Manager Pollitt introduce the new temporary Code Enforcer, Kevin Brown. Mr. Pollitt updated that the town had received 3 potential candidates for the Code Enforcer position. Councilmember Walsh asked about the hiring process of the Code Enforcer position. Councilmember Walsh expressed that she felt the Council should have input in the hiring process of the Code Enforcer position. Mrs. Walsh stated that she felt that the Code Enforcer position needed to handled as a department head hire and would like to meet

with her fellow Councilmembers to discuss an amendment to the Town Charter. Councilmembers Fletcher and Simpson agreed to further discussion in a meeting.

Councilmember Walsh made a motion to have a Special Work Session on January 23<sup>rd</sup>, 2024 at 5:00pm to consider a Charter amendment to change the title of the Code Enforcer position to a Department Head. Seconded by Councilmember Simpson.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Councilmember Walsh spoke about Codes Department concerning the Mumford Street property. The owners of the property had received an out of compliance letter and charged \$200. The owners have since brought the property in to compliance and would like a refund of their money. Councilmember Walsh expressed that the Mumford property owner has not provided plans or a contractor. Mayor Pruitt asked the Council to allow the new temporary Code Enforcer a few days in his new role before addressing the issue.

Town Manager Pollitt gave an update on the Circuit Rider position. Mr. Pollitt stated that the town has a Zoom meeting scheduled on Tuesday, January 16<sup>th</sup> 2024, with a representative from the Maryland Rural Development Corporation. The corporation has their own circuit rider program and reached out to help the town find someone for the position.

Councilmember Walsh asked about Mr. Pollitt’s meeting with Sperry Van Ness concerning the former PNC bank property. Mrs. Walsh inquired if the appraisal from 2016 was given to group along with the appraisal performed by William McCain & Associates. Mr. Pollitt stated that the group only asked for the appraisal from William McCain & Associates, but seemed aware of the previous appraisal. Mr. Pollitt stated that he is expected their proposal this week.

Councilmember Walsh inquired about the status of the intern. Mr. Pollitt stated that after meeting with the director of the intern program at Salisbury University, the town needs to develop a work plan for our intern. Mr. Pollitt will be working with Councilmember Simpson to develop a scope of work for the position.

Councilmember Walsh asked about more information about the Planning Commission; How are the agendas set? Who sets the agenda and how do things get added to the agenda? Mr. Pollitt shared his understanding that the chairperson of the board and the Code Enforcer would meet and set the agenda. Town Attorney Howarth explained that most agendas are code driven, depending on applications submitted. Councilmember Walsh stated that she would like the Planning and Zoning Committee to be audited and managed better.

Councilmember Simpson inquired about the dates of the Cannabis Forum. Mr. Pollitt stated that he is waiting to hear back from his contact on panel. Councilmember Simpson also inquired about a date for a Special Work Session to discuss water and sewer billing. Town Manager Pollitt stated that he is hoping to set up a work session with Davis,

Bowen and Friedel, our town engineers to discuss meters, water, and billing. Mr. Pollitt also discussed a new unfunded mandate requiring every town to have a cross-connection control policy and program to protect cross contamination of our water supply. The policy would also be discussed in the work session with Davis, Bowen and Friedel.

## **5. Department Reports**

### **a. Code Enforcement Report**

Councilmember Simpson spoke about meeting with Mr. Sullivan to review the new Code Enforcement software. Ms. Simpson expressed that system will be a valuable tool for the new Code Enforcement Officer.

Councilmember Walsh inquired if complaint and inspection reports were ready for the new Code Enforcement Officer. Mayor Pruitt stated that the new system should be able to produce and track those reports.

### **b. Economic Development Report**

Economic Development Administrator Lorissa McAllister gave a review of the 2023 accomplishments and events. Miss McAllister gave updates on the 2024 Event Brochure, full Mainstreet Designation, and the Bank Street Project. Miss McAllister shared that she is working on creating a Start Up Guide for opening up a business in Snow Hill.

### **c. Public Works Report**

Public Works Director Randy Barfield spoke about the recent storms and flooding. Mr. Barfield gave an update on the Purnell Street Infrastructure project with T.K. Construction. The project is due to start in February and will take between 90-120 days. Mr. Barfield also spoke about progress made on the Market Street project. Lastly, Mr. Barfield spoke about acceptance of septic at the sewer plant. The town needs to adopt an ordinance that outlines expectations, limits, and fees.

### **d. Water & Wastewater Report**

Waste Water Superintendent Bob Wilt gave a brief review of the progress he has made since taking his position. Mr. Wilt has started the process of transferring his Virginia state license to Maryland.

### **e. Grants Office**

No additional comments were made at this time. Grant Administrator Paul Bessette will be presenting at the next Town Hall Meeting.

### **f. Museum Report**

No additional comments were made at this time. Dr. Cynthia Byrd will be presenting at the March Town Hall Meeting.

### **g. Police Department Report**

Police Department Chief Andy McGee gave an overview of his monthly report. He shared that there was a decrease in theft calls and parking issues are being addressed in the downtown area. Chief McGee shared that the town cameras are back online and the department is working with a vendor to relocate a camera to improve the view of the flooding by the river.

h. Fire Department

No additional comments were made at this time.

**6. Unfinished Business**

- a. Public Hearing to declare that 211 Pettit Street and former PNC building at 309 North Washington Street are no longer needed for public use.

Councilmember Simpson made a motion to go to Public Hearing. Seconded by Councilmember Walsh.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Public Hearing is open to solicit public comments. No public comment was made. Councilmember Fletcher made a motion to close the Public Hearing Session. Seconded by Councilmember Simpson.

- b. Councilmember Walsh made a motion to declare 211 Pettit Street no longer needed for public use. Seconded by Councilmember Simpson.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

- c. Councilmember Walsh made a motion to declare the former PNC building at 309 N. Washington Street no longer needed for public use. Seconded by Councilmember Fletcher.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

- d. Update on Vacant Building Registration

Councilmember Walsh spoke about working on an ordinance of vacant commercial properties. Councilmember Walsh asked the Council to meet for a special work session to address the ordinance. Councilmember Walsh made a motion to add the vacant property ordinance discussion to the agenda of the January 23<sup>rd</sup>, 2024 Special Work Session. Seconded by Councilmember Simpson.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

**7. New Business**

- a. Ordinance No. 2024-01, to sell 211 Pettitt Street to Nick Monfort and Nancy Rapa. First Reading.

Town Manager did the first reading of Ordinance No. 2024-01

Councilmember Simpson makes a motion to accept the first reading of Ordinance No. 2024-01. Seconded by Councilmember Walsh.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

**8. Comments from the Council**

Councilmember Simpson shared her excitement about the projects that are progressing in town. Ms. Simpson also spoke about the Secretary of Housing and Community Development, Jake Day’s visit to Snow Hill.

Councilmember Walsh shared that the apartments on Ironshire Street, that had been the topic of previous meetings, have installed new decking and stairs for the safety of its residents.

Councilmember Fletcher expressed her enthusiasm for the completion of town projects and echoed the thoughts of her other councilmembers.

**9. Comments from the Mayor**

Mayor Pruitt stated that there are still openings on Town Boards and Committees and suggestions can be submitted to Town Hall.

**10. Comments from the Public**

Town resident, Mrs. Gilliland, expressed her gratitude to Councilmember Walsh for her assistance in the improvements to the Ironshire apartments.

Town resident, Mrs. Culbertson stated her concerns about speeding and cut through traffic in town. Mrs. Culbertson questioned the transparency of the Town’s budget to the council and public.



**11. Adjournment**

Councilmember Simpson made a motion to adjourn. Seconded by Councilmember Fletcher. The time was 8:42pm.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<b><u>Margaret Ann Fletcher</u></b>	<b><u>X</u></b>				
<b><u>Janet Simpson</u></b>	<b><u>X</u></b>				
<b><u>Diana Walsh</u></b>	<b><u>X</u></b>				
<b><u>TALLY</u></b>	<b><u>3</u></b>				

Respectfully Submitted,

Melissa Kempfer  
Clerk I



**MAYOR AND TOWN COUNCIL**

**Special Meeting Minutes**

**Tuesday, January 16, 2024**

**4:30pm – Regular Session**

A Special Meeting of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire House on Green Street on Tuesday, January 16, 2024.

**PUBLIC OFFICIALS PRESENT**

Mayor Mike Pruitt  
 Councilmember Janet Simpson  
 Councilmember Diana Walsh  
 Councilmember Margaret Ann Fletcher

**STAFF IN ATTENDANCE**

Rick Pollitt, Town Manager  
 Carol Sullivan, Executive Administrator  
 Maureen Howarth, Attorney  
 Andy McGee, Police Department Chief

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**1. Call to Order**

Mayor Pruitt called the meeting to order at 4:34pm. Mayor Pruitt stated that the Council would like to have a discussion on our legal fees. As he prepared the budget last year, he had no idea how much to budget for the legal fees. He just doubled the amount that was paid in the last fiscal year. He stated that he takes full responsibility in not allowing more funds in the budget for legal fees. He stated that you learn as you go. We have expended the legal line item. Going forward he will know how to budget for the legal fees. He turned the meeting over to Councilmember Walsh.

**2. Discussion on legal fees and budget adjustment:**

Councilmember Walsh thanked Mayor Pruitt for taking responsibility in that the legal fee had a short fall in the budget. In years past the highest amount spent on legal fees was \$24,000 in 2021, and last year \$22,700 was spent. The budget this year had \$40,000, which isn't far off from past years. We are currently at \$56,456 in legal fees through December. We have six months to go to the end of our fiscal year. This is a work session for the Council to decide what

we are comfortable with going forward to spend in legal fees. We will discuss and come up with an amount the Council is in agreement with going forward. Also, we would like to discuss ways on how to decrease our attorney fees going forward. Whether, accomplish the budget amendment by an Ordinance or Resolution.

Councilmember Walsh stated that she was opened for the public to ask question in the moment, just raise your hand.

John Gilliland suggested that the lawyer doesn't need to attend every meeting, just to observe.

Councilmember Walsh agreed. Maybe as on needed basis.

Mayor stated that we need legal representation at our Planning Commission and Board of Zoning Appeals meetings. Town Hall meetings we need to have legal representation at all of those meetings. Work session, if something comes up, we will not be able to continue the discussion or make a decision, if we don't have legal representation. We will need to table the discussion until the next meeting.

Councilmember Walsh stated that maybe we don't need to have legal representation at our work session.

Councilmember Fletcher stated that there are a lot of emails, maybe we need to reduce the emails going to legal.

Councilmember Walsh stated that she sees a lot of phone calls with the Manager and the Mayor. Maybe the calls could be reduced.

Mayor stated that \$9,000 for July with three references to Mayor, there were no reference in August, September, one in October and no reference in November and four reference in December. He continued to say that he sends his concerns through the Town Manager. And that is what we all should do, as he may already have the answer.

Councilmember Walsh stated that the better versed we are with the Charter, we can interpret the Charter and Code ourselves. It is straight forward.

Councilmember Simpson asked Ms. Howarth how she reviewed the questions.

Ms. Howarth stated that she waits for the emails to slow down before answering, or reading them.

Councilmember Walsh stated that a lot of time, someone is asking for legal advice for difference opinion on the Charter.

Ms. Howarth stated that looks at everything in black and white; resolves the dispute and that she is very sensitive to Snow Hill's time.

Fran Price asked if the Council has the opportunity to call the attorney.

Councilmember Walsh stated yes, we do.

The Council decided that they would like to have time to review the packet they received tonight and like to discuss at the next work session, Tuesday, January 30<sup>th</sup>.

Jan King stated that the lawyer is here tonight, she is not saying much. Wouldn't it be best to have her not at work session and if something comes up, table the matter.

Councilmember Simpson asked what the difference is between an Ordinance and Resolution. In the past the budget was amended by an Ordinance.

Attorney Howarth stated that our Charter states that the budget has to be passed by an Ordinance. But budget amendments can be passed by Ordinance or a Resolution. A Resolution

can be passed in one meeting, an Ordinance takes two meetings and needs to be advertised. A Resolution gives the flexibility to do a transfer in case of emergency.

Councilmember Walsh stated that on January 30<sup>th</sup>, we will have a final decision on how much to budget for the legal line item to continue for this fiscal year, and if we want to pass the amendment with an Ordinance or a Resolution.

Ms. Howarth asked if she needs to continue to work on the Water and Sewer Ordinance. It was agreed upon for Ms. Howarth continue to work on the Water and Sewer Ordinance.

Mr. Pollitt stated that this is first time that he didn't have legal counsel. He suggests to finding the opportunity for legal input, and cut back a little bit. We believe it's very important to have legal representation readily available.

Mayor Pruitt stated that he likes to have the Council's involvement earlier on in the budget process. This year we will have a clearer vision on how much to budget for legal fees.

**Comments from Public:**

Kathern Culbertson, 106 Bank Street, asked how much the increments were charged for the lawyer.

She asked if we have money left over from this year's budget will it go back into our reserves. Her only purpose here today, is to make sure that the Town's money is spent as the towns people would want it to be spent. She thanked the Council for being here today to discuss this important issue.

**3. Adjournment:**

Councilmember Simpson made a motion to adjourn. Seconded by Councilmember Fletcher and passed unanimously. The time was 5:52pm.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Respectfully Submitted,

*Carol L Sullivan*

Carol L Sullivan  
Executive Administrator



**MAYOR AND TOWN COUNCIL**  
**Special Work Session Meeting Minutes**  
**Tuesday, January 23<sup>rd</sup>, 2024**

**5:00pm – Special Work Session**

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire House on Green Street on Tuesday, January 23<sup>rd</sup>, 2024.

**PUBLIC OFFICIALS PRESENT**

Councilmember Janet Simpson  
Councilmember Diana Walsh  
Councilmember Margaret Ann Fletcher

**STAFF IN ATTENDANCE**

Carol Sullivan, Executive Administrator  
Melissa Kempfer, Clerk  
Lorissa McAllister, Economic Development  
Andy McGee, Police Department Chief

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**1. Call to Order**

Councilmember Walsh called the meeting to order at 5:02pm.

**2. Council will discuss and draft a character amendment addressing a new Department Head for Code Compliance**

Councilmember Walsh discussed the desire of the Town Councilmembers to have input in the hiring of the new Code Enforcement position. Mrs. Walsh spoke about the importance of the Code Enforcer position and the concerns from residents in their districts.

Councilmember Walsh reads the current code in the Town Charter, Section 24.3 Letter B, which highlights the hiring of Department Heads. Councilmembers had discussed the applicability of the code for the Code Enforcement position with the Town Attorney. Town Attorney Howarth advised that it was not applicable to the Enforcement position.

Councilmember Walsh read the original section of the Town Charter for hiring the Code Official position (Section 66). Mrs. Walsh stated that that version of the code had been amended 3 times. Councilmember Walsh suggests that the Council amend the Town Charter to re-establish the wording “of the Mayor with the approval of Council shall appoint a

Code Enforcement Officer". Mrs. Walsh stated that her hope is to have the Code Official go through a broader interview process.

Councilmember Fletcher agrees that the Council should be involved in the hiring process. Councilmember Fletcher shared that she would like the Council involved in establishing job duties in the job description and suggests that the Town Charter be amended.

Councilmember Simpson shared that past council members had been more involved in the hiring process of department heads. Ms. Simpson shared her desire to have the head of each department present at Town Hall meetings.

Town resident, Diana Nolte, suggested setting up the Code Enforcement position as a department head, leaving room for supporting positions in the Code department.

Town resident, Rita Williams, expressed that she would like to see the Department heads presenting at town meetings instead of submitted reports.

Town resident, Rob Hall, agreed that the Code Enforcement job description should be edited to a department head. Mr. Hall also expressed that if department heads were going to be presenting monthly outside of the 40hr work week, there should be compensation. Mr. Hall shared that he feels that the time of Town Meetings should be adjusted so that more people could attend.

Town resident, John Gilliland, stated that he felt that the Code Enforcement Officer should be a department head position and should have an additional inspector position added to the department.

### **3. Public Comment**

Town resident, Meredith O'Brien, shared her experiences living across the street from the Old Fire House. Mrs. O'Brien spoke about the recent fights that broke out during a private party at the Old Fire House and the effects it had on her family. She addressed the evening parties at the venue and the lack of police presence. Mrs. O'Brien would like to see police on site at late night events.

Chief McGee gave an update on that night's events. Chief McGee spoke about a fight at Oaked 110 and fights that ensued at the party at the Fire House. He shared that they believe that the fight was a continuation of the fight that happened earlier in the week at the Snow Hill High School basketball game. Chief McGee suggests raising the cost of the town's rentals and have a higher deposit rate.

Councilmembers will review the rental agreement to discuss fees, time allowance, police presence, and alcohol at events. Suggestions were also made to have renters carry insurance for their events.

### **4. Council will review and edit a new draft of the Vacant Properties Registration Ordinance (VPRO)**

Councilmember Walsh reviews the Vacant Building Ordinance from the Town Charter. Councilmember Simpson discussed the need to enforce the already standing ordinance that is written into the code. Councilmember Walsh introduces an amendment to Chapter 134, Article II Entitled Vacant Building Registration. The Councilmembers are

seeking input to a draft of the Commercial Vacant Building Registration. The intent of the registration is to discourage vacancy and encourage upkeep of properties in the commercial district of the town.

Councilmember Walsh read through the entirety of the proposed Vacant Properties Registration Ordinance and took comments and input from meeting attendees. Economic Development Director, Lorissa McAllister was there for reference of vacant town buildings and assistance in the development of the VBRO.

Feedback from town residents were concerning the fees, the ability to enforce fee payment, and building inspections. Local business owners shared their gratitude for the town’s support in this matter. The councilmembers will work on editing the ordinance and will present it at the next Mayor and Town Council Work Session on February 6<sup>th</sup>, 2024.

**5. Mayor and Council comments**

Councilmembers shared their gratitude to Main Street and Lorissa McAllister for their contributions to the ordinance.

**6. Adjournment**

Councilmember Simpson made a motion to adjourn. Seconded by Councilmember Fletcher and passed unanimously. The time was 7:52pm.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<b><u>Margaret Ann Fletcher</u></b>	<b><u>X</u></b>				
<b><u>Janet Simpson</u></b>	<b><u>X</u></b>				
<b><u>Diana Walsh</u></b>	<b><u>X</u></b>				
<b><u>TALLY</u></b>	<b><u>3</u></b>				

Respectfully Submitted,

Melissa Kempfer  
Clerk I



"I, Dana Greene, do swear that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Board of Zoning Appeals for the Town of Snow Hill, according to the Constitution and Laws of this State.

Sworn to before me this 13<sup>th</sup> day of March, 2024

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Mayor Michael Pruitt

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Dana Greene





"I, David Engelhart, do swear that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Board of Zoning Appeals for the Town of Snow Hill, according to the Constitution and Laws of this State.

Sworn to before me this 13<sup>th</sup> day of February, 2024

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Mayor Michael Pruitt

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David Engelhart

<b>Treasurer's Report - February 13th, 2024</b>		<b>Prepared by Lounell Hamstead, Finance Manager</b>	
		<b>December-23</b>	<b>January-24</b>
<b>Banking Information</b>			
Taylor Bank - General Fund		\$ 1,472,776.64	\$ 1,488,482.98
Taylor Bank - Savings Fund (CDARS & HUD)	*HUD \$88,881.69	\$ 1,119,220.58	\$ 1,120,792.09
PNC Bank - Investment Acct. MGLIP	*	\$ 2,464,343.82	\$ 2,475,727.70
Unrestricted Funds*	\$ 76,297.55		
Capital Improvement Project Funds* with ARPA Purnell	\$ 2,388,046.27		
First Shore Federal - CD		\$ 142,594.21	\$ 142,594.21
Employee HRA		\$ 35,018.29	\$ 31,269.69
<b>Total in Bank Amount</b>		<b>\$ 5,233,953.54</b>	<b>\$ 5,258,866.67</b>
<b>Collected Accounts Receivable -January 2024</b>			
<b>Utility/Administrative Receivables:</b>			
	PPTax		\$ 16,652.39
	Water/Sewer Charges		\$ 105,939.64
<b>Planning/Zoning Receivables:</b>			
	Permits		\$ 3,317.00
	Hud Loans		\$ 1,836.31
	Landlord Registration		\$ 100.00
<b>County Funding Receivables:</b>			
	Real Estate Taxes		\$ 282,328.29
	Room Tax		\$ 538.51
	Highway User Fees		\$ 30,366.10
	Recycle Rebate		\$ 566.71
<b>Misc. Receivables:</b>			
	Redspeed		\$ 3,772.83
	Park, Firehouse, Train Rentals		\$ 520.00
	Police Fees		\$ 190.00
	Bulk Trash Fee		\$ 45.00
	Tower Rent Sept-Dec		\$ 300.00
	E. Holland Theft Restitution		\$ 500.00
	Election Fees		\$ 25.00
	PW Sidewalk Reimbursement-110 S. Wash		\$ 900.00
<b>Grants:</b>			
	MHAA Bank St. Project Grant 50%		\$ 39,139.50
	Fire Dept. Pass Thru- AMOSS		\$ 2,024.00
	SAPP Grant 2nd Qtr.		\$ 11,813.25
<b>Total Accounts Receivable:</b>			<b>\$ 500,874.53</b>

<u>As of January 2024</u>	<b>OUTSTANDING ACCOUNTS RECEIVABLES</b>			
		OVER 30	OVER 60	OVER 90
HUD LOANS		\$ -	\$ -	\$ -
SEPTAGE/LECHATE		\$ 103.31	\$ 101.79	\$ 6,567.94
LOT ASSESSMENTS		\$ 38.64	\$ 38.07	\$ 2,510.19
LANDLORD REG		\$ 24.28	\$ 23.93	\$ 1,569.27
PP TAX		\$ 8.13	\$ 297.44	\$ 9,718.25
WATER/SEWER		\$ 37,984.46	\$ 23,324.59	\$ 26,632.61
<b>TOTALS</b>		<b>\$ 38,158.82</b>	<b>\$ 23,785.82</b>	<b>\$ 46,998.26</b>
<u>As of January 2024</u>	<b>County Billed Real Estate Taxes</b>			
	2023/24	2022/23	2021/22	2019/21
<b>Open Balances</b>	\$ 115,431.75	\$ 18,204.71	\$ 0.86	\$ 1.72
<u>Originally billed</u>	\$ 1,287,081.21			
<b>Total Open</b>	<b>\$ 133,639.04</b>			
<b><u>AP by Department- January 2024</u></b>				
<u>Mayor &amp; Council</u>		\$ 3,122.11		
<u>Administration</u>		\$ 90,444.42		
<u>Grants</u>				
<u>Police</u>		\$ 60,755.94		
<u>CIP-Police Vehicles Lease</u>		\$ 6,088.00		
<u>Fire Department</u>		\$ 2,732.35		
<u>Public Works</u>		\$ 69,826.46		
<u>Parks Department</u>		\$ 1,834.15		
<u>CIP-Sturgis</u>		\$ 517.50		
<u>Museum</u>		\$ 7,674.00		
<u>Water</u>		\$ 44,687.34		
<u>Sewer</u>		\$ 123,707.66		
<u>CIP-DBF Market St Sleeve</u>		\$ 9,514.49		
<b>Total Accounts Payable:</b>		<b>\$ 420,904.42</b>		



## Events

### Economic Development December Report

February 13<sup>th</sup>, 2024

As usual, January was a planning month for upcoming events. The 2024 event brochure has been completed and sent for print. Entertainment has been booked for all events and, new this year, themes have been established for First Fridays. I have been in contact with the Pocomoke River Canoe Company to explore revamping Return to Goat Island.

Hunt for the Heart kicked off at the end of January and the winner will be drawn on Valentines Day for a basket of merchandise from the local downtown businesses. There are 2 scheduled events in February hosted by the African American Heritage Society of Snow Hill and the Surrounding Areas in celebration of Back History Month: on the 23<sup>rd</sup> there will be a movie showing and a lecture series on the 24<sup>th</sup> titled Buffalo Soldier Living history Presentation. March's First Friday is on the first and will be a St. Patrick's Day theme.

#### Main Street

The Organization Committee discussed leadership for 2024, the draft MOU and relating documents, and fundraising for 2024. The draft MOU is complete and the group is finalizing attachments including a 2 year plan, policies and procedures, and a few changes to bylaws. We are still on schedule to have the full package ready for Mayor and Council review in March. The Annual General Membership meeting has been scheduled for February 26<sup>th</sup> and invitations will be sent out in the coming days. The Team will meet again on February 14<sup>th</sup> at 5:30pm.

The Economic Vitality team updated implementation strategies for 2024, discussed leadership for 2024 and established a new meeting schedule. The team received results from the Merchant survey and will discuss findings at the March meeting. They also discussed the status of the vacant buildings downtown and I gave an update on the VPRO. The team will meet again on March 28<sup>th</sup> at 5:30pm.

The Design Committee updated implementation goals for 2024, including: new banners for the downtown, launching of the memorial bench campaign and continuing the streetscape improvements efforts and Bank Street Promenade Projects. The team will meet again on February 28<sup>th</sup> at 7pm.

The Promotion team established themes for all of the 2024 First Fridays and discussed planning for the annual Easter Egg Hunt in Sturgis Park. They discussed leadership, as both co-chairs have had to resign due to health concerns and moving. Identifying a goat icon as a mascot was also discussed, to be used in promotion of the district. The February meeting was held on February 9<sup>th</sup>, and the next meeting will be March 14<sup>th</sup> at 6pm.

The Board of Directors discussed leadership and slate of officers for 2024, the MOU Packet, and commitment agreements for co-chairs and board members. Fortifying the structure of the organization is the primary focus as we are updating policies, procedures, and processes in preparation for an MOU with the Town.

#### Bank Street Promenade

To attest to site control, a right of way survey has been scheduled for the first block of Bank Street (Willow to Green Street) and is expected to be completed by the end of February. We are establishing contact with the ESRCG team at Salisbury University, now that we have the site plans, to create presentation quality visuals. Once the survey and images are completed we will present to the Library Board for their final decision on design and move forward with discussion with the County.

Code Compliance Report  
Town Of Snow Hill  
Submitted by Kevin R. Brown  
Activity for January 2024

Permits Issued: 0

Planning & Zoning:

Preliminary Site Plan for DG Market  
Subdivision Plat for Covington St.  
Subdivision Morris St  
Historic Commission Meeting

Site Meetings:

PNC Bank  
Proposed DG Market Site  
Old Firehouse 2<sup>nd</sup> Floor  
108 Bank St.

Complaints

Morris St. Lot Fill, debris, silt fence  
100 Pearl Street Epoxy on Side Walk  
Vacant House Mumford Street  
410 S. Church Street  
Noise Complaint Tyson Feed Mill  
Noise Complaint Paul Jones Mill  
211 S. Washington St.  
108 Bank St.  
Houses along Dighton Ave.

Review:

Existing Town Codes  
New Permit Software  
State Noise Law  
Existing Comprehensive Plan  
FEMA Flood Plain Requirements  
Maryland Nuance Flood Code

## Activity Summary:

Permits Issued: 0 No permits have been issued for the month of January

Preliminary Site Plan Approval for proposed DG Market: Site Plan approval was deferred until February 26<sup>th</sup> Meeting Date. More information requested

Subdivision Plat for Covington St.: Submitted for Review by Wilkins-Noble on January 29<sup>th</sup> 2023. Lands of Miriam C. Purnell P.O. Box 344 Snow Hill, MD 21863. Will be submitting to the Planning Commission for their review. General note: Tax Map No. 201 Parcel 237, Zoned R-2, Flood Zone X. Total Area Subdivided= 18,085 Lots 1 (9,683) and lot 2 (8,401)

Subdivision for Morris: Currently under review. I have contacted the Worcester County Storm Water Management and left several messages to please contact me. I am yet to hear back from the County. Left messages. **Update:** Spoke to Bob Mitchell and he explained to me that things are on hold currently between The Town of Snow Hill & Worcester County. The County currently does not provide any storm water management permits nor inspections for the Town.

Historic Commission Meeting: Oaked 110 has applied for a Certificate of Appropriateness to replace their primary customer entrance door facing North Washington Street. Meeting was tabled due to change in door plan & design. Applicant must re-submit.

## Site Meeting:

PNC Bank meeting to discuss possible use by the Town as City Hall Relocation

Proposed DG Market Location Meeting with Town Staff and current property conditions.

Old Firehouse 2<sup>nd</sup> floor to look at damage to a stair handrail from previous Birthday Party.

108 Bank St. Construction Currently underway for new Apartments. Also investigated property based on an ongoing complaint about construction noise. Trash being thrown into dumpster, public safety.

## Complaints:

**Lot being filled on Moris St:** See comments above regarding Worcester County

**Pearl Street Epoxy on sidewalk:** Spoke to Javier last week and he agreed to remove the epoxy but was not sure how to. Would check with his staff. Today Feb. 12<sup>th</sup> spoke to Imperia for an update, she will speak with Javier and stated she knows he is working on it. I hope to get a violation letter out this week.

**Vacant House (Boarded Up) on Mumford St:** In January went to the location to verify home had been boarded up in accordance with Town requirement. Now attempting to speak with the owners in regards to vacant property.

**410 S. Church St:** Complaint regarding trash, debris & other unsightly items in rear yard. Have been to the site and prepared to send violation letter.

**108 Bank St.** Complaint about construction noise & debris thrown from windows. Had an office visit meeting with Owner/Contractor and an understanding debris shall not be thrown from the building without first supplying a protective covered walkway over the public sidewalk. Owner stated they will not throw anymore debris from the building.

**Complaint regarding trash & debris in yards along Dighton Ave:** Currently Under investigation



## **PUBLIC WORKS REPORT**

**January 2024**

**Trash** 75.64 Tons

**Recycle** 2.54 Tons

**Sweeper dirt-** 0 Tons

**Yard waste** - 0 Tons

### **Calls:**

- Water – 2
- Sewer – 3

**Miss Utility locates** – 18

### **Projects –**

- Purnell Street Infrastructure – this upgrade is projected to start mid-to -late February.
- Market Street Sewer Lining- this project isn't completed yet, it is ongoing due to delays during December and January.

-

- **Events**



**Town of Snow Hill  
Water & Wastewater Report  
January 2024**



**Water Department:**

- ❖ 5,438,900 gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 25,267 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 1054 MDE required Water Quality Monitoring tests were performed by Town personnel.
- ❖ 2 monthly Drinking Water Coliform tests were collected by Town staff and tested by the contract lab, Ocean City Lab Services. All test results came back negative.
- ❖ Daily checks were performed on all three of Town Community wells and on the Non-community well serving the McDonald's/Duck Inn area. We are proudly to say that our drinking water meets the requirements of MDE and its quality is safe to drink.
- ❖ Daily Log Books, Monthly Operating Reports and test results are available for inspection at the Wastewater Treatment Facility.

**Wastewater Department:**

- ❖ 10,528,800 gallons of wastewater was treated this month.
- ❖ 538 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 92 NPDES Permit required tests were performed by the contract lab, Ocean City Lab Services.
- ❖ 0 gallons of Septage were received and treated at the Wastewater Treatment Facility.
- ❖ 0 gallons of Leachate from Worcester County Landfill were received and treated at the Wastewater Treatment Facility.
- ❖ No Leachate was received from the Accomack County Landfill.
- ❖ All four lift stations were checked daily.
- ❖ All monthly preventive maintenance was performed by Town operations staff for the month.
- ❖ Daily Logs and Monthly Operation Reports are available at the Wastewater Treatment Facility Office for inspection.
- ❖ Contracted CES to pump out built up solids in the sludge holding tank due to needed repairs to the belt press

Prepared by Bobby Wilt 02/05/2024

## **GRANT PROGRAM MONTHLY REPORT**

**January 2024**

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### Grants Inventory

Grants currently open: **11**

Grants closed this month: **0**

Grants approved: **0**

Grants awaiting approval: **1**

*SAPP Grant. State Aid for Police Protection. Amount is formula derived.*

Approximate Grant funding available for spending: **\$1,260,393**

### New Grant Applications

New grant applications submitted: **3 (by DBF)**

**MDE CAPITAL FUNDING PROJECT APPLICATIONS**

*Wastewater Treatment Plant UV Upgrades project*

*Snow Hill Lead Service Line Inventory project*

*Snow Hill I&I Improvements Phase 1 project*

Grant reports submitted (Quarterly/Annual/Final): **3**

*FY23 "Business District & Community Safety" CSW grant*

*CDBG Progress Report Market Street*

*SAPP CAFR Reconciliation Form, and FY23 Financial Audit Report*

### Perspectives

The Town has eleven open grants.

The construction portion of the Market Street Sewer Lining project is temporarily on hold due to delays during December and January. While construction may be halted, management and reporting of the grant to maintain CDBG compliance is ongoing.

Administration for the Purnell Street project continues to progress as we get closer to breaking ground.

The Community Legacy Grant from the DHCD has been approved for \$50,000. I have been authorized by our regional state representative to begin the application period. Interested parties should contact me or look on the Town's website for more information.

Non-committed funds from the DHCD FY23 Legacy Grant have been made available to the public and applications have started to trickle in.

The Business District & Neighborhood Safety" FY 2023 Community Safety Works (CSW) grant is almost complete. This program provided much needed funding for our Snow Hill

Police Department. Patrol equipment, public safety cameras and street lighting were the basic components of this program. Once the street lights are installed the grant will be closed. This should happen by mid-February.

Unfortunately, the Sturgis Park Restroom Rehabilitation project bidding was temporarily suspended. I am adjusting the scope of work to better meet the needs of Snow Hill's citizenry. I expect bidding to reopen before the end of February.

We are currently in compliance and in good standing with funding agencies. I continue to cultivate positive relationships with individuals and funding agencies to increase our chances of future grant awards.

Respectfully, P.N. Bessette, Grants Administrator

**Grants currently open: 11**

1. **DHCD CDBG Market Street Sewer Lining and Repair Project \$503,700**  
Project is partially completed. Postponed several times due to weather/flooding. Sewer lining is complete, installation of new manhole is currently on hold due to construction and administrative delays.
2. **DHCD SRP (State Revitalization Program) - FY23 Community Commercial Property Renovations (Legacy Grant) \$50,000** Several projects are underway, finished or still in planning stages. \$7,845 is available for a second round of applications. Deadline is Friday the 16 of Feb.
3. **DHCD SRP (State Revitalization Program) - FY24 Community Commercial Property Renovations (Legacy Grant) \$50,000** Applications open tomorrow.
4. **DHCD CSW FY23 Business District and Neighborhood Safety \$79,190**  
Patrol equipment, public safety cameras and street lighting were the basic components of this program. Once light poles on Pearl Street are complete, I will file final report and the grant will be closed.
5. **DNR CCS (Chesapeake and Coastal Service) - FY24 Sanitation Services at Byrd Park \$2,700** Port-a-pots near boat ramps and playground. Yearly.
6. **DNR CAC (Critical Areas Commission) - FY24 Critical Area Grant \$2,000**  
Yearly.
7. **DNR CPP (Community Parks and Playgrounds) – FY24 Sturgis and Byrd Park Improvements \$62,644** Originally written for Sturgis Park Bathroom renovation and new picnic tables for both parks. Bathroom renovation cost is more than originally estimated and has been temporarily halted while I create a more ADA comprehensive scope of work.
8. **GOCCP (Governor’s Office of Crime Control and Prevention) – FY24 SAPP State Aid for Police Protection \$formulaic** Salary and benefits supplement.
9. **MDE (Maryland Dept of the Environment) – Purnell Street Utility and Roadway Improvements \$396,465** Pre-construction phase. Awaiting schedule.

10. **MDE** (Maryland Dept of the Environment) – Coulbourne Lane Well Backup Generator **\$190,806** On hold ask rick.

11. **MSAC** (Maryland Dept of the Environment) – FY24 Arts and Entertainment Operating Grant **\$17,847** Operating costs for entertainment and advertising, etc. for Town events and activities

**Approximate Grant funding available for spending: \$1,260,393**

**Grant reports submitted (Quarterly/Annual/Final): 5**

*DHCD Legay Grant Quarterly Report*

*MSAC A/E Annual Report*

*FY23 "Business District & Community Safety" CSW grant*

*CDBG Progress Report Market Street*

*SAPP CAFR Reconciliation Form, and FY23 Financial Audit Report*

**Grants awaiting approval: 1**

*SAPP Grant. State Aid for Police Protection. Amount is formula derived.*

**New grant applications submitted 1/31/24: 3 (by DBF)**

**ALL MDE CAPITAL FUNDING PROJECT APPLICATIONS**

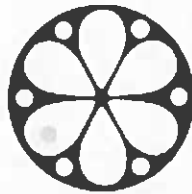
*Wastewater Treatment Plant UV Upgrades project*

*Snow Hill Lead Service Line Inventory project*

*Snow Hill I&I Improvements Phase 1 project*

We are currently in compliance and in good standing with funding agencies. I continue to cultivate positive relationships with individuals and funding agencies to increase our chances of future grant awards. I look forward to receiving new projects and direction to search for and attain funds to help Snow Hill thrive as a community.

Respectfully, P.N. Bessette, Grants Administrator



## Julia A. Purnell Museum

Director's Report  
January 1-31, 2024  
Dr. Cynthia Byrd

### **Exhibits**

The museum is planning an exhibit of Tom Mulligan's work to open in April 2024. Community members with pieces of his work that they would be willing to lend for an exhibit are encouraged to contact Dr. Byrd. We are planning to open on April's First Friday, April 5.

### **Research**

The museum is interested in gathering information on the late Ernestine R. Mason who served as a midwife in Snow Hill. We have her obituary and basic information, but we would like to find memories or information from community members who knew her, were helped by her as mothers, or were delivered by her as babies. Anyone with information can contact Dr. Byrd at [cbyrd.purnell@gmail.com](mailto:cbyrd.purnell@gmail.com).

### **Events**

The Museum is working with Councilpersons Diana Walsh, Janet Simpson, Snow Hill teachers, and homeschool students to arrange a display of student art inspired by Black History Month at the Old Firehouse for an event preceding the Town of Snow Hill Work Session on February 27. The artwork will be moved to the Julia A. Purnell Museum for display for a few more weeks.

### **Staff Development**

Museum staff members Dr. Byrd and assistant Kevin DeCesare will be taking a course in March to become Certified Interpretive Guides, hosted by the Beach to Bay Heritage Area.

### **Public Relations and Marketing**

We encourage community members and anyone who appreciates the museum's offerings to become a member. Admission for members is always free, and members are recognized for their contribution to preserving, protecting, and promoting the cultural heritage of Snow Hill, its community, and surrounding areas.

Household membership	\$25
Nonprofit organization	\$50
Corporate membership	\$100
Lifetime membership	\$500

Memberships can be purchased or renewed at [purnellmuseum.org](http://purnellmuseum.org) through our donation link. Checks can be sent to the Purnell Museum at 208 W. Market Street, Snow Hill, MD 21863. Or memberships can be purchased or renewed in person or by phone using a credit or debit card by calling the museum at 410-632-0515. Membership supports our changing exhibits and educational programs, and helps us match potential grant funds, which doubles the impact of this type of support.

### **Development**

The museum has been approved for a grant from the Mary Humphreys Foundation to purchase materials for the update to our reading room. An applications to the T.H. Miller History Fund has been submitted, and applications to the Community Foundation of the Eastern Shore, Delmarva Power, Choptank Electric, and the Maryland Heritage Areas Authority are in progress and will be submitted in February and March.

**Community Outreach**

On January 25, Dr. Byrd attended a meeting of museum professionals hosted by the Beach to Bay Heritage Area, which serves cultural nonprofits in the Worcester, Wicomico, and Dorchester Counties.



## Snow Hill Police Department

216 W. Green Street  
Snow Hill, Maryland 21863  
Telephone: 410-632-2447  
Fax: 410-632-9943

R. Andrew McGee  
Chief of Police

*"Police and Community Building Partnerships"*

February 6, 2024

To: Mayor and Town Manager

From:  Chief R. Andrew McGee

Re: January Monthly Report 2024

The Police Department is currently undergoing our yearly In-Service Training for 2024. At this time, Officers have attended FBI Leadership Schools, Homicide Training, and Crimes Against Children as part of their advanced training directives. We also will have an officer attending Instructor School this spring which will give us 3 advanced Instructors in our department.

The Police Department has concluded their 2023 Yearly Crime Review which will be presented to the Mayor and Council during the Budget Work Sessions. Overall, we saw a 20% percent reduction in our most Serious Crimes (Part 1) and have reduced our Misdemeanor Crimes by almost 30%. This is do in large part to our community actively engaging with our officers helping us in reducing these crimes. As a reminder, "See Something, Say Something".

During the month of January, there were 3 incidents in the town that resulted in a heavy police presence. The first being a disorderly crowd at the High School Basketball game that resulted in numerous officers responding to control the crowd. The second incident was a disorderly crowd at a local bar and the third incident involved a disorderly crowd and fighting that broke out downtown. Officers were dispatched and some arrests were made due to the person's actions. Officers will continue to monitor events in town and will coordinate with allied agencies.

The Police Department has been working traffic details on Bay Street, Church Street and Martin Street and have written a number of citations and warnings for speeding, suspended driving, Driving While Impaired, and seatbelt violations. We have also noticed an uptick in Cell Phone Usage and remind everyone it is against the law to operate your motor vehicle while using a cell phone while holding it. The law allows for handsfree usage only.



# COMMUNICATIONS

## Events by Nature Code by Agency

Agency: SHPD, Event date/Time range: 01/01/2024 00:00:00 - 01/31/2024 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
SHPD	911 HANG-UP	0	0	3	3	0%	0:04:53	0:02:16	0:06:35	0:41:12	0:13:44
	ABUSE ABANDONED NEGLECT	0	0	1	1	0%	0:03:53	0:03:36	1:36:12	1:43:41	1:43:41
	ACCIDENTS VEHICLES PD	0	0	2	2	0%	0:01:41	0:03:15	1:02:05	2:14:01	1:07:01
	ALARMS BURGLAR	0	0	6	6	1%	0:02:11	0:03:10	0:04:21	0:48:04	0:08:01
	ANIMAL COMPLAINTS	0	1	1	2	0%	0:01:36	0:03:00	0:14:28	0:36:31	0:18:16
	ASSISTANCE TO OTHER	0	8	13	21	2%	0:00:38	0:05:23	0:25:22	8:55:54	0:25:31
	CARDIAC OR RESPIRATORY ARREST	0	0	1	1	0%	0:00:50	0:02:08	1:47:12	1:50:10	1:50:10
	CHECK WELFARE	0	1	4	5	1%	0:05:12	0:04:51	0:49:32	4:47:51	0:57:34
	CIVIL COMPLAINT	0	0	3	3	0%	0:02:02	0:05:44	0:05:28	0:38:37	0:12:52
	DECEASED PERSON	0	0	1	1	0%	0:02:19	0:04:05	4:01:31	4:07:55	4:07:55
	DISABLED UNATTENDED VEHICLE	0	1	1	2	0%	0:00:00	0:00:00	0:16:19	0:32:39	0:16:20
	DISORDERLY	0	2	1	3	0%	0:02:31	0:03:57	0:39:02	2:03:36	0:41:12
	DOMESTIC COMPLAINTS	0	0	4	4	0%	0:03:19	0:03:10	0:21:26	1:51:39	0:27:55
	DRUG ABUSE LAWS	0	0	3	3	0%	0:22:25	0:05:14	0:39:00	3:14:42	1:04:54
	DUI ERRATIC DRIVING	0	0	1	1	0%	0:02:57	0:04:15	0:06:45	0:13:57	0:13:57
	DWI ARREST	0	0	1	1	0%	0:23:20	0:21:27	0:55:26	1:40:13	1:40:13
	EMERGENCY PETITION	0	0	1	1	0%	0:01:42	0:04:06	2:50:59	2:56:47	2:56:47
	FRAUD	0	0	1	1	0%	0:00:43	0:03:52	0:11:35	0:16:10	0:16:10
	HARASSMENT	0	0	3	3	0%	0:03:31	0:03:32	0:12:23	0:56:23	0:18:48
	INFO	0	8	6	14	2%	0:08:51	0:08:53	0:07:50	2:43:02	0:12:32
LOCKOUT	0	0	2	2	0%	0:01:50	0:02:47	0:02:31	0:14:15	0:07:08	
MALICIOUS DESTRUCTION OF PROP	0	1	2	3	0%	0:04:08	0:02:09	0:17:25	1:04:49	0:21:36	
MENTAL SUBJECT NON EMS	0	0	1	1	0%	0:05:01	0:04:46	0:15:25	0:25:12	0:25:12	

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	NON TRAFFIC MILES CUIS CHECKS	0	8	0	8	1%	0:00:01	0:00:00	0:01:15	0:10:04	0:01:16
	OTHER ASSAULTS	0	1	2	3	0%	0:04:37	0:26:57	0:52:26	3:13:30	1:04:30
	OVERTIME (COMP) ASSIGNMENT	0	1	0	1	0%	0:00:00	0:00:00	2:42:20	2:42:20	2:42:20
	PAPER SERVICE	0	1	19	20	2%	0:09:53	0:04:43	0:14:14	7:56:52	0:23:51
	PATROL CHECK	0	609	1	610	72%	0:00:04	0:00:00	0:05:57	60:36:22	0:05:58
	PREMISE CHECK	0	22	1	23	3%	0:00:24	0:24:45	0:15:19	6:19:09	0:16:29
	SUICIDE	0	0	1	1	0%	0:00:09	0:01:38	2:33:51	2:35:38	2:35:38
	SUPPLEMENTAL INVESTIGATION LAW	0	10	0	10	1%	0:00:01	0:01:15	0:22:40	3:47:58	0:22:48
	SUSPICIOUS PERSON VEHICLE	0	12	10	22	3%	0:03:00	0:03:32	0:08:10	4:11:20	0:11:25
	TRAFFIC COMPLAINTS	0	2	3	5	1%	0:03:19	0:03:44	0:05:41	0:45:24	0:09:05
	TRAFFIC DETAIL	0	36	0	36	4%	0:00:01	0:00:00	0:19:59	12:00:16	0:20:00
	TRAFFIC STOP	0	21	0	21	2%	0:00:01	0:00:00	0:08:29	2:58:31	0:08:30
	TRESPASSING	0	0	1	1	0%	0:01:33	0:03:17	0:09:27	0:14:17	0:14:17
	WARRANT SERVICE	0	2	0	2	0%	0:04:27	0:00:00	2:38:58	5:26:50	2:43:25
	WEAPONS COMPLAINT	0	0	1	1	0%	0:02:36	0:03:24	0:02:16	0:08:16	0:08:16
	<b>Subtotals for No Summary Code</b>	<b>0</b>	<b>747</b>	<b>101</b>	<b>848</b>	<b>100%</b>	<b>0:03:46</b>	<b>0:05:46</b>	<b>0:43:57</b>	<b>157:44:07</b>	<b>0:49:53</b>
	<b>Subtotals for SHPD</b>	<b>0</b>	<b>747</b>	<b>101</b>	<b>848</b>	<b>100%</b>	<b>0:03:46</b>	<b>0:05:46</b>	<b>0:43:57</b>	<b>157:44:07</b>	<b>0:49:53</b>



# SNOW HILL VOLUNTEER FIRE COMPANY, INC.

4718 Snow Hill Road • P.O. Box 83 • Snow Hill, Maryland 21863  
410-632-2110 • Fax 410-632-3911

## Report of Activity for the Snow Hill Vol. Fire Department January 2024

### Responded to **13** Fire Related Calls

Motor Vehicle Accidents:	3
Assist EMS:	3
Electrical Hazard:	1
Chimney Fire:	1
Smoke Investigation:	1
Odor Investigation:	1
Fire Alarm:	1
Public Service:	1
<u>*Mutual Aid*</u>	<u>1</u>
<b>Total:</b>	<b>13</b>
Fire Calls YTD:	<b>13</b>

### EMS Calls:

January 2024	<b>108</b>
EMS Calls YTD:	<b>108</b>

### **\*Mutual Aid responses:**

Pocomoke – Hazmat Incident (1)

Please feel free to contact us if we can be of assistance in any way.  
Respectfully submitted,

Michael Creech  
Fire Chief  
Snow Hill Fire Department

## PUBLIC HEARING

Notice is hereby given that the Town of Snow Hill will hold a Second Public Hearing for the purpose of receiving public input and advising citizens on the progress of the ongoing CDBG grant no. MD-22-CD-26, for the Lining and Repair of the Market Street sewer. The hearing will be held as part of the monthly Mayor and Town Council meeting. 7:00pm, Tuesday, February 13, 2024. Old Fire Hall, 212 W. Green St., Snow Hill, MD, 21863. Questions or comments can also be submitted in writing within two weeks of this public hearing. Please contact Grants Administrator Paul Bessette for information, comments or questions. 410-632-2080 [pbessette@snowhillmd.com](mailto:pbessette@snowhillmd.com)



**MAYOR AND COUNCIL OF SNOW HILL**

First Reading January 9, 2024

Second Reading February 13, 2024

**ORDINANCE 2024 –1**

**AN ORDINANCE AUTHORIZING THE CONVEYANCE OF REAL PROPERTY LYING AND BEING SITUATE IN THE CORPORATE LIMITS OF SNOW HILL, BEING KNOWN AS TAX MAP 0200, GRID 8, PARCEL 0128 AND LOCALLY KNOWN AS 211 A AND B PETTIT STREET TO NICHOLAS MONTFORT AND NANCY RAPA**

**WHEREAS**, Nicholas Montfort and Nancy Rapa are adjacent property owners to 211 A and B Pettit Street in Snow Hill, Maryland; and

**WHEREAS**, Nicholas Montfort and Nancy Rapa wish to purchase from the Mayor and Council of Snow Hill the property known as Tax Map 0200, Grid 8, Parcel 0128 situate on Pettit Street (the “Property”), and the Mayor and Council of Snow Hill has agreed to convey the PROPERTY to Nicholas Montfort and Nancy Rapa, along with 209 A and B Pettit Street addressed in Ordinance 2023-06, for the total sum of Seven Thousand Five Hundred Dollars (\$7,500.00); and

**WHEREAS**, the Mayor and Council of Snow Hill acquired ownership of the Property by Deed dated January \_\_, 2024 and recorded in the Land Records of Worcester County, Maryland in Liber \_\_\_\_\_, Folio \_\_\_\_\_, et seq.; and

**WHEREAS**, pursuant to Local Government Article Section 5-204 (c)(3) and the provisions of the Town of Snow Hill Charter Section 20(47) and Section 97, the Town is empowered to convey any real or leasehold property that is no longer needed for the public use, after having given at least twenty days’ public notice of the proposed conveyance; and

**WHEREAS**, pursuant to the provisions of the Town of Snow Hill Charter, Section 20(47), the Mayor and Council of Snow Hill conducted a public hearing on January 9, 2024, for the purpose of considering the conveyance of the Property; and

**WHEREAS**, the Town desires to publicly declare that the Property is no longer needed by the Town for the public use and the Mayor and Council of Snow Hill has determined it is in the best interest of the Town and the public health, safety, and welfare to convey the Property to Nicholas Montfort and Nancy Rapa and that the Property is no longer needed for public use.

**NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT:**

- A. The Mayor and Council of Snow Hill be, and it is hereby authorized and empowered to convey to Nicholas Montfort and Nancy Rapa, along with 209 A and B Pettit Street addressed in Ordinance 2023-06, for the total for the sum of Seven Thousand Five Dollars (\$7,500.00), the land designated as Tax Map 0200, Grid 8, Parcel 0128, 211A and B Pettit Street, and being more particularly described as follows:

ALL that lot or parcel of land lying and being situate at the corner formed by the intersection of the southeasterly side of Pettit’s Alley, now called Pettit Street and the northeasterly side of Water Street aforesaid, presently designated as 211 A and B Pettit Street, in the Town of Snow Hill, Worcester County, Maryland, which is designated and distinguished as Lot No. Three on the “Plat of James Samuel Price Residence Property”, recorded with a deed in Liber FWH No. 124, folio 87, et seq., said lot having a frontage on said Water Street of fifty-six (56) feet and a frontage on Pettit Street of thirty-six (36) feet.

AND BEING all and the same property conveyed to the Town of Snow Hill from BMW Rentals, Inc., and recorded among the land records of Worcester County, Maryland in Liber \_\_\_\_, Folio \_\_\_\_.

- B. The Mayor, or his designee, is hereby authorized to execute any and all documents required to fulfill the terms of this Ordinance.

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on January 9, 2024.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
RICHARD POLLITT, Town Manager

\_\_\_\_\_  
MICHAEL PRUITT, Mayor

Approved as to form:

\_\_\_\_\_  
DIANA WALSH, Central District Council Person

\_\_\_\_\_  
MAUREEN HOWARTH  
Ayres, Jenkins, Gordy & Almand, P.A.  
Office of Town Solicitor

\_\_\_\_\_  
JANET SIMPSON, Eastern District Council Person

\_\_\_\_\_  
MARGARET ANN FLETCHER,  
Western District Council Person

# Flag Publications, Inc. Certificate of Publication

Town of Snow Hill

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Ordinance 2024-01

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This is to certify that the attached has been published in the *Ocean City Digest*, a weekly paper of general circulation in Worcester County published in Ocean City, Maryland on the following dates:

Date:            January 18, 2024            \$17.50

Signed:



Date: January 18, 2024

**OCEAN CITY DIGEST**  
11934 Ocean Gateway, Suite 6  
Ocean City, Maryland 21842



MAYOR AND COUNCIL OF SNOW HILL

**RESOLUTION 2024-1**

**A RESOLUTION PURSUANT TO SECTION 47 OF THE CHARTER OF THE TOWN OF SNOW HILL APPROVING THE 6-MONTH BUDGET AMENDMENT APPROPRIATING FUNDS FROM RESERVE FUNDS**

WHEREAS, the Town of Snow Hill Charter Section 47 provides the Mayor and Council the authority to transfer funds and states any transfer of public funds between major appropriations for different purposes must be approved by the Council; and

WHEREAS, the Mayor and Council of Snow Hill wish to transfer funds from the General Fund Reserve Funds (01-1039-4099) to Admin Contract Legal Services (01-1039-7016) in the amount of Sixty Four Thousand Five Hundred Dollars (\$64,500.00); from the Water Fund Reserve Funds (02-1231-4099) to Water Fund Contractual Legal Services (02-1231-7016) in the amount of Five Hundred Dollars (\$500.00), and from the Sewer Fund Reserve Funds (03-1244-4099) to Sewer Fund Contractual Legal Services (03-1244-7016) in the amount of Five Thousand Dollars (\$5,000.00).

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT:

1. The budget amendment form attached to this Resolution as Exhibit A, resulting in the total supplemental appropriation of \$64,500.00 from General Fund Reserve Funds (01-1039-4099) to Admin Contractual Legal Services (01-1039-7016) in the amount of \$64,500.00; from Water Fund Reserve Funds (02-1231-4099) to Water Fund Contractual Legal Services (02-1231-7016) in the amount of \$500.00, and from Sewer Fund Reserve Funds (03-1244-4099) to Sewer Fund Contractual Legal Services (03-1244-7016) in the amount of \$5,000.00 is incorporated herein and approved by the Mayor and Council.



2. The Mayor is hereby authorized to execute the attached Budget Amendment and any other documents required to fulfill the terms of this Resolution.

RESOLVED AND EFFECTIVE this \_\_\_\_ day of February, 2024.

ATTEST:

\_\_\_\_\_  
RICHARD POLLITT, Town Manager

\_\_\_\_\_  
MICHAEL PRUITT, Mayor

Approved as to form:

\_\_\_\_\_  
DIANA WALSH, Central District Council  
Person

\_\_\_\_\_  
MAUREEN HOWARTH  
Ayres, Jenkins, Gordy & Almand, P.A.  
Office of Town Solicitor

\_\_\_\_\_  
JANET SIMPSON, Eastern District  
Council Person

\_\_\_\_\_  
MARGARET ANN FLETCHER,  
Western District Council Person

**Town of Snow Hill, MD -FY 24 Budget Amendment**

ADMIN-LEGAL, WATER-LEGAL, SEWER-LEGAL	2/13/2024			Type of Adjustment: Reserve Funds-Operating Budget	
The Budget Amendment Requested will Require the Following Revisions:					
Account Description	Account Number			Amount	
	Fund	Div	Object	Increase	Decrease
<b>GENERAL FUND REVENUES</b>					
General Fund Reserves	001	1039	4099	64,500	
Total Revenues Adjustment				64,500	0
Net Revenue Adjustment				64,500	
<b>GENERAL FUND EXPENDITURES</b>					
Admin Contract Legal Services	001	1039	7016	64,500	
Total Expenditures Adjustment				64,500	0
Net Expenditure Adjustment				64,500	
					-
Account Description	Account Number			Amount	
	Fund	Div	Object	Increase	Decrease
<b>WATER FUND REVENUES</b>					
Water Fund Reserves	002	1231	4099	500	
Total Revenues Adjustment				500	0
Net Revenue Adjustment				500	
<b>WATER FUND EXPENDITURES</b>					
Water Contract Legal Services	002	1231	7016	500	
Total Expenditures Adjustment				500	0
Net Expenditure Adjustment				500	
					-
Account Description	Account Number			Amount	
	Fund	Div	Object	Increase	Decrease
<b>SEWER FUND REVENUES</b>					
Sewer Fund Reserves	003	1244	4099	5,000	
Total Revenues Adjustment				5,000	0
Net Revenue Adjustment				5,000	
<b>SEWER FUND EXPENDITURES</b>					
Sewer Contract Legal Services	003	1244	7016	5,000	
Total Expenditures Adjustment				5,000	0
Net Expenditure Adjustment				5,000	
					-
<b>Budget Amendment</b>					
Approval Requested: \$70,000 from Reserve Funds					
Mayor: Michael Pruitt Date:					
Treasurer, Central District: Diana Walsh Date:					
Council, Eastern District: Janet Simpson Date:					
Council, Western District: Margaret Fletcher Date:					
Approved as to availability of Funds					
Finance Manager: Lounell Hamstead Date:					



MAYOR AND COUNCIL OF SNOW HILL

First Reading February 13, 2024

Second Reading

**ORDINANCE 2024 -02**

**AN ORDINANCE OF THE TOWN OF SNOW HILL CREATING CHAPTER 26 ENTITLED, "PERSONAL PROPERTY, DISPOSITION OF" AND ESTABLISHING A PROCEDURE TO DISPOSE OF SURPLUS TOWN OWNED PERSONAL PROPERTY**

**WHEREAS**, the Town of Snow Hill at times owns surplus, obsolete or unused personal property that is no longer of use to the Town and needs to be disposed of; and

**WHEREAS**, Mayor and Council of Snow Hill desire to establish a procedure to dispose of the surplus, obsolete or unused property; and

**WHEREAS**, pursuant to Local Government Article Section 5-202, for the good government of the municipality, and the provisions of the Town of Snow Hill Charter Section 97, the Town is empowered to dispose of any property belonging to the Town that is no longer needed for the public use.

**NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT CHAPTER 26, ENTITLED PERSONAL PROPERTY, DISPOSITION OF, OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND, IS HEREBY CREATED AS FOLLOWS:**

...

**CHAPTER 26 PERSONAL PROPERTY, DISPOSITION OF**

**§26-1 Determination to dispose of personal property.**

- (a) Upon determination by a department head and the Town Manager that items of personal property are surplus, obsolete, unused, or otherwise are no longer necessary for public use, the Town Manager shall prepare an itemized list of such personal property to present to the Mayor and Council for final determination.
- (b) The itemized list of the personal property desired to be disposed of shall contain the rationale for such disposition and recommended disposition.

(c) Disposition may be by selling, auctioning, or destroying if no value can be realized from it. Selling and auctioning may be accomplished on the internet.

**§26-2 Sale of personal property.**

If the Mayor and Council determines that the personal property has been surplus, obsolete, unused, or is otherwise no longer necessary for public use, it may, by resolution, authorize the sale of such personal property upon terms and conditions the Mayor and Council deems to be in the best interest of the public.

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on \_\_\_\_\_, 2024.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
RICHARD POLLITT, Town Manager

\_\_\_\_\_  
MICHAEL PRUITT, Mayor

Approved as to form:

\_\_\_\_\_  
DIANA WALSH, Central District Council  
Person

\_\_\_\_\_  
MAUREEN HOWARTH  
Ayes, Jenkins, Gordy & Almand, P.A.  
Office of Town Solicitor

\_\_\_\_\_  
JANET SIMPSON, Eastern District  
Council Person

\_\_\_\_\_  
MARGARET ANN FLETCHER,  
Western District Council Person