



Mayor and Town Council Meeting

December 12, 2023 • 7:00pm
Old Fire Hall, 212 W. Green Street, Snow Hill

TOWN HALL MEETING

ZOOM ID NUMBER: 889 9537 1563

1. Call to Order/Salute to the Flag
2. Invocation/Moment of Silence
3. Approval of Minutes:
 - a. Town Hall meeting – November 14, 2023
 - b. Work session – November 28, 2023
Special Session- December 4, 2023
December 5, 2023
4. Treasurer's Report
5. Proclamations
 - a. Bishop's Stock
 - b. Sassy Girl
6. Presentation: Annual audit report from PKS
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. Unfinished Business
 - a. Ordinance No. 2023-06 re: 209 Petitt Street. Second Reading
 - b. Appointments to Boards & Commissions
-Mr. Rob Culbertson to the Board of Zoning Appeals
 - c. Vacant Property Registration Ordinance: discussion
10. New Business

This agenda may be subject to change.

- a. Requests regarding 211 Petitt Street
 - To accept a confirmatory deed for 211 Petitt Street
 - To request a public hearing be scheduled to determine if 211 Petitt Street is no longer needed for public use
- b. Approve Holiday schedule for 2024

11. Comments from the Council

12. Comments from the Mayor

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

14. 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.

This agenda may be subject to change.



SNOW HILL MAYOR AND COUNCIL **TOWN HALL MEETING**

Tuesday, November 14, 2023
Old Fire Hall, 212 W. Green Street, Snow Hill

Minutes

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, November 14, 2023, with Mayor Pruitt presiding.

PUBLIC OFFICIALS PRESENT

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

STAFF IN ATTENDANCE

Maureen Howarth, Esq. Attorney
Rick Pollitt, Jr., Town Manager
Lou Hamstead, Finance Manager
Andy McGee, Police Chief
Carol L Sullivan, Executive Administrator

- 1.** Following a **Salute to the Flag and Prayer**, Mayor Pruitt called the meeting to order at 7:00pm.
- 2.** **Notice and Report on Closed Session:**
Mayor Pruitt read the closed session report discussing appointments/employment of WWTP Superintendent.
- 3.** **Approval of Minutes** for:

- a. October 10, 2023 Town Hall Meeting: On the motion of Councilmember Simpson and seconded by Councilmember Walsh minutes were approved by the following vote:

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

- b. Approval of Special Council meeting October 30, 2023: On the motion of Councilmember Fletcher and seconded by Councilmember Simpson minutes were approved by the following vote:

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

Approval of Work Session meeting October 30, 2023: On the motion of Councilmember Walsh and seconded by Councilmember Fletcher minutes were approved by the following vote:

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

Approval of Work Session meeting November 7, 2023: On the motion of Councilmember Simpson and seconded by Councilmember Walsh minutes were approved by the following vote:

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

4. Oath of Office administered to Tim Walsh as a member of the Historic District Commission:

Mayor Pruitt swore in Tim Walsh as a member of the Historic District Commission.

5. Town Manager Report

Mr. Pollitt stated that the Black- Eyed Susan was officially sold this afternoon to Slaughter Creek Marina, LLC of Taylor's Island in Dorchester Country. The boat will depart Snow Hill later this week. He gave an update on Purnell Street Project stating that a pre-construction meeting will be scheduled with a start date in early

January and should be completed by late spring. Market Street project's sign has been prepared and will go up after Thanksgiving, this project should be completed by end of calendar year.

6. Department Reports

- a. Economic Development –No further discussion.
- b. Code Enforcement -.Councilmember Walsh asked about the property located on Ironshire Street, she stated the 90 days given to repair has expired, what's next or how does the Town proceed? Also, the property on Mumford Street expired today, the porch roof on Collins Street has been expired, does the town demolish if they are not in compliance. Town Attorney Howarth will look at the Town's Code to see how to proceed.
- c. Public Works –. No further discussion
- d. Water & Wastewater: Mr. Pollitt stated the Earl Ludy is acting as Superintendent at our WWTP. He will continue as Superintendent until the new Superintendent has Maryland certifications.
- e. Grants: No further discussion. Councilmember Simpson stated that the report was very thorough and informative.
- f. Julia A. Purnell Museum – No discussion pending Dr. Byrd's presentation.
- g. Police Department – Chief McGee stated that he is certified to hold active shooters seminars. He stated that he could have a presentation on active shooters at a work session. He also stated that on Tuesday they received the highest numbers of calls. "If you see something, say something."
- h. Fire Department – Fire Chief Creech stated that calls were down, it's a good thing, also a bad thing, as they staff the department with two full time ambulance crews. If the ambulances are not running, they are not billing, which in turn reduces their income. Mayor Pruitt suggested that the Town have a work session at the Fire Department to show case the department and let citizens know what goes on at the department.

7. Presentation: Dr. Cynthia Byrd will provide an update on activities at the Julia A. Purnell Museum including news of Holiday events:

Dr. Byrd had a presentation on the events going on at the Museum. She announced that during the renovation the museum will be closed during the last two weeks of December. The museum will be opened on week-ends and during the week by appointments only.

8. Presentation: Finance Manager Lounell Hamstead will report on the First Quarter status of the Operating Budget:

Ms. Hamstead gave an update on the first quarter budget. She stated that general fund revenues collected was 63%. That is because of the County dispersing the tax payments collected in July and also receiving the funding they provide give each year. The overall expenses were at 28%. The water revenue is at 33% and sewer revenue is 12.80%. The sewer revenue is down because we have not been able to accept septage and leachate from haulers. The expense for both departments is around

38%. This includes the repairs that Susquehanna Operational Services has completed to get the plant back in compliance.

9. Unfinished Business:

Ordinance No. 2023-06 Providing for the sale of 209 Petitt Street. First Reading:
In a motion Councilmember Walsh and seconded by Councilmember Simpson,
Ordinance No. 2023-01 was passed by the following vote:

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

Town Attorney Howarth reported on a discrepancy in the official property description which will need to be resolved prior to sale of the property. She advised proceeding with the ordinance process in the meantime.

10. New Business:

a. Appointment of Superintendent of Water and Wastewater:

Mr. Pollitt gave a brief report on the Wastewater plant and getting it back into compliance. He stated that Susquehanna Operational Services was acting as the superintendent while getting the plant in compliance and now Earl Ludy is acting superintendent. After our interview with Robert Wilt, Mayor Pruitt proposed to appoint Mr. Wilt the head of water, sewer and wastewater. The Charter requires the Town Council to approve the Mayor's appointment.

A motion by Councilmember Simpson and seconded by Councilmember Fletcher, to approve the appointment of Robert Wilt, as the head of water, sewer and wastewater, was passed by the following vote:

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

11. Comments from the Council:

Councilmember Walsh would like to thank all the departments for their monthly reports.

Councilmember Fletcher thanked the audience for attending and thanked for all the departments for their monthly reports.

Councilmember Simpson thanked the audience for coming out. She said that she reached out to the African American Historical Society to see if they would be interested in the Willow Street property to either restore the building or establish a

heritage park. She encouraged the audience to attend the Charter Review Committee meeting on Thursday, it's the third Thursday each month

12. Comments from the Mayor:

Mayor Pruitt reminded the Council that a motion was needed accepting the monthly Treasurer's Report.

- a. On the motion of Councilmember Walsh and seconded by Councilmember Simpson, Treasurer's Report was approved by the following vote:

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

13. Comments from the Public:

Rob Hall stated that Purnell Street didn't have sidewalks, the street isn't wide enough, at one time there was talk about making the street one-way.

Kathern Culbertson stated that she was glad to see staff and council working out their communication. She said the Council is our representative and she appreciates the effort they put forth. Transparency is important at one time there was a saying "Town Hall will do what Town Hall wants", she doesn't like that slogan and hopes it goes away with our new Council members. The Council is accessible to their community.

Eddie Lee asked what the salary for the new Water/Wastewater Superintendent would be.

Fran Price stated that the check received from the sale of Black-Eyed Susan should be used to reduce the debt.

Adjournment

- a. Adjournment –Motion to adjourn by Councilmember Fletcher, seconded by Councilmember Walsh. The time was 8:54 pm and passed with the following vote:

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Janet Simpson</u>	<u>X</u>				
<u>Margaret Fletcher</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

Work Session Meeting Minutes

Tuesday, November 28th, 2023

5:00pm – Regular Session

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, November 28th, 2023.

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
Melissa Kempfer, Clerk
Maureen Howarth, Esq. Town Attorney
Andy McGee, Police Department Chief

1. Call to Order

Mayor Mike Pruitt called the meeting to order at 5:01pm.

2. Continued discussion on Surplus Property

Mayor Pruitt greeted everyone and gave a brief outline of the meeting's agenda. The Mayor asked Town Manager Rick Pollitt to give an update on the Town's surplus properties.

Town Manager Rick Pollitt presented a brief recap of the progress of the Town's surplus properties. Mr. Pollitt recapped the interest of moving Town Hall's offices to the Former Peninsula Bank property and summarized the project thus far.

a. Former Peninsula Bank property

Town Manager Pollitt asked Councilmember Diana Walsh to present her research into the Former Peninsula Bank property.

Councilmember Diana Walsh recapped the research into the former Peninsula Bank property. She stated that the building had been purchased by Mayor Charlie Dorman and the Town Council in June 2018 for \$265,000. She added that grant money in the sum of \$150,000 was used to help purchase the building and that further research by the Town Financial Manager is being done to determine which specific grant helped fund the purchase. Mrs. Walsh shared her concerns of having to pay back the grant if the building is sold.

Councilmember Walsh shared data from an appraisal requested by the Snow Hill Town Council. On August 25th, 2023 the former Peninsula Bank building appraised for \$295,000. Mrs. Walsh stated that a presentation given by the Director of Economic Development, Lorissa McAllister, had been shared the process of moving Town Hall to the previous bank building. Mrs. Walsh also share that a walkthrough had also been done by Marty Sullivan and Mark Shockley. Mark Shockley estimated the cost of renovations to be \$100,000.

Councilmember Walsh invited Mr. Brown, to speak about an inspection of the building. Mr. Brown spoke about maintenance and repairs to the interior and exterior of the building that need be addressed. He shared the bulkhead was in need of repair, he estimated the cost at \$50,000. Councilmember Simpson asked about the sale of the building. Town Attorney Howarth mentioned that more research into property lines needs to be done. Mr. Brown addressed concerns about floodplain issues and suggested a flood plain expert, Kevin Wagner.

Mayor Pruitt opened the floor to public comment on the former Peninsula Bank building. Local realtor and resident, Eddie Lee stated that he felt the appraisal value is too low. Mr. Lee said that the possible repayment of the grant money and the dollar amount of renovations would change the conversation about selling the building.

Mayor Pruitt asked the Town Manager, Rick Pollitt to share Billy McCain's thoughts on the appraisal he had given the town for the former Peninsula building. Mr. Pollitt stated that he doesn't have real estate experience and is not qualified to second guess the results of the appraisal. Mr. Pollitt went on to say that, William. R. McCain & Associates are a top-notch appraisal company of the Eastern Shore and has total confidence in the quality of his company and staff. Town Attorney Howarth stated that many of her clients use W.R. McCain & Associates, but that there were other reputable appraisers in the local area.

Additional public comments were added. Mr. Lee stated that expert opinions are just that, opinions and suggests getting a second opinion. Another town resident, asked if the town was already looking to relocate Town Hall or were we looking at moving as a target of opportunity. The man also questioned the return on investment into the former Peninsula building and if the sale of the building could be applied to any deficits or funding

improvements to the water system that would better benefit the town and the citizens. He ended saying that he would like to see a cost/benefit analysis to see the real value in the building's potential.

Councilmember Walsh ended with addressing the council that a cost/benefits analysis needs to be done. She discussed the \$100,000 needed for repairs and how we currently don't have the funds. She expressed that if the town waits on the repairs while raising the money, that the building would slip into further disrepair. Mrs. Walsh added that if the building is sold and all debt is paid back that we could break even or close to or possibly have a surplus that could go to renovating another of the town's buildings.

Mayor Pruitt states that action is not being made at this meeting. Mr. Pruitt adds that direction will soon have to be given to the Town attorney and Rick Pollitt on what is to be done with the property. The mayor asks to move the next property.

b. Willow Street property

Mayor Pruitt asks Town Manager Rick Pollitt to introduce details about the Willow Street property. Mr. Pollitt reviews that the property was acquired by the town some years ago. The building has historical significance and is the floodplain. Mr. Pollitt states that the town had solicited interests from developers in the community. Mr. Pollitt went on to say that Town Code Enforcement Officer, Marty Sullivan had spoken with developers and local people in the community that had interest. Mr. Pollitt added that the property has multiple problems, the structure as-is having very little value would reach the 50% improvement threshold very quickly and the building would have to be elevated. He stated that building codes had frustrated interested parties away.

Mr. Pollitt stated that the building has set idle and has become an eyesore and hazard. Mr. Pollitt said that the building has a placard referring to the Department of Housing and Community Development, meaning that some grant money went toward some kind of development of the property. Mr. Pollitt also stated that there is also a town sewage pump station located on the back side of the property and that anything done with said property had to protect the access to that pump station.

Mr. Pollitt recalled at the last meeting, there was interest in possibly offering the building to African American Historical Society as resource for them to highlight the historical connection to workforce housing of the Willow Street property. He said that Marty Sullivan had met with Dr. Blake to discuss the property. Mr. Pollitt said there is a bit of confusion because Dr. Blake is under the impression that the Town of Snow Hill has offered to donate the property to the African American Historical Society and he believes that it is a misinterpretation of the conversation. He believes that it was one of the possibilities that the town was looking into, but said it was to be discussed with the town's legal council before any decision be made.

Mr. Pollitt stated that Marty Sullivan had met again with Dr. Blake again last week at the Willow Street property. Dr. Blake brought a contractor with her and were unable to get

into the building since it is boarded up due to safety. Mr. Pollitt added that Dr. Blake was insistent that the town was going to donate the building to her. Mr. Sullivan explained the floodplain issues and structural issues of the building. Dr. Blake said she would consider demolishing the structure and building a duplex house to generate income or a park setting. Mr. Pollitt had been informed by Mr. Sullivan that the meeting had gone well. Mr. Pollitt also added that a fundamental understanding on what needs to be done before moving forward.

Councilmember Janet Simpson asked if the town did donate the property, would Dr. Blake take care of the property or refurbish and put money into the property? Mr. Pollitt answered that it is his understanding that Dr. Blake would happy to accept the property and offered multiple options of what could be done with the property. Mr. Pollitt also added that his understanding of Mr. Sullivan's email, that the building could not be salvaged.

Mrs. Simpson asked if donating the building was a possibility or if there could be a MOU. The Town Attorney Maureen Howarth stated that it was something she was going to have to look into. Mrs. Howarth said that the first step was to have the entire property appraised and then decide if we wanted to start the surplus property process in preparation of possible disposing of the property to the African American Historical Society or someone else.

Councilmember Walsh asked Mrs. Howarth if the council would have to research if a town can gift or donate the property. Mrs. Walsh also asked if it is allowed for the donation be for protected purposed; she would like to see the history preserved. Mrs. Howarth stated that if you know that they are not going to use it in the way that you want, then not to sell or donate it to them. Mrs. Howarth went on to say that it doesn't appear that there is intention of the building to be kept.

Councilmember Fletcher asked if the Heritage Grant could be applied by the town. Mr. Pollitt expressed that it was one of options. That the building could be torn down and erect a pavilion with information about the history of the site. Mrs. Fletcher stated that Snow Hill is in the heritage area. Mr. Pollitt stated that Mr. Sullivan had spoke to Dr. Blake about the potential of grants.

Councilmember Walsh asked if it was possible to work with the African American Heritage Society with joint fundraising to erect a more preserved site highlighting the history rather than building housing in the floodplain. Attorney Howarth brought up again that a grant may have been used. Mrs. Howarth suggested before anything be done, decide if we want an appraisal, figure out the grant, decide if you want to start the process of surplus property.

Mayor Pruitt stated that the Willow Street property is in very bad shape and in danger of falling down. Mr. Pruitt said at some point in time, we have to decide to eat the cost to tear it down, use that property for something that we need it for, or cut our losses and let someone else inherit all of those things and let them decide what they want to use it for. Mr. Pruitt added that the property had already been considered for surplus property. Mr. Pruitt also added that the town is about to begin a blighted and vacant property ordinance and this town owned property is one of the worst. The mayor indicated that he would like to sell or donate the property.

Mayor Pruitt moves to open the floor to public comments on the Willow Street property.

*Town resident Mr. Brown stated to sell the building. Mr. Brown wondered how much repair needs to be done and how much will it cost to bring it into compliance. He stated that when a building is brought into compliance that it gets costly. He asked if the building is on a historical registry and if it is, it would get more attention of grant monies. He summarized saying that if the property was in such bad shape, that the best thing to do was to tear the building down and sell the property. Town Manager Pollitt added that if we do decide to part with the property, that it will need to be surveyed and part of the pump station cut out and doesn't know how that would impact the surround property.

*Town resident Mr. Lee doesn't recall the building being on the historical registry, but the property has been discussed in historic references by the local community. He agrees that whatever is done with the property, that it holds value of its historical nature.

Councilmember Walsh would like to see a historical walkway with storyboards about the history of the area.

*Town resident John stated that he doesn't believe that the town should be holding surplus property and incurring the cost to keep them. He also stated that the Willow Street property is a prime piece of real estate that could be generating tax revenue.

*Town business owner stated that Capitalism has a long history of bulldozing our history. She mentioned other properties that have been torn down and erased town history.

c. Petitt Street property

Mayor Pruitt asked Town Manager Pollitt to give an introduction to the Petitt Street property. Mr. Pollitt states that the property is already in the process of declared surplus and being acquired. He stated that Attorney Coates has shared with him that was an oversight or misunderstanding when the town was given the property. There should have been two lots on the deed and there is currently only one. Mr. Pollitt said that Town Attorney Howarth has been working with Attorney Coates to resolve the issue.

Attorney Howarth explained that the properties they have been working on is 209 A & B Petitt Street. Mrs. Howarth said that the potential buyer thought that the property included 209 and 211 Petitt Street because of the SDAT for the town list the properties together. The town was only given the deed to 209 Petitt Street. The Town attorney is working on correcting the deed paperwork so that the 211 Petitt property can be run through the surplus property process. The process is a holding pattern until the current owner can be contacted.

d. Market Street properties

Mayor Pruitt asks to move to the Market Street properties. Town Manager Pollitt explains that the town own three adjacent properties on Market Street. The first lot was donated to the town by the Scarborough family with the understanding the town would eventually put a police station there. Since then, the town has acquired the two adjacent

properties, one through a tax sale and one through an outright purchase. Mr. Pollitt stated that a conversation has been started about the plans for the property if the town decides not to move forward with raising the funds and putting a police station on the property. Mr. Pollitt mentioned the obligation to the Scarborough family even though there is nothing in the contract or deed mentions connecting the obligation.

Mr. Pollitt has spoken with Danny Scarborough who didn't have strong feeling about it, but Danny's mother expressed if the town was not going to put a police station there, that the family should have the property back. Mr. Pollitt expressed that he wasn't sure if it could be given back because legally it belongs to the people of Snow Hill. Mr. Pollitt said that if the town does decide to part with the property it would go out for public bid.

Mayor Pruitt stated that there were options for the property. He said that we could hold on to the property but didn't see the town able to find the money to build a police station anytime soon with facing problems with the water and sewer infrastructure. Mr. Pruitt said that the property could be put on hold, but still continue progress on the other two adjoining properties.

Mayor Pruitt opens the floor for public comment.

*Town resident asks if the mayor cares about the west side of town and follows with asking if he cares enough to build a police station there. She voiced her feelings that the obligation to build the police station should be held. She also shared stories of guns and crime on the west side of town. Mayor Pruitt stated that he understood her concerns, but was unsure when the millions of dollars would be raised to build a police station. Mr. Pruitt expressed that the town could hold on to the property, but the town needs to be fiscally responsible. Mr. Pruitt also suggested catching the west side up with the east side by getting others investing in the empty lots in the area.

*Councilmember Walsh expressed that the town needs to be invested in the west side of Snow Hill. Mrs. Walsh addressed finding money for the project by cutting further investment into Byrd Park which the river continues to flood. Mrs. Walsh stated that she suggests holding on to the property.

*Town resident, Mr. Lee expressed his feelings about the lack of progress on the west side of town. He asked the Mayor and Town Council members for a plan of action and set a timeline.

*Town resident, Mr. Brown expressed the need for the people of the community to take action. He said the people of the community have to make the area interesting to attract investment.

*Town business owner, Mrs. Nolte added that zoning plays a big part in building communities. She added that it leads to socio-economic segregation. She invited interested parties to Sustainable Communities meetings, Planning Commission, join Main Street, talk about design and smart growth and focus based zoning.

Mayor Pruitt tables line item #3 Dr. Hogan Pesaniello's proposal to the next meeting due to time conflict with the Community Forum on Cannabis. Asks for a five minute break.

BREAK at 6:34pm**3. Community Forum on Cannabis: Mayor calls to reconvene meeting at 6:41pm.**

Mayor Pruitt introduces the Community Forum on Cannabis. He explains the town is currently under a moratorium that was passed several weeks ago and no quick decisions will be made. Mr. Pruitt asks Town Manager Pollitt to set up the discussion.

Town Manager Pollitt introduces the discussion about cannabis coming to our area. He expresses that town is seeking input from the citizens before any ordinances are written or location is chosen. Mr. Pollitt goes on to say that there will be a second meeting with a panel of professional that can provide information and answer more questions about how cannabis will be impacting our community. Mr. Pollitt opens up floor for public comment.

Mayor asks those that sign up to come to the podium to speak.

Public comments and concerns:

- Speaker suggests start with medical cannabis and maybe expanding to recreational. She expressed the need to have at least 2000 sq ft to meet the space needs for both.
- Speaker suggests beginning medical first, then recreational. He suggests the town council to visit other established dispensaries. He also mentioned that parking and waiting space is needed. The speaker questioned what the taxes were going to benefit in the town.
- Speaker expressed concerns because the tax benefit to the town is infinitesimal. The speaker also thought that the moratorium time period is too brief to come to any decision.
- Speaker is totally opposed to cannabis consumption in town.
- Speaker spoke about concern for mental health and the impact on children/youth. The speaker voiced concern about the impact on family income. They also spoke about the lack of regulation. They asked to extend the moratorium to more research can be done.
- Chief McGee shared that the biggest concern coming from the highway patrol is crashes and the ability to test someone that is under the influence of marijuana. Maryland is a consent state, but a court order is still needed to draw blood to test for marijuana. Chief McGee shared that crime rates have remained neutral and have not had many calls for it.
- Speaker shared sales tax information in other states. They suggested looking into creating a municipal tax would help support revenue.
- Councilmember Walsh shared that for Snow Hill that she is pro-responsible business and responsible growth. Mrs. Walsh shares that she does have concerns for the impact on mental health.
- Speaker voices that cannabis is already here in the community and we should see how our town can benefit. They shared that we should look into how we can support this local business and future business growth.

4. Adjournment

Councilmember Simpson made a motion to adjourn. Seconded by Councilmember Walsh and passed unanimously. The time was 7:06pm.

<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,

Melissa Kempfer
Clerk I



MAYOR AND TOWN COUNCIL

Work Session Meeting Minutes Monday, December 4th, 2023

4:30pm – Regular Session

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Monday, December 4th, 2023.

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
Marty Sullivan, Code Enforcer
Melissa Kempfer, Clerk
Maureen Howarth, Esq. Town Attorney
Andy McGee, Police Department Chief

1. Call to Order

Mayor Mike Pruitt called the meeting to order at 4:30pm.

Mayor Pruitt switches the order of agenda to address Boards and Commissions Vacancies first. Mr. Pruitt stated that there are two vacancies, one on Building and Zoning Appeals and the other on the Ethics Committee.

2. Boards & Commissions Vacancies

Mayor Pruitt addresses the Town Council members to see if they are willing to accept a volunteer to fill one of the vacant positions. The volunteer currently has a spouse on another committee, which would need an exception from Town Council. Mayor Pruitt is prepared to nominate the volunteer for the Building and Zoning Appeals committee if the Town Council members approve. All Council members agree to the exception.

Mayor Pruitt shared that Mr. Culbertson is volunteering for the Building and Zoning Appeals committee. Mr. Culbertson will be nominated for the board position at the Town Hall meeting on December 12, 2023 and will be sworn in.

3. Presentation by Code Enforcement Officer Sullivan

Town Manager Pollitt gives updates on Code Enforcement Officer Sullivan's progress in selecting new tracking software and training.

Mr. Sullivan explains that the current system of tracking was not effective. Mr. Sullivan stated that the Town of Snow Hill approved the purchase of new tracking software that will track code enforcement, permits, as well as rental inspections. Mr. Sullivan hopes to have the new system up and running the first of the year. Mr. Sullivan also added that once the program is up and running that he would come back and give a presentation on how the system works.

Mr. Sullivan states that the system does not currently track vacant buildings, but will check with his program trainers to see if it can be added. Mr. Sullivan explained that current code requires vacant property owners to register their property, but said that it can also be determined by water use. Mr. Sullivan said that owners of vacant properties have 30 days to register their property vacant; if they fail to do so, it is \$100 fine.

Councilmember Walsh asked if water shut off was the only way to determine if the property is vacant. Mr. Sullivan explained that it is just an indicator. He went on to say that neighbors may also report vacant properties. Mrs. Walsh went on to ask if tracking the vacant properties would be an increase in workload. Mr. Sullivan answered that it would be an increase and added that none of his predecessors had tracked that information. Mr. Sullivan is hoping that the tracking can be added to the new IWORQ software.

Councilmember Walsh asked about the delivery of generated notices; would they be emailed or sent in the mail. Mr. Sullivan stated that the system has the ability to do both, but that violations would be sent by certified mail. Mrs. Walsh spoke about the increase in workload and the possible need for an additional employee. Mr. Sullivan expressed that were previously three people in his department in previous positions. It was suggested that a raise in rental registration could offset the cost of additional staff to assist Mr. Sullivan. Mr. Sullivan discussed options of shifting inspection responsibilities to the owners of the rental properties.

Councilmembers and Mr. Sullivan also discussed rental inspections responsibilities. They spoke about pest inspections and general upkeep responsibilities of rental properties. Mr. Sullivan stated that codes are enforced on the owner of the property. Town Attorney expressed that the rental code would need to be reviewed for better explanation of responsibilities. The major expressed concern about the cost of enforcing lawn upkeep codes and the related cost to of the town. Further research by Finance Manager Hamstead to be done as to the cost the town is accruing.

Councilmember Walsh expressed wanting a list of all the current town rental properties. Mrs. Walsh inquired how the list is generated. Mr. Sullivan stated that the owner of the rental property either registers the property or it can be determined by who is paying the water bill. Mr. Sullivan will be able to give the current number of rental properties once he begins using the new software system.

Councilmembers expressed concerns about owners acquiring rental permits without a rental inspection due to current billing cycles. Mr. Sullivan said the new software should streamline the process. Councilmembers expressed concern about the completion of final inspections. Mr. Sullivan added that the new software will help take care of that.

Councilmembers expressed their desire to get Mr. Sullivan assistance for data entry for when the new system is launched. A circuit rider and college intern are being sought for assistance. Councilmembers discussed the possibility of a short-term employee to assist in data entry.

Mr. Sullivan discussed the Mumford property. He said that he has contacted a family member of the property and as of this week are complying with his request to clean out and remove debris from the property. Mr. Sullivan expressed that the property does not have suitable living conditions and that the next step is to put the property on the vacant building list. He shared that the owners plan is to renovate the building.

Councilmember Walsh expressed concern about the current wording of the vacant building ordinance. She stated that the current code is loose and hopes that more deadlines can be enforced.

Mr. Sullivan went on to discuss the Ironshire property. The owner has chosen a contractor to work on the exterior deck structure. Mr. Sullivan is waiting for the owner pull a permit for the work to begin. The owner has come into compliance on other concerns.

Mr. Sullivan gave updates on Ross Street. He stated the property is to be demolished. The potential buyer was told by his council to wait till the property goes to tax sale to purchase the property. The potential buyer is working with the current owner to demolish the property. Mr. Sullivan shared that there is another property on Ross Street that is also scheduled to be demolished but is currently on hold until the multiple owner property is bought out by a single owner.

4. Mayor and Council comments

Mayor moves to open up the meeting to public comments at 5:28pm

5. Public Comment

John Gilliland shares his frustrations with the Code Enforcement Department. He expressed his displeasure with the lack of progress in enforcement. He shared that his feeling about how the lack of progress is affecting surrounding property values. Mr. Gilliland went

on to share his thoughts on the priority of enforcement. Mr. Gilliland is looking for harder deadlines.

Town resident Jenn spoke about her concerns about the property on Ironshire. She shared that a resident that lives there has spoken with her about multiple problems and that they are afraid to complain to the owners. She wants enforcement and movement on the Ironshire property.

Town resident Tony spoke about his concerns with fines, fees, and timeframes. He expressed his displeasure about a property on Martin Street with broken windows and lack of enforcement on codes. Code Enforcer Sullivan updated that the property was sold at a tax sale and has a buyer who plans to demolish the property. The town attorney will research the foreclosure case to check on the progress. The resident wants to see more specific timeframes and would also like to know if the fines are getting paid.

Councilmember Walsh expressed that the town is counting on the Code Enforcement department because of the people who invest themselves in this town. She mentioned that she wants to see movement on the properties that we are able to. She expressed the needs to monitor billing and collections more closely.

Mayor Pruitt asked for closing comments from the council at 5:50pm. Councilmembers thanked Mr. Sullivan for his information and fielding questions. The councilmembers also thanked the town residents for sharing their concerns. Councilmembers shared that they would like to see change in the code to be more specific and that they were committed to getting Mr. Sullivan help in his department. Mayor Pruitt spoke about re-evaluating Code Enforcement's responsibilities and the possibility of out-sourcing parts of the department.

6. Adjournment

Councilmember Simpson made a motion to adjourn. Seconded by Councilmember Fletcher and passed unanimously. The time was 5:55pm.

<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,

Melissa Kempfer
Clerk I

Treasurer's Report - December 12th, 2023		Prepared by Lounell Hamstead, Finance Manager	
Banking Information		October-23	November-23
Taylor Bank - General Fund		\$ 1,625,680.33	\$ 1,660,087.61
Taylor Bank - Savings Fund (CDARS & HUD)	*HUD \$ 86,436.16	\$ 1,095,959.83	\$ 1,096,458.11
PNC Bank - Investment Acct. MGLIP	*	\$ 2,442,320.18	\$ 2,453,343.82
Unrestricted Funds*	\$ 88,317.06		
Capital Improvement Project Funds* with ARPA Purnell	\$ 2,365,026.76		
First Shore Federal - CD		\$ 142,594.21	\$ 142,594.21
Employee HRA		\$ 36,433.00	\$ 35,018.29
Total in Bank Amount		\$ 5,342,987.55	\$ 5,387,502.04
Collected Accounts Receivable -November 2023			
Utility/Administrative Receivables:			
	PPTax		\$ 30,068.60
	Water/Sewer Charges		\$ 117,878.45
Planning/Zoning Receivables:			
	Permits		\$ 330.00
	Hud Loans		\$ 281.69
	Landlord Registration		\$ 100.00
	Business License		\$ 86.25
County Funding Receivables:			
	Real Estate Taxes Sept. & Oct.		\$ 116,665.78
	Room Tax		\$ 65.53
	Local Tax Sept. & Nov.		\$ 82,544.37
	Highway User Fees June & Aug		\$ 49,365.31
	A & A Taxes		\$ 1,989.75
	Recycle Rebate		\$ 634.31
Misc. Receivables:			
	Redspeed		\$ 4,514.32
	Park, Firehouse, Train Rentals		\$ 1,155.00
	Reconnect Fees		\$ 275.00
	Police Fees		\$ 115.00
	Bulk Trash Fee		\$ 50.00
	Docking Fees		\$ 350.00
	BES Sale		\$ 24,800.00
	Blues Jam		\$ 225.00
	Balance Sewer Connection Hook-Up		\$ 200.00
	E. Holland Theft Restitution		\$ 500.00
	CATV License		\$ 7,019.98
	Admin Misc- Batch 4754		\$ 20.00
	PW Sidewalk Reimbursement-110 S. Wash		\$ 1,000.00
Grants:			
Total Accounts Receivable:			\$ 440,234.34

<u>As of November 2023</u>		OUTSTANDING ACCOUNTS RECEIVABLES		
		OVER 30	OVER 60	OVER 90
HUD LOANS		\$ 269.53	\$ 269.53	\$ 206.97
SEPTAGE/LECHATE		\$ 100.27	\$ 98.80	\$ 6,368.87
LOT ASSESSMENTS		\$ 37.51	\$ 36.95	\$ 2,435.73
LANDLORD REG		\$ 23.57	\$ 23.22	\$ 1,522.48
PP TAX		\$ 6,413.74	\$ 784.19	\$ 16,341.89
WATER/SEWER		\$ 29,811.67	\$ 9,255.59	\$ 15,962.16
TOTALS		\$ 36,656.29	\$ 10,468.28	\$ 42,838.10
<u>As of October 2023</u>		County Billed Real Estate Taxes		
	2023/24	2022/23	2021/22	2019/21
Open Balances	\$ 427,389.33	\$ 28,608.85	\$ 0.86	\$ 1.72
<u>Originially billed</u>	\$ 1,287,081.21			
Total Open	\$ 456,000.76			
<u>AP by Department- November 2023</u>				
<u>Mayor & Council</u>		\$ 2,683.31		
<u>Administration</u>		\$ 66,541.17		
<u>CIP-Bank St</u>		\$ 3,282.00		
<u>Grants</u>				
<u>CIP- SH Business Grants ARPA</u>		\$ 2,000.00		
<u>Police</u>		\$ 53,219.94		
<u>CIP-Police Vehicles Lease</u>		\$ 3,090.00		
<u>Fire Department</u>		\$ 381.15		
<u>Public Works</u>		\$ 57,881.69		
<u>Parks Department</u>		\$ 4,845.03		
<u>CIP-Sturgis-Pavilion</u>		\$ 990.35		
<u>BES</u>		\$ 3,000.00		
<u>Museum</u>		\$ 7,062.99		
<u>Water</u>		\$ 18,816.46		
<u>CIP-DBF Purnell St</u>		\$ 495.00		
<u>Sewer</u>		\$ 68,059.12		
<u>CIP-DBF Market St Sleeve</u>		\$ 945.00		
<u>CIP-DBF Purnell St</u>		\$ 420.00		
Total Accounts Payable:		\$ 293,713.21		

TOWN OF SNOW HILL, MARYLAND
FINANCIAL HIGHLIGHTS - GENERAL FUND
YEAR ENDED JUNE 30, 2023

Information selected from audited financial statements

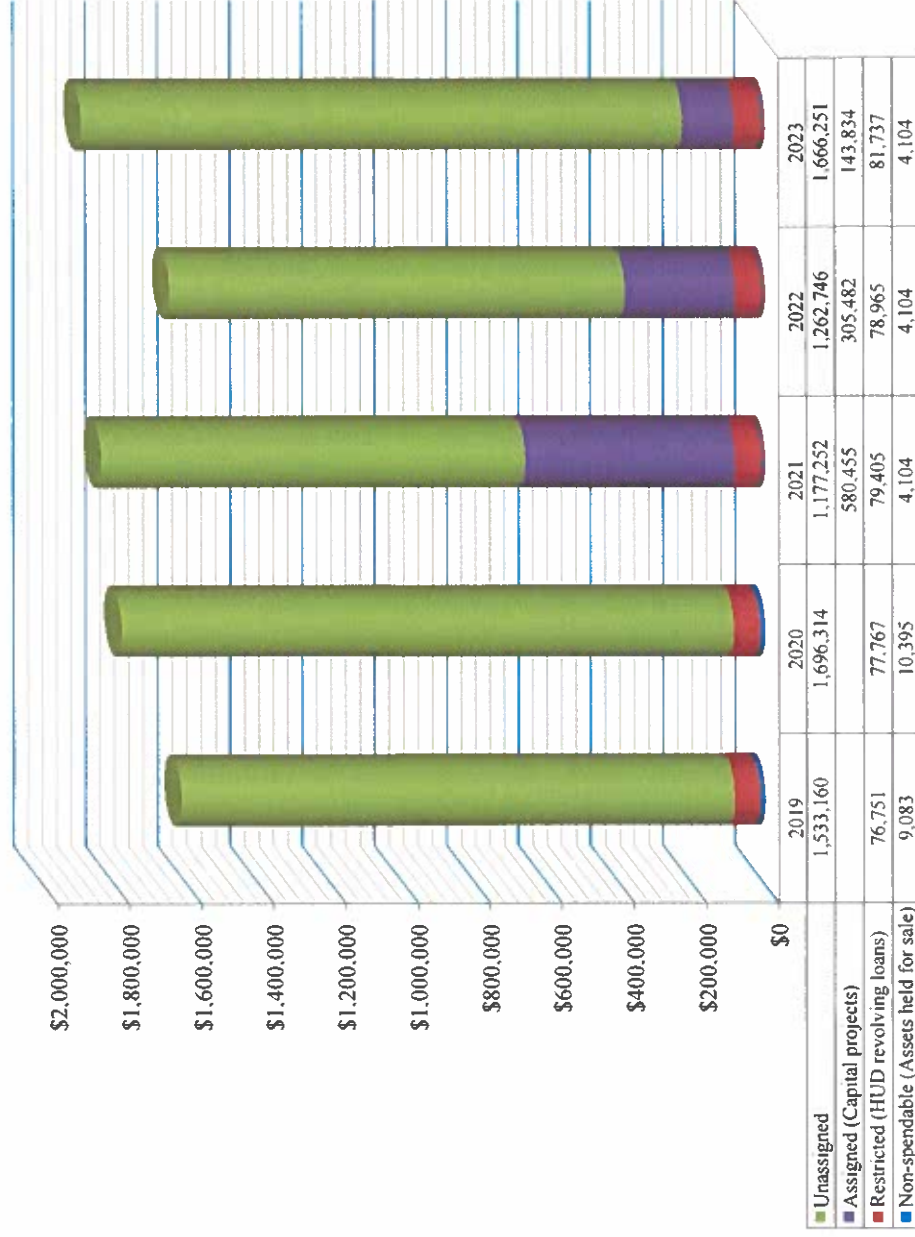
Prepared by: PKS & Company, P.A.

Contact person: Leslie A. Michalik, CPA CFE

lmichalik@pkscpa.com

	2023		2022
	Budget	Actual	Actual
GENERAL FUND			
Revenues			
Property taxes	\$ 1,291,000	\$ 1,325,565	\$ 1,126,323
Local taxes	144,000	224,457	147,159
Licenses and permits	68,500	73,707	98,444
Intergovernmental	1,208,750	1,143,566	996,127
Charges for services	83,473	85,604	81,174
Charges for services - other funds	396,259	396,259	297,977
Fines and forfeitures	35,200	33,508	24,180
Investment earnings	2,000	28,155	2,290
Other revenue	46,019	62,841	44,198
Total revenues	3,275,201	3,373,662	2,817,872
Expenditures			
General government	939,920	853,289	775,605
Public safety	1,093,597	949,237	861,667
Public works	1,041,348	908,225	890,803
Parks, recreation, and culture	180,336	168,821	208,099
Debt service		4,206	
Capital outlay	20,000	105,572	96,111
Total expenditures	3,275,201	2,989,350	2,832,285
Net revenues over (under) expenditures		384,312	(14,413)
Other financing sources			
Proceeds from long-term debt, net		19,193	96,111
Proceeds from sale of capital assets			3,797
Net change in fund balance	\$	\$ 403,505	\$ 85,495
General fund balance, end of year			
Non spendable		\$ 4,104	\$ 4,104
Unassigned		1,666,251	1,262,746
Total fund balances		\$ 1,670,355	\$ 1,266,850
CAPITAL PROJECTS FUND			
Grants		\$ 150,703	\$ 654,205
Expenditures			
General government		58,835	3,175
Public safety		75,000	
Public works		2,799	59,894
Parks, recreation, and culture		9,078	82,487
Debt service		75,159	
Capital outlay		159,156	636,200
Total expenditures		380,027	781,756
Net revenues under expenses		(229,324)	(127,551)
Other financing sources			
Proceeds from long-term debt, net		67,676	
Net change in fund balance	\$	\$ (161,648)	\$ (127,551)
Capital projects fund balance, end of year		\$ 143,834	\$ 305,482

Town of Snow Hill, Maryland
Governmental Fund Balances (General, special revenue, and capital projects funds)

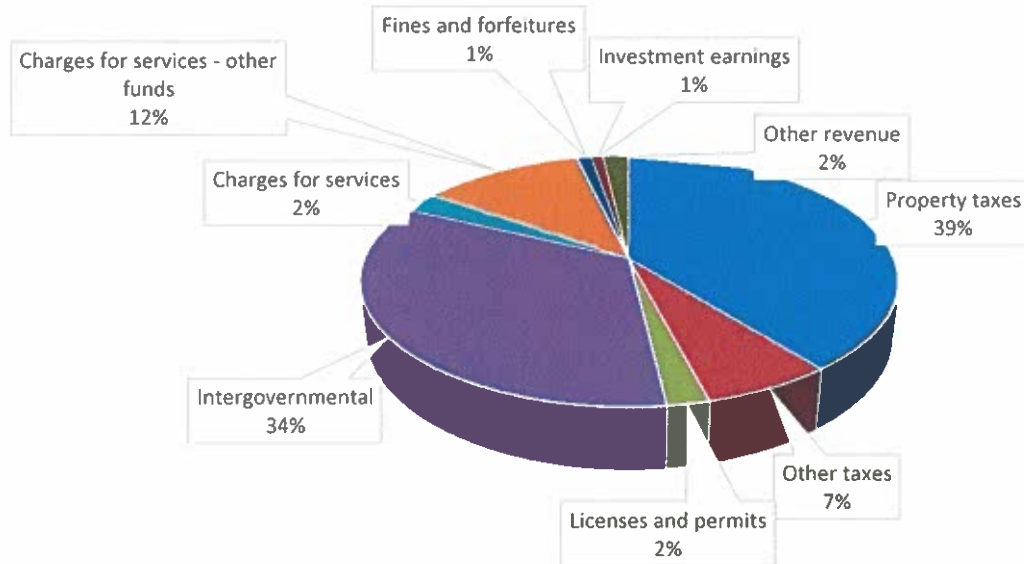


Note: In 2021, the Town established a capital projects fund which is shown as assigned fund balance.

TOWN OF SNOW HILL, MARYLAND

GENERAL FUND REVENUES BY SOURCE

YEAR ENDED JUNE 30, 2023



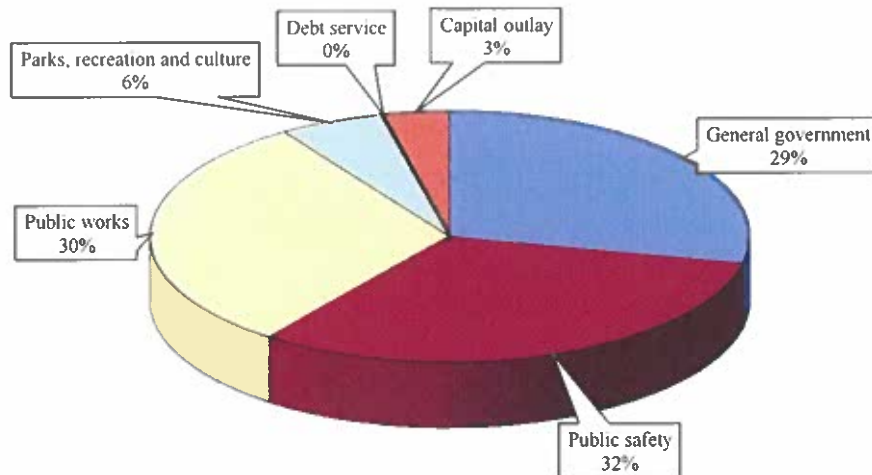
	2023		2022	
	\$	%	\$	%
Property taxes	\$ 1,325,565	39.29%	\$ 1,126,323	39.97%
Other taxes	224,457	6.65%	147,159	5.22%
Licenses and permits	73,707	2.18%	98,444	3.49%
Intergovernmental	1,143,566	33.90%	996,127	35.35%
Charges for services	85,604	2.54%	81,174	2.88%
Charges for services - other funds	396,259	11.75%	297,977	10.57%
Fines and forfeitures	33,508	0.99%	24,180	0.86%
Investment earnings	28,155	0.83%	2,290	0.08%
Other revenue	62,841	1.86%	44,198	1.57%
Totals	<u>\$ 3,373,662</u>	<u>100.00%</u>	<u>\$ 2,817,872</u>	<u>100.00%</u>

Graph Prepared by PKS and Company, P.A.

TOWN OF SNOW HILL, MARYLAND

GENERAL FUND EXPENDITURES BY CATEGORY

YEAR ENDED JUNE 30, 2023



	2023		2022	
	\$	%	\$	%
General government	\$ 853,289	28.54%	\$ 775,605	27.38%
Public safety	949,237	31.75%	861,667	30.42%
Public works	908,225	30.38%	890,803	31.45%
Parks, recreation and culture	168,821	5.65%	208,099	7.35%
Debt service	4,206	0.14%		
Capital outlay	105,572	3.53%	96,111	3.39%
Totals	<u>\$ 2,989,350</u>	<u>100.00%</u>	<u>\$ 2,832,285</u>	<u>100.00%</u>

Graph Prepared by PKS and Company., P.A.

**TOWN OF SNOW HILL
FINANCIAL HIGHLIGHTS - ENTERPRISE FUNDS
YEAR ENDED JUNE 30, 2023**

Information selected from audited financial statements

Prepared by: PKS & Company, P.A.

WATER FUND	<u>2023</u>	<u>2022</u>
Operating revenues		
Charges for services - metered	\$ 458,489	\$ 446,895
Operating grants and revenues		4,377
Miscellaneous	6,692	64,403
Total operating revenues	<u>465,181</u>	<u>515,675</u>
Operating expenses		
Personnel services	263,921	246,977
Contract services	5,117	743
Utilities	24,717	19,296
Repairs and maintenance	87,789	123,425
Other supplies and expenses	51,451	50,237
Depreciation and amortization	99,817	92,553
Total operating expenses	<u>532,812</u>	<u>533,231</u>
Operating loss	<u>(67,631)</u>	<u>(17,556)</u>
Non operating revenues (expenses)		
Capital grants	56,865	
Capital contribution - Worcester County	35,000	35,000
Interest revenue	13,032	828
Net non-operating revenues (expenses)	<u>104,897</u>	<u>35,828</u>
Change in net position	<u>\$ 37,266</u>	<u>\$ 18,272</u>
Net position, end of year		
Invested in capital assets, net of debt	\$ 1,281,284	\$ 1,295,877
Unrestricted	265,027	213,168
Total net position	<u>\$ 1,546,311</u>	<u>\$ 1,509,045</u>
CAPITAL PROJECTS - WATER FUND		
Net position (excl. ARPA)	\$ 155,986	
Unspent ARPA funds	102,141	
Amount designated for capital projects	<u>\$ 258,127</u>	

TOWN OF SNOW HILL
FINANCIAL HIGHLIGHTS - ENTERPRISE FUNDS
YEAR ENDED JUNE 30, 2023

Information selected from audited financial statements

Prepared by: PKS & Company, P.A.

SEWER FUND	<u>2023</u>	<u>2022</u>
Operating revenues		
Charges for services - metered	\$ 499,368	\$ 464,076
Charges for services - Septage/leachate	220,705	180,791
Operating grants and revenues	31,290	80,000
Miscellaneous	45,767	113,043
Total operating revenues	<u>797,130</u>	<u>837,910</u>
Operating expenses		
Personnel services	338,876	265,665
Contractual services	17,248	
Utilities	125,863	121,049
Repairs and maintenance	310,937	266,236
Other supplies and expenses	343,728	257,328
Depreciation and amortization	597,799	555,112
Total operating expenses	<u>1,734,451</u>	<u>1,465,390</u>
Operating loss	<u>(937,321)</u>	<u>(627,480)</u>
Non operating revenues (expenses)		
Capital grants	147,061	17,723
Interest revenue	66,818	2,320
Interest expense	(36,862)	(42,845)
Loss on disposal of assets	18,223	
Net non-operating revenues (expenses)	<u>195,240</u>	<u>(22,802)</u>
Change in net position	<u>\$ (742,081)</u>	<u>\$ (650,282)</u>
Net position, end of year		
Invested in capital assets, net of debt	\$ 11,795,177	\$ 12,064,074
Unrestricted	1,205,084	1,678,268
Total net position	<u>\$ 13,000,261</u>	<u>\$ 13,742,342</u>
CAPITAL PROJECTS - SEWER FUND		
Net position (excl. ARPA)	\$ 974,452	
Unspent ARPA funds	954,655	
Amount designated for capital projects	<u>\$ 1,929,107</u>	

**TOWN OF SNOW HILL, MARYLAND
AMERICAN RESUE PLAN ACT (ARPA)
YEAR ENDED JUNE 30, 2023**

	<u>2023</u>	<u>2022</u>
Grant funds received	\$ 1,010,360	\$ 1,009,891
Grant funds spent		
<u>General fund</u>		
Brick & boardwalk pathway at river		137,223
Black Eyed Susan	13,868	272,240
Lawn mower, snow plow & trailer	7,895	16,949
Self contained breathing apparatus - Fire Dept.	75,000	
Business grants	46,852	
<u>Sewer fund</u>		
WWTP	55,086	14,707
Probes-Reactors		3,016
Total expenditures	<u>198,701</u>	<u>444,135</u>
Revenues over expenditures (expenses)	811,659	565,756
Funds carried over from prior year	<u>565,756</u>	
Unspent funds, June 30	<u><u>\$ 1,377,415</u></u>	<u><u>\$ 565,756</u></u>
Reported as deferred revenue		
General fund	\$ 320,579	
Water fund	102,141	
Sewer fund	954,695	
	<u><u>\$ 1,377,415</u></u>	



Economic Development May Report

December 12th, 2023

Events

We had a great November First Friday with the Lime Green Band, despite chilly temperatures.

We kicked off the Holiday season with an amazing Tree Lighting Ceremony. This was another collaborative effort between the Maryland's Coast Recreation and Parks Department, The Town and the Downtown merchants. Small Business Saturday was successful as well, and merchants reported an increase in sales.

We are gearing up for December events, and look forward to organizing 2024 events.

Main Street

The Organization Committee discussed year end fundraising and organizational messaging. The Team will meet again on January 10th, 2024.

The Economic Vitality team did not meet in November due to the Thanksgiving Holiday. The team will meet again on January 25th, 2024.

The Design Committee discussed holiday decorating, winterizing plants, and the launch of the memorial bench and planter campaign. Seven members of the Design Committee met on Saturday November 18th to wrap the light poles with garland. It was a huge help to have so many volunteers contribute. The Team will meet again on January 11th.

At the last meeting, the Promotion team discussed Holiday promotions and events. We decided to enter the Snow Hill Lion's Club Christmas Parade, push sales and specials for Black Friday and Small Business Saturday and planned activities for the Tree Lighting. The Team will meet again on January 24th.

The Board of Directors convened for their annual meeting. Among other topics, they discussed moving to quarterly meetings and will begin the new meeting schedule on January 18th, 2024.

Bank Street Promenade

The Design Team met with the Town's Code Enforcement Officer and Landscape Engineer to discuss the feedback received from the Library Board of Directors, Town Code requirements and potential Critical Areas requirements. We expect to have three site plan options for the Library and County to weigh by December 20th. I am also working with property owners along the block between Green and Willow Streets to obtain letters of consent necessary to finalize acceptance of the MHAA grant.

Sustainable Communities

All six sections of the Action Plan have been completed by the Work Group. The full Application is due on December 18th.

Snow Hill Business Grant Disbursements

To date, \$68,038 of the Snow Hill Business Grant has been disbursed to Snow Hill businesses and commercial property owners throughout Snow Hill. \$13,500 is in processing to be disbursed. Due to projects that have not come to fruition and other projects that has come in under estimated costs, there is \$7,461.42 that will be available for a third and final round. This amount may increase, as two businesses, totaling \$11,000, have not used their Round Two awards. These businesses will need to let me know if they plan to go forward with their project by January 15th or forfeit their awards.



Code Enforcement Report Town of Snow Hill

Submitted by Martin Sullivan, Code Enforcement Officer
Activity for November

<u>Permits:</u>	<u>Code Violations:</u>
Building permits issued: 8 1 Residential shed 237 S Washington St 1 Residential porch repair 106 W Federal 1 Residential siding 218 S Washington St 3 Residential remodels – 507 Dighton Ave, 409 Market St, 108 Bank St 1 Commercial remodel 5616 Market St 1 Commercial sign 201 Belt St	Grass/Weeds:
General purpose permits: 1 Occupancy Certificate: 117 Morgan Run	Bulk/Tree/Yard Waste: Stop work orders: 1 106 Ross St
<u>Inspections:</u>	Municipal infractions:
	Zoning violations:
Footing/Stake Out inspections:	
Framing/ inspections:	<u>Planning:</u>
Sheathing/Insulation inspections:	
Final inspections: 2	Building Plans Reviewed: 2
Rental inspections: 3	Site Plans Reviewed: 2
Site inspections:	

Received noise complaint about Tyson Feed mill, Snow Hill Grain Mill that operates in the industrial zone in Town limits. Our current noise ordinance does not address this, and the permissible use for Industrial Zoning states “Intensive industrial uses have high potential for external impacts on the surrounding area in terms of noise, vibration, odor, hours of operation and truck/commercial vehicle traffic.” I am working with the Towns attorney for legal guidance with this matter.

New Software for code enforcement, building permits, and rental inspections is progressing with online training seminars. Program should be live in 2 to 3 weeks.

Historic District Commission
No Meeting Scheduled

Planning Commission
No Meeting Scheduled

Board of Appeals

Meeting held on Wednesday November 29, 5 PM at Train Station. Applicant for 214 Martin St., Tax map 200, Parcel 741, in a R-2 Medium Density Residential Zone is seeking a 10' 5 ¼ "variance to the 20 foot total side property line setbacks required in the Town of Snow Hill's Zoning code. Also seeking a 27' 11" variance to the 60-foot lot width requirement in the Town of Snow Hill's Zoning code. Both variances would be required to construct a single-family home on the now vacant lot. The Commission approved the variances.



PUBLIC WORKS REPORT

November 2023

Trash 54.12 Tons

Recycle 2.65 Tons

Sweeper dirt- 0 Tons

Yard waste - 2.02 Tons

Calls:

- Water – 4
- Water leak on Church Street
- Sewer – 3

Miss Utility locates – 55

Projects –

- Purnell Street Infrastructure –A reconstruction meeting will be held on December 13, 2023 and the is projected to begin in mid-January.
- Market Street Sewer Lining- this project has started and is expected to be completed on time.
- **Events**

**Town of Snow Hill
Water & Wastewater Report
November 2023**



Water Department:

- ❖ 6,183,900 gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 33,381 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 1018 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.
- ❖ Water Department personnel spent two work days at the end of the month reading meters for the Towns billing department.
- ❖ Daily Log Books, Monthly Operating Reports and test results are available for inspection at the Wastewater Treatment Facility.
- ❖ Maryland Rural Water Association assisted the town with flushing all the hydrants in town on 11/28/2023

Wastewater Department:

- ❖ 11,193,110 gallons of wastewater was treated this month.
- ❖ 526 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 114 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.
- ❖ 8.96 tons of Biosolids were produced by dewatering and removed from the Wastewater Treatment Facility to the Worcester County Landfill.
- ❖ 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 Atlantic pumping to clean out the RBCs to get ready for the town to start receiving septic again and the work was done in two work days.

Prepared by Dylan Ortiz 12/4/2023

GRANT PROGRAM MONTHLY REPORT

November 2023

Grants Inventory

Grants currently open: **10**

Grants closed this month: **0**

Grants awaiting approval: **1**

Community Legacy (DHCD): \$80,000 requested. Should receive notification in Spring.

Approximate Grant funding available for spending: **\$1,240,775**

New Grant Applications

New grant applications submitted: **0**

New grant applications initiated: **1**

Grant reports submitted (Quarterly/Annual/Final): **1**

Perspectives

The Town has ten grants open. I am in constant contact with all related agencies to maintain compliance.

The Market Street Sewer Lining project has begun. I have visited sites, spoken with management and interviewed employees to maintain compliance. Spiniello Co. broke ground on 11/29/23. Several obstacles have slowed progress, but the project is moving forward. An exact completion date will be more evident as the work unfolds.

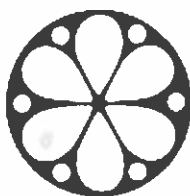
Administration for the Purnell Street project has also begun. I have started managing the detailed requirements of this Federal funded project.

Solicitation for bids on the rehabilitation of the Sturgis Park restrooms ended on 11/20/23. The Town received zero (0) bids for the project. I reached out to several of the contractors to see what precluded them from submitting. The bid package was well received, but size of job (too small), time lines and personal factors were all listed as obstacles. The Town will re-advertise the bid package for solicitation with modified dates and deadlines. I have looked into and will try using other means of cost-effective information dispersal to reach a wider audience.

I am currently testing two management software programs. I am working on them as time allows. The programs are both cost effective (cheap!), and specifically designed for grant professionals. The programs involve scheduling, report creation, record keeping, accounting, communications, etc. The object of this is to free up time for more grant research and writing, and increase efficiency, accountability and perpetuity.

I am available to discuss new ideas and welcome input from the citizens of Snow Hill. If I can provide any more detailed information, please reach out. I am here to help.

Respectfully, P.N. Bessette, Grants Administrator



Julia A. Purnell Museum

Director's Report

November 1-30, 2023

Dr. Cynthia Byrd

Exhibits

The museum is exhibiting a large collection of antique and vintage to complement our holiday decorations.

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.

Upcoming Events

The museum will host its Holiday Open House on Friday, December 8 from 5-7pm with a lavish display of antique toys, vintage holiday decorations, Victorian-era refreshments, a craft to take home, and locally made items for sale in our gift shop. We will be open during Snow Hill's Dickens Christmas Weekend with staff in period costume.

Public Relations and Marketing

Our membership drive is continuing through our newsletter and social media. We encourage community members and anyone who appreciates the museum's offerings to become a member. Membership admission 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 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 applied for a grant from the Mary Humphreys Foundation to purchase materials for the update to our reading room.

Education

The museum hosted an educational field trip and craft activity for a student group ages 7-12 on November 15 focused on Native American traditions and foodways on the Eastern Shore.



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"

December 4 , 2023

To: Mayor and Town Council

From: Chief R. Andrew McGee

Re: November 2023 Police Report

The Police Department is actively patrolling our neighborhoods during the Holiday Season. We ask that if you see anything or anyone suspicious, please report it to the department immediately. We also encourage everyone to lock their doors each night at 9 p.m. This includes removing valuables from vehicles, securing sheds and garages, and leaving an outside light on at night. Doing these steps helps reduce the chances of a crime occurring at your property.

As a reminder for those traveling during the Holiday Season, the Police Department will conduct a "Premise" check of your residence or business while you're away. All you must do is stop by or call the police department to set up a residential or business check.

Officers are still monitoring and addressing speeding complaints throughout the town limits. We have seen an increase in speed camera violations during the past several months which indicates more vehicles are traveling in and about our town. Officers have been focused on Market Street around the Lions Club as well as Washington Street in the mornings and afternoons. We want to remind everyone that most streets are posted at 25 mph and parts of Market are 30 mph and 40mph with signs posted. Please slow down!

We are again working with our Grants Administrator on obtaining additional cameras to place in our downtown area and parks. The Community Safety grant was able to provide us funding last year for several cameras and we will be working on obtaining additional ones in this year's request. We are also going to explore Grant Funding for a new Patrol Vehicle and Off-Road vehicle much like the Kubota side by side that public works utilizes.

We hope that everyone has a Safe and Merry Christmas and a Happy New Year.

COMMUNICATIONS

Events by Nature Code

Agency: SHPD, Event date/Time range: 11/01/2023 00:00:00 - 11/30/2023 23:59:59

Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
911 HANG-UP	0	0	3	3	0%	0:03:34	0:07:11	0:02:45	0:40:34	0:13:31
ACCIDENTS VEHICLES PD	0	2	5	7	1%	0:01:55	0:06:14	0:15:57	2:32:34	0:21:47
ALARMS BURGLAR	0	0	10	10	1%	0:02:03	0:03:04	0:05:40	1:35:24	0:09:32
ANIMAL COMPLAINTS	0	0	1	1	0%	0:04:17	0:10:40	0:08:38	0:23:35	0:23:35
ASSISTANCE TO OTHER	0	8	18	26	3%	0:00:35	0:04:03	0:29:19	13:32:52	0:31:15
ATTEMPT TO LOCATE	0	1	0	1	0%	0:00:00	0:00:58	0:07:58	0:08:56	0:08:56
BAD CHECKS	0	1	0	1	0%	0:00:00	0:00:00	0:02:56	0:02:56	0:02:56
CHECK WELFARE	0	1	4	5	1%	0:02:46	0:07:09	0:15:03	1:54:58	0:22:59
COMMUNITY POLICING	0	4	0	4	0%	0:00:01	0:00:00	0:42:24	2:49:37	0:42:24
DISABLED UNATTENDED VEHICLE	0	0	1	1	0%	0:01:46	0:01:07	0:49:19	0:52:12	0:52:12
DRUG ABUSE LAWS	0	0	1	1	0%	0:02:04	0:03:04	0:12:14	0:17:22	0:17:22
FRAUD	0	0	2	2	0%	0:04:21	0:07:54	0:08:27	0:30:35	0:15:17
HARASSMENT	0	0	1	1	0%	0:02:15	0:00:00	0:00:00	0:15:29	0:15:29
INFO	0	4	7	11	1%	0:03:19	0:05:28	0:15:30	2:49:51	0:21:13
LOCKOUT	0	1	3	4	0%	0:02:52	0:05:57	0:03:45	0:41:29	0:10:22
LOST PROPERTY	0	0	1	1	0%	0:03:15	0:00:00	0:00:00	0:15:44	0:15:44
NON TRAFFIC MILES CJS CHECKS	0	6	0	6	1%	0:00:01	0:00:00	0:10:07	1:00:47	0:10:07
PAPER SERVICE	0	3	11	14	2%	0:06:36	0:06:52	0:11:49	5:13:46	0:22:24
PATROL CHECK	0	669	0	669	74%	0:00:01	0:00:00	0:06:56	77:24:33	0:06:56
PREMISE CHECK	0	77	0	77	8%	0:00:01	0:00:00	0:06:32	8:23:42	0:06:32
RECOVERED PROPERTY EXCEPT AUTO	0	0	1	1	0%	0:00:00	0:05:43	0:20:38	0:26:21	0:26:21
RELAYS	0	1	0	1	0%	0:00:00	0:00:00	0:16:07	0:16:07	0:16:07
ROADSIDE ROADWAY HAZARDS	0	0	2	2	0%	0:03:16	0:02:47	0:02:35	0:14:01	0:07:00
SUPPLEMENTAL INVESTIGATION LAW	0	2	0	2	0%	0:00:00	0:03:31	0:18:48	0:41:08	0:20:34

Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
SUSPICIOUS PERSON VEHICLE	0	2	5	7	1%	0:02:44	0:05:27	0:07:39	1:34:31	0:13:30
TRAFFIC COMPLAINTS	0	0	9	9	1%	0:07:28	0:05:10	0:10:23	2:43:01	0:18:06
TRAFFIC DETAIL	0	9	0	9	1%	0:00:01	0:00:00	0:17:00	2:32:03	0:16:53
TRAFFIC STOP	0	27	0	27	3%	0:00:01	0:00:00	0:06:04	2:44:16	0:06:05
TRESPASSING	0	0	2	2	0%	0:14:20	0:03:40	0:41:11	1:54:43	0:57:21
WARRANT SERVICE	0	1	0	1	0%	0:00:01	0:00:00	1:14:37	1:14:38	1:14:38
WEAPONS COMPLAINT	0	0	1	1	0%	0:02:51	0:02:37	0:04:36	0:10:04	0:10:04
Subtotals for No Summary Code	0	819	88	907	100%	0:02:47	0:04:56	0:16:23	135:57:49	0:20:33
Grand Totals	0	819	88	907	100%	0:02:47	0:04:56	0:16:23	135:57:49	0:20:33



MAYOR AND COUNCIL OF SNOW HILL

First Reading November 14, 2023

Second Reading December 12, 2023

ORDINANCE 2023 –06

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 209 A AND B PETTIT STREET TO NICHOLAS MONTFORT AND NANCY RAPA

WHEREAS, Nicholas Montfort and Nancy Rapa are adjacent property owners to 209 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 for the 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 April 6, 2006 and recorded in the Land Records of Worcester County, Maryland in Liber 4684, Folio 0491, 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 October 10, 2023, 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 for the sum of Seven Thousand Five Dollars (\$7,500.00), the land designated as Tax Map 0200, Grid 8, Parcel 0128, and being more particularly described as follows:

ALL that lot or parcel of land lying and being situate on the southeasterly side of Pettit Street, presently designated as 209 A and B Pettit Street, in the Town of Snow Hill, Worcester County, Maryland, which is designated as Lot No. Four on the "Plat of James Samuel Price Residence Property", recorded with a deed in Liber FWH No. 124, folio 87, et seq., having a frontage on said Pettit Street of Thirty-six and three-fourths (36.75) feet and a depth in a southeasterly direction therefrom of fifty-six feet.

AND BEING all and the same property which was conveyed unto the Mayor and Council of Snow Hill by deed dated April 6, 2006, from BMW Rentals, Inc., and recorded among the land records of Worcester County, Maryland in Liber 4684, Folio 491, et seq.

- 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 November 14, 2023.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on December 12, 2023.

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



"I, Robert Culbertson, IV, 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 12th day of December, 2023

Mayor Michael Pruitt

Robert Culbertson, IV



MAYOR AND COUNCIL OF SNOW HILL

First Reading _____

Second Reading _____

ORDINANCE 2023 –

**AN ORDINANCE TO REPLACE CHAPTER 134, ENTITLED PROPERTY
MANAGEMENT, ARTICLE II ENTITLED VACANT AND BLIGHTED BUILDING
REGISTRATION
OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND**

WHEREAS, the presence of vacant and blighted properties can lead to neighborhood decline; can create a public nuisance; contribute to lower property values; discourage buyers from purchasing a property adjacent to or in neighborhoods with the aforementioned properties; and

WHEREAS, the Mayor and Council of Snow Hill (“Snow Hill”) has an obligation to protect its commercial and residential districts from decline and devaluation; and

WHEREAS, the special problems associated with vacant and blighted properties require Snow Hill maintain information on location and ownership of those properties and Snow Hill desires to revise current registration procedures to further facilitate the identification of vacant and blighted residential and commercial buildings in the Town of Snow Hill (“Town”) and to encourage owners to sell, lease or occupy vacant and blighted buildings; and

WHEREAS, these changes will enable Snow Hill to better monitor the registered properties and inform owners of issues that arise concerning said properties for the purpose of preserving and promoting the public health, safety, and general welfare of the Town;

NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT CHAPTER 134 ENTITLED PROPERTY MANAGEMENT, ARTICLE II ENTITLED VACANT AND BLIGHTED BUILDING REGISTRATION OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND BE, AND IT IS HEREBY REPLACED IN ITS ENTIRETY AS FOLLOWS:

CHAPTER 134. Property Management

...

ARTICLE II. Vacant and Blighted Building Registration

§ 134-5. Purpose.

A. The purpose of this article is to establish a mechanism to protect residential and commercial neighborhoods from becoming vacant and blighted through lack of adequate maintenance; to reduce blight and vacancy by encouraging owners to sell, lease or occupy vacant buildings; to ensure that owners of vacant properties are known to the Town and can be reached if necessary; and to monitor and enforce safety, useability and the condition of vacant and blighted residential and commercial buildings.

B. The provisions of this article are in addition to and not in lieu of any other applicable provision of the Code of the Town of Snow Hill.

§ 134-6. Definitions.

The following terms shall have the meaning indicated, unless the context clearly indicates a different meaning:

BLIGHTED BUILDING — Any building or portion thereof, along with the lot on which it exists, that poses a serious or immediate danger to the health, safety or general welfare of the public or is not being maintained, is dilapidated, or is an obvious nuisance as determined by the Code Official. [Examples include, but are not limited to, missing or boarded windows or doors; collapsing or missing walls, roofs or floors; seriously damaged or missing siding; structurally faulty foundations; garbage, trash or abandoned/ unregistered vehicles on premises; overgrown diseased, dead or decayed trees, weeds and vegetation; unmaintained swimming pool, pond, or other body of water; graffiti; fire damage; harbors vermin or other animal nuisances.]

Commented [MH1]: Mesh with 134-7

BOARDED — A building or structure where, in place of one or more exterior doors, or of one or more windows, there is plywood or similar material covering the space for such door or window so that a door or window is secured.

BUILDING — Any combination of materials having a roof and enclosed within exterior walls or firewalls, built to form a structure for the shelter of persons or property, including accessory structures that are incidental to the principal structure located on the same lot.

OWNER — Any person, beneficiary, co-partnership, association, trust, corporation or fiduciary having a legal or equitable title or interest in any real property; having the charge, care or control of any premises as executor, administrator, trustee, or guardian of the estate of the owner; or whose name appears on the deed or property tax bill for the property.

PROPERTY PLAN — The owner's plans for the building or structure identifying its current status; the measures in place to ensure that the building or structure is secured and how it will be maintained, in compliance the Code, and the owner's future plans for the building or structure.

SECURED — A building or structure that has a permanent door or window in each appropriate building opening that is secured to deter vandalism and unauthorized entry, and has all its door and window components, including frames, jambs, rails, stiles, muntins, mullions, panels, sashes, lights and panes intact and unbroken.

UNSECURED — A building or structure not continuously secured, maintained, locked or boarded to deter vandalism and unauthorized entry; fails to provide protection from weather damage; and is an attractive nuisance to children, vagrants, criminals, or other unauthorized persons.

VACANT — A building or structure in which there is no habitual presence of persons who have a legal right to be on the premises, or in which all lawful business, construction activity, or residential occupancy has substantially ceased, or which is substantially devoid of contents; or which is not being used for a permitted use; or which is being used for a use other than what is allowed under the occupancy permit; or does not have an occupancy permit. [This definition only applies to the first floor of commercial zones buildings.]

Commented [MH2]: Need feedback on this sentence

134-7. Applicability.

- A. Applicability. This article shall be applicable to any building or structure designed or used for residential or commercial uses or purposes that has been vacant or blighted for at least ninety (90) consecutive days. Evidence of vacant or blighted buildings includes, but is not limited to:

- (1) Attracts illegal activity and calls for service, as documented by the Police Department;
- (2) Is a fire hazard, as determined by the Fire Marshal or as documented by the Fire Department;
- (3) Creates a substantial and unreasonable interference with the reasonable and lawful use and enjoyment of other space within a residential or commercial neighborhood, as documented by resident or business complaints, or cancellations of insurance on adjacent properties or increased cost of insurance;
- (4) Partially constructed, reconstructed, or demolished building or structure upon which work was abandoned, showing no current building or demolition permit or when no substantial work on the project has been done for a period of six consecutive months or more;
- (5) Actual use of the building is not an allowed use under Chapter 200 of the Code;
- (6) Past due utility bills;
- (7) Water, electric, and gas service are not being supplied to the property and what is, the amount of water, electric, and gas being used;
- (7) Accumulation of mail or newspapers;
- (8) Windows or doorways are covered or boarded; and
- (9) The exterior of the property is not being maintained in accordance with the Town Code.
- (10) Overgrown or dead vegetation;
- (11) Absence of window coverings (curtains, blinds); absence of furnishings or personal items associated with residential habitation; and
- (12) Statements from neighbors, delivery agents, or government officials that the property is vacant.

B. Exemptions.

The following are exempt from the provisions of this article if a written request is made and the exemption is approved in writing by the Code Official.

~~(1) An owner or tenant on an extended vacation or alternative living arrangement, including over winter months, with the intention to return to the property and live. A verified emergency contact number for the owner and/or tenant must be provided and the property must be maintained in the owner and/or tenant's absence so that it does not appear vacant.~~

(2) A building that has suffered fire damage if the cleanup, repair or demolition is completed within one hundred and twenty (120) days from the date of the fire and obtains all necessary permits.

(3) A building or structure under construction that has not passed three hundred and sixty five (365) days from when a building permit was issued. Written request for exemption must be provided to the Code Official and approved by the Code Official.

(4) A building or structure that meets all applicable Codes and is listed for sale or lease at fair market value based on an appraisal. The appraisal shall be provided to the Code Official in order for this exemption to be approved.

Commented [MH3]: Discuss whether this is necessary.

134-8. Determination of Vacancy and/or Blight and Notification.

This article requires property owners to register their own vacant and blighted properties. In addition, based on a complaint, inspection or any other information, the Code Official may determine whether or not a building is vacant or blighted. If the Code Official determines that a property has been vacant or blighted, the Code Official shall notify the owner of the building or structure that building or structure is deemed vacant and/or blighted and require the property to be registered. The notice shall include supporting documentation. The notice shall be sent to the address on record with the State Department of Assessments and Taxation for the property. After this initial notification, the Town is not required to provide additional notifications or annual reminders.

134-9. Filing of registration statement.

A. Registration. The owner of a vacant and/or blighted building or structure shall file a Registration Statement for each such building or structure owned within the Town on forms provided by the Town. Registration shall be required for all vacant and/or blighted buildings or structures, whether secured or unsecured, whenever any building or structure has remained

vacant or blighted for ninety (90) consecutive days or more, regardless of whether notification under section 134-8 has been received.

B. Contents. The registration form shall consist of the following information:

- (1) The property address of each vacant and/or blighted building or structure;
- (2) The names, addresses and contact information of all property owners
- (3) Property plan;
- (4) Name and contact information of a local agent or property manager if the owner(s) reside fifty (50) miles or more outside of the Town limits.

C. *Annual registration.* Once registered pursuant to subsection (a) of this section, an owner shall register the property on an annual basis for as long as the property remains vacant. The annual renewal must be accompanied by a filing fee as established in Section 134-10.

D. Commercially zoned buildings or structures shall obtain and provide a copy of a property inspection report from a Maryland licensed building inspector on its initial registration and every three (3) years thereafter. The cost of said inspection report shall be paid by the owner. In the off years, the building or structure shall be inspected by the Code Official.

Commented [MH4]: Discuss the purpose for this.

134.10 Fees.

A. Commercial Registration. A one thousand dollar (\$1,000.00) registration fee shall be paid at the time of the first year registration. Fees shall increase annually according to the following fee schedule:

Year 1	\$1,000
Year 2	\$2,000
Year 3	\$3,000
Year 4+	\$4,000

B. Residential Registration. A two hundred and fifty dollar (\$250.00) registration fee shall be paid at the time of the first year registration. Fees shall increase annually according to the following fee schedule:

Year 1	\$250
Year 2	\$500
Year 3	\$1,000
Year 4+	\$2,000

C. Fee Waivers. Buildings or structures that meet the following criteria will be eligible for a waiver, to be approved by Code Official. Owners are still required to submit a Registration Statement including inspection report and property plan.

- (1) Buildings or structures undergoing Town permitted renovations and making substantial progress may receive a one-year registration fee waiver. If by the second-year renovations are not complete the second-year fee will be applied.
- (2) A building that meets all Town codes and is listed for sale or lease at fair market value based on an appraisal.

134-11. Duty to update registration.

The owner, or the responsible person or agent for the owner, shall notify the Code Official within thirty (30) days of any change to the information contained in the Registration Statement on file with the Town.

134-12. Violations and Penalties.

- A. Municipal infraction.** Any person violating this article shall be guilty of a municipal infraction punishable by a fine of one hundred dollars (\$100.00) a day. Each day a violation continues will be deemed a separate offense.

B. Additional remedies. In addition to subsection A, the Town may pursue any action available at law or in equity to remedy violations of this article.

134-13. Appeals.

The owner shall have thirty (30) days from the date of the notification from the Code Official to appeal the determination that the property is vacant and/or blighted and to provide evidence in writing to the Code Official showing proof that the property is not vacant or blighted. Upon receipt, the Code Official will schedule a hearing within ten (10) days before the Housing Review Board for a final determination as to whether or not the building or structure is vacant and/or blighted. At the hearing, the owner may appear and be heard or may be represented by an agent or attorney. The owner and the Code Official may testify, present documents and other evidence, including witness testimony, and cross-examine witnesses. The Commission shall consider all relevant evidence submitted at the hearing. The owner has the burden of persuasion to show that the Code Official's determination as to vacancy and blight was incorrect. Within fifteen (15) days after the hearing, the Board shall issue a written decision affirming or reversing the findings of the Code Official as specified in the notification. If the Board affirms the Code Official's findings, the owner shall register the vacant or blighted building within thirty (30) days after the owner's receipt of the written decision.

Commented [MH5]: Discuss this.

...

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on _____, 2023.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on _____, 2023.

ATTEST:

RICHARD POLLITT, Town Manager

Approved as to form:

MICHAEL PRUITT, Mayor

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

CLOSINGS, TRASH AND RECYCLING SCHEDULE 2024

New Year's Day	Monday, January 1, 2024
Dr. Martin Luther King Jr.'s Birthday	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024

(Recycling collection will be on Wednesday, July 3, 2024)

Labor Day	Monday, September 2, 2024
Indigenous Peoples Day/Columbus Day	Monday, October 14, 2024
General Election Day	Tuesday, November 5, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024

(Recycling collection will be on Wednesday, November 27, 2024)

American Indian Heritage Day	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Eve	Tuesday, December 31, 2024

**TOWN HOURS OF OPERATION
MONDAY-FRIDAY, 8:30AM-4:30PM
410-632-2080**