



## Mayor and Town Council Meeting

January 9<sup>th</sup>, 2024 • 7:00pm  
Old Fire Hall, 212 W. Green Street, Snow Hill

TOWN HALL MEETING

**ZOOM ID NUMBER: 895 9447 4778**

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 3, 2024, 6:01 PM to 6:58 PM to discuss implementation of emergency plans for Town Hall staff and public meetings.
4. Approval of Minutes:
  - a. Town Hall meeting – December 12, 2023
  - b. Work session – January 3, 2024
5. Treasurer's Report
6. Town Manager's Report
7. Department Reports with attendance by Public Works Director Randy Barfield, Water & Wastewater Superintendent Bobby Wilt, Economic Development Director Lorissa McAllister and Chief of Police Andy McGee.
  - 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
8. Unfinished Business
  - a. Public Hearing to declare that 211 Petitt Street is no longer needed for public use
  - b. Public Hearing to declare that the former PNC building at 309 N. Washington Street is no longer needed for public use
9. New Business
  - a. Ordinance No. 2024-01, to sell 211 Petitt Street to Nick Montfort and Nancy Rapa. First Reading

This agenda may be subject to change.

**10.** Comments from the Council

**11.** Comments from the Mayor

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

**13.** 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).



## **SNOW HILL MAYOR AND COUNCIL MEETING**

### **Mayor & Town Council Meeting Minutes**

**Tuesday, December 12th, 2023**

#### **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, December 12th, 2023, 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. Approval of Minutes:**

Councilmember Fletcher made a motion to approve November 14<sup>th</sup> 2023's Town Hall Meeting minutes. Seconded by Councilmember Simpson.

<b><u>NAME</u></b>	<b><u>AYE</u></b>	<b><u>NO</u></b>	<b><u>ABSTAIN</u></b>	<b><u>RECUSED</u></b>	<b><u>ABSENT</u></b>
<b><u>Margaret 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>				

Councilmember Walsh made a motion to approve November 28<sup>th</sup> 2023's Work Session 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 December 4<sup>th</sup> 2023's Special 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>				

The minutes of December 5<sup>th</sup> 2023's Work Session were approved with the following correction: Page 3, item 2D. Town Manager Pollitt stated research is being done to find the exact purchase price of the former PNC building to record in the minutes

Councilmember Simpson made a motion to approve December 5<sup>th</sup> 2023's Work Session minutes with the stated correction. Seconded by Councilmember Walsh.

<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>				

## 2. Treasurer's Report

Finance Manager Lou Hamstead stated that the Total in Bank Account in October 2023 was \$5,342,987 and in November 2023 was \$5,387,502

Councilmember Walsh made a motion to approve the Treasurer's Report. 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>				

### **3. Proclamations**

Mayor Pruitt shared that he, the Town Manager and Town Council were invited to ceremonies celebrating the 20<sup>th</sup> Business Anniversaries of Bishop's Stock and Sassy Girl Boutique. Proclamations were presented and read at each event and signed documentation will be given to the businesses Wednesday, December 13, 2023.

### **4. Presentation: Annual audit report from PKS**

Leslie Michalik & Ryan Taylor in attendance.

- i. Leslie M. gave presentation after already having presented it to Mayor, Town Manager and treasurer
  - a) Gave clean/unqualified opinion of Town's finances. Highest level can give.
  - b) No instances of non-compliance
  - c) Internal procedures & controls – no material weaknesses.
- ii. Ryan T. gave an over view of the following: general fund, general expenditures, capital outlay-significant decrease, 7 months operating expenses, grants, expenditures, water and sewer fund review, ARPA funds: breakdown of expenditures.
- iii. Town books and records are found in good order and the town is in a good financial position
- iv. Councilmember Walsh asked about the plans for the remaining ARPA funds
  - a) Finance Manager Hamstead stated that the remaining funds would be used in improvements on Purnell Street. Once the project is finished, the town must determine the purpose of remaining funds by the end of 2024.

### **5. Town Manager's Report**

Town Manager Rick Pollitt updated his report with additions.

1. Mr. Pollitt updated Charter Review Committee schedule, the committee will meet on Thursday, December 14, 2023 at 5:00pm.
2. Mr. Pollitt also announced that Town Code Enforcement Officer Marty Sullivan submitted his resignation from his position, with this final day on January 4, 2024.

Councilmember Simpson asked Mr. Pollitt for more information about the cannabis board he is forming. Mr. Pollitt stated that he spoke with Joy Strand, the executive director of the Maryland Wholesale Medical Cannabis Trade Association. Mr. Pollitt stated that Mrs. Strand volunteered to assist with putting a panel together for the next public forum on cannabis in Snow Hill. Mr. Pollitt went on to say that the forum will be held in January.

Councilmember Walsh asked for more information about the MACO Conference that Mr. Pollitt attended. Mr. Pollitt shared that conference did not address what he expected. The conference addressed environmental and public health issues instead of the waste water treatment personnel that he was hoping for.

Councilmember Walsh also brought up the need for Public Works assistance and the possibility of developing an apprenticeship program with the Tech School or other organizations. Town Manager Pollitt shared that the state legislation addressing the process of reaching into high schools for apprenticeships is very recent and that a second round of legislation before the program can be implemented.

Councilmember Simpson asked Mr. Pollitt about the pause in work being done on Market Street. Mr. Pollitt shared that the workers ran into some undocumented utility lines. The lines are owned by Verizon, but there are no records for them. A meeting is set up with Verizon and the engineers on Wednesday, December 13, 2023 to find out how to move forward.

Councilmember Simpson inquired about the new Superintendent of the Waste Water Plant and his certification progress. Mr. Pollitt shared that the new hire just started the job the previous day and was making contacts to start with his Maryland certification.

Councilmember Walsh addressed a need to identify the buildings in town that are not billed for water and not metered. Mr. Pollitt shared that the topic would be on the upcoming meeting agenda.

Councilmember Simpson inquired about the progress of finding a Circuit Rider. Mr. Pollitt stated that he has interview with a possible candidate on December 14<sup>th</sup>. Mr. Pollitt also stated that he would be sharing the job description of the Circuit Writer to the Council members.

## **6. Department Reports**

### **a. Economic Development Report**

Councilmember Simpson shared that Lorissa had done a great job getting the Sustainable Community application completed.

Councilmember Walsh asked about the Bank Street project and inquired if Main Street was going to submit a MOU to the town for support. Mr. Pollitt said that it is in the plan to do so, but the project was currently working with the County on another part of the project.

### **b. Code Enforcement Report**

Town Manager Pollitt added that the town would be actively looking for a new Code Enforcement Officer.

Councilmember Simpson stated that she appreciated the listing of the current code violations.

Mr. Pollitt stated that the town has a current noise complaint about the noise coming from the feed mills in town limits. Mr. Pollitt mentioned that the town does not have a traditional noise ordinance. The town code enforcement official is working with the town attorney to address the matter.

Councilmember Walsh asked if the new software for code enforcement and training would easily transfer to a new employee. Mr. Pollitt did not have that

information but added that Mr. Sullivan had offered to help transition the new hire in.

c. Public Works Report

Councilmember Walsh asked about progress on removing the gangway. Mr. Pollitt stated that Public Works is working to schedule a time for Danny Scarborough to remove and store the gangway. Mr. Pollitt mentioned that he would check with Randy Barfield for an update.

d. Water & Wastewater Report

Town Attorney Howarth spoke about working with Mr. Ludy on the topic of septic, he is reviewing the town's ordinance to see where changes need to be made.

e. Grants Office

Councilmember Walsh asked if there was a projected number of funds that the grants office was seeking this year and what kind of progress was being made. Grants Administrator Bessette explained the revenue from grants that he works on are determined by projects that are presented to him. Mr. Bessette stated that there is no current target number and that the grants that he is working on are project based.

f. Museum Report

No additional comments were made at this time.

g. Police Department Report

Police Department Chief Andy McGee added that on Sunday there would be a drive through Christmas parade traveling through town at 5:45pm. Chief McGee spoke about social media post reminding townspeople to lock their doors after 9pm and other security reminders during the holiday season.

Councilmember Walsh asked about parking enforcement. Chief McGee stated that if the Council wanted the department to enforce parking, that they would do so under the city ordinance which is a \$20 parking ticket. The department would also integrate the use of town cameras to view the parking areas. Chief McGee mentioned that in January that the police department would be presenting a parking solution, specifically for the downtown.

h. Fire Department

No reports were submitted. No comments were made.

## **Z. Unfinished Business**

a. Appointments to Boards & Commissions

Mayor Pruitt requests that Mr. Rob Culbertson be appointed to the Board of Zoning Appeals.

Councilmember Simpson made a motion to appoint Mr. Culbertson to the Board of Zoning Appeals. 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>				

Mayor Pruitt swore in Mr. Culbertson to Board of Zoning Appeals at 8:00pm.

- b. Ordinance No. 2023-06 re: 209 Pettit Street. Second Reading  
 Town Attorney Howarth reviews the 209 a & b Pettit Street property. Town Manager Pollitt did the second reading of the ordinance.

Mayor Pruitt moved to accept a motion to approve Ordinance No. 2023-06  
 Councilmember Walsh made a motion to accept the ordinance. 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>				

Ordinance No. 2023-06 is passed.

- c. Vacant Property Registration Ordinance

Attorney Howarth stated that she had made further revisions to the ordinance and is working with Code Enforcement Officer Sullivan. Mrs. Howarth said that once she received Mr. Sullivan's feedback that she would present a final version of the Vacant Property Registration Ordinance.

Councilmember Walsh stated that she would like to see the ordinance address commercial properties and residential properties separately using different wording and fee schedules. Councilmember Fletcher agreed that the ordinances should be separate.

Attorney Howarth stated that it was a Council decision and that she would need time to write the second separate ordinance. Councilmember Walsh shared that the Council was not ready to move on a residential ordinance. She continued to say that she would like to do more research before moving forward.

Councilmember Walsh shared that she would like to keep the "blight" wording in the ordinance. Attorney Howarth stated that she doesn't want the wording to be duplicative with other code enforcement sections. Attorney Howarth will revise the ordinances accordingly.

## **8. New Business**

- a. Requests regarding 211 Pettit Street

Attorney Howarth shared that the owners of the 211 Petitt Street property, BMW Rentals confirmed that they intended for 209 & 211 Petitt Street properties to be deeded together to the town. BMW Rentals would like to issue a confirmatory deed to the 211 Petitt Street property. Attorney Howarth stated that she needs the Mayor and Council to confirm that that will accept the confirmatory deed.

Councilmember Simpson makes a motion to accept the confirmatory deed of 211 Petitt Street. Seconded by Councilmember Fletcher.

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<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>				

Attorney Howarth stated that a motion was needed to request a public hearing be scheduled to determine if 211 Petitt Street is no longer needed for public use. The public hearing will be held on January 9, 2023.

Councilmember Fletcher makes a motion to request a public hearing be scheduled on January 9, 2024 to determine if 211 Petitt Street is no longer needed for public use. 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>				

- b. Request a public hearing be scheduled to determine if PNC Bank is no longer need for public use.

Town Attorney Howarth stated that the Town Council requested to move forward with declaring the previous PNC building surplus. The property needs to be set for public hearing to declare that the building is no longer needed for public use.

Councilmember Walsh makes a motion to request a public hearing be scheduled on January 9, 2024 to determine if the PNC building is 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>				

- c. Approve Holiday schedule for 2024

Town Manager Pollitt reviewed the Holiday schedule for 2024

Councilmember Simpson made a motion to adopt the Holiday Schedule for 2024. 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>				

#### 9. Comments from the Public

Rita Williams commented on the Vacant Property Ordinance. As a property owner in the town's business district, she is displeased with the ordinance. Mrs. Williams shared that she doesn't believe vacant buildings kept in proper order should be fined.

Fran Price commented on the active noise complaint from the feed mills. She shared other areas have disclose if a property is an area with constant noise. She suggested researching if there was a similar policy in our area. Ms. Price also commented that the Planning Commission was working on addressing traffic and parking issues in the town.

An attendee mentioned that they were having trouble hearing some of the meeting tonight due to the sound system. The sentiment was shared by others. Mayor Pruitt shared that the microphones were purchased within the last year and would look into addressing the issue in the upcoming budget year. Councilmember Walsh shared the need for a Communications Work Session and have a consultant come and help with the sound equipment.

#### 10. Comments from the Council

The councilmembers shared their comments, thanking everyone's hard work over the recent successful events, and wished everyone a happy holiday.

#### 11. Comments from the Mayor

Mayor Pruitt also wanted to recognize the recent events and their success.

#### 12. Adjournment

Councilmember Janet made a motion to adjourn. Seconded by Councilmember Fletcher. The time was 8:33pm.

<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**

**Wednesday, January 3<sup>rd</sup>, 2024**

#### **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 Wednesday, January 3<sup>rd</sup>, 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  
Melissa Kempfer, Clerk  
Maureen Howarth, Esq. Town Attorney  
Andy McGee, Police Department Chief

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#### **1. Call to Order**

Mayor Mike Pruitt called the meeting to order at 5:00pm.

#### **2. Local Government Insurance Trust Safety Committee Discussion**

Town Manager Pollitt introduced Alison Pinkine, a consultant for Local Government Insurance Trust. LGIT previously did a Risk Management presentation to the Mayor and Council at work session on November 7, 2023.

Ms. Pinkine presented information about the formation of safety committees. She identified key elements, structure, and activities of an effective safety committee. Ms. Pinkine discussed roles and responsibilities of a functioning safety committee. She reviewed the categories that that would be addressed by the committee. Ms. Pinkie also spoke about the resources and classes that are offered from Local Government Insurance Trust.

Mayor Pruitt asked about the cost of the training courses to the town. Ms. Pinkine replied that all of the resources were free with the exception of the Defensive Driving Course, which is \$20 per person.

Councilmember Simpson inquired about safety courses for new town employees. Ms. Pinkine informed Mrs. Simpson that LGIT does not offer that training and that it would most likely be provided by the town's workers comp program. Mrs. Simpson also inquired about Ms. Pinkine's involvement in assisting the town in starting and managing the committee. Ms. Pinkine described a variety of ways she could be involved and assist in our town's safety committee.

Town Manager Pollitt asked about the make-up and personnel of a basic safety committee. Ms. Pinkine described that the chairperson would be someone with a risk management background and typically have a head from each department.

### **3. Mayor and Council comments**

Councilmember Walsh shared her thoughts on the safety committee having representation from both town employees, the councilmembers, and town residents. Councilmembers Simpson and Fletcher both agreed that town residents could be a part of the process. Mayor Pruitt stated that there should be a place for the council on the committee, but was hesitant about community involvement.

Town Attorney Howarth shared her experience with safety committees in the past. Ms. Howarth shared her concerns about liability of involving town citizens. Ms. Pinkine shared her concerns about liability.

Councilmember Walsh inquired about the next steps in developing the safety committees. Mrs. Walsh shared her desire for the Town Council to be involved in selecting the committee in a work session and not necessarily be on the committee. Mayor Pruitt stated that the town was taking the first step and Mr. Pollitt would work on developing the committee. Mr. Pollitt shared that in January that there is a department head meeting and that the committee would be discussed. Mr. Pollitt shared that they would have the department meeting date set by the next Town Meeting.

Councilmembers shared their gratitude to Alison for sharing her resources and presentation.

### **4. Public Comment**

John Gilliland shared his experience with safety committees. He stated that the town can start small and believes that the most of the process can be handled in house. Councilmember Walsh added that she felt that the residents have a vested interest in the town and should have a voice.

Mr. Lee shared that he was pleased to see the Mayor and Town Council having a good dialogue.

### **5. Vote to Meet in Closed Session**

Mayor Pruitt read aloud the legal justification for closing a meeting and stated the purpose of the closed session. On a motion from Councilmember Simpson, seconded by Councilmember Fletcher, the meeting was moved to closed session by the following vote. The time was 6:00pm.

<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>				

## 6. Adjournment

Councilmember Walsh made a motion to adjourn. Seconded by Councilmember Fletcher and passed unanimously. The time was 6:57pm.

<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

## **TOWN MANAGER'S REPORT: JANUARY 9, 2024**

### **HOLIDAY CLOSING**

Town offices will be closed on Monday, January 15<sup>th</sup> in observance of the Dr. Martin Luther King, Jr. birthday holiday.

### **Code Enforcement Officer**

I'm pleased to announce that Mr. Kevin Brown has been appointed a temporary, part-time code official to fill the vacancy left by the departure of Martin Sullivan. Mr. Brown comes to the office with a wealth of experience, having served in the same role in the past when Mr. Sullivan was incapacitated by illness. Our outreach to date to secure a permanent officer has been unsuccessful but we will continue to seek someone with the right experience and credentials to fill this important post.

While Mr. Brown will oversee all matters related to building permits and inspections and code violations and complaints, I will assume responsibility for working with the Planning Commission, Board of Zoning Appeals and Historic District Commission to organize and conduct their meetings. I intend to meet with the respective chairs of those groups in the next week to plan ahead.

### **FORMER PENINSULA BANK PROPERTY**

On Thursday, December 28<sup>th</sup>, I met with John McClellan and Kelly Jeter, of Sperry Van Ness, to tour the former bank property with an eye toward establishing a true value in light of the current economy and the impact of the Federal Flood Insurance program. At their request, I shared a copy of the appraisal performed by William McCain & Associates for their review. I am expecting to receive a proposal from them this week describing how they would determine a fair market price for the property and discuss strategies for its sale. I will share their proposal with the Mayor & Council as soon as I have it in hand.

### **PART-TIME CIRCUIT RIDER POSITION**

To date, we have not received any qualified applicants for this position despite efforts of our staff and that of the City of Pocomoke. I have spoken with Cindy Stone, director of the Community Development Block Grant Program, and she has offered to help us identify potential sources to get the word out.

### **SU INTERN PROGRAM**

When I last met with the director of the intern program at Salisbury University, he said we could get back together in late January to arrange a work plan for our intern. I have reached out to him again to make sure we understand what we can expect in available time and type of duties the intern will be able to perform. Once I have a solid plan to share, I will pass it along. In the meantime, I welcome Council's input and ideas as to how to best take advantage of this opportunity

to expose the inner workings of local government to a young student while gaining some much-needed assistance with some of our own needs.

### **UPCOMING MEETING SCHEDULE**

- Wednesday, Jan. 10<sup>th</sup>: Pre-construction meeting for the Purnell Street project. Conducted by Davis, Bowen & Friedel at 10 am at the old firehouse.
- Wednesday, Jan. 10<sup>th</sup>: Presentation by Davis, Bowen & Friedel regarding State mandate for the Town to adopt a cross-connection program to ensure that public water & wastewater cannot intrude into the others' system. Like the lead & copper pipe rule that we have been addressing for the last year or so, this is another unfunded mandate for which we have neither funding nor staff readily available for its implementation. Our engineers will be accompanied by a consultant in the field who will explain it all to us and help us plan a strategy to fully comply with the law.
- Wednesday, Jan. 17<sup>th</sup>: I will meet with staff for our quarterly progress meeting. We will review the activity in each office since our last meeting and talk about the road ahead for the next few months. High on our agenda will be providing material to the Mayor for his annual State of the Town report, expected in February, and a preliminary look at our budget needs for the new fiscal year.
- Thursday, Jan. 18<sup>th</sup>: The Charter Review Committee will meet again at the Train Station at 5 pm to continue their work. Chairman Farlow has requested time at the first work session in February to share some news regarding possible changes in the number of Town election districts.
- Tuesday, Jan. 23<sup>rd</sup>: The Mayor, Town Attorney and I have been invited to attend a meeting with Matt Odachowski and his attorney to open the discussion about a possible new annexation request. As of this writing, we have no details to share but will attend the meeting ready to consider any reasonable proposal that will benefit the Town of Snow Hill.
- Tuesday, Jan. 30<sup>th</sup>: Next Mayor & Council work session. Agenda to be determined.
- Tuesday, Feb. 6<sup>th</sup>: First Mayor & Council work session in February. Agenda to be determined.
- Monday, Feb. 5<sup>th</sup>: Planning Commission meeting at 7 pm at firehouse.
- Wednesday, Feb. 7<sup>th</sup>: Monthly progress meeting with Davis, Bowen & Friedel at 11 am at the firehouse.



## Events

### Economic Development December Report

January 9<sup>th</sup>, 2024

December was full of holiday cheer with well attended events. Due to rain, the outdoor activities scheduled for First Friday had to be canceled, unfortunately. However, the Snow Hill Rotary's Christmas Market at the Old Firehouse brought many shoppers downtown. Santa Saturday was the following day and was a lot of fun for all of the families who attended. Dickens Weekend was a huge success and very well attended, resulting in increased sales for all of the downtown businesses. The Community Players of Salisbury were involved in the showings of A Christmas Carol during Dicken's Weekend and did a live radio performance of A Miracle on 34<sup>th</sup> Street the following weekend. We are looking forward to planning additional shows in 2024. Lastly, Snow Hill Toy's sponsored a Kid's New Year's Eve Goat Drop for the second year in a row, with an even larger turn out this year. Thank you to all of the volunteers, Town staff, and other organizations who helped bring so much activity to Snow Hill this holiday season.

#### Main Street

The Organization Committee rescheduled the December meeting for January 10<sup>th</sup>, 2024.

The Economic Vitality team opened the merchant survey for submittals and will meet again on January 25<sup>th</sup> to review responses.

The Design Committee rescheduled their December meeting for January 11<sup>th</sup>.

The Promotion team assembled a Downtown Snow Hill float and entered it into the Lion's Club Parade. They were integral in executing holiday events and are currently planning events for 2024. Their next meeting will be January 24<sup>th</sup>.

The Board of Directors will meet on January 18<sup>th</sup>, 2024.

#### Bank Street Promenade

We have received site plans from DB&F with 3 options to present to the library board of directors, aimed at meeting parking and accessibility needs. We have obtained 4 out of 5 of the letters of consent required to finalize acceptance of the MHAA grant that will fund improvements to the first block of Bank Street. Discussion is ongoing with the final property owner, who lives out of state.

#### Sustainable Communities

The Sustainable Communities renewal application was submitted on December 18<sup>th</sup>. It will now go through an interagency review process at the State level. We will hear back in a few months according to Carter Reitman, sustainable Communities Program Manager.



# Code Enforcement Report

## Town of Snow Hill

Submitted by Martin Sullivan, Code Enforcement Officer  
Activity for December

<b><u>Permits:</u></b>	<b><u>Code Violations:</u></b>
Building permits issued: 8 1 Residential shed 5445 Pine St 2 Residential Remodel 109 Pearl St, 216 E Federal 1 Residential siding 202 W Market St 1 Residential Deck 200 Ironshire 1 Commercial remodel front window 420 Market St 1 Residential Fence 279 S Washington St 1 Residential Roof 108 W Federal St	Grass/Weeds:
General purpose permits: 1 Occupancy Certificate: 283 S Washington St	Bulk/Tree/Yard Waste: Stop work orders: 1  106 Ross St
<b><u>Inspections:</u></b>	<b><u>Municipal infractions:</u></b>
	<b><u>Zoning violations:</u></b>
Footing/Stake Out inspections:	
Framing/ inspections: 2	<b><u>Planning:</u></b>
Sheathing/Insulation inspections: 3	
Final inspections: 2	Building Plans Reviewed: 2
Rental inspections: 1	Site Plans Reviewed: 2
Site inspections:	

New Software for code enforcement, building permits, and rental inspections is progressing with online training seminars. Program is live for new code enforcement officer.

**Historic District Commission**  
**No Meeting Scheduled**

**Planning Commission**

Meeting held Monday December 11 2023 at 7:00 PM at the old firehouse. A discussion was had about parking in the B-1 Downtown Shopping district. No action was taken just a discussion on facilitating better access to parking.

**Board of Appeals**

**No Meeting Scheduled**

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## **PUBLIC WORKS REPORT**

**December 2023**

**Trash** 75.23 Tons

**Recycle** 2.55 Tons

**Sweeper dirt-** 0 Tons

**Yard waste** - 0 Tons

### **Calls:**

- Water – 2 leaks One was on Belt street and one Church Street
- Sewer – 3 sewer blockages

**Miss Utility locates** – 9

### **Projects –**

- Purnell Street Infrastructure – A preconstruction meeting is to be held on Wednesday, January 10 with Friday, January 12 as a back-up day.
- Market Street Sewer Lining- the final cleaning was started on January 3, and the last sewer manhole was installed on January 4, 2024/

- **Events**

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



**Water Department:**

- ❖ 6,990,800 gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 31,419 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. Quarterly TTHM testing performed by Town staff and delivered to the contract lab, still awaiting results.
- ❖ 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:**

- ❖ 10,740,480 gallons of wastewater was treated this month.
- ❖ 538 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 104 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 Atlantic pumping to remove built up solids in the sludge holding tanks.
- ❖ The new wastewater superintendent started on the 11<sup>th</sup>
- ❖ On Dec. 17<sup>th</sup> and 18<sup>th</sup> the area experienced heavy rainfall and the plant processed over 1.1 million gallons with no issues to report.

## GRANT PROGRAM MONTHLY REPORT

December 2023

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### Grants Inventory

Grants currently open: 11

Grants closed this month: 0

Grants approved: 1

*Community Legacy (DHCD): \$50,000 approved. Awaiting final Grant Agreement. Hopefully available in February, 2024.*

Grants awaiting approval: 1

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

Approximate Grant funding available for spending: **\$1,290,775**

### New Grant Applications

New grant applications submitted: 1

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

New grant applications initiated: 0

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

### Perspectives

The Town now has eleven grants open.

The Market Street Sewer Lining project is underway, but several obstacles caused delays during December. January will be a busy month for this project. I have visited sites, spoken with management and interviewed employees to maintain compliance with the funding agency (CDBG). An exact completion date will be more evident in the next few weeks.

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

I am working diligently to administrate our active grants and maintain compliance and good standing with funding agencies.

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.

I have resubmitted the Sturgis Park Restroom Rehabilitation project for open bidding. Please see the announcement and spread the word. We can use the help!

Previously non-committed funds from the DHCD FY23 Legacy Grant have also been made available to the public. Please see the attached press release for further information.

Respectfully, P.N. Bessette, Grants Administrator

FOR IMMEDIATE RELEASE  
January 3, 2024

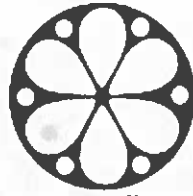
### **FY23 Community Legacy Grant Fund Availability**

The currently active FY2023 "Community Legacy Grant" has been adjusted to provide additional funding from the first application round. A combination of non-committed and leftover funding in the amount of \$7,010.00 is available for projects. The application process will be opened during the monthly "Mayor & Town Council" meeting on Tuesday, January 9 at 7:00 p.m. in the Old Fire Hall in Snow Hill. This funding will be available to commercial applicants for improvements to business properties; developing mixed-use projects; streetscape improvements; or the acquisition or improvement of vacant buildings.

During the application scoring process, projects that improve the value or aesthetic/historical character of a business structure will receive the highest consideration. Projects that improve accessibility, health and safety, or business development will also receive high consideration.

Properties that lie within the Town's Sustainable Community Boundary are eligible to apply. This area includes nearly all of the properties within Town limits. A color map of the Sustainable Community boundaries is available to check your property's status.

An application guidance document, grant applications and a color map of the Sustainable Community boundaries will be available. These informative documents will also be available at Town Hall beginning January 9. Questions about the grant and inquiries for more information may be emailed to the Town's Grants Administrator, Paul Bessette, at [pbessette@snowhillmd.com](mailto:pbessette@snowhillmd.com) - 410-632-2080



**Julia A. Purnell Museum**

Director's Report  
December 1-31, 2023  
Dr. Cynthia Byrd

**Exhibits**

The museum is currently exhibiting a large collection of antique and vintage toys, initially installed to complement our holiday decorations. We are currently removing the decorations and rearranging the display for the spring season.

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.

**Events**

The museum hosted 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. Attendance for the event was good with approximately fifty guests coming throughout the evening on Friday. We were open throughout Snow Hill's Dickens Christmas Weekend with staff in period costume.

**Public Relations and Marketing**

A reminder for membership renewal will go out this month. 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 applied for grants from the Mary Humphreys Foundation and the Miller History Fund to purchase materials for the update to our reading room. Applications the Community Foundation of the Eastern Shore, Delmarva Power, and Choptank Electric are in progress and will be submitted this month.

**Recent Acquisition**

The museum has received the donation of a large mid-1800s painting depicting Jane Holland Townsend Quigg (1835-1913) and Mary Ann Holland Porter (1822-1861). Mary Ann Holland Porter was the mother of James Porter Townsend (1856-1910). James was the cashier at First National Bank, and his wife Helen Jones Townsend was the sister of Dr. Paul Jones. The painter is unknown but was a likely itinerant artist. These artists often traveled with canvases prepared with the background scene completed and ready for the addition of the sitter. More information and a photograph of the painting will appear in the town's upcoming newsletter.

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## 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"*

January 2, 2024

To: Mayor and Town Council

From: Chief R. Andrew McGee

Re: December 2023 Police Report

The Police Department actively patrolled our neighborhoods during the Holiday Season. We started an online program where we reminded residents to lock and secure their valuables each night at 9 pm during the Holiday Season. This year, we reduced our theft calls from 9 last year to only 3 this year. We thank our residents for being proactive in doing their part in combating thefts from vehicles and homes. We encourage everyone to remain vigilant and continue to watch out for their neighbors. If you see something, Say Something!

Officers are completing their yearly training which ended on the 31<sup>st</sup>. This training included Fraud Investigations, Homicide Investigations and Crimes Against Children. Each officer received at least 18 hrs of continuing education training throughout the year as well as Taser, Body Camera, Use of Force and Firearms related training.

Officers are addressing the parking issues in the downtown area and have issued warnings and citations for violations. A more complete parking assessment will be presented at an upcoming work session. This assessment will address some of the parking concerns and some solutions that can be identified and implemented without cost.

Both of our Red-Speed Cameras have been updated with the latest firmware updates and are back operating. The town cameras that we installed with the grant funding have been working well. We are looking at an alternative location for the Bridge Camera. The recent flooding on Route 12 showed some areas that we could improve. We will be working with the vendor on relocating that camera, so the public has better views of the flooding.

Happy New Year!

# COMMUNICATIONS

## Events by Nature Code by Agency

Agency: SHPD, Event date/Time range: 12/01/2023 00:00:00 - 12/31/2023 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	9	9	1%	0:03:54	0:03:43	0:04:28	1:33:33	0:10:24
	ACCIDENTS VEHICLES PD	0	0	3	3	0%	0:04:15	0:08:27	0:16:42	1:23:58	0:27:59
	ALARMS BURGLAR	0	0	14	14	2%	0:02:25	0:03:25	0:07:09	2:40:44	0:11:29
	ANIMAL COMPLAINTS	0	1	3	4	1%	0:01:26	0:07:07	0:43:35	2:39:31	0:39:53
	ASSISTANCE TO OTHER	0	5	15	20	3%	0:00:48	0:03:49	0:17:16	6:05:05	0:18:15
	CHECK WELFARE	0	0	6	6	1%	0:04:54	0:06:57	0:21:34	3:20:34	0:33:26
	CIVIL COMPLAINT	0	0	1	1	0%	0:04:30	0:00:00	0:00:00	0:08:27	0:08:27
	COMMUNITY POLICING	0	1	0	1	0%	0:00:00	0:00:03	3:07:50	3:07:53	3:07:53
	DECEASED PERSON	0	0	1	1	0%	0:01:07	0:09:44	1:33:04	1:43:55	1:43:55
	DISABLED UNATTENDED VEHICLE	0	3	0	3	0%	0:00:01	0:00:00	0:13:34	0:40:43	0:13:34
	DISORDERLY	0	0	1	1	0%	0:03:43	0:03:49	0:49:27	0:56:59	0:56:59
	DOMESTIC COMPLAINTS	0	1	1	2	0%	0:00:57	0:10:46	2:11:06	4:33:56	2:16:58
	DRUG ABUSE LAWS	0	0	3	3	0%	0:01:49	0:01:16	0:17:14	0:51:39	0:17:13
	EMERGENCY PETITION	0	0	3	3	0%	0:01:29	0:04:29	1:04:14	3:24:40	1:08:13
	ESCORT	0	0	1	1	0%	0:05:29	0:11:45	0:38:25	0:55:39	0:55:39
	FRAUD	0	1	0	1	0%	0:00:00	0:00:00	0:06:45	0:06:45	0:06:45
	INFO	0	3	4	7	1%	0:03:32	0:03:28	0:21:58	2:25:13	0:24:12
	LOCKOUT	0	0	2	2	0%	0:02:15	0:13:47	0:09:26	0:50:56	0:25:28
	LOST PROPERTY	0	0	1	1	0%	0:02:31	0:02:46	0:05:50	0:11:07	0:11:07
	MALICIOUS DESTRUCTION OF PROP	0	0	2	2	0%	0:03:00	0:04:46	0:27:05	1:04:57	0:32:29
	MISSING PERSON	0	0	1	1	0%	0:03:41	0:10:03	0:18:48	0:32:32	0:32:32
	NOISE COMPLAINT	0	0	1	1	0%	0:02:40	0:05:15	0:07:12	0:15:07	0:15:07
	NON TRAFFIC MILES CJIS CHECKS	0	10	0	10	1%	0:00:01	0:00:00	0:01:32	0:15:31	0:01:33

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
	OTHER ASSAULTS	0	1	0	1	0%	0:00:00	0:08:51	0:39:30	0:48:21	0:48:21
	OVERTIME (COMP) ASSIGNMENT	0	1	0	1	0%	0:00:00	0:00:00	0:38:21	0:38:21	0:38:21
	PAPER SERVICE	0	2	8	10	1%	0:03:04	0:09:21	0:07:42	2:39:20	0:15:56
	PATROL CHECK	0	537	0	537	71%	0:00:01	0:00:00	0:05:24	48:27:29	0:05:25
	PREMISE CHECK	0	40	0	40	5%	0:00:01	0:00:00	0:06:34	4:22:44	0:06:34
	RECOVERED PROPERTY EXCEPT AUTO	0	0	2	2	0%	0:01:48	0:07:27	0:14:45	0:47:59	0:24:00
	ROADSIDE ROADWAY HAZARDS	0	1	1	2	0%	0:01:07	0:05:46	0:08:11	0:23:15	0:11:38
	SUPPLEMENTAL INVESTIGATION LAW	0	7	0	7	1%	0:00:01	0:02:23	0:23:49	2:49:13	0:24:10
	SUSPICIOUS PERSON VEHICLE	0	2	6	8	1%	0:02:56	0:05:20	0:13:27	2:37:10	0:19:39
	THEFT	0	0	3	3	0%	0:02:45	0:07:45	1:04:04	3:43:43	1:14:34
	TRAFFIC COMPLAINTS	0	3	2	5	1%	0:00:44	0:11:23	0:10:39	1:11:36	0:14:19
	TRAFFIC DETAIL	0	5	0	5	1%	0:00:00	0:00:00	0:15:39	1:18:17	0:15:39
	TRAFFIC STOP	0	31	1	32	4%	0:00:02	0:00:00	0:06:54	3:41:09	0:06:55
	TRAFFIC TRANSPORTATION ACC	0	0	1	1	0%	0:00:35	0:01:40	0:24:12	0:26:27	0:26:27
	WARRANT ATTEMPT	0	1	0	1	0%	0:00:00	0:00:00	0:14:34	0:14:34	0:14:34
	WARRANT SERVICE	0	2	0	2	0%	0:03:13	0:00:00	1:27:44	3:01:54	1:30:57
Subtotals for No Summary Code		0	658	96	754	100%	0:02:09	0:06:16	0:31:12	117:00:56	0:35:18
Subtotals for SHPD		0	658	96	754	100%	0:02:09	0:06:16	0:31:12	117:00:56	0:35:18



## **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**

**December 2023**

**Responded to 14 Fire Related Calls**

Motor Vehicle Accidents:	4
Assist EMS:	4
*Mutual Aid*	3
Electrical Hazard:	2
Outside Fire:	1
<b>Total:</b>	<b>14</b>
Fire Calls 2023:	<b>175</b>

**EMS Calls:**

December 2023	<b>100</b>
EMS Calls 2023:	<b>1,079</b>

**\*Mutual Aid responses:**

Pocomoke – Residential structure fire (1)  
Pocomoke – Commercial structure fire (1)  
Stockton – Residential structure fire (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

# Flag Publications, Inc.

## Certificate of Publication

Town of Snow Hill

211 Pettit Street – Tax Map 0200; Parcel 0128; Lot 3

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: December 7, 2023 \$23.75

Signed:



Date: December 7, 2023

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

(2) Two months after the personal or representative mails or otherwise delivers to the creditor a copy of this published notice or other written notice, notifying the creditor that the claim will be barred unless the creditor presents the claims within two months from the mailing or other delivery of the notice. A claim not pre-

OCD-12/7/3t

Notice is given that Robert K. Land, 10144 Hayes Landing Road, Berlin, MD 21811, was on December 04, 2023 appointed personal representative of the small estate of Pearl

OCD-12/7/1t

## OCD-12/7/1t

**Put Your  
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and

## BAYSIDE GAZETTE

**Service Directories**

**Call Taylor at 410-723-6397**

**for more details!**

# Flag Publications, Inc.

## Certificate of Publication

Town of Snow Hill

Notice of Public Hearing – Tuesday January 9, 2024

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: December 14, 2023 \$25.00

Signed:



Date: December 14, 2023

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

spection in Room 1103 of the Worcester County Government Center. In addition, a full copy of the bill is available on the County Website at [www.co.worcester.md.us](http://www.co.worcester.md.us).

THE WORCESTER COUNTY COMMISSIONERS  
OCD-12/14/1t

**NOTICE  
TO HOLDERS OF  
CLASS "B", "C" AND "D"  
ALCOHOLIC BEVERAGE  
LICENSES  
ISSUED BY WORCESTER  
COUNTY**

Pursuant to the Alcoholic Beverages Article, Section 33-2006 of the Annotated Code of Maryland, the Board of License Commissioners for Worcester County has determined that all premises holding a Class "B", "C", and "D" Alcoholic Beverage Licenses shall be permitted to sell alcoholic beverages for ON PREMISES CONSUMPTION ONLY until 4:00 a.m. on January 1, 2024.

This notice shall not be construed as enlarging or broadening any other privilege conferred under said license except the (2) two additional hours of sale for ON PREMISES CONSUMPTION ON NEW YEAR'S EVE.

BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY,  
William E. Esham, Jr., Chairman  
R. Charles Nichols, Member  
Mary W. Pusey, Member  
\*\*\*\*\*

April R. Payne,  
License Administrator  
OCD-12/14/3t

**NOTICE  
TO CREDITORS OF  
APPOINTMENT OF FOREIGN  
PERSONAL REPRESENTATIVES  
ESTATE NO. 19996**

NOTICE IS GIVEN that the CIRCUIT COURT PROBATE DIVISION court of PINELLAS COUNTY, FL appointed DONNA L HAYNES whose address is 2379 FINLANDIA LANE #49 CLEARWATER, FL 33763 as the PERSONAL REPRESENTATIVE of the Estate of SHIRLEY F BILLINGSLEY AKA: who died on MAY 30, 2023 domiciled in FLORIDA, USA.

The Maryland resident agent for service of process is VICTOR A LEMBO whose address is 658 KENILWORTH DRIVE SUITE 203 TOWSON, MD 21204. At the time of death, the decedent owned real or leasehold property in the following Maryland counties: WORCESTER COUNTY, MD.

All persons having claims against the decedent must file their claims with the Register of Wills for WORCESTER COUNTY with a copy to the foreign personal representative on or before the earlier of the following dates:

(1) Six months from the date of the decedent's death; or

(2) Two months after the foreign personal representative mails or delivers to the creditor a copy of this published notice or other written no-

tice, notifying the creditor that the claim will be barred unless the creditor presents the claim within two months from the mailing or delivery of the notice. Claims filed after that date or after a date extended by law will be barred.

**TERRI WESTCOTT, Register of  
Wills for WORCESTER COUNTY  
ONE W MARKET STREET  
ROOM 102 - COURT HOUSE  
SNOW HILL, MD 21863-1074  
OCD-12/14/3t**

**NOTICE  
OF PUBLIC HEARING  
MAYOR & COUNCIL  
OF SNOW HILL, MARYLAND**

**TUESDAY, January 9, 2024  
at 7:15 PM**

Pursuant to the provisions of the Snow Hill Town Charter Section 20(47) notice is hereby given that a PUBLIC HEARING is scheduled on Tuesday, January 9, 2024 at 7:15 p.m. at the meeting of the Mayor and Council of Snow Hill at the Old Fire Hall, 212 West Green Street, in Snow Hill, Maryland, 21863. The purpose of the hearing is to consider the conveyance of the following real property owned by the Town of Snow

Hill and determine the property is no longer needed for public use:

1. 309 N Washington Street – Tax Map 0200; Parcel 0091.

The public is cordially invited to attend and offer comments. For further information concerning this public hearing, please contact the Town Manager's Office, 103 Bank Street, Snow Hill, Maryland, 21863, #410-632-2080.

OCD-12/14/1t

**NOTICE  
OF APPOINTMENT  
NOTICE TO CREDITORS  
NOTICE TO UNKNOWN HEIRS**

To all persons interested in the estate of **JAMES MARTIN WALKER** Estate No. 19975 Notice is given that **KIMBERLY ANN FOX** whose address is 1806 STRINGTOWN ROAD, SPARKS, MD 21152 was on **DECEMBER 06, 2023** appointed Personal Representative of the estate of **JAMES MARTIN WALKER** who died on **OCTOBER 28, 2017** without a will.

Further information can be obtained by reviewing the estate file in the office of the Register of Wills or by contacting the personal representative or the attorney.

All persons having any objection

to the appointment (or to the probate of the decedent's will) shall file their objections with the Register of Wills on or before the **6th day of JUNE, 2024**.

Any person having a claim against the decedent must present the claim to the undersigned personal representative or file it with the Register of Wills with a copy to the undersigned on or before the earlier of the following dates:

(1) Six months from the date of the decedent's death; or

(2) Two months after the personal representative mails or otherwise delivers to the creditor a copy of this published notice or other written notice, notifying the creditor that the claim will be barred unless the creditor presents the claims within two months from the mailing or other delivery of the notice. A claim not presented or filed on or before that date, or any extension provided by law, is unenforceable thereafter. Claim forms may be obtained from the Register of Wills.

**TERRI WESTCOTT, Register of  
Wills for Worcester County  
ONE W MARKET STREET  
ROOM 102 - COURT HOUSE  
SNOW HILL, MD 21863-1074  
OCD-12/14/3t**



**LEGAL  
ADVERTISING**

**410-723-6397**

**legals@oceancitytoday.net**



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