



**MAYOR AND TOWN COUNCIL MEETING
TUESDAY, MARCH 11, 2025**
Worcester County Government Center, Boardroom, Room 1102
One West Market Street, Snow Hill, Maryland 21863

7:00 PM

ZOOM ID NUMBER: 953 699 8590

AGENDA

7:00 PM: Welcome/ Call to Order: Mayor Janet Simpson

- 1. Salute to the Flag**
- 2. Invocation/Moment of Silence**
- 3. Proclamation recognizing March 2025 as Women's Appreciation Month**
- 4. Approval of Minutes: Motion Required**
 - a. February 4, 2025 Work Session
 - b. February 18, 2025 Regular Meeting
- 5. Treasurer's Report: Motion Required**
- 6. Town Manager's Report**
- 7. 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
 - i. Snow Hill High School

7:45 PM: Unfinished Business

- a. Ordinance No. 2025-02: Planning & Zoning Related Fees and Fines. Second Reader. **Action Item**
- b. Ordinance No. 2025-03: Updating Parking Fines. Second Reader. **Action Item**

This agenda may be subject to change.

8:00 PM: New Business

- a. Ordinance No. 2025-04: Ratification of 2015 Bond Ordinance. First Reader. **Action Item**
- b. Resolution No. 2025-01: A Resolution pursuant to Town of Snow Hill Code Section 131-2 adopting Planning, Zoning and Building Department fees. **Action Item**
- c. Resolution No. 2025-02: Mid-year Budget Amendment. **Action Item**
- d. Ordinance No. 2025-05: Amending the Zoning District Map of the Town of Snow Hill to fix an incorrect map being executed by Town officials in 2021. First Reader. **Action Item**

8:20 PM: Comments from the Public: People may register to speak for up to three minutes on any municipal question or matter under established protocols.

8:25 PM: Comments from the Council

8:30 PM: Comments from the Mayor

8:35 PM: 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 Kandice Ringenry at adminco@snowhillmd.com.



MAYOR AND COUNCIL OF SNOW HILL

RESOLUTION 2024-08

A RESOLUTION PURSUANT TO SECTION 9 OF THE CHARTER OF THE TOWN OF SNOW HILL ADOPTING RULES FOR THE ORDER OF BUSINESS AT MAYOR AND COUNCIL MEETINGS

WHEREAS, the Town of Snow Hill Charter Section 9 provides the Council shall determine its own rules and order of business; and

WHEREAS, the below Rules of Conduct for Public Meetings has been drafted and discussed by the Mayor and Council; and

WHEREAS, it has been determined the Council would benefit from written rules and the Council desires to adopt said rules contained herein.

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

MAYOR AND COUNCIL

TOWN OF SNOW HILL, MARYLAND

RULES OF CONDUCT FOR PUBLIC MEETINGS

PREAMBLE: Meetings of the Snow Hill Mayor and Council are conducted with full transparency, in public view under the terms of the Maryland Open Meetings Act. The meetings are designed to provide for the orderly and efficient handling of the public's business and, therefore, require a high degree of structure and decorum in an atmosphere of respect and dignity that protects the safety and ability of participants to engage freely in the official life of the community. The Charter for the Town of Snow Hill provides that the Council "shall determine its own rules and order of business". It also states that "The residents of the Town shall have a reasonable opportunity to be

heard at any open meeting of the Council in regard to any municipal question or matter.” These rules are established to ensure that meetings can be conducted in an orderly and appropriate manner that honors the spirit and letter of the Charter.

1. Except for public hearings duly designated as such by action of the Mayor and Council, public participation at regular meetings, work sessions or special meetings shall be limited to the public participation segment of the agenda.
2. Public comment, whether during the public segment of the Mayor and Council meetings or during a duly designated public hearing shall be limited to three (3) minutes per person. Additional time may be granted at the discretion of the Mayor, depending on circumstances at the time. An individual’s time may not be given or traded to other speakers or reserved for other portions of the meeting.
3. Any person wishing to speak at a public meeting during the public participation segment or during a public hearing must sign the sign-in sheet upon entering the room when such sign-in sheet is available, indicating his or her intention to speak, which sheet shall be used by the Mayor or, in the absence of the Mayor, the presiding officer to recognize speakers.
4. Any person wishing to speak at a public meeting during the public participation segment or during a public hearing when a sign-in sheet is not available, shall raise his or her hand. When recognized by the Mayor or presiding officer, the individual must stand and state his or her name, address, and if appropriate, group affiliation and must state the subject he or she will be addressing.
5. Comments must relate to the purpose of the public hearing or to legitimate Town business and must be addressed to the Mayor and Council. Attendees may not address the Mayor and Council or members of the staff unless recognized by the Mayor.
6. The Mayor or the presiding officer may designate a member of the staff to act as timekeeper.
7. Members of the Mayor and Council, as well as speakers and audience members, must observe proper decorum. Any statement made during the meeting or during a public hearing by the Mayor, members of the Council, Town officials or employees or members of the general public shall not involve personal, impertinent or slanderous comments directed at individuals, regardless of whether the individual so addressed is an elected official, a Town official or employee, or a member of the general public.
8. The Mayor or the presiding officer shall conduct the meeting. The use of profane, vulgar, inflammatory, threatening, abusive or disparaging language, or racial or ethnic slurs directed at the Mayor, members of the Council, Town officials or employees, and members of the general public, or statements by a person attending the meeting which are not made during the public participation segment of the agenda or during a public hearing, shall not be tolerated.
9. Discussion between speakers and attendees of the public meeting or hearing are prohibited. A speaker may disagree with or support prior speakers in comments directed to the Mayor and Council. No person attending a meeting or public hearing shall engage in booing, handclapping, or otherwise disrupt the dignity and formality of the proceedings.
10. Inappropriate or offensive banners, flyers or other signs are not permitted in the meeting room. Distribution of flyers in the meeting room is also not permitted.

11. All cell phones and pagers must be muted and phone conversations during any meeting are prohibited. Whispered, private conversations among the public should be limited, but in no way will be allowed to distract or disturb the official proceedings of the meeting.
12. Attendees, when leaving any meeting before it is adjourned, must leave in a quiet and orderly manner until outside the meeting room so as not to disrupt the meeting.
13. If a speaker who violates these rules refuses to step down, the Mayor or the presiding officer may ask the individual to be removed from the meeting room.


RESOLVED AND EFFECTIVE this 12 day of November 2024.

ATTEST:



RICHARD POLLITT, Town Manager


JANET SIMPSON, Mayor

Approved as to form:


DIANA WALSH, Central District Council
Person


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


EDWARD S. LEE, Eastern District
Council Person


MARGARET ANN FLETCHER,
Western District Council Person

PROCLAMATION

RECOGNIZING MARCH, 2025 AS WOMEN'S HISTORY MONTH IN THE TOWN OF SNOW HILL, MARYLAND

WHEREAS, American women of every race, class and ethnic background have made historic contributions to the growth and strength of our nation in countless recorded and unrecorded ways; and

WHEREAS, American women have played and continue to play a critical economic, cultural and social role in every sphere of the life of our nation by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, American women have played a unique role throughout the history of the United States providing the majority of the volunteer labor force of the nation as well as contributing significantly to the success of the U.S. Military; and

WHEREAS, American women have courageously served as leaders, not only in securing their own rights of citizenship and suffrage, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the peace movement and the fight for civil rights for all, helping to guarantee our country as a safe and just society for all; and

WHEREAS, in our own community of Snow Hill, women have historically stood at the forefront of society, providing for, nurturing and sustaining strong families, building successful businesses, teaching our young children in school and serving at the top of educational and governmental leadership positions;

NOW, THEREFORE, IT IS ONLY FITTING AND PROPER THAT THE TOWN OF SNOW HILL OFFICIALLY RECOGNIZE THE INCREDIBLE AND INSPIRATIONAL ROLE WOMEN HAVE PLAYED IN PROVIDING THE STRENGTH AND SECURITY THAT ALLOWS OUR NATION AND OUR TOWN THE ABILITY TO STRIVE FOR AND ACHIEVE THE AMERICAN DREAM.

ACCORDINGLY, I, JANET T. SIMPSON, MAYOR OF SNOW HILL, AND ON BEHALF OF THE SNOW HILL TOWN COUNCIL, DO HEREBY PROCLAIM MARCH, 2025 AS

WOMEN'S HISTORY MONTH

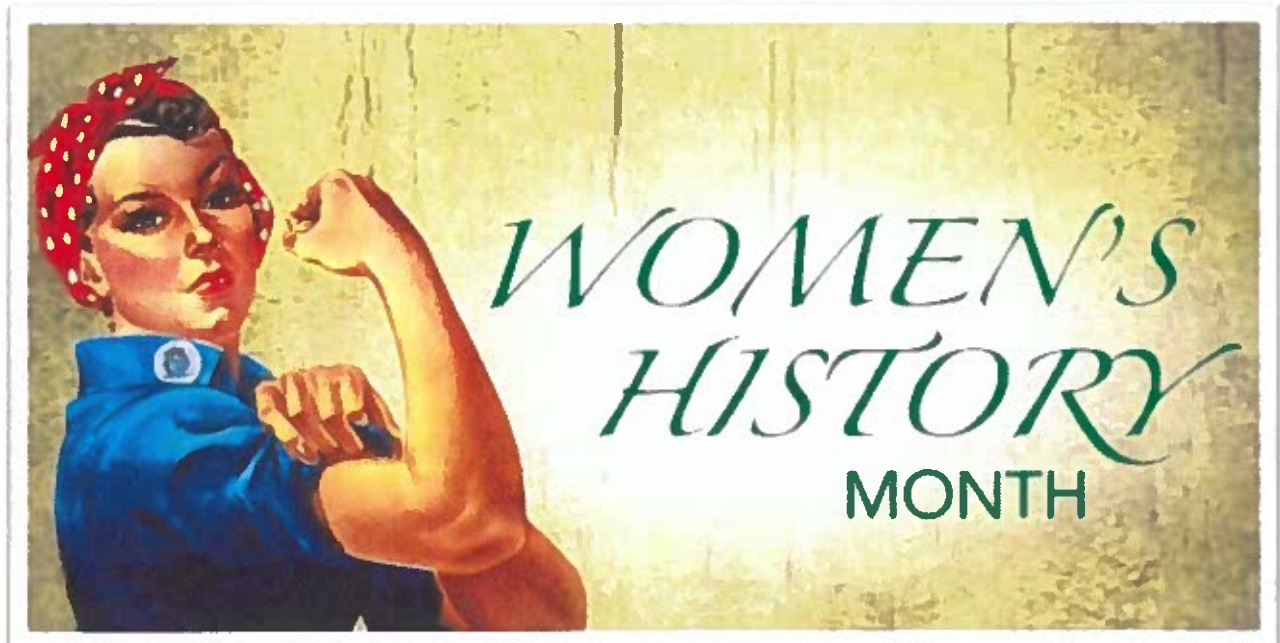
IN THE TOWN OF SNOW HILL AND CALL UPON ALL OUR CITIZENS TO EXPRESS THEIR DEEPEST GRATITUDE TO THE WOMEN OF OUR COMMUNITY FOR THEIR SERVICE, THEIR SACRIFICE AND THEIR COMMITMENT TO MAKING OUR LIVES WHOLE.

PROCLAIMED THIS 11TH DAY OF MARCH, TWO THOUSAND, TWENTY-FIVE.

Janet T. Simpson
Mayor

ATTESTED:

Richard M. Pollitt, Jr.
Town Manager





SNOW HILL MAYOR AND COUNCIL
WORK SESSION

Tuesday, February 4, 2025

A work session of the Mayor and Town Council of Snow Hill, Maryland was held at Worcester County Government Center, Boardroom, Room 1102, One West Market Street, Snow Hill, MD 21863

Tuesday, February 4, 2025, with Mayor Simpson presiding.

PUBLIC OFFICIALS PRESENT

- Mayor Janet Simpson
- Councilmember Margaret Ann Fletcher
- Councilmember Diana Walsh
- Councilmember Edward Lee

STAFF IN ATTENDANCE

- Rick Pollitt, Jr., Town Manager
- Maureen Howarth, Attorney
- Lou Hamstead, Finance Manager
- Melissa Kempfer, Account Clerk
- Randy Barfield, Director, Public Works
- Andy McGee, Police Chief
- Kandice Ringenary, Administrative Coordinator

Call to Order

Mayor Simpson called the meeting to order at 5:12 pm.

A. Continue consideration of moving Town Election date to fall of the year.

Mayor Simpson recognized Councilmember Lee. Councilmember Lee stated his opposition to changing the date of Town elections and read a prepared statement,

noting politically motivated and reiterated his opposition. Mayor Simpson recognized Councilmember Walsh who noted her support of moving the election to a different time frame. According to Councilmember Walsh this would space out big attention and energy required responsibilities of the Council that currently happen the same time of year. Councilmember Walsh is in support of creating separation between budget and election. Councilmember Walsh noted objection and disagreement with most of Councilmember Lee's prepared statement. Councilmember Fletcher was recognized and stated a change in her opinion noting now in favor of staying with spring election after reviewing the Charter.

B. Discuss process for water billing and communicating with customers.

Mayor Simpson recognized Mr. Pollitt. Mr. Pollitt noted the intention of communicating changes, notices and to be fully informed by having the opportunity to speak with finance staff and the communication with customers and leave with a better understanding. Mr. Pollitt recognized Account Clerk, Melissa Kempfer and Finance Manager Lou Hamstead. Account Clerk, Kempfer reviewed when the billing should go out and noted the explanation for the delay including detailed review of 300 to 400 accounts that are billed each quarter, new system process time and time off. Apologies were extended for the delay in billing and that no late fees were to be assessed. Looking forward to the ability to text messaging mass information to residents when that becomes available. Councilmember Fletcher thanked for the time commitment and asked for a way to help residents receive on time and properly delivered bills. Councilmember Lee thanked Melissa and noted that the Town is represented very well by staff like Ms. Kempfer. Councilmember Fletcher asked how bills are affected by frozen pipes? Ms. Kempfer suggested leaving a drip to avoid freezing pipes. Public Works Director, Mr. Barfield agreed with methods to avoid pipes freezing and that there are leak adjustments if applicable. Finance Manager Hamstead recognized the efforts made to take the time to review each bill and ensure accuracy. Mr. Barfield noted not all streets are in the same district, not all billing done by district.

C. Address trash collection services to out-of-town residents.

Mr. Pollitt reviewed the Summerfield division. Mr. Barfield referenced history of 4 homes that took trash cans and then when de annexation happened Public Works was told to let cans stay. Mr. Barfield confirmed that these residences have been receiving free trash pick-up. A discussion was had pertaining to how this started with annexation and de-annexation. Next step is a letter sent to those residences advising of mistake and that should come from Mayor or Rick. Councilmember Lee stated persuaded by Randy to discontinue and pick up cans. Councilmember Fletcher stated should not be free and agrees with advance notice / letter explaining discontinuation. Councilmember Walsh suggested to advise residences and suggested 30-day notice. Staff will work to get letter approved and sent. Councilmember Walsh asked if there were other second cans and Ms. Hamstead stated that is another issued to be discussed related to non-town trash cans. Mr. Barfield recalled a number was previously collected and free trash pick-up not right. Councilmember Walsh asked about costs associated with picking up

trash fees are charged accordingly for Town's trash cans? Mr. Barfield reviewed the expenses incurred by collecting these cans, including tipping fees, Town pays \$75/ton and went over average amounts and cost of actual trash cans paid by the Town. Mayor Simpson asked how they are picked up and what the opinions are on that. Mr. Pollitt suggested discussing this at another work session and Mayor Simpson agreed.

D. Discuss fees & fines related to the Police Department.

Mayor Simpson recognized Chief McGee to discuss this agenda item. Chief presented for discussion that the Town staff has met to discuss Chapter 131 fines and noted has not been updated since 2000. New pay scale some tripled and most doubled and cannot exceed what the state charges. Suggesting to increase fines with a new pay scale as submitted. Chief reviewed the current process of fines and options of fines vs option to go to court and how that does cost more to the department to have to go to court. Not a money-making machine but is suggested the increase to cover some of costs associated with citations. Councilmember Walsh asked if the increase were reflective of the state fines and Chief responded affirmative. Councilmember Lee asked about cost versus expense and a discussion was had. Chief discussed how many tickets issued per year and who are receiving tickets, generally speaking and how to address issues in the future. The focus is typically on education. Councilmember Walsh mentioned parking permits and brought that up for discussion. Chief noted when the most complaints are received. The Mayor asked Mr. Pollitt about next steps and options and presented. Councilmember Fletcher asked about return check fees and it was agreed to charge \$35 for returned checks. First reader will be presented next week.

Public comments (limited to three minutes per speaker):

There were no public comments.

Announcements from Mayor & Council.

Councilmember Fletcher mentioned hasn't had orientation for liaison with Public Works. and offered to assist Ms. Kempfer with getting the billing out. Councilmember Walsh mentioned although no first Friday, but there are special events such as hunt for the heart with a number of local businesses. Also noted wine tasting taking place. Councilmember Lee asked about new business opening. Mayor asked if he was referring to Long and Foster and thought that was coming up along with new coffee shop.

Adjournment:

Councilmember Lee made a motion to adjourn, the motion was seconded by Councilmember Fletcher and passed unanimously. The time was 6:25pm.

NAME	AYE	NO	ABSTAIN	RECUSED	ABSENT
Margaret Ann Fletcher	X				
Edward S. Lee	X				

<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Respectfully Submitted,
Kandice Ringenary
Kandice K Ringenary
Administrative Coordinator



SNOW HILL MAYOR AND COUNCIL
TOWN HALL MEETING MINUTES

Tuesday, February 18, 2025

A regular meeting of the Mayor and Town Council of Snow Hill, Maryland was held at Worcester County Government Center, Boardroom, Room 1102, One West Market Street, Snow Hill, MD 21863 Tuesday, February 18, 2025, with Mayor Simpson presiding.

PUBLIC OFFICIALS PRESENT

Mayor Janet Simpson
Councilmember Margaret Ann Fletcher
Councilmember Diana Walsh
Councilmember Edward Lee

STAFF IN ATTENDANCE

Rick Pollitt, Jr., Town Manager	Kandice Ringenary, Administrative Coordinator
Maureen Howarth, Attorney	Justin Odendhal, Communication and Promotions Coordinator
Lou Hamstead, Finance Manager	Aaron Flook, Planning, Zoning and Building Official
Teron Lewis, Accounts Payable	Lorissa McAllister, Economic Development
Melissa Kempfer, Account Clerk	
Michael Creech, Fire Chief	
Andy McGee, Police Chief	
Randy Barfield, Public Works Director	
Robert Wilt, WWTP Superintendent	

Call to Order: Mayor Simpson called the meeting to order at 7:00pm. She then led the Pledge of Allegiance to the Flag, followed by a moment of silence.

Proclamation recognizing the Black History Month. Mayor Simpson read and presented the proclamation recognizing February 2025 as Black History Month with Dr. Maria Blake accepting on behalf of the Snow Hill African American Heritage Society.

Motion to approve minutes for the month of January.

Mayor Simpson noted item number 4 of the agenda referencing January 14, 2025 Work Session, January 14, 2025 Regular Meeting, January 16, 2025 Special Meeting, January 28 Special Meeting and January 28, 2025 Work Session. Mayor Simpson asked for comments or any additional corrections and there were none.

Councilmember Walsh made a motion to accept all January referenced minutes. Councilmember Fletcher seconded the motion and the motion passed unanimously.

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

Mayor Simpson noted item number 5, the Treasurer’s Report and recognized Councilmember Walsh.

Councilmember Walsh asked Finance Manager Hamstead to read the beginning and ending balances, which Ms. Hamstead then read. Mayor Simpson asked for any questions pertaining to the Treasurer’s Report and there were none.

Councilmember Fletcher made a motion to accept the January Treasurer’s Report. Councilmember Walsh seconded the motion and the motion passed unanimously.

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

Town Manager Report

Town Manager Pollitt did not have much to add to report. Did want acknowledge February 27, 2025 meeting at 5:00pm at the old train station for Charter Review Committee. Councilmember Lee did present a question to confirm the Charter Review Committee meeting and the standing Historic District Committee would be on the same night. Mr. Pollitt did respond, noting no meeting scheduled for Historic District Committee in February. No other questions.

Department Reports

- a. Economic Development – Economic Development Director Lorissa McAllister mentioned First Friday coming up on March 7 with a bar crawl and anything but a kilt. She noted

website migration is complete. Councilmember Lee asked about Economic Vitality meeting. Ms. McAllister noted they are typically scheduled every other fourth Thursday at 5:30pm and noted the meetings are open to the public and looking for volunteers. Councilmember Lee questioned the growth areas in preparation for the comp plan. Town Attorney Howarth reported on Worcester County's draft growth areas and how the County's draft plan is same as the 2010 comp plan for Town of Snow Hill growth areas. Councilmember Lee asked about any changes and it was noted that the County's draft is very similar to the 2010 comp plan with differences being annexation and de-annexation. Councilmember Lee asked about sharing the revitalization plan and meetings that had taken place earlier. Ms. McAllister stated the comp plan planning has not started yet. Mr. Lee wanted to communicate the importance of community involvement for the comp plan, to which Ms. McAllister agreed. Mayor Simpson asked Mr. Pollitt to address the comp plan and current status. Mr. Pollitt obliged by reviewing the State authority granted to the Planning Commission and that the goal of everyone involved is to allow for maximum community input and that all starts with getting a consultant onboard. He noted the application that has been applied for a grant to hire a consultant and that being the first step in the process. Councilmember Walsh asked Councilmember Lee what was done incorrectly with the previous comp plan? Councilmember Lee made a comment about section 8 housing to which Councilmember Walsh asked a question and a discussion was had pertaining to housing and the comp plan. No other questions for Ms. McAllister.

- b. Code Enforcement - Planning, Zoning and Building Official, Mr. Aaron Flook noted he is adding a procedure book and building a base of individuals to reach out to. Mr. Aaron Flook stated it is important part of Planning Commission to work on the comp plan. Councilmember Fletcher asked about concept plans for North Washington St. development? Mr. Flook responded that there is limited to be discussed, however, there are issues to overcome and a discussion was had. Councilmember Fletcher asked about rental inspections and Mr. Flook responded that work is being done to complete this by the due date. Councilmember Lee questioned the County's response to the growth plans? Mr. Flook responded there would be an update after meeting with the Planning Commission and a discussion was had. No other questions.
- c. Public Works – Public Works Director Randy Barfield brought to the council's attention about status of meters needing to be outside and not inside businesses and the Town's liability. He stated he will follow up with Mr. Pollitt and Mayor Simpson. Mr. Barfield also stated no recycling while the salt is in the truck, but will continue. No questions for Public Works.
- d. Water & Wastewater – WWTP Superintendent Bobby Wilt stated things are going well. Washington St. well is waiting on parts to bury overhead lines, which should arrive March / April. No questions for Mr. Wilt.
- e. Grants office- Grant Administrator, Paul Bessette not in attendance and nothing to add to comprehensive report. No questions.
- f. Museum – Mr. Pollitt state no updates, but continues to be open by appointment. Conversation with parties to bring organization back to opening full time is continuing.

- g. Police Department – Chief McGee stated part time position filled, with the new officer starting soon. Still down a full-time position. Reminded everyone significant snow expected and remind to help Public Works out and to please not park on the street.
- h. Fire Department – Chief Creech did not have much to add, but did introduce the president of the Fire Company who will be filling in when needed. No questions.
- i. Snow Hill Student Representative – MaryAnn not in attendance due to schedule conflict. No questions.

Unfinished Business –

a. Public Comments:

- 1. Diana Nolte – 112 W. Green St. Snow Hill. In favor of vacant building ordinance and urged to pass.
- 2. Ed Phillips – Spoke to docking fees ordinance and in favor of a different rate structure but not alleviating overnight docking in favor of what a marina’s contribute to communities.

- b. Mayor Simpson asked for staff input and called on Economic Development Director, Ms. McAllister to speak to the Fees and Fines committee findings pertaining to Ordinance 2024-19. Ms. McAllister referenced cost benefit analysis that was completed by the committee, noting that costs should correlate to expenses and that has not been the case. She noted no increase for the last 20 to 25 years. She noted the expenses incurred by the Town and the negative impacts of the vessels to the bulkheads and pilings. The costs seem to outweigh potential benefits. She also noted the limited access to daytrip visitors and the potential positive economic impact that may happen by increasing daytrip visitor availability and access. Ms. McAllister also noted the town’s limited ability to enforce current standards. Mayor Simpson thanked Ms. McAllister and moved to voting.

Ordinance No. 2024-17: Vacant Property Registration Ordinance. Second Reader.

Attorney Howarth presented a review of the ordinance and read over the changing fees associated with this ordinance.

Councilmember Lee made a motion to accept and Councilmember Fletcher seconded the motion and the motion passed unanimously to accept ordinance No. 2024-17

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

Ordinance No. 2024-19: Adding Docking Regulations to the Chapter 162-9 of the Town Code. Second Reader.

Attorney Howarth reviewed the ordinance as a second reader, reading and referencing the main points of the ordinance.

Councilmember Walsh made a motion to accept Ordinance No. 2024-19. Councilmember Fletcher stated would like to table for further discussion. There was no second to the motion to pass Ordinance No. 2024-19. Councilmember Fletcher made a motion to table Ordinance No. 2024-19. Councilmember Lee asked Attorney Howarth pertaining to procedure and she offered a recap of what has taken place. Councilmember Lee seconded the motion to table Ordinance No. 2024-19. Councilmember Walsh asked for discussion and asked for the reasoning behind this not moving forward at second reader and expressed frustration with the cost. Councilmember Fletcher responded she would like to continue to research and look at increasing fees and discuss more. Councilmember Walsh reiterated her frustration and wants the residents to know that this council is costing the residents a lot of money. Councilmember Lee stated he appreciated Mr. Phillips letter and the recommendation within that letter and further discussed his position in support of continuing discussion and not voting to accept the Ordinance now. The discussion continued. Councilmember Walsh further expressed the rationale behind supporting this ordinance including safety concerns and the missed opportunity to build the economy in the area. She then stated she is resigning from the Town Council. Mayor Simpson asked for all in favor and two votes in favor of tabling Ordinance No. 2024-19.

The motion passed with two votes to table ordinance No. 2024-19 and one No vote.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
Margaret Fletcher	<u>X</u>				
Diana Walsh		<u>X</u>			
Edward Lee	<u>X</u>				
<u>TALLY</u>	<u>2</u>	<u>1</u>			

Ordinance No. 2024-18: Eliminating Docking Fees in Chapter 131-8 of the Town Code. Second Reader.

Councilmember Fletcher made a motion to table Ordinance No. 2024-18. Councilmember Lee seconded the motion to table Ordinance No. 2024-18. The motion passed with two votes to table Ordinance 2024-18 and on abstaining.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
Margaret Fletcher	<u>X</u>				
Diana Walsh			<u>X</u>		
Edward Lee	<u>X</u>				
<u>TALLY</u>	<u>2</u>		<u>1</u>		

Ordinance No. 2025-01: Purnell Street Utility & Roadway Improvements Project Bond Ordinance. Second Reader

Attorney Howarth summarized the ordinance presented for second reader and read through the ordinance.

Councilmember Fletcher made a motion to accept Ordinance No. 2025-01.

Councilmember Lee seconded the motion. Councilmember Walsh abstained. The motion passed with two in favor to accept Ordinance No. 2025-01 and one abstaining.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
Margaret Fletcher	<u>X</u>				
Diana Walsh			<u>X</u>		
Edward Lee	<u>X</u>				
TALLY	<u>2</u>		<u>1</u>		

New Business –

a. Public Comments:

No public comments for New Business.

Ordinance No. 2025-02: Planning & Zoning Related Fees and Fines. First Reader.

Attorney Howarth reviewed this ordinance and Councilmember Fletcher and Councilmember Lee had questions and discussion was had with Attorney Howarth responding to the questions and explaining the process.

Councilmember Lee made a motion to accept 2025-02 and Councilmember Fletcher seconded the motion. Councilmember Walsh abstained and the motion passed with 2 voting in favor.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
Margaret Fletcher	<u>X</u>				
Diana Walsh			<u>X</u>		
Edward Lee	<u>X</u>				
TALLY	<u>2</u>		<u>1</u>		

Ordinance No. 2025-03: Updating Parking Fines. First Reader.

Attorney Howarth reviewed this ordinance and read highlights of the ordinance and will fix typo of 2020 to 2000.

Councilmember Lee made a motion to accept 2025-03 and Councilmember Fletcher seconded the motion. Councilmember Walsh abstained and the motion passed with 2 in favor.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
Margaret Fletcher	<u>X</u>				
Diana Walsh			<u>X</u>		
Edward Lee	<u>X</u>				
TALLY	<u>2</u>		<u>1</u>		

Additional Comments from the Public:

None.

Comments from the Council:

Councilmember Fletcher did refer back to sidewalk discussion and looked into possible grants with safe school for kids and grants the health department has bring it. She noted it is a tight timeline and will forward the information to the Mayor. Scheduling time to meet with Public Works for liaison work.

Councilmember Walsh commented on the wonderful opportunity to tour Worcester County Technical School and stated there are wonderful things coming from students and the school. Councilmember Walsh also stated she is firm in her resolve to resign from the Council.

Councilmember Lee referenced his meeting with Mr. Flook of Planning, Zoning and Building Official and stated was impressed with his knowledge and certifications. Looking forward to regular meetings being set up for liaison work. Did attend meeting for Town’s infrastructure and planning, attended Worcester County Planning Meeting and attended Town of Snow Hill Planning Commission meeting. He also attended the school tour at Worcester County Technical School. Welcomed Dr. Turnbull to the Planning Commission. Thanked Dr. Wayne Abbott regarding dangerous situation and his ability to resolve issue. Interested in creating a closer community.

Comments from the Mayor:

Mayor Simpson thanked the principal of Snow Hill Middle School for invitation to speak with 4th graders. Thanked Mr. Odendhal for the tech support and trivia questions. Does have Mayor’s Roundtable together and excited to get together. Will have a partnership with Worcester Technical High School, there are great things happening at the school. Busy weeks coming up with budget and will be representing Town of Snow Hill at the County meeting and requesting funds.

Adjournment

Motion to adjourn by Councilmember Fletcher and seconded by Councilmember Lee. The motion passed with 2 votes; Councilmember Walsh abstained. The time was 8:34 pm.

<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>Diana Walsh</u>			<u>X</u>		
<u>Edward Lee</u>	<u>X</u>				
<u>TALLY</u>	<u>2</u>		<u>1</u>		

Respectfully Submitted,

Kandice Ringenary

Kandice K Ringenary

Administrative Coordinator

Treasurer's Report - March 11th, 2025

Prepared by Lounel Hamstead, Finance Manager

Banking Information		January-25	February-25
Taylor Bank - General Fund		\$ 1,519,992.66	\$ 1,386,163.78
Taylor Bank - Savings Fund (HUD)		\$ 90,872.41	\$ 91,514.40
PNC Bank - Investment Acct. MGLIP		\$ 2,617,804.38	\$ 2,826,614.25
Unrestricted Funds*	\$ 1,926,974.47		
Capital Improvement Project Funds* with ARPA Purnell	\$ 699,639.78		
First Shore Federal - CD		\$ 142,594.21	\$ 142,594.21
Employee HRA		\$ 46,009.11	\$ 44,001.64
Total In Bank Amount		\$ 4,417,272.77	\$ 4,290,888.28
Collected Accounts Receivable - February 2025			
Utility/Administrative Receivables:			
	PPTax		
	Water/Sewer Charges	\$	141,956.09
	Septage	\$	6,518.43
Planning/Zoning Receivables:			
	Hud Loans	\$	451.41
	Permits-Commercial	\$	60.00
	Permits-Residential	\$	480.00
	Water Hook Up- DGM	\$	18,970.00
	Sewer Hook Up-DGM	\$	28,800.00
County Funding Receivables:			
	Real Estate Tax	\$	22,189.06
	Local Tax	\$	2,394.86
	Room Tax	\$	157.43
	Business Licenses	\$	10.35
	A & A Taxes	\$	660.55
	Highway User Fees	\$	36,427.93
	Recycling Rebate	\$	500.24
	County FY25 Infrastructure Grant	\$	48,317.00
Misc. Receivables:			
	Redspeed	\$	5,416.53
	Seafood Festival-Chamber	\$	1,157.50
	Reconnect Fees	\$	300.00
	E. Holland Theft Restitution	\$	500.00
	Bulk Trash Fees	\$	40.00
	Police Fees	\$	10.00
	Comcast Franchise Qtr	\$	6,441.82
	WS CC Payment to be Refunded	\$	395.00
	Train Station Rental	\$	200.00
	Spiniellos Reimbursement Market St Sleeve	\$	3,280.00
Grants:			
	MDE Purnell St -Water	\$	123,343.00
	SAPP Grant Qtr	\$	10,368.00
Total Accounts Receivable:		\$	459,345.20

As of February 2025	OUTSTANDING ACCOUNTS RECEIVABLES			
		OVER 30	OVER 60	OVER 90
HUD LOANS		\$ 2.78	\$ (1.66)	\$ -
SEPTAGE/LECHATE		\$ 396.95	\$ 1,000.00	\$ -
LOT ASSESSMENTS		\$ -	\$ -	\$ 2,906.68
LANDLORD REG		\$ -		\$ 221.98
PP TAX			\$ -	\$ 13,041.88
WATER/SEWER		\$ 30,383.47	\$ 11,704.27	\$ 36,983.38
TOTALS		\$ 30,783.20	\$ 12,702.61	\$ 53,153.92
As of January 2025		County Billed Real Estate Taxes		
	2024/25	2023/24	2022/23	2019/22
Open Balances	\$ 116,754.34	\$ 23,633.63	\$ 34.40	\$ 2.58
<u>Originally billed</u>	\$ 1,374,460.96			
Total Open	\$ 140,424.95			
AP by Department- February 2025				
Mayor & Council		\$ 2,112.91		
Administration		\$ 125,485.55		
1081-Code Services 1st State		\$ 40.00		
CIP-Bank St Project		\$ 1,372.40		
CIP-Accounting Software/HW		\$ (28,361.62)		
Grants				
Police		\$ 66,234.94		
CIP-Police Vehicles Lease		\$ 4,589.00		
Fire Department		\$ 384.18		
Public Works		\$ 67,566.95		
Parks Department		\$ 1,825.74		
Museum		\$ 1,011.04		
Water		\$ 65,571.54		
CIP- Purnell St Project		\$ 92,434.82		
Sewer		\$ 62,409.90		
CIP-Purnell St Project		\$ 90,694.67		
CIP-Pipe Hunter Lease		\$ 34,051.77		
Total Accounts Payable:		\$ 587,423.79		

TOWN MANAGER'S REPORT: MARCH 11, 2025

TOWN COUNCIL VACANCY

As reported late last week, Central District Council member Diana Walsh resigned her position on the Town Council effective, Friday, March 7th. The Town Charter requires the Mayor and remaining Council members to appoint a replacement to fill the seat for the remainder of the term, which expires on June 10, 2025. Postcards were sent to every resident of the Central District soliciting interest in appointment to the seat. Applications are due at Town Hall no later than 4:30 pm this Friday, March 14th, 2025. On Tuesday, March 18th, the Mayor & Council will meet in closed session to interview prospective appointees. It is hoped a selection will be made by Tuesday, March 25th and appoint the new member at that time, allowing them full participation in the budget process for the next fiscal year's budget.

ANNUAL BUDGET, FISCAL YEAR 2025-2026

Mayor Simpson is continuing to meet with staff to develop her proposal for next year's Town budget. The Mayor is required by Charter to submit a balance budget proposal to the Town Council by the 4th Tuesday of March. Accordingly, there will be a special meeting of the Mayor & Council on March 25th to receive the Mayor's budget and, it is anticipated, to appoint the new Central District council member as described above. The Council will then review the budget, interview staff, hold a public hearing and be prepared to adopt the budget by mid-May.

TOWN DOCK AT STURGIS PARK

After the Town Council tabled discussion of eliminating over-night and term docking at the Town Dock at Sturgis Park, Mayor Simpson agreed to allow an ad-hoc citizens committee to consider alternative plans for the dock area and report back to the Town within 30 days. The committee is led by Ed Phillips and includes former Mayor Steve Matthews, Randy Coates and Kirk & Claudia Smith. Economic Development Director Lorissa McAllister will serve as staff liaison to the committee. Once the report is in hand, I expect there will be time provided at a future work session to renew the discussion.

MEETING WITH USDA

Mayor Simpson and staff recently met with representatives of the United States Department of Agriculture (USDA) to discuss a wide variety of Town funding needs for various infrastructure projects. The meeting indicated several opportunities for grants and low-interest loans through the Department and a follow-up meeting with staff is being organized. Our concern at this stage is the pending elimination of multiple federal agencies and funding programs that traditionally exist to support local communities such as ours across the country. In fact, the day we met with USDA, they told us of a massive reduction in their office that took effect just that week.

ENGINEERING RFQS

The Town is currently accepting responses from our Request For Qualifications (RFQs) for all of our engineering services. Although the Salisbury firm of Davis, Bowen & Friedel have provided the full range of services to Snow Hill for more than 30 years, more and more State and federal granting agencies require competitive bidding for engineering at the local level. Once the Town goes through a bidding exercise, our selection of an engineering firm will stand for the next three years with the option of two one-year renewals after that. Proposals are due in Town Hall by the end of the day on Friday, March 28th and we expect to recommend a selection to the Mayor and Council at the regular meeting of April 8th.

CRITICAL AREA ORDINANCE UPDATE

Staff continues to work with attorney Howarth and the attorney for the department of Natural Resources on a required update to the Town's Critical Areas Ordinance. Once we have a final ordinance ready, we will schedule time at a work session to fill everyone in on the details.

EVALUATIONS

Employee evaluations are complete and interviews are being held among the staff to discuss the results. To no one's surprise, the citizens of Snow Hill are served by an extremely talented and conscientious group of dedicated public servants who give their all for the good of the Town. I, for one, am grateful and honored to be associated with them.

BANK STREET PROJECT

Meetings designed to seek support for burying utility lines along the Bank Street Promenade Project from Green Street to River Street are progressing well. We have met with representatives of Delmarva Power and Comcast with positive results and will meet with Verizon this week. While there is much good will and moral support at the table, there will be a substantial cost to making it happen and we'll look for those resources aggressively. Kudos again to Economic Development Director McAllister for outstanding work pulling it all together and managing the contacts with the county commissioners, as well!

ANNUAL CHAMBER OF COMMERCE OYSTER ROAST

Staff is working with the Snow Hill Chamber of Commerce to prepare for the Annual Oyster Roast, taking place on Sunday, April 6th from 1 pm to 5 pm Downtown. With the old firehouse out of service, a large tent will be placed in the parking lot behind Town Hall. Public Works will be doing their best to locate any old utility lines buried underground there so that the spikes to anchor the tent do not hit any active service lines. Everyone is urged to come out and support this signature Town event!

MEETINGS IN THE WORKS

The following meetings are being planned for the next several weeks:

- Staff Fees & Fines Committee: Wednesday, Mar. 12th
- Charter Review Committee: Thursday, Mar. 13th at 5 pm at the Train Station
- Mayor's Roundtable: Thursday, Mar. 13th at 6 pm at the Train Station

- Mayor & Council Work Session: Tuesday, Mar. 25th at 5 pm at County Office Building
- Historic District Commission: Thursday, Mar. 27th at 5 pm at the Train Station
- Mayor & Council Work Session: Tuesday, Apr. 1st at 5 pm at the County Office Building
- Monthly progress meeting with Davis, Bowen & Friedel: Wednesday, Apr. 2nd at Town Hall Annex (former PNC Bank)
- Planning Commission: Monday, Apr. 7th at 7 pm at the Train Station

Where appropriate, agendas will be posted publicly at least 24 hours in advance of the meetings.



Economic Development

February 2025 Report

March 11th, 2025

Events

Hunt for the Heart had many participants and the winner received a basket full of merchandise from Downtown Snow Hill businesses. March first Friday will have Karaoke hosted by Zach "Simba" Simms, an Anything but a Kilt contest, and the local establishments will be offering specials as part of a March First Friday Beer Crawl. Participants that get a stamp from each of the three participating establishments will be entered to win a swag bag full of merchandise from the participating businesses.

Planning for the 2025 Blessing of the Combines is well underway. I attended the February steering committee meeting and will also attend the upcoming meeting in March.

Main Street

The Organization committee has continued working on MIP grant reporting and the 2025 application. The committee has also been planning the Annual Meeting, which is scheduled for March 31st at Elliott's Tavern.

Members of the Promotion Team discussed 2025 goals, revamping Hunt for the Heart for 2026, and new marketing and attraction initiatives for 2025. They discussed assisting the Blessing of the Combines Committee with advertising and bringing various agencies together to plan a 2026 River Festival. Combining the event brochure and downtown directory was discussed and is in the process of design.

The Design committee discussed setting out the remaining benches currently being stored and affixing plaques as they are purchased and ways to reinvigorate the fundraiser. The committee also discussed a Downtown Spring Clean Up Day, repurposing stored wood for trash and utility corrals, and downtown landscaping for the 2025 season. The committee also discussed revitalizing the wayfarer signage initiative, starting with a current inventory of downtown signage, and updates to the Bank Street Promenade Project.

The Economic Vitality Team meets every other month and is scheduled to meet again on March 27 at 5:30pm at the Imagination Village.

Bank Street Promenade

The County's Public Hearing to dispose of the portion of their properties incorporated in the Bank Street Promenade design has been tentatively scheduled for March 18th. Staff will meet with the County and our engineers to discuss the proposed SWM plan on March 6th. Meetings with Comcast and Verizon have been scheduled for March as well. We are on schedule to submit the CDBG grant that opens in March.

Civic Plus

We continue to work with Civic Plus to build out our new website and Code compliance software. The PZ&B official has provided the information requested for build out of the software and the County has provided most of the required GIS software, but there are some outstanding elements still needed. We will be moving into demos and training for the Code Compliance software in the coming weeks. We continue to work on content for the website as well.

Budget

In addition to Submitting a FY26 budget request for Media, Marketing and Promotion and Arts and Entertainment budget lines, I also worked with Staff to provide recommendations for the County budget request pertaining to the Bank Street Promenade. I also worked with staff to provide bikeways related suggestions for the County CPT letter

EDU discussion

I participated in a meeting with Town Staff to strategize a path forward, collaborating with the County and the Town's engineers to determine available EDU's.

USDA

I participated in a USDA meeting with Staff to discuss possible funding opportunities for various infrastructure projects.

Fees & Fines

I also participated in a Fees and Fines meeting to continue discussing bringing costs into alignment with actual expenses. Account Clerk, Melissa Kempfer and I presented procedural changes for event scheduling going forward and recommended changes to the rental fee schedule. A follow up meeting has been scheduled to continue discussion regarding the fees.

MD250

I attended the MD250 workshop where participants discussed plans for their community to honor and celebrate Maryland's 250th birthday for all of 2026. We will explore ways to incorporate special programming into regularly scheduled events and I have recommended the formation of a committee to explore additional events, activities, and collaborations.

Worcester County Bike and Pedestrian Coalition Meeting

I attended the Worcester County Bike and Pedestrian Coalition Meeting where State's Attorney Kris Heiser and several Worcester County law enforcement agencies spoke about safety legislation and initiatives supporting Worcester County pedestrians and cyclists. We also heard from neighboring jurisdictions and partner agencies concerning the status of ongoing projects. Following that meeting, the Worcester County Greenways Masterplan was officially adopted by the County Commissioners.

MDOT Grant Roadshow

Along with Grants Administrator, Paul Bessette, I attended the MDOT Grant Roadshow that was hosted in Salisbury. We learned about several grants that may be able to be leveraged for projects pertaining to various transportation initiatives, including greenways, trails, and bikeways.

New Businesses

Three new businesses have recently opened in Downtown Snow Hill and there a few other new businesses in the works.

- Willow Street Wellness & Neurofeedback – located on Willow Street
- The McGolderick Team of Long & Foster – Ribbon cutting 3/7/25 4pm
- Fike Coffee Roasting – Grand Opening 3/15/25

PLANNING, ZONING AND BUILDING DEPARTMENT

MONTHLY REPORT

Month February 2025

Permit App Submitted: 7
 Permits Issues: 7

Planning/Zoning **Remarks**
 No meeting

Complaints **Remarks**
 108 Purnell Complaint on trash, damaged windows, and possibility of person living in camper in back yard.

Site Meetings **Remarks**
 Church Street Met with owner working on turning the property into a bed and breakfast, or an inn. We discussed what was needed to meet possibilities for either type of business

Review **Remarks**
 Forestry plans for 503 Church Street Had to return the plans as the architect added the wrong authorizing body to sign
 Reviewed Possible Fire pit ordinance Went through and did research and development of what we might want the permit to look like. Very basic review
 Critical Area Ordinance Worked with Attorney, Manager and State contractor to develop and bring up to date the state required ordinance.
 Rental Inspection Worked with First State Inspection to make sure their inspection report system worked with our ordinance requirements.

Upcoming Plans
 Budget review Sat down with Manage and Mayor to go over budget requests.

Code Software System

We have created a list of violations and are working on getting the code letters to Civic plus by the end of the month. Training is to begin possibly in February.

Major highlights of the things that are being worked on for the month listed.



TRASH – 65.54 TONS.

RECYCLE -1.36 TONS.

YARD WASTE -0.21 TONS.

CALLS:

WATER -TWO WATER LEEKS GREEN STREET AND CHURCH STREET.

SEWER -THREE SEWER BLOCKAGES.

MISS UTILITY LOCATES – FIFTEEN TOTAL.

Projects – PURNELL STREET UP GRADE

THE ASPHALT PLANT IS SUPPOSED TO REOPEN MID MARCH SHORTLY AFTER THE CONTRACTOR WILL DO ANOTHER COMPACTION TEST AND THE PAVING WILL THEN PROCEED, WEATHER PERMITTING. THE PUNCH LIST WILL BE COMPLETED AT THAT TIME. THE TIME LINE FOR COMPLETION OF THE PROJECT IS THE END OF THE MONTH MARCH 31ST.

ALSO, PUBLIC WORKS IS GETTING READY TO HAVE THE NEW WATER AND SEWER SERVICE INSTALLED FOR THE NEW DOLLAR GENERAL STORE ON CHURCH STREET.

ALSO, THE NEW PICNIC TABLES FOR STURGIS AND BYRD PARK ARE BEING ASSEMBLED AND PLACED IN THE PARKS ACCORDINGLY.

Randy Barfield

PUBLIC WORKS DIRECTOR

**Town of Snow Hill
Water & Wastewater Report
February 2025**



Water Department:

- ❖ 4,577,300 gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 26,052 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 898 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 Duck inn.
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.
- ❖ The water department flushed hydrants around town throughout the month.

Wastewater Department:

- ❖ 6,830,600 million gallons of wastewater was treated this month.
- ❖ 490 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 94 NPDES Permit required tests were performed by the contract lab, Ocean City Lab Services.
- ❖ 78 loads of Septage were received and treated at the Wastewater Treatment Facility.
- ❖ All four lift stations were checked daily.
- ❖ Daily Logs and Monthly Operation Reports are available at the Wastewater Treatment Facility Office for inspection.
- ❖ Submitted all monthly reports and testing data to MDE
- ❖ E.Q pump #2 was replaced a new pump was ordered with June delivery date
- ❖ Contractor made repairs throughout the plant noted in OSHA inspection
- ❖ Completed MDE required testing for toxic chemicals, wet testing, and PFAS in the month of February
- ❖ The plant was in compliance for the whole month with no violations to report

Prepared by Bobby Wilt 3/3/2025

GRANT PROGRAM MONTHLY REPORT

February 2025

Grants currently open: 13

1. **ARPA SLFRF** (American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds) – \$2,019,781.96. 2025 Report due 4/30/25. All funds have been spent or officially obligated. Awaiting external Federal Gov't. audit for full closure.
2. **DHCD CDBG Market Street Sewer Lining and Repair Project** - \$503,700. Project is complete, all grant funds exhausted. Awaiting audit visit and full closure by the CDBG.
3. **DHCD SRP FY23 Legacy Grant** - \$50,000. Five of eight projects are completed. One award for \$1250 has been rescinded. Completion of two approved projects within the grant period is in question. I may reallocate those funds as well (\$14,434). As of right now, at least \$2110 remain to be allocated in another application round in Spring, 2025.
4. **DHCD SRP FY24 Legacy Grant** - \$50,000. Six projects were approved. One application was denied because of outstanding water bills. 2 projects have been completed and are awaiting payment from the DHCD. \$24,209 remain to be allocated and will be announced for a new application round in Spring, 2025.
5. **DHCD SRP FY25 Legacy Grant – Bank St. Promenade Project** - \$150,000. For completion of phase two of the Bank Street Promenade Project
6. **DHCD CHSW FY24 Community Placemaking Program** - \$83,452. Agreement signed and submitted. Allotted to Bank St. Project.
7. **DHCD FY24 Project Restore 2.0** - \$178,111 On hold, awaiting final decision.
8. **DNR CAC FY25 Critical Area Grant** - \$1,000 This grant was cut in half by the DNR for this fiscal year.
9. **DNR CPP FY24 Sturgis and Byrd Park Improvements** - \$62,644. All supplies have been delivered and the picnic tables are being assembled. Old picnic tables will need to be disposed of.
10. **GOCCP FY25 SAPP State Aid for Police Protection** - \$41,473.
11. **MDE (Maryland Dept of the Environment) – Purnell Street Utility and Roadway Improvements** - \$360,388. Completion is delayed until weather conditions permit paving (potentially mid-March). Two final payment requests still need to be submitted to MDE.
12. **MDE (Maryland Dept of the Environment) – Coulbourne Lane Well Backup Generator** - \$190,806. This application has been resubmitted for clerical reasons to update the project.
13. **MSAC (Maryland State Arts Council) – FY25 Arts and Entertainment Operating Grant** - \$17,453.

Grant Applications submitted: 1

DHCD CDBG FY25 Special Projects Grant – Town Comprehensive Plan Grant

Applications in progress: 0

Grant Applications Approved: 0

Grant Applications Denied: 1

GOCCP FY25 Entertainment District Security Grant (EDSG) Program

Grant reports submitted: 0

Grants closed: 0

Grants pending: 5

DNR CPP FY24 Sturgis Park Bathrooms

GOCCP FY26 SAPP State Aid for Police Protection - *\$formulaic* TBD

DHCD CDBG FY25 Special Projects Grant – Town Comprehensive Plan Grant

MDE Wastewater Treatment Plant UV Upgrades project – DBF submission

MDE Coulbourn Lane Well Backup Generator – DBF *re-submission*

This month, the long awaited DHCD CDBG Special Projects Grant application, to secure funding assistance for the Town Comprehensive Plan update, was submitted. No individuals requested to review the draft, which was announced several times at Town meetings. I felt that I could not wait any longer, and in the interest of the Town, the application was submitted. In addition, multiple DHCD document updates were submitted and research was completed to finalize the application prior to submittal.

I am in contact with our representatives to maintain compliance and to try to gain some insight into the status of our pending applications. Considering the current economic and political environment in which we now reside, I am concerned that new grant opportunities may be eliminated, new or current applications may be denied and that any previously awarded, yet unspent, funding may be “clawed back” by the government. This is a distinct possibility. In my conversations with other municipal grant professionals and agency contacts there is a fear of this, and this process has already begun in certain agencies. This would obviously adversely impact a community like Snow Hill which depends on grants to help so many aspects of commercial and community life as well as infrastructure concerns. With this in mind, I have notified all grant sub-awardees to try and conclude their projects as soon as possible.

I am available for questions all week in Town Hall. Please do not hesitate to ask. I can provide specific information if requested.

Respectfully, P.N. Bessette, Grants Administrator



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"

March 3, 2025

To: Mayor and Town Manager

From: Chief R. Andrew McGee

Re: February Monthly Report

The Police Department has started their pre-planning for the upcoming "Spring and Summer" events scheduled in town. These include our Memorial Day Event, July 4th and the Blessing of the Combines. There are several meetings scheduled in the next several weeks to begin discussing our plans for safety and security for these events.

The Police Department is excited to announce our recent part-time hire for the Police Department. Mrs. Mariah Shupe is an experienced officer who worked most recently in Somerset County. She will be undertaking an 80-hour field training course with our staff and will be out and about in the community very soon.

The Police Department staff have been working on traffic enforcement on Maple Street and Martin Street. Officers have been monitoring the school zones and drop-offs during the morning and afternoons. In addition to these areas, officers have also been monitoring Bay Street for cover load violations and "Jake Brake" violations. As a reminder, in most cases, agricultural loads are not required to have a cover over their load if hauling to a mill or processing plant. We will continue to monitor the area as time permits.

The Chief is in the process of meeting with all the Apartment Complex management in the town. These meetings are meant to address concerns from residents and to go over some of the Codes the town has that addresses noise, disturbance, and nuisance complaints. It is our hope that good communication between the residents, management and town staff can foster a better understanding of the law and make our community safer.

The Police Department is still advertising for one full-time officer short. Anyone who may be interested in full-time employment, please reach out to the Chief or any of the officers for an application.

COMMUNICATIONS

Events by Nature Code by Agency

Agency: SHPD, Event date/Time range: 02/01/2025 00:00:00 - 02/28/2025 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	2	2	0%	0:05:27	0:06:34	0:02:38	0:29:16	0:14:38
	ABUSE ABANDONED NEGLECT	0	1	0	1	0%	0:00:01	0:00:00	0:13:17	0:13:18	0:13:18
	ACCIDENTS VEHICLES PD	0	0	2	2	0%	0:02:12	0:05:28	0:12:24	0:40:06	0:20:03
	ALARMS BURGLAR	0	1	4	5	1%	0:01:28	0:03:32	0:06:53	0:54:31	0:10:54
	ANIMAL COMPLAINTS	0	1	1	2	0%	0:00:56	0:07:52	0:28:17	1:05:23	0:32:42
	ASSAULT NON EMS	0	1	0	1	0%	0:00:00	0:00:00	0:03:01	0:03:01	0:03:01
	ASSISTANCE TO OTHER	0	13	15	28	5%	0:00:34	0:04:02	0:26:21	13:05:07	0:28:02
	ATTEMPT TO LOCATE	0	1	0	1	0%	0:00:00	0:00:00	0:00:08	0:00:08	0:00:08
	ATTEMPTED BURGLARY	0	0	1	1	0%	0:03:34	0:02:06	0:07:55	0:13:35	0:13:35
	CARDIAC OR RESPIRATORY ARREST	0	0	1	1	0%	0:00:21	0:07:53	4:41:03	4:49:17	4:49:17
	CHECK WELFARE	0	2	7	9	2%	0:09:29	0:06:12	0:30:34	5:53:03	0:39:14
	CIVIL COMPLAINT	0	0	1	1	0%	0:01:41	0:05:49	0:09:11	0:16:41	0:16:41
	CUSTODY DISPUTE	0	0	1	1	0%	0:03:31	0:03:22	0:31:57	0:38:50	0:38:50
	DECEASED PERSON	0	0	1	1	0%	0:00:08	0:04:12	3:25:01	3:29:21	3:29:21
	DISORDERLY	0	1	7	8	2%	0:02:37	0:06:25	0:32:05	4:55:05	0:36:53
	DOMESTIC COMPLAINTS	0	0	2	2	0%	0:08:57	0:22:47	1:38:13	4:19:52	2:09:56
	DUI ERRATIC DRIVING	0	0	1	1	0%	0:01:58	0:03:11	0:15:49	0:20:58	0:20:58
	EMERGENCY PETITION	0	0	1	1	0%	0:00:19	0:00:00	1:22:14	1:22:33	1:22:33
	ESCORT	0	2	0	2	0%	0:00:01	0:00:00	0:27:09	0:54:20	0:27:10
	FRAUD	0	1	4	5	1%	0:17:03	0:09:21	0:24:27	3:21:50	0:40:22
HARASSMENT	0	0	2	2	0%	0:01:06	0:45:49	0:10:27	1:07:49	0:33:55	
INFO	0	8	4	12	2%	0:14:25	0:06:22	0:05:05	2:25:40	0:16:11	
LOCKOUT	0	1	1	2	0%	0:03:05	0:20:47	0:07:51	0:39:34	0:19:47	
LOST PROPERTY	0	1	0	1	0%	0:00:00	0:00:00	0:00:41	0:00:41	0:00:41	

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
	MALICIOUS DESTRUCTION OF PROP	0	0	1	1	0%	0:02:54	0:03:41	0:05:42	0:12:17	0:12:17
	MENTAL SUBJECT NON EMS	0	0	1	1	0%	0:13:00	0:08:15	0:17:13	0:38:28	0:38:28
	NOISE COMPLAINT	0	0	2	2	0%	0:02:13	0:08:22	0:06:55	0:35:00	0:17:30
	NON TRAFFIC MILES CUIS CHECKS	0	3	2	5	1%	0:00:01	0:00:00	0:01:50	0:09:16	0:01:51
	PAPER SERVICE	0	1	10	11	2%	0:05:31	0:10:54	0:08:19	4:13:04	0:23:00
	PATROL CHECK	0	346	0	346	65%	0:00:01	0:00:00	0:02:20	13:33:25	0:02:21
	PREMISE CHECK	0	21	0	21	4%	0:00:01	0:00:00	0:06:20	2:13:08	0:06:20
	ROADSIDE ROADWAY HAZARDS	0	1	1	2	0%	0:02:06	0:03:07	0:01:16	0:07:45	0:03:53
	SUPPLEMENTAL INVESTIGATION LAW	0	12	0	12	2%	0:00:24	0:00:00	0:44:39	8:56:38	0:44:43
	SUSPICIOUS PERSON VEHICLE	0	2	4	6	1%	0:02:56	0:05:31	0:20:49	2:23:13	0:23:52
	TRAFFIC COMPLAINTS	0	0	1	1	0%	0:05:42	0:01:58	0:01:55	0:09:35	0:09:35
	TRAFFIC DETAIL	0	19	0	19	4%	0:00:01	0:00:00	0:21:20	6:45:38	0:21:21
	TRAFFIC STOP	0	8	0	8	2%	0:00:01	0:00:00	0:05:47	0:46:23	0:05:48
	TRESPASSING	0	1	1	2	0%	0:01:38	0:03:03	0:12:15	0:29:11	0:14:36
	Subtotals for No Summary Code	0	448	81	529	100%	0:03:18	0:08:20	0:29:27	92:33:00	0:35:53
	Subtotals for SHPD	0	448	81	529	100%	0:03:18	0:08:20	0:29:27	92:33:00	0:35:53

Snow Hill High School

MaryAnn Rutzler – Student Representative

Snow Hill Town Council

February/March News

Winter Sports

Wrestling Team volunteered with Halo Ministries this month

Wrestling Team has 6 women, and 6 men headed to States!

Coach Chris Adkins was named Bayside Wrestling Coach of the Year!

Women's Basketball 1A East Region II Finals – March 6th vs. Cambridge South Dorchester

Men's Basketball 1A East Region II Finals – March 6th vs. Cambridge South Dorchester

Unified Strength and Conditioning attended States

Tim Kennard 10-mile run:

Coach McMillan 3rd place overall male; Allie S 3rd place overall female

Coach K Donoway ran the Algonquin 50K (yes, approx. 32 miles) in early February

Senior Winter Athletes were recognized this past month as their high school athletic careers are coming to a fast close.

Baseball and Softball practices have begun!

Be sure to catch a game, meet, and or match – supporting our EAGLES!

Counseling Office and Career Counselor getting our seniors ready for graduation, scholarships and more. They hosted a Scholarship application day to assist our seniors in researching and applying for recognition.

SAT Prep Course all juniors are invited to take the SAT Prep on Saturday 8th and 15th; **SAT scheduled for March 19, 2025**

The Prom “An Enchanting Evening” will take place Saturday April 12th at the SH Fire Department

After-Prom Committee a dedicated group of parents are meeting and gathering prizes and making plans for a fun safe alternative after the dance. Please consider helping our students to have a memorable After-Prom! A copy of the donation letter is attached.

Theater/Chorus/Arts

Rodgers and Hammerstein’s Cinderella – join us March 28-30, 2025, for an incredible show. We’ve asked businesses in town to post our media pieces. If you’d like to help us we can get a poster to you. Please email Mr. Watson at mcwatson@worcesterk12.com

If you would like to sponsor snacks, a cast dinner, and/or our show in general please see the attached form, and or reach out to Director Matthew Watson.

District Choral Festival – SHHS Chorus will attend Friday March 14th, North Dorchester HS

All-Shore Chorus – Seniors Morganne L, and MaryAnn R., Junior Alex T., and Sophomore Caroline V. will represent SHHS on Friday, April 11th at Queen Anne’s County HS

All-Shore Band – Junior Alex T, will represent SHHS

OC/Berlin Optimist HS Art Contest:

1st Place Drawing Marcella A., 1st Place Digital Rayne A.

2nd Place Digital Jamari S.

Honorable Mention Drawing Ella S.

Blick Award Riley N.

We celebrated School Social Worker Week Thank you Ms. Townsend for your dedication to our school community!

We celebrated National FFA Week

(Feb. 17 – Feb. 22)

Monday	President's Day
Tuesday	Kick up your heels
Wednesday	Blue Jean Day
Thursday	Be a Leader
Friday	Favorite Farm Sheet
Saturday	Honey sales with Tractor Supply

Worcester County Public Schools Annual Media Expo Snow Hill High School will host on Thursday, March 20, 2025; 5pm gallery opens; award ceremonies Elementary 6pm; MS and HS to follow

Black History Month we celebrated by spotlighting those who have had a positive impact on society, entrepreneurs, inventors, et al. on our Facebook page

Mu Alpha Theta Math Honor Society celebrated the induction of 21 new members

Beta Honor Society will induct their new members in March

National Honor Society will be going to NYC in April. The students are currently raising funds for the trip; please consider donating through the SNAP! RAISE QR code found on the SHHS Facebook page.

Worcester County Public Schools will host a Job Fair on Saturday, March 15th 10am to noon, Stephen Decatur High School

SHHS Black Eyed Susan Book Club students and teachers gather and discuss what they are currently reading and vote on the next month's selections.

Senior Recognition Ads for the Yearbook go to the SHHS website and click on the yearbook to purchase and place a congratulatory ad to celebrate our seniors!

Parent – Teacher Conference “PLUS” Night teachers welcomed parents to their classrooms to discuss student progress, graduation, prom and much more. The evening was a success due to our amazing staff and families.

Bridgell Family Foundation Project Prom '25 Saturday, March 22, 9am – 2pm at Worcester Technical High School – Prom tickets, prom dresses, accessories, tuxedo rentals, raffles.... **EVERYTHING IS FREE**



MAYOR AND COUNCIL OF SNOW HILL

First Reading _ February 18, 2025

Second Reading _ March 11, 2025

ORDINANCE 2025-02

AN ORDINANCE TO AMEND CHAPTER 131, ENTITLED PENALTIES, FEES, FINES AND OTHER CHARGES, SECTION 131-2, ENTITLED BUILDING AND OTHER RELATED FEES AND SECTION 131-3, ENTITLED PLANNING AND ZONING FEES OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND

WHEREAS, the Mayor and Council of Snow Hill (“Snow Hill”) desires to remove building, planning and zoning fees from the Town of Snow Hill Code and add the ability to adopt said fees by resolution of the Mayor and Council.

NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT CHAPTER 131, ENTITLED PENALTIES, FEES, FINES AND OTHER CHARGES, SECTION 131-2, ENTITLED BUILDING AND OTHER RELATED FEES AND SECTION 131-3, ENTITLED PLANNING AND ZONING FEES OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND BE, AND IT IS HEREBY AMENDED AS FOLLOWS:

CHAPTER 131 Penalties, Fees, Fines and Other Charges

...

§131.-2. Building and other related fees. [Amended 6-8-2004 by Ord. No. 2004-3; 9-12-2006 by Ord. No. 2006-6]

~~A.—Building permits:~~

~~(1)—Residential building permit fees:~~

~~(a)—The minimum charge for a building permit issued pursuant to the applicable Building Code of the Town of Snow Hill shall be established at \$60. This includes any revisions.~~

~~(b) The total fee for a building permit for a one or two-family dwelling (including modular and industrialized and construction) shall be based upon the following formulas:~~

- ~~{1} Livable square footage of the building multiplied by the national average cost per square foot (currently estimated at \$85 per square foot), multiplied by 0.45% with \$75 of the fee being nonrefundable in the event that the permit is not utilized. The construction fee may be reviewed and adjusted annually in light of changing construction costs for the Town of Snow Hill.~~
- ~~{2} Garages, covered decks and other attached covered area considered as nonlivable areas shall be calculated as square footage multiplied by the national average cost per square foot (currently estimated at \$35 per square foot) multiplied by 0.405%.~~
- ~~{3} Open decks shall be calculated as square footage multiplied by \$22 multiplied by 0.405%.~~

~~{Example: Stick built house with attached garage and uncovered deck:~~

~~House (28 feet by 64 feet) livable area: 1,792 square feet
x \$85 x 0.45% = \$685.44.~~

~~Attached garage (28 feet by 24 feet): livable area: 672
square feet x \$35 x 0.405% = \$95.26.~~

~~Enclosed porches and roofed over decks:~~

~~Attached open deck (30 feet by 16 feet): 480 square feet
x \$22 x 0.405% = \$42.77.~~

~~Total equals \$823.47 (figures rounded.)~~

~~{4} Any open deck not included under the original permit application will be subject to a minimum permit charge of \$60.~~

~~{5} Roofing permit: \$20.~~

~~{6} Siding permit: \$20.~~

~~Any reinspections will be charged a fee of \$50 if the builder is not ready when the inspection is requested.~~

~~(c) Accessory structures:~~

~~{1} Accessory structures over 500 square feet: square footage x \$35 x 0.405%.~~

~~{2} Accessory structures under 500 square feet or fence: \$40.~~

~~(3) Use of land (home occupation, etc.): \$50.~~

~~(4) Reinspection fee: \$50.~~

~~(d) Swimming pools: \$50.~~

~~(2) Commercial building permits.~~

~~(a) Commercial, industrial and multifamily: applicable Building Code of the Town of Snow Hill.~~

~~(1) Minimum fee: \$150, paid at application, nonrefundable.~~

~~(2) Square footage x current value per square foot x 0.405%. Cost to be determined by applicable Building Code.~~

~~(b) Use of land (no structure): \$50.~~

~~(c) Stormwater management facility: \$150.~~

~~(3) Commencement of construction without a properly issued building permit shall result in the imposition of a penalty equal to three times the permit fee.~~

~~B. Certificate of occupancy permit:~~

~~(1) Residential:~~

~~(a) Temporary: \$25.~~

~~(b) Final: \$50 (added to cost of permit).~~

~~(2) Commercial:~~

~~(a) Temporary: \$50.~~

~~(b) Final: \$100 (added to cost of permit).~~

~~C. Certificate of change of use permit: \$50.~~

~~D. Signs. [Amended 4-10-2012 by Ord. No. 2012-05]~~

~~(1) No permit fee.~~

~~(2) Reinspection fee: \$25.~~

~~E. House moving, per structure: \$300.~~

~~F. Demolition, per structure:~~

~~(1) Nonlivable: \$40.~~

~~(2) One story: \$50.~~

~~(3) More than one story livable or nonlivable: \$100.~~

~~G. Board of Appeals, filing fee:~~

~~(1) Single/double family only: \$300 plus advertising cost.~~

~~(2) Multifamily and commercial: \$450 plus advertising cost.~~

~~H. Housing Review Board, appeal: \$250.~~

~~I. (Reserved)~~

~~Grading permit: \$50.~~

A. A schedule of fees for building permits, building plan reviews, certificates of occupancy, signs, demolition, Housing Review Board applications and other related fees shall be established or modified by resolution of the Mayor and Council. Such schedule shall be available at the Town office.

B.J. Plumbing permit fees.

- a. The Town of Snow Hill does not perform plumbing inspections. Permits may be obtained at Worcester County Development, Review and Permitting ~~at the government office complex in Snow Hill at (410) 632-1200 or the Cape Isle of Wight office at (410) 352-3057.~~
- b. Fee determined by the county.

C.K. Electric permit fees. The Town of Snow Hill does not perform electrical inspections. The owner/applicant will be required to contact an outside inspection agency for all electrical inspections. Permits may be obtained at Worcester County Development, Review and Permitting ~~at the government office complex in Snow Hill at (410) 632-1200 or the Cape Isle of Wight office at (410) 352-3057.~~

§ 131-3. Planning and zoning fees. [Amended 6-8-2004 by Ord. No. 2004-3; 7-12-2003 by Res. No. 2005-2; 9-12-2006 by Ord. No. 2006-6]

~~A. Commercial site plan review: \$0.25 per square foot.~~

~~B. Subdivision approval. The fee for subdivision review shall be:~~

~~(1) Concept design plan: \$200.~~

~~(2) Final plan approval:~~

~~(a) For five or fewer units: \$255.~~

~~(b) For over five units: \$255 plus \$50 per lot.~~

~~C. Boundary lot line adjustment: \$100 per lot.~~

~~D. Staff review fees:~~

~~(1) Site plan residential: \$25 per unit.~~

~~(2) Commercial site plan review: \$50 per unit.~~

~~(3) Subdivision review:~~

~~(a) Five units or fewer: \$25.~~

~~(b) Over five units: \$25 plus \$5 each lot.~~

~~D.1. Engineering review fees. The owner/developer shall be responsible for all fees associated with the Town's construction plan reviews. The fees set forth below shall represent the costs of two reviews by the Town's engineers. If at the time of the second submittal the plans do not address all of the Town's comments, additional charges shall be imposed.~~

~~(1) Subdivision or multifamily road plans: \$1,000, plus \$30 per unit.~~

~~(2) Sewer and water plans:~~

~~(a) Sewer:~~

~~[1] Plan up to 25 units: \$400.~~

~~[2] Plans in excess of 25 units: \$400, plus \$20 per unit in excess of 25.~~

~~[3] Pumping station (up to 1,000 feet of force main): \$1,000.~~

~~[4] Force main (in excess of 1,000 feet) \$150/1,000 feet.~~

~~(b) Water:~~

~~[1] Plan up to 25 units: \$400.~~

~~[2] Plans in excess of 25 units: \$400, plus \$20 per unit in excess of 25.~~

~~(3) Plat review: \$500, plus \$10 per unit.~~

~~(4) For purposes of this Subsection D.1, the term "unit" shall mean each single family lot or each multifamily unit.~~

~~E. Zoning Code violation.~~

~~(1) First offense: \$100.~~

~~(2) Second and/or more offense: \$500.~~

~~F. Critical area review: \$100 for five or fewer units; \$25 each additional unit.~~

~~G. Floodplain review: \$100.~~

~~H. Copy of Chapter 200, Zoning, per page: \$0.25, or \$15 for chapter.~~

~~I. Copy of Chapter 166, Subdivision of Land, per page: \$0.25, or \$10 for chapter.~~

~~J. Copy of Comprehensive Plan, per page: \$0.25, or \$15 for plan.~~

~~K. Copy of Chapter 101, Housing Standards, per page: \$0.25, or \$10 for chapter.~~

~~L. Planned Development District:~~

~~(1) Step I: \$1,000 base fee, plus \$15 per acre over 30 acres.~~

~~(2) Step II: \$600 base fee, plus \$15 per acre over 30 acres.~~

~~(3) Step III: refer to subdivision and/or site plan review fees.~~

~~(4) Minor amendment: \$300.~~

~~(5) Major amendment: \$1,000.~~

~~M. Petition to amend Chapter 200, Zoning: \$300 plus advertising cost.~~

~~N. Map amendment: \$650 base fee, plus \$15 per acre.~~

A. A schedule of fees for site plan review, subdivision review, critical area review, floodplain review, planned development district review, any other similar staff reviews, code amendments, zoning map amendments, Board of Zoning Appeals applications and other related fees shall be established or modified by resolution of the Mayor and Council. Such schedule shall be available at the Town office.

...

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on February 18, 2025.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on March 11, 2025.

ATTEST:

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

Vacant,
Central District Councilmember

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

EDWARD S. LEE,
Eastern District Councilmember

MARGARET ANN FLETCHER,
Western District Councilmember

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 21868-1074
OCD-3/6/25

NOTICE

OF APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

Application has been made by the Undersigned for a Transfer of a Class: "B" BEER-WINE-LIQUOR License: 7 Day, By: James Ryan Bergey, III, 10580 Worcester Highway, Berlin Maryland 21811.

For: OC Flamingo, LLC

For the premises known as and located at:

T/A: Flamingo Coast
 3 Atlantic Avenue
 Ocean City, Maryland 21842
 Formerly: T&T Russo Realty Corporation

There will be a public hearing on the application at the Worcester County Government Center, Room 1102, Snow Hill, Maryland, on:

March 19, 2025
 @ 1:25 P.M.

The Board welcomes written or oral comments at said public hearing from any interested party. Information regarding this hearing can be found at www.co.worcester.md.us

OCD-3/6/25

NOTICE

OF APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

Application has been made by the Undersigned for a Transfer of a "B" B/W/L 7 Day and a Request to designate as Multiple License #1 Class: "B" BEER-WINE-LIQUOR License: 7 Day, By: Robert Ciprietti, 38944 Cypress Lake, #56167, Bethany Beach, DE 19930; and Wayne Albert Hartman, 60 Hingham Lane, Ocean Pines, MD 21811.

For: Farindola OP, LLC

For the premises known as and located at:

LEGAL ADVERTISING

Call:

410-723-6397

Fax:

410-723-6511

or E-mail:

legals@

oceancitytoday.net

T/A Ocean Pines Yacht Club
 1 Mumfords Landing Road
 Ocean Pines, Maryland 21811
 Formerly: Ocean Pines International Yacht Club, Inc.

There will be a public hearing on the application at the Worcester County Government Center, Room 1102, Snow Hill, Maryland, on:

March 19, 2025
 @ 1:45 P.M.

The Board welcomes written or oral comments at said public hearing from any interested party. Information regarding this hearing can be found at www.co.worcester.md.us

OCD-3/6/25

NOTICE

OF APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

Application has been made by the Undersigned for a Transfer of a "B" B/W/L 7 Day and a Request to designate as Multiple License #2 for a Class: "B" BEER-WINE-LIQUOR License: 7 Day, By: Robert Ciprietti, 38944 Cypress Lake, #56167, Bethany Beach, DE 19930; and Wayne Albert Hartman, 60 Hingham Lane, Ocean Pines, MD 21811.

For: Farindola OP, LLC

For the premises known as and located at:

T/A: Ocean Pines Golf & Country Club
 100 Clubhouse Drive
 Ocean Pines, Maryland 21811
 Formerly: Ocean Pines Golf & Country Club, Inc

There will be a public hearing on the application at the Worcester County Government Center, Room 1102, Snow Hill, Maryland, on:

March 19, 2025
 @ 1:50 P.M.

The Board welcomes written or oral comments at said public hearing from any interested party. Information regarding this hearing can be found at www.co.worcester.md.us

OCD-3/6/25

NOTICE

OF APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

Application has been made by the Undersigned for a Transfer of a "B" B/W/L 7 Day and a Request to designate as Multiple License #3 for a Class: "B" BEER-WINE-LIQUOR License: 7 Day, By: Robert Ciprietti, 38944 Cypress Lake, #56167, Bethany Beach, DE 19930; and Wayne Albert Hartman, 60 Hingham Lane, Ocean Pines, MD 21811.

For: Farindola OP, LLC

For the premises known as and located at:

T/A: Ocean Pines Beach Club
 4905 Atlantic Avenue
 Ocean City, Maryland 21842
 Formerly: Ocean Pines Beach Club, Inc.

There will be a public hearing on the application at the Worcester County Government Center, Room 1102, Snow Hill, Maryland, on:

March 19, 2025
 @ 1:55 P.M.

The Board welcomes written or oral comments at said public hearing from any interested party. Informa-

tion regarding this hearing can be found at www.co.worcester.md.us
 OCD-3/6/25



MAYOR AND COUNCIL OF SNOW HILL NOTICE OF PROPOSED LEGISLATION ORDINANCE 2025-02

NOTICE is hereby given by the Mayor and Council of Snow Hill that Ordinance 2025-02 was introduced for first reading at a regular meeting on February 18, 2025. A fair summary of the ordinance is as follows: An Ordinance of the Mayor and Council of Snow Hill (the "Town") to amend Chapter 131, Entitled Penalties, Fees, Fines and other Charges, Section 131-2, Entitled Building and Other Related Fees and Section 131-3, Entitled Planning and Zoning Fees of the Code of the town Snow Hill, Maryland. The Mayor and Council of Snow Hill ("Snow Hill") desires to remove the majority building, planning and zoning fees from the Town of Snow Hill Code and add the ability to adopt said fees by resolution of the Mayor and Council. The second reading will take place on March 11, 2025 at the regular Town Hall meeting. A complete text of the ordinance is available for review at Town Hall, 103 Bank Street, Snow Hill, MD 21863.

OCD-3/6/11



MAYOR AND COUNCIL OF SNOW HILL NOTICE OF PROPOSED LEGISLATION ORDINANCE 2025-03

NOTICE is hereby given by the Mayor and Council of Snow Hill that Ordinance 2025-03 was introduced for first reading at a regular meeting on February 18, 2025. A fair summary of the ordinance is as follows: An Ordinance of the Mayor and Council of Snow Hill (the "Town") to amend Chapter 131, Entitled Penalties, Fees, Fines and other Charges, Section 131-1, Entitled Parking Fines and Section 131-6, Entitled Municipal Infractions of the Code of the Town of Snow Hill, Maryland. The Mayor and Council of Snow Hill ("Snow Hill") desires to update fine amounts as recommended by staff related to parking fines and municipal infractions. The second reading will take place on March 11, 2025 at the regular Town Hall meeting. A complete text of the ordinance is available for review at Town Hall, 103 Bank Street, Snow Hill, MD 21863.

OCD-3/6/11



TOWN OF OCEAN CITY ORDINANCE 2025-06

RE: Transfer of Short-term Rental License

Notice is hereby given by the Mayor and City Council of Ocean City, that Ordinance 2025-06 was introduced for first reading at their meeting of March 3, 2025. Second reading is scheduled March 17, 2025. A complete text of the ordinance is available for review in the Office of the City Clerk, City Hall 3rd Street and Baltimore Avenue, Ocean City, MD 21842, or online at oceancitymd.gov in the March 3, 2025, agenda packet. This ordinance amends the moratorium passed in Ordinance 2025-05 to allow, in calendar year 2025, the buyer of a property located in R-1 or MH districts and if said property has an existing rental license, the buyer may apply for a rental license and supplementary short-term rental license under certain circumstances.

OCD-3/6/11



TOWN OF OCEAN CITY ORDINANCE 2025-07

RE: Parking and Towing Penalties

Notice is hereby given by the Mayor and City Council of Ocean City, that Ordinance 2025-07 was introduced for first reading at their meeting of March 3, 2025. Second reading is scheduled March 17, 2025. A complete text of the ordinance is available for review in the Office of the City Clerk, City Hall 3rd Street and Baltimore Avenue, Ocean City, MD 21842, or online at oceancitymd.gov in the March 3, 2025, agenda packet. This ordinance enhances parking and towing penalties for violations during designated special events and special event zones. It also authorizes the Parking Division of the Public Works Department to enforce scofflaw regulations.

OCD-3/6/11



TOWN OF OCEAN CITY ORDINANCE 2025-08

RE: Paid Parking Locations

**Flag Publications, Inc.
Certificate of Publication**

TOWN OF SNOW HILL

ORDINANCE 2025-02

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: MARCH 6, 2025

Signed:



Date: MARCH 6, 2025

OCEAN CITY DIGEST

11934 Ocean Gateway, Suite 6
Ocean City, Maryland 21842



MAYOR AND COUNCIL OF SNOW HILL

First Reading February 18, 2025

Second Reading March 11, 2025

ORDINANCE 2025-03

AN ORDINANCE TO AMEND CHAPTER 131, ENTITLED PENALTIES, FEES, FINES AND OTHER CHARGES, SECTION 131-1, ENTITLED PARKING FINES AND SECTION 131-6, ENTITLED MUNICIPAL INFRACTIONS OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND

WHEREAS, the parking fines were last updated in 2000, and staff recently reviewed the fines and recommend that said fines are increased; and

WHEREAS, the Mayor and Council of Snow Hill ("Snow Hill") desires to update said fines as recommended by staff.

NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT CHAPTER 131, ENTITLED PENALTIES, FEES, FINES AND OTHER CHARGES, SECTION 131-1, ENTITLED PARKING FINES AND SECTION 131-6, ENTITLED MUNICIPAL INFRACTIONS OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND BE, AND IT IS HEREBY AMENDED AS FOLLOWS:

CHAPTER 131 Penalties, Fees, Fines and Other Charges

§131.-1. Parking fines.

The initial parking fines and fees shall be as follows. Additional penalties shall be assessed at the rate established by ordinance.

Violation	Fine/Fee
Insufficient funds/Account closed/Stopped payment fee	\$25 , plus actual cost to Town <u>\$35.00</u>
Stop/Stand/Park a vehicle within 5 feet of public/private driveway entrance	\$20 <u>\$60.00</u>
Stop/Stand/Park vehicle on sidewalk	\$25 <u>\$60.00</u>
Stop/Stand/Park vehicle in, or within 15 feet of, any intersection	\$25 <u>\$70.00</u>
Stop/Stand/Park vehicle on a crosswalk	\$25 <u>\$60.00</u>
Stop/Stand/Park beside highway excavation/obstruction, obstructing traffic	\$25 <u>\$60.00</u>
Stop/Stand/Park vehicle on bridge/elevated structure on highway	\$20 <u>\$70.00</u>
Stop/Stand/Park where prohibited by sign/painting/markings/device	\$25 <u>\$60.00</u>
Stop/Stand/Park vehicle on entrance/exit ramp of highway	\$20 <u>\$70.00</u>
Stand/Park vehicle within 15 feet of a fire hydrant	\$25 <u>\$60.00</u>
Stand/Park vehicle within 20 feet of a crosswalk at an intersection	\$20 <u>\$60.00</u>
Stand/Park vehicle within 30 feet of stop/yield sign/signal at side of roadway	\$25 <u>\$60.00</u>
Park vehicle within 20 feet of driveway entrance to fire station or within 75 feet of the entrance on the opposite side, if posted	\$20 <u>\$70.00</u>
Stand/Park vehicle beside vehicle parked at edge of roadway (also known as "double parking")	\$25 <u>\$60.00</u>
Stand/Park vehicle on curve or hill in "No Passing Zone"	\$20 <u>\$60.00</u>
Park vehicle within 50 feet of railroad grade crossing	\$20 <u>\$60.00</u>
Stop/Stand/Park vehicle in disabled person parking space anywhere in Snow Hill (including parks) (also known as "handicapped parking space")	\$100
Park vehicle in any other area prohibited by official sign	\$20 <u>\$60.00</u>
Park vehicle in restricted parking area (i.e., "Emergency Vehicles Only" area)	\$20 <u>\$60.00</u>
Person moving vehicle they do not lawfully control	\$40 <u>\$50.00</u>
Park vehicle in front of curb ramp designed for use by disabled person anywhere in Snow Hill (including parks)	\$100
Park vehicle in front of or on disabled person loading zone anywhere in Snow Hill (including parks)	\$100

Stopped/Parked vehicle opposite direction of traffic or wheels more than 12 inches from curb/ edge of road	\$20 <u>\$50.00</u>
Stopped/Parked vehicle opposite direction of traffic-one way road or wheels more than 12 inches from curb/edge of road	\$20 <u>\$50.00</u>
Oversize vehicle parked in angle parking space	\$20 <u>\$50.00</u>
Vehicle backed into angle parking space	\$20 <u>\$50.00</u>
Stop/Stand/Park vehicle on private property without expressed/implied permission of owner/tenant/agent	\$20 <u>\$50.00</u>
Park vehicle in marked parking space and protruding into another marked parking space (except oversize vehicles unable to comply)	\$15 (\$5 discount if paid within one hour of violation) <u>\$50.00</u>
Park vehicle in fire lane or emergency vehicle lane	\$25 <u>\$50.00</u>
Expired parking meter violation	(Reserved)
Park vehicle in excess of posted time limit/restriction	\$20 (\$5 discount if paid within one hour of violation) <u>\$40.00</u>
Park vehicle in permit only parking space	(Reserved)
Park vehicle in loading/unloading zone not actually engaged in loading/unloading cargo or produce	\$20 <u>\$50.00</u>
Park vehicle on highway/street/alley closed by police for public event/parade/emergency	\$25 <u>\$50.00</u>
Park property: park vehicle on any grass area without permission of Town	\$20 <u>\$50.00</u>
Park property	
Block/Restrict access to park facility/restroom/boat slip/dock/boat ramp/parking lot/parking space/foot trail/bicycle trail/driveway of any type	\$25 <u>\$50.00</u>
Blocking access to handicapped access ramp/handicapped space	\$100
Trucks	

Park combination commercial motor vehicle/trailer of any type/truck cab/bus/farm tractor/motor home/truck camper/any other vehicle 3/4-ton gross weight or larger on residential street from 8:00 p.m. to 6:00 a.m. (except while loading/unloading or providing emergency services) without permit issued by Town Manager/Police/Mayor and Council \$20\$40.00

Park vehicle or trailer equipped with mechanical refrigeration unit in operation over two hours in residential area or within 250 feet of the nearest residence, unless in line of vehicles to deliver perishable product and attended by the driver ("residence" includes hotel/motel rooms when occupied) \$25\$50.00

...

§ 131-6. **Municipal infractions.**

...

G. No-parking violations: ~~\$25. (See Resolution No. 101.)~~ \$60.00

...

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on February 18, 2025.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on March 11, 2025.

ATTEST:

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

Vacant,
Central District Councilmember

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

EDWARD S. LEE,
Eastern District Councilmember

MARGARET ANN FLETCHER,
Western District Councilmember

tice, 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-3/6/2t

NOTICE

OF APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

Application has been made by the Undersigned for a Transfer of a Class: "B" BEER-WINE-LIQUOR License: 7 Day, By: James Ryan Bergey, III, 10580 Worcester Highway, Berlin Maryland 21811.

For: OC Flamingo, LLC
 For the premises known as and located at:

T/A: Flamingo Coast
 3 Atlantic Avenue
 Ocean City, Maryland 21842
 Formerly: T&T Russo Realty Corporation

There will be a public hearing on the application at the Worcester County Government Center, Room 1102, Snow Hill, Maryland, on:

March 19, 2025
 @ 1:25 P.M.

The Board welcomes written or oral comments at said public hearing from any interested party. Information regarding this hearing can be found at www.co.worcester.md.us

OCD-3/6/2t

NOTICE

OF APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

Application has been made by the Undersigned for a Transfer of a "B" B/W/L 7 Day and a Request to designate as Multiple License #1 Class: "B" BEER-WINE-LIQUOR License: 7 Day, By: Robert Ciprietti, 38944 Cypress Lake, #56167, Bethany Beach, DE 19930; and Wayne Albert Hartman, 60 Hingham Lane, Ocean Pines, MD 21811.

For: Farindola OP, LLC
 For the premises known as and located at:

T/A: Ocean Pines Yacht Club
 1 Mumfords Landing Road
 Ocean Pines, Maryland 21811

Formerly: Ocean Pines International Yacht Club, Inc.
 There will be a public hearing on the application at the Worcester County Government Center, Room 1102, Snow Hill, Maryland, on:

March 19, 2025
 @ 1:45 P.M.

The Board welcomes written or oral comments at said public hearing from any interested party. Information regarding this hearing can be found at www.co.worcester.md.us

OCD-3/6/2t

NOTICE

OF APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

Application has been made by the Undersigned for a Transfer of a "B" B/W/L 7 Day and a Request to designate as Multiple License #2 for a Class: "B" BEER-WINE-LIQUOR License: 7 Day, By: Robert Ciprietti, 38944 Cypress Lake, #56167, Bethany Beach, DE 19930; and Wayne Albert Hartman, 60 Hingham Lane, Ocean Pines, MD 21811.

For: Farindola OP, LLC
 For the premises known as and located at:

T/A: Ocean Pines Golf & Country Club
 100 Clubhouse Drive
 Ocean Pines, Maryland 21811
 Formerly: Ocean Pines Golf & Country Club, Inc

There will be a public hearing on the application at the Worcester County Government Center, Room 1102, Snow Hill, Maryland, on:

March 19, 2025
 @ 1:50 P.M.

The Board welcomes written or oral comments at said public hearing from any interested party. Information regarding this hearing can be found at www.co.worcester.md.us

OCD-3/6/2t

NOTICE

OF APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE

Application has been made by the Undersigned for a Transfer of a "B" B/W/L 7 Day and a Request to designate as Multiple License #3 for a Class: "B" BEER-WINE-LIQUOR License: 7 Day, By: Robert Ciprietti, 38944 Cypress Lake, #56167, Bethany Beach, DE 19930; and Wayne Albert Hartman, 60 Hingham Lane, Ocean Pines, MD 21811.

For: Farindola OP, LLC
 For the premises known as and located at:

T/A: Ocean Pines Beach Club
 4905 Atlantic Avenue
 Ocean City, Maryland 21842
 Formerly: Ocean Pines Beach Club, Inc.

There will be a public hearing on the application at the Worcester County Government Center, Room 1102, Snow Hill, Maryland, on:

March 19, 2025
 @ 1:55 P.M.

The Board welcomes written or oral comments at said public hearing from any interested party. Informa-

tion regarding this hearing can be found at www.co.worcester.md.us

OCD-3/6/2t



MAYOR AND COUNCIL OF SNOW HILL
NOTICE
OF PROPOSED LEGISLATION
ORDINANCE 2025-02

NOTICE is hereby given by the Mayor and Council of Snow Hill that Ordinance 2025-02 was introduced for first reading at a regular meeting on February 18, 2025. A fair summary of the ordinance is as follows: An Ordinance of the Mayor and Council of Snow Hill (the "Town") to amend Chapter 131, Entitled Penalties, Fees, Fines and other Charges, Section 131-2, Entitled Building and Other Related Fees and Section 131-3, Entitled Planning and Zoning Fees of the Code of the tow Snow Hill, Maryland. The Mayor and Council of Snow Hill ("Snow Hill") desires to remove the majority building, planning and zoning fees from the Town of Snow Hill Code and add the ability to adopt said fees by resolution of the Mayor and Council. The second reading will take place on March 11, 2025 at the regular Town Hall meeting. A complete text of the ordinance is available for review at Town Hall, 103 Bank Street, Snow Hill, MD 21863.

OCD-3/6/1t



MAYOR AND COUNCIL OF SNOW HILL
NOTICE
OF PROPOSED LEGISLATION
ORDINANCE 2025-03

NOTICE is hereby given by the Mayor and Council of Snow Hill that Ordinance 2025-03 was introduced for first reading at a regular meeting on February 18, 2025. A fair summary of the ordinance is as follows: An Ordinance of the Mayor and Council of Snow Hill (the "Town") to amend Chapter 131, Entitled Penalties, Fees, Fines and other Charges, Section 131-1, Entitled Parking Fines and Section 131-6, Entitled Municipal Infractions of the Code of the Town of Snow Hill, Maryland. The Mayor and Council of Snow Hill ("Snow Hill") desires to update fine amounts as recommended by staff related to parking fines and municipal infractions. The second reading will take place on March 11, 2025 at the regular Town Hall meeting. A complete text of the ordinance is available for review at Town Hall, 103 Bank Street, Snow Hill, MD 21863.

OCD-3/6/1t



TOWN OF OCEAN CITY
ORDINANCE
2025-06

RE: Transfer of Short-term Rental License

Notice is hereby given by the Mayor and City Council of Ocean City, that Ordinance 2025-06 was introduced for first reading at their meeting of March 3, 2025. Second reading is scheduled March 17, 2025. A complete text of the ordinance is available for review in the Office of the City Clerk, City Hall 3rd Street and Baltimore Avenue, Ocean City, MD 21842, or online at oceancitymd.gov in the March 3, 2025, agenda packet. This ordinance amends the moratorium passed in Ordinance 2025-05 to allow, in calendar year 2025, the buyer of a property located in R-1 or MH districts and if said property has an existing rental license, the buyer may apply for a rental license and supplementary short-term rental license under certain circumstances.

OCD-3/6/1t



TOWN OF OCEAN CITY
ORDINANCE
2025-07

RE: Parking and Towing Penalties

Notice is hereby given by the Mayor and City Council of Ocean City, that Ordinance 2025-07 was introduced for first reading at their meeting of March 3, 2025. Second reading is scheduled March 17, 2025. A complete text of the ordinance is available for review in the Office of the City Clerk, City Hall 3rd Street and Baltimore Avenue, Ocean City, MD 21842, or online at oceancitymd.gov in the March 3, 2025, agenda packet. This ordinance enhances parking and towing penalties for violations during designated special events and special event zones. It also authorizes the Parking Division of the Public Works Department to enforce scofflaw regulations.

OCD-3/6/1t



TOWN OF OCEAN CITY
ORDINANCE
2025-08

RE: Paid Parking Locations

LEGAL ADVERTISING

Call:

410-723-6397

Fax:

410-723-6511

or E-mail:

legals@

oceancitytoday.net

**Flag Publications, Inc.
Certificate of Publication**

TOWN OF SNOW HILL

ORDINANCE 2025-03 NOTICE OF PROPOSED LEGISLATION

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: MARCH 6, 2025

Signed: 

Date: MARCH 6, 2025

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



First Reading: March 11, 2025

Second Reading _____

ORDINANCE NO. 2025- 04

AN ORDINANCE OF THE MAYOR AND COUNCIL OF SNOW HILL (THE "TOWN") TO AUTHORIZE, APPROVE, AND RATIFY THE PRIOR ISSUANCE AND SALE OF THE \$302,442 GENERAL OBLIGATION BOND ISSUED BY THE TOWN, UPON ITS FULL FAITH AND CREDIT, ON OCTOBER 20, 2015; AND TO AUTHORIZE, APPROVE, AND RATIFY THE LOAN AGREEMENT BY AND BETWEEN THE TOWN AND THE MARYLAND WATER QUALITY FINANCING ADMINISTRATION, DATED AS OF OCTOBER 20, 2015.

RECITALS

WHEREAS, the Mayor and Council of Snow Hill, a municipal corporation of the State of Maryland (the "Town"), is authorized and empowered by Sections 19-301, *et seq.* of the Local Government Article of the Annotated Code of Maryland (the "Enabling Act"), and Section 20 (28) and Section 58 of the Charter of the Town of Snow Hill (the "Charter"), to borrow money for any public purpose and to evidence such borrowing by the issuance and sale of its general obligation bonds; and

WHEREAS, on August 17, 2015, the Town adopted Resolution No. 2015-05 (the "Resolution") to authorize the issuance and sale of a bond in the maximum principal amount not to exceed \$302,442, to be known as the "Mayor and Council of Snow Hill Water Quality Bond,

Series 2015” (the “2015 Bond”), for the purpose of funding necessary improvements to the Town’s wastewater treatment system; and

WHEREAS, the Resolution authorized the Town to sell the 2015 Bond to the Maryland Water Quality Financing Administration, now known as the Maryland Water Infrastructure Financing Administration (the “Administration”); and

WHEREAS, on October 20, 2015, the 2015 Bond was issued and sold to the Administration by a private (negotiated) sale pursuant to a Loan Agreement, by and between the Town and the Administration, dated as of October 20, 2015 (the “2015 Loan Agreement”); and

WHEREAS, the Town has determined that Section 58 of the Charter requires the Town to adopt an Ordinance ratifying and approving, (1) the issuance and sale of the 2015 Bond, and (2) the obligations of the Town under the 2015 Loan Agreement.

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

Section 1. The Recitals to this Ordinance are deemed a substantive part of this Ordinance and incorporated by reference herein. Capitalized terms used in this Ordinance and not otherwise defined in the Sections of this Ordinance shall have the meanings given to such terms in the Recitals.

Section 2. The Town hereby authorizes, approves, and ratifies the prior issuance and sale of the 2015 Bond, sold by a private (negotiated) sale to the Administration on October 20, 2015. The repayment of principal and interest on the 2015 Bond is evidenced by the 2015 Loan Agreement. The execution and delivery of the 2015 Loan Agreement by the Town’s Authorized Officer (as defined in the Resolution) is hereby ratified and approved in all respects by the Town. The terms of the 2015 Bond, the 2015 Loan Agreement, and certain other provisions related to the

issuance of the 2015 Bond are hereby ratified and approved by the Town through the incorporation of the Resolution attached hereto as Exhibit A within and as a part of this Ordinance.

Section 3. This Ordinance shall become effective at the expiration of 20 calendar days following its enactment.

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on March 11, 2025.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on _____, 2025.

ATTEST:

RICHARD POLLITT, Town Manager

Approved as to form:

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

JANET SIMPSON, Mayor

VACANT, Central District Council
Person

EDWARD S. LEE, Eastern District
Council Person

MARGARET ANN FLETCHER,
Western District Council Person

Exhibit A to Ordinance

Resolution 2015-05

(See attached)



MAYOR AND COUNCIL OF SNOW HILL

RESOLUTION NO. 2015-05

**MAYOR AND COUNCIL OF SNOW HILL
WATER QUALITY BOND, SERIES 2015**

RESOLUTION OF THE MAYOR AND COUNCIL OF SNOW HILL, (THE "TOWN"), A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, PROVIDING FOR THE ISSUANCE AND SALE OF A BOND IN THE MAXIMUM PRINCIPAL AMOUNT NOT TO EXCEED \$302,442, TO BE KNOWN AS "MAYOR AND COUNCIL OF SNOW HILL WATER QUALITY BOND, SERIES 2015" (THE "BOND") TO BE ISSUED AND SOLD PURSUANT TO THE AUTHORITY OF SECTIONS 9-801 THROUGH 9-814 AND SECTIONS 9-1601 THROUGH 9-1622 OF THE ENVIRONMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED, FOR THE PURPOSE OF PROVIDING FUNDS NECESSARY FOR IMPROVEMENTS TO THE TOWN'S WASTEWATER TREATMENT SYSTEM, INCLUDING, WITHOUT LIMITATION, UPGRADES OF THE SNOW HILL SEWER LINES AND LATERALS, AND PAYING THE COSTS OF ISSUING THE BOND; PROVIDING THAT THE BOND SHALL BE ISSUED UPON THE FULL FAITH AND CREDIT OF THE TOWN; PROVIDING FOR THE PRIVATE (NEGOTIATED) SALE OF THE BOND TO THE MARYLAND WATER QUALITY FINANCING ADMINISTRATION (THE "ADMINISTRATION") AND APPROVING A LOAN AGREEMENT WITH THE ADMINISTRATION; PROVIDING FOR THE DISBURSEMENT OF THE PROCEEDS OF THE SALE OF THE BOND AND FOR THE LEVYING OF ANNUAL TAXES UPON ALL ASSESSABLE PROPERTY WITHIN THE TOWN FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE BOND AS THEY SHALL RESPECTIVELY MATURE; PROVIDING FOR PAYMENT OF ANNUAL ADMINISTRATIVE FEES TO THE ADMINISTRATION; PROVIDING FOR THE FORM, TENOR, DENOMINATION, MATURITY DATE AND OTHER PROVISIONS OF THE BOND; AND PROVIDING FOR RELATED PURPOSES, INCLUDING THE METHOD OF FIXING THE PRINCIPAL OF AND THE INTEREST RATE TO BE BORNE BY THE BOND.

RECITALS

Mayor and Council of Snow Hill (the "Town") is a municipal corporation of the State of Maryland organized and operating under a charter (the "Charter") adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23A, as recodified in the Local Government Article of the Annotated Code of Maryland, as amended.

Section 9-801 through Section 9-814 of the Environment Article of the Annotated Code of Maryland, as amended (the "Sewerage Facilities Bond Act") empowers every municipal corporation to, by resolution, authorize the issuance of bonds to finance, wholly or partly, the cost of the development of any sewerage facility. In the determination of the cost, the governing body may include: (1) actual and estimated costs of issuing the bonds; (2) engineering expenses; (3) inspection expenses; (4) fiscal expenses; (5) legal expenses; and (6) interest estimated to accrue, during construction and for 6 months after construction, on money borrowed or expected to be borrowed under the Sewerage Facilities Bond Act. The resolution may be adopted at the meeting at which the resolution is introduced, may be adopted by a majority of all members of the governing body who are in office when the resolution is introduced, and will be effective immediately upon adoption.

Pursuant to and in accordance with the Maryland Water Quality Financing Administration Act, Sections 9-1601 to 9-1622 of the Environment Article of the Annotated Code of Maryland, as amended (the "MWQFA Act"), the Maryland Water Quality Financing Administration (the "Administration") is authorized to use moneys in the Maryland Water Quality Revolving Loan Fund (the "Fund") to make loans to "local governments" (as defined in the MWQFA Act) for the purpose of financing all or a portion of the cost of a "wastewater facility" (as defined in the MWQFA Act). The Town is a "local government" as defined in the MWQFA Act.

Section 9-1606 of the MWQFA Act provides as follows:

"§9-1606 Loans.

(a) *Loan agreement.* A loan made by the Administration shall be evidenced by a loan agreement. Loans made from the Water Quality Fund, except for loans made in accordance with § 9-1605(d)(9) of this subtitle, shall be subject to the provisions of § 9-1605(d)(1) of this subtitle. Loans made from the Drinking Water Loan Fund, except for loans made in accordance with § 9-1605.1(d)(10) of this subtitle, shall be subject to the provisions of § 9-1605.1(d)(1) of this subtitle.

Subject to the provisions of any applicable bond resolution, the Administration may consent to the modification, with respect to rate of interest, time of payment of any installment of principal or interest, security, or any other term of any loan agreement or loan obligation. In connection with any security received by or owned by the Administration, including any loan obligations, the Administration may commence any action to protect or enforce the rights conferred upon it by any law or loan agreement or loan obligation.

(b) Issue and sale of loan obligations by borrower. Notwithstanding any other provision of public general or public local law, charter, or ordinance, a borrower may issue and sell loan obligations to the Administration:

- (1) At private sale, without public bidding;
- (2) Without regard to any limitations on the denomination of such obligations; and
- (3) At any interest rate or cost or at any price that the borrower considers necessary or desirable.

(c) Payment of fees or charges by borrower. A borrower may pay any fees or charges necessary to enable the Administration to sell its bonds, including any fees for the insurance of its loan obligations or bonds of the Administration, or to provide any other guarantee, credit enhancement, or additional security for any such loan obligations or bonds.

(d) Pledge of moneys borrower is entitled to receive from State. Notwithstanding any other provision of public general or public local law, charter, or ordinance, a borrower may agree with the Administration to pledge any moneys that the borrower is entitled to receive from the State, including the borrower's share of the State income tax, to secure its obligations under a loan agreement. The State Comptroller and the State Treasurer shall cause any moneys withheld under such a pledge to be paid to, or applied at the direction of, the Administration.

(e) *Loan obligation cancelable only upon repayment in full.* Each loan agreement shall contain a provision whereby the borrower acknowledges and agrees that the borrower's loan obligation is cancelable only upon repayment in full and that neither the Administration, the Secretary, nor the Board is authorized to forgive the repayment of all or any portion of the loan, except for loans to disadvantaged communities, pursuant to the federal Safe Drinking Water Act, and loans made in accordance with §§ 9-1605(d)(9) and 9-1605.1(d)(10) of this subtitle.

(f) *Default on loan obligation.* In the event of a default on a loan obligation by a borrower other than a local government, the Administration may place a lien against property of the borrower securing the loan which, subject to the tax liens of the federal, State, and local governments, shall have the same priority and status as a lien of the State for unpaid taxes under §§ 14-804 and 14-805 of the Tax - Property Article. The Administration may exercise the same rights and powers in enforcing such lien and collecting funds for the payment of amounts in default under the loan obligation as the State may exercise in collecting unpaid taxes under Title 14, Subtitle 8 of the Tax - Property Article."

Pursuant to the authority of the Sewerage Facilities Bond Act and the MWQFA Act, the Town has determined to issue its general obligation bond in the maximum principal amount not to exceed \$302,442 (or such lesser principal amount as may be determined by the Mayor and the Administration in accordance with Section 2(d) below), to be known as "Mayor and Council of Snow Hill Water Quality Bond" (the "Bond") and to be designated by the year in which the Bond is issued and to participate thereby in the Administration's Revolving Loan Fund Program, for the purpose of providing funds necessary for (1) upgrades to the Town's wastewater treatment system, including the design and construction of sewer line replacements and associated manholes, valves and appurtenances along a portion of Martin Street between Bay and Collins Street (the "Project") and (2) the payment of costs of issuance of the Bond and other related costs.

The Project is a "wastewater facility" within the meaning of the MWQFA Act.

It is the intention of the Town by this Resolution to provide for the issuance and

sale of the aforementioned bond and the obtaining of a loan from the Fund administered by the Administration (the "Loan").

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

Section 1. Definitions.

All terms used herein with an initial capital letter and defined in the Recitals hereof and not otherwise defined herein shall have the meanings given such terms in the Recitals hereof, unless the context clearly indicates a contrary meaning.

Section 2. Authorization, Terms, Form of Bond.

(a) The Town shall borrow upon its full faith and credit and shall issue and sell upon its full faith and credit a general obligation bond in the maximum principal amount not to exceed \$302,442 (or such lesser principal amount as may be determined by the Administration in accordance with Section 2(d) below), to be issued pursuant to the authority of the Sewerage Facilities Bond Act and the MWQFA Act, to be known as "Mayor and Council of Snow Hill Water Quality Bond, Series 2015" (the "Bond"). If the Bond is not issued in 2015, it will be redesignated to indicate the year in which it is issued. The proceeds from the sale of the Bond shall be used for the purpose of providing funds necessary for the Project and the payment of costs of issuance of the Bond and other related costs.

(b) The Bond shall be issued as a single fully registered bond in the maximum principal amount not to exceed \$302,442 (or such lesser principal amount as may be determined by the Administration in accordance with Section 2(d) below), payable to the registered owner thereof. The Bond shall be issued in such amount or such lesser amount as determined by the Mayor of the Town (the "Mayor"), which shall be the amount of the Loan (hereinafter defined) to be financed from the Fund. The date of issue of the Bond shall be the date of execution and delivery of the Loan Agreement (hereinafter defined) by and between the Town and the Administration (the "Closing Date"), and the Bond shall be dated as of the date of issue.

(c) The Loan which is evidenced by the Bond shall be further evidenced by a Loan Agreement dated as of the Closing Date between the Town and the Administration (the "Loan Agreement"). The Loan Agreement shall be in substantially the form of the Loan Agreement attached hereto as Exhibit A and made a part hereof, and such form is hereby approved as to form and content. Without limiting the generality of the foregoing, the Town shall also pay to the Administration the annual

Administrative Fee (as defined in the Loan Agreement).

(d) (i) The Bond shall be in substantially the form set forth in Exhibit F attached to the Loan Agreement which form, together with all of the covenants and conditions therein contained, is hereby adopted by the Town as and for the form of obligation to be incurred by the Town and such covenants and conditions are hereby made binding upon the Town, including the promise to pay therein contained.

(ii) The principal amount of the Bond shall be payable in 20 consecutive annual installments beginning on February 1, 2016 and on each February 1 thereafter to and including February 1, 2035. The Bond shall mature on February 1, 2035 and the outstanding principal of the Bond and all accrued and unpaid interest thereon shall be due on such date. The amount of the 20 principal installments shall equal the annual principal payment amounts necessary to amortize the remaining aggregate principal amount of the Bond on a level debt service basis over a 20 year term, as determined by the Administration.

(iii) Notwithstanding the foregoing, the installments payable on the Bond shall be reamortized and reduced in accordance with the Loan Agreement and the Bond in the event that the total amount of the Loan advanced to the Town is less than the principal amount of the Bond as originally issued, so long as neither the amount of any annual principal installment payable on the Bond nor the interest rate thereon is increased.

(e) The Bond shall be numbered R-1; shall be initially registered in the name of the Administration; shall be dated the Closing Date, bear interest on amounts advanced and outstanding under the Loan Agreement at an annual rate of interest equal to 25% of the average of the Bond Buyer 11-Bond Index for the calendar month preceding the Closing Date, payable semiannually in arrears on February 1 and August 1 in each year, commencing on the first of such dates which follows the Closing Date. The Town hereby determines that the rate or rates of interest on the Bond established as contemplated by this subsection are necessary, desirable and in the best interests of the Town.

(f) In connection with the issuance of the Bond, the Town shall execute and deliver additional documents, agreements, instruments and certificates (which, together with the Loan Agreement, are herein referred to as the "Program Documents"). The Program Documents shall be in such form and shall contain such terms and conditions as shall be approved by the Mayor, his execution of the Program Documents to be conclusive evidence of his approval thereof.

(g) Because this Resolution is being adopted before the complete details of the Loan to be made by the Administration to the Town from the Fund have been finalized, the Mayor is hereby authorized to determine the final principal amount of the Bond (in an amount not to exceed \$302,442), to adjust the dates of the principal payments for the Bond and to make such changes to the form of the Bond and any of the Program Documents, including insertions therein or additions or deletions thereto, as may be necessary to conform the terms of the Bond and the Program Documents to the terms of the Loan to be made to the Town from the Fund, his execution thereof to be conclusive evidence of his approval of the form and substance thereof.

Section 3. Execution; Amendment.

(a) The Bond and the Program Documents shall be executed on behalf of the Town by the manual signature of the Mayor, and the seal of the Town shall be affixed thereto and attested by the manual signature of the Town Manager. If any officer whose signature shall appear on the Bond or the Program Documents shall cease to be such officer before the delivery of the Bond or the Program Documents, such signature shall nevertheless be valid and sufficient for all purposes the same as if such officer had remained in office until such delivery. The Mayor is hereby authorized, empowered and directed to complete the applicable form of the Bond and the Program Documents and to make corrections or changes thereto in any manner which the Mayor, in his discretion, shall deem necessary to complete the issuance and sale of the Bond and the execution and delivery of the Program Documents, all as may be in the best interest of the Town. The execution of the Bond and the Program Documents by the Mayor shall be conclusive evidence of his approval of the form and substance thereof.

(b) The Mayor and the Town Manager are expressly authorized to execute and deliver from time to time (1) such amendments to the Bond, the Loan Agreement and the other Program Documents as shall be deemed necessary or appropriate by such officers to cure any defect or ambiguity in the Bond, the Loan Agreement or such other Program Documents, to add any provision thereto beneficial to the Town or to comply with Administration practices and policies from time to time, and (2) such amendments to the Bond (or a new Bond or Bonds in replacement thereof) in accordance with the Loan Agreement and the Bond as shall be necessary to provide for the reamortization and reduction of the principal installments due thereunder in the event that the total amount advanced thereunder shall be less than the maximum aggregate principal amount of the Bond, so long as neither the amount of any principal installment under the Bond in any year, nor the interest rate thereon shall be increased.

(c) The Mayor, the Town Manager and other officials of the Town are hereby authorized and empowered to do all such acts and things and to execute, acknowledge,

seal and deliver such documents and certificates, as the Mayor may determine to be necessary to carry out and comply with the provisions of this Resolution, subject to the limitations set forth in the MWQFA Act, the Charter, the Sewerage Facilities Bond Act and this Resolution.

Section 4. Prepayment and Redemption.

The Bond will be subject to prepayment and redemption to the extent provided and subject to the requirements and limitations set forth in the Loan Agreement.

Section 5. Replacement of Mutilated, Lost, Stolen, or Destroyed Bond.

In case the Bond shall become mutilated or be destroyed, lost or stolen, the Town may cause to be executed and delivered a new Bond of like date and tenor and bearing the same or a different number, in exchange and substitution for each Bond mutilated, destroyed, lost or stolen, upon the registered owner thereof paying the reasonable expenses and charges of the Town in connection therewith and, in the case of any Bond being destroyed, lost or stolen, upon the registered owner thereof filing with the Town evidence satisfactory to it that such Bond was destroyed, lost or stolen and evidence of the registered owner's ownership thereof, and furnishing the Town with indemnity satisfactory to it. Any Bond so issued in substitution for a Bond so mutilated, destroyed, lost or stolen shall constitute an original contractual obligation on the part of the Town under this Resolution whether or not the Bond in exchange for which said new Bond is issued shall at any later date be presented for payment and such payment shall be enforceable by anyone, and any such new Bond shall be entitled to the benefit of this Resolution, in the manner and to the extent provided herein.

Section 6. Use of Proceeds.

(a) The proceeds of the Bond shall be disbursed by the Administration to the Town pursuant to the provisions of the Loan Agreement to pay, or to reimburse the Town for payment of, eligible Project costs (as permitted by the Loan Agreement).

(b) After the Project has been completed and all eligible project costs in connection therewith have been paid, any balance of the proceeds of the Loan held by the Administration under the Agreement may be applied to reduce the amount of the Loan as provided in the Loan Agreement.

Section 7. Covenants.

The Town covenants with and for the benefit of the registered owner from time to time of the Bond, that so long as the Bond or installments of principal thereunder shall remain outstanding and unpaid:

(a) The Town will duly and punctually pay, or cause to be paid, to the registered owner of the Bond the principal of the Bond and interest accruing thereon, at the dates and places and in the manner mentioned in the Bond, according to the true intent and meaning thereof.

(b) The principal of and interest on the Bond will be payable in the first instance from revenues received by the Town from the operation of the wastewater system serving the Town, including fees for use of or connection to such system. In the event such moneys are insufficient in any fiscal year to provide for the prompt payment, when due, of the principal of and interest on the Bond, the Town shall levy or cause to be levied, for each and every fiscal year during which the Bond may be outstanding, ad valorem taxes upon all real and tangible personal property within its corporate limits subject to assessment for unlimited municipal taxation in rate and amount sufficient to provide for the payment, when due, of the principal of and interest on the Bond payable in each such fiscal year and, in the event the proceeds from the collection of the taxes so levied may prove inadequate for such purposes in any fiscal year, additional taxes shall be levied in the subsequent fiscal year to make up any deficiency. The full faith and credit and the unlimited taxing power of the Town are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bond as the same become due.

Section 8. Resolution a Contract.

The provisions of this Resolution shall constitute a contract with the purchaser and registered owner from time to time of the Bond, and this Resolution shall not be repealed, modified or altered while the Bond or any portion thereof remains outstanding and unpaid without the consent of the registered owner of the Bond.

Section 9. Pledge of Local Government Payments.

As contemplated and authorized by Section 9-1606(d) of the MWQFA Act, as amended, the Town hereby pledges and grants a security interest to the Administration, in and to the Town's share of any and all income tax revenues collected by the State of Maryland (the "State") from time to time that would otherwise be payable to the Town, and, to the maximum extent permitted by law, any and all other tax revenues, grants

and other moneys that the Town is or may from time to time be entitled to receive from the State, or that may be due from the State, or from any department, agency or instrumentality of the State, to the Town, all as set forth in the Loan Agreement.

Section 10. Purchase Price of Bond.

The Bond shall be sold to the Administration for cash at a price of 100% of the principal amount thereof in accordance with the terms and provisions of this Resolution. As noted above, the proceeds from the sale of the Bond shall be the Loan from the Fund made by the Administration, which shall be disbursed to the Town as provided in the Loan Agreement.

Section 11. Sale of Bond.

Notwithstanding Section 9-808 of the Sewerage Facilities Bond Act, the Bond shall be sold to the Administration at private sale, as authorized by Section 9-1606(b) of the MWQFA Act.

Section 12. Actions.

The officers and employees of the Town are hereby authorized and directed to do all acts and things required of them by the provisions of this Resolution, for the full, punctual and complete performance of all the terms, covenants and provisions of the Bond, the Program Documents and this Resolution and to do and perform all acts and to execute, seal and deliver all documents or instruments of writing which may be necessary or desirable to carry out the full intent and purposes of this Resolution, the Bond and the Program Documents.

The Town Manager shall act as registrar for the Bond and shall maintain registration books for the registration and registration of transfer of the Bond. No security or bonds shall be required of the Town Manager in the performance of the duties of registrar for the Bond. In the event the Town Manager is unwilling or unable to continue to act as registrar of the Bond or the Administration requests that a different registrar be appointed, the Mayor is hereby authorized to appoint a registrar for the Bond acceptable to the Administration.

Section 13. Effective Date.

This Resolution shall become effective immediately upon approval by the Mayor.

Approved by the Mayor and Town Council of the Town of Snow Hill during its regular Council meeting on this 11th day of August 2015.

Passed this 11 day of August, 2015.

Attested by:

Jenny Hall
Central District Council Person

Alison Cook
Alison Cook
Eastern District Council Person

Michael Pruitt
Michael Pruitt
Western District Council Person

Approved this 17 day of August 2015.

Attest:

Kelly C. Pruitt
Kelly C. Pruitt
Town Manager

John Charles Dorman
John Charles Dorman
Mayor



MAYOR AND COUNCIL OF SNOW HILL

RESOLUTION 2025-01

**A RESOLUTION PURSUANT TO TOWN OF SNOW HILL CODE SECTION 131-2
ADOPTING PLANNING, ZONING AND BUILDING DEPARTMENT FEES**

WHEREAS, the Town of Snow Hill Code Section 131-2 provides that the Mayor and Council of Snow Hill may establish a schedule of fees for building permits, building plan reviews, certificates of occupancy, signs, demolition, Housing Review Board applications and other related fees by resolution; and

WHEREAS, the below fee schedule has been drafted and discussed by the Mayor and Council.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT THE FOLLOWING PLANNING, ZONING AND BUILDING DEPARTMENT FEES ARE ADOPTED:

**Planning, Zoning and Building Department
BUILDING INSPECTION FEE SCHEDULE**

Review/Inspection Type	Cost
New Single-Family Dwelling	
A. Stick-Built	\$295.00
B. Modular	\$195.00
Multi-Family Dwelling/Two Family Dwelling	\$295.00 per dwelling
Townhouse	\$295.00 per dwelling
Accessory Dwelling (separate eating, sleeping and living quarters)	
A. Attached to Existing Structure	\$295.00
B. Detached Structure	\$295.00
C. Conversion of Existing Structure	\$195.00
Accessory/Detached Structures to be permanently affixed to the ground or on a permanent foundation	

A. Garages	\$195.00
B. Pole Buildings	\$195.00
C. Storage Sheds	\$195.00
D. Pool Houses	\$195.00
E. Carport	\$195.00
Additions to Residential Dwellings	
A. Garages	\$195.00
B. Porches	\$195.00
C. Rooms	\$195.00
D. Sunrooms	\$195.00
E. Decks	\$155.00
Alterations/Renovations to Residential Dwellings	
A. Multi-work (interior & exterior)	\$195.00
B. Interior	\$155.00
C. Exterior	\$155.00
D. Sunroom Conversion	\$155.00
Commercial/Industrial/Institutional	
A. New Stick Built Construction	\$0.27/Sq. ft.
B. New Modular Construction	\$0.27/Sq. ft.
C. Addition	\$0.27/Sq. ft.
D. Alteration/Renovation	\$0.5% of construction cost
E. Commercial Minimum Fee	\$150.00
Mobile/Manufactured Dwelling	
A. Single wide	\$135.00
B. Double wide	\$135.00
C. Triple wide	\$195.00
Pool (Residential or Commercial)	
A. In-Ground	\$135.00
B. Above-Ground	\$ 95.00
C. Spa/Hot Tub	\$ 95.00
Sign	
A. Ground-mount	\$155.00
B. On-building	\$ 95.00
Fireplace/Heating Systems	\$ 95.00
Demolition	\$ 95.00
<ul style="list-style-type: none"> • Additional inspection trips required will be assessed at \$75.00 per trip fee • After-hours response or other special situations will be billed at \$125.00 per hour 	

BUILDING PLAN REVIEW FEE SCHEDULE

All use groups other than R3 and R4

New construction (Fee based on *Gross Floor Area of Construction)	
Up to and including 10,000 sq. ft.	\$.045 per sq. ft.
Greater than 10,000 sq. ft.	\$.3 per sq. ft.
*Gross Floor Area is defined as the total square footage of all floors, within the perimeter of the outside walls, including basement, cellars, garages, roofed patio, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.	

Alterations	.25% of the estimated cost of construction
Minimum Fee	\$60.00
One and Two-Family Dwellings (use group R3 and R4)	
New Construction	\$155.00 per dwelling unit
Alterations and Additions	.25% of the estimated cost of construction
Accessory Structures (pole building, garage, pool house)	\$80.00
Sunroom & Screen Porch	\$40.00
Minor interior renovation (basement fit out)	\$40.00
Sheds – Stick-built/pre-fab	\$40.00/\$30.00
Swimming Pools	\$30.00
Decks	\$30.00
Solar Plan Review	\$30.00
Minimum Plan Review Fee	\$30.00

ADMINISTRATION FEE

Processing Fee	\$125.00
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RESOLVED AND EFFECTIVE this ____ day of _____ 2025.

ATTEST:

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

VACANT, Central District Council
Person

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

EDWARD S. LEE, Eastern District
Council Person

MARGARET ANN FLETCHER,
Western District Council Person



MAYOR AND COUNCIL OF SNOW HILL.

RESOLUTION 2025-02

A RESOLUTION PURSUANT TO SECTION 47 OF THE CHARTER OF THE TOWN OF SNOW HILL APPROVING THE MID-YEAR BUDGET AMENDMENT

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

WHEREAS, the Mayor and Council of Snow Hill wish to increase the General Fund revenues in the amount of Two Hundred Twenty Six Thousand One Hundred Twenty Six Dollars (\$226,126.00); to increase the Water Fund revenues in the amount of Two Thousand Seven Hundred and Ninety One Dollars (\$2,791.00); to decrease the Sewer Fund revenue Seventy Six Thousand Three Hundred and Thirteen Dollars (\$76,313.00); and to transfer from the General Fund Undesignated Fund Balance (account #01-0000-3003) Eight Hundred Seventy One Thousand Five Hundred and Fifty Eight Dollars (\$871,558.00) to the General Fund Capital Improvement Budget Fund Balance (account # 05-0000-3001), all as shown on the attached Exhibit A incorporated herein.

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

1. The Budget Amendment attached to this Resolution as Exhibit A, resulting in the total supplemental appropriation of \$226,126.00 in the General Fund; \$2,791.00 in the Water Fund; a reduction of \$76,313.00 in the Sewer Fund; and a transfer of \$871,558.00 from the General Fund Undesignated Fund Balance (account #01-0000-3003) to the General Fund Capital Improvement Budget Fund Balance (account #05-0000-3001) is incorporated herein and approved by the Mayor and Council.
2. The Mayor is hereby authorized to execute the attached Budget Amendment and any other documents required to fulfill the terms of this Resolution.

RESOLVED AND EFFECTIVE this 11th day of March 2025.

ATTEST:

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

VACANT
Central District Councilmember

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

EDWARD S. LEE,
Eastern District Councilmember

MARGARET ANN FLETCHER,
Western District Councilmember

Town of Snow Hill, MD -General Fund, Water and Sewer Budget Amendment FY25

Department: Various		2/28/25 Mid-Year Budget Review			Type of Adjustment: General Fund, Water and Sewer Amendment Intra- Department Transfer Inter -Department Transfer CIP Supplemental Appropriation	
The Budget Amendment Requested will Require the Following Revisions:						
Account Description	Account Number			Amount		
	Fund	Div	Object	Increase	Decrease	
GENERAL FUND REVENUES						
Real Estate Taxes	001	1039	4000	5,700		
Corporate Property Taxes	001	1039	4004	10,000		
CATV License	001	1039	4031		4,000	
Room Tax	001	1039	4021		7,000	
Building Permits	001	1081	4040	10,000		
Misc Permits	001	1081	4044	150		
Landlord Registrations/Permits	001	1081	4047			
Grants - Other	001	1047	4073	62,644		
Fire Dept - County Grant	001	1121	4083		22,000	
Arts & Entertainment Revenue	001	1039	4091			
Miscellaneous Charges	001	1039	4092			
State Income Tax	001	1039	4100	32,158		
Facility Rental Income	001	1039	4201		2,000	
Arts & Entertainment Grant	001	1047	4103		393	
Police Grants	001	1047	4180	19,473		
Solid Waste Collection	001	1252	4195			
Highway User Fees	001	1039	4181	5,693		
Police Parking Fees & Fines	001	1112	4051	300		
Police Insurance Reimbursement	001	1112	4081	1,901		
Police LEOPS Prior Year Reserve Budgeted	001	1112	4099	75,000		
Speed Camera Fees	001	1112	4201	25,000		
Interest Income	001	1039	5803			
Miscellaneous Income	001	1039	5998	13,500		
Appropriation of Fund Balance	001	1039	4099			
Total Revenues Adjustment				261,519	35,393	
Net Revenue Adjustment				226,126		
GENERAL FUND EXPENDITURES						
Mayor & Council Descretionary Funds	001	1011	7010	5,000		
Mayor & Council Training	001	1011	7031			
Mayor & Council CIP Funding	001	1011	7291			
Admin-Salaries	001	1039	6001		32,500	
Admin-Part Time Salaries	001	1039	6002			
Admin-Overtime	001	1039	6015	20,000		
Admin Retirement	001	1039	6101		22,000	
Admin Fica	001	1039	6102			
Admin WC	001	1039	6103			
Admin Group Insurance	001	1039	6104			
Admin Insurance	001	1039	7002		1,400	
Admin Advertising	001	1039	7003			
Admin Office Supplies & Equip	001	1039	7005	8,500		
Admin Postage	001	1039	7013	1,000		
Admin Dues & Subscriptions	001	1039	7012	500		
Admin Contract Computer Srvc	001	1039	7014	10,000		
Admin Legal Fees	001	1039	7016	35,000		
Admin Professional Fees	001	1039	7017	15,000		
Admin Supplies	001	1039	7018			
Admin Contract Audit Services	001	1039	7021	1,000		
Admin Arts & Entertainment	001	1039	7026		393	
Admin Utilities	001	1039	7100	15,000		
Admin Maintenance	001	1039	7200	5,000		

Admin Equipment Rental/Copier	001	1039	7300	1,000	
Admin County Property tax	001	1039	7902	406	
Admin Miscellaneous	001	1039	7998		
Grant Expenses	001	1047	5084		
Subcontractor Services	001	1081	6098	40,000	
Police Full Time Salary	001	1112	6007		
Police Overtime	001	1112	6015	12,500	
Police Part-Time	001	1112	6016		
Police Retirement	001	1112	6101		8,000
Police Workers Comp	001	1112	6103		1,500
Police Insurance	001	1112	7002	1,185	
Police Office Supplies	001	1112	7005		
Police Contract Computer SRVCS	001	1112	7014	5,000	
Police Supplies	001	1112	7018	300	
Police Vehicle Equipment	001	1112	7022	2,315	
Police Uniforms	001	1112	7030		2,000
Police Training	001	1112	7031		3,437
Police Utilities	001	1112	7100	2,000	
Police Bldg. Maintenance	001	1112	7200	5,000	
Police Vehicle Maintenance	001	1112	7204	10,000	
Police Bldg Lease	001	1112	7240	25,000	
Police CIP Funding/Leases	001	1112	7291		
Police Axon Body Cameras	001	1112	7351		
Police Capital Improvement CIP	001	1112	7908	39,638	
Police Miscellaneous-Grant cams,bikes,lights	001	1112	7998		
Police Community Policing	001	1112	8000		
Fire County Pass Thru	001	1121	7105		22,000
Fire AMOSS	001	1121	7104		
Public Works Full Time	001	1252	6001		
Public Works Overtime	001	1252	6015	7,500	
Public Works Workmans Comp	001	1252	6103	4,500	
Public Works Uniforms	001	1252	7005	1,000	
Public Works Training	001	1252	7005	1,000	
Public Works Building Maintenance	001	1252	7100	4,000	
Public Works Gasoline	001	1252	7250		
Public Works Tipping Fees	001	1252	7251	5,000	
Public Works Misc	001	1252	7998		
Public Works CIP Funding/Leases	001	1252	7291	40,000	
BES Insurance/Fees	001	1812	7002		
BES Miscellaneous	001	1812	7998		
Parks Insurance	001	1814	7002	637	
Parks Utilities	001	1814	7100	2,000	
Parks Improvements	001	1814	7908	62,644	
Museum Full Time Salary	001	1815	6005		30,000
Museum Part Time Salary	001	1815	6012		19,145
Museum Retirement	001	1815	6101		6,000
Museum Fica	001	1815	6102		3,759
Museum Health Insurance	001	1815	6104		10,803
Museum Insurance	001	1815	7002	438	
Total General Fund Adjustments				389,063	162,937
Net General Fund Adjustment				226,126	(0)

WATER FUND REVENUES					
Metered Water Receipts	002	1231	5000		
Installation Fees / Permits	002	1231	5007	16,291	
Interest Income	002	1231	5803		
Miscellaneous	002	1231	5998	2,500	
Appropriation of Fund Balance	002	1231	4099		16,000
Total Water Revenue Adjustments				18,791	16,000
Net Water Revenue Adjustment					2,791
WATER FUND EXPENSES					
Water Full Time Salaries	002	1231	6001		
Water Full Overtime	002	1231	6015		
Water Retirement	002	1231	6101		5,791
Water FICA	002	1231	6102		
Water Health Insurance	002	1231	6102		16,000
Water Insurance	002	1231	7002	11,187	
Water Advertising	002	1231	7003		
Water Contract Computer	002	1231	7014		
Water Legal Services	002	1231	7016	5,000	
Water Professional Services	002	1231	7017	7,000	
Water Uniforms	002	1231	7030	500	
Water Training	002	1231	7031	500	
Water Utilities	002	1231	7100		
Water Equipment/Bldg Maintenance	002	1231	7200		
Water System Maintenance	002	1231	7205		
Water Well Maintenance	002	1231	7208		
Water CIP Budget Funding	002	1231	7291		
Water Miscellaneous	002	1231	7998	395	
Total Water Expense Adjustments				24,582	21,791
Net Water Expense Adjustment				-2,791	2,791
SEWER FUND REVENUES					
Sewer Metered Charges	003	1244	5002		
Sewer Late Charges	003	1244	5004		
Sewer Installation Fees/Permits	003	1244	5007	7,800	
Sewer Leachate Revenue	003	1244	5200		
Sewer Septage Revenue	003	1244	5201		50,000
Sewer Interest Income	003	1244	5803		
Sewer Miscellaneous	003	1244	7998	7,000	
Sewer MDE Operating Grant	003	1244	5999		30,000
Sewer Retained Earnings	003	1244	4099		11,113
Total Sewer Revenue Adjustments				14,800	91,113
Net Sewer Revenue Adjustment					-76,313
SEWER FUND EXPENSES					
Sewer Insurance	003	1244	7002	11,687	
Sewer Office Supplies	003	1244	7005	500	
Sewer Contract Legal	003	1244	7016	7,000	
Sewer Contract Professional	003	1244	7017	10,000	
Sewer Uniforms	003	1244	7030	300	
Sewer Operating Supplies	003	1244	7050		800
Sewer Chemicals	003	1244	7051		75,000
Sewer Laboratory Analysis	003	1244	7052		25,000
Sewer Utilities	003	1244	7100	10,000	
Sewer Equipment Maintenance	003	1244	7200		
Sewer Maintenance	003	1244	7205		
Sewer Plant Maintenance	003	1244	7206		

Sewer Lift Station Maintenance	003	1244	7207		
Sewer Gasoline	003	1244	7250		
Sewer Tipping Fees Sludge	003	1244	7251		
Sewer Reimbursement to Water Fund	003	1244	7292		16,000
Sewer Loan Repayment	003	1244	7901		
Sewer Misc Expense	003	1244	7998	1,000	
Total Sewer Expense Adjustments				40,487	116,800
Net Sewer Expense Adjustment				76,313	-
CIP Bank St Project	005	1039	1801	247,540	
CIP PNC	005	1039	1806	13,500	
CIP Bikeways	005	1252	1846		247,540
Transfer Current & Prior Year Reserves Budget Approved from GF Operating to GF CIB					
Transfer From General	001	0000	8010	871,558	
GF Capital Undesignated Fund Balance	005	0000	3001	871,558	
GF Operating Undesignated Fund Balance	001	0000	3003		871,558
Transfer to Capital	005	0000	4000		871,558
Mid Year Budget Amendment					
Approval Requested: Town Manager		Date:			
Approved as to availability of Funds					
Finance Manager		Date:			
		Mayor			
Approved by Town Council	Audited By:	Input By:		Control #	



MAYOR AND COUNCIL OF SNOW HILL

First Reading March 11, 2025 _____

Second Reading _____

ORDINANCE 2025-05

AN ORDINANCE OF THE MAYOR AND COUNCIL OF SNOW HILL AMENDING THE ZONING DISTRICT MAP OF THE TOWN OF SNOW HILL TO FIX AN INCORRECT MAP BEING EXECUTED BY TOWN OFFICIALS IN 2021

WHEREAS, Town staff, along with the assistance of Worcester County, discovered that the signed copy of the Town's Official Zoning Map dated March 2021, incorrectly shows property being in the municipal boundaries, even though said property was de-annexed from the Town of Snow Hill in 2019 pursuant to Charter Amendment Resolution No. 2019-01 adopted on May 14, 2019; and

WHEREAS, by Resolution 2021-02 the Mayor and Council of Snow Hill seemingly attempted to adopt a new Official Zoning Map reflecting this de-annexation, but Town staff has been unable to find the Zoning Map associated with Resolution 2021-02; and

WHEREAS, again the only signed Official Zoning Map Town staff has found is incorrect; and

WHEREAS, the Mayor and Council of Snow Hill desire to correct this mistake in which Town officials signed an incorrect copy of the Zoning Map, and adopt the correct Official Zoning Map of the Town of Snow Hill; and

WHEREAS, no zoning district of any property is being changed and this is solely correcting an error.

NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE MAYOR AND COUNCIL OF SNOW HILL, PURSUANT TO SECTION 200-134 OF THE CODE OF SNOW HILL, AND THE ZONING DISTRICT MAP, SAID MAP BEING INCORPORATED BY REFERENCE, IS HEREBY AMENDED AS FOLLOWS:

The Zoning District Map is hereby amended as shown on Exhibit 1 attached hereto and incorporated herein to adopt the Official Zoning District Map that correctly shows that the properties encompassed in Charter Amendment Resolution 2019-01 are no longer in the municipal limits and thus should not be shown on the Official Zoning Map.

AND IT IS FURTHER ENACTED AND ORDAINED, that upon passage and approval of this Ordinance, as evidence of the authenticity of the Zoning District Map (Exhibit 1) which is made a part hereof, as aforesaid, that said map shall bear the following designation: "This is to certify that this is the Official Zoning Map defined in Article III, § 200-12, of the Zoning Chapter of the Town of Snow Hill, Maryland" and identified by the signatures of the Mayor and Council and attested to by the Town Manager; and shall be distributed as follows: one to the Planning Commission, one to the Planning, Building and Zoning Department, one to Worcester County and one to the Worcester County Assessment Office.

Passed after a duly advertised public hearing held by the Mayor and Council of Snow Hill on _____ 2025.

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on March 11, 2025.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on _____, 2025.

ATTEST:

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

VACANT
Central District Councilmember

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

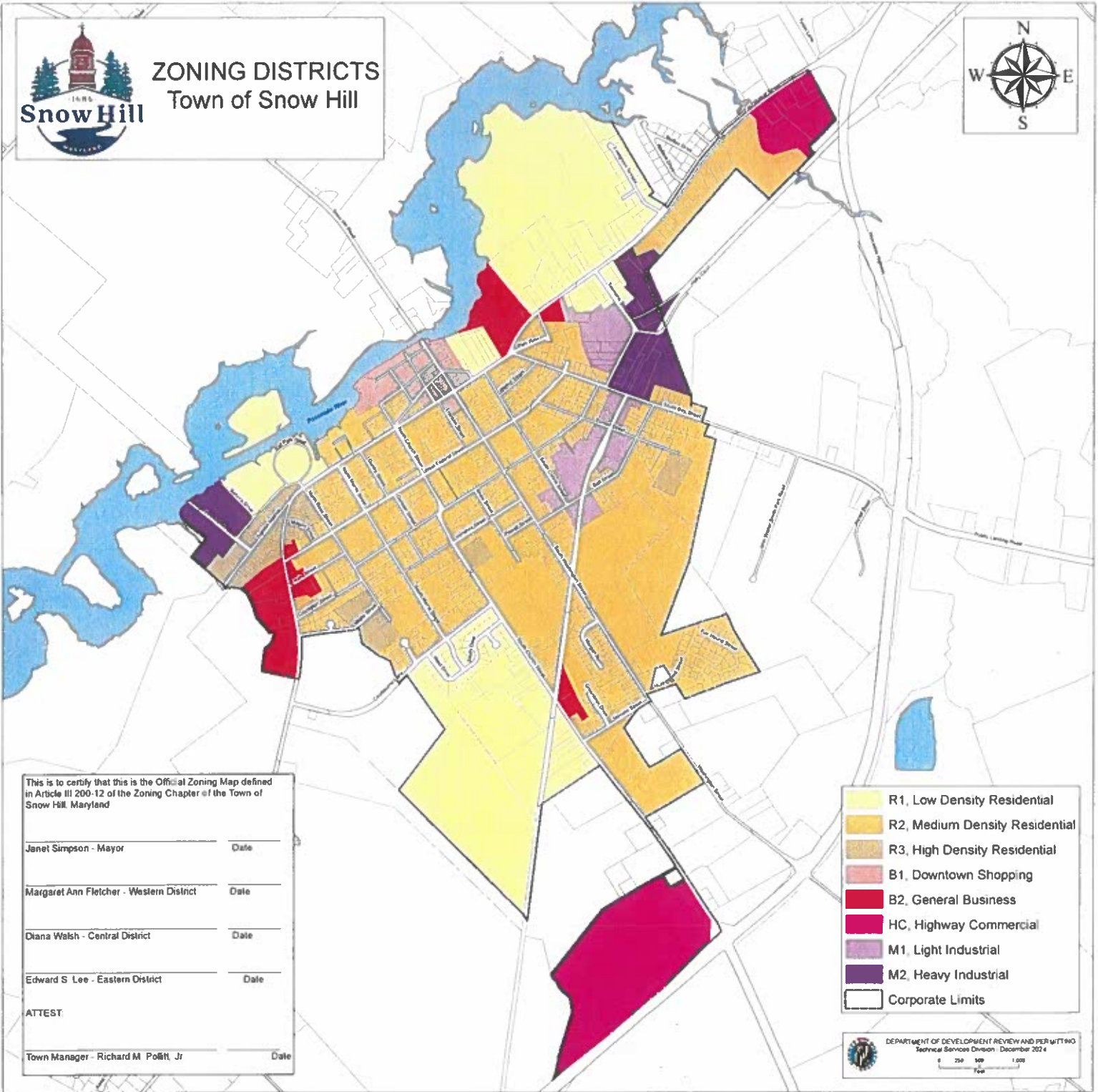
EDWARD S. LEE,
Eastern District Councilmember

MARGARET ANN FLETCHER,
Western District Councilmember

EXHIBIT 1



ZONING DISTRICTS Town of Snow Hill



This is to certify that this is the Official Zoning Map defined in Article III 200-12 of the Zoning Chapter of the Town of Snow Hill, Maryland

Janet Simpson - Mayor _____ Date _____

Margaret Ann Fletcher - Western District _____ Date _____

Diana Walsh - Central District _____ Date _____

Edward S Lee - Eastern District _____ Date _____

ATTEST

Town Manager - Richard M. Politt, Jr _____ Date _____

-  R1, Low Density Residential
-  R2, Medium Density Residential
-  R3, High Density Residential
-  B1, Downtown Shopping
-  B2, General Business
-  HC, Highway Commercial
-  M1, Light Industrial
-  M2, Heavy Industrial
-  Corporate Limits

DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division | December 2024
0 250 500 1,000
Feet