



**Mayor and Town Council
Work Session
March 4, 2025**

**Worcester County Government Center, Boardroom, Room 1102
One West Market Street, Snow Hill, Maryland 21863
ZOOM Meeting ID: 953 699 8590**

5:00 pm

**AGENDA
(times approximate)**

5:00 pm: Call to order by Mayor Simpson

- 1. Vote to convene in Closed Session to consult with counsel to obtain legal advice and to consider personnel matters: to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction. **Motion Required****
- 2. Meet in Closed Session**
- 3. Re-convene in Open Session: **Motion Required****
- 4. Statement reporting on the Closed Session**
- 5. Mid-year budget adjustment Resolution by Finance Manager Hamstead**

5:40 pm: Comments from the Public: members of the public may register to speak for up to three minutes on any municipal question or matter under established protocols.

5:45 pm: Announcements from the Mayor and Council members

5:50 pm: Adjournment

PLEASE NOTE:

- Meetings will be recorded and available to the public on the website.**
- Portions of meetings may be closed under the terms of the State Open Meetings Act as necessary.**
- If you would like to receive a meeting packet sent to you prior to the meeting, please email Kandice Ringenry at adminco@snowhillmd.com.**

This agenda may be subject to change.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. *Complete items 1 – 4 before closing the meeting.*

1. **Recorded vote to close the meeting:** Date: 3/4/2025 ; Time: _____ ; Location: Worcester County Government Center Boardroom, Room 1102, One West Market St. Snow Hill, MD 21863
 Close meeting motion made by: _____
 Seconded by _____;
 Members in favor: _____;
 Opposed: _____;
 Abstaining: _____;
 Absent: _____.

2. **Statutory authority to close session (check all provisions that apply).**
This meeting will be closed under General Provisions Art. § 3-305(b) only:
 (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"
 (7) "To consult with counsel to obtain legal advice"

3. **For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.**

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) <input checked="" type="checkbox"/> 1 ()	Pending Council vacancy as of March 7, 2025.	To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals
§3-305(b) <input checked="" type="checkbox"/> 7	Pending Council vacancy as of March 7, 2025.	"To consult with counsel to obtain legal advice"

4. **This statement is made by Mayor Janet Simpson, Presiding Officer**

Date: 02/28/2025
Time: 9:21:40AM

Statement of Revenues & Expenditures

Town of Snow Hill
For Period Ending 02/28/2025

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ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01-1039-4000	REAL ESTATE TAX REVENUE	1,368,749.00	296,789.25	1,265,833.09	92.48	102,915.91	
01-1039-4002	PUBLIC UTILITIES	63,000.00				63,000.00	
01-1039-4004	PERSONAL PROPERTY TAX REVENUE	2,000.00				2,000.00	
01-1039-4006	CORP PER PROPERTY TAX REVENUE	95,000.00				95,000.00	
01-1039-4008	INTEREST ON DELINQUENT TAXES	2,000.00				2,000.00	
01-1039-4010	COUNTY IN LIEU OF TAXES	200,000.00		200,000.00	100.00	0.00	
01-1039-4020	ADMISSIONS TAXES	3,000.00	660.55	2,123.54	70.78	876.46	
01-1039-4021	ROOM TAX	12,000.00	98.83	2,410.54	20.09	9,589.46	
01-1039-4030	TRADERS LICENSE	4,000.00	10.35	1,634.82	40.87	2,365.18	
01-1039-4031	CATV LICENSE	32,000.00		13,206.50	41.27	18,793.50	
01-1039-4082	LIQUOR BOARD	7,000.00				7,000.00	
01-1039-4100	STATE INCOME TAXES	185,000.00	83,353.84	124,567.55	67.33	60,432.45	
01-1039-4202	COUNTY COMMISSIONER GRANT	548,317.00		500,000.00	91.19	48,317.00	
01-1039-4204	FACILITY RENTAL INCOME	10,000.00	400.00	4,185.00	41.85	5,815.00	
01-1039-5803	INTEREST INCOME	60,000.00				60,000.00	
01-1039-5931	REIMBURSEMENT FROM WATER FUND	177,655.00				177,655.00	
01-1039-5944	REIMBURSEMENT FROM SEWER FUND	236,864.00				236,864.00	
01-1039-5998	MISCELLANEOUS INCOME	7,000.00	1,807.50	11,379.76	162.57	4,379.76-	
01-1047-4073	COMMUNITY-OTHER	20,000.00		8,947.17	44.74	11,052.83	
01-1047-4084	COMMUNITY LEGACY GRANT -REV	50,000.00	8,435.00	13,127.50	26.26	36,872.50	
01-1047-4103	ARTS & ENTERTAINMENT GRANTS	17,847.00		17,453.70	97.80	393.30	
01-1047-4180	POLICE GRANTS	22,500.00	10,368.00	37,243.25	165.53	14,743.25-	
01-1081-4040	BUILDING PERMITS	6,000.00	530.00	12,586.85	209.78	6,586.85-	
01-1081-4041	CERTIFICATE OF OCCUPANCY	200.00		650.00	130.00	150.00-	
01-1081-4044	MISCELLANEOUS PERMITS	500.00				500.00	
01-1081-4047	LANDLORD REGISTRATIONS	32,000.00				32,000.00	
01-1112-4051	PARKING FEES AND FINES	200.00	110.00	410.00	205.00	210.00-	
01-1112-4081	POLICE REIMBURSEMENT			1,900.95		1,900.95-	
01-1112-4099	RESERVE FUND-LEOPS	125,000.00				125,000.00	
01-1112-4201	SPEED CAMERA FEES	50,000.00	6,942.49	48,554.44	97.11	1,445.56	
01-1121-4083	FIRE DEPT COUNTY GRANT	97,000.00		75,000.00	77.32	22,000.00	
01-1121-4084	FIRE DEPT AMOSS FUNDS	2,024.00		2,024.00		2,024.00	
01-1252-4181	HIGHWAY USER FEES	198,662.00	56,649.39	126,877.58	63.87	71,784.42	
01-1252-4195	SOLID WASTE	70,000.00		36,480.00	52.11	33,520.00	
01-1252-5004	SOLID WASTE LATE CHARGES			29.40		29.40-	
01-1252-5996	BULK TRASH FEES / RECYCLE REBATES	4,000.00	500.24	2,017.59	50.44	1,982.41	
01-1252-5998	MISC INCOME- MORGAN'S RUN POND			376.92		376.92-	
Total Revenues		3,709,518.00	466,655.44	2,506,996.15	67.58	1,202,521.85	
01-1011-6002	PART TIME SALARY	25,000.00	1,923.10	16,346.35	65.39	8,653.65	
01-1011-6102	FICA EMPLOYER SHARE	1,890.00	147.12	1,250.52	66.17	639.48	
01-1011-6150	PHONE ALLOWANCE	2,400.00		1,197.99	49.92	1,202.01	
01-1011-7001	TRAVEL EXPENSES	1,000.00				1,000.00	
01-1011-7007	LESMA EXPENSE	800.00		130.00	16.25	670.00	

Date: 02/28/2025
Time: 9:21:40AM

Statement of Revenues & Expenditures

Town of Snow Hill
For Period Ending 02/28/2025

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ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01-1011-7010	MAYOR/COUNCIL DISCRETIONARY FUN	2,450.00	4,099.59	4,099.59	167.33	1,649.59-	
01-1011-7031	TRAINING EXPENSE	4,000.00	900.00	900.00	22.50	3,100.00	
01-1039-6001	FULL TIME SALARY	556,904.00	41,702.25	331,443.39	59.52	225,460.61	
01-1039-6015	OVERTIME	2,000.00	1,567.96	16,542.93	827.15	14,542.93-	
01-1039-6101	RETIREMENT	54,420.00		30,884.90	56.75	23,535.10	
01-1039-6102	FICA EMPLOYER SHARE	42,757.00	3,203.54	26,247.78	61.39	16,509.22	
01-1039-6103	WORKMANS COMPENSATION	3,000.00	50.44	1,041.06	34.70	1,958.94	
01-1039-6104	HEALTH INSURANCE	107,204.00	7,352.27	52,622.03	49.09	54,581.97	
01-1039-7002	INSURANCE/BLDG/AUTO LIABILITY	7,000.00		5,353.00	76.47	1,647.00	
01-1039-7003	ADVERTISING	5,788.00	66.25	1,752.05	30.27	4,035.95	
01-1039-7004	ELECTIONS EXPENSE	5,000.00		1,752.05	35.04	3,247.95	
01-1039-7005	OFFICE SUPPLIES & EQUIP	8,500.00	1,415.80	10,313.22	121.33	1,813.22-	
01-1039-7008	CHRISTMAS EXPENSE EMPLOYEE	4,000.00	427.52	3,076.09	76.90	923.91	
01-1039-7010	TOWN MANAGER DISCRETIONARY FND	2,500.00	199.27	902.29	36.09	1,597.71	
01-1039-7012	DUES & SUBSCRIPTIONS	2,500.00	199.27	2,820.91	112.84	320.91-	
01-1039-7013	POSTAGE	3,000.00	657.07	2,282.05	76.07	717.95	
01-1039-7014	CONTRACT COMPUTER SRVCS	45,150.00	28,661.62	44,716.47	99.04	433.53	
01-1039-7016	CONTRACT LEGAL SERVICES	70,000.00		46,347.00	66.21	23,653.00	
01-1039-7017	CONTRACT PROFESSIONAL SERVICES	20,000.00	9,899.88	17,700.13	88.50	2,299.87	
01-1039-7018	SUPPLIES	2,000.00	29.25	928.82	46.44	1,071.18	
01-1039-7021	CONTRACT AUDIT SRVCS	27,500.00	18,500.00	28,500.00	103.64	1,000.00-	
01-1039-7025	MEDIA, MARKETING & PROMOTIONS	39,000.00	802.28	20,925.36	53.65	18,074.64	
01-1039-7026	ARTS & ENTERTAINMENT EXPENSES	17,847.00	182.99	7,678.72	43.03	10,168.28	
01-1039-7031	TRAVEL/TRAINING ADMINISTRATION	6,000.00		1,147.40	19.12	4,852.60	
01-1039-7082	FARMERS MARKET	250.00				250.00	
01-1039-7100	UTILITIES/PHONE/WIFI	21,000.00	1,880.50	16,823.77	80.11	4,176.23	
01-1039-7200	MAINTENANCE	2,000.00	2,168.57	5,398.73	269.94	3,398.73-	
01-1039-7210	BEAUTIFICATION	480.00				480.00	
01-1039-7300	EQUIPMENT RENTAL/COPIER	5,000.00		3,656.37	73.13	1,343.63	
01-1039-7401	CODIFICATION OF ORDINANCES	4,000.00		2,040.00	51.00	1,960.00	
01-1039-7902	COUNTY PROPERTY TAXES	4,783.00		5,188.52	108.48	405.52-	
01-1039-7998	MISCELLANEOUS EXPENSE	13,788.00	218.97	9,720.72	70.50	4,067.28	
01-1047-5084	COMMUNITY LEGACY GRANT-EXPS	50,000.00		13,127.50	26.26	36,872.50	
01-1081-6098	SUBCONTRACTOR SERVICES		40.00	23,519.60		23,519.60-	
01-1112-6007	FULL TIME SALARY	485,840.00	34,165.66	288,504.51	59.38	197,335.49	
01-1112-6015	OVERTIME POLICE DEPT	17,500.00	1,088.31	17,731.11	101.32	231.11-	
01-1112-6016	PART-TIME SALARIES	10,454.00				10,454.00	
01-1112-6101	RETIREMENT	138,197.00		53,862.00	38.97	84,335.00	
01-1112-6102	FICA EMPLOYER SHARE	39,306.00	2,695.86	23,554.48	59.93	15,751.52	
01-1112-6103	WORKMANS COMPENSATION	60,000.00	2,212.93	21,542.52	35.90	38,457.48	
01-1112-6104	HEALTH INSURANCE	61,852.00	3,410.26	28,330.68	45.80	33,521.32	
01-1112-7002	INSURANCE BLDG/AUTO LIABILITY	16,000.00		17,185.00	107.41	1,185.00-	
01-1112-7005	OFFICE SUPPLIES & EQUIP	7,500.00	42.38	2,343.93	31.25	5,156.07	
01-1112-7014	CONTRACT COMPUTER SRVCS	11,560.00	136.93	14,496.92	125.41	2,936.92-	

Date: 02/28/2025
Time: 9:21:40AM

Statement of Revenues & Expenditures

Town of Snow Hill
For Period Ending 02/28/2025

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ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01-1112-7018	SUPPLIES	2,000.00	399.42	2,057.08	102.85	57.08-	
01-1112-7022	VEHICLE EQUIPMENT	16,850.00	896.82	9,185.69	54.51	7,664.31	
01-1112-7030	UNIFORMS	20,200.00	210.00	8,330.57	41.24	11,869.43	
01-1112-7031	TRAINING EXPENSE	30,350.00	245.92	10,722.60	35.33	19,627.40	
01-1112-7100	UTILITIES/PHONE/WIFI FY20PHONE	16,500.00	245.92	10,673.63	64.69	5,826.37	
01-1112-7200	EQUIP/BLDG MAINTENANCE	3,700.00	486.47	7,868.33	212.66	4,168.33-	
01-1112-7204	VEHICLE MAINTENANCE	22,000.00	13,485.39	17,116.58	77.80	4,883.42	
01-1112-7249	PROPANE/DELMARVA POWER FY20PR	9,000.00	529.84	5,454.57	60.61	3,545.43	
01-1112-7250	GASOLINE	30,000.00	1,897.84	11,174.19	37.25	18,825.81	
01-1112-7351	AXON BODY CAMS/TASERS	18,000.00		12,736.49	70.76	5,263.51	
01-1112-7908	CAPITAL IMPROVEMENTS	55,068.00		23.14	0.93	55,068.00	
01-1112-7998	MISCELLANEOUS EXPENSE	2,500.00		5,333.62	76.19	2,476.86	
01-1112-8000	COM. POLICING/NEIGH. WATCH	7,000.00				1,666.38	
01-1112-8002	I.A.C.P.	1,250.00				1,250.00	
01-1121-7000	OPERATING EXPENSES	175,000.00		175,000.00	100.00	0.00	
01-1121-7100	UTILITIES/PHONE/WIFI	6,000.00		2,677.86	44.63	3,322.14	
01-1121-7104	FIRE DEPT. AMOSS FUNDS DISPERSED	2,024.00				2,024.00	
01-1121-7801	COUNTY PASS THRU FUNDS- OUTTOV	97,000.00		75,000.00	77.32	22,000.00	
01-1252-6001	FULL TIME SALARY	309,333.00	25,260.55	202,447.95	65.45	106,885.05	
01-1252-6002	PART TIME SALARY	32,044.00	1,602.18	13,788.81	43.03	18,255.19	
01-1252-6015	PW OVERTIME	12,500.00	1,420.91	14,916.04	119.33	2,416.04-	
01-1252-6101	RETIREMENT	39,339.00		33,022.27	83.94	6,316.73	
01-1252-6102	FICA EMPLOYER SHARE	27,071.00	2,092.09	17,320.45	63.98	9,750.55	
01-1252-6103	WORKMANS COMPENSATION	16,000.00	1,919.84	15,468.26	96.68	531.74	
01-1252-6104	HEALTH INSURANCE	91,783.00	6,234.52	52,336.24	57.02	39,446.76	
01-1252-7002	INSURANCE AUTO/BLDG LIABILITY	20,000.00		11,622.00	58.11	8,378.00	
01-1252-7005	OFFICE SUPPLIES & EQUIPMENT	1,000.00	7.99	153.44	15.34	846.56	
01-1252-7014	CONTRACT COMPUTER SERVICES	750.00	435.52	435.52	58.07	314.48	
01-1252-7018	SUPPLIES	800.00		337.00	42.13	463.00	
01-1252-7023	MOSQUITO CONTROL	5,000.00		3,755.70	75.11	1,244.30	
01-1252-7024	FESTIVAL EXPENSE	3,000.00		1,360.00	45.33	1,640.00	
01-1252-7030	UNIFORMS	2,700.00	254.23	2,823.16	104.56	123.16-	
01-1252-7031	TRAINING	2,500.00	350.00	2,483.01	99.32	16.99	
01-1252-7050	OPERATING/STREET SUPPLIES	30,000.00	70.01	14,729.61	49.10	15,270.39	
01-1252-7100	UTILITIES/PHONE/WIFI FY20PHONE	123,000.00		80,500.14	65.45	42,499.86	
01-1252-7200	EQUIP/BLDG MAINTENANCE FY20EQUIP	30,000.00	2,319.17	30,774.26	102.58	774.26-	
01-1252-7204	VEHICLE MAINTENANCE	15,000.00	17.57	4,862.28	32.42	10,137.72	
01-1252-7212	STREET MAINTENANCE	127,000.00		66,957.38	52.72	60,042.62	
01-1252-7249	PROPANE	5,000.00		1,807.41	36.15	3,192.59	
01-1252-7250	GASOLINE AND DIESEL	28,000.00	1,223.20	8,805.67	31.45	19,194.33	
01-1252-7251	TIPPING FEES	85,000.00	6,139.20	46,867.90	55.14	38,132.10	
01-1252-7300	EQUIPMENT RENTAL	800.00				800.00	
01-1252-7908	CAPITAL IMPROVEMENTS	40,000.00				40,000.00	
01-1252-7998	MISC EXPENSE	1,000.00	563.34	728.21	72.82	271.79	

Statement of Revenues & Expenditures

Town of Snow Hill
For Period Ending 02/28/2025

ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
01-1814-7002	INSURANCE-BLDG/AUTO/LIABILITY	2,100.00		2,737.00	130.33	637.00-	
01-1814-7005	OFFICE SUPPLIES & EQUIP	250.00				250.00	
01-1814-7018	SUPPLIES	2,000.00		97.74	4.89	1,902.26	
01-1814-7100	UTILITIES/PHONE/WIFI	10,000.00		6,424.65	64.25	3,575.35	
01-1814-7200	EQUIP/BLDG MAINTENANCE	6,000.00	180.94	3,368.69	56.14	2,631.31	
01-1814-7210	BEAUTIFICATION	2,000.00		280.50	14.03	1,719.50	
01-1814-7230	PARK REPAIRS/SUPPLIES	4,000.00		3,024.50	75.61	975.50	
01-1814-7413	PORTABLE BATHROOMS	6,000.00	359.00	3,022.00	50.37	2,978.00	
01-1814-7908	CAPITAL IMPROVEMENTS			20,881.20		20,881.20-	
01-1815-6005	FULL TIME SALARY	42,000.00				42,000.00	
01-1815-6012	PART TIME SALARY	19,145.00				19,145.00	
01-1815-6101	MUSEUM RETIREMENT	6,451.00				6,451.00	
01-1815-6102	FICA EMPLOYER SHARE	4,677.00				4,677.00	
01-1815-6103	WORKERS COMPENSATION	600.00	11.36	90.09	15.02	509.91	
01-1815-6104	HEALTH INSURANCE	10,803.00		7.15	0.07	10,795.85	
01-1815-7002	INSURANCE-BLDG/AUTO/LIABILITY	810.00		1,248.00	154.07	438.00-	
01-1815-7200	EQUIP/BLDG MAINTENANCE	3,150.00	109.26	109.26	3.47	3,040.74	
01-1815-7445	MUSEUM GRANT OPERATIONS	7,350.00	602.81	4,092.91	55.69	3,257.09	
Total Expenditures		3,709,518.00	234,174.37	2,251,217.16	60.69	1,458,300.84	
Totals for FUND:			232,481.07	255,778.99	64.14	2,660,822.69	
01 (GENERAL FUND)							

Date: 02/28/2025
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Statement of Revenues & Expenditures

Town of Snow Hill
For Period Ending 02/28/2025

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ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
02-1231-4099	RESERVE FUNDS	78,874.00		296,131.12	55.55	78,874.00	
02-1231-5000	METERED WATER RECEIPTS	533,087.00		104.90	3.50	236,955.88	
02-1231-5004	LATE CHARGES	3,000.00		19,791.20	565.46	2,895.10	
02-1231-5007	INSTALLATION FEES/PERMITS	3,500.00	18,970.00	5,044.76	50.45	16,291.20-	
02-1231-5010	CAPITAL IMPROVEMENT FEE REVENUE	10,000.00				4,955.24	
02-1231-5803	INTEREST INCOME	16,000.00				16,000.00	
02-1231-5944	REIMBURSEMENT FROM SEWER	159,706.00				159,706.00	
02-1231-5998	MISC INCOME		695.00	2,378.50		2,378.50-	
Total Revenues		804,167.00	19,665.00	323,450.48	40.22	480,716.52	
02-1231-6001	FULL TIME SALARY	219,185.00	16,749.42	137,304.22	62.64	81,880.78	
02-1231-6015	OVERTIME	9,000.00	516.16	4,763.97	52.93	4,236.03	
02-1231-6101	RETIREMENT	26,236.00		19,702.83	75.10	6,533.17	
02-1231-6102	EMPLOYER FICA	17,341.00	1,279.46	10,657.63	61.46	6,683.37	
02-1231-6103	WORKMAN'S COMPENSATION	4,000.00	349.43	2,771.07	69.28	1,228.93	
02-1231-6104	HEALTH INSURANCE	49,150.00	1,418.45	12,823.92	26.09	36,326.08	
02-1231-7002	INSURANCE-AUTO/BLDG LIABILITY	22,500.00		33,687.00	149.72	11,187.00-	
02-1231-7003	ADVERTISING	1,000.00				1,000.00	
02-1231-7005	OFFICE SUPPLIES & EQUIPMENT	2,250.00	87.67	2,059.52	91.53	190.48	
02-1231-7012	DUES & SUBSCRIPTIONS	1,000.00		300.00	30.00	700.00	
02-1231-7013	POSTAGE	1,600.00	174.09	964.30	60.27	635.70	
02-1231-7014	CONTRACT COMPUTER SERVICES	2,000.00				2,000.00	
02-1231-7016	CONTRACT LEGAL SERVICES	5,000.00		2,640.00	52.80	2,360.00	
02-1231-7017	CONTRACT PROFESSIONAL SERVICES	5,000.00	1,925.00	6,729.88	134.60	1,729.88-	
02-1231-7018	SUPPLIES	500.00		211.48	42.30	288.52	
02-1231-7030	UNIFORMS	500.00		738.98	147.80	238.98-	
02-1231-7031	TRAINING	1,250.00		1,101.00	88.08	149.00	
02-1231-7050	OPERATING SUPPLIES	12,000.00	795.81	6,371.00	53.09	5,629.00	
02-1231-7051	CHEMICALS	46,000.00	2,354.55	14,304.63	31.10	31,695.37	
02-1231-7052	LABORATORY ANALYSIS	15,000.00	520.00	13,086.66	87.24	1,913.34	
02-1231-7100	UTILITIES/PHONE/WIFI FY20PHONE	25,000.00	225.36	13,670.10	54.68	11,329.90	
02-1231-7200	EQUIP/BLDG MAINTENANCE	57,500.00	2,106.00	32,274.71	56.13	25,225.29	
02-1231-7204	VEHICLE MAINTENANCE	1,000.00	18.12	327.21	32.72	672.79	
02-1231-7205	WATER SYSTEM MAINTENANCE	80,000.00	15,848.73	65,422.90	81.78	14,577.10	
02-1231-7208	WELL MAINTENANCE	20,000.00	123.50	5,873.50	29.37	14,126.50	
02-1231-7250	GASOLINE	2,500.00	182.69	1,618.11	64.72	881.89	
02-1231-7299	REIMBURSEMENT TO GENERAL FUND	177,655.00				177,655.00	
02-1231-7998	MISC EXPENSE		395.00	395.00		395.00-	
Total Expenditures		804,167.00	45,069.44	389,799.62	48.47	414,367.38	
Totals for FUND:			25,404.44-	66,349.14-	44.35	895,083.90	
02 (WATER FUND)							

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Statement of Revenues & Expenditures

Town of Snow Hill
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ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
03-0000-5902	BRFF DEFERRED REVENUE ACCOUNT	58,674.00		29,785.75	50.76	28,888.25	
03-0000-5903	BRFF PENALTY REVENUE ACCOUNT			19.10		19.10-	
03-1047-5999	MDE OPERATING GRANT	30,000.00				30,000.00	
03-1244-4099	RESERVE FUNDS	226,641.00				226,641.00	
03-1244-5002	METERED SEWER CHARGE	914,056.00		508,635.44	55.65	405,420.56	
03-1244-5004	LATE CHARGES	6,000.00		196.07	3.27	5,803.93	
03-1244-5007	INSTALLATION FEES	21,000.00	28,800.00	28,800.00	137.14	7,800.00-	
03-1244-5201	SEPTAGE REVENUE	140,000.00		200.00	0.14	139,800.00	
03-1244-5803	INTEREST INCOME	80,000.00				80,000.00	
03-1244-5998	MISC INCOME		6,540.34	6,873.84		6,873.84-	
Total Revenues		1,476,371.00	35,340.34	574,510.20	38.91	901,860.80	
03-1244-7002	INSURANCE-AUTO/BLDGLIABILITY	22,000.00		33,687.00	153.12	11,687.00-	
03-1244-7003	ADVERTISING	500.00		1,496.04	99.74	500.00	
03-1244-7005	OFFICE SUPPLIES & EQUIP	1,500.00	87.67	953.78	57.80	666.22	
03-1244-7013	POSTAGE	1,650.00	174.10	665.00	22.17	2,335.00	
03-1244-7014	CONTRACT COMPUTER SERVICE	3,000.00		5,725.00	114.50	725.00-	
03-1244-7016	CONTRACT LEGAL SERVICES	5,000.00	245.00	12,398.70	123.99	2,398.70-	
03-1244-7017	CONTRACT PROFESSIONAL SERVICES	10,000.00	128.33	218.33	27.29	581.67	
03-1244-7018	SUPPLIES	800.00		1,225.08	122.51	225.08-	
03-1244-7030	UNIFORMS	1,000.00		1,480.00	65.78	770.00	
03-1244-7031	TRAINING	2,250.00		3,930.14	17.47	18,569.86	
03-1244-7050	OPERATING SUPPLIES	22,500.00	637.75	123,894.27	41.30	176,105.79	
03-1244-7051	CHEMICALS	300,000.00	520.00	9,654.76	9.95	87,345.24	
03-1244-7052	LABORATORY ANALYSIS	97,000.00	111.84	70,945.71	54.57	59,054.29	
03-1244-7100	UTILITIES/PHONE/WIFI FY20PHONE	130,000.00	8,426.85	50,583.46	56.20	39,416.54	
03-1244-7200	EQUIP/BLDG MAINTENANCE	90,000.00		1,247.25	62.36	752.75	
03-1244-7204	VEHICLE MAINTENANCE	2,000.00		34,266.68	42.83	45,733.32	
03-1244-7205	SEWER SYSTEM MAINTENANCE	80,000.00	2,911.48	43,697.29	67.23	21,302.71	
03-1244-7206	PLANT MAINTENANCE	65,000.00		19,494.57	64.98	10,505.43	
03-1244-7207	LIFT STATION MAINTENANCE	30,000.00		1,618.11	20.23	6,381.89	
03-1244-7250	GASOLINE	8,000.00	182.70	38,260.96	63.77	21,739.04	
03-1244-7251	TIPPING FEES SLUDGE	60,000.00	5,745.60			159,706.00	
03-1244-7292	REIMBURSEMENT TO WATER FUND	159,706.00		61,359.15	69.00	27,567.85	
03-1244-7299	REIMBURSEMENT TO GENERAL FUND	236,864.00		971.25	45.33	32,076.27	
03-1244-7901	LOAN REPAYMENT	88,927.00		26,597.73	36.87	932,000.80	
03-1244-7998	MISC EXPENSE	58,674.00		30,140.00	37.89	1,833,861.60	
03-1244-9000	BRFF FUNDS RELEASED						
Total Expenditures		1,476,371.00	31,968.15	544,370.20	36.87	932,000.80	
Totals for FUND:			3,372.19	30,140.00	37.89	1,833,861.60	
03 (SEWER FUND)							

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ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
04-0000-5803	INTEREST INCOME			442.56-		442.56	
Total Expenditures				442.56-	0.00	442.56	
Totals for FUND: 04 (HUD FUND)				442.56	0.00	442.56	

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ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
05-0000-4000	TRANSFER FROM GENERAL FUND	369,611.00		50,000.00	33.89	369,611.00	
05-1039-4202	COUNTY IN LIEU TAXES -CIP	147,540.00		41,500.00	21.94	97,540.00	
05-1047-4073	GRANTS-OTHER	189,139.50				147,639.50	
05-1047-4102	AMERICAN RESCUE PLAN ARPA	279,353.00				279,353.00	
Total Revenues		985,643.50		91,500.00	9.28	894,143.50	
05-1039-1801	RIVERVIEW/BANK ST PROJECT	77,650.50	1,372.40	125,773.47	161.97	48,122.97-	
05-1039-1802	MATCHING FUNDS FOR GRANTS	100,000.00		1,150.00	1.15	98,850.00	
05-1039-1806	PNC BANK BUILDING			12,385.59		12,385.59-	
05-1039-1821	ACCOUNTING & HR SOFTWARE	60,000.00	28,361.62-	32,065.99	53.44	27,934.01	
05-1039-1822	COMPREHENSIVE PLAN	50,000.00		60,410.42	98.37	50,000.00	
05-1047-5102	AMERICAN RESCUE PLAN EXPENSES	61,410.00				999.58	
05-1112-1811	POLICE BUILDING REHABILITATION	5,000.00				5,000.00	
05-1112-1812	POLICE PATROL VEHICLES	58,800.00	4,589.00	36,712.00	62.44	22,088.00	
05-1112-1813	POLICE ATV	20,000.00		20,193.98	100.97	193.98-	
05-1112-1814	POLICE RADIOS	40,000.00		39,600.00	99.00	400.00	
05-1252-1838	STREET SWEEPER LEASE	38,295.00		38,294.83	100.00	0.17	
05-1252-1839	2022 RAM 2500 LEASE	7,189.00		7,188.92	100.00	0.08	
05-1252-1840	FORD 150 PLOW LEASE	8,436.00		8,435.64	100.00	0.36	
05-1252-1841	DUMP TRUCK	41,700.00		40,670.03	97.53	1,029.97	
05-1252-1842	UTILITY TRAILER	26,000.00				26,000.00	
05-1252-1845	STREET PAVING	40,000.00		40,000.00	100.00	0.00	
05-1252-1846	BIKEWAYS PROJECT	247,540.00				247,540.00	
05-1812-1804	BES NOTE PAYMENT	25,000.00		25,000.00	100.00	0.00	
Total Expenditures		907,020.50	22,400.22-	487,880.87	53.79	419,139.63	
Totals for FUND:		78,623.00	22,400.22	396,380.87-	30.61	1,313,283.13	
05 (GENERAL FUND CAPITAL)							

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ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
08-1047-4073	GRANTS-OTHER	168,546.00				168,546.00	
08-1047-4075	PURNELL ST RECONSTRUCTION-WATE	360,388.00				360,388.00	
08-1047-4102	ARPA GRANT	102,141.00				102,141.00	
08-1231-4076	PURNELL ST WATER LOAN	360,388.00				360,388.00	
Total Revenues		991,463.00			0.00	991,463.00	
08-1231-1860	120 WATER PROJECT LEAD & COPPER	168,546.00		5,738.56	3.40	162,807.44	
08-1231-1865	PURNELL ST RECONSTRUCTION	662,576.00	92,434.82	309,500.39	46.71	353,075.61	
08-1231-1866	CIP METER REPLACEMENTS	50,000.00		10,885.00	21.77	39,115.00	
Total Expenditures		881,122.00	92,434.82	326,123.95	37.01	554,998.05	
Totals for FUND:		110,341.00	92,434.82	326,123.95	17.42	1,546,461.05	
08 (WATER FUND CAPITAL)							

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ACCOUNT	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	% USED	BUDGET REMAINING	PRIOR YEAR TO DATE
09-0000-4000	SEWER-APPROPRIATION FUND BALANC	969,676.00				969,676.00	
09-1047-4073	GRANTS-OTHER	1,555,362.00				1,555,362.00	
09-1047-4074	MARKET ST SLEEVE	353,885.00		341,103.99	96.39	12,781.01	
09-1047-4075	PURNELL ST RECONSTRUCTION SEWE	859,191.00				859,191.00	
09-1047-4102	ARPA GRANTS	95,504.00				95,504.00	
Total Revenues		3,833,618.00		341,103.99	8.90	3,492,514.01	
09-1244-1854	UPDATE WELLS WASHINGTON/ROSS			16,260.02		16,260.02-	
09-1244-1855	IMPELLER PUMP SPARE	40,000.00				40,000.00	
09-1244-1856	VEHICLE REPLACEMENT	10,500.00				10,500.00	
09-1244-1857	ULTRAVIOLET DISINFECTION	921,060.00				921,060.00	
09-1244-1859	AERATOR PUMP	22,500.00				22,500.00	
09-1244-1861	MARKET ST SLEEVE	353,885.00		339,520.19	95.94	14,364.81	
09-1244-1862	I & I STUDY	790,070.00				790,070.00	
09-1244-1864	PROBES/EQUIPMENT	260,000.00		251,195.43	96.61	8,804.57	
09-1244-1865	PURNELL ST RECONSTRUCTION	808,834.00	90,694.67	213,654.13	26.42	595,179.87	
09-1244-1866	PIPE HUNTER VAC	34,022.00	34,051.77	34,051.77	100.09	29.77-	
Total Expenditures		3,240,871.00	124,746.44	854,681.54	26.37	2,386,189.46	
Totals for FUND:		592,747.00	124,746.44-	513,577.55-	16.90	5,878,703.47	
09 (SEWER FUND CAPITAL)		781,711.00	15,667.78	1,016,069.96-			
Excess of Revenues over Expenditures for Report							

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 Svcs	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 #					