



**Mayor and Town Council
Work Session
April 1, 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. Presentation from the Snow Hill branch of the Worcester County Library for their annual draw from the Beulah Riley Fund.
2. Establishment of a schedule of work sessions to consider the Mayor's proposed budget for FY2025-26.
3. Request from Councilman Lee to consider the county's outreach for participation in a citizen survey regarding housing needs.
4. Changes to trash collection policies
5. Vote to convene in Closed Session 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**
6. Meet in Closed Session
7. Adjourn Closed Session & Re-convene in Open Session
8. Statement reporting on the Closed Session

6:30 pm: Public Comment: members of the public may register to speak for up to three minutes on

This agenda may be subject to change.

any municipal question or matter under established protocols.

6:30 pm: Announcements from the Mayor & Council

6:35 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 Ringenary at adminco@snowhillmd.com.

To the Committee of the Snow Hill Library
Funding Request 2025

Thanks to the continued support of the Beulah Riley Fund, the Snow Hill Branch was able to fulfill many of its proposed initiatives during 2024. We created a Nature Center, improved the garden and held family programs outside, expanded our programming for children, teens, and adults, updated displays, and added imaginative play in the children's area. We were able to create study spaces and expand the usability of the branch for students and small business owners. We also were able to update our nonfiction materials and media which has increased our circulation. There are photos attached of some of these projects and improvements.

For 2025, the Riley Committee is requesting \$40,000. \$1,000 is requested to be awarded to a Snow Hill High School student for the Beulah Riley Scholarship. \$8,500 is requested for the materials budget. During 2025, there will be an in-depth evaluation of the library materials and updating of outdated or damaged items. \$5,000 is requested for continuing education for our staff and costs associated with attending conferences including the Maryland Library Association Conference. \$6,000 is requested for programming supplies, which will be used for both adult and children's programming. There will be an increase in offsite programming during 2025-2026 (including at Worcester County Recreation and Parks and the Worcester Jail) which may require new supplies, performers, and storage for program supplies. \$3,500 is requested for archival supplies for our history department. Our special collections continue to be digitized and organized, which will continue during the renovation, and the materials being stored need to be stored with care. This would include acid-free folders, boxes, and divider sheets. We are requesting \$4,000 for the Nature Center in order to get signage, a commemorative plaque for those who have supported the project, and more hands-on activities. We would also like to purchase a Little Free Library with the intent to work with the town to allow access to free books outside of library hours. For the garden project, we are asking for \$1,500. This year we did a lot of maintenance of the garden (which included removal of dead plants and treating poison ivy) with assistance from the Lower Shore Land Trust. We will continue to improve by planting native species, purchasing markers/signs, and having more hands-on activities in the garden. For our study and business resources, we are asking for \$6,000. A new study room is expected and will require furnishings like a table, multi device charger tower, and seating. Lastly, we are asking for \$4,500 for storage which may include containers or furnishings. With the expected renovation, there will be an in-depth cleaning of the library. Some materials (display items, program items, children's area items, etc) may need new storage containers and organizational furnishings.

Thank you for your consideration, we are grateful for the generosity the Riley Bequest has contributed to the Snow Hill library. It has allowed us to serve our community as best as possible. We hope to continue our progress with your support.

Riley request 2025-2026

Scholarship	\$1,000
Archival Supplies	\$3,500
Garden Supplies	\$1,500
Con't Ed	\$5,000
Programming	\$6,000
Nature Center	\$4,000
Add't Materials	\$8,500
Small Bus/Study	\$6,000
Storage	\$4,500
Total Ask	\$40,000

2024-2025

Updated display furnishings and shelf markers for children's area and nonfiction collection



Nature center and nutrition focused imaginative play for the children's area





P.O. Box 5
24 N Main St
Berlin, MD 21811

tel: 410.641.1700 | web: taylorbank.com | Member FDIC
tel banking: local 410.629.1320 | long distance: 800.764.2686

MAYOR AND COUNCIL OF SNOW HILL
P. O. BOX 348
SNOW HILL MD 21863

Date 2/28/25 Page 1
Primary Account Acct Ending 8501
Items

Summary of Accounts

ACCOUNT NUMBER	ACCOUNT TITLE	Current Balance
Acct Ending [REDACTED]	Business Money Market	12,008.55

Checking Accounts

Account Title: MAYOR AND COUNCIL OF SNOW HILL

Business Money Market	Acct Ending 8501	Number of Items	0
Account Number	12,009.40	Statement Dates	2/03/25 thru 3/02/25
Previous Balance	.00	Days in the statement period	28
Deposits/Credits	9.40		
1 Checks/Debits	.00		
Service Charge	8.55	Interest Earned	9.20
Interest Paid	12,008.55	Annual Percentage Yield Earned	1.00%
Current Balance		2025 Interest Paid	17.95

Deposits and other credits

DATE	DESCRIPTION	AMOUNT	REF
2/28	Interest Deposit	8.55	

Checks and Withdrawals

DATE	DESCRIPTION	AMOUNT	REF
2/03	Investment Sweep to DDA	9.40-	

Daily Balance Summary

DATE	BALANCE	DATE	BALANCE
2/03	12,000.00	2/28	12,008.55

MEMBER FDIC

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION





MAYOR AND COUNCIL OF SNOW HILL
P. O. BOX 348
SNOW HILL MD 21863

Date 2/28/25 Page 2
Primary Account Acct Ending 8501
Items

Interest Rate Summary

2/02 1.000000%

Calvin B Taylor Banking Company
24 North Main St
Berlin, MD 21811

08534



RETURN SERVICE REQUESTED

132541-03A
Mayor and Council of Snow Hill
P.O. Box 348
Snow Hill, MD 21863

Contact Us
410-641-1700
jcoll@taylorbank.com
www.taylorbank.com



Account
Mayor and Council of Snow Hill

Date
02/28/2025

Page
1 of 2

IntraFi Cash Service™, or ICS®, Monthly Statement

The following information is a summary of activity in your account(s) for the month of February 2025 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Cash Service. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law. Certain conditions must be satisfied for "pass-through" FDIC deposit insurance coverage to apply. To meet the conditions for pass-through FDIC deposit insurance, deposit accounts at FDIC-insured banks in IntraFi's network that hold deposits placed using an IntraFi service are titled, and deposit account records are maintained, in accordance with FDIC regulations for pass-through coverage.

Summary of Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
[REDACTED]	Savings	3.00%	\$109,421.91	\$109,683.42
TOTAL			\$109,421.91	\$109,683.42

CONTAINS CONFIDENTIAL INFORMATION

IntraFi and ICS are registered service marks, and IntraFi Cash Service is a service mark, of IntraFi Network, LLC.



DETAILED ACCOUNT OVERVIEW

Account ID: ██████████
Account Title: Mayor and Council of Snow Hill

Account Summary - Savings

Account Summary - Savings		Account Summary - Savings	
Statement Period	2/1-2/28/2025	Average Daily Balance	\$109,439.31
Previous Period Ending Balance	\$109,421.91	Interest Rate at End of Statement Period	3.00%
Total Program Deposits	9.40	Annual Percentage Yield Earned	3.05%
Total Program Withdrawals	(0.00)	YTD Interest Paid	476.56
Interest Capitalized	252.11		
Current Period Ending Balance	\$109,683.42		

Account Transaction Detail

Date	Activity Type	Amount	Balance
02/04/2025	Deposit	\$9.40	\$109,431.31
02/28/2025	Interest Capitalization	252.11	109,683.42

Summary of Balances as of February 28, 2025

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
Western Alliance Bank	Phoenix, AZ	57512	\$109,683.42

Welcome Lounell Hamstead

Fund Summary



(<https://www.cfes.org/>)

Fund SHLE - Beulah V. Riley Snow Hill Library Fund

* Indicates you are an advisor for this fund.

Available Balance **\$0.00**

Pending Grants & Payments **\$0.00**

As of 3/26/2025 12:31 PM EST 

Fund Statement

* You will only be able to view details for items if you are a fund Advisor.

NOTE: The fiscal year starts in July.

Description	This Fiscal Year to Date	Last Fiscal Year
Beginning Fund Balance	\$1,074,305.28	\$1,056,341.84
Gifts Received & Transfers In	\$0.00	\$0.00
Investment Returns, net of fees	\$71,991.81	\$75,793.48
Administrative Fees	-\$6,213.93	-\$8,638.31
Adminstrative Fees	\$0.00	\$0.00
Grants Made & Transfers Out	-\$50,491.19	-\$49,191.73
Other Expenses	\$0.00	\$0.00
Ending Fund Balance	\$1,089,591.97	\$1,074,305.28

VISIT US

1324 Belmont Ave., Ste. 401
Salisbury, Maryland 21804
Tel: 410.742.9911



[\(https://www.cfes.org/\)](https://www.cfes.org/)



[\(https://www.facebook.com/CFEasternShore/\)](https://www.facebook.com/CFEasternShore/)



[\(https://www.instagram.com/communityfoundationES/\)](https://www.instagram.com/communityfoundationES/)



[/cfesnonprofit](https://twitter.com/cfesnonprofit)



[/52-1326014](https://www.guidestar.org/profile)

[/52-1326014](https://www.guidestar.org/profile)



[\(https://www.cfstandards.org/\)](https://www.cfstandards.org/)



Budget schedule in relation to Mayor and Town Council work sessions and meetings scheduled for 2025

Date	Work Session – typical 5:00pm start	Budget specific meetings	Town Hall Meetings – typical 7:00pm start
1/7/25	X		
1/14/25	X (rescheduled from Jan 7 weather cancellation)		X
1/16/25	Special Meeting		
1/28/25	X – Work Session, Budget topics for discussion to present to County for Feb 12 County Commissioners submission		
2/4/25	X – Work Session and Special Meeting		
2/5/2025		Individual and Department meetings with Town Manager, Finance Manager, AP and AC	
2/11/25			X – rescheduled for Feb 18, 2025
2/18/25		Individual meetings cont.	X
2/19/25		Fire Dept Budget meeting with Mayor, TM, FM and AC	
2/20/25		Public Works, WWTP, Police and Code meetings with Mayor, TM, FM and AC	
2/25/25	X – Work Session – schedule budget sessions with Mayor		
3/4/25	X -Work Session with budget on agenda?	Mayor to present at County Commissioners	
3/11/25			X
3/18/25	X – Special Session		
3/21/25		AD to OC Digest for Public Hearing, running 4/3/25 & 4/10/25	
3/25/25	X – Work Session – Mayor presents budget to Council.		
4/1/25	X – Work Session		

April

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Jean not available	8 Jean not available	9 Jean not available	10 Jean not available	11 Jean not available	12
13	14	15	16 Jean not available	17	18	19
20	21	22 Jean not available	23	24	25	26
27	28	29	30			

May

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Chapter 131. Penalties, Fees, Fines and Other Charges

§ 131-11. Trash roll carts.

[Added 11-10-2015 by Ord. No. 2015-08]

- A. Residential properties:
[Amended 5-8-2018 by Ord. No. 2018-03]
 - (1) Per mandatory cart, billed quarterly: \$20.
 - (2) Additional Town-owned carts: \$20 per roll cart, billed quarterly.
- B. Light commercial properties.
 - (1) Per cart: \$60.

§ 131-12. Bulk trash collection.

[Added 11-10-2015 by Ord. No. 2015-08]

- A. Yard waste or vegetative materials:
 - (1) No cost.
- B. Nonvegetative materials:
 - (1) Minimum fee of \$25, with review by Public Works for actual cost.

Town of Snow Hill, MD
Friday, March 28, 2025

Chapter 155. Solid Waste

[HISTORY: Adopted by the Mayor and Council of the Town of Snow Hill 11-10-2015 by Ord. No. 2015-11.^[1] Amendments noted where applicable.]

GENERAL REFERENCES

Brush, grass and weeds — See Ch. 53.

Unsafe buildings — See Ch. 60.

Housing standards — See Ch. 101.

Littering — See Ch. 109.

Penalties, fees, fines and other charges — See Ch. 131.

Abandoned vehicles — See Ch. 182.

[1] *Editor's Note: This ordinance also provided for the repeal of former Ch. 155, Solid Waste, adopted as follows: Art. I, Recycling, adopted 6-9-1992 by Ord. No. 1992-5, as amended; Art. II, Trash and Bulk Trash Collection, adopted 2-11-1997 by Ord. No. 1997-1; Art. III, Removal of Refuse, adopted 2-11-1997 by Ord. No. 1997-2.*

§ 155-1. Definitions.

The following definitions shall apply:

BUILDING MATERIAL

Lumber, brick, stone, carpet, plumbing materials, plaster, concrete, floor coverings, roofing material, gutters or other material or substances accumulated as a result of construction, repairs or additions to existing structures or accessory structures or demolition of those.

BULK WASTE

Large items of refuse, including, but not limited to: appliances; furniture; large auto parts; trees, branches and stumps; and construction and remodeling waste, which cannot be handled by normal municipal waste processing, collection or disposal methods.

COLLECTION

The act of removing solid waste from a point of generation to an approved disposal site. Collection shall be at the curb for roll-out cart, yard waste, bulk and recyclable items.

CONTAINER

A portable device in which solid waste is held for storage or transportation.

CONTRACTOR

A person, business or corporation which provides goods or services to another person/entity under terms specified in a contract.

CUSTOMERS

Residential units and light commercial entities located within the Town limits.

DISPOSAL

The deposition, injection, dumping, spilling, leaking or placing of solid waste into or on the land or water in a manner that the solid waste or a constituent of the solid waste enters the environment, is

emitted into the air or is discharged to the waters.

FEE

An amount established by the Mayor and Council for the collection of solid waste.

FOUL ODOR

Offensive odors emanating from, but not limited to, garbage.

GARBAGE

Waste resulting from animal, grain, fruit or vegetable matter.

HAZARDOUS WASTE

Any industrial by-product, especially from the manufacturing of chemicals, that is destructive to the environment or dangerous to the health of people or animals. Examples include, but are not limited to: car batteries, solvents, pesticides, herbicides, paints, waste oil, tires, propane tanks and appliances containing Freon.

HEAVY COMMERCIAL ENTITY

A business entity within the Town limits that generates a volume of solid waste that cannot be accommodated in fewer than four roll-out carts.

HOUSEHOLD TRASH

Any waste accumulation of paper, sweepings, rags, bottles, cans or other matter of any kind, which is usually attendant to housekeeping, excluding recyclables and garbage.

INDUSTRIAL WASTE

Solid waste generated by industrial processes and manufacturing.

LIGHT COMMERCIAL ENTITY

A business entity within the Town limits that generates a volume of solid waste that can be adequately accommodated by no more than four roll-out carts.

MULTIFAMILY HOUSING

Residential housing consisting of more than six livable units.

NONRESIDENTIAL PROPERTIES

Any property which is not a residential unit within the meaning of "residential units" as defined in this Code. Such properties include, but are not limited to: multifamily dwellings; commercial and industrial properties; strip malls and/or "mini-mart" plazas; institutional establishments; or any combination of the aforementioned uses. Such properties shall also include vacant land.

OCCUPANT

Any person, including the owner or operator, living, working or sleeping in a unit.

OWNER

Any legally responsible person who, alone or jointly or severally with others:

- A. Shall have legal title to any regulated residential or commercial properties, with or without accompanying actual possession thereof; or
- B. Shall have charge, care or control of any regulated residential or commercial properties, as owner or agent of the owner or any executor, administrator, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this chapter and of the rules and regulations adopted pursuant thereto to the same extent as if he were the owner.

PHYSICAL DISABILITY

A medical condition verified by a registered physician that makes an individual either physically unable to bring a roll-out cart to the curbside for collection and/or that makes undertaking that act

clearly and seriously threatening to that person's health.

RECYCLABLES

The collection, separation, recovery and sale or reuse of metals, glass, paper, cardboard, plastics and other materials which would otherwise be disposed of or processed as municipal waste.

RECYCLING BIN

A container approved by the Town for the collection of recyclable materials.

REFUSE

All materials which are discarded as useless. Such materials may include, but are not limited to: shrub cuttings; grass clippings; leaves; cardboard; paper; bottles; cans; clothing; and plastic containers, which can be handled by normal municipal waste processing, collection or disposal methods.

RESIDENTIAL UNITS

Single-family detached, single-family semidetached and single-family attached residential housing units and apartments with three or fewer units.

ROLL-OUT CART

A ninety-six-gallon container having wheels and a hinged lid, issued by the Town, owned by the Town, for the disposal of refuse, as defined.

SOLID WASTE

Garbage, refuse and other discarded materials, including, but not limited to: solid, semisolid, liquid and contained gaseous materials resulting from municipal, industrial, commercial, agricultural and residential activities.

STORAGE

The containment of waste on a temporary basis which does not constitute disposal of the waste.

TOWN

The Town of Snow Hill, Maryland.

WASTE

A material whose original purpose has been completed and which is directed to a disposal or processing facility or is otherwise disposed.

YARD WASTE

Grass, weeds, leaves, tree trimmings, plants, shrubbery pruning and other similar materials which are generated in the maintenance of yards and gardens, and which are separated from other solid waste materials and placed in a designated collection area. Yard waste shall not include trees, tree limbs, brush and other material resulting from commercial tree trimmers and/or lawn care services.

§ 155-2. Purpose; intent; amendment.

- A. The purpose of this chapter is to establish regulations for the disposal of solid waste in the Town of Snow Hill and to comply with mandatory recycling legislation and implemented regulations enacted by the Mayor and Town Council.
- B. To the extent permitted by law, this chapter is intended to serve as a municipal waste flow control ordinance and may be amended from time to time as determined by the Mayor and Town Council.

§ 155-3. Administration; regulations.

This chapter shall be administered by the Town Manager or a designee. The Mayor and Town Council may establish regulations regarding the collection or disposal of solid waste, including recyclables. Upon approval by ordinance of the Mayor and Town Council, any such regulation shall have the force and effect of law. These regulations may include, among other subjects, the days and hours and routes for collection of solid waste, including recyclables; the specifications for recyclables bins, and the times and manner in which they shall be set out for pickup of the contents thereof by the collectors and removal of such containers after they have been emptied; preventing the mixture of certain types of solid waste in any one container; limiting the amount of solid waste or the number of containers that may be set out for any one premises at any one time; the imposition of reasonable fees to cover the costs of the administration of the chapter, including the cost of licensing and inspection; and such other matters as may be deemed appropriate. Copies of any such regulations shall be maintained in the office of the Town Manager at Town Hall and are available for inspection during regular hours of business.

§ 155-4. Collection of solid waste.

- A. The Town of Snow Hill has established a policy that regulates the collection of all solid waste. If solid waste is not prepared according to the provisions of this chapter, collection will not occur until the next scheduled collection day when the condition is remedied and is in compliance with this chapter.
- (1) Commercial/industrial waste and construction/demolition waste. This waste shall be collected by private contract of the owner in such manner and frequency as needed to protect the public safety and welfare of the Town of Snow Hill, but not less than weekly.
 - (2) Garbage. Garbage shall be collected by the Town from all customers on a weekly basis, provided such waste is properly handled, prepared, contained, stored and located in conformance with this chapter. Normal garbage collection must be placed in one or more roll-out carts.
 - (3) Bulk pickup items. Furniture and other items shall be collected curbside only after special arrangements have been made by the customer with Town Hall, as referenced in § 155-10 of this chapter.
 - (4) Lead-acid batteries. There shall be no collection and/or disposal of lead-acid batteries by the Town of Snow Hill.
 - (5) Recyclable waste. Recyclable waste shall be collected on a weekly basis, as referenced in § 155-9 of this chapter.
 - (6) Yard waste. Yard waste collection shall be from all applicable customer units. Collection of yard waste is referenced in § 155-11 of this chapter.
 - (7) Hazardous waste. No hazardous waste will be collected by the Town of Snow Hill.
 - (8) Move-out waste. Bulk trash generated by rental and residential move-outs, estate settlements and evictions is referenced in § 155-12 of this chapter.
- B. Owners and occupants of any premises who participate in the Town's solid waste collection services shall separate recyclables from their other solid waste and shall place such recyclables in an approved container, per § 155-9 of this chapter.
- C. All customer units shall be issued a roll-out cart and required to deposit all garbage and refuse in the carts. No garbage or refuse shall be collected that is outside of the provided cart.
- D. The Public Works Director shall establish routes and schedules and alter the routes and schedules from time to time.
- E. The Mayor and Town Council may establish and revise from time to time a policy relating to the number of times per week that the Town will collect solid waste from various classifications of

premises, as well as the maximum number of waste receptacles that the Town will service on any one premises.

- F. Customers should not put any solid waste out for collection before a storm that is predicting high winds, such as a hurricane, or a snowstorm where more than a few inches of snow is predicted.

§ 155-5. Christmas trees.

Christmas trees shall be picked up as scheduled by the Director of Public Works.

§ 155-6. Exempt units.

Owners or designated agents of multiple-family dwellings or heavy commercial entities. The owners or designated agents of these dwellings/businesses must arrange with a contractor for the collection of all solid waste and recyclables.

§ 155-7. Containers/roll-out carts.

- A. All residential and light commercial properties, as defined in this chapter, are required to use the roll-out carts provided by the Town. The Town will provide one roll-out cart to each customer in Town. Property owners who wish to have more than one roll-out cart may request an additional cart by contacting Town Hall. The cost of additional carts will be established by ordinance and may be found in Chapter 131, Penalties, Fees, Fines and Other Charges. Roll-out carts shall remain the property of the Town.
- B. Property owners may use additional carts purchased from retail stores if they are compatible with the Town's garbage truck equipment. There will be no charge for collection from these carts.
- C. Carts are the property of the Town of Snow Hill and must be left at the residence upon moving out.
- D. Each roll-out cart shall have "TOWN OF SNOW HILL" on the cart.
- E. Markings and/or identification devices on the roll-out carts shall be placed by the Town. Customers may place the address of the property inside the roll-out cart lid only. Any other marking/identification is expressly prohibited and shall be regarded as damage to the roll-out cart.
- F. It shall be the responsibility of the property owner to provide a sufficient number of roll-out carts for storage of solid waste to prevent overflow between times of collection. It shall be unlawful for the owner of such private properties to fail to provide such containers.
- G. The property owner shall be responsible for any damages to the roll-out cart; however, the occupant may be held liable for failure to store the roll-out cart, as provided in this chapter. Carts that are stolen, damaged or destroyed through abuse, neglect or improper use shall be replaced by the Town at the expense of the property owner. Roll-out carts that are destroyed or damaged in the course of normal or reasonable use or through no abuse, neglect or improper use shall be repaired and/or replaced at no charge to the property owner.

§ 155-8. Storage of refuse and containers.

- A. Refuse may be stored in an appropriate and convenient fashion, pending collection by the Town, in roll-out carts provided by the Town or purchased at retail stores that are compatible with the Town's garbage truck equipment.
- B. Roll-out carts and refuse may not be stored at the curb between scheduled collection times.

- C. Roll-out carts shall be placed within three feet of the curbing, or the edge of the street having no curbing.
- D. Roll-out carts may be placed at the curb the night prior to collection but not before 5:00 p.m. and no later than 6:00 a.m. on the day of collection. All roll-out carts shall be removed promptly after collection but no later than 10:00 p.m. on the day of collection.
- E. A waiver of this requirement may be obtained from the Town Manager or his/her designee upon proof of physical disability which prevents all persons at the residence from placing the issued container curbside.

§ 155-9. Recycling.

- A. The Town of Snow Hill has established a policy that mandates the collection of all recycling material. If recycling is not prepared according to the provisions of this chapter, collection will not occur until the next scheduled collection day once the condition is remedied and is in compliance with this chapter.
- B. The following items should be placed in a Town-approved container for collection and shall be separated by the following:
 - (1) Paper: This includes newspaper, magazines, home office paper, corrugated cardboard boxes (flattened), fiberboard, books, envelopes, and brown grocery bags.
 - (2) Glass: This includes food and beverage containers rinsed clean. This does not include light bulbs, mirrors, ceramics, auto glass, tempered glass or any glass not in a container.
 - (3) Aluminum: This includes clean food and beverage cans. This does not include scrap metal, paint cans, aerosol cans, automotive product cans, aluminum foil or disposable aluminum plates or pie tins.
 - (4) Plastic: This includes narrow-necked bottles marked #1 or #2 on the bottom, plastic bags, and plastic toy coverings.
- C. The Town shall not collect refuse or garbage which contains recyclable material.
- D. Recyclables shall be collected by the Town from all customers on a weekly basis, provided such material is properly handled, prepared, contained, stored and located in conformance with this chapter. Normal recyclable collection must be placed in Town-approved containers.
- E. Recyclable containers may be placed at the curb the night prior to collection but not before 5:00 p.m. and no later than 6:00 a.m. on the day of collection. All containers shall be removed promptly after collection but no later than 10:00 p.m. on the day of collection.

§ 155-10. Bulk items.

- A. Housing demolition or renovation debris will not be considered bulk trash and will be the responsibility of the property owner to remove.
- B. Customers presenting items for bulk trash collection must first purchase a permit at Town Hall before pickup. The cost of such permit shall be established in Chapter 131, Penalties, Fees, Fines and Other Charges.
- C. Failure to obtain said permit shall be subject to the provisions as set forth in § 155-15 of this chapter.
- D. Bulk trash must be placed curbside. Items placed for collection shall not be placed curbside prior to the day before pickup.

§ 155-11. Yard waste collection.

- A. Leaves placed for collection must be bagged. Loaded bags shall not weigh more than 50 pounds. There shall be a limit of 20 bags per collection.
- B. All yard waste must be placed in a roll-out cart for collection. This includes but is not limited to weeds, sticks, vines and grass clippings.
- C. Branches one to six inches in diameter and no more than six feet in length can be chipped. Stack branches at the curb with ends facing in same direction. No tangled piles of branches will be picked up.
- D. The branches can be in a pile no larger than five feet long in width and three feet in height. Branches should be able to be chipped in 15 minutes or less.
- E. No stumps or shrubs will be collected.
- F. No bamboo will be collected.
- G. All yard waste shall be placed curbside for collection and shall not be placed curbside prior to the day before pickup.

§ 155-12. Move-out waste.

Bulk trash generated by rental and residential move-outs, estate settlements and evictions will not be collected by the Town. Property owners, property managers and estate property managerial firms must:

- A. Secure a container/dumpster of sufficient size and accessibility from a private waste hauling company to contain the trash generated by rental and residential move-outs, estate settlements and evictions.
- B. Have the containers/dumpsters removed by the private waste hauling company when they reach capacity, when cleaning is complete or within 10 days, whichever occurs first. Should additional time be required, property owners, property managers and estate property managerial firms must contact Town Hall for approval.
- C. Containers/dumpsters being placed on a Town street must have prior approval from the Town Manager.

§ 155-13. Work performed by contractors.

The Town will not provide pickup service of waste material which is the result of work done by a private contractor even though a building or demolition permit was issued to the owner of said premises. Whenever a private contractor performs work on private premises from which waste material results, the owner or contractor shall be responsible for its disposal. This includes but is not limited to general contractors and landscaping contractors.

§ 155-14. Fees.

- A. The Mayor and Council shall adopt a service fee for the collection of residential solid waste.
- B. All fees, including bulk trash collection fees, are established and defined in Chapter 131, Penalties, Fees, Fines and Other Charges.
- C. There will be a fee for each roll-out cart issued to a customer.

- D. Fees will be billed quarterly on the utility bill. Unpaid fees shall be collected in the same manner as delinquent property taxes.
- E. Revenue generated from collection fees shall be used for the collection of solid waste. This would include such items as roll-out carts, maintenance of roll-out carts, tipping fees and equipment.

§ 155-15. Notice to remove refuse.

The Town Manager or his/her designee is hereby authorized to notify the owner of the property, as determined by the official tax rolls of the Town of Snow Hill, to remove or properly dispose of the refuse from the subject property.

§ 155-16. Removal of refuse by Town.

Upon the failure, neglect or refusal of any owner so notified to remove or properly dispose of such refuse within 10 days after service of notice, as provided for in this chapter, the Town Manager or his/her designee is hereby authorized and empowered to cause such condition to be corrected by removing and disposing of such refuse and is hereby authorized and empowered to pay for the disposing of such refuse or to order its disposal by the Town of Snow Hill.

§ 155-17. Charges for removal; collection.

- A. When the Town of Snow Hill has effected the removal of such refuse by its own employees, or has paid for the removal of such refuse by its agents or contractors, the actual costs thereof and any related expenses along with an administration fee of \$50 shall be charged to the owner of such property; and, if not paid within 30 days, such charges will be collectible in the same manner as real estate taxes are collected.
- B. When the Town of Snow has, for the second time and any additional times at such property, effected the removal of such refuse by its own employees or has paid for the removal of such refuse by its agents or contractors, the actual costs thereof and any related expenses along with an administrative fee of \$250 shall be charged to the owner of such property; and, if not paid within 30 days, such charges will be collectible in the same manner as real estate taxes are collected.

§ 155-18. Service of notice.

Any notice required by this chapter to be served shall be deemed to have been served by any of the following methods:

- A. When forwarded to the last-known address of the owner as recorded in the real estate assessment records of the Town of Snow Hill, by registered or certified mail with return receipt, and such receipt shall constitute prima facia evidence of service upon such owner if such receipt is signed either by the owner or by a person of suitable age and discretion located at such address, provided that valid service upon the owner shall be deemed effected if such notice shall be refused by the owner and not delivered for that reason;
- B. When delivered to the person to be notified;
- C. When left at the usual residence or place of business of the person to be notified with a person of suitable age and discretion then resident or employed therein; or
- D. When posted on the property (only if occupied).

§ 155-19. Recorded statement to constitute lien.

Where the full amount due the Town is not paid by such owner within 30 days after the disposal of such refuse, then the Town Manager shall cause to be recorded in the Finance Department for the Town a sworn statement showing the cost and expense incurred for the work, the administrative fees, the date the work was done and the location of the property on which such work was done.

§ 155-20. Appeals.

Within 10 days from the service of notice as provided for in this chapter, the owner or his agent may file an appeal with the Town Council stating in detail the reasons as to why the action proposed by the Town Manager or his/her designee should not be taken. Upon receipt of such appeal, the Town Council shall put the case on its agenda at its earliest convenience, notify the protestant thereof and hear the merits of the appeal. The Town Council may reverse the action of the Code Enforcement Officer for any error of fact or law or upon a finding that the enforcement constitutes an undue hardship upon the property owner which the property owner is physically or financially unable to comply with. If the protestant is dissatisfied with the decision of the Town Council, he shall have the right to appeal to the Circuit Court of the county, provided that such appeal shall be taken within 30 days after the protestant is notified (either at the hearing or in writing) of the Town Council's decision.

*Town of Snow Hill, MD
Friday, March 28, 2025*

Chapter 200. Zoning

ARTICLE IX. Supplemental Use Regulations

§ 200-79. Portable storage containers, roll-off trash containers.

- A. Temporary buildings and structures, including trailers for uses incidental to construction work on the premises shall be permitted in any district where such construction is being done by a responsible contractor or builder under a contract having a definite completion date and on the condition that such temporary buildings and structures shall be removed upon the completion or discontinuance of construction. However, no person shall sleep or reside in such buildings while so used.
- B. A property owner or tenant may rent and use a portable storage container provided the following conditions are met:
- (1) The Snow Hill Code Enforcement Officer shall be notified at least three business days prior to placing the storage container on the site.
 - (2) A portable storage container shall be located at the address for a maximum of 60 consecutive days, including the days of delivery and removal. Extensions may be granted by the Code Enforcement Officer, subject to conditions, for reasonable additional time periods in an amount not to exceed 30 days for each extension.
 - (3) The unit is no larger than eight feet wide by eight feet high by 16 feet long.
 - (4) The unit is not located within any public right-of-way and does not block any public sidewalk.
 - (5) There is no more than one portable storage container for any address at any one time.
 - (6) The container shall not be located in the front setback unless approved by the Code Enforcement Officer. If access exists at the side or rear of the site, the container shall be located in a side or rear yard.
 - (7) Portable storage containers shall be placed on an impervious surface where feasible (e.g., driveway).
 - (8) The portable storage container shall be used for the temporary storage of household goods and related items only. The portable storage container may not be used for waste.
 - (9) On duplex, townhouse, or multifamily properties, placement of the portable storage container must be approved by an appropriate management or ownership entity to ensure safe and convenient access to required parking spaces, driveways, and pedestrian pathways and to ensure that the storage container does not obstruct emergency access or infringe on required landscaped areas.
 - (10) Portable storage containers are not permitted accessory structures and shall not be used as such.
- C. A roll-off trash container may be temporarily placed on a property in a residential district provided the following conditions are met:

- (1) The Code Enforcement Officer shall be notified at least three business days prior to placing the roll-off trash container on the site.
- (2) A roll-off trash container shall be located at the address for a maximum of 30 consecutive days, including the days of delivery and removal. Extensions may be granted by the Code Enforcement Officer, subject to conditions, for reasonable additional time periods in an amount not to exceed 30 days for each extension. The Planning Commission may grant further extensions not to exceed six months.
- (3) The unit has a maximum capacity of 40 cubic yards, or is no larger than eight feet wide by eight feet high by 16 feet long.
- (4) There is no more than one roll-off trash container for any address at any one time.
- (5) The unit is not located within any public right-of-way and does not block any public sidewalk unless approved by the Code Enforcement Officer.
- (6) Roll-off trash containers shall be placed on an impervious surface (e.g., driveway) where feasible.
- (7) The roll-off trash container is used only for disposal of acceptable waste. Examples of waste that are not acceptable include refrigerators, a/c units, tires, batteries, car parts, hazardous waste, and gas or propane tanks.
- (8) On duplex, townhouse, or multifamily properties, placement of the roll-off trash container must be approved by an appropriate management or ownership entity to ensure safe and convenient access to required parking spaces, driveways, and pedestrian pathways and to ensure that the storage container does not obstruct emergency access or infringe on required landscaped areas.
- (9) Roll-off trash containers are not permitted accessory structures and shall not be used as such.

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: April 1, 2025 ;

Time: pm ,

Location: Worcester County Government Center, Boardroom Rm 1102 One West Market St.
Snow Hill, MD 21863;

Motion to close meeting made by: Councilmember Fletcher or Lee or Lumpkins

Seconded by: Councilmember Lee or Fletcher or Lumpkins

Members in favor:

(Councilmember Lee and Councilmember Fletcher and Councilmember Lumpkins)

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)X "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"; **(2)** "To protect the privacy or reputation of individuals concerning a matter not related to public business"; **(3)** "To consider the acquisition of real property for a public purpose and matters directly related thereto"; **(4)** "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; **(5)** "To consider the investment of public funds"; **(6)** "To consider the marketing of public securities"; **(7)** "To consult with counsel to obtain legal advice"; **(8)** "To consult with staff, consultants, or other individuals about pending or potential litigation"; **(9)** "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; **(10)** "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; **(11)** "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; **(12)** "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; **(13)** "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; **(14)** "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." **(15)** "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

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) (1)	Discussion of potential boards and commissions appointments.	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; To maintain confidentiality at this time.
()		

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