



**MAYOR AND TOWN COUNCIL MEETING
TUESDAY, December 10, 2024
Old Firehouse, 212 West Green Street, Snow Hill, MD**

7:00 PM

ZOOM ID NUMBER: 953 699 8590

AGENDA

7:00 pm: Call to Order/Salute to the Flag: Mayor Janet Simpson

1. Invocation/Moment of Silence
2. Proclamation on behalf of the Blue Light Campaign honoring fallen police officers
3. Approval of Minutes:
 - a. Town Hall Meeting: July 9, 2024
 - b. Town Hall Meeting: August 13, 2024
 - c. Town Hall Meeting: October 8, 2024
 - d. Town Hall Meeting: November 12, 2024
 - e. Work Session: November 18, 2024
4. Treasurer's Report
5. Town Manager's Report
6. 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

7:35 pm: Unfinished Business

1. Ordinance No. 2024-16: AMENDING CHAPTER 200, ENTITLED ZONING, ARTICLE II, ENTITLED DEFINITIONS; ARTICLE VIII, ENTITLED PERMITTED USES; ARTICLE IX, ENTITLED SUPPLEMENTAL USE REGULATIONS; AND ATTACHMENT 1 - TABLE OF PERMITTED USES

This agenda may be subject to change.

OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND. Second Reader. **Action Item.**

2. Discussion of the Vacant Property Ordinance.

7:40 pm: New Business

1. Ordinance No. 2024-17: Vacant Property Registration Ordinance. First Reader. **Action Item.**

2. Ordinance No. 2024-18: Eliminating Docking Fees in Chapter 131-8. First Reader **Action Item.**

3. Ordinance No. 2024-19: Adding Docking Regulations. First Reader. **Action Item.**

4. Approve holiday schedule for 2025. **Action Item.**

8:10 PM: Comments from the Public: People may register to speak for up to three minutes on any municipal question or matter under established protocols.

8:15 PM: Comments from the Council.

8:20 PM: Comments from the Mayor.

8:30 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 Ringenary at adminco@snowhillmd.com.

This agenda may be subject to change.

Proclamation

This is a placeholder and will be updated on December 9th, 2024

Attested:



SNOW HILL MAYOR AND COUNCIL
TOWN HALL MEETING

Tuesday, July 9 2024
Old Fire Hall, 212 W. Green Street, Snow Hill

Minutes

The Mayor and Town Council of Snow Hill met in a regular session on Tuesday, July 9, 2024, at the old firehouse at 212 West Green Street, with Mayor Janet Simpson presiding.

PUBLIC OFFICIALS PRESENT

Mayor Janet Simpson
Councilmember Diana Walsh
Councilmember Margaret Fletcher
Councilmember Edward S. Lee

STAFF IN ATTENDANCE

Rick Pollitt, Jr., Town Manager
Maureen Howarth, Town Attorney
Andy McGee, Police Chief
Michelle Beckett-El Soloh, Exec. Admin.
Lounell Hamstead, Finance Manager
Melissa Kempfer, Finance Clerk
Paul Bessett, Grants Administrator
Randy Barfield, Public Works Director
Robert Wilt, Water/Wastewater Super
Michael Creech, Fire Chief

Mayor Simpson called the meeting to order at 7:00 pm and led everyone in the Pledge of Allegiance to the Flag and a moment of silence.

Approval of Minutes:

- a. Town Hall meeting – May 14, 2024
Councilmember Walsh moved, seconded by Councilmember Fletcher, to approve the Mayor and Town Council minutes for May 14, 2024.

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

b. Town Hall meeting – June 11, 2024

Councilmember Walsh made a motion to table the June 11, 2024 Mayor and Town Council meeting minutes, the motion to table was seconded by Councilmember Fletcher.

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

c. Work session – April 30, 2024

There was no motion to accept these minutes by the council.

d. Work session – May 8, 2024

Councilmember Walsh made a motion to accept the minutes with corrections for the May 8, 2024 Mayor and Town Council meeting and seconded by Councilmember Fletcher. All voted in favor and they passed with corrections.

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

e. Work session – May 29, 2024, June 3, 2024, June 25, 2024 and July 2, 2024

Councilmember Walsh made a motion to table the approval of May 20, June 3, June 25 and July 2, 2024 and seconded by Councilmember Fletcher. All voted in favor to table the acceptance of these minutes.

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

Treasurer's Report

The Finance Manager reviewed the report submitted. There was a question presented by Councilmember Lee and the process was reviewed.

Councilmember Walsh moved, seconded by Councilmember Fletcher, to approve the Treasurer's report. The Treasurer's report passed unanimously.

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

Town Manager's Report

Mr. Pollitt reviewed the Purnell St. project and extended completion date. A mention of traffic was presented. Code enforcement and inspection office has been working with First State to step in to assist with projects currently in process since Code Enforcement officer will not be able to complete work. Councilmember Walsh had a question for the Town Manager regarding First State Inspection. Councilmember Lee had a question for the Town Manager regarding First State Inspection. A question was presented regarding a new grant that may be available in partnership with a non-profit.

Department Heads 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

No additions from Economic Development or Code Enforcement.

Mr. Barfield reviewed Purnell Street project. Reviewed Martin St. activity. Mayor Simpson had a question and Mr. Barfield answered. No questions from the Council.

Mr. Wilt reviewed a water company coming in to do some flushing. Mayor Simpson had a question. Councilmember Fletcher also had a question for Mr. Wilt.

Mr. Bessette stated report is comprehensive and no additions. Happy about Purnell St. and will know more later with those funds. Councilmember Lee had a question. Mr. Bessette and Mr. Pollitt responded.

Chief McGee went over his report. Mayor Simpson had a question.

Chief Creech went over his report. No questions

Unfinished Business

Town Hall Relocation Project

Mr. Pollitt reviewed status of potentially moving Town Hall to the PNC building and what is needed to move forward with the possibility of selling 103 Bank St, Snow Hill Town Hall.

Asking to move forward with authorizing a public hearing and gaining feedback from the public.

Old Firehouse building and declaring it as surplus. Councilmember Lee had a question. Mr. Pollitt reviewed the process of how to declare a property as surplus and the transparency required.

Councilmember Lee made a motion to move forward with the fact gathering process for Town property of 103 Bank St. seconded by Councilmember Fletcher.

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

Rental of old firehouse

Mr. Pollitt reviewed what has taken place to ensure the safety of the old firehouse building and the inspections required. Mr. Barfield will connect with inspectors to go over and obtain information and forward accordingly. Has met with electrician and will forward quotes once received and asked for questions.

New Business

Appointments to Boards and Commissions. Mayor Simpson administered oath of office to the following individuals -

- Chase Phillips to Planning Commission until April 2029
- Theresa Milburn to Board of Election Supervisors until June, 2026
- Nick Anthis to Housing Review Board until September 2027
- Marie Wells-Suznavick to Ethics Commission until June 2029
- Jason Allinder to Board of Zoning Appeals until June 2027
- Kadem Turnbull to Board of Zoning Appeals until June, 2027

Ordinance No. 2024-12: Amending Chapter 137, Rental Property.

Attorney Howarth gave a review of the Ordinance 2024-12: Amending Chapter 137, Rental Property, highlighting areas that have been updated.

Councilmember Fletcher moved to amend ordinance 2024-12, seconded by Councilmember Walsh.

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

Comments from the Council

Councilmember Fletcher thanked Public Works for the work with Purnell St. Councilmember Walsh thanked the town staff and elected members for all their efforts. Councilmember Lee had some comments starting with being the new member of the council.

Comments from Mayor Simpson

Mayor expressed a lot of appreciation for Town staff and all they do naming individual departments for their contributions.

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

Attorney Howarth reminded everyone to sign in to express public comments.

Carol Brown commented on council not being heard during discussing meeting.

Teresa Milburn asked about water tower and how Tyson being held accountable.

Councilmember Walsh moved, seconded by Councilmember Fletcher, to adjourn the meeting.

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

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Respectfully Submitted,

Kandice Ringenary

Kandice Ringenary

Administrative Coordinator



SNOW HILL MAYOR AND COUNCIL
TOWN HALL MEETING

Tuesday, August 13, 2024
Old Fire Hall, 212 W. Green Street, Snow Hill

Minutes

The Mayor and Town Council of Snow Hill met in a regular session on Tuesday, July 9, 2024, at the old firehouse at 212 West Green Street, with Mayor Janet Simpson presiding.

PUBLIC OFFICIALS PRESENT

Mayor Janet Simpson
Councilmember Diana Walsh
Councilmember Margaret Fletcher
Councilmember Edward S. Lee

STAFF IN ATTENDANCE

Rick Pollitt, Jr., Town Manager
Maureen Howarth, Town Attorney
Andy McGee, Police Chief
Michelle Beckett-El Soloh, Exec. Admin.
Lorissa McAllister, Economic Development
Lounell Hamstead, Finance Manager
Melissa Kempfer, Finance Clerk
Paul Bessett, Grants Administrator
Randy Barfield, Public Works Director
Robert Wilt, Water/Wastewater Super

Mayor Simpson called the meeting to order at 7:00 pm and led everyone in the Pledge of Allegiance to the Flag and a moment of silence.

Approval of Minutes:

- a. Town Hall meeting – June 11, 2024
Councilmember Walsh moved to approve with correction, seconded by Councilmember Fletcher, to approve the Mayor and Town Council minutes with corrections for June 11 2024. Councilmember Lee had a question about procedure and voting in a tie.

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

b. Work Session – April 30, 2024

Councilmember Fletcher has a question about an underline. Ms. McAllister had a question about amounts noted. presented over the minutes for this work session and specific corrections noted. Councilmember Walsh made a motion to approve the amendments to the minutes for Mayor and Town council April 30, 2024 work session and Councilmember Fletcher seconded the motion.

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

c. Work session – May 29, 2024

There was a motion to accept the minutes for Mayor and Town council April 30, 2024 work session and the motion was seconded. The motion passed with all Aye votes

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

d. Work session – June 3, 2024

Councilmember Walsh made a motion to accept the minutes with corrections for the June 3, 2024 Mayor and Town Council work session and seconded by Councilmember Lee. All voted in favor and the motion passed

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

e. Work session – June 18, 2024,

Town Manager Pollitt noted a correction of name. Councilmember Walsh made a motion to accept the minutes with corrections for the June 18, 204 and seconded by Councilmember Lee. All voted in favor of accepting these minutes

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Edward S. Lee</u>	X				
<u>Margaret Fletcher</u>	X				

Diana Walsh	X				
TALLY	3				

- f. Work session – July 9, 2024,
 Town Manager Pollitt noted a correction of name. Councilmember Walsh made a motion to accept the minutes with corrections for the July 9th, 2024 and seconded by Councilmember Fletcher. All voted in favor of accepting these minutes

NAME	AYE	NO	ABSTAIN	RECUSED	ABSENT
Edward S. Lee	X				
Margaret Fletcher	X				
Diana Walsh	X				
TALLY	3				

Treasurer’s Report

The Finance Manager reviewed the report submitted by noting the beginning and ending balance. There was a question presented by Councilmember Walsh and noted income and over 90 days amount. Councilmember Lee had questions regarding the over 90 days. Councilmember Fletcher had a question about the 30, 60 and over 90 days to which Clerk Kempfer responded with the breakdown of the property types.

Councilmember Walsh moved, seconded by Councilmember Fletcher, to approve the Treasurer’s report. The Treasurer’s report passed unanimously.

NAME	AYE	NO	ABSTAIN	RECUSED	ABSENT
Edward S. Lee	X				
Margaret Fletcher	X				
Diana Walsh	X				
TALLY	3				

Town Manager’s Report

Mr. Pollitt noted the meeting the Mayor had with County Commissioner President Chip Porrino and Commissioner Ted Heller to discuss common issues. Mayor brought an interest forward in having a community forum to go over the Tyson fire. Mr. Pollitt is working to bring all pertinent parties together. The rest of the report is self-explanatory. No questions for Town Manager. Mayor did ask Mr. Pollitt about the status of the Museum. Councilmember Lee asked a question about the Museum and town’s role and insurance. Councilmember Walsh mentioned the new accounts payable clerk in Town Hall.

Department Heads 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

- a. Ms. McAllister noted upcoming events – dancing under stars and fab 2,3,4 and a chalk art focus. Mentioned about Bank St promenade project progress. Noted presentation to county commissioners to secure site from Willow St to River St. property. Councilmember Walsh asked about meeting.
- b. Mr. Pollitt presented a report from Mr. Dempsey, First State Inspections for the Code Office. First State has agreed to try to keep things moving in the Code office.
- c. Mr. Barfield went over finishing Market St. Councilmember Fletcher had a question and Mr. Barfield gave update on Purnell St. reviewed Purnell Street project. Reviewed Martin St. activity. Mayor Simpson had a question and Mr. Barfield answered. No questions from the Council.
- d. Mr. Wilt went over the flushing and keeping up the quality of water over time. Had a new employee just start with WWTP. Councilmember Fletcher had a question for Mr. Wilt.
- e. Mr. Bessette stated report is comprehensive and asked for questions. Went over ARPA funds and Market St. Actively looking into EPA grant.
- f. Mr. Pollitt already discussed Museum
- g. Mr. McGee noted two busy nights and no issues. National night out successful. Councilmember Fletcher had a question about incoming and outgoing funds.
- h. Mr. Creech not in attendance.

Public Hearing:

Mr. Pollitt noted the project of considering disposing of current Town Hall building and moving Town Hall to the PNC building. Noted that the current Town Hall not suitable for current uses. Any number of options open to current building and how to start conversation. Hearing tonight is to start public conversation to declare Town Hall building surplus.

Ms. McAllister gave a PowerPoint presentation regarding the current condition of the building and all the shortfalls that currently exist with regards to ADA compliance, building inspections and appraisals. Public comments –

1. Questions regarding the state of the current building and request for information and questions to be answered.
2. Question regarding estimated cost of repairs.
3. Question pertaining to ignoring building maintenance and opposed to making bad business decisions.
4. Concern for future of Snow Hill.
5. Question about how much is owed on building and who is paying for what?
6. Statement regarding how property taken by county.
7. Question about priorities of citizens

Councilmember Lee had a comment.

Public Hearing ended.

Unfinished Business

a. Ordinance No. 2024-12, Amending Chapter 137 Entitled Rental Property. Second Reading. Attorney Howarth reviewed revisions needed after working with the County and rather than doing things twice suggested to not vote on this now. Mayor Simpson asked for a motion to table the ordinance.

Councilmember Walsh made a motion to table the ordinance and seconded by Councilmember Lee. Motion to table ordinance passed.

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

a. Ordinance No. 2024-03, the Vacant Property Registration Ordinance. First Reading Attorney Howarth went over the main highlights of Ordinance 2024-03. Councilmember Walsh noted how the town works to offer grants and support development.

Councilmember Walsh made a motion to accept the ordinance and seconded by Councilmember Fletcher. The motion passed with two votes and Mr. Lee abstaining.

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

- b. Vote to confirm appointments to Boards & Commission from last meeting.
 - i. Reappoint Chase Phillips to Planning Commission until April 2029
 - ii. Appoint Theresa Milburn to Board of Election Supervisors until June, 2026
 - iii. Appoint Nick Anthis to Housing Review Board until September 2027
 - iv. Appoint Emily Suznavic to Ethics Commission until June, 2029
 - v. Appoint Jason Allinder to Board of Zoning Appeals until June 2027
 - vi. Appoint Kadeem Turnbull to Board of Zoning Appeals until June 2027

Councilmember Lee made a motion to confirm appointments from the last meeting and seconded by Councilmember Fletcher. The motion passed unanimously.

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

New Business

- a. Resolution 2024-06 Confirming the selection of Richard M. Pollitt, Jr. as Snow Hill Town Manager in August of 2021.

Attorney Howarth explained the reason behind this Resolution and the need for it to be submitted to MDE for Purnell St. property funds. Councilmember Fletcher had a question. Councilmember Lee asked for the explanation to be repeated. Councilmember Fletcher had a question.

Councilmember Lee made a motion to accept the ordinance and seconded by Councilmember Walsh. The motion passed with three votes.

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

- b. Charter Amendment Resolution 2024- 01 Charter Amendment adding to the list of Department heads, the head of Planning, zoning & Building Department. Vote to set Public Hearing.
- c. Charter Amendment Resolution 2024- 02 Amending Section 11 to revise the process for adopting ordinances; altering when emergency ordinances expire. Vote to set Public Hearing.
- d. Charter Amendment Resolution 2024-03 Amending Section 13 to remove cross-reference to Section 11 no longer relevant with proposed changes to Section 11 in Resolution 2024-02. Vote to set Public Hearing.
- e. Charter Amendment Resolution 04 Amending Section 58 to delete the requirement that bond ordinances shall be submitted to referendum. Vote to set Public Hearing.

The motion is to set a Public Hearing for all four Charter Amendment Resolutions 2024-01, 2024-02, 2024-03 and 2024-04. Councilmember Walsh made a motion to set a Public Hearing for Charter Amendments and seconded by Councilmember Fletcher. The motion passed with two votes; Councilmember Lee abstained.

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

- f. Ordinance No. 2024-02. Regarding declaration and disposal of surplus public personal property. (Second effort). First Reading
 Attorney Howarth presented a brief recap.
 Councilmember Fletcher made a motion to accept the ordinance and seconded by Councilmember Walsh. The motion passed with three votes.

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

- g. Ordinance No. 2024-13. Amending Chapter 101, Entitled Housing Standards, Article IV, Entitled Administrative and Enforcement and Section 101-21, Entitled Housing Review Board of the Code of the Town of Snow Hill, Maryland. First Reading.
 Attorney Howarth did a quick recap of this ordinance and how it was discussed in work session. Councilmember Lee had a question and Attorney Howarth responded.
 Councilmember Walsh made a motion to pass First Reader of Ordinance 2024-13 and it was seconded by Councilmember Fletcher. The motioned carried with 3 votes.

NAME	AYE	NO	ABSTAIN	RECUSED	ABSENT
Edward S. Lee	X				
Margaret Fletcher	X				
Diana Walsh	X				
TALLY	3				

Comments from the Council

Councilmember Lee thanked everyone and had quite a few comments on coming together as a community and create common ground with a focus on the comprehensive plan. Councilmember Walsh noted her excited for the new staff and is happy to see it. Councilmember Fletcher mentioned the water and thanked Mr. Wilt for efforts also thanked everyone for coming out and participating in the meeting.

Comments from Mayor Simpson

Mayor thanked the audience for coming and listening to everything and all the comments. Expressed appreciation. Takes everyone working together

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

Fran Price and Rob Hall thanked the staff for all their hard work, naming Melissa and Chief McGee. Two questions regarding the state and how does the building ordinances work and Town Hall presentation.

Diana Nolte – Downtown needs vital businesses and support ordinances that support business.

Carol – Just one question about meeting minutes and should be up next meeting.

Diana Nolte read a letter from Chamber of Commerce full support of Vacant Property Registration.

Shae Von Marsh – Question about the hiring process and should the council be included. Time lost on hiring process?

? Name – Own a commercial property, concerned about fines and purpose of fines.

Councilmember Fletcher made a motion to adjourn and it was seconded by Councilmember Walsh. All in favor.

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

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Respectfully Submitted,

Kandice Ringenary

Kandice Ringenary

Administrative Coordinator



SNOW HILL MAYOR AND COUNCIL
TOWN HALL MEETING MINUTES

Tuesday, October 8, 2024
Old Fire Hall, 212 W. Green Street, Snow Hill

A regular meeting of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, October 8, 2024, 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
- Teron Lewis, Accounts Payable
- Melissa Kempfer, Account Clerk
- MaryAnn Retzler, SHHS Student Rep
- Andy McGee, Police Chief
- Paul Bessette, Grants Administrator
- Lorissa McAllister, Economic Development
- Kandice Ringenary, Administrative Coordinator
- Robert Wilt, WWTP Superintendent
- Randy Barfield, Director
- Aaron Flook, Planning, Zoning and Building Official

Call to Order: Mayor Simpson called the meeting to order at 7:01pm. She then led the Pledge of Allegiance to the Flag, followed by a moment of silence.

Introduction of new Town staff and group photo. Mayor announced new staff Town of Snow Hill hired recently. The new employees are; Daeqwon Fields, WWTP, Curtis Foskey, Lead Operator WWTP, Aaron Flook, Planning, Zoning and Building Official, Teron S. Lewis, Accounts Payable, Justin Odendhal, Communications and Promotions Coordinator, Kandice Ringenary, Administrative Coordinator, Steavon Williams, Maintenance Tech IV, Public Works.

Introduction of Snow Hill High School Student Representative – MaryAnn Rutzler. Mayor introduced the principal of Snow Hill High School, Mr. Green, who presented a formal introduction of Ms. Rutzler noting her many accomplishments and commitments as a senior at Snow Hill High School.

Proclamations: Recognizing the Snow Hill 50plus Center. Mayor Simpson introduced Mr. Robert Brown introduced and noted the reasons for recommending Snow Hill’s 50plus center and its positive effects. Mr. Brown recognized those in attendance from WorCOA (Worcester Commission on Aging) Mr. John Dorrough, Executive Director of WorCOA, Brandy Trader Deputy Director of WorCOA, Tina Dykes, Cite Manager for 50plus Centers, Wayne J. Thompson Jr. Activities Director, Snow Hill 50plus Center. Mayor Simpson read the proclamation aloud for the record and presented original copy of proclamation to Mr. Wayne J. Thompson Jr. and Ms. Tina Dykes on behalf of the Snow Hill 50plus center.

Approval of Minutes:

- September 10th, 2024 Regular Town Hall Meeting
Councilmember Fletcher motioned to accept the minutes. Councilmember Walsh seconded the motion and the motion passed.

<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	3				

- September 24th, 2024 Mayor and Council Work Session
Councilmember Walsh motioned to accept the minutes. Councilmember Fletcher seconded the motion and the motion passed.

<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	3				

Treasurer’s Report

Council Treasurer Walsh reviewed the September treasurer’s report and read beginning and ending balances for the month. Mentioned staff doing a good job with collecting

payment and also disseminating licenses and permits. First cycle of the new base water and sewer rates, first full year. Councilmember Walsh recognized both Teron Lewis and Melissa Kempfer for their contributions and they are happy to provide the service they do.

Opened for questions – no questions.

On the motion of Councilmember Fletcher to accept the Treasurer’s report.

Councilmember Lee seconded approving the Treasurer’s Report and it 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>				
<u>TALLY</u>	<u>3</u>				

Town Manager Report

Town Manager Pollitt mentioned wrong dates for Christmas parade in the newsletter but has been corrected and will continue to advise. Planning Commission recently met and did motion unanimously to recommend the Cannabis ordinance as it is drafted to the Mayor and Council. Copies are available for review if anyone would like. No questions presented

Department Reports

- a. Economic Development – Economic Development Director Lorissa McAllister did add that OC Cruising will be stopping in Snow Hill on Saturday. October 26th is Halloween parade and block party. Still accepting sign-ups for parade. Please check out Facebook page. Dates for upcoming Main Street meetings. No questions
- b. Planning, Zoning and Building – Mr. Aaron Flook noted the Town has begun to work with individuals on zoning and is working with Ms. McAllister to minimize hurdles. Did work on reviewing the VPRO program.
- c. Public Works – Public Works Director Randy Barfield stated only thing to add from report is Christmas holiday pickup will be on Monday due to Tuesday and Wednesday being holidays. Finished Market St and onto Purnell account of infrastructure should be done end of November, beginning of December.
- d. Water & Wastewater – WWTP Superintendent Bobby Wilt, stated responding to waste complaints around Huntington. Councilmember Walsh expressed gratitude for working on complaints and taking it so seriously.
- e. Grants office- Grant Administrator, Paul Bassette had nothing beyond comprehensive report to add. No questions.
- f. Police Department – Chief McGee stated nothing to add from report. Mayor asked about cameras and Chief stated they are being added on other side of bridge and will be able to cover flooding. No questions.
- g. Museum – Mr. Pollitt did want to add that the Museum is now open by appointment. Please call to request a time to tour the museum if interested.

- h. Fire Department – Chief Creech not present. **A report was provided after meeting and is attached to minutes.
- i. Snow Hill Student Representative, MaryAnn Rutzler provide a comprehensive review of all the events that have taken place this year so far at the High School and some exciting things to come. Mayor praised Ms. Rutzler for an unforgettable and great report.

Unfinished Business:

1. **Ordinance No. 2024-03 Amendments for Ordinance to Amend Chapter 134, Entitled Property Management, Article II, Entitled Vacant and Blighted Building Registration of the Code of the Town of Snow Hill, Maryland.**

Attorney Howarth reviewed the added language and slight changes requested be amended by Councilmember Fletcher to the ordinance for the record.

On the motion of Councilmember Lee to accept amendments and seconded by Councilmember Fletcher to approve Ordinance No. 2024-3 Amendments. The Amendments for Ordinance 2024-03 were approved by the following 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>				
TALLY	<u>3</u>				

An amendment was requested by Councilmember Lee to reduce by half to fees noted on page 8 of Ordinance No. 2024-03. These would now be First Year Registration - \$250, Second Year Registration - \$500, Third Year Registration - \$1000- and Fourth-Year Registration - \$2000.

Councilmember Lee made a motion to approve this amendment/change and councilmember Fletcher seconded the motion to accept the amendment. The Mayor asked for discussion. Councilmember Walsh is in favor of existing fee structure. Councilmember Lee did not want to reconsider this requested amendment and was asked for reasoning to reduce the fees by Councilmember Walsh. Councilmember Lee responded to that question as he feels it's a compromise to pass bill as he feels the bill is overreaching. Councilmember Walsh stated this bill is intended to create space for business to come to Snow Hill and these vacant, often long-term vacant buildings are refusing to be open to new business and this has been meant to support business and a \$250 does not seem to be enough to move to action. Councilmember Lee stated he discussed this with the business community and it is a reasonable compromise that has been made. Councilmember Fletcher asked if the fees could change at a later date. Attorney Howarth responded, yes, with an ordinance, Mayor and Council can update fees to either reduce or increase. Mr. Flook noted that his time alone for a vacant building is at least \$550 a year. Councilmember Walsh brought up various letters from the business community in support of the existing ordinance. Councilmember Lee stated that he was talking directly with the Board of Directors with the Snow Hill Chamber of Commerce and they are in agreement and he would like everyone to honor that

agreement. Councilmember Lee stated he is not reconsidering position. Mayor asked for vote on amendment. The motion passed with 2 Ayes and 1 No.

<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>			

2. Ordinance No. 2024-03 An Ordinance to Amend Chapter 134, Entitled Property Management, Article II, Entitled Vacant and Blighted Building Registration of the Code of the Town of Snow Hill, Maryland.

Councilmember Lee moved to adopt the motion and Councilmember Fletcher seconded the motion to adopt Ordinance No. 2024-03. The Ordinance No. 2024-03 passed with 2 Ayes and 1 No.

<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>			

3. Ordinance No. 2024-13 An Ordinance to Amend Chapter 101, Entitled Housing Standards, Article IV, Entitled Administration and Enforcement, Section 101-21, Entitled Housing Review Board of the Code of the Town of Snow Hill, Maryland. Second Reader.

Mayor Simpson asked for Attorney Howarth to highlight items of significance this ordinance. Attorney Howarth noted an update to authority of the Housing Review Board to hear and decide and also waive fees.

Councilmember Fletcher made the motion to pass this Ordinance 2024-13.

Councilmember Lee seconded the motion. It 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>				

4. Ordinance No. 2024-12 An Ordinance of the Town of Snow Hill Amending Chapter 137, Entitled Rental Property. Second Reader.

Mayor Simpson asked for Attorney Howarth to review highlights of this ordinance.

Attorney Howarth relayed a review of the second reader of Ordinance No. 2024-12.

Councilmember Walsh made a motion to approve Ordinance 2024-12. Councilmember Fletcher seconded the motion and it was approved 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>				
<u>TALLY</u>	<u>3</u>				

5. Ordinance No. 2024-14 An Ordinance of the Town of Snow Hill Amending Chapter 16, Entitled "Ethics, Public"

Mayor Simpson asked for Attorney Howarth to explain this Ordinance. Attorney Howarth reviewed state law now reflecting 8 days rather than the previous 20 to be considered withdrawn for failing to file a statement required, candidate is deemed to have withdrawn.

Councilmember Walsh made a motion to approve Ordinance 2024-42. Councilmember Fletcher seconded the motion and it was approved 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>		
<u>TALLY</u>	<u>2</u>		<u>1</u>		

6. Town Manager Rick Pollitt read into record update on Charter Amendment Resolutions.

New date and time arranged for October 29, 2024 at 5:00pm.

New Business:

1. Ordinance No. 2024-15: An Ordinance to Amend Chapter 170, Entitled Taxation, Creating Article II, Entitled Real Property – Classes of Property for Tax Rates and Article III, Entitled Vacant Property Taxation of the Code of the Town of Snow Hill, Maryland. First Reading.

Attorney Howarth reviewed as requested by Mayor Simpson and advised a tool in tool kit to create two classes of property to include real property and real property – vacant building. This doesn't mandate, but gives option if chooses to tax at different rates. Motion to accept ordinance No. 2024-15 by Councilmember Walsh and seconded by Councilmember Fletcher. Ordinance 2024-15 passed with Councilmember Lee 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>1</u>		

TALLY	2		1		
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2. **Resolution No. 2024-06: A Resolution Establishing Rental Property Inspection Fees.** Attorney Howarth reviewed this as a pass through based on First State Inspection rates. Motion to pass Resolution No. 2024-06 by Councilmember Walsh and seconded by Councilmember Fletcher and passed. Councilmember Lee abstained.

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

3. **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.** Attorney Howarth reviewed Amendments as presented by Ms. Fletcher for #2 of the Resolution extending the public comment time to 3 minutes. Councilmember Walsh moved to amend #2 of the Resolution and Councilmember Fletcher seconded the amendment. Mr. Lee presented amending #2, #4 and #5 by striking Mayor from the Resolution. There was quite a bit of discussion surrounding this by all councilmembers. Discussion culminated with the motion to table Resolution 2024-08. Councilmember Fletcher made the motion to table and Councilmember Walsh seconded the motion and it was unanimously tabled

Comments from the Public:

Tom Davidson was not supportive of one councilmember meeting with businesses outside of the other councilmembers or reducing the fees.

Comments from the Council:

Councilmember Fletcher thanked Town Attorney Howarth for all the work. Welcomed all the new staff and thanked Randy for his hard work. Thanked everyone coming out. Councilmember Lee thanked the Mayor for having the foresight to working to get student representation at the meetings. Councilmember Walsh thanked all the staff for work done for the town and announced the Maryland Coast job fair in Snow Hill.

Comments from the Mayor:

Mayor Simpson thanked everyone for coming out and appreciates all the members of the community; youth, veterans, homeowners and renters all the businesses as well. She expressed appreciation for the team she is surrounded by. Expressed appreciation for MaryAnn being a part of the meeting and the youth council. Mr. Pollitt asked for the Council to stay for signatures.

Adjournment

Adjournment –Motion to adjourn by Councilmember Walsh and, seconded by Councilmember Fletcher. The motion passed unanimously. The time was 8:38 pm with the following vote:

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

Respectfully Submitted,

Kandice Ringenary

Kandice K Ringenary
Administrative Coordinator

This is an intelligent verbatim transcript. This does not include any "um" or "uh" or repeated words spoken. It also does not note pauses or background noises. The audio that cannot be transcribed is noted as (inaudible). The time stamp notes the beginning and ending of this transcription and the portion included in the Chamber of Commerce's letter.

Attorney Howarth was asked by Mayor Simpson to review the amendments and changes pertaining to Ordinance 2024-03 VPRO.

Time Stamp 19:38:51

Attorney Howarth – So at your last meeting we had a work session where Ms. Fletcher put forth amendments, she would like to see in the ordinance those were drafted they are in your packet and highlighted in yellow so you can find them easily. You also had a work session right before this where those amendments were again reviewed by council so you have seen them and discussed them at length. So, if you go to page 5 you'll find the first amendment. For the determination of vacancy. In there the added language that a second notice would be submitted to property owners that were determined to be vacant if the town had not made contact on the first notice. So that was the first request, send a second notice to anybody that their property is determined to be vacant. On page 8 at the top under section renewable. With someone leasing property no longer vacant they can obviously submit a request to town to have themselves removed from the vacant property registry and you'll see highlighted in yellow added a run that the town shall send notice to the owner documenting that the building has been removed from the registry or that the building remains vacant and will not be removed from the registry, that way there is clear communication to your citizens. On page 9 under fee waivers, previously in deed to we gave 120 days the request made to provide quicker time to make that 180 days, so you'll see that highlighted in yellow. On bottom of page 9 moving to page 10 we added an ability for a basic a fee waiver request to the housing review board. An owner of the building that's been granted a fee waiver under section 134-11 and has encountered unforeseen delay meaning renovation repair may file a request to waive the second-year registration fee and has to be making substantial progress in completing the renovations but due to unforeseen circumstances the project's been delayed. Renovations must be currently in progress and must be completed within 180 days from the extension. So, you will see mirrored language there in D1 and D2. So those were the amendments requested by Ms. Fletcher if those are accepted by everybody, you will need a motion to accept those amendments. A second and a vote on them before we move on to passing the ordinance as a whole.

Councilmember Lee – excuse me, (inaudible)

Mayor Simpson – I'm sorry, can you speak into your mic?

Councilmember Lee – can I just (inaudible) repeat the last part?

Mayor Simpson – Sure, can you repeat the directions for Mr. Lee.

Attorney Howarth – Absolutely, so we have the amendments that were forwarded by Ms. Fletcher and discussed earlier at your work session and you need a motion and a second and a vote on the amendments first.

Mayor Simpson – May I have a motion to accept 2024-03 for the amendments from Councilperson Fletcher?

Councilmember Lee – Ma'am, does that still leave holding the opportunity for additional amendments?

Attorney Howarth – Yes, sir.

Councilmember Lee – I move for the adoption.

Mayor Simpson – You move to motion to accept the amendments?

Councilmember Lee – Yes.

Councilmember Walsh – Second

Mayor Simpson – Any discussion?

Mayor Simpson– All in favor say aye?

(inaudible)

Mayor Simpson – All opposed?

Mayor Simpson – The motion for the 2024-03 amendment by councilperson Fletcher is passed.

Mayor Simpson – Okay now, any other amendments?

Councilmember Lee – Yes

Mayor Simpson– ok

Councilmember Lee – on page 8 under the (inaudible) specifically the fees 134.11 we had discussed this in work session. I met with the attorney and with the administrator, Rick Pollitt, and discussed the record making and that is the registration fees being reduced that are onerous the fees that have, the registration fees are currently listed at \$500 for first year, \$1000 the second-year registration, the third year \$2000 recommendation registration to the fourth year \$4000. For the record of restating the first year, for the first year, I am making a motion for the first year. My motion is the first-year registration

Mayor Simpson - Please hold on, I will need to ask for a motion, hold on just a minute. I would like to ask for a motion for ordinance 2024-03 for the amendments by councilperson Lee. Do I have a motion.

Attorney Howarth – Mr. Lee, go ahead.

Councilmember Lee – I said go ahead, yah

Mayor Simpson – is there a second?

Councilmember Fletcher – I second.

Mayor Simpson - Is there any discussion?

Councilmember Walsh – Can we um hear, from Mr. Lee the reason for lowering the fees?

Councilmember Lee – Madam Chairman, I will clarify my motion, I was about to clarify when you interrupted. Let me restate my motion.

Mayor Simpson – Your clarification comes during the discussion, so go ahead now.

Councilmember Lee – My recommendation for the first year of the registration be \$250, the second year of the registration be \$500 and third year of the registration is \$1000 and the fourth year of registration is \$2000.

Mayor Simpson– That is the information that you gave but I think Councilperson Walsh is asking for the reasoning why. Is there anything for the reduction in fees?

Councilmember Lee – First and foremost it's a compromise, it's a compromise to pass this bill ordinance on behalf of the business community in Snow Hill. I had discussion with them, I attended last Saturday last Friday's Friday night out. I have had habitual discussions so that the audience would know when this issue came up that I voted against it and the reason I voted against it was I failed the (inaudible) that it is overreaching and my position that I have taken here as councilperson is my reasoning for running is to make Snow Hill a friendly place to do business and bring the community together and I believe that while I respect what has been done and the work that has been done, I am not against the ordinance as stated, I think it is far reaching. So, therefore, as a compromise to support the business community and the work that has been done on this effort over the years, I am making this recommendation as stated. That is my reasoning.

Mayor Simpson– Any other discussion?

Councilmember Walsh – Well I would (inaudible) consider the reasoning for the ordinance is to create space for business to come to Snow Hill, so I think we are on the same page with it. We have a lot of vacant buildings, commercial buildings in Snow Hill that have been vacant a number of years; ten, twenty, thirty years. In being approached by businesses over the last few years, these long-term vacant property owners have not responded to businesses who wanted to come into town. So, we lost several businesses over the years and just this past month we had four business looking space for business in the town. We worked with business community, we responded to the business community they came to council before, years ago to ask for this and the initial rates were higher. We had several meetings with the public, open meetings all winter and we reduced the fees. First, they went up and then they went down, so we reduced them to \$500. We want encourage property owners to sell, lease or occupy these vacant structures and \$250 doesn't seem to be enough to encourage property owners to do something with their urban, I mean with their vacant properties. We have businesses opening up in the towns south and north of us that want to come here and haven't found what is a (inaudible) community. They have not been able to get spaces. So, we would hope that perhaps \$500 is not too much, but enough to encourage these property owners to take some kind of action or movement on their property and receive businesses that want to open up. It's not just in the downtown community we have vacant commercial building on the east side a large, large (inaudible) two on the west side of Martin St. so it runs the whole span of the town. It could be argued that such a low fee will not encourage movement on vacant properties – it's hard to see it. The other piece of that is that council has rewritten this ordinance so many times, especially on the recommendations recently from Councilmember Fletcher to make space for property owners whom may find themselves not be able to move immediately on their property. So, they could get fee waivers, they could start working on their building, they get a year and if for some reason they could demonstrate that the work cannot be finished in a year's time, they could get a second-year waiver, a fee waiver. So that is like a total waiving of the fees, it's very, it's an ordinance that is very, very, very friendly. I don't know what else to say about it. \$500 seems like a very fair amount to ask them to pay is what I am saying (?).

Mayor Simpson – is there any compromise with numbers at this point, Mr. Lee? Is there any compromise in the \$500 and \$250

Councilmember Lee – No, because I have discussed this with the business community. I have discussed this, as I have mentioned, with other members of your staff and I think it's reasonable, I think it's a reasonable compromise that has been made. That (inaudible) so that the audience will know that in the work session and in our studies and in our deliberation way to this point meaning that we were advised that these fees cannot be leveraged or levied to make a profit. As as we discuss the possibility that they may not be as (inaudible) they may not be enough. This was discussed in making the compromise that if it's not enough, if we are not charging enough to cover the cost (inaudible) then it we can easily, without having to redo this ordinance make adjustments through a motion or legislation or (inaudible).

Mayor Simpson – If you want to re-sum with the public, Attorney Howarth?

Attorney Howarth – If you are assessing your fees at budget time across the board and these are the ones that you have determined don't cover your costs you can amend them, but it is an ordinance but you adjust go on any ordinance just to address those fee amounts.

Mayor Simpson– Ok, address them?

Attorney Howarth – Just like all your fees in Chapter 1 are going to be drawn, you have (inaudible) by ordinance once you guys are able to do the work you want to do.

Mayor Simpson– Ok, any other discussion?

Councilmember Fletcher – So, (inaudible)The fees, I know we talked about it in the work session, but the fee we can amend the fees if they are one price and then we can amend to make a lower price or....

Attorney Howarth – If you determine later that the fee is too high or too low, you can do an ordinance to change this fee. You can do that to any fees.

Mayor Simpson – We have heard from the Code enforcer that this may not, the \$500 even, it might be too low. But we, that is where we came to. Yes, you want to talk about that and get close to your mic, I had to do that too.

Planning, Zoning and Building Official, Mr. Flook – I actually did better math since.

Mayor Simpson – Ok

Planning, Zoning and Building Official, Mr. Flook – It would cost about \$550 just for my time to go out and look at the properties.

Mayor Simpson - \$550 just for you to...

Planning, Zoning and Building Official, Mr. Flook – Go out, that's not following through with any type of paperwork or ordinance or violations or notices, just for me to drive out, walk around and look at it and taking no (inaudible) based on the (inaudible) salary for a year.

Mayor Simpson– For a year.

Councilmember Walsh – All together or per property?

Planning, Zoning and Building Official, Mr. Flook – I don't know about how many properties there are, I am just talking about one per me, one product per year is going to be \$550.

Mayor Simpson- \$550?

Planning, Zoning and Building Official, Mr. Flook – It's not (inaudible) my time as well.

Mayor Simpson – So does that help you?

Councilmember Lee – I have to, I have to see the, I think that the discussions to be defeat? (inaudible) this ordinance (Inaudible)I don't want to have an open debate, I think it is very, I been in agreement with the business community, I am going to stick with it, thank you.

Councilmember Walsh – Doesn't mean there's no passing the ordinance as it is written. We sat on this (inaudible)

Councilmember Lee – (inaudible)

Councilmember Walsh – We have a stack of letters that they submitted to the council to approve the ordinance even the chamber of commerce to approve the ordinance as it is in its current form. So, I am not sure what you mean when you refer to the community that (inaudible).

Time Stamp – 19:57:31

Councilmember Lee – (inaudible) I am meeting with the council and members of the audience, I have a meeting schedule with the Snow Hill Chamber of Commerce the third week, the 10th we have set to discuss wholly, with not the whole council, but with I would say significant members and I said to them, as I have said to this council, that I am asking for support going with what I have made to make this compromise which we have agreed to. Now this is a business issue, that is about business, I am talking directly with the Board of Directors with the Snow Hill Chamber of Commerce. They all agree, I made this agreement with them and I am asking my colleagues to honor that agreement as I go to the table.

Time Stamp – 19:58:45

Mayor Simpson – Are there any other points of discussion?

Councilmember Walsh – I just have the letters that the Executive Director of the Chamber of Commerce and the Director of Main St. and several businesses that we have in our email from last week or the last two weeks submitted asking that the ordinance to be passed current form. So, I guess I wasn't aware that were separate (inaudible).

Councilmember Lee – Well, I just made you aware. I don't have to (inaudible) as discussed yest the letters left to the audience, there wasn't a stack of them. It was about 8 business people that wrote to me, I don't know if there were special ones.

Mayor Simpson – It was to the whole council.

Councilmember Lee – I'm sorry?

Mayor Simpson – It was to the whole council.

Councilmember Lee – It wasn't a whole stack of them, it was, it was somewhere between six and eight. I don't have a personal agreement (inaudible) with them. I attended last Friday's Friday night out and I spoke to business people that asked for support for this and I told them straight up I have problems with it and why I have not supported it going forward. But based on what they said to me and what I know, what I feel that I have a responsibility to move with this council and work with our Chamber of Commerce so the compromise that was made, agreed upon with the businesses I talked to and I didn't spread it around, and that's why you haven't heard. I said I would come here and compromise to move this bill forward. And I asked for my college's support for the amendment period.

Mayor Simpson – Any other discussion?

Mayor Simpson – So there is a motion and a second? I am calling a vote and all in favor say aye.

Councilmember Lee – Aye

(inaudible)

Mayor Simpson – the motion has passed. **Time stamp 20:01:22**



SNOW HILL MAYOR AND COUNCIL
TOWN HALL MEETING MINUTES

Tuesday, November 12, 2024
Old Fire Hall, 212 W. Green Street, Snow Hill

A regular meeting of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, November 12, 2024, 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
Teron Lewis, Accounts Payable
Melissa Kempfer, Account Clerk
MaryAnn Retzler, SHHS Student Rep
Andy McGee, Police Chief
Paul Bessette, Grants Administrator
Lorissa McAllister, Economic Development

Kandice Ringenry, Administrative
Coordinator
Robert Wilt, WWTP Superintendent
Randy Barfield, Director
Aaron Flook, Planning, Zoning and Building
Official
Justin Odendhal, Communication and
promotion coordinator
MaryAnn Rutzler, SHHS Student
Representative

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.

Closed-Session Summary. Time of closed session was 6:43pm on October 29, 2024 held at 212 W. Green St. Snow Hill, MD for the purpose of consulting with counsel to obtain legal advice related to Willow Street Property and Cannabis Legislation. Councilmembers Lee, Walsh and Fletcher all voted aye as to closing the session. The meeting was closed under provisions of General Provisions Art. 2-205(b)(7). Person's present were Town Attorney Howarth, Town Manager Pollitt, Administrative Coordinator Ringenry, Councilmember Lee, Councilmember Fletcher, Councilmember Walsh and Mayor Simpson. Topics discussed were considerations regarding current status of Willow St. Property and how able to properly proceed. Cannabis legislation public hearing scheduled for November 4th moving forward.

Proclamations: In honor of America's Veterans Day. Mayor Simpson presented Commander Gordan Murray and Post Adjutant Raymond Dryden from American Legion Post 67 with the Proclamation in support of honoring veterans on November 11, 2024 as Veterans Day.

Recognizing the relationship between the Town of Snow Hill and the Main Street Maryland Program through partnership with Downtown Snow Hill, Inc. Mayor Simpson presented Dale Hendricks, Diana Nolte, Jan King, Lorissa McAllister, Olga Deshields and Melissa Kempfer this proclamation of respect and appreciation for the relationship and efforts made to support local businesses, economic resiliency and preservation of the Town's History.

Approval of Minutes:

October 8, 2024 Work Session Meeting Minutes, October 29, 2024 Special Meeting and November 4, 2024 Public Hearing.

Councilmember Lee asked about the process for corrected minutes. Councilmember Walsh motioned to accept these minutes. Councilmember Fletcher seconded the motion No opposition and the motion passed.

<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>3</u>				

October 29, 2024 Work Session Meeting Minutes.

Councilmember Fletcher requested a revision/correction to 3. Old firehouse discussion and the following was corrected - *Councilmember Fletcher didn't have any questions asked when the old firehouse was declared surplus property (revised as requested at 11/12/24 meeting)*. Councilmember Fletcher motioned to accept the minutes with amendment. Councilmember Lee 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>
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Margaret Fletcher	<u>X</u>				
Diana Walsh	<u>X</u>				
Edward Lee	<u>X</u>				
TALLY	<u>3</u>				

Treasurer’s Report

Council Treasurer Walsh reviewed the Treasure’s report and read the beginning and ending balances for the month and the accounts payable and the accounts receivable. Accounts Payable, Teron Lewis, stated nothing to add. Councilmember Fletcher noted the outstanding water and sewer amounts. Account clerk, Ms. Kempfer, responded with an explanation for the delay, which was due to switching over to a new and updated system and not being able to post payments for a couple of weeks. She also mentioned that some older balances are being paid and outstanding balance will reduce.

Mayor Simpson opened for questions – no questions.

Councilmember Walsh motioned to accept the Treasurer’s report. Councilmember Fletcher seconded approving the Treasurer’s Report and it 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 noted that due to the upcoming Thanksgiving holiday the next work session will be Monday, November 18, 2024 and not a Tuesday. Councilmember Walsh asked about beginning to publicize and giving the public a chance to participate in relaying what the residents want for the town. Mr. Pollitt noted that it will be part of the process and mentioned the hearing schedule for this evening to start the process with the contract approval for a consultant. Councilmember Walsh asked about an advertising blitz. Mr. Pollitt noted the process will include the Planning Commission and that will be the intent. Councilmember Lee had a question about the process. Mr. Pollitt did note that this will be discussed as part of the Block Grant that is on the agenda for today and explained the process. Councilmember Fletcher asked about the lead and copper pipe status. Mr. Pollitt stated the Town is working with 120Water and the letter has been drafted for the location of unknown service line request. Councilmember Fletcher asked for a copy of the draft once available. Councilmember Walsh did a review of the background of the rule and age of homes possibly affected. Mr. Pollitt confirmed the reasoning to adhere to federal directive and that the inventory has been going on for about a year now and this is the opening round of bringing public in on what it’s about. Happy to forward the letter to the Mayor and Council.

Department Reports

- a. Economic Development – Economic Development Director Lorissa McAllister thanked the Mayor and Council for the recognition of Downtown Snow Hill. Stated October was a very busy month and expressed gratitude for partners and all the hard work. She noted the banners showing what Bank St. will look like and have received first deliveries for that project.
- b. Planning, Zoning and Building – Mr. Aaron Flook noted it has been a busy month. Working on procedures and policies and working on code enforcement. Has been a part of a few meetings and contacted for the Comprehensive Plan. Town has a number of solar permits and starting installation. Councilmember Walsh asked about a recent water complaint and Mr. Flook stated it has been noted and process has begun to address. Councilmember Walsh asked about the mobile home removal. Mr. Flook noted there is an appeal process. Councilmember Walsh noted to the audience the property address of 203 Burn St. to check it out. Mr. Flook stated the process is moving forward. Councilmember Walsh asked about the MS4 agreement. Mr. Flook stated Mr. Pollitt was working hard to put together a Stormwater Management plan with the County. Councilmember Walsh asked about trees that overhang onto sidewalks and if that kind of complaint goes to Planning, Zoning and Building. Mr. Flook stated it would go to him and ownership is what determines who is responsible.
- c. Public Works – Public Works Director Randy Barfield stated December 4th will be next Purnell St. project progress meeting. At present time, water and sewer installed up to railroad tracks and up to Belt St. and reviewed overall status of project and what to look forward to. The only thing to add from report is Christmas holiday pickup will be on Monday due to Tuesday and Wednesday being holidays. Project finished Market St and onto Purnell and account of infrastructure should be done end of November, beginning of December. Councilmember Walsh asked about curbing and who would fix it if damaged. Mr. Barfield stated depending on ownership. Some areas are state. Councilmember Walsh asked about plans to go beyond? Mr. Barfield stated has been trying to put off due to work the county is anticipating. Councilmember Walsh noted the repaving that recently was completed and it is kind of sloppy. Mr. Barfield stated that was done by the state and he will follow up. Councilmember Walsh asked about streetsweeper and clean up. Mr. Barfield stated yes, the streetsweeper crew will get those areas cleaned up and most people blow foliage into the street against the charter. Councilmember Walsh asked about data logger and not being able to get those. Mr. Barfield stated Melissa is on top of that and will request a data logger put on and asked Melissa to speak to that. Ms. Kempfer explained the background for the new rates in a summertime setting and it's the first time seeing a rise in usage at these rates. Base rates at \$222.50. She goes through each bill before it leaves Town Hall. She makes a note of any unusual usage and explained what the data logger will show. The batteries are very specific and the batteries are on backorder. The data logger is not able to find anything inside, just outside. She stated she is very willing to help, but needs to know and offered to help if residents reach out. Councilmember Walsh asked about usage history as a way to assess what might be typical. Ms. Kempfer noted happy to provide printouts.

- d. Water & Wastewater – WWTP Superintendent Bobby Wilt had only one note, the Washington St. well adjustments will begin soon and hopefully have answers soon. Mayor Simpson asked about water tower and Mr. Wilt stated it is in a holding pattern due to weather. Councilmember Walsh noted the amount of wastewater usage.
- e. Grants office- Grant Administrator, Paul Bassette states report in packet shows September but it has been corrected to October. This past month has been busy organizing government credentials and figuring out different agencies to be up to date to apply with federal government and hopefully access those grants. Stated report is comprehensive. Councilmember Walsh asked about ARPA funds and if there can be any input for possible excess. Mr. Bessett stated the money is in a period of flux and a good portion has been dedicated to Water and Wastewater. Councilmember Walsh asked about timeframe. Mr. Bessett stated the state’s deadline is by Dec 31. Councilmember Walsh asked if any money left, can there be input from the town and residents? Mr. Bessett stated above his paygrade. Councilmember Lee asked about grant money. Mr. Bessett happy to discuss.
- f. Museum – Mr. Pollitt mentioned a recent meeting and remains open by appointment and next meeting Dec 6th, 2024 to see about a plan to move forward.
- g. Police Department – Chief McGee stated highlight of report the 21 letters for abandoned vehicles sent out, today 17 in compliance. Did receive model policy from community policing report from state and is fourth year in a row to get that done with minimal staffing. Halloween went well. December 9th Christmas parade. Mayor noted police department followed by other communities. No questions.
- h. Fire Department – Chief Creech not present. **A report was provided.
- i. Snow Hill Student Representative, MaryAnn Rutzler added a few things to report. College application day had 37 seniors attend and noted some acceptance letters that were received. Hosted speaker Dr. Annette Walz. Next week is American Education Week. Encouraging parents to come follow students around school. Thursday, November, 21 annual family and students together Thanksgiving event. National Honor Society Induction tonight. Mayor thanked Ms. Rutzler for her report.

Public Hearing: Community Development Block Grant application

Councilmember Walsh motioned to move into public hearing and that was seconded by Councilmember Fletcher.

<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>3</u>				

Mr. Bessett, Grants Administrator, provided a review of the grant application and read the notice published for the public hearing. Mr. Bessett opened the floor for public comment. There was a question asking about the amounts considered to be low income.

Rita Williams asked if the community input was required in the grant. Mr. Bessett stated that in the grant it is mentioned. Stated he had discussed with Mr. Lee and the number believed would be worked out between Mayor, Town Council, Town Manager and Town Attorney. Ms. Williams asked about the application getting ready to put in now and the public information? Mr. Bessett stated this due to state requirements that it is due now and that will probably be more later in the process. Ms. Williams asked if able to see a copy of the of the application. Mr. Bessett agreed. Ms. Williams suggested a use for the old firehouse to be a community center.

Mayor asked for a motion to close the Public Hearing. Councilmember Lee began discussing the comprehensive plan. Mayor Simpson stated there would be discussion once the public hearing closed. Councilmember Lee cut off Mayor Simpson to state that people came here to engage and provide a historical reference of what he would like to see avoided from what has happened in the past. Councilmember Walsh tried to explain the request to close the public hearing and Councilmember Lee stated no, he was talking. Mayor Simpson stated out of order and explained the public hearing needed to be closed to complete the process and there would be discussion once the public hearing was closed.

Councilmember Walsh motioned to close public hearing and that was seconded by Councilmember Fletcher. No opposition, the motion passed.

<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 invited Councilmember Lee to discuss. Councilmember Lee apologized and asked what recommendation the Grants Administrator would be regarding the number of meetings that would be asked for with the public in preparation for the 2025 Comprehensive Plan. Mr. Bessett stated he would suggest as many as possible, but it is not up to him. Mr. Flook stated in his experience during a comprehensive plan this stage wouldn't have a decision as to the number of public meetings to be held.

Councilmember Lee referenced the previous comprehensive plan and section 8 housing and addressing any low-income issues and the shortfalls of the previous comprehensive plan and what is the recommendation for the 2025 comprehensive plan. Mr. Bessett responded that his recommendation would support a number of meetings and addressing the needs of the community, but it is not his decision to make.

Councilmember Walsh stated that her understanding of the comprehensive plan not a legal document and maybe consider an ordinance to adopt the comprehensive plan to make it binding. Mayor Simpson called on Mr. Pollitt. Mr. Pollitt stated the point of tonight is to check a box to move forward with our grant application process to allow people to offer alternative ideas. This has nothing to do with a construction or implementation of developing a comprehensive plan. Suggested that the Planning

Commission will be working with the State and bend over backwards to receive public input, however, it is on their plate to move that forward. Councilmember Lee asked the next step is. Mr. Pollitt reviewed the process once the grant is hopefully awarded, but the grant needs to be awarded.

D. Resolution 2024-09: A resolution authorizing the submittal of an application for the community development block grant. Councilmember Walsh motioned to approve Resolution 2024-09 and that was seconded by Councilmember Fletcher. No opposition, the motion passed.

<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>				

Unfinished Business:

A. Ordinance No. 2024-15: Companion ordinance to the VPRO ordinance, amending Chapter 170 Entitled Taxation and creating classes of taxation dealing with vacant property in commercially-zoned districts. Second Reader.

Attorney Howarth provided a review of the updated and new sections.

On the motion of Councilmember Walsh to pass Ordinance No. 2024-15 and seconded by Councilmember Fletcher, the motion passed with no objection.

<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>				

B. Resolution 2024-08: Adopting Rules for the Order of Business at regular meetings of the Mayor & Council.

Councilmember Fletcher made the motion to pass Resolution 2024-08 and Councilmember Walsh seconded the motion. The motion passed without any opposition.

<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>				

New Business:

A. Ordinance No. 2024-16: amending Chapter 200, Entitled Zoning; Article II, Entitled Definitions; Article VIII, Entitled Permitted Uses; Article IX, Entitled Supplemental Use Regulations; and Attachment 1-Table of permitted uses of the code of the Town of

Snow Hill, Maryland. First Reader. Attorney Howarth reviewed as requested by Mayor Simpson the adult use of cannabis. Reviewed pages 2, 3, 8, 10, 11, 14 and page 15 and noted edits and updates. Motion to accept ordinance No. 2024-16 First Reader by Councilmember Walsh and seconded by Councilmember Fletcher. Ordinance 2024-16 passed with no opposition.

<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>3</u>				

B. Memorandum of Understanding with Worcester County for inspection services related to Stormwater Management activities.

Town Manager Pollitt explained the history of the having and not having a Memorandum of Understanding with Worcester County for inspection services and it now entails a process that will put us back into a responsible way to permit and process inspection services. Councilmember Walsh asked why the Town is outsourcing certain positions and why these duties couldn't be performed by a Town employee, especially since there have been so many new hires recently. Mr. Pollitt replied this is a process and requires certain measures and actions being taken and the office is now just a one-person department that can't cover all the duties required. Councilmember Walsh stated she wanted to relay that the residents are aware of what their neighbors are experiencing. Mr. Flook explained what the requirements are and what is required due to state law and that we keep the permit portion in the Town. Costs are pass-through from the county. Councilmember Walsh asked about the costs being passed onto the applicant and not incurred by the Town. Mr. Flook stated costs covered by applicant and Town not assuming new cost.

Motion to pass Memorandum of Understanding with Worcester County for inspection services related to stormwater management activities was made by Councilmember Walsh and seconded by Councilmember Fletcher and passed without any opposition.

<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>3</u>				

C. Approve the bid and the contract for the purchase of new picnic tables from grant funds.

Grants Administrator, Paul Bessett, went over the preliminary estimates for the bathrooms at Sturgis Park and this grant is not enough for bathrooms. So, the grant agreement is only available for picnic tables or must give the money back. Did receive 10 bids and is requesting approval of the bid and contract proposed.

Motion to pass bid and contract for the purchase of new picnic tables for the Town from grant funds was made by Councilmember Walsh and seconded by Councilmember Fletcher and passed without any opposition.

<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>3</u>				

Comments from the Public:

Sean Johnson thanked the mayor and council and had some concerns about the comprehensive plan and that was covered and appreciates everyone continuing to be transparent. He appreciates everyone coming out.

Comments from the Council:

Councilmember Lee stated that he met with Harrison Saunders, President of the Snow Hill Area Chamber of Commerce regarding a statement that may have been made regarding the Chamber of Commerce and while the statement may have been correct did not include that there were no agreements and requesting full transcript. Had requested a meeting with the Town Attorney and Rick Pollitt with the purpose to reach a compromise on support for this 2024-03. In that meeting with the attorney and Mr. Pollitt the fees can only be charged based on cost. Cannot charge more than the cost of inspection. Seeking to go forward working with business community and doesn't want onerous fees. Said it was clearly stated on the stage that this would be a money-maker. Well, it's not going to be a moneymaker. It will only charge the cost. Is willing to see what was actually said and bring that back for discussion with actual transcript and considering to reconsider bill. Mentioned the audience here tonight and wants to ask Mayor and Council to consider when we have proclamations and public documents they should be signed by Mayor and Council. That it's not just the Mayor saying proclamations but entire leadership, not just Mayor and Rick Pollitt. Stated he spoke with Justin to consider for the quarterly paper to include a councilpersons corner and rotating businesses. Councilmember Walsh stated not aware of anyone saying that ordinance being a moneymaker and would like to know who said that. Noted that there are businesses that want to open and can't get into a building and that the VPRO ordinance is meant to create space for business. Is looking forward to the transcript to see what was said regarding the Chamber of Commerce. Great to see everyone tonight and happy to be working together for a shared vision. Councilmember Fletcher stated great to see everyone tonight and noted how the children did really well in recent tournaments.

Comments from the Mayor:

Mayor Simpson thanked the residents and reiterated Mr. Johnson's comments. Thanked the staff and appreciates all that is done. They answer questions and know what is going on. Appreciates the youth voice. It is important to fill vacant properties and looking forward to when we can sit down and listen to comments and work with Chamber and

hope there is a solution that comes out and when we meet in December get the ordinance back with the fees.

Adjournment

Adjournment –Motion to adjourn by Councilmember Fletcher and, seconded by Councilmember Walsh. The motion passed unanimously. The time was 9:30pm with the following vote:

<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>3</u>				

Respectfully Submitted,

Kandice Ringenary

Kandice K Ringenary
Administrative Coordinator



SNOW HILL MAYOR AND COUNCIL
WORK SESSION

Tuesday, November 18, 2024
Old Fire Hall, 212 W. Green Street, Snow Hill

A work session of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, November 18, 2024, 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
Teron Lewis, Accounts Payable
Randy Barfield, Director
Aaron Flook, Planning, Zoning and Building Official
Andy McGee, Police Chief
Kandice Ringenary, Administrative Coordinator
Lorissa McAllister, Economic Development

1. Call to Order

Mayor Simpson called the meeting to order at 5:04 pm.

2. Resumption of consideration of future use of the old firehouse located at 212 West Green St., Snow Hill.

Councilmember Walsh asked that everyone speak into their microphones as that has been requested due to the distortion that takes place in the livestream during the meetings. Mayor Simpson reviewed the agenda for this work session and brought attention to the additional documents added to the packet since it went out via email. Mayor Simpson asked for participation from experts noting the current status of the building and the cost and finances associated. Mr. Flook reported on the inspections recently completed by both Mr. Barfield, Structural Engineer, Andrew E Welch and himself. It was a comprehensive review of the structural status of the building to including exterior facade, roof, entries and exists. The life of the roof is about to expire with portions requiring near immediate attention. Most concerning is the load bearing capability. Doors and windows were noted of which some needs to be repaired and some need relocated. A lot of electrical issues were noted to include GFCI updates and panel boxes needed. Questions were asked by Mayor Simpson about the current status and what would need to be done to address the issues. Councilmember Lee asked about the what needs to be done now. Mr. Flook explained what a parapet wall is and how it needs to be fixed. Councilmember Fletcher asked about exit doors. Mr. Flook explained what needs to be done and referenced the worksheet Lorissa completed showing suggested timelines to complete repairs. Mayor Simpson noted the documents received and included in the packet. Mr. Barfield spoke to the electrical work that needed to be done and why it needs to be redone and that panels are full. Chief McGee spoke to what happens if the electric is tripped and how computers and cameras have to be reset. Chief McGee referenced air purifiers are used and the filters are kept in good condition to address the biological growth in the space. Mayor Simpson asked if fire alarms were in the space. Mr. Barfield said no fire alarms, however, there are smoke detectors. There are alarms, but they need to be replaced. Mayor Simpson mentioned the start of Safety Committee. Councilmember Walsh asked about being ADA compliant. Mr. Flook responded not required due to age of building. Mr. Flook stated the state of Maryland will have to weigh in on those requirements. Mr. Barfield noted the quote coming. Mr. Flook noted a quote to replace all windows. Councilmember Fletcher asked if they were 2 windows pains were needed. Mr. Flook stated yes, for energy efficiency. Councilmember Fletcher asked about the length of the building that needs to be repaired. Mr. Flook responded it covers most of the building and that a patch could work, but not suggested and covers 3 sides of the building. Mr. Barfield explained the pictures in the packet. Mayor Simpson asked about the material and Mr. Flook responded. Councilmember Walsh asked about the total currently reflected in the packet to be \$210,000. Mr. Barfield said not that is not the total – there is more out there. Current total does not include what happens with what could come up when the roof is repaired/replaced and does not include bathrooms or the estimate for the gas and the carpentry work. Mr. Flook noted the furnace requirements. Mayor Simpson asked Ms. McAllister to speak to the quotes and Ms. McAllister noted just to replace the windows is \$3000 per window and doesn't include repair to the lintels. Adding that is goes well above the \$210,000. Mr. Flook stated this is all just to bring it up to code and not any renovation to make it better. There is deferred maintenance that needs to be addressed, doesn't include improvements. Mayor Simpson asked Mr. Lewis to speak to the financial aspect of the building uses and costs vs. revenue. Mr. Lewis went over the costs included in the report, referencing the anticipated cost of rentals if 64 rentals per year was achieved. Councilmember Lee asked where the square footage information was noted. Mr. Lewis

answered and continued to review the report included in the packet that noted all cost of repairs, costs maintaining the building and expenses incurred for maintaining and income from renting the property. The expenses include the cost of Public Works personnel to prepare the building for rentals and preparing the building for meetings, the cost of electricity/utilities and standard repair. Mr. Barfield did acknowledge that the repair costs listed were not all-inclusive and could add 30% more. Councilmember Walsh stated this is just maintenance and by the time it is completed more costs could be incurred for continued maintenance. Mr. Lewis did acknowledge that and reiterated that these are just for what is needed right now and does not include any future costs that will be incurred. Mayor Simpson asked for any questions. Councilmember Walsh asked about the 64 rental per year projection and how likely that would be and the most it has been rented in previous years. Mr. Lewis stated the most it had been rented 41 times in a good year and that was from 2021. Councilmember Fletcher asked how far back Mr. Lewis was able to go to review the rentals. Councilmember Walsh brought up that it is unlikely that you can separate the weekend days due to staffing and festivals usually start on Thursdays and that will prevent the likelihood of reaching 64 rentals a year. Mr. Barfield noted that the town has covered the whole cost for events like the oyster roast. Councilmember Walsh had a question about the net proceeds from rentals and what it would take to break even. Councilmember Fletcher stated a lot of festivals start on Thursdays. Councilmember Walsh noted you lose the days surrounding to rent and they should maybe pay for all the days being used. Mr. Barfield stated the days of use and the costs incurred for festivals and events. A discussion was had pertaining to the rentals and cost to break even and the cost of renting public facilities that have been updated. Mayor Simpson asked about the loss over the last 5 years. A discussion was had about the different rental spaces and the impact to the community if the old firehouse is no longer an option. Mayor asked Chief McGee to review the options for the police department to move from the old firehouse location. He went over all the items he included in the packet. Including temporary structure options for rent and purchase that could be placed on existing Town property. A review of locations and an existing building option that just became available with the space that may work for the needs of the police station. Mayor asked for any questions for Chief McGee. Councilmember Lee asked about agenda. Mayor Simpson stated they are focused on item a. Mayor Simpson asked to review the 2023-03 Ordinance that notes 212 W. Green St. as a surplus property that passed for first and second reading in 2023. She presented this information to get feedback on the options moving forward with this property. Mayor asked Mr. Pollitt to review the current idea of options to get the conversation started and not meant to cover everything. Mr. Pollitt read the starting options as noted in the packet. Councilmember Lee stated he is interested in some type of partnership and believes there may be a couple of options to consider regarding development and maybe partnering with a developer to refurbish the building and then look at a possible buy-out by the town. Mr. Pollitt stated that a lot of work and money would be needed to get to the point of using the building considering all the safety concerns. Councilmember Lee stated the idea is to open the door to look at other considerations. Councilmember Walsh asked if it would be a wise business decision to have the town pay for these expenses in hopes of what may come. Councilmember Lee is not suggesting that he has a developer who is interested in the property and wants to be clear he has not spoken with a developer. Councilmember Walsh stated her concern is the cost and who pays for it. Councilmember Lee stated he doesn't have the answer. Councilmember Fletcher stated it is a lot of money to fix and she would love for the building to be kept for the town if grant money could be found. Listening and looking at the numbers it is more. Councilmember

Fletcher asked if anyone besides Burley Oak from before was interested in the building. Mayor Simpson stated the building is not on the national registry. Ms. McAllister stated she has had two parties interested in the building since the agenda posted. She stated that increasing use downtown and increasing small business growth and mixed-use building growth is beneficial to the community and lends itself to the revitalization plan. Ms. McAllister stated this is a prime opportunity to provide an anchor business to contribute to foot traffic downtown. Has done research into expenses of an operational community center and the annual cost ranges from \$500,000 to over a million dollars per year. Not considering the time and money to build out the space. There are parameters of acceptable uses and potential tax revenue if sold. Attorney Howarth stated the way the ordinance 2023-03 reads a public hearing would need to be held to sell the property. Mayor Simpson asked about the process of selling the property and Attorney Howarth responded with options moving forwards. Councilmember Lee asked the type of persons that have expressed interest in the building and if they are interested in single ownership? Ms. McAllister responded she believed so. Councilmember Walsh asked about mixed-use buildings. A discussion was had around what it looks like to sell or lease and how an RFP might work or how sell may look. Councilmember Walsh stated she still hears about Black Eyed Susan and is not interested in that type of arrangement for the town. Councilmember Walsh stated she is not interested in leasing and not doing an in between/landlord situation. She stated the numbers are not adding up and the cost is so great to the town and as a resident she isn't interested in increased taxes to pay for the cost of repair. Thinks it is too expensive and the town cannot afford it. Mayor asked for any other comments. There were none. Mayor Simpson stated she is worried about staff and the public being in building and it's a safety and money issue. She thinks it needs to put it up for sale and as of January 1st, 2025 no more use by public or staff. There is a plan for other meetings and hopefully the police department will get other accommodations. Mayor Simpson proposed moving the next two items on the agenda to the next work session. No opposition. Mayor Simpson asked for public comment.

3. Public comments (limited to three minutes per speaker):

There were no public comments.

4. Announcements from Mayor & Council.

Councilmember Walsh expressed her appreciation for the communication and effort to present the information and thanked for extending the opportunity to be a part of the conversation. Councilmember Lee had no comment. Councilmember Fletcher thanked everyone for the efforts and asked if anyone was interested it is American Education Week and everyone is welcome to stop by the school. Mayor Simpson stated there are community visioning sessions Wednesday for Eastern, Thursday for Central and Monday for Western. Will not be attending tree lighting and Councilmember Fletcher will be taking over for the Mayor Simpson. Wants to wish everyone a nice holiday

5. Adjournment:

Councilmember Walsh made a motion to adjourn. Seconded by Councilmember Fletcher and passed unanimously. The time was 7:12pm.

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

Respectfully Submitted,

Kandice Ringenary

Kandice K Ringenary
 Administrative Coordinator

Treasurer's Report - December 10th, 2024		Prepared by Lounell Hamstead, Finance Manager	
Banking Information		October-24	November-24
Taylor Bank - General Fund		\$ 948,674.22	\$ 696,256.09
Taylor Bank - Savings Fund (CDARS & HUD)	*HUD \$89,808.31	\$ 1,146,916.94	\$ 1,147,134.66
PNC Bank - Investment Acct. MGLIP	*	\$ 2,587,897.97	\$ 2,598,112.04
Unrestricted Funds*	\$ 1,534,870.39		
Capital Improvement Project Funds* with ARPA Purnel	\$ 1,063,241.65		
First Shore Federal - CD		\$ 142,594.21	\$ 149,567.58
Employee HRA		\$ 52,139.50	\$ 49,913.09
Total in Bank Amount		\$ 4,878,222.84	\$ 4,640,983.46
Collected Accounts Receivable - November 2024			
Utility/Administrative Receivables:			
	PPTax		\$ 67,730.44
	Water/Sewer Charges		\$ 137,290.88
	Septage		\$ 8,855.36
Planning/Zoning Receivables:			
	Hud Loans		\$ 243.41
County Funding Receivables:			
	Real Estate Tax		\$ 165,264.34
	Room Tax		\$ 254.41
	Local Tax		\$ 80,958.98
	Highway User Fees		\$ 20,221.46
	Business Licenses		\$ 10.35
Misc. Receivables:			
	Redspeed		\$ 6,822.49
	Park, Firehouse, Train Rentals		\$ 275.00
	Hydrant Use		\$ 121.20
	E. Holland Theft Restitution		\$ 500.00
	Tower Rent July-Oct		\$ 300.00
	CATV License Qtr.		\$ 6,554.47
Grants:			
	CL-24 Community Legacy Grant		\$ 8,435.00
Total Accounts Receivable:			\$ 503,837.79

<u>As of November 2024</u>		OUTSTANDING ACCOUNTS RECEIVABLES		
		OVER 30	OVER 60	OVER 90
HUD LOANS		\$ -	\$ -	\$ -
SEPTAGE/LECHATE		\$ 103.97	\$ 102.43	\$ 6,611.61
LOT ASSESSMENTS		\$ 44.85	\$ 44.18	\$ 2,817.65
LANDLORD REG		\$ 3.28	\$ 3.24	\$ 215.46
PP TAX		\$ 6.78	\$ 4.89	\$ 8,778.09
WATER/SEWER		\$ 34,387.32	\$ 22,985.05	\$ 38,436.91
TOTALS		\$ 34,546.20	\$ 23,139.79	\$ 56,859.72
<u>As of October 2024</u>		County Billed Real Estate Taxes		
	2024/25	2023/24	2022/23	2019/22
Open Balances	\$ 457,436.16	\$ 39,810.60	\$ 34.40	\$ 2.58
<u>Originally billed</u>	\$ 1,374,460.96			
Total Open	\$ 497,283.74			
<u>AP by Department- November 2024</u>				
Mayor & Council		\$ 3,363.15		
Administration		\$ 94,717.19		
1081-Code Services 1st State		\$ 195.00		
CIP-PNC		\$ 3,510.00		
CIP-Accounting Software/HW		\$ 3,150.00		
CIP-Bank St Project		\$ 108,997.16		
Grants		\$ 8,435.00		
Police		\$ 83,507.33		
CIP-Police Vehicles Lease		\$ 4,589.00		
Fire Department		\$ 82.50		
Public Works		\$ 85,842.15		
Parks Department		\$ 1,270.18		
Museum		\$ 410.85		
Water		\$ 62,043.17		
CIP-Purnell St Project		\$ 13,947.40		
CIP-120 Water		\$ 5,738.56		
Sewer		\$ 60,597.80		
CIP-Equipment		\$ 27,045.05		
CIP-Purnell St Project		\$ 87,151.33		
Total Accounts Payable:		\$ 654,592.82		

TOWN MANAGER'S REPORT: DECEMBER 10, 2024

HOLIDAY CLOSINGS

Town offices will be closed on Tuesday and Wednesday, December 24th & 25th for the Christmas holidays and again on Tuesday and Wednesday, December 31st and January 1st for the New Year's holidays. We will also close at noon on Friday, December 20th, for the annual employee Christmas luncheon planned to be held at the train station.

The usual last-Tuesday Mayor & Council work session for December 31st has also been cancelled. The next work session will be held on Tuesday, January 7th probably at the county office building. An agenda will be posted prior to the meeting.

CHANGE OF LOCATION FOR MAYOR & COUNCIL MEETINGS

The Worcester County Commissioners have agreed to allow the Mayor & Council to hold their regular monthly meetings and work sessions in their alternate meeting room on the first floor of the county office building on North Washington Street. County and Town staff will be meeting soon to develop a Memorandum of Understanding covering all the details. It is expected that the new facility will, in addition to eliminating concerns regarding the old firehouse, provide a comfortable meeting space with high-quality audio/visual capabilities and accessibility. We hope to have everything in place in time for the next work session on January 7th.

After January 1st, meetings of the Town's other boards and commissions will likely be held at the train station unless notified otherwise.

REQUESTS FOR QUALIFICATIONS

As required by several of our grant funding agencies and because it makes good sense from a business perspective, I have prepared a Request for Qualifications for general on-call engineering services to provide myriad levels of support covering all of our infrastructure needs. Davis, Bowen & Friedel have been a tremendous asset to the Town for decades and it is expected that they will submit a proposal for our consideration. This exercise is to open the door for competing firms to also bid for our business and to see what value there may be in making a change.

The draft RFQ is now in the hands of our colleagues at the Maryland Department of the Environment and once they give it their official nod as complying with their standards, we will share it with the Mayor & Council for your input and plan to publish it in areas designed to reach qualified firms that may wish to respond. My hope is to have this out quickly with a deadline in early January for submittals.

PURNELL STREET PROJECT

The Purnell Street infrastructure improvements project continues on schedule and within budget with a completion date still anticipated before the end of the month. A progress session on the project is scheduled for 9 am on Wednesday morning, here at the firehouse.

ETHICS COMMISSION

The Ethic Commission is scheduled to meet tomorrow, Wednesday, December 11th at 5 pm at the train station. Their primary purpose is to review the annual financial disclosure forms required by our Ethics Ordinance.

PLANNING COMMISSION

The Planning Commission will meet next on Monday, January 7th, at 7 pm at the train station. An agenda will be posted prior to the meeting.

CHARTER REVIEW COMMITTEE

In a nod to demands of the holiday season, the Committee will not meet in December. Their next meeting is scheduled for Thursday, January 9th, at the train station.

HISTORIC DISTRICT COMMISSION

At this writing it appears there will be no meeting of the Commission for this month due to a lack of agenda items. The next regular meeting would be held on Thursday, January 23rd at the train station.



Economic Development April Report

December 10, 2024

Events

November First Friday had fewer attendees, but our pie theme resulted in a great time for all! The pie eating contest and pie walk were both very well received and show promise for growth. The Snow Hill Area Chamber of Commerce's 4th annual Seafood Festival brought 1200 people to downtown and boosted sales in all of our downtown businesses with their punch card deal.

The Annual Tree Lighting, was a wonderful event despite the cold. Thank you to the Council for kicking off the Holiday Season, to the businesses that sponsored crafts, and to everyone that attended. Our upcoming holiday events include December First Friday (12/6, 5-8), Santa Saturday (12/7, 12pm at the Old Fire House), Dicken's Weekend (12/14 & 14) and the Annual Family NYE Goat Drop (12/31, 5pm at the Old Fire House)

Main Street

The Promotion team discussed plans for the Tree Lighting, December First Friday, Santa Saturday, and Dickens Weekend. They also discussed Small Business Saturday Promotions. The team also designed the Coastal Style ad for the January/February issue.

Due to the Holiday, the Design and Organization teams had a joint meeting where they discussed downtown Holiday decorations and the ongoing vacation raffle fundraiser.

The Economic Vitality team did not meet in November due to the Holiday, but continues to work on creating a business plan template and updating the vacant building inventory

Bank Street Promenade

We have determined that the property donation from Worcester County will have to be subdivided, as opposed to creating an easement. The documentation to initiate the subdivision is being crafted. We continue to work with DB&F and property owners on Bank Street to generate a stormwater management plan that optimizes land use. Placemaking features continue to be delivered. We have also initiated a discussion with Delmarva Power and Lighting about possibly undergrounding the utilities on Bank Street. There are a number of hurdles we will need to navigate in order to accomplish this, but we are exploring options and, at the very least, ways we can improve the visual impact of the existing lines.

New Businesses

Planning, Zoning and Building Official, Aaron Flook, and I met with new commercial property owners to discuss possible uses of their property. I have also been contacted by one new potential business looking for space in Snow Hill.

Civic Plus

We are continuing to develop content for our new website. We have also requested the GIS data from the county to populate our Community Development (Code Enforcement) software and Mr. Flook has begun compiling the necessary Code data for the developer. As part of our Civic Plus package, we will also be transitioning to a new payment processing system, Forte, which will have a slightly lower service fee for our customers.

Community Listening Sessions

I conducted three Community Listening Sessions, one for each district, to open the discussion about the Town's strengths, opportunities, and the community's vision for the future of Snow Hill. With the Comprehensive Planning process in the near future, these sessions were designed to get people thinking about their engagement in that process. We had roughly 40 residents participate and each session produced very meaningful discussion. In comparison to our existing planning documents, many of the priorities are similar in nature and revolve around infrastructure improvements, accessibility, bringing more businesses that support the needs of the residents, and increasing housing. All three groups reported being very proud of the way the Town pulls together in times of need.

PLANNING, ZONING AND BUILDING DEPARTMENT

MONTHLY REPORT

Month November 2024

Permit App Submitted:	4
Permits Issues:	3

Planning/Zoning	Remarks
Zoning Determination	Bank Street project – review portions of two lots that are being donated by Worcester County to help create the Streetscapes on Bank Street.
Zoning/Flood Determination	Willow Street property proposal to create a Assembly space and Heritage Park from the surplus Property on Willow street
Pre-determination meeting	Lorissa and I meet with investors from Ocean City to discuss possible business uses for property on Market Street. The investors have purchased the property and want to develop it for business. We went over the type of business permitted by right
Storm water management Review with Dollar General	After getting our MOU with the county I meet with the developer for the new Dollar General Store on Church Street, we are working on getting the proper permit, inspection and maintenance paperwork processed.

Complaints	Remarks
Notice of Violation 203 Hearn	Notice of violation with explanation letter sent regarding placement of a Mobile home on the property. Owner has 30 days to review and determine if they will appeal decision to ZBA
Notice of Violation/Uninhabitable house 207 East Market	Notice of Violation and building posted as Not Habitable due to lack of water or sewer service. Both shut off for non-payment
Burning Yard Waste	Noted the issue as part of patrol of the town. Stopped warned and educated the owner as to the Code banning the burning of yard waste. Owner very receptive and put fire out.

Site Meetings	Remarks
Dollar General/Church Street	Meet with developer to go over the site and review placement and get an overall understanding of the storm water plans.
Old Fire House/Meet with Randy	Went over the condition of the roof and interior issues, as well as met with both Randy and carpenter to make sure we had all issues addressed in bids.
Review	Remarks
VPRO Implementation costs	Did a run down on the cost to implement and operate the VPRO plan, for the work session on the 18 th .
Housing Board of Appeals	Created a new application for housing board of appeals. Reviewed process with lawyer and discussed deadlines required for completing and submitting all paperwork
Created standardized Notice of Violation	Worked with Lawyer to create a standardized NOV. This is the instrument will be using when a violation of Town code is verified.
Fee Review	Went over and itemized the Planning, Zoning, Building and Code fees and violation costs. Review of the fees are ongoing with The Fee Review Committee.
Upcoming Plans	
Review Strategic Plan	Gear up for updating comp. plan. Understanding the strategic plan so we can ensure that the all of our plans are implementable and complimentary.
Review Comprehensive Plan	Studying comprehensive plans to make sure that the plan we issue is implementable. Understanding the process prior to contracting a consultant so that we get the proper involvement of the entire community and all stakeholders.
Review Town Border Maps.	Work assisting Lorissa to understand the issues and where we are missing properties (if any) from the de-annexation.
Code Software System	Meeting regularly with Civic Code and Lorissa as part of the development of the upcoming Code portion of the new software. Currently

building types of violation and costs of violation.

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

Administrative Coordinator

To: barfield snowhillmd.com
Subject: RE: December Monthly Report For Tuesday 12/10/2024



KANDICE RINGENARY

*Administrative Coordinator
Town of Snow Hill*

☎ 410.632.2080
✉ adminco@snowhillmd.com
📍 103 Bank Street, Snow Hill, MD
🌐 snowhillmd.gov

From: barfield snowhillmd.com <barfield@snowhillmd.com>
Sent: Monday, December 2, 2024 10:34 AM
To: Administrative Coordinator <adminco@snowhillmd.com>
Subject: December Monthly Report For Tuesday 12/10/2024

Trash-76.22 Tons.

Recycle-1.78 Tons.

Sweeper Dirt-0

&

Yard Waste-0

Calls

Water- Lowered Three Water Meter Pits

Sewer-4 Sewer Blockages and repaired and installed one sewer service on Collins Street from the sewer main to the clean out.

Miss utility Locates-23 Total.

Projects- Purnell Street up grade water and sewer mains have been installed the contractor has now gotten the Bacteria test

For the water and now is installing the water services from the water main to the meter pits.

Public Works also has been winterizing the parks for the winter.

**Town of Snow Hill
Water & Wastewater Report
November 2024**



Water Department:

- ❖ 5,736,500 gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 21,194 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 962 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.
- ❖ Lighting and heat have been repaired at every wellhouse
- ❖ Washington St. well still shutdown investigative work completed awaiting scope of repair work

Wastewater Department:

- ❖ 7,981,000 million gallons of wastewater was treated this month.
- ❖ 525 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 104 NPDES Permit required tests were performed by the contract lab, Ocean City Lab Services.
- ❖ 63 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
- ❖ Finished converting sand filter airlift pumps to all stainless steel
- ❖ Received 3rd new lift station pump awaiting 1 more to have a spare pump for every lift station
- ❖ Received last of the spare sludge belt press parts. Now have all recommended spare parts onsite
- ❖ Repaired broken Chlorine pump system. Chlorine is now stored and injected from the chemical room
- ❖ Emptied both sludge holding tanks cleaned out and made repairs
- ❖ The plant was in compliance for the whole month with no violations to report

Prepared by Bobby Wilt 12/2/2024

Grants currently open: 12

1. **ARPA SLFRF** (American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds) – \$2,019,781.96. Final spending and obligation are in progress and due 12/31/24. The amounts are changing every day, but the Town will endeavor to efficiently exhaust the entire award based on the complex US Treasury rules.
2. **DHCD CDBG** Market Street Sewer Lining and Repair Project - \$503,700. Awaiting final reimbursement from Spiniello and full closure by the CDBG.
3. **DHCD SRP** FY23 Community Commercial Property Renovations (Legacy Grant) - \$50,000. Five of eight projects are completed. Awaiting completion of two more approved projects. One award for \$1250 has been rescinded. \$2110 remain to be allocated in another application round in early 2025.
4. **DHCD SRP** FY24 Community Commercial Property Renovations (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 early 2025.
5. **DHCD CHSW** FY24 Community Placemaking Program - \$83,452. Agreement signed and submitted. Allotted to Bank St. Project.
6. **DHCD** FY24 Project Restore 2.0 - \$178,111 Awaiting contact with sub-recipient to finalize agreements.
7. **DNR CAC** FY25 Critical Area Grant - \$1,000 This grant was cut in half by the DNR for this fiscal year.
8. **DNR CPP** FY24 Sturgis and Byrd Park Improvements - \$62,644. Contractor was chosen and approved. Having final contract discussion. Suppliers have been alerted to pending orders by contractor.
9. **GOCCP** FY25 SAPP State Aid for Police Protection - \$41,473.
10. **MDE** (Maryland Dept of the Environment) – Purnell Street Utility and Roadway Improvements - \$360,388. Project is nearly finished and completion is expected by 12/28/24. Currently working with DBF to process payments and fund allocation.
11. **MDE** (Maryland Dept of the Environment) – Coulbourne Lane Well Backup Generator - \$190,806 Awaiting funding release.
12. **MSAC** (Maryland State Arts Council) – FY25 Arts and Entertainment Operating Grant - \$17,453.

Approximate Grant funding available for spending: \$1,166,248

Grant Applications submitted: 0

Grant Applications in progress: 3

DHCD CDBG FY25 Special Projects Grant – Town Comprehensive Plan

GOCCP FY26 SAPP State Aid for Police Protection

GOCCP FY25 Entertainment District Security Grant (EDSG) Program

Grant Applications Approved: 0

Grant Applications Denied: 0

Grant reports submitted: 2

CDBG Market Street Sewer Lining and Repair Project - Final Report

CDBG Market Street Sewer Lining and Repair Project – Section 3 Labor Report

Grants closed: 0

Grants pending: 3

DHCD SRP SDF FY25 Strategic Demolition Fund – PNC Bank conversion plans

DHCD SRP FY25 Legacy Grant – Bank Street

DNR CPP FY24 Sturgis Park Bathrooms

This month has been very busy. In addition to normal reporting, application writing and funds management, I have been in training and meetings with several government agencies. I met with representatives from MDE, MDP, CDBG, and the DHCD several times. I was, and still am, in frequent contact with the MTAP ARPA office to wade through the confusing task of SLFRF fund allocation and obligation. We have had increased meetings within all departments discussing infrastructure repair, accounting, and the requests and requirements from all of our hard working divisions and the public. I am available for questions all week in Town Hall. Please do not hesitate to ask.

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"

December 3, 2024

To: Mayor and Town Manager

From:  Chief R. Andrew McGee

Re: November Monthly Report

As we start to transition to the winter months, we remind everyone to make sure they lock up before securing for the night. Each year, agencies across our region see an uptick in vehicle break-ins and thefts from vehicles and homes. Don't leave valuables in your vehicles overnight and be sure to hit those lock buttons on your vehicles. If you plan on traveling during the Holiday Season, please contact us for a residential patrol check while you're gone.

The Police Department is working with our Social Service partners to make sure everyone stays warm during the winter months. We are identifying those who are in need and providing them the resources that are available to them to help them obtain services that private and public sectors provide.

We have been working with Town Staff on updating our Fines and Penalties in our Town Code. These new updated "Code" adjustments will bring us up to date with current fees across the board. In reviewing these codes and language changes, it was determined that the entire section needed to be reviewed. That process is ongoing and should be ready for review in the coming months.

The Police Department is wrapping up its year end training and requirements and all of our sworn staff exceeded the required 18 hours of yearly training that is required. All of our officers received at least 40 hrs of training this year and are already scheduled for training for training year 2025.

We wish everyone a Merry Christmas and a Safe and Happy New Year.

COMMUNICATIONS

Events by Nature Code by Agency

Agency: SHPD, Event date/Time range: 11/01/2024 00:00:00 - 11/30/2024 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	8	8	1%	0:04:00	0:03:27	0:06:32	1:51:58	0:14:00
	ABANDONED VEHICLE	0	5	0	5	1%	0:00:01	0:00:00	0:00:06	0:00:32	0:00:06
	ABUSE ABANDONED NEGLECT	0	1	0	1	0%	0:00:00	0:00:00	0:20:35	0:20:35	0:20:35
	ACCIDENTS VEHICLES PD	0	4	1	5	1%	0:02:26	0:04:15	0:22:46	2:09:04	0:25:49
	ALARMS BURGLAR	0	0	5	5	1%	0:02:00	0:02:29	0:06:19	0:51:20	0:10:16
	ANIMAL COMPLAINTS	0	1	3	4	1%	0:02:35	0:06:47	0:18:21	1:41:29	0:25:22
	ASSAULT SEXUAL ASSAULT	0	0	1	1	0%	0:00:20	0:27:22	1:45:42	2:13:24	2:13:24
	ASSISTANCE TO OTHER	0	8	30	38	5%	0:00:14	0:05:29	0:14:23	11:20:32	0:17:55
	ATTEMPT TO LOCATE	0	5	1	6	1%	0:00:00	0:02:55	0:11:06	0:14:01	0:14:01
	BOMB THREATS	0	0	1	1	0%	0:07:26	0:44:15	2:18:26	3:10:07	3:10:07
	CHECK WELFARE	0	0	8	8	1%	0:03:03	0:03:24	0:27:15	4:29:36	0:33:42
	DECEASED PERSON	0	0	1	1	0%	0:05:33	0:02:00	3:00:08	3:07:41	3:07:41
	DISABLED UNATTENDED VEHICLE	0	1	1	2	0%	0:03:07	0:08:47	0:08:36	0:29:06	0:14:33
	DISORDERLY	0	1	2	3	0%	0:02:52	0:03:36	0:38:08	2:10:55	0:43:38
	DOMESTIC COMPLAINTS	0	1	3	4	1%	0:02:14	0:02:47	0:57:16	4:06:56	1:01:44
	ESCORT	0	1	1	2	0%	0:00:00	0:03:52	0:32:50	1:09:33	0:34:47
	FRAUD	0	1	3	4	1%	0:04:59	0:10:05	1:25:42	6:00:26	1:30:07
	HARASSMENT	0	0	1	1	0%	0:01:10	0:01:51	0:20:46	0:23:47	0:23:47
	INFO	0	2	9	11	1%	0:05:29	0:07:43	0:35:40	7:24:48	0:40:26
	LOCKOUT	0	1	2	3	0%	0:06:07	0:03:53	0:14:05	1:02:16	0:20:45
	LOST PROPERTY	0	0	2	2	0%	0:02:11	0:36:10	0:01:30	0:47:13	0:23:37
	MENTAL SUBJECT NON EMS	0	0	1	1	0%	0:03:37	0:04:58	3:44:29	3:53:04	3:53:04
	NOISE COMPLAINT	0	1	2	3	0%	0:03:39	0:03:13	0:05:30	0:30:14	0:10:05

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
	NON TRAFFIC MILES CUIS CHECKS	0	4	0	4	1%	0:00:01	0:00:00	0:00:28	0:01:57	0:00:29
	PAPER SERVICE	0	14	8	22	3%	0:01:23	0:12:38	0:08:22	4:55:53	0:13:27
	PATROL CHECK	0	518	1	519	68%	0:00:05	0:06:09	0:03:32	30:47:30	0:03:34
	PREMISE CHECK	0	44	0	44	6%	0:00:01	0:00:00	0:02:29	1:49:40	0:02:30
	SEX OFFENSES	0	0	1	1	0%	0:03:02	0:01:15	3:49:19	3:53:36	3:53:36
	SUPPLEMENTAL INVESTIGATION LAW	0	7	3	10	1%	0:01:22	0:19:14	0:59:04	8:55:02	0:53:30
	SUSPICIOUS PERSON VEHICLE	0	5	8	13	2%	0:04:11	0:05:36	0:09:16	2:56:52	0:13:36
	THEFT	0	0	2	2	0%	0:02:44	0:00:59	0:13:41	0:30:47	0:15:24
	TRAFFIC COMPLAINTS	0	8	1	9	1%	0:00:48	0:02:27	0:03:18	0:35:29	0:03:57
	TRAFFIC DETAIL	0	7	0	7	1%	0:00:00	0:00:00	0:17:44	2:04:12	0:17:45
	TRAFFIC STOP	0	12	0	12	2%	0:00:00	0:00:03	0:10:17	2:03:32	0:10:18
	TRESPASSING	0	1	2	3	0%	0:02:55	0:06:27	0:06:00	0:36:45	0:12:15
	WEAPONS COMPLAINT	0	0	1	1	0%	0:02:35	0:02:50	0:42:14	0:47:39	0:47:39
Subtotals for No Summary Code		0	653	113	766	100%	0:02:39	0:07:58	0:41:10	119:27:31	0:47:09
Subtotals for SHPD		0	653	113	766	100%	0:02:39	0:07:58	0:41:10	119:27:31	0:47:09



SNOW HILL VOLUNTEER FIRE COMPANY, INC.

4718 Snow Hill Road • P.O. Box 83 • Snow Hill, Maryland 21863
410-632-2110 • Fax 410-632-3911

Report of Activity for the Snow Hill Vol. Fire Company NOVEMBER 2024

Responded to **15** Fire Related Calls

Motor Vehicle Accidents:	5
Fire Alarm:	3
Outside Fire:	2
Assist EMS:	2
Public Service:	1
Electrical Hazard:	1
<u>*Mutual Aid*</u>	<u>1</u>
Total:	15
Fire Calls YTD:	186

EMS Calls:

November 2024:	95
EMS Calls YTD:	1,070

***Mutual Aid responses:**

Pocomoke – Commercial Structure Fire – (1)

Respectfully submitted,

Michael Creech
Fire Chief
Snow Hill Vol. Fire Department

Snow Hill High School

MaryAnn Rutzler – Student Representative

Snow Hill Town Council

November/December News

Home to the Hill Speaker we welcomed Dr. Anette Wallace back to SHHS and students and staff enjoyed her inspiring words.

FAST Thanksgiving Feast we hosted a delicious meal, and our teachers met with those parents and families wanting to learn more about their students' progress.

American Education Week celebrated our academics; welcoming families and local community to see our students in their classroom environment.

Winter Sports season has begun for our indoor track, girls' and boys' basketball teams, unified strength/conditioning, as well as wrestling and cheerleading. Be sure to catch a game, meet, and or match – supporting our EAGLES!

Counseling Office and Career Counselor hosted a Future Careers Fair with twenty local Snow Hill and surrounding area representatives from a variety of career fields, meeting with students regarding post-secondary opportunities.

ESSA (Every Student Succeeds Act) we are thrilled to announce SHHS has again earned 4 out of 5-star rating performance report. Worcester County has led the state of Maryland with the highest concentration of 4- and 5-star schools.

FBLA (Future Business Leaders of America) recently competed in their regional leadership conference at Bel Air HS. We are proud to say we have 2 regional champions, and six students qualify for the state leadership conference that will be held in February.

Community Focus continues to be strengthened. In conjunction with the Food Bank of Delmarva we are able to families in need. Before Thanksgiving break, our food pantry served over 30 families, ensuring a joyful holiday.

In the spirit of our community focus our basketball team gave of their time and talent to volunteer decorating and cleaning up the area for the Mount Zion Missionary Baptist Church.

Wrestling and Fellowship of Christian Athletes donated their time at the HALO shelter in Salisbury.

NHS (National Honor Society) looking forward to this weekend (December 13-14); our NHS students will lend a helping hand at the Annual Makemie Christmas Box

Food Distribution assembling and distributing food to families for the holiday season. At Snow Hill HS, our students shine not only as scholars, but also as compassionate individuals dedicated to their community.

Cultural Exchange in Action our foreign exchange students from Romania and Ukraine shared insights of their home countries, from cultural traditions to the breathtaking scenery.

Parade Season our Marching Eagles and ROTC wrapped up Monday with our own SH Parade. We are happy to announce the following recognitions:

Pocomoke: Grand Champion Band; Second Place ROTC

Berlin: First Place Band; First Place ROTC

Ocean City: First Place Band; Second Place ROTC

Cambridge: First Place Band; Best Overall Band; Best Wind/Brass; Best Band Front

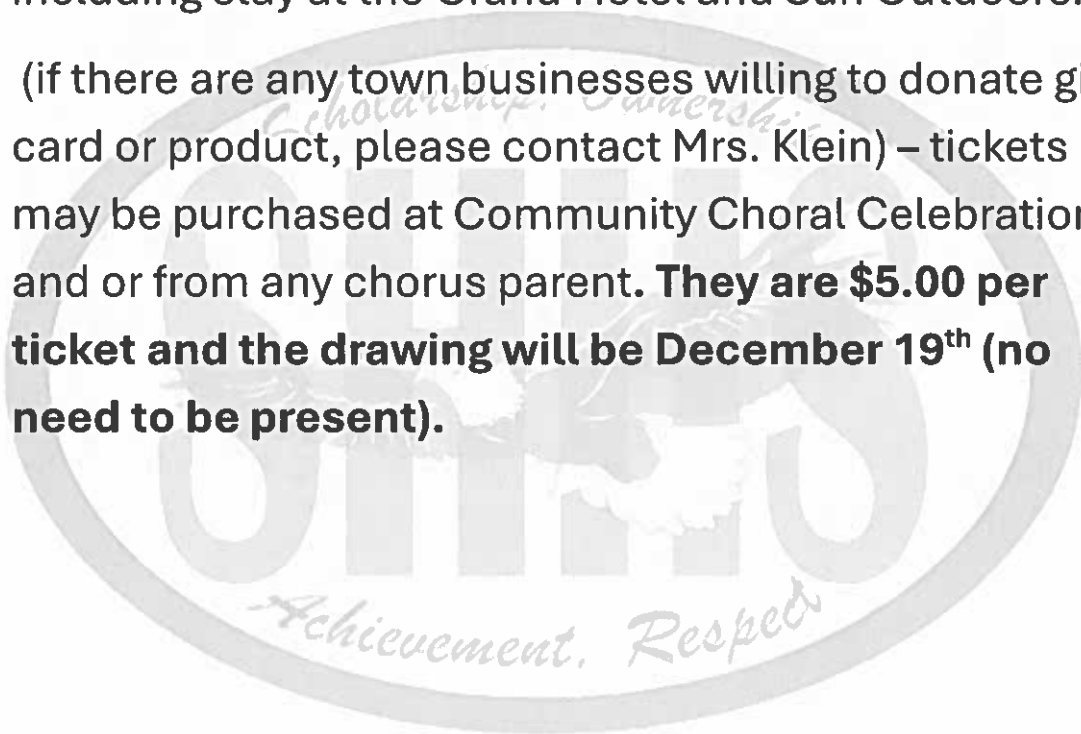
SIAC (school improvement advisory committee) the 4 Snow Hill schools coming together; administrators, select teachers, parents, and students working together for the common good of our school community – SHHS will host the meeting on December 18th.

Theater/Chorus/Arts

Next week the chorus presents Winter Wonders
Community Choral Celebration – SH Elementary, SH
Middle, and SHHS December 17, 530pm at SHHS
JOIN US

The Winter Tree gift card raffle gives you two chances to
win. Each tree has \$400+ gift cards and merchandise
including stay at the Grand Hotel and Sun Outdoors.

(if there are any town businesses willing to donate gift
card or product, please contact Mrs. Klein) – tickets
may be purchased at Community Choral Celebration,
and or from any chorus parent. **They are \$5.00 per
ticket and the drawing will be December 19th (no
need to be present).**





MAYOR AND COUNCIL OF SNOW HILL

First Reading: November 12, 2024

Second Reading: December 10, 2024

ORDINANCE 2024-16

AN ORDINANCE TO AMEND CHAPTER 200, ENTITLED ZONING, ARTICLE II, ENTITLED DEFINITIONS; ARTICLE VIII, ENTITLED PERMITTED USES; ARTICLE IX, ENTITLED SUPPLEMENTAL USE REGULATIONS; AND ATTACHMENT 1 - TABLE OF PERMITTED USES OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND

WHEREAS, the Mayor and Council of Snow Hill is authorized by §4-102 and 4-202 of the Land Use Article and 5-213 of the Local Government Article of the Annotated Code of Maryland (the “Code”) to enact a comprehensive zoning ordinance, which ordinance is codified as Chapter 200 of the Code of the Town of Snow Hill and authorized by Town Charter §20 (55); and

WHEREAS, the Mayor and Council of Snow Hill is authorized by §4-204 of the Land Use Article of the Code and §200-134 of the Code of the Town of Snow Hill to amend, modify or repeal zoning regulations; and

WHEREAS, pursuant to §20 of the Town's Charter, the Town shall have the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or its Charter as it may deem necessary for the good government of the Town; for the protection and preservation of the Town's property, rights, and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger, or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of and visitors in the Town; and

WHEREAS, the State of Maryland passed legislation legalizing adult use cannabis under certain limitations, which is known as the Cannabis Reform Act (House Bill 556/Senate Bill 516) and was signed into law and became effective on July 1, 2023. This legislation was codified in the Alcoholic Beverages and Cannabis Article. Additionally, the State of Maryland passed

legislation addressing the location of licensed cannabis dispensaries (House Bill 805) which was signed into law and became effective June 1, 2024; and

WHEREAS, State law authorizes local governments to establish reasonable zoning requirements for cannabis dispensaries; and

WHEREAS, the Mayor and Council of Snow Hill finds that in order to promote and protect the public's health, safety and welfare, it is necessary and reasonable to amend the Code of the Town of Snow Hill to address cannabis and cannabis dispensaries.

NOW THEREFORE BE IT ENACTED AND ORDAINED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT CHAPTER 200, ENTITLED ZONING, ARTICLE II, ENTITLED DEFINITIONS; ARTICLE VIII, ENTITLED PERMITTED USES; ARTICLE IX, ENTITLED SUPPLEMENTAL USE REGULATIONS; AND ATTACHMENT 1 - TABLE OF PERMITTED USES OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND, IS HEREBY AMENDED AS FOLLOWS:

...

Chapter 200 Zoning

...

Article II Definitions

...

§ 200-9 Terms defined.

As used in this chapter, the following terms shall have the meanings indicated:

...

CANNABIS

The plant Cannabis sativa L, and any part of the plant, including all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9-tetrahydrocannabinol concentration greater than 0.3% on a dry weight basis, which shall include cannabis products, cannabis-infused products, cannabis concentrate and edible cannabis products as defined by sections 1-101 and 36-101 of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as amended from time to time.

CANNABIS CONCENTRATE

As defined by section 36-101 of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as amended from time to time.

CANNABIS DISPENSARY

An entity licensed under Title 36 of the Alcoholic Beverages and Cannabis Article of the Annotated Code of Maryland, and the Town, that acquires, possesses, repackages, transports, sells, distributes, or dispenses cannabis or cannabis products, including tinctures, aerosols, oils, and ointments, related supplies, and educational materials for use by qualifying patients, caregivers, or consumers through a storefront or through a delivery service, based on license type.

CANNABIS-INFUSED PRODUCT

As defined by section 36-101 of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as amended from time to time.

...

GROWER

As defined by section 36-101 of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as amended from time to time.

...

MEDICAL CANNABIS

Any product containing usable cannabis or medical cannabis finished product.

...

MICRO DISPENSARY

A micro license issued in accordance with the Alcoholic Beverages and Cannabis Article, sections 36-401 and 36-401(c)(2) of the Annotated Code of Maryland.

...

ON-SITE CONSUMPTION ESTABLISHMENT

An entity licensed pursuant to Section 36-401(c)(4) of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code that allows cannabis to be consumed (smoked, vaped or otherwise ingested) on premises.

...

PROCESSOR

As defined by section 36-101 of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as amended from time to time.

...

Article VIII Permitted Uses

...

§ 200-39. Use of the designations P, PC, SE and SC in the Table of Permissible Uses.

When used in connection with a particular use in the Table of Permissible Uses included in this article, the letter "P" means that the use is permissible in the indicated zone with a building permit issued by the Code Enforcement Officer. When used in connection with a particular use in the Table of Permissible Uses, the letter "PC" means that the use is permissible in the indicated zone with a building permit issued by the Code Enforcement Officer provided the conditions stipulated in Article IX are met. The letters "SC" means the conditions of approval stipulated in Article IX for the proposed use must be met and a special exception permit must be obtained from the Board of Appeals. The letters "SE" means a special exception permit must be obtained from the Board of Appeals.

...

§ 200-43. Commercial use category.

The commercial use category includes uses that provide a business service or involve the selling, leasing or renting of merchandise to the general public. The commercial use subcategories are as follows:

A. Adult entertainment establishment.

- (1) Adult-oriented business: any business, operation, or activity a significant amount of which consists of:
 - (a) The conduct, promotion, delivery, provision, or performance of adult entertainment or material including, but not limited to, that occurring in, at, or in connection with a cabaret, lounge, nightclub, modeling studio, bar, restaurant, club, lodge, or similar establishment; or
- (2) Adult book or video store: adult-oriented business, including the sale, rental, transfer, loan, dissemination, distribution, provision or promotion of adult entertainment or material, in any format, form, or medium, including, but not limited to, books, magazines, newspapers, photographs, movies, videos, DVDs, CDs or other audio/video recordings, other electronic recordings but not including coin-operated or pay-view- viewing.
- (3) Adult-oriented businesses and adult book or video stores are not permitted in Snow Hill.

B. Animal service: uses that provide goods and services for care of companion animals.

- (1) Grooming: grooming of dogs, cats and similar companion animals, including dog bathing and clipping salons and pet grooming shops.

- (2) Boarding or shelter/kennel: animal shelters, care services and kennel services for dogs, cats and companion animals, including boarding kennels, pet resorts/hotels, pet day care, pet adoption centers, dog training centers and animal rescue shelters. For purposes of this chapter, the keeping of more than four dogs, cats or similar household companion animals over four months of age or the keeping of more than two such animals for compensation or sale is deemed a boarding or shelter-related animal service use and is allowed only in those zoning districts that allow such uses.
 - (3) Veterinary care: animal hospitals and veterinary clinics.
- C. Assembly and entertainment: uses that provide gathering places for participant or spectator recreation, entertainment or other assembly activities. Assembly and entertainment uses may provide incidental food or beverage service. Typical uses include arenas, billiard centers, video game arcades, auditoriums, bowling centers, cinemas and theaters.
- D. Broadcast or recording studio: uses that provide for audio or video production, recording or broadcasting.
- (1) Broadcast facility is an establishment primarily engaged in the provision of broadcasting and other information relay services accomplished through the use of electronic and telephonic mechanisms, including radio, television and film.
 - (2) Recording studio is an establishment primarily engaged in sound or video recording.
- E. Commercial service: uses that provide for consumer or business services and for the repair and maintenance of a wide variety of products.
- (1) Building service: uses that provide maintenance and repair services for all structural and mechanical elements of structures, as well as the exterior spaces of a premises. Typical uses include contractor offices, janitorial, landscape maintenance, extermination, plumbing, electrical, HVAC, window cleaning and similar services.
 - (2) Business support service: uses that provide personnel services, printing, copying, photographic services or communication services to businesses or consumers. Typical uses include employment agencies, copy and print shops, caterers, telephone answering services and photo developing labs.
 - (3) Consumer maintenance and repair service: uses that provide maintenance, cleaning and repair services for consumer goods on a site other than that of the customer (i.e., customers bring goods to the site of the repair/maintenance business). Typical uses include laundry and dry-cleaning pickup shops, tailors, taxidermists, dressmakers, shoe repair, picture framing shops, locksmiths, vacuum repair shops, electronics repair shops and similar establishments. Businesses that offer repair and maintenance service technicians who visit customers' homes or places of business are classified as a "building service."
 - (4) Personal improvement service: uses that provide a variety of services associated with personal grooming, instruction and maintenance of fitness, health and well-being. Typical uses include barbers, hair and nail salons, day spas, health clubs, yoga

studios, martial arts studios, and businesses purporting to offer fortune-telling or psychic services.

(a) **Massage therapy services:** establishments whose primary business is that of providing massage - defined as any method of pressure on or friction against, or stroking, kneading, rubbing, tapping, pounding, vibrating or stimulating of the external soft parts of the body with the hands or with aid of any mechanical, electrical apparatus or appliances with or without rubbing alcohol, liniments, antiseptics, oils, powder, creams, lotions, ointments or other similar preparations used in this practice, under such circumstances that it is reasonably expected that the person to whom treatment is provided, or some third party on such persons behalf, will pay money or give other consideration or any gratuity therefor.

(b) **Tattoo establishments** are also included in the personal improvement service use subcategory.

(5) **Research service:** uses engaged in scientific research and testing services leading to the development of new products and processes. Such uses resemble office buildings or campuses and do not involve the mass production, distribution or sale of products. Research services do not produce odors, dust, noise, vibration or other external impacts that are detectable beyond the property lines of the subject property.

F. **Day care:** uses providing care, protection and supervision for children or adults on a regular basis away from their primary residence for less than 24 hours per day. Examples include state-licensed child-care centers, preschools, nursery schools, head start programs, after-school programs and adult day-care facilities. Day care expressly includes state-accredited adult day-care facilities and facilities for child care.

(1) **Day-care center:** a facility licensed by the State of Maryland that provides day care for more than eight children or any number of adults.

(2) **Day care home:** a dwelling unit licensed by the State of Maryland in which day care is provided for a maximum of eight children, excluding all natural, adopted and foster children of the residents of the dwelling unit.

G. **Eating and drinking establishments:** The eating and drinking establishments use type refers to establishments or places of business primarily engaged in the sale of prepared foods and beverages for on- or off-premises consumption. Typical uses include restaurants, short order eating places or bars and cafes, restaurants, cafeterias, ice cream/yogurt shops, coffee shops and similar establishments, which may include a bar area that is customarily incidental and subordinate to the principal use as an eating establishment.

(1) **Microbrewery:** an establishment that possesses appropriate licenses from the State of Maryland where beer and malt beverages are made on the premises and then sold or distributed. The category includes small microbreweries which produces less than 15,000 barrels (a barrel is approximately 31 gallons) of beer per year and large microbreweries where beer and malt beverages are made on the premises at an annual beer production rate of over 15,000 barrels. Also included in this category are

brewpubs where beer and malt beverages are made on the premises in conjunction with a restaurant or bar and where 40% or more of the beer produced on site is sold on site. Brewpubs may include beer to go and beverages are made on the premises at an annual beer production rate of over 15,000 barrels. This category also includes tap rooms which are rooms ancillary to the production of beer at a microbrewery, brewpub, or large brewery where the public can purchase and/or consume only the beer produced on site.

- H. Financial service: uses related to the exchange, lending, borrowing and safe-keeping of money. Typical examples are banks, credit unions and consumer loan establishments.
- I. Funeral and mortuary service: uses that provide services related to the death of humans or companion animals, including funeral homes, mortuaries, crematoriums and similar uses.
- J. Lodging: uses that provide temporary lodging for less than 30 days where rents are charged by the day or by the week. Lodging uses may provide food or entertainment on premises. Lodging includes the following specific categories:
 - (1) Hotel and motel: an establishment for transients consisting of any number of sleeping rooms in permanent buildings, each room or suite of rooms having complete sanitary facilities and separate entrances, including hotel, motel, lodge, tourist park and similar establishments, but not including a boarding- or lodging house, inn or bed-and-breakfast establishment.
 - (2) Inn: a commercial facility, not meeting the criteria of hotel or motel and not a boarding- or rooming house, for the serving of meals and/or the housing of transients.
 - (3) Bed-and-breakfast: a single-family, owner-occupied dwelling in which overnight sleeping rooms are rented on a short-term basis to transients and at which no meal other than breakfast is served to guests, which is included in their room charge.
 - (4) Boardinghouse: a private dwelling or part thereof where lodgings with or without meals are provided for compensation to persons not members of the resident family.
- K. Office: uses in an enclosed building, customarily performed in an office, that focus on providing executive, management, administrative, professional or medical services. Specific use types include:
 - (1) Business: office uses for companies and nongovernmental organizations. Examples include corporate offices, law offices, architectural firms, insurance companies and other executive, management or administrative offices for businesses and corporations.
 - (2) Professional: offices where services are provided that require specialized training or professional certification including but not limited to accountant, appraiser, attorney, architect, landscape architect, engineer, surveyor, and stockbroker but not including offices of medical, dental and health practitioners.
 - (3) Medical, dental and health practitioner: office uses related to diagnosis and treatment of human patients' illnesses, injuries and physical maladies that can be performed in

an office setting with no overnight care. Surgical, rehabilitation and other medical centers that do not involve overnight patient stays are included in this subcategory, as are medical and dental laboratories.

- L. Parking, nonaccessory: parking that is not provided to comply with minimum off-street parking requirements and that is not provided exclusively to serve occupants of or visitors to a particular use, but rather is available to the public at large. A parking facility that provides both accessory and nonaccessory parking will be classified as nonaccessory parking if it leases 25% or more of its spaces to nonoccupants of or persons other than visitors to a particular use.
- M. Retail sales: uses involving the sale, lease or rental of new or used goods to the ultimate consumer within an enclosed structure, unless otherwise specified.
 - (1) Convenience goods: retail sales uses that sell or otherwise provide: 1) sundry goods; 2) products for personal grooming and for the day-to-day maintenance of personal health; or 3) food or beverages for off-premises consumption, including grocery stores and similar uses that provide incidental and accessory food and beverage service as part of their primary retail sales business. Typical uses include drugstores, grocery and specialty food stores, wine or liquor stores, gift shops, newsstands and florists.
 - (2) Consumer shopping goods: retail sales uses that sell or otherwise provide wearing apparel, fashion accessories, furniture, household appliances and similar consumer goods, large and small, functional and decorative, for use, entertainment, comfort or aesthetics. Typical uses include clothing stores, department stores, appliance stores, TV and electronics stores, bike shops, bookstores, costume rental stores, uniform supply stores, stationery stores, art galleries, hobby shops, furniture stores, pet stores and pet supply stores, shoe stores, antique shops, secondhand stores, record stores, toy stores, sporting goods stores, variety stores, video stores, musical instrument stores, office supplies and office furnishing stores and wig shops.
 - (3) Building supplies and equipment: retail sales uses that sell or otherwise provide goods to repair, maintain or visually enhance a structure or premises. Typical uses include hardware stores, home improvement stores, paint and wallpaper supply stores and garden supply stores.
 - (4) Cannabis dispensary: As defined in § 200-9 and Article IX.
- N. Self-service storage facility (e.g., mini-storage): an enclosed use that provides separate, small-scale, self-service storage facilities leased or rented to individuals or small businesses. Facilities are designated to accommodate only interior access to storage lockers or drive-up access only from regular size passenger vehicles and two-axle noncommercial vehicles.
- O. Studio, instructional or service: uses in an enclosed building that focus on providing instruction or training in music, dance, drama, fine arts, language or similar activities. Also includes artist studios and photography studios. See also "personal improvement service" in the commercial services use category.

- P. Trade school: uses in an enclosed building that focus on teaching the skills needed to perform a particular job. Examples include schools of cosmetology, modeling academies, computer training facilities, vocational schools, administrative business training facilities and similar uses. Truck driving schools are classified as "trucking and transportation terminals" (wholesale, distribution and storage use category).
- Q. Vehicle sales and service: uses that provide for the sale, rental, maintenance or repair of new or used vehicles and vehicular equipment. The vehicle sales and service subcategory includes the following specific use types:
 - (1) Commercial vehicle repair and maintenance: uses, excluding vehicle paint finishing shops, that repair, install or maintain the mechanical components or the bodies of large trucks, mass transit vehicles, large construction or agricultural equipment, aircraft, watercraft or similar large vehicles and vehicular equipment. Includes truck stops and truck fueling facilities.
 - (2) Commercial vehicle sales and rentals: uses that provide for the sale or rental of large trucks, large construction or agricultural equipment, aircraft, or similar large vehicles and vehicular equipment.
 - (3) Fueling station: uses engaged in retail sales of personal or commercial vehicle fuels, including natural gas fueling stations and rapid vehicle charging stations and battery exchange facilities for electric vehicles.
 - (4) Personal vehicle repair and maintenance: uses engaged in repairing, installing or maintaining the mechanical components of autos, small trucks or vans, motorcycles, motor homes or recreational vehicles including recreational boats. Also includes uses that wash, clean or otherwise protect the exterior or interior surfaces of these vehicles. Does not include vehicle body or paint finishing shops.
 - (5) Personal vehicle sales and rentals: uses that provide for the sale or rental of new or used autos, small trucks or vans, trailers, motorcycles, motor homes or recreational vehicles including recreational watercraft. Typical examples include automobile dealers, auto malls, car rental agencies and moving equipment rental establishments (e.g., U-haul).
 - (6) Vehicle body and paint finishing shop: uses that primarily conduct vehicle body work and repairs or that apply paint to the exterior or interior surfaces of vehicles by spraying, dipping, flow-coating or other similar means.

...

§ 200-47 Agricultural use category.

This category includes uses such as gardens, farms and orchards that involve the raising and harvesting of food and nonfood crops.

- A. Agriculture, animal production: the (principal or accessory) use of land for the keeping or raising of farm animals. Animal production is expressly prohibited in the Town.

B. Agriculture, crop production: the use of land for growing, raising, or marketing of plants to produce food, feed, or fiber commodities or nonfood crops. Examples of crop agriculture include cultivation and tillage of the soil and growing and harvesting of agricultural or horticultural commodities. Crop agriculture does not include community gardens or the raising or keeping of farm animals.

(1) Crop production, ~~medical cannabis~~: growing and processing any product containing usable cannabis or ~~medical cannabis finished product~~. in accordance with all provisions of Chapter 200.

C. Agriculture, buildings and structures: This category includes all buildings and structures associated with agriculture uses as opposed to the activities associated with crop or animal production.

D. Community garden: an area managed and maintained by a group of individuals to grow and harvest food crops or nonfood crops (e.g., flowers) for personal or group consumption, for donation or for sale that is occasional and incidental to the growing and harvesting of food crops. A community garden area may be divided into separate garden plots or orchard areas for cultivation by one or more individuals or may be farmed collectively by members of the group. A community garden may include common areas (e.g., hand tool storage sheds) maintained and used by the group. Community gardens may be principal or accessory uses and may be located at grade (outdoors), on a roof or within a building. Community gardens do not include the raising or keeping of farm animals.

E. Indoor plant cultivation: a building or structure and the associated premises used to grow plants under roof which may include accessory storage and processing of plants grown on premises. Included in this category are greenhouses and hydroponic facilities.

...

§ 200-53 **Permissible uses tables.**

A. Table of Permissible Uses.¹

...

Article IX **Supplemental Use Regulations**

...

§ 200-58 **Agricultural, crop production.**

A. Agriculture, crop production and related structures are permitted in the R-1 and R-2 Districts on land holdings or leases of five acres or larger.

B. Growing and processing of any product containing usable cannabis or ~~medical cannabis finished product~~ may be permitted by the Board of Appeals as a special exception in the R-1 District provided the applicant is a licensed grower or processor by the State of Maryland

~~approved by the Natalie M. LaPrade Medical Cannabis Commission and meets all of the requirements of State law and regulations to be a for licensed growers or processor contained in COMAR 10.62.01.00.~~

...

§ 200-87 Cannabis dispensaries

A. License. A cannabis dispensary and a micro dispensary shall be licensed and operate in accordance with State law and regulations and this Code.

B. Location.

- (1) A cannabis dispensary shall be allowed in the zones set forth in section 200-53, Attachment 1, Table of Permitted Uses.
- (2) No cannabis dispensary shall be permitted to be located within five hundred (500) feet from a pre-existing primary or secondary school, or a licensed childcare center or registered family care home under Title 9.5 of the State Education Article; a pre-existing playground, pre-existing recreation center, pre-existing library, pre-existing public park, or pre-existing place of worship.
- (3) No cannabis dispensary shall be permitted to be located within one half mile from another cannabis dispensary.
- (4) No cannabis dispensary shall be permitted to be located within one hundred (100) feet from an area zoned for residential use.
- (5) No cannabis dispensary shall be permitted in an area zoned for residential use.
- (6) Distances shall be measured from the closest property line of the uses listed in this subsection or the zoning line for an area zoned for residential use, whichever is applicable.

C. Setbacks. The underlying zone or the uses listed above in subsection (b) will control the setbacks.

D. Operations.

- (1) A cannabis dispensary may not be open to the public prior to 8:00 a.m. or after 11:00 p.m.
- (2) Owners and/or operators of a cannabis dispensary shall provide the Town with a local contact person who resides in Worcester County and who shall be available and authorized to respond to complaints concerning any operational issues associated with the dispensary.
- (3) All cannabis dispensaries shall install odor control technology, as necessary, in order to control ventilation at the establishment in such a manner that no odor from cannabis products can be detected outside the building on the same property, or on adjacent properties or public rights-of-way, or within any other unit located within the same building as the cannabis dispensary, if the use occupies only a portion of the building. The owner and operator shall properly maintain all odor mitigation equipment to ensure maximum efficiency.

(4) Any property or building containing a cannabis dispensary shall be compliant with all applicable federal, state and Town laws and regulations.

E. Parking. Parking shall be as required by the cannabis dispensary’s license and in compliance with this chapter.

F. Signs and advertisements. Signs and advertisements shall be in compliance with State law and regulations for cannabis dispensaries and shall be in compliance with this chapter.

G. Micro dispensaries. Micro dispensaries and/or delivery services may only deliver to locations allowed by State law and regulations.

H. On-site consumption establishment. It shall be prohibited for an on-site consumption establishment to operate within the corporate limits of Snow Hill.

§ 200-878 through § 200-89. (Reserved)

...

Attachment 1- Table of Permitted Uses

§ 200-53. Permissible Uses Tables (see § 200-39 for meaning of abbreviations)									
	Zoning District								
	R-1	R-2	R-3	PDD	B-1	B-2	HC*	M-1	M-2
Household Living									
Detached house	P	P	P	P					
Two-family	P	P	P	P					
Duplex	P	P	P	P					
Townhouse, § 200-85	SC	PC	PC	P					
Multifamily/apartment/condo, § 200-77			PC	P					
Accessory dwelling units, § 200-57	PC	PC		P					
Caretaker/security dwelling						SE	SE	SE	SE
Mixed-use building, residential, § 200-78				PC	PC	PC	PC		
Live/work unit				PC					
Group Living									
Group domiciliary care facility, § 200-71	PC	PC		P					
Continuing care retirement communities, § 200-62		SC	SC	P		P	P		
Halfway house						SE			
Public, Civic and Institutional									
Cemetery, § 200-65	SC	SC	SC	P					
College or university	SE	SE		P					
Community center	P	P	P	P					
Fraternal organization		SE	SE	P	SE	P			
Governmental facility	SE	SE	SE	P	SE	P	P	P	P
Hospital				P			P		
Library	P	P	P	P	P	P			
Museum or cultural facility	SE	P	SE	P	P				

Natural resources preservation	P	P	P	P					
Parks and recreation	P	P	P	P	P				
Religious assembly	P	P	P	P		P			
Safety service	P	P	P	P	P	P	P	P	P
School	P	P		P					
Utilities and Public Service Facility									
Essential services	P	P	P	P	P	P	P	P	P
Public utility				P			P	P	P
Alternative energy facilities, wind energy conversion systems, § 200-59	PC	PC	PC	PC	PC	PC	PC	PC	PC
Alternative energy facilities – solar energy power system or heating equipment, § 200-60	PC	PC	PC	PC	PC	PC	PC	PC	PC

§ 200-53. Permissible Uses Tables (see § 200-39 for meaning of abbreviations)									
	Zoning District								
	R-1	R-2	R-3	PDD	B-1	B-2	HC*	M-1	M-2
Wireless Telecommunications									
Freestanding towers, § 200-61				PC			PC	PC	PC
Building or tower-mounted antennas, § 200-61				PC		PC	PC	PC	PC
Satellite dish, § 200-81	PC	PC	PC	PC	PC	PC	PC	PC	PC
Animal Service									
Grooming					P	P	P	P	P
Boarding or shelter/kennel							P	P	P
Veterinary care						P	P	P	P
Assembly and Entertainment									
Assembly and entertainment				P	P	P	P		
Broadcast or recording studio									
Broadcast facility							P	P	P
Recording studio					P	P	P	P	P
Commercial Service									
Building service						P	P	P	P
Business support service					P	P	P	P	P
Consumer maintenance and repair service					P		P	P	P
Personal improvement service				P	P	P	P		
Massage therapy services				P	P	P	P		
Tattoo establishments, § 200-83					PC	PC	SC		SC
Research service							P	P	P
Day-care center § 200-67	SC	SC	SC	P		P			
Eating and drinking establishments except the following:				P	P	P	P	P	
Neighborhood lounges, bars and night clubs				P	SE	SE	SE		
Microbrewery					P	P	P	P	
Financial service				P	P	P	P		
Funeral and mortuary service		SE	SE	P		P			
Studio, instructional or service				P	P	P		P	
Trade school					P	P		P	P
Lodging									

Hotel and motel				P	P	P	P		
Bed-and-breakfast, § 200-63	PC	PC		P					
Inn	P	SE							
Office									
Business and professional office	SC	SC	SC	P	P	P	P		
Medical, dental and health practitioner				P	P	P	P		
Retail Sales									
Convenience goods				P	P	P	P		
Consumer shopping goods				P	P	P	P		
Building supplies and equipment				P	P	P	P	P	P
Cannabis dispensaries, § 200-87					PC	PC	PC		
§ 200-53. Permissible Uses Tables (see § 200-39 for meaning of abbreviations)									
	Zoning District								
	R-1	R-2	R-3	PDD	B-1	B-2	HC*	M-1	M-2
Vehicle Sales and Service									
Commercial vehicle repair and maintenance								P	P
Commercial vehicle sales and rentals								P	P
Fueling station, § 200-69						PC	PC	PC	PC
Personal vehicle repair and maintenance						P	P	P	P
Personal vehicle sales and rentals					SE	P	P	P	P
Vehicle body and paint finishing shop								P	P
Wholesale, Distribution & Storage									
Equipment and materials storage, outdoor								P	P
Contractor's shop					SC	SC			
Trucking and transportation terminal								P	P
Warehouse						SC		P	P
Mini storage facilities, § 200-76							PC	PC	PC
Limited wholesale sales and distribution facilities						P		P	P
Wholesale sales and distribution facilities								P	P
Industrial									
Artisan industrial				P	P	P	P	P	P
Limited industrial, § 200-75						SC		P	P
General industrial									P
Bulk storage or wholesaling of fuels and other flammable liquids in excess of 2,000 gallons, § 200-69								SC	SC
Bulk storage or wholesaling of fuels and other flammable liquids less than 2,000 gallons								P	P
Storage in bulk, drying or other processing of grain and livestock feed or storage and sale of fertilizer, coal, coke or firewood, § 200-82							SC		

Recycling									
Recyclable material dropoff facility				P		P	P	P	P
Agriculture									
Agriculture, crop production, § 200-58	PC	PC							
Crop production, medical cannabis, § 200-58	SE-SC								
§ 200-53. Permissible Uses Tables (see § 200-39 for meaning of abbreviations)									
	Zoning District								
	R-1	R-2	R-3	PDD	B-1	B-2	HC*	M-1	M-2
Agriculture, buildings and structures	SE	SE							
Community garden	P	P	P	P					
Indoor plant cultivation								P	P
Other									
Drive-in or drive-through facility				P	P	P	P		
Parking, nonaccessory					P	P	P	P	P
Temporary use, construction, § 200-84	PC	PC	PC	PC	PC	PC	PC	PC	PC
Temporary uses, emergency, § 200-84	SC	SC	SC	SC	SC	SC	SC	SC	SC
Temporary use, sales, § 200-84	PC	PC	PC	P					
Accessory Uses									
Home occupation, § 200-74	PC	PC	PC	PC					
Portable storage containers, roll-off trash containers, § 200-79	PC	PC	PC	PC	PC	PC	PC	PC	PC
Private recreation uses, § 200-80	PC	PC	PC	P					
Boarding and rooming, § 200-64	PC	PC		P					
Day-care, home, § 200-68	PC	PC	PC	P					
Garage/yard sales, § 200-86	PC	PC	PC	PC					
Heliport, § 200-73								SC	SC
Shelter care	P	P	P	P		P			
Fuel storage of 1,000 gallons or less, § 200-69	PC	PC	PC	PC	PC	PC	PC	PC	PC
* All uses in the HC Highway Commercial District are subject to the design standards in § 200-72.									

...

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on _____, 2024.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on _____, 2024.

ATTEST:

RICHARD POLLITT, Town Manager

Approved as to form:

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

JANET SIMPSON, Mayor

DIANA WALSH,
Central District Councilmember

EDWARD S. LEE,
Eastern District Councilmember

MARGARET ANN FLETCHER,
Western District Councilmember

Flag Publications, Inc. Certificate of Publication

TOWN OF SNOW HILL

NOTICE ORDINANCE 2024-16

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: NOVEMBER 21, 2024

Signed:



Date: NOVEMBER 21, 2024

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

itor 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.

Lauren Draheim
Personal Representative
True Test Copy
Terri Westcott
Register of Wills for
Worcester County
One W. Market Street
Room 102 - Court House
Snow Hill, MD 21863-1074

Name of newspaper designated by personal representative:
Ocean City Digest
Date of publication:
November 21, 2024
OCD-11/21/3t

MICHAEL B MATHERS ESQ
WEBB, CORNBROOKS, WILBER,
VORHIS, DOUSE & MATHERS,
LLP
P.O. BOX 910 -
115 BROAD STREET
SALISBURY, MD 21803-0910

**NOTICE OF APPOINTMENT
NOTICE TO CREDITORS
NOTICE TO UNKNOWN HEIRS**
To all persons interested in the estate of **JOANN STEWARD** Estate No. 20417 Notice is given that **COLLEEN D YEZEK** whose address is **28 BRIARCLIFFE CT NEWARK, DE 19702-2214** was on **NOVEMBER 12, 2024** appointed Personal Representative of the estate of **JOANN STEWARD** who died on **OCTOBER 09, 2024** with a will.

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

All persons having any objection to the appointment (or to the probate of the decedent's will) shall file their objections with the Register of Wills on or before the 12th day of **MAY, 2025**.

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

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

**TERRI WESTCOTT, Register of Wills for WORCESTER COUNTY
ONE W MARKET STREET
ROOM 102 - COURT HOUSE
SNOW HILL, MD 21863-1074
OCD-11/21/3t**



**MAYOR AND COUNCIL OF
SNOW HILL
NOTICE
OF PROPOSED LEGISLATION
ORDINANCE 2024-16**

NOTICE is hereby given by the Mayor and Council of Snow Hill that Ordinance 2024-16 was introduced for first reading at their regular meeting on November 12, 2024. A fair summary of the ordinance is as follows: CHAPTER 200, ENTITLED ZONING, ARTICLE II, ENTITLED DEFINITIONS; ARTICLE VII, ENTITLED PERMITTED USES; ARTICLE IX, ENTITLED SUPPLEMENTAL USE REGULATIONS; AND ATTACHMENT 1 - TABLE OF PERMITTED USES OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND to address through reasonable zoning requirements the State's legalization of adult use cannabis and creation of adult use cannabis dispensaries by addressing which zoning districts licensed dispensaries may be allowed in and the location of the same and to address the location for growers and processors of cannabis and to add new definitions related to cannabis. The second reading will take place on December 10, 2024 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-11/21/1t

**NOTICE
OF INTRODUCTION OF
BILL 24-08
WORCESTER COUNTY
COMMISSIONERS**

Take Notice that Bill 24-08 (Zoning - Detached Accessory Buildings and Off-Street Parking in Campground Subdivisions) was introduced by Commissioner Fiori on August 6, 2024.

A fair summary of the bill is as follows:

§ ZS 1 318(d)(1)E. (Amends the accessory building section to permit two detached accessory buildings on each campsite, one of which must remain unenclosed, eliminates the separation distance between accessory buildings and any other building or structure on the same or other lot.)

§ ZS 1 318(d)(1)G. and § ZS 1-320(a). (Amends the off-street parking requirements for campsites in a campground subdivision.)

A Public Hearing will be held on Bill 24-08 at the Commissioners' Meeting Room, Room 1101 - Government Center, One West Market Street, Snow Hill, Maryland on **Tuesday, December 17, 2024 at 10:30 a.m.**

This is only a fair summary of the bill. A full copy of the bill is posted on the Legislative Bulletin Board in the main hall of the Worcester County

Government Center outside Room 1103, is available for public inspection in Room 1103 of the Worcester County Government Center once County Government Offices are opened to the public. In the interim, a full copy of the bill is available on the County Website at www.co.worcester.md.us.

**THE WORCESTER COUNTY
COMMISSIONERS
OCD-11/21/2t**



**NOTICE
OF PUBLIC HEARING**

DECEMBER 16, 2024 AT 6:00 PM

TOWN OF OCEAN CITY

**RE: PUBLIC PROPERTY - ALLEY
CLOSURE AND CONVEYANCE**

A Public Hearing is scheduled for Monday, December 16, 2024, at 6:00 p.m., at the Regular Meeting of the Mayor and City Council, in the Council Chambers of City Hall located at 301 Baltimore Avenue, Ocean City, Maryland, 21842. The purpose of this public hearing is to consider the closure and conveyance of Bayview Lane between 1st and 2nd Street. The hearing will allow public input for Mayor and Council consideration as to whether or not it is in the public's interest to determine that the property is no longer needed for public use and move forward with the abandonment, closure and property conveyance. Additional information is available online at oceancitymd.gov in the August 27, 2024, Mayor and Council agenda packet or can be obtained from the City Clerk's office by calling 410-289-8842.

OCD-11/21/1t

COATES, COATES, & COATES,
P.A.
RAYMOND D. COATES JR., ESQ.
6200 COASTAL HIGHWAY,
SUITE 300
OCEAN CITY, MD 21842

**NOTICE
TO CREDITORS OF
APPOINTMENT OF FOREIGN
PERSONAL REPRESENTATIVE
ESTATE NO. 20423**

Notice is given that the Orphans' court of Cumberland county, Pennsylvania appointed Paul E. Hedin Jr., 805 West St., Lewisberry, PA 17339-9101 as the Personal Representative of the Estate of Shirley L. Hedin who died on March 26, 2024 domiciled in Pennsylvania, America.

The Maryland resident agent for service of process is Raymond D. Coates, Jr. whose address is 6200 Coastal Hwy., Ste. 300, Ocean City, MD 21842-6698.

At the time of death, the decedent owned real or leasehold property in the following Maryland counties: Worcester.

All persons having claims against

the decedent must file their claims with the Register of Wills for Worcester County with a copy to the foreign personal representative on or before the earlier of the following dates:

- (1) Six months from the date of the decedent's death; or
- (2) Two months after the foreign personal representative mails or delivers to the creditor a copy of this published notice or other written notice, notifying the creditor that the claim will be barred unless the creditor presents the claim within two months from the mailing or other delivery of the notice. Claims filed after that date or after a date extended by law will be barred.

Paul E. Hedin, Jr.
Foreign Personal Representative
Terri Westcott
Register of Wills
One W. Market Street
Room 102 - Court House
Snow Hill, MD 21863-1074

Name of Newspaper:
Ocean City Digest
Date of first publication:
November 21, 2024
OCD-11/21/3t



**NOTICE
OF PUBLIC HEARINGS
BOARD OF ADJUSTMENTS AND
APPEALS
TOWN OF OCEAN CITY,
MARYLAND**

Pursuant to the provisions of Chapter 2 Administration, Article IV, Division 5 of the Code of the Town of Ocean City, Maryland hereinafter referred to as Code, same being the Board of Adjustments and Appeals Ordinance for Ocean City, Maryland, notice is hereby given that public hearing will be conducted in the Council Chambers of City Hall located at 301 Baltimore Avenue, Ocean City, Maryland.

**Wednesday, December 4, 2024
At 3:00 PM**

BAAV 24-068 A request has been submitted for a variance from Code Section 38-73 requirements for non-residential construction to modify minimum freeboard requirements of Section 38-71 for reconstruction of ACME Grocery Store with associated retail (Grocery, Retail B) and construction of a new retail pad site (Retail C) Locally known as 9507 COASTAL HWY - Parcel A - 115-10-1870A in the town of Ocean City, MD

Applicant: OCTC Holdings, Parcel A, LLC

BAAV 24-069 A request has been submitted for a variance from Code Section 38-72 requirements for residential construction to modify minimum freeboard elevation requirements of Section 38-71 for construction of residential condo townhouse condominium units. Locally known as 9507 COASTAL HWY - 115-10-1870A - Parcel C in the town of Ocean City, MD

Applicant: OCTC Holdings, Parcel



MAYOR AND COUNCIL OF SNOW HILL

First Reading December 10, 2024

Second Reading _____

ORDINANCE 2024-17

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

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

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

WHEREAS, the special problems associated with vacant buildings requires Snow Hill maintain information on location and ownership of those properties and Snow Hill desires to revise current registration procedures, specifically the fee structure to further facilitate the occupancy of vacant buildings in the Town of Snow Hill (“Town”); and

WHEREAS, these changes will enable Snow Hill to preserve and promote the public health, safety, and general welfare of the Town.

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

CHAPTER 134. Property Management

...

ARTICLE II. Vacant Non-Residential and Mixed Occupancy Building Registration

...

§ 134.11 Fees.

A. Registration. The fee for the registration of a building is as follows:

First Year Registration	\$250 <u>\$500</u>
Second Year Registration	\$500 <u>\$1,000</u>
Third Year Registration	\$1,000 <u>\$2,000</u>
Fourth and Subsequent Years Registration	\$2,000 <u>\$4,000</u>

...

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on _____, 2024.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on _____, 2024.

ATTEST:

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

DIANA WALSH,
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



MAYOR AND COUNCIL OF SNOW HILL

First Reading _December 10, 2024_

Second Reading _____

ORDINANCE 2024-18

AN ORDINANCE TO AMEND CHAPTER 131, ENTITLED PENALTIES, FEES, FINES AND OTHER CHARGES, SECTION 131-8, ENTITLED DOCKING FEES OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND

WHEREAS, the Mayor and Council of Snow Hill (“Snow Hill”) desires to eliminate monthly and yearly use of the Town of Snow Hill waterfront property and to eliminate the charge for daily docking, thus finding this code section is no longer necessary.

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 131-8, ENTITLED DOCKING 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

...

§ 131-8 ~~Docking fees.~~ Reserved.

~~A. Each boat, vessel, yacht or ship which docks at any waterfront property owned by the Town of Snow Hill shall be subject to the following fees:~~

~~(1) Per day: \$10.~~

~~(2) Per month: \$150.~~

~~(3) Per year: \$350.~~

...

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on _____, 2024.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on _____, 2024.

ATTEST:

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

DIANA WALSH,
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



MAYOR AND COUNCIL OF SNOW HILL

First Reading December 10, 2024

Second Reading _____

ORDINANCE 2024-19

**AN ORDINANCE TO AMEND CHAPTER 162, ENTITLED STREETS AND SIDEWALKS
OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND**

WHEREAS, the Mayor and Council of Snow Hill (“Snow Hill”) desires to eliminate overnight use of the Town of Snow Hill waterfront property and to regulate the daily use of the waterfront property.

NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT CHAPTER 162, ENTITLED STREETS AND SIDEWALKS OF THE CODE OF THE TOWN OF SNOW HILL, MARYLAND BE, AND IT IS HEREBY AMENDED AS FOLLOWS:

CHAPTER 162 Streets, ~~and Sidewalks~~ and Docks.

...

ARTICLE III. DOCKS

§162-9 Docking at Town of Snow Hill property.

- A. No overnight docking of any boat, vessel, yacht or ship is permitted at any waterfront property owned by the Mayor and Council of Snow Hill.
- B. Daily docking, from dawn to dusk, is permitted for any boat, vessel, yacht or ship at any waterfront property owned by the Mayor and Council of Snow Hill.
- C. No boat, vessel, yacht or ship shall connect to Town of Snow Hill public water.
- D. No boat, vessel, yacht or ship shall connect to any Town of Snow Hill electricity service.

- E. No boat, vessel, yacht or ship shall connect to a Town of Snow Hill pump station.
- F. No waste of any kind shall be disposed of in or around the Pocomoke River.
- G. Any person who shall violate any provision of this Article shall be guilty of a municipal infraction, and upon issuance of a citation for the municipal infraction shall be punishable by a fine in amount not exceeding \$1,000 for each violation.

...

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on _____, 2024.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on _____, 2024.

ATTEST:

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

DIANA WALSH,
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 CLOSINGS SCHEDULE 2025

New Year's Day	Wednesday, January 1, 2025
Birthday of Dr. Martin Luther King, Jr.	Monday, January 20, 2025
Washington's Birthday / Presidents Day	Monday, February 17, 2025
Good Friday	Friday, April 18, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Columbus Day / Indigenous Peoples' Day	Monday, October 13, 2025
Veterans Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Native American Heritage Day	Friday, November 28, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Eve	Wednesday, December 31, 2025

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