



**MAYOR AND TOWN COUNCIL MEETING
TUESDAY, November 12, 2024
Old Firehouse, 212 West Green Street, Snow Hill, MD**

ZOOM ID NUMBER: 953-699-8590

7:00 PM

**AGENDA
(All times approximate)**

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

- a. Statement in regards to closed meeting of October 29, 2024.
- b. Proclamations: Mayor Simpson
 - A. In honor of America's Veterans
 - B. In support of the Snow Hill Main Street Program
- c. Approval of Minutes: **Action item**
 - October 8, 2024 work session
 - October 8, 2024 Town Hall meeting
 - October 29, 2024 special meeting
 - October 29, 2024 work session
 - November 4, 2024 public hearing
- d. Treasurer's Report: **Motion to accept required**
- e. Town Manager's Report

7:25 pm: 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. Student Representative

This agenda may be subject to change.

7:45 pm: Public Hearing: Community Development Block Grant Application

- A. Motion to open Public Hearing. **Action item.**
- B. Take comments from the public
- C. Motion to close Public Hearing. **Action item.**
- D. Resolution 2024-09: A resolution authorizing the submittal of an application for the community development block grant. **Action item.**

7:50 pm: 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. **Action item.**
- B. Resolution 2024-08: Adopting Rules for the Order of Business at regular meetings of the Mayor & Council. **Action item.**

8:05 pm: 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. **Action item.**
- B. Memorandum of Understanding with Worcester County for inspection services related to Stormwater Management activities. **Action item.**
- C. Approve the bid and the contract for the purchase of new picnic tables from grant funds. **Action item.**

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

Comments from the Council

Comments from the Mayor

8:35 pm: Adjournment

PLEASE NOTE: Meetings will be recorded and available to the public on the website. Part of the meeting may be closed to the public in accordance with Open Meetings Act procedures. If you would like a meeting packet prior to the meeting, please email Kandice Ringenary at adminco@snowhillmd.com.

This agenda may be subject to change.

**TEMPLATE FOR CLOSED-SESSION SUMMARY
TO BE INCLUDED IN THE MINUTES IN THE NEXT OPEN MEETING
(General Provisions Article § 3-306(c))**

Instructions: When a public body meets in a session closed under § 3-305 of the Open Meetings Act, it must disclose the following four sets of information in the minutes either of its next open session or in the minutes of the open session that it held that day, so long as the public knows to look there. This template provides a checklist for the required information. The worksheet at the bottom of the model closing statement contains a shorter form of the same checklist. Use of these forms is optional; the formatting of the summary is up to the public body so long as the public body includes the required information in its minutes at the required time.

The four sets of information required by § 3-306(c) are:

1. A statement of the time, place, and purpose of the closed session.
2. A record of the vote of each member as to closing the session.
3. Statutory authority to close session.
4. A listing of the actual topics of discussion, persons present, and each action taken in the session.

SUMMARY OF CLOSED SESSION HELD ON *October 29, 2024*

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 6:43 pm

Place (location) of closed session: 212 W. Green St Snow Hill, MD

Purpose of the closed session: General Provisions Article 3-305(b) 7 To consult with counsel to obtain legal advice related to Willow Street Property and Cannabis Legislation

2. Record of the vote of each member as to closing the session:

Names of members voting aye: **Council member Lee, Council member Walsh and Council member Fletcher** Members opposed: **None** Abstaining: **None**

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

→ **Topic #1: § 3-305(b) (7)** → **Topic #2: § 3-305(b) (7)** → **Topic #3: § 3-305(b) ()**
(add others as needed)

4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Willow Street Property	Town Attorney Howarth, Town Manager, Pollitt, AC, Ringenary, Council member Lee, Council Member Walsh, Council member Fletcher and Mayor Simpson	Considerations regarding current status and follow up with previously interested parties
#2: Cannabis Legislation	Town Attorney Howarth, Town Manager, Pollitt, AC, Ringenary, Council member Lee, Council Member Walsh, Council member Fletcher and Mayor Simpson	Public Hearing Scheduled for November 4th, 2024 moving forward.



PROCLAMATION

Office of the Mayor, Snow Hill, Maryland

VETERANS DAY

NOVEMBER 11, 2024

WHEREAS, the community of Snow Hill, Maryland is grateful to the veterans of our Armed Forces who have bravely and faithfully discharged the duties of citizenship and nobly served in times of national peril and peace; and

WHEREAS, among the resources from which our country draws her strength we hold in high esteem the more than twenty-two living veterans of our military, naval and air services, and we treasure the freedom preserved for us by the sacrifice of many; and

WHEREAS, the United States Congress, by Act approved June 1, 1954, expanded the significance of November 11, theretofore declared a legal holiday and observed as Armistice Day, by designating it as Veterans Day in honor of our nation's veterans; and

WHEREAS, many Snow Hill residents have served their country honorably and with courage, devotion and distinction over the generations as members of the Armed Forces and we wish to publicly thank them with grateful hearts for their service and sacrifice;

NOW, THEREFORE, BE IT PROCLAIMED THAT I, Janet T. Simpson, Mayor of the Town of Snow Hill, Maryland, hereby declare that the Town of Snow Hill fully supports the establishment of November 11, 2024 as VETERANS DAY across the United States of America and call upon the citizens of Snow Hill to take time to reflect on the freedoms we enjoy as Americans today, thanks to the dedicated service and sacrifices of our beloved veterans of all branches of the Armed Forces.

PROCLAIMED THIS 12TH DAY OF NOVEMBER, 2024.

ATTESTED:

A handwritten signature in blue ink, appearing to read "Richard M. Politt, Jr.", written over a horizontal line.

Richard M. Politt, Jr.,

Town Manager



A handwritten signature in blue ink, appearing to read "Janet T. Simpson", written over a horizontal line.

Janet T. Simpson

Mayor

PROCLAMATION

Recognizing with respect and appreciation the relationship between the Town of Snow Hill and the Main Street Maryland Program through our partnership with Downtown Snow Hill, Inc.

WHEREAS, a vibrant downtown is a cornerstone of a thriving community as indicated by its support of local businesses, economic resiliency, preservation of the Town's history and character, and creating a sense of place and to achieve a vibrant downtown, the Town of Snow Hill participates in the Main Street Maryland Program as an affiliate community; and

WHEREAS, The Town of Snow Hill has recognized Downtown Snow Hill, Inc, a non-profit organization whose mission it is to create a vibrant, attractive and inclusive community center within the downtown historic shopping center, as our partner in administering the downtown revitalization effort; and

WHEREAS, Downtown Snow Hill, Inc, following the Main Street Four Point approach is structured by four teams, Organization, Design, Economic Vitality, and Promotion, that collaborate to accomplish strategic goals and spearhead special projects that strengthen the downtown district and business community; and

WHEREAS, the Organization Team, engages the community by facilitating a robust volunteer network and supports projects and initiatives through fundraising efforts; and

WHEREAS, the Design Team, supports a beautiful and welcoming downtown by enhancing the physical and visual assets that promote the district's unique history and character; and

WHEREAS, the Economic Vitality Team supports existing businesses and assists with new business recruitment, focusing on advocacy, catalyzing property development, connecting entrepreneurs with resources, and creating a supportive environment for entrepreneurs; and

WHEREAS, the Promotion Team positions the district as the center of the community and hub of economic activity through event planning, marketing and storytelling to create a positive image that showcases our community's unique character.

NOW, THEREFORE, BE IT KNOWN TO ALL THAT THE TOWN OF SNOW HILL IS GRATEFUL FOR THE PARTNERSHIP WE ENJOY WITH MAIN STREET MARYLAND AND DOWNTOWN SNOW HILL, INC. AND, ACCORDINGLY, I, Janet T. Simpson, Mayor of Snow Hill, Maryland do hereby proclaim November, 2024 to be

MAIN STREET MARYLAND MONTH

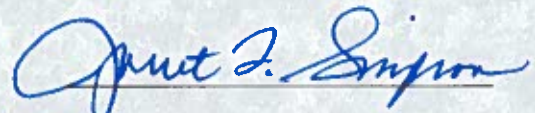
in the Town of Snow Hill and call upon all of our residents and visitors to patronize and support all of our business community in Snow Hill, regardless of location, understanding that we are one community and when success comes to any of us, it comes to all of us. With deepest respect and appreciation for countless hours of hard work, sacrifice and devotion to our community by Downtown Snow Hill, Inc., we proudly offer this proclamation as a small measure of our gratitude, admiration and esteem.

PROCLAIMED THIS 12TH DAY OF NOVEMBER, 2024.

ATTESTED:



Rick Pollitt, Town Manager



Janet T. Simpson, Mayor



MAYOR AND TOWN COUNCIL

Work Session Meeting Minutes

Tuesday, October 8th, 2024

6:00pm – Regular Session

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, October 8, 2024.

PUBLIC OFFICIALS PRESENT

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

STAFF IN ATTENDANCE

- Rick Pollitt, Town Manager
- Maureen Howarth, Town Attorney
- Aaron Flook, Planning, Zoning & Building Official
- Lorissa McAllister, Economic Development Director
- Andy McGee, Police Department Chief
- Kandice Ringenary, Administrative Coordinator

1. Call to Order

Mayor Simpson called the meeting to order at 6:00 pm.

2. Ordinance 2024-03 Vacant Property Registration Ordinance – 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.

Mayor Simpson brought up the time and effort put into the Vacant Property Registration Ordinance (VPRO) and asked Ms. McAllister for a comprehensive overview. Ms. McAllister proceeded to review the history ordinance up to present time. Mayor Simpson asked for Town Attorney Ms. Howarth to go over the specific items that were updated as requested by Councilmember Fletcher at the last meeting. Ms. Howarth reviewed all the updates as were highlighted. Mayor Simpson asked for any additional items or statements referencing the ordinance. Councilmember Lee responded and Councilmember Walsh responded, and a

discussion was had specifically referencing the fees noted within the ordinance. Mayor Simpson asked Mr. Flook to provide a simple cost analysis from a code enforcement perspective and he obliged, and a discussion was had to include Ms. Howarth about cost basis of fees. Councilmember Fletcher did present a question regarding notification and Ms. McAllister responded. Councilmember Lee and Councilmember Walsh commented on the fees.

3. Ordinance 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.

Mayor Simpson brought forward the next item on the agenda and Town Attorney spoke to the minor changes that were incorporated into this ordinance. Mayor asked for any questions and there were no additional questions.

4. Ordinance 2024 – 15 - An Ordinance to Amend Chapter 170, Entitled Taxation, Creating Article II, Entitled Real Property – Classes of Property for Tax Rates and Article II, Entitled Vacant Property Taxation of the Code of the Town of Snow Hill, Maryland.

Mayor Simpson brought forward ordinance 2024 – 15 as noted on the agenda. Town Attorney Howarth stated no changes to this item. Mayor Simpson asked for any questions or comments and there were none.

5. 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.

Mayor Simpson brought this resolution up for discussion and Councilmember Lee brought up some items he would like to change, referencing item #2, item #3 and item #5 and the presiding officer and/or mayor verbiage. Councilmember Fletcher also brought up #6 regarding designating a timekeeper, specifically leaving it more general as who can be designated as timekeeper. All supported this change. Councilmember Lee brought back up the items he wants to have removed from the wording in the proposed document.

6. Public comments (limited to two minutes per speaker):

There were no public comments.

7. Announcements from Mayor & Council.

No announcements from Councilmember Walsh. Councilmember Lee wanted to re-engage regarding the rules and decorum, but had no announcements. No announcements from Councilmember Fletcher. Mayor Simpson requested nominations for any outstanding group or person doing positive work in the community for recognition from the Mayor and Council.

8. Adjournment:

Councilmember Walsh made a motion to adjourn. Seconded by Councilmember Fletcher and passed unanimously. The time was 6:45pm.

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

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 | Kandice Ringenry, Administrative Coordinator |
| Lou Hamstead, Finance Manager | Robert Wilt, WWTP Superintendent |
| Teron Lewis, Accounts Payable | Randy Barfield, Director |
| Melissa Kempfer, Account Clerk | Aaron Flook, Planning, Zoning and Building Official |
| MaryAnn Retzler, SHHS Student Rep | |
| Andy McGee, Police Chief | |
| Paul Bessette, Grants Administrator | |
| Lorissa McAllister, Economic Development | |

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 Dorrrough, 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	<u>3</u>				

- 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	<u>3</u>				

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>				
<u>TALLY</u>	<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 and a discussion was had between Councilmember Walsh, who is in favor of existing fee structure, and Councilmember Lee who presented the reduced fees. 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. 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. Mr. Flook noted that his time alone for a vacant building is at least \$550 a year. 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. Councilmember Lee is not reconsidering position. Mayor asked for vote on amendment. The motion passed with 2 Ayes and 1 Naye.

<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 Naye

<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>				
TALLY	<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>		
TALLY	<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	<u>2</u>		<u>1</u>		

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.

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

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>
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<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



MAYOR AND TOWN COUNCIL
Special Meeting / Public Hearing Minutes
Tuesday, October 29th, 2024

5:00pm – Special Meeting / Public Hearing

A Special Meeting of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, October 29, 2024.

PUBLIC OFFICIALS PRESENT

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

STAFF IN ATTENDANCE

Rick Pollitt, Town Manager
 Maureen Howarth, Town Attorney
 Andy McGee, Police Department Chief
 Kandice Ringenary, Administrative
 Coordinator

1. Call to Order

Mayor Simpson called the meeting to order at 5:02 pm.

2. Councilmember Walsh made a Motion to open a Public Hearing. Councilmember Fletcher seconded the motion to open the meeting and it passed unanimously.

<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>				

3. Public Hearing: Charter Amendment Resolutions - Mayor Simpson asked Attorney Howarth to review the Charter Amendments, noting the changes for each of the four Charter Amendment Resolutions: 2024-01, 2024-02, 2024-03 and 2024-04. Attorney Howarth reviewed each of the Charter Amendment Resolutions.

Resolution 2024-1, Charter Amendment, For the Purpose of Amending Sections 18(B) and 74(A)(3) of the Town Charter of Snow Hill to add to the list of the Department Heads, the Head of the Planning and Zoning Department

Resolution 2024-2, Charter Amendment, For the Purpose of Amending Section 11 of the Town Charter of Snow Hill to Revise and Clarify the Process for Adopting Ordinances.

Resolution 2024-3, Charter Amendment, For the Purpose of Amending Section 13 of the Town Charter of Snow Hill to Revise and Clarify the Process for Referendums.

Resolution 2024-4, Charter Amendment, For the Purpose Amending Section 58 of the Town Charter of Snow Hill to Eliminate the Requirement that a Bond Shall be Submitted to Referendum by the Voters of the Town of Snow Hill.

4. Public Hearing comments (limited to two minutes per speaker):

Fran Price expressed favor for the age of the mayor being older than 18 years old to 21 or 25 years old.

5. Councilmember Fletcher made a Motion to close the Public Hearing at 5:11pm Councilmember Walsh seconded the motion to close the meeting and it passed unanimously.

<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>				

6. Mayor Simpson moved to discussion for the Charter Amendment Resolutions 2024-01, 2024-02, 2024-03 and 2024-04.

Councilmember Walsh did want to clarify that these resolutions will free up the Town and Council to access grant funds for the Purnell St. Project and is in favor of that. Attorney Howarth stated currently prohibiting extending timelines in an aggressive way and this will open scheduling and allow access to those funds.

7. Councilmember Fletcher made a Motion to approve Charter Amendment Resolution 2024-01. Councilmember Walsh seconded the motion passed unanimously.

<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>				

8. Councilmember Fletcher made a Motion to approve Charter Amendment Resolution 2024-02. Councilmember Walsh seconded the motion and it passed unanimously.

<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>				

TALLY	3				
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9. Councilmember Fletcher made a Motion to approve Charter Amendment Resolution 2024-03. Councilmember Walsh seconded the motion and it passed unanimously.

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

10. Councilmember Lee made a Motion to approve Charter Amendment Resolution 2024-04. Councilmember Fletcher seconded the motion and it passed unanimously.

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

11. Public Comments for Special Meeting

There were no public comments.

12. Adjournment:

Councilmember Lee made a motion to adjourn. Seconded by Councilmember Walsh and passed unanimously. The time was 5:15pm.

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

Respectfully Submitted,

Kandice Ringenary

Kandice Ringenary
Administrative Coordinator



MAYOR AND TOWN COUNCIL

Work Session Meeting Minutes

Tuesday, October 29th, 2024

5:20pm – Regular Session

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, October 29, 2024.

Public Officials Present

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

Staff in Attendance

Rick Pollitt, Town Manager
 Maureen Howarth, Town Attorney
 Teron Lewis, Accounts Payable
 Lounell Hamstead, Finance Manager
 Lorissa McAllister, Economic Development
 Director
 Aaron Flook, Planning, Zoning and Building
 Official
 Andy McGee, Chief of Police

1. Call to Order

Mayor Simpson called the meeting to order at 5:20 pm.

2. Charter Review Committee recommendations.

Mayor Simpson recognized Mr. Mike Farlow, Chair of the Charter Review Committee, to review suggested changes that were unanimously passed by the committee and included in the work session packet. This included a salary review commission, vacancies to the council and election timing. Mayor Simpson thanked Mr. Farlow for the hard work over the last three years. Mr. Farlow did mention these are just a segment and more to come. Mayor

Simpson asked for questions from the council for Mr. Farlow. Councilmember Walsh asked about elections and where the power currently lies. Both Mr. Farlow and Attorney Howarth answered that the ultimate authority lies with the Mayor and Council establishing code that Board of Elections follows. Councilmember Walsh also asked about the salary review commission and if it included staff. Mr. Farlow responded with the recommendation made for just Mayor and council today but could include staff. Mayor Simpson asked if any additional discussions for changes to Charter. Councilmember Walsh asked about when these might be presented for voting. A discussion was had as to voting on it in pieces or in its entirety. Comments from Councilmember Lee suggested to wait until all recommendations are received. Councilmember Walsh asked for a more specific timeline and structure and a discussion was had among all councilmembers and mayor pertaining to how this will proceed and best next steps. Councilmember Fletcher suggested having more work sessions to discuss and Mayor Simpson agreed.

3. Old Firehouse Finances.

Mayor Simpson brought forward the next item on the agenda and Mr. Pollitt reviewed the status of the Old Firehouse property – including current uses, past conversations and existing safety issues and concerns. The Town has declared it as surplus property and a decision is needed to either keep and update as needed to achieve code compliance and safety or sell it and determine where to go next. Mayor recognized Accounts Payable Clerk, Teron Lewis, to discuss the list of expenses currently incurred by use of the Old Firehouse. Mr. Lewis delivered a comprehensive review of the financial status of the Old Firehouse and stated the he thought the building expenses outweigh incoming funds and have the last few years. Mayor Simpson opened up discussion relating to the property. Councilmember Walsh asked about costs accounting for inflation and stated she doesn't want to burden residents with increasing taxes to continue to cover deficits like what is happening with this property. Councilmember Fletcher didn't have any questions. Mayor Simpson asked about next steps and stated May of 2023 is when property was designated as surplus. Economic Development Direct, McAllister stated a number of inquiries related to the property and there is interest if the Town were to sell. Councilmember Walsh asked if any money would have to be put into the property to sell. Councilmember Lee stated must consider what the market will support as a price for the property, but also what the wishes of the people are.

4. Resolution 2024-08, Rules and Procedures.

Mayor Simpson brought forward tabled Resolution 2024-08 to continue discussion. Mayor made not of all the various examples in the packet of other towns reference to Rules and Procedures. Noted Robert's Rules of Order as a base for many examples and made book available for anyone interested. Mayor Simpson asked for any questions or comments. Councilmember Fletcher stated she thought #2 should be 3 minutes rather than 2 minutes for comment. Councilmember Lee supports that and Mayor Simpson agreed. Everyone agreed on #6 noting timekeeper could be any staff member. No other comments

5. Public comments (limited to two minutes per speaker):

Fran Price commented on support for not selling the old Firehouse building.

6. Announcements from Mayor & Council.

No announcements from Councilmember Fletcher. No announcements from Councilmember Walsh, however, expressed frustration on the circular motion of work completed, the cost incurred and then to move it forward without cogent discussions and no decisions. Councilmember Lee had not announcements. Mayor Simpson wanted to recognize Councilmember Fletcher for her assistance with the Tommy Mason dedication and expressed appreciation for a great event. Purnell Museum accepted all of the items donated on behalf of Tommy Mason. Thanked chief for extra parking spaces.

7. Moved to closed session to consult council to obtain legal advice.

Councilmember Lee made a motion to move to a closed session. This motion was seconded by Councilmember Walsh and passed unanimously to move to closed session at 6:42pm

<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 Ringenary
Administrative Coordinator



MAYOR AND TOWN COUNCIL

Public Hearing Minutes

Monday, November 4, 2024

6:00pm – Public Hearing

A Public Hearing of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street and online via Zoom on Monday, November 4th, 2024.

PUBLIC OFFICIALS PRESENT

Mayor Janet Simpson
 Councilmember Diana Walsh – via Zoom
 Councilmember Margaret Ann Fletcher

STAFF IN ATTENDANCE

Maureen Howarth, Town Attorney
 Aaron Flook, Planning, Zoning and Building Official
 Andy McGee, Chief of Police
 Kandice Ringenry, Administrative Coordinator

PUBLIC OFFICIALS ABSENT

Councilmember Edward S. Lee

1. Call to Order

Mayor Simpson called the meeting to order at 6:00 pm.

2. Councilmember Fletcher made a Motion to Open a Public Hearing. Councilmember Walsh seconded the motion to open the meeting and it passed.

<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>2</u>				<u>1</u>

Public Hearing: 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. - Mayor Simpson read into record the following - Pursuant to the provisions of the Code of the Town of Snow Hill Section 110-134 notice is hereby given that a PUBLIC HEARING is scheduled on Monday, November 4, 2024, at 6:00 p.m. at the meeting of the Mayor and Council of Snow Hill at the Old Fire Hall, 212 West Green Street, in Snow Hill, Maryland, 21863. The purpose of the hearing is to consider 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 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.

3. **Mayor Simpson asked Attorney Howarth to briefly go over the Ordinance.** Attorney Howarth reviewed the history and provided a brief summary of the Ordinance in relation to the state laws and requirements for the Town of Snow Hill moving forward.
4. **Public Hearing comments (limited to two minutes per speaker):**
No public hearing comments.
5. **Councilmember Walsh made a Motion to close the Public Hearing at 6:07pm Councilmember Fletcher seconded the motion to close the meeting and the public hearing closed.**

<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>2</u>				<u>1</u>

6. **Mayor Simpson asked for any public comments.**
There were no public comments.

7. **Adjournment:**
Councilmember Fletcher made a motion to adjourn. The motion was seconded by Councilmember Walsh and passed to adjourn the meeting. The time was 6:07pm.

<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>2</u>				<u>1</u>

Respectfully Submitted,

Kandice Ringenary

Kandice Ringenary
Administrative Coordinator

Treasurer's Report - November 10th, 2024		Prepared by Lounell Hamstead, Finance Manager	
Banking Information		September-24	October-24
Taylor Bank - General Fund		\$ 1,282,282.53	\$ 948,674.22
Taylor Bank - Savings Fund (CDARS & HUD)	*HUD \$ 89,590.59	\$ 1,146,239.72	\$ 1,146,916.94
PNC Bank - Investment Acct. MGLIP	*	\$ 2,577,380.94	\$ 2,587,897.97
Unrestricted Funds*	\$ 1,467,729.10		
Capital Improvement Project Funds* with ARPA Purnel	\$ 1,109,651.84		
First Shore Federal - CD		\$ 142,594.21	\$ 142,594.21
Employee HRA		\$ 55,669.25	\$ 52,139.50
Total in Bank Amount		\$ 5,204,166.65	\$ 4,878,222.84
Collected Accounts Receivable - October 2024			
Utility/Administrative Receivables:			
	PPTax		\$ 12,577.63
	Water/Sewer Charges		\$ 137,694.85
	Septage		\$ 7,919.55
Planning/Zoning Receivables:			
	Permits		\$ 385.00
	Hud Loans		\$ 447.41
	Unapplied LA*		\$ 100.00
County Funding Receivables:			
	Room Tax		\$ 89.86
	Local Tax		\$ 566.05
	A & A Taxes		\$ 1,462.99
	Business Licenses		\$ 34.49
	Recycle Rebate		\$ 533.70
Misc. Receivables:			
	Redspeed		\$ 9,207.57
	Park, Firehouse Train Rentals		\$ 425.00
	Police Fees		\$ 50.00
	PW Insurance Reimbursement-TRK		\$ 1,502.50
	Secondary Water Meters		\$ 200.00
	Bulk Trash Fee		\$ 40.00
	Hud Loan Application Fee		\$ 25.00
Grants:			
	DNR Serv Porta Potty Grant		\$ 2,240.52
	DHCD CHSW Grant-Bank St.		\$ 41,500.00
	Market St. Sleeve Grant		\$ 55,552.88
	SAPP Police Grant-1st QTR		\$ 10,368.00
	PD Grant -Tobacco Use Prevention		\$ 500.00
Total Accounts Receivable:			\$ 283,423.00

<u>As of October 2024</u>		OUTSTANDING ACCOUNTS RECEIVABLES		
		OVER 30	OVER 60	OVER 90
HUD LOANS		\$ -	\$ -	\$ (41.97)
SEPTAGE/LECHATE		\$ 102.43	\$ 100.93	\$ 6,510.68
LOT ASSESSMENTS		\$ 44.18	\$ 43.53	\$ 2,774.12
LANDLORD REG		\$ 3.24	\$ 3.18	\$ 212.28
PP TAX		\$ 9.30	\$ 831.92	\$ 9,943.46
WATER/SEWER		\$ 45,709.91	\$ 10,833.47	\$ 30,674.68
TOTALS		\$ 45,869.06	\$ 11,813.03	\$ 50,073.25
<u>As of September 2024</u>		County Billed Real Estate Taxes		
	2024/25	2023/24	2022/23	2019/22
Open Balances	\$ 510,501.27	\$ 42,218.56	\$ 34.40	\$ 2.58
<u>Originally billed</u>	\$ 1,374,460.96			
Total Open	\$ 552,756.81			
<u>AP by Department- October 2024</u>				
Mayor & Council		\$ 2,832.13		
Administration		\$ 96,006.82		
1081-Code Services 1st State		\$ 675.00		
CIP-PNC		\$ 2,634.65		
CIP-Accounting Software/HW		\$ 3,774.50		
Grants		\$ -		
CIP-Matching Funds for Grants		\$ 1,150.00		
Police		\$ 55,416.39		
CIP-Police Vehicles Lease		\$ 4,589.00		
Fire Department		\$ 682.50		
Public Works		\$ 80,897.71		
Parks Department		\$ 1,859.42		
Museum		\$ 223.75		
Water		\$ 39,854.89		
CIP-Purnell St Project		\$ 160,798.97		
CIP-Meters		\$ 10,885.00		
Sewer		\$ 67,453.18		
CIP-Equipment		\$ 33,167.88		
CIP-Purnell St Project		\$ 85,670.78		
Total Accounts Payable:		\$ 648,572.57		

TOWN MANAGER'S REPORT: NOVEMBER 12, 2024

HOLIDAY CLOSINGS

Town offices will be closed on Thursday and Friday, November 28th & 29th, for the Thanksgiving holidays. We will reopen on Monday, December 2nd at 8:30 am.

MAYOR TO ADDRESS THE SNOW HILL CHAMBER OF COMMERCE

Mayor Janet Simpson will speak at the next general membership dinner meeting of the Snow Hill Chamber of Commerce, scheduled for Thursday, November 14th, beginning at 5 pm at Elliott's Tavern. I believe tickets may still be available at a cost of \$20.

CHRISTMAS PARADE

The annual Christmas Parade, sponsored by the Snow Hill Lions Club, will take place on Monday, December 9th, beginning at 6:45 pm.

WORK SESSION

The next work session for the Mayor & Council will take place on Monday, November 18th, beginning at 5 pm at the old firehouse. At this time, the primary agenda item involves the future of the old firehouse.

SAFETY COMMITTEE

The first official meeting of the Town's new Safety Committee is scheduled for Wednesday, November 20th, at 10 am. We have collected a number of resource materials from the Local Government Insurance Trust and have a clear path forward to identify and address any safety issues relative to workplace safety and public access to Town facilities.

LEAD & COPPER PIPE RULE PROJECT

Town residents will soon be receiving a letter on Town letterhead developed by 120 Water, our consultant hired to help enforce the federal Lead & Copper Pipe Rule. This project has been discussed many times over the past year or so and is designed to identify and replace any location where lead and/or copper pipes are used in the transmission of municipal water to local customers. This is a serious matter of public health and is being conducted in adherence with federal law. Once you receive the letter, feel free to contact Town Hall with any questions.

PROJECT PROGRESS MEETING

The next monthly progress meeting covering a wide range of Town projects under the guidance of our engineers at Davis, Bown & Friedel will take place on Wednesday, December 4th at 11 am at the old firehouse. We should be pretty close to wrapping up the Purnell Street project by then.

PLANNING COMMISSION

The next meeting of the Planning Commission is scheduled for Monday, December 2nd at 7 pm at the old firehouse. An agenda will be finalized at least one week prior to the meeting.

CHARTER REVIEW COMMISSION

The Charter Review Commission has rescheduled their November meeting to Thursday, November 21st, at 5 pm at the Train Station. The public is welcome to attend.

HISTORIC DISTRICT COMMISSION

The Historic District Commission normally meets on the 4th Thursday of the month. As that date coincides with Thanksgiving Day, a change to November 21st was decided. However, as of this writing no agenda items have been presented for Commission action and the meeting will likely be cancelled.



Economic Development April Report

November 12, 2024

Events

October First Friday was very well attended with record participation in our annual Pet Costume Parade. We also had a great turn out for the OC Endless Summer Cruising Snow Hill Car Show with nearly 30 vehicles. The Halloween Parade and Block Party was also a success. Club F.E.A.R.'s haunted house was a great addition and we look forward to future collaborations.

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.

Thank you to all of our partners for making our Snow Hill events so incredible!

At the writing of this report we have a number of events coming up, including the African American Heritage Society's Harvest Festival on the 9th. Holiday events are around the corner as well, beginning with our Tree Lighting on November 29th, followed by Small Business Saturday on November 30th.

Main Street

Six of our nine Board of Directors attended the inaugural Main Street Maryland conference in Frederick in early October. It was a wonderful experience to network and learn from other Main Street Communities. The Brunswick tour was especially insightful as we learned how they are partnering with private investors to reactivate their vacant buildings.

The Design Committee discussed winter decorations and developed a plan with Public Works to assist with wrapping the light poles with garland again this year. The committee also began placing the memorial benches and took down the light pole planters.

The Promotion team focused on final details for the Halloween Parade and Block Party and began discussing holiday events.

The Organization Committee continues to work with our three MD Service Job Corps members.

Bank Street Promenade

We continue to work with DB&F to finalize the site plan and develop the stormwater management plan and finalize the easement description to move forward with the County's dedication of land. We have purchased placemaking features to exhaust the MD Rural Economic Development Grant and have even started receiving shipments. We have also discussed an alternative parking configuration along River Street that would retain the same number of proposed spaces, while eliminating the need for construction within the 100-foot critical areas buffer. We have also developed a street light plan and identified new mural locations.

New Businesses

I have been contacted by a number of individuals looking for space in Snow Hill to open their businesses. To date we have 11 businesses interested in opening, four of which have secured spaces. We continue to struggle with matching interested entrepreneurs with available space. We have reviewed one application for the Snow Hill revolving loan and I have received so far three applications for the Snow Hill business grant that is open until December 21st.

Civic Plus

We have finalized the design of our new website and are currently working on updating and creating content. We have also had a kick off meeting for the Community Development Code Enforcement software.

Meeting Points

Planning Zoning Code Department

Month Final October report

Permit App Submitted: 11
 Permits Issues: 7

Planning/Zoning	Remarks
Planning commission Meeting	Meeting in October Planning committee reviewed and sent a letter to the Mayor and Council recommending they approve the ordinance changes
Meeting for Historic review Committee	Revisit windows on market street Hear from Javier regarding 209 Morris outbuilding
303 N. Washington Street	Processing Sign, building and Mechanical permits for coffee Shop and roastery
Zoning review 212 Bay	Addition wanting to be build Approved use and location of addition

Complaints	Remarks
247 Washington Street	Grass issues around electric transformer
110 Purnell Street	Trash, clean up of animal waste
209 Morris Street	Illegal burning
Pleasant Manor Apartments	No heat or AC for 6 months

Site Meetings/Meetings	Remarks
No site meetings	
MS4 Agreement	Meet with the county to go over creating a new MOU to review MS4 issues for the town
Citizens for Decent Housing	Meet with their leaders to understand what they do and how they do it. Looking to find ways to include and help their efforts

Review	Remarks
126 Huntingdon Street	Fence Zoning permit

218 East Federal Street	Roof Permit
118 Fox Hound	Fence Permit
205 Mumford Street	Renovation permit
Evergreen Terrace	Solar Permit
203 Hearn	Sent a notice of violation for a mobile home placed in town without permit

Administrative Coordinator

From: barfield snowhillmd.com
Sent: Wednesday, November 6, 2024 7:04 AM
To: Administrative Coordinator
Subject: Monthly Report For The Town Meeting Tuesday 11/12/2024

Trash-73.82 Tons.

Recycle-2.72 Tons.

Sweeper Dirt

&

Yard Waste-0.935 Tons

Calls

Water No water leak repairs.

Sewer- 5 Sewer Blockages

Miss Utility Locates 19 Total

Projects

Purnell Street Upgrade – The Gas Company has moved the gas line that was holding the contractor up now TK.

Construction

Is continuing with the new sewer installation from the intersection of Martin and Purnell Street heading toward the Rail Road Tracks.

RETRET and Snow Hill Grain water service - On Monday 11/4/2024 The contractor Millers Land Service came and helped me install one

knew meter pit

ran approximately 7 Hundred feet of one inch CTS. Water line now the Two Properties have been separated and have there own

Water service and Meters.



RANDY BARFIELD

Public Works Director
Town of Snow Hill

📞 410.632.2080

✉️ barfield@snowhillmd.com

📍 103 Bank Street, Snow Hill, MD

🌐 snowhillmd.gov

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



Water Department:

- ❖ 6,291,500 gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 26,749 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 994 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 weekly around town throughout the month.
- ❖ Replacing and repairing heat and lighting at well houses
- ❖ Washington St. well shutdown awaiting investigative work to be completed to understand the scope of the issue

Wastewater Department:

- ❖ 7,935,500 million gallons of wastewater was treated this month.
- ❖ 542 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 108 NPDES Permit required tests were performed by the contract lab, Ocean City Lab Services.
- ❖ 79 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
- ❖ Continued cleanup around the wastewater plant and organizing spare parts
- ❖ Placed last orders for equipment to satisfy the Corrective action plan for this fiscal year
- ❖ The plant was in compliance for the whole month with no violations to report

Prepared by Bobby Wilt 10/2/2024

Grants currently open: 12

1. **ARPA SLFRF** (American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds) – \$2,019,781.96. \$1,623,124 has been spent. \$396,658 will be allocated to priority projects. Currently obligating funds to applicable projects for deadline compliance.
2. **DHCD CDBG** Market Street Sewer Lining and Repair Project - \$503,700. \$487,845.45 has been spent. Final Progress Report was prepared for approval. Section 3 Labor Report was started, including compilation and wage assessment of all certified payrolls from all contractors.
3. **DHCD SRP** FY23 Community Commercial Property Renovations (Legacy Grant) - \$50,000. Five of eight projects are completed. Awaiting completion of three more approved projects. \$860 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. 10 applications were reviewed and ranked by job scope parameters, etc. Awaiting approval of final contract. Because of original grant agreement, this money will be used to purchase picnic tables to replace those in Sturgis and Byrd Parks.
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 well underway. Completion is expected this December. Currently processing payment requests.
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: 1

DHCD CDBG FY25 Special Projects Grant – Town Comprehensive Plan

Grant Applications Approved: 0

Grant Applications Denied: 0

Grant reports submitted: 4

DHCD CSW FY23 Business District and Neighborhood Safety- Final Report

MSAC– FY24 A/E Operating Grant – Annual Impact Report

DHCD SRP FY23 Quarterly Report

DHCD SRP FY24 Quarterly 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 was busy, as usual. Ten Bid submittals had to be reviewed, analyzed, and reported on for the DNR CPP Grant. A final choice was made by Town staff based on price, quality, timeline, and warranty, among other variables. The final contract is up for approval by the Council. Management of ARPA funds, as the obligation deadline approaches, has been a priority task. This will likely continue through the months of November and December. Government credentials on several agency portals are being updated to correct all potential non-compliance and maintain our ability to apply for grants. We are currently in compliance, good standing and frequent communication with funding agencies. The administration of Town grants includes research, writing, meetings, accounting, project management, reporting, communication, and consumes most of each day, but I endeavor to apply for new grants and research new ideas regularly to provide the Town with opportunities for growth, sustainment and the improvement of our citizens lives.

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"

November 1, 2024

To: Mayor and Town Manager

From: Chief R. Andrew McGee

Re: October Monthly Report

The Police Department has completed its final round of Abandoned Vehicle notices to residents. As a reminder, a motor vehicle must be properly tagged or under an approved car cover within the town limits. A total of 21 letters were sent out and as of this date, we have 16 in compliance. The final 5 are in different stages of the process but we expect that to be completed in a few weeks.

The Police Department received its yearly review from the Maryland Police and Correctional Training Commission. The Commission reviews our Community Policing Report and makes recommendations and corrections to our report. For the 4th year in a row, we received a "Model" policy. Our methods are recommended to other agencies as a policy to follow. This is due in large part to our staff who work diligently in reducing crime and building partnerships with those in our community.

Our Halloween events were successful and without incident. We believe this was the largest turnout we have seen during the Trick or Treat event, and we only took one call for service. It is a testament to our community and those who live and work here that make it as successful as it was.

As we start to transition to the fall 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 see something, say something!

On December 9th, 2024 at 6:45 p.m. The Lions Club will be hosting its annual Christmas Parade. We will have additional officers assigned from allied agencies to the detail and they will be assisting us with the event.

COMMUNICATIONS

Events by Nature Code by Agency

Agency: SHPD, Event date/Time range: 10/01/2024 00:00:00 - 10/31/2024 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	6	6	1%	0:03:07	0:03:56	0:04:26	1:08:53	0:11:29
	ABANDONED VEHICLE	0	9	0	9	1%	0:00:01	0:00:00	0:00:06	0:01:05	0:00:07
	ABUSE ABANDONED NEGLECT	0	1	0	1	0%	0:00:00	0:00:00	1:43:13	1:43:13	1:43:13
	ACCIDENTS VEHICLES PD	0	2	2	4	1%	0:02:08	0:03:37	0:12:26	1:01:17	0:15:19
	ALARMS BURGLAR	0	0	4	4	1%	0:02:11	0:04:03	0:03:42	0:33:44	0:08:26
	ANIMAL COMPLAINTS	0	3	2	5	1%	0:01:20	0:03:39	0:13:28	1:19:59	0:16:00
	ASSAULT NON EMS	0	0	1	1	0%	0:00:57	0:05:01	0:59:46	1:05:44	1:05:44
	ASSISTANCE TO OTHER	0	14	14	28	4%	0:00:47	0:06:18	0:15:40	8:53:46	0:19:04
	ATTEMPT TO LOCATE	0	4	1	5	1%	0:03:37	0:02:56	0:11:36	0:29:45	0:14:53
	AUTO THEFT	0	1	0	1	0%	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
	CHECK WELFARE	0	2	13	15	2%	0:02:26	0:08:08	0:29:00	8:59:37	0:35:58
	CIVIL COMPLAINT	0	1	1	2	0%	0:01:56	0:07:30	0:25:05	0:59:37	0:29:49
	COMMUNITY POLICING	0	1	0	1	0%	0:00:00	0:00:00	2:52:41	2:52:41	2:52:41
	DISABLED UNATTENDED VEHICLE	0	2	0	2	0%	0:00:00	0:00:00	0:11:21	0:22:43	0:11:22
	DISORDERLY	0	1	4	5	1%	0:01:28	0:04:16	0:21:31	2:12:01	0:26:24
DOMESTIC COMPLAINTS	0	0	5	5	1%	0:02:00	0:03:54	1:05:22	5:56:16	1:11:15	
EMERGENCY PETITION	0	0	2	2	0%	0:00:46	0:00:28	1:04:05	2:10:10	1:05:05	
ESCORT	0	0	1	1	0%	0:01:35	0:01:35	0:02:16	0:05:26	0:05:26	
FRAUD	0	0	1	1	0%	0:04:40	0:05:32	0:25:52	0:36:04	0:36:04	
HARASSMENT	0	0	4	4	1%	0:05:07	0:08:47	0:25:08	2:20:16	0:35:04	
INFO	0	8	4	12	2%	0:03:40	0:13:56	0:16:34	3:30:44	0:26:21	
LOCKOUT	0	0	5	5	1%	0:01:55	0:05:57	0:11:40	1:37:43	0:19:33	
LOST PROPERTY	0	0	1	1	0%	0:03:56	0:06:38	0:12:06	0:22:40	0:22:40	

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	MALICIOUS DESTRUCTION OF PROP	0	1	1	2	0%	0:22:06	0:00:06	0:02:24	0:27:00	0:13:30
	MENTAL SUBJECT NON EMS	0	0	1	1	0%	0:02:00	0:02:38	0:08:39	0:13:17	0:13:17
	MISSING RUNAWAY FOUND PERSON	0	0	1	1	0%	0:01:42	0:00:00	0:00:00	0:04:46	0:04:46
	NOISE COMPLAINT	0	3	2	5	1%	0:02:35	0:09:10	0:15:58	1:43:20	0:20:40
	NON TRAFFIC MILES CUIS CHECKS	0	12	4	16	3%	0:27:42	0:00:00	0:04:05	2:21:38	0:08:51
	OVERTIME (COMP) ASSIGNMENT	0	2	0	2	0%	0:00:01	0:00:00	0:52:52	1:45:45	0:52:53
	PAPER SERVICE	0	1	5	6	1%	0:03:03	0:10:30	0:07:02	1:48:30	0:18:05
	PATROL CHECK	0	386	1	387	61%	0:00:17	0:00:00	0:05:42	37:13:23	0:05:46
	PREMISE CHECK	0	42	0	42	7%	0:00:01	0:00:00	0:02:12	1:32:56	0:02:13
	RECOVERED PROPERTY EXCEPT AUTO	0	0	1	1	0%	0:01:13	0:03:22	0:05:24	0:09:59	0:09:59
	RELAYS	0	0	1	1	0%	0:01:50	0:00:00	0:00:00	0:20:38	0:20:38
	ROADSIDE ROADWAY HAZARDS	0	0	1	1	0%	0:03:42	0:04:16	0:09:35	0:17:33	0:17:33
	SEXUAL OFFENDER MONITOR	0	1	0	1	0%	0:00:00	0:00:00	0:04:16	0:04:16	0:04:16
	SUPPLEMENTAL INVESTIGATION LAW	0	11	2	13	2%	0:09:21	0:01:45	0:46:45	10:39:22	0:49:11
	SUSPICIOUS PERSON VEHICLE	0	6	0	6	1%	0:00:23	0:00:00	0:12:58	1:19:02	0:13:10
	THEFT	0	1	0	1	0%	0:00:00	0:00:00	0:00:16	0:00:16	0:00:16
	TRAFFIC COMPLAINTS	0	1	4	5	1%	0:02:56	0:09:46	0:12:26	1:50:04	0:22:01
	TRAFFIC DETAIL	0	10	0	10	2%	0:00:01	0:00:00	0:17:04	2:50:44	0:17:04
	TRAFFIC STOP	0	13	0	13	2%	0:00:01	0:00:00	0:05:52	1:16:30	0:05:53
	TRAFFIC TRANSPORTATION ACC	0	0	2	2	0%	0:02:20	0:01:54	0:16:57	0:40:03	0:20:02
	TRESPASSING	0	0	1	1	0%	0:02:24	0:14:16	0:00:04	0:16:44	0:16:44
	WARRANT SERVICE	0	0	2	2	0%	0:05:11	0:09:24	2:12:41	4:54:31	2:27:16

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
Subtotals for No Summary Code											
		0	539	100	639	100%	0:03:24	0:05:38	0:25:29	120:13:41	0:29:27
Subtotals for SHPD											
		0	539	100	639	100%	0:03:24	0:05:38	0:25:29	120:13:41	0:29:27



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 OCTOBER 2024

Responded to **14** Fire Related Calls

Motor Vehicle Accidents:	3
Fire Alarm:	3
Mutual Aid	3
Outside Fire:	1
Vehicle Fire:	1
Public Service:	1
Electrical Hazard:	1
Odor of Gas:	1
Total:	14
Fire Calls YTD:	171
<u>EMS Calls:</u>	
October 2024:	114
EMS Calls YTD:	975

***Public Service Response*:**

Animal Rescue

***Mutual Aid responses:**

Pocomoke – Residential Structure Fire – (2)
Stockton – Outside 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

October News

Homecoming was a fun and memorable time

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 in December,

Unity Day bully prevention awareness wearing orange

College Application Day class of 2025 receiving guidance applying to schools

Beta Club Fall Fest club hosted a fun evening with s'mores, baked goods, bonfire and watching Hocus Pocus

Sports senior fall athletes (31) were recognized over the past month as we wrap up the fall season.

Cross Country hosted its first home meet in 15 years; Allie Suarezapecheche placed 2nd in Bayside Conference Championship and 3rd in 1A East Regional Championship

Boys Soccer Made history becoming 1A East II Region Champs with undefeated season

Volleyball regional championship 1A East II game fell to North Dorchester

Football season played Friday, Nov 8th Colonel Richardson

Ripley's Incredible Kid Award (hard work, dedication, and outstanding character) 6 recipients: Gino Knighton, Gavin West, Liam St. Pierre, Payton Haueisen, Taylor Ayres, and Anthony Baione

Red Ribbon Week (10.28-11.1) we welcomed the Worcester County Health Department reminding us of the dangers of smoking - vaping

M put drugs to sleep PJ pants

T double the fun twin day

W we wear pink in support of breast cancer awareness

R life is a movie – character

F dress up as the drug free person we should be

Theater/Chorus/Arts

Art student Jamari Savage piece of artwork has been selected and is hanging at the Maryland State Superintendent of MD Schools

Theater rehearsals and preparations have started for Rogers and Hammerstein's Cinderella (March 28-30)

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

Winter Tree gift card raffle (if there are any town businesses willing to donate gift card or product please contact Mrs. Klein) – tickets may be purchased at first Friday, Community Choral Celebration, and or from any chorus parent. The drawing will be December 19th (no need to be present) .



MAYOR AND COUNCIL OF SNOW HILL

RESOLUTION 2024-09

A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT

WHEREAS, the State of Maryland, through the Department of Housing and Community Development, has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program; and

WHEREAS, The Town of Snow Hill is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

WHEREAS, the Mayor and Council of Snow Hill have held the required public hearing related to the formulation of the Town of Snow Hill's Block Grant Application; and

WHEREAS, the Mayor and Council of Snow Hill understand and acknowledge that they would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of Snow Hill authorize the submittal of an application for Community Development Block Grant funds in the amount of \$50,000 on this 12th day of November, 2024, for the following project:

- Engaging a consultant to guide the Town through the State-mandated update of the Town's 2010 Comprehensive Plan.

BE IT FURTHER RESOLVED, that Mayor Janet T. Simpson is authorized and empowered to execute any and all documents required for the submission of the application.

RESOLVED AND EFFECTIVE this ____ day of November, 2024.

ATTEST:

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

**DIANA WALSH, Central District Council
Person**

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

**EDWARD LEE, Eastern District
Council Person**

MARGARET ANN FLETCHER,
Western District Council Person

forms may be obtained from the Register of Wills.

Ke'Essence Ennals
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:
October 24, 2024

OCD-10/24/3t



**MAYOR AND TOWN COUNCIL
OF SNOW HILL MD**

**NOTICE
OF PUBLIC HEARING**

The Mayor and Town Council of Snow Hill MD will conduct a Public Hearing to obtain the views of citizens on community, economic development, and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant Program (CDBG). Citizens will have the opportunity to discuss proposed projects and to provide input on other needs to be considered. The hearing will be held at the Old Fire Hall, 210-212 W Green St. in Snow Hill, at 7:00 pm, November 12, 2024. The draft application will be available for the public to review on 11/13/2024 until 11/29/2024 at Town Hall during normal business hours.

Citizens will be furnished with information including but not limited to:

- * the amount of CDBG funds available for State Fiscal Year 2025;
- * the range of activities that may be undertaken with CDBG funds; and
- * the proposed projects under consideration by (Jurisdiction).

The Maryland Community Development Block Grant (CDBG) Program is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. It is administered by the Department of Housing and Community Development.

The Maryland CDBG Program reflects the State's economic and community development priorities and provides public funds for activities which meet one of the following national objectives, in accordance with the federal Housing Community Development Act of 1974, as amended, that:

1. benefit to low and moderate income persons and households;
2. aid in the prevention or elimination of slums or blight;
3. meet other community development needs of an urgent nature, or that are an immediate threat to com-

munity health and welfare.

Efforts will be made to accommodate the disabled and non-English speaking residents with seven days advance notice to Kandice Ringenary 410-632-2080.

Janet Simpson, Mayor
OCD-10/24/1t

NOTICE

OF APPOINTMENT
NOTICE TO CREDITORS
NOTICE TO UNKNOWN HEIRS
Estate No. 20381
TO ALL PERSONS INTERESTED
IN THE ESTATE OF
PATRICIA M. ROGERS

Notice is given that Janet Rogers, 26 Watergreen Ln., Berlin, MD 21811-1546, was on October 17, 2024 appointed Personal Representative of the estate of Patricia M. Rogers who died on October 02, 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 17th day of April, 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.

Janet Rogers
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:
October 24, 2024

OCD-10/24/3t

REENA J PATEL ESQ
LAW OFFICE OF
MARIANNA BATIE
1321 MOUNT HERMON RD
STE B
SALISBURY, MD 21804-5303

**NOTICE
TO CREDITORS OF
APPOINTMENT OF FOREIGN
PERSONAL REPRESENTATIVES
ESTATE NO. 20395**

NOTICE IS GIVEN that the ORPHAN'S COURT court of DAUPHIN COUNTY, PENNSYLVANIA appointed GLORIA JEAN GRUBIC whose address is 830 BETHEL DR HARRISBURG, PA 17111-3159 as the PERSONAL REPRESENTATIVE of the Estate of MICHAEL J LALLI who died on AUGUST 19, 2024 domiciled in PENNSYLVANIA, USA.

The Maryland resident agent for service of process is REENA J PATEL ESQ whose address is 1321 MOUNT HERMON RD STE B SALISBURY, MD 21804-5303. At the time of death, the decedent owned real or leasehold property in the following Maryland counties: WORCESTER COUNTY.

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 delivery of the notice. Claims filed after that date or after a date extended by law will be barred.

TERRI WESTCOTT, Register of
Wills for WORCESTER COUNTY
ONE W MARKET STREET
ROOM 102 - COURT HOUSE
SNOW HILL, MD 21863-1074
OCD-10/24/3t



Mayor & City Council
Ocean City, Maryland

**BID SOLICITATION
P01-25 - Restoration and Painting
of Boardwalk Arches and
Sign Towers**

The Mayor & City Council of Ocean City is seeking Proposals from qualified and experienced Vendors to provide for the Restoration and Painting of Boardwalk Arches and Sign Towers and for said work to conform with the Proposal Documents.

BID Documents for the Restoration and Painting of Boardwalk Arches and Sign Towers may be obtained from the Town's Procurement Department by either e-mailing the Procurement Manager, Matt Perry, at mperry@oceancitymd.gov or Dawn Webb at dwebb@oceancitymd.gov, or by calling (410) 723-6643 during regular business hours, or via the Solicitations tab on the Town's (<https://oceancitymd.gov/oc-procurement-bids/>) website. Vendors are responsible for checking this website for Addenda before submitting their BID's. The Town is not responsible for the content of any

Proposal Document received through any third-party service. Vendors are responsible for ensuring the completeness and accuracy of their Completed Proposal Documents.

The last day for questions will be on THURSDAY, NOVEMBER 7TH, 2024, AT 3:00PM. Addendum will be posted by close of business on FRIDAY, NOVEMBER 8TH, 2024.

Sealed BID Documents are due no later than THURSDAY, NOVEMBER 14TH, 2024, BY 3:00 PM. BID submissions will be opened, read aloud, and then remanded back to staff for further review at the PROCUREMENT OFFICE CONFERENCE ROOM, ON FRIDAY, OCTOBER 15TH, 2024, AT 10:00AM. BID's are to be submitted to the Procurement Office located at 214 65th Street, Ocean City, MD 21842, and the name of the Solicitation (Restoration and Painting of Boardwalk Arches and Sign Towers) must be noted on the outside of the package.

Late BID Documents will not be accepted.

Minority Vendors are encouraged to compete for the Award of the Solicitation.

OCD-10/31/2t



PLANNING AND ZONING
COMMISSION

**NOTICE
OF PUBLIC HEARING**

Pursuant to the provisions of Chapter 110, Zoning, of the Code of the Town of Ocean City, Maryland, notice is hereby given that a public hearing will be conducted by the Planning and Zoning Commission in the Council Chambers of City Hall located at 301 Baltimore Avenue in the Town of Ocean City, Maryland on:

**TUESDAY, NOVEMBER 19, 2024
At 6:00 pm**

To consider amending Chapter 14, entitled Business, Article II, entitled Licensed Occupations, Section 14-38, entitled Suspension And Revocation; and Article V, entitled Rental Housing, Section 14-173, entitled Enforcement; Section 14-174, entitled License; Inspection Of Premises; Records; Section 14-175, entitled Violation; Section 14-176, entitled Enforcement; and Section 14-177, entitled Premises for Habitation/Rental Housing Units in R-1 Single Family Residential District; to add a length of stay requirement in the R-1 and MH zones; to add a maximum occupancy limit in the R-1 and MH zones; to add provisions to the enforcement process; to amend the requirement for a local agent for all rental properties; to address advertising and room conversion issues and other amendments.

And

To consider amending Chapter 110, entitled Zoning, Article I, entitled In General, Section 110-2, enti-



MAYOR AND COUNCIL OF SNOW HILL

First Reading October 8, 2024

Second Reading _____

ORDINANCE 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

WHEREAS, pursuant to Local Government Article, § 5-202 of the Annotated Code of Maryland, and Town Charter Section 20, the Mayor and Council of Snow Hill has the authority to pass such ordinances as it deems necessary to assure the good government of the municipality, to protect and preserve the municipality's rights, to secure persons and property from danger and destruction, and to promote the health, comfort and convenience of the citizens of the municipality; and

WHEREAS, pursuant to Local Government Article, § 5-205(d)(2) of said Annotated Code of Maryland, and Section 20 (34) of the Town Charter, the legislative body of the Town is further empowered to pass ordinances to provide that any valid taxes, assessments or charges made against any real property within the Town shall be liens upon such property from the date they became payable; and

WHEREAS, pursuant to Section 51 of the Charter of the Town of Snow Hill (the "Charter"), all real property and all tangible personal property within the corporate limits of the Town, or personal property which may have a situs there by reason of the residence of the owner therein, shall be subject to taxation for municipal purposes, and the assessment used shall be the same as that for State and County taxes; and

WHEREAS, pursuant to the Tax-Property Article, §6-303, the governing body of a municipal corporation may impose municipal corporation property tax on those classes of property that it selects to be subject to municipal corporation tax; and

WHEREAS, pursuant to Tax-Property Article, §6-303(a), if not otherwise prohibited by said Article, the governing body of a municipal corporation may set separate rates for any classes of property that is subject to the municipal corporation property tax, in each year after the date of finality (i.e., January 1) and before the following July 1, the governing body of each municipal corporation annually shall set the tax rate for the next taxable year on all assessments of property subject to municipal corporation property tax; and

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 has an obligation to protect its commercial districts from decline and devaluation; and

WHEREAS, the special problems associated with vacant buildings requires Mayor and Council of Snow Hill to create a separate tax rate in order to facilitate and streamline the sale of vacant properties; and

WHEREAS, the Mayor and Council of Snow Hill further finds that a separate tax rate for vacant property is rationally related to an important governmental purpose in promoting the policies of making the Town a more sustainable, commercial, vibrant, livable and family-oriented community.

NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT CHAPTER 170, ENTITLED TAXATION, 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 BE, AND IT IS HEREBY CREATED AS FOLLOWS:

CHAPTER 170. Taxation

...

ARTICLE II Real Property - Classes of Property for Tax Rates

§ 170-10 Real property- classes.

Effective for the tax year beginning July 1, 2025, and for each tax year thereafter, there shall be separate tax rates for the following two classes of real property subject to taxation by the Town of Snow Hill:

- A. Real property.**
- B. Real property improved with a vacant building required to be registered under Chapter 134, Article II.**

ARTICLE III. Real Property- Vacant Building Taxation

§ 170-11 Real property- vacant building real property tax.

- A. The municipal tax rate for real property improved with a vacant building required to be registered under Chapter 134, Article II of this Code, shall be the amount established by the Mayor and Council in any given fiscal year on assessments of property subject to the municipal property tax rate. A lot shall be subject to the real property-vacant building tax rate if it has a building that is required to be registered in accordance with Chapter 134, Article II of this Code.

- B. The Town Manager shall determine which real property shall be subject to the municipal tax rate for real property improved with a vacant building by May 1, and then transmit to the Worcester County Assessment Office and Treasurer's Office a list of properties subject to the vacant property tax by May 15 of each year, and the vacant property tax rate will be levied upon the properties the following fiscal year.

- C. When a property becomes occupied or exempt from the vacant building requirements in Chapter 134, Article II, the owner shall notify the Town Manager of the matter to request the termination of the real property-vacant building real property tax. A change in tax rate will be effective at the start of the next Town fiscal year.

...

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 Council
Person

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

EDWARD S. LEE, Eastern District
Council Person

MARGARET ANN FLETCHER,
Western District Council Person

Flag Publications, Inc. Certificate of Publication

Town of SNOW HILL

ORDINANCE 2024-15

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: OCTOBER 17, 2024

Signed: *Samuel S. Freeman*

Date: OCTOBER 17, 2024

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



Mayor & City Council
Ocean City, Maryland

BID SOLICITATION P02-25 – Eagles Landing Golf Course Improvements

The Mayor & City Council of Ocean City is seeking Proposals from qualified and experienced Vendors to provide for the **Eagles Landing Golf Course Improvements** and for said work to conform with the Proposal Documents.

BID Documents for the **Eagles Landing Golf Course Improvements** may be obtained from the Town's Procurement Department by either e-mailing the Procurement Manager, Matt Perry, at mperry@oceancitymd.gov or Dawn Webb at dwebb@oceancitymd.gov, or by calling (410) 723-6643 during regular business hours, or via the Solicitations tab on the Town's (<https://oceancitymd.gov/oc/procurement-bids/>) website. Vendors are responsible for checking this website for Addenda before submitting their BID's. The Town is not responsible for the content of any Proposal Document received through any third-party service. Vendors are responsible for ensuring the completeness and accuracy of their Completed Proposal Documents.

The last day for questions will be on **THURSDAY, OCTOBER 24TH, 2024, AT 3:00PM**. Addendum will be posted by close of business on **TUESDAY, OCTOBER 29TH, 2024**.

Sealed BID Documents are due no later than **TUESDAY, NOVEMBER 5TH, 2024, BY 3:00 PM**. BID

submissions will be opened, read aloud, and then remanded back to staff for further review at the **PROCUREMENT OFFICE CONFERENCE ROOM, ON FRIDAY, NOVEMBER 8TH, 2024, AT 10:00AM**. BID's are to be submitted to the Procurement Office located at 214 65th Street, Ocean City, MD 21842, and the name of the Solicitation (**Eagles Landing Golf Course Improvements**) must be noted on the outside of the package.

Late BID Documents will not be accepted.

Minority Vendors are encouraged to compete for the Award of the Solicitation.

OCD-10/3/5t



NOTICE OF PUBLIC HEARING MAYOR & COUNCIL OF SNOW HILL, MARYLAND, TUESDAY, OCTOBER 29TH, 2024 at 5:00pm

Pursuant to the provision of the Snow Hill Town Charter Section 108 and Section 4-304 of the Local Government Article of the Annotated Code of Maryland notice is hereby given that a **PUBLIC HEARING** is scheduled on Tuesday, October 29, 2024, at 5:00 p.m. at the meeting of the Mayor and Council of Snow Hill at the Old Fire Hall, 212 West Green Street, in Snow Hill, Maryland, 21863. The purpose of the Public Hearing is for public comment on:

- 1. Charter Resolution 2024-01, Amend Sections 18(b) and 74(a)(3) of the Town Charter of Snow Hill to include the head of the Planning, Zon-

ing, and Building Department in the list of department heads.

2. Charter Resolution 2024-02, Amend Section 11 of the Town Charter of Snow Hill to revise and clarify the process for adopting ordinances.

3. Charter Resolution 2024-03, Amend Section 13 of the Town Charter of Snow Hill to revise and clarify the process for referendums.

4. Charter Resolution 2024-04, Amend Section 58 of the Town Charter of Snow Hill to eliminate the requirement that a bond shall be submitted to referendum.

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

OCD-10/3/2t

BRIAN PETER COSBY
NILES, BARTON & WILMER, LLP
12417 OCEAN GATEWAY #B-13
OCEAN CITY, MD 21842

NOTICE OF APPOINTMENT NOTICE TO CREDITORS NOTICE TO UNKNOWN HEIRS Estate No. 20374 TO ALL PERSONS INTERESTED IN THE ESTATE OF JUDY R. FISHER AKA: JUDY RICKARDS FISHER

Notice is given that Barbara Lynn Fisher, 518 Manor Rd., Glen Burnie, MD 21061-3715, was on October 03, 2024 appointed Personal Representative of the estate of Judy R. Fisher who died on August 28, 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 3rd day of April, 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.

Barbara Lynn Fisher
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:
October 10, 2024

OCD-10/10/3t



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

Monday, November 4, 2024
at 6:00 PM

Pursuant to the provisions of the Code of the Town of Snow Hill Section 110-134 notice is hereby given that a **PUBLIC HEARING** is scheduled on Monday, November 4, 2024, at 6:00 p.m. at the meeting of the Mayor and Council of Snow Hill at the Old Fire Hall, 212 West Green Street, in Snow Hill, Maryland, 21863. The purpose of the hearing is to consider 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 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.

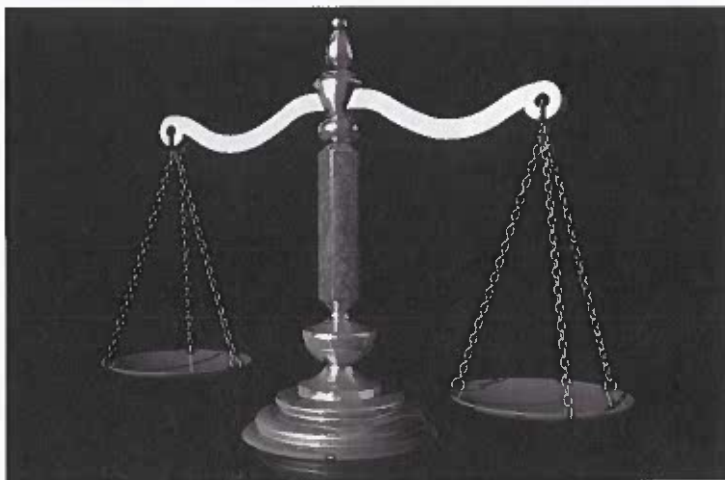
The public is cordially invited to attend and offer comments. For further information concerning this public hearing or for a copy of the ordinance please contact the Town Manager's Office, 103 Bank Street, Snow Hill, Maryland, 21863, #410-632-2080.

OCD-10/17/2t



MAYOR AND COUNCIL OF SNOW HILL, NOTICE OF PROPOSED LEGISLATION ORDINANCE 2024-15

NOTICE is hereby given by the Mayor and Council of Snow Hill that Ordinance 2024-15 was introduced for first reading at their regular meeting on October 8, 2024. A fair summary of the ordinance is as follows: adding to Chapter 170 entitled taxation, creating Article II, entitled real property- classes of property for



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tax rates; section 170-10 entitled real property classes, which creates two classes of real property in the Town of Snow Hill and Article III, entitled real property- vacant building taxation; section 170-11 entitled Real property- vacant building real property tax- creating the process to establish a separate tax rate for vacant properties; providing necessary information to County and State agencies and removing a property from the vacant property tax rate list. The second reading will take place on November 12, 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-10/17/1t



Mayor & City Council
Ocean City, Maryland

BID SOLICITATION
B01-25 – Northside Park Fence Replacement

The Mayor & City Council of Ocean City is seeking Proposals from qualified and experienced Vendors to provide for the Northside Park Fence Replacement and for said work to conform with the Proposal Documents.

BID Documents for the Northside Park Fence Replacement may be obtained from the Town's Procurement Department by either e-mailing the Procurement Manager, Matt Perry, at mperry@oceancitymd.gov or Dawn Webb at dwebb@oceancitymd.gov, or by calling (410) 723-6643 during regular business hours, or via the Solicitations tab on the Town's (<https://oceancitymd.gov/oc-procurement-bids/>) website. Vendors are responsible for checking this website for Addenda before submitting their BID's. The Town is not responsible for the content of any Proposal Document received through any third-party service. Vendors are responsible for ensuring the completeness and accuracy of their Completed Proposal Documents.

A pre-proposal meeting will be conducted on **OCTOBER 29TH, 2024 AT 10:00AM AT NORTHSIDE PARK RECREATION CENTER, 200 125TH STREET, OCEAN CITY, MD, 21842 IN THE WEST GYM CONFERENCE ROOM.** The last day for questions will be on **TUESDAY, NOVEMBER 5TH, 2024, AT 3:00PM.** Addendum will be posted by close of business on **TUESDAY, NOVEMBER 12TH, 2024.**

Sealed BID Documents are due no later than **MONDAY, DECEMBER 9TH, 2024, BY 10:00AM.** BID submissions will be opened, read aloud, and then remanded back to staff for further review at the **MAYOR AND CITY COUNCIL WORK SESSION, ON TUESDAY, DECEMBER 10TH, 2024, AT 1:00PM.** BID's are to be submitted to the Mayor and City Council, Atten-

tion: City Manager, Room 230, 301 North Baltimore Avenue, Ocean City, MD 21842, and the name of the Solicitation (**Northside Park Fence Replacement**) must be noted on the outside of the package.

Late BID Documents will not be accepted.

Minority Vendors are encouraged to compete for the Award of the Solicitation.

OCD-10/10/9t



NOTICE OF PUBLIC HEARING BOARD OF ZONING APPEALS TOWN OF OCEAN CITY, MARYLAND

Pursuant to the provisions of Chapter 110 of the Code of Ocean City, Maryland, hereinafter referred to as the Code, same being the Zoning Ordinance for Ocean City, Maryland, notice is hereby given that public hearings will be conducted by the Board of Zoning Appeals for Ocean City, Maryland in the Council Chambers of City Hall located on Baltimore Avenue and Third Street, in the Town of Ocean City, Maryland on:

Thursday, October 24, 2024 AT 6:00 PM

Pursuant to the provisions of Section 110-93(3), Powers of the Code, an appeal of Section 110-95(1)(a) has been filed to request (1) a variance of 5.2 feet from the 10-foot separation distance requirement for a 6' X 12' proposed addition to be 4.8' from a neighboring unit; (2) a variance of 0.2 feet from the 5-foot side yard setback for a 6' X 12' proposed addition to be 4.8 feet from the side property site line; and (3) a variance of 4.8 feet from the 10-foot separation distance requirement for a proposed covered deck to be 5.2' from a neighboring unit. The site of the appeal is described as Lot 110 of Sundowner Mobile Home Park Plat It is further described as being located on the south side of Denny Lane and is locally known as 111 Denny Lane, in the Town of Ocean City, Maryland. **APPLICANT: JOHN L. STANTON (BZA 2690 #24-09400012)**

Further information concerning the public hearings may be examined in the office of the Department of Planning and Community Development in City Hall.

Christopher Rudolf, Chairman
Maureen Howarth, Attorney
OCD-10/10/2t

NOTICE OF APPOINTMENT NOTICE TO CREDITORS NOTICE TO UNKNOWN HEIRS

To all persons interested in the estate of **PATRICIA A. COLLINS** Estate No. 20373 Notice is given that **STEPHEN R. COLLINS** whose address is 3230 COON CLUB RD., HAMPSTEAD, MD 21074-1730 was on **OCTOBER 03, 2024** appointed

Personal Representative of the estate of **PATRICIA A. COLLINS** who died on **SEPTEMBER 26, 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 **3rd** day of **APRIL, 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-10/10/3t

REGAN J.R. SMITH ESQ WILLIAMS, MOORE, SHOCKLEY & HARRISON LLP
3509 COASTAL HIGHWAY
OCEAN CITY, MD 21842

SMALL ESTATE NOTICE OF APPOINTMENT NOTICE TO CREDITORS NOTICE TO UNKNOWN HEIRS ESTATE NO. 20368 TO ALL PERSONS INTERESTED IN THE ESTATE OF SANDRA L. STRICKER

Notice is given that **C. Terry Hough**, 1925 Marlin Dr., Ocean City, MD 21842-5541, was on October 09, 2024 appointed personal representative of the small estate of **Sandra L. Stricker** who died on August 11, 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 shall file their objections with the Register of Wills within 30 days after the date of publication of this Notice. All persons having an objection to the probate of the will shall file their objections with the Register of Wills within six months after the date of publication of this Notice.

All persons having claims against the decedent must serve their claims on the undersigned personal representative or file them 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) Thirty days 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 claim within thirty days from the mailing or other delivery of the notice. Any claim not served or filed within that time, or any extension provided by law, is unenforceable thereafter.

C. Terry Hough
Personal Representative
True Test Copy
Register of Wills for
Worcester County
Terri Westcott
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:
October 17, 2024

OCD-10/17/1t

MARIANNA BATIE ESQ. LAW OFFICE OF MARIANNA BATIE
1321 MOUNT HERMAN RD., STE. B
SALISBURY, MD 21804-5303

NOTICE OF APPOINTMENT NOTICE TO CREDITORS NOTICE TO UNKNOWN HEIRS

To all persons interested in the estate of **JOSEPH T. PASKO** Estate No. 20367 Notice is given that **JOSEPH JAMES PASKO II** whose address is 8453 BAY RD., PASADENA, MD 21122-2925 was on **OCTOBER 11, 2024** appointed Personal Representative of the estate of **JOSEPH T. PASKO** who died on **AUGUST 25, 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 **11th** day of **APRIL, 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.



MAYOR AND COUNCIL OF SNOW HILL

RESOLUTION 2024-08

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

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

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

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

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

MAYOR AND COUNCIL

TOWN OF SNOW HILL, MARYLAND

RULES OF CONDUCT FOR PUBLIC MEETINGS

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

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

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

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

RESOLVED AND EFFECTIVE this ____ day of November 2024.

ATTEST:

RICHARD POLLITT, Town Manager

JANET SIMPSON, Mayor

Approved as to form:

DIANA WALSH, Central District Council
Person

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

EDWARD S. LEE, Eastern District
Council Person

MARGARET ANN FLETCHER,
Western District Council Person



MAYOR AND COUNCIL OF SNOW HILL

First Reading: November 12, 2024

Second Reading: _____

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.

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§ 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.

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§ 200-53 Permissible uses tables.

A. Table of Permissible Uses.¹

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Article IX Supplemental Use Regulations

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§ 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.

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§ 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)

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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.									

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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
Ayes, 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

MEMO TO: Mayor & Council members

FROM: Rick Pollitt, Town Manager

SUBJECT: Memorandum of Understanding with Worcester County

DATE: November 8, 2024

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The purpose of this memo is to provide an explanation for a new item that is included on your agenda for the November 12th regular Mayor and Council meeting. The subject is stormwater management and the Town's need to outside inspection services. This will give a brief background of the situation we're in and how we propose to resolve it.

We are required by State law to address issues associated with stormwater management and sediment and erosion control when new projects are presented to us for permits. For a number of years, Snow Hill has had a stormwater management ordinance in effect, however, there has been no mechanism put in place to enforce it. I confess that much of what I'm sharing is anecdotal and so while the history may be weak, the path forward is clear.

I've been told that in the early 2000's, the Town negotiated a Memorandum of Understanding with Worcester County whereby the county would take charge of inspecting and permitting stormwater management applications arising in Snow Hill. In return, the Town would reimburse the county for their expense. Unlikely as it seems, and I have not attempted to nail down the facts, I understand that the Town may have reneged on our part of the agreement and the county stopped providing the service. I do remember when I came on board in late 2021, I understood Marty Sullivan to say the county "took care" of stormwater management in Town. That, apparently, was not correct, either in Marty's statement or in my understanding of what he said.

At any rate, since coming here I have had several conversations with the county staff about this subject and while both parties have been open to re-visiting the issue, until the recent hiring of Aaron Flook as our Planning, Zoning & Building official, we have had no means to fulfill our end of any new agreement. Now that Aaron is here, we are capable of picking this up and honoring our obligation to the State and to our own local ordinance.

On your agenda is a new MOU between the Town and the county commissioners which provides that the county will perform stormwater management inspections and enforcement for the Town. In practice, a proposal that requires stormwater management and sediment and erosion control approvals will first be submitted to Worcester County for stormwater management and to the Worcester Soil Conservation District for erosion and sediment control for plan approval. Once a party has obtained the necessary plan approvals from the county, they will apply for the appropriate permits from the town of Snow Hill. The MOU spells out the details of this arrangement, including the means for having the projects inspected by the county. Fees charged by the county for this service will be collected from the applicants with the intention that there will be no net cost to the Town for the county's services.

Our attorney, Maureen Howarth, has worked with the county attorney on the language of the MOU and it is now ready for implementation. If you have any questions prior to the 7 pm meeting on Tuesday, please send them in and we will attempt to respond quickly. Remember that Monday is a holiday.

Thanks very much for your attention.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE MAYOR AND COUNCIL OF SNOW HILL AND
THE COUNTY COMMISSIONERS OF WORCESTER COUNTY,
MARYLAND
TO PERFORM STORMWATER MANAGEMENT INSPECTIONS AND
ENFORCEMENT FOR THE TOWN OF SNOW HILL**

This Memorandum of Understanding (“Memorandum”) is entered on _____ day of November, 2024, between the County Commissioners of Worcester County, Maryland (“County”) and the Mayor and Council of Snow Hill (“Town”), and collectively referred to as the “Parties”, regarding stormwater management inspections and enforcement activities in the Town of Snow Hill.

Recitals

WHEREAS, the Town wishes to formalize its arrangement with the County concerning the County’s assistance in performing inspection and enforcement responsibilities of the Town’s adopted Stormwater Management Ordinance as stated in Chapter 158 of the Snow Hill Town Code; and

WHEREAS, this Memorandum only pertains to stormwater management inspection and enforcement responsibilities. The Maryland Department of the Environment oversees erosion and sediment control regulations and related inspection duties.

NOW THEREFORE, for and in consideration of the mutual promises contained herein, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto mutually agree, as follows:

TERMS

The following are the procedures to be followed for a project in the Town of Snow Hill to receive inspection and enforcement services from the County:

1. Applicants with projects in the Town of Snow Hill must obtain stormwater management approval from Worcester County and erosion and sediment control approval from the Worcester Soil Conservation District.
2. After receiving plan approval, applicants with projects in the Town of Snow Hill are to obtain and submit a stormwater management permit application, with the associated fee, to the Town of Snow Hill. Submissions should include four (4) copies of the approved stormwater management and sediment and erosion control plans. Worcester County

Environmental Programs Department shall be provided with one of these copies to use for inspections.

- a. Applicants will be required to sign an Inspection & Maintenance Agreement. The Town shall obtain the Inspection & Maintenance Agreement, including applicable recording fees, from the applicant and process the agreement for recording in the Land Records of Worcester County.
 - b. When applicable, bonding documents between the applicant named on the permit and the Town shall be processed and retained by the Town. The bond amount necessary will be established by the County and written on the approved stormwater management plans.
3. Inspection requests shall be made by the applicant to the Town and then be scheduled with the County's inspector.
 4. Inspections are then performed by the County inspector and the inspector's time will be billed to the Town at a rate of \$50.00 per hour.
 - a. The County will maintain a detailed inspection log for each project and will bill the Town monthly for inspections performed.
 5. Inspection and enforcement functions will be performed in accordance with Worcester County Code, Natural Resources Article - §NR 1-110, Inspection and Enforcement. The Town shall request any enforcement services needed, and any complaints regarding stormwater management projects shall first be routed through the Town.
 6. All additional duties, policies, and procedures shall be established by the Town with the approval of the County.

TERM AND TERMINATION

The term of this MOU commences on the date first written above and continues through June 30, 2025, unless otherwise terminated as provided herein, and shall automatically renew on a yearly basis thereafter unless terminated by either Party. The County shall provide the Town with one hundred and twenty days (120) written notice.

NOTICE

Any notices to be given under this MOU shall, at minimum, be delivered, postage prepaid and addressed to:

Town Manager
Mayor and Council of Snow Hill

300 Bank Street
Snow Hill, Maryland 21863

Chief Administrative Officer
County Commissioners of Worcester County
1 West Market Street
Snow Hill, Maryland 21863

The name and address to which notices shall be directed may be changed by a Party by giving the other Party notice of such change as provided in this section.

AMENDMENT

The provisions of this MOU may be amended by mutual consent of the Parties. No additions to, or alterations of the terms of this MOU shall be valid unless made in writing and formally approved by the Parties and executed by the duly authorized official of each Party.

ENTIRE AGREEMENT

This MOU constitutes the entire agreement between the Parties hereto and supersedes all prior negotiations, representations, promises, offers or agreements, related to the subject matter herein, either written or oral. There are no representations, warranties, promises, covenants, or undertakings other than those expressly set forth herein.

IN WITNESS WHEREOF, the Parties hereto have executed, or caused to be executed by their duly authorized officials, this MOU, on the date first above written.

Witness:

**County Commissioners of
Worcester County, Maryland**

_____ (Seal)

Weston Young
Chief Administrative Officer

Mayor and Council of Snow Hill

_____ (Seal)

Janet Simpson, Mayor



Town of Snow Hill

103 Bank Street
Snow Hill, MD 21863

CONTRACT

THIS CONTRACT made this ____ day of November, 2024, by and between the **Mayor and Council of Snow Hill**, 103 Bank Street, Snow Hill, Maryland 21863, hereinafter called the "Town", and Coastline, LLC, 1000 Kaylorite Street, Dunkirk, Maryland 20754, hereinafter called "Contractor". The Town and Contractor are each referred to herein as a "Party" and, collectively, as the "Parties."

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the Parties agree as follows:

1. **Services.** The Town hereby contracts with Contractor to provide and construct at Sturgis Park and Byrd Park:
 - a. Fifty-five 8-foot picnic tables and seven ADA compliant picnic tables.
 - b. The picnic tables shall be tabletop and seats: 2"x 10"x 8' ACQ No. 1 pressure treated planks; and the table frame: welded 2-3/8" O.D. x 12-gauge hot dipped galvanized structural steel tubing with 1-5/16" O.D. cross bracing. All bolts used shall be galvanized.
 - c. The Request for Price Quotes (Issue date: September 13, 2024) which is attached hereto is incorporated herein and Contractor shall comply with said document.

d. Contractor's quote dated October 3, 2024, is attached hereto and incorporated herein and Contractor shall perform its work in compliance with its bid.

2. **Term.** This Contract shall commence on the date written above and all work for picnic tables must be completed by April 30, 2025.
3. **Payment.** The Town shall pay Contractor the total sum of \$62,643.61. The Town will pay Contractor 1/3 when this Contract is signed; 1/3 when the materials are delivered in the Town of Snow Hill; and the final 1/3 when all picnic tables have been assembled at the parks and inspected by the Town.
4. **Performance by Contractor.** Contractor shall expeditiously proceed with the project and shall devote such time as may be necessary to complete it in a timely manner. Contractor agrees that the presence of alcohol and drugs are prohibited while performing these services on Town property. If Contractor or its employees is determined to have in its possession alcohol or drugs while working on Town property, the Contract shall terminate immediately with no fault to the Town.
5. **Termination.**
 - a. The Town may terminate this Contract for any cause upon notice to Contractor. For the purposes hereof, "Cause" shall include, but not be limited to:
 - i. Material breach of Contract.
 - ii. Dishonesty, fraud or criminal activity.
 - iii. Incapability to perform.
 - iv. Nonperformance.
 - v. Substandard performance or failing to make satisfactory progress in the execution of the Contract.

In the event of termination, Contractor shall be entitled to be paid for work performed to the date of termination, subject to the limitations herein set forth. The Town shall be entitled to keep all parts for all picnic tables.

- b. The Town may terminate the Contract, without cause, by providing fourteen (14) calendar days written notice thereof to the Contractor. In the event of termination, without cause, the Town shall advise Contractor in writing of the termination date

and of work to be performed during the final days prior to Contract termination. Contractor shall be paid for all work performed by Contractor up to the date of termination set forth in the written notice of termination. Contractor will not be reimbursed for any anticipatory profits which have not been earned. The Town, at its option, may purchase the picnic table parts from Contractor at cost.

6. **Inducement.** Contractor has represented to the Town that Contractor is fully qualified and licensed to perform the services hereunder in a professional manner, and specifically that the services required of Contractor hereunder may be accomplished under this Contract for the compensation stated herein. Nothing herein shall require the Town to pay any overage or additional payment.
7. **Independent Contractor.** The Town and Contractor hereby agree that Contractor shall be a non-exclusive independent contractor with respect to the Town. Nothing in this Contract shall be construed or deemed to create a partnership, a joint venture, an employment relationship, or any other type of relationship other than as two independent businesses. Contractor assumes all rights, obligations and liabilities applicable to it as an independent contractor. Any provisions in this Contract which may appear to give the Town the right to direct Contractor as to details of the services to be provided hereunder or to exercise control over such services shall be deemed to mean only that Contractor shall, where practicable, follow the desires of the Town in the completion of the services.
8. **Immunity/Limitation on Actions Against the Town.** Nothing herein, or any related contract or any amendment hereto, shall under any circumstances constitute or be construed as a waiver of immunities or limitations of liability that the Town, their officers, employees, agents, or servants, may have in, by virtue of, and in accordance with any law, including sovereign, statutory, qualified, official, common law, public general law or public local law immunity. Contractor hereby consents and agrees to such provision and further waives any right to jury trial in any action relating hereto. Town, as a municipal corporation, has become a party hereto only in the capacity stated herein. No individual elected Mayor or Town Council member, employee, agent, or servant of Town shall have any personal liability hereunder. Any indemnity herein or arising out of this Contract, on the part of the Town, shall be only to the extent permitted by law and shall be subject to

the non-waiver of immunity, limitations of liability and all other provisions of this Contract. Town's liability under or arising out of this Contract shall be subject to annual budget appropriation and strictly conditioned thereon. The non-waiver and the limitation of liability to Town hereunder shall be contractual, and it is agreed that such limitation is fair and equitable under the totality of the circumstances hereof. It is further agreed and understood that this provision is of the essence.

9. **Hold Harmless - Indemnification.** To the extent permitted by law, Contractor shall defend, indemnify and hold harmless the Town, its employees, agents, officers and officials from any and all liabilities, claims, suits, or demands including attorney's fees and court costs which may be incurred or made against the Town, its employees, agents, officers or officials resulting from any act or omission committed by Contractor in the performance of the duties imposed by and performed under the terms of the Contract. Contractor shall not be responsible for acts of gross negligence or willful misconduct committed by the Town.

10. **Taxes and Insurance.** Contractor shall be responsible for the payment of all taxes, including but not limited to all federal, state and local taxes, and federal and state income tax on any money paid pursuant to this Contract. Contractor shall not be entitled to unemployment insurance benefits or workers' compensation benefits unless such coverage is provided by Contractor. The Town shall not withhold any funds from Contractor's compensation to pay taxes, unemployment insurance, social security or any other taxes or fees on behalf of Contractor or its employees. Contractor agrees to the extent required by law, that Contractor will carry workers' compensation insurance in the statutory required amount. Contractor shall carry commercial general liability insurance with a bodily injury, death and property damage limit of not less than \$1,000,000 per occurrence, and at least \$2,000,000 general aggregate. Contractor shall also provide commercial automobile liability insurance covering bodily injury (and passenger hazard), property damage and environmental damage arising from the operation of owned, leased or rented vehicles used in the performance of the Work, with limits of liability of not less than \$1,000,000 per occurrence. Upon the Town's request, Contractor shall provide to Town evidence of general liability insurance and workers' compensation insurance for

Contractor (or statutory waiver, for a single employee), reasonably acceptable to Town, prior to commencing the services. Contractor shall provide at least thirty (30) days' advance written notice of cancellation or non-renewal of any required insurance that is not replaced. Contractor shall add the Town and its officials, agents, officers, representatives and employees as additional insureds under all insurance policies.

11. **Accurate Information.** The Contractor certifies that information the Contractor has provided or will provide to the Town is true and correct and can be relied upon by the Town in awarding, modifying, making payments, or taking any other action with respect to this Contract including resolving claims and disputes. Any false or misleading information is a ground for the Town to terminate this Contract for cause and to pursue any other appropriate remedy.
12. **Inspections.** The Town has the right to monitor, inspect and evaluate all projects called for by the Contract at all reasonable places and times.
13. **Notices.** All notices and communications hereunder shall be in writing and shall be deemed given when sent postage prepaid by registered or certified mail, return receipt requested; and, if intended for the Town, shall be addressed to it, to the attention of its Town Manager, 103 Bank Street, Snow Hill, Maryland 21863, or at such other address of which the Town provided; and if intended for the Contractor, shall be addressed to its attention at 1000 Kaylorite Street, Dunkirk, MD 20754, or at such other address of which the Contractor shall have given notice to the Town in the manner herein provided.
14. **Severability.** If any provision or part of this Contract is deemed by a Court of competent jurisdiction to be legally unenforceable, to the extent permitted by applicable law, the remainder of the Contract shall nevertheless be fully enforceable and binding upon the Parties.
15. **Interpretation.** In no event shall there be any presumption or construction for or against any party who drafted or caused this Contract to be drafted.
16. **Waiver.** Any failure or delay by the Town in enforcing any provision of this Contract, or in holding or seeking to hold Contractor liable or responsible for any breach or non-compliance with this Contract, shall not constitute or be deemed as a waiver of any of the Town's rights, remedies, or interests hereunder. No acceptance by Contractor of partial

payment of any sum due hereunder shall be deemed a waiver by such party of its rights to receive the full amount due.

17. Entire Contract; Governing Law; Venue; Survival. This Contract sets forth the entire Contract between the Parties, and no alteration, modification, amendment, or other change of this Contract shall be binding on the Parties unless in writing, approved and executed by the Town and Contractor. This Contract supersedes all communications, representations, or contracts either verbal or written between the Parties hereto with the exception of the express warranties given to induce the Town to enter into this Contract. This Contract cannot be assigned. This Contract shall inure to the benefit of and be binding upon each party and its personal representative, successors and assigns. This Contract shall be governed and construed by the laws of the State of Maryland. Any and all disputes arising from this Contract shall be litigated in the Circuit and/or District Courts of Worcester County, Maryland. All covenants, contracts, representations, warranties, and indemnifications made herein or otherwise made by Contractor pursuant hereto, shall survive the expiration or termination of this Contract.

IN WITNESS WHEREOF, the Parties hereto have executed, or caused to be executed by the duly authorized officials, this Contract on the dates written below.

ATTEST:

**MAYOR AND COUNCIL OF SNOW HILL
"TOWN"**

By: _____ (SEAL)

Date: _____

ATTEST:

**COASTLINE, LLC
"CONTRACTOR"**

By: _____ (SEAL)

Date: _____



**MAYOR & COUNCIL OF SNOW HILL MD
REQUEST FOR PRICE QUOTES
FOR OUTDOOR PARK PICNIC TABLES**

Issue Date: September 13, 2024

I. Project:

The Mayor & Council of Snow Hill is requesting quotes from suppliers for the grant funded purchase of outdoor park picnic tables for placement in Sturgis Park and Byrd Park. The quote will be the cost for the total number of tables (meeting specification), including shipping to the Town, not to exceed \$62,643.61.

II. Project Goal:

The replacement of weathered, vandalized and damaged picnic tables located at Sturgis Park and Byrd Park will provide safe and comfortable seating to residents and guests of the Mayor & Council of Snow Hill during festivals, events, park rentals, paid boating activities and other times deemed appropriate by the Town.

III. Contact Person:

Paul Bessette, Grants Administrator. If you have questions regarding the quote package: email at grantsadmin@snowhillmd.com or call at 410-632-2080.

IV. Request for Quotes Time Table:

The following schedule has been established for the Request for Quotes

Quote Release Date:	Friday, September 13, 2024
Quotes Due:	Tuesday, October 8, 2024 @ 4:00pm

V. Basic Table Specification:

Table top and seats: 2"x10"x8' ACQ Pressure treated planks.
Table Frame: Welded 2-3/8" O.D. x 12-gauge hot dipped galvanized structural steel tubing with appropriate cross bracing.
10% of total number of tables must be ADA compliant.
Attach all specification sheets.

VI. Delivery Timeline:

The quote shall include the earliest available delivery date. The date must be reasonable and approved by the Town.

VII. Terms and Conditions:

The Town reserves the right to request clarification of information submitted and to request additional information from one or more bidders.

A contract and/or purchase order from the Town will result from acceptance of this quote, on forms supplied by or approved by the Town. Contracts issued by the Town will bind the supplier to applicable conditions and requirements herein set forth, unless otherwise specified in the quote documents, and are subject to all federal, state and municipal laws, rules, regulations and limitations. Said contract will be construed and interpreted in accordance with the laws of the State of Maryland and all questions of performance hereunder will be determined in accordance with such laws. If, through any cause, the supplier shall fail to fulfill in a timely and proper manner the obligations agreed to, the Town shall have the right to terminate its contract by specifying the date of termination in a written notice to the supplier as stated in the contract.

Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. This includes but is not limited to: Occupational Safety and Health Act (OSHA), National Institute for Occupational Safety & Health (NIOSH), National Fire Protection Association (NFPA). Lack of knowledge by the supplier shall in no way be a cause for relief from responsibility.

The Mayor & Council of Snow Hill is subject to the Maryland Public Information Act and may be required to release quote submissions in accordance with the Act.

No oral conversations, agreements, discussions or suggestions, which involve changes to the scope of the quote or contract, made by anyone including any Town employee, will be honored or valid. No written agreements or changes to the scope of the quote made with anyone other than the Grants Administrator (with Town Managers approval if necessary) will be honored or valid. Any change to the quote requirements will be announced through the issuance of a written addendum.

The supplier shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Town.

No reports, information or data given to, or prepared by the supplier under the contract shall be made available to any individual or organization by the supplier without prior written approval of the Town.

VIII. Indemnity:

The successful supplier shall indemnify, defend, and hold harmless the Mayor & Council of Snow Hill and its officers, employees, and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions or suits based upon or alleging bodily injury, including death, or property damage arising out of or resulting from the supplier's operations under the contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either one of them.

The supplier further agrees to furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, due to the supplier's own work or to the work of other contractors for which he or his workers are responsible.

IX. Insurance:

Insurance shall be required of the successful supplier. Certificates verifying insurance coverage for liability and damages, and associated dollar values shall be submitted to the Town Manager of Snow Hill. Worker's compensation insurance shall be provided by the successful supplier to the extent required by the State of Maryland law.

X. Qualifications:

The supplier must be in compliance with the laws regarding conducting business in the State of Maryland. Bidders must provide a statement with the submission of their proposal indicating their ability and expertise in similar projects. A list of personnel or sub-contractors who would actually perform the work along with resumes of the construction site supervisors, if any, must be provided. The qualifications and references of the bidders and their sub-contractors will be taken into consideration when quotes are evaluated.

XI. Conflict of Interest:

The supplier certifies that the quote made is without previous understanding, agreement, or connection with any person, firm, or corporation making a quote for the same project; without prior knowledge of competitive prices; and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

Upon signing the quote, supplier certifies that no member of the governing body of the Town, or members of his/her immediate family, including spouse, parents or

children, or any other employee of the Town, or any member or employee of a commission, board, or corporation controlled or appointed by the Mayor or Council has received or been promised, directly or indirectly, any financial benefit, related to this contract.

XII. Submission of Quote:

Suppliers must become fully knowledgeable as to the extent and character of this quote document, including all requirements and specifications. Failure to do so will not relieve the supplier of the responsibility to fully perform in accordance therewith. No consideration will be granted for alleged misunderstanding of the material furnished or the work performed, it being understood that the submission of the quote is an agreement with all of the items and condition referred herein.

All submittals shall contain:

1. The properly filled out provided cover sheet at the end of this document.
2. Itemized quote attachment.
3. Summary of approach to complete the project.
4. Details of payment schedule proposed.
5. Specification sheets for materials and products.
6. Contactor's standard warranty.
7. One original and three (3) copies of written quote.
Each copy of the quote will be hand signed by the person legally authorized to bind the supplier to the contract. A quote submitted by an agent will have a current Power of Attorney attached certifying the agent's authority to bind the supplier.
8. Other supporting documents as needed.

Failure to provide these documents with quote may result in the disqualification of the quote. The Town reserves the right to request and review additional information before making a determination as to acceptance of the quote. All quotes must be typed/printed or legibly hand written in pen.

Any ambiguity in any quote as a result of omission, error, lack of clarity or noncompliance by the supplier with specifications, instructions, and/or all conditions of quote will be construed in the light most favorable to the Town
Quotes will be submitted in a sealed envelope to:

SEALED QUOTE: SNOW HILL PICNIC TABLES

Snow Hill Town Hall, 103 Bank Street, Snow Hill, Maryland 21863

No later than **4:00 PM. (EST) on Tuesday, October 8, 2024** and then at said location, publicly opened and read aloud, under dual control by the Town Manager, Public Works Director, Finance Director (or their designee) and other pertinent Town staff.

- **E-mail submissions will not be accepted.**
- **Late submissions will not be accepted.**

The Mayor & Council of Snow Hill will not be responsible for any offer delayed by the USPS or any other postal service nor any late offer, amendment, or request for withdrawal of offer, received after the RFB date. Offers received after the date and time for receipt will be returned unopened.

XIII. Evaluation:

The Town Manager and staff shall evaluate all quotes and the Town Manager shall select the “best overall value” quote in compliance with the provisions of the quote documents. The Town Manager may waive any irregularities in the quotes that may be in the Town’s best interest.

In awarding the contract, the Town Manager may take into consideration the quality, durability, appropriateness and compatibility of the equipment; the skill, facilities, capacity, experience, ability, responsibility, reputation, previous work and financial standing of the respondent; the period of time within which equipment or services is to be furnished or delivered; and the necessity of prompt delivery of items described herein. The inability of any respondent to meet the requirements mentioned above may be cause for rejection of this quote.

No supplier may withdraw their quote within ninety (90) days after the actual date the RFQ’s are due on October 8, 2024.

The Mayor & Council of Snow Hill reserves the right to reject any and all quotes and/or waive informalities or irregularities as it may deem best for its interest. Quotes are prepared at supplier’s expense and become Town property and an item of public record.

The Mayor & Council of Snow Hill is an equal opportunity employer (EOE). Disadvantaged Business Enterprises (DBE), including Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) are encouraged to respond.



MAYOR & COUNCIL OF SNOW HILL MD
Quote Form

Purchase of Picnic Tables for Mayor & Council of Snow Hill MD 21863

Total Items Cost: \$ _____ Attach itemized quote and specification sheets.

Total Shipping Cost: \$ _____

Total Proposal Cost: \$ _____

Available Ship Date: _____

Estimated Shipping Time: _____

Submitted By: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of Authorized Representative: _____

Title: _____

Authorized Signature: _____ Date: _____

Phone: _____ E-mail: _____

NOTE: THIS QUOTE FORM MUST BE SIGNED BY AN OFFICER OF YOUR COMPANY, OR AN AUTHORIZED AGENT, WITH THE LEGAL AUTHORITY TO BIND THE SAME, FOR THIS QUOTE TO BE CONSIDERED VALID BY THE MAYOR AND COUNCIL OF SNOW HILL



MAYOR & COUNCIL OF SNOW HILL MD
Quote Form

Purchase of Picnic Tables for Mayor & Council of Snow Hill MD 21863

Total Items Cost: \$ 62,643.61 Attach itemized quote and specification sheets.

Total Shipping Cost: \$ TBD Dependent on location

Total Proposal Cost: \$ 62,643.61

Available Ship Date: TBD

Estimated Shipping Time: 10-12 weeks from time of purchase

Submitted By:

Company Name: Coastline, LLC

Address: 10000 Kaylorite Street

City: Dunkirk State: MD Zip: 20754

Name of Authorized Representative: Charles Lisku

Title: Owner

Authorized Signature: [Signature] Date: 10/3/2024

Phone: 301-456-5852 - office
240-876-9102 - Cell E-mail: mdcoastline11c@gmail.com

NOTE: THIS QUOTE FORM MUST BE SIGNED BY AN OFFICER OF YOUR COMPANY, OR AN AUTHORIZED AGENT, WITH THE LEGAL AUTHORITY TO BIND THE SAME, FOR THIS QUOTE TO BE CONSIDERED VALID BY THE MAYOR AND COUNCIL OF SNOW HILL



To the Town of Snow Hill:

My name is Charles Lisko. I am a life-long Marylander and the owner of Coastline, LLC.

I've been building my entire adult life which led me to follow my dream of opening my own small Maryland business. My passion for construction began in high school where I specialized in carpentry courses and continued building through my first job inside a Southern Maryland cabinetry shop. Since then, I've tackled many small and large scale projects (*references and photos available upon request*).

Along with my dedication to carpentry, I've served the citizens in Maryland in the capacity as a first responder for more than 20 years (*career and volunteer*). My schedule has flexibility and I am willing and able to devote the time required to the complete this larger scale project.

Please know, I recognize these aren't just picnic tables, but a staple in your community. It's a place inside your parks to gather those in the area and help to create lasting memories for many years to come. Coastline offers top notch quality for your project and flexibility as it relates to the date of completion and delivery. After a lot of research over these last few weeks, I have narrowed my findings to two frame manufactures in the United States (*in the packet attached is proposed option #1 and option #2*). The manufacture for the frame provides a warranty. I am able to handle the assembly.

Building the tables on site, at a location you designate, will allow your team to inspect each one prior to their completion and delivery to the final location. This will help to ensure quality for every single table. If you would like the tables assembled off property and delivered to your location, that is not a problem as well. Please know, I am willing to work with you and your team through this process in any other area of significance.

Thank you so much for your time and consideration.

If you have any questions at all, please do not hesitate to call.

Respectfully


Charles Lisko - Coastline, LLC owner

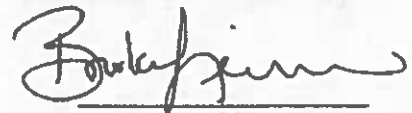
MARYLAND SALES & USE TAX LICENSE

20104746

Sales and Use Tax Registration Number

10/02/2023

Issue Date



Brooke Lerman
Comptroller

**COASTLINE
10000 KAYLORITE ST
DUNKIRK, MD 20754**



Revenue Administration Division
110 Carroll Street • Annapolis, MD 21411

This license must be displayed prominently. A separate license is required for each business location.

001001001001

I am pleased to enclose your new sales and use tax license that authorizes you to



DEPARTMENT OF LABOR

Results for Active Licensed Home Improvement: 2

The following results do not include current licensees who are on inactive status.

Name	Trade Name	Address	City	State	Zip	Expiration	Category	Reg. #	Suffix
CHARLES LISKO	MID ATLANTIC GARAGE DOOR CO LLC	100 THOMAS AVE.	OWINGS	MD	20736	2025-10-31	CONTRACTOR/SALESMAN	81330	N/A
CHARLES DANIEL LISKO	COASTLINE LLC	05-155685 10000 KAYLORITE STREET	DUNKIRK	MD	20754	2025-10-18	CONTRACTOR/SALESMAN	155209	N/A

[\[NEW SEARCH FOR ACTIVE LICENSED INDIVIDUALS\]](#)

[\[Home\]](#) [\[Return to Licensing Queue\]](#)



CERTIFICATE OF INSURANCE

— THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY —

DATE ISSUED (MM/DD/YYYY)
10/4/24

Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530 • 814.870.2000
Toll free 1.800.458.0911 • Fax 814.870.3128 • www.erieinsurance.com

NAME AND ADDRESS OF AGENCY MIDTOWN INSURANCE GROUP LLC 55 CHURCH ST PRINCE FREDERICK, MD 20678-4116	AGENT'S NO. BB1024	POLICY NO. Q61 0330472 ISSUE DATE 10/17/24 EXPIRES 10/17/25
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NAME AND ADDRESS OF NAMED INSURED
 Coastline, LLC
 10000 Keylorite St
 Dunkirk, MD 20754-9483

This is to certify that the policy, as indicated by the Policy Number below, was in force for the period shown at the time that the Certificate is being issued.

POLICY TYPE	POLICY NO.	ISSUE DATE	EXPIRES	LIMITS
<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> ENHANCED <input type="checkbox"/> ENHANCED <input type="checkbox"/> ENHANCED <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> INDUSTRY <input type="checkbox"/> LSC	Q61 0330472	10/17/24	10/17/25	\$ 1,000,000 \$ 1,000,000 \$ 10,000 \$ 1,000,000 \$ 2,000,000 \$ 2,000,000
<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> "NON-OWNED" <input type="checkbox"/> OWNED <input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED <input type="checkbox"/> GARAGE				\$
<input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> RETENTION \$				\$
<input type="checkbox"/> WORKERS COMPENSATION & EMPLOYERS LIABILITY				ACCIDENT \$ EACH ACCIDENT DISEASE \$ POLICY LIMIT DISEASE \$ EACH EMPLOYEE
OTHER				

DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EQUIPMENT, ADDED BY ENDORSEMENT/TYPICAL PROVISIONS

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

NAME AND ADDRESS OF CERTIFICATE HOLDER Town of Snow Hill 103 Bank St Snow Hill, MD 21863	AUTHORIZED REPRESENTATIVE Kenneth W. Jones 10/04/24
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CERTIFICATE OF INSURANCE

— THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY —

DATE ISSUED (MM/DD/YYYY)
10/4/24

Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530 • 814.870.2000
Toll free 1.800.468.0911 • Fax 814.870.3128 • www.erieinsurance.com

NAME AND ADDRESS OF AGENCY MIDTOWN INSURANCE GROUP LLC 55 CHURCH ST PRINCE FREDERICK, MD 20678-4116	AGENT'S NO. BB1024	<table border="1"> <tr><td>24</td><td>1</td></tr> <tr><td>25</td><td>1</td></tr> <tr><td>26</td><td>1</td></tr> <tr><td>27</td><td>1</td></tr> <tr><td>28</td><td>1</td></tr> <tr><td>29</td><td>1</td></tr> <tr><td>30</td><td>1</td></tr> <tr><td>31</td><td>1</td></tr> <tr><td>32</td><td>1</td></tr> <tr><td>33</td><td>1</td></tr> <tr><td>34</td><td>1</td></tr> <tr><td>35</td><td>1</td></tr> <tr><td>36</td><td>1</td></tr> <tr><td>37</td><td>1</td></tr> <tr><td>38</td><td>1</td></tr> <tr><td>39</td><td>1</td></tr> <tr><td>40</td><td>1</td></tr> <tr><td>41</td><td>1</td></tr> <tr><td>42</td><td>1</td></tr> <tr><td>43</td><td>1</td></tr> <tr><td>44</td><td>1</td></tr> <tr><td>45</td><td>1</td></tr> <tr><td>46</td><td>1</td></tr> <tr><td>47</td><td>1</td></tr> <tr><td>48</td><td>1</td></tr> <tr><td>49</td><td>1</td></tr> <tr><td>50</td><td>1</td></tr> <tr><td>51</td><td>1</td></tr> <tr><td>52</td><td>1</td></tr> <tr><td>53</td><td>1</td></tr> <tr><td>54</td><td>1</td></tr> <tr><td>55</td><td>1</td></tr> <tr><td>56</td><td>1</td></tr> <tr><td>57</td><td>1</td></tr> <tr><td>58</td><td>1</td></tr> <tr><td>59</td><td>1</td></tr> <tr><td>60</td><td>1</td></tr> <tr><td>61</td><td>1</td></tr> <tr><td>62</td><td>1</td></tr> <tr><td>63</td><td>1</td></tr> <tr><td>64</td><td>1</td></tr> <tr><td>65</td><td>1</td></tr> <tr><td>66</td><td>1</td></tr> <tr><td>67</td><td>1</td></tr> <tr><td>68</td><td>1</td></tr> <tr><td>69</td><td>1</td></tr> <tr><td>70</td><td>1</td></tr> <tr><td>71</td><td>1</td></tr> <tr><td>72</td><td>1</td></tr> <tr><td>73</td><td>1</td></tr> <tr><td>74</td><td>1</td></tr> <tr><td>75</td><td>1</td></tr> <tr><td>76</td><td>1</td></tr> <tr><td>77</td><td>1</td></tr> <tr><td>78</td><td>1</td></tr> <tr><td>79</td><td>1</td></tr> <tr><td>80</td><td>1</td></tr> <tr><td>81</td><td>1</td></tr> <tr><td>82</td><td>1</td></tr> <tr><td>83</td><td>1</td></tr> <tr><td>84</td><td>1</td></tr> <tr><td>85</td><td>1</td></tr> <tr><td>86</td><td>1</td></tr> <tr><td>87</td><td>1</td></tr> <tr><td>88</td><td>1</td></tr> <tr><td>89</td><td>1</td></tr> <tr><td>90</td><td>1</td></tr> <tr><td>91</td><td>1</td></tr> <tr><td>92</td><td>1</td></tr> <tr><td>93</td><td>1</td></tr> <tr><td>94</td><td>1</td></tr> <tr><td>95</td><td>1</td></tr> <tr><td>96</td><td>1</td></tr> <tr><td>97</td><td>1</td></tr> <tr><td>98</td><td>1</td></tr> <tr><td>99</td><td>1</td></tr> <tr><td>00</td><td>1</td></tr> </table>	24	1	25	1	26	1	27	1	28	1	29	1	30	1	31	1	32	1	33	1	34	1	35	1	36	1	37	1	38	1	39	1	40	1	41	1	42	1	43	1	44	1	45	1	46	1	47	1	48	1	49	1	50	1	51	1	52	1	53	1	54	1	55	1	56	1	57	1	58	1	59	1	60	1	61	1	62	1	63	1	64	1	65	1	66	1	67	1	68	1	69	1	70	1	71	1	72	1	73	1	74	1	75	1	76	1	77	1	78	1	79	1	80	1	81	1	82	1	83	1	84	1	85	1	86	1	87	1	88	1	89	1	90	1	91	1	92	1	93	1	94	1	95	1	96	1	97	1	98	1	99	1	00	1
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NAME AND ADDRESS OF NAMED INSURED Coastline, LLC 10000 Keylorite St Dunkirk, MD 20754-9483	<p>This certificate is issued for information purposes only and confers no rights on the certificate holder. It does not alter, modify or supplement the terms, coverages and conditions of insurance coverage contained in the policy(ies) indicated below. The terms and conditions of the policy(ies) govern the insurance coverage as applied to any given situation. Limits shown may have been reduced by other policies. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer and the certificate holder.</p>
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This is to certify that policies, as indicated by the Policy Number below, are in force by the named insured at the time that this Certificate is being issued.

DESCRIPTION OF POLICY	POLICY NUMBER	START DATE	EXPIRATION DATE	AMOUNT
<input type="checkbox"/> GENERAL LIABILITY	Q61 0330472	10/17/23	10/17/24	\$ 1,000,000
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				\$ 1,000,000
<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				\$ 10,000
<input type="checkbox"/>				\$ 1,000,000
<input type="checkbox"/>				\$ 2,000,000
<input type="checkbox"/>				\$ 2,000,000
REPLACEMENT LIMIT APPLIED PER:				
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRODUCT <input type="checkbox"/> LOC				
<input type="checkbox"/> AUTOMOBILE LIABILITY				\$
<input type="checkbox"/> "TORT ONLY" (NON-OWNED)				\$
<input type="checkbox"/> OWNED				\$
<input type="checkbox"/> HIRED				\$
<input type="checkbox"/> NON-OWNED				\$
<input type="checkbox"/> GARAGE				\$
<input type="checkbox"/> EXCESS LIABILITY				\$
<input type="checkbox"/> OCCURRENCE				\$
<input type="checkbox"/> RETENTION \$				\$
WORKERS COMPENSATION & EMPLOYERS LIABILITY				ACCIDENT \$ EACH ACCIDENT
				DISEASE \$ POLICY LIMIT
				DISEASE \$ EACH EMPLOYEE
OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/POLICIES/EXCLUSIONS AFFECTED BY ENDORSEMENTS/SPECIAL PROVISIONS

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

NAME AND ADDRESS OF CERTIFICATE HOLDER Town of Snow Hill 103 Bank St Snow Hill, MD 21863	AUTHORIZED REPRESENTATIVE <i>Kenneth A. Jones</i> 10/10/24
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ESTIMATE

Coastline, LLC
Dunirk, Maryland 20754
United States

3014565852

Bill to
Snow Hill Town Hall
103 Bank Street
Snow Hill, Maryland 21863
United States

Estimate Number: 2412
Estimate Date: October 8, 2024
Valid Until: December 7, 2024
Grand Total (USD): \$62,643.61

Items

Park Picnic Table

Tables will consist of the following materials:

- Tabletop and seats - 2"x10"x8' ACQ No.1 Pressure Treated Planks.
- Table Frame - 2-3/8" O.D. x 12-gauge hot dipped galvanized structural steel tubing with 1-5/16" O.D. cross bracing. (398-1252-2048134)
- All bolts used during assembly will be galvanized.

ADA Park Picnic Tables

Tables will consist of the following materials:

- Tabletop and Seats - 2"x10"x8' ACQ No. 1 Pressure Treated Planks.
- Table Frame - 2-3/8" O.D. x 12-gauge hot dipped galvanized structural steel tubing with 1-5/16" O.D. cross bracing. (398-1255-1910309)
- All bolts used during assembly will be galvanized.

Labor, Materials and Delivery

- All picnic tables will be assembled by the contractor off site or on site
- Standard 8' Picnic Tables - 55 QTY.
- ADA Complaint Picnic Tables - 7 QTY.
- Assembly will either be onsite at a designated location by staff or offsite and shipped to location.

Total: \$62,643.61

Grand Total (USD): \$62,643.61

Charles D. Lisko

OWNER

Notes / Terms

Warranty on steel frame only: A full one-year warranty is offered... "...to be free of defects in workmanship or materials when installed and maintained properly." The warranty goes on to say, "We agree to repair or replace, any items determined to be defective. Items specifically not covered by this

warranty include vandalism, man made or natural disasters, lack of maintenance, normal weathering or wear and tear due to public abuse."

Payment: 1/3 payment prior to ordering materials, 1/3 payment once materials are delivered and final 1/3 payment after all picnic tables are assembled and/or delivered on site.

Completion Date: Tables will be ordered and completed prior to Spring 2025, or an earlier date agreed upon by the Town of Snow Hill.

Thank you for your consideration!

Coastline, LLC
MHIC#155209
Insured & Bonded

Powered by  wave

Grants Administrator

From: Coastline LLC <mdcoastlinellc@gmail.com>
Sent: Friday, October 18, 2024 3:47 PM
To: Grants Administrator
Subject: Re: Bid details
Attachments: Warranty Ownership Statement.pdf

Hi Paul,

Thank you for the opportunity to provide follow-up answers to the questions you have.

Please see below.

Have a good weekend,

Charlie

WARRANTY:

After speaking with the distributor directly, if the tables are shipped to Snow Hill, Md. they will honor the transfer warranty to the town *(please see the PDF document attached)*.

COST BREAKDOWN:

8 foot picnic frame: \$493.20 regular / \$548.60 ADA
Hardware: \$173.50 regular / \$203.40 ADA
Lumber: \$98.00 - per table
Labor: \$150 per regular table / \$200 per ADA table

TABLE FRAMES:

(3) Pallets 48 x 66 x 66
(1) Pallet 66 x 32 x 48
(1) Pallet 48 x 40 x 36

(Approximately 20 tables per pallet)

* **OPTION 2** *

Pilot Rock
PARK · STREET · CAMP
SITE PRODUCTS

**XT Series Extra Heavy Duty
Portable Rectangular Tables
with Lumber**

**SPECIFICATION
BULLETIN
#SPC-TB-001
REV. 09-17**



*Model XT/G-6UP 6 Ft. Extra Heavy Duty
Portable Rectangular Table with Hot Dip Galvanized Frame and
Untreated Southern Yellow Pine Planks*

- **Constructed specifically for heavy use areas**
- **Nontip, nontrip, walk-through design**
- **All welded end frames are fabricated from 2-3/8" diameter steel pipe**
- **Die-formed center channel and diagonal braces align and strengthen entire table**
- **Frames are hot dip galvanized after fabrication for superior corrosion resistance**
- **Precision drilled, Untreated #1 Southern Yellow Pine Seat and Top Planks**
- **Limited lifetime warranty on frames**

SPECIFICATIONS:

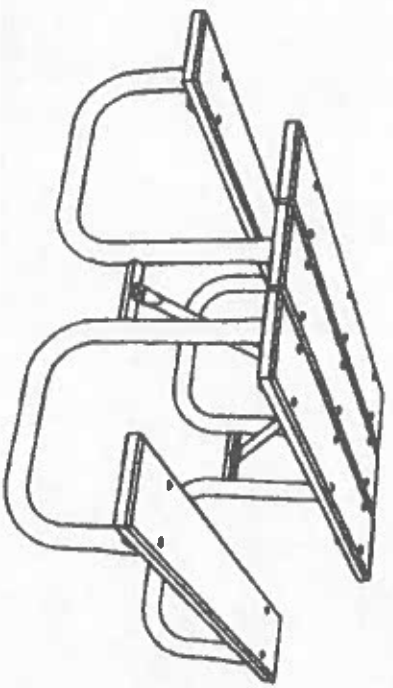
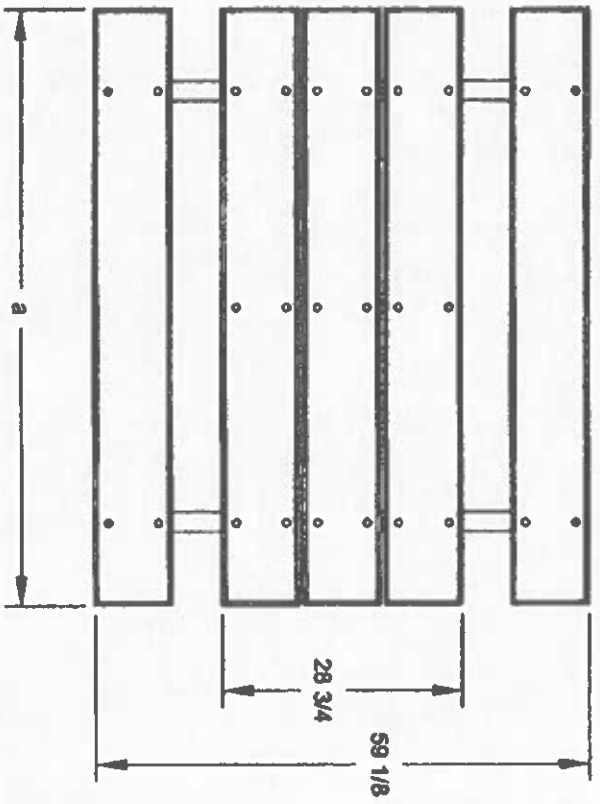
- **XT Series end frames are one-piece welded construction, fabricated from 2.375" O.D. (2-3/8" O.D.) steel pipe to meet 2" nominal steel pipe size specifications with 2" x 2" x 1/8" die formed steel angle for attaching the seats and tops.**
- **Table frame design incorporates nontip, nontrip, walk-through design features. Bends are tightly formed to prevent tipping when weight is on one side.**
- **Model XT/G-6 has a nom. 6 ft. length.**
- **Model XT/G-8 has a nom. 8 ft. length.**
- **Nominal table height is 30". Nominal seat height is 18".**
- **Frames are supported by diagonal braces of 1-5/16" O.D. steel pipe that connect to a die-formed steel channel designed to align and provide attachment to the table top.**
- **Standard: All steel frame components are hot-dip galvanized after fabrication to ASTM-A123 to maintain an average zinc coating of 2.0 oz. per sq. ft. of surface area (indicated by "/G" in model no., e.g. XT/G-6UP).**
- **Standard: Lumber is Untreated #1 grade Southern Yellow Pine (indicated by "UP" in model no., e.g. XT/G-6UP) 2" x 10" nominal sized planks, kiln dried to reduce moisture content. All lumber is precision drilled for assembly and has all exposed edges removed to a 3/8" radius.**
- **All fasteners are provided for assembly.**
- **Optional: Color choices of powder coated steel frame components. See Specification Bulletin #SPC-CO-001.**
- **Optional: Treated #1 Southern Yellow Pine is readily available and is pressure treated and kiln dried after treatment (KDAT) to preserve wood against decay. To specify, change "UP" in model no. to "TP", e.g. XT/G-6TP. (Cedar, Fir, and Redwood are available when in stock - please inquire.)**
- **Optional: Table is provided with (2) backrest attachments to bolt to the table frame, consisting of (2) pair of backrest brackets and (2) lumber backrest planks.**

AVAILABLE OPTIONS

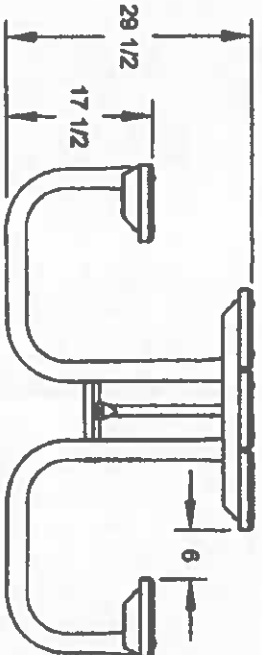
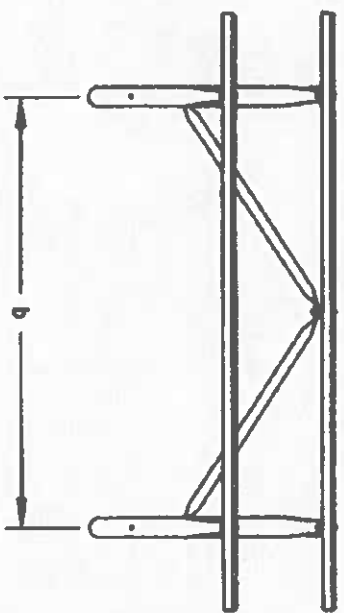
- 6' or 8' lengths
- Powder Coat Finish in choice of colors for steel frame components
- Pressure treated #1 Southern Yellow Pine lumber (Cedar, Fir, or Redwood lumber when in stock)
- Backrest attachments

Rj Thomas Mfg. Co., Inc.

PO Box 946 • Cherokee, IA 51012-0946 • PH: 712-225-5115 • 800-762-5002 • FAX: 712-225-5796
 E-mail: pilotrock@rjthomas.com • Web Site: <http://www.pilotrock.com>
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MODEL NUMBER	DIMENSION	
	a	b
XT/G-8	71-1/2	51-3/4
XT/G-8	95-1/2	70



ALL DIMENSIONS IN INCHES

RJ Thomas Mfg. Co., Inc.
P.O. Box 948 • Cherokee, IA 51013-0948

DRAWN BY
WWM

TITLE
XT SERIES 6 AND 8 FOOT PORTABLE RECTANGULAR TABLES WITH LUMBER TOP
AND SEAT PLANKS

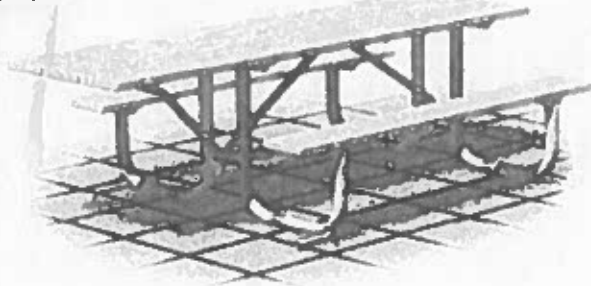
DATE 9-08-08
DWG. NO. AI-1473

Specification Bulletin SPC-TB-001

Pilot Rock
PARK · STREET · CAMP
SITE PRODUCTS

**XT Series 6 and 8 Foot Wheelchair
Accessible Table Extended One End
with Lumber Top and Seat Planks**

**SPECIFICATION
BULLETIN
#SPC-TB-016
REV. 03-22**



*Model XT/G-6UP/E Wheelchair Accessible Table with 8 Ft. Table Top
Extended 2 Ft. beyond 6 Ft. seat on one end; with Hot-Dip Galvanized
Frame and Untreated Southern Yellow Pine Planks*

- **Extended top for wheelchair accessibility at one end.**
- **Constructed specifically for heavy use areas**
- **Nontip, nontrip, walk-through design**
- **All welded end frames are fabricated from 2-3/8" diameter steel pipe**
- **Die-formed channels and diagonal braces support table extensions**
- **Frames are hot-dip galvanized after fabrication for superior corrosion resistance**
- **Precision drilled, Untreated #1 Southern Yellow Pine Seat and Top Planks**
- **Limited lifetime warranty on frames**

SPECIFICATIONS:

- **XT Series** end frames are one-piece welded construction, fabricated from 2.375" (2-3/8" O.D.) steel pipe to meet 2" nominal steel pipe size specifications with 2" x 2" x 1/8" die formed steel angle for attaching the seats and tops. "Outriggers" are attached to the frame on the extended end of the table for added stability.
- Table frame design incorporates nontip, nontrip, walk-through design features. Bends are tightly formed to prevent tipping when weight is on one side.
- Table top extends 2 ft. beyond seats (indicated by "/E" in model no., e.g. XT/G-6UP/E) to provide the ADA recommended wheelchair clearances of: 30" wide, 27" under table (ground to bottom of table top), and 17" total knee and toe clearance (11" + 6").
- A diagonal brace of 1-5/16" O.D. steel pipe and a die-formed, hot-dip galvanized steel channel is provided to support extended portions of the table top and maintain lumber planks against warping.
- **Model XT/G-6UP/E** has a nom. 8 ft. long top and 6 ft. long seats. Includes frame stabilizing outriggers.
- **Model XT/G-8UP/E** has a nom. 10 ft. long top and 8 ft. long seats.
- Table height provides a nominal 28" of clearance from ground level to the underside of the table top. Nominal seat top height is 18".
- Frames are supported by diagonal braces of 1-5/16" O.D. steel pipe that connect to a die-formed steel channel designed to align and provide attachment to the table top.
- All fasteners are provided for assembly.
- **Standard:** All steel frame components are hot-dip galvanized after fabrication to ASTM-A123 to maintain an average zinc coating of 2.0 oz. per sq. ft. of surface area (indicated by "/G" in model no., e.g. XT/G-6UP/E).
- **Standard:** Lumber is Untreated #1 grade Southern Yellow Pine (indicated by "UP" in model no., e.g. XT/G-6UP/E) 2" x 10" nominal sized planks, kiln dried to reduce moisture content. All lumber is precision drilled to facilitate assembly and has all exposed edges removed to a 3/8" radius.
- **Optional:** All steel frame components have powder coat finish. See Specification Bulletin #SPC-CO-001.
- **Optional:** Pressure treated #1 Southern Yellow Pine is readily available and is kiln dried after treatment (KDAT) to preserve wood against decay. (To specify, change "UP" in model no. to "TP", e.g. XT/G-6TP/E.) (Cedar, Fir, and Redwood are available when in stock - please inquire.)
- **Optional:** Table is provided with (2) backrest attachments to bolt to the table frame, consisting of (2) pair of backrest brackets and (2) lumber backrest planks.

AVAILABLE OPTIONS

6' or 8' lengths

Powder Coat Finish in choice of colors for steel frame components

Pressure treated #1 Southern Yellow Pine lumber (Cedar, Fir, or Redwood lumber when in stock)

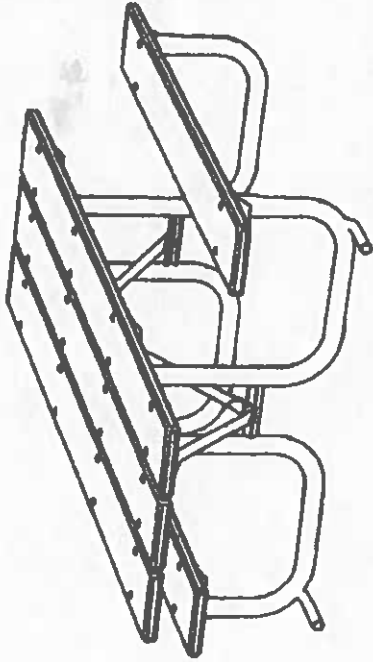
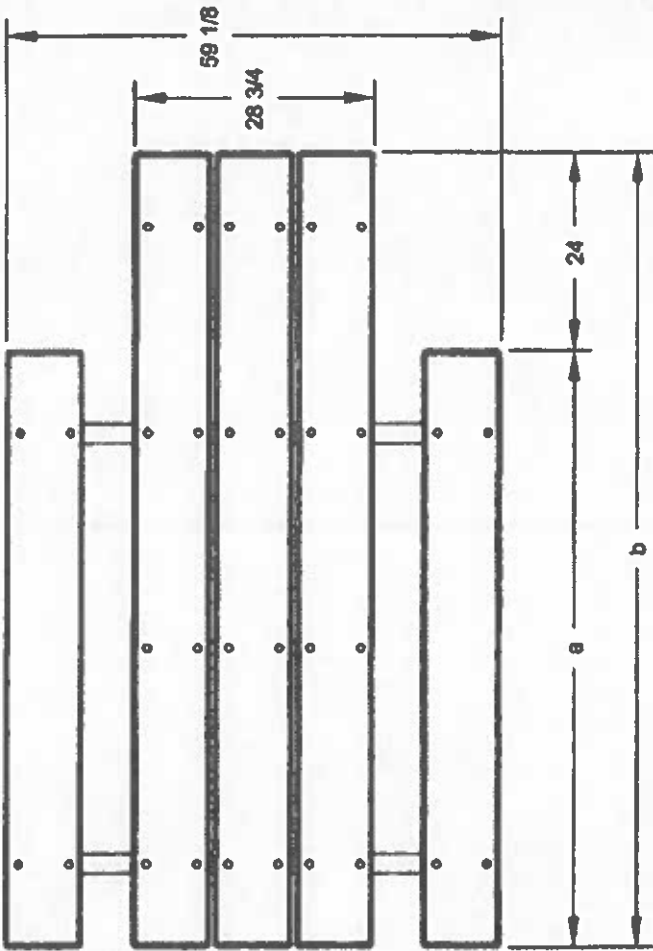
Backrest attachments

RJ Thomas Mfg. Co., Inc.

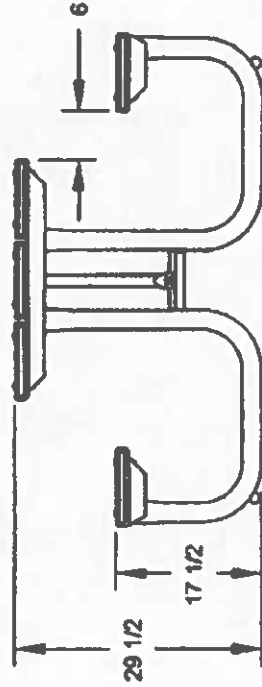
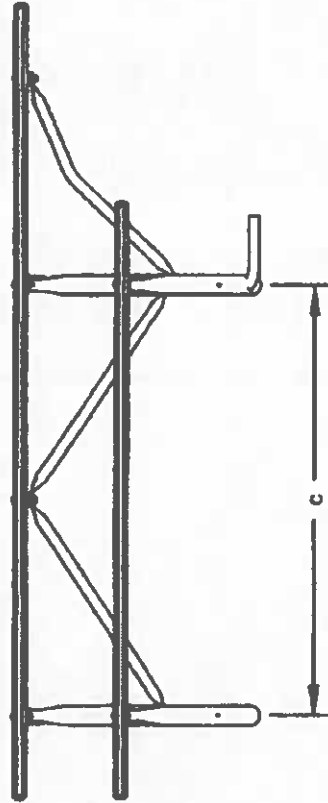
PO Box 946 • Cherokee, IA 51012-0946 • PH: 712-225-5115 • 800-762-5002 • FAX: 712-225-5796

E-mail: pilotrock@rjthomas.com • Web Site: <https://www.pilotrock.com>

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MODEL NUMBER	DIMENSION			STABILIZING OUTRIGGERS INCLUDED
	a	b	c	
XT-8/E	71 1/2	95 1/2	51-3/4	INCLUDED
XT-8/E	95 1/2	119 1/2	70	NOT REQUIRED



ALL DIMENSIONS IN INCHES

RJ Thomas Mfg. Co., Inc.
 P.O. Box 948 • Cherokee, IA 51012-0948

DRAWN BY
WWM

TITLE **XT SERIES 6 AND 8 FOOT RECTANGULAR TABLE WITH LUMBER TOP AND SEAT
 PLANKS EXTENDED ONE END FOR WHEELCHAIR ACCESSIBILITY**

DATE **2-11-11**

DWG. NO. **AJ-1612**

Specification Bulletin SPC- TB-016

WARRANTY & ORDERING INFORMATION

PRODUCT WARRANTY

TERM	PRODUCT	OTHER INFORMATION	REQUIREMENTS	EXCLUSIONS
LIFETIME	Picnic Table Frames: UT, UTH, XT, XTH, WUT, WUTH, WXT, WXTH	Original Owner Only	All products must: 1) be assembled and installed according to manufacturer's specifications and instructions. 2) be properly maintained 3) not have been altered by the addition or deletion of parts, or modified in any other manner.	Vandalism. Damage caused by incorrect assembly, installation, application (use), or negligence. Natural or manmade disasters. Cosmetic changes due to weathering - including paint fading, discoloration of wood, or color fading or spotting of coated steel and recycled plastic products caused by exposure to natural elements or chemicals. Scratches, dents, or marring caused by normal use and public exposure. Seasons checks, twisting, or splintering of wood caused by climatic differences or lack of proper maintenance. Loss or damage in transit while product is responsibility of carrier. High heat paint subject to overly built fires. Steel warpage caused by fires of excessive size or duration Premature rust-through of grill boxes due to improper cleaning or maintenance, and fire rings buried in the ground. Premature rusting or discoloring caused by corrosive environment or while in ocean transit. Damage caused by animals or wildlife.
ONE YEAR	Powder Coat, Enamel & High Heat Paints: Lumber: Trash & Recycling Lids & Liners; Plaques; Decals; Resin Fill; Umbrellas; Pet Waste Stations; FSW Swivel Grate	No Warranty on Lumber shipped outside the United States. Water Repellent recommended on Lumber.		
FIVE YEARS	Thermo-Plastic Coating	Limited and Prorated Warranty on coating material against defects when subjected to normal use and proper maintenance		
	Picnic Table Frames (those not included in Lifetime Warranty), Park Bench Frames, Steel and Aluminum Bench and Table seat/top Structures, Recycled Plastic Components, Bike Racks, TRH and TRQ Frames Steel Trash Receptacle and Planter Structures, Pedestal Mounts, Tissue Holders, all Grills, Hot Coal Bin, Utility Tables, Steel Campfire Rings, Lantern Holders, Table Mover Food Lockers, Kolor Cans.	Recycled Plastic warranty applies only to components that have been cut, drilled, or routed by the manufacturer. This warranty does NOT cover plastic purchased in raw stock form by customer and cut drilled or routed by customer for custom application. Recycled Plastic and Thermo-Plastic coated components include a UV stabilizer to retard effects of natural exposure. We cannot warrant "fading" or surface "contamination" due to extreme variations in levels of exposure and in the definition of "fading"		
FIFTY YEARS	Recycled Plastic	Material decomposition only.		

Warranty claims must be filed within the warranty period and must include a copy of the invoice or the purchase order.

Except as specifically stated herein, all warranties (expressed or implied) are hereby excluded. This Warranty excludes any liability, consequential damages, or related costs.

ORDERING INFORMATION

Write Purchase Orders and Payments to: R. J. Thomas Mfg. Co., Inc.
R. J. Thomas Mfg. Co., Inc. is a small business.

GSA Contracts are available for federal accounts. Contact Customer Service for Contract information.

PRICE: All prices are F.O.B. Cherokee, Iowa. Prices subject to change without notice. Quantity discounts and freight allowance available.

TERMS: Net due 30 days from date of invoice to those with established credit. First time orders and others: prepayment in full before shipment. Finance charges after 30 days. Payment by credit card is accepted using:



FREIGHT: Prepaid and added to the invoice, or third-party billed. Weights listed are approximate and do not include packaging. Shipment will be made by the quickest, most economical and practical means possible. Call for freight estimate. Most products are shipped unassembled to minimize shipping costs. Detailed assembly instructions are included with fasteners.

LEAD TIMES: We encourage you to order as early as possible. Our usual lead times run four weeks. Busy season lead times can reach to six to eight weeks. When you order early we can better arrange delivery to meet your needs.

SPECIFICATIONS: Specifications were in effect when printing this catalog. Since product improvements are always being made, we reserve the right to change designs, specifications and discontinue products without notice. Where changes have been made, revised products will be shipped unless specific arrangements have been made to the contrary.

ADDITIONAL INFORMATION: Contact us if you require additional information on product specifications, assembly, or installation. Spec Bulletins are available on our web site.

MODIFICATIONS: If a desired combination of features, materials, options, or accessories is not covered in this catalog, contact us and we will advise as to availability and price.

RETURN POLICY: No returns are accepted without prior approval. Call Customer Service for a Return Authorization (RA) number. Requests must be made within thirty days of receipt of product. No returns will be accepted after thirty days. Products must be returned in original packaging, must not be used or damaged, and must be in resalable condition. Returns may be subject to a restocking charge. Return freight must be prepaid.

ORDER CANCELLATION: Orders may be cancelled prior to shipment. Conditions will vary. Orders with custom plaques/engraving, etc. cannot be cancelled once we receive final design approval. Orders cancelled after shipment are subject to return freight charges and restocking fees.

Statement Regarding Warranty Ownership

As it pertains to the warranty of the equipment provided by R.J. Thomas Mfg. Co. Inc., we hereby clarify that the City of Snow Hill, as the end customer, shall be recognized as the original owner. The warranty will be considered valid in favor of the City of Snow Hill and not the contractor involved in the purchase or installation of the equipment. All rights and responsibilities under the warranty will be granted to the City of Snow Hill in accordance with our standard terms and conditions.

For further inquiries, please contact us directly.

Sincerely,

Adam Thomas

Adam Thomas | Vice President

RJ Thomas Mfg. Co., Inc. | PO Box 946 | Cherokee, IA 51012-0946