



Mayor and Council of Snow Hill
103 Bank Street, Snow Hill, Maryland 21863
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www.snowhillmd.com

Stephen Mathews
Mayor

Allison Cook
Eastern District
Council

Latoya Purnell
Western District
Council

Jenny Hall
Central District
Council

Kelly Pruitt
Town Manager

MAYOR AND COUNCIL MEETING

TUESDAY, MARCH 12, 2019
7PM

TRAIN STATION
200 BELT STREET
SNOW HILL, MARYLAND 21863

Comments or questions by audience members will only be heard during the Open Discussion segment of the meeting. If a specific concern or topic would like to be discussed, parties may submit a request with the nature of their concern to the Town Manager no later than the first Tuesday of the month. All requests will be reviewed by the Mayor and Council and parties will be notified if their requests are approved or denied.

Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; disrespectful or discourteous communication with the Mayor and/or Council members; or other acts that disturb, disrupt, or impede the orderly conduct of the Town Council meeting. A member of the audience engaging in such conduct shall, at the discretion of the Mayor or a majority of the Council Members, be subject to removal from that meeting.

Part of the meeting may be closed to the public in accordance with Open Meetings Act procedures.



**Mayor and Town Council Meeting
Agenda – March 12, 2019 7:00pm**



- 1. Salute to the Flag / Invocation**
- 2. Mayor's Opening Comments**
- 3. Atlantic General Hospital – Annual Report**
- 4. Telamon – New Business Introduction**
- 5. Approval of Minutes**
- 6. Finance Report**
- 7. Town Manager Report**
- 8. Economic Development Report**
- 9. Code Enforcement Report**
- 10. Public Works Report**
- 11. Water & Wastewater Report**
- 12. Museum Report**
- 13. Police Department Report**
- 14. Old Business**
- 15. New Business**
 - **Ordinance No. 2019-01 Mayor's Salary**
 - **Ordinance No. 2019-02 Council's Salary**
 - **Snow Hill Library Committee – Annual Funding Request**
- 16. Comments from the Mayor**
- 17. Comments from the Council**
- 18. Comments from the Public**
- 19. Adjournment**

Part of the meeting may be closed to the public in accordance with Open Meetings Act procedures. **This agenda may be subject to change.**

TOWN OF SNOW HILL, MARYLAND
Life on the River

TOWN MEETING

FEBRUARY 12, 2019

A Regular Meeting of the Mayor and Town Council of Snow Hill, Maryland was held at the Train Station at 200 Belt Street on Tuesday, February 12, 2019 with Mayor Steve Mathews presiding and was called to order at 7:00pm.

PUBLIC OFFICIALS PRESENT

Mayor Steve Mathews
Councilwoman LaToya Purnell
Councilwoman Jenny Hall
Councilwoman Alison Gadoua

STAFF IN ATTENDANCE

Trish Goodsell, Asst. to the Town Manager
Lounell Hamstead, Finance Manager
Jon Hill, Code Enforcement Officer
Jordy Kuczak, Economic Development/Events Coordinator
Randy Barfield, Public Works Director
Russ Harrison, WWTP Superintendent
Cindy Byrd, Museum Director
Edward Schreier, Interim Chief of Police

SALUTE TO THE FLAG / INVOCATION

Mayor Mathews called the meeting to order. The Pledge of Allegiance was recited, followed by an invocation led by Randy Barfield.

OPENING COMMENTS

Mayor Mathews welcomed everyone to the meeting.

PROCLAMATION

Mayor Mathews announced that the Black History Month Proclamation in the packet was proclaimed on February 1, 2019.

ANNUAL AUDIT FY2018

Roy Geiser with TGM Group presented the audit to the Mayor and Town Council. He gave a brief summary of their findings that included:

- Town's net position combined is \$21.2 million, with \$18.3 million in assets; \$74,000 restricted in loans; and \$2.7 million unrestricted funds.
- Government funds are \$1.1 million which equals 4 months of operating funds

- Water/Sewer fund shows operating loss of \$384,000, which means the plant costs more to operate than what is being charged to residents.
- Cash flow shows \$182,380, which is a decrease compared to \$202,065
- Capital assets total \$3.2 million net, with \$362,000 in new assets. The asset base grew after depreciation by \$102,000.
- No new debt was acquired; current debt continues to be paid down
- Budget to Actual in General Fund - \$151,092 in surplus
- Budget to Actual in Water - \$27,913 over budget; Sewer - \$56,000 under budget; totals \$30,000 under budget

Resident Richard Mitchell asked if the segregation of duties has been resolved. Mayor Mathews explained that without a significant increase in revenue that allowed additional staff this issue will always be common for most small towns, to which Mr. Geiser agreed.

Resident Fred Schultz questioned the \$300,000 debt in W/S. Mr. Geiser explained this was due to the cost of running the plant exceeding the revenue. Mayor Mathews added that in order for the current costs to balance, water and sewer rates would have to increase by \$400 per household. Mr. Schultz questioned if the town should increase the fees for the septage and leachate haulers, to which Mayor Mathews advised that their income helps to offset current costs.

Mr. Schultz questioned the trash cart fees and why some people have carts that are not town-issued. Randy Barfield, Public Works Director responded that the town has allowed residents to have additional carts at no cost if they are compatible with the trash truck. He stated that by doing this they essentially get their trash collected for free, until the Council determines if they wish to change the policy.

MEETING MINUTES

A motion was given to approve the Town Meeting minutes for January 2019 by Councilwoman Hall and was seconded by Councilwoman Purnell. A roll call vote was taken, and the motion was carried. The results of the vote were: 3 in favor; 0 opposed.

FINANCIAL REPORT

Mayor Mathews commented that the report has a new format which includes accounts payable information.

A motion was given to approve the Finance Report for January 2019 by Councilwoman Purnell and was seconded by Councilwoman Gadoua. A roll call vote was taken, and the motion was carried. The results of the vote were: 3 in favor; 0 opposed.

TOWN MANAGER REPORT

In Mrs. Pruitt's absence, there were no questions or comments.

ECONOMIC DEVELOPMENT REPORT

Mrs. Kuczak advised that she has provided a survey at tonight's meeting for people to give opinions on the branding for the Town. It can be completed tonight or done online before tomorrow's deadline. Resident Carolyn Brown questioned the cost of hiring the marketing company, which was \$2650.00. Mrs.

Kuczak explained this was funded by a grant the Town received to be used for the upgrade to the town website and rebranding the town. Mrs. Brown added that her response to one of the survey questions would be people won't return to Snow Hill if their car hit a pothole and became out of line. Trish Goodsell, Assistant Town Manager responded that the town is currently working on an income survey to try to qualify the town for grant funding to be used in certain areas for paving.

Mrs. Brown questioned how citizens are informed if they do not have online access. Mayor Mathews asked Mrs. Kuczak to check into mailing information, to which Councilwoman Purnell added that mailings are very costly to the town.

Richard Mitchell questioned why the consideration of hiring a marketing company wasn't discussed with the citizens prior to entering an agreement. Mrs. Kuczak stated she would work to better keep people "in the loop".

CODE ENFORCEMENT REPORT

Mr. Hill advised that the Historic District Commission met on February 7th and approved the window replacement for Toy Town.

He reported that 5 homes have been demolished and he just issued condemnation notices to 208 E Martin, 111 Purnell, and 106 Purnell Streets. They have 90-days from January 29th to take action.

Resident Gary King questioned the Town's process on demolition. Mr. Hill advised that the recent demolitions were paid by the property owners. When owners are deceased or refuse to take action, the town will demolish the structure and bill the owner. If this is unpaid, it will result in a lien on the property and taken to tax sale. If the town recovers the property at tax sale, they can sell it to recoup costs.

Resident Fran Price suggested getting rid of problem properties in an "as-is" state with an agreement the new owner must comply with demolition or renovation.

Mr. Schultz thanked Mr. Hill for being active on getting houses taken down.

Mr. Schultz requested the street sweeper be used to clean Evergreen Terrace. Mr. Barfield said he would make sure it was but residents need to stop blowing leaves and grass in the streets. Mayor Mathews stated the town has an Ordinance the states you will be issued a violation if doing this. Mr. Hill advised he has to see the person actually doing the act in order to cite them. Mayor Mathews requested Mrs. Goodsell put this issue on the next work session.

PUBLIC WORKS REPORT

No questions or comments.

WWTP REPORT

No questions or comments.

MUSEUM REPORT

Dr. Byrd reported that they are working with someone on the history of baseball legend Judy Johnson and hope to install a monument in his honor at the library. Mrs. Goodsell advised the Mayor and Council that Mr. Sullivan will be at the next work session to discuss this matter.

Dr. Byrd reported that the museum will have a scavenger hunt as part of the town's Easter event on April 13, 2019.

POLICE REPORT

Mayor Mathews introduced the interim police chief, Lt. Edward Schreier with the Worcester County Sheriff's Department.

Mrs. Brown questioned how they can make contact with a live person when calling the police station instead of getting recordings for voice mail. Lt. Schreier advised he is becoming more familiar with the phone system and will look into it, but advised that calling 410-632-2444 will connect you to Emergency Services and a live person. Mayor Mathews added that Mrs. Pruitt is looking into this matter and is trying to get the phone system back like it was years ago.

OLD BUSINESS

No questions or comments.

NEW BUSINESS

No questions or comments.

COMMENTS FROM THE COUNCIL

1. Councilwoman Hall asked Mr. Barfield when the Spring Town Cleanup Day will be. Mr. Barfield advised he will schedule it for Monday, April 1, 2019.
2. Councilwoman Purnell wanted to go on record as squashing current rumors that she no longer lives in her district. She advised that she still lives in the Western District and has not moved.

She added that she feels that the terms of office should be increased back to four years and Council needs to look at this issue.
3. Councilwoman Gadoua reported that a company approached her, advising that she may qualify for a new roof and only have to pay her homeowners insurance deductible. She found that she does have the required coverage, which is full replacement cost coverage for wind damage, not associated with a named storm. She is now getting a new roof for minimal cost and is willing to share the company information to anyone who contacts her.

COMMENTS FROM THE MAYOR

Mayor Mathews advised that with the Election approaching there have been requests for information made to Town Hall. He stated that anything outside of personnel or active police investigations are public

record, but he requested that a formal request for information be submitted to Town Hall. Anyone wishing to have hard copies of documents must pay \$0.25 a page; however, if you have e-mail and the item can be electronically sent there is no fee.

COMMENTS FROM THE AUDIENCE

1. Fran Price questioned what needed to be done to entice Mayor Mathews to run for office. He responded that he will not be filing to run.
2. Gary King questioned if the salary increases for Mayor and Council, which he supports, would be discussed. Mayor Mathews advised he will be discussing the amount at the next work session and will introduce an Ordinance in March for adoption. If it is adopted, it will go to referendum and be a question on the May ballot.
3. Gary King questioned the process needed to change how the government currently works. Mayor Mathews advised the only change he made was firing of department heads, which now requires the majority vote of Town Council. He added there is a misperception on the powers of the Mayor and Town Council.
4. Gregory Waters stated he was told he was still serving on the Board of Zoning Appeals and Mr. Hill stated he was taken off because he said he no longer wanted to serve. Mr. Waters stated he felt he was not included in meetings but would still like to serve.

A motion was given by Councilwoman Gadoua to reappoint Mr. Waters to the BZA, which was seconded by Councilwoman Hall. A roll call vote was taken, and the motion was carried. The results of the vote were: 3 in favor; 0 opposed.

ADJOURNMENT

A motion was given to adjourn the meeting by Councilwoman Purnell.

With no further discussion, the meeting was adjourned at 8:02pm.

Respectfully submitted,
Trish Goodsell, Assistant Town Manager

TOWN OF SNOW HILL, MARYLAND

Life on the River

WORK SESSION

February 26, 2019

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at the Train Station on Tuesday February 26 2019 with Mayor Steve Mathews presiding and called to order at 4:30pm.

PUBLIC OFFICIALS PRESENT

Mayor Steve Mathews; Councilwoman Alison Gadoua, Councilwoman LaToya Purnell; and Councilwoman Jenny Hall

STAFF PRESENT

Kelly Pruitt, Town Manager; Trish Goodsell, Assistant Town Manager; and Jordy Kuczak, Economic Development Coordinator

MEETING ETIQUETTE

Mayor Mathews stated that he believes in transparency and allowing the citizens to say what they wish; however, in light of recent interactions and events he advised he will be cracking down on people speaking disrespectfully to the elected officials and staff members.

JUDY JOHNSON MEMORIAL

Tom Sullivan, member of the Snow Hill Rotary Club was present to request that a “Judy Johnson Day” be an annual occasion in Snow Hill. He advised that he has met with Dr. Byrd from the Purnell Museum and that a memorial will be erected at the Snow Hill library in the near future. He stated that he would like to see the observance close to Mr. Johnson’s birthday, which is estimated to be between October and December. It would ideally be part of a First Friday and they are looking at November 1, 2019 for the first event.

The Mayor and Council voiced approval of this request. Mayor Mathews advised that the seated Mayor would issue the Proclamation closer to the actual day of observance.

MAYOR & COUNCIL SALARIES

Mayor Mathews advised the Council that they were provided copies of the draft Ordinances for an increase in salaries for the Mayor and Town Council. The proposed increase would be the Mayor’s salary to \$7000 and the Council’s to \$5000, with the Eastern District seat not receiving a raise until re-election.

The Ordinances will be presented at the March town meeting. If passed in April, the question will be placed on the ballot for the May 7, 2019 election.

GRASS IN STREETS

Mayor Mathews wanted to discuss this issue, as a complaint was issued at the town meeting regarding grass and leaves in the roadway. He stated that if the Code Enforcement officer clearly see fresh grass in the street, he can issue a citation. This applies to all types of debris, including leaves, weeds, etc.

Resident Jan King questioned what happens if there is an issue of neighbor leaves blowing onto another property. Mayor Mathews stated that the Code officer will use common sense on those issues.

Resident Cathy Freeman stated that leaves in the roadway is a small problem compared to the issue on Purnell Street with flooding and debris running into the street. She added that clearing around the ditches is fine but is also causing erosion.

OUTDOOR MARKET

Hallie Miller and Hettie Gordon presented a concept plan for an outdoor market to the Mayor and Council. They requested approval to close as portion of Green Street from Washington to the cross walk at Pearl Street. The closing of the street would be from April to October 26th, every Saturday except on dates of town scheduled events. The Green Street business owners voiced support and two other business owners expressed concern regarding parking, which brought them to the new area of closure.

There will be room for 20 vendors, which will sell anything from handmade goods to seafood to good quality yard sale items. Any food vendors would be required to have a permit from the health department.

Councilwoman Gadoua voiced concern over committing to every Saturday with a first-year concept. Mrs. Gordon explained that vendors for these types of markets need consistency for success.

Mayor Mathews advised that Mrs. Pruitt will work to draft a contract that will be presented at the March town meeting for approval and vote.

TOWN RENTALS

Mayor Mathews advised the Council he wants to have a good discussion on rental fees for town properties, such as the parks and train station in the near future.

GENERAL DISCUSSION

Resident Cathy Freeman stated she wished people cared as much about blighted homes in town as they do about vacant stores downtown. She stated that the town forces residences to lose their homes instead of trying to assist with their renovation. Mayor Mathews advised that the town does not pay to renovate privately owned homes and that the Code officer goes through a process before condemnation that allows the home owner to try to fix or repair the issues.

ADJOURNMENT

Mayor Mathews adjourned the work session at 5:31 pm.

Respectfully submitted: Trish Goodsell, Asst. to Town Manager

Financial Report March 12th, 2019

Prepared by Lounell Hamstead, Finance Manager

Banking Information					February-19
Taylor Bank - General Fund				\$	1,270,388.37
Taylor Bank - Savings Fund				* \$	676,369.39
PNC Bank - Investment Acct. MGLIP				\$	1,857,430.76
First Shore Federal - CD				\$	137,690.65
2012 Series A Project debt				\$	167,902.78
Employee HRA				\$	34,114.00
Total In Bank Amount				\$	4,143,895.95
*HUD LOAN ACCOUNT				\$	54,279.35
Collected Accounts Receivable-February 2019					
<u>Utility/Administrative Receivables:</u>				\$	84,692.80
<u>Planning/Zoning Receivables:</u>				\$	3,291.80
<u>County Funding Receivables:</u>				\$	104,137.24
<u>Misc. Receivables:</u>				\$	88,267.72
<u>Grants:</u>				\$	-
Total Accounts Receivable:				\$	280,389.56
Accounts Payable by Department-February 2019					
<u>Mayor & Council</u>				\$	842.17
<u>Administration</u>				\$	23,119.10
<u>Grants</u>				\$	-
<u>Planning & Zoning</u>				\$	595.07
<u>Police</u>				\$	47,750.68
<u>Fire Department</u>				\$	236.51
<u>Public Works</u>				\$	37,172.43
<u>Train Station</u>				\$	378.75
<u>Parks Department</u>				\$	2,942.48
<u>Museum</u>				\$	4,913.82
<u>Water</u>				\$	30,041.08
<u>Sewer</u>				\$	95,437.96
Total Accounts Payable:				\$	243,430.05

As of February 19	OUTSTANDING ACCOUNTS RECEIVABLES			
	OVER 30	OVER 60	OVER 90	
HUD LOANS	\$ 37.04		\$ 2,373.59	
SEPTAGE/LECHATE	\$ 109.75	\$ 2,222.61	\$ 791.81	
LOT ASSESSMENTS	\$ 44.14		\$ 2,942.23	
LANDLORD REG	\$ 19.04		\$ 1,209.99	
PP TAX	\$ 133.94	\$ (36.04)	\$ 15,780.34	
WATER/SEWER	\$ 1,597.36		\$ 13,569.59	
TOTALS	\$ 1,904.23	\$ 2,186.57	\$ 36,667.55	
As of January 2019	County Billed Real Estate Taxes			
	<u>2018/19</u>	<u>2017/18</u>	<u>2016/17</u>	<u>2015/16</u>
Open Balances	83,387.14	\$18,493.79	\$87.72	\$0.00
				-0.01
Originally billed	\$ 939,604.80			
Total Open	\$101,968.63			

*Town of Snow Hill
103 Bank Street
Snow Hill, 21863*



*www.snowhillmd.com
Office: 410-632-2080*

TOWN MANAGER REPORT
Submitted by Kelly Pruitt, Town Manager
March 12, 2019

Byrd Park

Maryland's Community Resilience Grant Program is accepting applications. The Town will be applying for Phase 1, a formal assessment of flood events in the park and what can be done to reduce the risk to property and natural resources. The funding request is due Tuesday April 30, 2019.

Summerfield

Owners for the Summerfield properties have requested to be de-annexed. The Town Attorney, Kevin Karpinski has written to the remaining property owners advising them that the Town has decided to move forward with de-annexing the properties, which were the subject of the 2004 annexation. He is also advising them that their property will no longer be within the incorporated limits of the Town of Snow Hill and as such will no longer receive Town services, and no longer be subject to municipal taxes. Public hearings will be held in the near future.

Sustainable Communities Action Plan

Staff continues to work to complete the update by the June deadline.

Budget Sessions

The Mayor and Council held their first budget session on Monday, March 11, 2019, meeting with department heads for their annual requests.

General Election

The next General Election will be held on Tuesday, May 7, 2019. Candidate packets are available at Town Hall for anyone interested in running for elected office. This election will be for the seats of: Mayor, Central District Council, and Western District Council.

Gary Weber and Richard Thompson have filed to run for Mayor.

Anyone who needs to register to vote has until Friday, April 5, 2019 at the Worcester County Board of Elections.

Sidewalk Closure on Washington Street

Scaffolding has been ordered to replace the barrels on N. Washington Street in front of Toy Town Antiques & More in order to allow pedestrians to use the sidewalk. It should be installed by the end of the week.

Town Meeting Audio

Staff will begin downloading the audio of meetings to our website. Those that cannot attend the meetings will be able to listen to their content. I have spoken with several towns who video their meetings and am awaiting additional information. I am also pricing some of the equipment others are using and will ask to have the cost added to the FY 20 budget.

Community Development Block Grant

On February 19th the Town received notice that HUD has produced new income data and Snow Hill is back on the list for LMI qualification. The Town can now begin applying for funds through CDGB for rehabilitation of water/sewer and paving projects. We have been ineligible for these funds since 2008.

Grants –

Staff is currently working on a grant to USDA for assistance with the purchase of a new garbage truck.

Pending Approval:

- Grant for relocation and construction of new bathrooms in Sturgis Park. \$250,000 pending approval from DNR Community Parks and Playground.
- State Aid for Police Protection - \$20,000 - \$25,000
- BJAG – Request for funding to purchase bullet proof vest for SHPD officers.

Grants - Reporting:

Sustainable Communities Renewal – in progress - must be completed to retain eligibility of grant funding



Town of Snow Hill
February Economic Development Report
Submitted by Jordy Kuczak
Economic Development/Event Coordinator

- ◆ Continued meetings with On Point Marketing for re-branding. We will have a new logo and slogan for the town, funded by a grant specifically for re-branding by the end of April. During the re-branding exercises, On Point asked various questions and received feedback through a survey, community meeting, and Facebook post to create our “new look” to use in various promotions, signs, and marketing materials. Our re-branding efforts have appeared in the Coastal Dispatch and WBOC. **On Point has come up with a few concepts that will be presented to the public on Monday, March 18th at 5:30pm at the Train Station, please come to express which concept you believe they should continue with.**
- ◆ Attended a meeting for the Dickens Christmas weekend, I am happy to say that Lori Peacock and Jan Coulbourne will be putting it on again this year on December 14th and 15th. The Town is proud to be a part of this event!
- ◆ Everyone please sign-up for e-news and alerts through this link below. We are planning on sending out a monthly newsletter within the next few months <http://snowhillmd.com/enews-and-alerts/>
- ◆ The new website is looking better each week! I’m still working with the web designers on issues. We want this website to be so easy to navigate, user friendly, and organized! Suggestions are appreciated.
- ◆ Gained insight from Ivy Wells, Town of Berlin, and Vickie Grinder, Town of Thurmont, about how Economic Development, events, and Main Street works in their towns.
- ◆ Attended the Eastern Shore Showdown Volleyball tournament at the Rec Center. Snow Hill Main Street and the Chamber worked together on this table. There were around 900 players, plus their families here that weekend, so we were trying to drive some traffic to local businesses.
- ◆ **Save the date for April 13th, 2019, our Easter Egg Hunt will take place in Sturgis Park at 10am. Rain date is April 14th. Please grab a Snow Hill River Current Newsletter as there is an Easter Egg Hunt Flyer in there along with tons of additional helpful information.**
- ◆ Worked on sponsorship for Return to Goat Island event.
- ◆ Met with a few groups about new events for the town (Judy Johnson Day, Open Air Market).
- ◆ Working on MD Arts Council grants with Ann Gibb, assisting with quotes, direction, etc.
- ◆ Created promo material for different publications including Eat, Drink, Buy Art, local radio stations, Metropolitan Magazine, MD tourism, Facebook, Captains Cove directory, and more. Also completed a downtown business opportunity brochure with vacancies and incentives to hand out at the Boat Show, OC Restaurant Trade Show, and in my travels. Also assisting local businesses by promoting their business through blogs, facebook posts, publications, etc. **Pick up a March Metropolitan issue, there is a two-page spread about Downtown Snow Hill!**
- ◆ Had multiple meetings with business and property owners in town, I always look forward to these meetings to help assist with their wants.
- ◆ We’ve had a few leads on new businesses, they’ve all received our incentives, property information, etc.
- ◆ Multiple meetings regarding our Main Street Initiative, we are making slow but steady strides! In our Main St. Design Meeting, we discussed downtown signage. What signs we need, what they’ll look like, where they should go, etc. **If you have any recommendations about downtown signage, please give me a call.**
- ◆ Photo Enthusiasts: The “Scenes of Snow Hill Calendar” Photography Competition is for photos taken in the “Snow Hill” address. Please check out the event on Facebook for details or I have some flyers with me! We will be selling a calendar at the end of the year with the winning photos from each month.
- ◆ Attended the Ocean City Hotel and Restaurant Trade Show with Lorissa McAllister to recruit food & beverage businesses to Snow Hill. Thank you Lorissa for the wonderful idea and having me as your guest.



Code Enforcement Report Town of Snow Hill

Submitted by Jon Hill, Code Enforcement Officer
Activity for February- through March 7, 2019

<u>Permits:</u>	<u>Code Violations:</u>
Building permits issued: 3	Grass/Weeds:
General purpose permits: 0	Bulk/Yard Waste:
	Stop work orders:
<u>Inspections:</u>	Municipal infractions:
	Zoning violations: 1
Footing/Stake Out inspections: 1	
Foundation inspections: 2	
Sheathing/Insulation inspections: 1	
Final inspections:	
Rental inspections: 23	
Site inspections: multiple	

Historic District Commission

Meeting Held 2/7/2019

Meeting held to review final proposal from Toy Town Antiques & More. Application for certificate of appropriateness approved with conditions.

Meeting Held 1/10/2019

Emergency meeting concerning Toy Town Antiques and More proposed window installation. Matter was tabled pending a comprehensive proposal from Richard and Deborah Seaton on window proposal.

Meeting Scheduled for 2/7/2019 5:00 pm

Firehall Meeting Room

Planning Commission

No Meeting Held

Board of Appeals

No meeting scheduled

DEPARTMENT OF PUBLIC WORKS



SNOW HILL
Maryland

MONTHLY REPORT

Public Works, Water and Wastewater

Activity: February 1-28, 2019

Services:

- Trash collection totaled 58.02 tons
- Recycling collection totaled 5.37 tons
- Sweeper dirt and Yard waste collected totaled 0.00 tons
- Sewer issues corrected - 0
- Water issues corrected – 0
- Miss Utility locates = 28

Events:

- Town Clean Up Day, April 1, 2019

Respectfully submitted by Randy Barfield, Public Works Director

Town of Snow Hill

Water & Wastewater Report

February 2019



Water Department:

- ❖ 5.801 million gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 33,290 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 790 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 were negative for presence of coliform bacteria.
- ❖ Daily checks were performed on all three of Town Community wells and on the 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.
- ❖ Water Department personnel spent two work days at the end of the month reading meters for the Towns billing department.
- ❖ Daily Log Books, Monthly Operating Reports and test results are available for inspection at the Wastewater Treatment Facility.
- ❖ Semi-Annual Water Withdrawal Report was completed and submitted to MDE

Wastewater Department:

- ❖ 11.8384 million gallons of wastewater was treated this month.
- ❖ 528 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 128 NPDES Permit required tests were performed by the contract lab, Ocean City Lab Services.
- ❖ 157,268 gallons of Septage were received and treated at the Wastewater Treatment Facility.
- ❖ 227,594 gallons of Leachate from Worcester County Landfill were received and treated at the Wastewater Treatment Facility.
- ❖ No Leachate was received from the Accomack County Landfill.
- ❖ All three lift stations were checked daily.
- ❖ 43.18 tons of Biosolids were produced by dewatering and removed from the Wastewater Treatment Facility to the Worcester County Landfill.
- ❖ All monthly preventive maintenance was performed by Town operations staff for the month.
- ❖ Daily Logs and Monthly Operation Reports are available at the Wastewater Treatment Facility Office for inspection.

**Director's Report
Julia A. Purnell Museum
February 1-28, 2019
Dr. Cynthia Byrd**

The museum continues to be open through the winter, with hours from 10am-4pm Tuesday through Saturday and 1-4pm on Sunday.

Marketing

The museum is designing new brochures to be ordered in March and planning for an outdoor kiosk with Snow Hill map and brochure holder to be installed later this spring. This project is being funded by a mini-grant from the Lower Eastern Shore Heritage Council.

Events

The museum will participate in the town's spring celebration and egg hunt on Saturday, April 13th with a spring-themed scavenger hunt, small prizes, and a children's craft activity. Admission will be free for the day.

Research

Museum staff are assisting Tom Sullivan, the Worcester County Historical Society, and the Rotary Club in conducting historical research into the life of Julius (Judy) Johnson in anticipation of the installation of a monument in his honor to be installed on the grounds of the Snow Hill Library. A fundraiser to support the installation of the monument was held on March 1, and we are helping to plan an exhibit and local event to celebrate the life of Judy Johnson later in the year.

Education

This spring, Dr. Byrd is teaching a cultural heritage and ecological tourism lecture series in conjunction with the School of Hospitality and Tourism at the University of Maryland Eastern Shore, using Snow Hill, the museum, and the Pocomoke River as case studies for this type of tourism on the eastern shore.

Exhibits

The museum's annual holiday exhibit of vintage and antique toys and decorations will remain on display throughout the winter season. This year's display includes a special exhibition of antique bicycles from the 1930s to 1950s to complement the ca.1900 penny farthing in the museum's permanent collection.

Research continues for an exhibit on local woodworking and architecture traditions planned for the spring and summer, with a panel presentation and workshop series to follow. This programming will be supported by a grant from the Maryland Heritage Areas Authority. Information gathered during this project will be used in the museum's upcoming book on Snow Hill's history and culture. Local woodworkers and their descendants who are willing to be interviewed and featured are encouraged to contact the museum.

Publications

Museum staff have continued research, photography, and writing on the new publication, sponsored by the town of Snow Hill, on the history and traditional culture of the town and surrounding areas. Community members with stories, documents, artifacts, or photographs to share are encouraged to contact the museum. We want to include topics such as farm and family life, the canneries, working the water, recreation, arts and crafts, tools, buildings, and architecture, local industry, prominent or memorable citizens, good stories, and all other aspects of historic and traditional life in Snow Hill and

the surrounding areas. Please refer comments, suggestions, and tips to Linda Duyer at the Purnell Museum.

Our historic children's book, *In Make-Believe Land* by Julia Hartmann Shockley, is still in stock and available for purchase at the museum (\$15.00) and online at Lulu.com (\$17.95). Note that books purchased at the museum are discounted and come with a one-year membership for new members.

Community Outreach

On Monday, February 11, Dr. Byrd participated in a community meeting to explore a Re-Branding Initiative for the town of Snow Hill.

On February 22, Dr. Byrd met with community members from the Worcester County Historical Society, Rotary Club, and Snow Hill Library to discuss ways the community can acknowledge and celebrate the life of Judy Johnson in anticipation of the memorial to be installed at the library this year.

On February 27, Dr. Byrd attended and led the meeting of the Lower Eastern Shore Heritage Council in Salisbury. LESHHC is dedicated to preserving, protecting, and promoting the Eastern Shore's cultural and environmental heritage and works to highlight its tourism opportunities to visitors and collaborators.



SNOW Hill Police
Chief's monthly report
February 2019

Events/ Meetings Attended

- 2/12/19 Town Council meeting
- 2/22/19 Maryland Crash Reconstruction meeting in Baltimore

Administrative

- Preparing fiscal year 2020 budget
- Marketing for Police recruiting
- Reviewed recruit status at academy
- Delivered required equipment for recruit to the academy
- Processed agency financial responsibilities
- Reviewed proposal for Police dispatching and call taking call forwarding will not be an issue with Worcester County Central Dispatch
- Conducted compliance audit with the Maryland Police Training Commission
- Developed mandated Community Policing Policy for review
- Lt. Burnett on sick leave with injury possible return to full duty in April

Patrol

- Chief 55 patrol hours

Community Issues

- Oyster roast was a success. Two persons were removed from the event due to nonpayment of entrance fee
- Assist town code compliance with Toy Town business
- Extra patrol for Sunday services due to suspicious activity
- West sidewalk on Rt. 12 prior to market street closed due to unsafe conditions pertaining to the Toy Town Building

COMMUNICATIONS

Committed Hours by Nature

Agency: SHPD, Event date/Time range: 02/01/2019 00:00:00 - 02/28/2019 23:59:59

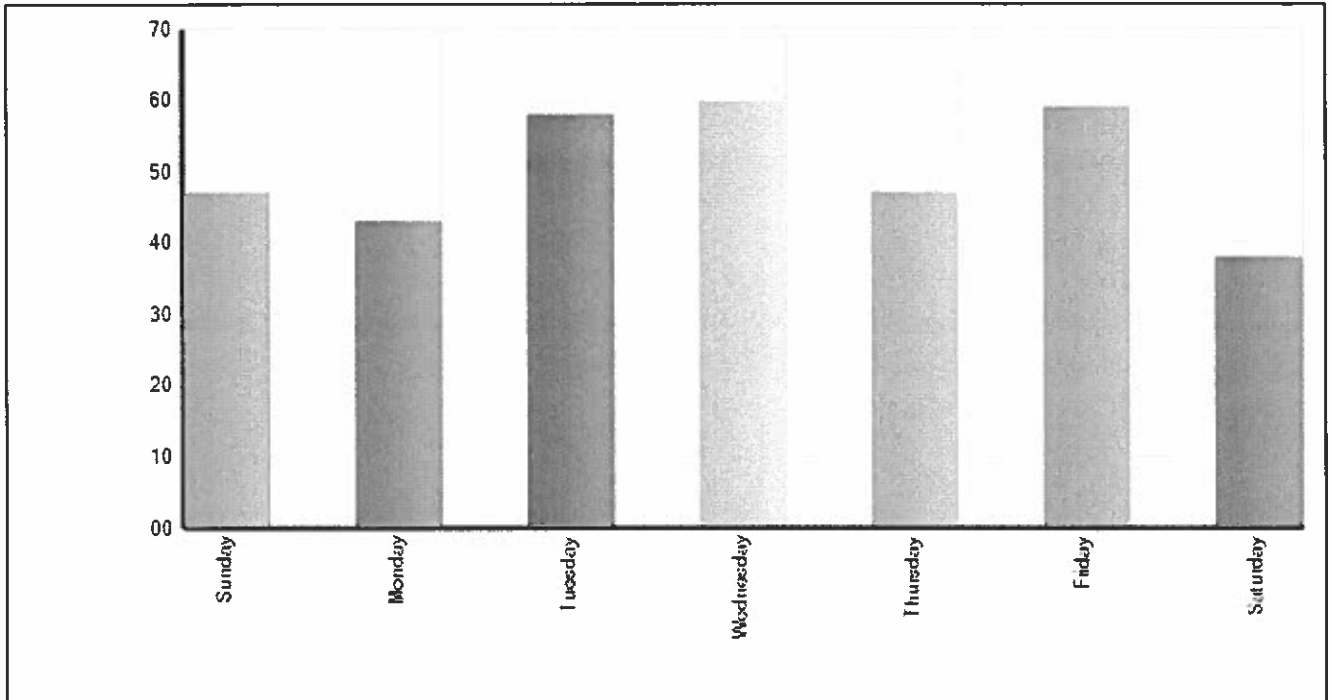
Agency Code	Nature Code	Total Calls where a Unit Dispatched/Cleared	# of Personnel Utilized	Personnel Time Committed	Avg Personnel Time Committed
SHPD	ACCIDENTS VEHICLES PD	2	2	0001:17:59	0000:38:59
	AGGRAVATED ASSAULT	1	1	0000:01:17	0000:01:17
	ALARMS BURGLAR	7	7	0001:09:57	0000:10:00
	ANIMAL COMPLAINTS	1	1	0001:06:38	0001:06:38
	ASSISTANCE TO OTHER	17	18	0013:58:58	0000:46:37
	ATTEMPT TO LOCATE	2	2	0000:12:19	0000:06:10
	CHECK WELFARE	9	9	0001:47:01	0000:11:53
	CIVIL COMPLAINT	1	1	0000:18:56	0000:18:56
	DISABLED UNATTENDED VEHICLE	1	1	0000:06:48	0000:06:48
	DISORDERLY	1	1	0000:09:58	0000:09:58
	DOMESTIC COMPLAINTS	1	1	0000:23:14	0000:23:14
	DRUG ABUSE LAWS	2	4	0000:22:42	0000:05:41
	ESCORT	1	1	0000:34:13	0000:34:13
	HARASSMENT	2	2	0001:50:20	0000:55:10
	INFO	2	3	0001:03:43	0000:21:14
	LOST PROPERTY	1	1	0000:11:36	0000:11:36
	MALICIOUS DESTRUCTION OF PROP	2	2	0000:54:35	0000:27:17
	NOISE COMPLAINT	2	2	0000:22:19	0000:11:09
	NON TRAFFIC MILES CJIS CHECKS	3	3	0000:04:10	0000:01:23
	PAPER SERVICE	9	9	0001:41:00	0000:11:13
	PATROL CHECK	58	58	0007:30:30	0000:07:46
	PREMISE CHECK	172	172	0032:52:08	0000:11:28
	PSYCHIATRIC SUICIDE ATTEMPT	1	1	0002:32:11	0002:32:11
ROADSIDE ROADWAY HAZARDS	1	1	0000:14:40	0000:14:40	
SUPPLEMENTAL INVESTIGATION LAW	5	5	0003:39:23	0000:43:53	

Agency Code	Nature Code	Total Calls where a Unit Dispatched/Cleared	# of Personnel Utilized	Personnel Time Committed	Avg Personnel Time Committed
	SUSPICIOUS PERSON VEHICLE	4	4	0000:28:58	0000:07:15
	THEFT	2	2	0001:19:00	0000:39:30
	TRAFFIC COMPLAINTS	3	4	0000:21:12	0000:05:18
	TRAFFIC DETAIL	7	7	0001:56:46	0000:16:41
	TRAFFIC STOP	26	26	0003:56:47	0000:09:06
	TRESPASSING	1	1	0000:17:31	0000:17:31
	VEHICLE LOCKOUT	4	4	0001:04:45	0000:16:11
	Sub-Totals for No Summary Code	351	356	0083:51:34	0000:14:08
	Sub-Totals for SHPD	351	356	0083:51:34	0000:14:08

COMMUNICATIONS

Calls For Service by Day of Week

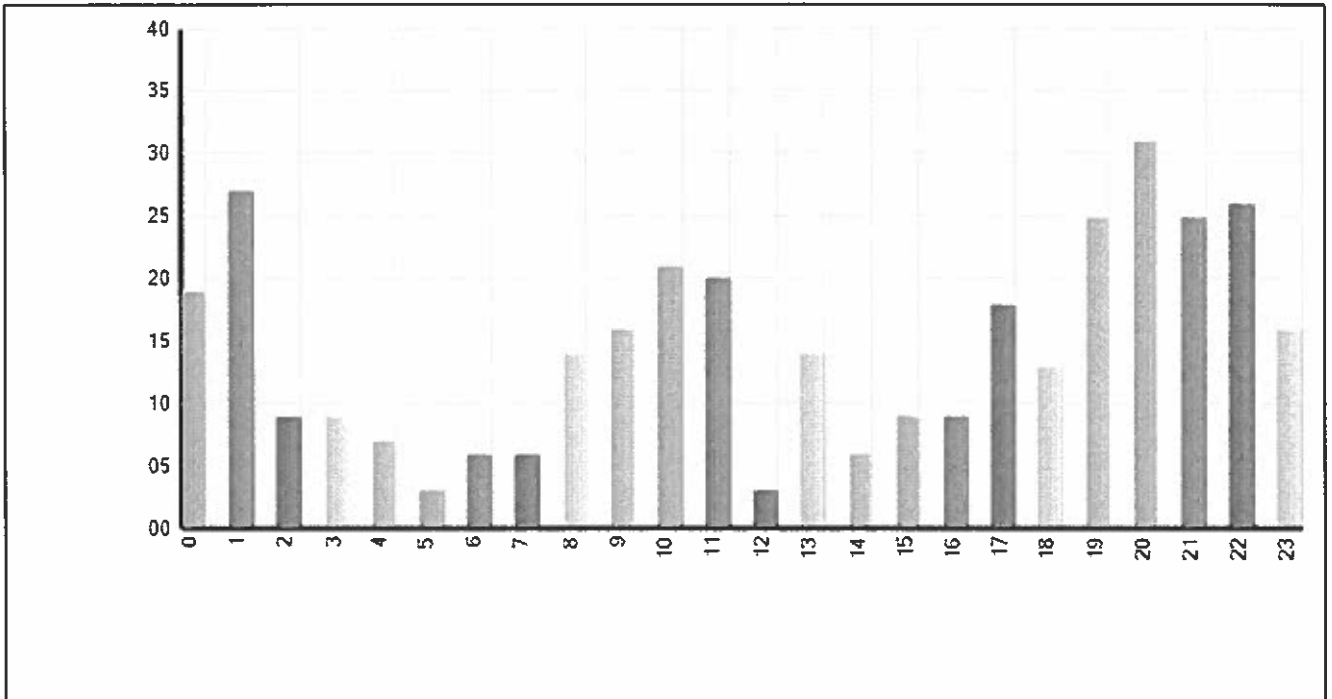
Agency: SHPD Date: 2/1/2019 - 2/28/2019



COMMUNICATIONS

Calls For Service by Hour of Day

Agency: SHPD Date: 2/1/2019 - 2/28/2019



TOWN OF SNOW HILL, MARYLAND
LEGISLATIVE SESSION
ORDINANCE NO. 2019-01

AN ORDINANCE to amend Chapter 27 entitled "Personnel Policies," Article III entitled "Salaries," Section 27-4 entitled "Mayor; Council members" of the code of the Town of Snow Hill, Maryland, to provide for an increase in the salary of the Mayor of Snow Hill.

SECTION I: BE IT ENACTED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SNOW HILL, MARYLAND, that Chapter 27, Article III, Section 27-4 "Mayor; Council members" is hereby amended as follows:

Chapter 27
"PERSONNEL POLICIES"

ARTICLE III
"Salaries"

§ 27-4. Mayor; Council members.

A. The Mayor of the Town of Snow Hill shall receive an annual salary of ~~two thousand four hundred dollars (\$2,400.)~~ SEVEN THOUSAND DOLLARS (\$7,000).

THE SALARY OF THE MAYOR SHALL BE EFFECTIVE ON THE SECOND TUESDAY IN JUNE, 2019.

SECTION 2: SEVERABILITY. Should any provision, section, paragraph or subparagraph of this Article, including any code or text adopted hereby, be declared null and void, illegal, unconstitutional, or otherwise determined to be unenforceable by a court having competent jurisdiction, the same shall not affect the validity, legality, or enforceability of any other provision, sections, paragraph or subparagraph is expressly declared to be and is deemed severable.

SECTION 3: ADDITION TO CODE. It is the intention of the Council, and it is hereby ordained, that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, and the Sections of this ordinance may be renumbered to accomplish such intention.

SECTION 4: EFFECTIVE DATE. This Ordinance shall ~~take effect at the expiration of twenty calendar days from the date of approval by the Mayor or the approval of the full body of the Council if vetoed by the Mayor~~ **BE SUBMITTED TO THE VOTERS AT THE NEXT ELECTION OF THE TOWN AND IF A MAJORITY OF THE VOTES CAST SHALL BE IN FAVOR OF THE ORDINANCE IT SHALL STAND ADOPTED.**

This Ordinance was introduced and read at a meeting of the Town Council of the Town of Snow Hill, Maryland held on the _____ day of March, 2019, and, passed for Second Reading. In accordance with Section 11 of the Charter of Snow Hill, Maryland, a statement of the

substance of the Ordinance has been published in a newspaper or newspapers having general circulation in the Town of Snow Hill and posted by law. Thereafter, the Ordinance was finally passed by the Town Council on the ____ day of _____, 2019.

Passed this ____ day of _____, 2019.

Jenny Hall
Central District Council Person

LaToya Purnell
Western District Council Person

Alison Gadoua
Eastern District Council Person

Approved by me this ____ day of _____ 2019.

ATTEST:

Kelly C. Pruitt
Town Manager

Stephen R. Mathews
Mayor

Explanation:

BOLD CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

~~Strike out indicates material deleted from law.~~

~~CAPITAL—STRIKE OUT~~ indicated matter stricken from ordinance by Amendment.

Underlining indicates Amendments to Ordinance.

TOWN OF SNOW HILL, MARYLAND
LEGISLATIVE SESSION
ORDINANCE NO. 2019-02

AN ORDINANCE to amend Chapter 27 entitled "Personnel Policies" Article III entitled "Salaries" Section 27-4 entitled "Mayor; Council members" of the code of the Town of Snow Hill, Maryland, to provide for an increase in the salaries of **Town Council** of Snow Hill.

SECTION 1: BE IT ENACTED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SNOW HILL, MARYLAND, that Chapter 27, Article III, Section 27-4 "Mayor; Council members" is hereby amended as follows:

Chapter 27
"PERSONNEL POLICIES"

ARTICLE III
"Salaries"

§ 27-4. Mayor; Council members.

B. Each Councilperson of the Town of Snow Hill shall receive an annual salary of ~~one thousand eight hundred dollars (\$1,800.)~~ **FOUR THOUSAND DOLLARS (\$4,000).**

THE SALARY OF EACH COUNCIL MEMBER SHALL BECOME EFFECTIVE AS FOLLOWS: CENTRAL DISTRICT AND WESTERN DISTRICT ON THE SECOND TUESDAY OF JUNE 2019; EASTERN DISTRICT ON THE SECOND TUESDAY OF JUNE, 2020.

SECTION 2: SEVERABILITY. Should any provision, section, paragraph or subparagraph of this Article, including any code or text adopted hereby, be declared null and void, illegal, unconstitutional, or otherwise determined to be unenforceable by a court having competent jurisdiction, the same shall not affect the validity, legality, or enforceability of any other provision, sections, paragraph or subparagraph is expressly declared to be and is deemed severable.

SECTION 3: ADDITION TO CODE. It is the intention of the Council, and it is hereby ordained, that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, and the Sections of this ordinance may be renumbered to accomplish such intention.

SECTION 4: EFFECTIVE DATE. This Ordinance shall ~~take effect at the expiration of twenty calendar days from the date of approval by the Mayor or the approval of the full body of the Council if vetoed by the Mayor~~ **BE SUBMITTED TO THE VOTERS AT THE NEXT ELECTION OF THE TOWN AND IF A MAJORITY OF THE VOTES CAST SHALL BE IN FAVOR OF THE ORDINANCE IT SHALL STAND ADOPTED.**

This Ordinance was introduced and read at a meeting of the Town Council of the Town of Snow Hill, Maryland held on the _____ day of March, 2019, and, passed for Second Reading.

In accordance with Section 11 of the Charter of Snow Hill, Maryland, a statement of the substance of the Ordinance has been published in a newspaper or newspapers having general circulation in the Town of Snow Hill and posted by law. Thereafter, the Ordinance was finally passed by the Town Council on the _____ day of _____, 2019.

Passed this _____ day of _____, 2019.

Jenny Hall
Central District Council Person

LaToya Purnell
Western District Council Person

Alison Gadoua
Eastern District Council Person

Approved by me this _____ day of _____ 2019.

ATTEST:

Kelly C. Pruitt
Town Manager

Stephen R. Mathews
Mayor

Explanation:

BOLD CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

~~Strike out indicates material deleted from law.~~

~~CAPITAL—STRIKE OUT~~ indicated matter stricken from ordinance by Amendment.

Underlining indicates Amendments to Ordinance.

The Committee of the Snow Hill Library
Funding Request – January 2019

The Riley Committee is requesting a total of \$40,000. A total of \$6,000 is requested for materials budget funding, which will include books for all ages, audiobooks, music CDs, and DVDs. \$2,000 is allocated for continuing education; this will be for Snow Hill library staff members who are looking to further their education through courses, webinars, workshops, etc. In order to maintain the Snow Hill branch's beautiful garden space and holly trees surrounding the building, we are asking for \$3,000. \$1,000 is requested to award to a Snow Hill High School student for the Beulah Riley Scholarship. An additional \$5,000 is requested for programming, including \$2,500 each for Adult and Children's/Teen programming. An amount \$21,500 is requested for updates to the Meeting Room, including remodeling to add a sink and counter, and will be added to the amount requested in 2018 for a meeting room sound system. \$1000 is requested to pilot a Menstrual Equity Program at the branch, which will provide free menstrual hygiene products in the public restrooms. Finally, \$500 is requested for a projector to be used by staff and for equipment loans to patrons.

Thank you for your consideration of this proposal. We are excited about the possibilities the Riley Bequest has so generously provided.

BUDGET

Additional Materials Budget funding	\$6,000.00
(Books for all ages, Books on CD, Music CDs, DVDs)	
Continuing Education funding	\$2,000.00
Garden Landscaping and Maintenance	\$3,000.00
Beulah Riley Scholarship for SHHS student	\$1,000.00
Programming	\$5,000.00
(\$2,500 for Adult programs; \$2,500 for Children's/Teen programs)	
Meeting Room Updates	\$21,500.00
Menstrual Equity Program	\$1,000.00
Projector for staff use and equipment loans	\$500.00