



Mayor and Council of Snow Hill
103 Bank Street, Snow Hill, Maryland 21863
410-632-2080 Phone 410-632-2858 Fax
www.snowhillmd.com

Gary Weber
Mayor

Allison Gadoua
Eastern District
Council

Melisa Weidner
Central District
Council

Latoya Purnell
Western District
Council

Kelly Pruitt
Town Manager

MAYOR AND COUNCIL MEETING

TUESDAY, JUNE 11, 2019
7PM

TRAIN STATION
200 BELT STREET
SNOW HILL, MARYLAND 21863

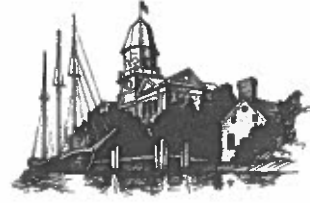
Comments or questions by audience members will only be heard during the Open Discussion segment of the meeting. If a specific concern or topic would like to be discussed, parties may submit a request with the nature of their concern to the Town Manager no later than the first Tuesday of the month. All 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 – June 11, 2019 7:00pm**



- 1. Salute to the Flag / Invocation**
- 2. Mayor's Opening Comments**
- 3. Presentation of Official Election Results – Melissa Etnoyer**
- 4. Swearing in of Elected Officials – Clerk of Court**
- 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**
 - Ordinance No. 2019-04 Zoning Amendment - Inns**
- 15. New Business**
 - Business Loan – John DeVecchio**
 - Tom Ayd – Support Letter 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

MAY 14, 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, May 14, 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, Assistant Town Manager
Jordy Kuczak, Economic Development/Events Coordinator
Martin Sullivan, Code Enforcement Officer
Randy Barfield, Public Works Director

SALUTE TO THE FLAG / INVOCATION

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

OPENING COMMENTS

Mayor Mathews welcomed everyone to the meeting and congratulated Mayor-elect Gary Weber and Central District Council-elect Melisa Weidner on their newly elected positions. He added that it appeared Western District Councilwoman LaToya Purnell would remain in her seat for another term. He thanked Councilwoman Jenny Hall for her years of service.

Mayor Mathews introduced Martin Sullivan, the newly hired Code Enforcement Officer.

Mayor Mathews reminded everyone that Town Manager Kelly Pruitt will be retiring at the end of May.

PROCLAMATION – APPLE DRUGS

Trish Goodsell read a Proclamation recognizing Apple Drugs 25th Anniversary. Jeff Sherr was present with longtime employee Ann to receive the Proclamation from Mayor Mathews.

PROCLAMATION – JENNY HALL

Trish Goodsell read a Proclamation honoring Jenny Hall for her years of service to the Central District Town Council, which was presented by Mayor Mathews.

MEETING MINUTES

Mayor Mathews pointed out that minutes were included from the Public Hearing held on de-annexation.

A motion was given to approve the Town Meeting minutes for April 2019 by Councilwoman Gadoua and 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

FINANCIAL REPORT

A motion was given to approve the Finance Report for April 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 - No questions or comments.

ECONOMIC DEVELOPMENT REPORT

Mrs. Kuczak advised that a car show is being held on Saturday, May 18th from 12:00pm – 2:00pm on W. Green Street. This is part of the Ocean City Cruz-In weekend.

CODE ENFORCEMENT REPORT - No questions or comments.

PUBLIC WORKS REPORT

Sylvester Bratten questioned when the bridge would be fixed in Byrd Park. Mr. Barfield advised he is waiting on parts and then will repair. Mr. Bratten questioned if cameras could be installed to assist in reducing the recent vandalism. Mr. Barfield responded that he would install cameras if the elected officials requested them.

WWTP REPORT - No questions or comments.

MUSEUM REPORT - No questions or comments.

POLICE REPORT

Mayor Mathews advised that the new Police Chief will start on June 10, 2019.

OLD BUSINESS

1. Ordinance No. 2019-03 Annual Budget FY19-20

This Ordinance passes the annual budget for the Town for Fiscal Year 2019-2020. The taxes have not increased this year.

A motion was given to approve the Ordinance 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.

NEW BUSINESS

1. Resolution No. 2019-01 Charter Amendment – De-annexation

This Resolution amends the Charter and the description of the corporate boundaries of the Town of Snow Hill by deleting Section 3-e to detach the properties known as the Summerfield Annexation.

A motion was given to approve the Resolution by Councilwoman Gadoua and 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

2. Ordinance No. 2019-04 Zoning Code – Inns Introduction

This Ordinance will amend Chapter 200 by adding regulations on an Inn. This will be presented for adoption at the June town meeting.

COMMENTS FROM THE MAYOR

Mayor Mathews thanked the Council for allowing him to serve again.

COMMENTS FROM THE COUNCIL

Councilwoman Purnell thanked Mayor Mathews and Councilwoman Hall for their service. She congratulated the newly elected officials and said she looks forward to everyone working together.

Councilwoman Gadoua concurred with Councilwoman Purnell's sentiments, adding that she wanted to formally recognize Kelly Pruitt for her years of service and dedication to the Town. Mayor Mathews added that she is the longest serving Town Manager for Snow Hill.

COMMENTS FROM THE AUDIENCE

1. Resident Carolyn Brown questioned why the pay raises for the elected officials were not included in the election. Mayor Mathews explained that it was not put on the voting machines by mistake and can be put on the ballot for the next election. He added that this will give people more time to encourage the citizens to vote in favor of the increases and explain the importance of the increase.

ADJOURNMENT

With no further discussion, the meeting was adjourned at 7:34pm.

Respectfully submitted,
Trish Goodsell, Assistant Town Manager

TOWN OF SNOW HILL, MARYLAND
Life on the River

WORK SESSION

May 28, 2019

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at the Train Station on Tuesday, May 28, 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

Trish Goodsell, Assistant Town Manager

TOM AYD – DEVELOPMENT

Mr. Ayd was not present at the meeting. Mayor Mathews advised that Mr. Ayd is asking for the town's support for a development he is proposing on Belt Street. Mayor Mathews provided the income brackets for rentals and the maximum rent which will be charged. Councilwoman Gadoua added they plan to rehab Heritage Court

Trish Goodsell, Assistant to the Town Manager informed the Council of notes she took when she met with the developer. She explained that during the rehab of Heritage Court the developer will provide temporary housing or a stipend if they find housing. He plans to add a community center and connection from Belt Street to Purnell Street. Mrs. Goodsell explained they discussed the traffic issues on Purnell Street and the stormwater ditch issues.

Gary Weber a lot of unsatisfactory housing in town and questioned if they should address them by seeing if the developer will offer first opportunities to tenants that currently live in bad rental units. Mayor Mathews responded they can speak with the developer to see but there may be state mandated procedure that dictates how rentals are handled.

Councilwoman Gadoua was able to locate a phone number for Mr. Ayd. He will be at the next work session to discuss his plans.

Mayor Mathews advised that the Mayor and Council will need to decide on approving the letter of support at the next town meeting.

Melisa Weidner commented that the way things are marketed are important, stating there should be stipulations on how properties are maintained. She added that the income isn't as much a factor as maintenance. She questioned if the town can put in stipulations on upkeep. Councilwoman Gadoua responded yes and added they visited other properties and know they have managers who ensure property management. Ms. Weidner added she would like to see his other properties to see how they are maintained.

TRASH TRUCK

Staff applied for a grant from USDA to be used toward the purchase of a trash truck and was denied. Mayor Mathews added we might not get approval for police cars anymore moving forward. He stated that monthly payments have been included for financing in this coming year's budget. He suggested the town pay for half and finance the remainder.

Mrs. Goodsell added that USDA advised the town has too much money in surplus. She added that the trash truck needed to be replaced, which is why it was ordered before grant approval.

Ms. Weidner questioned who is responsible for finding financing. Mayor Mathews responded it is the Town Manager.

TOWN MEETING

Mayor Mathews advised he would swear in the new elected officials, but Mrs. Goodsell advised that the Clerk of Court will be present to do the swearing in.

Business cards for the new officials will be ordered. Mr. Weber and Ms. Weidner elected not to take the town-issued phones but Ms. Weidner questioned if the town will pay toward her phone. Mrs. Goodsell told Council we pay \$50 stipend to some staff member and the Council agreed to pay the stipend to both of them.

ADJOURNMENT

Mayor Mathews adjourned the work session at 5:05pm.

Respectfully submitted: Trish Goodsell, Asst. to Town Manager

TOWN OF SNOW HILL, MARYLAND
Life on the River

WORK SESSION

June 4, 2019

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

PUBLIC OFFICIALS PRESENT

Councilwoman Alison Gadoua, Councilwoman LaToya Purnell; and Councilwoman Jenny Hall

STAFF PRESENT

Trish Goodsell, Assistant Town Manager

TOM AYD – DEVELOPMENT

Mr. Ayd advised that his project is for low-income, tax credit USDA housing and he has submitted his project to Maryland CDA for approval. His plan is to perform a gut renovation to Heritage Court apartments and build 24 new units on the 216 Belt Street property. The goal is to connect both communities. There will be an on-site community center/office for the residents.

Town Council asked the following:

Will there be on-site management? No live-in management will be needed due to the small number of units. There will be a part-time maintenance worker and part-time manager, which may increase based on need. Professional landscaping will be provided at both complexes.

What is the maximum number of people to inhabit a unit? Although unsure of the official restriction, he advised that no more than 5-6 people in a 3-bedroom unit would be allowed.

What are the details on the community center? The center will be used for meeting space with computers and Wi-Fi access. A social services office will be there, as well as the leasing office and a fitness room. Any resident can apply to use the meeting space after hours at no charge. Tenants can only access the community center through management.

Will there be a laundry room? Heritage Court has a current laundry room that will be doubled in size. The new 3-bedroom units will have washer/dryer in the unit.

Where will existing tenants go during renovation? The tenant is not allowed to incur the cost of relocation; therefore, they will provide a stipend to those who stay with friends or family or they will find housing close by. There will be a top priority to keep children in their same school district.

Will Snow Hill residents be a priority for rental approval? There is a Fair Housing Policy and a wait list policy that have to be followed. They can do an initial outreach early locally, but cannot commit to any one person.

How will the rentals be advertised? Signage would state “new affordable homes”.

Will Heritage Court be the first phase? Both will be done at the same time. The first phase will take approximately 5 months, with being on-line within 7-8 months. Leasing should start in July 2020.

Gary Weber questioned how far in advance residents would be relocated. Mr. Ayd stated it would be approximately 180 days prior, but he will be speaking with tenants early. All new rentals will cease around January 2020.

Mr. Weber questioned if tenants have to move if they receive an increase in income. Mr. Ayd stated his units will function much like New Hope Village, not Greenbrier Court which is 100% subsidized and has new rules. The new units are all tax credit homes and if the tenant’s income increases, they are subject to rental increase and annual base qualifications.

Mr. Weber stated he is familiar with police issues at Greenbrier and questioned what type of backgrounds will be done. Mr. Ayd stated they do high credit and criminal checks and hold their tenants to a high standard.

Fran Price questioned the rent for the units. One-bedroom at 60% would be \$650; two-bedroom at 60% would be \$765; and the three-bedroom units have no subsidizing so rent at 30% would be \$378 and at 60% would be \$885.

Sylvester Bratten questioned if the community center would be available for the general public to rent. Mr. Ayd advised it is only for tenants. Additionally, Mr. Bratten questioned if alcohol will be allowed at the center, which it would not.

Councilwoman Gadoua called for a motion to enter Executive Closed Session to discuss personnel matters. Councilwoman Jenny Hall gave the motion, which was seconded by Councilwoman Purnell. A roll call vote was taken and the motion was passed. The vote was 2 in favor; 0 opposed.

CLOSED SESSION SUMMARY

Following a motion by Councilwoman Hall, seconded by Councilwoman Purnell, the Council voted to meet in closed session at 5:04pm at the Train Station for personnel matters, as permitted under the provision of Section 3-305 of the State Government Article of the Annotated Code of Maryland. Topics discussed, and actions taken included:

- Town Manager resumes have been received and Council would like to begin interviews. Mayor-elect Weber plans to review the resumes and this matter will be discussed at a future meeting.

Councilwoman Gadoua left Executive Closed Session at 5:21pm and re-entered into open session. No one was present.

ADJOURNMENT

Councilwoman Gadoua adjourned the work session at 5:21pm.

Respectfully submitted: Trish Goodsell, Asst. to Town Manager

Financial Report - June 11th 2019

Prepared by Lounell Hamstead, Finance Manager

Banking Information**May-19**

Taylor Bank - General Fund				\$1,250,009.36
Taylor Bank - Savings Fund	*Hud Loan Acct. -\$67,880.96		*	\$691,825.32
PNC Bank - Investment Acct. MGLIP				\$1,876,015.16
First Shore Federal - CD				\$137,926.35
2012 Series A Project debt				\$88,769.61
Employee HRA				\$30,601.00
Total in Bank Amount				\$4,075,146.80

Collected Accounts Receivable- May 2019**Utility/Administrative Receivables:**

Personal Property Tax				\$ 6,978.53
Water/Sewer Charges				\$ 69,583.42
Septage/Leachate				\$ 29,200.38

Planning/Zoning Receivables:

Permits -Residential				\$ 220.00
Permits -Docking				\$ 10.00
Chicken Registration				\$ 10.00
Landlord Registration				\$ 481.80
Lot Assessment				\$ 687.31
Business License				\$ 1,077.13
Tax Sale Collection Fees				\$ 758.65
Hud Loans				\$ 8,895.67
Hud Loan Collection Fees				\$ 421.91

County Funding Receivables:

Real Estate Tax				\$ 8,942.98
Room Tax				\$ 259.40
Local Tax				\$ 24,090.13
Recycle Rebate				\$ 1,152.52

Misc. Receivables:

Redspeed				\$ 3,462.34
Bulk Trash Fees				\$ 150.00
Showell Insurance Contribution				\$ 158.58
Admin-Misc, copies, postage				\$ 2.50
Police Fees				\$ 50.00
CATV License Fees				\$ 7,321.60
Tower Rent (2)				\$ 150.00
Grass Cutting Fees				\$ 224.01
Reconnect Fees				\$ 150.00
Public Works- MiscEmpReim				\$ 208.41
Parks,FH,Train Rentals,PNC				\$ 125.00
County -Return to Goat Island				\$ 500.00
NSF Fees				\$ 25.00
Façade Application Fees				\$ 25.00

Grants:

Total Accounts Receivable:				\$ 165,322.27
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As of May 2019	OUTSTANDING ACCOUNTS RECEIVABLES			
		OVER 30	OVER 60	OVER 90
HUD LOANS		\$ -	\$ -	\$ (32.30)
SEPTAGE/LECHATE		\$ -	\$ 3,762.20	\$ -
LOT ASSESSMENTS		\$ 36.69	\$ 36.14	\$ 2,409.49
LANDLORD REG		\$ 3,920.37	\$ 17.80	\$ 1,066.64
PP TAX		\$ 66.70	\$ 65.75	\$ 11,084.12
WATER/SEWER		\$ 9,873.78	\$ 2,940.68	\$ 12,615.72
TOTALS		\$ 13,897.54	\$ 6,822.57	\$ 27,143.67
As of April 19	County Billed Real Estate Taxes			
	2018/19	2017/18	2016/17	2015/16
Open Balances	\$ 46,923.23	\$ 5,770.31	\$ 79.12	\$ -
Originally billed	\$ 939,604.80			
Total Open	\$ 52,772.66			
Accounts Payable by Department- May 2019				
Mayor & Council		\$ 2,107.04		
Administration		\$ 35,253.93		
Grants				
Planning & Zoning		\$ 929.29		
Police		\$ 25,231.35		
Fire Department		\$ 1,063.36		
Public Works		\$ 46,390.61		
Train Station		\$ 114.15		
Parks Department		\$ 7,940.75		
Museum		\$ 5,410.18		
Water		\$ 26,359.57		
Sewer		\$ 50,326.23		
Total Accounts Payable:		\$ 201,126.46		



SNOW HILL

THE RIVER RUNS THROUGH US

TOWN MANAGER REPORT

June 11, 2019

General Election

The official results of the General Election held on Tuesday May 7, 2019 are:

Mayor: Gary Weber – 255 Richard Thompson – 135 Catherine Freeman - 54
Central Council: Jenny Hall – 48 Melisa Weidner - 119
Western Council: LaToya Purnell – 79 Mark Nixon - 48

All re-elected and newly elected officials will be sworn into office tonight.

Town Manager Position

Kelly Pruitt entered an employment agreement with the Mayor and Council as a consultant to assist with the transition of the position. Resumes and applications were due on May 31st and applicants are being reviewed for future interviews.

Holiday Closing

Town offices will be closed on Thursday, July 4, 2019 in observation of Independence Day. Offices will re-open on Friday, July 5, 2019. Recycling will be collected on Wednesday, July 3, 2019.

Grants:

Submitted:

- DNR for their Sanitary Services for \$1,314
- DHCD for the Community Legacy Grant Round for \$250,000 – Commercial Building Improvement Fund

Approval:

- Worcester County Arts Council - \$1,000

Pending Approval:

- State Aid for Police Protection - \$20,000 - \$25,000
- DHCD – OAG TAG - \$18,000 for signage
- Maryland Public Arts Project Grant - \$6,800 signs for Sturgis Park
- Critical Area Grant - \$2,000 for staffing assistance
- POS - \$38,000 for improvements in the parks (paving, lights, signs)

Grants - Reporting:

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



SNOW HILL

THE RIVER RUNS THROUGH US

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

- ◆ **Farmer's Market: Remember every Thursday from 12pm-5pm from May-Oct. at the Town Hall Parking lot (by M&T) we have wonderful vendors selling seasonal fruit, seasonal vegetables, baked goods, eggs, and seasonal plants & flowers.**
- ◆ **The next First Friday is on July 5th, Classic Vibe will be performing. Cash bar, kids area, food, street vendors, and more!**
- ◆ **The Snow Hill Fishing Derby, rescheduled from the fall, was a huge success! We had 39 kids under 14 years old participate, and the park was filled with kids and their families. Prizes were given for smallest fish, biggest fish, 1st catch for the 3 age categories. Hot dogs, chips, and drinks were served. We also had goodie bags for each kids and giveaways. A big thank you to Public Works and Town Hall employees who helped!**
- ◆ **We participated in the Ocean City Cruisin' Weekend by having a car show in Snow Hill and gave away 5 plaques and one large trophy. Thank you, Greg Hutchinson, for judging!**
- ◆ **Created promo material for different publications including local radio stations, TADD, Metropolitan Magazine, MD tourism, Facebook, WBOC and more. Also assisting local businesses by promoting their business through Facebook posts, publications, etc.**
 - **Mark your calendars for June 14th: Snow Hill will have a full hour Small Town co-op Segment on DelmarvaLife at 5pm featuring a few businesses.**
- ◆ **Had multiple meetings with business, property owners, main street groups, and other groups hosting events in town, I always look forward to these meetings to help assist them!**
- ◆ **We've had a few leads on new businesses, they've all received our incentives, property information, etc.**
 - **I am excited to announce that Delvecchio's Bakery has signed a lease for 116 W Green Street. You might recognize the name from our Farmer's Market. I've been working extensively with him and he plans on being open before July 1st, as long as everything goes as planned.**
- ◆ **Website update: Met with website designer last Tuesday and finalized a way to make the website more easily navigable, this should be active in the next week. Also, we are testing video recording the town meeting tonight, this will be posted on our website.**
- ◆ **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!**
- ◆ **Working on a project with local artist, Olga Deshields. We are getting the wall at Byrd Park resurfaced and "Port of Snow Hill" will be re-painted on there for local boat/car traffic to see.**
- ◆ **Snow Hill hosted the LESMA meeting at the New Firehouse, I assisted with decoration and set up.**
- ◆ **Attended the Lower Eastern Shore Heritage Council's awards ceremony. It was a great way to network with other municipalities.**
- ◆ **Began working on our community profile design, I hope to have this finalized and printed by the end of the month.**
- ◆ **Ordered promotional giveaways thanks to the Maryland Arts Council grant we got for being an Arts & Entertainment District. They will be given away at First Fridays with bar purchase (alcohol, water, sodas).**
- ◆ **Continued assisting in planning for Return to Goat Island with Walt Ellenberger and Sandy Deeley. This event is on June 22nd, if you're a paddle enthusiast please register online at <https://paddleguru.com/races/ReturntoGoatIsland2019> (there are \$5k worth of prizes!). Spectators are welcome as well to witness the race!**



Code Enforcement Report Town of Snow Hill

Submitted by Martin Sullivan, Code Enforcement Officer
Activity for May through June 4

<u>Permits:</u>	<u>Code Violations:</u>
Building permits issued: 5	Grass/Weeds: 10
General purpose permits: 0	Bulk/Yard Waste:4
	Stop work orders: 1
<u>Inspections:</u>	Municipal infractions:
	Zoning violations:
Footing/Stake Out inspections: 5	
Foundation inspections:	
Sheathing/Insulation inspections: 6	
Final inspections: 1	
Rental inspections:1	
Site inspections: multiple	

Historic District Commission

Meeting Held 5/30/2019 Firehall Meeting Room

Agenda – 3 Applications for Approval

221 E Federal St– metal roof -approved

110 W Federal St – Replacement Windows- Approved

104 N Washington St – Enclosing Porch - Approved

Planning Commission

No Meeting Scheduled

Board of Appeals

No meeting scheduled

Town of Snow Hill

Water & Wastewater Report

May 2019



Water Department:

- ❖ 6.8575 million gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 60,790 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 898 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:

- ❖ 10.2101 million gallons of wastewater was treated this month.
- ❖ 569 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 126 NPDES Permit required tests were performed by the contract lab, Ocean City Lab Services.
- ❖ 89,208 gallons of Septage were received and treated at the Wastewater Treatment Facility.
- ❖ 166,630 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.
- ❖ 55.52 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
May 1-31, 2019
Dr. Cynthia Byrd

Marketing

On or about June 20, the Maryland State Arts Council will be coming to Snow Hill to film at the Julia A. Purnell Museum. They are creating a series of short films on the arts communities of the Eastern Shore. We are honored to be asked to contribute to this project!

Museum staff have designed and ordered a much-needed, updated brochure to promote the museum and bring visitors to Snow Hill. The new brochures are expected to arrive by mid-June.

The museum is currently designing an outdoor kiosk with a Snow Hill map, bulletin board, and brochure holder to be installed on museum grounds. This project is being funded by a mini-grant from the Lower Eastern Shore Heritage Council.

Education

On May 1, 8, and 15, Dr. Byrd delivered 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.

The Purnell Museum is working with the Ward Museum of Wildfowl Art, Salisbury University, and the Lower Eastern Shore Heritage Council to coordinate educational programming for the National Folklife Festival, September 6-8.

Planning continues for the museum's Heritage Arts for Kids programming this summer. The museum has received a grant from the Community Foundation of the Eastern Shore to purchase new tables and chairs designed for school use. This will increase our capacity for children's programs by approximately 35%. The museum is also adding a "traveling trunk" portable exhibit and display this summer for use at educational events offsite.

Events

On May 4, museum staff hosted a booth and children's educational activity at the Lower Shore Land Trust's Pollinator Festival in Snow Hill as well as at the Maryland Sheep and Wool Festival in West Friendship, Maryland, where the Purnell Museum promoted our institution and the town of Snow Hill, engaging with well over 5000 guests throughout the weekend.

Exhibits

The museum is currently displaying *Reflections: Self-Portraits in Honor of Women's History*, an exhibit showcasing the work of Snow Hill artist Jan Coulbourne and her students. This exhibit will remain in place through the summer. A reception for the exhibit will take place during First Friday on June 7 from 5-8pm. Come out and meet our artists!

Research continues for an exhibit on local woodworking and architecture traditions planned for late 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, *Building on the Banks*. Local woodworkers and their descendants who are willing to be interviewed and featured are encouraged to contact the museum.

COMMUNICATIONS

Committed Hours by Nature

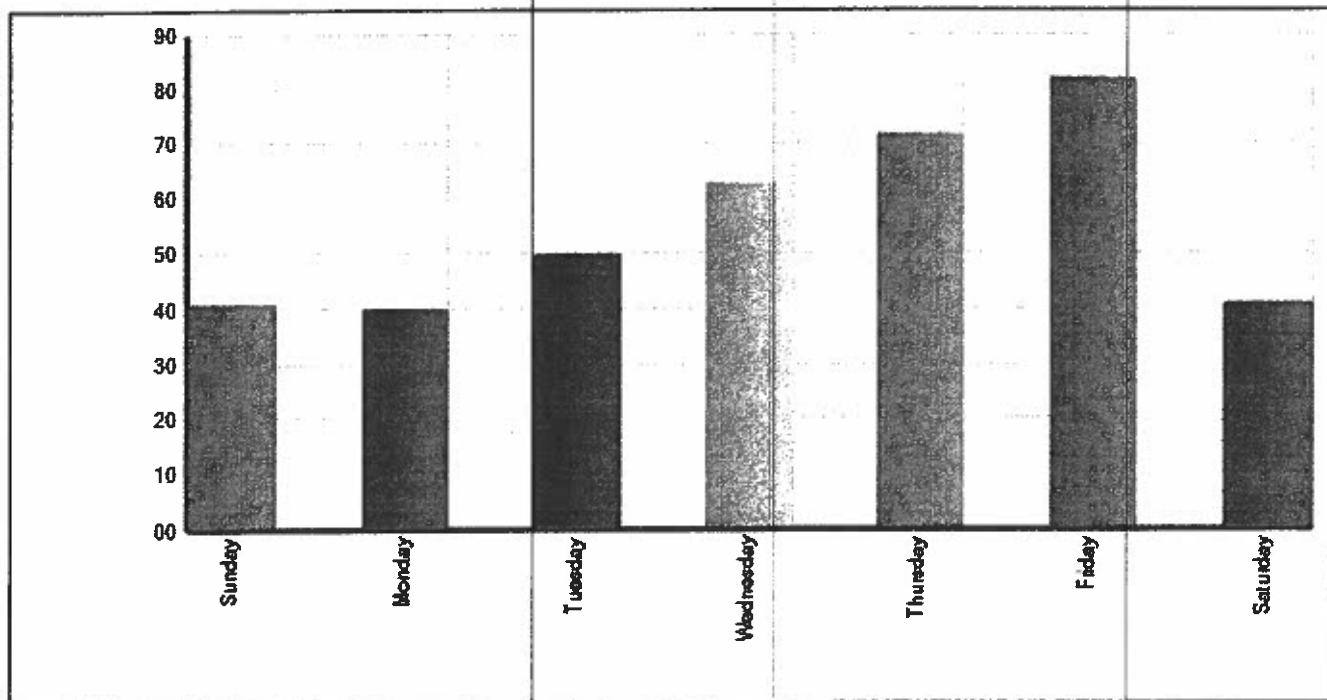
Agency: SHPD, Event date/Time range: 05/01/2019 00:00:00 - 06/03/2019 23:59:59

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	4	4	0001:59:07	0000:29:47
	ALARMS BURGLAR	9	9	0001:20:57	0000:09:00
	ANIMAL BITES ATTACKS	1	1	0000:47:12	0000:47:12
	ANIMAL COMPLAINTS	2	2	0000:18:11	0000:09:06
	ASSISTANCE TO OTHER	21	26	0012:57:09	0000:29:53
	BURGLARY	2	2	0007:35:28	0003:47:44
	CHECK WELFARE	7	7	0004:09:40	0000:35:40
	CIVIL COMPLAINT	3	3	0000:47:56	0000:15:59
	DISABLED UNATTENDED VEHICLE	2	2	0000:50:49	0000:25:25
	DISORDERLY	7	7	0001:28:45	0000:12:41
	DOMESTIC COMPLAINTS	4	4	0007:05:16	0001:46:19
	DRUG ABUSE LAWS	1	1	0000:18:54	0000:18:54
	ESCORT	2	2	0000:34:42	0000:17:21
	FRAUD	1	1	0000:21:03	0000:21:03
	INFO	5	5	0002:21:13	0000:28:15
	LITTERING ILLEGAL DUMPING	1	1	0001:19:43	0001:19:43
	LOST PROPERTY	1	1	0000:01:49	0000:01:49
	MALICIOUS DESTRUCTION OF PROP	2	2	0000:27:02	0000:13:31
	MISSING PERSON	3	4	0002:44:19	0000:41:05
	NOISE COMPLAINT	2	2	0000:24:19	0000:12:09
	NON TRAFFIC MILES CJIS CHECKS	4	5	0000:03:34	0000:00:43
	OTHER ASSAULTS	1	1	0000:00:17	0000:00:17
	PAPER SERVICE	11	11	0004:45:30	0000:25:57
	PATROL CHECK	61	61	0009:19:06	0000:09:10
	PREMISE CHECK	190	190	0036:36:44	0000:11:34

Agency Code	Nature Code	Total Calls where a Unit Dispatched/Cleared	# of Personnel Utilized	Personnel Time Committed	Avg Personnel Time Committed
	PSYCHIATRIC SUICIDE ATTEMPT	1	1	0002:51:44	0002:51:44
	RECOVERED PROPERTY EXCEPT AUTO	1	2	0000:26:12	0000:13:06
	RUNAWAY JUVENILE	1	1	0002:35:52	0002:35:52
	SUPPLEMENTAL INVESTIGATION LAW	4	4	0006:09:12	0001:32:18
	SUSPICIOUS PERSON VEHICLE	7	7	0001:04:15	0000:09:11
	THEFT	1	3	0001:54:02	0000:38:01
	TRAFFIC COMPLAINTS	5	5	0000:36:44	0000:07:21
	TRAFFIC DETAIL	4	4	0002:00:02	0000:30:01
	TRAFFIC STOP	9	9	0000:51:44	0000:05:45
	VEHICLE LOCKOUT	5	5	0001:03:06	0000:12:37
	WARRANT ATTEMPT	3	3	0000:39:58	0000:13:19
	WARRANT SERVICE	1	1	0002:10:59	0002:10:59
	Sub-Totals for No Summary Code	389	399	0121:02:38	0000:18:12
	Sub-Totals for SHPD	389	399	0121:02:38	0000:18:12

COMMUNICATIONS

Calls For Service by Day of Week
Agency: SHPD Date: 5/1/2019 - 6/30/2019



**TOWN OF SNOW HILL, MARYLAND
LEGISLATIVE SESSION
ORDINANCE NO. 2019-04**

AN ORDINANCE of the Town of Snow Hill to amend Chapter 200 of the Town Code by adding regulations on an Inn.

WHEREAS, the Town of Snow Hill is authorized by Maryland Annotated Code Article 66 B §4.01 et seq. to enact and administer a zoning ordinance, which ordinance is Chapter 200 of the Snow Hill Town Code; and

WHEREAS, the Town of Snow Hill is authorized by Maryland Annotated Code Article 66B §4.04 and 4.05 to amend, supplement, modify or repeal sections of the zoning ordinance; and

WHEREAS, the Snow Hill Planning Commission has requested to add language to this Chapter as follows:

**ARTICLE IX
Supplemental Use Regulations**

§200-64 Inn.

- A. The facility is a detached family dwelling occupied by the owner or operator and complies with all applicable fire, safety and health codes and regulations.**
- B. A minimum of one full bathroom with lavatory, toilet and shower or tub or combination thereof shall be available for every two guest rooms. A separate accessible bathroom facility shall be provided for accessory use of serving of meals.**
- C. Parking spaces are to be located on the property in such a manner as to minimize any adverse impact upon the appearance of the property and to minimize the destruction of shrubs and trees readily visible from a public way. The Planning Commission shall specify appropriate buffers to separate parking areas from adjoining residential properties.**
- D. No cooking facilities shall be permitted in any guest room.**

E. No additional entrance shall be permitted on the front façade upon conversion of an existing dwelling to an Inn.

F. On-premises signs advertising the Inn shall be in conformance with the zoning regulations.

G. Property shall be listed on the National Register of Historic Places, or be eligible under Department of Interior Guidelines as reviewed by the Snow Hill Planning Commission.

II. NATIONAL REGISTER CRITERIA FOR EVALUATION ***Criteria for Evaluation***

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

A. That are associated with events that have made a significant contribution to the broad patterns of our history; or

B. That are associated with the lives of significant persons in our past; or

C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

D. That have yielded or may be likely to yield, information important in history or prehistory.

Criteria Considerations

Ordinarily cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or

b. A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building associated with his or her productive life; or

d. A cemetery that derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

e. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or

g. A property achieving significance within the past 50 years if it is of exceptional importance.

H. Parking requirements. An Inn, offering food sales to the general public and lodging to transients, shall adhere to the following parking requirements:

- 1. Restaurant with lounge. 12.5 spaces per 1,000 square feet or 1 space per 4 seats, whichever is greater.**
- 2. Inn. One space per guest room and two spaces for the owner-occupant.**
- 3. Shared and/or public parking availability will be taken into consideration for minimum parking requirements and reviewed by the Board of Appeals for applicability.**

NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SNOW HILL, MARYLAND, IN LEGISLATIVE SESSION, that:

SECTION I. The recitals set forth above are incorporated herein by reference and made a part of this Ordinance.

SECTION II. EXHIBITS. Chapter 200, of the Town Code of Snow Hill, entitled "Zoning," be hereby amended to add Section 200-64. The Table of Permissible Uses, a copy of which is attached hereto as **Exhibit A**, shall be the Official Table of Permissible Uses.

SECTION III. 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 IV: 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 V. EFFECTIVE DATE. In accordance with §11 (d) of the Town Charter, this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect twenty (20) days from and after the date of its final passage and adoption, except that in accordance with Article 66 B, Section 4.04 of the Maryland Annotated Code, this ordinance shall not be effective until at least ten (ten) days after a public hearing is held.

This Ordinance was introduced and read at meeting of the Town Council of the Town of Snow Hill, Maryland held on the _____ day of _____ 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.

Alison Gadoua Eastern District Council

Melisa Weidner, Central District Council

LaToya Purnell, Western District Council

Approved this ____ day of _____ 2019.

ATTEST:

Kelly Pruitt, Town Manager

Gary Weber, Mayor

EXHIBIT A

Chapter 200 “Zoning”

Table of Permissible Uses

§ 200-53. Permissible Uses Tables.

A. Table of Permissible Uses (see following page)

§ 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 <u>§ 200-85</u>	SC	PC	PC	P					
- Multi-family/apartment/condo <u>§ 200-77.</u>			PC	P					
- Accessory dwelling units <u>§ 200-57.</u>	PC	PC		P					
- Caretaker/Security Dwelling						SE	SE	SE	SE
- Mixed use building, residential <u>§ 200-78</u>				PC	PC	PC	PC		
Live/work unit				PC					
Group Living									
- Group domiciliary care facility <u>§ 200-71</u>	PC	PC		P					
- Continuing care retirement communities <u>§ 200-62</u>		SC	SC	P		P	P		
- Halfway house						SE			
Public, Civic and Institutional									
Cemetery <u>§ 200-65</u>	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									

§ 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
Essential services	P	P	P	P	P	P	P	P	P
Public utility				P			P	P	P
Alternative energy facilities, wind energy conversion systems <u>§ 200-59</u>	PC	PC	PC	PC	PC	PC	PC	PC	PC
Alternative energy facilities - solar energy power system or heating equipment <u>§ 200-60</u>	PC	PC	PC	PC	PC	PC	PC	PC	PC
Wireless Telecommunications									
Freestanding towers <u>§ 200-61</u>				PC			PC	PC	PC
- Building or tower-mounted antennas <u>§ 200-61</u>				PC		PC	PC	PC	PC
- Satellite dish <u>§ 200-81</u>	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 <u>§ 200-83</u>					PC	PC	SC		SC
Research Service							P	P	P
Day care center <u>§ 200-67</u>	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		

§ 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
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 <u>§ 200-63</u>	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
Vehicle Sales and Service									
Commercial vehicle repair and maintenance								P	P
Commercial vehicle sales and rentals								P	P
Fueling station <u>§ 200-69</u>						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
Contractors shop.					SC	SC			
Trucking and transportation terminal								P	P
Warehouse						SC		P	P
Mini storage facilities <u>§ 200-76</u>							PC	PC	PC
Limited wholesale sales and distribution facilities.						P		P	P

§ 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
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 drop-off facility				P		P	P	P	P
Agriculture									
Agriculture, crop production § 200-58	PC	PC							
Crop production, medical cannabis § 200-58	SE								
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, non-accessory					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									

§ 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
Home occupation <u>§ 200-74</u>	PC	PC	PC	PC					
Portable storage containers, roll-off trash containers. <u>§ 200-79</u>	PC	PC	PC	PC	PC	PC	PC	PC	PC
Private recreation uses <u>§ 200-80</u>	PC	PC	PC	P					
Boarding and rooming <u>§ 200-64</u>	PC	PC		P					
Day care, home <u>§ 200-68</u>	PC	PC	PC	P					
Garage/Yard sales <u>§ 200-86</u>	PC	PC	PC	PC					
Heliport <u>§ 200-73</u>								SC	SC
Shelter Care	P	P	P	P		P			
Fuel storage of 1,000 gallons or less <u>§ 200-69</u>	PC	PC	PC	PC	PC	PC	PC	PC	PC
* All use in the HC Highway Commercial district are subject to the design standards in <u>§ 200-72.</u>									

§ 200-54. Reserved.

§ 200-55. Reserved.

§ 200-56. Reserved.

Addition to Permissible Use shown in RED

The River House Inn takes great pleasure in announcing a pool side (inside in case of bad weather) reception to follow the town meeting on June 11th. This get together is to honor not only our newly elected Mayor and Council, but our departing Mayor and Council member, as well as town employees, and members of the public.

We hope you will join us as the town moves forward.

Refreshments will be served.