



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

John C. Dorman
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, SEPTEMBER 11, 2018
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 – September 11, 2018 7:00pm**



- 1. Salute to the Flag / Invocation**
- 2. Approval of Minutes**
- 3. Finance Report**
- 4. Town Manager Report**
- 5. Economic Development Report**
- 6. Code Enforcement Report**
- 7. Public Works Report**
- 8. Water & Wastewater Report**
- 9. Museum Report**
- 10. Police Department Report**
- 11. Old Business**
- 12. New Business**
 - * Public Demolition Notification - residence at 417 W. Market Street**
- 13. Comments from the Mayor**
- 14. Comments from the Council**
- 15. Comments from the Public**
- 16. 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

AUGUST 14, 2018

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, August 14, 2018 with Mayor John Dorman presiding and was called to order at 7:00pm.

PUBLIC OFFICIALS PRESENT

Mayor John Dorman
Councilwoman Latoya Purnell
Councilwoman Jenny Hall
Councilwoman Alison Cook

STAFF IN ATTENDANCE

Kelly Pruitt, Town Manager
Trish Goodsell, Asst. to the Town Manager
Jon Hill, Code Enforcement Officer
Randy Barfield, Public Works Director
Cindy Byrd, Museum Director
Tom Davis, Chief of Police

SALUTE TO THE FLAG / INVOCATION

Mayor Dorman called the meeting to order. The Pledge of Allegiance was recited, followed by The Lord's Prayer, led by Councilwoman Purnell.

MEETING MINUTES

A motion was given to approve the Town Meeting minutes for July 2018 by Councilwoman Purnell 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 July 2018 by Councilwoman Cook 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.

TOWN MANAGER REPORT

Mrs. Pruitt added that the Snow Hill Youth Fishing Derby has been scheduled for Saturday, September 8, 2018 from 9:30am – 11:30am. Registration forms are available at tonight's meeting, as well as at Town Hall and at www.snowhillmd.com.

ECONOMIC DEVELOPMENT REPORT

No questions or comments.

CODE ENFORCEMENT REPORT

No questions or comments.

PUBLIC WORKS REPORT

Mr. Barfield advised that Stevens Street paving has been completed. Weather permitting, Coulbourne Lane paving will begin on Thursday, August 16th and be completed by Tuesday, August 21st. All residents have been notified to remove cars from the street, as well as the schools.

WWTP REPORT

No questions or comments.

MUSEUM REPORT

Dr. Byrd advised that they just finished the Heritage Arts for Kids program, showing a record number of participants.

Staff has been working to prepare for Fiber Fest scheduled for October 13th, preparing for the Salisbury Folk Festival, and working on the cultural heritage book. Many people have been contacting staff with information on who to interview for the book, as well as providing old photographs.

POLICE REPORT

The Council thanked Chief Davis for their efforts with National Night Out, with Councilwoman Purnell questioning if citizens are permitted to be a part of the planning. Chief Davis encouraged them to speak with Regana Fontaine, Administrative Aide, who organizes the event, adding that they have several ideas for next year.

Councilwoman Hall complemented Chief Davis on all the work he has done lately.

OLD BUSINESS

1. Ordinance No. 2018-05 Halloween Regulations

Mrs. Goodsell read the Ordinance into record, which is to amend Chapter 96 of the Town Code to change the maximum age for persons to wear masks and trick-or-treat in town. The Code states the age is 12 and under. This Ordinance would change the age to 15 and under.

A motion was given to adopt the Ordinance by Councilwoman Cook 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.

NEW BUSINESS

No new business proposed.

COMMENTS FROM THE MAYOR

1. Mayor Dorman reminded everyone of many events coming up:

- Work Session – August 28th
- National Folk Festival – September 7-9
- Snow Hill Youth Fishing Derby – September 8
- Worcester County Fair – September 14 - 16
- Ride to Sturgis – September 15th

COMMENTS FROM THE COUNCIL

1. Councilwoman Purnell thanked everyone for attending and expressed that the Council wants to hear from the citizens. She added that if anyone needs their contact information they would be glad to provide it. She also stated that she wanted to dispel the rumors she has heard regarding why Mrs. Pruitt decided not to retire. She explained that she, along with her other Council representatives had requested she reconsider and encouraged her to stay.

COMMENTS FROM THE AUDIENCE

1. Resident Carolyn Brown stated that she feels the Mayor and Council should allow public input before adopting legislation, adding they may wish to check the rules of order on procedures. Councilwoman Hall responded that input can be received after the Ordinance is introduced. Councilwoman Purnell said she appreciated her comments and they would look at this issue.
2. Resident Sylvester Bratten thanked the Mayor and Council for allowing him the use of the gator for his church event.

Councilwoman Cook gave a motion to enter closed session to discuss personnel matters, which was seconded by Councilwoman Hall. A roll call vote was taken, and the motion was carried.

CLOSED SESSION SUMMARY

Following a motion by Councilwoman Cook, seconded by Councilwoman Hall, the Council voted to meet in closed session at 7:19pm at the Train Station for personnel, 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:

- Discussion had for one personnel issue

Councilwoman Cook left Executive Closed Session and re-entered into open session.

ADJOURNMENT

With no further discussion, the meeting was adjourned at 9:07pm.

Respectfully submitted,
Trish Goodsell, Assistant Town Manager

TOWN OF SNOW HILL, MARYLAND

Life on the River

WORK SESSION

August 28, 2018

On Tuesday, August 28, 2018 the Town Council convened in a work session at 4:30pm at the Train Station on Belt Street, Snow Hill, Maryland.

PUBLIC OFFICIALS PRESENT

Mayor John Dorman; Councilwoman Alison Cook; Councilwoman Latoya Purnell; and Councilwoman Jenny Hall.

STAFF IN ATTENDANCE

Kelly Pruitt, Town Manager; Trish Goodsell, Assistant Town Manager; and Jon Hill, Code Enforcement Officer

DOGS RUNNING AT LARGE

Resident Edward Lee was present to discuss his concerns regarding dogs running at large. He explained that he has had an ongoing battle with his neighbor regarding his dogs being allowed to run at large, bark at night, and create waste in his yard. Jon Hill, Code Enforcement Officer stated that eight citations have been issued to the owner, Edward Taylor Jr. this year and he has paid the fines associated. Mr. Hill will check the Town Code regarding pet waste in neighboring yards. Mr. Lee stated that more than eight citations have been issued and Kelly Pruitt, Town Manager stated that the report from Worcester County Animal Control states they issued five written warnings and nine citations since 2013.

Mayor Dorman questioned if Snow Hill Police can do anything regarding this issue and Mrs. Pruitt advised they can only act if they witness the dogs running loose.

Councilwoman Hall commented that some of the dogs were removed last year. Mr. Hill stated that some dogs were removed because it violated the number of pets at a residence prior to it being considered a kennel.

Mr. Lee requested copies of the police reports from the past five years regarding the dogs at this residence. Mrs. Pruitt will contact Chief Davis and request the copies. Mayor Dorman asked if she could contact Animal Control to obtain copies of the citations they have issued.

Mayor Dorman stated the Town needs to address pet waste in the Code. Mrs. Pruitt stated she believes there is already a section that addresses the issue.

DEMOLITION REQUEST

Mr. Hill presented the Mayor and Council with a request for demolition of the house located at 300 Purnell Street. He advised that the property owner has not complied with the infraction issued or moved forward with the voluntary demolition permit. He will bring a formal letter to the Town Meeting for a vote.

Mr. Hill advised that properties owned by Mrs. Feetham on Martin Street have not been demolished and the deadline is approaching. The owner is paying for the demolition on these homes.

Mayor Dorman requested a list of current unsafe houses in town. Mr. Hill will compile a list, adding that many homes are vacant and blighted but not deemed unsafe at this time.

Resident Jan King reported a problem with a vacant property located at 117 W Martin Street, advising it has been vacant an extended amount of time and currently has a hole in the roof and a problem with overgrown vines and weeds the encroach her property. Mr. Hill will visit the home and address any violations regarding the property. Ed Phillips, who serves on the Historic District Commission offered their assistance with getting the roof addressed.

Councilwoman Cook advised that a resident contacted her regarding the property across from 204 Purnell Street, stating the condition needs attention.

ADULT ENTERTAINMENT

Mayor Dorman stated that he asked the Planning Commission members to attend the work session to discuss the letter they submitted to the Mayor and Council. He stated that the Town must have a place where this type of business is allowed, and the Planning Commission believes it should be Highway Commercial User, which he agrees. He added that the Town cannot regulate home parties and that he is not keen on direct sales on the streets.

Ron Geesey, Planning Commission Chairman stated that this issue came about when it was on WBOC and he feels that the press being told prior to the Planning Commission defeats their purpose. He stated this issue should have come before them first for discussion and they would have submitted their recommendations to the Mayor and Council. He voiced he has a concern that it is impossible to tailor to individuals in an Ordinance and it creates an unhealthy precedence. The Planning Commission unanimously agrees this is the wrong course of action.

Councilwoman Cook responded that the Town did not contact the press, that it was the person of interest in this issue who conducted an interview and the news was falsely reported, in which the person made a public statement to present the facts. She added that she believes in their meetings the Mayor and Council agreed to no storefront businesses except in Highway Commercial User, as well as no catalogs distributed during public sales and only appropriate items displayed. She also added that they had agreed to invitation only private parties in rented spaces.

Mr. Geesey questioned how you can control what is displayed or sold at public events. He added they have no issue with home parties. He stated the Supreme Court ruling only states these businesses must be allowed somewhere in a town or city.

Resident Jan King stated public sales would have a control issue and would open the door to allowing others to "get in the door". She added they do not want Snow Hill to be the "red light district" of Worcester County and especially do not want to see sales at family-based events.

Resident Edward Lee commented this is a delicate subject when it comes to human rights and suggested it may be wise for the Mayor and Council to write the Ordinance embracing the Supreme Court decision and limited locations. He added that it could come into spirituality and religious issues, as well as values. Nancy Thompson stated she agrees with Mr. Lee.

Councilwoman Cook addressed Mayor Dorman, stating he led the charge and everyone agreed on what would be allowed. He responded that he listened to people and their points changed his mind on some of the issues because the majority of residents do not want it.

Mayor Dorman called for a motion to enter Executive Closed Session for personnel.

Councilwoman Cook gave a motion to enter closed session, which was seconded by Councilwoman Hall. A roll call vote was taken, and the motion was carried.

CLOSED SESSION SUMMARY

Following a motion by Councilwoman Cook, seconded by Councilwoman Hall, the Council voted to meet in closed session at 5:32pm at the Train Station for personnel and property, 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:

- Discussion only – no action

Mayor Dorman left Executive Closed Session and re-entered into open session.

ADJOURNMENT

With no further discussion, the meeting was adjourned at 7:24pm.

Respectfully submitted,
Trish Goodsell, Asst. to Town Manager

Financial Report -September 11th, 2018

Prepared by Lounell Hamstead, Finance Manager

Banking Information				August-18	
Taylor Bank - General Fund				\$	1,421,910.92
Taylor Bank - Savings Fund			*	\$	665,595.98
PNC Bank - Investment Acct. MGLIP				\$	1,844,453.89
First Shore Federal - CD				\$	137,251.03
2012 Series A Project debt				\$	169,982.81
Employee HRA				\$	44,944.00
Total in Bank Amount				\$	4,284,138.63
*HUD LOAN ACCOUNT				\$	47,221.26
Collected Accounts Receivable-August 2018					
Utility/Administrative Receivables:					
	Personal Property 2018			\$	4,575.76
	Water/Sewer Charges			\$	55,995.67
	Septage/Leachate			\$	18,782.50
Planning/Zoning Receivables:					
	Permits -Residential			\$	200.00
	Landlord Registration			\$	760.48
	Business License			\$	107.05
	Hud Loan			\$	1,586.17
County Funding Receivables:					
	Local Tax July & August			\$	9,782.23
	Real Estate Tax			\$	485,460.54
	Room Tax			\$	1,307.05
	Highway User Fees			\$	5,508.33
	County-In Lieu Taxes			\$	150,000.00
	County-Unrestricted			\$	465,000.00
Misc. Receivables:					
	Redspeed			\$	9,743.40
	Insurance Reimburse-PD			\$	250.00
	Millings-PW			\$	300.00
	Bulk Trash Fees			\$	25.00
	Vendor Fees			\$	50.00
	Admin Misc.-Postage			\$	1.15
	CATV License			\$	7,488.53
	Hilltop Event PW/PD			\$	461.00
	Reconnect Fees			\$	50.00
	PW Refund/ Md Industrial			\$	76.91
	Parks,FH,Train Rentals			\$	900.00
	Tower Rent			\$	75.00
	NSF Fees			\$	25.00
	Showell Insurance Contribution			\$	158.58
Grants:					
	BRF 199 O & M Grant			\$	30,000.00
	Sanitation Grant			\$	1,200.00
	Energy Grant			\$	9,274.00
	Community Legacy Grant			\$	645.00
	DEMO Grant-SDSGIF-Mason			\$	5,448.75
Total Accounts Receivable:				\$	1,265,238.10

As of August 18	OUTSTANDING ACCOUNTS RECEIVABLES			
	OVER 30	OVER 60	OVER 90	
HUD LOANS	\$ 170.08	\$ 161.98	\$ 2,890.66	
SEPTAGE/LECHATE	\$ 54.82	\$ 3,452.31	\$ 201.38	
LOT ASSESSMENTS	\$ 44.97	\$ 44.31	\$ 2,954.00	
LANDLORD REG	\$ 49.37	\$ 48.67	\$ 3,183.60	
PP TAX	\$ 270.96	\$ 196.80	\$ 11,484.71	
WATER/SEWER	\$ 7,939.63	\$ 1,504.76	\$ 19,707.11	
TOTALS	\$ 8,359.75	\$ 5,408.83	\$ 40,421.46	
As of July 2018	County Billed Real Estate Taxes			
	<u>2018/19</u>	<u>2017/18</u>	<u>2016/17</u>	<u>2015/16</u>
Open Balances	440242.39	\$30,224.56	\$92.88	\$0.86
Originally billed	\$ 939,604.80			
Total Open	\$470,562.39			

*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
September 11, 2018

Sturgis Park

The Town continues to work toward redevelopment of Sturgis Park. The Town has applied to Community Parks and Playgrounds for funding to construct new restroom facilities. Staff continues to meet with the Lower Shore Land Trust on the development of a Butterfly House in Sturgis Park.

Trash and Recycling Collection

Public Works staff had begun collection of garbage and recycling at 5:00am due to potential excessive heat during summer months. The collection schedule has returned to normal collection for the coming seasons.

DNR Trail

The Town Council and administrative staff toured the trail that the Maryland Department of Natural Resources would like to purchase from the Summerfield property. DNR's plan is to eventually connect this trail to Shad Landing State Park.

Snow Hill High School BASH

Mayor Dorman, Councilwoman Hall and Chief Davis attended the Snow Hill High School Back to School Bash on Wednesday, August 29th. SHPD officers were also present at the Middle and Elementary schools.

Street Lights

Town staff and Chief Davis met with a representative from Delmarva Power to discuss faulty street lights in town. They have compiled a list and will have problem lights addressed, as well as scheduling some night technicians to patrol the area for any additional issues.

Speed Enforcement

The Snow Hill Police Department has begun increasing their speed monitoring efforts in town. You may see speed monitoring signs in neighborhoods of reported concerns.

Snow Hill Youth Fishing Derby

The annual Snow Hill Youth Fishing Derby was held on Saturday, September 8th in Byrd Park. Town Council and staff, along with the Police Department were present to assist the kids with fishing basics and baiting hooks. Prizes and trophies were given and lunch was provided after.

Secondary Water Meters

The Town is selling secondary water meters to be attached to residential spigot to monitor water usage from garden hoses. This meter will be read and deducted from the owner's quarterly water and sewer bill. The meter should only be used to measure pool maintenance, gardening, etc. The cost per meter is \$100.

Paving Projects

- Coulbourne Lane paving was completed.

Employment Opportunities

The Town currently has the following position open:

- Wastewater Operator
- Maintenance Technician IV
- Police Officers – Full Time and Part Time

Applications are being accepted at Town Hall during normal business hours.

Newly Hired Employees

Russell Harrison was hired as the new WWTP Superintendent and Jordy Figgs Kuczak was hired as the new Economic Development/Events Coordinator.

Fall/Winter Newsletter

The Fall/Winter 2018 edition of the Town Newsletter "The River Current" has been distributed. Copies are available tonight. You can also find the newsletter on the town webpage www.snowhillmd.com, at Town Hall, or in the Town kiosk.

Grants Report

Approved:

\$20,000.00 Program Open Space Grant for the purchase of two floating docks. The first one was installed last week in Sturgis Park and the other one will be installed soon in Gateway Park.

Grant to continue design and development phase of Sturgis Park renovations. Requested \$21,000 and received \$11,000, funded through DHCD TAG grant.

Pending Approval:

\$200,000 from the Community Legacy grant for the acquisition of the former PNC Bank building – should be notified this month

\$60,000 to fund a Residential Demolition and Housing Improvement Program, targeting two properties the Town has recently acquired through the County's Tax Sale - should be notified this month

Grant for relocation and construction of new bathrooms in Sturgis Park. \$250,000 pending approval from DNR Community Parks and Playground.

Michael Day
443-735-0957
day@snowhillmd.com

September 2018
Snow Hill

- Several meetings with Diana Nolte, Main Street Affiliate Program
- Met with Ann Hillyer, State Ventures, New Website Design
- Met with T. Sherman, Small Business Development Center
- Attended the National Folk Festival August meetings
- Worked on and attended 5th Friday event
- Maintaining the Airport Kiosk for Worcester County Tourism
- Several meetings with Lisa Challenger, Worcester County Tourism
- Several phone call meetings with Susan Sheppard, DHCD, planning state wide Main Street Affiliate meeting, October 4th, to be held here in Snow Hill
- Met with Secretary Mike Gill, Department of Commerce, in Berlin
- Attended MACO in Ocean City
- Attended the Tri-County Council Loan Review Committee Meeting
- Attended Worcester Co. Health Dept. Food Service Meeting
- Working with Jordy Kuczak

If anyone would like to meet with me feel free to call me anytime.

Michael
443-735-0957



Town of Snow Hill Monthly Economic Development Report

Submitted by Jordy Kuczak
Economic Development/Event Coordinator

- ◆ Focused on acquiring knowledge on my position through studying documents and training with Michael
- ◆ Began organizing materials given while adding my initial ideas and questions
- ◆ Discussed expectations on each event
- ◆ Was introduced to multiple business-owners and began to learn more about their businesses
- ◆ Had meetings with Diana Nolte about Main Street Affiliate Program and 5th Friday
- ◆ Attended 5th Friday and Cornhole Tournament
- ◆ Added as admin to the Facebook account, I am working on a schedule of postings that I believe will improve engagement



Code Enforcement Report Town of Snow Hill

Submitted by Jon Hill, Code Enforcement Officer
Activity for August - through September 6, 2018

Permits:	Code Violations:
Building permits issued: 13	Grass/Weeds: 2
General purpose permits: 0	Bulk/Yard Waste: 1
	Stop work orders: 1
Inspections:	Municipal infractions: 8
	Zoning violations: 0
Footing/Stake Out inspections: 0	
Foundation inspections: 1	
Sheathing/Insulation inspections: 0	
Final inspections: 1	
Rental inspections: 6	
Site inspections: multiple	

Historic District Commission
No Meeting Held

Planning Commission
No Meeting Held

Planning Commission attended Work Session of the Mayor and Council 8/28/2018

List of Delinquent Properties:

- 1. 409 Dighton Avenue – Owner Notified 9/5/2018**
- 2. 300 Purnell Street – Demolition Order Sent 9/4/2018**
- 3. 111 Purnell Street – Owner Notified 9/4/2018**
- 4. 106 Purnell Street – Owner Notified 8/31/2018**
- 5. 208 East Martin Street – Owner Notified 9/4/2018**
- 6. 105 Collins Street – Owner Notified 8/31/2018**
- 7. 103 Collins Street – Owner Notified 8/31/2018**
- 8. 425 S Church Street – Owner Notified 9/6/2018**
- 9. 117 West Martin Street – Owner Notified 9/6/2018**

More Properties Will Be Added to The List as They are Processed

A notice was included in this month's news letter notifying residents of current code and highlighting certain situations. Please see below.

Code Enforcement News

Notice to all home owners and lawn and landscape professionals. Did you know that in the town of Snow Hill it is illegal to throw grass into the street or gutter? It is your responsibility to remove this grass from the street and the gutter after mowing. The penalty is a \$25.00 fine for the first offense \$50.00 for the second offense and \$400.00 for all subsequent offenses, and requires no warning. Please help us to keep our streets and storm drains clear and avoid the fines.

Don't forget to trim your trees overhanging sidewalks, streets and public spaces. Trees have to maintain a clear height of fourteen feet above streets and eight feet above a sidewalk. It is the responsibility of property owners to have these trimmed. Trees and or shrubs that violate these rules may subject you to a citation. First offense is \$100.00 and second and all subsequent offenses are \$250.00 and again, no warning is required.

The town provides free pickup of trimmed branches with certain restrictions. **First** do not place branches curbside earlier than the night before pickup, which is Mondays. **Second**, size restrictions, branches and brush smaller than one inch in diameter must be put in your trash roll cart, they won't be picked up from the ground. Larger branches between one inch and six inches will be picked up but the pile can be no larger than five feet in length and three feet in height and should be able to be chipped in less than 15 minutes. All branches must be neat with cut ends facing the same direction. No stumps **Nothing cut by a contractor will be picked up from any property. We do not pick up bamboo, stumps or shrubs.**

If your pile isn't picked up make sure it meets these requirements and give us a call. Otherwise it is your responsibility to remove it. If the rubbish is left it could constitute a violation and make you responsible for citation. In no case should a pile of yard debris be left for more than five days. When a pile is left a notification will be given and the Town will have the waste removed by contractor and the cost of removal plus a fine will be billed to the property owner.

Please feel free to call me with any questions or complaints.

Jon Hill
Code Enforcement Officer
Town of Snow Hill
(410)632-2080



SNOW HILL
Maryland

DEPARTMENT OF PUBLIC WORKS

MONTHLY REPORT

Public Works, Water and Wastewater

Activity: August 1-31, 2018

Services:

- Trash collection totaled 73.53 tons
- Recycling collection totaled 6.31 tons
- Yard waste/sweeper dirt collection totaled 2.21 tons
- Sewer issues corrected - 0
- Water issues corrected – 2
- Miss Utility locates = 17

Projects:

- None currently

Events:

- National Night Out – August 7
- Blessing of the Combines – August 4 (great success)
- Working on setup for Worcester County Fair, September 14-16

Respectfully submitted by Randy Barfield, Public Works Director

Town of Snow Hill

Water & Wastewater Report

August 2018



Water Department:

- ❖ 7.9906 million gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 43,480 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 634 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.
- ❖ 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:

- ❖ 11.8402 million gallons of wastewater was treated this month.
- ❖ 452 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.
- ❖ 117,050 gallons of Septage were received and treated at the Wastewater Treatment Facility.
- ❖ 1,918,400 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.
- ❖ 47.27 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
August 1-31, 2018
Dr. Cynthia Byrd**

Exhibits

In preparation for our Needle Art Show and Competition coming up in August, we are collecting entries through September 11 (the submission date has been extended). The exhibit will be displayed through the end of October.

Research is in progress for an exhibit on local woodworking and architecture traditions planned for the coming year, with a panel presentation and workshop series to follow. 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 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.

Events

The museum has focused a great deal this month on preparations for the National Folk Festival scheduled in Salisbury for September 8-9. Dr. Byrd will be hosting the foodways stage on Saturday with discussions and demonstrations of local culinary traditions, including topics like Smith Island cake, crabs and oysters, and hunting and trapping.

Plans are underway for this year's FiberFest, to be held on Saturday, October 13. We'll have vendors, live animals, kids' activities, and demonstrations, so save the date for this fun event! For those interested in being vendors, we are able to offer some free spaces this year to local artisans.

Development

The museum's booth in the Worcester County Arts Council's yArt Sale in conjunction with Berlin's 2nd Friday allowed us to sell a few donated art and craft supplies as a museum fundraiser. The oppressive heat probably hurt attendance and sales, but we will offer these items again at a booth during FiberFest.



SNOW HILL POLICE
Chief's Monthly Report
August 2018

Events Attended

- 3rd – First Friday
- 4th – Blessing of the Combines; all personnel
- 7th – National Night Out; 4 of 6 officers
- 29th – Snow Hill Return to School “Big Bash Night”; one officer at each school, Chief @ SHHS

Meetings

- 14th - Monthly Town Council Meeting
- 22nd – Meeting with Chief Massey, OCPD

Administrative

- Completed Operations Manual Chapter 34, Sections 34.7 through 34.14
- The Operations Manual is now complete. The Maryland Police Training Commission has been informed; they are waiting for the Administrative Manual to be completed and have extended a grace period.

Training

- 20th – Chief Davis and SPO Townsend attended instructor training on How To Survive a Mass Shooting: Protecting Your Family in Public Places seminar

Patrol

- Assisted on verbal domestic - barricaded subject
- Assisted on 2 additional domestics
- Numerous traffic stops, parking violations
- 8/22 Road Patrol 3-7pm, Cpl Waters Sick leave.
- 8/31 Road patrol 12 hour shift

Department Issue

- Cpl. Waters resigned after 11 years of service effective 09/11/18. Hired by Natural Resources Police. The Department is down to four officers including the Lieutenant, plus the Chief. 11 applications have been mailed out – none returned.

Community Issues

- Canoe Shop, pier loitering, etc.; patrol checks increased.
- Speeding on Green St (15 mph); speed survey and enforcement completed: Complaint stated speeding vehicles from 7:30 – 8:30 a.m. particularly between Commerce and Church Sts. A total of 11 vehicles drove through the location during that period; Nine were at 20 mph and under, one at 21 mph, and one at 27 mph. Monitoring will continue.

COMMUNICATIONS

Committed Hours by Nature

Agency: SHPD, Event date/Time range: 08/01/2018 00:00:00 - 08/30/2018 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	ABANDONED VEHICLE	1	1	0000:08:33	0000:08:33
	ACCIDENTS VEHICLES PD	5	5	0002:56:19	0000:35:16
	ALARMS BURGLAR	3	3	0000:24:02	0000:08:01
	ANIMAL COMPLAINTS	4	5	0001:06:36	0000:13:19
	ASSISTANCE TO OTHER	22	24	0007:17:53	0000:18:15
	ATTEMPT TO LOCATE	1	1	0000:11:05	0000:11:05
	CARDIAC OR RESPIRATORY ARREST	1	1	0000:15:01	0000:15:01
	CHECK WELFARE	10	12	0004:09:23	0000:20:47
	CIVIL COMPLAINT	2	2	0001:09:33	0000:34:47
	DISORDERLY	2	2	0000:32:06	0000:16:03
	DOMESTIC COMPLAINTS	4	6	0014:04:05	0002:20:41
	DUI ERRATIC DRIVING	1	1	0000:03:57	0000:03:57
	ESCORT	1	1	0000:52:49	0000:52:49
	FRAUD	1	1	0000:08:44	0000:08:44
	HARASSMENT	4	5	0002:33:01	0000:30:36
	INFO	2	2	0001:08:42	0000:34:21
	MALICIOUS DESTRUCTION OF PROP	2	2	0000:39:25	0000:19:42
	NOISE COMPLAINT	1	1	0000:07:53	0000:07:53
	NON TRAFFIC MILES CJIS CHECKS	8	8	0000:16:07	0000:02:01
	PAPER SERVICE	9	9	0010:43:21	0001:11:29
	PATROL CHECK	105	105	0009:41:48	0000:05:32
	PREMISE CHECK	178	178	0031:26:31	0000:10:36
	RECOVERED PROPERTY EXCEPT AUTO	2	2	0000:15:34	0000:07:47
	RELAYS	1	1	0000:55:27	0000:55:27
	RESIDENTIAL STRUCTURE FIRE	1	1	0000:26:58	0000:26:58

Agency Code	Nature Code	Total Calls where a Unit Dispatched/Cleared	# of Personnel Utilized	Personnel Time Committed	Avg Personnel Time Committed
	ROADSIDE ROADWAY HAZARDS	2	2	0000:28:55	0000:14:28
	SUPPLEMENTAL INVESTIGATION LAW	5	5	0004:19:04	0000:51:49
	SUSPICIOUS PERSON VEHICLE	7	7	0001:08:53	0000:09:50
	THEFT	3	3	0001:51:33	0000:37:11
	TRAFFIC COMPLAINTS	3	3	0000:35:31	0000:11:50
	TRAFFIC DETAIL	24	24	0012:06:33	0000:30:16
	TRAFFIC STOP	64	64	0006:16:46	0000:05:53
	TRESPASSING	1	1	0000:12:11	0000:12:11
	VEHICLE LOCKOUT	2	2	0000:29:42	0000:14:51
	WARRANT SERVICE	1	1	0001:00:27	0001:00:27
	Sub-Totals for No Summary Code	483	491	0120:04:30	0000:14:40
	Sub-Totals for SHPD	483	491	0120:04:30	0000:14:40