



**Mayor and Council of Snow Hill**  
103 Bank Street, Snow Hill, Maryland 21863  
410-632-2080 Phone 410-632-2858 Fax  
[www.snowhillmd.com](http://www.snowhillmd.com)

## **MAYOR AND COUNCIL MEETING**

**TUESDAY, FEBRUARY 12, 2019**  
**7PM**

**TRAIN STATION**  
**200 BELT STREET**  
**SNOW HILL, MARYLAND 21863**

**Stephen R.  
Mathews  
Mayor**

**Alison Cook  
Eastern District  
Council**

**Latoya Purnell  
Western District  
Council**

**Jenny Hall  
Central District  
Council**

**Kelly Pruitt  
Town Manager**

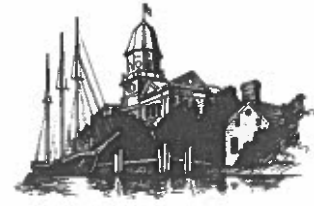
Comments or questions by audience members will only be heard during the Open Discussion segment of the meeting. If a specific concern or topic would like to be discussed, parties may submit a request with the nature of their concern to the Town Manager no later than the first Tuesday of the month. All 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 – February 12, 2019 7:00pm**



- 1. Salute to the Flag / Invocation**
- 2. Mayor's Opening Comments**
- 3. Proclamation – Black History Month (proclaimed Feb. 1, 2019)**
- 4. Annual Audit – Presentation by TGM Group**
- 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**
- 16. Comments from the Mayor**
- 17. Comments from the Council**
- 18. Comments from the Public**
- 19. Adjournment**

**Town Offices will be closed on Monday, February 18, 2019 for the President's Day holiday.**

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

# **Snow Hill Mayor and Council**

## **BLACK HISTORY MONTH**

**2019**

### **PROCLAMATION**

**WHEREAS**, February is nationally recognized as Black History Month and is an important occasion to highlight and reinforce learning about and recognizing the important contributions of African-Americans to our history and culture; and

**WHEREAS**, the theme of Black History Month 2019 is “Black Migrations”, which emphasizes the movement of people of African descent to new destinations and subsequently to new social realities; and

**WHEREAS**, “Black Migrations” shows the migration pattern of African Americans to include relocation from southern farms to southern cities; from the South to the Northwest, Midwest and West; and from the Caribbean to US cities, as well as to migrant labor farms; and

**WHEREAS**, such migrations resulted in a more diverse population in areas such as New York, Detroit and New Orleans, showing the emergence of both black industrial workers and black entrepreneurs; an increase in urban churches; and new music forms such as blues and jazz; and

**WHEREAS**, the Town of Snow Hill wishes to maintain and enhance a diverse and open community, respectful of all races.

**NOW, THEREFORE**, I, Stephen R. Mathews, Mayor of the Town of Snow Hill, do hereby proclaim February 2019 as “Black History Month” in Snow Hill.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of Snow Hill to be affixed this 1<sup>st</sup> day of February 2019.



**Stephen R. Mathews, Mayor**

**TOWN OF SNOW HILL, MARYLAND**  
*Life on the River*

**TOWN MEETING**

**JANUARY 8, 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, January 8, 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**

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

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**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.

**PROCLAMATION**

Mayor Mathews read and signed a Proclamation for School Choice Week.

**MEETING MINUTES**

A motion was given to approve the Town Meeting minutes for December 2018 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**

A motion was given to approve the Finance Report for December 2018 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**

No questions or comments.

## **CODE ENFORCEMENT REPORT**

Mayor Mathews advised that Attorney Reena Patel was present and had approved the presentation that Mr. Hill would be giving on the status of Toy Town Antiques & More. Comments and questions would be taken during Old Business.

Mr. Hill provided information on the property, discussed Memorandum of Agreements, code violations, and safety concerns. He provided an update on the current status of the building.

## **PUBLIC WORKS REPORT**

Resident Trudy Bratten questioned when the mirror would be replaced on the corner of Bank and Green Street. Mr. Barfield advised it should be replaced in the next couple weeks.

## **WWTP REPORT**

No questions or comments.

## **MUSEUM REPORT**

No questions or comments.

## **POLICE REPORT**

No questions or comments.

## **OLD BUSINESS**

Resident Diana Nolte questioned why the agenda on the website did not have Toy Town presentation listed. Mrs. Goodsell advised that it was later added after it was posted, with the correct agenda on Facebook Monday afternoon and the correct agenda on the town website this afternoon. Mrs. Nolte commented that it seemed purposeful that it was omitted so people would not attend and feels it is poor communication on the town's part.

## NEW BUSINESS

1. Resident Luann Johnson requested an update on the trains in town. Mrs. Pruitt advised that the Maryland Delaware Railroad is fixing tracks for Tyson, but the process is slow moving. The Town does not have a say in the rail travel, nor do they fund it.  
  
Another resident from Purnell Street commented that she is worried about safety issues since the tracks haven't been used in so long, as well as current road conditions. She added that she hopes people will be advised of the status so they are aware of train travel.
2. Resident Richard Mitchell questioned the status of a bike trail from Shad Landing to town. Mayor Mathews advised that this is a possibility depending on the finalization of the sale of property between the State and Mr. Odachowski. Councilwoman Gadoua added that if the sale goes through it would take years to bring the trail to a state in which it could be fully traveled.
3. Luann Johnson reported that the drinking water has an odor of sewer in the area of Belt Street and also on Purnell Street (reported by other residents). Mr. Barfield stated he would speak to her after the meeting to obtain more information so he can address the matter.
4. Resident Kevin Brown introduced himself and his wife as new residents of Washington Street. He questioned road paving for streets in town that are in bad shape. Mr. Barfield explained that due to budgetary restrictions each year he assesses the most traveled and worst roads and makes a plan to repair as many as they can. He is currently looking at roads now for the upcoming budget year.

## COMMENTS FROM THE COUNCIL

No questions or comments.

## COMMENTS FROM THE AUDIENCE

1. Diana Nolte voiced a point of order on closed sessions, stating that they are supposed to be allowed back after the meeting is reopened and provided a summary. Mayor Mathews stated that once they adjourn the closed meeting, they check the parking lot to see if anyone is present and if not, they close the open session.

**Mayor Mathews called for a motion to enter Executive Closed Session for legal discussion. Councilwoman Gadoua gave a motion to enter closed session, which was seconded by Councilwoman Hall. A roll call vote was taken, and the motion was carried. The Council adjourned the open session at 7:35pm.**

## CLOSED SESSION SUMMARY

Following a motion by Councilwoman Gadoua, seconded by Councilwoman Hall, the Council voted to meet in closed session at 7:35pm at the Train Station for legal 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:

- Discussion on possible code enforcement for Toy Town Antiques & More
- Scheduling of an emergency HDC meeting by Jon Hill

- Personnel matter was addressed

Mayor Mathews left Executive Closed Session at 8:53pm and re-entered into open session.

Diana Nolte addressed the town's attorney, stating that after the December meeting the Seaton's did not hear from anyone regarding boarding the windows. She added that she spoke to someone with knowledge about windows who suggested plastic to cover them to address the safety concerns. Mr. Hill stated that he spoke with Todd Crosby, who suggested this alternate method and he advised him he would consider it if it worked; however, building code determines how to board the windows.

Mayor Mathews told Mrs. Nolte the problem is that she is communicating with them over issues that the Seaton's should be discussing with the Mayor and Council, but they are not present. Mrs. Nolte advised that she is just a concerned citizen on the matter.

Resident Fran Eisenhart requested to make a statement, adding that she feels badly for Mrs. Nolte and hates to see her upset over "someone" who will step on her.

### **ADJOURNMENT**

A motion was given to adjourn the meeting by Councilwoman Hall and was seconded by Councilwoman Gadoua. A roll call vote was taken and the motion was passed. The results were 3 in favor; 0 opposed.

With no further discussion, the meeting was adjourned at 9:24pm.

Respectfully submitted,  
Trish Goodsell, Assistant Town Manager

**TOWN OF SNOW HILL, MARYLAND**  
*Life on the River*

**WORK SESSION**

**January 29, 2019**

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at the Train Station on Tuesday January 29 2019 with Mayor Steve Mathews presiding and called to order at 4:30pm.

**PUBLIC OFFICIALS PRESENT**

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

**STAFF PRESENT**

Kelly Pruitt, Town Manager; Trish Goodsell, Assistant Town Manager; Jon Hill, Code Enforcement Officer; Jordy Kuczak, Economic Development; and Randy Barfield, Public Works Director

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**POLICE DEPARTMENT**

Mayor Mathews reported that Chief Tom Davis tendered his resignation and will be leaving in two weeks. The Sheriff's Department has approved Lt. Edward Schreier to fill in as interim Chief while the town is looking to fill the position. Staff is working on the employment advertisement at this time.

**DE-ANNEXATION – SUMMERFIELD PROPERTY**

Mayor Mathews advised that he met with the Planning Commission last night to discuss the idea of de-annexing the properties that are owned by Summerfield, the Powell's and the Holland's. Letters have been received from these property owners requesting the de-annexation.

Mayor Mathews expressed that Mark Odachowski's initial vision was wonderful and he was completely dedicated to Snow Hill. Sadly, the market crash prohibited his development and left the property with an onerous annexation agreement, prohibiting current owners from doing what they want with their property. Additionally, Maryland DNR is in negotiation with Matt Odachowski to purchase land for a walking trail but the sale is contingent on the property being released from the agreement.

The Planning Commission voted in favor of proceeding and the Mayor and Council will be scheduling a public hearing. The process will take a couple of months before an Ordinance could be adopted.

**MAYOR AND COUNCIL SALARIES**

Mayor Mathews stated that while previously in office he attempted to have the salaries increased for the positions of Mayor and Council. The citizens voted it down in referendum. He pointed out that the election is coming in May and it will be for two Council seats and the Mayor. He feels that there needs to be some incentive to encourage people to want to serve and the current salaries do not cover the time that the elected officials give to the community. The current salary for Mayor is \$2500/year and the salary for



Council is \$1200/year. He added that this salary only provides for people who are retired or wealthy who wish to serve.

Resident Catherine Freeman questioned if we could look at comparative salaries for local municipalities. Mayor Mathew advised that the lowest they have seen for Mayor is \$10,000/year and the citizens will not vote to approve that amount.

Councilwoman Gadoua stated that she would like to see more diversity with the elected officials. She added that there needs to be incentive to have a young mom leave her kids to attend meetings or to have other interested parties leave work to attend functions.

Resident Haley Miller questioned what the town could afford for a salary increase. Mayor Mathews stated the maximum would be \$5000 for Mayor and \$2500 for Council. Ms. Freeman asked Kelly Pruitt, Town Manager if she felt the budget could withstand this increase. Mayor Mathews advised that Mrs. Pruitt is currently working on next year's budget and it will be discussed. Mrs. Pruitt advised that budget sessions will be held in March.

Ms. Freeman questioned if the town's lack of police officers is due to low salaries. Mayor Mathews stated this is part of the issue but it is also about them wanting a better retirement system with LEOPS. He added that the police officers do have town-paid health care benefits and take-home vehicles, which are excellent perks.

## **STRATEGIC REVITALIZATION PLAN**

Mayor Mathews thanked Edward Lee for asking to discuss this plan, adding that this was drafted after he left office and it has been an interesting read for him. He reminded everyone that this document was drafted by the citizens and not the government. He also stated that the initiatives discussed in the Plan are fund-driven.

Mayor Mathews reviewed the entire document and pointed out areas in which the town has progressed with some of the initiatives listed. The highlighted sections were:

- MDH Motorworks on Timmons Street opened in the former Tony's Paint and Auto Body location, bringing 10 full-time positions
- The railroad is repairing track to Tysons, which means they intend to stay in Snow Hill
- Royal Plus established a business incubator
- Town will be applying for Community Legacy funding this year for assistance with second floor apartments downtown
- Sturgis Park Redevelopment Master Plan
- Toy Town improvements
- Spoke with the County about the Route 12 gateway into town and addressing the issues with the old Cannery building
- Floating docks installed at Sturgis and Gateway Parks
- Planned butterfly house in Sturgis Park
- PNC bank purchase for potential restaurant
- New bathrooms planned for Sturgis Park
- Street lights were installed on Washington Street with help from SHA
- Looking at fence mural and beautification in the municipal lot behind the post office
- Working in wayfinding signage

- Branding and the new logo are being worked on
- Addressing issues with flooding in Byrd Park

Councilwoman Gadoua called attention to the decreased number of vacant residential and commercial properties since 2015: residential reduced from 62 to 15 and commercial reduced from 23 to 7.

Ms. Freeman commented that the Route 12 gateway is very important and feels the town should consider running water and sewer to them. Mayor Mathews advised this action is cost prohibitive.

Ms. Freeman commented that she has asked for homes in town to be addressed and is upset that money was spent to purchase PNC bank instead of using those funds to address housing conditions. After mentioning 300 Purnell Street, Jon Hill, Code Enforcement stated that the owner has a permit to demolish and if he doesn't comply the matter will be brought before the Mayor and Council on how to proceed. The property was denied by the fire department for a controlled burn due to close proximity to other homes.

Edward Lee thanked Mayor Mathews for having the wisdom and courage to open this discussion and thanked him for looking forward and trying to build a foundation.

Mr. Lee recommended updating the Plan and evaluating areas of the document. On Page 17 under Public and Private Partnership he suggested engaging BEACON at Salisbury University to review the Plan and decide what steps are needed in moving forward. He added that the town must have the County, State and Federal government support and should have everyone together to review. He feels this will send a message to the business community that the town supports redevelopment.

Mr. Lee recommended, under #2 on the Chart titled Community Action Committee, that a business incubator be established. He added that he gave information on this to Chris Jacubiak during the process.

Mr. Lee recommended under Section I, that some things are being done but the town needs more moving forward, quoting the section where it speaks of using the town website for more community engagement.

Mayor Mathew stated that some of his recommendations have been addressed, with Royal Plus opening the business incubator, Main Street being worked on and the website being updated. He added that we appear to be on track.

A young man in the audience stated that he thinks about what would lift the community up, such as the Surf Riders group in Ocean City. He questioned what the community could do to assist with some of the needs in town. Mayor Mathews stated that there are several Facebook pages related to the town, which is great. He added that it is hard to motivate people to want to be involved, but he hopes that communication can lead everyone to arriving on the same page. Councilwoman Gadoua encouraged him to come to them with ideas, especially for being a voice to his generation and what their vision and ideas are.

Mrs. Miller commented that the town needs to see what attracts industry. She reported that she and her brother began magnet fishing as a hobby and would like to see it become an event on the river, with any artifacts found donated to the museum.

Councilwoman Gadoua thanked Mr. Lee for putting this on the agenda, adding that it is nice to see what they have accomplished and what still needs to be revisited and focused on. She stated she is a bit hesitant to spend more money on the Plan after spending \$35,000 and feels it may be better served to spend money on what needs to be accomplished. She stated they could take sections and grow upon it

while engaging the community. She added she would like to talk more with Mr. Lee if he would be willing.

Mr. Lee feels the plan needs to be looked at due to the lack of participation during its inception. He stated he feels that language on Page 31 needs to be changed regarding housing investment and feels the message has been distorted from the actual conversation.

Mrs. Pruitt reported on Community Legacy awards from the past 4-5 years, highlighting that \$358,000 in grants were provided to downtown business owners; \$83,000 was given for commercial building plans; and \$119,000 was given in 3% interest business loans. The Town continues to apply for assistance through these programs.

Jordy Kuczak, Economic Development Coordinator, discussed business incentives in which she is working on a flyer of information. She gives this information to interested business owners.

### **ADJOURNMENT**

Councilwoman Gadoua made a motion to adjourn the work session. Councilwoman Hall seconded the motion and a roll call vote was taken, 3 in favor. The work session was adjourned at 5:34pm.

Respectfully submitted: Trish Goodsell, Asst. to Town Manager

**TOWN OF SNOW HILL, MARYLAND**  
*Life on the River*

**WORK SESSION**

**February 5, 2019**

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at the Train Station on Tuesday February 5 2019 with Mayor Steve Mathews presiding and called to order at 4:30pm.

**PUBLIC OFFICIALS PRESENT**

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

**STAFF PRESENT**

Kelly Pruitt, Town Manager; Trish Goodsell, Assistant Town Manager; and Lounell Hamstead, Finance Manager

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**AUDIT**

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.
- Change in net position over last year is \$107,000 loss
- 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. With the net interest of \$46,000, total loss is \$430,000. \$600,000 is based on depreciation.
- 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.
- Water/sewer shows new asset of chicken plant property that was split between both
- No new debt was acquired; current debt continues to be paid down
- Pension plan shows net liability of \$1.1 million, which will be paid down over time
- 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
- Auditor Communications – mentioned segregation of duties; timely reporting; and account reconciliation (which town has a consultant to assist with)
- Financial Health – keep an eye on operating loss in water/sewer, as the general fund is currently funding this

Councilwoman Gadoua questioned what the typical operating funds are for towns. Mr. Geiser advised the Town is on the lower scale, as he has some cities/towns who have up to 18 months.

### **INTERIM POLICE CHIEF**

Mayor Mathews advised that Lt. Schreier has started as Interim Police Chief. The advertisement has been listed in the local newspaper, as well as distributed through the Chief's Association and the town's social media. Two resumes have already been received for the position.

Councilwomen Hall and Gadoua advised they would like to sit on the interview board. Councilwoman Purnell informed Mayor Mathews that she would like to ask Chief Arnold Downing of Berlin to be on the interview board.

### **LIBRARY COMMITTEE**

Councilwoman Gadoua advised that the Library Committee met last Tuesday to discuss budgetary needs for this coming year. She stated that they plan to request \$21,500 to be used toward meeting room upgrades, to which she questioned funding being better used toward the teen space. The committee is looking at the suggestion and will be drafting their request for the Mayor and Council.

### **ADJOURNMENT**

Mayor Mathews adjourned the work session at 4:57pm.

Respectfully submitted: Trish Goodsell, Asst. to Town Manager

**Financial Report February 12th, 2019**

Prepared by Lounell Hamstead, Finance Manager

<b><u>Banking Information</u></b>					<b>January-19</b>
Taylor Bank - General Fund				\$	1,228,789.80
Taylor Bank - Savings Fund				* \$	674,396.25
PNC Bank - Investment Acct. MGLIP				\$	1,857,430.76
First Shore Federal - CD				\$	137,690.65
2012 Series A Project debt				\$	167,851.27
Employee HRA				\$	36,904.00
<b>Total in Bank Amount</b>				\$	<b>4,103,062.73</b>
*HUD LOAN ACCOUNT				\$	52,906.21
<b><u>Collected Accounts Receivable-January 2019</u></b>					
<u>Utility/Administrative Receivables:</u>				\$	76,321.68
<u>Planning/Zoning Receivables:</u>				\$	1,021.15
<u>County Funding Receivables:</u>				\$	170,665.45
<u>Misc. Receivables:</u>				\$	6,184.17
<u>Grants:</u>				\$	18,537.83
<b><u>Total Accounts Receivable:</u></b>				\$	<b>272,730.28</b>
<b><u>Accounts Payable by Department-January 2019</u></b>					
<u>Mayor &amp; Council</u>				\$	1,016.52
<u>Administration</u>				\$	43,657.40
<u>Grants</u>				\$	256.70
<u>Planning &amp; Zoning</u>				\$	81.94
<u>Police</u>				\$	41,233.42
<u>Fire Department</u>				\$	287.54
<u>Public Works</u>				\$	43,971.47
<u>Train Station</u>				\$	262.93
<u>Parks Department</u>				\$	4,748.26
<u>Museum</u>				\$	5,692.24
<u>Water</u>				\$	23,076.42
<u>Sewer</u>				\$	110,388.21
<b><u>Total Accounts Payable:</u></b>				\$	<b>274,673.05</b>

As of January 19	OUTSTANDING ACCOUNTS RECEIVABLES			
	OVER 30	OVER 60	OVER 90	
HUD LOANS	\$ -	\$ -	\$ 2,373.81	
SEPTAGE/LECHATE	\$ 2,613.93	\$ 2,212.44	\$ -	
LOT ASSESSMENTS	\$ 48.46	\$ 47.73	\$ 3,182.30	
LANDLORD REG	\$ 32.48	\$ 32.03	\$ 2,134.62	
PP TAX	\$ 626.14	\$ 133.24	\$ 15,908.10	
WATER/SEWER	\$ 9,566.87	\$ 2,665.88	\$ 16,842.21	
<b>TOTALS</b>	<b>\$ 12,887.88</b>	<b>\$ 5,091.32</b>	<b>\$ 40,441.04</b>	
<b>As of December 2018</b>	<b>County Billed Real Estate Taxes</b>			
	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>
Open Balances	92,943.66	\$20,838.73	\$92.88	\$0.86
Originally billed	\$ 939,604.80			0.85
Total Open	\$113,877.83			

Town of Snow Hill  
103 Bank Street  
Snow Hill, 21863



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Office: 410-632-2080

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

**Byrd Park**

The Town plans to apply for funding through Maryland's Community Resilience Grant Program 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. It is anticipated that the funding request will open in mid-January.

**Summerfield**

Owners for the Summerfield properties have requested to be de-annexed. Mayor Mathews met with the Planning Commission on January 28th to explain why this request should move forward. At this time, the agreement between Summerfield LLC and the Town cannot be met and there was agreement that it will not be able to be met in the future. Public hearings will be held in the near future to discuss this further.

**Sustainable Communities Action Plan**

The Sustainable Communities Committee met to review State comments on January 3<sup>rd</sup> and continue to work to complete the update by the June deadline.

**Budget Sessions**

The Mayor and Council will be scheduling budget sessions for March 2019. Dates and times will be posted on the website and Facebook page.

**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.

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

**Annual Audit FY18**

TGM will present the annual audit for FY2018 at tonight's meeting.

**Income Survey**

The Town has contracted with Valerie Mann to perform an income survey to assist with eligibility for grant funding through DHCD. Staff is working with her to begin the process of starting the survey. The areas of focus for this funding is for paving and water/sewer projects on Purnell Street, Belt Street, a section of Collins Street, and a section of E. Martin Street.



### **Employment Opportunities**

The Town currently has the following position(s) open:

- Police Chief

### **Holiday Closings**

Town offices will be closed on Monday, February 18, 2019 for President's Day. Trash and recycling services will not be affected.

### **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

### **Grants - Reporting:**

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



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

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- ◆ Multiple 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 the month hopefully. During the branding exercises, On Point asked various questions and received plenty of feedback through the community meeting and Facebook post to create our “new look” to use in various promotions, signs, and marketing materials.
- ◆ The town is participating in Hunt for the Heart. Tomorrow (2/13/19) is the last day to enter, get your slip submitted! Check Hunt for the Heart on Facebook for more information. Thank you Sophika for putting on such a great activity to promote shopping small!
- ◆ 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/>
- ◆ Continued to add/update the new website. I’m still working with the web designers on some issues. We want this website to be so easy to navigate, user friendly, and organized! Suggestions are appreciated.
- ◆ Planning activities for Return to Goat Island to engage spectators.
- ◆ Save the date for April 13<sup>th</sup>, 2019, our Easter Egg Hunt will take place in Sturgis Park.
- ◆ Created mailing labels, contract, general information and sent out to Farmer’s Market vendors.
- ◆ Met with Christie Taylor about *potentially* “twinning” with a town in Ireland named Ballycastle. This would be used as a creative network along with having a residency program which the artists would contribute to public art. This is part of our strategic plan on page 28.
- ◆ Worked on promo material for different publications including Eat, Drink, Buy Art, local radio stations, Metropolitan Magazine, Art & Times, MD tourism, Facebook, and more.
- ◆ Attended a TADD meeting in Cambridge. TADD markets as Eat, Drink, Buy Art and is a great networking and marketing tool for Snow Hill as it displays our offerings to other avenues and followers. Follow EDDBA on social media to see the happenings in DE and MD towns!
- ◆ I serve as a board member for the Chamber. We are working together towards the same goals, dividing and conquering!
- ◆ We have officially booked Brown Box Theatre again for September 6<sup>th</sup>, 2019. They will be performing “Measure for Measure” in Sturgis Park.
- ◆ The Town launched “Scenes of Snow Hill Calendar” Photography Competition 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.
- ◆ Presented information and our website to the Snow Hill Rotary Club. Thank you all for having me!
- ◆ Spoke with sign design companies, after getting quotes of about \$12k on the low end for the design only, we’ve decided to create a new sign plan through our Main Street Design team for the downtown area. If you’d like to be involved in topics like this, please consider joining the design team.
- ◆ Despite the Snow, there were quite a few people in town for February First Friday.
- ◆ Made notes on accomplishments and works-in-progress in-line with our Strategic Plan. Attended the work session where we discussed it with the community.
- ◆ Attended a Lower Shore Chambers Unite meeting which brings together chambers and economic development workers in Worcester, Wicomico, and Somerset counties. The purpose of this group is to share ideas, work together, and support each other.
- ◆ Compiled information for our next River Current Newsletter, stay tuned in March!
- ◆ Multiple meetings regarding our Main Street Initiative, we are making slow but steady strides!

# DEPARTMENT OF PUBLIC WORKS



SNOW HILL  
*Maryland*

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## MONTHLY REPORT

### Public Works, Water and Wastewater

Activity: January 1-31, 2019

#### Services:

- Trash collection totaled 72.17 tons
- Recycling collection totaled 5.09 tons
- Sweeper dirt and Yard waste collected totaled 2.07 tons
- Sewer issues corrected - 0
- Water issues corrected – 2: Green St and Washington St
- Miss Utility locates = 11

#### Events:

- Oyster Roast, February 24, 2019 for Snow Hill Chamber

Respectfully submitted by Randy Barfield, Public Works Director

# Town of Snow Hill

## Water & Wastewater Report

### January 2019



#### **Water Department:**

- ❖ 6.793 million gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 33,880 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 970 MDE required Water Quality Monitoring tests were performed by Town personnel.
- ❖ 3 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:**

- ❖ 12.8615 million gallons of wastewater was treated this month.
- ❖ 541 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 95 NPDES Permit required tests were performed by the contract lab, Ocean City Lab Services.
- ❖ 140,652 gallons of Septage were received and treated at the Wastewater Treatment Facility.
- ❖ 172,012 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.
- ❖ 53.10 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.

Three Year Flow Report (80% Flow)

Snow Hill WWTP, 213 Cypress Street, Snow Hill Md. 21863

Date: February 5, 2019

Year:	2016	2017	2108
Month:			
January	0.3091	0.3399	0.3259
February	0.4018	0.3162	0.3281
March	0.3146	0.2894	0.379
April	0.2663	0.2789	0.3461
May	0.2796	0.2793	0.4237
June	0.2795	0.2613	0.5248
July	0.2547	0.2935	0.3616
August	0.2389	0.3262	0.3827
September	0.3052	0.3815	0.4406
October	0.5442	0.339	0.3835
November	0.2814	0.3449	0.4233
December	0.2801	0.2714	0.4333
Total Flow:	3.7554	3.7215	4.7526
Annual Average:	0.3130	0.3101	0.3961
Three Year Average:		0.3397	

Total Flow Average: 68% of .5 MGD

**Director's Report  
Julia A. Purnell Museum  
January 1-31, 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.**

**Research**

Purnell Museum Assistant Director Linda Duyer is 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.

**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.

**Education**

The museum hosted a special tour and educational program for a group of students from Arcadia Middle School on January 30.

This spring, Dr. Byrd will be 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 and 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, 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 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**

Dr. Byrd gave a workshop on fiber art at the MAC Center on January 15. Also on January 15, museum staff attended a community meeting at the Church Street Community Center to discuss a new mural for the historic Georgetown (Church Street) neighborhood of Salisbury.

On January 23, Dr. Byrd attended the board meeting of the Lower Eastern Shore Heritage Council in Pocomoke on January 23. LESH board members represented the Eastern Shore's cultural heritage tourism opportunities at the Maryland Heritage Areas Coalition in Annapolis on January 30. These meetings and events help promote the museum and its programs to potential visitors and collaborators outside of our immediate community.



SNOW HILL POLICE  
Chief's Monthly Report  
January 2019

**Events/Meetings Attended**

- 3<sup>rd</sup> – Attended Sustainable Communities Committee Meeting
- 8<sup>th</sup> – Council Meeting

**Administrative**

- Police Officer recruit hired and began Academy on Jan 4<sup>th</sup>.
- SHPD Office Receptionist hired beginning January 7<sup>th</sup>
- FY20 budget preparations
- Controlled Dangerous Substance/Property/Evidence destruction w/State's Attorney Office - 30th
- Property/Evidence Annual Inventory completed 31<sup>st</sup> with Lt. Burnett

**Patrol**

- Chief: 44 patrol hours: 01/03 2 hrs; 01/04 10 hrs; 01/07=12; 01/08=2; 01/09=2; 01/22=12; 01/24=2; 01/28=2

**Community Issues**

- Continued regular enforcement and monitoring of School Bus violations on Bay St, Market St, Church St. Wor. Co. Transportation Director and Security Director contacted and advised of citizen complaints and our efforts. Requested all bus drivers be reminded to call 911 and then their dispatch to report violations – none reported. One vehicle was observed illegally passing in a no passing zone during school bus hours, but no busses were present. The driver was stopped and cited for two driving infractions.



# COMMUNICATIONS

## Committed Hours by Nature

Agency: SHPD, Event date/Time range: 01/01/2019 00:00:00 - 01/31/2019 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	ALARMS BURGLAR	10	10	0004:57:33	0000:29:45
	ASSISTANCE TO OTHER	11	11	0002:50:03	0000:15:28
	ATTEMPT TO LOCATE	1	1	0000:21:32	0000:21:32
	BURGLARY	1	1	0000:45:53	0000:45:53
	CHECK WELFARE	10	11	0004:35:06	0000:25:00
	CIVIL COMPLAINT	5	6	0002:24:28	0000:24:05
	CREDIT CARD OFFENSES	1	1	0001:12:56	0001:12:56
	DISABLED UNATTENDED VEHICLE	1	1	0000:32:36	0000:32:36
	DISORDERLY	2	3	0001:35:42	0000:31:54
	DOMESTIC COMPLAINTS	5	6	0005:26:11	0000:54:22
	DRUG ABUSE LAWS	1	1	0000:49:56	0000:49:56
	ESCORT	1	1	0000:44:22	0000:44:22
	FRAUD	3	3	0001:34:47	0000:31:36
	HARASSMENT	4	4	0002:07:52	0000:31:58
	INFO	4	4	0002:25:23	0000:36:21
	MALICIOUS DESTRUCTION OF PROP	2	2	0000:54:04	0000:27:02
	MISSING PERSON	1	1	0000:22:22	0000:22:22
	NON TRAFFIC MILES CJIS CHECKS	9	9	0000:19:10	0000:02:08
	OTHER ASSAULTS	1	1	0001:19:04	0001:19:04
	PAPER SERVICE	9	10	0007:48:51	0000:46:53
	PATROL CHECK	93	93	0009:36:52	0000:06:12
	PREMISE CHECK	286	286	0047:38:56	0000:10:00
	RECOVERED PROPERTY EXCEPT AUTO	3	3	0001:39:25	0000:33:08
	SUPPLEMENTAL INVESTIGATION LAW	12	12	0010:25:44	0000:52:09

Agency Code	Nature Code	Total Calls where a Unit Dispatched/Cleared	# of Personnel Utilized	Personnel Time Committed	Avg Personnel Time Committed
	SUSPICIOUS PERSON VEHICLE	11	11	0002:20:08	0000:12:44
	THEFT	4	4	0001:17:58	0000:19:30
	TRAFFIC COMPLAINTS	10	10	0001:24:10	0000:08:25
	TRAFFIC DETAIL	13	13	0004:50:53	0000:22:23
	TRAFFIC STOP	33	33	0002:32:05	0000:04:37
	TRESPASSING	2	3	0000:42:49	0000:14:16
	VEHICLE LOCKOUT	3	3	0000:36:24	0000:12:08
	WARRANT SERVICE	1	1	0002:30:23	0002:30:23
	<b>Sub-Totals for No Summary Code</b>	<b>553</b>	<b>559</b>	<b>0128:43:39</b>	<b>0000:13:49</b>
	<b>Sub-Totals for SHPD</b>	<b>553</b>	<b>559</b>	<b>0128:43:39</b>	<b>0000:13:49</b>