



TOWN OF  
**Princess Anne**

Town of Princess Anne  
30489 Broad Street  
Princess Anne, MD 21853  
410-651-1818

Commissioners:  
**Shelley Johnson**, *President*  
**Marion "Mickey" Polk**, *Vice President*  
**Joseph "Joey" Gardner**, *Commissioner*  
**Zelma Hayward**, *Commissioner*

**James "Jay" Prouse**, *Town Manager*  
**Christopher Smith**, *Attorney*

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## Legislative Agenda January 5<sup>th</sup>, 2026 6:00 PM

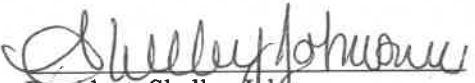
**Present: President Shelley Johnson, Vice President Marion Polk, Joseph Gardner, Zelma E. Hayward**

- I.** Call to Order – President Commissioner Shelley Johnson
- II.** Pledge of Allegiance - ALL
- III.** Moment of Silence - ALL
- IV.** Motion to Accept Agenda – Commissioner Zelma Hayward / Second – Commissioner Marion Polk
- V.** Motion to Accept December's Minutes – Commissioner Marion Polk / Second Commissioner Joey Gardner
- VI.** Introduction of New Circuit Rider / Cheryl Hires – I share time with Crisfield City Hall, and the Crisfield Arts and Entertainment district as their circuit writer and pretty much jack of all trades.
- VII.** Department Heads Reports - Attached
  - a) Police Department – Chief Robert Smith
  - b) Public Works – Jay Prouse (Town Manager)
  - c) Finance – Jay Prouse (Town Manager) - Elderly/Veterans property tax reimbursement applications are available, the deadline is March 31<sup>st</sup>
- VIII.** Town Manager Report/State of The Town Address – Jay Prouse – I would like to provide the president and town commissioners with the performance report just highlighting some of the key accomplishments and progress we have made over the past year. We had three major budgets we dealt with. Municipal operating budget, fiscal year 24-25 that we originally amended. Municipal operating budget fiscal year 25-26 and of course the American rescue plan. We had five ordinances and three resolutions. The business grant program, the MLGIP and the last Town Manager/ Circuit Rider program. We hired three new employees last year in 2025. Mr. Tim Bierman-Code Enforcement, Henry Eure – Planning & Zoning. Update on our permit and license fees to bring the town of Princess Anne more in line with our surrounding towns in the area including both commercial and residential fees which brought obviously more income. We updated all the town forms including permit applications, employment applications, employee review forms. The rental program has been reorganized and revamped. We invested to the MLGIP the interest income, producing additional revenue which is very important. Updated the critical area tax amendments as required by the state of Maryland. We upgraded the Conference room. The auditor requested an extension of the audit through April 30<sup>th</sup> and that was approved. Once the audit is completed then we can move forward with the minority/business grants. The auditor also reconciled all banks and email accounts

through October and has reported regularly we've been working close on daily to make sure we could stay in that time frame, stay on time and get this audit complete. Update on special election district two. Three applicants have been received. The applicant deadline was today at 4:30. Wendy's hoping to have a soft opening within the week. They're going to have a grand opening following.

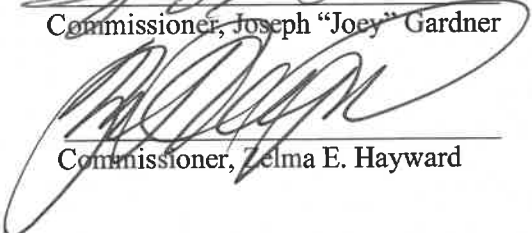
- IX. Citizens Comments – Cindy Perry, Richard Crumbacker, Valentina Downing
- X. Commissioner's Comments – Commissioner Joseph "Joey" Gardner, Commissioner, Marion "Mickey" Polk, Commissioner Zelma Hayward, Commissioner President Shelley Johnson.
- XI. Work Session Agenda Items – Proclamation, Manokin Park Commission
- XII. Adjournment - 6:42 PM

➤ Parts of this meeting may be closed due to Real Estate or Personnel Matters

  
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President, Shelley Johnson

  
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Vice-President, Marion "Mickey" Polk

  
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Commissioner, Joseph "Joey" Gardner

  
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Commissioner, Zelma E. Hayward