

CITY OF SALISBURY  
WORK SESSION  
OCTOBER 21, 2013

Public Officials Present

Council President Jacob R. Day  
Mayor James Ireton, Jr.

Council Vice-President Laura Mitchell  
Councilman Timothy K. Spies

Public Officials Not Present

Councilwoman Terry E. Cohen  
Councilwoman Eugenie P. Shields

In Attendance

City Clerk Kimberly R. Nichols, CMC, Interim City Administrator M. Thomas (Tom) Stevenson, Jr., City Attorney Mark Tilghman, Public Works Director Mike Moulds, Public Works Deputy Director Amanda Pollack, Building, Permitting, and Inspections Director Bill Holland, Internal Services Director Keith Cordrey, Human Resources Manager Jeanne Loyd, interested citizens, members of the press.

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The City Council convened in Work Session at 3:10 p.m. in Council Chambers of the Government Office Building following the conclusion of the Closed Session. Council President Day provided a statement out to the public that Council had met in Closed Session to receive options on the possible purchase of property for a public use and to receive an update on pending litigation. No action was taken by Council.

**Stormwater Utility Feasibility Study**

Council was joined by Berlin Mayor Wm. "Gee" Williams, Berlin Water Resources Director Jane Kreiter, EA Engineer Darl Kolar, Public Works Director Mike Moulds, and Public Works Deputy Director Amanda Pollack. The Town of Berlin officials shared their experiences in the development of their Stormwater Utility and addressed the concerns and questions of City Council and City staff.

After discussion, Council reached unanimous consensus to approve the development of an ordinance to establish the utility. Mrs. Pollack indicated that Public Works would closely examine Berlin's and other Maryland ordinances in which Stormwater Utilities have been created.

**Garbage Ordinance changes**

Mrs. Pollack discussed the changes made to the draft ordinance as a result of the July 15, 2013 work session. Items of discussion included:

- Upholstered furniture and bedding infested with bed bugs must be encased in sheeting, shrink wrap, or trash bags. Shrink wrap is unnecessary, and trash bags can be taped together.

- Maximum number of trash cans will remain at six (6)
- Yard waste pickup calls to be received by 6:00 a.m. on Monday is ideal
- Yard waste in bags (even biodegradable bags) are emptied at the landfill
- Line 282 – insert “elsewhere”
- Line 303 – not sure \$25 fine is effective
- There must be three (3) violations before a fine is issued. Seems like too many chances are layered on before a fine is charged.
- Signage by Public Works to assist those in violation

Council reached unanimous consensus to advance the ordinance to the next legislative session.

### **Records Retention Policy**

Council briefly discussed the records retention policy with Mr. Tom Stevenson and City Clerk Nichols. The topic will be returned for discussion in the November 4, 2013 Work Session.

### **2012 International Energy Conservation Code**

Bill Holland, Director of Building, Permitting, and Inspections (BPI) joined Council at the table to discuss the 2012 International Energy Conservation Code (IECC). He reported the State of Maryland adopted the IECC and has mandated all cities and counties to also adopt the code. Last year, the State of Maryland provided two - eight week training classes (two nights per week) to City officials, as the code is quite complicated. Mandated mechanical requirements accompany the IECC.

Mr. Holland recommended that the City of Salisbury implement a mechanical permitting process, and to have the inspections and reviews performed by third party inspectors.

Council reached unanimous consensus to advance the topic to Legislative Session following another Work Session.

(Council reconvened in Work Session at 5:33 p.m. after a six minute recess.)

### **Pay and Classification Study**

Human Resources Manager Jeanne Loyd, Internal Services Director Keith Cordrey, and Tom Stevenson joined Council at the table to discuss the three (3) ordinances required in order to implement the City of Salisbury employee pay increases and upgrades.

After discussion, Council reached unanimous consensus to advance the three (3) ordinances to the next Legislative Session.

### **Pay for Elected Officials**

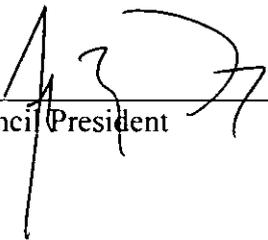
Mark Tilghman was asked to examine if the Council could pass an ordinance to establish a “built in COLA” for the next seated Council, to begin in 2015 after the elections. He would look at examples from other Maryland towns and cities and report back at the next work session (November 4, 2013).

**General Discussion**

President Day reminded the public of the upcoming *Coffee With Your Council*, to be held on November 6, 2013 at 6:00 p.m. at Bethany Lutheran Church, located at 817 Camden Avenue in Salisbury. Coffee and refreshments will be served and the public will be afforded the opportunity to discuss topics in an informal setting with their Council representatives.

Thereafter, President Day adjourned the Work Session at 6:27 p.m.

  
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City Clerk

  
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Council President