

CITY OF SALISBURY
WORK SESSION
NOVEMBER 4, 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 Eugenie P. Shields

In Attendance

City Clerk Kimberly R. Nichols, CMC, Interim City Administrator M. Thomas (Tom) Stevenson, Jr., City Attorney Mark Tilghman, Zoo Director Ralph Piland, Building, Permitting, and Inspections Director Bill Holland, Interim Director Neighborhood Services and Code Compliance Susan Phillips, interested citizens, and members of the press.

The City Council convened in Work Session at 4:30 p.m. in Council Chambers of the Government Office Building.

Mechanical Permit – Fee Schedule/Permitting Requirement

Bill Holland, Director of Building, Permitting, & Inspections, joined Council at the table to discuss the State of Maryland mandated adoption of the 2012 Energy Code. He recommended the City use a third party Mechanical Inspector for the inspections. Building, Permitting, & Inspections would be tasked with receiving the applications from the public and entering them into the computer system.

Council identified the following changes to be made to the draft ordinance:

- Line 2 – strike “Mayor and Council of the”
- Line 3 – strike “the fee schedule for”
- Line 6 – strike the comma after “Code” but leave the semi-colon
- Line 8 – strike “insure” and insert “ensure”
- Line 10 – strike “determine” and insert “verify”
- Line 16 – strike “replacing” and insert “replacement”
- Line 17 – strike the hyphen in air conditioning, strike “in new structures”, insert “shall” after “systems”, and insert a hyphen between “thirty” and “five”
- Line 18 – capitalize the word “Inspections”
- Line 28 – correct the spelling of “Ordinance”

After discussing the \$35 mechanical permit fee and Mr. Holland affirming the amount was defensible, Council reached unanimous consensus to advance the ordinance to Legislative Session.

Delmarva Zoological Society Donations (Bear Sculpture & Vermiculture Exhibit)

Ms. Stacey Weisner, Delmarva Zoological Society (DZS) Executive Director, and Ralph Piland, Salisbury Zoo Director, joined Council at the table to discuss the exhibits, valued at \$40,192.00. The items being gifted by the Delmarva Zoological Society are a life size bear sculpture created by renowned artist David Turner (valued at \$40,000.00) and a vermiculture (work composting) exhibit (valued at \$192.00).

Council reached unanimous consensus to advance the resolution to Legislative Session.

Definition of *Blight* in the Property Maintenance Code

Interim Director of Neighborhood Services and Code Compliance Susan Phillips joined Council to discuss defining *blight* in the Property Maintenance Code in order to support cases going to court.

Council identified the following changes to be made to the draft ordinance:

- Line 10 – remove quotations
- Line 18 – capitalize the word “Services”
- Line 33 – insert “from the property” before the period
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Council reached unanimous consensus to return the topic to Work Session for further discussion.

Changes to Composition of the Housing Board of Adjustments & Appeals

Mrs. Phillips advised Council that the openings on the Housing Board of Adjustments & Appeals (HBAA) were not being filled, and found out in her research that in other cities, boards did not have the same member requirements as the HBAA. Currently, one seat is open on the HBAA.

Council discussed the following points:

- Previously had discussed a public safety officer board member
- Requirement is to be unbiased
- Should not allow HBAA membership to be all five (5) from the same professional group
- Residency should be maintained
- Board term limits

Council reached unanimous consensus to return the topic to the December 2, 2013 Work Session after Messrs. Stevenson and Tilghman have worked some more on the proposed changes.

Records Retention Policy

Mr. Stevenson joined Council to discuss the Records Retention Policy. Council expressed concern that records may be destroyed, but might be needed at a later time. Council members were interested in digital back up on the records. City Clerk Nichols was asked to contact State Archives to find out

about amending the Records Retention Schedule, and Mr. Stevenson would discuss digital archiving with IT Director Bill Garrett.

The policy will be discussed again in two weeks at the November 18, 2013 Work Session. President Day asked Council members to note which items they would like to extend the retention periods on in preparation for the next discussion on the topic.

Pay for Elected Officials

Council discussed the 12% increase recommended by the Salary Review Committee. Mrs. Mitchell indicated it was important to her to tie an increase to future Council members' salaries in order to continue to attract viable candidates. Ms. Cohen requested to first see language from Mr. Tilghman concerning Consumer Price Index (CPI) adjustments.

The subject will be brought back to Work Session on December 2, 2013 for further discussion. Council to consider making a recommendation on a four (4) year averaged CPI increase.

Proposed Meeting Schedule

Mrs. Nichols presented the proposed meeting schedule and will review the Veterans Day (November 11, 2014) date and correct the schedule, if necessary.

Council agreed to ask the general public attending the *Coffee With Your Council* if there were dates or times more convenient for them to attend City Council Meetings and Work Sessions. Mr. Spies indicated the 1:30 p.m. time for the second Work Session each month seems favorable for everyone.

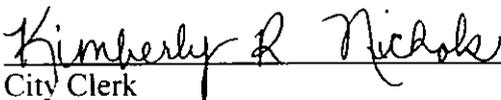
Council unanimously agreed with the schedule, barring any revisions requested by the public.

General Discussion

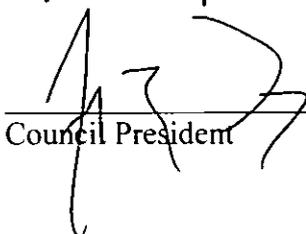
President Day reminded the public of the upcoming *Coffee With Your Council*, to be held on November 6, 2013 at 6:00 p.m. at Bethany Lutheran Church, located at 817 Camden Avenue in Salisbury. Coffee and refreshments will be served and the public will be afforded the opportunity to discuss topics in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

Mr. Tilghman will provide an update on litigation during the November 18, 2013 Work Session.

President Day adjourned the Work Session at 7:16 p.m.



City Clerk



Council President