



City of Salisbury

CITY COUNCIL AGENDA



Monday, January 27, 2014
Government Office Building

6:00 p.m.
Room 301

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:03 p.m. INVOCATION/MEDITATION AND PLEDGE OF ALLEGIANCE

6:10 p.m. COMMUNITY ORGANIZATION PRESENTATION -

- Friends of Wicomico Public Library – presented by Paula Mitchell, Wicomico Public Library Volunteer and Events Coordinator

6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:25 p.m. CONSENT AGENDA – City Clerk Kim Nichols

- January 6, 2014 work session minutes 1a
- January 13, 2014 regular meeting minutes 1b
- Resolution No. 2363 - approving the appointment of Thomas E. Tucker to the Ethics Commission for term ending 9/30/2017 1c
- Resolution No. 2364 - approving the reappointment of Charles R. Dashiell, Jr. to the Planning & Zoning Commission ** for term ending 12/31/2018 1d
- Resolution No. 2365 - approving the appointment of Harry R. McCoy to the Friends of Poplar Hill Mansion Board of Directors for term ending 12/31/2016 1e
- Resolution No. 2366 - approving the appointment of Louise Nock to the Friends of Poplar Hill Mansion Board of Directors for term ending 12/31/2016 1f
- Resolution No. 2367 - approving the appointment of Rita Tiso to the Friends of Poplar Hill Mansion Board of Directors for term ending 12/31/2016 1g
- Resolution No. 2368 - approving the appointment of Karen Lutz to the Zoo Commission for term ending 12/31/2016 1h
- Resolution No. 2369 - approving the reappointment of Kimberly Miles to the Zoo Commission for term ending 12/31/2016 1i
- Resolution No. 2370 - approving the reappointment of Eric Phippen to the Zoo Commission for term ending 12/31/2016 1j

AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking
Jennifer L. Miller 2

- Declaration of Surplus – SPD Vehicles #02 and #06

RESOLUTIONS – Acting City Administrator M. Thomas Stevenson

- Resolution No. 2371 - accepting funds awarded through a grant from the Department of Housing & Community Development – Emergency Solutions Grant Program 3a

- Resolution No. 2372 - authorizing the Chief of Police to enter into a reimbursement agreement between the City of Salisbury Police Department and the Maryland State Police (MSP) Grants Management Section to manage allocated funding for equipment and supplies for the Eastern Shore Information Center (ESIC) 3b

PUBLIC HEARING / CHARTER RESOLUTION – Procurement Preference Policy 3c

- **Resolution No. 2348 – Public Hearing & Charter Resolution** - to amend Article XVI, Section SC 16-3 of the Charter of the City of Salisbury, Maryland to permit procurement preferences when authorized by ordinance

ORDINANCES - City Attorney Mark Tilghman

PUBLIC HEARING / ORDINANCE – Rezoning former Linens of the Week property 4a

- **Ordinance No. 2272 – Public Hearing & 2nd reading** - to rezone property (former Linens of the Week property) located on the northerly side of Anne Street and on both sides of Short Street from General Commercial to R-5a Residential
- Ordinance No. 2274 – 2nd reading – to amend Subsection 15.24.490 General Definitions of the Property Maintenance Code of the City of Salisbury to add a definition for “blight” 4b
- Ordinance No. 2275 - 1st reading - approving a budget amendment of the FY14 General Fund to appropriate funds received from the Current Year Surplus Funds for the purchase of nine (9) Electronic Control Devices (ECD) 4c

7:25 p.m. PUBLIC COMMENTS

7:30 p.m. ADJOURNMENT

Copies of the agenda items are available for review
in the City Clerk’s Office
Room 305 – City/County Government Office Building
410-548-3140
or
on the City’s web site
www.ci.salisbury.md.us

City Council meetings are conducted in open session unless otherwise indicated. All or part of the Council’s meetings can be held in closed session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland 10-508 by vote of the City Council.

Proposed agenda items for February 10, 2014 (subject to change)

- Resolution No. ____ – to approve the Annexation plan for 1301 West Road / Zenora Dutton Annexation
- Resolution No. ____ to approve Annexation and set date for Public Hearing for 1301 West Road / Zenora Dutton Annexation
- Ordinance No. ____ - 1st reading – establishing a Stormwater Utility
- Ordinance No. 2275 - 2nd reading - approving a budget amendment of the FY14 General Fund to appropriate funds received from the Current Year Surplus Funds for the purchase of nine (9) Electronic Control Devices (ECD)

**as Chairman and member

Posted: January 23, 2014

1 CITY OF SALISBURY
2 WORK SESSION
3 JANUARY 6, 2014
4

5 Public Officials Present
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Council President Jacob R. Day Councilwoman Eugenie P. Shields
Councilwoman Terry E. Cohen (left 6:16 p.m.) Councilman Timothy K. Spies

7
8 Public Officials Not Present
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10 Mayor James P. Ireton
11 Vice President Laura Mitchell
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13 In Attendance

14 City Clerk Kimberly R. Nichols, CMC, Acting City Administrator M. Thomas (Tom) Stevenson, Jr.,
15 City Attorney Mark Tilghman, Acting Director Neighborhood Services and Code Compliance Susan
16 Phillips, Public Works Director Mike Moulds, Police Chief Barbara Duncan, Acting Police Sergeant
17 Whitman, Fire Chief Rick Hoppes, Deputy Fire Chief John Tull, Assistant Fire Chief Darrin Scott,
18 Salisbury/Wicomico County Long Range /Transportation Planner Keith Hall, Salisbury/Wicomico
19 County Long Range Planner Jaleesa Tate, Assistant Director of Parking & Procurement Jennifer
20 Miller, interested citizens, members of the press.
21 -----
22

23 The City Council convened in Work Session at 6:14 p.m. in Council Chambers of the Government
24 Office Building following the conclusion of the Closed Session. Ms. Cohen withdrew from the Work
25 Session due to illness.
26

27 **1301 West Road/Zenora Dutton Annexation**
28

29 Council was joined by Salisbury/Wicomico County Long Range Planners Keith Hall and Jaleesa
30 Tate. Ms. Tate provided an overview of the Dutton property, which is 29,000 sq. feet and contains a
31 single family detached dwelling and explained that Planning & Zoning's recommendation for R-8
32 Zoning of the parcel, which is consistent with the current Comp Plan and retains character with the
33 existing neighborhood.
34

35 Mr. Hall reviewed the material provided for Council and explained that the Salisbury City Code
36 limits this particular type of annexation petition. If a property is adjacent to the City boundary it
37 can't become a new part of an Urban Service District. The Public Health Officer must deem the
38 water and/or septic a public health issue in order for the property owner to become an "out of town"
39 customer.
40

41 Council questions and discussion points included:
42

- 43 • Opportunities to communicate with the neighbors
- 44 • Should a broader effort of outreach be considered?

- 45 • Failing septic systems and water quality issues existing in the neighborhood
- 46 • Urban Services
- 47 • Health Department has not weighed in on the water quality
- 48 • Associated connection fees
- 49 • Mr. Hall will contact the Health Department to inquire about other wells in the neighborhood

50

51 The next step requires the Planning Commission to consider the annexation. Afterwards, the
52 introduction, resolutions, and public hearing will be scheduled with the City Council.

53

54 Council reached unanimous consensus to move forward with the annexation process.

55

56 **Park Memorial Bench donation**

57

58 Council was joined by Public Works Director Mike Moulds to discuss the memorial park bench
59 donation from Donna Faw.

60

61 Council reached unanimous consensus to advance the donation to the next legislative agenda.

62

63 **Changes to the Composition of Housing Board of Adjustments & Appeals**

64

65 Acting Director Neighborhood Services and Code Compliance Susan Phillips joined Council at the
66 table to review the changes made to the legislation at the November 4, 2013 Work Session to require
67 that all Housing Board Commission members should be City residents.

68

69 Council reached unanimous consensus to change the composition of the Housing Board to include
70 one (1) realtor or landlord. Mr. Spies and Mrs. Shields agreed that the remainder four members
71 should include one (1) renter and three (3) homeowners. Mr. Day indicated preference to include a
72 member from a professional field.

73

74 Council reached unanimous consensus to schedule the discussion for a future Work Session when all
75 five (5) members of Council are present.

76

77 **Manufacturing Tax Exemption**

78

79 Internal Services Director Keith Cordrey joined Council to discuss the possible exemption of 100%
80 of all the manufacturing equipment, which would have the effect of \$826,866 less in Personal
81 Property (PP) Tax income per year. He suggested that dedicating a portion of future increases in real
82 property tax revenues to allow the City to phase in the exemption of manufacturing equipment
83 would make the process easier for the City to fund.

84

85 Mr. Cordrey provided the following summary of how other Maryland municipalities are handling
86 their manufacturing exemption requests:

87

- 88 • Annapolis is the only other City in Maryland that grants a “special abatement process” by
89 request only

- 90 • In Wicomico County, Delmar, Fruitland, and Pittsville, the exemptions are automatically
- 91 100% exempted
- 92 • The other municipalities in Maryland have none
- 93 • None of the towns in Worcester County are exempt

94
95 Mr. Cordrey suggested decoupling the PP Tax rate from the real property tax rate because each time
96 the Real Property tax rate is increased, the businesses are impacted, and also suggested lowering the
97 rate. Mr. Day requested an example from Administration showing the impact of the decoupling.

98
99 Council reached unanimous consensus to return the manufacturing tax exemption discussion to a
100 future work session.

101

102 **Electronic Control Devices (Tasers)**

103

104 Police Chief Barbara Duncan and Acting Sergeant Whitman joined Council at the table. Chief
105 Duncan provided a PowerPoint presentation to assist with the explanation of Tasers, explained how
106 the Police Department plans to utilize them, and addressed safety issues. She will return to Council
107 to report on the use of Tasers after twelve (12) months and will provide data on Police Officers’
108 personal injury reports as a result of the use.

109

110 Council reached unanimous consensus to advance the legislation.

111

112 **SAFER Grant – 1 Year Performance Report**

113

114 Council was joined by Fire Chief Rick Hoppes, Deputy Chief John Tull, and Assistant Chief Darrin
115 Scott to report on the SAFER Grant one year performance.

116

117 Chief Hoppes informed Council the goals and objectives of the SAFER grant were exceeded. The
118 two (2) year grant performance period ends October 2014, and when the Fire Department can make
119 application for the grant again, Chief Hoppes indicated plans to do so. He also recommended
120 maintaining permanent employment of the twelve (12) fire personnel hired in the grant, which will
121 necessitate budgeting \$700,000 extra per year.

122

123 Reiterating that he was at this time only reporting on the performance, Chief Hoppes avowed to
124 present options at a later time on how to ensure the progress continues so as not to lose the positions.

125

126 **Charter Resolution No. 2348 – Procurement Preference Policy**

127

128 Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking, joined Council to
129 discuss the Procurement Preference Policy.

130

131 Ms. Miller explained that Line 29 of the drafted Charter Amendment was inserted in order to
132 piggyback on Maryland law because the State already has done the background work.

133

134 Council reached unanimous consensus to advance the legislation to the January 27, 2014 meeting.

135

136 **Pay for Elected Officials Ordinance**

137

138 Council reached unanimous consensus to discuss Pay for Elected Officials at a later date when all
139 five (5) Council members are present.

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141 There being no further discussion, President Day adjourned the Work Session at 8:35 p.m.

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144 _____
City Clerk

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147 _____
Council President

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

JANUARY 13, 2014

PUBLIC OFFICIALS PRESENT

Council President Jacob R. Day Council Vice President Laura Mitchell
Councilwoman Eugenie P. Shields Councilwoman Terry E. Cohen
Councilman Timothy K. Spies

PUBLIC OFFICIALS NOT PRESENT

Mayor James P. Ireton, Jr.

IN ATTENDANCE

City Clerk Kimberly R. Nichols, CMC, City Attorney Mark Tilghman, Acting City Administrator M. Thomas (Tom) Stevenson, Jr., Internal Services Director Keith Cordrey, Assistant Director of Internal Services – Procurement & Parking Jennifer L. Miller, Public Works Director Michael Moulds, Planning & Zoning Director Jack Lenox, interested citizens, and members of the press

MEDITATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President Day called the meeting to order and made several announcements; a moment of silent mediation was held followed by the Pledge of Allegiance.

COMMUNITY ORGANIZATION PRESENTATION – Maryland Capital Enterprises – presented by Joseph Morse

President Day invited Joseph Morse, President/CEO of Maryland Capital Enterprises (MCE) to speak about how MCE helps businesses with loans, education and consulting. Mr. Morse explained that the MCE, which is funded through Federal and State grants and private contributions, has assisted over 1,200 entrepreneurs, provided training to more than 2,200 people, and granted over 115 loans, totaling over \$2.2 million.

ADOPTION OF LEGISLATIVE AGENDA

Ms. Cohen moved and Mrs. Shields seconded to approve the legislative agenda.

Mrs. Mitchell moved, Mrs. Shields seconded, and the vote was unanimous to amend the legislative agenda to note that Ordinance No. 2272 for second reading is also a Public Hearing. The notification of the hearing was published according to State law and the City Code, and the property was posted.

The legislative agenda, as amended, was adopted unanimously on a 5-0 vote.

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CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda, consisting of the following items, was unanimously approved on a motion by Ms. Cohen that was seconded by Mr. Spies:

- November 18, 2013 closed session minutes
- December 2, 2013 work session minutes
- December 9, 2013 regular meeting minutes
- December 16, 2013 closed session minutes
- December 16, 2013 special meeting minutes
- December 16, 2013 work session minutes
- Resolution No. 2359 – accepting a donation from Donna Faw for a memorial park bench
- Resolution No. 2360 – extending Acting Status for Acting City Administrator M. Thomas Stevenson
- Resolution No. 2361 – extending Acting Status for Acting Neighborhood Services/Code Compliance Director Susan Phillips

AWARD OF BIDS – presented by Assistant Director of Internal Services – Procurement & Parking Jennifer L. Miller

Mr. Spies moved and Mrs. Mitchell seconded to approve the Award of Bids.

Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to adopt the Award of Bids contingent upon City Attorney Tilghman finding it to be legally permissible and advisable, and it that is not the finding, that the City Attorney then advise the Council of the required course of action.

The Award of Bids, consisting of the following item, was unanimously approved as amended:

- Change Order #1 to Contract No. 114-13 (Mill Street Bulkhead) - \$18,300.00

RESOLUTIONS – presented by Interim City Administrator Tom Stevenson

- Resolution No. 2362 – establishing a Foreclosure Task Force to establish, evaluate and review the City’s response to foreclosures and to recommend appropriate policies and/or legislation to address the impact of foreclosures in the City

On a motion and seconded by Mrs. Shields and Ms. Cohen, respectively, Resolution No. 2362 was unanimously approved.

ANNEXATION RESOLUTIONS / PUBLIC HEARING – Merritt Mill Road/Smith Annexation
- presented by Acting City Administrator Tom Stevenson

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- Resolution No. 2356 & Public Hearing – approving the Merritt Mill Road/Smith Annexation

On a motion and seconded by Mrs. Shields and Mrs. Mitchell, respectively, Resolution No. 2356 was unanimously approved.

Chris Jakubiak provided an overview of the annexation, and City Clerk Nichols administered the oath to one member of the public wishing to speak in the Public Hearing.

The following comments were provided in the Public Hearing:

- *Great collaboration between Messrs. Lenox, Hall, and Jakubiak in developing the annexation plan*
- *The surrounding neighborhood was examined and consideration was given to a nice transition from a relatively sparse density to a more dense nature on the property*
- *The property to be annexed will eventually be sold to a developer*

- Resolution No. 2357 & Public Hearing – approving the Merritt Mill Road/Smith Annexation plan

On a motion and seconded by Mrs. Mitchell and Mrs. Shields, respectively, Resolution No. 2357 was unanimously approved. There were no public comments provided in the Public Hearing for Resolution No. 2357.

ORDINANCE / PUBLIC HEARING – Rezoning Former Linens of the Week Property – presented by City Attorney Mark Tilghman

- Ordinance No. 2272 – Public Hearing & 2nd reading – rezoning property (former Linens of the Week property) located on the northerly side of Anne Street and on both sides of Short Street from General Commercial to R-5a Residential

Mrs. Shields moved and Mrs. Mitchell seconded to approve Ordinance No. 2272 for second reading. Mr. Tilghman presented the Ordinance and President Day opened the Public Hearing.

Ms. Cohen moved, Mrs. Mitchell seconded, and the vote was unanimous to keep the Public Hearing open until January 27, 2014 to ensure the neighboring property owners are notified and given the opportunity to provide comments. The second reading and vote on Ordinance No. 2272 will follow the closure of the Public Hearing.

130 *There were no comments received from the public during the Public Hearing.*

- 131
- 132 • *Ordinance No. 2274 – 1st reading – to amend Subsection 15.24.490 General Definitions*
 - 133 *of the Property Maintenance Code of the City of Salisbury to add a definition for*
 - 134 *“blight”*

135

136 *On a motion and seconded by Mrs. Shields and Mrs. Mitchell, Ordinance No. 2274 for*

137 *first reading was unanimously approved.*

138

139 **PUBLIC COMMENTS**

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141 *The following comments were provided by one member of the public:*

- 142
- 143 • *The City should strategize on how to create environments that attract homeowners*
 - 144 • *The growing number of vacant, unused properties is a huge issue in the City*
 - 145 • *The City should not charge for parking anywhere on the Downtown Plaza*
 - 146 • *The City should work with the Library for Lot 11*

147

148 **ADJOURNMENT**

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150 *There being no further business, President Day adjourned the Legislative Session at 7:21 p.m.*

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
JANUARY 6, 2014

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179 *TIME & PLACE:* 4:55 p.m., Government Office Building – Council Chambers, Room 301
180 *PURPOSE:* To discuss the appointment, employment, assignment, promotion, discipline,
181 demotion, compensation, removal, resignation, or performance evaluation of
182 appointees, employees, or officials over whom this public body has
183 jurisdiction; or any other personnel matter that affects one or more specific
184 individuals (City Attorney evaluation)
185 *VOTE TO CLOSE:* Unanimous
186 *CITATION:* Annotated Code of Maryland §10-508(a)(1)
187 *PRESENT:* Council President Jacob R. Day, Councilwoman Terry E. Cohen,
188 Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, Acting
189 City Administrator M. Thomas Stevenson, City Clerk Kimberly R. Nichols,
190 and City Attorney Mark Tilghman
191 *ABSENT:* Council Vice President Laura Mitchell
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194 *The City Council convened in Open Session in Room #301 of the Government Office Building at*
195 *4:40 p.m. Council President Day called Mrs. Mitchell to discuss her request to teleconference in on*
196 *the Closed Session. After discussion, Council did not reach consensus to suspend the rules to allow*
197 *Mrs. Mitchell to teleconference in the Closed Session.*

198
199 *At 4:55 p.m., Mrs. Shields moved, Mr. Spies seconded, and the vote was unanimous (4-0 vote as Mrs.*
200 *Mitchell was absent) to convene in Closed Session to conduct the performance evaluation of the City*
201 *Attorney, Mark Tilghman.*

202
203 *On a motion by Mrs. Shields, seconded by Mr. Spies, and approved on a unanimous vote (4-0),*
204 *President Day adjourned the Closed Session at 6:14 p.m., returned to Open Work Session, and*
205 *reported that while in Closed Session Council had discussed the City Attorney’s job performance.*

206
207 *Thereafter, Council continued in open Work Session.*
208
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211 _____
City Clerk

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213 _____
214 *Council President*

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Reappointment to the Ethics Commission
Date: January 16, 2014

Mayor Ireton would like to reappoint the following person to the Ethics Commission:

<u>Name</u>	<u>Term Ending</u>
Rev. Thomas E. Tucker	9/30/2017

Attached you will find Reverend Tucker's letter of interest and the Resolution necessary for his reappointment. Please forward this information to the City Council so it may be placed on the agenda for the next meeting. Please let me know if you have any questions.

Attachments

cc: Dr. Francis Kane

Sherrell McBride

From: Thomas Tucker <thomastucker11@yahoo.com>
Sent: Friday, December 06, 2013 4:54 PM
To: Sherrell McBride
Subject: RE: Ethics Commision

I have received your letter dated December 5, 2013. I understand that my term on the Ethics Commission has expired. I would consider it an honor to continue to serve the city of Salisbury on this commission if approved by Mayor Ireton. I do live and work within the city limits.

Thank you for the opportunity to serve.

Thomas E. Tucker Jr.
Pastor St. Paul A.M.E. Zion Church

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RESOLUTION NO. 2363

BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is reappointed to the Ethics Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Thomas E. Tucker	9/30/2017

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of January 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of January 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Reappointment to the Planning and Zoning Commission
Date: January 16, 2014

Mr. Jack Lenox advised the Mayor that Charles R. Dashiell, Jr. is interested in being reappointed to the Planning & Zoning Commission. Attached is his letter of interest, as well as the Resolution necessary for his reappointment.

Please forward this information on to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

CC: Mayor Ireton
Jack Lenox

BIOGRAPHICAL INFORMATION

CHARLES R. "CHIP" DASHIELL, JR.

Charles R. "Chip" Dashiell, Jr. is a principal in the law firm of Hearne & Bailey, P.A., located in Downtown Salisbury. He has been a practicing attorney with that firm since his admission to the Maryland Bar in 1973. He received his undergraduate and law degrees from Wake Forest University.

Mr. Dashiell currently serves as Chairman of the Salisbury-Wicomico Planning & Zoning Commission. He served as Vice President of the Wicomico County Council from 2002-2006. He is a member and Treasurer of the Board of Directors, First Shore Federal Savings and Loan Association. He is former Chair of the Board of Trustees of Wesley College; Past Chair of the Greater Salisbury Committee, and Past President of the Salisbury Area Chamber of Commerce. His community involvement has included service on the Board of Salisbury Neighborhood Housing Service; Central City District Commission; Board of the Community Foundation of the Eastern Shore; Wor-Wic College Foundation; and the Blood Bank of Delmarva.

Mr. Dashiell is a life-long member of Asbury United Methodist Church in Salisbury. He is married to Ruby B. Dashiell, a retired school psychologist with the Wicomico County Board of Education.

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RESOLUTION NO. 2364

BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is reappointed to the Planning & Zoning Commission as Chairman and member for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Charles R. Dashiell, Jr.	12/31/2018

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of January 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of January 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Appointments to the Friends of Poplar Hill Mansion Board of Directors
Date: January 16, 2014

Mayor Ireton would like to appoint the following person to the Friends of Poplar Hill Mansion Board of Directors:

<u>Name</u>	<u>Term Ending</u>
Harry R. McCoy	12/31/2016

Attached you will find a letter from Mr. Harry R. McCoy and the Resolution necessary for his appointment. Please forward this information to the City Council to be placed on the agenda for the next Council meeting. Please let me know if you have any questions.

Attachments

CC: Aleta Davis
Virginia Hussey

Harry R. McCoy
110 Halsey Drive
Salisbury, Md. 21804
Dec. 17, 2013

Hello. My name is Harry R McCoy. I am 66 years old and retired. A serious illness related to Agent Orange exposure in Viet Nam caused me to have to quit work in the summer of 2008. I spent several years building myself up after my hospital stay in August of that year. I spent that time walking, bicycle riding and roller-skating and they helped my recovery and strengthened me.

I took advantage of the free time to write that book about my time in Viet Nam that I had always wanted to. It became a modest success so I followed it up with another and now am writing a third for a local publishing company.

My parents moved to the Eastern Shore in 1954 and I grew up in Somerset County, the son of a school principal. I quit college in 1966 to buy a car and then go back, which in retrospect was a very foolish decision, as I was soon enmeshed in the army and fighting a war I had no desire to fight.

After two years in the army, I came back to Somerset County and worked for Eastern Shore Oil for a year, then accepted work at Horner Honda in Salisbury. I worked for this company for 37 years, first as a mechanic, then as service manager for over 30 years, until I fell ill.

I am now at a time in my life that I feel that it is time to give back to the community. I work occasionally in Chance, Md. helping in rebuilding the 102-year-old skipjack Kathryn, since I grew up with the owner, Mr. Harold Whitelock. These lovely old boats are part of our heritage, and they need people to keep them in good repair and doing what they were built to do. I am by no means a shipwright, but I have always been interested in sailboats and owned a modern one for twenty years until my sickness. I have been around boats all my life and have built two small sailing rowboats.

Old buildings also interest me greatly, and I think it important that we keep these memories of yesteryear in good repair so we can pass them on to future generations. Aleta Davis came to one of the meetings of the Writer's Bloc and talked about becoming a volunteer at the Poplar Hill Mansion, and I was immediately interested and soon joined. I have helped them every chance I get and enjoyed it immensely for the last eight months or so. The thought that I am one of the people that lovingly keep the building in good repair and clean is quite fulfilling to me.

I would like to further that help by becoming a member of the board, and request that you please consider me for that position. I thank you very much for the consideration. My phone no. is 410-860-2017 and my e-mail is hrmccoy01@comcast.net should any questions arise.



RESOLUTION NO. 2365

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BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Friends of Poplar Hill Mansion Board of Directors for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Harry R. McCoy	12/31/2016

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of January 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of January 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Appointments to the Friends of Poplar Hill Mansion Board of Directors
Date: January 16, 2014

Mayor Ireton would like to appoint the following person to the Friends of Poplar Hill Mansion Board of Directors:

<u>Name</u>	<u>Term Ending</u>
Louise Nock	12/31/2016

Attached you will find a letter from Ms. Louise Nock and the Resolution necessary for her appointment. Please forward this information to the City Council to be placed on the agenda for the next Council meeting. Please let me know if you have any questions.

Attachments

CC: Aleta Davis
Virginia Hussey

January 6, 2014

Mayor Jim Letson,

JK

I am writing you today to tell you I
would like to return to the Board of Poplar
Hill Mansion.

The Board is losing several members this
year, and I feel that I need to
go back on the Board.

Rita also and I have been volunteering
our time for the past 2 years. We have
been in charge of all the tests and Quizzes
as part of Poplar Hill's fund raising efforts.

I have always enjoyed working for
Poplar Hill Mansion and have always
considered it to be a privilege to be part of
John Gray's great home

Lawrie Nock

RESOLUTION NO. 2366

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BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Friends of Poplar Hill Mansion Board of Directors for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Louise Nock	12/31/2016

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of January 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of January 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Appointments to the Friends of Poplar Hill Mansion Board of Directors
Date: January 16, 2014

Mayor Ireton would like to appoint the following person to the Friends of Poplar Hill Mansion Board of Directors:

<u>Name</u>	<u>Term Ending</u>
Rita Tiso	12/31/2016

Attached you will find a letter from Ms. Rita Tiso and the Resolution necessary for her appointment. Please forward this information to the City Council to be placed on the agenda for the next Council meeting. Please let me know if you have any questions.

Attachments

CC: Aleta Davis
Virginia Hussey

Rita Tiso
1513 Handys Meadow
Salisbury, MD 21801

Dear President and Board of Poplar Hill Mansion,

January 14, 2014

My name is Rita Tiso. Most of you know me, as I have been a Friend for 13 years, served on the Board three terms, and for the last few years as a volunteer. With some of the Board members' terms ending, there is a need for replacements. I have the skills for the job, and have proven to be an asset in fund-raising, hospitality, and horticulture. I work well with others, both as a member of a team and as a leader. It is for my love for Poplar Hill, its history and what it means to the community, that I continue to volunteer my time and talents. For these reasons, I am seeking a fourth term as a Board Member, and I thank you in advance for your consideration.

Should you have any other questions, you may contact me either by e-mail at mrtiso@hotmail.com or by phone at 410-546-0342.

Sincerely,

Rita Tiso

RESOLUTION NO. 2367

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BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Friends of Poplar Hill Mansion Board of Directors for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Rita Tiso	12/31/2016

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of January 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of January 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Appointment to the Zoo Commission
Date: January 16, 2014

Mayor Ireton would like to appoint the following individual to the Zoo Commission:

<u>Name</u>	<u>Term Ending</u>
Karen Lutz	12/31/2016

Attached you will find Ms. Lutz's letter of interest and the Resolution necessary for her appointment. Please forward this information on to the City Council so it may be placed on the agenda for the meeting. Please let me know if you have any questions.

Attachment

CC: Mike Moulds
Ron Alessi

705 Friar Tuck Lane
Salisbury, Maryland 21804

November 19, 2013

Mr. Jim Ireton
Mayor's Office
Government Office Building
Salisbury, Maryland 21801

Dear Mr. Mayor:

I am applying for the docent representative position on the Zoo Commission. Margot Hall, the previous representative, had to resign for health reasons. I was approved by the docents at the recent meeting and by Ron Alessi of the Zoo Commission. I now need the approval of you and the city council.

My background is: I have been a resident of Wicomico County for the past fifty years. After graduating from James M. Bennett High School, I attended Salisbury University and received a bachelor's degree in English education and a master's degree in education. I taught in Wicomico County for 28 ½ and retired in 2010.

I became involved with the Salisbury Zoo in 2011 as a docent. At the Salisbury Zoo I have been involved with Story Time, Halloween Happenings, guided tours, zoo camps, and Earth Day. Other community involvements include mentoring a student at Mardela Middle and High School for the last four years, being secretary for Disability Advocates of Delmarva, and volunteering at the Carriage House at St. Francis deSales Catholic Church.

I hope the Salisbury City Council will consider approving my application for the Zoo Commission.

Sincerely,

Karen Lutz

cc: Ron Alessi

RESOLUTION NO. 2368

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BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Zoo Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Karen Lutz	12/31/2016

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of January 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of January 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Reappointment to the Zoo Commission
Date: January 16, 2014

Mayor Ireton would like to reappoint the following person to the Zoo Commission:

<u>Name</u>	<u>Term Ending</u>
Kimberly Miles	12/31/2016

Attached is her letter of interest and the Resolution necessary for her reappointment. Please forward this information on to the City Council so it may be placed on the agenda for the meeting. Please let me know if you have any questions.

Attachment

CC: Mike Moulds
Ron Alessi

8523 Northumberland Drive
Delmar, MD 21875
January 10, 2014

Mayor James Ireton
125 N. Division Street
Salisbury, MD 21801

Dear Mayor Ireton:

I have served on the Salisbury Zoo Commission for the past three years and have found the experience valuable from the perspective of a community member and from the perspective of an educator. At this time, I am requesting consideration for continued membership on the commission as well as the continued role as chair of the education subcommittee, as my current appointment is scheduled to end later in January, 2014. It has been very exciting and rewarding to work with the commission members and the committee members for the purpose of the continuous development of and support for our valuable education programs at the Salisbury Zoo and I would value the opportunity to continue to do so.

Thank you for considering my request for continued appointment to and membership on the Salisbury Zoo Commission.

Sincerely,


Kim Miles

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Reappointment to the Zoo Commission
Date: January 16, 2014

Mayor Ireton would like to reappoint the following person to the Zoo Commission:

<u>Name</u>	<u>Term Ending</u>
Eric Pippen	12/31/2016

Attached is his letter of interest and the Resolution necessary for his reappointment. Please forward this information on to the City Council so it may be placed on the agenda for the meeting. Please let me know if you have any questions.

Attachment

CC: Mike Moulds
Ron Alessi

January 19, 2014

Honorable James Ireton
Mayor of Salisbury
City of Salisbury, Maryland
125 North Division Street
Salisbury, Maryland 21801-4940

Re: Reappointment to the Salisbury Zoo Commission

Dear Mayor Ireton:

Please accept this letter as a request to be reinstated to the Salisbury Zoo Commission. My current appointment officially expired on January 10, 2014 and it was unfortunately, not discovered until January, 17, 2014

I have proudly served on the Salisbury Zoo Commission and would like to continue my service to the Commission and to the zoo in any way that I can.

The Salisbury Zoo Commission is fortunate to have such a talented and dedicated group and I am proud to be part of that group.

There are exciting times ahead for the Salisbury Zoo and I would be privileged to be an integral part of the wonders that the Salisbury Zoo has to offer for the community!

I appreciate you your taking my request into consideration.

Very Truly,

Eric Pippen
1101 Caleb's Way
Salisbury, Maryland, 21804

cc: Ron Alessi, Sr., Salisbury Zoo Commission Chairman

RESOLUTION NO. 2370

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BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is reappointed to the Zoo Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Eric Phippen	12/31/2016

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of January 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of January 2014.

James Ireton, Jr.
MAYOR

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190
Fax: 410-548-3192

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

January 27, 2014

1. Declaration of Surplus – SPD Vehicles #02 and #06 \$0.00

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190
Fax: 410-548-3192

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

January 27, 2014

To: Mayor and City Council

Subject: Declaration of Surplus – Police Vehicles Unit #2 and Unit #6

The Procurement Division received a request from the Salisbury Police Department to declare two vehicles, Unit #02 and Unit #06, as surplus. Both units are in need of repairs that would cost more than the trade value.

Unit #2	2003 Ford Crown Victoria	VIN 2FAFP71W33X142386
Unit #6	2003 Ford Crown Victoria	VIN 2FAFP71W13X142385

Upon declaration of surplus, as approved by Council, the aforementioned vehicles will be used as trade-in toward the purchase of new police vehicles. Additional details are noted in the department memo.

Thank you,

Jennifer Miller
Assistant Director of Internal Services-Procurement & Parking

City of Salisbury



JAMES IRETON JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR



Maryland

699 W. SALISBURY PARKWAY
SALISBURY, MD 21801
TEL: 410-548-3165

January 6, 2014



BARBARA DUNCAN
CHIEF OF POLICE

TO: Jennifer Miller
Assistant Director Internal Services-Procurement Department

FROM: Major David Meienschein

SUBJECT: Surplus Vehicles

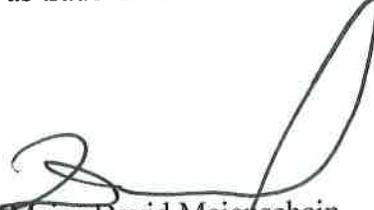
The below listed vehicles meet the minimum requirement criteria used to determine vehicle replacement.

1. Age of vehicle
2. Mileage of vehicle
3. Condition of interior and or exterior of vehicle
4. Time in repair shop other than routine maintenance
5. Repairs cost other than routine maintenance

Unit# 02.... 2003 Ford Crown Victoria (10yol), VIN# 2FAFP71W33X142386,... 141,349 miles From diagnostics performed by ford's dealership, Sherwood of Salisbury the vehicle needs repairs in excess of (\$4,757) Four thousand seven hundred fifty-seven dollars. The present condition of the vehicle places a trade value of (\$ 300 to \$400) dollars.

Unit# 06...2003 Ford Crown Victoria (10yol), VIN# 2FAFP71W13X142385 151,843 miles. From diagnostics performed by ford dealership Sherwood of Salisbury the vehicles is burning excessive amounts of oil from the tailpipe. Vehicle would also need an engine replacement. Cost of new engine (\$5,894) five thousand eight hundred ninety four dollars. The present condition of the vehicle places a trade value of (\$300 to \$400) dollars.

With the condition of the above listed vehicles I request that these vehicles be considered by the City Council for surplus. We recommend that the vehicles be used as trade-in toward the purchase of new police vehicles.



Major David Meienschein
Administrative Commander

Office of Community Development

MEMO

To: Tom Stevenson

From: Deborah Stam

Subject: Resolution To Accept FFY 2013 Emergency Solutions Grants Program (ESG) Funds for Homeless Service Providers from the Maryland Department of Housing and Community Development (DHCD)

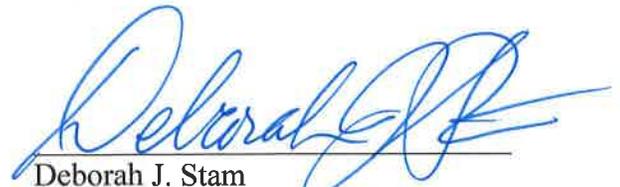
Date: January 7, 2014

Attached is a copy of the letter from the Maryland Department of Housing and Community Development (DHCD) informing us that we have been awarded FFY 2013 Emergency Solutions Grants Program (ESG) funds in the amount of \$93,258 for the following homeless service providers / programs:

<u>Service Provider</u>	<u>ESG Funding Amount</u>
Diakonia, Inc.	\$43,698
Village of Hope	\$23,780
Samaritan Ministries, Inc.	\$13,890
Second Chance Help, Inc.	\$11,890

This funding will be utilized to support the homeless assistance programs being provided by the agencies listed above. The City does not have any funding match requirements.

Also attached is a Resolution accepting these ESG funds which have been awarded to the City of Salisbury. Please forward this Resolution to the City Council so that it may be placed on their agenda for the meeting on January 27, 2014.


Deborah J. Stam
Community Development Director

Attachments
CC: Ginny Hussey



Martin O'Malley
GOVERNOR

Anthony G. Brown
LT. GOVERNOR

Raymond A. Skinner
SECRETARY

Clarence J. Snuggs
DEPUTY SECRETARY

December 13, 2013

The Honorable Mayor James P. Ireton
City of Salisbury
125 N. Division Street
Salisbury, MD 21801

Dear Mayor Ireton:

Enclosed is the FFY 2013 Grant Agreement for the U.S. Department of Housing and Community Development (HUD) Emergency Solutions Grants Program (ESG), under which the City of Salisbury has been awarded \$93,258 by the Department of Housing and Community Development (DHCD). This funding will support homeless assistance administered by the following service providers. This agreement includes funding provided by the State of Maryland, under the State's ESG:

<u>Service Provider</u>	<u>ESG Funding</u>
Samaritan Ministries	\$13,890.00
Diakonia, Inc.	\$43,698.00
Village of Hope	\$23,780.00
Second Chance Help, Inc.	\$11,890.00

Please contact Dayna Harris at (410)514-7241 or via email at harrisd@mdhousing.org if you have any questions about the grant agreement, the requirements outlined above or other aspects of the Program.

Sincerely,

Reginald Stanfield, Director
Office of Community Programs

Enclosure



1
2 **RESOLUTION NO. 2371**
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5 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING
6 FUNDS AWARDED THROUGH A GRANT FROM THE DEPARTMENT OF HOUSING &
7 COMMUNITY DEVELOPMENT – EMERGENCY SOLUTIONS GRANT PROGRAM.
8

9 WHEREAS, the City of Salisbury applied for grant funding through the Emergency
10 Solutions Grant (ESG) Program application submitted to the Maryland Department of Housing
11 and Community Development (DHCD); and
12

13 WHEREAS, the City of Salisbury applied for ESG funding on behalf of four providers of
14 services to homeless residents of the City of Salisbury; and
15

16 WHEREAS, a grant in the amount of \$93,258 was awarded to the City of Salisbury for
17 the following providers / programs;
18

<u>Service Provider</u>	<u>ESG Funding Amount</u>
Diakonia, Inc.	\$43,698
Village of Hope	\$23,780
Samaritan Ministries, Inc.	\$13,890
Second Chance Help, Inc.	\$11,890

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26 NOW, THEREFORE, BE IT RESOLVED THAT, the Council of the City of Salisbury,
27 Maryland does hereby accept the ESG funds awarded from DHCD in the amount outlined above;
28 and
29

30 BE IT FURTHER RESOLVED THAT, Mayor James Ireton, Jr. is authorized and
31 empowered to execute any and all documents required for receipt of said funds.
32

33 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
34 Council of the City of Salisbury, Maryland held on January 27, 2014, and is to become effective
35 immediately.
36
37
38
39

40 _____
41 Kimberly R. Nichols
42 CITY CLERK

43 _____
44 Jacob R. Day
45 COUNCIL PRESIDENT

46 APPROVED BY ME THIS

47 _____ day of January, 2014
48

49 _____
50 James Ireton, Jr.
51 Mayor

City of Salisbury



JAMES IRETON JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR



Maryland
699 W. SALISBURY PARKWAY
SALISBURY, MD 21801
TEL: 410-548-3165



BARBARA DUNCAN
CHIEF OF POLICE

January 14, 2014

TO: Tom Stevenson
Acting City Administrator

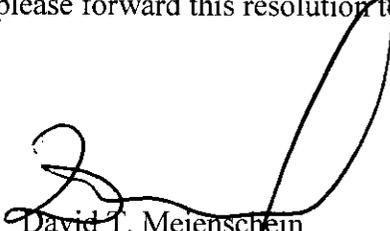
FROM: Major David Meienschein

SUBJECT: Resolution

Attached, please find a Resolution to allow the Chief of Police to enter into a Reimbursement Agreement (included) between the Salisbury Police Department and the Maryland State Police Grants Management Section to purchase equipment and supplies for the Eastern Shore Information Center through the Salisbury City Government Purchasing (SCP) Department.

All purchases will be requested and approved through the ESIC Advisory Board, and not exceed \$50,000, with an ending date of June 30, 2014. The rules and regulations of the City's Purchasing Department will be strictly followed and invoices submitted for the equipment and supplies purchased for full reimbursement.

Unless you, or the Mayor, have further questions, please forward this resolution to the City Council.


David T. Meienschein
Administrative Commander

1 RESOLUTION NO. 2372

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING
4 THE CHIEF OF POLICE TO ENTER INTO A REIMBURSEMENT AGREEMENT
5 BETWEEN THE CITY OF SALISBURY POLICE DEPARTMENT AND THE MARYLAND
6 STATE POLICE (MSP) GRANTS MANAGEMENT SECTION TO MANAGE ALLOCATED
7 FUNDING FOR EQUIPMENT AND SUPPLIES FOR THE EASTERN SHORE
8 INFORMATION CENTER (ESIC).

9
10 WHEREAS, the Maryland State Police Grants Management Section has awarded funding
11 for the Eastern Shore Information Center (ESIC) for the purchase of equipment and supplies; and
12

13 WHEREAS, all equipment and supplies acquired with these funds will be approved by
14 the ESIC Advisory Board and will be the sole property of ESIC; and
15

16 WHEREAS, in consideration of the Eastern Shore Information Center the City of
17 Salisbury agrees to purchase all requested and approved equipment and supplies through the
18 Salisbury City Government Purchasing (SCP) Department and made in accordance with the
19 purchasing rules and regulations; and
20

21 WHEREAS, the MSP Grants Management Section agrees to reimburse the SPD for the
22 full purchase price of all equipment and supplies purchased for ESIC, up to \$50,000.00 (fifty
23 thousand) through June 30, 2014; and
24

25 WHEREAS, the City of Salisbury will not incur any expenses as a result of this
26 agreement.
27

28 NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY
29 OF SALISBURY, MARYLAND that the Chief of Police be authorized to sign this Agreement
30 and abide by the terms and conditions of this Agreement for the purchase of equipment and
31 supplies for the Eastern Shore Information Center.
32

33 THIS RESOLUTION was duly passed at a meeting of the Council of the City of
34 Salisbury held on _____, 2014, and is to become effective immediately upon adoption.
35

36 ATTEST:

37
38 _____
39 Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

40
41 APPROVED BY ME THIS;

42
43 _____ Day of _____, 2014
44

45 _____
46 James Ireton Jr., Mayor

**REIMBURSEMENT AGREEMENT
BETWEEN
THE SALISBURY CITY POLICE DEPARTMENT
AND
THE MARYALND STATE POLICE GRANTS MANAGEMENT SECTION**

I. AUTHORITY AND PURPOSE:

- A. The Maryland State Police (MSP) Grants Management Section wish to obtain equipment and supplies for the Eastern Shore Information Center (ESIC) through the Salisbury City Government (SCG) Purchasing System.**
- B. In consideration of the Eastern Shore Information Center (ESIC) providing critical intelligence to enhance efforts to reduce criminal activity in our jurisdiction the Salisbury Police Department, Salisbury City agrees to purchase requested equipment and supplies for the ESIC, The Salisbury City Police Department (SPD) will purchase all requested equipment and supplies through the law enforcement budget that has been approved by the ESIC Advisory Board. All purchases will be made in accordance with the Salisbury City Purchasing Rules and Regulations.**
- C. The MSP Grants Management Section agrees to reimburse Salisbury City Police Department for the full purchase price of all equipment and supplies purchased for the ESIC, up to \$50,000 through June 30th, 2014.**
- D. Property acquired through these funds will be the property of the ESIC.**

II. FUNDING TERMS AND CONDITIONS:

- A. Signature of this Agreement by the MSP and SPD constitutes an obligation of the reimbursement amount. MSP funding for this agreement is limited to the reimbursement amount. Funds obligated under this agreement are available for expenditures until the completion date defined in this Agreement. Funds expended for purposes not authorized in this Agreement must be promptly refunded to MSP.**
- B. SPD must, no later than 60 days following the completion of this Agreement, submit to MSP Grants Management Section requests for reimbursement on approved purchases.**
- C. MSP Grants Management Section must, no later than 30 days following the receipt of an invoice for reimbursement for SPD, provide reimbursement to the Salisbury City Government for the reimbursement amount.**

III. RESPONSIBILITIES:

- A. Maryland State Police will:
 - 1. Ensure that funds are available to cover the cost of the requested equipment and supplies.**
 - 2. Reimburse the SPD the full reimbursement amount for the requested equipment and supplies.**
 - 3. Provide a designated contact person to consult with the Fiscal Services Section of the SPD.**
 - 4. Provide the SPD effective dates and amount of the Grant.**
 - 5. Provide an ongoing balance of available funds.****

6. Provide the SPD all invoicing information to ensure proper reimbursement procedures.
7. Immediately notify SPD Fiscal Services of any changes to MSP reimbursement procedures.

B. Salisbury City Government will:

1. Receive reimbursement from MSP to cover the cost of the requested equipment and supplies.
2. Ensure that all funds received are properly committed and obligated for the purposes specified herein and that expenditures conform to applicable guidelines.
3. Ensure timely invoicing for reimbursement.

IV. POINTS OF CONTACT:

For Maryland State Police:

Name: Patrick Linnehan
Title: Director of Grants
Address: 1201 Reisterstown Road
Pikesville, MD 21208
Phone Number: 410-653-4245

For the Eastern Shore Information Center:

Name: Sgt. Joseph S. Saboury
Title: ESIC Commander
Address: 718 Naylor Mill Road
Salisbury, Wicomico Co., MD 21801
Phone Number: 877-917-9191

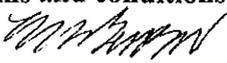
For the Salisbury City Police Department:

Name: Barbara Duncan
Title: Chief of Police
Address: 699 W. Salisbury Parkway
Salisbury, MD 21801
Phone Number: 410-548-3159

V. COMPETITION DATE

The planned completion date of this Agreement is: _____

VI. In acknowledgement of the foregoing description of this Agreement, made this _____, these authorized signatures do hereby attest to their acceptance of the terms and conditions of this Agreement.



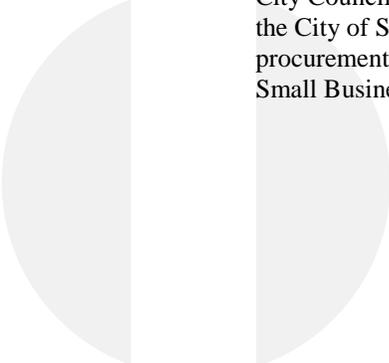
Colonel Marcus L. Brown
Maryland State Police

Chief Barbara Duncan
Salisbury Police Department



Memorandum

To: Tom Stevenson
CC: Keith Cordrey
From: Jennifer Miller
Date: 1/23/2014
Re: Charter Amendment Resolution for Procurement Preferences



The Procurement Department requests an amendment to the Charter of the City of Salisbury to permit the use of procurement preferences for certain types of business in accordance with the State under Maryland Law. Such an amendment would allow the Procurement Department, in conjunction with City Council, to determine which, if any, procurement preferences would be in the best interests of the City of Salisbury to pursue, and to set forth procedures and guidelines for various types of procurement preferences (i.e., Veteran-Owned Small Business; Locally-Owned; Women-Owned Small Business, Minority Business Enterprises, etc).

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CITY OF SALISBURY

CHARTER AMENDMENT NO. 2348

**A RESOLUTION TO AMEND ARTICLE XVI, SECTION SC 16-3 OF THE
CHARTER OF THE CITY OF SALISBURY, MARYLAND TO PERMIT
PROCUREMENT PREFERENCES WHEN AUTHORIZED BY
ORDINANCE.**

WHEREAS, the Charter of the City of Salisbury may be amended as outlined in § SC21-1 and § SC21-2, which refers to Local Government Article § 4-305 of the Maryland Annotated Code; and

WHEREAS, the State of Maryland has enacted certain procurement preferences pursuant to the State Finance and Procurement Article, Annotated Code of Maryland; and COMAR; and

WHEREAS, the City of Salisbury has concluded that it is in the best interests of City residents to permit the use of procurement preferences for certain types of businesses located in Salisbury, Maryland; and

WHEREAS, the City of Salisbury wishes to authorize the City Council to establish procurement preferences in the competitive bidding procedure.

NOW, THEREFORE, be it resolved by the City Council of the City of Salisbury, that Article XVI of the Charter be amended as follows:

ARTICLE XVI Purchases and Sales; City Property Inventory

§ SC16-3. General policy of competitive bidding; exceptions.

B. Contracts shall be let to the lowest evaluated and best bid in the case of purchases, or the highest and best bid in the case of sales, except that the city in every instance shall reserve the right to reject any or all bids, waive any irregularities and make the award in the best interests of the city.

C. In the evaluation of contracts for the construction of public works and the purchase of materials and supplies, the City may offer procurement preferences for

31 businesses located in Salisbury, Maryland and other businesses that qualify to receive
32 preference in contracts with the State under Maryland Law.

33
34 **AND BE IT FURTHER RESOLVED** by the City Council of the City of Salisbury that
35 this Resolution take effect fifty (50) days from and after the date of its final passage, subject to
36 the right of referendum, and that its provisions shall be implemented on the ____ day of
37 _____, 2014. The City Clerk is hereby authorized to proceed with the posting and
38 publication of this Resolution pursuant to the requirements of Local Government Article § 4-305
39 of the Annotated Code of Maryland.

40 This Resolution was introduced, read, and passed at a meeting of the Salisbury City
41 Council held on the ____ day of _____, 2014.

42 .

43
44 ATTEST:

45
46 _____
47 Kimberly R. Nichols, City Clerk

46 _____
47 Jacob R. Day, City Council President

48

PUBLIC HEARING

The Council of the City of Salisbury will consider a Charter Resolution to amend Article XVI, Section SC 16-3 of the Charter of the City of Salisbury to permit Procurement Preferences when authorized by ordinances. The date of the Legislative Session and Public Hearing on this Charter Amendment is **January 27, 2014, beginning at 6:00 p.m.**

Contact City Clerk at 410-548-3140 for more information.

phy 1/20, '14

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3 **CITY OF SALISBURY**
4 **ORDINANCE NO. 2272**
5

6 **AN ORDINANCE OF THE CITY OF SALISBURY,**
7 **MARYLAND TO REZONE PROPERTY LOCATED**
8 **ON THE NORTHERLY SIDE OF ANNE STREET**
9 **AND ON BOTH SIDES OF SHORT STREET FROM**
10 **GENERAL COMMERCIAL TO R-5A**
11 **RESIDENTIAL.**

12
13 **WHEREAS**, the Mayor and City Council have the authority to amend
14 Title 17, Zoning, of the Salisbury Municipal Code, pursuant to the authority granted by
15 Article 66B of the Annotated Code of Maryland and in accordance with the specific
16 provisions of Chapter 17.228, Amendments and Rezoning of Title 17, Zoning; and
17

18 **WHEREAS**, the Mayor and City Council have initiated action, in
19 accordance with the provisions of Chapter 17.228 of Title 17, Zoning, of the Salisbury
20 Municipal Code, to rezone property owned by the City of Salisbury; and
21

22 **WHEREAS**, the Salisbury Planning and Zoning Commission held a
23 Public Hearing on June 20, 2013, continued to July 18 and August 22, 2013, and
24 reviewed all information, and recommended that additional regulatory flexibility is
25 needed in order to support redevelopment; and
26

27 **WHEREAS**, the City Council, after a Public Hearing did, in a public
28 meeting, adopt Findings of Fact as required by Chapter 17.228.030A of Title 17, Zoning,
29 of the Salisbury Municipal Code, as to the following matters:
30

- 31 (a) The neighborhood in which the subject properties are located;
32 (b) Population change in the neighborhood;
33 (c) Availability of public facilities to serve the type of uses allowed;
34 (d) Present and future transportation patterns to serve this site;
35 (e) Compatibility of uses allowed if the zoning is changed with existing
36 and proposed development of the area.
37 (f) The relationship of such proposed amendment to the adopted Salisbury
38 Comprehensive Plan; and,
39 (g) The recommendation of the Salisbury Planning and Zoning
40 Commission.
41

42 **WHEREAS**, said Findings have been duly set forth, shall be found in the
43 minutes of the meeting or meetings at which these matters were discussed; and
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WHEREAS, the City Council has found that there has been a change in the character of the area surrounding the City of Salisbury site, and there is a need to reclassify the zoning to better reflect this change.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY OF SALISBURY MARYLAND, that the existing zoning of these properties as shown in Exhibit A attached hereto and made a part hereof, shall be reclassified from General Commercial to R-5A Residential.

AND BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that this Ordinance shall take effect from and after the date of its final passage but in no event until ten (10) days after the date of the Council’s Public Hearing.

THIS ORDINANCE was introduced at a meeting of the Council on the ___ day of _____, 2013, and having been published as required by law, in the meantime, was finally passed at its meeting on the ___ day of _____, 2013.

ATTEST:

Kimberly R. Nichols
City Clerk

Jacob R. Day
President of the Council of
the City of Salisbury

Approved by me this _____
day of _____, 2013.

James Ireton, Jr.
Mayor of the City of Salisbury

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5 **RESOLUTION OF DECISION AND**
6 **FINDINGS OF FACT**
7

8 **MAYOR AND CITY COUNCIL – ANNE STREET**
9 **REZONING**

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11 **RECLASSIFICATION OF ZONE FROM GENERAL COMMERCIAL**
12 **TO R-5A RESIDENTIAL**
13

14
15 The Mayor and City Council reviewed and considered all testimony and
16 written evidence presented a public hearing held at the request of the Mayor and City
17 Council to rezone approximately 38,551 sq. ft. of land. The rezoning site is located on the
18 northerly side of Anne Street, and on both sides of Short Street. The request is to change
19 the zoning of the subject property from General Commercial to R-5A Residential zoning.
20

21 The Council does hereby make the following Findings of Fact in
22 accordance with the provisions of Section 17.228 Amendments and Rezoning, of Title
23 17, Zoning, of the Salisbury Municipal Code.
24

25 **A. SPECIFIC FINDINGS OF FACT:**
26

27 **1. Neighborhood.**

28 The neighborhood is bounded by Naylor Street on the north, East Church
29 Street on the east, Elizabeth Street on the south, and the Railroad right-of-
30 way on the west.
31

32 **2. Population Change.**

33 There has been little population change in the designated neighborhood.
34 Staff could document only five (5) new single-family units in the
35 neighborhood since 1983 generating a population of approximately 13
36 new residents.
37

38 **3. Availability of Public Facilities.**

39 The subject properties are served or can be served from a 6 inch water line
40 and an 8 inch sewer line in Anne Street. There is also an 8 inch sewer line
41 in Short Street. The existing water line in Short Street will likely have to
42 be replaced as it is a 1 ½ inch galvanized pipe.
43

44 **4. Present and Future Transportation Patterns.**

45 The proposed rezoning area fronts on existing City streets that are shown
46 with a right-of-way width of 30 feet on the City property maps. However,

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City Public Works Staff took measurements and found that the Anne Street pavement width varies from 23-33 ft. curb-to-curb; and Short Street has a pavement width of 23 ft. (in the rezoning area). No new streets or further street widening is proposed. The existing streets are adequate for residential traffic. However, with the on-street parking that is often found there, access for trucks over two axles would be difficult for many of these properties.

5. Compatibility with Existing and Proposed Development.

The proposed area to be rezoned adjoins other lands zoned and developed residentially.

The proposed rezoning is from City General Commercial to City R-5A Residential. The proposed change should not conflict with the zoning and development of nearby properties that are already residentially zoned and developed.

6. Relationship to the Comprehensive Plan.

The Salisbury Comprehensive Plan, adopted in 2010, recommends that this area be designated for medium density residential development (5-8 dwelling units per acre). The proposed development is at a density of one unit per 5.6 acres and is within the density proposed by the Comprehensive Plan.

7. Change in the Character of the Area.

In the case of the proposed area to be rezoned, the last comprehensive rezoning in the City occurred on May 23, 1983.

Staff found that the City properties as well as the Christian Shelter property at 326 Barclay Street were likely still in manufacturing or industrial type uses in 1983. The shirt factory and the laundry uses no longer exist on 1.45 acres of the proposed area to be rezoned.

8. Mistake in Existing Zoning.

The Commission found that there is no evidence to support a rezoning based on “mistake” in the existing zoning. In 1983, the laundry and shirt factory uses were likely still existing or it was reasonable to expect that these structures might be re-used for a similar use.

87 **B. DECISION:**

88

89 **THEREFORE**, after review and consideration of all written evidence and
90 testimony during the public hearing, thereon, the Council, for the reasons stated, hereby
91 finds that there has been a Change in the Character of the Area sufficient to warrant the
92 requested rezoning from General Commercial to R-5A Residential zoning.

93

94 **NOW, THEREFORE**, upon a motion by _____,
95 seconded by _____ and duly carried, the Council hereby adopts
96 these Findings of Fact and directs that one copy of these signed and certified Findings be
97 attached to and made a part of the minutes of this meeting.

98

99

100 ATTEST:

101

102

103 _____
104 Kimberly R. Nichols
105 City Clerk

106 _____
107 Jacob R. Day
108 President of the Council of
109 the City of Salisbury

106

107

108 Approved by me this _____
109 day of _____, 2013.

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113 _____
114 James Ireton, Jr.
115 Mayor of the City of Salisbury

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3 **CITY OF SALISBURY**
4 **ORDINANCE NO. 2274**
5

6
7 AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND
8 SUBSECTION 15.24.490 GENERAL DEFINITIONS OF THE PROPERTY
9 MAINTENANCE CODE OF THE CITY OF SALISBURY TO ADD A
10 DEFINITION FOR BLIGHT.

11 WHEREAS, the ongoing application, administration and enforcement of Chapter
12 15.24 of the Salisbury Municipal Code, demonstrates a need for periodic review,
13 evaluation and amendment; and

14 WHEREAS, there is no definition for blight in the current code; and

15 WHEREAS, the addition of the definition of blight will strengthen the
16 enforcement mechanism that the Department of Neighborhood Services and Code
17 Compliance currently has in place; and

18 WHEREAS, the Department of Neighborhood Services and Code Compliance
19 does recommend approval of this proposed code change.

20 NOW, THEREFORE, be it enacted and ordained by the City Council of the City
21 of Salisbury, that Chapter 15.24 Housing Standards, Subsection 15.24.490 General
22 Definitions of the Salisbury Municipal Code be amended to add the following definition:

23 **15.24.490 General Definitions**
24

25 Blight. A condition that endangers the public health, safety or welfare; or any
26 condition that is detrimental to the public health, safety, or welfare because commercial,
27 industrial, or residential structures or improvements are dilapidated, or deteriorated or

28 because such structures or improvements violate minimum health and safety laws or
29 regulations. Blight shall include, but not be limited to, debris or other material which
30 results from or is intended to be utilized in demolition or construction or that results from
31 any other cause or for any purpose, which remains on any property not specifically zoned
32 for the keeping of such debris or material for more than sixty (60) days without being
33 utilized or removed. Blight shall not include construction materials stored at the site of an
34 active construction project with a current and valid construction permit unless the
35 presence of the materials violates minimum health and safety laws or regulations.

36
37

AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY

38 COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that the Ordinance shall
39 take effect upon final passage.

40 THIS ORDINANCE was introduced and read at a meeting of the Council of the
41 City of Salisbury held on the _____ day of _____, 2014 and thereafter, a
42 statement of the substance of the ordinance having been published as required by law, in
43 the meantime, was finally passed by the Council on the ___ day of _____,
44 2014.

45
46

47 ATTEST:

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49

50

51 _____
Kimberly R. Nichols, City Clerk

52 _____
Jacob R. Day, City Council President

53
54

55 Approved by me, this _____ day of _____, 2014.

56

57 _____

58 James Ireton, Jr., Mayor of the City of Salisbury

City of Salisbury



JAMES IRETON JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR



Maryland

699 W. SALISBURY PARKWAY
SALISBURY, MD 21801
TEL: 410-548-3165



BARBARA DUNCAN
CHIEF OF POLICE

January 16, 2014

TO: Mr. Tom Stevenson
Acting City Administrator

FROM: Major David Meienschein

SUBJECT: Ordinance – Requesting Current Year Surplus Funds for Purchase of Electronic Control Devices, (ECD's) Pilot Program.

The Salisbury Police Department respectfully requests a transfer from the Current Year Surplus Fund to the Police Services – operating account in the amount of \$12,500.00. This transfer is for the purchase of Electronic Control Devices, (ECD's). The cost also includes Video recording devices which will be attached to each unit and all necessary supplies for initial implementation.

This equipment will be deployed within the police departments patrol squads and become part of the use of force continuum as part of a less than deadly force option to subdue non-compliant or combative offenders.

The benefit of this technology is such that police officers will have a use of force tool to gain offender compliance without having to put hands on the offender which risks injury to the police officer as well as workman compensation claims.

Unless you or the Mayor has further questions, please forward this Ordinance to the Salisbury City Council.

A handwritten signature in black ink, appearing to read "David Meienschein".

Major David Meienschein
Administrative Commander

Attachment

