



# City of Salisbury

## CITY COUNCIL AGENDA



---

**February 9, 2015**  
**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. CITY INVOCATION – Dr. William Warren, Senior Pastor at Allen Memorial Baptist Church

6:06 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

6:08 p.m. COMMUNITY ORGANIZATION PRESENTATION

- Light of Literacy Awards – presented by Andrea Berstler, Wicomico Public Library Executive Director

6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:27 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- January 12, 2015 regular meeting minutes
- January 26, 2015 regular meeting minutes
- Manufacturing Exemption request for Polyone Designed Structures and Solutions LLC for equipment purchased 2009 – 2013
- Resolution No. 2471 - authorizing the Chief of Police to enter into a Memorandum of Understanding between the Salisbury Police Department, the Maryland Department of Safety and Correctional Services, and Washington College to allow Washington College to develop analytical products to help the Salisbury Police Department continue their mission of reducing criminal activity and enhancing public safety
- Resolution No. 2472 - authorizing the Mayor to sign the Memorandum of Understanding and accept a grant of \$40,000 from Maryland State Highway Administration's Recreational Trails Program for the Salisbury Rowing and Kayak Water Access Project
- Resolution No. 2473 - approving the appointment of Marion F. Keenan to the Salisbury Bicycle-Pedestrian Advisory Committee for the term ending 12/31/2017
- Resolution No. 2474 - approving the appointment of Michael H. Perry, II to the City Park Committee for the term ending 12/31/2017
- Resolution No. 2475 - approving the reappointment of Brian Raygor to the Zoo Commission for the term ending 12/31/2017
- Resolution No. 2476 - approving the appointment of Nancy E. Robertson to the Friends of Poplar Hill Mansion Board of Directors for the term ending 1/31/2018
- Resolution No. 2477 - approving the reappointment of Scott Saxman to the Historic District Commission for the term ending 12/31/2017

- Resolution No. 2478 - approving the reappointment of Carol Scissons to the Zoo Commission for the term ending 12/31/2017
- Resolution No. 2479 - approving the reappointment of Jane Youngk to the Marina Committee for the term ending 1/31/2017

6:32 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking  
Jennifer L. Miller

- Award of Bid – Contract 106-15 2014 Caprice Police Patrol Vehicle

6:45 p.m. ORDINANCE – City Attorney Mark Tilghman

- Ordinance No. 2314 – 2<sup>nd</sup> reading- changing the rates for Emergency Medical Services (EMS)

7:15 p.m. PUBLIC COMMENTS

7:20 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](http://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(a), by vote of the City Council.**

**Proposed agenda items for February 23, 2015 (subject to change)**

- Resolution No. \_\_\_ - Arts & Entertainment District Expansion
- Resolution No. \_\_\_\_ - Proposed Stormwater Utility Fee Structure

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**JANUARY 12, 2015**

4  
5 **PUBLIC OFFICIALS PRESENT**

6  
7 *Council President Jacob R. Day*  
8 *Councilwoman Eugenie P. Shields*

*Mayor James Ireton, Jr.*  
*Councilman John “Jack” R. Heath*

9  
10 **PUBLIC OFFICIALS NOT PRESENT**

11  
12 *Council Vice President Laura Mitchell*  
13 *Councilman Timothy K. Spies*

14  
15 **IN ATTENDANCE**

16  
17 *City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, City Attorney Mark*  
18 *Tilghman, Assistant Director Internal Services – Procurement & Parking Jennifer L. Miller,*  
19 *Police Chief Barbara Duncan, Public Works Director Mike Moulds, Planning & Zoning*  
20 *Director Jack Lenox, interested citizens and members of the press*

21 \*\*\*\*\*

22 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

23  
24 *The City Council met in regular session at 6:02 p.m. in Council Chambers. Council President*  
25 *Day called the meeting to order and invited Reverend Dr. Donald M. Rising, Pastor at Wicomico*  
26 *Presbyterian Church to the podium to deliver the invocation. Thereafter, the Pledge of*  
27 *Allegiance to the flag was recited.*

28  
29 **COMMUNITY ORGANIZATION PRESENTATION** - *presented by David Wharton, Service*  
30 *Officer, Jr. Vice Commander, Eastern Shore Chapter 34*

- 31  
32 • **Disabled American Veterans**  
33 *Mr. Wharton reported that most of the members of the Disabled American Veterans*  
34 *(DAV) organization are disabled veterans themselves desiring to serve others. In order to*  
35 *do so, they must participate in special training held in the Baltimore area.*

36  
37 *He informed the public that the DAV Chapter 34 in Salisbury has opened an office*  
38 *downtown in the Cannon Building (Room 118) behind the Wicomico County Library. The*  
39 *office is not manned full-time yet, but they have eight (8) trained service officers to assist*  
40 *disabled veterans, and they also provide needed transportation for disabled veterans to*  
41 *their appointments to Elsmere, Loch Raven, Baltimore, and Ford George G. Meade,*  
42 *utilizing three vehicles and six (6) volunteer drivers. Volunteers are always welcome!*

43  
44 *For more information, or to request transportation to one of the above facilities, call*  
45 *410-742-4181.*

- 47 • Concerned Parents for Kids Corporation  
48 *Mr. Wharton, along with his wife, founded the Concerned Parents for Kids Corporation*  
49 *approximately ten (10) years ago. The organization is a food and clothing ministry which*  
50 *provides clothing to school aged children throughout the lower three Eastern Shore*  
51 *counties. Working closely with the schools and school nurses, they are always looking for*  
52 *not only monetary donations, but good used clothing that can be recycled to benefit those*  
53 *in need.*

54  
55 *Donations should be delivered to 745 South Division Street, Salisbury, MD 21801.*

56  
57 **ADOPTION OF LEGISLATIVE AGENDA**

58  
59 *Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to approve the Legislative*  
60 *Agenda as presented.*

61  
62 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

63  
64 *The Consent Agenda was unanimously approved on a motion and seconded by Mrs. Shields and*  
65 *Mr. Heath, respectively:*

- 66  
67 • *December 1, 2014 closed session minutes (separate envelope)*  
68 • *December 15, 2014 work session minutes*  
69 • *Resolution No. 2468 – allowing the Chief of Police to sign a memorandum of agreement*  
70 *between the Wicomico County Circuit Court Adult Drug Treatment Program and the*  
71 *Salisbury Police Department and to accept grant funds from the Office of Problem*  
72 *Solving Courts Discretionary Grant Adult Drug Court Program to provide overtime*  
73 *reimbursement to police officers conducting curfew and contract compliance checks on*  
74 *clients in the City of Salisbury*

75  
76 **AWARD OF BIDS** – presented by Assistant Director of Internal Services – Procurement & Parking  
77 *Jennifer L. Miller*

78  
79 *The Award of Bids, consisting of the following items, was unanimously approved on a motion by*  
80 *Mr. Heath and seconded by Mrs. Shields:*

- 81  
82 • *Award of Bid, Contract A-11-15 Security Services for WWTP & Zoo \$48,000.00 (FY15)*  
83 *\$142,993.00 (FY16)*  
84 • *Declaration of Surplus – SPD Duty Weapon – Salisbury Police Department \$00.00*  
85 • *Declaration of Surplus –HP DesignJet Printer – Salisbury Public Works \$00.00*

86  
87 *Mr. Heath noted that the internal memory or CPU of the printer should be removed and destroyed*  
88 *prior to donating or recycling the equipment since it may contain confidential information.*

89  
90 **ORDINANCE/PUBLIC HEARING** – presented by City Attorney Mark Tilghman

91

- 92 • *Ordinance No. 2310 – Public Hearing & 1<sup>st</sup> reading – pursuant to Chapter 17.228 of*  
93 *Title 17, Zoning of the Salisbury Municipal Code and Section 4.04 of Article 66B of the*  
94 *Annotated Code of Maryland for the purpose of amending Section 17.04.120, definitions,*  
95 *Section 17.64.040, Uses and Development Standards in the Newtown Historic District,*  
96 *and Section 17.196.030, Parking Standards, to add Bed and Breakfast Inns*  
97

98 *Mrs. Shields moved and Mr. Heath seconded to approve Ordinance No. 2310 for first*  
99 *reading and Mr. Tilghman presented the ordinance.*

100  
101 *City Clerk Kim Nichols administered the oath to one person, and the following comments*  
102 *were provided during the Public Hearing:*

- 103  
104 ➤ *The City is changing, but Bed & Breakfast Inns are another form of commercial*  
105 *enterprise placed into single family neighborhood zone*  
106 ➤ *The neighborhoods are changing as there are many duplexes, multi-family*  
107 *houses, group homes, and apartment dwellings in Newtown Neighborhood*  
108 ➤ *Newtown is no longer a single-family neighborhood*  
109 ➤ *The neighborhood is less safe, with more reported petty crimes and thefts*  
110 ➤ *The speaker wanted to live in an historic neighborhood/single family*  
111 *neighborhood, which is what she thought when she purchased her home*  
112 ➤ *This is commercializing and changing the neighborhood, and not a positive move*  
113 ➤ *Disappointed in the number of group homes in the Newtown Neighborhood*  
114 ➤ *This is not a positive move*  
115

116 *Mr. Tilghman reviewed and concurred with the following amendments suggested in Mr.*  
117 *Spies' email:*

- 118  
119 ➤ *Line 28 – strike “THEIR”*  
120 ➤ *Line 31 – insert “INHERENT” before “CHARM” and “WELL-MAINTAINED”*  
121 *before “HISTORIC”*  
122 ➤ *Line 33 – strike “CREATE” and insert “ALLOW”*  
123 ➤ *Line 47 – insert “(AND THE CHILDREN OF THOSE SIX ADULTS) after*  
124 *“ROOMERS”*  
125 ➤ *Line 76 – strike “PROVIDED NO PARKING SHALL BE PERMITTED IN THE*  
126 *FRONT YARD.”*  
127 ➤ *Line 83 – strike “CONFIRMED” and insert “ALLOWED”*  
128 ➤ *Line 93 – insert “WITH TRUNKS” after “PLACED”*  
129

130 *Mr. Heath moved to amend the Ordinance using the language Mr. Tilghman provided in*  
131 *the above review. Mrs. Shields seconded and the amendment was unanimously approved.*  
132

133 *Mr. Day read a letter from the Newtown Association Board of Directors supporting the*  
134 *legalization of B & B Inns in Newtown and the entire City of Salisbury.*

135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173

*Ordinance No. 2310 for first reading, as amended, was unanimously approved.*

- *Ordinance No. 2309 – 2<sup>nd</sup> reading – to designate Riverside Drive, from West College Avenue to Mill Street, as a “NO PARKING” zone*

*Mr. Heath moved, Mrs. Shields seconded, and the vote was unanimous to approve Ordinance No. 2309 for second reading.*

- *Ordinance No. 2311 – 1<sup>st</sup> reading – to abandon an area of land being the improved roadbed of Wayne Street between Power Street and Bateman Street*

*Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to approve Ordinance No. 2311 for first reading.*

- *Ordinance No. 2312 – 1<sup>st</sup> reading – to eliminate eleven parking spaces and provide for a total of two bus parking spaces on Wayne Street and two vehicle parking spaces on Power Street adjacent to the Salisbury University Stadium*

*Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to approve Ordinance No. 2312 for first reading.*

**MOTION TO CONVENE IN CLOSED SESSION**

*At 6:46 p.m., Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to convene in Closed Session to receive an update on pending litigation from legal counsel and staff as permitted under the Annotated Code of Maryland § 10-508(a)(7)(14).*

*At 7:18 p.m., upon a motion and seconded by Mrs. Shields and Mr. Heath, respectively, and by unanimous vote in favor, Mr. Day adjourned the Closed Session, returned to Open Session and provided the statement that Council had received an update on Lots 1 & 11 negotiations and pending litigation while in Closed Session.*

**ADJOURNMENT**

*Council President Day adjourned the Open Session at 7:20 p.m.*

\_\_\_\_\_  
*City Clerk*

\_\_\_\_\_  
*Council President*

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**JANUARY 26, 2015**

4  
5 **PUBLIC OFFICIALS PRESENT**

6  
7 *Council President Jacob R. Day* *Mayor James Ireton, Jr.*  
8 *Council Vice President Laura Mitchell* *Councilman John “Jack” R. Heath*  
9 *Councilman Timothy K. Spies*

10  
11 **PUBLIC OFFICIALS NOT PRESENT**

12  
13 *Mayor James Ireton, Jr.*  
14 *Councilwoman Eugenie P. Shields*

15  
16 **IN ATTENDANCE**

17  
18 *City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, City Attorney Mark*  
19 *Tilghman, Assistant Director Internal Services – Procurement Jennifer Miller, Public Works*  
20 *Director Mike Moulds, Director Planning & Zoning Jack Lenox, Director Neighborhood*  
21 *Services & Code Compliance Susan Phillips, Fire Chief Rick Hoppes, interested citizens and*  
22 *members of the press*

23 \*\*\*\*\*  
24 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

25  
26 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President*  
27 *Day called the meeting to order and invited Stephen Hause, Pastor of the Deaf at Cross Pointe*  
28 *Church of the Nazarene to offer the City Invocation. Afterwards, those in attendance recited the*  
29 *Pledge of Allegiance to the flag of the United States of America.*

30  
31 **COMMUNITY ORGANIZATION PRESENTATION**

- 32  
33
  - *Salisbury/Wicomico Youth Civics Council presentation and swearing-in*  
34 *Council President Day invited Salisbury/Wicomico Youth Civics Council (SWYCC)*  
35 *Program Coordinator Theoleonius (Theo) Williams (an Americorp Service Member from*  
36 *Salisbury University) and City Administrator Tom Stevenson to the podium. Mr.*  
37 *Stevenson reported the SWYCC was currently in its second year of operation, and has*  
38 *recently joined in partnership with Wicomico County. The SWYCC aims to foster a sense*  
39 *of ownership and pride among Salisbury and Wicomico County youth. The diverse*  
40 *Council consists of ten to twelve high school students who will prepare presentations and*  
41 *actively participate in meaningful dialogue with City and County elected officials. The*  
42 *mission of the SWYCC is to empower the youth of the community by giving them a*

43 leadership role to establish change for themselves, their families, and the communities in  
44 which they live.

45 Mr. Williams asked the student members to enter the Council Chambers, and explained  
46 he was building off the work of prior coordinator Brittany Goff. He reported that each of  
47 the students will identify ideas of changes they would like to see in the community.  
48 "Council for the Day" will be scheduled and the entire community will be invited to  
49 attend as the SWYCC members present their ideas to City and County Councils.

50 After the SWYCC members recited the oath, read by President Day, Mr. Williams  
51 introduced each new member to the audience. The members present included Taylor  
52 Creighton, Steve Lee, Michael Li, Banyja Munasinghe, Kate Nichols, Savannah Scott,  
53 Maddie Sherwood, Dasani Taylor, and Monroe Parker.

54

55 **ADOPTION OF LEGISLATIVE AGENDA**

56

57 Mr. Heath moved, Mr. Spies seconded and the vote was unanimous to approve the legislative  
58 agenda as presented.

59

60 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

61

62 Upon a motion and seconded by Mr. Spies and Mr. Heath, respectively, and by unanimous vote  
63 in favor, the Consent Agenda was unanimously approved as presented:

64

- 65 • December 22, 2014 regular meeting minutes
- 66 • January 5, 2014 work session minutes
- 67 • Resolution No. 2469 – declaring that Two Farms, Inc. is eligible to receive Enterprise  
68 Zone benefits for property located at 1150 Pemberton Drive
- 69 • Approving the Manufacturing Exemption request for Jubilant Cadista Pharmaceuticals  
70 for equipment purchased in 2013

71

72 **AWARD OF BIDS** – presented by Assistant Director of Internal Services – Procurement Jennifer  
73 Miller

74

75 The Award of Bids, consisting of the following items, was unanimously approved on a motion by  
76 Mr. Spies that was seconded by Mr. Heath:

77

- 78 • Change Order #2 – RFP 04-14 Main Street Masterplan \$48,160.00
- 79 • Change Order #3 – RFP 04-14 Main Street Masterplan \$12,130.00
- 80 • Declaration of Surplus – Turnout Gear - Salisbury Fire Department \$ 00.00

81

82 **RESOLUTION** – presented by City Administrator Tom Stevenson

83

- 84 • *Resolution No. 2470 – authorizing the Mayor to sign the grant agreement and accept a*  
85 *grant of \$50,000.00 from Maryland Department of Transportation Maryland Bikeways*  
86 *Program for the provision of the design of a pavement marking plan for 3 bicycle routes*  
87 *(Orange Route, Red Route, and Salisbury Urban Greenway); the installation of bicycle*  
88 *pavement markings for the three bicycle routes; the installation of 3 bicycle racks*  
89 *(Downtown Plaza, Salisbury Zoological Park, and Salisbury Park); and the design,*  
90 *construction, and installation of 4 informational kiosks (Downtown, Peninsula Regional*  
91 *Medical Center, Salisbury University, and Salisbury Park)*

92  
93 *Mr. Spies moved, Mr. Heath seconded, and the vote was 3-1 (Mrs. Mitchell voted nay) to*  
94 *approve Resolution No. 2470 as presented.*

95  
96 **ORDINANCES** – presented by City Attorney Mark Tilghman

- 97  
98 • *Ordinance No. 2310 – 2<sup>nd</sup> reading - pursuant to chapter 17.228 of title 17, Zoning of the*  
99 *Salisbury Municipal Code and Section 4.04 of Article 66b of the Annotated Code of*  
100 *Maryland for the purpose of amending Section 17.04.120, Definitions, Section 17.64.040,*  
101 *Uses and Development Standards in the Newtown Historic District, and Section*  
102 *17.196.030, Parking Standards, to add Bed and Breakfast Inns*

103  
104 *Mrs. Mitchell moved and Mr. Heath seconded to approve Ordinance No. 2310 as*  
105 *amended for second reading.*

106  
107 *Mrs. Mitchell moved to amend Ordinance No. 2310 by striking “PLANTED” and*  
108 *inserting “SUITABLE” on Line 91, and striking “CONSISTING OF EVERGREENS*  
109 *WITH A MINIMUM HEIGHT OF SIX FEET AND PLACED WITH TRUNKS NO MORE*  
110 *THAN EIGHT FEET APART.” from Lines 92 to 95. Mr. Heath seconded, and the motion*  
111 *was unanimously approved.*

112  
113 *Ordinance No. 2310 for second reading, as amended on January 12, 2015 and January*  
114 *26, 2015 was passed by unanimous vote in favor.*

- 115  
116 • *Ordinance No. 2311 – 2<sup>nd</sup> reading – to abandon an area of land being the improved*  
117 *roadbed of Wayne Street between Power Street and Bateman Street*

118  
119 *Mr. Heath moved, Mrs. Mitchell seconded, and the vote was unanimous to approve*  
120 *Ordinance No. 2311 for second reading.*

- 121  
122 • *Ordinance No. 2312 – 2<sup>nd</sup> reading – to eliminate eleven parking spaces and provide for a*  
123 *total of two bus parking spaces on Wayne Street and two vehicle parking spaces on*  
124 *Power Street adjacent to the Salisbury University Stadium*

125  
126 *Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to approve*

127 *Ordinance No. 2312 for second reading.*

- 128
- 129 • *Ordinance No. 2313 – 1<sup>st</sup> reading – amending Sections 15.24.280 General, 15.24.1640*
  - 130 *Violation of occupancy provisions, and 15.26.110 Denial, nonrenewal, revocation, or*
  - 131 *suspension of license or registration of the Salisbury Municipal Code*

132

133 *Mr. Heath moved and Mr. Spies seconded to approve Ordinance No. 2313 for first*

134 *reading.*

135

136 *Mrs. Mitchell moved and Mr. Spies seconded to amend Ordinance No. 2313 for first*

137 *reading by incorporating the occupancy enforcement policy into the ordinance. After*

138 *discussion, the motion unanimously failed on a 0-4 vote.*

139

140 *Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous (4-0) to amend*

141 *Ordinance No. 2313 for first reading by adding the language to this section of the Code*

142 *that incorporates requiring Council approval of the associated policy discussed. Mr.*

143 *Tilghman shall incorporate the language into the ordinance prior to second reading.*

144

145 *Ordinance No. 2313 for first reading was unanimously approved as amended.*

- 146
- 147 • *Ordinance No. 2314 – 1<sup>st</sup> reading – changing the rates for Emergency Medical Services*
  - 148 *(EMS)*

149

150 *Mr. Heath moved, Mrs. Mitchell seconded, and the vote was unanimous to approve*

151 *Ordinance No. 2314 for first reading.*

152

153 *Mrs. Mitchell moved, Mr. Spies seconded and the vote was unanimous to amend*

154 *Ordinance No. 2314 for first reading by placing “(per mile)” next to mileage on Line 16.*

155

156 *Ordinance No. 2314 for first reading, as amended, was unanimously approved.*

157

158 **PUBLIC COMMENTS**

159

160 *One member of the public provided the following public comments:*

- 161
- 162 • *Pleased that Newtown will now have Bed & Breakfast Inns which will be valuable to the*
  - 163 *neighborhood and economy*
  - 164 • *Old homes are extremely expensive to keep up*
  - 165 • *Property values in Newtown have dropped because of multi-family homes in the*
  - 166 *neighborhood, and hopeful properties will increase in value with the passing of this*
  - 167 *legislation*
  - 168 • *Because the Newtown homes are varied in style and architecture, the visitors will enjoy*
  - 169 *staying in them*

- 170 • *Happy that other methods (other than the planting of trees) of distinction for driveways*
- 171 *was approved*
- 172 • *Most of the homes that qualify for Bed & Breakfast Inns have a minimum of five (5)*
- 173 *bedrooms*
- 174 • *In Ordinance No. 2313, at the time Neighborhood Services and Code Compliance*
- 175 *(NSCC) determines there's a violation of occupancy, the occupancy rights are lost (There*
- 176 *is no ten (10) day grace period in this legislation). This is one of the things needing to be*
- 177 *included in the Code. It is critical because if this happened to one of his properties, the*
- 178 *speaker would act on it far within ten (10) days. At the point NSCC determines there is a*
- 179 *violation, all triggers happen.*

180  
181 *President Day stated that this was the first reading and further discussion will take place in two*  
182 *weeks prior to the adoption of the policy.*

183  
184 *With no further business to discuss, the legislative session adjourned at 7:17 p.m.*

185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
JANUARY 12, 2015

213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255

*TIME & PLACE:* 6:53 p.m., Government Office Building – Council Chambers, Room 301

*PURPOSE:* To consult with counsel to obtain legal advice on a legal matter; and before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process

*VOTE TO CLOSE:* Unanimous

*CITATION:* Annotated Code of Maryland §10-508(a)(7)(14)

*PRESENT:* Council President Jacob R. Day, Councilman John “Jack” R. Heath, Councilwoman Eugenie P. Shields, City Clerk Kimberly R. Nichols, City Administrator M. Thomas Stevenson, Jr., City Attorney Mark Tilghman, Planning & Zoning Director Jack Lenox, and Assistant Director Internal Services – Procurement Jennifer Miller (left at 7:01 p.m.)

*NOT PRESENT:* Mayor James Ireton, Jr., Council Vice President Laura Mitchell, Councilman Timothy K. Spies

\*\*\*\*\*

The City Council convened in Legislative Session in Room #301 in the Government Office Building at 6:02 p.m. and at 6:46 p.m., President Day called for a motion to convene in Closed Session. Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to convene in Closed Session for the purpose of consulting with counsel to obtain legal advice on a legal matter; and before a contract is awarded or bids are opened, discussing a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process in accordance with the Annotated Code of Maryland §10-508(a)(7)(14).

At 7:18 p.m., on a motion and seconded by Mrs. Shields and Mr. Heath, respectively, and by unanimous vote in favor, the Closed Session was adjourned and Council reconvened in Open Session. President Day then reported that while in Closed Session Council had received an update on Lot 1 and Lot 11 negotiations and other pending litigation.

Thereafter, the Open Session adjourned at 7:20 p.m.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council President

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-334-3028  
Fax: 410-548-3192

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.  
MAYOR

TOM STEVENSON  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

**To:** Tom Stevenson, City Administrator  
**From:** Keith Cordrey, Director of Internal Services *KAC*  
**Date:** January 20, 2015  
**Re:** Manufacturing Exemption for equipment purchased 2009-2013 – Polyone Designed Structures and Solutions LLC

---

I am recommending that Polyone Designed Structures and Solutions LLC be granted exemption from Personal Property Tax for their equipment purchased in 2009-2013 as requested by the company. Since the request came within 2 years of the purchase of the equipment in 2012 and 2013 they are eligible for up to 5 years exemptions for each year. The equipment purchased in 2009 thru 2011 is prorated based on the application date.

Over the next five years they will benefit from this exemption by a total savings of \$ 28,856 in personal property tax for 2009-2013 equipment purchases. The exemptions will be applied to City Property Tax years as shown in the schedule provided herein.

City of Salisbury  
Manufacturing Exemption  
Worksheet

Company: Polyone Designed Structures and			Equipment Year				
City Tax Year	Exemption Credit Value(1)	Exemption Total	2013	2012	2011	2010	2009
<b>Equip Purchased &gt;&gt;</b>			<b>54,307</b>	<b>79,628</b>	<b>259,208</b>	<b>110,750</b>	<b>497,058</b>
2011							90%
2012						90%	80%
2013					90%	80%	70%
2014	1,584	71,665		71,665	90%	80%	70%
2015	13,459	609,003	48,876	90%	63,702	80%	181,446
2016	6,853	310,085	43,446	80%	55,740	70%	155,525
2017	4,760	215,396	38,015	70%	47,777	60%	129,604
2018	1,600	72,398	32,584	60%	39,814	50%	
2019	600	27,154	27,154	50%			
	<b>28,856</b>	<b>1,305,701</b>	<b>4,201</b>	<b>6,159</b>	<b>10,311</b>	<b>2,692</b>	<b>5,492</b>

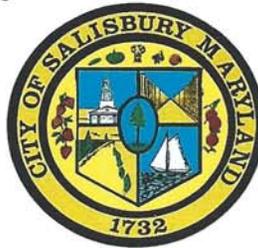
(1) The exemption credit value shown above is calculated using the current rate of 2.21. The actual value of the credit will be determined by the rates in effect at the time the Personal Property Tax bills are processed for each of the City Tax Years shown.

# Years > Equip Year	# Exemption Years Available					
1	5	<b>2014</b>	2013	2012	2011	2010
<2	5	2015	<b>2014</b>	2013	2012	2011
2-3	3	2014	2015	<b>2014</b>	2013	2012
3-4	2	2015	2016	2015	<b>2014</b>	2013
4-5	1	2016	2017	2016	2015	<b>2014</b>
# Years Granted		5	5	3	2	1
Date Filed		07/30/14	07/30/14	07/30/14	07/30/14	07/30/14

# City of Salisbury



JAMES IRETON JR.  
MAYOR  
TOM STEVENSON  
CITY ADMINISTRATOR



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



BARBARA DUNCAN  
CHIEF OF POLICE

November 26, 2014

TO: Tom Stevenson  
City Administrator

FROM: Colonel David Meienschein

SUBJECT: Resolution –Washington College

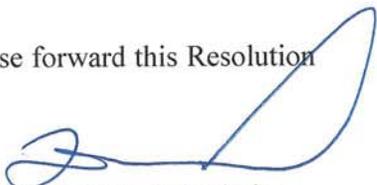
Attached, please find a Resolution to authorize the Chief of Police to sign an MOU and enter into an agreement with the Maryland Department of Safety and Correctional Services, (DPSCS), and Washington College, (WC) to share criminal data and statistical information to Washington College.

Washington College will be authorized via the MOU to enter data provided by the SPD into both The Maryland Crime Mapping and Analysis Program, (CMAP) which is designed to provide crime analysis, mapping services and other analysis via a maps/analysis on demand service, and The Maryland Offenders Management System, (MOMS) which gives law enforcement the ability to search for adults or juveniles on parole or probation, those with open warrants, as well as access to registered sex offenders, and other criminal justice data.

SPD will have the ability to share and receive information with other criminal justice agencies have entered into both (CMAP), and (MOMS); and well as other criminal justice agencies.

The collaborative effort will provide SPD along with other criminal justice agencies access to statistical data that will provide enhanced an ability to address public safety concerns.

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

  
David Meienschein  
Assistant Chief

Attachment

1  
2  
3 RESOLUTION No. 2471

4 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING THE  
5 CHIEF OF POLICE TO ENTER INTO A MEMORANDUM OF UNDERSTANDING  
6 BETWEEN THE SALISBURY POLICE DEPARTMENT, THE MARYLAND  
7 DEPARTMENT OF SAFETY AND CORRECTIONAL SERVICES, DPSCS, AND  
8 WASHINGTON COLLEGE, WC. THE PURPOSE OF THE MOU IS TO ALLOW  
9 WASHINGTON COLLEGE TO DEVELOP ANALYTICAL PRODUCTS TO AID THE  
10 SALISBURY POLICE DEPARTMENT IN THE FURTHERANCE OF THEIR MISSION  
11 OF REDUCING CRIMINAL ACTIVITY AND THE ENHANCEMENT OF PUBLIC  
12 SAFETY.

13 WHEREAS, Washington College in conjunction with The Governor's Office of Crime  
14 Control and Prevention has created the Maryland Crime Mapping and Analysis Program,  
15 (CMAP), and the Maryland Offenders Management System, (MOMS); and  
16

17 WHEREAS, the Maryland Crime Mapping and Analysis Program, (CMAP) is designed  
18 to provide crime analysis, mapping services and other analysis via a maps/analysis on demand  
19 service; and  
20

21 WHEREAS, the Maryland Offenders Management System, (MOMS) gives law  
22 enforcement the ability to search for adults or juveniles on parole or probation and those with  
23 open warrants, as well as to access information related to registered sex offenders, and other  
24 criminal justice data; and  
25

26 WHEREAS, the Salisbury Police Department will share crime statistics with Washington  
27 College in order for the data to be entered into the Maryland Crime Mapping and Analysis  
28 Program, (CMAP) as well as the Maryland Offenders Management System, (MOMS); and  
29

30 WHEREAS, the Salisbury Police Department will have the ability to share and receive  
31 information with other criminal justice agencies that have access to information entered into both  
32 (CMAP), and (MOMS), as well as other criminal justice agencies; and  
33

34 WHEREAS, entering into the MOU with The Maryland Department of Public Safety and  
35 Correctional Services, and Washington College will be of no cost to the police department; and  
36

37 WHEREAS, the work that The Maryland Department of Public Safety and Correctional  
38 Services, and Washington College accomplishes with the data that the Salisbury Police  
39 Department provides will lead to enhanced police ability to address public safety concerns.  
40

41  
42 NOW, THEREFORE, BE IT RESOLVED, BY THE COUNCIL OF THE CITY OF  
43 SALISBURY, MARYLAND that the Chief of Police is authorized to sign and enter into an  
44 MOU with The Maryland Department of Public Safety and Correctional Services and  
45 Washington College to share criminal statistical data for the purpose of crime reduction and  
46 prevention.

47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65

THIS RESOLUTION was duly passed at a meeting of the Council of the City of Salisbury held on \_\_\_\_\_, 2015, and is to become effective immediately upon adoption.

ATTEST:

\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
Jacob R. Day, President  
Salisbury City Council

APPROVED BY ME THIS:

\_\_\_\_\_ Day of \_\_\_\_\_, 2015

\_\_\_\_\_  
James Ireton, Jr. Mayor

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SALISBURY CITY POLICE DEPARTMENT,  
THE MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
AND  
WASHINGTON COLLEGE**

The Salisbury City Police Department (SBYPD), the Maryland Department of Public Safety and Correctional Services (DPSCS), and Washington College (WC), by their undersigned representatives, hereby enter into this Memorandum of Understanding (MOU).

**I. Purpose**

The Salisbury City Police Department, DPSCS, and WC (hereinafter collectively referred to as "the parties") enter into this MOU in order to allow Washington College to develop analytical products to aid the Salisbury City Police Department in the furtherance of their mission. It is the parties' expectation that the sharing of information contemplated by this MOU will enhance public safety.

**II. Background**

- A. In conjunction with the Governor's Office of Crime Control and Prevention, WC has created the Maryland Crime Mapping and Analysis Program (CMAP) and the Maryland Offenders Management System (MOMS).
1. CMAP is designed to provide crime analysis, mapping services and other analysis via a maps/analysis on demand service. Both one-time and recurring analysis requests are accepted.
  2. MOMS gives law enforcement the ability to search for adults or juveniles on parole or probation, those with open warrants, as well as access to registered sex offenders and other criminal justice data as required and added to MOMS.
- B. To expand upon this system, WC is requesting that the Salisbury City Police Department provide them with various data that may be added to MOMS upon their request.
- C. MOMS is only accessible through the Maryland Criminal Justice Dashboard (a web-based computer information system for authorized criminal justice personnel to view criminal justice and other information from multiple sources); therefore, users must have a valid National Crime Information Center (NCIC) user name and password. This is in effort to preserve the sensitive nature of law enforcement information.

**III. Scope**

- A. The parties agree that Salisbury City Police Department will provide certain designated persons at WC with "read-only" access to records and information developed or maintained by the Salisbury City Police Department as specified in Section IV.A.2. The Salisbury City Police Department may also provide WC with data in other formats, including printed documents.
1. WC may then use that data to create maps and other analytical products to assist the Salisbury City Police Department or place the data on the MOMS application pursuant to Section IV.A.2.
  2. WC will produce analysis and maps of data upon request of Salisbury City Police Department. Any analytical products or statistics will be approved by Salisbury City Police Department prior to dissemination unless outlined in this section.

- a. Washington College is permitted to share the Salisbury City Police Department Top Prosecution list with other law enforcement agencies and the Governor's Office of Crime Control and Prevention.
- b. Should the Salisbury City Police Department wish WC to deliver analytical products developed with data provided by the Salisbury City Police Department to other law enforcement agencies, the Salisbury City Police Department will provide written documentation detailing the specific products to be delivered, who the products should be sent to and what frequency they should be sent to WC.

B. The Parties agree to the future sharing of additional data with WC provided that:

1. A formal request from WC to Salisbury City Police Department is made; and
2. Legal approval to share the data has been obtained.

C. Controlling Regulations and Laws

Each Party understands that the provisions of this Memorandum are subject to the laws and regulations of the United States and the State of Maryland.

D. No Rights Created

This agreement does not and shall not be construed to create any rights, substantive or procedural, enforceable at law by any person in any matter, civil or criminal.

E. No Third-Party Beneficiary

This Memorandum shall not and is not intended to benefit or to grant any right or remedy to any person or entity that is not a party to this Memorandum.

F. Liability

Each Party is responsible for its own conduct under this Memorandum, and retains all defenses, including immunities, available under applicable federal and Maryland laws. No participant agrees to insure, defend, or indemnify any other.

#### **IV. RESPONSIBILITIES**

A. Salisbury City Police Department

1. The Salisbury City Police Department will be responsible for the timely export or transmittal of database information and other forms of data to WC. The Salisbury City Police Department will be responsive to WC requests for data to meet the Salisbury City Police Department needs for maps and analysis of data by WC.
2. The following, as determined by the Salisbury City Police Department will be provided to WC to include, but are not limited to:
  - a. 911 system call data
  - b. Crime and traffic incident data maintained in RMS
  - c. Field Interview Report Data
  - d. Homicide, Non-Fatal Shootings, Fatal Self-inflicted Gunshots and Aggravated Assault data that the Salisbury City Police Department provides the Maryland Coordination and Analysis Center for inclusion in their Daily Report that is disseminated to Maryland law enforcement.

- e. Citations, Warnings and Safety Equipment Repair Orders issued by the Salisbury City Police Department through ETIX or paper format
- f. Gang intelligence information developed by the Salisbury City Police Department
- g. Crash Data developed or maintained by the Salisbury City Police Department
- h. Detailed information maintained by the Salisbury City Police Department in relation to DUI stops and arrests.
- i. The Salisbury Police Department Top Prosecution List
- j. Any other county owned dataset that the Salisbury City Police Department obtains for legitimate police purposes that they deem necessary for WC to utilize for the production of an analytical product to aid the Salisbury City Police Department.

WC will place items, C, D & I from Section IV A.2 above on the MOMS application. Should WC wish to place additional data on MOMS, WC will obtain written authorization by the Chief of Police of the Salisbury City Police Department.

3. The Salisbury City Police Department reserves the right to fingerprint and perform criminal background checks on any individuals who have administrative access to the information and data subject to the Memorandum and that WC will remove from access to the data any individual whom the Salisbury City Police Department rejects.
  4. The Salisbury City Police Department will allow certain authorized staff at WC with access to the Salisbury City Police Department SharePoint site to allow for the transmittal of information to WC and the delivery of product to the Salisbury City Police Department by WC.
  5. The Salisbury City Police Department understands that all data they supply to WC is administratively maintained and controlled by WC and will be stored within the WC "Environment" which includes the MOMS application and any other databases or systems developed and operated by WC on secure data servers and networks under the technical control of DPSCS.
  6. The Salisbury City Police Department will develop and approve a Standard Operating Procedure (SOP), for how WC and the Salisbury City Police Department will interact.
  7. The Salisbury City Police Department assumes all liability and responsibility for verifying that any gang intelligence data supplied to WC meets the requirements of 28 CFR. The Salisbury City Police Department will supply lists of authorized users to WC and these lists will be reviewed monthly to remove any individuals no longer authorized to have access.
- B. Maryland Department of Public Safety and Correctional Services (DPSCS)
1. DPSCS will host the WC "Environment" which includes the MOMS application and any other databases or systems developed, maintained and operated by WC on secure data servers and networks.
  2. DPSCS will ensure that the WC Environment will be maintained in accordance with the Federal Bureau of Investigation's Criminal Justice Information Services (CJIS) Security Policy and the Maryland Department of Information Technology (DoIT) security policy.

3. DPSCS will ensure that any DPSCS personnel who maintain or support any DPSCS system has undergone a Maryland and national fingerprint based background check.
4. DPSCS will provide the following security controls in relation to the WC College Environment:
  - a. Sensitive data will be transmitted through connections protected with a minimum of 128-bit encryption via Secure Socket Layer (SSL) or Virtual Private Network (VPN).
  - b. All perimeter devices, routers, and firewalls have met the minimum Federal Information Processing Standards (FIPS) 140-2 compliance and all Federal Bureau of Investigations Criminal Justice Information Services requirements, both inside and outside the networks.
  - c. Computer systems related to the WC Environment with access to sensitive data connectivity have deployed virus protection software to detect and eliminate viruses on computer workstations, laptops, servers and simple mail transfer protocol gateways.
5. DPSCS shall notify WC and the Salisbury City Police Department of any data breach both orally and in writing, within one hour of discovery/detection of any unauthorized logical or physical access to the WC Environment.
  - a. DPSCS will report to WC and the Salisbury City Police Department:
    - (1) The nature of the unauthorized use or disclosure;
    - (2) Who made the unauthorized use or received the unauthorized disclosure;
    - (3) What DPSCS has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure; and
    - (4) What corrective action DPSCS has taken or shall take to prevent similar unauthorized use or disclosure.
  - b. For incidents involving personally identifiable information, DPSCS will determine whether notice and/or some form of mitigation (e.g., credit monitoring, data breach analysis, etc.) to affected individuals is required. In those instances where notice and/or mitigation are required, DPSCS will be responsible for providing any notice and/or mitigation, as well as for any reasonable costs associated with the notice and/or mitigation.
6. DPSCS assumes no liability for any misuse of the data provided to WC from the Salisbury City Police Department that includes but is not limited to unauthorized use or dissemination, display, matching, analysis, and/or mapping.

C. WASHINGTON COLLEGE (WC)

1. WC will collect, receive, store, and utilize data provided by Salisbury City Police Department for mapping and analysis and on the MOMS web portal as requested. WC will be responsible for the maintenance and care of data provided by the Salisbury City Police Department. After data has been extracted from any printed documents provided by the Salisbury City Police Department, WC will either return the documents to the Salisbury City Police Department or destroy the documents, as directed by the Salisbury City Police Department.

2. WC will adhere to all approved Salisbury City Police Department SOP's relating to data, mapping, and analysis. WC will provide input into the development of these SOP's.
3. WC acknowledges the confidential nature of the information supplied and agrees that disclosure of records to those not outlined as parties to the agreement, or without NCIC certification, is strictly prohibited. WC understands that any data and information received from the Salisbury City Police Department is highly sensitive and confidential under federal and/or Maryland law and/or regulation. WC agrees, therefore, to treat, maintain and disseminate such data and information in a manner consistent with any applicable law. It further assumes all responsibility for the proper use, storage, and protection of the data and information. Additionally, any information or data remains the property of the Salisbury City Police Department and upon request or termination of the agreement; all such information and data must either be returned to the Salisbury City Police Department or destroyed.
4. Prior to any publication, WC will submit research findings to the Salisbury City Police Department for review. No publications will occur without the express written prior approval and specific request of the Salisbury City Police Department to create such publication of research findings.
5. WC will store data on DPSCS controlled computers and networks and all staff accessing data will undergo a Maryland and national fingerprint based background check and be approved by DPSCS.
6. WC will not grant access to Gang Intelligence data hosted on MOMS unless approved by the Salisbury City Police Department designated staff. No access will be granted in any case unless user has NCIC user ID.
7. WC will maintain detailed audit logs of all data accessed on MOMS by NCIC user ID. These audit records may be accessed by the Salisbury City Police Department upon request.
8. In consideration for the release of criminal justice information, WC agrees to the following terms and limitations on the use of the data:
  - a. It shall use such information only for the purposes for which it has requested such information as indicated in Section III.
  - b. It shall not further disseminate such information to any third parties except in accordance with applicable Federal and state laws and regulations and assumes all responsibility for the proper use, storage, and protection of such information and unauthorized access, modification, and dissemination.
  - c. WC shall notify DPSCS and the Salisbury City Police Department of any data breach both orally and in writing, within one hour of discovery/detection of any unauthorized logical or physical access to the WC College Environment.
    - (1) WC will report to DPSCS and the Salisbury City Police Department:
      - i. The nature of the unauthorized use or disclosure;
      - ii. Who made the unauthorized use or received the unauthorized disclosure;

- iii. What WC has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure; and
- iv. What corrective action WC has taken or shall take to prevent similar unauthorized use or disclosure.

(2) For incidents involving personally identifiable information, WC will determine whether notice and/or some form of mitigation (e.g., credit monitoring, data breach analysis, etc.) to affected individuals is required. In those instances where notice and/or mitigation are required, WC will be responsible for providing any notice and/or mitigation, as well as for any reasonable costs associated with the notice and/or mitigation.

## **V. Joint Responsibilities**

- A. Each party shall have the right, on request and with reasonable notice, to inspect the facilities and to audit the records for the purpose of determining whether each is in compliance with the provisions of this Agreement and the applicable laws and regulations.
- B. Upon reasonable written notice, either party may suspend furnishing the data described in this MOU, whenever a reasonable determination has been made that any terms of this MOU or related rule, procedure, or policy are violated or reasonably appear to be violated.

## **VI. Duration**

This MOU is effective upon its execution by the parties and remains in force until such time as it is revoked by the Salisbury City Police Department, DPSCS, or WC.

## **VII. Monitors**

All questions or concerns regarding any matter arising under or relating to this MOU should be directed to the parties' MOU monitors. The monitors are:

- A. For the Salisbury City Police Department:

Barbara Duncan  
Chief of Police  
699 West Salisbury Parkway  
Salisbury, MD 21801  
410-548-2158  
bduncan@salisburydpd.com

- B. For WC:

Stewart Bruce  
GIS Program Coordinator  
Washington College  
151 Dixon Drive, Suite 3  
Chestertown, MD 21260  
410-282-0012  
sbruce2@washcoll.edu

- C. For DPSCS:

Robyn Lyles

Director, Policy Management Unit  
Information Technology and Communications Division  
6776 Reisterstown Road, Suite 211  
Baltimore, MD. 21215  
410-585-3185  
reyles@dpscs.state.md.us

The parties' warrant that the undersigned have the full right to enter into this MOU on their behalf, and that the consent of no other party is necessary to implement the terms of this MOU.

AGENCY:

\_\_\_\_\_  
Legal Sufficiency Date

\_\_\_\_\_  
Date

For WC:

\_\_\_\_\_  
Mark Hampton, Vice President for Finance and Administration Date

For DPSCS:

\_\_\_\_\_  
Legal Sufficiency Date

\_\_\_\_\_  
Date

# City of Salisbury



JAMES IRETON, JR.  
*MAYOR*

M. THOMAS STEVENSON, JR.  
*CITY ADMINISTRATOR*

TERENCE ARRINGTON  
*ASSISTANT CITY ADMINISTRATOR*

125 NORTH DIVISION ST., RM 202  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3170  
Fax: 410-548-3107

MICHAEL S. MOULDS, P.E.  
*DIRECTOR OF PUBLIC WORKS*

**MARYLAND**

To: Tom Stevenson, City Administrator  
From: Mike Moulds, Director of Public Works  
Date: January 13, 2015  
Re: Recreational Trails Grant – Salisbury Rowing and Kayak Water Access Project

---

At the recommendation of the Department of Natural Resources (DNR), Salisbury Public Works applied for a grant from the Maryland State Highway Administration Recreational Trails Program. The grant will assist with the funding of a sport Rowing and Kayak Water Access project at the Salisbury Marina. SHA has awarded this grant to the City in the amount of \$40,000. The project includes the construction of a dock, gangway and floating dock for safe launching of kayaks and rowing shells. Public Works will provide matching funds in the amount of \$8,000 in the form of in kind labor for design and permitting services, in conjunction with technical assistance from DNR. The goal of the project is to create a safe recreational public water access point for the general public to access the Wicomico River. The facility also has the potential for development of team rowing activities.

The Memorandum of Understanding for the grant is attached, along with the grant application. Additionally, attached is a Resolution for the Mayor to sign the MOU with SHA to accept the Recreational Trails Grant in the amount of \$40,000.00.

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

1 RESOLUTION NO. 2472

2  
3 A RESOLUTION OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO SIGN  
4 THE MEMORANDUM OF UNDERSTANDING AND ACCEPT A GRANT OF \$40,000  
5 FROM MARYLAND STATE HIGHWAY ADMINISTRATION'S RECREATIONAL TRAILS  
6 PROGRAM FOR THE SALISBURY ROWING AND KAYAK WATER ACCESS PROJECT.  
7

8 WHEREAS, the Maryland State Highway Administration has the Recreational Trails  
9 Program; and

10  
11 WHEREAS, the Recreational Trails Program funds the development of community-  
12 based, motorized and non-motorized recreational trail projects; and

13  
14 WHEREAS, the creation of a dock, gangway and floating dock will provide for the safe  
15 launch of rowing vessels and kayaks from the Salisbury Marina; and

16  
17 WHEREAS, the City of Salisbury will coordinate the design, permitting and procurement  
18 of construction contracts for the project; and

19  
20 WHEREAS, the project will address the safe access for the public to launch and return a  
21 kayak or shell to the Wicomico River.  
22

23 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,  
24 Maryland does hereby authorize the Mayor to sign the attached Memorandum of Understanding  
25 dated \_\_\_\_\_, 2015 accepting the project term, for the betterment of the City and its  
26 residents, and accepts the grant of \$40,000 from Maryland State Highway Administration's  
27 Recreational Trails Program for the Rowing and Kayak Waterway Access project.  
28

29 THE ABOVE RESOLUTION was introduced, read and passed at the regular meeting of  
30 the Council of the City of Salisbury held this \_\_\_\_ day of \_\_\_\_\_, 2015 and is to become  
31 effective immediately upon adoption.  
32

33 ATTEST:  
34  
35

36 \_\_\_\_\_  
37 Kimberly R. Nichols  
38 CITY CLERK

\_\_\_\_\_   
Jacob R. Day  
PRESIDENT, City Council

39  
40 APPROVED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2015  
41  
42

43 \_\_\_\_\_  
44 James Ireton, Jr.  
45 MAYOR, City of Salisbury

# **MEMORANDUM OF UNDERSTANDING**

by and between

**MARYLAND STATE HIGHWAY  
ADMINISTRATION**

and

**City of Salisbury  
Salisbury, Maryland**

**LADRT1521**

**MEMORANDUM OF UNDERSTANDING  
FOR  
NATIONAL RECREATIONAL TRAILS PROGRAM  
Rowing and Kayak Waterway Access Project**

**THIS MEMORANDUM OF UNDERSTANDING (MOU)** executed in duplicate, effective this \_\_\_\_\_ day, in the month of \_\_\_\_\_ of the year \_\_\_\_\_, by and between the State Highway Administration of the Maryland Department of Transportation, acting for and on behalf of the State of Maryland, hereinafter called the “**ADMINISTRATION**”, and the City of Salisbury, located in Salisbury, Maryland, hereinafter called the “**PROJECT SPONSOR**”.

**WHEREAS**, certain funds have been set aside in the National Recreational Trails Program, under the Federal Highway Reauthorization, for the purpose of providing funding for the development and maintenance of recreational trails and trail related projects, hereinafter called “**NRT FUNDING**”; and

**WHEREAS**, the ADMINISTRATION, pursuant to SAFETEA-LU, is authorized to distribute NRT FUNDING to agencies or organizations within the State of Maryland, hereinafter called the “**AWARD**”, provided the PROJECT is constructed on property owned by and/or on permanent easements held by the PROJECT SPONSOR; NRT FUNDING is used to reimburse a PROJECT SPONSOR for expenses they have paid relating to the PROJECT; and the PROJECT SPONSOR is partially responsible for expenses relating to the PROJECT; and

**WHEREAS**, the ADMINISTRATION has authorized a disbursement of NRT FUNDING to the PROJECT SPONSOR up to the maximum amount of **\$40,000.00**, to be used for the Rowing and Kayak Waterway Access Project located in Salisbury, Wicomico County, Maryland which includes the construction of a dock, gangway and floating dock, hereinafter called the “**PROJECT**” as further described in Exhibit “A”, the National Recreational Trails funding Application of the PROJECT SPONSOR, attached hereto and made a part hereof; and

**WHEREAS**, the PROJECT SPONSOR has agreed to co-finance the PROJECT with an amount equal to at least twenty percent (20%) of the PROJECT expenses, hereinafter called the MATCH; and

**WHEREAS**, the ADMINISTRATION and the PROJECT SPONSOR hereby agree that the PROJECT will be a benefit to all parties of this MOU and would promote the safety, health and general welfare of the citizens of the State.

**NOW, THEREFORE**, in consideration of the mutual promises between the ADMINISTRATION and the PROJECT SPONSOR, as set forth herein, the adequacy of which is hereby acknowledged, the parties hereby agree to the following:

**I. PROJECT DESCRIPTION**

The PROJECT shall include the construction of a dock, gangway and floating dock in Salisbury, Wicomico County, Maryland.

**II. THE PROJECT SPONSOR SHALL:**

- A. Procure all services and materials for which NRT FUNDING is being used to reimburse the PROJECT SPONSOR in accordance with State and federal laws and regulations, which include but are not limited to:
1. Prepare an Invitation for Bids package, to be publicly advertised for the selection of a contractor, in accordance with all the applicable laws, and regulations of the ADMINISTRATION. This package shall include, but not limited to:
    - a. Preparation and submittal to the ADMINISTRATION for technical review and approval, all construction plans, specifications and cost estimates. The SPONSOR shall establish a schedule for the proposed design activities including review submittal dates. At a minimum, a Preliminary and Final Review will be required.
    - b. Preparation and submittal to the ADMINISTRATION for review and approval, construction bidding documents for the selection of a contractor. The documents shall be publicly advertised in conformance with all applicable State and federal laws and regulations.
    - c. Provide the ADMINISTRATION certification that all appropriate laws and regulations regarding selection of the contractor have been followed.
  2. Advertise for construction bids, once the ADMINISTRATION issues a Written Notice of Approval. Any advertisement for construction conducted prior to receiving written approval, shall make the project ineligible for reimbursement.
  3. Identify as many qualified Minority Business Enterprise (“MBE”) firms as reasonable, to afford ample opportunity to MBE firms to bid equally against other vendors.
  4. Publicly open bids received, (in front of a witness), prepare a list of responses as they are opened.
  5. Evaluate the bids to determine which bidder will receive the award. The award shall be made to the lowest responsive and responsible bidder. Submit to the ADMINISTRATION documentation of all bidders, bid costs and a recommendation of award. Award of the contract cannot be given to a prospective bidder until the ADMINISTRATION has concurred with the recommendation and issued a written Notice to Proceed.
  6. Comply with the other applicable requirements of 49 U.S.C. §18-36, a copy of which is marked Exhibit “B”, and attached hereto and made a part hereof.
- B. Coordinate and conduct any required public hearings or requests for public input.
- C. Provide design specifications and estimates to the ADMINISTRATION for review and comment.

- D. Construct all projects using NRT FUNDING, in accordance with applicable design standards including but not limited to:
1. National Environmental Policy Act - Prior to the commencement of PROJECT work, prepare and submit to the ADMINISTRATION environmental studies and environmental documentation required for the PROJECT under applicable State and/or federal law including, but not limited to, those required to obtain National Environmental Policy Act (NEPA) approval.
  2. Americans with Disabilities Act – Construct the PROJECT to be reasonably accessible to individuals with physical disabilities in accordance with federal and State requirements; the PROJECT design shall not include features that would make it more difficult for people with disabilities to use the dock, gangway and floating dock.
  3. Environmental Permits - Prior to the commencement of PROJECT work, apply for and obtain all permits required by federal, State or local authorities, including but not limited to, Erosion and Sediment Control, Stormwater Management, Critical Areas, and Wetlands.
  4. Construction Permits - Prior to the commencement of PROJECT work, coordinate with and resolve any conflicts with all utility companies within the PROJECT limits; purchase or obtain permanent easements to all properties within the PROJECT limits; and coordinate with any State or local agencies for the required traffic control plan approvals.
  5. Liability Insurance - Provide the ADMINISTRATION with evidence of adequate liability insurance to cover third party claims arising from the construction phase of the PROJECT, protecting both the PROJECT SPONSOR and the ADMINISTRATION in amounts and coverages as the ADMINISTRATION may reasonably determine.
- E. Invoice the ADMINISTRATION on a monthly basis for actual costs incurred and paid by the PROJECT SPONSOR in accomplishing the PROJECT as described herein, and further described in Exhibit A, up to the maximum AWARD amount of **\$40,000.00**. For projects with an award of \$10,000 or less, if actual costs incurred by the PROJECT SPONSOR during any one month do not amount to at least One Thousand Dollars (\$1,000.00), the PROJECT SPONSOR shall withhold its claim for payment until \$1,000.00 or more of actual incurred costs can be invoiced (with the exception of the final invoice). However, for projects with an award of more than \$10,000, if actual costs incurred by the PROJECT SPONSOR during any one month do not amount to at least Five Thousand Dollars (\$5,000.00), the PROJECT SPONSOR shall withhold its claim for payment until \$5,000.00 or more of actual incurred costs can be invoiced (with the exception of the final invoice). Each invoice shall be accompanied by sufficient documentation, in the sole discretion of the ADMINISTRATION, to evidence actual costs incurred. The final invoice for reimbursement shall include a certification signed by the project sponsor indicating that the project was completed in reasonable conformance to the advertised plans and specifications and that all advertised activities have been accomplished.

- F. Prior to the PROJECT SPONSOR submitting its final invoice to SHA for payment of the AWARD, the PROJECT SPONSOR shall certify in writing that the MATCH has been satisfied. The value of the MATCH shall be in the form of in kind services.
- G. Maintain the PROJECT both during and after completion of the PROJECT work.

**III. THE ADMINISTRATION SHALL:**

- A. Provide timely review and comment of the PROJECT design plans, specifications and estimates submitted by the PROJECT SPONSOR.
- B. Following receipt of the required PROJECT documents from the PROJECT SPONSOR, provide PROJECT certification of acceptance in accordance with United States Code, Title 23 federal requirements.
- C. Provide oversight inspection and review of the PROJECT to assure all obligations are being met.
- D. Coordinate monetary reimbursements to the PROJECT SPONSOR associated with the terms of this MOU.
- E. Reimburse the PROJECT SPONSOR within thirty (30) days following the receipt by the ADMINISTRATION of each PROJECT invoice. Invoices will not be reimbursed unless, and until, all three of the following circumstances are met:
  - 1. Request for reimbursement contains all necessary information for processing, including documentation that the PROJECT SPONSOR has met or exceeded its MATCH requirement for the invoice; and
  - 2. No charges are disputed by the ADMINISTRATION; and
  - 3. The invoice does not cause the maximum AWARD amount of \$40,000.00 to be exceeded.

**IV. GENERAL**

- A. The AWARD for the PROJECT shall be used only for the construction of a dock, gangway and floating dock, the stated purpose of this MOU. The AWARD shall not be redirected by the PROJECT SPONSOR for any other purpose.
- B. Any excess AWARD not needed for the PROJECT shall revert to the ADMINISTRATION for redistribution to other programmed projects at the sole discretion of the ADMINISTRATION. In addition, the funds for this PROJECT shall revert to the ADMINISTRATION if the PROJECT does not move forward within two (2) years of the date of this MOU.
- C. The parties hereto agree to cooperate with each other to accomplish the terms and conditions of this MOU.
- D. This MOU shall inure to and be binding upon the parties hereto, their agents, successors, and assigns. However, the PROJECT SPONSOR shall not assign its interests in this MOU without prior written consent of the ADMINISTRATION, which may be reasonably withheld.
- E. This MOU and the rights and liabilities of the parties hereto shall be governed in accordance with Maryland law.
- F. The PROJECT SPONSOR shall document and certify to the ADMINISTRATION that all PROJECT activities associated with the AWARD have been accomplished in accordance with federal law.

- G. All PROJECT documents and records are subject to audit and shall be retained by the ADMINISTRATION and PROJECT SPONSOR for a minimum of three (3) years after final acceptance of the PROJECT by the ADMINISTRATION.
- H. The PROJECT activities covered by this MOU must be completed within four (4) years of the MOU execution date.
- I. All publications, exhibits, and final products that use these funds must utilize the National Recreational Trails and State Highway Administration logos for recognition purposes.

**IN WITNESS WHEREOF**, the parties hereto have caused this Memorandum of Understanding to be executed by their respective duly authorized officers.

**MARYLAND STATE HIGHWAY  
ADMINISTRATION**

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Assistant Attorney General

\_\_\_\_\_  
Douglas H. Simmons  
Deputy Administrator/Chief Engineer  
For Planning, Engineering, Real Estate and  
Environment

\_\_\_\_\_  
Lisa B. Conners, Director  
Office of Finance

\_\_\_\_\_  
Sonal Sanghavi, Director  
Office of Environmental Design

**City of Salisbury**

Tax ID: \_\_\_\_\_

\_\_\_\_\_  
Witness

By: \_\_\_\_\_(Seal)  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXHIBIT A**

# Project Report

SHA No. RT1521  
Recreational Trails Program FY 2015

---

**Sponsor:** City of Salisbury  
Mr. William Sterling  
Project Manager  
125 N. Division Street  
Salisbury, Maryland 21801

**Phone:** (410) 548-3170  
**Fax:** (410) 548-3107  
**Email:** bsterling@ci.salisbury.md.us

**Project Name:** Rowing and Kayak Waterway Access Project  
**Description:** the construction of a dock, gangway and floating dock

**Award:** \$40,000.00  
**Reimbursed:**

**Procurement  
Method:**

**MOU:**  
**NEPA:**  
**PSE:**  
**Verified:**

**Project Status:**

**Current  
Status:** Full award; contingent on getting a better budget breakdown.

# FY 2015 RECREATIONAL TRAILS PROGRAM FUNDING APPLICATION



Maryland State Highway Administration / Office of Environmental Design  
ATTN: Terry Maxwell  
707 N. Calvert Street Baltimore, Maryland 21202 Phone: 410-545-8637

Application Submission Deadline: July 1, 2014

Please email [tmaxwell@sha.state.md.us](mailto:tmaxwell@sha.state.md.us) with any questions about this application.

Project Title: **ROWING AND KAYAK WATERWAY ACCESS PROJECT**

### Trail Uses

*Check all that apply*

Diverse    Motorized Recreational    Non-motorized Recreational    Transportation Trail

### Project Types

*Check only one category*

Maintenance and restoration    Development and rehabilitation of facilities  
 Purchase and lease of equipment    Construction    Acquisition of easements  
 Assessment    Interpretive/educational programs

### Project Cost:

<b>\$40,000</b>	<b>\$8,000</b>	<b>\$48,000</b>
RTP Funding Request	Matching Funds	Total Project Cost

### Project Sponsor (Applicant)

*Please provide contact information for the Project Sponsor Entity and the Project Manager.*

Project Sponsor Entity	CITY OF SALISBURY
Project Manager	WILLIAM STERLING
Title	PROJECT MANAGER
Organization	PUBLIC WORKS
Address 1	125 N. DIVISION ST. SALISBURY, MD 21801
Address 2	
Telephone	410-548-3170
Cell Phone	410-251-2573
Fax	410-548-3107
E-mail	bsterling@ci.salisbury.md.us

# FY 2015 RECREATIONAL TRAILS PROGRAM FUNDING APPLICATION



Maryland State Highway Administration / Office of Environmental Design  
ATTN: Terry Maxwell  
707 N. Calvert Street Baltimore, Maryland 21202 Phone: 410-545-8637

**Application Submission Deadline: July 1, 2014**

## 1. Project Location

**Salisbury Marina, 506 W. Main St.  
Salisbury, MD 21801**

*Describe the limits of the project, including the City and the County. Include a location map, as detailed in Section 10 of this application*

## 2. Project Abstract *Complete the following sentences. Then provide additional requested information*

This project will..... Create additional opportunities for people to utilize the Wicomico waterways by constructing dock, gangway and floating dock for safe launching.

Benefits the trail user by..... *Generating safe access for the public to launch and return a kayak or shell to the Wicomico River*

- SEE ATTACHMENT

*Please create a project abstract. In that document, concisely describe all of the major elements of your proposed project. Include:*

- *How much planning and design has been completed for the Project?*
- *Is the project within proximity to any environmentally sensitive area?*
- *Is the project a missing link or potentially part of the State Transportation Trail network? (Visit <http://www.mdot.maryland.gov/Planning/Trails/trails.html> for more information.)*
- *Does the project provide access to a regional land or water trail system?*
- *Does the project help sustain a trail system?*
- *Does the project enhance tourism/economic development opportunities, particularly for towns?*
- *Is the project along a byway, within a heritage area, adjacent to a Chesapeake Gateway, or associated with any other tourism related area or activity?*

## 3. Project Summary

Task No. & Name	Task Description
PERMITTING & DESIGN	Working with D.N.R. for best options
ADMINISTRATON	Following City of Salisbury protocol for all materials and contractors
CONSTRUCTION	Construct the facility in the scheduled sequence

*List by task and completely describe all the major elements of your proposed project in a concise manner. Although the program does not cover the cost of planning, design, engineering and permitting, please include these items in your summary, even if these tasks are part of the project.*

## 4. Project Property Owner

City of Salisbury

*The Project shall be constructed on property owned by and/or on permanent easements held by the Project Sponsor. If a non-profit is partnering with a Park Manager, please include an email or letter by Park Manager explaining that there is, or will be, an agreement.*

## 5. Project length

Initial access point for future trail

*Please include linear feet of the trail, width of the trail. Please note if it is new or reconstructed. Describe the proposed surface material of trail.*

# FY 2015 RECREATIONAL TRAILS PROGRAM FUNDING APPLICATION



Maryland State Highway Administration / Office of Environmental Design  
ATTN: Terry Maxwell  
707 N. Calvert Street Baltimore, Maryland 21202 Phone: 410-545-8637

Application Submission Deadline: July 1, 2014

## 6. Prior Projects

N/A

Describe the status of any previously funded National Recreational Trail funded projects.

- Include the year that the prior project was funded or prior project Recreational Trail number (RT#).
- If there are delays with the prior projects, please explain why they occurred.
- Describe any relationship between this project and previously funded National Recreational Trail Program projects.
- Describe how the proposed work relates to any multi-year work or comprehensive plans that may have been developed.

## 7. Project Work Plan

Task Number & Name	Start Date	Duration	Responsible Party	Justification
PERMITTING & DESIGN	March 2014	October 2014	CITY	Working w/ DNR
ADMINISTRATIVE	October 2014	Sept. 2014	OF	Initiate after approval
CONSTRUCTION	December 2014	March 2015	SALISBURY	Multiple phases

This table is provided as a guide to developing a realistic project schedule for implementing the tasks described in item 1. **Project Summary**. Although the program does not cover the cost of planning, design, engineering and permitting, please include these items in your schedule if they are incomplete.

## 8. Project Budget

Task No. & Name	Requested Funds 80%	Sponsor Match 20%	Total Task Cost 100%
1. PERMITTING & DESIGN	-0-	\$6,000	\$6,000
2. ADMINISTRATIVE a. procurement b. public information	-0-	\$2,000	\$2,000
3. CONSTRUCTION	\$40,000	\$105,000	\$145,000
<b>Total Cost</b>			<b>\$153,000</b>

Funds requested for projects cannot exceed \$40,000 for trail construction and \$30,000 for non-construction. (For the FY14 solicitation, we will consider lifting the \$40K cap for construction projects that score exceedingly high with our criteria)

## 9. Matching Funds (20%)

Task	Source	Type (Cash or In-kind)	Description Including Hours and Rate	Amount
PERMITTING & DESIGN	D.N.R.	IN-KIND	-	\$6,000
ADMINISTRATION a. procurement b. public inform.	CITY of SALISBURY	IN-KIND	-	\$2,000
CONSTRUCTION	P.O.S./ Waterway Improvement Fund	D.N.R.	-	\$105,000
<b>Total</b>				

# FY 2015 RECREATIONAL TRAILS PROGRAM FUNDING APPLICATION

Maryland State Highway Administration / Office of Environmental Design  
ATTN: Terry Maxwell  
707 N. Calvert Street Baltimore, Maryland 21202 Phone: 410-545-8637



Application Submission Deadline: July 1, 2014

## 10. Location Map

Please attach 8.5 x 11 or 11x 17 map of project area showing as many details of the project as possible. The map must have a north arrow, scale and the title of the project. It should clearly show the project location, property lines, public facilities, state roads, and any other relevant information. **The Map must clearly identify the proposed project site with beginning and ending points.**

## 11. Submission

It is preferred that applications be submitted electronically to [tmaxwell@sha.state.md.us](mailto:tmaxwell@sha.state.md.us) by **2 p.m. on July 1, 2014**. Because our email server rejects most attachments larger than 6 MB, please use an FTP site or file sharing service, to transmit the application and any large attachments. Confirmation will be sent when the application is received. Please contact us at the email above with any questions about submissions or to discuss potential projects. The Recreational Trail Advisory Committee will meet to review projects in August. Awards will be announced in the October.

### Options for Submission include:

#### Internet/E-mail (preferred)

- Complete the form on your computer and save the file on your computer.
- Email the file as an attachment to: Terry Maxwell, [tmaxwell@sha.state.md.us](mailto:tmaxwell@sha.state.md.us)
- Use an FTP site or file sharing service to transmit the application and any large attachments.

#### U.S. Mail

- Mail a completed application to:

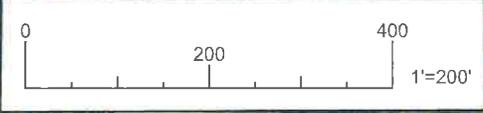
Terry Maxwell  
Maryland Scenic Byways / Recreational Trails Program  
Maryland State Highway Administration  
707 N. Calvert Street, MS C-303  
Baltimore, MD 21202

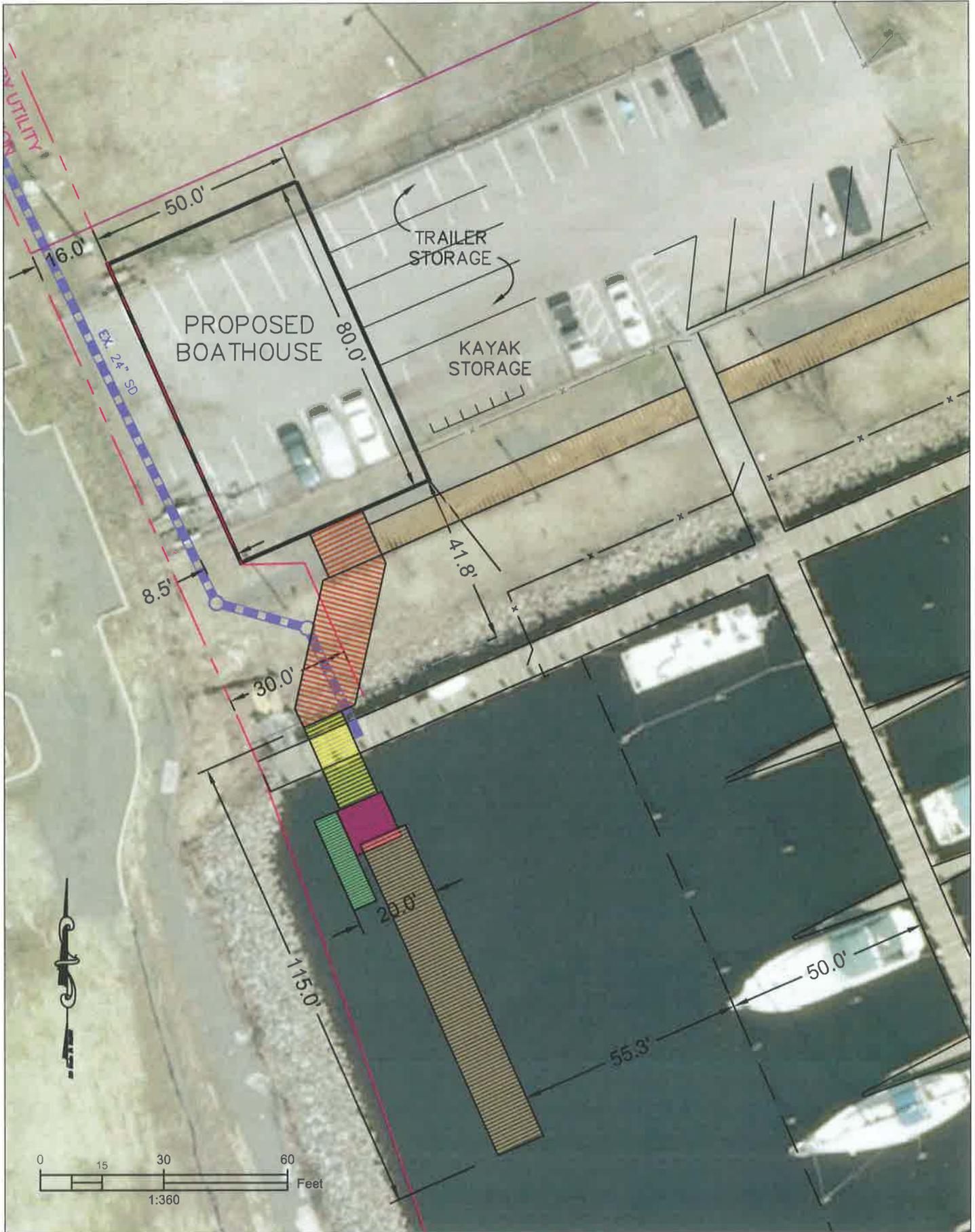
## ROWING AND WATERWAY ACCESS PROJECT

- *How much planning and design has been completed for the Project?*  
*Most if not all of the planning and design is complete with a great deal of assistance from the Department of Natural Resources*
- *Is the project within proximity to any environmentally sensitive area?*  
*NO*
- *Is the project a missing link or potentially part of the State Transportation Trail network?*  
*Yes, it creates an excellent point of public water access for the Lower Wicomico River Greenways and the future Wicomico River Water Trail, this helps Maryland's progress in attaining the Chesapeake Bay achievement goals for establishing new water trails and expanding safe public access*
- *Does the project provide access to a regional land or water trail system?*  
*YES, the project provides identified public access to the future Waterways Trail on the Wicomico River as outlined in the 1998 Wicomico County Comprehensive Plan that supports the development of greenways and trails*  
*It also is incorporated in the BLUE CRAB SCENIC BY-WAY*
- *Does the project help sustain a trail system?*  
*YES, this project creates an initial effort to begin developing a water trail on the Wicomico River by establishing recreational water access facilities*
- *Does the project enhance tourism/economic development opportunities, particularly for towns?*  
*YES, by creating a safe public water access point, it enhances the opportunity for the general public. This facility can be used by canoes, kayakers and the future use by the Salisbury University Rowing Club*
- *Is the project along a byway, within a heritage area, adjacent to a Chesapeake Gateway, or associated with any other tourism related area or activity?*  
*YES, the Lower Eastern Shore Heritage Area*  
*Wicomico River has always been a tourist attraction, the project is looking to enhance the experience*



KAYAK & ROWING  
LAUNCH





PROPOSED MARINA IMPROVEMENTS

SCALE: 1" = 30'

2010 Photography

U:\CAD Files\DRAW\ALL DCAs\DCA2014\DCA14021.dwg



---

INTER

OFFICE

# MEMO

---

*OFFICE OF THE MAYOR*

**To:** Tom Stevenson  
**From:** Sherrell McBride  
**Subject:** Appointment to the Salisbury Bicycle-Pedestrian Advisory Committee  
**Date:** January 14, 2015

---

Mayor Ireton would like to appoint the following person to the Salisbury Bicycle-Pedestrian Advisory Committee:

<u>Name</u>	<u>Term Ending</u>
Marion Keenan	12/31/2017

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

Attachment

cc: Amanda Pollack

**RESOLUTION NO. 2473**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32

BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Salisbury Bicycle-Pedestrian Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Marion F. Keenan	12/31/2017

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 February 2015.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of February 2015.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR

513 Dogwood Drive  
Salisbury, Maryland 21801  
November 14, 2014

Mayor James Ireton  
City of Salisbury  
125 North Division Street  
Salisbury, MD 21801

Dear Mayor Ireton,

Your efforts to make Salisbury more pedestrian and bicycle friendly are most appreciated. Should you wish to appoint me to the Bicycle and Pedestrian Advisory Committee, I would be most happy to serve.

In case you need a resume, a brief one is enclosed.

Sincerely,

  
Marion Keenan

## Resume

**Marion F. Keenan**

513 Dogwood Drive

Salisbury, MD 21801

*keenanmfk@comcast.net*

Home: 410-749-0408

Mobile: 410-422-1662

### **Education**

Executive M.B.A., Salisbury University

M.A., Philosophy, Villanova University

B.S., Education, St. Joseph's College (now University), Philadelphia, PA.

### **Employment**

Current: *Fitness instructor* (Yoga Gold), World Gym

July 1981 through June 2008, *President*, Coastal Hospice

July 1975 through June 1981, *Full-time Lecturer of Philosophy*, University of Maryland Eastern Shore. Leadership positions include Chairman of the Faculty Assembly, Vice Chairman of the University Senate, and Chairman of the Library Committee.

Prior professional experience as elementary and pre-school teacher in Philadelphia-area and Somerset County MD schools.

### **Current Professional and Community Service**

- Board of Trustees, *Peninsula Regional Medical Center*
- Vice-Chair: *Wicomico County Local Health Improvement Coalition*.
- *Wicomico Executive's Fitness Council*
- Chair, *Sister Cities Association of Salisbury/Wicomico County*
- Board of Directors, *Hospice and Palliative Care Network of Maryland*
- Ethics Committee, *National Hospice and Palliative Care Organization*
- Ethics Committee, *Coastal Hospice*
- Board of Directors, *Village of Hope*
- Member and Past President, *Rotary Club of Salisbury*
- Parish Council, *St. Francis de Sales Church*

### **Among Previous Service:**

Board of Trustees, *Wicomico County Library*. Delegate to *White House Conference on Libraries and Information Services*.

Board of Directors, *Maryland Association for Home Care* (now Maryland-National Capital Homecare Association).

Founding Board of Directors, *Maryland Association of Nonprofit Organizations*.

---

INTER

OFFICE

# MEMO

---

*OFFICE OF THE MAYOR*

**To:** Tom Stevenson  
**From:** Sherrell McBride  
**Subject:** Appointment to the City Park Committee  
**Date:** January 14, 2015

---

Mayor Ireton would like to appoint the following person to the City Park Committee with a term ending as follows:

<u>Candidate</u>	<u>Term Ending</u>
Michael H. Perry, II	12/31/2017

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

Attachments:

Cc: Chris Roberts

**RESOLUTION NO. 2474**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27

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

<u>Name</u>	<u>Term Ending</u>
Michael H. Perry, II	12/31/2017

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 February 2015.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of February 2015.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR

I am interested in becoming a member of the Salisbury City Parks Committee. Over the past 20 years I have worked with various bicycle groups to keep the trails in the park clean, photographed events in the park for free, and donated photography to the zoo for the Zoobilee prior to that. I am committed to keeping the Salisbury City Park an attractive destination for locals and tourists.

Michael Perry — *yes*

Michael H. Perry II

32180 Melson Rd.

Delmar MD 21875

mhperry@gmail.com

410-726-1333

Graduated Delmar Jr-Sr High School, 1980

Attended Sussex Vocational-Technical School, 1977-1980, Auto Body and Refinishing

Education: From 1985 to present, attended classes at: Salisbury State College, Wor-Wic Community College, University of Maryland Eastern Shore, Baltimore Museum of Institute (U-MD), and Community College of Baltimore County, Catonsville. Additional classes: Central Atlantic Toyota, Lincoln Institute of Technology, Montgomery Community College, and other satellite locations.

During my career as an automotive technician, I attended classes at Nissan, Toyota, Ford, General Motors, and aftermarket (NAPA, Hunter Equipment) training centers.

Work Experience: **\*Automotive Technology Instructor** - 1989-1995, Wor-Wic Community College, Cont. Ed. classes, 2 nights per week. 1995-present, Dorchester Career and Technology Center.

**\*ASE Master Technician** - 1979-1982, Salisbury Datsun/Fiat. 1982, Start Your Engines. 1983, Towne Toyota. 1984, Firestone. 1985-1986, Frederick Ford. 1987-1988, Cavanaugh Ford. 1988-1989, Pittsville Ford. 1989, Grants Texaco. 1990-1993, Courtesy Chevrolet. 1994-1995, Parkway Exxon.

**\*Photographer** - Self-employed, 1985-present. [www.lensface.com](http://www.lensface.com)

Additional skills, activities, memberships: Vice President, Eastern Shore chapter of IMBA. Trail building and preserving on Delmarva. Helping organize Take A Kid Mountain Biking Days and other educational events with Eastern Shore IMBA, Bike SBY, West OC and Berlin Pedal and Ped Committee, Eastern Shore Bicycle Association, and other groups since 1996.

Helping coordinate art and music events since 2009, most notably 3<sup>rd</sup> Friday and the Ball Drop on the Salisbury Downtown Plaza. Writing, collaborating and making art, sculpture, bike racks. When possible, setting good examples.

---

INTER

OFFICE

# MEMO

---

*OFFICE OF THE MAYOR*

**To:** Tom Stevenson  
**From:** Sherrell McBride  
**Subject:** Reappointment to the Zoo Commission  
**Date:** February 3, 2015

---

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

<u>Name</u>	<u>Term Ending</u>	<u>Member Since</u>
Brian Raygor	12/31/2017	2011

Attached is a letter from Mr. Raygor and the Resolution necessary for his reappointment. Please forward this information to the City Council for the next City Council meeting. Please let me know if you have any questions.

Attachment

CC: Mike Moulds  
Ron Alessi

**RESOLUTION NO. 2475**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33

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

<u>Name</u>	<u>Term Ending</u>
Brian Raygor	12/31/2017

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 February 2015.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of February 2015.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR

1/21/2015

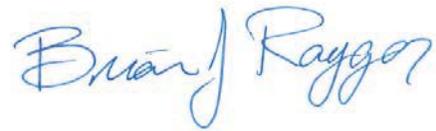
City of Salisbury  
Attn: Honorable Jim Ireton  
125 N Division St  
Salisbury, MD 21801

Dear Mayor Ireton,

It has come to my attention that my term as member of the Salisbury Zoo Commission has expired. I would be honored to continue serving in this capacity for another term. Please let me know if there are any further steps I need to take in order to renew my term.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Brian Raygor". The signature is written in a cursive style with a large, stylized initial "B".

Brian Raygor

---

INTER

OFFICE

# MEMO

---

*OFFICE OF THE MAYOR*

**To:** Tom Stevenson  
**From:** Sherrell McBride  
**Subject:** Appointment to the Friends of Poplar Hill Mansion Board of Directors  
**Date:** February 3, 2015

---

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>
Nancy E. Robertson	1/31/2018

Attached you will find a letter from Ms. Robertson 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

**RESOLUTION NO. 2476**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33

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>
Nancy E. Robertson	1/31/2018

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 February 2015.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of February 2015.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR

Mayor James Ireton, Jr.

I am Nancy E. Robertson born and raised here in Wicomico County. I attended Pemberton Elementary School, Wicomico Jr. High (Wicomico Middle), Wicomico Senior High (Wicomico High).

I've worked various jobs in Salisbury, Peninsula Regional Med Ct. and Salisbury State University. While working in Salisbury I became interested in volunteering at the Nabb Research Center searching my Ancestors and history of Wicomico Co.

I belong to various organizations including American Legion Post 194, VFW Post 94, Friends of Wicomico Library, Ward Museum, Nabb Center at SSU, Poplar Hill Mansion and Past President of Wicomico Co. Womens' Slow Pitch Softball League. Ive' attended Civil War Reinactments and Native American Pow-Wows' which are wonderful.

Ive' been searching Robertson/Huston records for my connections to the Mansion. It would be awesome to have ties there that I can be proud of. George W. Robertson was an Ophrans Court Judge around the 1870's .

I think for Poplar Hill Mansion serving on the Board of Directors would be a fun and exciting Experience. I am fascinated by the history of the mansion. It would be so exciting to learn more about it would love for the community to know more about this historic showplace in our area. Thru events and more members to help it live on.

**Friends of Poplar Hill**  
**E-Vote Meeting Minutes**

*January 22, 2015*

*Voting:*

Aleta Davis, Board Chair, Publicity Chair and Acting Treasurer; Louise Nock, Membership/Hospitality Chair and Corresponding Secretary; Dean Davis, Mansion Improvements and Acquisitions; Rita Tiso, Garden Chair; Ginny Hussey, Recording Secretary; Randy McCoy, Board Member; Dee Neal, Board Member

*Next regular meeting:* February 18, 2014 at 5:30 pm at the Mansion

---

**I. Discussion**

- A.) Poplar Hill Board Chair, Aleta Davis, called for a special e-vote on January 22, 2015 for the purpose of putting forward the recommendation of Nancy Robertson to City of Salisbury Mayor, James Ireton, Jr., as a board member of the Friends of Poplar Hill Mansion.
- B.) By unanimous e-vote, the Board of Directors of the Friends of Poplar Hill Mansion voted to accept Nancy Robertson to the Board of Directors of the Friends of Poplar Hill Mansion.
- C.) Recording Secretary, Ginny Hussey, CAP-OM, has been directed to forward Ms. Robertson's letter of intention to City of Salisbury Mayor, James Ireton, Jr.

Respectfully Submitted,

Ginny Hussey, CAP-OM, Recording Secretary

---

INTER

OFFICE

# MEMO

---

*OFFICE OF THE MAYOR*

**To:** Terence Arrington  
**From:** Sherrell McBride  
**Subject:** Reappointment to the Historic District Commission  
**Date:** January 14, 2015

---

Mayor Ireton would like to reappoint the following person to the Historic District Commission:

<u>Candidate</u>	<u>Term Ending</u>	<u>Member Since</u>
Scott Saxman	12/31/2017	2012

Attached is a letter from Mr. Saxman and the Resolution necessary for his reappointment. Please forward this information to the City Council for the next City Council meeting. Please let me know if you have any questions.

Attachments

cc: Susan Phillips

**RESOLUTION NO. 2477**

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

<u>Name</u>	<u>Term Ending</u>
Scott Saxman	12/31/2017

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 February 2015.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of February 2015.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR

December 27, 2014

Mayor Ireton  
City of Salisbury  
125 North Division Street  
Room 304  
Salisbury, MD 21801

RE: Reappointment to  
Historic District Commission

Dear Mayor Ireton:

For the past three years I have enjoyed serving on the Historic District Commission. Balancing the needs of historic preservation with the practical and realistic needs of the homeowners and businesses of our community has been very rewarding.

I respectfully request the opportunity to continue for another term to serve on the City of Salisbury Historic District Commission.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Saxman", written over a light blue horizontal line.

Scott Saxman  
Chairman Historic District Commission  
808 Camden Avenue  
Salisbury, Maryland 21801

**SCOTT SAXMAN**  
**808 CAMDEN AVENUE**  
**SALISBURY, MD 21801**

### **KEY QUALIFICATIONS**

- 20 years in the construction industry, 11 with Whiting-Turner
- Master's Degree in Urban Planning
- Extensive interest in Historic Preservation

### **EXPERIENCE**

**Regional Manager** **2004 to Current**  
**The Whiting-Turner Contracting Company, Salisbury, MD**

- Manage office staffed with 25 Project Managers and Superintendents
- \$100 Million in projects ongoing at any one time
- Extensive experience in Healthcare and Education projects

**Special Projects Manager** **2001 to 2003**  
**Civic Works Inc., Baltimore, MD**

- Managed Inter-City construction and job training projects
- Worked with government and not-for-profit organizations on civic construction projects

**School Desk Program Manager** **1999 to 2000**  
**United States Peace Corp, Gabon Central Africa**

- Directed program that produced all of the school desks for the entire country
- Manage all aspects of 3 large production furniture factories located throughout the country

### **EDUCATION**

- Masters of Community Planning, Project Management and Finance, University of Maryland, College Park, 2003
- Bachelor of Arts, Philosophy/History of Mathematics and Science, St. John's College, 1994

### **CIVIC INVOLVEMENT**

- City of Salisbury Historic District Commission since 2012, currently serving as chairman.
- Greater Salisbury Committee
- Vice President of Properties, Boy Scouts of America, Delmarva Council
- Salisbury Chamber of Commerce, At-Large Council
- UMES Advisory Board for the Construction Management Program
- Ben's Red Swings Maintenance Team

---

INTER

OFFICE

# MEMO

---

*OFFICE OF THE MAYOR*

**To:** Terence Arrington  
**From:** Sherrell McBride  
**Subject:** Reappointment to the Zoo Commission  
**Date:** January 14, 2015

---

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

<u>Name</u>	<u>Term Ending</u>	<u>Member Since</u>
Carol Scissons	12/31/2017	2001

Attached is a letter from Mrs. Scissons and the Resolution necessary for her reappointment. Please forward this information to the City Council for the next City Council meeting. Please let me know if you have any questions.

Attachment

CC: Mike Moulds  
Ron Alessi

**RESOLUTION NO. 2478**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34

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

<u>Name</u>	<u>Term Ending</u>
Carol Scissons	12/31/2017

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 February 2015.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of February 2015.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR

206 North Saratoga Street  
Salisbury, Maryland 21804  
December 26, 2014

Dear Mayor Jim Ireton:

I am writing to request continuance as a member of the Salisbury Zoo Commission. My current term of service ends on December 31, 2014.

I have volunteered at the Zoo for the last 15 years as a Docent, Friends of the Salisbury Zoo Board member and officer, at-large Zoo Commissioner, and Zoo Commission Secretary. I appreciate that this position is more a responsibility than a privilege, and hope to continue to serve to benefit the community.

Thank you.

Sincerely,



Carol Scissons

---

INTER

OFFICE

# MEMO

---

## *OFFICE OF THE MAYOR*

**To:** Tom Stevenson  
**From:** Sherrell McBride  
**Subject:** Reappointment to the Marina Committee  
**Date:** January 14, 2015

---

Mayor Ireton would like to reappoint the following individual to the Marina Committee:

<u>Name</u>	<u>Term Ending</u>	<u>Member Since</u>
Jane Youngk	1/31/2017	2005

Attached you will find a letter from Mrs. Youngk and the Resolution necessary for her reappointment. Please forward this information to the City Council for the next City Council meeting. Please let me know if you have any questions.

Attachments

Cc: Glenn Lay

**RESOLUTION NO. 2479**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

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

<u>Name</u>	<u>Term Ending</u>
Jane Youngk	01/31/2017

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 February 2015.

\_\_\_\_\_  
Kimberly Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of February 2015.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR

## James Ireton

---

**From:** Paul Youngk <fr8flyer@aol.com>  
**Sent:** Wednesday, December 31, 2014 9:04 AM  
**To:** James Ireton  
**Subject:** Marina Committee

Good morning Jim,

My term on the Marina Committee expires at midnight tonight. I would very much like to be reappointed to serve another term. It has been my pleasure to serve on the committee and look forward to continuing. I am so impressed with the progress downtown and see good things ahead for the Marina. We have some new members and I really believe that new ideas will move things forward for the Marina. We still need more members.

Wishing you a very Happy New Year.

Sincerely,  
Jane Youngk

Sent from my iPad

# City of Salisbury



MARYLAND

Salisbury



2010

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

KEITH A. CORDREY  
*DIRECTOR OF INTERNAL SERVICES*

JENNIFER MILLER  
*ASST. DIRECTOR OF INTERNAL  
SERVICES*

JAMES IRETON, JR.  
*MAYOR*

M. THOMAS STEVENSON, JR.  
*CITY ADMINISTRATOR*

TERENCE ARRINGTON  
*ASSISTANT CITY ADMINISTRATOR*

## Council Agenda – Award of Bids

February 9, 2015

1. Award of Bid – Contract 106-15 \$227,088.00  
2014 Caprice Police Patrol Vehicle

# City of Salisbury



MARYLAND



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

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda

February 9, 2015

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract 106-15  
2014 Caprice Patrol Vehicles

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Police Department to solicit bids for Contract 106-15 2014 Caprice Patrol Vehicles. The contract called for seven (7) new Model 2014 Sedan V6 Caprice Police Patrol Vehicles with up-fitting accessories installed. Four (4) of the seven (7) require the installation of a prisoner cage.

The Procurement Department followed standard competitive bidding practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of two (2) vendors submitted a bid by the due date and time of December 17, 2014 at 2:30 p.m.:

I.G. Burton	\$227,088.00
Hetrich Fleet Services	\$244,345.00

I.G. Burton was the apparent low bidder. The bid documents were reviewed by the Procurement Department, and I.G. Burton was determined to be the lowest responsible and responsive bidder. The City's past experience with purchasing vehicles from I.G. Burton has been positive, thereby supporting the recommendation of the Salisbury Police Department to award the bid to I.G. Burton. The 2014 Caprice vehicles, completely up-fitted per the bid specifications, have a delivery lead time of 45-75 days, ARO.

Funds are available in the Vehicles Account, 21021-577025.

The Procurement Department requests Council's approval to award Contract 106-15 2014 Caprice Patrol Vehicles, to I.G. Burton, in the amount of \$227,088.00.

Sincerely,

Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking

# City of Salisbury



JAMES IRETON JR.  
MAYOR

TOM STEVENSON  
CITY ADMINISTRATOR

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

BARBARA DUNCAN  
CHIEF OF POLICE

TO: Jennifer Miller  
Director of Internal Services Parking & Procurement Division

FROM: Kenneth Wilson  
Salisbury Police Department Quartermaster

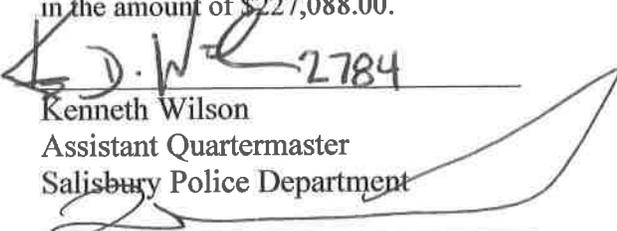
SUBJECT: New Vehicles – Bid Award

In the FY15 Budget, the Salisbury Police Department requested New Police Vehicles to replace old, outdated, and in poor condition vehicles currently being used by Patrol Officers in their daily function. The new vehicles will save money on steady repairs currently being completed on some of the older vehicles. The new vehicles will also ensure that Police Officers can safely and efficiently respond to assistance calls received from citizens of Salisbury.

Bids for seven (7) new Police vehicles were opened on December 17, 2014 at 2:30 PM. Two bids were received. The following is a summary of these bids:

I.G. Burton	\$227,088.00
Hertrich Fleet Services	\$244,345.00

The Salisbury Police Department has purchased numerous police vehicles from I.G. Burton in past. I.G. Burton is a reputable company and has proven in the past to stand behind the vehicles that have sold to the Salisbury Police Department. I.G. Burton was the low bidder with a bid amount of \$227,088.00. Sufficient funds are available in the New Vehicle Account, 21021-577025. The Salisbury Police Department recommends awarding the contract for the purchase of the new police vehicles to I.G. Burton in the amount of \$227,088.00.

  
Kenneth Wilson  
Assistant Quartermaster  
Salisbury Police Department

Approved: Colonel Dave Meienschein  
Assistant Chief of Police - Salisbury Police Department

