



City of Salisbury



CITY COUNCIL ORGANIZATION MEETING AGENDA

November 16, 2015
Fire Station #16

6:00 P.M.
325 Cypress Street

WELCOME

PRESENTATION OF COLORS – SALISBURY POLICE DEPARTMENT AND
SALISBURY FIRE DEPARTMENT

PLEDGE OF ALLEGIANCE

CALL TO ORDER – COUNCIL PRESIDENT JACOB R. DAY

CITY INVOCATION – PASTOR BILL CROPPER

ADOPTION OF AGENDA

APPROVAL OF MINUTES

- November 9, 2015 Regular Meeting Minutes
- November 9, 2015 Closed Session Minutes

MAYOR / COUNCIL / COUNCIL PRESIDENT COMMENTS

PRESENTATIONS

OATH OF OFFICE – MARK BOWEN, CLERK OF CIRCUIT COURT WILL
ADMINISTER TO NEW MAYOR AND CITY COUNCIL MEMBERS

REMARKS FROM HONORED GUEST –
MARYLAND COMPTROLLER PETER FRANCHOT

ORGANIZATION OF CITY COUNCIL (ELECTION OF CITY COUNCIL PRESIDENT,
ELECTION OF CITY COUNCIL VICE PRESIDENT)

NEW MAYOR AND COUNCIL CONCLUDING COMMENTS

ADJOURN

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. The City Council reserves the right to go into closed session as permitted under the Annotated Code of Maryland 10-508(a)

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

NOVEMBER 9, 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 *Councilwoman Eugenie P. Shields*

Councilman Timothy K. Spies

10
11 **IN ATTENDANCE**

12
13 *City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, Assistant City*
14 *Administrator Julia Glanz, City Attorney Mark Tilghman, Deputy Director Internal Services –*
15 *Procurement Jennifer Miller and interested citizens and members of the press*

16 *****

17 **MEDITATION – PLEDGE OF ALLEGIANCE**

18
19 *The City Council met in regular session at 6:000 p.m. in Council Chambers. Council President*
20 *Day called the meeting to order and invited Pastor Chris Martin from SonLife Community*
21 *Church to provide the City Invocation. Everyone present then stood and recited the Pledge of*
22 *Allegiance.*

23
24 **PRESENTATIONS**

- 25
26 • **Salisbury-Wicomico Youth Civics Council (SWYCC) Swearing In**
27 *Assistant City Administrator Julia Glanz reported the goal of the SWYCC was to*
28 *empower youths in grades 8-12 to foster a commitment to civic engagement in their*
29 *communities and give them a strong voice in local affairs. The youth council will present*
30 *researched proposals to the City and County Councils and relevant City and County*
31 *Departments, and be mentored by elected/community officials throughout their terms.*

32
33 *Since its inception three years ago, the SWYCC has had about thirty participants in the*
34 *program. Its first public meeting was held last year where students presented proposals*
35 *to members of the City and County Councils, Board of Education and other community*
36 *leaders. Past successful projects include the Wicomico County’s first high school spelling*
37 *bee (awarding a scholarship to the winner) and expansion of the Peer-to-Peer after*
38 *school math tutoring program. Scholarships were awarded to outstanding members of*
39 *the SWYCC.*

40
41 *The following students were sworn-in to office by Mark Bowen, Clerk of the Circuit*
42 *Court: Bilal Chaudhry; Ethan Barney; Joshua Yoon; Ahmed Admed; Adit Abraham;*
43 *Sumit Sharma; Steve Lee; Pranav Papali; Banuja Munasinghe; Roge’la Polk; Jordan*
44 *Hughes; Schyler Sample; Emily Gutierrez; Savannah Scott; and Michael Li.*

- 45
46 • **Risk Management Services Awards presentation**

47 *City Administrator Tom Stevenson reported that he and Jeanne Loyd attended LGIT's*
48 *28th Annual Meeting on October 29, 2015 and learned that the City of Salisbury was*
49 *recipient of the Risk Management Award. In order to receive the award, the City must*
50 *demonstrate a commitment to loss reduction, receive ongoing training to adhere to*
51 *LGITs management guidelines, and must score 100% on the criteria to receive the*
52 *award. Out of the hundreds of members of LGIT, Salisbury was one of only 13*
53 *municipalities receiving the award.*

54
55 *Mr. Stevenson recognized Human Resources Manager Jeanne Loyd at the podium, noting*
56 *she was mostly responsible for the City's compliance with the requirements. He thanked*
57 *Ms. Loyd for her hard work and dedication and presented the award to Mayor and*
58 *Council.*

59
60 • **Community Organization Presentation – Wicomico County Library Homework Help**
61 **Center**

62 *Andrea Berstler, Executive Director, Wicomico County Library, joined Council to discuss*
63 *the Library's Homework Help Center, created to help students complete their homework.*

64
65 *The Homework Help Center began with a \$1,500.00 grant from the Friends of the*
66 *Library. The Library provided the work space, school supplies, computer access, online*
67 *data base help, access to the schools' online data bases and online homework system,*
68 *printouts, and adult supervision. A retired teacher works part-time managing the project*
69 *and volunteers.*

70
71 *The Homework Help Center opened on September 28, 2015 and has had over 130*
72 *children visit in grades ranging from Pre-K to College. All major school subjects are*
73 *covered. Salisbury Police officers volunteer every Sunday afternoon and interact with the*
74 *children. Students are asking for these services at the Library's two branches in Pittsville*
75 *and the Centre. Mrs. Berstler expects smaller versions of the program in both branches*
76 *very soon.*

77
78 *Ms. Berstler asked for assistance from the City by providing school supplies or recruiting*
79 *volunteers to help. Mayor Ireton suggested Council could donate leftover funds from*
80 *their election campaigns to the Library for the Homework Help Center.*

81
82 *The Homework Help Center hours are Mondays and Wednesdays, 3:00 pm to 5:00 pm;*
83 *Tuesdays and Thursdays, 4:00 pm to 8:00 pm; and Sundays 1 pm to 5:00 pm.*

84
85 *For more information: www.wicomicolibrary.org*

86
87 **ADOPTION OF LEGISLATIVE AGENDA**

88
89 *Mr. Spies moved, Mr. Heath seconded and the vote was unanimous to approve the legislative*
90 *agenda as presented.*

91
92 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

93
94 *The Consent Agenda consisting of the following items was approved on a unanimous vote in*
95 *favor on a motion by Mrs. Shields that was seconded by Mr. Spies:*
96

- **October 12, 2015** regular meeting minutes
- **October 19, 2015** closed session minutes
- **October 19, 2015** work session minutes
- **October 26, 2015** regular meeting minutes
- **Resolution No. 2567** – approving the reappointment of Sarah Rayne to the Zoo Commission at the conclusion of her current term, being December 31, 2015 for term ending December 31, 2018

97
98 **AWARD OF BIDS** – presented by Assistant Director of Internal Services – Procurement &
99 Parking Jennifer L. Miller

100
101 *The Award of Bids, consisting of the following items, was unanimously approved on a motion by*
102 *Mrs. Shields and seconded by Mrs. Mitchell:*

- 103
- 104 • RFP 02-16, Financial Lease Services \$2,022,000.00
- 105 • Contract 103-16, SFD Ambulances \$ 917,317.93
- 106 • Various Capital Equipment, Salisbury Department of Public Works \$ 915,246.52

107
108 **RESOLUTIONS** – presented by City Administrator Tom Stevenson

- 109
- 110 • **Resolution No. 2568** - to purchase improved real property located at 709 W. Isabella Street
- 111 *from Josefina Hristov and Marcial Saint Dic in furtherance of the goals of the Community*
- 112 *Development Initiative*

113
114 *Mrs. Shields moved, Mr. Heath seconded and the vote was unanimous to approve*
115 *Resolution No. 2568 as presented.*
116

117 **ORDINANCES** – presented by City Attorney Mark Tilghman

- 118
- 119 • **Ordinance No. 2359** – 2nd reading - to amend Chapter 15.24 Housing Standards of the
- 120 *Salisbury City Code to provide additional life safety standards for non-conforming multi-*
- 121 *unit structures*

122
123 *Mr. Spies moved and Mrs. Shields seconded to approve Ordinance No. 2359 for second*
124 *reading.*

125
126 *Mr. Tilghman reported that at the first reading of the ordinance he was asked to*
127 *restructure the ordinance to clarify that it would apply only to converted multi-family*
128 *dwellings. He renumbered the ordinance to create a new section, making it clear that this*
129 *section would only apply to such structures. The definition was added clarifying that this*
130 *section applies only to converted multi-family dwellings (structure containing more than*
131 *one dwelling that was originally constructed as a single-family dwelling). The definition*
132 *was discussed with Mr. Holland and President Day. The code will follow the State Code*

133 (already applicable under the City Code) for both smoke alarms and carbon monoxide
134 alarms. Mr. Tilghman reported that the updated ordinance addresses Council's
135 concerns.
136

137 Ordinance No. 2359 for second reading, was unanimously approved.
138

- 139 • **Ordinance No. 2360** – 2nd reading- to amend Chapter 15.24 Housing Standards of the
140 Salisbury City Code to change Building Official to Housing Official and to change BOCA
141 Mechanical Code to National Fuel Gas Code and to otherwise correct portions of the text
142

143 Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to approve
144 Ordinance No. 2360 for second reading.
145

- 146 • **Ordinance No. 2361** – 2nd reading- amending Chapter 8.04.050 of the Salisbury
147 Municipal Code to provide for the enforcement of this section by the Chief of Police, the
148 Fire Chief and the Director of Neighborhood Services and Code Compliance
149

150 Mr. Heath moved, Mrs. Mitchell seconded, and the vote was unanimous to approve
151 Ordinance No. 2361 for second reading.
152

- 153 • **Ordinance No. 2362** – 2nd reading- approving a budget amendment of the FY 2016
154 General Fund to appropriate funds for the replacement of survey equipment
155

156 Mrs. Mitchell moved, Mrs. Shields seconded, and the vote was unanimous to approve
157 Ordinance No. 2362 for second reading.
158

- 159 • **Ordinance No. 2363** – 2nd reading- approving an amendment of the FY 2016 General
160 Fund Budget to appropriate funds for the purchase and installation of fencing for Phase
161 1 of the Salisbury Skatepark
162

163 Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to approve
164 Ordinance No. 2363 for second reading.
165

- 166 • **Ordinance No. 2364** – 2nd reading - amending Chapter 3, Revenue and Finance, of the
167 City Code by adding Chapter 3.22 for the purpose of establishing an advanced
168 telecommunications systems property tax credit
169

170 Mr. Heath moved, Mr. Spies seconded, and the vote was unanimous to approve
171 Ordinance No. 2364 for second reading.
172

173 President Day welcomed Delegate Carl Anderton, who arrived at 6:40 p.m.
174

175 At 6:47 p.m., Mrs. Shields moved, Mr. Spies seconded, and the vote was unanimous to convene in
176 Closed Session to obtain legal advice on a legal matter and to discuss a matter directly related
177 to a negotiating strategy or the contents of a bid or proposal before a contract is awarded or
178 bids are opened, if public discussion or disclosure would adversely impact the ability of the
179 public body to participate in the competitive bidding or proposal process in accordance with the
180 Annotated Code of Maryland §10-508(a)(14).

181
182 *With no further business to discuss, the Legislative Session was adjourned and Council*
183 *reconvened in Closed Session at 6:50 p.m.*
184
185

186 *CITY OF SALISBURY, MARYLAND*
187 *CLOSED SESSION*
188 *NOVEMBER 9, 2015*
189

190 *TIME & PLACE: 6:50 p.m., Government Office Building – Council Chambers, Room 301*
191 *PURPOSE: to obtain legal advice on a legal matter and to discuss a matter directly*
192 *related to a negotiating strategy if public discussion or disclosure would*
193 *adversely impact the ability of the public body to participate in the*
194 *competitive bidding or proposal process*

195 *VOTE TO CLOSE: Unanimous*

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

197 *PRESENT: Council President Jacob R. Day, Mayor James Ireton, Jr., Council Vice*
198 *President Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman*
199 *John “Jack” R. Heath, Councilman Timothy K. Spies, City Clerk Kim*
200 *Nichols, City Administrator Tom Stevenson, Assistant City Administrator*
201 *Julia Glanz, and City Attorney Mark Tilghman*

202 *******

203 *The City Council convened in Legislative Session in Room #301 in the Government Office*
204 *Building at 6:00 p.m. Mrs. Shields moved, Mr. Spies seconded, and the vote was unanimous to*
205 *convene in Closed Session for the purpose of obtaining legal advice on a legal matter and to*
206 *discuss a matter directly related to a negotiating strategy if public discussion or disclosure*
207 *would adversely impact the ability of the public body to participate in the competitive bidding or*
208 *proposal process in accordance with the Annotated Code of Maryland §10-508(a)(3)(14). The*
209 *Closed Session began at 6:50 p.m.*

210
211 *At 7:10 p.m., on a motion and seconded by Mr. Spies and Mrs. Mitchell, respectively, and by*
212 *unanimous vote in favor, the Closed Session was adjourned and Council reconvened in open*
213 *session. President Day reported that while in Closed Session Council had agreed to meet with*
214 *University Officials to discuss a property easement.*

215
216 _____
217 *City Clerk*

218
219 _____
220 *Council President*