



MARYLAND

**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

**MARCH 7, 2016
COUNCIL CHAMBERS
GOVERNMENT OFFICE BUILDING**

4:30 p.m. **CLOSED SESSION** in accordance with the Annotated Code of Maryland 10-508(a)(1).

WORK SESSION

- 5:15 p.m. Presentation – Eagle Scout Project- Park Mile Markers – Rich Duncan
- 5:30 p.m. Acquisition of Forfeited Motor Vehicle – Chief Barbara Duncan
- 5:45 p.m. Budget Amendment – Brass Casings – Chief Barbara Duncan
- 6:00 p.m. Accepting Donation from Zoo Commission – Mike Moulds/Ralph Piland
- 6:15 p.m. Accepting Donation from Girl Scout Troop 634 – Mike Moulds
- 6:30 p.m. Budget Amendment – Fitzwater Lift Station and Paleo Well No. 3 – Mike Moulds
- 6:45 p.m. Council discussion
- 7:00 p.m. Adjournment

*Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 10-508(a).*



JACOB R. DAY
MAYOR
TOM STEVENSON
CITY ADMINISTRATOR



MARYLAND

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



BARBARA DUNCAN
CHIEF OF POLICE

January 6, 2016

TO: Tom Stevenson

FROM: Colonel David Meienschein

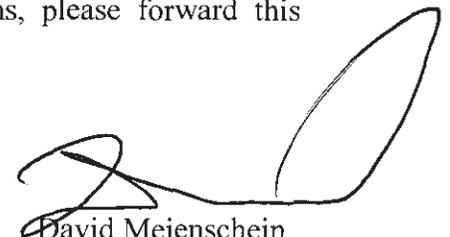
SUBJECT: Resolution – Acquisition of Forfeited Motor Vehicle

As the result of a criminal case in Circuit Court handled by SPD officers the court, as part of the disposition of the case has ordered the forfeiture of a 2003 Chrysler 300M, VIN: 2C3AE76K63H536558. Furthermore, the court ordered that the aforementioned vehicle be awarded to the Salisbury Police Department.

The police department has determined that the vehicle needs minimal cosmetic and mechanical work, and is in reasonably good condition. The police department has the need for the vehicle and would be greatly beneficial to be used for administrative functions such as but not limited to out of town travel for schools and business meetings and reduce fuel costs by not having to use a police cruiser. The approximate value of the vehicle is \$1,950.00.

The police department requests that the vehicle be accepted and that the vehicle be incorporated into the SPD fleet.

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


David Meienschein
Assistant Chief

RESOLUTION No. _____

A RESOLUTION OF THE CITY OF SALISBURY APPROVING THE ACQUISITION OF A 2003 CHRYSLER 300M, VIN: 2C3AE76K63H536558. VEHICLE FORFEITED BY THE COURT FOR WICOMICO COUNTY, MARYLAND TO THE SALISBURY POLICE DEPARTMENT.

WHEREAS, as the result of a criminal case in Circuit Court handled by SPD officers, the court, as part of the disposition of the case, has ordered the forfeiture of a 2003 Chrysler 300M, VIN: 2C3AE76K63H536558 and

WHEREAS, the Court for Wicomico County, Maryland has awarded the aforementioned vehicle to the Salisbury Police Department; and

WHEREAS, the police department has determined that the vehicle needs minimal cosmetic and mechanical work, and is in reasonably good condition; and

WHEREAS, the police Department has the need for the vehicle and would be greatly beneficial to be used for administrative functions such as but not limited to out of town travel for schools, and business meetings and reduce fuel costs by not having to use a police cruiser.

WHEREAS, the approximate value of the vehicle is \$1,950.00.

WHEREAS, the police department requests that the vehicle be accepted and that the vehicle be incorporated into the SPD fleet.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that this forfeited vehicle, 2003 Chrysler 300M be added to the Salisbury Police Department's fleet to be used for administrative functions

THIS RESOLUTION was duly passed at a meeting of the Council of the City of Salisbury held on _____, 2016, and is to become effective immediately upon adoption.

ATTEST:

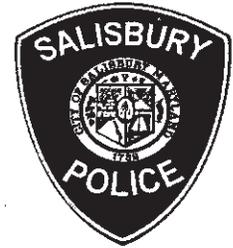
Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS:

_____ day of _____, 2016

Jacob R. Day, Mayor



JACOB R. DAY
MAYOR
TOM STEVENSON
CITY ADMINISTRATOR

MARYLAND

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

BARBARA DUNCAN
CHIEF OF POLICE

January 4, 2016

TO: Tom Stevenson
FROM: Colonel David Meienschein
SUBJECT: Ordinance – Budget Amendment

The members of the Salisbury Police Department are required to complete firearms training and officer recertification yearly. The ammunition utilized during the training has brass casings which are collected and stored. When the storage bins are full the officers transport the brass casings to Delmarva Recycling Inc., and they pay us the fair market value for the brass.

The monies collected for the brass casings are forwarded to the City and deposited in the General Fund. I am requesting a Budget Amendment to recognize that this revenue has been received by the City and to increase the Police Department budget (Small tools Acct: 21021-546009) in the same amount to purchase service weapons for new officers.

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

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

David Meienschein
Assistant Chief of Police

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

To: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works 
Date: February 24, 2016
Re: Zoo Donation – Red Wolf Enclosure

The Salisbury Zoo Commission received a donation from Mr. and Mrs. Don Ward of Millsboro, Delaware for the construction of a Red Wolf holding enclosure. The enclosure has been constructed and the Salisbury Zoo Commission would like to donate the enclosure to the City of Salisbury for the benefit of the Salisbury Zoo per the attached letter dated February 11, 2016.

Attached is a Resolution for consideration to accept the Red Wolf enclosure donation from the Salisbury Zoo Commission at a value of \$13,495.

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

The Salisbury logical Park

755 South Park Drive
Post Office Box 2979
Salisbury, MD 21802-2979

Office: 410-548-3188
Education: 410-546-3440
Fax: 410-860-0919
www.salisburyzoo.org

February 11, 2016

Mr. Mike Moulds
Director
City of Salisbury
Department of Public Works
125 N. Division St., Room 202
Salisbury, MD 21801

Re: Zoo Donation

Dear Mr. Moulds,

Mr. and Mrs. Don Ward of Millsboro, DE made a gift to the Salisbury Zoo Commission. Consistent with the wishes of the donors a portion of that gift has been used to fund the construction of a chain link holding enclosure adjacent to the Zoo's new Animal Health Facility. The primary purpose of the facility will be to provide secure, segregated holding for the Zoo's red wolves should husbandry and the welfare of the animals require that some or all of the wolves be relocated from their primary exhibit. When not required for the management of the wolves the facility may be used to temporarily house other collection animals.

As approved by the Salisbury Zoo Commission Board of Directors the Commission would like to donate the facility to the City of Salisbury for the benefit of the Salisbury Zoo. The value of the enclosure is \$13,495.

If you have any questions please feel free to contact me or Ralph Piland at the Zoo.

Sincerely,



Ron Alessi
Chairman, Salisbury Zoo Commission

Salisbury Zoo Commission:

Ronald G. Alessi, Sr./Chairman

Eric Phippen/Vice Chairman

Carol Scissons/Secretary

James Maybury/Treasurer

Linda Wainer/Board Member

Brian Raygor/Board Member

Karen Lutz/Board Member

Matt Likovich/Board Member

Sarah Rayne/Board Member

Susan Jones/Board Member

Ralph Piland/Director, ex-officio

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RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING A DONATION OF A WOLF ENCLOSURE FROM THE SALISBURY ZOO COMMISSION FOR THE SALISBURY ZOOLOGICAL PARK.

WHEREAS, the Council of the City of Salisbury supports the acceptance of donations at the Salisbury Zoo; and

WHEREAS, the Salisbury Zoo Commission would like to donate to the City an enclosure suitable for housing red wolves; and

WHEREAS, the Salisbury Zoo Commission received a donation from Mr. and Mrs. Don Ward of Millsboro, DE that funded the construction of the wolf enclosure; and

WHEREAS, the Zoo has inspected and approved the wolf enclosure as constructed.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury, Maryland does hereby accept the donation of the red wolf enclosure valued at a maximum of approximately \$13,495.

THIS RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on _____, 2016 and is to become effective immediately upon adoption.

ATTEST:

Kimberly R. Nichols
CITY CLERK

Jack Heath
PRESIDENT, City Council

APPROVED by me this _____ day of _____, 2016

Jacob R. Day
MAYOR, City of Salisbury

City of Salisbury



MARYLAND



JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

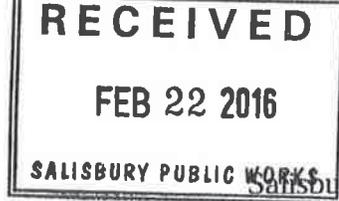
MICHAEL S. MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works *MM*
Date: February 24, 2016
Re: Donation – Boundless Playground Library

The Cadettes of Girl Scout Troop 634 would like to donate a “Lovely Little Library” to the City of Salisbury per the attached letter dated February 8, 2016. The library stand will be placed near the community garden at the Boundless Playground and will benefit of the residents of the City.

Attached is a Resolution for consideration to accept the Boundless Playground library donation from Girl Scout Troop 634 at a value of \$200.

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



616 Pine Bluff Rd
Salisbury, Maryland 21801
February 8, 2016

Mr. Michael Moulds
Director, Public Works
City of Salisbury
125 N Division St
Salisbury MD 21801

Dear Mr Moulds,

The Cadettes of Girl Scout Troop 634 are working on their Silver Award project this year. The Silver Award is the second-highest honor available to Girl Scouts, and the highest honor that Cadettes may earn. It requires approximately 50 hours of work, and will result in a sustainable, lasting effect upon the community it serves.

We have chosen to encourage literacy by building "Lovely Little Libraries" – decorative, weatherproof boxes that will contain an assortment of free books. People will be encouraged to take a book home and/or leave a book that others may enjoy.

We are writing to ask if you will support our efforts by allowing us to donate a Lovely Little Library near a community garden at the Boundless Playground. The value of the library stand and its contents will be approximately \$200.

If you have any questions about our project, please feel free to contact me at 410-749-9759. We look forward to hearing from you!

Sincerely,

A handwritten signature in cursive script that reads "Julie Peters".

Julie Peters, Leader
Girl Scouts of the Chesapeake Bay
Troop 634

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RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING A DONATION OF A LOVELY LITTLE LIBRARY AT THE BOUNDLESS PLAYGROUND FROM GIRL SCOUT TROOP 634.

WHEREAS, the Council of the City of Salisbury supports the acceptance of donations at public facilities; and

WHEREAS, Girl Scout Troop 634 would like to donate to the City a library stand that consists of a weatherproof enclosure containing free books; and

WHEREAS, the “Lovely Little Library” will be located near the community garden at the Boundless Playground.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury, Maryland does hereby accept the donation of a library stand valued at a maximum of approximately \$200.

THIS RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on _____, 2016 and is to become effective immediately upon adoption.

ATTEST:

Kimberly R. Nichols
CITY CLERK

Jack Heath
PRESIDENT, City Council

APPROVED by me this _____ day of _____, 2016

Jacob R. Day
MAYOR, City of Salisbury



JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

MARYLAND

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

To: Thomas Stevenson, Jr., City Administrator
From: Michael Moulds, Director of Public Works *M. Moulds*
Date: February 3, 2016
Re: Budget Amendment – Fitzwater Lift Station and Paleo Well No. 3

The Public Works Department is requesting consideration for a budget amendment to reallocate the funding source between two projects. The Fitzwater Lift Station Renovation project and Paleo Well No. 3 project have been designed and are at the stage to be advertised for construction bids. The FY15 Budget Ordinance No. 2287 noted that these two projects would be funded as follows:

Paleo Well No. 3:

Existing Bonds \$1,950,000 – FY12 GOB transfer from N. Division St Sewer
Funds on Hand \$900,000 – Lawsuit Proceeds
Total \$2,850,000

Fitzwater Lift Station:

Funds on Hand \$2,810,000 – Lawsuit Proceeds
Total \$2,810,000

The Finance Director and Public Works staff discussed the funding reallocation with bond counsel. Since the Fitzwater Lift Station project is already part of the FY 12 GOB and the Paleo Well No. 3 project is not part of the FY12 GOB, it is recommended to transfer the unused FY12 GOB funds from the North Division Street sewer project to the Fitzwater Lift Station project. The equivalent amount of lawsuit proceeds that were allocated to the Fitzwater Lift Station would then be transferred to the Paleo Well No. 3 project. These actions do not require bond amendments since we are not adding a new project to an existing bond pool.

All remaining funds in the North Division Street sewer project would be transferred to Fitzwater Lift Station since this is a multi-phased project. The budget amendment ordinance to perform these actions is attached. The proposed funding with the budget amendment would result in the following:

Paleo Well No. 3:

Funds on Hand \$1,950,000 – Lawsuit Proceeds transfer from Fitzwater PS
Funds on Hand \$900,000 – Lawsuit Proceeds
Total \$2,850,000

Fitzwater Lift Station:

Existing Bonds \$1,950,000 – FY12 GOB transfer from N. Division St Sewer Construction

Existing Bonds \$46,354.92 – FY12 GOB transfer from N. Division St Sewer Engineering

Funds on Hand \$860,000 – Lawsuit Proceeds

Total \$2,856,354.92

Unless you or the Mayor have further questions, please forward a copy of this memo and the ordinance to the City Council.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2015 WATER AND SEWER CAPITAL PROJECTS BUDGET TO REALLOCATE FUNDING FOR THE FITZWATER STREET LIFT STATION AND PALEO WELL #3 PROJECTS.

WHEREAS, Ordinance No. 2287 identified the funding sources for Capital Project Appropriations in the City's FY 2015 budget; and

WHEREAS, the funding source for a portion of the Paleo Well #3 project was identified as existing bonds; and

WHEREAS, the Paleo Well #3 project is not a named project in the bond pool and the Fitzwater Lift Station project is a named project in the bond pool; and

WHEREAS, at the advice of bond counsel, the Finance Director and Public Works Director recommend reallocating the funding sources such that the Paleo Well #3 project does not need to be added to the bond pool.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2015 Water and Sewer Capital Projects Budget be and hereby is amended as follows:

- | | |
|---|----------------------|
| 1) Decrease N Division Sewer Construction by \$1,950,000.00 | (96112-513026-55012) |
| 2) Decrease N Division Sewer Engineering by \$46,354.92 | (96112-513020-55012) |
| 3) Increase Fitzwater PS Construction by \$1,686,354.92 | (96112-513026-55011) |
| 4) Increase Fitzwater PS Engineering by \$310,000.00 | (96112-513020-55011) |
| 5) Decrease Fitzwater PS Construction by \$1,950,000.00 | (97010-513026-55011) |
| 6) Increase Paleo Well No 3 Construction by \$1,950,000.00 | (97010-513026-49040) |

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ____ day of _____ 2016, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the ____ day of _____, 2016.

ATTEST:

Kimberly R. Nichols, City Clerk

Jack Heath, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2016.

Jacob Day, Mayor