



## CITY OF SALISBURY SPECIAL MEETING AGENDA

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**August 1, 2016**  
**Government Office Building**

**3:00 p.m.**  
**Council Chambers**

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Times shown for agenda items are estimates only.

3:00 p.m. CALL TO ORDER

3:01 p.m. WELCOME/ANNOUNCEMENTS

3:02 p.m. ADOPTION OF LEGISLATIVE AGENDA

3:03 p.m. CONSENT AGENDA – Assistant City Clerk Diane Nelson

- **May 16, 2016** Work Session Minutes
- **May 16, 2016** Closed Session Minutes (separate envelope)
- **May 23, 2016** Regular Meeting Minutes
- **June 6, 2016** Work Session Minutes
- **June 6, 2016** Closed Session Minutes (separate envelope)
- **June 13, 2016** Regular Meeting Minutes
- **June 20, 2016** Special Meeting Minutes
- **July 5, 2016** Special Meeting Minutes
- **July 5, 2016** Work Session Minutes
- **July 11, 2016** Regular Meeting Minutes
- **July 18, 2016** Special Meeting Minutes
- **July 18, 2016** Work Session Minutes
- **Resolution No. 2646** – approving the appointment of Stephen Bullock to the Disability Advisory Committee for term ending July 2019
- **Resolution No. 2647** – approving the appointment of James R. Thomas to the Salisbury/Wicomico Planning and Zoning Commission for term ending December 2017
- **Resolution No. 2648** - approving the reappointment of Tom Stevenson, Keith Cordrey and Kim Nichols to the GASB 45 Trust for terms ending February 28, 2019
- Approving the Manufacturing Exemption request for Delmar Brewing Company, LLC for equipment purchased in 2015
- Approving the Manufacturing Exemption request for LWRC International, LLC for equipment purchased 2010 - 2014
- Approving the Manufacturing Exemption request for Perdue Foods, LLC for equipment purchased in 2015

3:08 p.m. AWARD OF BIDS- Senior Buyer- Procurement and Parking – Michael Lowe

- Contract A-07-14 Street Improvements- Curb, Gutter & Sidewalk Construction – Change Order #9

- RFP 10-15 WWTP Construction Management & Inspection – Change Order #1

3:13 p.m. RESOLUTION – City Administrator Tom Stevenson

- **Resolution No. 2649** - accepting funds in the amount of \$5,000 from the Wicomico County Narcotics Task Force to be used towards the purchase of a Police K-9

3:18 p.m. ORDINANCES – City Attorney Mark Tilghman

- **Ordinance No. 2395** – 1<sup>st</sup> reading - approving a budget amendment of the FY16 General Fund Budget to appropriate the funds returned on contract
- **Ordinance No. 2396** – 1<sup>st</sup> reading - to designate no and restricted parking zones on a portion of Prince Street between Roger Street and Spring Avenue and on Spring Avenue between Prince Street and Bethel Street

3:28 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 website**

[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 August 8, 2016 Meeting**

- Resolution No.2650 - Dagsboro Rd Annexation
- Resolution No. 2651 - Dagsboro Rd Annexation Plan
- Resolution No. \_\_\_\_ - In Support of Habitat for Humanity Application for the Community Legacy Program
- Resolution No. \_\_\_\_ - Creating a Human Rights Advisory Committee
- **Ordinance No. \_\_\_\_ -2nd reading and Public Hearing-** North Division St. Text Amendment Change
- Ordinance No. \_\_\_\_ -1<sup>st</sup> Reading- Budget Amendment- WCBOE Traffic Signal Repairs
- Ordinance No. \_\_\_\_ -1<sup>st</sup> Reading- Lot 11 Alley Abandonment
- Ordinance No. \_\_\_\_ -1<sup>st</sup> Reading -Wicomico Presbyterian Text Amendment
- Ordinance No. \_\_\_\_ -2<sup>nd</sup> Reading- Budget Amendment- Contract Reimbursement
- Ordinance No. \_\_\_\_ -2<sup>nd</sup> Reading-To Identify No Parking on an Area of Prince Street
- Ordinance No. 2395 – 2<sup>nd</sup> reading - approving a budget amendment of the FY16 General Fund Budget to appropriate the funds returned on contract
- Ordinance No. 2396 – 2<sup>nd</sup> reading - to designate no and restricted parking zones on a portion of Prince Street between Roger Street and Spring Avenue and on Spring Avenue between Prince Street and Bethel Street

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CITY OF SALISBURY  
WORK SESSION  
MAY 16, 2016

Public Officials Present

Council President John R. “Jack” Heath                      Mayor Jacob R. Day  
Councilman Muir Boda    Councilman James Ireton, Jr.  
Councilwoman April Jackson

Public Officials Not Present

Council Vice President Laura Mitchell

In Attendance

City Clerk Kim Nichols, Assistant City Administrator Julia Glanz, Public Works Director Mike Moulds, Public Works GIS Coordinator John O’Brien, City Attorney Mark Tilghman (*arr. 5:18 p.m.*), interested citizens and members of the press.

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On May 16, 2016, Salisbury City Council convened in Work Session at 4:30 p.m. in Council Chambers, Room 301 of the Government Office Building. The sole topic was a presentation on the Geographic Information System/Science (GIS), and the following is a synopsis of the information provided:

**GIS Presentation**

Public Works Director Mike Moulds reported Council requested the GIS presentation during one of the budget sessions.

John O’Brien joined Council at the podium to provide Council with information on the City of Salisbury’s GIS and to explain how it is being utilized. He reported the primary goal for the GIS in Public Works is to leverage the hardware and software to provide the data to the people who need it. Before GIS, Public Works always had to rely on historical records or hoped that someone remembered details, or sifted through a monumental amount of paper to locate the information they needed. Mr. O’Brien reported the following and presented the attached handout to Council (a copy of the handout is made part of these minutes):

- Without GIS the Stormwater Utility would have been impossible
- Public Works to track data and keep records on the City’s infrastructure with GIS
- GIS allows the City engineers to look at sites when clients bring in plans, and helps at the onset of planning and decision-making by providing real time data
- This tool will expand beyond Public Works’ technical needs and become a real vehicle for information in terms of reporting information to the Council and the Public

44 **Vote to Convene in Closed Session**

45

46 At 4:52 p.m., Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to convene  
47 in Closed Session.

48

49 At 6:12 p.m., upon a motion and seconded by Mr. Ireton and Ms. Jackson, respectively, and  
50 approved by unanimous vote in favor, the Closed Session adjourned and Council immediately  
51 convened in Open Session at which time Mr. Heath reported to the public that Council had  
52 obtained legal advice from counsel on a legal matter and received an update on pending  
53 litigation.

54

55 There being no further business to discuss, Council adjourned at 6:14 p.m.

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

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

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**May 23, 2016**

4  
5 **PUBLIC OFFICIALS PRESENT**

6  
7 *Council President John “Jack” R. Heath*  
8 *Council Vice-President Laura Mitchell*  
9 *Councilman James Ireton, Jr.*

*Mayor Jacob R. Day*  
*Councilman Muir Boda*  
*Councilwoman April Jackson*

10  
11 **IN ATTENDANCE**

12  
13 *Assistant City Clerk Diane C. Nelson, Assistant City Administrator Julia Glanz, City Attorney*  
14 *Mark Tilghman, Internal Services Director Keith Cordrey, Deputy Director Internal Services –*  
15 *Procurement Jennifer Miller, Fire Chief Rick Hoppes, Public Works Director Mike Moulds,*  
16 *Neighborhood Services & Code Compliance Director Susan Phillips, and interested citizens and*  
17 *members of the press*

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19 \*\*\*\*\*

20  
21 **MEDITATION – PLEDGE OF ALLEGIANCE**

22  
23 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President*  
24 *Heath called the meeting to order and invited Pastor Bill Littleton from Washington United*  
25 *Methodist Church to deliver the City Invocation; thereafter, the Pledge of Allegiance was*  
26 *recited.*

27  
28 **ADOPTION OF LEGISLATIVE AGENDA**

29  
30 *Mrs. Mitchell moved, Mr. Boda seconded, and the vote was unanimous to approve the legislative*  
31 *agenda as presented.*

32  
33 **CONSENT AGENDA** – *presented by Assistant City Clerk Diane Nelson*

34  
35 *The Consent Agenda consisting of the following items was approved on a unanimous vote in*  
36 *favor on a motion by Mrs. Mitchell that was seconded by Ms. Jackson:*

- 37  
38
  - *April 18, 2016 Closed Session Minutes*
  - 39 • *April 25, 2016 Council Meeting Minutes*
  - 40 • *May 2, 2016 Work Session Minutes*
  - 41 • *May 9, 2016 Council Meeting Minutes*
  - 42 • *Resolution No. 2633 – to combine the Recycling Advisory Committee and the*
  - 43 *Sustainability Advisory Committee (Green Team) into one advisory committee that*

44 retains the title of the Sustainability Advisory Committee

- 45 • Resolution No. 2634 – to establish a Youth Development Advisory Committee
- 46
- 47 • Resolution No. 2635 – approving the appointment of James Buss to the Sustainability
- 48 Advisory Committee – GREEN TEAM for the term ending May 2019
- 49 • Resolution No. 2636 – approving the initial appointment of individuals to the Youth
- 50 Development Advisory Committee for the term ending May 2019 as follows:
- 51 Bishop Jesse Abbott, Gaylena Bivens, Joann Blackmon, Tom Brown, Mandel
- 52 Copeland,
- 53 Alexis Dashield, Zach Davis, Aaron Deal, Debbie Donaway, Mike Dunn, Harlan
- 54 Eagle,
- 55 Tom Evans, Kim Gillis, Amber Green, Terry Greenwood, Donna Hanlin, Dr. Ray Hoy,
- 56 Michele Hughes, Josh James, Erica Joseph, Kevin Lindsay, Matt Maciarelo,
- 57 Jermichael Mitchell, Kathleen Momme, Walt Moore, Bryan Murfree, Pamela Patey,
- 58 Jennifer Shahan, Erin Sheehan, Robby Sheehan, Lisa Simone, Jessica Sims, Jim
- 59 Thomas, Mark Thompson, Major Vic Tidman, Ed Urban, and Robert Williams

60

61 **AWARD OF BIDS** – presented by Assistant Director of Internal Services – Procurement &

62 Parking Jennifer L. Miller

63

64 Mrs. Mitchell moved and Mr. Boda seconded to approve the Award of Bids consisting of the

65 following items:

- 66
- 67 • Contract 119-16 \$ 586,900.00
- 68 Beaverdam Creek Tidal Dam and Spillway Reconstruction
- 69 • Change Order #8 \$ 109,274.98
- 70 Contract A-07-14
- 71 Street Improvements – Curb, Gutter & Sidewalk Construction

72

73 After discussion, the Award of Bids was unanimously approved as presented.

74

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

- 76
- 77 • **Ordinance No. 2385** – 2<sup>nd</sup> reading- appropriating the necessary funds for the operation
- 78 of the government and administration of the City of Salisbury, Maryland for the period
- 79 July 1, 2016 to June 30, 2017, establishing the levy for the General Fund for the same
- 80 fiscal period and establishing the appropriation for the Water and Sewer, Parking
- 81 Authority, City Marina, and Storm Water Funds

82

83 Mrs. Mitchell moved, Ms. Jackson seconded, and the vote was unanimous to approve

84 Ordinance No. 2385 for second reading.

- 85
- 86 • **Ordinance No. 2386** – 2<sup>nd</sup> reading- to amend Water and Sewer rates to increase rates

87 by 2% and making said changes effective for all bills dated October 1, 2016 and  
88 thereafter unless and until subsequently revised or changed

89  
90 Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous to approve  
91 Ordinance No. 2386 for second reading.

- 92  
93  
94 • **Ordinance No. 2387** – 2<sup>nd</sup> reading- approving an amendment of the FY 2016 General  
95 Fund Budget to appropriate funding a transfer to Capital Projects Fund to be used for  
96 demolition and curbing required for Fire Station 2

97  
98 Mrs. Mitchell moved, Mr. Boda seconded, and the vote was unanimous to approve  
99 Ordinance No. 2387 for second reading.

- 100  
101 • **Ordinance No. 2388** – 1<sup>st</sup> reading - to amend Chapter 2.14 Administration and  
102 Personnel  
103 of the Salisbury City Code to change the name of the Department of Neighborhood  
104 Services & Code Compliance to Housing and Community Development Department  
105 effective July 1, 2016

106  
107 Mrs. Mitchell moved, Ms. Jackson seconded, and after discussion, the vote was  
108 unanimous to approve Ordinance No. 2388 for first reading.

109  
110 Closing comments by Mayor and Council included appreciation for all the time and effort put  
111 forth by Administration and Council, which jointly contributed to a successful FY17 Budget  
112 Process.

113  
114 President Heath reminded all of the free Community presentation by Tony Hoffman scheduled  
115 for Wednesday, June 1, 2016 at 7:00 p.m. in the Wicomico Room at Salisbury University.

116  
117 With no Public Comments or further business to discuss, on a motion by Mrs. Mitchell, seconded  
118 by Mr. Boda and approved on a unanimous vote in favor, President Heath adjourned the  
119 Legislative Session at 6:30 p.m.

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*CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
MAY 16, 2016*

*TIME & PLACE:* 4:52 p.m., Government Office Building – Room 301  
*PURPOSE:* To consult with counsel to obtain legal advice on a legal matter; to consult with staff, consultants, or other individuals about pending or potential litigation; 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 (4-0)  
*CITATION:* Annotated Code of Maryland §10-508(a)(7)(8)(14)  
*PRESENT:* Council President John R. Heath, Mayor Jacob R. Day, Councilman Muir Boda, Councilwoman April Jackson, Councilman James Ireton, Jr., Assistant City Administrator Julia Glanz, City Attorney Mark Tilghman (arr. 5:18 p.m.), City Clerk Kimberly R. Nichols  
*ABSENT:* Council Vice-President Laura Mitchell,  
\*\*\*\*\*  
The City Council convened in Work Session in Room 301 in the Government Office Building at 4:30 p.m. At 4:52 p.m., President Heath called for a motion to convene in Closed Session to consult with counsel, staff, consultants, or other individuals about pending or potential litigation 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 in accordance with the Annotated Code of Maryland §10-508(a)(7)(8)(14). Council immediately convened in Closed Session thereafter upon a motion and seconded by Mr. Boda and Ms. Jackson, respectively, and by unanimous vote in favor.  
At 6:12 p.m., the Closed Session adjourned on a motion by Mr. Ireton, which was seconded by

173 *Ms. Jackson and approved by a 4-0 vote in favor. Council immediately convened in Open*  
174 *Session at which time Mr. Heath reported to the public that Council had obtained legal advice*  
175 *from counsel on a legal matter and received an update on pending litigation.*

176  
177 *Thereafter the Open Session adjourned at 6:14 p.m.*

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180 \_\_\_\_\_  
181 *City Clerk*

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183 \_\_\_\_\_  
184 *Council President*

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44 may have possibly been in error since it covered the whole area yet just referenced only one of  
45 the two pieces it overlaps.

46

47 Council reached unanimous consensus to move forward with the legislation.

48

49 **North Division St. Text Amendment**

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51 Mr. Lenox explained that Mr. Nick Simpson of First Move Properties, LLC submitted the  
52 request to amend the text of the Office and Service Residential District by adding “Apartments,  
53 up to 5 units” in the District.

54

55 At the Planning & Zoning Commission discussion, it was apparent to the Commission that this  
56 was something that made sense for particular properties on a case-by-case basis under review by  
57 Special Exception. The unfavorable recommendation from Planning & Zoning Commission  
58 states that the proposal was not supported as submitted, however, recommended alternatively  
59 that this be considered for individual properties through the Special Exception process. Mr.  
60 Lenox advised the City Council hear from not only the Newtown area but also other sections of  
61 the City if agreed to consider this.

62

63 Mr. Simpson interjected he was not requesting a Text Amendment but a Special Exception  
64 approval and Mr. Lenox clarified that the Zoning text does not allow for Special Exception, but  
65 has to be added to the code before they can apply for Special Exception.

66

67 Council reached unanimous consensus to advance the legislation to legislative agenda allowing  
68 up to four units.

69

70 **Main Street Masterplan Budget Amendment**

71

72 Public Works Director Mike Moulds and Deputy Director Amanda Pollack joined Council to  
73 request the Main Street Masterplan budget amendment. Public Works received initial proposals  
74 for the project, which came in over budget, and need to reallocate funding from the project. The  
75 recommendation is to reallocate Street Maintenance program funds from FY16 for \$277,826.95.  
76 The funds to be reallocated will come from within two bond pools, which do not require bond  
77 amendments.

78

79 Ms. Pollack stated the first phase from Rt. 13 to Division St. had initially been budgeted at  
80 \$4,070,000 and the one bid received was for \$6.5 million. There was a significant gap to fill. The  
81 first thing they did was to look at changes to bring the project closer to the budget. Now that they  
82 have gotten closer, they still need to add more funding to get there. The price has been reduced  
83 significantly and they should have final contract numbers soon.

84

85 Council reached unanimous consensus to move forward with the budget amendment.

86 Councilman Ireton departed the meeting before consensus was reached.

87

88 **Greater Salisbury Committee – Summer Youth Program**

89

90 Mike Dunn, President & CEO of Greater Salisbury Committee and Jim Thomas, Program  
91 Manager joined Council to discuss the Summer Youth Work Program, funded in the FY17 City  
92 of Salisbury budget to provide ten job opportunities and job readiness skills to young people.  
93 Greater Salisbury Committee has partnered with the City to help with fundraising efforts, and  
94 has donated \$10,640 to ensure the program is running before the City receives FY17 funds,  
95 which will go into surplus. The budget amendment will move the donated funds from surplus  
96 into the appropriate Public Works account.

97  
98 Council reached unanimous consensus to advance the legislation to legislative agenda.  
99 Councilman Ireton departed the meeting before consensus was reached.

100

101 **Vote to Convene in Closed Session**

102

103 At 6:00 p.m., Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to convene  
104 in Closed Session.

105

106 At 6:53 p.m., upon a motion and seconded by Mr. Boda and Ms. Jackson, respectively, and  
107 approved by unanimous vote in favor, the Closed Session adjourned and Council immediately  
108 convened in Open Session at which time Mrs. Mitchell reported to the public that Council had  
109 convene in Closed Session to discuss changes to a contract and no votes were taken on the  
110 matter.

111

112 There being no further business to discuss, Council adjourned at 6:54 p.m.

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

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

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**June 13, 2016**

**PUBLIC OFFICIALS PRESENT**

*Council President John “Jack” R. Heath  
Council Vice-President Laura Mitchell  
Councilman James Ireton, Jr.*

*Mayor Jacob R. Day  
Councilman Muir Boda  
Councilwoman April Jackson*

**IN ATTENDANCE**

*Assistant City Clerk Diane C. Nelson, City Administrator Tom Stevenson, City Attorney Mark Tilghman, Internal Services Director Keith Cordrey, Assistant Director Internal Services – Procurement & Parking Jennifer L. Miller, Senior Buyer – Procurement & Parking Michael Lowe, Fire Chief Rick Hoppes, Salisbury-Wicomico Planning and Zoning Director Jack Lenox, Public Works Director Mike Moulds, Neighborhood Services & Code Compliance Director Susan Phillips, District 38B-Wicomico County Delegate Carl Anderton, Jr. and interested citizens*

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**MEDITATION – PLEDGE OF ALLEGIANCE**

*The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President Heath called the meeting to order and invited Pastor Martin Hutchison from Community of Joy-Church of the Brethren to deliver the City Invocation; thereafter, the Pledge of Allegiance was recited, followed by a moment of silence to acknowledge the recent lives lost and significant trauma experienced by fellow citizens in Orlando, Florida.*

**COMMUNITY ORGANIZATION PRESENTATION**

*City of Salisbury Summer Youth Program – presented by City Administrator Tom Stevenson*

*Mr. Stevenson provided an overview of the Summer Youth Program which will offer job readiness skills to young people who may not otherwise receive the necessary exposure to succeed in the workplace; the goal is to have at least 10 students in the program working with Public Works to develop useful job competencies. Students will have an orientation to the program, open checking accounts, shadow employees, and hopefully establish connections that will be investments in their own futures. The City is partnering with Junior Achievement of the Eastern Shore and the Greater Salisbury Committee to see the program come to fruition. The City funded the program in the Fiscal Year 2017 Budget which begins on July 1, 2016. A monetary donation from the Greater Salisbury Committee will allow the program to begin prior to the new fiscal year. Mr. Stevenson concluded his remarks by thanking Council for its support of the program.*

**ADOPTION OF LEGISLATIVE AGENDA**

*Mrs. Mitchell moved, Ms. Jackson seconded, and the vote was unanimous to approve the legislative*

46 agenda as presented.

47

48 **CONSENT AGENDA** – presented by Assistant City Clerk Diane Nelson

49

50 The Consent Agenda consisting of the following items was approved on a unanimous vote in favor  
51 on a motion by Mrs. Mitchell that was seconded by Mr. Boda:

52

- 53 • April 26, 2016 Budget Session minutes
- 54 • Resolution No. 2637 – Reappointing George J. Mengason to the Zoo Commission for term  
55 ending May 2019
- 56 • Approving Manufacturing Exemption for Delmarva Printing, Inc. for equipment purchased  
57 in 2015
- 58 • Approving Manufacturing Exemption request for AHPHARMA, Inc. for equipment  
59 purchased in 2013 and 2014

60

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

63

64 Mr. Boda moved and Ms. Jackson seconded to approve the Award of Bids consisting of the  
65 following items:

66

- 67 • Contract 108-16 – Park WTP Aeration Unit Replacement
- 68 • Contract RFP 11-16 – Engineering Construction Services for Main Street Masterplan  
69 Phase 2
- 70 • Declaration of Surplus – Salisbury Fire Station #2
- 71 • Declaration of Surplus – SFD Ambulances A16-2 and A2

72

73 After discussion, the Award of Bids was unanimously approved as presented.

74

75 **RESOLUTIONS** – presented by City Administrator Tom Stevenson

76

- 77 • **Resolution No. 2638** – accepting a donation from the Greater Salisbury Committee for a  
78 Summer Youth Work Program

79

80 Mrs. Mitchell moved, Ms. Jackson seconded, and after discussion the vote was unanimous to  
81 approve Resolution No. 2638 as presented.

82

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

84

- 85 • **Ordinance No. 2388** – 2<sup>nd</sup> reading - to amend Chapter 2.14 Administration and  
86 Personnel of the Salisbury City Code to change the name of the Department of  
87 Neighborhood Services & Code Compliance to Housing and Community Development  
88 Department effective July 1, 2016

89

90 Mrs. Mitchell moved, Mr. Boda seconded, and the vote was unanimous to approve

91 Ordinance No. 2388 for second reading.

- 92
- 93 • **Ordinance No. 2389** – 1<sup>st</sup> reading – pursuant to Chapter 17.228 of Title 17, Zoning of the  
94 Salisbury Municipal Code and Section 4.04 of Article 66b of the annotated code of  
95 Maryland for the purpose of amending section 17.105.040.d, development standards in the  
96 riverfront redevelopment multi-use district #2

97  
98 Mr. Boda moved, Ms. Jackson seconded, and after discussion the vote was unanimous to  
99 approve Ordinance No. 2389 for first reading.

- 100
- 101 • **Ordinance No. 2390** – 1<sup>st</sup> reading - approving an amendment of the FY 2016 General Fund  
102 budget to appropriate funding for the Summer Youth Work Program

103  
104 Mr. Boda moved, Mrs. Mitchell seconded, and the vote was unanimous to approve  
105 Ordinance No. 2390 for first reading.

- 106
- 107 • **Ordinance No. 2391** – 1<sup>st</sup> reading - approving an amendment of the Fiscal Year 2016  
108 Budget and the City's Capital Project Fund Budget to reallocate funding for the Main Street  
109 Masterplan Project

110  
111 Mrs. Mitchell moved, Mr. Boda seconded, and after discussion the vote was unanimous to  
112 approve Ordinance No. 2391 for first reading.

- 113
- 114 • **Ordinance No. 2392** – 1<sup>st</sup> reading - approving a budget amendment of the FY2016  
115 General Fund to appropriate funds for attorney fees

116  
117 Mr. Ireton moved, Ms. Jackson seconded, and after discussion the vote was 4-1 to approve  
118 Ordinance No. 2392 for first reading, with Mr. Boda the dissenting vote.

119  
120 With no Public Comments or further business to discuss, President Heath recognized Delegate Carl  
121 Anderton who was in attendance at the meeting. Councilman Ireton expressed appreciation for the  
122 moment of silence observed earlier in the meeting for the recent events in Orlando, Florida that  
123 resulted in lives lost; he invited all to attend an LGBTQ Pride event to be held Thursday, June 16,  
124 2016 at 7:00 p.m. near the Peace Pole on Picnic Island in the City Park, in celebration of Pride  
125 Month and also in remembrance of the recent lives lost.

126  
127 Thereafter, on a motion by Mrs. Mitchell, seconded by Ms. Jackson and approved on a unanimous  
128 vote in favor, President Heath adjourned the Legislative Session at 6:35 p.m.

129  
130 CITY OF SALISBURY, MARYLAND  
131 CLOSED SESSION  
132 JUNE 6, 2016  
133

134 TIME & PLACE: 6:00 p.m., Government Office Building – Room 301

135 PURPOSE: Before a contract is awarded or bids are opened, to discuss a matter

136 *directly related to a negotiating strategy or the contents of a bid or*  
137 *proposal, if public discussion or disclosure would adversely impact*  
138 *the ability of the public body to participate in the competitive bidding*  
139 *or proposal process*

140 **VOTE TO CLOSE:** *Unanimous (3-0)*

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

142 **PRESENT:** *Council Vice-President Laura Mitchell, Mayor Jacob R. Day,*  
143 *Councilman Muir Boda, Councilwoman April Jackson, Assistant City*  
144 *Administrator Julia Glanz, City Attorney Mark Tilghman, Planning &*  
145 *Zoning Director Jack Lenox, City Clerk Kim Nichols*

146 **ABSENT:** *Council President John R. Heath, Councilman James Ireton, Jr.*

147 \*\*\*\*\*

148 *The City Council convened in Work Session on June 6, 2016 at 4:30 p.m. in Room 301 in the*  
149 *Government Office Building. At 6:00 p.m., Vice-President Mitchell called for a motion to convene*  
150 *in Closed Session for the following reason: before a contract is awarded or bids are opened, to*  
151 *discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if*  
152 *public discussion or disclosure would adversely impact the ability of the public body to participate*  
153 *in the competitive bidding or proposal process, in accordance with the Annotated Code of*  
154 *Maryland §10-508(a)(14). Council convened in Closed Session thereafter upon a motion and*  
155 *seconded by Mr. Boda and Ms. Jackson, respectively, and by unanimous vote in favor.*

156  
157 *At 6:53 p.m., the Closed Session adjourned on a motion by Mr. Boda, which was seconded by Ms.*  
158 *Jackson, and approved by a 3-0 vote in favor. Council immediately convened in Open Session at*  
159 *which time Mrs. Mitchell reported to the public that Council had discussed changes to a contract in*  
160 *Closed Session, and no votes were cast concerning the matter.*

161  
162 *Thereafter, the Open Session adjourned at 6:54 p.m.*

163  
164 \_\_\_\_\_  
165 *Assistant City Clerk*

166  
167 \_\_\_\_\_  
168 *City Clerk*

169  
170 \_\_\_\_\_  
171 *Council President*

172

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **SPECIAL MEETING**

**JUNE 20, 2016**

4  
5 **PUBLIC OFFICIALS PRESENT**

6  
7 Council President John “Jack” R. Heath Mayor Jacob R. Day  
8 Councilman Muir Boda Councilman James Ireton, Jr.  
9 Councilwoman April Jackson

10  
11 **PUBLIC OFFICIALS NOT PRESENT**

12 Council Vice-President Laura Mitchell

13  
14 **IN ATTENDANCE**

15 City Clerk Kimberly R. Nichols, Assistant City Administrator Julia Glanz, City Attorney Mark  
16 Tilghman and interested members of the public and media

17 \*\*\*\*\*

18  
19 The City Council convened in a Special Meeting in Council Chambers, Room 301, of the  
20 Government Office Building on June 20, 2016. President Heath called the meeting to order at  
21 4:30 p.m.

22  
23 **ADOPTION OF LEGISLATIVE AGENDA**

24  
25 Mr. Ireton moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve the Special  
26 Meeting agenda as presented.

27  
**ORDINANCES** – presented by City Attorney Mark Tilghman

- **Ordinance No. 2390** – 2nd reading - approving an amendment of the FY 2016 General Fund budget to appropriate funding for the Summer Youth Work Program

Mr. Ireton moved, Mr. Boda seconded, and Ordinance No. 2390 for second reading was unanimously approved.

- **Ordinance No. 2391** – 2nd reading- approving an amendment of the Fiscal Year 2016 Budget and the City’s Capital Project Fund Budget to reallocate funding for the Main Street Masterplan Project

Ms. Jackson moved, Mr. Ireton seconded, and Ordinance No. 2391 for second reading was approved by unanimous vote in favor.

- **Ordinance No. 2392** – 2nd reading- approving a budget amendment of the FY2016 General Fund to appropriate funds for attorney fees

*Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve Ordinance No. 2392 for second reading.*

**AWARD OF BIDS** – presented by Senior Buyer – Procurement & Parking Michael Lowe

28 *On a motion by Mr. Ireton and seconded by Ms. Jackson, the following item on the Award of*  
29 *Bids was unanimously approved:*

30

- *Contract 100-16 Main Street Masterplan Construction Phase 2 - \$4,637,756.08*

32

33 *With no further business to discuss, the Special Meeting was adjourned at 4:50 p.m. upon a*  
34 *motion and second by Mr. Boda and Mr. Ireton, respectively, and by unanimous vote in favor.*

35

36

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

39

40

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

**CITY OF SALISBURY, MARYLAND**

**SPECIAL MEETING**

**JULY 5, 2016**

**PUBLIC OFFICIALS PRESENT**

*Council Vice-President Laura Mitchell                      Mayor Jacob R. Day*  
*Councilman Muir Boda    Councilman James Ireton, Jr. (arr. 4:35 p.m.)*  
*Councilwoman April Jackson*

**PUBLIC OFFICIALS NOT PRESENT**

*Council President John “Jack” R. Heath*

**IN ATTENDANCE**

*City Clerk Kimberly R. Nichols, Assistant City Administrator Julia Glanz, City Attorney Mark Tilghman and interested members of the public and media*

\*\*\*\*\*

*The City Council convened in a Special Meeting in Conference Room 306 of the Government Office Building on July 5, 2016. Council Vice - President Mitchell called the meeting to order at 4:30 p.m.*

**ADOPTION OF LEGISLATIVE AGENDA**

*Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve the Special Meeting agenda as presented.*

**RESOLUTION NO. 2639** – *accepting the submission of RFP 09-16 Re-bid from Salisbury Development Group, LLC for the redevelopment of the Port of Salisbury Marina*

*Mr. Boda moved and Ms. Jackson seconded to approve Resolution No. 2639.*

*After Mayor Day presented the resolution and bid information, Resolution No. 2639 was unanimously approved on a 4-0 vote.*

*With no further business to discuss, the Special Meeting was adjourned at 4:45 p.m. upon a motion and second by Mr. Boda and Ms. Jackson, respectively, and by unanimous vote in favor.*

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*City Clerk*

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*Council President*

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CITY OF SALISBURY  
WORK SESSION  
JULY 5, 2016

Public Officials Present

Council President John “Jack” R. Heath *(teleconferenced)* Council Vice-President Laura Mitchell  
Mayor Jacob R. Day Councilman Muir Boda  
Councilman James Ireton, Jr. Councilwoman April Jackson

Public Officials Not Present

Council President John R. “Jack” Heath

In Attendance

City Clerk Kim Nichols, Assistant City Administrator Julia Glanz, City Attorney Mark Tilghman, interested citizens and members of the press.

-----  
On July 5, 2016, Salisbury City Council convened in Work Session at 4:47 p.m. in Conference Room #306 of the Government Office Building following the adjournment of the Special Meeting. Council President Heath attended the Work Session via teleconference. The following is a synopsis of the information provided and discussion held:

**To Approve a Project to Construct/Rehab Four (4) Homes in the Church St. Neighborhood**

Assistant City Administrator Julia Glanz presented the request by Habitat for Humanity to move forward with rehabilitating or constructing at least four new homes in the Church Street Neighborhood to be sold to low or very low-income families over the next two years.

The homes are located at 319 and 321 Martin Street, 319 Martin Street, 414 Elizabeth Street, 704 S. Westover Street, and 504 Tangier Street. The resolution will endorse Habitat’s application for tax credits.

Council reached unanimous consensus to move forward with the legislation.

**Accepting a Donation for the Salisbury Public Cemetery**

Ms. Glanz reported on a sign project Ben Smith, a local Boy Scout, requested to do in Salisbury’s Public Cemetery on Commerce Street. Mr. Smith worked with Poplar Hill Mansion to develop a sign and verify the history in the cemetery. The value of the sign will be \$745.00. Mayor Day suggested an event be coordinated for the sign erection.

Council reached unanimous consensus to advance the legislation to legislative agenda.

44 **Anti-Discrimination Legislation discussion**

45  
46 Councilman James Ireton, Jr. discussed the proposed legislation written by Hyattsville Town  
47 Commissioner Patrick Pascual. He stated he hoped Council would consider passing the same  
48 legislation in Salisbury, as many jurisdictions and counties in Maryland have Human Rights  
49 Commissions, and there are none in any of the jurisdictions/municipalities on the Eastern Shore.  
50

51 Mr. Ireton said some of the other City Committees/Commissions assist and/or give direction, and  
52 this one could help those who have been discriminated against in housing, accommodations,  
53 business dealings, etc., and Council agreeing to an advisory committee stating discrimination  
54 will not happen here would be an important gesture to the public.  
55

56 Mr. Boda asked, because Wicomico County does not have laws concerning this, what would be  
57 the role of the commission. Ms. Glanz responded they enforce laws prohibiting discrimination in  
58 employment, housing and public accommodations on a basis of race, religion, national origin,  
59 color, sex, age, marital status, disability.  
60

61 Mr. Tilghman stated they might want to look at current State law, if it is enforceable, and  
62 supplement that instead of a total re-write. Mr. Ireton asked Mr. Tilghman if something could be  
63 drafted stating the intent, but does not necessarily re-write state law; Mr. Tilghman said “whereas  
64 the City of Salisbury supports the State law regarding human rights and prohibition against  
65 discrimination, and feel more should be added to that” and then state what would be added to the  
66 list, would be a good addition. Mrs. Mitchell reminded everyone that some action has been taken  
67 including the changes made regarding contracts by adding “LGBT”.  
68

69 Council heard from five members of the public who wished to share the following:  
70

- 71 • It is unfortunate that people need this law, but it is needed
  - 72 • Salisbury’s demographics are changing and it is important to protect our future
  - 73 • This legislation is proactive, not reactive
  - 74 • People who are different left town years ago and she will help any way she can
  - 75 • Civilizations are judged based upon what they do and don’t do in terms of the vulnerable
  - 76 • She supports this because civil rights is for everyone
- 77

78 Mayor Day suggested that those present in the room could serve on the soon-to-be newly formed  
79 committee since they will need people to serve on the committee; Mrs. Mitchell suggested youth  
80 participation. Mr. Boda was hopeful this process would create a list of resources and conflict  
81 resolution for those struggling to find ways to resolve conflicts.  
82

83 Mayor Day said Administration would work with Councilman Ireton on the draft legislation for  
84 Council approval, and should Council reach consensus, the draft could be ready for the August 1,  
85 2016 Work Session.  
86

87 Council reached unanimous consensus to create the draft legislation for discussion at the August  
88 1, 2016 Work Session and advancement to Legislative Agenda.  
89

90 **Council Discussion**

91

92 • **Daily Times Building** - Mayor Day reported the Daily Times building has been razed  
93 and Peninsula Regional Medical Center indicated to him the master plan was still being  
94 developed and the RFP to redevelop the site should go out in about 90 days.

95

96 • **Fire Service Agreement** – Mayor Day reported the final report should be received from  
97 the consultant in about three weeks. Ms. Glanz and Chief Hoppes will provide the initial  
98 review of the results.

99

100 • **Riverwalk Railing** – Mayor Day reported no railing is going up on the Riverwalk, but  
101 there are quite a lot of infrastructure going in including ladders, (19) rings for flotation  
102 devices, lighting, landscaping, and signage.

103

104 There being no further business to discuss, Council adjourned at 5:47 p.m.

105

106

107

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

109

110

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

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

July 11, 2016

4  
5 **PUBLIC OFFICIALS PRESENT**

6  
7 *Council President John “Jack” R. Heath*  
8 *Councilman Muir Boda*  
9 *Councilwoman April Jackson*

*Mayor Jacob R. Day*  
*Councilman James Ireton, Jr.*

10  
11 **PUBLIC OFFICIALS NOT PRESENT**

12  
13 *Council Vice-President Laura Mitchell*

14  
15 **IN ATTENDANCE**

16  
17 *City Clerk Kimberly R. Nichols, Assistant City Administrator Julia Glanz, City Attorney Mark*  
18 *Tilghman, Deputy Director Internal Services – Procurement Jennifer Miller, Public Works Director*  
19 *Mike Moulds, District 38B-Wicomico County Delegate Carl Anderton, Jr. and interested citizens*  
20 *and members of the press*

21  
22 \*\*\*\*\*

23  
24 **MEDITATION – PLEDGE OF ALLEGIANCE**

25  
26 *The City Council met in regular session at 6:02 p.m. in Council Chambers. Council President*  
27 *Heath called the meeting to order and invited Reverend Thomas E. Tucker from St. Paul AME Zion*  
28 *Church to deliver the City Invocation; thereafter, the Pledge of Allegiance was recited.*

29  
30 *President Heath welcomed Delegate Carl Anderton, who was present in the audience.*

31  
32 **COMMUNITY ORGANIZATION PRESENTATION**

33  
34 **Adult Literacy**

35 *President Heath invited Wicomico County Libraries Executive Director Andrea Berstler to the*  
36 *podium to speak about Adult Literacy. She discussed the Summer Reading program at the library,*  
37 *explained how “HOOPLA” works to borrow free digital movies, music, eBooks and more at the*  
38 *library, and informed the public about the Wicomico County libraries Job Search Center.*

39  
40 *Ms. Berstler discussed the following six (6) key literacies that people need to possess in their lives*  
41 *in order to function in this society: 1) Basic Literacy, 2) Financial Literacy, 3) Health Literacy,*  
42 *4) Technology Literacy, 5) Information Literacy, and Family Literacy, and is focusing on these to*  
43 *help people function successfully. She discussed Project READ, a project of the Rotary Club of*  
44 *Wicomico County, The United Way of the Lower Eastern Shore, and Wicomico Public Library*

45 developed to tackle the regions' adult literacy issues and provide free tutoring to adults who desire  
46 to improve basic reading and writing skills. United Way donated \$35,000 towards this program.

47

48 **ADOPTION OF LEGISLATIVE AGENDA**

49

50 Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve the legislative  
51 agenda as presented.

52

53 **CONSENT AGENDA** – presented by City Clerk Kimberly Nichols

54

55 The Consent Agenda, consisting of the following items, was approved by unanimous vote in favor  
56 on a motion by Mr. Ireton that was seconded by Ms. Jackson:

57

- **May 3, 2016** Budget Session minutes
- **May 10, 2016** Budget Session minutes
- **Resolution No. 2640** – to approve a project to construct or rehabilitate a minimum of four homes in the greater Church Street Neighborhood to be sold to low or very low income families over the next two years
- **Resolution No. 2641** – authorizing the Mayor to enter into a contract with Maryland Department of Natural Resources Waterway Improvement Fund Grant for the purpose of expending grant funds in the amount of \$25,000 for utility pedestals at the Port of Salisbury Marina
- **Resolution No. 2642** – authorizing the Mayor to enter into a contract with the Chesapeake Bay Trust for the purpose of expending Green Streets, Green Jobs, Green Towns Grant funds in the amount of \$75,000 for implementation of bio retention practices in the Main Street Masterplan project
- **Resolution No. 2643** – authorizing the Mayor to enter into a contract with the Maryland Department of the Environment Maryland Water Quality Financing Administration for the purpose of expending FY17 Energy Water Infrastructure Program Grant funds in the amount of \$132,000 for replacement of the high service pumps at the Salisbury Park Water Treatment Plant

58

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

61

62 The Award of Bids, consisting of the following items, was approved on a motion and seconded by  
63 Mr. Boda and Ms. Jackson, respectively, and by unanimous vote in favor:

64

- Change Order #3 to Contract 111-15 – Design/Build New Fire Station #2 - \$8,288.00
- Declaration of Surplus – 2000 GMC Bucket Truck (Public Works) - \$0.00

67

68 **RESOLUTION** – presented by Assistant City Administrator Julia Glanz

69

- 70 • **Resolution No. 2644** – accepting a donation of an informational sign at Salisbury’s Public  
71 Cemetery on Commerce Street from the Friends of the Poplar Hill Mansion

72  
73 *Mr. Boda moved and Mr. Ireton seconded to approve Resolution No. 2644.*

74  
75 *Ms. Glanz invited Eagle Scout Ben Smith to join her at the podium and then presented the*  
76 *resolution. Mr. Smith explained the process he took to create the sign for Salisbury’s Public*  
77 *Cemetery.*

78  
79 *Resolution No. 2644 was unanimously approved as presented.*

80  
81 **ORDINANCE NO. 2389 – PUBLIC HEARING & 2<sup>nd</sup> READING** – presented by City Attorney Mark  
82 *Tilghman*

- 83  
84 • **Ordinance No. 2389** – 2<sup>nd</sup> reading - pursuant to Chapter 17.228 of Title 17, Zoning of the  
85 Salisbury Municipal Code and Section 4.04 of Article 66b of the annotated code of  
86 Maryland for the purpose of amending Section 17.105.040.d, Development Standards in  
87 the Riverfront Redevelopment Multi-use District #2

88  
89 *Mr. Boda moved and Mr. Ireton seconded to approve Ordinance No. 2389 for second*  
90 *reading. Mr. Tilghman presented the ordinance and noted the capitalized text to be added*  
91 *should be underlined, but this did not require an amendment.*

92  
93 *At 6:37 p.m., the Public Hearing was opened and immediately closed, as there were no*  
94 *requests to speak.*

95  
96 *Ordinance No. 2389 for second reading was approved by unanimous vote in favor (4-0).*

97  
98 **ORDINANCES** – presented by City Attorney Mark Tilghman

- 99  
100 • **Ordinance No. 2393** – 1<sup>st</sup> reading - pursuant to Chapter 17.228 of Title 17, Zoning of the  
101 Salisbury Municipal Code and Section 4.04 of Article 66b of the Annotated Code of  
102 Maryland for the purpose of amending Section 17.84.020 to add apartments, up to four  
103 units, in the Office and Service Residential District

104  
105 *Mr. Boda moved and Mr. Ireton seconded to approve Ordinance No. 2393 for first reading.*

106  
107 *Mr. Tilghman presented Ordinance No. 2393, followed by Mr. Boda’s motion to strike “L”*  
108 *on Line 35 and insert “O”. Mr. Ireton seconded the motion, which unanimously passed.*

109  
110 *Ordinance No. 2393, for first reading as amended, was unanimously approved.*

- 111  
112 • **Ordinance No. 2394** – 1<sup>st</sup> reading - to approve the issue and sale of General Obligation

113 *Bonds in an aggregated amount not to exceed, \$4,751,500.00 to be used for the public*  
114 *purpose of financing, reimbursing or refinancing expenses of public projects*

115  
116 *Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous to approve*  
117 *Ordinance No. 2394 for first reading.*

118  
119 *Mr. Ireton asked about the aquatic weed harvester, mentioned in the bond ordinance and*  
120 *Mayor Day explained what it does.*

121  
122 **CLOSING REMARKS**

123  
124 *Closing comments by Mayor Day included an invitation to the Public to attend a Neighborhood*  
125 *Public Meeting at St. Paul AME Zion Church, located at 410 Delaware Avenue to connect our*  
126 *community its citizens and to encourage empathy for one another.*

127  
128 *Mayor Day also invited the community to attend a prayer vigil at the Cathedral of Love, located at*  
129 *419 E. Church Street.*

130  
131 *He also reminded the public about National Night Out, which will be on August 2, 2016 in the City*  
132 *Park.*

133  
134 *With no Public Comments or further business to discuss, President Heath adjourned the Legislative*  
135 *Session at 6:53 p.m.*

136  
137  
138  
139 \_\_\_\_\_  
*City Clerk*

140  
141 \_\_\_\_\_  
142 *Council President*  
143

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **SPECIAL MEETING**

**JULY 18, 2016**

4  
5 **PUBLIC OFFICIALS PRESENT**

6  
7 Council Vice-President Laura Mitchell                      Mayor Jacob R. Day (arr. 4:38 p.m.)  
8 Councilman Muir Boda    Councilman James Ireton, Jr.  
9 Councilwoman April Jackson

10  
11 **PUBLIC OFFICIALS NOT PRESENT**

12 Council President John “Jack” R. Heath

13  
14 **IN ATTENDANCE**

15 City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Internal Services Director  
16 Keith Cordrey, Human Resources Director Jeanne Loyd, and City Attorney Mark Tilghman

17 \*\*\*\*\*

18  
19 The City Council convened in a Special Meeting in Council Chambers, Room 301 of the  
20 Government Office Building on July 18, 2016. Council Vice - President Mitchell called the  
21 meeting to order at 4:30 p.m.

22  
23 **ADOPTION OF LEGISLATIVE AGENDA**

24  
25 Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve the  
26 Special Meeting agenda as presented.

27  
28 **ORDINANCE** – presented by City Attorney Mark Tilghman

- 29  
30 • **Ordinance No. 2394** – 2<sup>nd</sup> reading – to approve the issue and sale of General Obligation  
31 Bonds in an aggregated amount not to exceed, \$4,751,500.00 to be used for the public  
32 purpose of financing, reimbursing or refinancing expenses of public projects

33  
34 Mr. Ireton moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve  
35 Ordinance No. 2394 for second reading.

36  
37 **RESOLUTION** – presented by City Attorney Mark Tilghman

- 38  
39 • **Resolution No. 2645** –authorizing the issuance and sale of a series of its general  
40 obligation bonds in the aggregate principal amount not to exceed thirty million twenty-  
41 five thousand dollars (\$30,025,000.00)

42  
43 Mr. Boda moved and Ms. Jackson seconded to approve Resolution No. 2645. Mr.

44 *Tilghman presented the resolution and Mr. Cordrey provided a brief overview of the*  
45 *refinance.*

46  
47 *Resolution No. 2645 was unanimously approved as presented on a 4-0 vote.*

48  
49 *With no further business to discuss, the Special Meeting was adjourned at 4:43 p.m.*

50  
51 \_\_\_\_\_  
52 *City Clerk*

53  
54 \_\_\_\_\_  
55 *Council Vice-President*

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CITY OF SALISBURY  
WORK SESSION  
JULY 18, 2016

Public Officials Present

Council President John R. “Jack” Heath *(teleconferenced)* Mayor Jacob R. Day  
Council Vice-President Laura Mitchell Councilman Muir Boda  
Councilman James Ireton, Jr. Councilwoman April Jackson

In Attendance

City Clerk Kim Nichols, City Administrator Tom Stevenson, Public Works Director Michael Moulds, Human Resources Director Jeanne Loyd, Planning & Zoning Planner Gloria Smith, and City Attorney Mark Tilghman

-----  
On July 18, 2016, Salisbury City Council convened in Work Session at 4:44 p.m. in Council Chambers, Room 301 of the Government Office Building following the adjournment of the Special Meeting. Council Vice-President Mitchell called Mr. Heath on the telephone so that he could participate in the Work Session via teleconference.

**Handbook Change**

City Administrator Tom Stevenson presented the request to amend Section 2.24 of the City Code (Personnel Rules and Regulation) to authorize the Mayor to prepare and administer personnel rules and remove the necessity for Council approval, but Council will have the opportunity to review all modifications and recommend revisions. Human Resources Director Jeanne Loyd reported on numerous changes passed by resolution yet were not incorporated in the handbook.

After discussion, Mrs. Mitchell suggested Council receive a comprehensive update on the changes to the handbook which require immediate attention, and Council could pass a single resolution to bring it up to date. The changes thereafter should be added every year to the annual budget process, and changed at the beginning of the fiscal year.

Council reached unanimous consensus for Administration to draft a resolution, including all the redline changes, and return to Council for consideration.

**Wicomico County Board of Education Traffic Signal Repairs – Budget Amendment**

Public Works Director Michael Moulds joined Council to discuss a budget amendment to move funds to an operating account from miscellaneous revenue. The Wicomico County Board of Education (WCBOE) reimbursed the City’s Traffic Division for expenses for \$5,139.00 due to damage to the City’s traffic loops caused by a contractor the WCBOE hired to pave the school’s entrance road. This budget amendment is to transfer the reimbursement back to the Traffic Division account for Equipment Repair and Maintenance.

43  
44 Council reached unanimous consensus to advance the budget amendment to legislative agenda.

45

46 **Lot 11 – Alley Abandonment**

47  
48 Mr. Moulds presented the request to approve the abandonment of a portion of a 20 foot width  
49 unnamed alley that bisects Parking Lot 11 on West Market Street, which will revert the land to  
50 adjoining City owned parcels that make up Lot 11. The remaining portion of the alley will  
51 continue to provide access to the rear of the Library and Cannon buildings.

52  
53 This abandonment is being recommended to facilitate the sale of Lot 11.

54

55 Council reached unanimous consensus to advance the legislation to legislative agenda.

56

57 **Wicomico Presbyterian Text Amendment**

58  
59 Planning & Zoning Planner Gloria Smith joined Council to discuss the proposed text  
60 amendment. She explained Wicomico Presbyterian now owns the old Allen Memorial Social  
61 Hall building, which is separate from the church sanctuary. They need to provide identification  
62 on the building for people coming from out of town to various events. The Office and Service  
63 Residential District is restrictive for signage, and allows only 4 square feet for wall signage.  
64 There are four (4) Office and Service Residential Districts in the City, but only one (1) contains  
65 the four (4) churches and church buildings, which are in this particular district. Planning &  
66 Zoning does not wish to create an opportunity for excessive signage, yet believes that no  
67 consideration was given in 1983 for large structures such as these churches and what their future  
68 signage uses and needs might be.

69  
70 Ms. Smith reported the Planning Commission forwarded a favorable recommendation to the  
71 Mayor and Council for the amendment to increase signage for church-related buildings by  
72 adding, “one square foot of wall signage per linear foot of building width up to a maximum of 30  
73 sq. ft. of non-illuminated or indirectly illuminated signage for churches or church social or  
74 reception halls, or church-related buildings” to the City Code.

75  
76 Council reached unanimous consensus to advance the legislation to legislative agenda.

77

78 **Creating a Human Rights Advisory Committee**

79

80 Mr. Stevenson discussed the resolution to create the Human Rights Advisory Committee. Mayor  
81 Day and Council discussed and suggested the following changes:

82

- 83 • Mrs. Mitchell suggested adding a community youth member to the membership list. After  
84 discussing whether the member should go through a Guidance Counselor or otherwise be  
85 recommended for the position, Council agreed they should apply through the Mayor’s  
86 Office, the same as required by the other members of the committee.

87

- 88 • Mr. Heath suggested staggering the terms of the committee members (Council consensus  
89 reached).
- 90 • Mr. Ireton suggested changing Lines 26 and 27, which read, “Membership may include  
91 independent persons of high moral character and an investment or interest in the field of  
92 human rights, ” to Membership may include persons with an interest in the field of  
93 human rights,” so as not to require a determination about the applicants’ moral character.  
94 Mayor asserted that the application process would consider the character of the applicant,  
95 and collectively he and Council decided the sentence should be stricken.
- 96 • Mr. Ireton suggested committee membership not be limited to City residents (Council  
97 consensus reached)
- 98 • Mrs. Mitchell suggested striking “representation on the committee should be limited to  
99 City residents” (Council consensus reached)..
- 100 • Mr. Heath thanked Mr. Ireton for suggesting the creation of this committee, and the  
101 Mayor’s Office for quickly acting upon the request.  
102

103 Council reached unanimous consensus for the changes discussed to be incorporated into the  
104 resolution and advanced to legislative agenda.

105  
106 There being no further business to discuss, Council adjourned at 5:34 p.m.  
107

108  
109 \_\_\_\_\_  
110 City Clerk

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112 \_\_\_\_\_  
113  
114 Council President

---

INTER

OFFICE

# MEMO

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*OFFICE OF THE MAYOR*

**To:** Tom Stevenson, City Administrator  
**From:** Julia Glanz, Assistant City Administrator  
**Subject:** Appointment to the Disability Advisory Committee  
**Date:** July 5, 2016

---

Mayor Day would like to appoint the following person to the Disability Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Stephen Bullock	July 2019

Attached you will find information from Stephen Bullock and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day

# BOARD OF EDUCATION OF WICOMICO COUNTY



JOHN E. FREDERICKSEN, PH.D.  
SUPERINTENDENT OF SCHOOLS

P.O. Box 1538  
2424 NORTHGATE DRIVE  
SALISBURY, MD 21802-1538

410-677-4400  
FAX 410-677-4444  
[www.wcboe.org](http://www.wcboe.org)

*SUCCESS - EVERY STUDENT, EVERY DAY*

DONALD L. FITZGERALD  
PRESIDENT  
KIMBERLY S. HUDSON  
VICE PRESIDENT  
TYRONE A. CHASE, PH.D.  
CAROLYN J. ELMORE, ED.D.  
JOSEPH R. OLLINGER  
JOHN PALMER  
RONALD O. WILLEY

June 8, 2016

Mayor Jake Day  
City of Salisbury  
125 N. Division Street, Room 304  
Salisbury, MD 21801

Dear Mayor Day,

Please accept this letter as an expression of my desire to serve on the Mayor's Disability Advisory Committee. I have served individuals with disabilities for the past 39 years in a wide range of positions, both compensated and volunteer, finding that in serving them I have received the greater blessing. I have attached my bio for your perusal. I would appreciate your consideration for appointment to this committee.

Cordially,

A handwritten signature in black ink, appearing to read "Stephen Bullock".

Stephen Bullock  
Employment Specialist  
Wicomico County Public Schools

Stephen Bullock, MEd  
Employment Specialist, Wicomico County Public Schools  
Bio

Stephen Bullock (Steve) has a Bachelor's Degree in Special Education from the University of Maryland, College Park and a Master's Degree in Counseling from Salisbury University. He is a certified Secondary Special Education Teacher in the state of Maryland. Having started his educational career as an 18 year old bus driver for an Association for Retarded Citizens, Steve has taught vocational skills to adults with intellectual limitations in Washington, DC; been a resource teacher for elementary and middle school students in Seaford, DE; taught pre-academic and life skills to a class of students with severe limitations in a residential school in Salisbury, MD as well as the Special Learning Center in Salisbury, MD; taught health and transition skills to students with a variety of disabilities at Wicomico High School where he also initiated the community based job training program for transition students at WiHi which has now become the Wicomico Works! program providing community based job training for transition students at WiHi, James M Bennett HS and Parkside HS. Steve was also the Special Education department chairperson at WiHi for 19 years. Retiring from teaching full time in 2014, he returned to Wicomico County Public Schools that fall as a contractual employment specialist (job coach) assisting in the provision of job training for all ages of high school students and specific job development or transition to adult service agencies for older students as well as assisting in the implementation of the post-secondary transition program at Wor Wic Community College, a tri-county cooperative arrangement which provides instruction in life skills, culinary arts, child care, and building/landscape maintenance for 18-21 year old transition students. Steve acted on his belief that those with disabilities deserved to find a home in church by implementing a Sunday School class for high school students and adults with disabilities during the 1980s and 90s at a Baptist church in Salisbury. Currently he teaches an inclusion Sunday School class for 4 year olds at another Baptist church in Salisbury. Steve is also the chairman of the Construction Committee of the Wicomico County Habitat for Humanity, a position which grew out of his commitment to volunteer weekly in construction for the local Habitat for Humanity chapter following his retirement.

Steve and his wife, Susie, have lived in the Salisbury area since the early 80s, raising two children who now live in PA and VA. They have two grandpuppies and one grandcat.

1 **RESOLUTION NO. 2646**

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3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following  
4 individual is appointed to the Disability Advisory Committee, for the term ending as  
5 indicated.

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<u>Name</u>	<u>Term Ending</u>
Stephen Bullock	July 2019

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10  
11 THE ABOVE RESOLUTION was introduced and duly passed at a Special  
12 Meeting of the Council of the City of Salisbury, Maryland held on August 1, 2016.

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14 ATTEST:

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17 \_\_\_\_\_  
18 Kimberly R. Nichols  
19 CITY CLERK

\_\_\_\_\_  
Laura Mitchell  
VICE-PRESIDENT, City Council

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22 APPROVED BY ME THIS

23  
24 \_\_\_\_\_ day of \_\_\_\_\_, 2016

25  
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27 \_\_\_\_\_  
28 Jacob R. Day  
29 MAYOR, City of Salisbury

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INTER

OFFICE

# MEMO

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*OFFICE OF THE MAYOR*

**To:** Tom Stevenson, City Administrator  
**From:** Julia Glanz, Assistant City Administrator  
**Subject:** Appointment to the Salisbury/Wicomico Planning Zoning Commission  
**Date:** July 14, 2016

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Mayor Day would like to appoint the following person to the Salisbury/Wicomico Planning Zoning Commission for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
James R. Thomas	December 2017

Attached you will find information from James R. Thomas and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day

## JAMES R. THOMAS, JR., P.E., F.A.C.E.C.

Jim Thomas has over 40 years experience as an engineering consultant. He has managed numerous projects for public and private clients in Maryland and Delaware. Projects have included engineering reports, design, contract administration and Program Management. He concentrates in water/wastewater systems, infrastructure, commercial/institutional architecture and marine engineering.

Jim has administered projects with government grant and loan programs through the EPA, USDA, CDBG of HUD and EDA and State agencies.

Jim was responsible for administrative functions of George, Miles & Buhr, LLC, where he was President and CEO for twenty years. He was active in marketing of new projects and responsible for project direction on major projects. His principal focus was Quality Assurance/Quality Control and problem/conflict resolution.

Jim started his career with the US Army Corps of Engineers in Washington, D.C. Water Branch. He then became a Project Engineer with David Volkert & Associates, Inc. in Washington, D.C. and was responsible for several projects incorporated in the interstate highway system and projects associated with Washington Suburban Sanitary Commission facilities.

Jim has been Project Director on several Program Management projects. The most notable of which was the West Rehoboth Wastewater Project in Sussex County, DE. That particular project was the largest non-Federal, non-State, public works project in the history of the State of Delaware. GMB was responsible for procuring 22 vendors or subconsultants and managing their efforts from quality, budget and schedule standpoints. The subconsultants/vendors included, but were not limited to photogrammetrists, geotechnical, mechanical / electrical engineering, archeological/historical preservation experts, appraisers, realtors, public relation experts, soil scientists, stream modelers, cropping/agricultural scientists, public participation focus groups, attorneys, accountants, cost estimators and 20 full time resident project representatives (inspectors).

Jim is active in the American Council of Engineering Companies (ACEC), a national organization, and the local member organization, ACEC of Maryland. He rose through the offices to be President of ACEC of Maryland and from May 1997-98 he held the post of President of the American Council of Engineering Companies. He is now a Past Chair and Trustee of the ACEC Business Insurance Trust and is Past Chair and a member of the International Engineering Committee.

Jim's networking with other leaders in the engineering industry throughout the country has provided unique opportunities and insights which have proven invaluable to clients in terms of innovation and creativity in providing new approaches to complex issues.



### EDUCATION

University of Maryland,  
1967  
Bachelor of Science  
Civil Engineering

### REGISTRATION

Professional Engineer  
MD-8086. DE-4684

### ORGANIZATIONS

American Council of  
Engineering  
Companies (ACEC)  
President 1997-98,  
President -Elect 1996-  
97, VP 1992-94  
ACEC of Maryland-  
President 1987-88  
ACEC Business  
Insurance Trust-Past  
Chair  
Greater Salisbury  
Committee- Chair  
Mid-Atlantic Institute of  
Space and  
Technology (MIST)-  
Past Chair  
National Society of  
Professional  
Engineers  
American Society of  
Civil Engineers  
Salisbury Area  
Chamber of  
Commerce  
Trinity United Methodist  
Church-Board of  
Trustees-Chair  
Shore Bank Advisory  
Board Member  
Horizons of Salisbury  
Past Board Member  
Community Foundation  
of the Eastern Shore-  
Vice Chair

**Relevant Project Experience Includes:**

- **Crownsville State Hospital Water Treatment Plant, Anne Arundel County, MD**
- **Back River Wastewater Treatment Plant, Baltimore, MD**
- **Sherwood Zone Water Tower, Baltimore County, MD**
- **Gull Creek Estates (storm sewer, sanitary sewer, water and stormwater), Berlin, MD**
- **Wastewater Disposal Alternatives for Chesapeake Foods, Berlin, MD**
- **North Gate Bridge, Ocean Pines, Berlin, MD**
- **Bethany Proper Subdivision, water & sewer, streets & storm drainage, Bethany Beach, DE**
- **Turtle Walk Subdivision (Streets & Utilities), Bethany Beach, DE**
- **Water Supply (Distribution, Elevated Tank, Wells and Water Treatment), Blades, DE**
- **Sanitary Sewer System, (Collection System, 2 Pumping Stations & Force Main), Blades, DE**
- **Site Planning Studies for Commercial Development (now McDonald's, WaWa & Delaware Tourism Office), Bridgeville, DE**
- **University of Maryland - Center for Environmental & Estuarine Studies, Horn Point Wet Laboratory, Cambridge, MD**
- **Combined Sewer Separation Overflows, Water St. & Vue de L'eau, Cambridge, MD**
- **Combined Sewer Separation Overflows, Maryland Ave. & Glenburn Ave., Cambridge, MD**
- **Mill Street Sanitary Sewer, Cambridge, MD**
- **Cambridge Street Rehabilitation, Cambridge, MD**
- **Wastewater Treatment Facility, Boys Village of Maryland, Cheltenham, MD**
- **Byrd Road Bridge, Crisfield, MD**
- **Somers Cove Marina, Crisfield, MD**
- **Dagsboro-Frankford Wastewater Collection System, Dagsboro-Frankford, DE**
- **Pile Foundation System, 1 Million Gallon Water Tank, Dewey Beach, DE**
- **New Water Supply System (Test Wells, Distribution, Elevated Tank and Altitude Valving), Dewey Beach, DE**
- **Turtle Walk Subdivision, sewers and water distribution, Dewey Beach, DE**
- **SHA, Survey & Engineering Services, District #5**
- **Del State University, Water System Study, Dover, DE**
- **Black & Decker Plant (Structural Design), Easton, MD**
- **Marvel Court, water and sewer, street and storm drain, Easton, MD**
- **Open-End Contract - Street Rehabilitation, Ft. Belvoir, VA**
- **Water System Upgrade, Sussex County Industrial Airpark, Georgetown, DE**
- **Wastewater Treatment Facility, Georgetown, DE**
- **Sussex Shores Collection System, Georgetown, DE**
- **Delaware Technical Community College, site, utilities, storm drainage, sanitary sewer, paving, grading, etc., Georgetown, DE**
- **Site Studies, Days Inns Shopping Center, Harrington & Dover, DE**
- **Wastewater Treatment Facilities, Maryland Correctional Institute, Hagerstown, MD**
- **Sewage Collection System & Treatment Plant, Hebron, MD**
- **Pilottown Park Subdivision (Water/Sewer Extensions, Drainage, Street Improvements), Lewes, DE**
- **Well, Treatment, Transmission Mains, High Lift Pumping, Lewes, DE**

- **Mulberry Street Sewer Separation, Lewes, DE**
- **Storm Drainage and Sanitary Sewer, Pagonis Property, Lewes, DE**
- **Street Improvements, Phase I thru X, Lewes, DE**
- **Mason's Landing Subdivision (streets & utilities), Lewes, DE**
- **Beach Parking Lot Improvements, Lewes, DE**
- **Barren Creek Bridge and Dam, Mardela Springs, MD**
- **Carousel Condominium, Ocean City, MD**
- **Well, Tank & Distribution System, Ocean City, MD**
- **Bear Trap Dunes, Sewer Feasibility Study, Ocean View, DE (SCAPS #4)**
- **Combined Sewer Separation, Pocomoke City, MD**
- **Fitzgerald Auditorium, University of Maryland Eastern Shore, Princess Anne, MD**
- **ECI Water Plant/Tower, Princess Anne, MD**
- **Spring Lake Development, sewers and water distribution, Rehoboth Beach**
- **Coca-Cola Plant (Site & Structural Design), Salisbury, MD**
- **Holly Center for Retarded Children, Structural Design, Salisbury, MD**
- **Parkside High School (Structural Design), Salisbury, MD**
- **Wicomico High School, Salisbury, MD**
- **Structural Design of Dormitories, Civil/Site Design including Storm Drainage System, Salisbury State University, Salisbury, MD**
- **Chesapeake Hall, Salisbury State University (structural design), Salisbury, MD**
- **Peninsula Regional Medical Center, South Tower Expansion Site Design**
- **Wastewater Pretreatment Facility, Pepsi Cola Bottling Company, Salisbury**
- **Wastewater Pretreatment Facility, Perdue Processing Plant, Salisbury, MD**
- **Cassidy & Co. Office Building (Site Design), Seaford, DE**
- **Sewage Treatment Plant Modifications (Secondary & Tertiary Filtration), Seaford, DE**
- **Selbyville Industrial Park, Wastewater Collection System, Selbyville, DE**
- **Steel Sheet Pile Bulkhead, Sharptown, MD**
- **Wastewater Treatment for Bayshore Hatchery, St. Michaels, MD**
- **Construction Inspection of Highways & Bridges, State of Maryland**
- **Americana Bayside, Sussex County, DE**
- **West Rehoboth Expansion of the Dewey Beach Sanitary Sewer District, Sussex County, DE**
- **Dagsboro-Frankford Wastewater Collection System, Sussex County, DE**
- **Dewey Beach Sanitary & Water District, Sussex County, DE**
- **Henlopen Acres Sanitary Sewer District, Sussex County, DE**
- **Planning Report, South Coastal Regional Wastewater Facilities (SCRWF), Sussex County, DE**
- **South Coastal Regional Wastewater Facility, Sussex County, DE**
- **Preliminary Engineering Report, John M. LeCato Sanitary Sewer District, Sussex County, DE**
- **Wastewater Facilities Plan and Amendments, Dagsboro/Frankford, Sussex County, DE**
- **Rehabilitation of Wallops Wastewater Treatment Plant, Wallops Island, VA**

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**RESOLUTION NO. 2647**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF SALISBURY APPOINTING JAMES R. THOMAS TO SERVE ON THE SALISBURY/WICOMICO PLANNING AND ZONING COMMISSION.**

**WHEREAS**, the City of Salisbury and Wicomico County elected officials have determined that there is a need for continued citizen involvement in planning and zoning activities as members on the Salisbury and Wicomico County Planning and Zoning Commission; and,

**WHEREAS**, the Mayor and City Council of Salisbury adopted Ordinance #1425 on November 23, 1987, and the Wicomico County Council adopted Ordinance #1989-2 on February 13, 1992, re-establishing a seven member Planning and Zoning Commission to address planning and zoning matters within Wicomico County and the City of Salisbury; and

**WHEREAS**, the Wicomico County Council and the Mayor and Council of the City of Salisbury have cooperatively engaged in joint planning activities since 1943;

**WHEREAS**, the Mayor and City Council of Salisbury and County Executive and County Council share in the appointment of Commission members.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL AS FOLLOWS:**

The City Council hereby appoints James R Thomas to serve the remainder of a five (5) year term as a member of the Planning Commission; said term to expire in December 2017.

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**THE ABOVE RESOLUTION** was introduced and passed at a Special Meeting of the Council on the 1<sup>st</sup> day of August 2016.

ATTEST:

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

\_\_\_\_\_  
Laura Mitchell  
VICE-PRESIDENT, City Council

APPROVED BY ME THIS

\_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Jacob R. Day  
MAYOR, City of Salisbury

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INTER

OFFICE

# MEMO

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*OFFICE OF THE MAYOR*

**To:** City Council  
**From:** Tom Stevenson, City Administrator  
**Subject:** GASB 45 Trust  
**Date:** July 27, 2016

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Attached you will find a resolution to reappoint Tom Stevenson, Keith Cordrey, and Kimberly R. Nichols to the GASB 45 Trust. As a result of this reappointment, they will be charged with advising the Mayor on both potential demands on future expenditures and on actuarial liabilities for employee benefits. They will each serve a three-year term.

Please let me know if you have any questions or require additional information.

Attachment:





City of  
**Salisbury**  
Jacob R. Day, Mayor

**To:** Tom Stevenson, City Administrator  
**From:** Keith Cordrey, Director of Internal Services *KC*  
**Date:** July 19, 2016  
**Re:** Manufacturing Exemption for equipment purchased in 2015 - Delmar Brewing Company, LLC

---

I am recommending that Delmar Brewing Company LLC be granted exemptions from Personal Property Tax for their equipment purchased in 2015, as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption. Over the next five years they will benefit from this exemption by a total savings of \$ 24,650 in personal property tax. The exemptions will be applied to City Property Tax years 2017-2021 as shown in the schedule provided herein.

Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

# City of Salisbury



KEITH CORDREY  
DIRECTOR INTERNAL SERVICES

MARYLAND

FINANCE DEPARTMENT  
125 N. Division Street  
Salisbury, MD 21801-4940  
410) 548-3110  
(410) 860-5154 (Fax)

## Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: Delmar Brewery Company MD Department ID#: 19442495  
Mailing Address: 200 Elmwood Street Salisbury MD 21801  
Contact Name: Jasmine Moore Phone No.: 843-455-3517

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2013.
3. Address of Manufacturing / R & D operation. 200 Elmwood Street Salisbury MD 21804
4. Date Manufacturing / R & D operation began in Salisbury. Spring 2012
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature

Jasmine Moore

Date

4/12/16

Email address

Jasmine@evolutioncraftbrewing.com

**Delmar Brewing Company, LLC**

Federal ID: 26-3415780 Department ID: Z14442495

FYE: 12/31/15

**ITEMIZED SCHEDULE OF SECTION II, NO. 5.**

Asset	Property Description	Date In Service	MD Cost
<b>Date In Service for Year End: 12/31/15</b>			
87	FERMENTER	4/13/15	6,900.00
88	BEER SEPARATOR	4/28/15	176,000.00
89	2 MOBILE SYSTEM	5/14/15	4,000.00
90	CHILLER	10/15/15	37,261.03
91	INSTALLATION - 2 120BBL FERMENTERS (LEASED)	9/8/15	2,643.15
92	500 1/8 BBL KEGS & 200 1/2 BBL KEGS	6/15/15	93,881.33
Year End Total: 12/31/15			<u>318,685.51</u>
<b>Date In Service for Year End: 12/31/14</b>			
69	2012 120 BBL FERMENTER	11/14/14	1,047.87
71	LABELER	3/17/14	35,288.29
72	CONVEYOR	6/30/14	31,867.81
73	BREWING TANKS	9/30/14	20,720.00
75	KEGS	4/28/14	62,519.80
76	KEGS	7/3/14	61,881.60
86	FILLER MODIFICATION	8/22/14	9,404.59
Year End Total: 12/31/14			<u>212,500.06</u>
<b>Date In Service for Year End: 12/31/13</b>			
62	DROP PACKER	8/19/13	15,000.00
63	BEER TANKS	4/12/13	31,240.00
65	KEGS	6/5/13	12,672.00
68	KEGS	2/1/13	30,217.00
67	KEGS	9/12/13	15,575.00
Year End Total: 12/31/13			<u>104,704.00</u>
<b>Date In Service for Year End: 12/31/12</b>			
41	KEGS	2/07/12	90,225.00
42	SCISSOR LIFT	6/07/12	5,830.00
43	TANKS- FIN PAC	6/30/12	34,175.00
44	MOTORS	6/26/12	4,800.00
45	WALK IN REFRIGERATOR	4/30/12	20,246.19
49	KEGS	12/27/12	30,590.00
60	USED CASE ERECTOR, SEALER, GLUE MACHINES	4/30/12	5,000.00
52	BOILER- BREWERY	4/30/12	1,310.75
53	FILLER	4/30/12	125,000.00
54	TANKS FERMENTER	4/30/12	80,450.00
55	NEW BREWHOUSE	4/30/12	285,263.00
57	CARBONATION EQUIPMENT	4/30/12	1,349.39
58	AGER TANK	4/30/12	38,500.00
61	INSTALLATION- TANKS	4/30/12	34,871.19
Year End Total: 12/31/12			<u>767,410.52</u>
<b>Date In Service for Year End: 12/31/11</b> (TRANSFERRED IN)			
22	2 - 40 Barrel Fermenters	1/24/11	28,900.00
36	Chiller	11/08/11	31,242.00
Year End Total: 12/31/11			<u>60,142.00</u>
<b>Date In Service for Year End: 12/31/10</b> (TRANSFERRED IN)			
25	Westfalla Separator	10/26/10	10,000.00
27	Kegs	8/08/10	39,960.00
28	Trlad Machine	12/14/10	526.00
Year End Total: 12/31/10			<u>50,476.00</u>
<b>Date In Service for Year End: 12/31/09</b> (TRANSFERRED IN)			
1	300 Half Barrel Kegs	8/06/09	53,980.00
2	150 Sixel Kegs	1/10/09	8,250.00
3	Fermenter	4/01/09	4,200.00
4	Carbonation Equipment	4/01/09	19,739.94
5	WalkIn Box	4/01/09	41,827.43
10	40 BB Fermenter	4/01/09	10,000.00
19	Kegging Equipment & Mill	4/01/09	15,200.00
20	Bottling	4/01/09	2,010.00
Year End Total: 12/31/09			<u>155,217.37</u>

No changes have occurred in regards to the Company's activities during the year.

City of Salisbury  
Manufacturing Exemption Worksheet

Company: Delmar Brewing Company, LLC

<b>Year New Equipment Purchased:</b>		<b>2015</b>			
<b>Equipment Purchased Amount:</b>		\$ 318,685			
City Tax Year	State Tax Year	Exemption Credit Value(1)	Exemption Value Total	Deprec Value	%
2017	2016	6,338.64	286,817	286,817	90%
2018	2017	5,634.35	254,948	254,948	80%
2019	2018	4,930.06	223,080	223,080	70%
2020	2019	4,225.76	191,211	191,211	60%
2021	2020	3,521.47	159,343	159,343	50%
		<b>\$ 24,650</b>	NA	<b>24,650</b>	

**Application Eligibility Information:**

Exempt yrs Granted	Calculated Yrs based on equip Yr
5	1 <b>2016</b>
5	<2
3	2-3
2	3-4
1	4-5
<b># Years Eligible: 5</b>	
<b>Date Filed: 04/12/16</b>	

*(1) The exemption credit value shown above is using rate of 2.21 per hundreded . The acutal credit to be issued will be based on rates in effect for the Tax Year the credit is*

# 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

JACOB R. DAY  
MAYOR

TOM STEVENSON  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

**To:** Tom Stevenson, City Administrator  
**From:** Keith Cordrey, Director of Internal Services *KAC*  
**Date:** 7/18/16  
**Re:** Manufacturing Exemption for equipment purchased 2010-2014– LWRC International, LLC

---

I am recommending that LWRC International, LLC be granted an exemption from Personal Property Tax for their equipment purchased in 2010 thru 2014, as requested by the Company. Since the 2013 and 2014 applications came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption. The 2010, 2011, and 2012 applications are prorated as shown in the schedules attached. Over the next five years they will benefit from this exemption by a total savings of \$ 281,582 in personal property tax. The exemptions will be applied to City Property Tax years 2016 – 2021 as shown in the schedule provided herein.

Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

# City of Salisbury



MARYLAND

KEITH CORDREY  
DIRECTOR INTERNAL SERVICES

FINANCE DEPARTMENT

125 N. Division Street  
Salisbury, MD 21801-4940  
410) 548-3110  
(410) 860-5154 (Fax)

## Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: LWRC INTERNATIONAL MD Department ID#: W12297040  
Mailing Address: B15 CHESAPEAKE DRIVE, CAMBRIDGE, MD 21613  
Contact Name: CINDY GOLLIDAY Phone No.: 410-901-1348

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2011/10.
3. Address of Manufacturing / R & D operation. 510 NAYLOR MILL ROAD  
SALISBURY, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. 01/01/2014
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature [Signature] Date 10/20/15

Email address cgolliday@lwrci.com

# City of Salisbury



MARYLAND

**KEITH CORDREY**  
DIRECTOR INTERNAL SERVICES

**FINANCE DEPARTMENT**

125 N. Division Street  
Salisbury, MD 21801-4940  
410) 548-3110  
(410) 860-5154 (Fax)

## Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: LWRC INTERNATIONAL MD Department ID#: W12297040  
Mailing Address: BIS CHESAPEAKE DRIVE, CAMBRIDGE, MD 21613  
Contact Name: CINDY GOLLDAY Phone No.: 410 901-1348

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2012.
3. Address of Manufacturing / R & D operation. 510 Naylor Mill Road  
Salisbury, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. 01/01/2014
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature [Signature] Date 10/20/15

Email address cgollday@lwrci.com

# City of Salisbury



MARYLAND

KEITH CORDREY  
DIRECTOR INTERNAL SERVICES

FINANCE DEPARTMENT  
125 N. Division Street  
Salisbury, MD 21801-4940  
410) 548-3110  
(410) 860-5154 (Fax)

## Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: LWRC INTERNATIONAL MD Department ID#: W12297040  
Mailing Address: 815 CHESAPEAKE DRW, CAMBRIDGE, MD 21613  
Contact Name: CINDY GOLLIDAY Phone No.: 410-501-1348

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2013.
3. Address of Manufacturing / R & D operation. 510 NAYLOR Mill Road  
SAUSBURY, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. 01/01/2014
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature [Signature] Date 10/20/15

Email address cgolliday@lwrci.com

# City of Salisbury



MARYLAND

KEITH CORDREY  
DIRECTOR INTERNAL SERVICES

FINANCE DEPARTMENT

125 N. Division Street  
Salisbury, MD 21801-4940  
410) 548-3110  
(410) 860-5154 (Fax)

## Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: LWRC INTERNATIONAL MD Department ID#: W12297040  
Mailing Address: 815 CHESAPEAKE DRIVE, CAMBRIDGE, MD 21613  
Contact Name: CINDY GOLLIDAY Phone No.: 410-901-1348

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2014.
3. Address of Manufacturing / R & D operation: 510 NAYLOR MILL ROAD  
SALISBURY, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. 01/01/2014
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature [Signature] Date 10/20/15

Email address cgolliday@lwrci.com

City of Salisbury  
Manufacturing Exemption Worksheet

Company: LWRC International, LLC

Year New Equipment Purchased:		2010		2011		2012		2013		2014		
Equipment Purchased Amount:		\$ 162,465		\$ 43,672		\$ 1,289,820		\$ 2,542,680		\$ 397,405		
City Tax Year	State Tax Year	Exemption Credit Value(1)	Exemption Value Total	Deprec Value	%	Deprec Value	%	Deprec Value	%	Deprec Value	%	
2012	2011				90%							
2013	2012		-		80%		90%					
2014	2013		-		70%		80%		90%			
2015	2014		-		60%		70%		80%			
2016	2015	74,566.03	3,374,029	81,233	50%	26,203	60%	902,874	70%	2,288,412	90%	75,307 **
2017	2016	68,780.27	3,112,230			21,836	50%	773,892	60%	2,034,144	80%	282,358 90%
2018	2017	60,613.89	2,742,710					644,910	50%	1,779,876	70%	317,924 80%
2019	2018	39,863.79	1,803,792							1,525,608	60%	278,184 70%
2020	2019	33,366.20	1,509,783							1,271,340	50%	238,443 60%
2021	2020	4,391.33	198,703									198,703 50%
		<b>\$ 281,582</b>	<b>NA</b>	<b>1,795</b>		<b>1,062</b>		<b>51,309</b>		<b>196,676</b>		<b>30,739</b>

**Application Eligibility Information:**

Exempt yrs Granted	Calculated Yrs based on equip Yr				
5	1	2011	2012	2013	2014 2015
5	<2	2012	2013	2014	2015
3	2-3	2013	2014	2015	
2	3-4	2014	2015		
1	4-5	2015			
<b># Years Eligible:</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>
<b>Date Filed:</b>		<b>10/20/015</b>	<b>10/20/015</b>	<b>10/20/015</b>	<b>10/20/015</b>

(1) The exemption credit value shown above is using rate of 2.21 per hundreded . The acutal credit to be issued will be based on rates in effect for the Tax Year the credit is issued to.





City of  
**Salisbury**  
Jacob R. Day, Mayor

**To:** Tom Stevenson, City Administrator  
**From:** Keith Cordrey, Director of Internal Services *KAC*  
**Date:** July 19, 2016  
**Re:** Manufacturing Exemption for equipment purchased 2015 Perdue Foods, LLC

---

I am recommending that Perdue Foods, LLC. be granted exemptions from Personal Property Tax for their equipment purchased in 2015 as requested by the company. Since the request came within 2 years of the purchase of the equipment 2015, they are eligible for up to 5 years exemption.

Over the next five years they will benefit from this exemption by a total savings of \$ 9,198 in personal property tax for 2015 equipment purchases. The exemptions will be applied to City Property Tax years 2017-2021 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

Perdue Foods, LLC has previously been granted exemption for equipment purchased in 2008 thru 2014.

# City of Salisbury



**KEITH CORDREY**  
DIRECTOR INTERNAL SERVICES

MARYLAND

**FINANCE DEPARTMENT**  
125 N. Division Street  
Salisbury, MD 21801-4940  
410) 548-3110  
(410) 860-5154 (Fax)

## Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: Perdue Foods, LLC MD Department ID#: W14880488

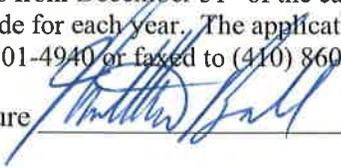
Mailing Address: Property Tax Department, P.O. Box 1537, Salisbury, MD 21802

Contact Name: Angela Hastings Phone No.: 410-543-3121

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2015.
3. Address of Manufacturing / R & D operation. 521 Willow Street, Salisbury, MD 21801 - Manufacturing  
517 W. Main Street, Salisbury, MD 21802 - R&D  
800 Albert Street, Salisbury, MD 21804 - R&D
4. Date Manufacturing / R & D operation began in Salisbury. Manufacturing - 1962 / R&D - 2008
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature  Date 6/15/2106

Email address matthew.ball@altusgroup.com

June 15, 2016

Mr. Keith Cordrey  
Director Internal Services  
City of Salisbury Finance Department  
125 North Division Street, Room 103  
Salisbury, MD 21801-4940

RE: Perdue Foods, LLC  
Dept. ID#: W14880488  
City of Salisbury Manufacturing Exemption Application

Dear Mr. Cordrey:

This letter is to explain the manufacturing process conducted by Perdue Foods LLC (“Perdue”) in the City of Salisbury and to request an exemption of manufacturing and research and development equipment for the January 1, 2016 tax year. All manufacturing and research and development property acquired January 1, 2008 through January 1, 2015 was previously granted an exemption at City Council meetings. Perdue Foods, LLC meets the City of Salisbury requirements for an exemption of equipment used in the manufacturing and research and development process based on the following:

**Located in Salisbury** – Perdue has three manufacturing / research & development locations within Salisbury: 517 West Main Street, Salisbury, Maryland 21801, 521 Willow St., Salisbury, Maryland 21801, and 800 Albert Street, Salisbury, Maryland 21804.

**Manufacturing / Research & Development process in Salisbury** – The facilities located at 517 West Main Street and 800 Albert Street are responsible for research & development activities in Salisbury. The primary research and development activities conducted at these locations include developing new ready to eat chicken and turkey products as center of the plate meals, or snacks for in-home consumption. These locations also perform research & development for new products which are sold to various restaurants and fast food operations. The facility located at 521 Willow St. is a manufacturing facility which produces Ready To Cook Whole Birds, Bone in Breasts, Legs, and Wings.



The manufacturing process begins when live chickens are brought into the facility by truck. The chickens are then de-feathered, cleaned, butchered, graded, and packaged to create a consumer end product which is sold to the public.

Raw materials used in the research & development process include raw chicken and turkey, various and sundry breeding, spices, and cooking oils. Raw materials used in the manufacturing process include live poultry, and packaging materials.

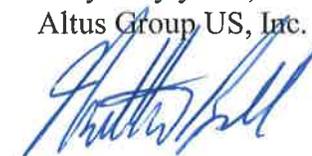
**Employees Located in Salisbury** – Perdue Foods, LLC employs 669 total employees in the City of Salisbury. The breakdown is as follows:

569 Manufacturing Associates  
29 Research & Development Associates  
71 General & Administrative Employees

Attached you will find an asset listing which includes all of the equipment used in the manufacturing/ research and development process acquired during 2015 and on hand at the facility as of January 1, 2016, and a copy of the 2016 Maryland Personal Property Return. Should you need any additional information or have any questions, please call me at (410) 568-0776.

Very truly yours,  
Altus Group US, Inc.

By



Matthew Ball, CMI

Enclosures

cc: Angela Hastings, Perdue Foods, LLC

Perdue Foods, LLC

Department ID# W14880488

2016 Maryland Personal Property Return

Salisbury Manufacturing Assets Reported on Section II, Line 5

Detailed Asset Listing

Street Address	County	Incorporated Town	Asset Number	Asset Description	Category as Filed	Acquisition Year	PPT Year	Reported Cost
521 Willow Street	Wicomico	Salisbury	4084957	60 Modified Venting Modules Installed	Manufacturing	2015	2015	100,504
521 Willow Street	Wicomico	Salisbury	4083549	New Screw in Vertical Ice Auger	Manufacturing	2015	2015	10,335
521 Willow Street	Wicomico	Salisbury	4083551	Electrical install for 15HP Secondary Tumbler Pump	Manufacturing	2015	2015	3,500
521 Willow Street	Wicomico	Salisbury	4083548	Dapac Cut Up Shackle	Manufacturing	2015	2015	2,571
521 Willow Street	Wicomico	Salisbury	4083550	Secondary Tumbler Alarm Wiring - 3 Horns	Manufacturing	2015	2015	2,000
						<b>2015 Total</b>		<b>118,910</b>
					<b>Manufacturing Total</b>			<b>118,910</b>

**City of Salisbury**  
**Internal Services -Finance Department**  
**Exemption Recommendation to City Council**

Company: Perdue Foods, LLC  
 Address: 521 Willow Street Salisbury, MD  
 2110m Industrial Parkway, Salisbury MD

Requested By: Mathew Ball  
 Date of Request: 6/15/2016

Description of Mfg.: Rearch and development for new ready to eat chicken and turkey products  
 Note State granted exemption

Equipment Year 2015

New Equipment Amount per Tax Return \$ 118,910

Total \$ 118,910

Exemption Value	<u>City Property</u> <u>Tax Year</u>	<u>State</u> <u>Return</u>	<u>Year of</u> <u>Exemption</u>	<u>Deprec.</u> <u>Value</u>	<u>Amount of</u> <u>Exemption</u>
	2017	2016	1	107,019	\$ 2,365
	2018	2017	2	95,128	\$ 2,102
	2019	2018	3	83,237	\$ 1,840
	2020	2019	4	71,346	\$ 1,577
	2021	2020	5	59,455	\$ 1,314
	<b>Total Value of Exemption:</b>				<u><u>\$ 9,198</u></u>

# Personal Property Return As of January 1, 2016 Due April 15, 2016

STATE OF MARYLAND, DEPARTMENT OF ASSESSMENTS AND TAXATION, PERSONAL PROPERTY DIVISION  
301 West Preston Street, Room 801, Baltimore, Maryland 21201-2395 • www.dat.maryland.gov • (410) 767-1170 • (888) 246-5941 within Maryland

## 2016

Form 1

Page 1 of 4

Date Received  
by Department

CHECK ONE

Type of Business	ID # Prefix	Filing Fee	Type of Business	ID # Prefix	Filing Fee
<input type="checkbox"/> Domestic Stock Corporation (D)	(D)	\$300	<input checked="" type="checkbox"/> Domestic Limited Liability Company (W)	(W)	\$300
<input type="checkbox"/> Foreign Stock Corporation (F)	(F)	\$300	<input type="checkbox"/> Foreign Limited Liability Company (Z)	(Z)	\$300
<input type="checkbox"/> Domestic Non-Stock Corporation (D)	- 0 -		<input type="checkbox"/> Domestic Limited Partnership (M)	(M)	\$300
<input type="checkbox"/> Foreign Non-Stock Corporation (F)	- 0 -		<input type="checkbox"/> Foreign Limited Partnership (P)	(P)	\$300
<input type="checkbox"/> Foreign Insurance Corporation (F)		\$300	<input type="checkbox"/> Domestic Limited Liability Partnership (A)	(A)	\$300
<input type="checkbox"/> Foreign Interstate Corporation (F)	- 0 -		<input type="checkbox"/> Foreign Limited Liability Partnership (E)	(E)	\$300
<input type="checkbox"/> SDAT Certified Family Farm (A,D,M,W)		\$100	<input type="checkbox"/> Domestic Statutory Trust (B)	(B)	\$300
<input type="checkbox"/> Real Estate Investment Trust (D)	(D)	\$300	<input type="checkbox"/> Foreign Statutory Trust (S)	(S)	\$300

Name of Business Perdue Foods, LLC

Mailing Address 31149 Old Ocean City Road

Make Address Corrections Here Salisbury, MD 21804

Check here if this is a change of address

DEPARTMENT ID NUMBER				FEDERAL EMPLOYER IDENTIFICATION NUMBER														
ID # PREFIX	W	1	4	8	8	0	4	8	8	5	2	1	0	8	1	8	7	6
DATE OF INCORPORATION OR FORMATION				STATE OF INCORPORATION OR FORMATION				FEDERAL PRINCIPAL BUSINESS CODE										
09/28/2012				Maryland				3 1 1 6 1 0										
TRADING AS NAME																		

INCLUDE DEPARTMENT ID NUMBER ON CHECK PLEASE STAPLE CHECK HERE

ID # PREFIX  
W 1 4 8 8 0 4 8 8  
Type or Print Department ID Number Here

### SECTION I

- A. Is any business conducted in Maryland? Yes Date began: 12/02/1975  
(Yes or No)
- B. Nature of business conducted in Maryland: Poultry Processing and Farming
- C. Does the business own, lease or use personal property located in Maryland? Yes . If No, skip SECTION II.  
(Yes or No)

### ONLY CORPORATIONS COMPLETE ITEM D

D. Names and addresses of officers and names of directors (type or print):

Names	OFFICERS	Addresses
President		
Vice-President		
Secretary		
Treasurer		

Names	DIRECTORS	Names

2016

Form 1  
continued

Page 3 of 4

5 Tools, machinery and equipment used for manufacturing or research and development: State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted on or before September 1, 2016 before an exemption can be granted. See instruction 11 for exception. Contact the Department or visit www.dat.maryland.gov for an application.

If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

ORIGINAL COST BY YEAR OF ACQUISITION			
2015	309,824	2011	1,105,680
2014	716,821	2010	2,521,441
2013	1,982,418	2009	362,739
2012	354,844	2008 and prior	31,792,489

TOTAL COST \$39,146,256

\* See attached for a breakdown of MFG and R&D property assessed value calculation

6 Vehicles with interchangeable Registration (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions.

ORIGINAL COST BY YEAR OF ACQUISITION			
2015		2013	
2014		2012 and prior	

TOTAL COST \$ NONE

7 Non-farming livestock \$ NONE (Book Value) \$ NONE (Market Value)

8 Other personal property Total Cost \$ NONE  
File separate schedule giving a description of property, original cost and the date of acquisition.

9 Property owned by others and used or held by the business as lessee or otherwise. Total Cost \$ See Attached  
File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

10 Property owned by the business but used or held by others as lessee or otherwise. Total Cost \$ NONE  
File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost.

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during 2015 in Maryland: \$ Not Available  
If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

- B. If the business operates on a fiscal year, state beginning and ending dates: \_\_\_\_\_
- C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name: \_\_\_\_\_
- D. Does the business own any fully depreciated and/or expensed personal property located in Maryland?  yes  no  
If yes, is that property reported on this return?  yes  no
- E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland?  yes  no  
If yes, reconcile it with this return.
- F. Has the business disposed of assets or transferred assets in or out of Maryland during 2015?  yes  no If yes, complete Form 4C (Disposal and Transfer Reconciliation).

PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING

I declare under the penalties of perjury, pursuant to Tax-Property Article 1-201 of the Annotated Code of Maryland, that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

Altus Group US, Inc  
NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN  
X  6/1/16  
SIGNATURE OF PREPARER DATE  
(410) 568-0724 mark.miller@altusgroup.com  
PREPARER'S PHONE NUMBER E-MAIL ADDRESS

PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE  
X \_\_\_\_\_  
SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE  
BUSINESS PHONE NUMBER E-MAIL ADDRESS

Jurisdiction		Street Address	Year	Reported Cost					Section II #5 Taxable Percentages		Section II #5 Assessed Value		
County	Town			MFG	MFG-C	MFG-D	R&D	Total	County	Town	County	Town	
Wicomico	None	7080 Zion Church Road	2015										
			2014										
			2013										
			2012										
			2011										
			2010										
			2009										
			2008	9,900					9,900	0%	0%	-	-
	<b>7080 Zion Church Road Total</b>							<b>9,900</b>			<b>-</b>	<b>-</b>	
	<b>None Total</b>							<b>9,144,045</b>			<b>25,411</b>	<b>4,876,358</b>	<b>14,045,813</b>
	Salisbury	521 Willow Street	2015	116,910		2,000			118,910	0%	100%	-	105,619
			2014	263,797		10,261			274,058	0%	100%	-	215,142
			2013	1,627,919		27,967			1,655,886	0%	100%	-	1,142,340
			2012	121,004					121,004	0%	100%	-	72,602
2011			721,243					721,243	0%	100%	-	360,622	
2010			2,039,398		10,869			2,050,267	0%	100%	-	816,846	
2009			278,208					278,208	0%	100%	-	83,462	
2008			12,217,879	49,500	45,345			12,312,724	0%	100%	-	3,071,379	
<b>521 Willow Street Total</b>			<b>17,386,358</b>	<b>49,500</b>	<b>96,442</b>		<b>17,532,300</b>			<b>-</b>	<b>5,869,013</b>		
Salisbury			800 Albert Street	2015									
	2014												
	2013												
	2012												
	2011												
	2010												
2009													
2008	16,000					16,000	0%	100%	-	4,000			
<b>800 Albert Street Total</b>			<b>16,000</b>				<b>16,000</b>			<b>-</b>	<b>4,000</b>		
<b>Salisbury Total</b>			<b>17,402,358</b>	<b>49,500</b>	<b>96,442</b>		<b>17,548,300</b>			<b>-</b>	<b>5,873,013</b>		
<b>Wicomico Total</b>			<b>26,546,403</b>	<b>49,500</b>	<b>121,853</b>	<b>4,876,358</b>	<b>31,594,113</b>			<b>-</b>	<b>5,873,013</b>		
Worcester	None	10048 Pitts Road	2015										
			2014										
			2013										
			2012										
			2011										
			2010										
			2009										
			2008	5,456,120			72,846		5,528,966	100%	0%	1,382,242	-
	<b>10048 Pitts Road Total</b>			<b>5,456,120</b>			<b>72,846</b>	<b>5,528,966</b>			<b>1,382,242</b>	<b>-</b>	
	<b>None Total</b>			<b>5,456,120</b>			<b>72,846</b>	<b>5,528,966</b>			<b>1,382,242</b>	<b>-</b>	
<b>Worcester Total</b>			<b>5,456,120</b>			<b>72,846</b>	<b>5,528,966</b>			<b>1,382,242</b>	<b>-</b>		
<b>Grand Total</b>			<b>33,980,679</b>	<b>81,256</b>	<b>129,709</b>	<b>4,954,613</b>	<b>39,146,256</b>			<b>1,384,946</b>	<b>6,462,834</b>		

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 Acres +  
 School ⑤  
 0- 02/4

# City of Salisbury



JACOB R. DAY  
*MAYOR*

M. THOMAS STEVENSON, JR.  
*CITY ADMINISTRATOR*

JULIA GLANZ  
*ASSISTANT CITY ADMINISTRATOR*

**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*

## **COUNCIL AGENDA – Award of Bids**

**July 25, 2016**

- |  |             |
|--|-------------|
| 1. Contract A-07-14<br>Street Improvements – Curb, Gutter & Sidewalk Construction<br>Change Order #9 | \$23,500.00 |
| 2. RFP 10-15<br>WWTP Construction Management & Inspection<br>Change Order #1                         | \$21,120.00 |

# City of Salisbury



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MAYOR

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CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

**MARYLAND**

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
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KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

## Council Agenda

**July 25, 2016**

**TO:** Mayor and City Council

**SUBJECT:** Change Order #9 to Contract A-07-14  
Street Improvements – Curb, Gutter & Sidewalk Construction

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to process Change Order #9 in the amount of \$23,500.00 for Contract A-07-14 Street Improvements – Curb, Gutter & Sidewalk Construction. Additional concrete work is necessary for the following projects or areas:

- Fire Station #2 – concrete work on street perimeter
- Skatepark – concrete steps

Funds are available in the accounts noted below:

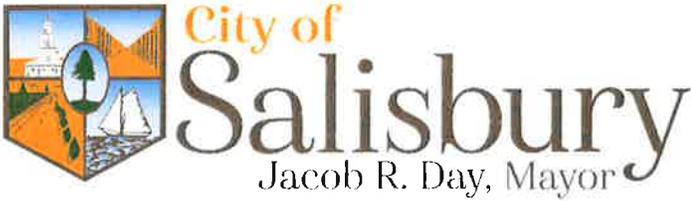
98115-513026-43005	\$20,000.00
12800-513026-73010	<u>\$ 3,500.00</u>
	\$ 23,500.00

The Department of Internal Services, Procurement Division, requests Council's approval for Change Order #9 as noted above to Malone and Phillips, Inc., in the amount of \$23,500.00

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Miller".

Jennifer Miller  
Asst. Director of Internal Services – Procurement and Parking



To: Jennifer Miller, Assistant Director of Internal Services - Procurement Division  
From: Michael S. Moulds, Director of Public Works *MSM*  
Date: July 12, 2016  
Subject: Change Order No. 9 - Contract No. A-7-14  
P.O. 02150099  
Citywide Concrete Program

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The Public Works Department of the City of Salisbury has been contacted by the Salisbury Fire Department to expedite some concrete work on the street perimeter around the soon to be demolished Station 2. The street bordering this project will be paved during this period, therefore it is advantageous to the City of Salisbury to have this concrete work completed before paving.

The Department of Community Development has asked to have a step constructed at the new Skate Park on South Park Drive. A pre-construction conference with the contractor has determined that the price will not exceed an estimated cost of \$3,500. For purposes of utilizing this funding immediately a change order to our current concrete contract was the most effective way to perform this duty.

Salisbury Public Works requests the City of Salisbury Internal Services Department, Procurement Division process Change Order #9, in the amount of \$23,500.00. This contract is a yearly contract and is utilized as funds are made available for requested projects. This request does not include a time extension and there is funding available from the projects are listed below.

1. Concrete work associated with Fire Station 2.  
98115-513026-43005.....\$20,000.00
  
2. Construction of steps at skate park.  
12800-513026-73010.....\$3,500.00  
\$23,500.00

# City of Salisbury



**MARYLAND**

JACOB R. DAY  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

JULIA GLANZ  
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125 NORTH DIVISION STREET  
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KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

## Council Agenda

**July 25, 2016**

**TO:** Mayor and City Council

**SUBJECT:** Change Order #1 to RFP 10-15  
WWTP Construction Management and Inspection

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to process Change Order #1 in the amount of \$21,120.00 for RFP 10-15 WWTP Construction Management and Inspection. This change will increase the number of overtime inspection hours provided by GHD, the Construction Manager, from 250 to 410. This is a pre-emptive measure to coincide with the extended work hour requests from the WWTP upgrade contractor, Ulliman Schutte, to assist in meeting the construction schedule. Overtime costs incurred by the City will be reimbursed by Ulliman Schutte via a change order to contract 107-15.

Funds are available in the following account:

97020-513020-29031                      \$21,120.00

The Department of Internal Services, Procurement Division, requests Council's approval for Change Order #1 as noted above to GHD, Inc., in the amount of \$21,120.00

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Miller".

Jennifer Miller  
Asst. Director of Internal Services – Procurement and Parking



City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Jennifer L. Miller, Assistant Director of Internal Services – Procurement  
From: Michael S. Moulds, P.E., Director of Public Works  
Date: July 8, 2016  
Re: RFP 10-15 WWTP Construction Management and Inspection – Change Order No. 1

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Through RFP 10-15 Construction Management and Inspection Services for the WWTP BNR/ENR Upgrade, GHD was contracted by the City to provide two (2) full time inspectors during the WWTP Upgrade project construction duration. Each inspector works at the WWTP for 40 hours per week. The WWTP construction began in June 2015 and is scheduled to be completed in December 2017.

The WWTP Contractor, Ulliman Schutte, has occasionally requested extended work hours to advance the schedule or to complete a work item that cannot be finished within an 8 hour period. The WWTP Contract with Ulliman Schutte notes that the Contractor will reimburse the City for inspection overtime beyond a normal 40 hour work week, when it is requested by the Contractor. The reimbursement to the City will be handled by change orders to the Ulliman Schutte contract (contract no. 107-15), when appropriate.

Per the attached letter from GHD dated July 7, 2016, approximately half of the budgeted 250 hours of overtime inspection have been used to date. Based on projections of overtime needed for the remainder of the year, GHD is requested an additional 160 hours of inspection. GHD is holding the contract bid price of \$132/hour for overtime. Overtime Inspection is authorized by the City prior to GHD performing overtime inspection.

Please process Change Order No. 1 in the amount of \$21,120.00. Funds are available in account 97020-513020-29031.

Michael S. Moulds, P.E.  
Director of Public Works

# 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

July 12, 2016

TO: Tom Stevenson  
FROM: Colonel David Meienschein  
SUBJECT: Resolution – WINTF Funds

Attached, please find a Resolution to accept \$5,000.00 in funds from the Wicomico County Narcotics Task Force (WINTF). The funds will be used for the purchase of K-9, equipment and handler training.

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

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

David Meienschein  
Assistant Chief of Police

RESOLUTION NO. 2649

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING FUNDS IN THE AMOUNT OF \$5,000 FROM THE WICOMICO COUNTY NARCOTICS TASK FORCE TO BE USED TOWARDS THE PURCHASE OF A POLICE K-9.

WHEREAS, these funds have been provided by the Wicomico County Narcotics Task Force to assist in funding a police K-9; and

WHEREAS, the purchase of an additional K-9 will assist the Salisbury Police Department in combatting illicit drug activity in Salisbury; and

WHEREAS, these funds will be combined with existing funds to make the purchase of the K-9, equipment, and handler training; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that funds of \$5,000.00 be accepted from the Wicomico County Narcotics Task Force and used to purchase the K-9, equipment and handler training for the Salisbury Police Department.

THIS RESOLUTION was introduced and duly passed at a Special Meeting of the Council of the City of Salisbury, Maryland held on August 1, 2016, and is to become effective immediately upon adoption.

ATTEST:

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

\_\_\_\_\_  
Laura Mitchell, Vice-President  
Salisbury City Council

APPROVED BY ME THIS:

\_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Jacob R. Day, Mayor

# 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

June 10, 2016

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

The members of the Salisbury Police Department are required to enter into a 5 year contract prior to being hired as a police officer. When officer's leave service on their own accord they are required to reimburse the City of Salisbury a prorated amount based of the time remaining on their contract. The purpose is for the city to recoup some of the police academy training and tailored uniform cost for items that cannot be reissued.

In a recent case the police department received reimbursement for a broken contract in the amount of \$6,500.00. The police department requests that these funds be deposited into our Police Services, training account that will be used to send two police recruits to initial training at the Police Academy. I am requesting a Budget Amendment to recognize that this revenue has been received by the City and to increase the Police Department budget in the same amount to offset training costs.

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

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

David Meienschein  
Assistant Chief of Police

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ORDINANCE NO. 2395

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY16 GENERAL FUND BUDGET TO APPROPRIATE THE FUNDS RETURNED ON CONTRACT.

WHEREAS,; the police department requires police officer recruits to enter into prorated 5 year contract prior to employment; and

WHEREAS, a police officer who did not meet the conditions of the contract reimbursed the city of Salisbury a prorated amount of \$6,500.00;

WHEREAS, the Salisbury Police Department requests that these funds be placed in our police services training account, 21021-555504 to offset police academy training costs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2016 General Fund Budget be and is hereby, amended as follows:

- 1) Increase General Fund Revenue (01000-456911) by \$6,500.00
- 2) Increase the Police Department budget by \$6,500.00.

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

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

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Jacob R. Day., Mayor



City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Thomas Stevenson, City Administrator  
From: Michael S. Moulds, P.E., Director of Public Works *MSM*  
Date: July 13, 2016  
Re: Ordinance to create no parking and restricted parking zones around Prince Street Elementary School

---

Salisbury Public Works received the attached letter dated July 11, 2016 from the Principal Jason Miller at Prince Street Elementary School requesting consideration for restricted parking zones around the school. The restricted parking would facilitate car rider drop off/pick up and bus traffic. The restricted parking areas are depicted on the attached Exhibit A.

The impacted areas are:

- South side of Prince Street between the school side entrance and the car drop off entrance will be designated as No Parking. DPW will install markings to create a queue lane for parents to use while waiting to drop off and pick up students.
- South side of Prince Street from the car drop off entrance to Spring Avenue will be designated as no parking on weekdays between 7:00 to 8:30 am and 1:30 to 3:00 pm.
- West side of Spring Avenue between Prince Street and Bethel Street along the school property will be designated as no parking on weekdays between 7:00 to 8:30 am and 1:30 to 3:00 pm.

Public Works is in support of this request. If approved, DPW will place parking signs in these areas. The Principal will notify the student body parents. If possible, the school would prefer to have the signs placed prior to the start of school on August 29, 2016.

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

*Community Commitment & Exceptional Programs = Academic Success*

**PRINCE STREET ELEMENTARY**

400 Prince Street  
Salisbury, MD 21804

Phone (410) 677-5813



Fax (410) 677-5865

*Mr. Jason Miller, Principal*

*Ms. Jana Ellis, Assistant Principal*

Jason L. Miller, Principal  
Prince Street Elementary School  
400 Prince Street  
Salisbury, MD 21804

July 11, 2016

Michael S. Moulds, PE  
Director of Public Works  
City of Salisbury  
125 N. Division Street  
Salisbury, MD 21801

Mr. Moulds,

Due to increased enrollment at Prince Street Elementary School, we are in need of changing the entrance for school buses and car riders. The school was originally designed, when it was erected in 2007, to have buses enter and exit from Spring Avenue and car riders enter from Prince Street and exit on Spring Avenue. We are in need of going back to this original design for increased safety of our students, parents and staff, as well as, to get all buses into the lot for loading and unloading.

In order for the traffic flow to work best, we are in need of help from the City of Salisbury. We would like to request a designated "Car Rider Drop Off and Pick Up Lane" on Prince Street to assist with the flow of traffic into the school for pick-up and drop-off. We would also like to request "No Parking" signs on the road where this lane would exist. We would also like to request "No Parking" signs with designated times 7 – 8:30am and 1:30 – 3:00pm on Spring Avenue in front of the school and on Prince Street from the entrance to the car rider area to Spring Avenue to assist with cars and buses entering and exiting onto Spring Avenue.

In order for parents to be informed of this change, I will be working closely with the Wicomico County Board of Education Public Information Officer. I will also send correspondence to families through our School Messenger System, school Facebook page and school newsletter.

Thank you for your consideration and support of student, staff, parent and community safety at Prince Street Elementary School.

Sincerely,

Jason L. Miller  
Principal



**Prince Street Elementary**

**SUCCESS- Every Student, Every Day**

**Like Us on Facebook!**

THE WICOMICO COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE IN ADMISSIONS, ACCESS, TREATMENT, OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES ON THE BASIS OF RACE, SEX, SEXUAL ORIENTATION, MARITAL STATUS, COLOR, GENDER IDENTITY AND EXPRESSION, NATIONAL ORIGIN, CREED, RELIGION, AGE, ANCESTRY, GENETIC INFORMATION, OR PHYSICAL OR MENTAL DISABILITY.



Exhibit A  
Prince Street Elementary School  
Restricted Parking Areas



No Parking Zone with painted queue lane between two school entrances along a portion of the south side of Prince Street.



Restricted Parking Zone with no parking on Weekdays between 7:00 to 8:30 am and 1:30 to 3:00 pm. Areas include:

- Portion of the south side of Prince Street between Roger Street and Spring Avenue along the school property.
- West side of Spring Avenue between Prince Street and Bethel Street along the school property.