



**SALISBURY CITY COUNCIL  
WORK SESSION AGENDA**

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**SEPTEMBER 18, 2017  
COUNCIL CHAMBERS  
GOVERNMENT OFFICE BUILDING**

- |           |   |
|-----------|---|
| 4:30 p.m. | Quarterly Public Safety Briefing                                |
| 5:00 p.m. | Fee Change for Service Process - Susan Phillips                 |
| 5:15 p.m. | Donation of property at 617 W. Isabella Street – Susan Phillips |
| 5:35 p.m. | Balloon Launch ban – Council discussion                         |
| 6:55 p.m. | Council Discussion  |
| 7:00 p.m. | Adjournment   |

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

*Posted 9/13/17*

# Memo

To: Julia Glanz  
From: Susan Phillips  
Date: 9/13/2017  
Re: Processing Fee

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Attached you will find a draft of an amendment to section of *Chapter 1.16.100 - Waiver of fines—Authority to issue citations—Violations and Penalties*. This amendment adds a processing fee of fifty dollars (\$50.00) for each municipal infraction issued, and billed as a fee to the property owner. This processing fee will cover the servicing and processing associated with issuing municipal infractions.

Please let me know if you have any further questions.

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**CITY OF SALISBURY  
ORDINANCE NO.**

**DRAFT**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF  
SALISBURY AMENDING SECTIONS 1.16.100 D TO ADD A PROCESSING FEE FOR  
MUNICIPAL INFRACTIONS

**WHEREAS**, current Section 1.16.100 D outlines the penalties for violating certain codes; and

**WHEREAS**, the dollar amounts of said infractions and fees does not include a processing fee for municipal infractions; and

**WHEREAS**, the addition of a processing fee will cover the costs of processing said infractions; and

**NOW, THEREFORE**, be it enacted and ordained by the Council of the City of Salisbury, Maryland, that Chapter 1.16.100 D, be amended as follows:

**1.16.100 - Waiver of fines—Authority to issue citations—Violations and penalties—Repealer.**

A. Those directors of departments authorized to administer and enforce this chapter have the privilege to waive any fine contained herein not imposed by any court if it can be established by uncontroverted evidence that the citation for the offense was issued erroneously.

B. The following persons shall have the authority to issue citations for municipal infractions or civil zoning violations:

1. Director of the department of building, permitting and inspection;

- 36 2. Director of the ~~department of neighborhood services and code compliance~~ Housing  
37 & Community Development Department;
- 38 3. ~~Housing~~ supervisor;
- 39 4. Building inspector;
- 40 5. Housing inspector;
- 41 6. ~~Zoning administrator;~~
- 42 7. Plan examiner;
- 43 8. Plumbing inspector;
- 44 9. All city police officers;
- 45 10. Director, ~~public~~ water works;
- 46 11. Deputy director ~~public~~ water works;
- 47 12. Director, infrastructure & development
- 48 13. Deputy Director, infrastructure & development
- 49 12. Operations and maintenance supervisor;
- 50 13. Sanitation superintendent;
- 51 14. Chief or deputy chief of the Salisbury fire department.

52

53 C. The violations of the following codes and ordinances are declared to be an infraction,  
54 and the penalty for such violation shall not exceed five hundred dollars (\$500.00) for  
55 each initial offense and shall not exceed one thousand dollars (\$1,000.00) for each  
56 repeat offense, and each day the violation continues shall constitute a separate  
57 offense:

- 58 1. International Building Code (2015) (IBC);  
59 2. International Residential Code (2015) (IRC);  
60 3. International Energy Conservation Code (2015) (IECC);  
61 4. International Mechanical Code (2015) (IMC);  
62 5. International Plumbing Code (2015) (IPC);  
63 6. International Fuel Gas Code (2015) (IFGC); and  
64 7. International Existing Building Code (2015) (IEBC).

65  
66 D. The violations of the following codes and ordinances are declared to be civil zoning  
67 violations, and the penalty for such violation shall be five hundred dollars (\$500.00)  
68 for each initial offense and five hundred dollars (\$500.00) for each repeat offense:

- 69  
70 1. Business, commercial or industrial use violations of the zoning code.

71  
72 E. The penalty provisions of any of the codes, ordinances or laws referred to in this  
73 section inconsistent with the penalty provisions of this chapter are repealed.

74  
75 F. A processing fee of fifty dollars (\$50.00) will be billed for each infraction issued to  
76 the property owner. If the full amount of fees due to the city is not paid by the owner  
77 within thirty (30) days after billing, then the housing official shall cause to be  
78 recorded in the finance department the amount of fees due and owing, and such  
79 amount will be carried on the records of the city of Salisbury and shall be collectible  
80 in the same manner as real estate taxes are collected.

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(Ord. 1970, 2005; Ord. 1846, 2002; Ord. 1662, 1997: prior code § 89-10)  
(Ord. No. 2349, 8-10-2015)

AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2017 and thereafter, a statement of the substance of the ordinance having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

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

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

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

# Memo

To: Julia Glanz  
From: Susan Phillips  
Date: 9/13/2017  
Re: 617 W. Isabella Street – Property Donation

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Attached you will find a resolution for consideration to accept a property donation of 617 W. Isabella Street. This vacant lot is owned by the family of the late Gertrude Shockley. Mrs. Shockley was the first African American Councilwoman for the City of Salisbury. The family wishes to donate it to the City of Salisbury.

The lot is not buildable, but would be an ideal spot for a garden, park, or memorial.

Please see the below bullets to see her timeline of achievements:

- Appointed to the Housing – Maintenance Occupancy and Code Committee on November 22, 1982 to study and recommend a Housing Maintenance and Occupancy Code.
- Appointed unanimously by the City Council to fill vacancy created by the resignation of former Council President Norman Conway. Her appointment was announced on January 13, 1987 and she was officially sworn into office by the County Clerk on January 23, 1987. She was re-elected in May 1, 1990.
- Wicomico County Girl Scouts recognized her as a role model.
- Represented Council on the Zoo Commission and the Coastal Housing Resources Board
- Vice President of Caritas, Inc. (Joseph House Village Board of Directors)

Unless you or the mayor has any questions please forward this information to the city council for review and consideration.

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3 RESOLUTION NO. \_\_\_\_\_  
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5 A RESOLUTION OF THE CITY OF SALISBURY ACCEPTING THE DONATION OF THE  
6 REAL PROPERTY LOCATED AT 617 W. ISABELLA STREET, SALISBURY, MARYLAND  
7 21801, FROM ARTIE B. WILLIAMS.  
8

9 WHEREAS, the donor, owner Artie B. Williams, desires to donate the real property  
10 located at 617 W. Isabella Street, Salisbury, Maryland 21801, by deed dated June 9, 1993, and  
11 recorded in the Wicomico County, Maryland Land Records in Liber 1341, folio 229; and  
12

13 WHEREAS, there are no outstanding charges due to the City of Salisbury for this  
14 property; and  
15

16 WHEREAS, the City of Salisbury is interested in obtaining foreclosed and/or abandoned  
17 properties which create a blighting influence on our neighborhoods, so that said properties may  
18 be either rehabilitated for resale, or demolished to make way for new construction; and  
19

20 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,  
21 Maryland does hereby accept the donation of the real property located at 617 W. Isabella Street,  
22 Salisbury, Maryland 21801 from Artie B. Williams.  
23

24 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting  
25 of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_, 2017 and is to  
26 become effective immediately upon adoption.  
27

28 ATTEST:  
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31 \_\_\_\_\_  
32 Kimberly R. Nichols  
33 CITY CLERK  
34

\_\_\_\_\_   
John R. Heath  
PRESIDENT, City Council

35 APPROVED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2017  
36  
37

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



LIBER 1341 FOLD 229

THIS DEED, made this 14<sup>th</sup> day of January, in the year Nineteen Hundred and Ninety-~~two~~<sup>three</sup>, by ARTIE B. WILLIAMS, PERSONAL REPRESENTATIVE OF THE ESTATE OF GERTRUDE H. SHOCKLEY, ALSO KNOWN AS GERTRUDE W. SHOCKLEY, late of Wicomico County, State of Maryland, deceased.

WHEREAS, the said Artie B. Williams was appointed Personal Representative of the aforesaid Estate by Order of the Orphans' Court for Wicomico County, State of Maryland, dated April 1, 1991, being Estate No. 10,558 in the Office of the Register of Wills for Wicomico County, Maryland, qualified by filing an approved bond and is now acting in such capacity; and,

WHEREAS, said Gertrude H. Shockley departed this life, testate, on March 24, 1991, seized and possessed of the hereinafter described real estate; and,

WHEREAS, pursuant to the provisions of Item Three H of the Last Will and Testament of Gertrude H. Shockley, the rest, residue and remainder of her Estate was devised unto Artie B. Williams; and,

WHEREAS, said Personal Representative, in compliance with the provisions of the Estates and Trusts Article of the Annotated Code of Maryland requiring him to execute a deed conveying the decedent's interest in said real estate, executes these presents for the purpose of transferring said property and evidencing the distribution thereof unto the party entitled thereto.

NOW, THEREFORE, THIS DEED WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00) and other good, valuable and sufficient considerations, receipt of which is hereby acknowledged, the said ARTIE B. WILLIAMS, PERSONAL REPRESENTATIVE OF THE ESTATE OF GERTRUDE H. SHOCKLEY, ALSO KNOWN AS GERTRUDE W. SHOCKLEY, late of Wicomico County, State of Maryland, deceased, hereby grants and conveys all the right,

LAW OFFICES  
ROBERT A. EATON, P.A.  
121 East Market Street  
P.O. Box 41  
Seabury, MD 21803-0041  
(410) 748-1630

**LIBER 1341 FOLIO 230**

title, interest and estate of Gertrude H. Shockley, also known as Gertrude W. Shockley, unto ARTIE B. WILLIAMS, his heirs, personal representatives and assigns, forever in fee simple, in and to all that piece or parcel of ground situated and lying in the City of Salisbury, in Salisbury Election District of Wicomico County and State of Maryland, located on the North side of and binding upon West Isabella Street, bounded on the North by the property of Baltimore & Eastern Railroad Company, bounded on the East by Lot No. 2 on plat hereinafter referred to and bounded on the West by Delaware Street, and being Lot No.1 on plat made by Thomas H. Mitchell by Peter S. Shockley dated June 2, 1917, and recorded among the Land Records of Wicomico County, Maryland, in Liber J.C.K. No. 113, Folio 600; being in all respects the same property conveyed unto Gertrude H. Shockley, in the name of Gertrude B. Shockley, by Milford W. Twilley, et al., by deed dated September 27, 1971, and recorded among the Land Records aforesaid in Liber J.W.T.S. No. 743, Folio 312.

REFERENCE to said deed, plat, Orphans' Court proceedings and to preceding deed of the property hereby conveyed and to the references contained therein is hereby made a part hereof as if herein fully set forth.

TOGETHER WITH the improvements thereon and all the rights, ways, roads, privileges, appurtenances and advantages thereto belonging or in any wise appertaining.

TO HAVE AND TO HOLD the above granted property unto the said ARTIE B. WILLIAMS, his heirs, personal representatives and assigns, forever in fee simple.

AS WITNESS my hand and seal the day and year first above written.

LAW OFFICES  
 ROBERT A. EATON, P.A.  
 121 East Market Street  
 P.O. Box 41  
 Salisbury, MD 21803-0041  
 (410) 749-1530

WITNESS:

*[Handwritten signature]*

*Artie B. Williams* (SEAL)  
 ARTIE B. WILLIAMS  
 Personal Representative

LIBER 1341 FOLIO 231

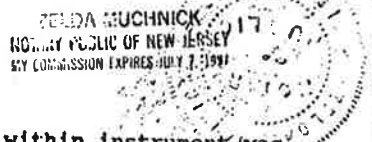
STATE OF New Jersey COUNTY OF Union

ON THIS, the 14 day of January, 1993, before me, the undersigned officer, personally appeared Artie B. Williams, known to me to be the person described in the foregoing instrument and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained; and, at the same time, the said Artie B. Williams certified under the penalties of perjury that the actual consideration paid or to be paid for the foregoing conveyance, including the amount of any mortgage or deed of trust assumed by the Grantee, is in the sum total of "NONE".

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

[Signature]  
Notary Public

My commission expires: 7/7/97



This is to certify that the within instrument was prepared by or under the supervision of the undersigned, an Attorney at Law, duly licensed to practice before the Court of Appeals of the State of Maryland.

[Signature]  
Robert W. Eaton, Attorney

Water Dept. Acct. \_\_\_\_\_  
Date 6-9-93  
R. Baskerville Per [Signature]  
Treasurer Salisbury, MD.

AGRICULTURAL TRANSFER TAX

TAX FEE	5.00
RECORD FEE	16.00
SUBTOTAL	21.00
Tax	2.00

By [Signature] Date 6/9/93

RECEIVED FOR TRANSFER  
State Department of  
Assessments & Taxation  
for Wicomico County  
[Signature]  
Date 6/9/93

APPROVAL OF  
CITY ENGINEER  
CITY OF SALISBURY  
NON-APPLICABLE 6/9/93

I HEREBY CERTIFY THAT TAXES ARE PAID ON THE PROPERTY COVERED BY THIS DEED AS WELL AS ANY OTHER TAXES WHICH SHOULD BE COLLECTED BEFORE TRANSFER OF SAME, PURSUANT TO SECTION 14 ARTICLE 21 OF THE ANNOTATED CODE OF MARYLAND.  
6/9/93  
[Signature]  
C. JOSEPH SCHILLER  
DIRECTOR OF FINANCE  
WICOMICO COUNTY, MARYLAND

[Signature]  
LAW OFFICES  
ROBERT A. EATON, P.A.  
121 East Market Street  
P.O. Box 41  
Salisbury, MD 21803-0041  
(410) 749-1530

Received for Record June 9, 1993 and recorded in the  
Land Record of Wicomico County, Maryland in Liber M.S. #  
No. 1341 Folio 229-231  
Marked Brown Clerk [Signature]

I HEREBY CERTIFY THAT ALL TAXES, ASSESSMENTS, AND MUNICIPAL OBLIGATIONS ARE PAID ON THE PROPERTY COVERED BY THIS DEED IN ACCORDANCE WITH THE ANNOTATED CODE OF MARYLAND.  
6/9/93  
ROGER BASKERVILLE, C.P.A.  
DIRECTOR OF FINANCE  
SALISBURY, MD

WICOMICO COUNTY CIRCUIT COURT (Land Records) MSB 1341, p. 0231, MSA\_CE100\_1315. Date available 12/15/2004. Printed 09/13/2017.

Etd Del, R.A. Eaton, P.A., atty 9/11/93

View Map		View GroundRent Redemption				View GroundRent Registration			
<b>Account Identifier:</b>		<b>District - 09 Account Number - 056521</b>							
Owner Information									
<b>Owner Name:</b>		WILLIAMS ARTIE B				<b>Use:</b>		INDUSTRIAL	
<b>Mailing Address:</b>		514 MALVERN HILL CIR HAMPTON VA 23663-1927				<b>Principal Residence:</b>		NO	
						<b>Deed Reference:</b>		/01341/ 00229	
Location & Structure Information									
<b>Premises Address:</b>		617 W ISABELLA ST SALISBURY 21801-0000				<b>Legal Description:</b>		BL-7 L-1 58.5X95.8 617 W ISABELLA ST CITY OF SALIS	
<b>Map:</b>	<b>Grid:</b>	<b>Parcel:</b>	<b>Sub District:</b>	<b>Subdivision:</b>	<b>Section:</b>	<b>Block:</b>	<b>Lot:</b>	<b>Assessment Year:</b>	<b>Plat No:</b>
0104	0019	1865		0000		7	1	2018	
<b>Special Tax Areas:</b>		<b>Town:</b>				SALISBURY			
		<b>Ad Valorem:</b>							
		<b>Tax Class:</b>							
<b>Primary Structure Built</b>		<b>Above Grade Living Area</b>		<b>Finished Basement Area</b>		<b>Property Land Area</b>		<b>County Use</b>	
						4,311 SF			
<b>Stories</b>	<b>Basement</b>	<b>Type</b>	<b>Exterior</b>	<b>Full/Half Bath</b>	<b>Garage</b>	<b>Last Major Renovation</b>			
Value Information									
		<b>Base Value</b>		<b>Value</b>		<b>Phase-in Assessments</b>			
				As of		As of		As of	
				01/01/2015		07/01/2017		07/01/2018	
<b>Land:</b>		3,400		3,400					
<b>Improvements</b>		0		0					
<b>Total:</b>		3,400		3,400		3,400			
<b>Preferential Land:</b>		0							
Transfer Information									
<b>Seller:</b> SHOCKLEY, GERTRUDE W				<b>Date:</b> 06/09/1993		<b>Price:</b> \$0			
<b>Type:</b> NON-ARMS LENGTH OTHER				<b>Deed1:</b> /01341/ 00229		<b>Deed2:</b>			
<b>Seller:</b>				<b>Date:</b>		<b>Price:</b>			
<b>Type:</b>				<b>Deed1:</b>		<b>Deed2:</b>			
<b>Seller:</b>				<b>Date:</b>		<b>Price:</b>			
<b>Type:</b>				<b>Deed1:</b>		<b>Deed2:</b>			
Exemption Information									
<b>Partial Exempt Assessments:</b>		<b>Class</b>		07/01/2017		07/01/2018			
<b>County:</b>		000		0.00					
<b>State:</b>		000		0.00					
<b>Municipal:</b>		000		0.00		0.00			
<b>Tax Exempt:</b>		<b>Special Tax Recapture:</b>							
<b>Exempt Class:</b>		NONE							
Homestead Application Information									
<b>Homestead Application Status:</b> No Application									
Homeowners' Tax Credit Application Information									
<b>Homeowners' Tax Credit Application Status:</b> No Application						<b>Date:</b>			

# City of Salisbury



## Resolution

WHEREAS, it was with great sorrow that the Mayor and Council of the City of Salisbury learned of the death of former City Councilwoman Gertrude H. Shockley who served on the City Council from January, 1987 when she was appointed to fill a vacancy, through her successful election in May, 1990 until her death on March 24, 1991; and

WHEREAS, Councilwoman Gertrude Shockley was admired not only for her political achievements but for her contributions to community improvement and the welfare of all Salisbury residents; and

WHEREAS, she will be missed by the Mayor and Council and by her constituents for her wisdom, helpfulness and the comfort she was able to give in all her work over the years through her associations with many business, charitable, governmental, educational and civic organizations;

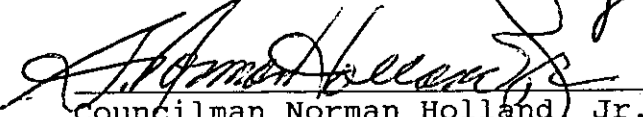
NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Salisbury, Maryland, by this Resolution and public record, recognize the respected place in the history of the Government of the City of Salisbury of Gertrude H. Shockley, the first Black to be elected and the second woman to serve on the City Council.


AND BE IT FURTHER RESOLVED that this Resolution be spread upon the Minutes of the meeting of the City Council held on the 8th day of April, 1991 and a copy be presented to her family as a token of respect and sympathy.

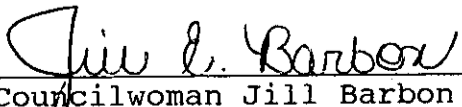
IN WITNESS WHEREOF, we have hereunto set our hands and the Seal of the City this 8th day of April, 1991.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Council President Robin Cockey

  
\_\_\_\_\_  
Councilman Norman Holland, Jr.

  
\_\_\_\_\_  
Councilman Donald Davis

  
\_\_\_\_\_  
Councilwoman Jill Barbon

CITY OF SALISBURY, MARYLAND

Meeting #7

April 8, 1991

Present

Mayor W. Paul Martin  
Councilman Norman Holland, Jr.

Councilman Robin Cockey  
Councilwoman Jill Barbon

Absent

Councilman Donald Davis

In Attendance

City Clerk F. Tawes; Exec. Officer P. Fennell; Public Works Dir. T. Plotts; Treasurer R. Baskerville; Police Chief C. Dykes; Fire Chief F. Darling; BHZ Director P. Peterson; Planning Dir. B. Livingston; Purchasing Agt. D. Todd; Interested Citizens and Members of the Press

Convening, Approval of Minutes  
March 26, 1991

The Mayor and Council of the City of Salisbury met in regular session in the Council Chambers of the Government Office Building on Monday, April 8, 1991 at 8 p.m. The meeting was called to order by the President of the Council, the Lord's Prayer was repeated, the Pledge of Allegiance to the Flag was recited and Minutes of the previous meeting held on March 26, 1991 were approved as written on a motion made and seconded by Holland and Barbon.

Resolution of Respect - former  
Councilwoman Gertrude Shockley

A Resolution of Respect in memory of Councilwoman Gertrude H. Shockley was offered by the Mayor and Council and read into the record by Council President Robin Cockey:

WHEREAS, it was with great sorrow that the Mayor and Council of the City of Salisbury learned of the death of former City Councilwoman Gertrude H. Shockley who served on the City Council from January, 1987 when she was appointed to fill a vacancy, through her successful election in May, 1990 until her death on March 24, 1991; and

WHEREAS, Councilwoman Gertrude Shockley was admired not only for her political achievements but for her contributions to community improvement and the welfare of all Salisbury residents; and

WHEREAS, she will be missed by the Mayor and Council and by her constituents for her wisdom, helpfulness and the comfort she was able to give in all her work over the years through her associations with many business, charitable, governmental, educational and civic organizations;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Salisbury, Maryland, by this Resolution and public record, recognize the respected place in the history of the Government of the City of Salisbury of Gertrude H. Shockley, the first Black to be elected and the second woman to serve on the City Council.

AND BE IT FURTHER RESOLVED that this Resolution be spread upon the Minutes of the meeting of the City Council held on the 8th day of April, 1991 and a copy be presented to her family as a token of respect and sympathy.

Signed/ W. Paul Martin, Mayor; Councilmen Robin Cockey, Donald Davis and Norman Holland, Jr. and Councilwoman Jill Barbon.

Councilman Holland reported the Mayor and Council will establish a living memorial for Councilwoman Shockley by planting a tree in the Park with a plaque in her honor. Mr. Oliver Williams, the first Black elected to the Snow Hill City Council and a relative of Councilwoman Shockley, was present representing her family.

Proclamation - Child Abuse Awareness Month

The Mayor presented a Proclamation recognizing April as Child Abuse Awareness Month to Richard Blevins of the Salisbury Police Dept. He called attention to the service performed by local Police and Social Services Depts. and Child Protection Agencies who work to prevent this kind of crime.

Proclamation - Fair Housing Month

The Mayor presented a Proclamation for Fair Housing Month to representatives of the Coastal Resources Board and the Coastal Board of Realtors and called upon all citizens to support and endorse the practice and policy of fair housing for all residents.

Proclamation - Building Safety Week

The Mayor Presented a Proclamation recognizing the week of April 8 - 12, 1991 as Building Safety Week to the City's Building, Housing and Zoning Director, Pete Peterson. He called upon all citizens to make a commitment to safety by cooperating with the Building Codes enforced by the City of Salisbury.

Certificates of Appreciation-  
J. M. Bennett Middle School  
Science Olympics Team

Twenty-two members of the James M. Bennett Middle School Science Olympics Team were presented Certificates of Appreciation from the City by the Mayor who congratulated them for winning First