

## RESOLUTION NO. 2498

### A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND, TO ESTABLISH A GREEN TEAM THAT WILL TAKE PART IN THE SUSTAINABLE MARYLAND CERTIFICATION PROCESS

**WHEREAS**, the City of Salisbury is committed to providing a safe and sustainable community seeking to optimize quality of life for its residents by assuring clean land, air and water, improving working and living environments that will thrive well into future endeavors; and

**WHEREAS**, the City of Salisbury wishes to support a Green Team that will lead the charge to help the City of Salisbury achieve Sustainable Maryland Certification and at the same time leverage the skills, expertise, and life experience of the team members to develop policies and plans, implement programs, and assist with educational opportunities that will advise staff and community leaders; and

**NOW, THEREFORE**, be it resolved by the Council of the City of Salisbury, Maryland, that a Green Team is hereby established to advise City officials and staff on the sound development and management of the City of Salisbury's sustainability in relation to infrastructure, accessibility, and promoting the benefits of these systems and shall have the following attributes:

**Responsibilities.** The Green Team shall:

1. Periodically, or at the request of the Mayor, provide advice on the development of regulations or policies that benefit or pertain to sustainability;
2. Review the annual Capital Improvement Plan and provide recommendations to the Mayor regarding funding for projects relating to Sustainable Maryland Certification in regards to the City;
3. Prepare an annual report outlining the current status of projects and activities for maintaining Sustainable Maryland Certification;
4. Advise and assist the Mayor and City Council, and City staff members at the request of the Mayor, in applying for grant funding for projects related to Sustainable Maryland Certification; and
5. Engage in community outreach and education on sustainability initiatives and events.

**Membership.** The Green Team shall include at a minimum five (5) residents of the City of Salisbury, who shall be appointed by the Mayor and confirmed by the Council to serve staggered terms of three (3) years. The members of the Green Team may include appointed municipal staff, elected officials, and volunteer members of community boards and commissions. Members may also include citizen leaders and representatives from community organizations. Members shall be subject to removal by the Mayor and Council.

**Holding Over and Reappointment.** Upon the expiration of their terms, members of the Green Team may be reappointed and shall continue to serve until they are reappointed and confirmed or their replacements are appointed and confirmed.

**Leadership.** The Green Team shall elect a Chairperson and a Vice-Chairperson annually, and each shall serve at the pleasure of the Green Team. If either position becomes vacant, an election to fill the position shall be held at the Green Teams next meeting, provided that all Green Team members have been informed of the vacancy at least one (1) week before such meeting.

**Meetings.** The Green Team shall meet at a minimum every three months at times and places to be determined by the Green Team and shall hold additional meetings as it deems necessary to perform its functions. The meetings of the Committee shall be open to the public. The Chairperson of the Committee shall preside over all meetings, and, in the absence of the Chairperson, the Vice-Chairperson shall preside. When both the Chairperson and the Vice-Chairperson are absent, the Secretary to the Committee shall preside.

**Quorum.** A majority of the current members of the Committee shall constitute a quorum, and the Committee shall not act in the absence of a quorum; however, any meeting of the Committee other than for the purpose of acting as the Committee (as through the adoption of a formal recommendation) may proceed despite the absence of a quorum.

**Staff Support.** The Director of Public Works or a Public Works staff member designated by the Director shall serve as Secretary to the Committee and shall be responsible for providing administrative support to the Committee, which shall include ensuring that agendas for the Committee's meetings are distributed before the meetings are held and that minutes of the Committee's meetings are kept. The Secretary shall not be a voting member of the Committee, but the Secretary or another City employee substituting for the Secretary shall attend the Committee's meetings. The Secretary shall keep all of the Committee's records.

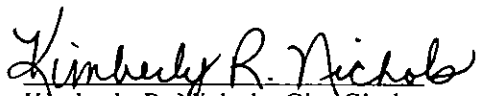
**Council Liaison.** The City Council may designate one of its members to be its liaison to the Committee, and the City Council liaison shall be invited to attend all Committee meetings and shall be entitled to address the Committee at each meeting.

**Recommendations.** The Green Team shall make all of its recommendations in writing and direct them to the Mayor. The Green Team shall not have the authority to direct the City

staff to take any action. In making recommendations, the Green Team should take into consideration the estimated or potential costs and benefits of any recommended changes or policies.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury held on the 11 day of May, 2015, and is to become effective immediately upon adoption.

ATTEST:

  
Kimberly R. Nichols, City Clerk

  
Laura Mitchell, Council Vice President

Approved by me, this 13<sup>th</sup> day of May, 2015.

  
James Ireton, Jr., Mayor

# City of Salisbury



MARYLAND

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR



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

To: Tom Stevenson, City Administrator  
From: Mike Moulds, Director of Public Works *MM*  
Date: April 7, 2015  
Re: Creation of a Green Team for Sustainable Maryland Certification

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The City has previously entered into a Memorandum of Understanding (MOU) between the City and Washington College Center for Environment and Society dated 12/3/13 to participate in the Shore Power Project. This project will assist the City with tracking energy use and reducing greenhouse gas emissions.

One of the tasks under the MOU the City has undertaken is to register to be a Sustainable Maryland Certified Community. The first step was approval of Resolution 2452 in October 2014 supporting participation in the Sustainable Maryland Certified Municipal Community Program. Attached are copies of the MOU and Resolution 2452 for background.

In order to become certified, the City of Salisbury must complete and document a number of action items as summarized on the attached information sheet.

There are two mandatory actions that are required. The creation of a Green Team and completion of a Green Team Action Plan. These two actions will earn the City 20 points toward the necessary 150 points needed to become certified. We have reviewed the remaining action items and are confident that following the creation of the Green Team, the City has already implemented sufficient action items to meet the certification requirement.

Attached is a proposed Resolution to create a Green Team. We are proposing the Team be composed of 5 members. The team will help develop policies and plans, and assist with educational opportunities that support maintaining a sustainable community.

If you have any questions or require any additional information, please do not hesitate to call.

RESOLUTION NO. 2452

A RESOLUTION OF THE CITY OF SALISBURY SUPPORTING PARTICIPATION IN THE SUSTAINABLE MARYLAND CERTIFIED MUNICIPAL CERTIFICATION PROGRAM

WHEREAS, a sustainable community means meeting the needs of the present without compromising the ability of future generations to meet their own needs; and

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, The City of Salisbury strives to save tax dollars, assure clean land, air and water, improve working and living environments as steps to building a sustainable community that will thrive well into the new century; and

WHEREAS, The City of Salisbury hereby acknowledges that the residents of the City of Salisbury desire a stable, sustainable future for themselves and future generations; and

WHEREAS, The City of Salisbury wishes to support a model of government which benefits our residents now and far into the future by exploring and adopting sustainable, economically-sound, local government practices; and

WHEREAS, by endorsing a sustainable path the City of Salisbury is pledging to educate itself and community members further about sustainable activities and to develop initiatives supporting sustainable local government practices; and

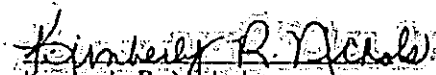
WHEREAS, as elected representatives of the City of Salisbury, we have a significant responsibility to provide leadership which will seek community-based sustainable solutions to strengthen our community.

NOW, THEREFORE BE IT RESOLVED, that to focus attention and effort within the City of Salisbury on matters of sustainability, the Council of the City of Salisbury, Maryland wishes to pursue local initiatives and actions that will lead to Sustainable Maryland Certified Municipal Certification.

BE IT FURTHER RESOLVED, by the Council of the City of Salisbury, Maryland that we do hereby authorize the Director of Public Works to serve as the City of Salisbury's agent for the Sustainable Maryland Certified Municipal Certification process and authorize the Director to complete the Municipal Registration on behalf of the City of Salisbury, Maryland.

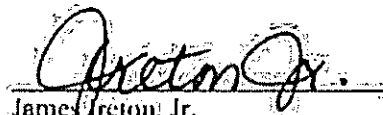
THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting of the Council of the City of Salisbury held on this 13 day of October, 2014 and is to become effective immediately upon adoption.

ATTEST:

  
Kimberly R. Nichols  
CITY CLERK

  
Laura Mitchell  
VICE PRESIDENT, City Council

APPROVED by me this 14<sup>th</sup> day of October, 2014

  
James Iréton, Jr.  
MAYOR, City of Salisbury



**ShorePower Project  
MEMORANDUM OF UNDERSTANDING (MOU)**

This Memorandum of Understanding (the Memorandum) is made on this day 12/3/12, by and between the Washington College Center for Environment & Society, of 101 S Water Street, Chestertown, MD 21620 hereinafter referred to as CES and City of Salisbury of 101 N Division Street, Salisbury, MD 21801, hereinafter referred to as the Municipality, for the purpose of achieving the various aims and objectives relating to the ShorePower Project (the Project).

WHEREAS CES and the Municipality desire to enter into an agreement in which CES and the Municipality will work together to complete the Project;

AND WHEREAS CES and the Municipality desire to enter into a Memorandum of Understanding between them, setting out the working arrangement that each of the partners agree are necessary to complete the Project;

The purpose of this Memorandum of Understanding (MOU) is to identify the roles and responsibilities of each party as they relate to the Project.

**Background**

With funding support from the Town Creek Foundation, CES has initiated the Project to help Eastern Shore municipalities track energy and reduce energy expenditures and greenhouse gas emissions.

Since 2008 CES has helped the Chestertown municipal government achieve significant reductions of energy usage and greenhouse gas emissions. Between 2008 and 2011 Chestertown's electricity consumption dropped by 300,000-kilowatt hours per year. This amounted to a greater than 10% decrease and an avoidance of \$130,000 annually in costs. It also constituted an overall reduction in greenhouse gas emissions of 200 tons per year.

The Project aims to replicate these results in the eight remaining County seats on Maryland's Eastern Shore, four municipalities in Year 1 of the Project and four more in Year 2.

The Project is governed by an advisory board, and involves close consultation with staff from the Maryland Energy Administration, the Maryland Department of the Environment, and the Maryland Municipal League.

### Responsibilities

CES shall undertake the following activities:

- Gather necessary data and produce accurate energy report for the Municipality
- Gather necessary data and produce accurate greenhouse gas emissions report for the Municipality
- Provide recommendations to the Municipality on how to decrease energy usage and greenhouse gas emissions
- Formally present energy data, greenhouse gas emissions data, and recommendations to the Municipality
- Coordinate ceremonial launch event
- Manage public relations for the Project, including website and social media
- Communicate benefits and results of the project to the Region and State.
- Build capacity for the Municipality to manage energy tracking and reporting after year 1 going forward

The MUNICIPALITY shall undertake the following activities:

- Register to be a Sustainable Maryland Certified community
- Assist in ceremonial launch event
- Assist CES in obtaining accurate energy usage data and greenhouse gas emissions calculations including but not limited to:
  - o Travel, including employee commute and business related travel
  - o Municipal buildings' specifications
  - o Energy providers and access to detailed invoices
  - o Municipal fleet
  - o Landscaping and agriculture
  - o Municipal solid waste and recycling
  - o Potential greenhouse gas emissions offsets
- Assist CES in communicating the benefits and results of the project to the community and encourage community participation in the Project
- Initiate energy tracking and reporting protocols into regular administrative duties

### Funding

The Town Creek Foundation has provided funding for the Project. CES will be responsible for managing all Project funds.

### Effective Date and Signature



This Memorandum of Understanding shall be effective upon the signature of CES and City of Salisbury authorized officials.

CES and the City of Salisbury indicate agreement with this Memorandum of Understanding by their signatures.

Brigg Cunningham (CES)  
Center for Environment and Society

12/10/13  
Date

[Signature]  
City of Salisbury

12/7/13  
Date

## Actions for Sustainable Communities:

To become Sustainable Maryland Certified, municipalities must complete and document actions from the list below. To achieve certification, municipalities will need to complete actions worth a total of 150 points, including two Mandatory Actions (M) and two of six Priority Actions (P), and submit the appropriate documents as evidence that the requirements have been satisfied.

ACTION ITEM	POINTS
<b>COMMUNITY ACTION</b>	
<b>Green Team</b>	
Participate in SMC Green Team Training	5
Create a Green Team	10 M
Complete a Green Team Action Plan	10 M
Conduct Community Barriers and Benefits Assessment	15
Build SMC Resource Center	5
Participation in MD Green Schools	10
Innovative Demonstration Projects	5 to 20
<b>COMMUNITY-BASED FOOD SYSTEM</b>	
<b>Local Food Consumption</b>	
Local Food Fair	10
Local Food Consumption & Preservation Classes	5 per class
Establish Local Farmers Market	15
Promote Local Farmers Market	5
<b>Local Food Production</b>	
Community Gardens	15 P
Spring Transplant Sale	10
Fall Transplant Sale	10
Establish CSA Drop-off Location	10
Innovative Demonstration Projects	5 to 20
<b>ENERGY</b>	
Municipal Energy Audits	10 (1st bldg), 5 (consec bldgs) P
Residential Energy Efficiency	5 to 20+
Wind Energy Project	10
Innovative Demonstration Projects	5 to 20
<b>GREENHOUSE GAS</b>	
Municipal Carbon Footprint (pre-requisite)	15 P
Community Carbon Footprint (pre-requisite)	15
<b>Climate Planning</b>	
Climate Action Plan	10 to 25+
Climate Change Adaptation Element	5
Innovative Demonstration Projects	5 to 20
<b>HEALTH &amp; WELLNESS</b>	
Let's Move	15
<b>Workplace Wellness</b>	
Join Healthiest Maryland Businesses	5
Workplace Wellness Program	5 to 15
Living Well Program	5 per class
Innovative Demonstration Projects	5 to 20
<b>LOCAL ECONOMIES</b>	
<b>Buy Local</b>	
Establish Local Business Directory	10
Promote Local Business Directory	5
Buy Local Campaign	15
Local Business Roundtable	5 per roundtable
Local Business Procurement Notices	10
Economic Analysis of Procurement Practices	15
Local Purchasing Preference Policy	10
<b>Green Business Recognition</b>	
Join Maryland Green Registry	5
Promote Maryland Green Registry	5 points per 2 businesses

Please note: Sustainable Maryland Certified actions and points may be subject to change. Printed on 55% recycled & 30% post-consumer waste paper.

ACTION ITEM	POINTS
<b>LOCAL ECONOMIES (CONTINUED)</b>	
Green Business Certification Program	15
<b>Green Purchasing</b>	
Green Purchasing Policy (pre-requisite)	15 P
Evaluate Current Purchasing Practices (pre-requisite)	10
Vendor Preference Statement (pre-requisite)	10
Purchase Recycled Products	10
Purchase Environmentally Preferable Products	10
Implement Waste Reduction Program	10
Innovative Demonstration Projects	5 to 20
<b>NATURAL RESOURCES</b>	
<b>Watershed Stewardship</b>	
Implement Watershed Stewardship/Pollution Prevention Outreach Program(s)	10
Facilitate Engagement in Existing Watershed Stewardship Opportunities	5 per event
Provide Voluntary Opportunities for Citizen Engagement in Watershed Stewardship	10
Provide Incentives for Watershed Stewardship on Private Lands	15
Create a Watershed Plan	20 P
<b>Stormwater Management</b>	
Stormwater Management Program	15 P
Stormwater Manager/Coordinator	15
Stormwater Fee Structure	20
<b>Septic Management</b>	
Septics System Assessment and Inventory	15
Septics System Management Plan	20
Dedicated Septic System Fund	20
<b>Water Conservation</b>	
Develop a Water Conservation Plan	15
Develop a Water Conservation Outreach Program	10
Tree City USA	15
<b>Pet Waste</b>	
Implement a Pet Waste Education Program	5
Develop a Pet Waste Program	5
Adopt a Pet Waste Ordinance	5
Innovative Demonstration Projects	5 to 20
<b>PLANNING AND LAND USE</b>	
Participation in DHCD Sustainable Communities	20
Housing and the Comprehensive Plan	10
<b>Land Preservation</b>	
Conduct Easement Outreach that Encourages Inspection, Evaluation, and Stewardship	15
Build Easement Inventory	10
Innovative Demonstration Projects	5 to 20

P denotes Priority Action M denotes Mandatory Action

To learn more visit  
[www.sustainablemaryland.com](http://www.sustainablemaryland.com)



Environmental Finance Center  
[www.efc.umd.edu](http://www.efc.umd.edu)

