



## CITY OF SALISBURY CITY COUNCIL AGENDA

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**October 22, 2018**

**Government Office Building**

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**6:00 p.m.**

**Room 301**

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Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:03 p.m. CITY INVOCATION – Pastor Greg Morris of Parkway Church of God

6:05 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

6:07 p.m. PRESENTATION – Mayor Jacob R. Day

- Economic Development Week Proclamation

6:17 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:18 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- **October 8, 2018 Council Meeting Minutes**
- **October 8, 2018 Closed Session Minutes**
- **October 15, 2018 Special Meeting Minutes**
- **October 15, 2018 Work Session Minutes**
- **Resolution No. 2872**- approving the appointment of Jane Messenger to the Historic District Commission for term ending October 2021
- **Resolution No. 2873**- approving the appointment of Alexander McRae to the Bicycle and Pedestrian Advisory Committee for term ending October 2021

6:22 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller

- ITB A-19-101, Salisbury Fire Department EMS Medical Supplies

6:30 p.m. RESOLUTION – City Administrator Julia Glanz

- **Resolution No. 2874**- to change the Employee Handbook Section 0505(K.)(1.) Family Leave to require 12 months of employment after using paid parental leave

6:35 p.m. PUBLIC COMMENTS

6:45 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.salisbury.md](http://www.salisbury.md). 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 General Provisions Article § 3-305(b), by vote of the City Council.

**NEXT COUNCIL MEETING – November 13, 2018 (TUESDAY)**

- **Ordinance No. 2506- PUBLIC HEARING**/2<sup>nd</sup> reading – pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4-203 of the Land Use Article of the Annotated Code of Maryland to amend Chapter 17.196 Off-Street Parking and Loading Standards, Sections .020 E and H, .030 and .060, to reduce the number of vehicle parking spaces required and add requirements for bicycle parking
- **Ordinance No. 2507- PUBLIC HEARING**/2<sup>nd</sup> reading- pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4-203 of the Land Use Article of the Annotated Code of Maryland for the purpose of amending Section 17.76.020 A., to add Church or other place of worship as a permitted use in the Light Industrial District
- **Ordinance No. 2509-** 1<sup>st</sup> reading- appropriating grant funds from the DOJ Drug Court Grant

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**OCTOBER 8, 2018**

4  
5 **PUBLIC OFFICIALS PRESENT**

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

*Mayor Jacob R. Day*  
*Councilwoman April Jackson*  
*Councilman R. Hardy Rudasill*

10  
11 **IN ATTENDANCE**

12  
13 *City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Delegate Carl*  
14 *Anderton, Fire Chief John Tull, Deputy Fire Chief James Gladwell, City Planner Anne Roane,*  
15 *Salisbury Arts & Entertainment District Executive Director Jamie Heater, City Clerk Kimberly*  
16 *R. Nichols, City Attorney Mark Tilghman, interested citizens and members of the press.*

17 \*\*\*\*\*  
18 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

19  
20 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President*  
21 *John R. Heath called for a moment of silent meditation followed by the Pledge of Allegiance to*  
22 *the flag of the United States of America.*

23  
24 **PRESENTATIONS**

25  
26 • **Dysautonomia Awareness Month Proclamation**

27 *Mayor Jacob R. Day presented the proclamation declaring the Month of October 2018 as*  
28 *Dysautonomia Awareness Month in the City of Salisbury. Dysautonomia is an umbrella*  
29 *term used to describe several different neurological conditions caused by a malfunction of*  
30 *the autonomic nervous system, which controls all of the involuntary bodily functions that*  
31 *we normally take for granted – regulation of our blood pressure, heart rate, respiratory*  
32 *rate, digestion, kidney function, temperature control, pupil constriction and dilation, etc.*  
33 *Very serious problems in one or more of the systems can occur when the autonomic nerves*  
34 *become damaged. Raising awareness about the disease will help patients get diagnosed in*  
35 *a more timely manner, as many dysautonomia patients are undiagnosed or misdiagnosed*  
36 *for many years due to a lack of public and physician awareness.*

37  
38 • **Fire Prevention Week Proclamation**

39 *Mayor Day presented the proclamation declaring October 7 – 13, 2018 Fire Prevention*  
40 *Week in the City of Salisbury. Cooking is the leading cause of home fires while faulty or*  
41 *improper use of heating equipment and careless smoking are the leading causes of fire*  
42 *deaths. Mayor Day invited all citizens to join the City in continued support of the efforts*  
43 *of City Firefighters to educate the public on fire prevention.*

44  
45 *Fire Chief John Tull provided the history, facts and statistics concerning Fire Prevention*  
46 *Week, the longest running national public health and safety observance on record.*

47 **ADOPTION OF LEGISLATIVE AGENDA**

48

49 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve the legislative*  
50 *agenda as presented.*

51

52 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

53

54 *The Consent Agenda, consisting of the following items, was unanimously approved on a motion*  
55 *and seconded by Ms. Jackson and Mr. Rudasill, respectively:*

- **September 17, 2018 Work Session Minutes**
- **September 24, 2018 Regular Meeting Minutes**
- **October 1, 2018 Work Session Minutes**
- **Resolution No. 2869** – approving the re-appointment of Jordan Gilmore to Board of Zoning Appeals for term ending October 2021
- **Resolution No. 2870** – declaring that First Move Properties LLC is eligible to receive Enterprise Zone benefits for property located at 132 E Main Street, Salisbury, MD

56

57 **RESOLUTION** – presented by City Administrator Julia Glanz

58

- **Resolution No. 2871**– approving the surplus and donation of the city-owned real property located on West Zion Road, Salisbury, Maryland to Top Notch Metal Framing, LLC, and Charles Holland

61

62  
63 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Resolution*  
64 *No. 2871 as presented.*

65

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

67

- **Ordinance No. 2505**-2<sup>nd</sup> reading- approving a budget amendment of the grant fund account to appropriate funds received from the Maryland Smart Energy Communities Grant Program to convert City-owned streetlights to LED bulbs

70

71  
72 *Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous to approve*  
73 *Ordinance No. 2505 for second reading.*

74

- **Ordinance No. 2506**- 1<sup>st</sup> reading- pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4-203 of the Land Use Article of the Annotated Code of Maryland to amend Chapter 17.196 Off-Street Parking and Loading Standards, Sections .020 E and H, .030 and .060, to reduce the number of vehicle parking spaces required and add requirements for bicycle parking

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80  
81 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance*  
82 *No. 2506 for first reading.*

83

- 84 • **Ordinance No. 2507**- 1<sup>st</sup> reading- pursuant to Chapter 17.228 of Title 17, Zoning of the  
85 Salisbury Municipal Code and Section 4-203 of the Land Use Article of the Annotated Code  
86 of Maryland for the purpose of amending Section 17.76.020 A., to add Church or other  
87 place of worship as a permitted use in the Light Industrial District  
88

89 *Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous to approve*  
90 *Ordinance No. 2507 for first reading.*

- 91  
92 • **Ordinance No. 2508**- 1<sup>st</sup> reading – approving a budget amendment of the grant fund to  
93 appropriate funds for the 2018 National Folk Festival  
94

95 *Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance*  
96 *No. 2508 for first reading.*  
97

### 98 **PUBLIC COMMENTS**

99  
100 *President Heath welcomed Delegate Carl Anderton in the audience, and invited Grace Murdock,*  
101 *City of Salisbury “Secretary of Kindness” forward to the podium. She reported the following*  
102 *information regarding Salisbury becoming the first World Kindness USA City:*  
103

- 104 • *The City of Salisbury will soon complete the last two kindness performance indicators for*  
105 *designation as World Kindness USA City, the first city in the nation with the designation.*  
106 • *Dance for Kindness is scheduled for Sunday, November 11, 2018. Registration was just*  
107 *launched for the event at [www.danceforkindness.com](http://www.danceforkindness.com) where the link will be provided to*  
108 *learn the dance. The performance will allow the City to connect through kindness.*  
109 • *Sponsors include the Salisbury Arts and Entertainment, among other local sponsors.*  
110 • *There are no participant registration fees due to the sponsors.*  
111 • *The Dance for Kindness is one of the key events required in the World Kindness USA City*  
112 *designation.*  
113

### 114 **MOTION TO CONVENE IN CLOSED SESSION**

115  
116 *At 6:40 p.m., President Heath called for a motion to convene in Closed Session to consult with*  
117 *counsel to obtain legal advice on a legal matter in accordance with the Annotated Code of*  
118 *Maryland §3-305(b)(7). Mr. Boda moved, Mr. Rudasill seconded, and the vote was unanimous.*  
119 *Council immediately convened in Closed Session.*  
120

### 121 **CONVENE IN OPEN SESSION**

122  
123 *At 7:03 p.m., upon a motion and second by Mr. Ireton and Ms. Jackson, respectively, and approved*  
124 *by unanimous vote in favor, the closed session was adjourned and Council immediately convened in*  
125 *Open Session whereby President Heath reported that Council had met in Closed Session to receive*  
126 *legal advice from counsel on a contract.*  
127

128 *With no further business to discuss, the Legislative Session adjourned at 7:04 p.m.*  
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CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
OCTOBER 8, 2018

*TIME & PLACE:* 6:40 p.m., Government Office Building, Council Chambers, Room 301  
*PURPOSE:* to consult with counsel to obtain legal advice on a legal matter  
*VOTE TO CLOSE:* Unanimous (5-0)  
*CITATION:* Annotated Code of Maryland §§3-305(b)(7)  
*PRESENT:* Council President John “Jack” R. Heath, Mayor Jacob R. Day, Council Vice-President Muir Boda, Councilwoman April Jackson, Councilman James Ireton, Jr., Councilman R. Hardy Rudasill, City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Procurement Director Jennifer Miller, City Clerk Kimberly Nichols, and City Attorney Mark Tilghman

\*\*\*\*\*  
*The City Council convened in Legislative Session on October 8, 2018 in Council Chambers, Room #301 of the Government Office Building. At 6:40 p.m., Mr. Boda moved, Mr. Rudasill seconded, and the vote was unanimous to convene in Closed Session to consult with counsel on a legal matter.*

*Mayor Jacob R. Day recapped for Council the details of the proposed contract and City Attorney Mark Tilghman provided legal advice on the suggested language in the proposal.*

*At 7:03 p.m., the Closed Session adjourned on a motion by Mr. Ireton, which was seconded by Ms. Jackson and approved by unanimous vote in favor.*

*Council then immediately convened in Open Session and President Heath reported to the Public that Council had met in Closed Session and discussed a legal contract.*

*Thereafter, the Open Session adjourned.*

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

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

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **SPECIAL MEETING**

**OCTOBER 15, 2018**

4  
5 **PUBLIC OFFICIALS PRESENT**

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

*Council Vice-President Muir Boda*  
*Councilman James Ireton, Jr.*

9  
10 **PUBLIC OFFICIALS NOT PRESENT**

11  
12 *Mayor Jacob R. Day*  
13 *Councilman R. Hardy Rudasill*

14  
15 **IN ATTENDANCE**

16  
17 *City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Human Resources*  
18 *Director Jeanne Loyd, Department of Housing & Community Development Director Everett*  
19 *Howard, Sanitation Superintendent Ron Airey, City Clerk Kimberly Nichols, City Attorney Mark*  
20 *Tilghman, and interested citizens.*

21 \*\*\*\*\*  
22 *The City Council convened in a Special Meeting in Council Chambers on October 15, 2018 at*  
23 *4:30 p.m. Following a moment of silence and the Pledge of Allegiance to the flag of the United*  
24 *States of America, Council President Heath called the meeting to order at 4:32 p.m.*

25  
26 **ADOPTION OF LEGISLATIVE AGENDA**

27  
28 *Ms. Jackson moved, Mr. Ireton seconded and the vote was unanimous (4-0) to approve the*  
29 *Special Meeting agenda as presented.*

30  
31 **ORDINANCE** – *presented by City Attorney Mark Tilghman*

- 32  
33 • **Ordinance No. 2508** – *2<sup>nd</sup> reading – approving a budget amendment of the Grant Fund*  
34 *to appropriate funds for the 2018 National Folk Festival*

35  
36 *Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous (4-0) to approve*  
37 *Ordinance No. 2508 for second reading.*

38  
39 *With no further business to discuss, President Heath closed the Special Meeting at 4:35 p.m. The*  
40 *regularly scheduled Work Session immediately followed.*

41  
42 \_\_\_\_\_  
43 *City Clerk*

44 \_\_\_\_\_  
45 *Council President*

1 CITY OF SALISBURY  
2 WORK SESSION  
3 OCTOBER 15, 2018

4  
5 Public Officials Present  
6

7 Council President John R. Heath  
8 Council Vice-President Muir Boda  
9 Councilman James Ireton, Jr.

Mayor Jacob R. Day (arrived 4:57 p.m.)  
Councilwoman April Jackson  
Councilman R. Hardy Rudasill\*  
(\*teleconferenced into meeting at 4:52 p.m.)

11  
12 Present  
13

14 City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Human Resources  
15 Director Jeanne Loyd, Department of Housing & Community Development Director Everett  
16 Howard, Sanitation Superintendent Ron Airey City Attorney Mark Tilghman, City Clerk  
17 Kimberly Nichols, and interested citizens.  
18 -----

19 On October 15, 2018, the Salisbury City Council convened in a Special Meeting at 4:30 p.m.  
20 in Council Chambers, Room 301 of the Government Office Building.. The following is a  
21 synopsis of the Work Session that immediately followed the Special Meeting, at 4:35 p.m.  
22

23 **Parental Leave Policy Revision**  
24

25 Human Resources Director Jeanne Loyd joined Council and explained the policy revisions to  
26 require twelve (12) months of employment after using the Paid Parental Leave. A similar  
27 employment requirement policy exists within the Police Department. The new policy became  
28 effective on July 1, 2018 and five (5) employees so far have taken advantage of the leave time.  
29

30 Vice-President Boda asked if the policy was with FMLA's scope of approval, and City Attorney  
31 Tilghman said that FMLA does not require this benefit be given, and it was an extra benefit  
32 provided by the City of Salisbury. A contract will be prepared for each employee using the paid  
33 leave to agree that they will remain employed by the City for at least one year, or else be subject  
34 to the repayment schedule. If unable to return to work due to circumstances beyond the control  
35 of the employee, they would not be required to repay the City.  
36

37 Council reached unanimous consensus (4-0) to advance the legislation to legislative agenda.  
38

39 **Multi-Unit Trash Task Force Presentation**  
40

41 Deputy City Administrator Andy Kitzrow, Department of Housing & Community Development  
42 Director Everett Howard, and Sanitation Superintendent Ron Airey reported on the findings of  
43 the Multi-Unit Trash Task Force, formed to address the issues of unsightly, overflowing, trash  
44 corrals in disrepair at multi-unit complexes. The attached recommendations were passed out to  
45 Council and included as part of the minutes.  
46



47 Superintendent Airey reported that the Task Force did not create a policy, enforcement, or  
48 legislative solution to be introduced to the Mayor and Council. Instead, the task force decided to  
49 take a more amicable approach to enforcement through rapport building with property managers.  
50 Both he and Mr. Howard began building relationships with property managers by talking with  
51 them. Mr. Howard eased the 10-day citation process by implementing friendly reminders and  
52 giving 48 hours to remedy problems. The expedited notification process implemented by the task  
53 force addresses deplorable corral conditions within hours, not days.

54

55 Mr. Airey reported the task force recommended that any future construction within the City be  
56 mandated to acquire the services of a private contractor, such as Waste Management, and have  
57 corrals built specifically to accommodate front end trucks for trash service and recycling. He  
58 reported the task force also addressed multi-unit complex fees compared to single-family home  
59 fees. Multi-unit residents receive trash service three times per week versus the one time per week  
60 for single family homes, and it was unknown why multi-units receive service three times per  
61 week. Single family residents pay \$46 per quarter for trash service while multi-unit complexes  
62 pay \$46 per unit per quarter. The recommendation was for multi-unit complexes to have the  
63 option to cut back to one pickup time per week for \$46 per quarter, or else to pay an additional  
64 fee for the second and third weekly service in hopes that they will realize they must self-examine  
65 their situation, produce less trash, switch to private service, and implement a different system.  
66 Deputy Director Kitzrow added that they could adjust the FY20 Fee Schedule to address any  
67 recommended increases. They were also interested to know if increased fees would be passed on  
68 to the individual tenants or to the entire property collectively, as a whole. Since meeting with the  
69 area property managers, they have been more inclined to work with the City, the frequency of  
70 corrals in disarray has lessened and compliance when notified of rubbish has been much quicker.

71

72 Council questions and comments included the following:

73

- 74 • Mr. Heath- Once the complexes obtain their own service, will recycling be mandatory?  
75 (Answer- Yes)
- 76 • Mr. Boda- How many multi-unit complexes does the City serve? (Answer- About 40  
77 that use City services)
- 78 • Ms. Jackson- Did Property Managers from each area of the City attend the meeting  
79 held? (Answer- Yes, they were from all over the City.)
- 80 • Mr. Ireton- What would the fee be for additional pickups option? (Answer- Unknown,  
81 but the Finance Department would be asked for calculations upon implementation.)
- 82 • Mr. Rudasill- Thanked the Task Force for their work, wished the gap could be closed  
83 quicker, and was still very concerned with those dumping trash in other communities.

84

85 With nothing further to discuss, the Work Session adjourned at 5:06 p.m.

86

87

88 \_\_\_\_\_  
City Clerk

89

90

91 \_\_\_\_\_  
Council President



## MEMORANDUM

**To:** Julia Glanz, City Administrator  
**From:** Alyssa Massey, Administrative Office Assistant  
**Subject:** Appointment to the Historic District Commission  
**Date:** October 17, 2018

---

Mayor Day would like to appoint the following person to the Historic District Commission for the term ending as indicated.

| <u>Name</u>    | <u>Term Ending</u> |
|----------------|--------------------|
| Jane Messenger | October 2021       |

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

Attachment

cc: Mayor Day

Dear Jake,

It was great to meet you last Saturday at the Dressels' going away party. As I mentioned, I am interested in serving on the Historic District Commission.

A little bit about myself: I grew up in Salisbury and graduated from Parkside High School in 1982. I then went away to college and graduate school and finally started a 25-year career in the U.S. Foreign Service. The Foreign Service is a nomadic life so as soon as I could afford it, I purchased a house in Wicomico County so we could always have a place to call "home." Every house I have ever owned has been historic and I have renovated all of them so I have first-hand knowledge of the balancing act between maintaining the historical integrity of a structure and making it efficient and comfortable for modern use. My specific experience with old houses is the following:

- From 1994 - 2016 I owned and renovated a Victorian house in Nanticoke;
- From 1997 - 2011 I owned a 1776 house in Old Town Alexandria;
- From 2011 - 2016 I owned 406 Park Avenue in Salisbury's Newtown which was built in 1929 and was reportedly the first house in Salisbury built from blueprints;
- From 2014 - 2016 I owned and renovated "Beverly," an 18th century estate in Somerset county;
- I finally settled into my current residence at 900 Camden in 2016 where I have lived full-time since retiring from the Foreign Service in December 2017.

As you requested, I have attached my resume, though I can't say I have any "professional" experience with historic preservation. Nonetheless, I recognize that Salisbury has many wonderful gems in its historic districts. I would welcome the opportunity to work on behalf of the city to help ensure that this legacy is preserved.

Congratulations on your success as mayor. I hope I can contribute to your ongoing efforts to make Salisbury the best it can be.

Regards,  
Jane Messenger

# Jane S.W. Messenger

janemessenger9@gmail.com

202.714.2400

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## Professional Experience

### 1992 - 2017: Foreign Service Officer, U.S. Department of State

**8/2014-10/2017 – U.S. Embassy Kabul – Director – Strategic Communications/Office of Public Affairs:** Managed approximately \$50 million in multi-year grants aimed at countering violent extremism (CVE), increasing election transparency, and developing Afghanistan's media and communications sector. Supervised two Foreign Service Officers and four Locally Employed Staff (LES). Received Meritorious Honor Award in 2015.

**7/2013-14 – U.S. Embassy Luxembourg – Deputy Chief of Mission:** Oversaw the daily operations of U.S. Embassy Luxembourg, which has a staff of 26 Americans and 22 LES. Managed the Embassy budget of \$11.2 million. Oversaw the visit of 5 Supreme Court Justices for consultations with the European Court of Justice in February 2014.

**4/2012-13: Office of the Vice President – Special Advisor for South and Central Asia:** Advised the Vice President on U.S. national security policy related to South and Central Asia, particularly Afghanistan, Pakistan and India. Worked closely with the interagency community, especially DOD, NSS, State, and intelligence agencies.

**8/2011-12: Office of Western European Affairs – Deputy Director:** Supervised 6 officers on the Italy, Spain, Portugal, France and Malta desks. Coordinated the assignment process for these posts. Engaged European allies on such issues as the global economy, Afghanistan and Pakistan, Iraq, Iran, the Balkans, Africa and Libya.

**8/2009-11: U.S. Embassy Kabul – State Deputy Director – Interagency Provincial Affairs (IPA):** Served for two years as the Regional Coordinator for eastern Afghanistan, coordinating the activities of 14 Provincial Reconstruction Teams, 23 District Support Teams and 6 brigade task forces. Provided oversight to nearly 200 civilians working outside of Kabul. Supervised a 13-member IPA Management Section. Helped to implement the civilian uplift for all field positions in Afghanistan. Received Meritorious Honor Award and Superior Honor Award.

**08/2006-09: U.S. Embassy Helsinki – Economic Section Chief:** Led Embassy Helsinki's economic section. Covered trade, investment, terrorism finance and agricultural issues and supervised all other aspects of Helsinki's economic reporting, including environmental, science, technology and health issues.

**08/2003-05: Hungary Desk Officer:** As the only desk officer, coordinated all aspects of U.S. foreign policy toward Hungary. Supported numerous official visits by U.S. and Hungarian cabinet officials. Received two Meritorious Honor Awards in two years.

**2001-2003: The Salisbury School (TSS), Salisbury, MD: Director of Development:** Took a sabbatical from the State Department. Doubled TSS's annual giving, coordinated a capital campaign to finance a Middle School building, and conducted numerous fundraisers, including golf tournaments, galas, and silent auctions.

**08/2000-01: Economist- Intellectual Property Rights Office:** Handled the Mid-East, South Asia and Russia portfolio in the Intellectual Property Rights Office. Was the State Department lead on facilitating delivery of generic copies of patent-protected HIV/AIDS drugs to Africa. Awarded Meritorious Honor Award for reinvigorating interagency working group.

**08/1998-99: Croatia Desk Officer:** As the only desk officer, coordinated all aspects of U.S. foreign policy toward Croatia at a time when Croatia was a newly-independent country. Supported office effort during Kosovo war. Awarded Group Superior Honor Award.

**08/1997-98: Watch Officer:** Participated on select team of Foreign Service Officers who supported the Secretary of State in the Operations Center. Awarded Group Superior Honor Award.

**08/1995-97: U.S. Embassy Brussels:** Served one year as a political officer covering the justice and home affairs portfolio and one year as the housing officer managing a staff of 50 FSNs and 4 Americans and a housing pool of 350 units, including six official residences.

**08/1992-94: U.S. Consulate Karachi – Vice Consul:** Adjudicated immigrant and non-immigrant visa applications. Served as chief of the American Citizens Service unit. Received Meritorious Honor Award for work with American prisoners.

**1990-1992: Government Accounting Office - Evaluator:** Worked on separate congressionally-mandated reports on the impact of U.S. product liability laws on U.S.competitiveness, the rules governing official travel on government planes, and the efficiency of a certain fuel used in the space program.

**1986-1988: Barnard College, Assistant Director of Admissions:** Traveled throughout the U.S. to recruit students, conducted interviews, adjudicated applications and arranged special events for prospective students. Was offered a promotion to Associate Director of Admissions but chose to attend graduate school.

## Education

College/University

Degree

Year

Major

Columbia University  
Smith College

MIA  
BA

1990  
1986

International Affairs  
Economics

1 **RESOLUTION NO. 2872**

2  
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following  
4 individual is appointed to the Historic District Commission, for the term ending as  
5 indicated.

6  
7 

| <u>Name</u>    | <u>Term Ending</u> |
|----------------|--------------------|
| Jane Messenger | October 2021       |

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10  
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
12 Council of the City of Salisbury, Maryland held on October \_\_\_\_\_, 2018.

13  
14 ATTEST:

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16  
17 \_\_\_\_\_  
18 Kimberly R. Nichols  
19 CITY CLERK

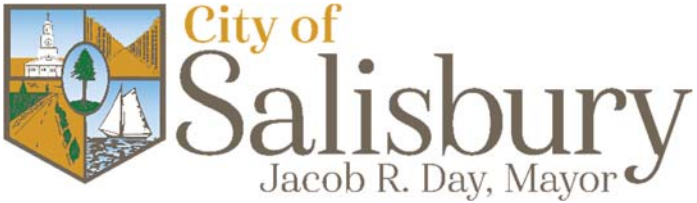
\_\_\_\_\_

John R. Heath  
PRESIDENT, City Council

20  
21  
22 APPROVED BY ME THIS

23  
24 \_\_\_\_\_ day of \_\_\_\_\_, 2018

25  
26  
27 \_\_\_\_\_  
28 Jacob R. Day  
29 MAYOR, City of Salisbury



## MEMORANDUM

**To:** Julia Glanz, City Administrator  
**From:** Alyssa Massey, Administrative Office Assistant  
**Subject:** Appointment to the Bicycle and Pedestrian Advisory Committee  
**Date:** October 17, 2018

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

| <u>Name</u>     | <u>Term Ending</u> |
|-----------------|--------------------|
| Alexander McRae | October 2021       |

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

Attachment

cc: Mayor Day



8579 Riggin Road  
Mardela Springs, MD 21837

11 October 2018

Bicycle Pedestrian Advisory Committee  
City of Salisbury, MD

Dear Members of the Bicycle Pedestrian Advisory Committee:

I would like to contribute my time and energy to further the mission of this Committee. I have some relevant experience to support bringing my perspective to this group.

I am a competitive bicycle racer with Ocean Velo Club. We train on many of the local roads. I am a voice on the team that reminds people to follow the laws when we are sharing the roads with other vehicular traffic. We also held a bicycle circuit race in Salisbury. We conducted community outreach before and following the event to ensure that needs of the residents were heard and addressed in order to continue hosting this event.

I am a member of the BikeSBY group founded by Matt Drew. With BikeSBY, I helped run a bike valet service to support Third Friday in the Arts and Entertainment district of downtown Salisbury. This free service encouraged people to ride their bikes to downtown events. Members of BikeSBY also had a table at Third Friday to advocate for bicycling for health, recreation and work.

These experiences demonstrate my commitment to promoting bicycling as a positive force in the community. I am looking forward to working with the committee to address the needs of pedestrians and cyclists for the City of Salisbury. Please contact me with any questions you may have about how I can be of service.

Sincerely,

Alexander McRae

armcrae@gmail.com

**Alexander Rives McRae**  
8579 Riggins Road

Mardela Springs, MD 21837

410.430.1444

## **PROFILE**

A professional teacher responsible for creating an engaging learning environment for students with a special focus on cooperative learning and problem solving.

## **EXPERIENCE**

### **TEACHER, TECHNOLOGY AND ENGINEERING EDUCATION**

Wicomico County Board of Education; Salisbury, Maryland 2007-Current

Teaching Technology and Engineering classes to students in grades six through twelve. Classes include: Technology and Engineering Education 6-8, Foundations of Technology and Engineering, Construction Technology and Engineering, Manufacturing Technology and Engineering, Communication Technology and Engineering, and Energy, Power, and Transportation Technologies and Engineering. Students create presentations, apply science and math principles, work cooperatively, and solve problems.

### **INSTRUCTOR**

Summer Scholars, Wor-Wic Community College, 2010-2015

Summer program for Gifted and Talented 3rd-5th graders. Focus of the one week program is utilizing the Lego NXT Mindstorms platform to accomplish a variety of goals.

### **FIRST LEGO LEAGUE COACH**

Mardela Middle and High School; Mardela Springs, Maryland 2009-Current

Started middle -school level team. Competed at regional level.

### **LONG -TERM SUBSTITUTE, TECHNOLOGY EDUCATION**

Somerset County Board of Education; Westover, Maryland January-June 2007

Taught Technology Education 8 and Foundations of Technology. Students explored technological impacts, created solutions to problems, and applied mathematical and scientific principles.

### **CABINETMAKING APPRENTICE**

Weaver Cabinet Shop; Salisbury, Maryland 2000-2004

Worked with a variety of woodworking equipment. Constructed custom cabinets and countertops. Held keys, responsible for installations.

## **EDUCATION**

UNIVERSITY OF MARYLAND EASTERN SHORE *Princess Anne, Maryland*

*Master of Career and Technology Education, 2012*

UNIVERSITY OF MARYLAND EASTERN SHORE *Princess Anne, Maryland*

*Bachelor of Science in Technology Education, 2006*

## **SKILLS**

Worked in a professional capacity with a variety of large woodworking equipment including shapers, 36-inch belt sanders, tablesaws, and 24-inch planers. Competent in construction methods and processes. Competent in a variety of word processing programs, spreadsheet programs, and presentation programs. Competent with programs for manipulating digital media including video, stills, and audio media. Competent with LEGO NXT programming language. Completed basic welding training with WorWic Community College.

**PROFESSIONAL AWARDS**

Maryland Teacher of Excellence 2018

TEEAM/ITEEA

**COMMUNITY SERVICE**

Seagull Circuit Race 2018

Ocean Velo Club/ Richard A. Henson Family YMCA

Governor's Volunteer Service Certificate, 2013

Bike-SBY

Outstanding Tourism Volunteer Award, 2012

Wicomico County Department of Recreation, Parks, and Tourism

Referee

Salisbury Roller Girls

ReStore Volunteer

Habitat for Humanity

**REFERRALS**

|                    |  |                     |                          |
|--------------------|--|---------------------|--------------------------|
| <i>Dave Harner</i> | <i>STEM Coordinator, Wicomico County</i> | <i>410.677.5146</i> | <i>dharner@wchoe.org</i> |
| <i>Bryan Ashby</i> | <i>CTE Supervisor, Wicomico County</i>   | <i>410.677.2090</i> | <i>bashby@wchoe.org</i>  |

1 **RESOLUTION NO. 2873**

2  
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following  
4 individual is appointed to the Bicycle and Pedestrian Advisory Committee, for the term  
5 ending as indicated.

6  
7 

| <u>Name</u>     | <u>Term Ending</u> |
|-----------------|--------------------|
| Alexander McRae | October 2021       |

8  
9  
10  
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
12 Council of the City of Salisbury, Maryland held on October \_\_\_\_\_, 2018.

13  
14 ATTEST:

15  
16  
17 \_\_\_\_\_  
18 Kimberly R. Nichols  
19 CITY CLERK

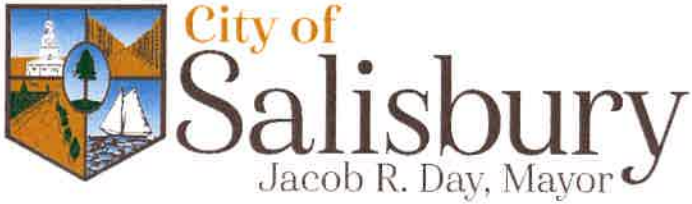
\_\_\_\_\_

John R. Heath  
PRESIDENT, City Council

20  
21  
22 APPROVED BY ME THIS

23  
24 \_\_\_\_\_ day of \_\_\_\_\_, 2018

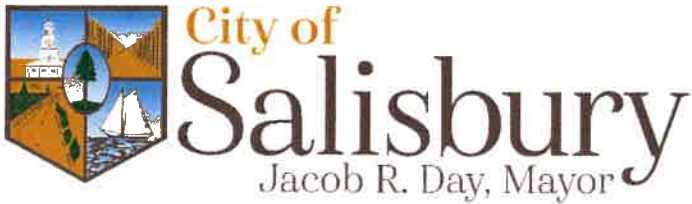
25  
26  
27 \_\_\_\_\_  
28 Jacob R. Day  
29 MAYOR, City of Salisbury



## **COUNCIL AGENDA – Award of Bids**

**October 22, 2018**

1. ITB A-19-101 \$37,000 (FY19 budget for EMS Medical Supplies)  
SFD EMS Medical Supplies



**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** October 22, 2018  
**Subject:** Award of Bid  
ITB A-19-101 EMS Medical Supplies

The Department of Procurement issued an Invitation to Bid for the purchase and delivery of EMS Supplies for the Salisbury Fire Department. The resulting award will constitute a “Requirements” contract. While the City has attempted to identify the estimated amounts of each item bid to cover its requirements, the quantity of items ordered may be different than that submitted for bidding. No minimum purchase was implied or guaranteed; thereby, the City reserves the right to decrease or increase the quantities acknowledged in the solicitation document, and said modifications do not constitute a change order. Additionally, the solicitation included a Contract Extension clause. This provides the City with the option to renew all or portions of this contract with the same terms and conditions as the original contract for two, (1) one-year terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor. All subsequent renewals shall be reviewed and processed by the Department of Procurement.

The City followed standard bidding practices by advertising in the Daily Times, posting the solicitation on the City of Salisbury’s Procurement Portal, notifying the City’s bidder list, and advertising on the State of Maryland’s website, eMaryland Marketplace. Fourteen (14) vendors submitted a bid by the due date and time of August 9, 2018, at 2:30 p.m., with one bid deemed non-responsive due to illegible and conflicting information.

The bid solicitation stated that it was the City’s intent to award by schedule, and that vendors who did not submit a complete schedule may be excluded from consideration; in either case, the award would be made in the best interest of the City. This criterion was established so that the Salisbury Fire Department could procure all or most items within a schedule from the same vendor, thereby creating efficiencies in the purchasing process. Bid prices were evaluated first by “lowest complete bid schedule” (all items within a category had bid prices supplied) and then by “lowest partial bid schedule” (most all items within a category had bid prices supplied). In the event of a partial bid schedule, we took great care to recommend an award to a vendor whose comparable pricing was lower and the number of no-bid items was minimized (missing two or fewer items so as to minimize the number of non-contract items and reduce the number of single-purchase vendors).

The vendors listed below were chosen as they were either the lowest complete bid schedule or the lowest partial bid schedule on comparable items, and in all cases to vendors whose products were as requested and not deemed to be inferior.

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Department of Procurement  
125 N Division St., #104 Salisbury, MD 21801  
410-548-3190 (fax) 410-548-3192  
[www.salisbury.md](http://www.salisbury.md)




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

| Schedule          | Description                                 | Vendor                                      | Complete or Partial Schedule |
|-------------------|---|---|------------------------------|
| A                 | Airway Supplies                             | Southeastern<br>Emergency Equipment         | Complete                     |
| B                 | Intravenous Supplies                        | Bound tree Medical, LLC                     | Partial (1 item No Bid)      |
| C                 | Glucometer Supplies                         | Concordance<br>Healthcare Solutions,<br>LLC | Complete                     |
| D                 | Trauma/Bleeding Supplies                    | Bound Tree Medical,<br>LLC                  | Complete                     |
| E                 | Misc. Supplies                              | Southeastern<br>Emergency Equipment         | Partial (1 Item No Bid)      |
| F                 | LifePak 15 Supplies                         | Bound Tree Medical,<br>LLC                  | Complete                     |
| G – Items 162-170 | Physio Control Supplies                     | Southeastern<br>Emergency Equipment         | Complete                     |
| G – Items 171-181 | Physio Control Supplies – no<br>substitutes | Stryker                                     | Complete                     |

An award to multiple suppliers affords the City the opportunity to purchase, by category, the most cost effective items in an efficient manner. Purchase orders will be issued as supplies are needed. The FY19 budget for EMS Supplies (24035-546016) is \$37,000.



## MEMORANDUM

**To:** Jennifer Miller, Director of Procurement  
**From:** John W. Tull, Fire Chief   
**Subject:** Invitation to Bid #ITB-A-19-101  
**Date:** August 24, 2018

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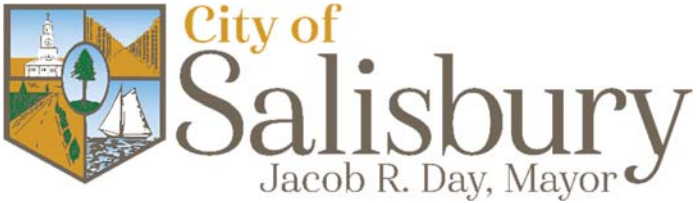
The Fire Department has completed its evaluation of the proposed EMS medical supplies from the qualified bidders as supplied by your Department. According to the established invitation to bid, the City reserves the right to award the contract to multiple vendors. With that being said, the Department would like to award Invitation to Bid #ITB-A-19-101 to the following vendors:

- |   |                                       |
|---|---------------------------------------|
| • Schedule "A" – Airway Supplies          | Southeastern Emergency Equipment      |
| • Schedule "B" – Intravenous Supplies     | Bound Tree Medical, LLC               |
| • Schedule "C" – Glucometer Supplies      | Concordance Healthcare Solutions, LLC |
| • Schedule "D" – Trauma/Bleeding Supplies | Bound Tree Medical, LLC               |
| • Schedule "E" – Miscellaneous Supplies   | Southeastern Emergency Equipment      |
| • Schedule "F" – LifePak 15 Supplies      | Bound Tree Medical, LLC               |
| • Schedule "G" – Physio Control Supplies  |                                       |
| ○ Items 162 – 170                         | Southeastern Emergency Equipment      |
| ○ Items 171 – 181                         | Stryker                               |

This request to award ITB-A-19-101 to the above-named companies is based on low-bid and Sole source items based on products that are tested and tied to our device specifications and clinical integrity and performance.

Should you have any questions or require additional information, please do not hesitate to contact me.





## MEMORANDUM

**To:** City Council

**From:** Julia Glanz, City Administrator and Jeanne Loyd, Human Resources Director

**Subject:** Paid Parental Leave Policy Update

**Date:** October 17, 2018

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The Mayor's Office recently recommended changes to the employee handbook to allow for a paid parental leave program in which City employees are entitled to take up to six weeks of fully paid leave in the event of child birth or adoption. The City Council passed the legislation to go into effect on July 1, 2018. In taking paid parental leave, employees will be able to exhaust their six weeks of parental leave time before using their accrued leave time.

The Mayor's Office and Human Resources Department is recommending a change to the recently adopted Paid Parental Leave program. The new policy would require 12 months of employment after using Paid Parental Leave. We have similar employment requirements with the Police Department.

The City of Salisbury is dedicated to providing staff with the most competitive benefits possible. We believe we are the first city our size to offer this benefit. Family is a strong value within the City and this benefit will enable our team to be fully present at work and home and not worry about how they will take off time when they return, to any number of needs that may arise.

Should you have questions, please do not hesitate to contact me or Human Resources for clarification.

1 RESOLUTION NO. 2874

2 A RESOLUTION OF THE CITY OF SALISBURY TO CHANGE THE EMPLOYEE  
3 HANDBOOK SECTION 0505(K.)(1.) FAMILY LEAVE TO REQUIRE 12 MONTHS OF  
4 EMPLOYMENT AFTER USING PAID PARENTAL LEAVE.

5  
6 WHEREAS, the City of Salisbury has an Employee Handbook; and  
7

8 WHEREAS, the Mayor's Office and the Human Resources Department have reviewed the  
9 Employee Handbook; and  
10

11 WHEREAS, the Mayor's Office and the Human Resources Department recommend  
12 making changes to the Employee Handbook to supplement FMLA coverage by extending  
13 financial support to employees who meet certain criteria and have newborn or adopted children;  
14 and  
15

16 WHEREAS, the City of Salisbury desires to require continued employment for a minimum  
17 of 12 months for any employee utilizing the Paid Parental Leave benefit; and  
18

19 WHEREAS, the recommended changes have been approved by the Mayor and reviewed  
20 by the City Council.  
21

22 NOW, THEREFORE, BE IT RESOLVED by the City of Salisbury, Maryland that Section  
23 0505(K.)(1.) of the Employee Handbook is amended by adding paragraph h. as follows:  
24

25 Chapter 5

26 Act, and to provide only the rights required thereunder.  
27

- 28 **h. To receive the Paid Parental Leave benefit, you must agree to remain in the**  
29 **employment of the City of Salisbury for a minimum of twelve (12) months**  
30 **following your return to work. If you elect not to return to work at the end of**  
31 **the leave period, or if you fail to remain in the employment of the City for a**  
32 **minimum of twelve (12) months following the end of the leave period, you**  
33 **must repay to the City all Paid Parental Leave received by you during the**  
34 **leave period. All Paid Parental Leave to which the City is entitled will be due**  
35 **and payable within thirty (30) days after written notice to you by the City.**  
36 **The amount owed will be equal to all sums paid to you or on your behalf by**  
37 **the City to the fullest extent permitted by law. If you are unable to return to**  
38 **work because of a serious health condition or other circumstances beyond**  
39 **your control, you will not be required to repay the City.**

40  
41  
42 Underlined and Bold indicate additions

43 ~~Strikethrough~~ indicate deletions  
44

45 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting  
46 of the City of Salisbury held on \_\_\_\_ day of \_\_\_\_\_ 2018, and is to become effective  
47 immediately upon adoption.

48

49 ATTEST:

50

51

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

\_\_\_\_\_

John R. Heath, President

53

Salisbury City Council

54 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2018.

55

56

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