

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

DECEMBER 10, 2018

PUBLIC OFFICIALS PRESENT

*Council President John “Jack” R. Heath
Council Vice-President Muir Boda
Councilman R. Hardy Rudasill (arrived 6:04 p.m.)*

*Mayor Jacob R. Day
Councilwoman April Jackson*

PUBLIC OFFICIALS NOT PRESENT

Councilman James Ireton, Jr.

IN ATTENDANCE

City Administrator Julia Glanz, Delegate Carl Anderton, Deputy City Administrator Andy Kitzrow, Fire Chief John Tull, City Clerk Kim Nichols, City Attorney Mark Tilghman, and interested citizens.

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President John R. Heath called the meeting to order and invited Pastor Greg Carlson from Park Seventh Day Adventist Church to the podium to provide the City Invocation, followed by the Pledge of Allegiance to the flag of the United States of America.

PRESENTATIONS

Mayor Jacob R. Day invited Fire Chief John Tull to the podium. Chief Tull spoke about Cardiopulmonary resuscitation (CPR) and cardiovascular disease, which accounts for nearly 837,000 deaths in the United States and is the leading global cause of deaths (17 million per year). About 2,300 Americans die of cardiovascular disease each day (1 death per 38 seconds). Over 350,000 people experience sudden cardiac arrest each year, and 92% of them die before reaching the hospital. Statistics prove that if more people knew CPR, more lives could be saved. Immediate CPR and access to an AED can double or triple the victim’s chance for survival.

Chief Tull said that Dr. Richard Goodin was alive because of the actions of those present. The following two awards were presented to each life saver: 1) City of Salisbury Fire Department CPR Awards were awarded in recognition of aiding in the saving of a life by initiating or performing CPR on a patient, and 2) the American Heart Association’s Heart Saver Hero Award in recognition of advancing the mission of the American Heart Association and emergency cardiovascular care through a courageous act in the effort to save a life.

Those civilians who received awards were: Dr. Andras Kovacs, Murayah Nieves, Eric Brumburgh, and Megan Evans. Awards were presented to the following Fire Department

members: Lt. Brian Lewis, FF/PM Tom Moore, FF/PM Matt McCormick, FF/EMT Michael Ozman, FF/EMT David Hoster, and FF/EMT Cameron Chance.

ADOPTION OF LEGISLATIVE AGENDA

Ms. Jackson moved and Mr. Rudasill seconded to approve the legislative agenda.

Mr. Boda moved to amend the agenda by adding Resolution No. 2896- to purchase improved real property, located at 610 Pearl Street, from Renya Ventura for rehabilitation and return to the City tax rolls, to the agenda directly following Resolution No. 2895. Ms. Jackson seconded, and the amendment to the agenda was unanimously approved on a 4-0 vote.

The legislative agenda, as amended, was adopted by unanimous vote in favor (4-0 vote).

CONSENT AGENDA – presented by City Clerk Kim Nichols

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

- **November 13, 2018** Council Meeting Minutes
- **November 13, 2018** Closed Session Minutes (separate envelope)
- **November 26, 2018** Council Meeting Minutes
- **Resolution No. 2886**- approving the appointment of Dr. Brante' C. Dashiell to the Parks and Recreation Committee for term ending December 2021
- **Resolution No. 2887**- approving the reappointment of Lee Beauchamp to the Salisbury Zoo Commission for term ending December 2021
- **Resolution No. 2888**- approving the reappointment of Ronald G. Alessi, Sr. to the Salisbury Zoo Commission for term ending December 2021
- **Resolution No. 2889**- approving the reappointment of Jeanne Mears to Friends of Poplar Hill Mansion Board of Directors for term ending December 2021
- **Resolution No. 2890**- approving the reappointment of Charles R. "Chip" Dashiell to Salisbury Wicomico Planning & Zoning Commission for term ending December 2023
- **Resolution No. 2891**- approving the reappointment of Timothy Meagher to the Disability Advisory Committee for term ending December 2021
- **Resolution No. 2892**- declaring that Pure Fitness LLC is eligible to receive Enterprise Zone benefits for property located at 600 Glen Avenue, Salisbury, Maryland
- **Resolution No. 2893**- authorizing an amendment to Resolution 2831 to amend a wording error

President Heath thanked Dr. Brante' C. Dashiell, Lee Beauchamp, Ronald G. Alessi, Sr., Jeanne Mears, Charles R. "Chip" Dashiell, and Timothy Meagher for serving on a board or committee.

AWARD OF BIDS – presented by Procurement Director Jennifer Miller

The Award of Bids, consisting of the following items, was unanimously approved (4-0 vote) on a motion by Mr. Boda that was seconded by Mr. Rudasill:

- *ITB A-19-106, Waverly Drive Cycle Truck and City-Wide Street Striping*
 (*Estimate for bid comparison purposes; POs issued as needed and funded) \$1,263,048.50
- *ITB 19-112 Dump Truck* \$ 134,595.00

APPROVAL OF FY18 AUDIT – presented by Timothy Sawyer of Barbacane, Thornton & Company, LLP

Mr. Timothy Sawyer from the auditing firm Barbacane, Thornton & Company, LLP and Finance Director Keith Cordrey joined Council at the podium. Mr. Sawyer summarized the results of the City’s Audit Report as of June 30, 2018 with an unqualified or clean audit opinion rendered by the auditing firm. There was an emphasis of matter paragraph in the report due to a new governmental accounting standard implementation required this year, implemented and included in the City’s financial statements. Internal control cycles tests included water and sewer billing and payroll transactions, all found to be operating as designed and effective. Last year, a test on cash disbursements was performed and updated this year to ensure controls were still operating as designated. All internal controls were working as designed.

The Single Audit Report examines the City’s compliance related to federal expenditures. No compliance issues were found, and an unmodified or clean audit opinion was rendered for the year.

President Heath asked about the impact of the Post Employment Benefits implementation. Mr. Sawyer said that most municipalities have been picking up a piece over the past several years, and the impact was not as significant as the pension implementation that happened several years ago.

President Heath applauded the Finance Department staff for the improvements in the systems and budget presentations over the past three years.

Mayor Day said it was not often the City has the opportunity to applaud the Finance Team. This is not only the second year in row the City has had an audit with no findings, but there are also no single management comments. Since Mr. Cordrey has been with the City, the audits have gotten increasingly better because of him and his staff.

Mr. Boda said that over the past two years with the structural changes (departments merging and changing), the City had no performance issues. He said it was a significant achievement, especially considering what took place within the department.

President Heath called for a motion to accept the audit as presented. Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0).

RESOLUTIONS – presented by City Administrator Julia Glanz

- **Resolution No. 2855-** *proposing the annexation to the City of Salisbury of certain area of land contiguous to and binding upon the Northerly Corporate Limit of the City of Salisbury to be known as the “Route 13 North-PennTex 2 Property Annexation” beginning for the same at a point on the Corporate Limit, said point lying on the easterly right-of-way line of*

U.S. Route 13 North Salisbury Boulevard, thence by and with the northerly line of the land of PTV I, LLC

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Resolution No. 2855.

President Heath switched seats with Vice-President Boda, who then presided over the remainder of the meeting.

- **Resolution No. 2856**- *adopting an annexation plan for a certain area of land contiguous to and binding upon the Northerly Corporate Limit of the City of Salisbury to be known as the "Route 13 North-PennTex 2 Property Annexation" beginning for the same at a point on the Corporate Limit, said point lying on the easterly right-of-way line of U.S. Route 13 North Salisbury Boulevard, thence by and with the northerly line of the land of PTV I, LLC*

Ms. Jackson moved, Mr. Heath seconded, and the vote was unanimous to approve Resolution No. 2856.

- **Resolution No. 2894**- *accepting donations from the Bless Our Children Campaign for the Santa's Workshop Program and approving such donations to a special purpose revenue fund*

Mr. Rudasill moved, Ms. Jackson seconded, and the vote was unanimous to approve Resolution No. 2894.

Resolution No. 2895- *2nd reading- to remove parking from Waverly Drive between Carroll Street and South Boulevard*

Mr. Rudasill moved, Ms. Jackson seconded, and the vote was unanimous to approve Resolution No. 2895.

- **Resolution No. 2896**- *to purchase improved real property, located at 610 Pearl Street, from Renya Ventura for rehabilitation and return to the City tax rolls*

Mr. Heath moved, Ms. Jackson seconded, and the vote was unanimous to approve Resolution No. 2896.

ORDINANCES – *presented by City Attorney Mark Tilghman*

- **Ordinance No. 2514**- *2nd reading- authorizing the Mayor to enter into a contract with the Maryland Department of Planning for the purpose of accepting grant funds in the amount of \$50,000, authorizing the Mayor to enter into a sub-recipient agreement with the Salisbury Arts & Entertainment District, Inc. and approving a budget amendment to the FY2019 grant fund to appropriate funds to for the 2018 National Folk Festival*

Ms. Jackson moved, Mr. Heath seconded, and the vote was unanimous to approve Ordinance No. 2514 for second reading.

- **Ordinance No. 2515**- 1st reading- approving a budget amendment of the Grant Fund and General Fund to appropriate funds from the United States Department of Homeland Security, Staffing for Adequate Fire & Emergency Response (SAFER) Grants Program, for the hiring of additional firefighting personnel to be used by the Fire Department in the protection and delivery of emergency services to the citizens of the Salisbury Fire District

Ms. Jackson moved, Mr. Heath seconded, and the vote was unanimous to approve Ordinance No. 2515 for first reading.

- **Ordinance No. 2516**- 1st 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 Hairdresser Shop as a permitted use in the Light Industrial District

Ms. Jackson moved, Mr. Heath seconded, and the vote was unanimous to approve Ordinance No. 2516 for first reading.

- **Ordinance No. 2517**- 1st reading- approving an amendment of the FY 2019 General Fund Budget to appropriate funding to the Business Development Marketing Fund

Ms. Jackson moved, Mr. Heath seconded, and the vote was unanimous to approve Ordinance No. 2517 for first reading.

PUBLIC COMMENTS

Delegate Carl Anderson announced this would be the last Council Meeting he would attend until April due to the upcoming Sessions in Annapolis. He thanked the Public for allowing him to represent Salisbury for the past four years and talked about some of the highlights during his last term (Highway User Revenues, wins in the Capital Budget for the City including Main Street and the Amphitheater, and the relationship built with Governor Hogan on projects such as the National Folk Festival). He wished everyone a great holiday season.

Vice-President Boda announced there would be a Work Session on December 17, 2019 and City Offices would be closed on December 24, 2018 for the holiday.

ADJOURNMENT

The Legislative Session adjourned at 6:57 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
DECEMBER 3, 2018

TIME & PLACE: 5:45 p.m., Government Office Building – Room 301
PURPOSE: To consider the acquisition of real property for a public purpose and matters directly related thereto
VOTE TO CLOSE: Unanimous (3-0)
CITATION: Annotated Code of Maryland §3-305(b)(3)
PRESENT: Council President John R. Heath, Council Vice-President Muir Boda, Councilman James Ireton, Jr., City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Department of Housing and Community Development Director Everett Howard, City Attorney Mark Tilghman, and City Clerk Kim Nichols
ABSENT: Mayor Jacob R. Day, Councilwoman April Jackson, and Councilman R. Hardy Rudasill

The City Council convened in Work Session in Room 301 in the Government Office Building at 4:36 p.m. At 5:45 p.m., President Heath called for a motion to convene in Closed Session to discuss the acquisition of real property for a public purpose in accordance with the Annotated Code of Maryland §3-305(b)(3).

Department of Housing and Community Development (DHCD) Director Everett Howard provided an in-depth description and assessment of the property considered for acquisition, and together with Council discussed the price, possible demolition options, and various ways in which the City could use the property for public use.

Council directed Administration and Mr. Howard to proceed with the acquisition of the property.

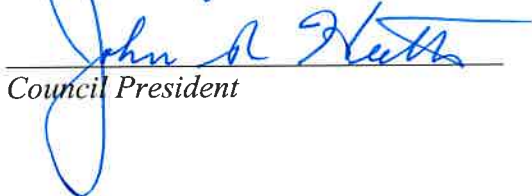
At 6:05 p.m. upon a motion and seconded by Mr. Boda and Mr. Ireton, respectively, and approved by unanimous vote in favor (3-0), the Closed Session adjourned.

Council immediately convened in Open Session and President Heath then reported that while in Closed Session Council had discussed the acquisition of real property for a public purpose.

Thereafter, with no further business to discuss, the Open Session adjourned at 6:06 p.m.



City Clerk



Council President



City of
Salisbury
Jacob R. Day, Mayor

COUNCIL AGENDA – Award of Bids

December 10, 2018

1. ITB A-19-106 \$1,263,048.50*
Waverly Drive Cycle Track and City-Wide Street Striping
(*Estimate for bid comparison purposes; POs issued as needed and funded)

2. ITB 19-112 \$ 134,595.00
Dump Truck

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



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: December 10, 2018
Subject: Award of Bid
ITB A-19-106 Waverly Drive Cycle Track and City-Wide Street Striping

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids for all labor, materials and equipment necessary to perform street traffic striping on Waverly Drive ("Schedule A"), with two additional pricing schedules ("Schedule B" and "Schedule C") requested to establish rates for similar street striping work needs throughout the City. "Schedule B" sought rates for striping 1500' linear feet or less; "Schedule C" sought rates for striping in excess of 1500' linear feet.

This 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 work 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.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times, and posting the solicitation on both the City of Salisbury's Procurement Portal and on the State of Maryland's website, eMaryland Marketplace. A total of two (2) vendors submitted bids by the due date and time of November 28, 2018 at 2:30 p.m.

Vendor	Bid Price
Zone Striping, Inc	\$1,263,048.50
Mid-Atlantic Marking	\$1,640,905.00

All vendors were deemed responsive and responsible, and the Department of Procurement hereby requests Council's approval to award Contract ITB A-19-106 to Zone Striping, Inc. from Glassboro, NJ, with subsequent annual renewals processed by the Department of Procurement. Purchase orders for specific tasks will be issued as needed, based on available funding.

Department of Procurement
125 N Division St., #104 Salisbury, MD 21801
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City of
Salisbury
 Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
 From: Amanda Pollack, Director, Department of Infrastructure & Development *AP*
 William White, Transportation Project Specialist
 Date: December 3, 2018
 Subject: Award of Bid for Contract # A-19-106, Waverly Drive Cycle Track and Citywide Street Striping

Contract No. A-19-106 bids were opened Wednesday, November 28, 2018 at 2:30 P.M. Bids were received from two (2) Striping Contractors. Bidders responded to stripe bicycle facilities at various locations within the City Limits of Salisbury, Maryland. The bid quantities for this contract were for reference only and in place only to establish locked-in rates for the term of the contract (one year, renewable up to two times); therefore, no actual funds will be awarded at this time. Purchase Orders will be processed, as needed, per assignment to the Contractor. The bidders and base bids are as follows:

Zone Striping, Inc.	\$1,263,048.50
Mid-Atlantic Marking	\$1,640,905.00

The lowest bidder Zone Striping, Inc., submitted a bid in the amount of \$1,263,048.50. This bid is \$377,856.50, or 23% lower than the next lowest bid. Zone Striping has successfully completed striping work for the City of Salisbury in past years as a sub-contractor and as the responsible party. Department of Infrastructure & Development (DID), upon review and evaluation of the responsive and responsible bids submitted, recommends this contract be awarded to Zone Striping Inc., the lowest bidder.

Funding is provided from multiple accounts. The City of Salisbury maintains an Annual Citywide Street Maintenance account that is utilized to restripe throughout the City in association with resurfacing projects. The funding for this work is a line item in the Adopted FY19 budget: 31000-534318 Citywide Street Maintenance. Additionally, the City maintains funds for bike facilities to include Striping. The funding for this work is in the budget under 98118-513026-48046 Bike Masterplan Implementation and 98119-513026-48048 Urban Greenway.

As this contract is intended to lock rates in for the specified time frame, no award of fund shall be made at this time; as work becomes available individual purchase orders will be issued to the contractor.

Amanda Pollack

Amanda Pollack, P. E.
 Director, Department of Infrastructure & Development



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: December 10, 2018
Subject: Award of Bid
Contract ITB 19-112 Dump Truck

The Department of Procurement received a request from the Department of Field Operations to purchase a dump truck (cab, chassis and body) through Baylor, Inc (DBA International of Delmarva), utilizing a cooperative purchasing contract issued by the State of Delaware.

Per Section SC 16-3 "General Policy of Competitive Bidding, Exceptions" of the City of Salisbury Charter, competitive bidding procedures performed by the City of Salisbury are not necessary or appropriate in the following circumstance:

"(9) Contracts in which the City receives a contract price negotiated by the State, County, or other governmental entity pursuant to a valid contract."

This Charter designation, therefore, allows the City of Salisbury to participate in competitive solicitations issued and awarded by other governmental entities such as the State of Delaware. Contract GSS-16617 Heavy Duty Trucks, was issued as a Request for Proposals on February 23, 2016, by the State of Delaware, for the purpose of identifying a vendor(s) and executing a contract to purchase multiple types of Heavy Duty Trucks. As a publicly competed contract, this contract was then made available for use by other states and governmental entities through a participating addendum. After verifying the contract pricing, terms and conditions, the City of Salisbury Department of Procurement sought and received approval from the State of Delaware Director of Government Support Services to participate in the aforementioned contract.

There are sufficient funds in account 31150-577025 (Streets-Vehicles) to purchase the requested truck.

The Procurement Department requests Council's approval to award Contract ITB 19-112 to International of Delmarva, in the amount of \$134,595.00

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City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Jennifer Miller, Director of Procurement
From: William Sterling, Transportation Superintendent
Subject: Recommendation for Award of Bid for a 2019 International Dump Truck
Date: December 4, 2018

During the FY19 budget process, funding was approved for Street Department to purchase one (1) dump truck. A bid proposal was submitted by International of Delmarva, Inc. in accordance to #GSS 16617 Heavy Truck Delaware Contract.

Please allow this memorandum to serve as the formal department recommendation to award the bid to International of Delmarva in the amount of \$134,595.00 to purchase one (1) International HV507 SFA 4X2 (HV507) with Stainless Steel Dump Body. Funding for this project can be found in account number 31150-577025.

Please add this to the award of bids content for the earliest possible Council Legislative Agenda.

Prepared For:
CITY OF SALISBURY
Bill Sterling
North Divison St and Route
SALISBURY, MD 21801-
(410)548 - 3177
Reference ID: no plow spreade

Presented By:
INTL OF DELMARVA
Beth Brittingham
PO BOX 2135
SALISBURY MD 218022135
410-546-1122

Thank you for the opportunity to assist you with your new truck requirements. I look forward to working together to provide you the right truck to to exceed all expectations. Attached, you will find the specifications for your review. Please look these over closely and feel free to contact me with any questions or changes. I appreciate the opportunity to earn your business.

Sincerely,
Beth Brittingham
Sales Manager
INTERNATIONAL OF DELMARVA
EASTON TRUCK CENTER
(410) 310-9169

Model Profile
2020 HV507 SFA (HV507)

AXLE CONFIG:	4X2
APPLICATION:	Front Plow with spreader
MISSION:	Requested GVWR: 35000. Calc. GVWR: 35000 Calc. Start / Grade Ability: 41.08% / 3.13% @ 55 MPH Calc. Geared Speed: 67.5 MPH
DIMENSION:	Wheelbase: 179.00, CA: 104.00, Axle to Frame: 71.00
ENGINE, DIESEL:	{Cummins L9 300} EPA 2017, 300HP @ 2000 RPM, 860 lb-ft Torque @ 1300 RPM, 2200 RPM Governed Speed, 300 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-12-143A} Wide Track, I-Beam Type, 12,000-lb Capacity
AXLE, REAR, SINGLE:	{Dana Spicer S23-190} Single Reduction, Hypoid Gearing, 23,000-lb Capacity, R Wheel Ends Gear Ratio: 5.25
CAB:	Conventional
TIRE, FRONT:	(2) 11R22.5 Load Range H ENDURANCE RSA (GOODYEAR), 496 rev/mile, 75 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range G G622 RSD (GOODYEAR), 497 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	23,500-lb Capacity, Vari-Rate Springs
PAINT:	Cab schematic 100WK Location 1: 4421, School Bus Yellow (Std) Chassis schematic N/A

<u>Description</u>	(US DOLLAR)	<u>Price</u>
Net Sales Price:		\$134,595.00
PER DELDOT CONTRACT GSS-16617-HEAVY_TRUCK		

Please review these specifications closely and contact me with any questions or changes you would like to make. We are confident you will appreciate the quality and durability of the International product.

Sincerely,
Beth Brittingham
Sales Manager
INTERNATIONAL OF DELMARVA
EASTON TRUCK CENTER

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.



November 30, 2018

Ms. Beth Brittingham
Baylor Truck Center
9433 Ocean Gateway
Easton, MD 21601

RE: City of Salisbury, MD

We propose to furnish and install on customer supplied proper chassis with bucket seats, 104" useable C/A, automatic transmission with an Allison 3500 RDS series, integral front frame extension reinforced, plow light option, International codes included and trailing package with electrical lines run to the end of the chassis. Chassis to be drop shipped to Godwin Manufacturing with freight back to successful dealer.

10' 403U with 36" sides, 3/16" body, 1/4" Floor, 201-2B Stainless Steel
24" Cab protector
Asphalt chute
Air tailgate with Donovan hinges and inverted "V"
Oak boards (painted black)
820SFDA-10 P22 Hoist
Hot Shift PTO
Manual Central Hydraulics
Hydraulics to front for snow plow operation, includes JIC quick disconnect fittings
Hydraulics to rear for inverted VEE spreader operation with JIC quick disconnect fittings
Hide-A-Step with grab handles (passenger side)
Front corner post and grip strut walk rod
Hydra tarp with mesh cover
Dual amber beacons on top of cab protector
Steel front mud guards and rear rubber flaps
BP200 pintle hitch with D-rings (30"-31")
Electric brake control with 6-pin plug
Adapt factory supplied glad hands and 7-pin plug
84"x36"x24" Aluminum behind the cab toolbox
Back up alarm
Plow lights and brackets
Front bumper reinforcement
Installed and delivered to Salisbury, MD

Thank you,
Allan Mielke
410-820-7710
Fax 410-820-9514