



## CITY OF SALISBURY CITY COUNCIL AGENDA

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**May 13, 2019**

**Government Office Building**

**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

6:02 p.m. MOMENT OF SILENT MEDITATION

6:03 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

6:04 p.m. PRESENTATIONS

- Public service presentation by Pierre Medina, President of Haitian Association
- EMS Week Proclamation
- Safe Boating Week Proclamation
- Maternal Mental Health Awareness Month Proclamation

6:30 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:31 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- **April 1, 2019** Work Session minutes
- **April 8, 2019** Regular Meeting minutes
- **April 16, 2019** Special Meeting minutes
- **April 22, 2019** Regular Meeting minutes
- **Resolution No. 2938**- to approve a service and equipment lease agreement between the City of Salisbury and the Wicomico County Board of Elections
- **Resolution No. 2939**- to accept a donation of a bronze statue from the Salisbury Zoo Commission for the Salisbury Zoological Park
- **Resolution No. 2940**- declaring that Northwood Professional Center LLC is eligible to receive Enterprise Zone benefits for property located at 2324 West Zion Road, Salisbury, MD
- **Resolution No. 2941**- approving the appointment of Melissa Cervantes to the Salisbury Zoo Commission for term ending May 2022
- **Resolution No. 2942**- approving the appointment of Elise Trelegan to the Sustainability Advisory Committee for term ending May 2022
- Approving the Manufacturing Exemption request for Clean Air Filters, LLC

- Approving the Manufacturing Exemption request for Machining Technologies, Inc.

6:36 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller

- RFP 10-15, Change Order #8, WWTP Construction Management and Inspection
- Declaration of Surplus, SPD Duty Weapons (2) and horse trailers (2)

6:45 p.m. RESOLUTIONS – City Administrator Julia Glanz

- **Resolution No. 2943**- approving a loan to Shamrock Hospitality Group, LLC from the City's Revolving Loan Fund to assist in the purchase of restaurant equipment at 100 E Main Street, Suite 111, Salisbury, MD
- **Resolution No. 2944**- to surplus City-owned property located between the Riverwalk and the property currently known as Parking Lot #16 and to accept the assignment of the land disposition contract from Davis Simpson Holdings, LLC to BKR Holdings, LLC for the redevelopment of parking lot #16

6:55 p.m. **PUBLIC HEARINGS – Mayor's Proposed FY20 Budget, Water & Sewer Rates, Fees, and Constant Yield Tax Rate** – City Attorney Mark Tilghman

- **Ordinance No. 2539**- appropriating the necessary funds for the operation of the government and administration of the City of Salisbury for the period July 1, 2019 to June 30, 2020, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina and Storm Water Funds
- **Ordinance No. 2540**- to establish that there is no rate change for water and sewer rates. It is effective for all bills dated October 1, 2019 and thereafter unless and until subsequently revised or changed.
- **Ordinance No. 2541**- to set fees for FY2020 and thereafter unless and until subsequently revised or changed
- **Constant Yield Tax Rate**

7:30 p.m. ORDINANCE – presented by City Attorney Mark Tilghman

- **Ordinance No. 2542**- 1<sup>st</sup> reading- approving an amendment of the FY19 Budget to appropriate funds for street resurfacing and concrete repair
- **Ordinance No. 2543**- 1<sup>st</sup> reading- approving a budget amendment of the FY19 General Fund to appropriate funds for attorney fees

7:40 p.m. PUBLIC COMMENTS

7:45 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 – (TUESDAY) May 28, 2019**

- **Ordinance No. 2542**- 2<sup>nd</sup> reading- approving an amendment of the FY19 Budget to appropriate funds for street resurfacing and concrete repair
- **Ordinance No. 2543**- 2<sup>nd</sup> reading- approving a budget amendment of the FY19 General Fund to appropriate funds for attorney fees

1 CITY OF SALISBURY  
2 WORK SESSION  
3 APRIL 1, 2019  
4

5 Public Officials Present  
6

Council President John R. “Jack” Heath Vice President Muir Boda  
Councilwoman Angela M. Blake Councilwoman April Jackson

7  
8 Public Officials Not Present  
9

10 Mayor Jacob R. Day  
11 Councilman James Ireton, Jr.  
12

13 In Attendance  
14

15 City Administrator Julia Glanz, Department of Infrastructure and Development (DID) Director  
16 Amanda Pollack, Transportation Project Specialist Will White, City Clerk Kim Nichols, City  
17 Attorney Mark Tilghman, interested citizens and members of the press.  
18 -----

19 On April 1, 2019 Salisbury City Council convened in Work Session at 4:30 p.m. in Council  
20 Chambers, Room 301 of the Government Office Building. The following is a synopsis of the  
21 topics discussed in the Work Session.  
22

23 **Resolution in opposition to offshore drilling**  
24

25 DID Director Amanda Pollack and Sustainability Advisory Committee (Green Team) member  
26 /Oceana Mid-Atlantic Campaign Organizer Matthew Heim joined Council. Ms. Pollack said that  
27 in December 2018 the Green Team heard a presentation by Mr. Heim about offshore drilling and  
28 seismic testing and formed a sub-committee to work on a resolution in opposition of offshore  
29 drilling. The committee voted on March 6, 2019 to forward the resolution to the City.  
30

31 Mr. Heim provided the following supportive background: President Trump’s administration has  
32 proposed to allow offshore drilling and exploration for oil and gas in the Atlantic Ocean,  
33 including areas off of the Delmarva Peninsula and the Chesapeake Bay. Oceana and other local  
34 partners are trying to prevent this due to the potential ecological damage from offshore drilling  
35 spills and the exploratory process when a seismic air gun continually sounds off every few  
36 seconds. Currently, five companies plan to conduct surveys off the Mid-Atlantic coast. Because  
37 they are proprietary, they overlap; meaning the same area of the ocean can be mapped multiple  
38 times. There are great concerns are for the whales, dolphins, fish, turtles, and crabs in the ocean.  
39

40 Oceana has secured resolutions from several Maryland jurisdictions including Ocean City,  
41 Worcester County, Berlin, Ocean Pines Chamber of Commerce, Crisfield, St. Mary’s County,  
42 Annapolis, and Baltimore. City of Havre de Grace and the Town of Hurlock are also considering.  
43

44 President Heath asked how long each mapping exercise would take. Mr. Heim said each one  
45 would take approximately eight weeks, with the total number of days being in the hundreds.  
46 Some would take place simultaneously in the same body of water.

47  
48 Council reached unanimous consensus to advance the resolution to legislative agenda.  
49

50 **Presentation of Proclamation**

51  
52 City Administration Julia Glanz read the proclamation declaring April 1 – 7, 2019 as “Salisbury  
53 Poetry Week” in the City of Salisbury. She invited the Public to attend Jane Satterfield’s Eastern  
54 Shore Voices Poetry Reading at Salisbury University’s Commons on April 4, 2019 at 7:00 p.m.  
55 at which time the City would reveal the City of Salisbury’s first Poet Laureate.  
56

57 **Resolution to adopt Vision Zero and establish a task force**

58  
59 Ms. Pollack and Transportation Project Specialist Will White joined Council. Ms. Pollack  
60 explained the initial resolution would adopt Vision Zero as the City’s Traffic and Engineering  
61 Design Standard, establish a task force with the goal to end traffic fatalities and serious injuries  
62 by January 1, 2030, and adopt a Vision Zero Action Plan by July 1, 2020. Annual progress  
63 reports would be presented to Council. She also discussed the task force membership.  
64

65 **Council’s comments**

66  
67 President Heath announced the Eastern Shore Drive Task Force public meeting would be held on  
68 April 4, 2019 at 10:00 a.m. at Salisbury University. He said the businesses on Eastern Shore Dr.  
69 were invited and many planned to attend. Mr. Ireton requested this be placed on a Work Session.  
70

71 Ms. Jackson asked why Salisbury did not continue membership with the National League of  
72 Cities (NLC). She thought the conference information was interesting, and officials from other  
73 municipalities have shared how valuable they find the organization. Council President said there  
74 had been no interest in attending the conferences and the City received very little benefit from  
75 the \$8,000 membership fee. Ms. Glanz indicated cost-benefit was the sole reason for dis-  
76 continuing membership and thought anyone could attend their conferences by paying the non-  
77 member fee. Mr. Boda agreed it was solely a budgetary decision as the City was more involved  
78 with MML since most of our attention was at the State level.  
79

80 Mr. Heath announced the Coffee With Your Council would be held at Bethany Lutheran Church  
81 on Tuesday, April 2, 2019 at 6:00 p.m. and invited the public to attend.  
82

83 Mr. Boda reported the Wicomico Library’s Light of Literacy Awards would be held on April 25,  
84 2019 at 8:00 a.m. to 10:00 a.m. at the Wicomico Civic Center.  
85

86 With no further business to discuss, the Work Session adjourned at 4:54 p.m.  
87

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

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91  
92 Council President

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**APRIL 8, 2019**

4  
5 **PUBLIC OFFICIALS PRESENT**

6  
7 Council President John “Jack” R. Heath Vice-President Muir Boda  
8 Councilwoman Angela Blake Councilman James Ireton, Jr.  
9 Councilwoman April Jackson

10  
11 **PUBLIC OFFICIALS NOT PRESENT**

12  
13 Mayor Jacob R. Day

14  
15 **IN ATTENDANCE**

16  
17 Deputy City Administrator Andy Kitzrow, DID Director Amanda Pollack, Procurement Director  
18 Jennifer Miller, Business Development Director Laura Soper, Police Chief Barbara Duncan,  
19 Building Official William Holland, Project Specialist Will White, Deputy Fire Chief James  
20 Gladwell, City Clerk Kim Nichols, City Attorney Mark Tilghman, interested citizens and  
21 members of the press.

22 \*\*\*\*\*

23 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

24  
25 On April 8, 2019, the City Council met in regular session at 6:00 p.m. in Council Chambers.  
26 Council President John R. Heath called the meeting to order and invited Pastor Dana Stauffer  
27 of the Fruitland Campus–Emmanuel Wesleyan Church to the podium to provide the City  
28 Invocation, followed by the Pledge of Allegiance to the flag of the United States of America.

29  
30 **ADOPTION OF LEGISLATIVE AGENDA**

31  
32 Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous to approve the legislative  
33 agenda.

34  
35 **PRESENTATION**

- 36  
37 • Maryland's Community Solar Pilot Program - presented by Eric Misbach, Associate  
38 Director, Community Solar Operations of Nexamp

39  
40 Eric Misbach, Community Solar Operations Associate Director of Nexamp, made a  
41 presentation about Nexamp’s community solar farm on Kent Island, which was built to  
42 serve most of the Eastern Shore, including the City of Salisbury. He reported that  
43 Nexamp held a public information session on 4/6/19 at the Wicomico Library, and  
44 another session was scheduled for 4/9/19 at 6:00 p.m. at the Library. Several years ago  
45 the State Legislature and the Public Service Commission (PSC) created rules around  
46 Maryland’s clean energy goals, one being the Community Solar PILOT Program.

47 Community solar has become popular nationwide, and Maryland has recently enacted  
48 the policy to allow companies to build large solar arrays and share the solar power with  
49 individual households. The PSC requires that portions of solar farms be reserved for the  
50 low and moderate-income population to ensure solar power is accessible and affordable  
51 to those who could most benefit from electricity savings and cannot afford to install solar  
52 panels. This project falls under the rule that more than half has to be reserved for the low  
53 and moderate-income population. The solar farm has been half filled with households  
54 that want to participate, and the remaining portion is reserved for the lower income  
55 population or for organizations and institutions serving the lower income population  
56 including affordable housing developments, non-profits, governmental agencies, etc.) It  
57 is free to sign up to the program, available to everyone, and has no cancellation fee.  
58 There will be a 10% savings on electricity through the solar farm and has been reserved  
59 for households that fall under the requirements.

60  
61 Ms. Blake asked how the company defined low to moderate income, and Mr. Misbach  
62 said it was defined as 80% or below of the state's median household income, defined by  
63 the number of people in the household. For a household of four, it is less than or equal to  
64 \$71, 900.00. For a single resident or a household of one, it is less than \$50,000.00. They  
65 do not ask for tax returns or proof in income, and only ask for verbal confirmations.

66  
67 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

68  
69 The Consent Agenda, consisting of the following items, was unanimously approved on a motion  
70 and seconded by Ms. Blake and Mr. Boda, respectively:

- 71
- March 4, 2019 Closed Session Minutes
  - March 11, 2019 Regular Meeting Minutes
  - March 18, 2019 Work Session Minutes
  - Resolution No. 2929- declaring that APPI Energy and 112 Market Street LLC are eligible to receive Enterprise Zone benefits for property located at 112 E Market Street
  - Resolution No. 2930- declaring that 112 E Market Street LLC is eligible to receive Enterprise Zone benefits for property located at 120 E Market Street
  - Resolution No. 2931- approving the appointment of William Knopf to the Sustainability Advisory Committee for term ending April 2022
  - Resolution No. 2932- approving the re-appointment of Charles Simms to the Sustainability Advisory Committee for term ending April 2022

**AWARD OF BIDS** – presented by Procurement Director Jennifer Miller

The Award of Bids, consisting of the following items, was unanimously approved on a motion by Ms. Jackson that was seconded by Mr. Ireton:

- RFP 19-110, Main Street Master Plan Phases I & III Construction \$5,100,000.00
- ITB 125-19, Change Order #1, Main Street Block 3 and Riverwalk Landscape Architecture \$ 846,303.52

- *RFP 19-113, CA & Inspection Services for Main Street Master Plan Phases I & III* \$ 326,589.00
- *Declaration of Surplus, 2003 Ford Focus (Field Operations-Parking Division)* \$ 0.00

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**PUBLIC HEARINGS/RESOLUTIONS** – presented by Deputy City Administrator Andy Kitzrow

*President Heath asked for anyone wishing to speak in any of the three Public Hearings to stand and be sworn in by City Clerk Kim Nichols. Mrs. Nichols swore in five (5) people.*

- **1410 West Road Boundary Adjustment- Resolution No. 2914-** *pursuant to the authority of Article XI-E., Constitution of the State of Maryland, and Section 4-301, et seq., Subtitle 3, Title 4, Division II and Section 4-401, et seq., Subtitle 4, Title 4, Division II, Local Government Article, Annotated Code of Maryland, for the purpose of amending its corporate limits as required in its Charter (SC1-2), which covers the descriptions of the lands that make up the City, to correct an inadvertent property description involving a parcel of land owned by Kevin Leonard Smith, Jr., which was included in a prior annexation near Queen Avenue and West Road*

*Mr. Ireton moved and Ms. Jackson seconded to approve Resolution No. 2914. Mr. Kitzrow then presented the resolution.*

*Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous to amend Resolution No. 2914 as read by Mr. Kitzrow.*

*President Heath opened the Public Hearing at 6:33 p.m., and as there were no requests to speak, immediately closed the Public Hearing.*

*Resolution No. 2914, as amended, was approved by unanimous vote in favor.*

- **Route 13 North-PennTex 2 Property Annexation- Resolution No. 2927-** *proposing the annexation to the City of Salisbury of 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” the southerly boundary of which begins at a point on the Corporate Limit, said point lying at the intersection of the easterly right-of-way line of U.S. Route 13, North Salisbury Boulevard, and the northerly boundary line of the lands of PTV I, LLC, thence running in an easterly direction by and with the northerly line of the lands of PTV I, LLC*

*Ms. Jackson moved and Mr. Boda seconded to approve Resolution No. 2927. Mr. Kitzrow then presented the resolution.*

*President Heath opened the Public Hearing at 6:38 p.m. The following comments were received by four members of the public:*



- 114 ➤ *Thanked the neighbors for being part of the process. Bringing the project into the*  
115 *City will improve the community. With the landscaping and improved site layout,*  
116 *the developer believes this will be a superior project to what it may have been had it*  
117 *remained in the County. They tried to address all of the neighbors' concerns.*
- 118 ➤ *In January, the speaker spoke about environmental concerns and was gratified that*  
119 *Council gave more time to consider the environmental impact. (Letter to Council*  
120 *from this speaker, dated April 1, 2019, is attached and made part of these minutes.)*
- 121 ➤ *Leonard's Mill Pond and the system of ponds in Wicomico County are sensitive*  
122 *areas in terms of the ecosystems, flora, and fauna that inhabit the areas.*
- 123 ➤ *The County Comprehensive Plan contained narrative regarding recognizing the*  
124 *value of the County's natural resources. She asked to ensure that new development*  
125 *and redevelopment minimizes pollutant loadings and runoffs from sites through*  
126 *implementing sediment, stormwater and erosion control plans and practices.*
- 127 ➤ *Deteriorating of sensitive areas not only occurs by development activities on site*  
128 *but also by the increase of impervious surface, water runoff and non-point source*  
129 *pollution elsewhere in the watershed. In addition to regulating and controlling*  
130 *growth on the sensitive areas and its fringes, a comprehensive approach is*  
131 *necessary to guide new development and have minimum impact on the natural*  
132 *resources.*
- 133 ➤ *The plan appeared there would be clear cutting up to the water edge and a pier*  
134 *over the pond where people could dine. Speaker asked Council to provide an*  
135 *easement in perpetuity of a tree line to filter the runoff from the parking lots of the*  
136 *two restaurants to be built. It would impede the view from the restaurant onto the*  
137 *pond, but the health of the whole ecosystem needs to be considered.*
- 138 ➤ *There is precedent in the County and City for a perpetual easement. When the*  
139 *Clairmont Village was developed in the 30's by the Booth brothers, South*  
140 *Clairmont was horseshoe shaped. When the Clairmont Center was proposed, the*  
141 *City made a perpetual easement (a brick wall) as part of the development process.*  
142 *The brick wall ran from Lorecrop to College Avenue, and is still there. No noise or*  
143 *light pollution penetrates beyond the wall.*
- 144 ➤ *Council has the authority to order a perpetual easement in the development process*  
145 *that would be a barrier and enhance the value of the PennTex property, ensure a*  
146 *natural filter, and maintain the view for the residents.*
- 147 ➤ *Discussed the investment of the constituents who live around the pond- 62 homes*  
148 *with real estate values range from \$250,000 to over \$400,000. PennTex has not*  
149 *invested more than the aggregate of the homeowners' investment. The 62 homes*  
150 *generate approximately \$186,000 of annual property tax. It would have been nice to*  
151 *compare those numbers with the dollars the developers invested, and possibly take*  
152 *more time and opportunity for sharing with the County Council in face to face*  
153 *instead of four minutes. It would have given a better outcome for everyone.*
- 154 ➤ *County zoning regulations 225-45 deals with new development, the Paleo Channel*  
155 *and the Overlay District. In Section 49 in the Comprehensive Plan it says, "The*  
156 *City of Salisbury prohibits new development on slopes greater than 15 degrees."*  
157 *The slope there may be over 15 degrees.*

- 158 ➤ *The pond is spring-fed and a stream continues to run into Leonard’s Mill Run and*  
159 *part of a green hub. Not only for the Paleo Channel, it is also a mapped green*  
160 *corridor. It all needs to be discussed as part of the overall development plan.*  
161 ➤ *On the list of annexation procedures on the Salisbury City website, number 16*  
162 *states the City Council conducts a public hearing and second reading of the*  
163 *proposed annexation. During the public hearing, the Council will establish the date*  
164 *for the adoption of the annexation request. Number 17 states the Council meets to*  
165 *vote on the decision to approve the annexation. The plan to vote is tonight, but it*  
166 *seems to the speaker there is another step included in the approval process. It*  
167 *would not change the outcome, but the speaker was concerned with the process.*  
168 ➤ *In the future, the speaker asked the Council to hold a Work Session with the*  
169 *residents impacted by the development, and recognize there are citizens with vast*  
170 *areas of knowledge that could be helpful in facilitating great outcomes.*  
171

172 *President Heath noted that there were three or four public Work Sessions held on this*  
173 *annexation where the process was delayed so that PennTex could resolve some of the issues,*  
174 *such as the easement situation.*  
175

176 *Mr. Ireton said he would vote “no” again, and noted it was important to realize that he*  
177 *would be called when traffic was backed up on Dagsboro Road. He applauded the citizens’*  
178 *efforts and PennTex for being responsive to the citizens.*  
179

180 *Ms. Blake asked what was meant by “Independent Waste Hauler” (answer was a private*  
181 *trash company). The City only picks up residential garbage. She asked if the 100-foot forest*  
182 *buffer would be cut, and was informed the current 25 ft. embankment would not have mature*  
183 *trees removed from it except for a few dying trees and briars and undergrowth to make*  
184 *room for the new trees and landscaping. The tall pine trees are in the way of the parking lot*  
185 *and buildings, and will have to be removed. Ms. Blake asked about the drainage from the*  
186 *parking, and was informed it would run in the opposite direction from the pond into a bio*  
187 *retention facility by Rt. 13.*  
188

189 *Mr. Harmon discussed the solid hedge planned by PennTex and the many plantings amongst*  
190 *the trees which would create a natural embankment (a vegetative bank).*  
191

192 *President Heath closed the Public Hearing at 7:04 p.m.*  
193

194 *Resolution No. 2927 passed on a 4-1 vote. Mr. Ireton voted “nay.”*  
195

- 196 • **Route 13 North-PennTex 2 Property Annexation Plan- Resolution No. 2928-** *to adopt an*  
197 *annexation plan for a certain area of land contiguous to and binding upon the Northerly*  
198 *Corporate Limit of the City of Salisbury to be known as the “Route 13 North – Penntex 2*  
199 *Property Annexation” the southerly boundary of which begins at a point on the said*  
200 *Corporate Limit , said point lying at the intersection of the easterly right-of-way line of U.S.*  
201 *Route 13, North Salisbury Boulevard, and the northerly boundary line of the lands of PTV I,*  
202 *LLC, thence running in an easterly direction by and with the northerly line of the lands of*  
203 *PTVI, LLC*

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*Ms. Jackson moved and Mr. Boda seconded to approve Resolution No. 2928. Mr. Kitzrow then presented the resolution.*

*President Heath opened the Public Hearing at 7:09 p.m. The following comments were received by one member of the public:*

- The annexation procedures provide for a hearing to be held at a later day. Asked if it was Council’s intention to by-pass the annexation procedures and vote on the plan tonight, and therefore begin the 45-day period.*
- Mr. Tilghman said the Public Hearing and vote were scheduled for this evening and State law being followed regarding the procedure.*
- Speaker said the procedures did not outline the procedure as it was being done.*
- The layperson has to rely on what is published.*
- Understood the four-minute rule, but thought that everyone that comes before the Council has a first amendment right of freedom of speech and freedom of petition. The four-minute rule violates the citizens’ right to speak.*

*President Heath closed the Public Hearing at 7:11 p.m.*

*Resolution No. 2928 passed on a 4-1 vote. Mr. Ireton voted “nay.”*

**RESOLUTIONS** – presented by Deputy City Administrator Andy Kitzrow

- **Resolution No. 2933** - in opposition to offshore seismic testing and drilling for oil and gas

*Mr. Ireton moved, Mr. Boda seconded and the vote was unanimous to approve Resolution No. 2933.*

*(Mr. Ireton exited the meeting at 7:20 p.m.)*

- **Resolution No. 2934**- adopting Vision Zero as the City’s traffic and engineering policy and establishing a Vision Zero Task Force

*Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve Resolution No. 2934.*

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

- **Ordinance No. 2533**- 2<sup>nd</sup> reading- to establish a Riverwalk Construction Reimbursement Program to promote and accelerate new commercial construction or expansion along the Riverwalk areas to encourage development in and near the Downtown area and districts tied to the Riverwalk

*Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2533 for second reading.*

- 250
- 251 • **Ordinance No. 2534**- 2<sup>nd</sup> reading- approving a budget amendment of the FY19 General
- 252 Fund Budget to appropriate funds received from Witmer Public safety group from the sale
- 253 of handguns to be used to repair the moisture barrier along the foundation of the Salisbury
- 254 Police Department
- 255
- 256 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve*
- 257 *Ordinance No. 2534 for second reading.*
- 258
- 259 • **Ordinance No. 2535**- 2<sup>nd</sup> reading- approving an amendment of the FY19 Budget to
- 260 appropriate funds for street resurfacing and concrete repair
- 261
- 262 *Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve*
- 263 *Ordinance No. 2535 for second reading.*
- 264
- 265 • **Ordinance No. 2536**- 1<sup>st</sup> reading- approving an amendment of the FY 2019 General
- 266 Fund Budget to appropriate funding to the Business Development Marketing Fund
- 267
- 268 *Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve*
- 269 *Ordinance No. 2536 for first reading.*
- 270
- 271 • **Ordinance No. 2537**- 1<sup>st</sup> reading- authorizing the mayor to enter into a contract with
- 272 the Community Foundation of the Eastern Shore for the purpose of accepting grant funds in
- 273 the amount of \$4,000, and approving a budget amendment to the FY 2019 Grant Fund to
- 274 appropriate funds for the Salisbury-Wicomico Integrated Firstcare Team
- 275
- 276 *Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve*
- 277 *Ordinance No. 2537 for first reading.*

278

279 **ADJOURNMENT**

280

281 *There were no Public Comments, and with no further business to discuss, the meeting was*

282 *adjourned at 7:38 p.m.*

283

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285 *City Clerk*

286

287 \_\_\_\_\_

288 *Council President*

Dear President Heath and Council Members:

Enclosed is your individual copy of our proposed testimony together with exhibits that we would like to present to the Council at your April 9th meeting when you take up the matter of the Penn- Tex Annexation. We would also be requesting that a copy of this be entered into and made a part of the record of that proceeding.

Best Regards,

Connie and John Rue  
Leonard Mill Pond

*Connie J. Rue*  
*John P. Rue II*

30448 Danwood Dr.  
Delmar, Md.  
410-251-1771

For the past seven years we have lived on Leonard's Mill Pond and have come to treasure the diverse habitat that exists in this special place. The pond has a recorded history dating from the revolutionary war and is probably one of the oldest historical sites in Wicomico County. (#1). We have marveled at the sight of an eagle in flight as she lands in her nest among the tall pines near the ponds edge bringing a catch to feed her fledglings (#2 taken on 2/21/19 in our back yard). The territorial antics of an osprey and eagle competing over their next meal can sometimes be at first alarming, but soon you realize that this is nature in action. The majestic blue heron is as dependable as a clock, taking off at dawn, in search of a place to feed and spend his day, only to return at dusk to his special place to reflect and rest ready to begin his routine again tomorrow. The beavers are always busy building their dams in the narrowing places where Leonard's Mill adjoins William's Mill. Occasionally while canoeing you see turtles sunning themselves on pieces of weathered wood which protrude from the water near lands edge. The otters are comical in their antics crossing from one side of the shore to the other and the Canadian Geese who inhabit the pond are graceful as they take flight or land after gleaning the nearby fields during the day. In the fall the local population of geese and ducks, including mallards and their drakes, mingle with transients heading south, sounding a symphony as they gather for a long winter's rest. The fish that live in the waters of the pond are plentiful and diverse. The pond is a DNR Trophy Bass Management Area (#3). Fishermen from all over Delmarva come to enjoy a day on the the pond in search of that champion sized bass. Even if they get skunked, the sights and sounds of their day make it a wonderful adventure. Kayakers are content to simply slice thru the waters taking in the silence and solitude that surround them (#4 5 & 6). The mussels rest quietly on the pond's bottom filtering the water as they have done since it's creation. We are told that some of the specimens found living in Leonard Mill may be upwards of 60 years of age. The State of Maryland has recognized the importance of these populations in ponds thorough out the State as evidenced by a White Paper published recently (#7). Every now and then you can hear the quiet hum of morning or evening traffic on Rt 13, a stones throw away. The trees and vegetation do great job of insulating evidence of the 21st Century allowing the chirping sounds of the robins, doves, woodpeckers, cardinals, chickadees, wrens, juncos and their cousins to be heard. The forestry easement on parts of the North Prong shields the pond from the large apartment complex lying to the north. Spending a day on the pond immerses you in an artist's landscape ever changing as you move from sunrise to sunset and then into the dusk.

Although we own our home on the pond we are merely stewards of our property and have an obligation to leave it a better place for future owners who will come after us. Government also has the same role of being stewards of our communities

and it's environment balancing the competing interests that commercial development entails.

The applicant certainly has the right to build and develop the commercial parcels along Rt 13 , subject of this annexation proceeding. As you know, the Aldi's property which was recently annexed and developed is presently for sale (#8). The existing footprint shown on the proposed site plan before you maximizes the area to be developed and it's profit potential. If approved, the applicant will have two separate parcels that could be resold. They should not be faulted or criticized for this is their business.

Perhaps the proposed footprint could be reduced or downsized somewhat still allowing for the construction of the two restaurants. A part of the rear residential parcel could meet the developer's parking needs, using environmental friendly surfacing that may prevent storm runoff. A strip of this parcel, could also serve as the northern terminus of the City's hiking and biking trail allowing kayaker access to the pond and the pond systems to the north and east of Leonard Mill and the stream to the west beyond the tourist center and spill way which empties into tidal tributaries. This would keep the existing mature trees and vegetation along waters edge in place and hopefully a substantial number of the mature trees on the interior portion of the site perhaps in perpetuity by way of an easement running with the land as a precondition to the annexation. ( A stand of Bald Cyprus and other native species could be planted in and around the waters edge replacing a stand that was harvested in the early to mid 20th century ). The present environmental protections would continue, filtering the runoff and shielding the adjacent waterfront owners in Chestnut Hills, from a harsh view of parking lots, lighting, noise, a dining deck proposed by Ripieno's Resturant, operating day and nite and other commercial concerns. (#9A existing trees and vegetation along the proposed site as viewed the waters edge near the Chestnut Hills affected properties ,#9B Ad in Metropolitan 3/19). These changes would also esthetically enhance the value of the proposed development ensuring a fair return and profit on the applicant's investment.

As the governing body you have the duty as stewards (#10 ) and representatives of our community to ensure that commercial development is done in a responsible fashion balancing all of the competing interests. This can be difficult at times and this is one of those moments.

On behalf of ourselves and also on behalf of all of the flora and fauna who reside on and in the pond whose voices are silent, we ask you to strike a balance and approve a reasonable, measured development scheme that would allow Leonard Mill Pond to remain the crown jewel of Wicomico County, protecting it's inhabitants and environs so future generations can enjoy the gifts that she gives to us every day.

Connie and John Rue -Leonard's Mill Pond- April 1, 2019

### History of Leonard's Mill Pond

The original mill construction date of Leonard's Mill and millpond is unknown. The owner of the mill at the time of the Revolutionary War was George Parker, Sr. He received by original patent "a tract of land called 'Parker's Security' in 1770". Whether Mr. Parker built the homestead, barn, saw and grist mills, and pond after obtaining the patent is unknown, but we do know that during the American Revolution in 1777 his land was called Parker's Mill.

On February 6, 1777 the Council of Safety of the Maryland Congress received word from Samuel Chase of Tory (Loyalist) build-up on the Eastern Shore at Parker's Mill. He wrote, " ... the Tories in Sussex, Somerset and Worcester Counties have been assembling for some days. They have 250 men collected at Parker's Mill, about nine miles from the Roebuck with some men, with intention to seize (sic) the Magazine and destroy the property of the Whigs." Three regiments were sent to quell the insurrection.

When General Smallwood, later governor of Maryland, finally arrived from Wilmington with his regiment on February 19th, it is reported in the Archives of Maryland that he "found people generally quiet and peaceable". An additional report states, "upon arrival here General Smallwood found the community had recruited a military body, and though inadequately armed; had with daring and courage captured a large number of Tories without bloodshed". Even though the insurrection was pinpointed at Parker's Mill, and George Parker probably allowed the Tories to assemble at his place, there is no record with which side he sympathized.

A year later, following the first visit of Rev. Freeborn Garrettson, the Methodist Society began meeting at George Parker's Homestead. Salisburyans who had no horse often walked four and a half miles to attend one of the services. For many years they met in Mr. Parker's parlor in the winter and in his bam in the summer. Conveniently, the pond was used for baptisms. In addition to Rev. Garrettson, Bishop Francis Asbury also held services at the homestead when he traveled down the "Stage Coach Road," the main route from Salisbury to Wilmington. Both Asbury Methodist Church of Salisbury and Union Church, located north of the pond, trace their beginnings from these early meetings at Parker's Mill Pond.

By 1816 George Parker had obtained more than six hundred acres. He then was granted a patent for "Parker's Conclusion", which involved a resurvey that tied together all of the various tracts of land he had purchased, including any vacancies. Mr. Parker, "weak in body but sound of mind", wrote his will in 1832. Possibly the teachings of the Methodist Society had an effect on him, for in the will he freed "the girl slaves at age twenty-five and the men slaves at age twenty-eight". Parker's Conclusion was deeded to his grandchildren rather than to his own children. When the will was probated in 1833, Sarah, George I, Edwin and Margeritt – the four children of his son Daniel – received "three quarters of the mills", and the two boys of his other son, Elisha Parker, received "one quarter of the mills".



Sarah Parker married Theodore Brewington and, in 1851, they bought the mill rights of her brothers. The mill then became known as Brewington Mill. When Mr. Brewington died, he left his wife with the problem of disputed mill rights, since she owned "one quarter, one half, and one eighth of parts of the mills". It was taken to court as a "friendly suit" in 1871, where Samuel A. Graham, a prominent local attorney, was appointed trustee to sell the mill property. Colonel William J. Leonard was interested and bought the property, renaming it Leonard's Mill. Even though Mrs. Brewington had sold the mill property, she lived in the old homestead until she died in 1876. George Leonard, Col. Leonard's cousin, then moved to the farm to run the mills.

Colonel Leonard was a well-known figure in the community because, during the Civil War, he had "commanded Purnell's Legion of the Federal Army", was captured and "held in the infamous Libby's Prison in Richmond before he was exchanged", and "upon his release, served as the Provost Marshall of the Eastern Shore". In the fight for a new county, he was a leader, giving "one thousand dollars to help pay for a courthouse".

George must have been quite a colorful character, for his grandsons, Emory and Irving Leonard, described him as being a big man with a long beard, bald head, and a peg leg. According to Emory, his grandfather lost his leg in a wagon accident. While hauling lumber, he was accidentally thrown beneath the wagon, and one leg was crushed by a wheel. The injury was so severe that his leg had to be removed. He was tied to a bed, there being no anesthetics at the time, given some of his homemade brandy, and the leg was then amputated.

In 1881 George Leonard purchased the mill and mill rights from Col. Leonard. George soon became a trustee of a nearby school, which was named after him. One of the students, Mrs. Lewis Brown of Salisbury, remembered him "coming in one day and stomping his wooden leg and frightening the children."

George Leonard became prominent not only in the educational development of the community, but also in economic development. Much of the money he made was from the apple brandy he made with his distillery. He was only one of the few men in the county who was able to obtain a liquor license. In 1896 the cost of a retail liquor license was twenty-five dollars per year.

The distillery was located on the south side of the pond where it drew water to cool the grindstones, hot from friction. In the time of George Leonard, these stones were turned by three horses. The apples used to make the brandy were ground first and the juice from these drained and distilled. This product was similar to cider and called low wine. It was distilled a second time to produce the brandy, using thirteen barrels of low wine to make one barrel of brandy. In 1880 the going price per half pint of brandy was a quarter. According to Irving Leonard, his grandfather always said that if, when shaken, the bubbles on top of the brandy quickly disappear, the brandy was good.

Periodically, Internal Revenue inspectors would test for the alcohol content by using dyfrometers to find the specific gravity. After the inspectors, called gaugers, tested for alcohol content, they would, of course, taste it. Fred A. Grier tells this tale about the gaugers:

After two gaugers had tasted the brandy, one said that it tasted like leather, while the other argued that it tasted like iron. To settle the argument, they finally decided to empty the kettle. When the vat was empty, the men found a small piece of leather with an iron tack in it!

So much for the ability of government gaugers.

Mr. Grier tells of an episode in his own family in relation to George Leonard's brandy:

Alison A. Gillis, Mr. Grier's father-in-law, crossed the mill bridge many times to see his girl, Laura Williams. When he married her in 1880, George Leonard gave them a demijohn of brandy, saying not to open it until there was a son in the family. He and his wife had two daughters. One of these had no children, while the other, who married Fred Grier, had one daughter. She had two daughters and one of these had a daughter. The demijohn has not yet been opened, and it still is in the family!

Across from the distillery on the south end of the dam was the sawmill. Water flowed under the mill, turning a wheel that moved the long saw blade vertically. Irving Leonard related this story about his father's work in the sawmill:

Each morning, Harry Leonard went to the sawmill and put a large log onto the saw. He would set the amount of water turning the water wheel to the speed he wished the saw to move, and then return to the house for breakfast. By the time he went back to the mill, the log was almost completely sawed through lengthwise.

Irving did not remember seeing the sawmill. He only recalled hearing his father speak about it. Therefore, it must have been demolished in the late 1800's. From a map that was found, we know that it was in existence as late as 1877.

A short distance north of the sawmill stood the old gristmill. One of the Leonard boys, determined that he would make money running the mill, ran it almost twenty-four hours a day. "In one year he ground 1800 bushels of corn, receiving one-sixth of each bushel as payment". Corn made up the major part of what was ground, but buckwheat also was ground. Besides corn meal, hominy, too, was produced at the mill.

Both the sawmill and gristmill were undershot, meaning that, unlike many mills, the water was not channeled in from above on to an upright wheel, but flowed under the mill. The water wheels at the millpond were placed on their sides, with the water striking the side of them.

In addition to the mills and other buildings, there also was a family cemetery. In his will, George Leonard stated that before it could be probated, his sons must move the graves in the family plots to lots in Parsons Cemetery. This was located at the site of the present Merritt Upholstery and Pine Knoll Branch of the Bank of Delmar. In 1907, George died at the age of eighty-six, from stomach cancer, and the task of moving the graves was carried out.

George willed to his son William J. Leonard, the mill and mills rights, and to Joe Leonard, a part of the property including the homestead, and to Harry Leonard, another piece of property. Joe rented the homestead to Bill Cannon. Between 1907 and 1911, it caught fire and burned down. In trying to stagger payments of fire insurance on three houses that he owned, Joe dropped the insurance on the old homestead. It was during that time that it turned, and he received no compensation.

The mill and mill rights were sold in 1921 to J. William Fran. In 1913, Furnam Howard purchased the mill, and a year later, Leonard Wailes bought it. By this time the old mill was becoming dilapidated, in part because the Stage Coach Road was quite narrow for the traffic it was then receiving. In 1914, the County Roads Department erected new gates and a concrete bridge at the dam. The original mill was replaced by a new, three-story mill.

The mill and pond were again sold in 1925 to Charles Robinson. In 1928 it was sold to Lewis T. Cannon, to John L. Beauchamp in 1929, and in 1931, they were willed to Clarence Beauchamp.

The year 1933 spelled disaster. On Sunday, August 20, 1933, with undiminished force, the storm raged through Monday, Tuesday and Wednesday, clearing finally on Thursday, August 24<sup>th</sup>. It ravaled, and probably exceeded the great storm of 1897. There were six inches of rain, with winds of fifty to sixty miles per hour. All telephone and telegraph wires were down, and all bridges were washed out. Salisbury was completely cut off from the outside.

To prevent further such incidents of isolation, the State Roads Commission relocated the road in 1939, constructing a modern bridge across the pond, slightly east of the dam. This relocation was intended to alleviate the possibility of future road washouts.

Cecil Cline bought the mill and pond in 1943. He made fairly good money grinding corn and buckwheat. While Mr. Cline ground the grain, customers often waited in Mrs. Cline's tavern. Lulu Cline remembered that the area was beautiful at that time, and people swam just below the dam where it was sandy. On Saturdays and Sundays, the Clines would sell homemade ice cream at the mill.

In 1946 J. Russell Hopkins bought the mill and pond from Cecil Cline, and sold it to Carlton James in 1948. Under James, the mill was last operated by Frank Thornton. The mill and pond were sold in 1955 to Leonard Hull.

Disaster struck again in 1962. With a heavy rainfall, the waters of the pond began to rise. Mr. Hull tried to raise the gates to let the excess water out, but the gates were rusty. Only the middle one of the three gates worked, and it raised only partially. Flood waters washed away the original road beside and north of the mill, and eroded under the mill and concrete culvert. The north wingwall to the gates cracked and fell away from the culvert. The whole pond was reduced to a normal stream flow.

Because he felt that he could not afford to rebuild the dam with new gates, Leonard Hull planned to install a pipe at the stream's level, thus eliminating the pond. Since a sizeable residential area had developed around the pond, these owners requested that Wicomico

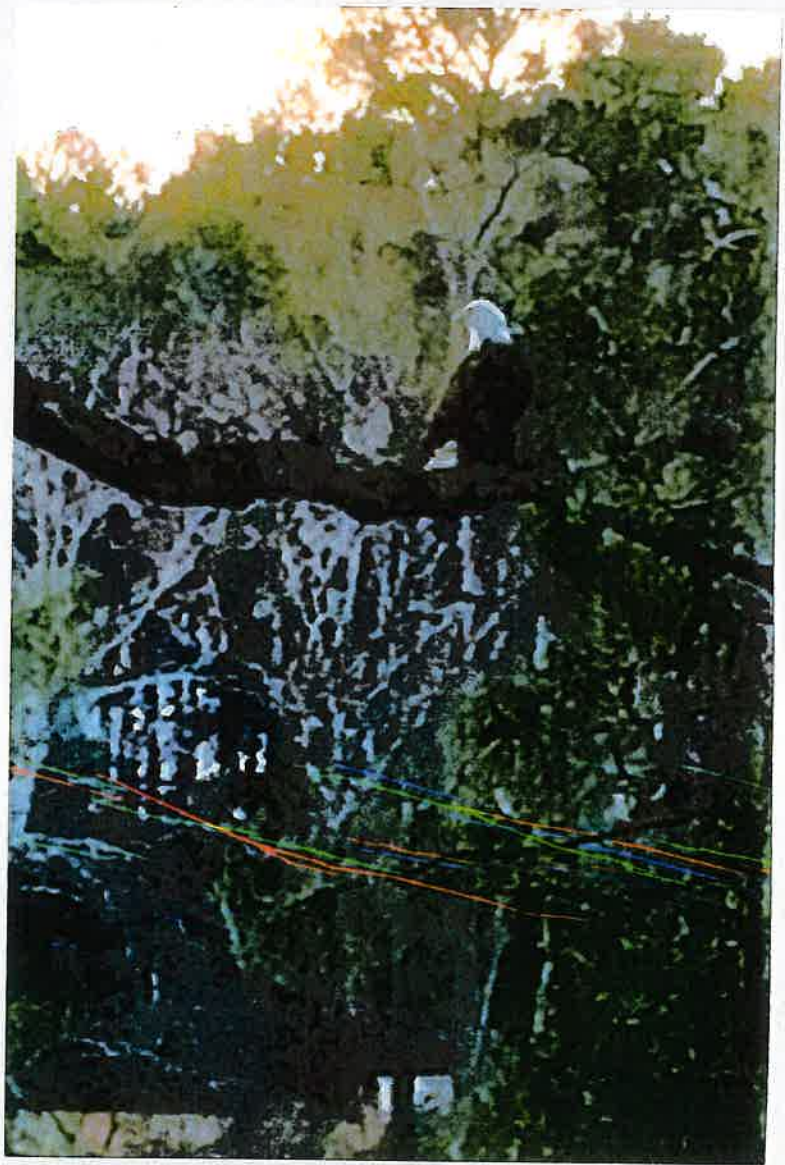
County buy the pond and mill to restore it. These property owners collected two thousand dollars, and the balance of the cost, nine thousand dollars, was paid by the County.

Stumps were removed from Leonard's Mill Pond. The gates were repaired, and new bulk heading and wingwalls were built. With the job finished, the gates were closed. But when the pond had almost filled, the pressure of the water pushed under the gates and up through the old wooden floor of the mill, draining the pond once again.

Steel sheeting was then placed in front of the gates at the floor level to keep the water from pushing underneath. The gates were closed, and again water pushed up through the floor, this time around the ends of the sheeting. After trying to restore the pond and dam without disturbing the old mill structure, the country finally realized that the flooring under the mill would have to be removed and sealed with concrete. This necessitated the removal of the mill, which was purchased for two thousand three hundred dollars, and removed by contract for four hundred fifty dollars. Repairs were completed, and the dam held. The total cost of repairs, equipment and labor amounted to over thirty thousand dollars.

It should be noted that the washouts of the earlier years were north of the mill through the earthen dam only. To restore the pond then, it only required filling with dirt.

Although Leonard's Mill is gone, the millpond remains. The mill's necessity has also been removed, but the pond fills some of the same, and some new, needs today. The County owns and maintains Leonard's Mill Pond, making it available to the public for fishing, boating, swimming and skating. As in the past, the pond has economic, ecological, recreational, and even scenic value as it continues to meet those needs in a changing community.





## Fisheries

- > Fisheries Home Page
- > Fisheries Regulations
- > Fishing Licenses
- > Fishing Report
- > Tide Finder
- > Join Our Mailing List

## More Resources

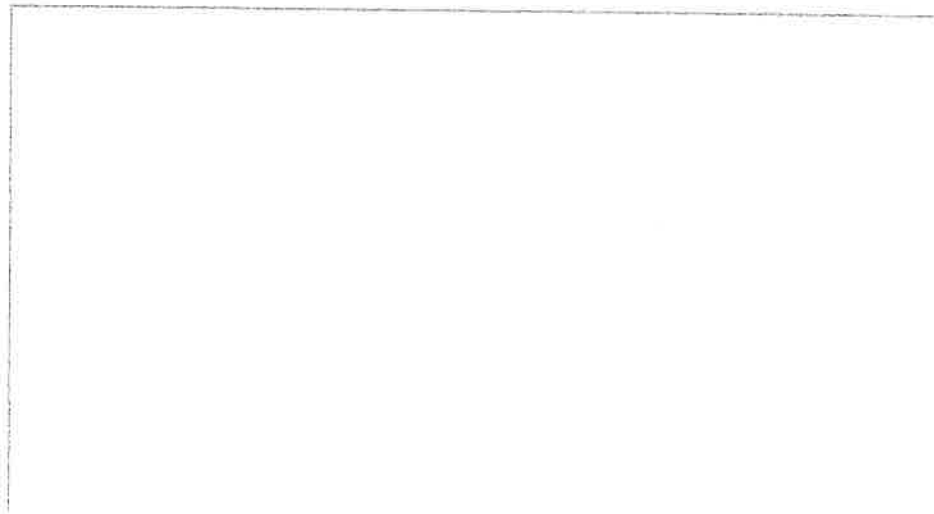
- > Public Notices
- > Fish Facts
- > Circle Hooks
- > Trout Stocking
- > Volunteer Angler Survey
- > Invasive Species
- > Youth Fishing
- > Charter Boats and Guides
- > Free Fishing
- > State Records
- > Eyes on the Bay
- > River Levels
- > Espanol/Spanish Language
- > Fisheries Forms
- > Non-Fishing Permits

## Recreational Quick Links

- > Freshwater Fisheries
- > Angler's Public Access Map
- > Kayak and Canoe Fishing
- > Tag Return Programs
- > Freshwater Hotspots
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- > Recreational Oystering
- > Penalty Page
- > Fishing Terminology
- > Catch and Release
- > Archived Feature Articles
- > Striped Bass Tournaments
- > Coastal Shark Facts
- >  BRD Information
- >  Recent Recreational

## Leonard's Mill Pond

Located in Wicomico County



[View Public Angler Access Map in full screen.](#)

**Physical/Habitat Description** - Leonard's Mill Pond is about 30 acres in size and has a maximum depth of 8 feet. The pond is surrounded by private residences which have piers and bulkheads to fish around. There is some downed timber, however, both forks have many stumps with the south fork being deeper than the north fork.

**Fish Species** - Leonard's Mill Pond is a Trophy Bass Management Area. Anglers can find information pertaining to this regulation in the Maryland Guide to Fishing and Crabbing and also from signs posted at the launching ramp. The special regulations help maintain a well balanced bass/bluegill fishery. Excellent fishing for largemouth bass, and bluegill exists within the pond. Anglers may also occasionally catch other species including: pumpkinseed sunfish, yellow bullhead catfish, golden shiners, creek chubsucker, black crappie, chain pickerel and common carp.

**Restrictions** - There is no horsepower limitation for boats on the pond. Camping and swimming are not permitted.

**History** - Leonard's Mill Pond is located in north central Wicomico County near Salisbury, MD. The pond had a mill but is now used for recreational purposes. A visitor center, picnic area, boat ramp and parking lot are located near the spillway. The Maryland Department of Natural Resources, Fishing and Boating Services, Freshwater Fisheries Division, manages the lake to provide a public angling resource. Fiscal resources for this work comes from fishing license sales and the Federal Aid and Restoration Fund (Dingell-Johnson Act). The grounds are



# Wicomico River Stewardship Initiative (1)

[HOME \(1\)](#)

[NATURE \(1/NATURE.HTML\)](#)

[THINGS TO DO \(1/THINGS-TO-DO.HTML\)](#)

[LIFE ON THE RIVER \(1/LIFE-ON-THE-RIVER.HTML\)](#)

[GET INVOLVED \(1/GET-INVOLVED.HTML\)](#)

[ABOUT US \(1/ABOUT-US.HTML\)](#)



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## Leonard Mill Run/Pond



Leonard Mill Run from the Park side

Tucked back behind the Wicomico County Tourist Center you can find a tranquil spot to sit back and enjoy the view of a peaceful stream. Bridges connect the two sides of the stream for easy access to either side. The stream is also deep enough to get a fishing rod out and catch a few striped bass (when in season (<http://www.wicomicoriver.org/common-species.html>)). This picture shows Leonard Pond Run before the dam, where a quiet walk back into the woods leads you to a shaded area and beautiful scenery. If you choose to keep walking past the trail and follow the water, you'll end up in Johnson Pond. Walking through the woods isn't the only activity the stream/pond provides, you could even enjoy a beautiful canoe/kayak trail (<http://www.wicomicoriver.org/leonard-pond.html>).

Each autumn the Leonard Mill Pond Association meets to go over the health of the pond ecosystem and designs plans to stay on a healthy track. Here you can find the Leonard Mill Pond Collaborative (<http://msuweb.montclair.edu/~lebelpl/LeonardMillPondAssociation.html>) where "its purpose is to liaise with Wicomico County and other entities on pond-remediation issues, for example, periodic herbicide applications" (Leonard Mill Pond Collaborative). The Leonard Mill Pond Collaborative homepage also provides their history, annual meetings describing their posted agenda for the year, and the progress they have made.

Below are pictures of the dam on the Pond side and pictures of the dam where the water flows into Leonard Mill Pond Run. Here you will find greenbrier overgrowing other native species (<http://www.wicomicoriver.org/native-and-invasive-species.html>) of plants. Water flowing from the pond into the dam brings various chemicals and surface runoff from highway 13. In the picture below with a local fishing for native species of fish, one can find severe turbidity (cloudy or muddy, *Merriam-Webster dictionary*) and stagnant water. This causes a darkish look to the water and decreases the depth at which you can see your lure near the bottom of the stream. If one ever sees oily coloration on the top of the water, "you may not want to drink it" (Chad Hoekzema).



<http://www.wicomicoriver.org/leonard-mill-pond.html>

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Page 1 of 2

## Leonard Mill Pond Collaborative Association



Welcome to the Leonard Mill Pond Collaborative Association website\*. Currently, the Collaborative consists of representatives from various neighborhood associations whose properties adjoin the Pond. Wicomico County owns the Pond, along with other freshwater bodies in the area. At this point, there is no formal charter of incorporation by the Association that defines any official functions or roles as sanctioned by the State or County.

The purpose of the Collaborative is to promote the health of the pond ecosystem in cooperation with the Wicomico County Department of Parks, Recreation, and Tourism, and other associated public agencies. The Association website contains various documents pertaining to the maintenance of the Pond. Neighborhood participation in the Leonard Mill Pond Collaborative is voluntary, and is intended to support the multiple uses of Leonard Mill Pond in an environmentally sustainable manner.

\*We use the term "Leonard Mill Pond" as it is referenced in state and federal documents, while "Leonard's Mill Pond" is often used by the County Department of Recreation, Parks, and Tourism.

### Current Neighborhood Association Captains:

- **Chestnut Hill - Phillip LeBel**, 30408 Mallard Drive, Delmar, Md. 21875; 410-546-4931; [swlambert45@gmail.com](mailto:swlambert45@gmail.com)
- **Danwood - Tamara and Steve Brewer**, 30507 Danwood Drive, Delmar, Md. 21875; 410-749-6442; [stbrewer1@gmail.com](mailto:stbrewer1@gmail.com)
- **Holly Lake Estates - Dr. Ray Brodie**, 8599 E. Marlboro Drive, Delmar, Md. 21875; 443-944-8512; [rayjrm1@comcast.net](mailto:rayjrm1@comcast.net)
- **Pine Knoll One - Dennis Callaghan**, 30336 Calhoun Avenue, Salisbury, Md. 21804; 443-523-4940; [dmcallaghan@verizon.net](mailto:dmcallaghan@verizon.net)
- **Pine Knoll Two - Marilyn and Andy Booth**, 8402 Hilda Drive, Salisbury, Md.; 410-749-8963 [marilyngbooth@gmail.com](mailto:marilyngbooth@gmail.com)

**Volunteer Coordinator of the Pond Association: Phillip LeBel**, 30408 Mallard



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## Wicomico kayaking tours explore a hometown haven

JENNIFER BRANNOCK COX, DELMARVA MEDIA GROUP CORRESPONDENT Published 11:12 a.m. ET Oct. 29, 2015 | Updated 11:21 a.m. ET Oct. 29, 2015



(Photo: Jennifer Brannock Cox photo)

Low-hanging branches and tangles of roots serve as a sort of secret passageway to a little-known eco-treasure lodged in the nooks of Salisbury's Leonard Pond.

On one side of the wooded barrier, tranquil waters dotted with flocks of geese and lined with upscale houses and docks. On the other, an explosion of fall colors, river otter feeding grounds, giant hives and opportunities for adventure and advanced maneuvering.

From the front of his three-person canoe, 10-year-old Ryan Soldatelli worried aloud to his mom, Tracey Boss, and sister, Breanna Soldatelli. "Will there be spiders?" he asked, eying the thick web of aquatic trees choking the channel. "It looks like there will be spiders."

"We can't do it," Boss's mobility assistant said.

One by one, they took out their kayaks and canoes, pushing past the blockade and manipulating their vessels deeper into the tight creek. When one person or team got stuck, others tamely used paddles and outstretched hands to wiggle the boat free and provide a push toward an opening.

The destination was the end of one of the Leonard's Mill Pond headwaters, where boaters could rest and enjoy the peace and solitude of nature. But for those boating through the brush, bombarded with tasks of brightly colored leaves hanging above and dipping into the still black water, the journey was the best.

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Breanna Soldatelli, 13, Tracey Boss, 49, and Ryan Soldatelli, 10, of Hebron take in the scenery from their canoe in a remote channel of Leonard's Mill Pond. Boss says she wanted to enjoy a beautiful day on the water with her two children and was excited to take on a new adventure with them. (Photo: Jennifer Brannock Cox photo)

The water adventure, "Wicomico Amazon," is one of many programs recently created by the Wicomico County Parks and Recreation Department. Named River Otter Paddling Excursions (ROPE), the various adventures offer water-lovers of all ages and abilities the opportunity to explore the county from the water, venturing into little hideaways most residents may not even know exist.

"The county decided to take this on because this is one of the ecotourism adventures that we can offer," said Park Ranger Bob Kreiter, who led the trip along with volunteer Jeff Scarmazzi. "It's a really important thing for us to learn about, and we can respect it and keep it, and we can give it to our kids in the future."

2015/10/29

The Wicomico Amazon program promises participants a 1 1/2-to 2-hour journey through the waterways of Leonard's Pond, where paddlers can immerse themselves in nature and look for local wildlife, including kingfishers, hawks, heron, otters and more.

Other programs offered by the county include the Tyaskin Park Sunset Eco Tour, the Roaring Point Kayak Eco Tour and Paddle Back in Time, which launches from Pemberton Park and provides a historical perspective of life in early Salisbury.

Kreiter said the primary goal of the ROPE program is to open peoples' eyes to all the environmental havens Wicomico County has to offer.

"I think it's really important for people to get involved in these activities to get back to nature, to get outside, to get out from behind that computer screen and to get out and be active and learn about what we have right here in our backyards," he said.



Volunteer Jeff Scarmazzi, 27, led the "Wicomico Amazon" tour alongside Park Ranger Bob Kreiter. Scarmazzi volunteers for outdoor adventures whenever he can so he can take in the sites and spend time on the water. (Photo: Jennifer Brannock Cox photo)

Additionally, paddlers learn a range of skills based on their proficiency. Beginners learn the basics of proper paddling techniques to help them navigate in the water. More advanced boaters can learn different skills and techniques for a more efficient experience.


Volunteers and trained park rangers lead the programs, and Kreiter said many of them are certified by the American Canoeing Association.

"We're pretty strict about how we teach," he said. "When you're done with us, you've learned how to do the right techniques."

For 12-year-old Alec Malone, Wicomico Amazon was a chance to demonstrate his water navigation skills to his mother, Heather Malone. Alec first met Kreiter during the summer as a camper at Pemberton Park's wilderness program and was eager to paddle with the ranger once again.

The Malones took the "eco" part of the tour to heart, picking up trash from the water along the way to dispose of properly. The pair said they have a small boat at home and hope to venture out in the water again now that they have experienced the trip with a guide.

"We came out here today because I wanted to spend some quality time with my son, and it's a beautiful day, and we hadn't seen Ranger Bob since this summer when (my son) went to Pemberton camp," Heather said.

Buy Photo 



Alec Malone, 12, shows off two oyster shells he found while canoeing on Leonard's Mill Pond with his mother, Heather Malone. During the "Wicomico Amazon" adventure, the group came across a feeding ground for river otters loaded with empty shells like these. (Photo: Jennifer Brannock Cox photo)

"I wanted to see Ranger Bob because I hadn't seen him since the summer, and it's really upsetting, because it's really fun to kayak and all that," Alec added.

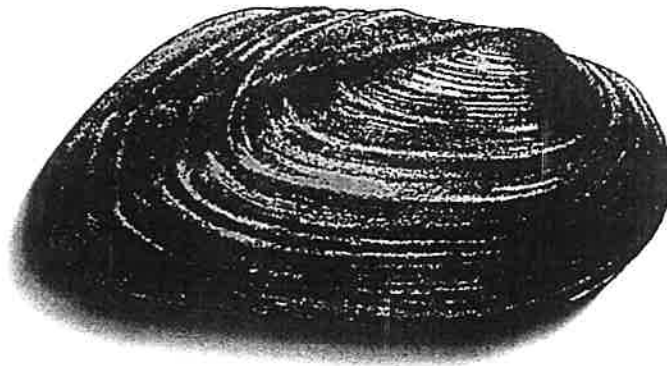
For Breanna, 13, and Ryan Soldatelli, the highlight of the trip was seeing a great blue heron and following it down the route. The kids, who also participated in the Pemberton camp last summer, enjoyed instructing their mom on proper paddling techniques.

"Our experience today was wonderful," Boss said. "We enjoyed family time together, and the beautiful weather and being out on the water, and learning a lot about paddling and all the different animals out on the water today."

Jennifer Brannock Cox is assistant professor of Communication Arts at Salisbury University.

**Want to try it?**

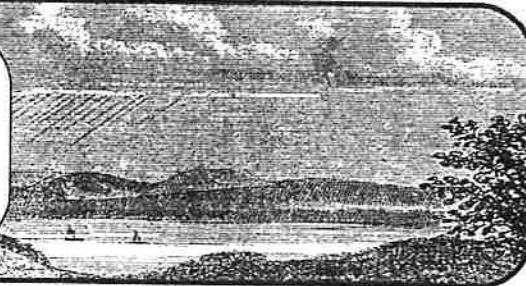
# MANUAL OF THE FRESHWATER BIVALVES OF MARYLAND



## CHESAPEAKE BAY AND WATERSHED PROGRAMS

MONITORING AND  
NON-TIDAL ASSESSMENT

CBWP-MANTA- EA-96-03



# MANUAL OF THE FRESHWATER BIVALVES OF MARYLAND

Prepared By:

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Raleigh, NC 27601

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580 Taylor Avenue, C-2  
Annapolis, Maryland 21401

Prepared For:

Maryland Department of Natural Resources  
Resource Assessment Service  
Monitoring and Non-Tidal Assessment Division  
Aquatic Inventory and Monitoring Program  
580 Taylor Avenue, C-2  
Annapolis, Maryland 21401

February 2016

## INTRODUCTION

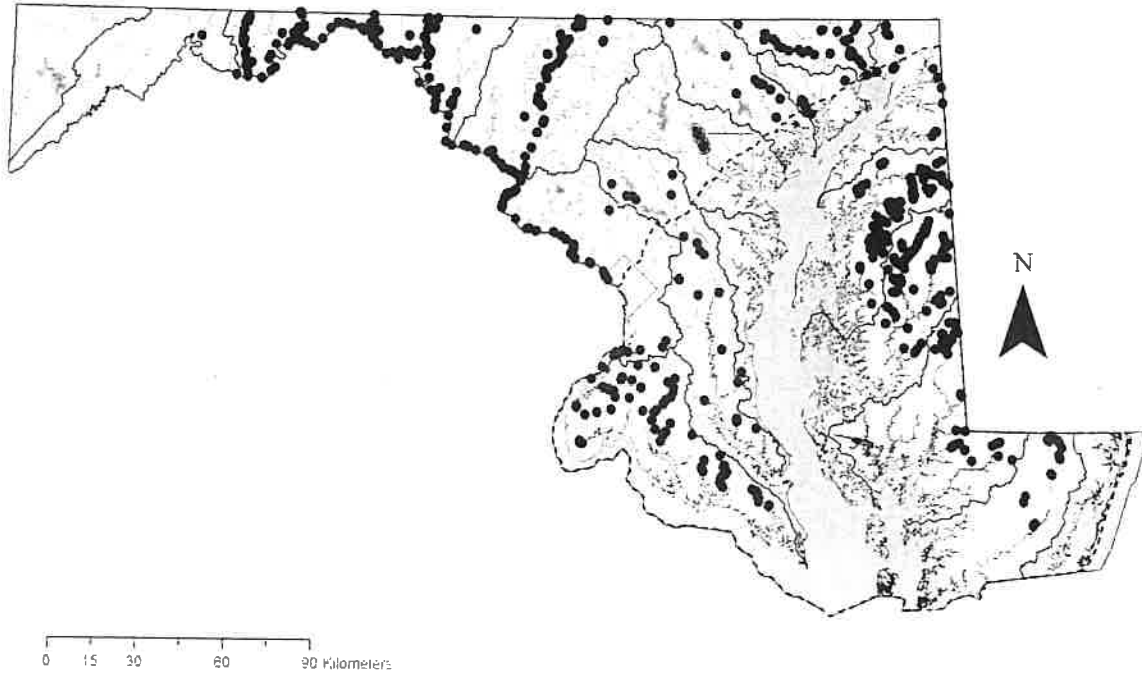
The freshwater bivalves of the state of Maryland are represented by one introduced unionid species and historically by 17 native unionid species in the Chesapeake Bay Basin and by at least 22 species prehistorically in the Monongahela River Basin. Two additional introduced bivalves complete the current freshwater bivalve community. The only comprehensive monograph of the freshwater bivalves of the region of including Maryland and Pennsylvania was prepared by Arnold E. Ortmann (1913, 1919), while working at The Carnegie Museum of Natural History, Pittsburgh. This workbook is designed to provide an introduction to the freshwater bivalves of Maryland. This is accomplished by providing a list of all of the freshwater unionids, their common names and distribution by river basin. A key based on shell characters for all of the species is provided. Each unionid species has a detailed shell description and is supplemented by a color figure of a representative specimen of the species. A glossary is included to obviate any obscure descriptive terms used in the notebook. An introductory bibliography is included to facilitate entry into the literature on freshwater mussels occurring in the state. The former bibliography has been removed as it was woefully out of date and in large part has been subsumed with an annual update in *Ellipsaria*.

The purpose of the document is to train regulatory agency personnel and other interested parties in recognition and identification of freshwater bivalves that either are known or suspected to occur in Maryland. It is hoped that such training will lead to increased knowledge of species distribution in the state.

The format for each of the species accounts includes: a map of the distribution of the species, which includes historic (bullseye) and recent (solid dot) records. Map style was modified from Gerberich (1984); common names follow Turgeon et al. (1998); synonymy includes junior synonyms and previous generic combinations; shell description is a detailed list of the characteristics of the shell of the species described; distribution is the list of states in which the species occurred historically based on Williams et al. (1993) with conservative refinement from Natural Heritage Program sourced databases (e.g., NatureServe); ecology is the published notes on the ecology of the species; breeding season is that period of the year when female specimens have been observed with glochidia in the marsupium; fish hosts are noted where known as compiled from the literature by Cummings and Watters (2014); status is the perceived status of the species throughout its range as presented by Williams et al. (1993) and within the state as presented by Maryland DNR (2010).

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Map 7. Distribution of *Elliptio complanata* (Lightfoot, 1786) in Maryland.



*Elliptio complanata* (Lightfoot, 1786) **eastern elliptio** Fig. 9

**SHELL DESCRIPTION.** Shell outline long, trapezoidal, to rhomboid or subelliptical, shell compressed to inflated and thin to solid. Displays considerable clinal variation. Dorsal and ventral margins roughly parallel and often straight, posterior side broad, double and rounded to angular, beaks low and uninflated, periostracum brownish or yellowish green becoming almost black with age often with green rays over the entire shell. Lateral teeth straight, beak cavity very shallow, nacre usually purple but white to light orange or salmon occur.

**DISTRIBUTION.** Alabama, Connecticut, Delaware, Florida, Georgia, Massachusetts, Maryland, Maine, Michigan, Minnesota, North Carolina, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, South Carolina, Virginia, Vermont, Wisconsin, West Virginia, Canada: New Brunswick, Nova Scotia, Ontario, Quebec.

**ECOLOGY.** Ortmann (1919:109) record the ecology as: "it apparently has no ecological preferences, being found practically in any permanent body of water as well as in large rivers with strong current and have gravel and rocks. In the small creeks it goes very far into the headwaters."

In Maryland, Ortmann's description holds true. It can be found in tidal rivers, coastal headwater streams, mill ponds, and rivers and streams of varying size throughout much of the state. They are generally absent from urban areas of the Baltimore-Washington D.C. corridor, acidic streams of the lower Delmarva, and watersheds of far western Maryland due to zoogeographic and anthropogenic constraints.

**ECOLOGY.** Ortmann (1919:104) reported gravid females from April to mid-July with glochidia present in early June and as late as August, a tachytictic species.



**HOST FISH.** Alewife, *Alosa pseudoharengus*; American eel, *Anguilla rostrata*; Banded killifish, *Fundulus diaphanous*; Green sunfish, *Lepomis cyanellus*; Largemouth bass, *Micropterus salmoides*; Pumpkinseed, *Lepomis gibbosus*; Orangespotted sunfish, *Lepomis humilis*; Redbreast sunfish, *Lepomis auritus*; Smallmouth bass, *Micropterus dolomieu*; White crappie, *Pomoxis annularis*; White perch, *Morone americana*; Yellow perch, *Perca flavescens*.

**STATUS.** Stable, Secure.



Ashley

Weinman

(724) 420-5367



Tim

Weinman

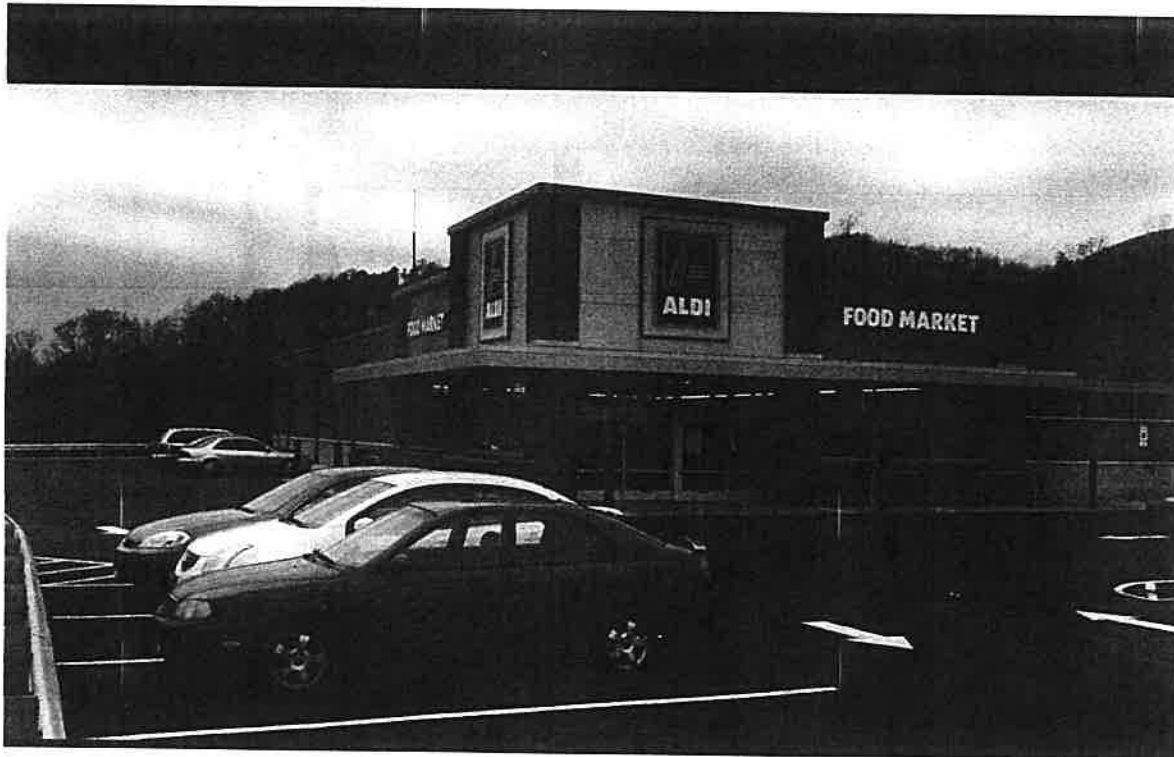
(724) 523-3256



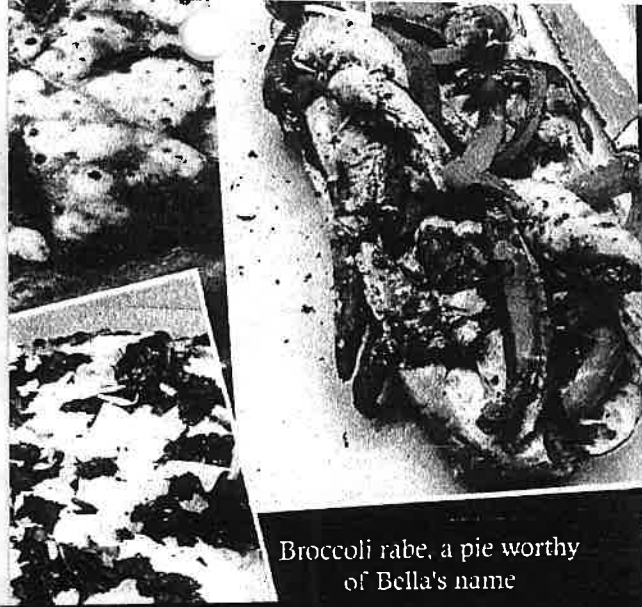
30248 Dagsboro Rd

\$3,500,000

Salisbury, MD 21801 · Retail For Sale



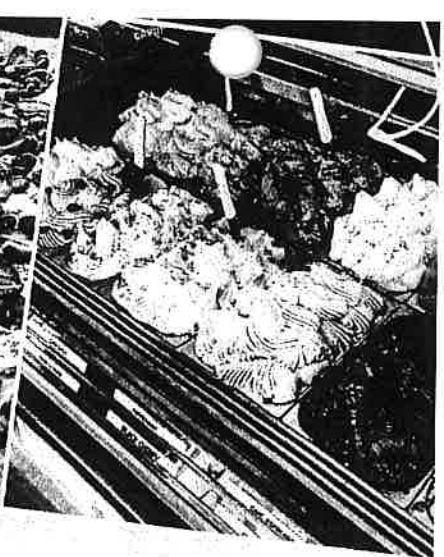




Broccoli rabe, a pie worthy of Bella's name

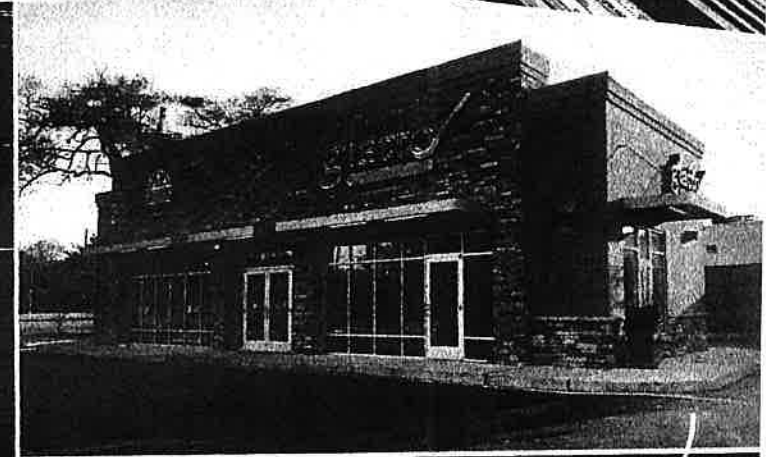


Try our signature homemade house dressing and more to top our fresh salads



NEW Cambridge Location • 2711 Ocean Gate

Visit us at our  
Ocean City Location  
3205 Philadelphia Ave.  
Ocean City, Md.  
410-390-7881



NEW Salisbury Location • 1203 Mt. Hermon Rd., Salisbury, Md. • 410-831-3640

### SOMETHING'S COOKING

An expansion of our full restaurant concept, Ripieno's is projected to open in Salisbury by spring 2020. Casual dining by day and tablecloth service by night. It will be full service with a wait staff and chef-run kitchen. There will be a traditional bar as well as a separate wine bar room serving just wine and appetizers. There will be a chef's table, banquet room, indoor seating as well as outdoor deck seating facing the scenic view of Leonard's Mill Pond. We will be serving pizza, sandwiches, salads and other traditional favorites from our family to yours!

< Go Back

## Leonards Mill Park

### Location

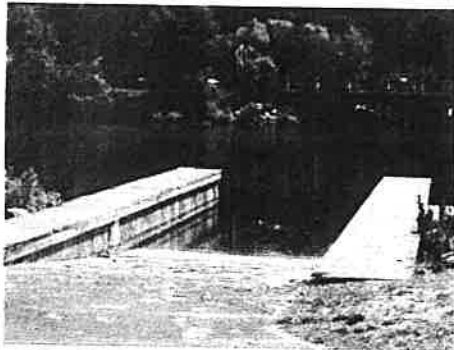
2848 Leonards Mill Pond Road  
Salisbury, MD 21801

### Hours Of Operation

Dawn-Dusk

### Acreage

9.8 acres



(/\_assets/images/recreation/parks/emerson-c-holloway-park/9\_image\_1.jpg)



(/\_assets/images/recreation/parks/emerson-c-holloway-park/9\_image\_2.jpg)

Route 13 North in Salisbury is mostly known for its shopping and restaurant chains. However, just past the entrance to Chile's is Leonard's Mill Park, a little oasis amidst the hustle and bustle. Visitors can access the park in two ways, via the entrance on Leonard's Mill Pond Road or through the Wicomico County Welcome Center parking lot. The beautiful park is divided in the middle by a small creek leading to Leonard Pond. Two bridges, ideal for fishing, connect the upper and lower sides of the park.

On the upper side there is a boat ramp with access to Leonard Pond, a large pavilion with a grill and picnic tables, a horseshoe pit, and a recreational softball field. On the lower side there is a large playground area, picnic tables, and a walking trail. The well shaded playground area includes a large Gametime play set with slides, climbing equipment, and monkey bars. So, whether you're looking for a good fishing spot or just need a breather while you're out running errands, stop by Leonard's Mill Park and enjoy the moment.



This park was funded in part by the Maryland Department of Natural Resources Program Open Space Grants  
(<http://www.dnr.state.md.us/land/pos/index.asp>).

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **SPECIAL MEETING**

**APRIL 16, 2019**

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 Angela M. Blake*  
*Councilwoman April Jackson*

10  
11 **IN ATTENDANCE**

12  
13 *City Administrator Julia Glanz, City Clerk Kimberly Nichols, City Attorney Mark Tilghman, and*  
14 *interested citizens.*

15 *\*\*\*\*\**

16 *The City Council convened in a Special Meeting in Conference Room #306 of the Government*  
17 *Office Building on April 16, 2019 at 8:30 a.m. President Heath called the meeting to order.*

18  
19 **ADOPTION OF LEGISLATIVE AGENDA**

20  
21 *Ms. Jackson moved, Mr. Boda seconded and the vote was unanimous (5-0) to approve the*  
22 *Special Meeting agenda as presented.*

23  
24 **ORDINANCE** – *presented by City Attorney Mark Tilghman*

25  
26 **Ordinance No. 2538**- *1<sup>st</sup> reading- granting a utility easement to Delmarva Power &*  
27 *Light Company across City owned property, being portions near the alley-way located*  
28 *off Baptist Street and running along the northerly side of the City Parking Garage*

29  
30 *Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve*  
31 *Ordinance No. 2538 for first reading.*

32  
33 *With no further business to discuss, the Special Meeting adjourned at 8:34 a.m., and the*  
34 *regularly scheduled Budget Work Session immediately followed.*

35  
36 \_\_\_\_\_  
37 *City Clerk*

38  
39 \_\_\_\_\_  
40 *Council President*

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**APRIL 22, 2019**

4  
5 **PUBLIC OFFICIALS PRESENT**

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

10  
11 **IN ATTENDANCE**

12  
13 City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, DID Director Amanda  
14 Pollack, Procurement Director Jennifer Miller, Business Development Director Laura Soper,  
15 Finance Director Keith Cordrey, Fire Chief John Tull, City Clerk Kim Nichols, City Attorney  
16 Mark Tilghman, interested citizens and members of the press.

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

19  
20 On April 22, 2019, the City Council met in regular session at 6:00 p.m. in Council Chambers.  
21 Council President John R. Heath called the meeting to order and invited Rev. Norman Hancock  
22 of St. Thomas Anglican Church to the podium to provide the City Invocation, followed by the  
23 Pledge of Allegiance to the flag of the United States of America.

24  
25 **PRESENTATION** - Green Business Program- Sustainability Coordinator Alyssa Massey

26  
27 Sustainability Coordinator Alyssa Massey was joined at the podium by Kacey Martin, past Chair  
28 of the City Sustainability Advisory Committee (the Green Team) to present the Green Business  
29 Certification Program. Ms. Martin explained that last year the Green Team noticed numerous  
30 local businesses making steps towards being making their businesses more sustainable. The idea  
31 was created to provide an award to honor businesses for the work done towards sustainable  
32 practices. The process allows the applicant to sign up and receive either a bronze, silver or gold  
33 sticker and to receive a link on the website, door sticker, certificate and photo with the Mayor.

34  
35 Ms. Massey said they did not want this PILOT program to focus on only one type of business.  
36 Points would be awarded for going strawless, using energy efficient appliances, and planting a  
37 pollinating garden, among numerous other activities businesses could do to make an impact. She  
38 explained how businesses could enroll as a Green Business, and could visit the City website at  
39 <https://salisbury.md/green-business-certification> for more information.

40  
41 Ms. Massey discussed the Sustainability Advisory Committee’s event, Green Fest on the  
42 Riverwalk, to be held on Saturday, May 11, 2019 from 9:00 a.m. to 1:00 p.m.

43  
44 President Heath inquired about how the program would apply to manufacturing businesses. Ms.  
45 Martin reported their initial focus was on offices and restaurants as no committee members were  
46 associated with manufacturing businesses. They would consider this for year two, and invited

47 *President Heath to contact her regarding this since he had experience with such businesses.*

48

49 **ADOPTION OF LEGISLATIVE AGENDA**

50

51 *Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve the legislative*  
52 *agenda.*

53

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

55

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

58

- **March 25, 2019** Regular Meeting Minutes
- **Resolution No. 2937**- approving the reappointment of Matthew Auchey to the  
Historic District Commission for term ending April 2022

59

**AWARD OF BIDS** – presented by Procurement Director Jennifer Miller

*The Award of Bids, consisting of the following items, was unanimously approved on a*  
*motion by Ms. Blake that was seconded by Ms. Jackson:*

- *ITB 19-124, Town Square Phase 1 Construction* \$299,834.25
- *ITB 19-117, Manhole Rehabilitation* \$181,164.00

60

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

62

- **Ordinance No. 2536**- 2<sup>nd</sup> reading- approving an amendment of the FY 2019 General  
Fund Budget to appropriate funding to the Business Development Marketing Fund

65

66 *Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve*  
67 *Ordinance No. 2536 for second reading.*

68

- **Ordinance No. 2537**- 2<sup>nd</sup> reading- authorizing the mayor to enter into a contract with  
the Community Foundation of the Eastern Shore for the purpose of accepting grant funds in  
the amount of \$4,000, and approving a budget amendment to the FY 2019 Grant Fund to  
appropriate funds for the Salisbury-Wicomico Integrated Firstcare Team

73

74 *Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve Ordinance*  
75 *No. 2537 for first reading.*

76

- **Ordinance No. 2538**- 2<sup>nd</sup> reading- granting a utility easement to Delmarva Power & Light  
Company across City owned property, being portions near the alley-way located off Baptist  
Street and running along the northerly side of the City Parking Garage

78

81 **FY20 BUDGET ORDINANCES** – presented by City Attorney Mark Tilghman

82



- 83 • **Ordinance No. 2539**- 1<sup>st</sup> reading- appropriating the necessary funds for the operation of the  
84 government and administration of the City of Salisbury for the period July 1, 2019 to June  
85 30, 2020, establishing the levy for the General Fund for the same fiscal period and  
86 establishing the appropriation for the Water and Sewer, Parking Authority, City Marina and  
87 Storm Water Funds

88  
89 Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance  
90 No. 2539 for first reading.

- 91  
92 • **Ordinance No. 2540**- 1<sup>st</sup> reading- to establish that there is no rate change for water and  
93 sewer rates. It is effective for all bills dated October 1, 2019 and thereafter unless and until  
94 subsequently revised or changed

95  
96 Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance  
97 No. 2540 for first reading.

- 98  
99 • **Ordinance No. 2541**- 1<sup>st</sup> reading- to set fees for FY2020 and thereafter unless and until  
100 subsequently revised or changed

101  
102 Mr. Ireton moved and Ms. Jackson seconded to approve Ordinance No. 2541 for first  
103 reading.

104  
105 Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous to amend Ordinance No.  
106 2541 by the following:

- 107  
108 ➤ Second to last line on Page 12: Strike “Witness” and “Hydrant”, and insert  
109 “Protection” after the word “Fire” and “(in-City)” after the word “Test.”  
110 ➤ Create a new last line on Page 12: Insert “Fire Protection Flow Test (out-of-  
111 City)” and “\$160.”

112  
113 Ordinance No. 2541, as amended for first reading, was unanimously approved.

114  
115 **COUNCIL COMMENTS**

116  
117 Vice-President Boda thanked Mayor Day, Ms. Glanz and Finance Director Keith Cordrey for the  
118 improved budget fee schedule, which gets better each year. President Heath said the budget process  
119 has become more streamlined and understandable because of Mr. Cordrey and his staff.

120  
121 **MOTION TO CONEVEN IN CLOSED SESSION**

122  
123 President Heath called for a motion to convene in Closed Session to consider a matter that  
124 concerns the proposal for a business or industrial organization to locate, expand, or remain in the  
125 State in accordance with the Annotated Code of Maryland §3-305(b)(4).

126  
127 Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous to convene in Closed  
128 Session. The Closed Session began at 6:35 p.m.

129  
130 **MOTION TO END THE CLOSED SESSION AND CONVENE IN OPEN SESSION**  
131  
132 *At 6:50 p.m., Mr. Boda moved, Ms. Jackson seconded and the vote was unanimous to end the*  
133 *Closed Session.*  
134  
135 *Council immediately convened in Open Session whereby President Heath reported that Council had*  
136 *met in Closed Session to consider a proposal for a business.*  
137  
138 *As there was no further business to discuss, the Open Session immediately adjourned.*  
139  
140 \_\_\_\_\_  
141 *City Clerk*  
142  
143 \_\_\_\_\_  
144 *Council President*



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

## MEMORANDUM

TO: City Council  
FROM: Kimberly Nichols, City Clerk  
DATE: April 29, 2019  
SUBJECT: Service and Equipment Lease Agreement with Wicomico County Board of Elections

---

Attached for your consideration is a resolution authorizing Mayor Day and City Council President Heath to sign a service and equipment lease agreement to lease Optical Scan (OS) voting units and other equipment and services from the Wicomico County Board of Elections for the City of Salisbury's municipal elections, scheduled for November 5, 2019.

This lease agreement has been reviewed and approved by the City's Legal Department and the Wicomico County Board of Elections.

If you have any questions, please let me know.

RESOLUTION NO. 2938

A RESOLUTION OF THE CITY OF SALISBURY TO APPROVE A SERVICE AND EQUIPMENT LEASE AGREEMENT BETWEEN THE CITY OF SALISBURY AND THE WICOMICO COUNTY BOARD OF ELECTIONS.

WHEREAS, the City of Salisbury, Maryland believes it is in the best interest of the citizens of the City of Salisbury to delegate authority to the Wicomico County Board of Elections to conduct City elections.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury, hereby approves a two-year Service and Equipment Lease Agreement between the City of Salisbury and the Wicomico County Board of Elections, a copy of which is attached hereto as Exhibit A, and authorizes Mayor Day and Council President Heath to execute this Agreement on behalf of the City of Salisbury.

THIS RESOLUTION was introduced and duly passed at a meeting of the City Council of the City of Salisbury held on the \_\_\_\_ day of \_\_\_\_\_ 2019, and is to become effective immediately upon adoption.

ATTEST:

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

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

APPROVED BY ME THIS

\_\_\_\_\_ day of \_\_\_\_\_ 2019

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

**WICOMICO COUNTY BOARD OF ELECTIONS  
SERVICE AND EQUIPMENT LEASE AGREEMENT  
WITH THE CITY OF SALISBURY**

**THIS SERVICE AND EQUIPMENT LEASE AGREEMENT** is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Wicomico County Board of Elections hereinafter referred to as the **Board** and the City of Salisbury, a Municipal Government hereinafter referred to as **Lessee**.

**RECITALS**

**WHEREAS**, Lessee desires to lease Digital Scan (DS) voting units and other equipment and services from the Board for the Lessee’s municipal elections which are scheduled as follows:

**City of Salisbury – General Election – Tuesday, November 5, 2019**

**WHEREAS**, the Board has been permitted by the State of Maryland, thru the Maryland State Board of Elections (SBE), to lease the DS-200 voting units to Maryland Municipal Governments for the purposes of municipal elections; and

**WHEREAS**, the parties desire to enter into this Service and Equipment Lease Agreement which defines their respective rights, duties, and liabilities relating to the DS-200 voting units.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Board and Lessee hereby agrees as follows:

**ELECTIONS**

The Board shall perform the duties delegated to it by Article VI, Elections, of the City Charter and, Title I, Chapter 1.08 of the Salisbury Municipal Code, for each General Election held in the City during the time period covered by this Service and Lease Agreement as described herein, and that the “Petitions” described in the City Charter and the Salisbury Municipal Code shall be processed according to the paragraph entitled Petitions under Section 1.3 of this agreement. The obligations of the Board and Lessee are as follows:

**1. OBLIGATIONS OF THE BOARD**

1.1 The Board agrees to lease to and the Lessee agrees to lease from the Board twelve (12) DS-200 voting units and five (5) BMD (ADA) voting units. Two DS-200 and one BMD (ADA) voting units will be utilized at each polling place, as follows:

**District One**

Fire Station 16, 325 Cypress St, Salisbury MD

**District Two**

Ward Museum, 909 South Schumaker Drive, Salisbury, MD 21804

**District Three**

Asbury United Methodist Church, 1401 Camden Ave, Salisbury MD

**District Four**

Wicomico Presbyterian Church, 129 Broad St, Salisbury MD

**District Five**

Oak Ridge Baptist Church, 327 Tilghman Rd, Salisbury MD

**Canvasses – Absentee 1, Provisional, Absentee 2**

2 DS-200 units at Board of Elections office, 345 Snow Hill Road, Salisbury MD

- 1.2 The Board will provide the materials necessary for the proper use of the DS-200 and BMD (ADA) voting units to conduct the Election, including but not limited to Electronic Pollbooks, Supervisor Cards, power and network cords, and miscellaneous supplies.
- 1.3 The Board agrees to provide the following additional services to the Lessee:

**Street File Verification**

Prior to any Election, the City Clerk and a staff member from the Board shall verify the street file listing by street name, as well as numerical low, high address range, from the Statewide voter registration system.

**Petitions**

The Wicomico County Board of Elections is not required by law or by this agreement to verify any petition filed with a Municipality. The parties hereto acknowledge that the City of Salisbury assumed the responsibility of petition verification for their municipality effective August 2, 2003. Upon receipt of a written request, the Board will permit the City Clerk and one City staff person to utilize our Statewide Voter Registration System module for the verification of their petitions on a case by case basis in the office of the Wicomico County Board of Elections.

- 1.4 For services rendered, the City agrees to be responsible to pay unto the herein after referred entity or individual(s), as follows:

The Board will receive, directly from the City, the hourly rate applicable to the employee(s) providing the services. Said hourly rate will be calculated to include the value of all benefits for all time expended during normal working hours of said employee.

Staff members of the Board will receive, directly from the City, their hourly rate in accordance with the State of Maryland Standard Salary Schedule for any and all work performed on their personal time. (Personal time is all time expended by an employee in excess of the regular 40 hours per week. Personal time shall be paid at the rate of 1.5 times the standard hourly rate per COMAR 17.04.02.08.) The Election Director shall attempt to use county time (the regular 40 hour work week) whenever possible in lieu of personal time; however, it is understood and agreed by the parties to this agreement that the Election Director's decision concerning duties during the standard 40-hour work week shall be final.

**Adjustments to Minimum Wage and/or COLA Increases**

All parties to this agreement agree that any Maryland State Minimum Wage and/or COLA increases or step increases authorized by the State of Maryland shall be applied to and incorporated in this agreement and the hourly rate shall be adjusted to reflect any authorized increases made by the State of Maryland.

- 1.5 Should the Lessee elect to obtain services for the pre-election, election day or post-election support from any other source other than the Board, that source

must be approved in advance by the SBE and the Board.

## **2. OBLIGATIONS OF THE LESSEE**

- 2.1 Lessee agrees to secure and control all items provided under this Equipment Lease Agreement in accordance with guidance and direction issued by the Maryland State Board of Elections (SBE) and/or the Board.
- 2.2 Lessee agrees for the Board to conduct the election in accordance with the Salisbury Municipal Code.
- 2.3 Lessee agrees to secure acceptable polling place locations thru Rental Agreements which will meet the requirements for the proper operation of the DS-200 and BMD (ADA) voting units.
- 2.4 Lessee agrees to pay Election Systems & Software, Inc. (ES&S) the cost of transporting the DS-200 and BMD (ADA) voting units and the polling place delivery carts from the Board's storage facility at 345 Snow Hill Road, Salisbury, Maryland, to the polling locations in Section 1.1, as designated before the Election, and returning them to the Board's storage facility after the Election, at a cost charged by the contracted hauler. ES&S shall bill the Lessee for such transportation directly to the Lessee and Lessee agrees to pay such bill promptly upon receipt.
- 2.5 Lessee agrees that the DS-200 and BMD (ADA) units and other equipment provided under the Lease shall be used only for election purposes.
- 2.6 Lessee agrees that the DS-200 and BMD (ADA) units and other equipment provided under this Lease shall be located at the polling places specified in Section 1.1 and may be inspected at those locations by SBE and/or the Board between the hours of 7 AM and 7 PM, on Election Day. Otherwise, DS-200 and BMD (ADA) voting units will be available for inspection at 345 Snow Hill Road, Salisbury, Maryland from 8:00 AM to 4:30 PM.
- 2.7 Lessee agrees that when the Election is being conducted, the DS-200 and BMD (ADA) voting units and other equipment provided under this Lease shall be under the visual supervision of a Chief Election Judge and/or municipal liaison. At all other times, the DS-200 and BMD (ADA) voting units and the other equipment provided under this Lease shall be closed and sealed, and stored in an access controlled area whereby only authorized personnel have access.
- 2.8 Lessee agrees that it shall not sub-lease or otherwise make available to any other person or entity the DS-200 and BMD (ADA) voting units and/or the other equipment provided under this Lease.
- 2.9 The Election Officials shall keep a record of and report to the Board the protective counter settings on all equipment. Said records shall be taken when the DS-200 and BMD (ADA) voting units are unsealed before use as well as after the DS-200 and BMD (ADA) voting units have been used before being resealed.
- 2.10 Lessee designates **Kimberly Nichols, City Clerk**, as Lessee's single point of contact for purposes of this Lease and the use of any DS-200 and BMD (ADA) voting units or other equipment or services provided under this Lease.

### 3. CONDUCT OF ELECTION

- 3.1 All aspects of the Election will continue to be conducted by the Board. Nothing in this Agreement may be construed to make the State of Maryland (the State), the SBE, and/or the Board responsible for the Election. Neither the State, nor SBE is responsible for the administration or supervision of, nor any costs associated with conducting this Election.
- 3.2 Lessee agrees to indemnify the Board, SBE, and the State of Maryland against any and all liability for any suits, actions, or claims of any character arising from or relating to the Lease or use by Lessee of any equipment provided under this Lease. Should litigation be promulgated by any party involving a Municipal election, referendum or other contest involving a Municipal election, and the Election Director and/or the Board be named in said litigation, the Lessee agrees to bear costs to defend said litigation, including the costs for the legal representation of the Election Director, the Board and all charges generated by the Attorney for the Board, who acted at the direction of the Board concerning said litigation.
- 3.3 Delivery and return of the DS-200 and BMD (ADA) voting units, along with their delivery carts and all supplies contained in them, will be scheduled by ES&S and its contracted hauler, with delivery to be completed no later than 2:00 PM on the Monday before the Election and pick-up no later than 2:00 PM on the Wednesday after the Election has been held. Other equipment provided under this Lease Agreement will be delivered and returned by the Chief Judges on election night after the polls close.
- 3.4 Lessee shall be liable for any loss or damage to the DS-200 and BMD (ADA) voting units and/or any other equipment provided under this Lease at all times that such equipment are within the control of Lessee or its agents. Lessee will not be responsible for loss of or damages to any items while they are in the control of ES&S and its contracted hauler.
- 3.5 Lessee expressly acknowledges and agrees to respect the intellectual property rights of ES&S in the system components, and will not make any use of those components or documents and materials generated through the use of the components that the State would not be permitted to make under the contract between SBE and ES&S. All documents and materials prepared by a system or by ES&S solely for purposes of the Election shall be the sole property of Lessee and shall be available to Lessee at any time, and Lessee may use such documents and materials without restriction and without compensation, except as provided elsewhere in this Agreement or in separate agreements between Lessee and the Board.
- 3.6 Lessee is insured by the **Local Government Insurance Fund**, in accordance with State Board Municipal Information requirements. The certificate of insurance shall name the SBE and the Board as additional loss payees.
- 3.7 Lessee agrees that all absentee ballots must be printed by ES&S or by a local printer approved and certified by ES&S. ES&S may impose deadlines for the certification of a printer and for steps in the process for producing absentee ballots. Lessee covenants and agrees to be responsible for all costs associated with creation of the absentee ballots and shall pay the vendor directly for production and printing services.



- 3.8 The Lessee agrees for the Board to provide adequate training of election officials and poll workers and the appropriate voter education and instructions for conducting the elections. The Board will invoice the Lessee for the costs of training and equipment testing.

#### **4. MISCELLANEOUS**

##### Property Tax Map

The City shall provide to the Board a complete copy of the Property Tax Map Book that currently is published for the City Department of Infrastructure and Development. In addition thereto, the City shall provide to the Board all updates to the Property Tax Map Book as soon as they are available, for so long as this agreement is in effect.

- 4.1 This Lease is entered into under the Law of Maryland and shall be construed, applied and performed in accordance with the laws of the State of Maryland, including, but not limited to, the laws, ordinances, and regulations of Wicomico County, Maryland. The Maryland Uniform Computer Information Transactions Act, Commercial Law Article, Title 22, Annotated Code of Maryland, does not apply.
- 4.2 All parties to this Agreement consent to jurisdiction and venue in the court system for Wicomico County, Maryland.
- 4.3 This Agreement, which includes services delineated by the Municipal Election Questionnaire constitutes the entire agreement between the parties with respect to this subject matter, supersedes all previous communications, representations and understandings, whether oral, written, electronic or otherwise, and may be amended only by a written document that is signed by an authorized representative of the Board and Lessee.
- 4.4 If any part of this Agreement is found by a court of competent jurisdiction to be invalid, unenforceable or voidable, such invalidity, enforceability or voidability shall not affect the validity or enforceability of the remainder of the Agreement.
- 4.5 In the event that the Lease of the DS-200 and BMD (ADA) voting units and/or the other equipment leased pursuant to this Lease conflict with, or limit the use of said equipment by the Board for any election conducted under the Election Law Article, the Board may declare this Lease null and void and of no further effect without liability of any kind. If the Board declares this Lease void, Lessee shall immediately return said equipment to the Board at the direction of the Board.
- 4.6 Duration of Agreement  
The term of this Service and Equipment Lease Agreement shall be for a period of two years beginning July 1, 2019, with a termination date of June 30, 2021, at midnight.

#### **5. ADDITIONAL LEASE TERMS**

- 5.1 The Board will conduct the election in accordance with the most current Maryland State Board of Elections guidelines, including adherences to the Municipal Leasing Standards.
- 5.2 This agreement is subject to Maryland law and Title 22, Maryland Uniform Computer Information Transactions Act, of the Commercial Law Article of the Annotated Code of Maryland is inapplicable.
- 5.3 The State of Maryland is not responsible for the administration of or supervising of, or for any costs associated with conducting, an election not governed by the Election Law Article.
- 5.4 The lessee will provide all power necessary for proper operation of those components being leased.
- 5.5 The lessee will provide the schedule for delivery and return of system components to the Board when available from ES&S.

**IN WITNESS WHEREOF**, the said parties have hereunto subscribed their names and affixed their seals the day and year first above written.

<b>Attest:</b>	<b>City of Salisbury</b>
Kimberly R. Nichols, City Clerk	Jacob R. Day, Mayor
<b>Attest:</b>	<b>City of Salisbury</b>
Kimberly R. Nichols, City Clerk	John R. Heath, City Council President
<b>Attest:</b>	<b>Wicomico County Board of Elections</b>
Anthony Gutierrez, Election Director	Catherine Keim, Board President



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

To: Julia Glanz, City Administrator  
From: Tom Stevenson, Director of Field Operations  
Date: May 1, 2019  
Re: Zoo Donation – Bronze Bear Statue

The Salisbury Zoo Commission received a donation from Dr. and Mrs. Beattie designated to support the creation of an original bronze statue of an Andean bear “Gritto” which resided at the Salisbury Zoo from 2003 to 2015. This bronze bear statue has been completed and installed on Zoo grounds. The Salisbury Zoo Commission would like to donate this art work to the City of Salisbury as documented in the attached letter from Ron Alessi, Chairman, dated April 22, 2019.

Attached is a Resolution for consideration to accept the Bronze Bear Statue donation from the Salisbury Zoo Commission at a value of \$60,000.00.

Unless you or the Mayor have further questions, please forward a copy of this memo and attached letter from Ron Alessi with the Resolution to the City Council.

# The Salisbury logical Park

755 South Park Drive  
Post Office Box 2979  
Salisbury, MD 21802-2979

Office: 410-548-3188  
Education: 410-546-3440  
Fax: 410-860-0919  
www.salisburyzoo.org

April 22, 2019

Mr. Tom Stevenson  
Director  
Department of Field Operations  
City of Salisbury  
500 Mack Avenue  
Salisbury, MD 21801

Re: Zoo Donation

Dear Mr. Stevenson:

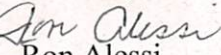
Dr. and Mrs. Alfred Beattie, generous supporters of the Salisbury Zoo, made a financial gift to the Salisbury Zoo Commission for the benefit of the Salisbury Zoo. The gift was designated to fund a bronze statue in the likeness of "Gritto", an Andean bear residing at the Salisbury Zoo from 2003 to 2015. The art work was commissioned through David H. Turner of Onley, Virginia.

The bronze bear statue has been completed and has been placed in the Zoo in close proximity to the Andean bear exhibit. Site work preparation for the display of the statue was included within the gift made by Dr. and Mrs. Beattie. The statue was unveiled to the public on Saturday, April 13.

As discussed and approved at the Salisbury Zoo Commission Board of Directors meeting on April 17, 2019 the Commission would like to donate the art work to the City of Salisbury for the continued benefit of the Salisbury Zoo.

We estimate the value of the bronze statue and its display space to be \$60,000.00.

If you have any questions, please feel free to contact me or Ralph Piland at the Zoo.

Sincerely,  
  
Ron Alessi  
Chairman, Salisbury Zoo Commission

**Salisbury Zoo Commission:**

Ronald G. Alessi, Sr./Chairman

Eric Phippen/Vice Chairman

Carol Scissons/Secretary

James Maybury/Treasurer

Linda Wainer/Board Member

Brian Raygor/Board Member

Karen Lutz/Board Member

Matt Likovich/Board Member

Sarah Rayne/Board Member

Susan Jones/Board Member

Ralph Piland/Director, ex-officio

1 RESOLUTION NO. 2939

2  
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING A  
4 DONATION OF A BRONZE STATUE FROM THE SALISBURY ZOO COMMISSION FOR  
5 THE SALISBURY ZOOLOGICAL PARK.

6  
7 WHEREAS, the Council of the City of Salisbury supports the acceptance of donations at  
8 the Salisbury Zoo; and

9  
10 WHEREAS, the Salisbury Zoo Commission would like to donate to the City a bronze  
11 statue; and

12  
13 WHEREAS, the Salisbury Zoo Commission received a financial donation from Dr. and  
14 Mrs. Alfred Beattie to fund the creation and placement of the bronze statue; and

15  
16 WHEREAS, the bronze statue has been received and permanently mounted for display at  
17 the Salisbury Zoo.

18  
19 NOW, THEREFORE BE IT RESOLVED that the Council of the City of Salisbury,  
20 Maryland hereby accepts the donation of the bronze statue valued at \$60,000.00.

21  
22 THIS RESOLUTION was introduced and duly passed at a meeting of the Council of the  
23 City of Salisbury, Maryland held on May 13, 2019 and is to become effective immediately upon  
24 adoption.

25  
26  
27 ATTEST:

28  
29  
30 \_\_\_\_\_  
31 Kimberly R. Nichols  
32 CITY CLERK

30 \_\_\_\_\_  
31 Jack R. Heath  
32 PRESIDENT, City Council

33  
34  
35 APPROVED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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37  
38 \_\_\_\_\_  
39 Jacob R. Day  
40 MAYOR, City of Salisbury

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**INTER**

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**OFFICE**

# MEMO

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## Office of the Business Development

**To:** City Council  
**From:** Laura Soper  
**Subject:** Enterprise Zone Eligibility – Northwood Professional Center LLC  
**Date:** May 9, 2019

Attached is a copy of the application requesting Enterprise Zone designation for Northwood Professional Center LLC that I received from Charles Holland. I have reviewed this application and, to the best of my knowledge, this establishment meets all of the qualifications to be so designated. This property is located within the boundaries of the City's Enterprise Zone, and this company has invested more than \$50,000 in the property and/or has hired (or will hire) two or more NEW full time employees since locating in the Enterprise Zone.

I recommend that the City Council adopt the attached resolution designating Northwood Professional Center LLC located at 2324 West Zion Rd, eligible to receive the benefits of the Enterprise Zone.

As a reminder, companies that are declared eligible for enterprise zone benefits are able to receive either a one time Income Tax Credit of \$1,000 per new employee hired or a 10 year Property Tax Credit. The purpose of this program is to encourage industries to locate in areas identified as enterprise zones and to reinvest in such properties.

cc: Mayor Day  
Julia Glanz  
Kim Nichols

Attachments

## Amy Zaprowski

---

**From:** Connie Klaverweiden  
**Sent:** Wednesday, April 17, 2019 9:31 AM  
**To:** Amy Zaprowski; Laura Soper  
**Cc:** Olga Butar  
**Subject:** FW: Enterprise Zone Application Received  
**Attachments:** 20190409143309.pdf

Amy & Laura,

All real estate taxes for the property ID 09074694 are paid through the FY'19 year. The LLC is a new business sin May 2018 so there are no personal property taxes due and the business is in good standing.

### Connie Klaverweiden

Revenue Supervisor  
Finance Department  
City of Salisbury  
125 N. Division Street, Room 103  
Salisbury, MD 21801  
410-548-3110



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**From:** Olga Butar  
**Sent:** Tuesday, April 9, 2019 3:13 PM  
**To:** Amy Zaprowski <azaprowski@salisbury.md>; Amanda Pollack <APollack@salisbury.md>; Connie Klaverweiden <cklaverweiden@salisbury.md>  
**Cc:** Laura Soper <lsoper@salisbury.md>  
**Subject:** RE: Enterprise Zone Application Received

Connie,

Could you please provide requested information.  
Thank you,

Olga Butar  
Assistant Director of Finance - Operations  
City of Salisbury  
125 N. Division St  
Salisbury, MD 21801  
Email: [obutar@salisbury.md](mailto:obutar@salisbury.md)  
Phone: 410-548-3110

## Amy Zaprowski

---

**From:** Amanda Pollack  
**Sent:** Wednesday, April 10, 2019 2:11 PM  
**To:** Amy Zaprowski; Olga Butar  
**Cc:** Laura Soper  
**Subject:** RE: Enterprise Zone Application Received

Amy,

This project meets current building codes and permit requirements. It also meets zoning requirements for parking, landscaping, building setbacks, and screening. All criteria reviewed by this department has been met.  
Amanda

**Amanda H. Pollack, P.E.**

Director

Department of Infrastructure and Development

City of Salisbury

125 N. Division St., Room 202

Salisbury, MD 21801

410-548-3170



[www.salisbury.md](http://www.salisbury.md)

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**From:** Amy Zaprowski  
**Sent:** Tuesday, April 9, 2019 2:38 PM  
**To:** Amanda Pollack; Olga Butar  
**Cc:** Laura Soper  
**Subject:** Enterprise Zone Application Received

Hi ladies,

Laura is teaching me the Enterprise Zone process so I'll be sending some emails to learn the process when we get new applications. Please reply all so that both Laura and I are looped in.

Thank you,

Amy



**Application for Maryland State Enterprise Zone Certification in  
Salisbury-Wicomico County, Maryland**

This application will determine whether your business, property, or developer is eligible for Maryland Enterprise Zone tax credits. If determined to be eligible, you will receive a letter from the Enterprise Zone Administrator indicating which tax credit(s) you are eligible to receive.

**Applying For:**

- Income Tax Credit
- Real Property Tax Credit
- Personal Property Tax Credit (Applies only to Focus Area Zones)

**This Section is to be filled by Local Zone Administrators Only**

The Real Property Credit

A ten-year credit against local property taxes is available to companies that locate, expand, or substantially improve business properties in the Enterprise Zone. The property tax credit is equal to 80% of the difference between the base value of the property (the assessment in the year prior to new construction, expansion, or substantial improvement) and the newly assessed value of the property after the investment is made. The property tax credit is 80% for five years. During the last five years, the property tax credit declines 10% annually; the credit is 70%, 60%, 50%, 40%, and 30% respectively. This tax credit is administered to the real property owner in their Property Taxes.

Necessary Qualifications

- Applicant must plan to make a capital investment in its property of \$50,000 or more
- Applicant should be mindful of having a base assessment done before commencing work
- Applicant should apply after receiving all required building permits and before or at the beginning of construction.
- Only commercial properties may apply, any portion of the property devoted to residential use may not receive the credit
- In order to receive a property tax credit for the next taxable year (beginning on July 1 when the tax bill is issued), the local Zone Administrator must certify to the Department of Assessments and Taxation the eligibility of a particular business by no later than the end of the preceding calendar year on December 31st.
- The granting of an Enterprise Zone property tax credit is affected by the timing of the completion of capital improvements, the assessment cycle, and how the improvements are assessed. (I.E. the improvement must change the value of the real property)
- The law states that the credit shall be granted to the "owner" of a qualified property. In cases where a lessee make the capital improvements, the lessees should make a contractual provisions with the owner of the qualified property regarding receipt of the property tax credit.

**Section A: Applicant Information**

Name of Business / Developer applying for Enterprise Zone credits:  
Northwood Professional Center LLC

Name of Contact Person: Charles Holland

Title: Member

Phone: 443-783-0230

Email: topnotchdrywall1@aol.com

Mailing Address: P.O. Box 243 Hebron, MD, 21830

**Section B: Enterprise Zone Property Information**

Enterprise Zone Property Address: 2324 West Zion Road Salisbury, MD 21804

Property Tax Account Number: 09-074694

Property Ownership: Northwood Professional Center LLC

Lease:  Own:

**Section C: Enterprise Zone Property Improvements Information**

To be eligible for Enterprise Zone property tax credits, the application must be submitted prior to the project completion date and issuance of User/Occupancy Permits. If the developer or company making property improvements is applying on behalf of the property owner, the property owner must concur with the application by co-signing below. The property tax credits are automatically applied to the property tax bill (i.e., directly awarded to the property owner only). If you are not applying for the property tax credit, this section may be left blank.

Owner of the Real Property: Northwood Professional Center LLC

Mailing address of property owner: P.O. Box 243 Hebron, MD 21830

Phone: 443-783-0230

Email Address: topnotchdrywall1@aol.com

Project Start Date: 8/15/18

Anticipated Project Completion Date: 3/1/19

Briefly describe capital improvements plans: 17 unit professional center

**Section D: Enterprise Zone Employment Tax Credit Information**

To be eligible of Enterprise Zone employment tax credits, please complete the following section. Employment tax credits to be applied against State income tax liabilities are available for certain new employees hired in the Enterprise Zone. The requirements for qualified employees can be found on Maryland Department of Commerce Website: <http://commerce.maryland.gov/fund/programs-for-businesses/enterprise-zone-tax-credit>. If you are not applying for the employment tax credit, this section may be left blank.

Federal Employer Identification Number (EFIN): 83-152-1952

Unemployment Insurance #: N/A NAICS Code (if available): \_\_\_\_\_

Type of Business (i.e., restaurant, retail, financial services, etc.): Professional Center

Is business located in the Enterprise Zone now? Yes \_\_\_\_\_ No X

If yes, since what year: \_\_\_\_\_

Is the business relocation from another place? Yes \_\_\_\_\_ No X

If yes, where was the previous location?: N/A

Is the business a new, start-up? Yes X No \_\_\_\_\_

Did the Enterprise Zone benefits affect your decision to locate at this address? Yes  No

If yes, please explain how the Enterprise Zone benefits will assist your business. :

Gives us financial assistance during the start up period of the facility

Number of existing employees: 0

If you are new to the Enterprise Zone, please provide the number of employees before relocating or locating in the Enterprise Zone: N/A

If you were already located in the Enterprise Zone, please provide the number of employees as of date of this application in the Enterprise Zone: N/A

Number of new full-time jobs to be created in the Enterprise Zone in the next 12 months: 40

Number of new part-time jobs to be created in the Enterprise Zone in the next 12 months: 10

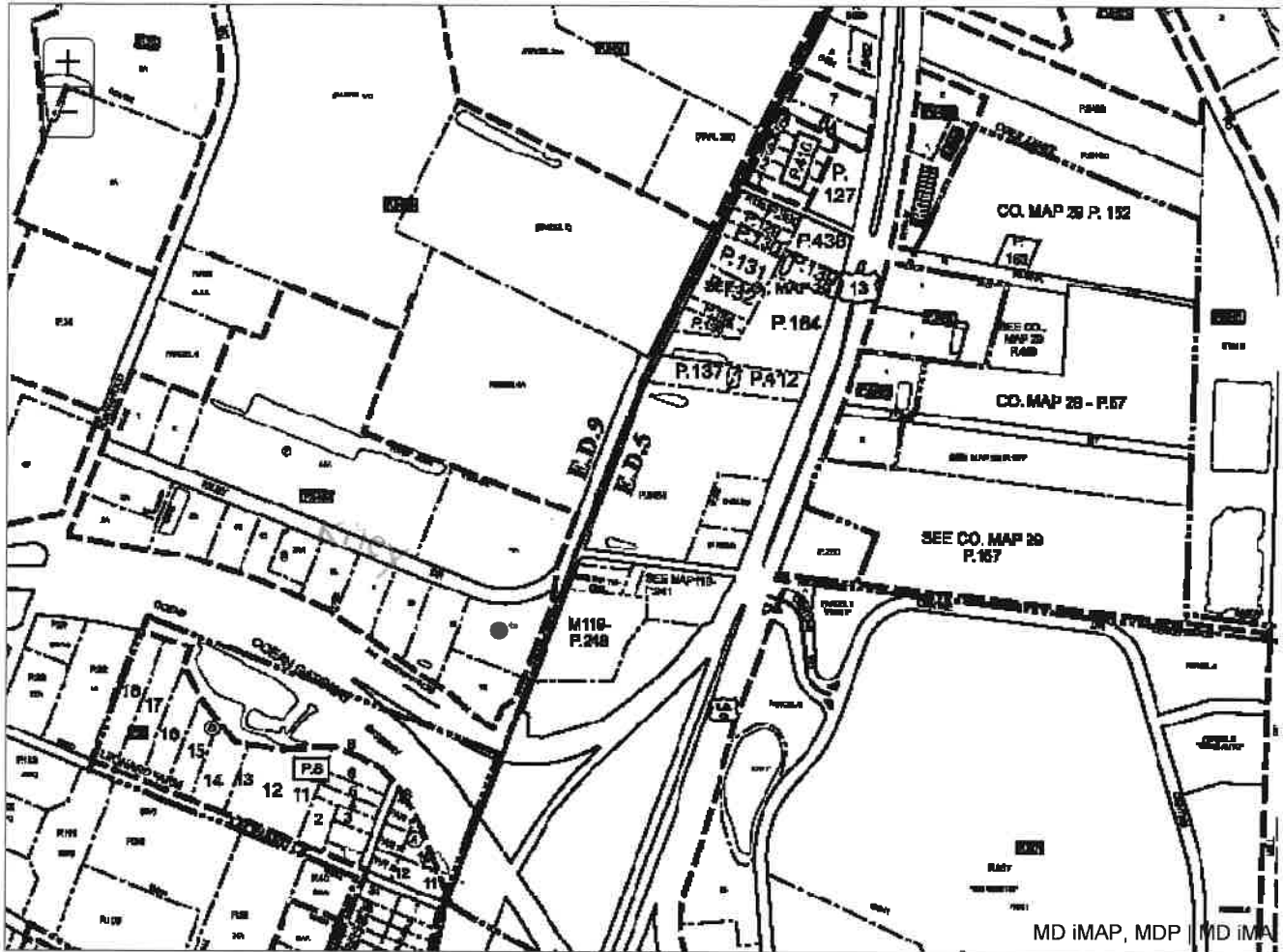
I agree as a condition of certification to provide all data required by the Enterprise Zone Administrator as requested.

Name of Applicant: Charles Holland Position/Title: Member

Signature: Charles Holland Digitally signed by Charles Holland  
Date: 2019.03.26 14:59:25 -04'00' Date: 3/26/19



District: **09** Account Number: **074694**



The information shown on this map has been compiled from deed descriptions and plats and is not a property survey. The map should not be used for legal descriptions. Users noting errors are urged to notify the Maryland Department of Planning Mapping, 301 W. Preston Street, Baltimore MD 21201.

If a plat for a property is needed, contact the local Land Records office where the property is located. Plats are also available online through the Maryland State Archives at [www.plats.net](http://www.plats.net) (<http://www.plats.net>).

Property maps provided courtesy of the Maryland Department of Planning.

For more information on electronic mapping applications, visit the Maryland Department of Planning web site at <http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx> (<http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx>).

District: **09** Account Number: **074694**



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Property maps provided courtesy of the Maryland Department of Planning.

For more information on electronic mapping applications, visit the Maryland Department of Planning web site at <http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx> (<http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx>).



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

April 9, 2019

Charles Holland  
Northwood Professional Center LLC  
PO Box 243  
Hebron, MD 21830

Dear Mr. Holland:

I have received your request for enterprise zone designation for Northwood Professional Center LLC located in Salisbury MD. I will begin processing this request immediately. I will be back in touch if I need further information, and to let you know when this matter will be brought before the City Council and the County Council for approval.

If you have any questions in the meantime, please let me know. My phone number is 410-677-1916.

On behalf of the Mayor and the City Council, I would like to express our appreciation for your interest in investing in our community.

Very truly yours,

Laura Soper  
Director of Business Development – City of Salisbury

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RESOLUTION NO. 2940

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND DECLARING THAT NORTHWOOD PROFESSIONAL CENTER LLC IS ELIGIBLE TO RECEIVE ENTERPRISE ZONE BENEFITS FOR PROPERTY LOCATED AT 2324 WEST ZION RD, SALISBURY MD.

WHEREAS, the City of Salisbury, Maryland and Wicomico County created an Enterprise Zone on June 6, 1983 for the purpose of encouraging economic development of the area encompassed within the boundaries of such zone; and

WHEREAS, the Enterprise Zone was created under authority granted by the State of Maryland; and

WHEREAS, the State Code permits certain benefits to be extended to businesses that locate or expand in the Enterprise Zone provided that they meet certain standards; and

WHEREAS, the City of Salisbury and Wicomico County have also established certain standards, which must be met in order for a business to be deemed eligible to receive Enterprise Zone benefits; and

WHEREAS, Northwood Professional Center LLC meets the standards set forth in the State Code and in local regulations to be eligible to receive Enterprise Zone benefits; and

WHEREAS, Charles Holland, representing Northwood Professional Center LLC, has requested that the company be designated as eligible for Enterprise Zone benefits because of its investment of more than \$50,000 in their property located in the zone at 2324 West Zion Rd.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that Northwood Professional Center LLC be designated as eligible to receive the benefits of the Enterprise Zone effective upon the adoption of this resolution.

The above Resolution was introduced and read and passed at the regular meeting of the Salisbury City Council on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

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

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

APPROVED by me this  
\_\_\_\_\_ day of \_\_\_\_\_ 2019.

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





## MEMORANDUM

**To:** Julia Glanz, City Administrator  
**From:** Laura Baasland, Administrative Assistant  
**Subject:** Appointment to the Salisbury Zoo Commission  
**Date:** May 9, 2019

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

<u>Name</u>	<u>Term Ending</u>
Melissa Cervantes	May 2022

Attached you will find information from Melissa Cervantes and the resolution necessary for her 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

## Laura Baasland

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**From:** City of Salisbury <noreplysby@gmail.com>  
**Sent:** Saturday, February 23, 2019 7:02 AM  
**To:** Laura Baasland  
**Subject:** Johnnie Melissa Cervantes would like to join the Salisbury Zoo Commission.

### Name

Johnnie Melissa Cervantes

### Phone

(210) 394-8344

### Email

[Thegreendalmatian@gmail.com](mailto:Thegreendalmatian@gmail.com)

### Address

PO Box 239  
606 Main Street  
Sharptown, MD 21861  
[Map It](#)

### Where would you like to serve?

Salisbury Zoo Commission

### Why would you like to serve on this board/commission?

I would love to be considered in applying for the zoo commission. I moved here from Texas 2 years ago. I have an extensive animal background. I lived in a large farm for 20 years and received a Bachelor Degree in Animal Science. Most of all I just love animals. I volunteer in the Wicomico 4-H program teaching kids archery and miscellaneous activities. I have visited many zoos across the country. Hawaii's open zoo setting being one of my favorites; along with Salisbury's of course. I feel I could bring some great ideas to an already great zoo. Thank you for your consideration.  
Johnnie Melissa Cervantes

### Please upload a copy of your resume.

- [Modern-Resume.pdf](#)

Johnnie Melissa Cervantes  
210-394-8344 [thegreendalmatian@gmail.com](mailto:thegreendalmatian@gmail.com)



## Education

Texas A&M University- Bachelors of Science Degree May 1996- Administration Building,  
400 Bizzell St, College Station, TX 77843

St. Phillips College- License of Vocational Nursing December 2000- 1801 Martin Luther  
King Dr., San Antonio, TX 78203

## Experience

Bayada Pediatrics, 1016 North Walnut Street, Milford, DE 19963

June 2016- Present

Medication administration, ventilator monitoring, nebulization treatments, vest treatments,  
feeding via pump, assistance in daily living activities

Consumer Direct Services in Texas, Inc., 6243 IH 10 West Suite 430, San Antonio, TX, 78201

March 2016- June 2016

Medication administration, nebulization treatments, vest treatments, IPV treatments,  
feeding via pump, suctioning, tracheal cleaning and change, foley care and application,  
ambu ventilation, ventilator observation, cough assist, transfer via lift.

National Nursing and Rehab, 1635 NE Interstate 410 Loop #700, San Antonio, TX 78209

March 2015- March 2016

Medication administration, nebulization treatments, vest treatments, IPV treatments,  
feeding via pump, suctioning, tracheal cleaning and change, foley care and application,  
ambu ventilation, ventilator observation, cough assist, transfer via lift.

Christian VNA Home Care, 4241 Woodcock Dr., A-100, San Antonio, TX, 78228

June 2011- May 2015

Medication administration, nebulization treatments, vest treatments, IPV treatments,  
feeding via pump, suctioning, tracheal cleaning and change, foley care and application,  
ambu ventilation, ventilator observation, cough assist, transfer via lift.

Johnnie Melissa Cervantes  
210-394-8344 [thegreendalmatian@gmail.com](mailto:thegreendalmatian@gmail.com)

Special Kids Care, 11124 Wurzbach Rd, San Antonio, TX, 78230

April 2010- August 2014

Medication administration, nebulization treatments, vest treatments, IPV treatments, feeding via pump, suctioning, tracheal cleaning and change, foley care and application, ambu ventilation, ventilator observation, cough assist, transfer via lift.

Volunteer Work

Wicomico 4-H archery instructor/ activities helper

Salisbury Library Book Sale

Floresville North Elementary

Library helper/book reshel

Classroom helper/copier

Johnnie Melissa Cervantes  
210-394-8344 [thegreendalmatian@gmail.com](mailto:thegreendalmatian@gmail.com)

#### References

Dawn Johnson

PO Box 520, Poth, Texas, 78147 (210)274-6519

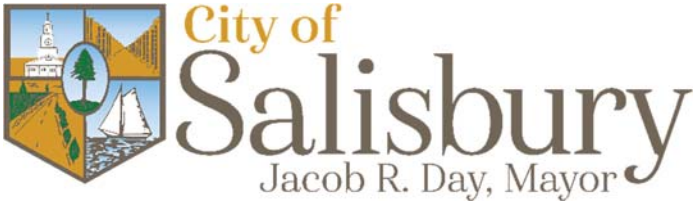
Cindi Luna

2100 County Rd 312, Floresville, Texas 78114 (512)914-1212

Sharron Wiatrek

5230 CR 228, Falls City, Texas, 78113 (830)477-9726





## MEMORANDUM

**To:** Julia Glanz, City Administrator  
**From:** Laura Baasland, Administrative Assistant  
**Subject:** Appointment to the Sustainability Advisory Committee  
**Date:** May 9, 2019

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

<u>Name</u>	<u>Term Ending</u>
Elise Trelegan	May 2022

Attached you will find information from Elise Trelegan and the resolution necessary for her 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

April 19, 2019

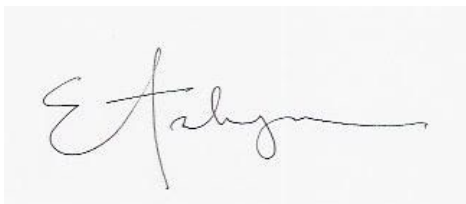
Dear Mayor Day and Mrs. Bassland;

Please accept my formal letter of interest in joining Salisbury's Sustainability Advisory Committee (the "Green Team"). I've had the pleasure of working with a number of current and former members of the committee on various projects over the past few years and have admired from afar the work that they do as a part of the Green Team. I'd be honored by the opportunity to lend my talents and skills to this group to help implement programs and support educational opportunities for the community.

I've been a resident of Salisbury for two years now and I currently work out of Oxford, Maryland for the NOAA Chesapeake Bay Office, managing the Bay Watershed Education and Training Program (B-WET) which is a 2.7 million dollar grant program that supports environmental literacy efforts across the watershed. I also run a series of professional development opportunities for teachers and non-formal educators to support their understanding of the latest science and educational pedagogies. In 2018 I co-founded the Youth Environmental Action Summit which is a youth conference based in Salisbury that supports young people on the Lower Eastern Shore to take action on local environmental issues and make positive change in their own communities. It's with these skills, and my background in marketing and communication, that I think I would be an asset to the Green Team. Most of all, I'm passionate about inspiring people of diverse backgrounds to become stewards of the environment, and I think this is a sentiment that is shared by all members of this team.

Attached please find my resume which details some of my relevant experience. Thank you in advance for the consideration and I look forward to the opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Trelegan", is centered on a light gray rectangular background.

Elise Trelegan





# ELISE TRELEGAN

## EDUCATION

Hampshire College, Amherst, MA  
Bachelor of Arts degree in the  
School of Natural Science & School  
of Humanities, Arts, and Cultural  
Studies, 2012.

### Interdisciplinary Concentration:

An analysis of the Atlantic  
salmon restoration effort on  
the Connecticut River through  
literature-based review,  
journalistic investigation, science  
communication, and visual  
communication.

## EXPERTISE

- Environmental Education
- Non-Profit Management
- Fundraising & Special Events
- Community Building
- Science Communication

## CONTACT

691 Ramsey Ct., Apt. 203  
Salisbury, MD 21804  
Cell: 508-254-7387  
[elise.trelegan@noaa.gov](mailto:elise.trelegan@noaa.gov)  
[etrelegan@gmail.com](mailto:etrelegan@gmail.com)  
[www.elisetrelegan.com](http://www.elisetrelegan.com)

## RELEVANT WORK EXPERIENCE

### NOAA Chesapeake Bay Office, Oxford, MD

*Chesapeake B-WET Program Coordinator*, December 2018-Present

*Environmental Science Outreach Specialist*, Sept. 2017-December 2018

- Oversees the Chesapeake Region's Bay Watershed Education and Training Program, a grant program supports hands-on watershed education to students and teachers to foster stewardship.
- Provides support to NOAA B-WET grantees in implementing systemic environmental education programs using the Meaningful Watershed Educations Experiences (MWEE) framework.
- Plans, develops, facilitates, and evaluates professional learning opportunities for K-12 and non-formal educators at NOAA's Environmental Science Training Center.
- Creates and facilitates online courses to support virtual and blended professional learning opportunities for educators on topics including data in the classroom, climate change, and educational pedagogies.
- Represents B-WET at Virginia No Child Left Inside Coalition and Virginia Resource-Use Education Council.

### Chincoteague Bay Field Station, Wallops Island, VA

*Education Director & Interim Executive Director*, April 2017-Sept. 2017

*Community, Outreach, & Development Coordinator*, Feb. 2014-April 2017

- Designs, implements, and evaluates a comprehensive suite of multi-day residential and single-day environmental education programs for K-12 students, families, adults, and teachers.
- Oversees a diverse staff including an Education Team of 30 staff, summer interns and volunteers.
- Manages fundraising campaigns, major donor cultivation, and corporate sponsorships.
- Leads federal, state, and private grant acquisition and management, including reporting.
- Manages financials of charitable contributions and oversees budgets of education, marketing and fundraising.
- Develops and executes special events including a regionally recognized farm-to-table fundraiser and MARSH Fest, a science and beer festival promoting environmental literacy.
- Cultivates key relationships and partnerships with external stakeholders including schools, educators, and environmental/conservation organizations, corporations and businesses, foundations, and agencies.

## GRANTS + AWARDS

- North American Association of Environmental Education's 30 Under 30, 2016
- UL Innovative Education Award, SPARK 2016
- NOAA Climate Stewards, 2016
- Walmart Community Grant for SPARK, 2016-2017
- EPA Local Grant, 2015-2016
- NASA Small- to Medium-sized Workshop Grant, 2015
- VA Dept. of Environmental Quality, 2014-2017
- Partnership for the National Trails System Fellowship, 2013
- Earl Ubell Award in Science Journalism
- Imagining America: Joy of Giving Award, 2012
- Social Venture Fund, 2012
- Pope Foundation Award, 2012

## RELATED TRAININGS

- Climate Change Communication for Environmental Educators (Cornell University), 2016
- NOAA Climate Stewards, 2015
- Project Wild Aquatic, 2015
- Flying Wild, 2015
- Certified Interpretive Guide (CIG-NAI), 2015

## VOLUNTEER

- 1 Year to Empowerment (2018-2019)
- NASA Wallops Island Board of Directors (2017)
- Wallops Research Park Board of Directors (2017)
- Chincoteague Chamber (2017)
- Eastern Shore Literacy Council (2016-2017)
- Waste Watchers of Virginia's Eastern Shore (2016-2017)
- Spike Express Volleyball (2016-2018)

## RELEVANT WORK EXPERIENCE CONT.

- Advertises and promotes a wide range of programs through targeted web-, print-, content-, and partnership-marketing tactics.
- Sits on the Board of Directors with the presidents of CBFS's 11 Member Universities and the Academic Advisory Council.

### National Park Service, Massachusetts Trail Systems

*Freelance Design Consultant*, Feb. 2014-Present

- Designs annual accomplishments reports and trail brochures for local and regional trails on annual basis.

### National Park Service, Amherst, MA

*New England National Scenic Trail Fellow: Rivers Trails, and Conservation Assistance Program*, Feb. 2013-Feb. 2014

- Leads marketing and outreach initiatives, coordinating with two trail partners – Appalachian Mountain Club and Connecticut Forest & Parks Association.
- Coordinates a core of diverse volunteers to care for the trail including Trail Adopters, Ridgerunner Program, and 5-College Outing Club Stewards.
- Collaborates with Trail Planner to build the first trail town.

## COMMUNITY PROJECT MANAGEMENT EXPERIENCE

Shore People Advancing Readiness for Knowledge (SPARK), Jan. 2014-April 2017

- Facilitates an intergenerational program for local families to learn outside of the classroom through nature-based activities and environmental education with an emphasis on local changes in the environment and global climate change.
- Leads SPARK Creekwatchers program for families interested in participating in citizen science and serves as Quality Assurance lead for data collections.
- Manages a \$3,000 Virginia Department of Environmental Quality Citizen Monitoring Grant to support Creekwatchers program and \$25,000 UL Innovative Education Award.

Living Shoreline Project, Aug. 2014-April 2017

- Manages a \$91,000 EPA grant to restore marsh and oyster habitat while using the site as a public model for restoration practices and outdoor classroom with K-12 students, SPARK families, and with other community programs.
- Designs additional programs and research opportunities for member universities and interns to utilize the Living Shoreline.
- Works with the local community to provide knowledge, tools, and resources to take action on their own properties to adapt to sea level rise.





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

To: Julia Glanz, City Administrator  
From: Keith Cordrey, Director of Finance *KAC*  
Date: 4/23/19  
Re: Manufacturing Exemption for equipment purchased 2016 –  
Clean Air Filters LLC

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I am recommending that Clean Air Filters, LLC be granted an exemption from Personal Property Tax for their equipment purchased in 2016 as requested by the Company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2016 purchases. Over the next five years they will benefit from this exemption by a total savings in personal property taxes of \$ 10,237. The exemptions will be applied to City Property Tax years 2018-2022 as shown in the schedule provided herein. Attached please find copies of the calculations and manufacturing exemption applications.

City of Salisbury  
 Finance Department  
 Exemption Recommendation to City Council

Company: Clean Air Filters LLC  
 Address: 400 W Railroad Avenue

Requested By: John M. Speake III  
 Date of Request: 11/1/2018

Description of Mfg.: Filter Manufacturer

Equipment Year 2016

New Equipment See Listing \$ 121,872.00

**Total** \$ 121,872

Exemption Value	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Am't of Exemption</u>
	2018	2017	1	109,685	2,632
	2019	2018	2	97,498	2,340
	2020	2019	3	85,310	2,047
	2021	2020	4	73,123	1,755
	2022	2021	5	60,936	1,462

**Total Value of Exemption:** \$ 10,237

Recd  
11/2/18

# City of Salisbury



**KEITH CORDREY**  
DIRECTOR INTERNAL SERVICES

MARYLAND

**FINANCE DEPARTMENT**

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

**SANDRA GREEN**  
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

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

Business Name: CLEAN AIR FILTERS, LLC MD Department ID#: W17356635

Mailing Address: 400 W. RAILROAD AVE SALISBURY, MD 21804

Contact Name: JOHN M SPEAKE, III Phone No.: (410) 726-2308

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2016.
3. Address of Manufacturing / R & D operation. 400 W. RAILROAD AVE SALISBURY, MD 21804
4. Date Manufacturing / R & D operation began in Salisbury. 07-05-2016
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

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

Preparer's Signature  Date 10/26/2018

Email address dmccabe@pkscpa.com

NOTE: Show the original cost of all personal property owned and used in the State of Maryland, by year of acquisition. Please round-up any values to the nearest whole dollar amount.  
 Complete Section VII for each location conducting business in Maryland at any time during the taxable year.

**SECTION VII (con't) - ALL BUSINESS ENTITIES COMPLETE**

F. Tools, machinery, and/or equipment used for manufacturing or research and development:

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost		121,872							121,872

G. Vehicles with interchangeable Registration and/or Unregistered vehicles:

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									NONE

H. Non-farming livestock:

Book Value (\$)	Market Value (\$)

**\*\* Before you complete I, J, or K below, please review the Special Instructions**

I. Other personal property not already identified:

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									NONE

Describe property identified above: \_\_\_\_\_

J. Property owned by others and used or held by the business as lessee or otherwise:

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									NONE

Describe property identified above: \_\_\_\_\_

K. Property owned by the business, but used or held by others as lessee or otherwise:

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									NONE

Describe property identified above: \_\_\_\_\_

**SECTION VIII - ALL BUSINESS ENTITIES COMPLETE**

- A. Does the business own any fully depreciated and/or expensed personal property located in Maryland?  Yes  No
- B. If so, is that property reported in Section VII?  Yes  No
- C. Has the business disposed of any assets, or transferred any assets, in or out of Maryland during the prior year?  Yes  No

151900 Clean Air Filters, LLC  
 81-1972726  
 FYE: 12/31/2016

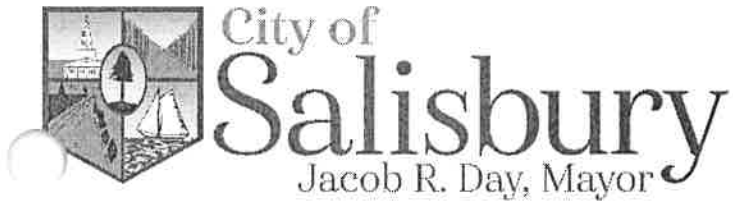
**Tax Asset Detail 1/01/16 - 12/31/16**

09/13/2017 4:20 PM  
 Page 1

now

Asset #	Property Description	Date In Service	Tax Cost	Sec 179 Exp Current = c	Tax Bonus Amt	Tax Prior Depreciation	Tax Current Depreciation	Tax End Depr	Tax Net Book Value	Tax Method	Tax Period
<b>Group: Manufacturing Equipment</b>											
1	Frame Machine	8/04/16	50,320.00	0.00c	25,160.00	0.00	28,754.29	28,754.29	21,565.71	200DB	7.0
2	Conveyors	9/16/16	11,450.00	0.00c	5,725.00	0.00	6,542.86	6,542.86	4,907.14	200DB	7.0
3	Servo Strip Notcher	11/07/16	21,000.00	0.00c	10,500.00	0.00	12,000.00	12,000.00	9,000.00	200DB	7.0
4	Laminator	12/07/16	3,835.00	0.00c	1,917.50	0.00	2,191.43	2,191.43	1,643.57	200DB	7.0
5	Manufacturing Equipment	4/26/16	35,266.60	0.00c	17,633.30	0.00	20,152.34	20,152.34	15,114.26	200DB	7.0
	Manufacturing Equipment		<u>121,871.60</u>	<u>0.00c</u>	<u>60,935.80</u>	<u>0.00</u>	<u>69,640.92</u>	<u>69,640.92</u>	<u>52,230.68</u>		
	<b>Grand Total</b>		<u>121,871.60</u>	<u>0.00c</u>	<u>60,935.80</u>	<u>0.00</u>	<u>69,640.92</u>	<u>69,640.92</u>	<u>52,230.68</u>		





To: Julia Glanz, City Administrator

From: Keith Cordrey, Director of Finance *kh*

Date: April 25, 2019

Re: Manufacturing Exemption for equipment purchased in 2017 – Machining Technologies, Inc.

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I am recommending that Machining Technologies, Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2017, as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption. Over the next five years they will benefit from this exemption by a total savings of \$131,997 in personal property tax. The exemptions will be applied to City Property Tax years 2019-2023 as shown in the schedule provided herein.

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

**City of Salisbury  
Finance Department  
Exemption Recommendation to City Council**

Company: Machining Technologies, Inc.  
 Address: 510 Naylor Mill Road

Requested By: Kim Wilson  
 Date of Request: 4/24/2019

Description of Mfg.: Manufacturing

Equipment Year 2017

New Equipment See Listing \$ 1,571,389.00

**Total** \$ 1,571,389

Exemption Value	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Am't of Exemption</u>
	2019	2018	1	1,414,250	33,942
	2020	2019	2	1,257,111	30,171
	2021	2020	3	1,099,972	26,399
	2022	2021	4	942,833	22,628
	2023	2022	5	785,695	18,857

**Total Value of Exemption:** \$ 131,997

# City of Salisbury



KEITH CORDREY  
DIRECTOR INTERNAL SERVICES

MARYLAND

FINANCE DEPARTMENT

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

SANDRA GREEN  
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

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

Business Name: Machining Technologies MD Department ID#: D02681328

Mailing Address: 510 Naylor Mill Road, Salisbury, Maryland 21801

Contact Name: Kimberly Wilson Phone No.: 410-548-1627

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2017.
3. Address of Manufacturing / R & D operation. same
4. Date Manufacturing / R & D operation began in Salisbury. November 2005
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

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

Preparer's Signature [Signature] Date 4-24-19

Email address kwilson@matechsolutions.com

**2018**

Form 1  
Page 5 of 5

NOTE: Show the original cost of all personal property owned and used in the State of Maryland, by year of acquisition. Please round up any values to the nearest whole dollar amount. Complete Section VII for each location conducting business in Maryland at any time during the taxable year.

**SECTION VII (continued) - ALL BUSINESS ENTITIES COMPLETE**

**F. Tools, machinery, and/or equipment used for manufacturing or research and development:**

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost	1,571,389	230,211	45,588	541,841	400,113	395,258	427,234	3,874,260	7,485,894

**G. Vehicles with interchangeable Registration and/or Unregistered vehicles:**

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010	Total Cost
Original Cost	0	0	0						

**H. Non-farming livestock:**

Book Value (\$)	0	Market Value (\$)	0
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**\*\*Before you complete I, J, or K below, please review the Special Instructions.**

**I. Other personal property not already identified:**

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									

Describe property identified above:

**J. Property owned by others and used or held by the business as lessee or otherwise:**

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									

Describe property identified above:

**K. Property owned by the business, but used or held by others as lessee or otherwise:**

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									

Describe property identified above:

**SECTION VIII - ALL BUSINESS ENTITIES COMPLETE**

- A. Does the business own any fully depreciated and/or expensed personal property located in Maryland?  Yes  No
- B. If so, is that property reported in Section VII?  Yes  No
- C. Has the business disposed of any assets, or transferred any assets, in and out of Maryland during the prior year?  Yes  No



**Machining Technologies Listing of Equipment Purchased  
For Manufacturing and R&D in 2017**

<b>Item Description</b>	<b>Date</b>	<b>Value</b>
Spindle machine 35	1/15/17	8,437.91
Gosinger MN4000H - 6 pallet changer	3/15/17	448,640.00
Gosinger MN4000H - 6 pallet changer	5/15/17	422,000.00
2017 Okuma MB4000H	6/15/17	394,000.00
3 Chipblasters	6/15/17	84,000.00
Motor machine 37	2/01/17	4,443.00
Motors machine 23	2/01/17	11,865.98
Motor machine 24	2/01/17	11,865.98
Drive laser - Triumph	3/01/17	3,325.00
Eddy Current Probes	5/01/17	1,902.00
Drive for Laser cutter	8/15/17	9,057.00
Air compressor; 100 horse power	4/01/17	10,274.00
Tooling -filter housings	5/1/2017	161,579.00
		1,571,389.87



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

## **COUNCIL AGENDA – Award of Bids**

**May 13, 2019**

- |  |             |
|--|-------------|
| 1. RFP 10-15, Change Order #8<br>WWTP Construction Management and Inspection | \$50,000.00 |
| 2. Declaration of Surplus<br>SPD Duty Weapons (2) and horse trailers (2)     | \$ 0.00     |



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

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** May 13, 2019  
**Subject:** Change Order #8 to RFP 10-15  
WWTP Construction Management and Inspection

The Department of Procurement received a request from the Department of Infrastructure and Development to process Change Order #8 in the amount of \$50,000.00 for RFP 10-15 WWTP Construction Management and Inspection. Additional construction management and part-time inspection services are necessary to complete contract close out and General Contractor negotiation activities through June 28, 2019.

Funds are available in the Waste Water Treatment Plant project account 96113-513020-55512, and additional details are noted in the departmental memo which is attached.

The Department of Procurement hereby requests Council's approval for Change Order #8 as noted above to GHD, Inc., in the amount of \$50,000.



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

To: Jennifer Miller, Director of Procurement  
From: Amanda Pollack, P.E., Director of Infrastructure and Development *AP*  
Date: April 25, 2019  
Re: RFP 10-15 WWTP Construction Management and Inspection – Change Order No. 8

---

Through RFP 10-15 Construction Management and Inspection Services for the WWTP BNR/ENR Upgrade, GHD was contracted by the City to perform construction services for the duration of construction. Per the attached proposal from GHD dated April 11, 2019, the anticipated substantial completion date of the project has gone beyond what was previously expected. Project Substantial Completion was granted as of April 3, 2019. The Contractor is now in the process of completing the punch list and providing close out documents. The services of GHD is still needed during the close out period in advance of Final Acceptance. Additionally, services of the scheduling expert may be needed in the evaluate of a time extension for the General Contractor.

Change Order No. 8 includes extending GHD's contract time to June 28, 2019, which is an additional four (4) months beyond their current contract. GHD will invoice for only actual time used. Furthermore, if a time extension to Ulliman Schutte's contract 107-15 is not granted, then the City may seek reimbursement for GHD's services through Liquidated Damages, as appropriate.

Funding for this change order is provided from bonds. The Department of Infrastructure and Development recommends approval of this change order. Please process Change Order No. 8 in the amount of \$50,000.00. Funds are available in account 96113-513020-55512.

*Amanda Pollack*

Amanda Pollack, P.E.  
Director of Infrastructure and Development





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

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** May 13, 2019  
**Subject:** Declaration of Surplus

The Department of Procurement received requests to declare the following items as surplus:

- Salisbury Police Department – 2 duty weapons
- Salisbury Police Department – 2 horse trailers

Memos detailing these items, their condition and method of disposal are attached.

The Department of Procurement requests Council's approval to declare the noted items "surplus" and to allow the departments to dispose of as indicated.

DATE: April 18, 2019

TO: Chief Barbara Duncan  
Chief of Police

FROM: Patrick Guyer  
Quartermaster

SUBJECT: SURPLUS WEAPONS - SGT LAURA DIBBERN AND PFC JUSTIN PROCTOR

The Salisbury Police Department has a history of giving retiring Police Officers their duty weapon as a retirement gift. Therefore, I request permission to send the appropriate paperwork to the Purchasing Agent to declare, as surplus, one Glock Auto Pistol, 45 Caliber Model 21 with serial number BFRA645 for Sergeant Laura Dibbern who will be retiring from the Salisbury Police Department July 31, 2019. This weapon is valued at \$479.00.

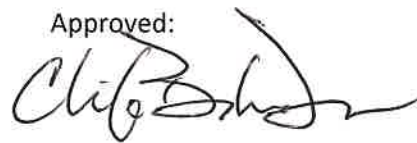
I am also requesting permission to send the appropriate paperwork to the Purchasing Agent to declare, as surplus, one Glock Auto Pistol, 45 Caliber Model 21 with serial number WG611 for PFC Justin Proctor who has retired from the Salisbury Police Department on August 10, 2018. This weapon is valued at \$396.43.

Respectfully Submitted,



Patrick Guyer 1756  
Quartermaster  
Administrative Division

Approved:



Barbara Duncan  
Chief of Police



DATE: April 10, 2019  
TO: Chief Barbara Duncan  
Chief of Police  
FROM: Patrick Guyer  
Quartermaster  
SUBJECT: SURPLUS HORSE TRAILERS

The Salisbury Police Department is requesting that the two horse trailers listed below be declared as surplus since they are no longer able to be put into service. I request permission to send the appropriate paperwork to the Purchasing Agent to declare, as surplus, the following trailers:

1. 1996 Sundowner 2 Horse Charter Trailer w/Dressing Room  
(VIN:13SSW2223T1H17570) Purchase Price on July 19, 1996: \$8,775.00
2. 1997 Featherlite 2 Horse Trailer w/Dressing Room (VIN:  
4FGL1520XVA515698) Purchase Price on March 25, 1997: \$8,395.00

Neither of these trailers are currently useable, and a trailer company salesman that I consulted with advised that they cannot be used for trailering horses in the condition that they are in. Both trailers have been parked at the Salisbury Police Department Shooting Range for more than 5 years, and need to be removed to clear out the unused equipment that has been stored at the range.


I am requesting that these trailers be declared surplus, and once that is complete, they will be taken to Salisbury Scrap metal and destroyed.

Respectfully Submitted,



Patrick Guyer 1756  
Quartermaster

Approved:



Chief Barbara Duncan  
Chief of Police





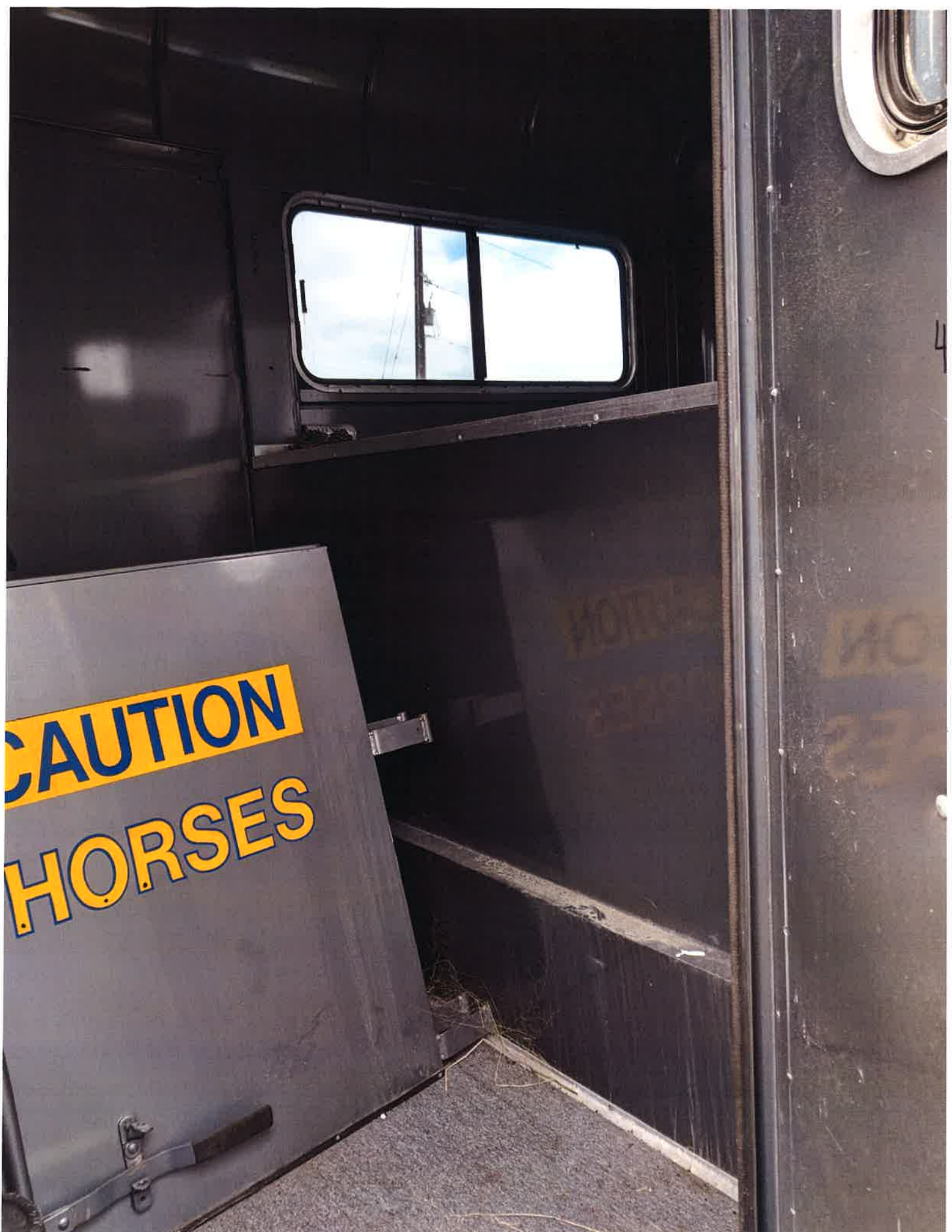




SALISBURY

NO STEP

**CAUTION**  
**HORSES**











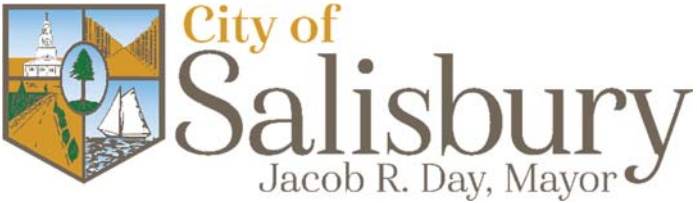
COMMUNITY

SALISBURY

48590







## MEMORANDUM

TO: City Council  
FROM: Laura Soper, Business Development  
DATE: May 8, 2019  
SUBJECT: Revolving Loan Application

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Attached for your consideration is the letter of commitment and resolution approving Shamrock Hospitality Group, LLC's application for a loan from the City of Salisbury Revolving Loan Fund. The Revolving Loan Committee has reviewed Shamrock Hospitality Group, LLC's request and determined that it meets all of the guidelines and has recommended the loan in the amount of \$100,000. The loan will assist the applicant in the purchase of restaurant equipment at 100 E. Main Street, Suite 111, Salisbury, MD 21801.

If you have any questions, please let me know.



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

March 28, 2019

Shamrock Hospitality Group, LLC  
100 North Division Street, Apt 301  
Salisbury, MD 21801

Dear Mr. Davis:

I am pleased to inform you that the City of Salisbury Revolving Loan Review Committee has approved your loan request for \$100,000, subject to all of the terms and conditions which follow herein following approval from the Salisbury City Council. This loan is being made from the City of Salisbury Revolving Loan Fund for Downtown Redevelopment. For simplicity, the City will be referred to as the "City", you as the "Borrower," the foregoing loan as the "Loan" and the hereinafter mentioned security as the "Collateral Property".

This letter of commitment is not meant to be nor shall be construed as an attempt to define all of the terms and conditions involved in this financing. Rather, it is intended only to outline certain key points regarding our understanding around which the final terms and conditions are to be structured.

Upon receipt of your acceptance of our commitment, we will forward your funding request to City Council. Assuming approval by City Council, we will schedule the loan closing.

This commitment letter is provided to you, solely for the purposes described herein, and may not be disclosed to or relied upon by any other party without prior consent from the City.

#### TERMS

<b>Borrower:</b>	Shamrock Hospitality LLC, c/o Dennis Mogan, Bret Davis, and Kirk Davis 100 North Division Street, Apt 301 Salisbury, MD 21801
<b>Loan Amount:</b>	\$100,000
<b>Purpose:</b>	To provide financing for purchase of restaurant equipment
<b>Collateral:</b>	Uniform Commercial Code (UCC) – Equipment
<b>Guarantors:</b>	Bret Davis, Dennis Mogan, Kirk Davis (and the spouses of all married guarantors)
<b>Amortization:</b>	7 years



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

**Interest Rate:** 10 year treasury rate plus 1%

**Points:** 0

**Payee:** M&T Bank  
155 E. Carroll Street  
Salisbury, MD 21801

**Closing Attorney:** S. Mark Tilghman

**DOCUMENTATION CONDITIONS**

Prior to the disbursement of any portion of the Loan proceeds, Borrower shall have satisfied completely the following documentation conditions:

**Note and Mortgage**

The Loan is to be evidenced by a promissory note from the Borrower and secured by a Uniform Commercial Code (UCC) filing on all equipment located at 100 E Main Street, Suite 111, Salisbury, Maryland, 21801, the substance of which is subject to approval by the City. The UCC filing shall be a first position lien on said equipment. The note and UCC filing shall be prepared by the City prior to execution and recordation. Upon approval and recordation, the City will be issued a copy of conformed copies with the original recording receipts attached. The loan shall be secured with personal guarantees of the borrowers. The guarantees shall be signed by Bret Davis, Dennis Mogan, Kirk Davis, and their spouses (if married), and by any LLCs or other entities that may own any property to be used as security for the loan. *This loan is contingent upon the Borrower's submission of remaining operating agreement, tax, and financial paperwork for any remaining principals of Shamrock Hospitality Group, LLC and subsequent review and approval of aforementioned paperwork by the Revolving Loan Committee.*

**Hazard Insurance**

Borrower shall furnish to the City, standard fire insurance policies issued by a company acceptable to the City (together with "Paid" premium invoice) in an amount, which is the greater of the amount of the Loan or 100% of the insurable value of the Collateral Property, with extended coverage, vandalism, and malicious mischief insurance. Said policy shall contain standard mortgage loss payable clauses in favor of the City.

**Representations of Borrower**

The validity of this commitment is subject to the accuracy of all information, representations, and materials submitted with, in support of, Borrower's application for the Loan. In the event the City determines that any information or representations contained in the Loan application are not accurate or correct, the City shall have the right to terminate this commitment, where upon the City shall have no further obligations hereunder.



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

**Assignment or Modification**

This loan cannot be modified or assigned without written consent from the City of Salisbury. In order for this commitment to remain effective, the acceptance copy of commitment must be executed by the Borrower and returned to the City at 110 North Division Street, Salisbury, Maryland, 21801 on or before the expiration of twenty (20) days from the date hereof. Any extension of such time for acceptance must be in writing and signed by the City.

**Termination of Commitment**

The City may terminate this commitment if any material change shall occur with respect to the borrower, guarantors, lender(s), collateral, or with respect to any entity or person connected with the repayment of this loan prior to closing. Termination of this commitment can occur if the collateral used to satisfy the requirement of this loan have been repossessed or other court proceedings are pending at the time of closing unless approved in writing by the City. The terms and conditions of this commitment shall survive settlement and any violation of said terms and conditions will constitute a default under the note and mortgage.

If you have any questions relating to this commitment, please contact the City at 410-677-1916. We appreciate the opportunity to provide for your financing needs and look forward to a mutually rewarding relationship.

Regards,

*Laura Soper*

Laura Soper  
Director of Business Development

The undersigned hereby accepts the foregoing commitment and the terms and conditions herein set forth and agrees to be bound hereby:

Accepted  
SHAMROCK HOSPITALITY GROUP, LLC

*Bret Davis*

Bret Davis

*Dennis J. Mogan II*

Dennis Mogan

*Kirk Davis*

Kirk Davis



RESOLUTION NO. 2943

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND APPROVING A LOAN TO SHAMROCK HOSPITALITY GROUP, LLC FROM THE CITY’S REVOLVING LOAN FUND TO ASSIST IN THE PURCHASE OF RESTAURANT EQUIPMENT AT 100 E MAIN STREET, SUITE 111, SALISBURY, MD 21801

WHEREAS the City has a revolving loan fund for the purpose of aiding revitalization in the downtown area; and

WHEREAS, SHAMROCK HOSPITALITY, LLC has requested a loan from this fund to help finance a restaurant located at 100 East Main Street, Suite 111; and

WHEREAS the Revolving Loan Committee has reviewed this request and determined that it meets all of the guidelines for the revolving loan fund.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that a loan of \$100,000 from the City’s Revolving Loan fund to Shamrock Hospitality Group, LLC for the purpose of purchasing restaurant equipment is hereby approved subject to the conditions set forth in the attached commitment letter.

The above Resolution was introduced and read and passed at the regular meeting of the Salisbury City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

APPROVED by me this  
\_\_\_\_\_ day of \_\_\_\_\_ 2019.

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

# City of Salisbury



MARYLAND

JACOB DAY  
MAYOR

JULIA GLANZ  
CITY ADMINISTRATOR



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

To: Julia Glanz, City Administrator  
From: S. Mark Tilghman, City Solicitor  
Date: May 1, 2019  
Re: Resolution – Lot 16 Surplus and Assignment

---

The City signed a Land Disposition Contract with Davis Simpson Holdings, LLC on June 26, 2018 for the sale and redevelopment of the parcel of land known as Parking Lot #16.

The Buyer, Davis Simpson Holdings, LLC, has requested approval, pursuant to section 12.L. of the Land Disposition Contract, to assign its interest in the Contract to BKR Holdings, LLC.

The Buyer has also requested to change the property lines of the parcel to be sold and redeveloped. The change of the property lines will cause a parcel of land (that is contiguous to Parking Lot #16) that is not yet surplusd to be sold by the City. The Buyer will be paying all of the costs associated with the resubdivision of the property to include this parcel. The inclusion of this parcel will also require the reconstruction of the pedestrian access to the footbridge across the East Prong of the Wicomico River. The Buyer has also agreed to be responsible for the reconstruction of the footbridge access.

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

1 RESOLUTION NO. 2944

2  
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND, FOR THE  
4 PURPOSE OF SURPLUSING CITY-OWNED PROPERTY LOCATED BETWEEN THE  
5 RIVERWALK AND THE PROPERTY CURRENTLY KNOWN AS PARKING LOT #16 AND  
6 FOR THE PURPOSE OF ACCEPTING THE ASSIGNMENT OF THE LAND DISPOSITION  
7 CONTRACT FROM DAVIS SIMPSON HOLDINGS, LLC TO BKR HOLDINGS, LLC FOR  
8 THE REDEVELOPMENT OF PARKING LOT #16.

9  
10 WHEREAS, the City of Salisbury entered into a Land Disposition Contract with Davis  
11 Simpson Holdings, LLC, dated June 26, 2018, for the sale and redevelopment of City Parking  
12 Lot #16; and

13  
14 WHEREAS, Parking Lot #16 was surplusd by Resolution No. 2848 on June 25, 2018;  
15 and

16  
17 WHEREAS, the Buyer, Davis Simpson Holdings, LLC, has requested to change the lot  
18 lines described in the Land Disposition Contract to include the conveyance of a piece of City-  
19 owned property that is adjacent to and a part of the current Riverwalk, as shown on the attached  
20 plat as the hatch-marked area; and

21  
22 WHEREAS, the piece of property requested includes the entrance ramps to the pedestrian  
23 footbridge that crosses the East Prong of the Wicomico River; and

24  
25 WHEREAS, the Buyer has offered to bear the responsibility and costs for relocating the  
26 entrance ramps to the pedestrian footbridge; and

27  
28 WHEREAS, upon recommendation of the Director of Procurement, the Mayor and City  
29 Council have determined that this property is unused City-owned property that should be  
30 surplusd; and

31  
32 WHEREAS, the City of Salisbury hereby declares the hatch-marked area on the attached  
33 plat entitled Lot Line Adjustment Plat, Lot 2 Resubdivision Lands City of Salisbury, as surplus  
34 property; and

35  
36 WHEREAS, pursuant to section 12.L. of the Disposition Contract, the Buyer has  
37 submitted a request to the City for approval to assign its interest in the Disposition Contract to a  
38 new, related entity, BKR Holdings, LLC; and

39  
40 WHEREAS, Bret Davis is related to both Davis Simpson Holdings, LLC and BKR  
41 Holdings, LLC, and is the signer of the Disposition Contract.

42  
43 NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Salisbury, in  
44 regular session on the \_\_\_\_ day of \_\_\_\_\_ 2019, that the Buyer, Davis Simpson Holdings,  
45 LLC, in the Disposition Contract dated June 26, 2018, for the sale and redevelopment of City  
46 Parking Lot #16 is authorized to assign its interest in the Property to BKR Holdings, LLC,

47 however Davis Simpson Holdings, LLC will still be responsible for all of the Buyer's obligations  
48 under the Disposition Contract.

49  
50 BE IT FURTHER ENACTED AND RESOLVED that the property shown as the hatch-  
51 marked area on the attached plat is hereby surplused.

52  
53 AND BE IT FURTHER ENACTED AND RESOLVED that this Resolution will take  
54 effect from and after its passage.

55  
56 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting  
57 of the Council of the City of Salisbury held on this \_\_\_\_\_ day of \_\_\_\_\_ 2019 and is to  
58 become effective immediately upon adoption.

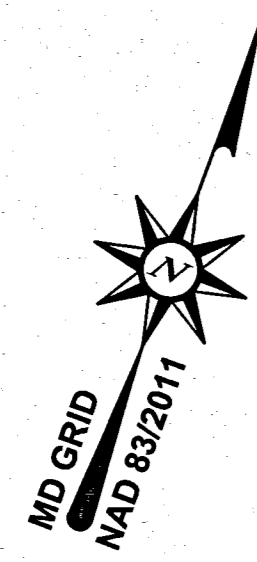
59  
60 ATTEST:

61  
62 \_\_\_\_\_  
63 Kimberly R. Nichols  
64 CITY CLERK

62 \_\_\_\_\_  
63 John R. Heath  
64 PRESIDENT, City Council

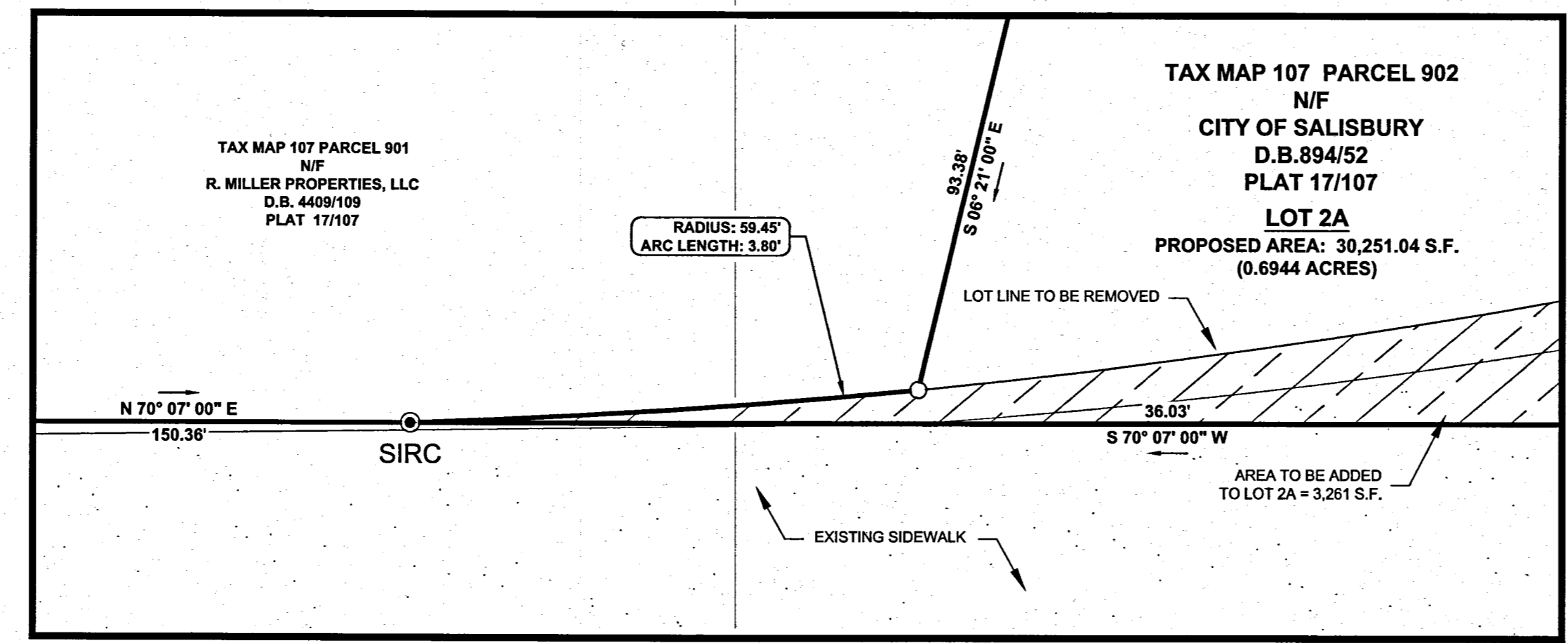
65  
66  
67 APPROVED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

68  
69  
70 \_\_\_\_\_  
71 Jacob R. Day  
72 MAYOR, City of Salisbury



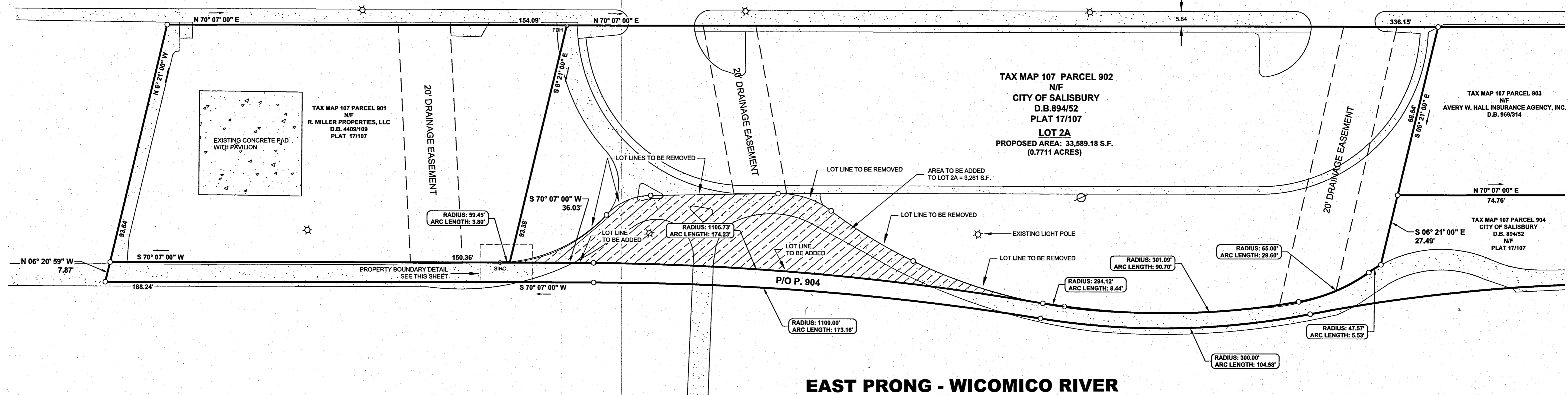
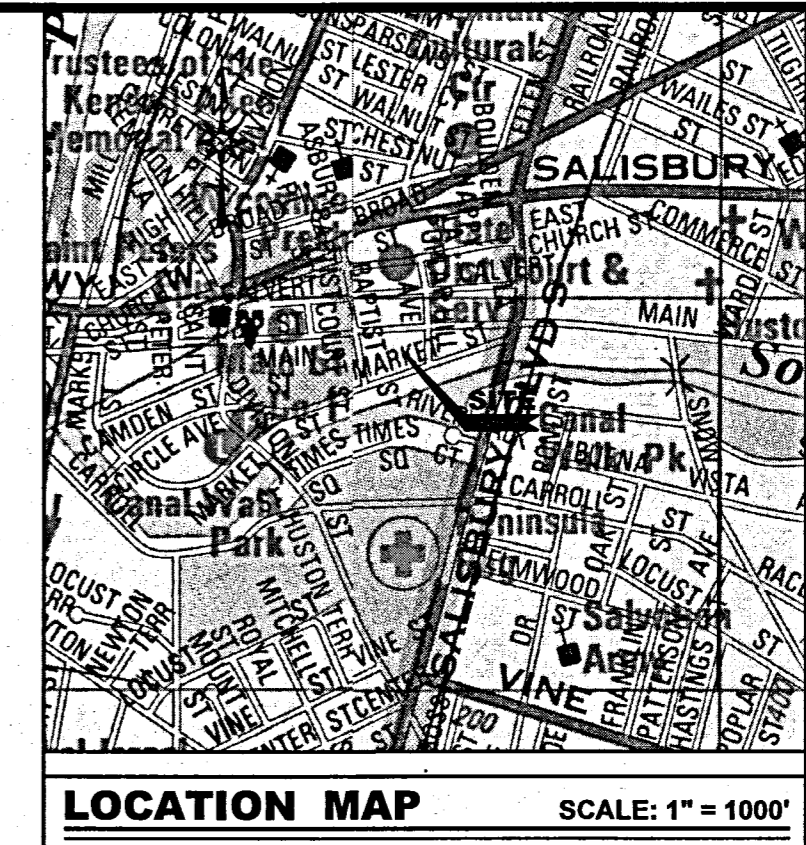
BAPTIST STREET

POPLAR HILL AVE.



PROPERTY BOUNDARY DETAIL

HORIZONTAL SCALE: 1" = 1'  
VERTICAL SCALE: 1" = 1'



EAST MARKET STREET

EAST PRONG - WICOMICO RIVER

**SITE DATA**

1. OWNER(S):	PARCEL 902 - 206 E. MARKET STREET CITY OF SALISBURY 125 N DIVISION STREET SALISBURY, MARYLAND 21801-5030
2. SURVEYOR:	BECKER MORGAN GROUP, INC. 312 WEST MAIN STREET, SUITE 300 SALISBURY, MARYLAND 21801 PHONE: 410-546-9100
3. TAX MAP/PARCEL:	TM 107, PARCEL 902, GRID 15 (LOT 2)
4. DEED REFERENCE:	PARCEL 902 - 894/52
5. PLAT REFERENCE:	17/107
6. TOTAL PARCEL AREA:	LOT 2A - 33,589.18 S.F. (0.7711 ACRES)
7. ZONING:	CBD - CENTRAL BUSINESS DISTRICT
8. SETBACKS:	PER B.1.A OF SECTION 17.24.040 - DEVELOPMENT STANDARDS OF TITLE 17, FROM THE CITY OF SALISBURY CODE OF GENERAL ORDINANCES, SETBACKS SHALL BE SAME AS SETBACKS FOR EXISTING BUILDING ALONG SAME BLOCK
9. FLOOD ZONE:	PER FEMA FIRM MAP NUMBER 24045C0251E, DATED 04/17/2015, THIS ENTIRE SITE IS LOCATED WITHIN FLOOD ZONE AE - ELEV. 6 THIS SITE IS LOCATED IN THE 'CHESAPEAKE BAY CRITICAL AREAS' - IDA (INTENSELY DEVELOPED AREA)
10. CRITICAL AREAS:	

- GENERAL NOTES**
1. WATER AND SEWER CAPACITY EXISTS AND WILL BE RESERVED FOR THIS SUBDIVISION, SUBJECT TO MUNICIPAL, STATE AND FEDERAL LAWS AND REGULATIONS.
  2. SUBMITTAL OF AN APPROVED CONSTRUCTION IMPROVEMENT PLAN IS REQUIRED AFTER SUBDIVISION IF IMPROVEMENTS ARE TO BE MADE TO THIS PROPERTY.
  3. WATER/SEWER SERVICE PROVIDED BY THE CITY OF SALISBURY COMPREHENSIVE WATER AND SEWERAGE PLAN S-1 & W-1.
  4. OWNER/DEVELOPER, AND SUBSEQUENT OWNERS, THEIR SUCCESSORS AND ASSIGNS, SHALL NOT MODIFY THE INDIVIDUAL LOT GRADING PLANS AND/OR THE IMPROVEMENTS CONSTRUCTION PLAN, AS APPROVED BY THE SALISBURY DEPT. OF INFRASTRUCTURE & DEVELOPMENT WITH CONSTRUCTION, GRADING, OR LANDSCAPING.
  5. PRIVATE IRRIGATION LINES SHALL NOT BE INSTALLED IN CITY RIGHT-OF-WAYS OR EASEMENTS WITHOUT WRITTEN APPROVAL OF THE SALISBURY DEPT. OF INFRASTRUCTURE & DEVELOPMENT.
  6. NO CONSTRUCTION OF ANY STRUCTURAL IMPROVEMENTS, PLANT TREES, SHRUBS OR PLACE ANY LANDSCAPING OTHER THAN GRASS IN OR ON THE EASEMENT AREA, INCLUDING IN THE AIR RIGHTS OVER THE EASEMENT HEREBY CONVEYED PERMITTED, WITHOUT THE PRIOR WRITTEN CONSENT OF THE CITY OF SALISBURY.
  7. ALL NON-CITY UTILITIES, SUCH AS BUT NOT LIMITED TO, ELECTRIC, TELEPHONE, GAS, C.A.T.V. SHALL BE INSTALLED OUTSIDE THE CITY OF SALISBURY UTILITY EASEMENT UNLESS WRITTEN CONSENT IS OBTAINED FROM THE CITY OF SALISBURY.

**SURVEY LEGEND**

ITEM	SYMBOL
UNMARKED POINT	○
IRON ROD W/ CAP TO BE SET	⊙ SIRC
PK NAIL TO BE SET	● SPK
FOUND DRILL HOLE	⊙ FDH

**OWNERS CERTIFICATION**

WE CERTIFY THAT THE LOT LINE ADJUSTMENT AS SHOWN ON THIS PLAN ARE AS PER OUR DESIRES AND CONSENT AND THAT THE REQUIREMENTS OF 'REAL PROPERTY SECTION 3-108' OF THE ANNOTATED CODE OF MARYLAND, LATEST EDITION, AS FAR AS IT CONCERNS THE MAKING OF THIS PLAN AND THE SETTING OF THE MARKERS HAVE BEEN COMPLIED WITH TO THE BEST OF OUR KNOWLEDGE.

CITY OF SALISBURY AUTHORIZED AGENT \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINT NAME

**SURVEYORS CERTIFICATION**

I, CHARLES G. DENNIG, JR., HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF MARYLAND, AND THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF HAS BEEN PREPARED IN COMPLIANCE WITH SUBSECTION (C) OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND CONCERNING THE MAKING OF THIS PLAN AND THE SETTING OF MARKERS.

CHARLES G. DENNIG, JR. DATE: \_\_\_\_\_  
PROFESSIONAL LAND SURVEYOR No. 21305  
RENEWAL/EXPIRATION DATE JUNE 29, 2020

**CHESAPEAKE BAY CRITICAL AREAS APPROVAL**

THE PROPERTY SHOWN ON THIS PLAT IS LOCATED WITHIN AN INTENSELY DEVELOPED AREA OF THE 'CHESAPEAKE BAY CRITICAL AREA DISTRICT'. NO DISTURBANCE OF LAND MAY OCCUR WITHOUT A 'CHESAPEAKE BAY CRITICAL AREA CERTIFICATE OF COMPLIANCE'.

**APPROVALS**

LORI CARTER \_\_\_\_\_ DATE: \_\_\_\_\_  
WICOMICO COUNTY PLANNING & ZONING DIRECTOR

**APPROVED:**

THIS SUBDIVISION IS APPROVED IN CONFORMANCE WITH THE WICOMICO COUNTY COMPREHENSIVE WATER AND SEWERAGE PLAN AND WILL BE SERVED BY COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE PROVIDED BY THE CITY OF SALISBURY. ALL LOTS OFFERED FOR SALE WILL BE PROVIDED WITH COMMUNITY WATER AND SEWER.

CITY PROJECT # 17-020

**APPROVED:**

CITY OF SALISBURY DEPARTMENT OF INFRASTRUCTURE AND DEVELOPMENT

AMANDA H. POLLACK, P.E. DATE: \_\_\_\_\_  
DIRECTOR

**BECKER MORGAN GROUP**

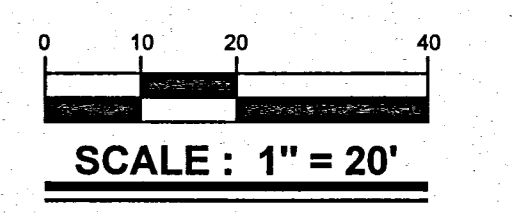
ARCHITECTURE  
ENGINEERING

Dover, DE  
309 S. Governors Ave.  
Dover, DE 19904  
Ph. 302.734.7950  
Fax 302.734.7965

Salisbury, MD  
312 West Main St. Suite 300  
Salisbury, MD 21801  
Ph. 410.546.9100  
Fax 410.546.3824

Wilmington, NC  
3205 Randall Parkway, Suite 211  
Wilmington, North Carolina 28403  
Ph. 910.341.7600  
Fax 910.341.7506

www.beckermorgan.com



PROJECT TITLE

**LANDS OF CITY OF SALISBURY**

EAST MARKET STREET  
SALISBURY  
WICOMICO COUNTY, MD  
PARSONS ELECTION DISTRICT

SHEET TITLE

**LOT LINE ADJUSTMENT PLAT**

**LOT 2 "RESUBDIVISION LANDS OF CITY OF SALISBURY. MD" (17/107)**

ISSUE BLOCK

MARK	DATE	DESCRIPTION

PROJECT NO.: 2015030.01  
DATE: 03/06/2019  
SCALE: 1" = 1'; 1" = 20'  
DRAWN BY: S.H.P. / PROJ. MGR.: B.D.F.  
SHEET  
**V-101**  
COPYRIGHT 2014

ORDINANCE NO. 2539

AN ORDINANCE APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF SALISBURY, MARYLAND FOR THE PERIOD JULY 1, 2019 TO JUNE 30, 2020, ESTABLISHING THE LEVY FOR THE GENERAL FUND FOR THE SAME FISCAL PERIOD AND ESTABLISHING THE APPROPRIATION FOR THE WATER AND SEWER, PARKING AUTHORITY, CITY MARINA, AND STORM WATER FUNDS.

BE IT ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule A – Operating Budget Appropriations are hereby appropriated for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 to fund operations of the City of Salisbury, Maryland.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule B – Capital Project Appropriations are hereby appropriated for Capital Projects.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule C – Anticipated Grant Expenditures are hereby appropriated for the grants listed, and the Mayor is authorized to enter into any necessary agreements or memoranda in order to receive and expend these funds.

BE IT FURTHER ORDAINED that:

- 1) The tax levy be, and the same be hereby set, at \$ .9832 per \$100 of assessed valuation of all real property, at \$3.51 per \$100 of assessed valuation for all personal property categorized as utilities, and at \$2.40 per \$100 of assessed valuation for all other personal property subject to taxation by the City of Salisbury for General Fund purposes, including debt service purposes (exclusive of revenues derived from the Water and Sewer Fund for debt service purposes attributed to water and sewer activities); and
- 2) All taxes levied by this ordinance shall be liens from and after July 1, 2019 and shall be due and payable as specified in Title 14 of the Tax Property article of the Annotated Code of Maryland, as amended;

AND BE IT FURTHER ORDAINED by the Salisbury City Council that a public hearing on the proposed budget ordinance will be held at 6:00 PM on May 13, 2019 in Room 301 of the City/County Government Office Building, 125 N. Division Street, Salisbury, Maryland.

AND BE IT FURTHER ORDAINED by the Salisbury City Council that this Ordinance shall take effect upon final passage.

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THIS ORDINANCE was introduced and read at a special meeting of the Council of the City of Salisbury held on the 22<sup>nd</sup> day of April 2019, and having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2019.

**ATTEST:**

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

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

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_ 2019.

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

71 **Schedule A - Operating Budget Appropriations**

72	1)	General Fund – for the general municipal purposes of the City of Salisbury:	
73		City Council / City Clerk	242,314
		Development Services	825,411
		Mayor's Office/Community Promotions	1,035,165
		Finance	733,238
		Procurement	271,174
		City Attorney	354,800
		Information Technology	555,840
		Municipal Buildings	285,352
		Police	13,591,425
		Fire	8,575,533
		Housing and Community Development	1,175,367
		Infrastructure and Development:	
		Building Permits	331,140
		Engineering	1,157,664
		Planning & Zoning	179,314
		Field Operations:	
		Resource Management	500,616
		Traffic Control	1,551,345
		Streets and Lighting	1,029,265
		Sanitation	1,596,669
		Fleet Management	437,886
		Carpenter Shop	145,697
		Recreation and Culture	1,893,561
		Debt Service & Other Uses	5,721,548
		Total	42,190,324
74	2)	Parking Authority Fund – for the special assessment district known as the Parking Authority	
		Total	952,791
75	3)	Water Fund - for operations of the water department (including \$ 520,984 for redemption of bonds	
76		and payment of interest)	
		Total	5,520,198
77	4)	Sewer Fund - for the operations of the sewer department (including \$ 4,020,265 for redemption of	
78		bonds and payment of interest)	
		Total	12,971,470
79	5)	Marina Fund – for the operations of the enterprise known as the City Marina	
80		Total	86,232
81	6)	Storm Water Fund – for the operations of the enterprise known as the Storm Water Fund	
82		Total	647,165
		Grand Total	\$ 62,368,180



**Schedule B – Capital Project Appropriations (1 of 2)**

Project	Amount	Funding Source					
		PayGO General Fund	PayGO Annexation	PayGO Storm Water	Grants	Contribution Inkind	Bond
<b>Public Safety</b>	-						
Self-Contained Breathing Apparatus Replace	844,000	69,000			775,000		
Fire Station - North Side	395,000					395,000	
<b>General Government</b>	-						
Stormwater Utility Network Mapping	60,000			60,000			
Housing Survey / Blight Study	42,900				42,900		
<b>Field Operations</b>	-						
Pathway Paving	20,000		20,000				
Exterior: Siding Repair and Painting	12,500	12,500					
Special Events Pavilions	100,000				100,000		
Zoo Admin Office Space	100,000						100,000
Field Operations Facility Plan - Phase 2	200,000						200,000
Field Operations Facility Plan - Phase 3	125,000						125,000
Jaguar Exhibit - Phase I	15,000					15,000	
<b>I &amp; D</b>	-						
City Park Master Plan Improvements	50,000	-	50,000				
Wayfinding and Signage	10,000	10,000					
Mill Street Bridge Rehabilitation	45,000						45,000
Skatepark Phase 2b	134,000				134,000		
Riverwalk Amphitheater Phase 2	100,000				100,000		
Naylor Mill Road Bridge Replacement	280,000				280,000		
Mill Street Bridge Rehabilitation	180,000				180,000		
Naylor Mill Road Bridge Replacement	70,000						70,000
Bicycle Master Plan Improvements	300,000						300,000
Urban Greenway Improvements	300,000		100,000				200,000
Street Scaping	200,000						200,000
Total Max.Daily Load Compliance Schedule	35,000			35,000			
Beaglin Park Dam Improvements	25,000			25,000			
<b>Total General Fund</b>		<b>91,500</b>	<b>170,000</b>	<b>120,000</b>	<b>1,611,900</b>	<b>410,000</b>	<b>1,240,000</b>

Schedule B – Capital Project Appropriations (2 of2)

Project	Project Amount	Funding Source			
		Transfer PayGO	Grant	Revolving Funds	Bond
<b><u>Water Sewer Capital Projects Fund</u></b>					
Restore Park Well Field	175,000				175,000
Paleo Fluoride Room Door and Tank Replacement	60,000				60,000
Bathroom Addition	51,000	51,000			0
Chemical Building HVAC	48,000				48,000
WWTP Outfall Inspection and Repairs	78,030				78,030
WWTP Local Limits Study	51,000	51,000			0
Structural Study	50,000	50,000			0
Internal Recycle Pump Replacement	180,000				180,000
Replace Distribution Piping & Valves	100,000				100,000
HV507 Dump Truck	125,000	125,000			
Park Water Treatment Plant Roof Improvements	181,560				181,560
Park Aerator Building Improvements	81,600				81,600
Park Well Field Raw Water Main & Valve Rplc	562,000			562,000	
Southside Pump Station Force Main	100,000			100,000	
<b>Water Sewer Fund Total &gt;&gt;</b>	<b>1,843,190</b>	<b>277,000</b>	<b>0</b>	<b>662,000</b>	<b>904,190</b>
<b><u>Parking Capital Projects Fund</u></b>					
Parking Garage Structural Repairs	592,000				592,000
<b>Parking Authority Fund Total</b>	<b>592,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>592,000</b>

## Schedule C City Fiscal Year 2019 Appropriations for Grant-Funded Expenditures

Schedule C: City Fiscal Year 2020 Appropriations for Grant-Funded Expenditures										
Grant Name	Appropriation			FY 2020 Grant Match		Start Date	End Date	Funding		
	Total	Prior Yrs	FY 2020	Amount	Account			Source	CFDA #	Dept/Agency
<b>Comcast - Public, Educational &amp; Governmental (PEG) Fees</b>										
FY20 - PEG Fees from Comcast	\$80,000		\$80,000	N/A	N/A	7/1/2019	6/30/2020	Private	N/A	Comcast
<b>Housing &amp; Community Development Department</b>										
FY20 - Homeless Solutions Program - Federal Funds (ESG)	\$ 20,000		\$ 20,000	N/A	N/A	7/1/2019	6/30/2020	Federal	14.231	DHCD
FY20 - Homeless Solutions Program - State Funds	\$ 25,000		\$ 25,000	N/A	N/A	7/1/2019	6/30/2020	State	N/A	DHCD
Homelessness (PATH)	\$ 25,000		\$ 25,000	N/A	N/A	7/1/2019	6/30/2020	Federal	93.150	SAMHSA
FY20 - Community Legacy	\$ 150,000		\$ 150,000	N/A	N/A	7/1/2019	6/30/2021	State	N/A	DHCD
PY19 - Community Development Block Grant (CDBG)	\$ 350,000		\$ 350,000	N/A	N/A	7/1/2019	N/A	Federal	14.218	HUD
FY20 - Maryland Heritage Area Authority (MHAA)	\$ 50,000		\$ 50,000	N/A	N/A	7/1/2019	6/30/2020	State	N/A	MHAA / MDP
FY20 - Rural Maryland Prosperity Investment Fund	\$ 40,000		\$ 40,000	N/A	N/A	7/1/2019	6/30/2020	State	N/A	RMC
<b>Infrastructure &amp; Development Department</b>										
FY19 - Transportation Alternatives (TA) - Rails with Trails	\$ 722,523		\$ 722,523	N/A	N/A	7/1/2019	6/30/2020	State	N/A	MDOT / SHA
FY20 - ENR O&M Grant - MDE Bay Restoration Fund (BRF)	\$ 255,000		\$ 255,000	N/A	N/A	7/1/2019	6/30/2020	State	N/A	MDE / BRF
2019 - National Assoc. of Realtors (NAR) Placemaking Grant	\$ 3,300		\$ 3,300	N/A	N/A	4/22/2019	4/22/2020	Private	N/A	NAR & CAR
<b>Salisbury Fire Department</b>										
(SAFER)	\$ 1,527,738	\$ 1,527,738		\$ 206,451	91001-599124	9/11/2018	9/30/2022	Federal	97.083	DHS / FEMA
FY20 - Salisbury Wicomico Firstcare Team (SWIFT)	\$ 75,000		\$ 75,000	N/A	N/A	7/1/2019	6/30/2020	Private	N/A	WiCHD / CareFirst
FY18 - Assistance to Firefighters Grant (AFG)	\$ 624,546	\$ 624,546		\$ 62,454	91001-599124	11/12/2018	11/11/2019	Federal	97.044	DHS / FEMA
FY19 - Port Security Grant (3 projects)	\$ 100,000		\$ 100,000	\$ 25,000	91001-599124	9/1/2019	8/31/2022	Federal	97.056	DHS / FEMA
<b>Salisbury Police Department</b>										
FY17, 18 & 19 - COPS Grant	\$ 250,000	\$ 250,000	\$ -	\$ 128,096	91001-599121					
FY20 - Bulletproof Vest Partnership	\$ 25,000		\$ 25,000	N/A	N/A	10/1/2019	9/30/2021	Federal	16.607	Dept. of Justice
FY20 - MD Criminal Intelligence Network (MCIN)	\$ 600,406	\$ 550,406	\$ 50,000	\$ 30,000	91001-599121	7/1/2019	6/30/2020	State	N/A	GOCCP
FFY20 - Edward Byrne Memorial JAG	\$ 26,000		\$ 26,000	N/A	91001-599121	10/1/2019	9/30/2022	Federal	16.738	Dept. of Justice
FY20 - Gun Violence Reduction Initiative	\$ 39,000		\$ 39,000	\$ 5,500	91001-599121	7/1/2019	6/30/2020	State	N/A	GOCCP
FFY20 - MD Highway Safety Office - Impaired Driver (DUI)	\$ 6,000		\$ 6,000	\$ 2,000	91001-599121	10/1/2019	9/30/2019	Federal	20.616	US DOT / MHSO
FFY20 - MD Highway Safety Office - Aggressive Driver	\$ 4,000		\$ 4,000	\$ 1,300	91001-599121	10/1/2019	9/30/2019	Federal	20.600	US DOT / MHSO
FFY20 - MD Highway Safety Office - Distracted Driver	\$ 3,000		\$ 3,000	\$ 1,000	91001-599121	10/1/2019	9/30/2019	Federal	20.600	US DOT / MHSO
FY20 - Wicomico County Circuit Court - Drug Court	\$ 12,000		\$ 12,000	\$ 5,800	91001-599121	7/1/2019	6/30/2020	County	N/A	Circuit Court
FY18 - Wicomico County Adult Drug Treatment Court	\$ 443,469	\$ 443,469	\$ -	\$ 24,000	91001-599121	1/1/2019	12/31/2022	Federal	16.585	Dept. of Justice
FFY20 - U.S. Marshals Program	\$ 30,000		\$ 30,000	\$ 14,500	91001-599121	10/1/2019	9/30/2019	Federal	16.111	US Marshals
<b>Total</b>	<b>\$ 5,406,982</b>	<b>\$ 3,396,159</b>	<b>\$2,010,823</b>	<b>\$ 506,101</b>						

Some of the Police Dept. grants will require an FY20 match, totaling \$212,196, which will be transferred from account number 91001-599121.

Some of the Fire Dept. grants will require an FY20 match, totaling \$293,905 which will be transferred from account number 91001-599124.

The Infrastructure & Development Dept. has a TA grant that will require a FY20 match of \$180,631. This match will be covered by Capital Improvement Bond funds (Bicycle Master Plan).

*This schedule serves to appropriate funds up to the amount listed and authorize the Mayor to expend grant funds for these programs up to the appropriation amount. Accounts will only be budgeted up to the amount included in the award letter. Awards that exceed the appropriation amount will require further council action. This also serves to authorize the Mayor to enter into any necessary agreements, contracts, or memoranda.*

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ORDINANCE NO. 2540

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO ESTABLISH THAT THERE IS NO RATE CHANGE FOR WATER AND SEWER RATES. IT IS EFFECTIVE FOR ALL BILLS DATED OCTOBER 1, 2019 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY REVISED OR CHANGED.

WHEREAS, the water and sewer rates must be revised in accordance with the proposed Fiscal Year 2020 Budget of the City of Salisbury and the appropriations thereby made and established for purposes of the Water and Sewer Departments.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF SALISBURY THAT the following water and sewer rate schedule shall be adopted by the City of Salisbury:

A. Water and Sewer Rate Schedules:

Schedule I Metered Water Changes – In City Rates

Residential and Small Commercial	
Minimum Charge	\$22.45/ quarter
Commodity Charge	\$3.35/ thousand gallons
Commercial	
Customer Charge	\$420.08/ quarter
Commodity Charge	\$1.95/ thousand gallons
Large Commercial/Industrial	
Customer Charge	\$649.22/ quarter
Commodity Charge	\$1.55/ thousand gallons

Schedule II Metered Water Charges – Outside City Rates

Residential and Small Commercial	
Minimum Charge	\$44.90/ quarter
Commodity Charge	\$6.70/ thousand gallons
Commercial	
Customer Charge	\$840.17/ quarter
Commodity Charge	\$3.90 thousand gallons
Large Commercial/Industrial	
Customer Charge	\$1,298.45/ quarter
Commodity Charge	\$3.14 thousand gallons

47	Schedule III	Metered Water Charges – Wor-Wic Community College and Urban Service	
48		District Rates	
49			
50		Residential and Small Commercial	
51		Minimum Charge	\$33.66/ quarter
52		Commodity Charge	\$5.03/ thousand gallons
53			
54		Commercial	
55		Customer Charge	\$630.13/ quarter
56		Commodity Charge	\$2.92/ thousand gallons
57			
58		Large Commercial/Industrial	
59		Customer Charge	\$973.84/ quarter
60		Commodity Charge	\$2.35/ thousand gallons
61			
62	Schedule IV	Sewer Charges – In City Rates	
63			
64		Residential and Small Commercial	
65		Minimum Charge	\$55.45/ quarter
66		Commodity Charge	\$8.31/ thousand gallons
67			
68		Commercial	
69		Customer Charge	\$1,047.42/ quarter
70		Commodity Charge	\$4.84/ thousand gallons
71			
72		Large Commercial/Industrial	
73		Customer Charge	\$1,615.69/ quarter
74		Commodity Charge	\$3.87/ thousand gallons
75			
76	Schedule V	Sewer Charges – Outside City Rates	
77			
78		Residential and Small Commercial	
79		Minimum Charge	\$110.91/ quarter
80		Commodity Charge	\$16.64/ thousand gallons
81			
82		Commercial	
83		Customer Charge	\$2,094.82/ quarter
84		Commodity Charge	\$9.65/ thousand gallons
85			
86		Large Commercial/Industrial	
87		Customer Charge	\$3,231.39/ quarter
88		Commodity Charge	\$7.76/ thousand gallons
89			
90	Schedule VI	Sewer Charges – Wor-Wic Community College and Urban Service District Rates	
91			
92		Residential and Small Commercial	
93		Minimum Charge	\$83.18/ quarter
94		Commodity Charge	\$12.48/ thousand gallons



144 C. Calculation of Bills:  
145 For Residential and Small Commercial Customers – The minimum charge for both water and  
146 sewer will apply if water service is turned on at the water meter and usage is 0-6,000 gallons per  
147 quarter. Only the City can turn a meter on and off. For usage of 7,000 gallons and above, the  
148 commodity charge will be applied for each 1,000 gallons used and the minimum charge will not  
149 be applied.

150  
151 For Commercial and Large Commercial/Industrial Customers – Every quarterly bill will receive  
152 a customer charge for both water and sewer. Then for each thousand gallons used the  
153 appropriate commodity charge will be applied.

154  
155 AND BE IT FURTHER ORDAINED AND ENACTED that this Ordinance was  
156 introduced at a meeting of the City Council held on the 22<sup>nd</sup> day of April 2019 and duly passed at  
157 a meeting of the Council of the City of Salisbury, Maryland held on the \_\_\_\_ day of \_\_\_\_\_,  
158 2019 and is to become effective with bills dated October 1, 2019 and after.

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161 **ATTEST:**

162  
163 \_\_\_\_\_  
164 Kimberly R. Nichols, City Clerk

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

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168 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2019.

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170 \_\_\_\_\_  
171 Jacob R. Day, Mayor  
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1 AS AMENDED ON APRIL 22, 2019  
2 ORDINANCE NO. 2541  
3

4 AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO SET FEES FOR  
5 FY 2020 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY REVISED OR  
6 CHANGED.  
7

8 WHEREAS, the fees charges by the City are reviewed and then revised in accordance  
9 with the adoption of the Fiscal Year 2020 Budget of the City of Salisbury; and  
10

11 WHEREAS, the fees listed in the attached FY 2020 Fee Schedule, Exhibit 1, are an  
12 attempt to identify and list all fees, some of which are revised in accordance with the adoption of  
13 the Fiscal Year 2020 Budget of the City of Salisbury; and  
14

15 WHEREAS, some of the fees may have been inadvertently omitted from the schedule,  
16 any existing fees not listed in the attached FY 2020 Fee Schedule shall remain as currently set  
17 forth in the Salisbury Municipal Code.  
18

19 NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF  
20 THE CITY OF SALISBURY THAT the fee amounts included in the attached Exhibit 1 – FY  
21 2020 Fee Schedule - shall be adopted by the City of Salisbury and the amounts set forth therein  
22 shall supersede the corresponding fee amounts prescribed in the Salisbury Municipal Code until  
23 one or more of the said fees are subsequently amended.  
24

25 AND BE IT FURTHER ORDAINED AND ENACTED that this Ordinance was  
26 introduced at a meeting of the City Council held on the 22<sup>nd</sup> day of April 2019 and duly passed at  
27 a meeting of the Council of the City of Salisbury, Maryland held on the \_\_\_ day of \_\_\_\_\_,  
28 2019 and is to become effective as of July 1, 2019.  
29

30  
31 **ATTEST:**  
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33  
34 \_\_\_\_\_  
35 Kimberly R. Nichols, City Clerk  
36

37 \_\_\_\_\_  
38 John R. Heath, President  
39 Salisbury City Council  
40

41 APPROVED BY ME THIS \_\_\_ day of \_\_\_\_\_, 2019.  
42

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



## FY 2020 Fee Schedule

Licenses			
<b>Alarm Company</b>	75	Per year, Per Code 8.040.30	Police Dept
<b>Amusement</b>		Per Code 5.24.020	Finance
1-5 Machines	500	Per year	
6-10 machines	665	Per year	
11-15 machines	830	Per Year	
Greater than 15 machines	1,500	Per Year	
<b>Transient Merchants and Mobile Vendors</b>	50	Plus \$40 background check performed, Per year, Per Code 5.32.070	Bus Dev
<b>Door to Door Solicitors</b>	50	Plus \$40 background check performed, Per year, Per Code 5.34.070	City Clerk
<b>Pool Table</b>		Per Code 5.48.020	Finance
1	10	Each	
Additional tables over 1	5	Each	
<b>Restaurant</b>	75	Per year, Per Code 5.52.060	Finance
<b>Theatre</b>	75	Per year, Per Code 5.60.040	Police
<b>Towing Company</b>			Police Dept
Application Fee	75		
License	75	Per Code 5.64.030	

Misc. Fees (by Finance )			
<b>Return Check Fee</b>	40		
Misc. Fees (by City Clerk)			
<b>Sale of Code Book</b>		Each, Set by Resolution, Per Code 1.04.080	
<b>Financial Disclosure Statement Late Fee</b>	20	Per day for 5 days, then \$10 per day up to max of \$250; Per Code 1.12.060	
<b>Circus or Horsemanship Event Fee</b>	75	Per day, Per Code 5.44.010	
<b>Other Exhibitions</b>	5	Per day, Per Code 5.44.010	
<b>Commercial Sound Truck Operation Fee</b>	1	Per Code 8.20.080	
<b>Filing Fee (Mayoral Candidates)</b>	25	SC-8	
<b>Filing Fee (City Council Candidates)</b>	15	SC-8	
<b>Bankrupt, Fire and Close-out sales</b>	5	Per month, Renewal – \$50/month, Per code 5.16.010	

Landlord Licenses and Other Misc. fees (by the HCDD Department)			
<b>Landlord License Fee 1<sup>st</sup> Year</b>	120	Per Code 15.26.050	
<b>Landlord License Unit Registration 1<sup>st</sup> Year</b>	120	Per Code 15.26.040	
<b>Landlord License Fee Renewal</b>		Per Code 15.26.060	
if paid by March 1st	60		
if paid 3/2 - 7/1	125		
if paid > 7/1	255		
<b>Landlord License Unit Registration Renewal</b>		Per Code 15.026.060	
if paid by March 1st	60	per unit	
if paid 3/2 - 7/1	125	For first unit plus \$88 for each additional unit	
if paid > 7/1	255	For first unit plus \$96 for each additional unit	
<b>Administrative Fee for Fines</b>	100		
<b>Fore Closed Property Registration</b>	25	One time fee, Per Code 15.21.040	
<b>Re-inspection Fee</b>	100	On each citation, Per Code 15.27.030	

## FY 2020 Fee Schedule

<b>Vacant Building Registration</b>	200	Per year, Per Code 15.22.040
<b>Historic Application Fee</b>	25	
<b>Change in Occupancy Fee</b>	50	
<b>Change in Use Fee</b>	200	

Waste Disposal Fees (by Field Operations)		
<b>Trash Service</b>	46 56	Per quarter, Per Code 8.16.090
<b>Bulk Trash Pick up</b>	25	For three items, additional amounts for specific items, Per Code 8.16.060
<b>Trash Cans</b>	74	Per can (plus \$4.44 tax), Per Code 8.16.060

Water/Sewer Misc. Fees (by Water Works)		
<b>Water &amp; Sewer Admin Fee (Late Charge)</b>	40 50	Per occurrence, Per Code 13.08.040
<b>Water Turn On Fee</b>	80	For after hours, Per Code 13.08.040
<b>Water Meter Reading Fee</b>	25	Per request, Per Code 13.08.030
<b>Water Turn On Fee</b>	20	Per request, Per Code 13.08.040
<b>Fire Service</b>	746	Annually per property, Per Code 13.08.050
<b>Meter Test</b>		
<b>In City Limits</b>	40	Per request, Per Code 13.08.030
<b>Out of City Limits</b>	50	<b>Per request, Per Code 13.08.030</b>
<b>Water and Sewer Services</b>		See Water Sewer Rate Ordinance, Quarterly, Per Code 13.08.130-13.12.090

WWTP Pretreatment Program Fees (by Water Works)		
<b>Significant Industrial Users: (Per Code 13.12.110)</b>		
IA discharges flow $\geq$ 5% of WWTP flow	8,700	30 units
IB discharges flow $\geq$ 50,000 gpd	7,250	25 units
IC categorical user which discharges	5,800	20 units
ID discharges flow $\geq$ 25,000 gpd	4,350	15 units
IE categorical user which does not discharge	2,900	10 units
<b>Minor Industrial Users: (Per Code 13.12.110)</b>		
IIA-1 discharges flow <sup>3</sup> 5,000 gpd or hospitals, campus	2,030	7 units
IIA-2 discharges flow <sup>3</sup> 5,000 gpd or light industry, hotels	1,450	5 units
IIB discharges flow <sup>3</sup> 1,000 gpd or fast food, large restaurants, large garages	580	2 units
IIC discharges flow 500 - 1,000 gpd or small restaurants, small garages	435	1.5 units
IID discharges flow <sup>3</sup> 500 gpd or restaurants that are carry out only no fryer	290	1 unit
IIE photographic processer which discharges silver rich wastewater	290	1 unit
<i>Pretreatment fees are an annual fee, invoices are sent each January to cover the calendar year.</i>		

Towing Fees		
<b>Maximum Towing and Storage Fees (vehicles up to 10,000 GVW)</b>		
Accident Vehicle Tow	200	
Disabled Vehicle Tow	80	
Emergency Relocation Tow	80	Per Code 5.64.100
Impound Vehicle Tow	135	
Standby/Waiting Time - Billed in 15 minute increments only after 16 minute wait	65	Per hour
Winching (Does not include pulling vehicle onto rollback type truck) - Billed in 15 minute increments	110	Per hour
Storage – Beginning at 12:01 am following the tow	50	Per calendar day or portion

## FY 2020 Fee Schedule

		thereof, Per Code 5.64.120
Administrative Fee – Accidents and Impounds Only	30	
Snow Emergency Plan in Effect (in addition to other applicable towing fees)	30	
Release Fee (After hours only, at tower’s discretion) – Normal business hours defined as M-F, 9am-6pm	55	

### Building Fees (by the Department of Infrastructure and Development)

Building Plan Review Fees (Per Code 15.04.030)		Residential, Commercial, Accessory
<i>Fees based on cost of construction:</i>		
Up to \$ 3,000	<del>30</del> 45	
\$3,001 to \$100,000	<del>65</del> 80	
\$100,001 to \$500,000	<del>150</del> 200	
\$500,001 to \$1,000,000	<del>200</del> 250	
\$1,000,001 and Up	<del>250</del> 300	
Building Permit Fees (Per Code 15.04.030)		Residential, Commercial, Accessory
<i>Fees based on cost of construction:</i>		
Up to \$ 3000	<del>40</del> 50	
\$3001 and Up	50	Plus (.015 * Cost of Construction)
\$100,001 to \$500,000	1,100	Plus (\$10 for each \$1,000 over \$100,000)
\$500,001 to \$1,000,000	4,400	Plus (\$9 for each \$1,000 over \$500,000)
\$1,000,001 and Up	8,000	Plus (\$4 \$6 for each \$1,000 over \$1,000,000)
Fence Permit Fees: (Per Code 15.04.030)		
<i>Fees based on cost of construction:</i>		
Up to \$ 3,000	40	
\$3,001 to \$100,000	50	Plus (.015 * Cost of Construction)
Outdoor Advertising Structure Fee (Per Code 17.216.240)		
	.50	Per SF foot of sign surface per year
Other Building Fees:		
Board of Zoning Appeals	50	County Fee \$100, Per Code 17.12.110
Demo - Residential	<del>75</del> 125	Per Code 15.04.030
Demo - Commercial	<del>125</del> 175	Per Code 15.04.030
Gas	30	Plus \$10 per fixture, Per Code 15.04.030b
Grading	100	Per Code 15.20.050
Maryland Home Builders Fund	50	Per new SFD
Mechanical	<del>25</del> 50	Per Code 15.04.030
Occupancy Inspection	50	Per Code 15.04.030
Plumbing	30	\$10 per fixture (may vary), Per Code 15.04.030b
Sidewalk Sign		Set by resolution, Per Code 12.40.020
Sidewalk Café Fee		Set by ordinance, Per Code 12.36.020
Sign	50	Plus (\$1.50 per Sq Ft), Per Code 17.216.238
Temp Sign	25	Per month, Per Code 17.216.238
Temp Trailer	25	Per month, Per Code 15.36.030b
Tent	40	Per Code 15.04.030
Well	50	Per Code 13.20.020
Zoning Authorization Letter	50	Per Code 17.12.040
Re-inspection Fee	50	More than 2 insp of any required insp, Per Code 15.04.030
Adult Entertainment Permit Application Fee	100	Per Code 17.166.020
Outdoor Advertising Structure Fee	.50	Per sq ft of sign surface area, Per Code 17.216.240
Notice of Appeal Fee; Sidewalk Sign Standards Violation	100	Per Code 12.40.040

## FY 2020 Fee Schedule

Reconnection Fee; Public Water Connection; Refusal of Inspection	25	Per Code 13.08.100
Administrative Fee – renew temporary certificate of occupancy	100	
<b>Annexation Fees:</b>		
<u>Up to five (5) acres</u>	<u>2,000</u>	
<u>Five (5) acres or more but less than ten (10) acres</u>	<u>10,000</u>	
<u>Ten (10) acres or more but less than twenty five (25) acres</u>	<u>25,000</u>	
<u>Twenty five (25) acres or more but less than fifty (50) acres</u>	<u>35,000</u>	
<u>Fifty (50) acres or more</u>	<u>50,000</u>	

### Port of Salisbury Marina Fees (by Field Operations)

<b>Transient</b>		
<i>Slip Fees based on size of vessel</i>	1.00	Per foot per day
Electric 30-amp service	5.00	Per day
Electric 50-amp service	10.00	Per day
<b>Slip Rental – Monthly</b>		
<i>Fees based on size of vessel</i>		
October through April	3.85	Per foot + electric
May through September	5.50	Per foot + electric
<b>Slip Rental – Annual*</b>		
		*Annual rates are to be paid in full up front, electric can be billed monthly
Boats up to and including 30 feet long	1,150	+ electric
Boats 31 feet and longer	49	Per foot + electric
<b>Fuel</b>		
	.40	Per gallon more than the cost per gallon purchase price by the City
<b>Electric Service</b>		
<i>Fees per meter</i>	.40	Per gallon more than the cost per gallon purchase price by the City
Electric 30-amp service	30.00	Per month
Electric 50-amp service	50.00	Per month

### EMS Services

	Resident	Non Resident
BLS Base Rate	<del>500.00</del> 600.00	<del>575.00</del> 690.00
ALS1 Emergency Rate	<del>650.00</del> 700.00	<del>750.00</del> 900.00
ALS2 Emergency Rate	<del>775.00</del> 800.00	<del>875.00</del> 1050.00
Mileage (per mile)	<del>13.00</del> 14.00	<del>13.50</del> 16.20
Oxygen	<del>60.00</del> 65.00	<del>60.00</del> 65.00
Spinal immobilization	<del>120.00</del> 140.00	<del>120.00</del> 140.00
BLS On-scene Care	<del>175.00</del> 200.00	<del>175.00</del> 200.00
ALS On –scene Care	450.00	550.00

### Department of Infrastructure and Development

<b>Storm Water Utility (2306)</b>		
Fee to maintain City storm water facilities	20.00	Per year per Equivalent Residential Unit per Ordinance 2315

## FY 2020 Fee Schedule

per Ordinance 2306		
<b>Stormwater Utility Credit Application (2306)</b>		
Fee to apply for credit to Stormwater Utility	150.00	Per application
<b>Street Break Permit (Per Code 12.12.020)</b>		
Permit for breaking City public streets and way	25.00	Per break location
<b>Obstruction Permit (Per Code 12.12.020)</b>		
Permit for obstructing City public streets and ways.	10.00	Per location
<b>Water and Sewer Capacity Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge of Capacity fee for the Developer's share in the cost of growth related infrastructure improvements.	3,533.00	Per Equivalent Dwelling Unit (water \$1,513, sewer \$2,020)
<b>Water and Sewer Facility Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge for Facility Fees is based on actual costs of water and sewer infrastructure installed by a Developer.	*	* Fee amount is project dependent. Facility Fee is the prorated share of the cost of the water and sewer mains based on this project's percentage of the capacity of the proposed infrastructure project.
<b>Reimbursement Administrative Fee (Per Code 13.02.090)</b>		
Administrative fee assessed on Facility Fee for processing	*	0.1 percent of the Facility Fee
<b>Water and Sewer Line Fee (Per Code 13.020.070)</b>		
Comprehensive Connection Charge of Line fee is based on the actual costs of the public water and sewer.	*	* Fee amount is project dependent
<b>Central System Line Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge of Central System Line Fee for water and sewer services connecting directly to the City's Central System.	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
<b>Development Plan Review Fee (1536)</b>		
Fee for review of development plans and traffic control plans	450	Plus \$50 per disturbed acre, \$500 minimum. Subsequent submittals, which generate additional comments, may be charged an additional \$500.
<b>Water and Sewer Inspection Fee (R 1341)</b>		
Fee for inspection of public water and sewer improvements		7.5 % of the approved cost estimate for construction of proposed public water and sewer improvements
<b>Public Works Agreement recording fee (Per County Court)</b>		
Recording fee for Public Works Agreements		
For 9 pages or less	60.00	Per request
For 10 pages or more	115.00	Per request
<b>Stormwater Management As-Built recording fee (Per County Court)</b>		
Recording fee for Stormwater Management As-Built.	10.00	Per sheet

## FY 2020 Fee Schedule

<b>Subdivision review fee (1536)</b>		
Fee for Subdivision review	25.00	Per subdivided acre, (\$25.00 minimum, \$200.00 maximum)
<b>Subdivision recording fee (Per County Court)</b>		
Recording fee for Subdivision plans	10.00	Per page
<b>Resubdivision review fee (1536)</b>		
Fee for Resubdivision reviews	25.00	Per subdivided acre, (\$25.00 minimum, \$200.00 maximum)
<b>Resubdivision recording fee (Per County Court)</b>		
Recording fee for Resubdivision plans	10.00	Per page
<b>Administrative Fee for Capacity Fee payment Plans (R 2029)</b>		
Administrative Fee for Capacity Fee payment Plans	25.00	
<b>Maps and Copying Fees</b>		
City Street Map	5.00	Ea
Street Map Index	1.00	Ea
Property Maps	3.00	Ea
Sanitary Sewer Utility Maps (400 Scale)	3.00	Ea
Storm Water Utility Maps (400 Scale)	3.00	Ea
Water Main Utility Maps (400 Scale)	3.00	Ea
Sanitary Sewer Contract Drawings	1.00	Ea
Storm Water Contract Drawings	1.00	Ea
Water Main Contract Drawings	1	Ea
Black and White Photocopying (Small Format)	.25	Sq. ft
Black and White Photocopying (Large Format)	.50	Sq. ft
Color Photocopying (Small Format) \$1/sq.ft.	1	Sq. ft
Color Photocopying (Large Format) \$2/sq.ft.	2	Sq. ft

Water Works		
<b>Temporary connection to fire hydrant (Per Code 13.08.120)</b>		
Providing temporary meter on a fire hydrant for use of City water	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
In City	40.00	Plus charge for water used per current In City rate, \$10 minimum
Out of City	50.00	Plus charge for water used per current Out of City rate, \$10 minimum
<b>Hydrant flow test (Per Code 13.08.030)</b>		
To perform hydrant flow tests		
In City	125.00	Per request
Out of City	160.00	Per request
<b>Fire flush and Fire pump test (Per Code 13.08.030)</b>		
To perform hydrant flow tests To perform meter tests on ¾" and 1" meters.		
In City	125.00	Per request
Out of City	160.00	Per request
<b>Meter tests (Per Code 13.08.030)</b>		
To perform meter tests on ¾" and 1" meters.		

## FY 2020 Fee Schedule

In City	40.00	Per request
Out of City	50.00	Per request
<b>Water Meter/Tap Fee and Sewer Connection Fee (Per Code 13.02.070)</b>		
Water Meter/Tap Fee and Sewer Connection Fee if water and sewer services are installed by City forces.	*	The tap and connection fee amount is the actual cost of SPW labor and materials or per this schedule.
<b>Water Tapping Fees - In City:</b>		
3/4 Water Meter	3,850	Per Connection
1" Water Meter	4,160	Per Connection
1 1/2" Water Meter T-10 Meter	5,810	Per Connection
2" Water Meter - T-10 Meter	6,200	Per Connection
2" Water Meter - Tru Flo	7,320	Per Connection
<b>Water Tapping Fees - Out of City</b>		
3/4 Water Meter	4,810	Per Connection
1" Water Meter	5,200	Per Connection
1 1/2" Water Meter T-10 Meter	7,265	Per Connection
2" Water Meter - T-10 Meter	7,750	Per Connection
2" Water Meter - Tru Flo	9,155	Per Connection
<b>Sanitary Sewer Tapping Fees - In City:</b>		
6" Sewer Tap	3,320	Per Connection
8" Sewer Tap	3,380	Per Connection
6" or 8" Location & Drawing Fee	45	Per Connection
<b>Sanitary Sewer Tapping Fees - Out of City</b>		
6" Sewer Tap	4,150	Per Connection
8" Sewer Tap	4,225	Per Connection
6" or 8" Location & Drawing Fee	60	Per Connection
<b>Water Meter Setting Fee (Per Code 13.02.070)</b>		
Water meter setting fee for installation of water meter when tap is done by a contractor.		
<b>Meter Setting Fees - In City:</b>		
3/4 Water Meter	400	Per Connection
1" Water Meter	525	Per Connection
1 1/2" Water Meter T-10 Meter	785	Per Connection
2" Water Meter - T-10 Meter	905	Per Connection
2" Water Meter - Tru Flo	2030	Per Connection
<b>Meter Setting Fees - Out of City</b>		
3/4 Water Meter	495	Per Connection
1" Water Meter	655	Per Connection
1 1/2" Water Meter T-10 Meter	980	Per Connection
2" Water Meter - T-10 Meter	1130	Per Connection
2" Water Meter - Tru Flo	2535	Per Connection

### Parking Violations, False Alarms, Infractions, Scofflaw (by the Police & Fire Departments)

<b>Animal Control</b>	50-100	Police Department
<b>False Police Alarms (Per Code 8.040.050)</b>		Police Department
<i>based on number of incidents in calendar year</i>		
First 2 incidents	0	
3 <sup>rd</sup> incident	<del>40</del> 50	
4 <sup>th</sup> incident	<del>80</del> 90	

## FY 2020 Fee Schedule

Greater than 4 each incident	<del>120</del> 130	
<b>False Fire Alarms (Per Code 8.040.050)</b>		Fire Department
<i>based on number of incidents in calendar year</i>		
First 2 incidents	0	
3 <sup>rd</sup> incident	45	
4 <sup>th</sup> incident	90	
Greater than 4 each incident	135	
<b>Scofflaw</b>		Police Department
Tow	135	
Storage	50	
Administrative Fee	35	
Business Administrative Fee	30	

Parking Permits and Fees			
	UOM	1-Jul-19 Rate	1-Jul-19 Non Profit Rate
<b>Parking Permits (Per Code 10.04.010)</b>			
Lot #1 - lower lot by library	Monthly	40.00	30.00
Top Lot #1 - upper lot by library	Monthly	40.00	30.00
Lot #4 - behind City Center	Monthly	40.00	30.00
Lot #5 - Market St. & Rt. 13	Monthly	35.00	26.25
Lot #7 & 13 - off Garrettson Pl.	Monthly	10.00	7.50
Lot #9 - behind GOB	Monthly	40.00	30.00
Lot #10 - near State bldg/SAO	Monthly	<del>35.00</del> 40.00	<del>26.25</del> 30.00
Lot #11 - behind library	Monthly	35.00	26.25
Lot #12 - beside Market St. Inn	Monthly	35.00	26.25
Lot #14 - by Holiday Inn	Monthly	25.00	18.75
Lot #15 - across from Feldman's	Monthly	40.00	30.00
Lot #16 - by Avery Hall	Monthly	40.00	30.00
Lot #30 - by drawbridge	Monthly	<del>10.00</del> 15.00	<del>7.50</del> 11.25
Lot #33 - east of Brew River	Monthly	<del>10.00</del> 15.00	<del>7.50</del> 11.25
Lot #35 - west of Brew River	Monthly	<del>10.00</del> 15.00	<del>7.50</del> 11.25
Lot SPS - St. Peters St.	Monthly	40.00	30.00
E. Church St.	Monthly	40.00	30.00
W. Church St.	Monthly	40.00	30.00
Parking Garage	Monthly	40.00	30.00
<b>Transient Parking Options</b>			
Parking Lot #1 (first 2-hrs of parking are FREE)	Hourly	1.00	
Parking Garage	Hourly	1.00	
Parking Meters	Hourly	1.00	
<b>Pay Stations</b>			
For hours 1-2	Hourly	1.00	
For hour 3 with a 3 hour Maximum Parking Limit	Hourly	3.00	
<b>Miscellaneous Charges (Per Code 10.04.010)</b>			



## FY 2020 Fee Schedule

Replacement Parking Permit Hang Tags	Per Hang Tag	5.00	
Parking Permit Late Payment Fee (+15 days)	Per Occurrence	5.00	
New Parking Garage Access Card	Per Card	10.00	
Replacement Parking Garage Access Card	Per Card	10.00	

### Fire Prevention Fees (by the Fire Department)

#### Plan review and Use & Occupancy Inspection

<u>Basic Fee</u> – For all multi-family residential, commercial, industrial, and institutional occupancies. Including, but not limited to, new construction, tenant fit-out, remodeling, change in use and occupancy, and/or any other activity deemed appropriate by the City of Salisbury Department of Infrastructure and Development.		60% of the building permit fee; \$75 minimum (Not included – plan review and related inspection of specialized fire protection equipment as listed in the following sections)
<u>Expedited Fees</u> – If the requesting party wants the plan review and inspection to be expedited, to be done within three business days		20% of the basic fee; \$500 minimum (This is in addition to the basic fee)
<u>After</u> – Hours Inspection Fees. If the requesting party wants an after-city-business-hours inspection.	\$100	Per hour/per inspector; 2 hours minimum

#### Fire Protection Plan Review and Inspection

**Fire Alarm & Detection Systems** – Includes plan review and inspection of wiring, controls, alarm and detection equipment and related appurtenances needed to provide a complete system and the witnessing of one final acceptance test per system of the completed installation.

• Fire Alarm System	\$100	Per system
• Fire Alarm Control Panel	\$75	Per panel
• Alarm Initiating Device	\$1.50	Per device
• Alarm Notification Device	\$1.50	Per device
• Fire Alarm Counter Permit	\$75	For additions and alterations to existing systems involving 4 or less notification/initiating devices.

**Sprinkler, Water Spray and Combined Sprinkler & Standpipe Systems** – Includes review of shop drawings, system inspection and witnessing of one hydrostatic test, and one final acceptance test per floor or system.

• NFPA 13 & 13R	\$1.50	Per sprinkler head; \$125 minimum
• NFPA 13D	\$75	Per Dwelling
• Sprinkler Counter Permit	\$75	For additions and alterations to existing systems involving less than 20 heads.

## FY 2020 Fee Schedule

<p><b>Standpipe Systems</b> – The fee applies to separate standpipe and hose systems installed in accordance with NFPA 14 standard for the installation of standpipe and hose systems as incorporated by reference in the State Fire Prevention Code (combined sprinkler systems and standpipe systems are included in the fee schedule prescribed for sprinkler systems) and applies to all piping associated with the standpipe system, including connection to a water supply, piping risers, laterals, Fire Department connection(s), dry or draft fire hydrants or suction connections, hose connections, piping joints and connections, and other related piping and appurtenances; includes plan review and inspection of all piping, control valves, connections and other related equipment and appurtenances needed to provide a complete system and the witnessing of one hydrostatic test, and one final acceptance test of the completed system.</p>	\$50	Per 100 linear feet of piping or portion thereof; \$100 minimum
<p><b>Fire Pumps &amp; Water Storage Tanks</b> – The fees include plan review and inspection of pump and all associated valves, piping, controllers, driver and other related equipment and appurtenances needed to provide a complete system and the witnessing of one pump acceptance test of the completed installation. Limited service pumps for residential sprinkler systems as permitted for NFPA 13D systems and water storage tanks for NFPA 13D systems are exempt.</p>		
<ul style="list-style-type: none"> <li>• Fire Pumps</li> </ul>	\$.50	Per gpm or rated pump capacity; \$125 minimum
<ul style="list-style-type: none"> <li>• Fire Protection Water Tank</li> </ul>	\$75	Per tank
<ul style="list-style-type: none"> <li>• Witnessing Underground Water Main Hydro Tests</li> </ul>	\$75	
<ul style="list-style-type: none"> <li>• Witnessing Fire Main Flush</li> </ul>	\$75	
<p><b>Gaseous and Chemical Extinguishing Systems</b> – Applies to halon, carbon dioxide, dry chemical, wet chemical and other types of fixed automatic fire suppression systems which use a gas or chemical compound as the primary extinguishing agent. The fee includes plan review and inspection of all piping, controls, equipment and other appurtenances needed to provide a complete system in accordance with referenced NFPA standards and the witnessing of one performance or acceptance test per system of the completed installation.</p>	\$1.00	Per pound of extinguishing agent; \$100 minimum; or \$150 per wet chemical extinguishing system
<ul style="list-style-type: none"> <li>• Gaseous and Chemical Extinguishing System Counter Permit</li> </ul>	\$75	To relocate system discharge heads
<p><b>Foam Systems</b> – The fee applies to fixed extinguishing systems which use a foaming agent to control or extinguish a fire in a flammable liquid installation, aircraft hangar and other recognized applications. The fee includes plan review and inspection of piping, controls, nozzles, equipment and other related appurtenances needed to provide a complete system and the witnessing of one hydrostatic test and one final acceptance test of the completed installation.</p>	\$75	Per nozzle or local applicator; plus \$1.50/ sprinkler head for combined sprinkler/foam system; \$100 minimum
<p><b>Smoke Control Systems</b> – The fee applies to smoke exhaust systems, stair pressurization systems, smoke control systems and other recognized air-handling systems which are specifically designed to exhaust or control smoke or create pressure zones to minimize the hazard of smoke spread due to fire. The fee includes plan review and inspection of system components and the witnessing of one performance acceptance test of the complete installation.</p>	\$100	Per 30,000 cubic feet of volume or portion thereof of protected or controlled space; \$200 minimum
<p><b>Flammable and Combustible Liquid Storage Tanks</b> –</p>	\$.005	Per gallon of the maximum tank capacity; \$75 minimum

## FY 2020 Fee Schedule


This includes review and one inspection of the tank and associated hardware, including dispensing equipment. Tanks used to provide fuel or heat or other utility services to a building are exempt.		
<b>Emergency Generators</b> – Emergency generators that are a part of the fire/life safety system of a building or structure. Includes the review of the proposed use of the generator, fuel supply and witnessing one performance evaluation test.	\$100	
Marinas and Piers	\$25	Per linear feet of marina or pier; plus \$1.00 per slip; \$100 minimum
Reinspection and Retest Fees		
<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Reinspection and Retest Fees</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Reinspection and Retest Fees</li> </ul>	\$250	
<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> and Subsequent Reinspection and Retest Fees</li> </ul>	\$500	
<b>Consultation Fees</b> – Fees for consultation technical assistance.	\$75	Per hour
Fire-safety Inspections. The following fees are not intended to be applied to inspections conducted in response to a specific complaint of an alleged Fire Code violation by an individual or governmental agency		
Assembly Occupancies (including outdoor festivals):		
<ul style="list-style-type: none"> <li>• Class A (&gt;1000 persons)</li> </ul>	\$300	
<ul style="list-style-type: none"> <li>• Class B (301 – 1000 persons)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>• Class C (51 – 300 persons)</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• Fairgrounds (&lt;= 9 buildings)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>• Fairgrounds (&gt;= 10 buildings)</li> </ul>	\$400	
<ul style="list-style-type: none"> <li>• Recalculation of Occupant Load</li> </ul>	\$75	
<ul style="list-style-type: none"> <li>• Replacement or duplicate Certificate</li> </ul>	\$25	
Education Occupancies:		
<ul style="list-style-type: none"> <li>• Elementary School (includes kindergarten and Pre-K)</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• Middle, Junior, and Senior High Schools</li> </ul>	\$150	
<ul style="list-style-type: none"> <li>• Family and Group Day-Care Homes</li> </ul>	\$75	
<ul style="list-style-type: none"> <li>• Nursery or Day-Care Centers</li> </ul>	\$100	
Health Care Occupancies:		
<ul style="list-style-type: none"> <li>• Ambulatory Health Care Centers</li> </ul>	\$150	Per 3,000 sq.ft. or portion thereof
<ul style="list-style-type: none"> <li>• Hospitals, Nursing Homes, Limited-Care Facilities, Domiciliary Care Homes</li> </ul>	\$100	Per building; plus \$2.00/patient bed
<ul style="list-style-type: none"> <li>• Detention and Correctional Occupancies</li> </ul>	\$100	Per building; plus \$2.00/bed
Residential:		
<ul style="list-style-type: none"> <li>• Hotels and Motels</li> </ul>	\$75	Per building; plus \$2.00/guest room
<ul style="list-style-type: none"> <li>• Dormitories</li> </ul>	\$2	Per bed; \$75 minimum
<ul style="list-style-type: none"> <li>• Apartments</li> </ul>	\$2	Per apartment; \$75 minimum
<ul style="list-style-type: none"> <li>• Lodging or Rooming House</li> </ul>	\$75	Plus \$2.00/bed
<ul style="list-style-type: none"> <li>• Board and Care Home</li> </ul>	\$100	Per building; plus \$2.00/bed
Mercantile Occupancies:		
<ul style="list-style-type: none"> <li>• Class A (&gt; 30,000 sq.ft.)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>• Class B (3,000 sq.ft. – 30,000 sq.ft.)</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• Class C (&lt; 3,000 sq.ft.)</li> </ul>	\$75	
Business Occupancies	\$75	Per 3,000 sq.ft. or portion thereof
Industrial or Storage Occupancies:		
<ul style="list-style-type: none"> <li>• Low or Ordinary Hazard</li> </ul>	\$75	Per 5,000 square feet or portion thereof
<ul style="list-style-type: none"> <li>• High-Hazard</li> </ul>	\$100	Per 5,000 square feet or portion thereof
Common Areas of Multitenant Occupancies (i.e., shopping centers, high-rises, etc.)	\$45	Per 10,000 sq.ft. or portion thereof
Outside Storage of Combustible Materials (scrap tires, tree stumps, lumber, etc.)	\$100	Per acre or portion thereof

## FY 2020 Fee Schedule

Outside Storage of Flammable or Combustible Liquids (drums, tanks, etc.)	\$100	Per 5,000 sq.ft. or portion thereof
Marinas and Piers	\$100	Per facility; plus \$1.00/slip
Mobile Vendor	\$35	
Unclassified Inspection	\$75	Per hour or portion thereof
Reinspection: If more than one reinspection is required to assure that a previously identified Fire Code violation is corrected		
• 2 <sup>nd</sup> Reinspection	\$100	
• 3 <sup>rd</sup> Reinspection	\$250	
• 4 <sup>th</sup> and Subsequent	\$500	
<b>Water Supply</b>		
Witnessing Fire Main Flush	\$75	
<del>Witness Fire Hydrant Protection Flow Test (in-City)</del>	<del>\$125</del>	
Fire Protection Flow Test (out-of-City)	<u>\$160</u>	



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

To: Julia Glanz, City Administrator  
From: Amanda H. Pollack, P.E., Director of Infrastructure & Development   
Date: May 2, 2019  
Re: Budget Amendment – Second Issuance of MDOT Reimbursement Funds

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The Department of Infrastructure & Development is requesting consideration for a budget amendment to move funds to an operating account from a revenue account. The City recently received a reimbursement payment from MDOT-SHA for the Citywide Resurfacing Program which is under the State-Aid Program. As the Department of Infrastructure & Development wishes to use the reimbursed funds to continue and expand the Citywide Paving and Concrete Repair Programs this year, it is requested that these funds be moved into the Citywide Street Maintenance Account 31000-534318. The amount of the reimbursement is \$90,707.10.

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

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ORDINANCE NO. 2542

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY19 BUDGET TO APPROPRIATE FUNDS FOR STREET RESURFACING AND CONCRETE REPAIR.

WHEREAS, the City of Salisbury Department of Infrastructure and Development has completed paving and concrete repair projects throughout the City that are eligible for reimbursement from MDOT-SHA; and

WHEREAS, the City has received a reimbursement from MDOT-SHA in the sum of \$90,707.10; and

WHEREAS, the Department of Infrastructure and Development seeks to reimburse the operating account from which the original appropriation was budgeted in order to continue the Citywide Paving and Concrete Programs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2019 budget is hereby amended as follows:

1. Decrease the MDOT Reimbursements (01000-424202) budget by \$90,707.10
2. Increase the Citywide Street Maintenance (31000-534318) budget by \$90,707.10

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the \_\_\_ day of \_\_\_\_\_, 2019, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the \_\_\_ day of \_\_\_\_\_ 2019.

ATTEST:

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

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

APPROVED BY ME THIS:

\_\_\_\_\_ day of \_\_\_\_\_ 2019

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

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**OFFICE**

# MEMO

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## Department of Finance

**To:** Julia Glanz, City Administrator  
**From:** Keith Cordrey, Director of Finance   
**Subject:** FY 19 Budget Amendment - Legal Services  
**Date:** 04/18/19

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Please find attached a Budget Amendment that will provide an additional appropriation of \$ 89,515.04 for Legal services which is required based on current projections in the City Attorney (17000-513301) account. The project amount was provided in the attached schedule from Mark Tilghman's office.

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

FY 19 Solicitor Bills – Tilghman

	2018-2019	Tax Sales/Receivership*	Water/Sewer	date sent
July	\$29,025.88		206.00	10/23/18
August	\$32,272.39		1,427.50	11/13/18
September	\$27,681.23		175.50	12/26/18
October	\$31,954.58		248.00	01/25/19
Nov	\$27,296.11		629.50	03/05/19
Dec	\$22,590.18		335.50	03/18/19
Jan	\$38,666.16 *est (33,622.75 current plus difference upon review)			
Feb	\$36,856.81 *est (23,353.75 current plus difference upon review)			
Mar				
April				
May				
June				

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Total(billed + unbilled) \$246,343.34 2,392.50

Total actual billed to date: \$170,820.37

Monthly average FY19 act.: \$28,470.06

Total estimated based on monthly ave.: \$341,640.72

Monthly average FY19 est.: \$30,792.92

Total estimated based on monthly est. ave: \$369,515.04

Total Original Legal Funds Budgeted:	\$284,800.00
Legal Funds for our office:	\$280,000.00
Budget Amendment:	+\$
Total Legal Budget for SBT:	\$280,000.00

Less Total Billed Fees:	\$170,820.37
Total Estimated legal fees:	\$369,515.04
Anticipated Legal Fund difference:	\$(89,515.04)

FY18 Total legal fees: \$346,053.95 (\$280,000 original budget plus \$75,000 amendment) with \$1,983.50 from W/S fund and \$8,946.05 surplus



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ORDINANCE NO. 2543

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2019 GENERAL FUND TO APPROPRIATE FUNDS FOR ATTORNEY FEES.

WHEREAS, the City of Salisbury has projected the amount of Attorney Fees expected for FY 2019; and

WHEREAS, the City of Salisbury's projection indicates an increase of \$89,515.04 in FY2019 appropriations is needed in account 17000-513301 City Attorney in order to meet the projected requirements for legal fees for the remainder of FY 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT THE City's Fiscal Year 2018 General Fund Budget be amended as follows:

- 1) Increase Current Year Surplus (01000-469810) by \$89,515.04
- 2) Increase City Attorney (17000-513301) by \$89,515.04

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_ 2019, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_ 2019.

**ATTEST:**

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

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

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2019.

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