



CITY OF SALISBURY CITY COUNCIL AGENDA

November 12, 2019

Government Office Building

6:00 p.m.

Room 301

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. CITY INVOCATION – Elder Tyrone Cooper of New Dimensions Family Ministries, Salisbury Fire Department Volunteer Firefighter & Chaplain

6:04 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

6:05 p.m. PROCLAMATION – presented by Mayor Jacob R. Day

- 150th Anniversary of Wicomico County Public Library- Library Director Ashley Teagle

6:15 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:16 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- **October 7, 2019 Special Meeting Minutes**
- **October 7, 2019 Work Session Minutes**
- **October 14, 2019 Council Meeting Minutes**
- **October 21, 2019 Work Session Minutes**
- **October 28, 2019 Council Meeting Minutes**
- **Resolution No. 2983**- approving the appointment of Meredith Stimis to the Revolving Loan Advisory Committee for term ending November 2023
- Approving the Manufacturing Exemption request for Bay Steel, Inc.
- Approving the Manufacturing Exemption request for Delmar Brewing Company, LLC
- Approving the Manufacturing Exemption request for DiCarlo Precision Instrument, Inc.
- Approving the Manufacturing Exemption request for Jubilant Cadista Pharmaceuticals, Inc.
- Approving the Manufacturing Exemption request for K & L Microwave, Inc.
- Approving the Manufacturing Exemption request for Mason Dixon Machining, Inc.
- Approving the Manufacturing Exemption request for Pepsi Bottling Ventures, LLC
- Approving the Manufacturing Exemption request for Perdue Foods, LLC

6:24 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller

- ITB A-20-101, City-wide Pavement Surface Treatment
- RFP A-20-103, Fire Apparatus Maintenance and Repair Services

- ITB A-20-103, Janitorial Services

6:30 p.m. RESOLUTIONS – presented by City Administrator Julia Glanz

- **Resolution No. 2967**- proposing the annexation to the City of Salisbury of a certain area of land contiguous to and binding upon the southerly Corporate Limit of the City of Salisbury to be known as “Johnson Road-Dirk Widdowson Annexation” beginning for the same at a point being South from a corner of the existing Corporate Limit of the City of Salisbury and also being on the westerly line of and near the northwesterly corner of the lands of Dirk Widdowson located at 927 Johnson Road continuing around the perimeter of the affected property to the point of beginning
- **Resolution No. 2968**- to adopt an annexation plan for a certain area of land contiguous to and binding upon the southerly Corporate Limit of the City of Salisbury to be known as “Johnson Road-Dirk Widdowson Annexation” beginning for the same at a point being South from a corner of the existing Corporate Limit of the City of Salisbury and also being on the westerly line of and near the northwesterly corner of the lands of Dirk Widdowson located at 927 Johnson Road continuing around the perimeter of the affected property to the point of beginning

6:45 p.m. ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2566**- 2nd reading - approving an amendment of the FY2020 Fire Department Budget to transfer insurance funds received by the City to the Fire Department Operating Budget from the General Fund for revenue received for repairs to Ambulance A-2
- **Ordinance No. 2567**- 2nd reading - approving a Budget Amendment of the FY2020 Fire Department Budget to transfer funds from the City General Fund to the Fire Department Operating Budget to cover expenses for vehicle maintenance
- **Ordinance No. 2569**- 2nd reading - approving a Budget Amendment of the Grant Fund to appropriate funds from a Community Needs Grant, from the Community Foundation of the Eastern Shore, Inc., awarded for the City of Salisbury Youth Civics Council

6:55 p.m. PUBLIC COMMENTS

7:00 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. City Council Meetings are conducted in Open Session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b), by vote of the City Council.

NEXT COUNCIL MEETING – NOVEMBER 18, 2019 (Special Meeting/Council Org.)

1 **CITY OF SALISBURY, MARYLAND**

2
3 **SPECIAL MEETING**

OCTOBER 7, 2019

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President John “Jack” R. Heath*
8 *Councilwoman Angela M. Blake*

Council Vice-President Muir Boda
Councilwoman April Jackson

9
10 **PUBLIC OFFICIALS NOT PRESENT**

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

14
15 **IN ATTENDANCE**

16
17 *City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, City Clerk Kimberly*
18 *Nichols, City Attorney Mark Tilghman, and interested citizens.*

19 *****
20 *The City Council convened in a Special Meeting in Council Chambers on October 7, 2019 at*
21 *4:30 p.m. President Heath called the meeting to order, followed by a moment of silence and the*
22 *Pledge of Allegiance to the flag of the United States of America.*
23

24 **ADOPTION OF LEGISLATIVE AGENDA**

25
26 *Ms. Jackson moved, Mr. Boda seconded and the vote was unanimous (4-0) to approve the*
27 *Special Meeting agenda as presented.*

28
29 **RESOLUTION** – *presented by City Administrator Julia Glanz*

- 30
31 • **Resolution No. 2977**- *to approve of the Acting Status for the Assistant City Clerk in the*
32 *absence of the City Clerk*

33
34 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve*
35 *Resolution No. 2977.*

36
37 **ORDINANCE** – *presented by City Attorney Mark Tilghman*

- 38
39 • **Ordinance No. 2561**- *2nd reading – approving a budget amendment of the FY20 General*
40 *Fund Budget to appropriate the funds received from the recovery and recycling of scrap*
41 *metal and the recovery of funds associated with a broken employment contact*

42
43 *Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve*
44 *Ordinance No. 2561 for second reading.*

45
46 *With no further business to discuss, the Special Meeting adjourned at 4:36 p.m., and the*
47 *regularly scheduled Work Session immediately followed.*

48

49

50 *City Clerk*

51

52

53 *Council President*

1 CITY OF SALISBURY
2 WORK SESSION
3 OCTOBER 7, 2019
4

5 Public Officials Present
6

Council President John “Jack” R. Heath
Council Vice-President Muir Boda
Councilwoman April Jackson

Mayor Jacob R. Day (arr. 4:39 p.m.)
Councilwoman Angela M. Blake

7
8 Public Officials Not Present
9

10 Councilman James Ireton, Jr.
11

12 In Attendance
13

14 City Administrator Julia Glanz, Eastern Shore Director Chesapeake Bay Foundation Alan Girard,
15 Regional Watershed Services Manager/Healthy Waters Working Group Tom Leigh, Human
16 Resources (HR) Director Jeanne Loyd, Permits and Inspections Manager Bill Holland, Department
17 of Infrastructure & Development (DID) Director Amanda Pollack, City Clerk Kim Nichols, City
18 Attorney Mark Tilghman, and interested citizens.
19 -----

20 On October 7, 2019 Salisbury City Council convened in a Special Meeting at 4:30 p.m.
21 followed by the regularly scheduled Work Session at 4:36 p.m. in Room 301, Council
22 Chambers of the Government Office Building. The following is a synopsis of the topics discussed:
23

24 **Healthy Water Briefing**

25 Eastern Shore Director Chesapeake Bay Foundation Alan Girard, Regional Watershed Services
26 Manager/Healthy Waters Working Group Tom Leigh joined Council to provide an update on the
27 state of the Chesapeake Bay, some of the progress being made, and where things were headed.
28

29 Mr. Girard’s update included the following:
30

31 *Low oxygen, dead zones were larger than normal this past year due to the nitrogen-phosphorus*
32 *sediment that washed off the land with landfall into local rivers and streams. The good news was*
33 *that over the long-term the low oxygen, dead zones diminished in size. Data over the past several*
34 *decades confirm the zones had reduced in size due to citizen, businesses and governmental progress*
35 *on clean water goals. Maryland just submitted its third phase of the Watershed Implementation*
36 *Plan to strive for all policies and programs to be in place by 2025 to meet the water quality*
37 *standards. Salisbury was investing significantly in the storm water sector, important because*
38 *Maryland will now invest only about half of what they invested in the last eight years. In the*
39 *Maryland agriculture sector there was a lot of reliance on annual practices such as cover crops*
40 *and other practices requiring repeated yearly investment. Moving forward, it was imperative they*
41 *were as efficient with resources such as streamside forested buffers. Trees and grasses planted*
42 *along farm fields next to streams were cost effective and very efficient in terms of scavenging*
43 *nutrients. We must invest locally in policies, programs and projects that address local impairments*
44 *and the Chesapeake Bay cleanup effort.*

45
46 Mr. Leigh's update included the following:

47
48 *In 2015, all of the Eastern Shore counties and local jurisdictions were invited to discuss ways to*
49 *achieve clean water goals. In two years, they identified 120 concepts, which were refined down to*
50 *six core principles- one of which was to create a Circuit Rider, which is what Mr. Leigh was. The*
51 *six members of the Healthy Waters Work Group included Queen Anne's County, Talbot County,*
52 *Easton, Oxford, Cambridge and Salisbury. Mr. Leigh's local point of contact, DID Director*
53 *Amanda Pollack, brought technical assistance and tested the regionalization of services and*
54 *delivery approach. He began his term by searching through the existing studies (watershed*
55 *resources, engineering plans, etc.) for jurisdictional commonalities to test the delivery of services*
56 *model. The projects were submitted to the Dept. of Natural Resources as a trust fund to pay for*
57 *State projects improving water quality, but the application was declined. The next day the Dept. of*
58 *Natural Resources staff told Mr. Leigh the application was more than they could handle, and asked*
59 *him to work with them to refine the application to focus on one project at a time, and submit it the*
60 *next year. His proposal for the working group the first year was to do trees. There was also cash*
61 *that was part of his grant program to help put projects in the ground or complete existing projects.*
62 *They were also working with DID to finish some partial design engineering plans and to put out*
63 *an RFP for a tree canopy study in Salisbury.*

64
65 Mr. Girard invited Council, along with the other five jurisdictions to attend the Healthy Waters
66 Briefing Boat Trip on October 25, 2019 from Oxford. The update was for Council information only.

67
68 **Resolution to extend temporary acting capacity for Sanitation personnel**

69
70 City Administrator Julia Glanz reported that there were personnel challenges at Field Ops due to
71 employees being out on FLMA and Workers Comp leave. This was a request for an extension of the
72 acting capacities and was the same extension approved before. They anticipated a staff change soon
73 since someone was retiring in the department and hoped to be fully staffed at that time.

74
75 Council reached unanimous consensus to advance the resolution to legislative agenda. (3-0, as Ms.
76 Jackson had exited the room at the time consensus was reached)

77
78 **Ordinance to accept donated funds to purchase (3) K-9 vests**

79
80 Ms. Glanz reported on the ordinance to accept the \$3,000 donation for K-9 bullet proof vests. The
81 department would have its 5th dog soon and the City appreciated the donations for the vests. Mayor
82 Day said he was contacted by two citizens recently asking to also contribute to the program.

83
84 Council reached unanimous consensus to advance the ordinance to legislative agenda.

85
86 **Resolution to amend Employee Handbook**

87
88 Changes to the Employee Handbook would be made in increments for Council to consider. HR
89 Director Jeanne Loyd reported on the following changes to the disclaimer and Chapters 1 and 2:

- 90
91 1. The disclaimer language was cleaned up and the core values of the City of Salisbury added.

- 92 2. Chapter 1: struck old verbiage, inserted new; Human Rights Advisory Committee revised
93 EEO Statement; updated language-Employment Understanding, Status, Probation Periods
94 3. Chapter 2: updated Job Assignments and removed the Travel Policy section due to it being a
95 Finance policy rather than a Human Resources policy.
96

97 President Heath asked how employees would know about the changes. Ms. Loyd will provide a
98 copy to the Departments and ask the Directors to review the changed sections with the employees.
99

100 Council reached unanimous consensus to advance the resolution to legislative agenda.
101

102 **Ordinance to update the Maryland Building Performance Standards to the 2018 codes**
103

104 Permits and Inspections Manager Bill Holland reported on the update to the City’s current building
105 code from the 2015 International Building Codes to the 2018 International Building Codes.
106

107 Mr. Holland reported the amendments were the same except he updated the 2007 Washington
108 Suburban Sanitary Commission on Fats, Oils and Grease to the 2019 standards for Washington
109 Suburban Sanitary Commission on Fats, Oils and Grease. This was a stricter code with more
110 requirements on fats, oils and grease than what was in the International Code. The new code would
111 require new businesses to install interceptors, and the code was grandfathered for existing
112 businesses until several failures occur; then an upgrade would be required.
113

114 Council reached unanimous consensus to advance the ordinance to legislative agenda.
115

116 **Ordinance to approve a budget amendment to appropriate funds for community centers**
117

118 DID Director Amanda Pollack reported the Newton Street Community Center had a construction
119 contract in the amount of \$355,169. Unforeseen conditions were discovered including fire damage
120 on the second floor and no studs downstairs which required new framing before installing drywall.
121

122 They had a potential change order, but were first seeking a budget amendment. The project was
123 funded with bond money, but there was none left in the pool due to ongoing projects. The request
124 was for \$125,000 for Newton Street (includes furniture and fixtures) and \$25,000 to help purchase
125 the Truitt Street Community Center from Surplus.
126

127 President Heath asked if the rest of the renovation was started, when would it end. Ms. Pollack
128 indicated much would depend on the change order since part of what was included potentially were
129 exterior things requested through the Historic District, including wooden windows. They were not
130 allowed to use vinyl products on the building’s exterior.
131

132 Council reached unanimous consensus to advance the ordinance to legislative agenda.
133

134 **Salisbury Board of License Commissioners**
135

136 Council Vice-President said the proposed legislation would allow the City to issue licenses to
137 restaurants and businesses in the City that sell alcohol and allow the City to complete the next phase

138 in the reorganization to offer one less step when someone opened a business. The City of Annapolis
139 has long had the same legislation in place, and was the model used in the recommendation.

140
141 City Attorney Mark Tilghman said the model was similar to Wicomico County's, and an alternative
142 option would insert Annapolis' model. He said he had not received feedback as to preferences.

143
144 Mr. Boda said that in the County, there are three Commissioners appointed by the Governor, and
145 Annapolis has five Commissioners appointed by the Mayor and Council. The County compensates
146 the three Commissioners; the Commissioners are volunteers in Annapolis. Mayor Day strongly felt
147 they should not be compensated, and preferred the Annapolis model. The Liquor Control Board and
148 the Board of License Commissioners were two different things, and there was some consternation
149 among the Wicomico County Liquor Control Board where they thought the City was trying to open
150 City liquor stores, which was a County function. Mr. Boda preferred the Annapolis model, and
151 President Heath said since it was working well, why reinvent the wheel. He would like to hold
152 another Work Session to review the draft legislation after Mr. Tilghman has updated it.

153
154 Council reached unanimous consensus to place the draft legislation on another Work Session.

155 **Public Comments**

156
157
158 One member of the Public provided the following comments:

- 159 • Confused why the City wanted to open another "Liquor Control Board" over the County's.
160 What was the difference? (President Heath said it helps the City create its own destiny,
161 much the same as the reason the City did for Fire Inspections.)
- 162 • Will the County release the City from licensing procedures and will not issue licenses
163 anymore? (President Heath answered that would be correct if the legislation was approved.)
- 164 • This sounded logical, but was concerned it was creating another bureaucracy and another
165 cost on top of what the County might charge. (Mr. Boda said there would be no additional
166 cost. Businesses would not pay the County for the license; they would pay the City.)
- 167 • Is the 15% different from what they are doing now when they buy liquor from a dispensary?
168 (Mr. Boda said it was because the County is a distributor, and the City was not doing that.)

169 **Adjournment**

170
171
172 President Heath recognized the students in the audience from Ms. Glanz's Political Science class
173 and thanked them for attending.

174
175 With no further business to discuss, the Work Session adjourned at 5:40 p.m.

176
177
178 _____
179 City Clerk

180
181 _____
182 Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

OCTOBER 14, 2019

4
5 **PUBLIC OFFICIALS PRESENT**

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

Councilman James Ireton, Jr.

9
10 **PUBLIC OFFICIALS NOT PRESENT**

11
12 *Mayor Jacob R. Day*
13 *Council Vice-President Muir Boda*
14 *Councilwoman Angela Blake*

15
16 **IN ATTENDANCE**

17
18 *City Administrator Julia Glanz, Procurement Director Jennifer Miller, Infrastructure and*
19 *Development Director Amanda Pollack, Permits and Inspections Manager William Holland,*
20 *Assistant City Clerk Diane Carter, City Attorney Mark Tilghman, and interested citizens.*

21 *******

22 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

23
24 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President*
25 *John R. Heath called the meeting to order and invited Pastor Courtland Cropper of Washington*
26 *United Methodist Church to the podium to provide the City Invocation, followed by the Pledge of*
27 *Allegiance to the flag of the United States of America.*

28
29 **ADOPTION OF LEGISLATIVE AGENDA**

30
31 *Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous (3-0 vote) to approve the*
32 *legislative agenda.*

33
34 **CONSENT AGENDA** – presented by Assistant City Clerk Diane K. Carter

35
36 *The Consent Agenda consisting of the following items was unanimously approved (3-0 vote) on a*
37 *motion and second by Mr. Ireton and Ms. Jackson respectively, after Ms. Carter amended the*
38 *reading of the Consent Agenda to reflect “Resolution No. 2978,” not Resolution No. 2878 as*
39 *originally read:*

- 40
41 • **September 9, 2019 Council Meeting Minutes**
42 • **September 23, 2019 Work Session Minutes**
43 • **September 23, 2019 Closed Session Minutes** (separate envelope)
44 • **September 23, 2019 Council Meeting Minutes**
45 • **Resolution No. 2978-** to amend the Disclaimer and Chapters 1 and 2 of the Employee
46 *Handbook to update the Employee Handbook*
47 • **Resolution No. 2979-** agreeing to the extension of the acting status for Acting Sanitation

48 Supervisor Jerimiah Arrington, and Acting Motor Equipment Operator III Michael
49 Smiley, both assigned to the Department of Field Operations

50

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

52

53 The Award of Bids, consisting of the following item, was unanimously approved (3-0 vote) on a
54 motion by Ms. Jackson that was seconded by Mr. Ireton:

55

- Award of Bid, ITB 20-103 Park WTP Insertion Valve Installation \$149,175.00
- Award of Bid, ITB 101-17 Hampshire Road Lift Station \$ 35,090.00

56

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

58

- **Ordinance No. 2562**- 1st reading- to amend Sections 15.04.010, 15.04.020, and 15.04.030 of Chapter 15.04 Building Code by adopting updated standard codes in Section 15.04.010; amending the amendments to the International Building Code (2018) (IBC) in Section 15.04.020; and amending the amendments to the International Plumbing Code (2018) (IPC) in Section 15.04.030, and to amend Section 15.24.040 of Chapter 15.24 Housing Standards to adopt the updated Standard Codes

64

65
66 Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous (3-0) to approve
67 Ordinance No. 2562 for first reading.

68

- **Ordinance No. 2563**- 1st reading- approving an amendment of the City’s Capital Project Fund Budget and the FY2020 General Fund Budget to appropriate funds for community centers

71

72
73 Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous (3-0) to approve
74 Ordinance No. 2563 for first reading.

75

- **Ordinance No. 2564**- 1st reading- approving a budget amendment of the FY20 General Fund Budget to accept and appropriate the funds received from the Heron Agility Group, Furry Friends Pet Services, and Mrs. Allison Niles in memory of her mother Mrs. Joan Clark, for the purchase of K-9 bullet proof vests

78

79
80 Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous (3-0) to approve
81 Ordinance No. 2564 for first reading.

82

- **Ordinance No. 2565**- 1st reading- approving an amendment of the FY20 Budget to appropriate funds for street resurfacing and concrete repair

84

85
86 Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous (3-0) to approve
87 Ordinance No. 2565 for first reading.

88

89

90

91

92 **PUBLIC COMMENTS**

93
94 *Ms. Sandra K. Martin extended an invitation to Council on behalf of her Pastor, Rev. Dr. Lewis*
95 *Nathaniel Watson of First Baptist Church of Salisbury, Maryland, for Council to attend the*
96 *Church's November 10-12, 2019 event, "Recharge '19," with City and County Officials included in*
97 *a group to be recognized on Tuesday, November 12, 2019. A copy of the invitation is attached as*
98 *part of the minutes.*

99
100 **ADJOURNMENT**

101
102 *With no further business to discuss, the Legislative Session adjourned at 6:20 p.m.*

103
104 _____
105 *Assistant City Clerk*

106
107 _____
108 *Council President*

FIRST BAPTIST CHURCH OF SALISBURY, MD
PRESENTS

Recharge

Guest
Preachers

Guest
Psalmist

NOVEMBER

10-12

SUNDAY, 6PM
MONDAY, 7PM
TUESDAY, 7PM



PASTOR
Reverend Dr. Lewis N. Watson



Reverend Dr. Quientrell L.
BURRELL, JR.
Charlotte, NC

Sunday & Monday



Bishop Walter S.
THOMAS, SR.
Baltimore, MD

Tuesday



Joshua
COPELAND
Salisbury, MD

Tuesday

Monday – Special Recognition of Public Safety Personnel
Tuesday – Special Recognition of Educators, Business Leaders, and City and County Officials

FIRST BAPTIST CHURCH OF SALISBURY, MD
528 Booth Street & Delaware Avenue | Salisbury, MD 21801
410-548-5486 | www.firstbaptistsby.org

1 CITY OF SALISBURY
2 WORK SESSION
3 OCTOBER 21, 2019
4

5 Public Officials Present
6

Council President John “Jack” R. Heath
Council Vice-President Muir Boda
Councilwoman April Jackson

Mayor Jacob R. Day
Councilwoman Angela M. Blake

7
8 Public Officials Not Present
9

10 Councilman James Ireton, Jr.
11

12 In Attendance
13

14 Housing and Community Development Department (HCDD) Director Everett Howard, Housing and
15 Community Development Department (HCDD) – Neighborhood Relations Manager Kevin Lindsay,
16 Housing and Community Development Department (HCDD) – Youth Development Specialist Jermichael
17 Mitchell, Fire Chief John W. Tull, Deputy Fire Chief Jimmy Gladwell, Department of Infrastructure and
18 Development Director (DID) Amanda Pollack, Finance Director Keith Cordrey, Assistant City Clerk
19 Diane Carter, City Attorney Mark Tilghman, and interested citizens.
20 -----

21 On October 21, 2019 Salisbury City Council convened in Work Session at 4:30 p.m.in Council
22 Chambers of the Government Office Building. The following is a synopsis of the topics discussed in the
23 Work Session.
24

25 **Ordinance – CFES Grant for Salisbury Youth Civics Council**

26 HCDD Neighborhood Relations Manager Lindsay and HCDD Youth Development Specialist Mitchell
27 joined Council to review and answer questions about the packet material provided to Council regarding
28 their request for Council approval to accept a Community Needs Grant awarded by the Community
29 Foundation of the Eastern Shore in the amount of \$3,512.00 for the City’s FY20 Budget to support the
30 work of the Youth Civics Council (SYCC) for the 2019/2020 School Year.
31

32 Discussion included ways to increase membership and inclusiveness on the Youth Civics Council.
33

34 Thereafter, Council reached unanimous consensus (4-0) to advance the legislation to the October 28, 2019
35 Legislative Agenda.
36

37 **Ordinance – Budget Amendment - Insurance Claim Check**
38

39 Fire Chief Tull and Assistant Fire Chief Gladwell joined Council to review and answer questions about
40 the packet material provided to Council regarding their request for Council approval to reimburse the
41 FY20 Fire Department Vehicle Operating Account with insurance proceeds in the amount of \$4,827.79
42 received from Local Government Insurance Trust (LGIT) on September 9, 2019 for the repair of
43 Ambulance A-2 which sustained damage while responding to a medical emergency on June 30, 2019.
44 Reimbursing the Vehicle Operating Account which paid for the repairs to Ambulance A-2 will bring the
45 account back in line with the approved FY20 Budget.

46 Discussion included LGIT’s usual and customary practice for payment of these type of claims directly to
47 the vendor versus sending the claim check to the City in this instance.

48
49 Thereafter, Council reached unanimous consensus (4-0) to advance the legislation to the October 28, 2019
50 Legislative Agenda.

51
52 **Ordinance – Budget Amendment - Sale of Surplus Items**

53
54 Fire Chief Tull and Assistant Fire Chief Gladwell joined Council to review and answer questions about
55 the packet material provided to Council regarding their request for Council approval for a Budget
56 Amendment to allocate proceeds in the amount of \$5,226.25 received from the auction sale of two Fire
57 Department Vehicles to the FY20 Fire Department Operating Account for vehicle maintenance. Both
58 vehicles — EMS 1 (1999 Ford Crown Victoria) and Car 1 (2005 Chevrolet Suburban) — were declared
59 surplus, then sold through auction in compliance with City Code and Policy.

60
61 Council reached unanimous consensus (4-0) to advance the legislation to the October 28, 2019 Legislative
62 Agenda.

63
64 **Ordinance – Budget Amendment in the case of a tie Election**

65
66 Assistant City Clerk Carter reviewed and answered questions about the packet material provided to
67 Council regarding a request to Council for approval of a Budget Amendment appropriating funds from the
68 FY20 General Fund to Elections to conduct a Special Election should the upcoming November 5, 2019
69 Election result in a tie in one or more districts for the Election of one Mayor and five Council Members.
70 First reading of the Budget Amendment Ordinance on October 28, 2019 would allow sufficient time for
71 second reading and approval of the ordinance by Council that would enable scheduling of a Special
72 Election within the required time period — 45 to 60 days after the November 5, 2019 General Election.
73 Should there be no tie election in any district for Mayor or either Council Member, the ordinance would
74 not be presented for second reading.

75
76 Council reached unanimous consensus (4-0) to advance the legislation to the October 28, 2019 Legislative
77 Agenda.

78
79 **Salisbury Board of License Commissioners – Council discussion**

80
81 City Attorney Tilghman acknowledged the revised documents provided to Council that were copied from
82 the City of Annapolis and its handling of establishing a Board of License Commissioners with respect to
83 alcohol licenses issued within its City. He said that State Law and the proposed ordinance for the
84 Salisbury Municipal Code had both changed since Council’s last discussion of the topic.

85
86 Council had previously expressed concern about the use of Alcohol Control Board Language which is
87 what Annapolis did. Mr. Tilghman noted that State Law says *Board of License Commissioners*, but
88 Council has the ability to set up sub-boards or boards subservient to Council itself; it would be entirely
89 different than the Wicomico County Liquor Control Board. Discussion continued regarding a different
90 name entirely for the City’s Board so that people would not confuse it with the County Liquor Control
91 Board; a new name suggested was *Salisbury Alcohol Board of License Commissioners*.

93 Mr. Tilghman said he would contact the City Attorney for Annapolis and suggested an Administration
94 Official from Salisbury contact the Annapolis Board — both would inquire about any issues encountered
95 with the legislation, any practical issues with the way the legislation is written, and/or things that
96 Annapolis would not do again.

97
98 Discussion included administrative support for the Annapolis Board being provided by the City Clerk and
99 whether Salisbury would adopt the same support; it was decided that *City Clerk* would be a placeholder
100 for now until the best option could be determined for administrative support, taking into consideration
101 that it would have to be support from a department used to being a “clerk” for a judicial operation since in
102 the case of a license suspension, it would be heard by the City Board.

103
104 Final discussion included the County continuing to operate the Liquor Control Board, working with the
105 Eastern Shore Delegation to have someone introduce the City’s Bill, and Council reaching unanimous
106 consensus (4-0) for Mr. Tilghman to make the name change for the proposed City Board as discussed.

107
108 **Council Comments**

109
110 President Heath recognized students in attendance and entertained questions regarding the Grant for the
111 Youth Civics Council and discussion of the proposed *Salisbury Alcohol Board of License Commissioners*,
112 clarifying that the Wicomico County Liquor Control Board would retain responsibility for the
113 dispensaries and the City would add another Board to the *one-stop-shop* in the Business Development
114 Department for new businesses applying to do business in the City of Salisbury.

115
116 **Motion to Convene in Closed Session**

117
118 At 4:55 p.m., Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to convene in
119 Closed Session.

120
121 **Motion to End the Closed Session / Reconvene in Open Session**

122
123 With nothing further to discuss in Closed Session, at 5:20 p.m. Ms. Blake moved, Mr. Boda seconded,
124 and the vote was unanimous (4-0) to close the Closed Session.

125
126 **Statement to Public**

127
128 Council immediately reconvened in Open Session where President Heath reported to the Public that while
129 in Closed Session Council had discussed a legal matter regarding a potential lawsuit to be pursued by the
130 City.

131
132 With nothing further to discuss, the Open Session adjourned at 5:23 p.m.

133
134
135 _____
136 Assistant City Clerk

137
138 _____
139 Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

OCTOBER 28, 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 (left at 6:18 p.m.)
Councilwoman Angela M. Blake
Councilwoman April Jackson

10
11 **IN ATTENDANCE**

12
13 *City Administrator Julia Glanz, Department of Infrastructure and Development Director*
14 *Amanda Pollack, Procurement Director Jennifer Miller, Fire Chief John Tull, City Clerk Kim*
15 *Nichols, City Attorney Mark Tilghman, and interested citizens.*

16 *****

17 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

18
19 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President*
20 *John R. “Jack” Heath called the meeting to order and invited Pastor Courtland Cropper of*
21 *Riverside United Methodist Church to the podium to deliver the City Invocation, followed by the*
22 *Pledge of Allegiance to the flag of the United States of America.*

23
24 **PRESENTATIONS**

- 25
26 • **Municipal Government Works Month Proclamation**
27 *Mayor Day recounted the many questions asked by the public about City Government*
28 *and presented the Municipal Government Works Month Proclamation to promote*
29 *awareness and interest of the citizens in the City’s local government. He asked all City*
30 *employees in the room to stand, and said the City had 435 incredible employees who*
31 *work very hard to serve their neighbors and fellow citizens from 15 City departments.*

- 32
33 • **Special Presentation to Councilman James Ireton, Jr.**
34 *Mayor Day reported this evening represented a moment of transition, and the City was*
35 *blessed that Councilman James Ireton, Jr. had served the City for two terms each on*
36 *Council and as Mayor. He had to fight a lot of battles along the way, but Salisbury was*
37 *victorious because of it. Mayor Day presented Councilman Ireton with a framed City*
38 *Seal and thanked him for his service to the City of Salisbury and the community.*

39
40
41 *Council President Heath invited Councilman Ireton to the podium and said that they met*
42 *several years ago, and then Mayor Ireton asked Mr. Heath to chair the City’s Disability*
43 *Advisory Committee. President Heath presented Councilman Ireton with a plaque in*
44 *recognition and appreciation for his years of service and his dedication to the community*
45 *and City of Salisbury as a member of the Salisbury City Council.*

46
47 *Councilman Ireton recalled 1991 when he was first asked to step into the Council*

48 Chambers. He vividly recalled that after the prayer, Council stopped and said the Pledge
49 of Allegiance, and he was still amazed with the words “with liberty and justice for all.”
50 He thanked the citizens of Salisbury for the opportunity to serve them over the years.
51

52 **ADOPTION OF LEGISLATIVE AGENDA**

53
54 Ms. Jackson moved and Ms. Blake seconded to approve the legislative agenda as presented.
55

56 Mr. Boda moved and Mr. Ireton seconded to amend the legislative agenda by removing
57 Resolution No. 2967 and Resolution No. 2968 from the agenda. The amendment was
58 unanimously approved.
59

60 The legislative agenda, as amended, was approved by unanimous vote in favor.
61

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

63
64 The Consent Agenda, consisting of the following items, was unanimously approved on a motion
65 and seconded by Mr. Boda and Ms. Blake, respectively:
66

- **Resolution No. 2980**- approving the appointment of Evan Deckers to the Sustainability Advisory Committee for term ending September 2022
- **Resolution No. 2981**- approving the appointment of Mark Frieden to the Sustainability Advisory Committee for term ending October 2022
- **Resolution No. 2982**- approving the reappointment of David Plotts to the Parks and Recreation Committee for term ending November 2022

67
68 **AWARD OF BIDS** – presented by Procurement Director Jennifer Miller

69
70 The Award of Bids, consisting of the following item, was unanimously approved on a motion by Ms.
71 Jackson that was seconded by Mr. Ireton.
72

- Change Order #2, ITB 19-120 Newton Street Community Center \$129,590.70

73
74
75 **PUBLIC HEARING- Timber Crest SBY, LLC-Schumaker Lane Annexation**- presented by City
76 Administrator Julia Glanz
77

- **Resolution No. 2974**- proposing the annexation to the City of Salisbury of certain area of land contiguous to and binding upon the southerly Corporate Limit of the City of Salisbury to be known as “Timber Crest SBY, LLC-Schumaker Lane Annexation”

81
82 Two members of the Public were sworn in by City Clerk Nichols.
83

84 Mr. Boda moved and Mr. Ireton seconded to approve Resolution No. 2974. City
85 Administrator Glanz then presented Resolution No. 2974.
86

87 At 6:25 p.m., President Heath opened the Public Hearing for Resolution No. 2974.
88

89 *The following comments were received from two members of the Public:*

- 90 • *Several neighbors on her street were very concerned about the homes going into a*
- 91 *little over a 12-acre plot and the amount of traffic that will be on Schumaker Lane.*
- 92 • *There is already a lot of traffic because of the developments around the corner, and*
- 93 *now there will also be a development on the Old Mall property.*
- 94 • *There are no sidewalks, and with Glen Avenue School and Parkside School, there*
- 95 *are many students walking down the street to school.*
- 96 • *She understood there had been no traffic study.*
- 97 • *She asked if there could be an entrance into the development from Beaglin Park*
- 98 *Drive, but not an exit, which may alleviate some of the traffic.*
- 99 • *She has lived there since 1989, and it has been a quiet little street. The more*
- 100 *development that has happened, the more traffic has become unsafe. Now there will*
- 101 *be more traffic. She asked where the safety was in that.*

102
103 *Second Speaker*

- 104 • *When he and his partner purchased the property, they evaluated the underlying*
- 105 *zoning district, which was R8A. This allowed for single family residential dwelling*
- 106 *units without exception, with a minimum lot area of 8,000 square feet. The maximum*
- 107 *permitted density based on the land area would be approximately 70 homes. They*
- 108 *chose not to do 70 homes, and chose to develop 65% of the permitted density. The*
- 109 *property subject to the annexation was a residual parcel from the Rufus Johnson*
- 110 *Estate when it was subdivided many years ago and was being brought into the*
- 111 *development to be contiguous with the City property. Bringing the orphaned parcel*
- 112 *in, they were requesting it be also zoned R8A.*
- 113 • *He suggested there may be a traffic management issue related to the development*
- 114 *east of the property. There were hundreds of dwelling units in the area, and the 41*
- 115 *homes would not be the contributing factor to that.*
- 116 • *They have obtained preliminary site plan approval from the Planning Commission,*
- 117 *and in the preliminary discussion, they requested they add a second entrance to the*
- 118 *overall master plan. The initial study only allowed for a single entrance, but it was*
- 119 *the concern of the Fire Department that a second entrance would be desirable. That*
- 120 *was a wise decision. With the two entrances and exits leaving the property, it would*
- 121 *diffuse the traffic that comes out of the development.*
- 122 • *The annexation was to allow the parcel to be brought into the overall parcel,*
- 123 *currently zoned R8A. They wanted no exceptions, increased density, or extraordinary*
- 124 *approvals and wanted to develop it consistent with the underlying zoning.*

125
126 *Council questions and concerns included the following:*

- 127 • *Ms. Blake asked if the corner, odd-shaped wooded lot was going to be a buffer or if a*
- 128 *home would be built on it. The speaker said it would be undeveloped, left in trees*
- 129 *and likely used for bio-retention.*
- 130 • *Mr. Ireton asked the speaker to repeat that they would build fewer homes on the*
- 131 *property than they were allowed to build, and the speaker confirmed. Mr. Ireton*
- 132 *asked for the average size of home to be built and the speaker said it would be*
- 133 *between 1,800 and 2,000 square feet. Mr. Ireton asked if he was asked to estimate*
- 134 *how many students would effect the school system, and the speaker said “no.”*

135

136 *Additional comments from the first speaker in the Public Hearing:*

- 137 • *Asked how two entrances into the development alleviate the traffic. She was at the*
- 138 *meeting where the Fire Representative wanted the extra entrance added to allow for*
- 139 *fire engines entering and exiting. Cars were still entering and exiting.*
- 140 • *(Second speaker) The second entrance will serve to diffuse the traffic across the two*
- 141 *entrances as opposed to having excessive cueing at a single entrance with either*
- 142 *incoming or outgoing.*
- 143 • *He submitted that there were probably between 500 and 1,000 rooftops east of the*
- 144 *parcel, and the additional traffic from this development will be minimized.*
- 145 • *He reiterated that they were developing the property in accordance with the R8A*
- 146 *Zoning District, an entitlement that runs with the property.*

147
148 *President Heath closed the Public Hearing at 6:37 p.m. Resolution No. 2974 was approved*

149 *on a 4-0 vote, with Mr. Ireton abstaining from the vote.*

- 150
- 151 • **Resolution No. 2975**- *approving the proposed annexation plan of land contiguous to and*
- 152 *binding upon the southerly Corporate Limit of the City of Salisbury to be known as “Timber*
- 153 *Crest SBY, LLC-Schumaker Lane Annexation”*

154
155 *As there were no speakers wishing to comment on Resolution No. 2975, the Public Hearing*

156 *opened and immediately closed at 6:38 p.m.*

157
158 *Mr. Boda moved, Ms. Jackson seconded, and the vote was 4-0 to approve Resolution No.*

159 *2975. Mr. Ireton abstained from the vote.*

160
161 **ORDINANCES** – *presented by City Attorney Mark Tilghman*

- 162
- 163 • **Ordinance No. 2566**- *1st reading- approving an amendment of the FY2020 Fire Department*
- 164 *Budget to transfer insurance funds received by the City to the Fire Department Operating*
- 165 *Budget from the General Fund for revenue received for repairs to Ambulance A-2*

166
167 *Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve*

168 *Ordinance No. 2566 for first reading.*

- 169
- 170 • **Ordinance No. 2567**- *1st reading - approving a Budget Amendment of the FY2020 Fire*
- 171 *Department Budget to transfer funds from the City General Fund to the Fire Department*
- 172 *Operating Budget to cover expenses for vehicle maintenance*

173
174 *Mr. Ireton moved, Mr. Boda seconded, and the vote was unanimous to approve*

175 *Ordinance No. 2567 for first reading.*

- 176
- 177 • **Ordinance No. 2568**- *1st reading - approving an amendment of the FY20 General*
- 178 *Fund Budget to appropriate funds needed to administer an Election in Districts One,*
- 179 *Two, Three, Four and Five in the event of a resulting tie in the November 5, 2019 City*
- 180 *Election*

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Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2568 for first reading.

- **Ordinance No. 2569**- *1st reading - approving a Budget Amendment of the Grant Fund to appropriate funds from a Community Needs Grant, from the Community Foundation of the Eastern Shore, Inc., awarded for the City of Salisbury Youth Civics Council*

Ms. Jackson moved, Mr. Ireton seconded and the vote was unanimous to approve Ordinance No. 2569 for first reading. Mr. Tilghman reported the FY19 Budget Year should be listed as FY20, and the typo would be corrected for second reading.

- **Ordinance No. 2562**- *2nd reading- to amend Sections 15.04.010, 15.04.020, and 15.04.030 of Chapter 15.04 Building Code by adopting updated standard codes in Section 15.04.010; amending the amendments to the International Building Code (2018) (IBC) in Section 15.04.020; and amending the amendments to the International Plumbing Code (2018) (IPC) in Section 15.04.030, and to amend Section 15.24.040 of Chapter 15.24 Housing Standards to adopt the updated Standard Codes*

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2562 for second reading.

- **Ordinance No. 2563**- *2nd reading- approving an amendment of the City’s Capital Project Fund Budget and the FY2020 General Fund Budget to appropriate funds for community centers*

Mr. Ireton moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2563 for second reading.

- **Ordinance No. 2564**- *2nd reading- approving a budget amendment of the FY2020 General Fund Budget to accept and appropriate the funds received from the Heron Agility Group, Furry Friends Pet Services, and Mrs. Allison Niles in memory of her mother Mrs. Joan Clark, for the purchase of K-9 bullet proof vests*

Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous to approve Ordinance No. 2564 for second reading.

- **Ordinance No. 2565**- *2nd reading- approving an amendment of the FY20 Budget to appropriate funds for street resurfacing and concrete repair*

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2565 for second reading.

COUNCIL COMMENTS

222 *President Heath reminded the Public that next Tuesday, November 5th was Election Day.*

223
224 *Councilman Ireton announced he would be present on November 12th and November 18th for the*
225 *Council swearing in and Organization Meeting, and thanked everyone again for the presentations.*
226 *President Heath said that the presentation was done this evening because Mayor Day would not be*
227 *present on November 18th and wanted to make the presentation this evening.*

228
229 **ADJOURNMENT**

230
231 *With no further business to discuss, the meeting adjourned at 6:54 p.m.*

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CITY OF SALISBURY, MARYLAND
CLOSED SESSION
OCTOBER 21, 2019

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TIME & PLACE: 4:55 p.m., Government Office Building – Room 301
PURPOSE: to consult with counsel, staff, consultants, or other individuals about a legal matter — pending or potential litigation
VOTE TO CLOSE: Unanimous (4-0)
CITATION: Annotated Code of Maryland §3-305(b)(7)(8)
PRESENT: Council President John “Jack” R. Heath, Mayor Jacob R. Day, Council Vice-President Muir Boda, Councilwoman Angela Blake, Councilwoman April Jackson, City Attorney Mark Tilghman, and Assistant City Clerk Diane Carter
ABSENT: Councilman James Ireton, Jr.

The City Council convened in Work Session in Room 301 in the Government Office Building at 4:30 p.m. At 4:55 p.m., President Heath called for a motion to convene in Closed Session to consult with counsel, staff, consultants, or other individuals about a legal matter and pending or potential litigation as permitted under the Annotated Code of Maryland §3-305(b)(7)(8). Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to convene in Closed Session.

City Attorney Tilghman reviewed material and options available to Council should it move forward in pursuing a specific lawsuit on behalf of the City of Salisbury.

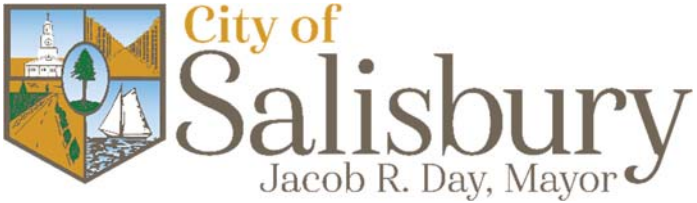
With nothing further to discuss in Closed Session, at 5:20 p.m. Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous (4-0) to close the Closed Session.

Council immediately convened in Open Session where President Heath reported to the Public that while in Closed Session Council had discussed a legal matter regarding a potential lawsuit to be pursued by the City.

Thereafter, with no further business to discuss, the Open Session adjourned at 5:23 p.m.

Assistant City Clerk

Council President



MEMORANDUM

To: Mayor Jacob Day

From: Julie English, Administrative Assistant III

Subject: Appointment to the Revolving Loan Advisory Committee

Date: November 7, 2019

Mayor Day, the following person has applied for appointment to the Revolving Loan Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Meredith Stimis	November 2023

Attached you will find information from Meredith Stimis and the resolution necessary for her appointment. If you approve of this appointment, I will 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

Laura Baasland

From: Laura Soper
Sent: Tuesday, August 27, 2019 10:58 AM
To: Laura Baasland
Subject: FW: Revolving Loan
Attachments: Revised Meredith L.docx

Is the below email sufficient for a letter of interest?

From: Meredith Stimis [mailto:Meredith.Stimis@AtlanticUnionBank.com]
Sent: Friday, August 23, 2019 1:33 PM
To: Laura Soper
Subject: RE: Revolving Loan

Good morning,

I attached a current resume that not sure it is pertinent. I used it internally to move into a Business Banking role. This opportunity is coming at a great time for me as I am looking to expand my network with other individuals in the City of Salisbury. Atlantic Union Bank is looking for opportunities in Salisbury and we have already financed some projects there.

Again I appreciate that you have reached out to me to join the Committee.

Look forward to hearing from you,

Merry

From: Laura Soper [mailto:lsoper@salisbury.md]
Sent: Wednesday, August 21, 2019 6:01 PM
To: Meredith Stimis
Subject: RE: Revolving Loan

Hi Merry,

That's great to hear! At your convenience, could you send me a copy of your resume so I can forward it to City Administration and Council? Thank you so much for your interest. I will keep you in the loop when Administration/Council has a chance to review everything.

Thank you

Laura

From: Meredith Stimis [mailto:Meredith.Stimis@AtlanticUnionBank.com]
Sent: Friday, August 16, 2019 9:32 AM
To: Laura Soper
Subject: RE: Revolving Loan

Good Morning,

I would be honored to join your Committee.

Thank you,
Merry Stimis

BTW, Please call me Merry. Keith should have warned you.

From: Laura Soper [<mailto:lsoper@salisbury.md>]

Sent: Thursday, August 15, 2019 1:21 PM

To: Meredith Stimis

Subject: Revolving Loan

Hi Meredith,

I got your contact information from Keith Cordrey (I work with him at the City) and he said you might be a good contact or know a good contact that would be interested in a committee position we are looking to fill. The City has a modest Revolving Loan fund that we use to spur development in our Downtown area. As part of the loan fund, we have a committee that meets periodically to review applications and provide City Council with a recommendation to approve/reject them. We have an opening for a committee member that we are looking to fill and I wanted to touch base and see if you or someone at your bank would be interested.

We don't receive many applications (we just received and approved one for the first time in five years!), so there isn't a huge commitment for the committee, as we don't meet very often.

Let me know if this is of interest to you or if there's someone you think might be a good fit.

Laura Soper

Director of Business Development

City of Salisbury

110 N Division Street

Salisbury, MD 21801

(O): 410-677-1916



www.salisbury.md

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MEREDITH L. STIMIS

405 Tony Tank Lane
Salisbury, MD 21801
Phone (443) 735 8313
Email: mstimis@msn.com

OBJECTIVE:

- Seeking to broaden my banking knowledge and apply the skills I currently utilize.

EDUCATION:

- Wor Wic Community College
 - Accounting I & II
 - Principals of Banking and Related Banking Courses
 - Human Relations
 - Business Math

EMPLOYMENT HISTORY:

- **Shore Bank / Xenith Bank / Atlantic Union Bank, 2011 to Present**
Branch Manager, Assistant Vice President, Cash Management Specialist. Responsible for daily operations of branch along with business development, new account opening, loan input, underwriting, approving and closings both retail and commercial loans, assisting customers with cash management services installation and training of remote deposit equipment and applications, and other duties as assigned.
- **Bennett Construction Company, 2010 to 2011**
Responsible for payroll and certified payroll, accounts receivable and postings and bank deposits. Daily work orders and dispatching.
- **PNC Bank (formerly Mercantile Peninsula Bank), 1979 to 2010**
Customer Service Representative. Responsible for opening all customer accounts, as well as loan management. Access customer needs questions and concerns. In the event of branch manager's absence, assume manager's duties. Assist in monthly audits. Assist commercial loan officer with new loan, past dues and incompletes. All aspects of merchant accounts, including set up of equipment, pricing and servicing accounts.
- **Scott Tawes, CPA, Part-time during tax season**
Preparation of personal tax returns, bank reconciliations and assisting the compilation for corporate tax returns.
- **Stimis & Associates, Inc., Part-time to Present**
Responsible for all book-keeping, accounts payable and receivable, billing, weekly payroll and all related tax filings. Attain all necessary permits, insurances and liabilities.

SKILLS AND ABILITIES:

- Accounting
- Computer skills: Microsoft word, Excel, Power Point and QuickBooks.
- Customer Service and Public Relations

COMMUNITY SERVICE

- Board Member and Mentor for Youth Exercise Services
- Board Member of Lower Shore Friends, Inc.
- Bank Organizer for March of Dimes Annual Walk-a-Thon

1 **RESOLUTION NO. 2983**

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

6
7

<u>Name</u>	<u>Term Ending</u>
Meredith Stimis	November 2023

8
9
10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on November 12, 2019.

13
14 ATTEST:

15
16
17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2019.

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



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator
From: Keith Cordrey, Director of Finance *KC*
Date: 10/15/19
Re: Manufacturing Exemption for equipment purchased 2015
Bay Steel, Inc.

I am recommending that Bay Steel, Inc. be granted an exemption from Personal Property Tax for their equipment purchased in 2015 as requested by the Company. Since the request came within 4 years of the purchase of the equipment, they are eligible for up to 2 years' exemption for the 2015 purchases. Over the next two years they will benefit from this exemption by a total savings in personal property taxes of \$1,584 for 2016 equipment purchases. Attached please find copies of the calculation and manufacturing exemption application.

If you don't have any questions, please forward this to City Council for their consideration

City of Salisbury
Manufacturing Exemption Worksheet

Company: Bay Steel, Inc.

Year New Equipment Purchased:		2015			
Equipment Purchased Amount:		\$ 60,000			
City Tax Year	State Tax Year	Exemption			
		Credit Value(1)	Exemption Value Total	Deprec Value	%
2017	2016				90%
2018	2017				80%
2019	2018				70%
2020	2019	864.00	36,000	36,000	60%
2021	2020	720.00	30,000	30,000	50%
		\$ 1,584	NA	66,000	

Application Eligibility Information:

Exempt yrs Granted	Calculated Yrs based on equip Yr
5	1
5	<2
3	2-3
2	3-4
1	4-5
# Years Eligible: 2	
Date Filed: 09/03/19	

(1) The exemption credit value shown above is using rate of \$2.21 for city tax year 2017 and \$2.40 per hundred for all other years . The acutal credit to be issued will be based on rates in effect for the Tax Year the credit is issued to.

40,000 bought in 2015
would be
or

16's return
- need W-9 return

Rec'd
9/3/19

City of Salisbury



MARYLAND

KEITH CORDREY
DIRECTOR INTERNAL SERVICES

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

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

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

Business Name: Bay Steel, Inc. MD Department ID#: D07785223
Mailing Address: 707 Bram Street Salisbury, MD. 21804
Contact Name: Jennifer Willing Phone No.: (410) 749 1919

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 2015.
3. Address of Manufacturing / R & D operation. 707 Bram St. Salisbury, MD. 218
4. Date Manufacturing / R & D operation began in Salisbury. 1/1/2012
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 31st 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 Jennifer P Willing CPA Date 8/29/19

Email address JWilling@TRSCPA.com



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator

From: Keith Cordrey, Director of Finance *KRC*

Date: October 15, 2019

Re: Manufacturing Exemption for equipment purchased in 2017 – Bay Steel Inc

I am recommending that Bay Steel 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 \$4,973 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: Bay Steel Inc
 Address: 707 Brown Steet

 Requested By: Jennifer Willing
 Date of Request: 9/3/2019

Description of Mfg.: Steel Fabrication

Equipment Year 2017

New Equipment \$ 59,198

Total \$ 59,198

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	53,278	1,279
	2020	2019	2	47,358	1,137
	2021	2020	3	41,439	995
	2022	2021	4	35,519	852
	2023	2022	5	29,599	710

Total Value of Exemption: \$ 4,973

(1) The exemption credit value shown above is using rate of 2.40 per hundreded . The acutal credit to be issued will be based on rates in effect for the City Tax Year the credit is issued to.

(2) A Personal Property Tax return is required to be submitted to the City of Salisbury each year in order for issuance of credits related to any exemptions awarded.

5

Rec'd
9/3/19

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: Bay Steel, Inc. MD Department ID#: D07785223
Mailing Address: 707 Brown Street Salisbury, MD. 21804
Contact Name: Jennifer Willing Phone No.: (410) 749 1919

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. 707 Brown St. Salisbury, MD
4. Date Manufacturing / R & D operation began in Salisbury. 1/1/2012 21801
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 31st 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 Jennifer P Willing Date 8/29/19

Email address JWilling@TRSCPA.com



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator

From: Keith Cordrey, Director of Finance *KCR*

Date: October 15, 2019

Re: Manufacturing Exemption for equipment purchased in 2018 – Bay Steel Inc

I am recommending that Bay Steel Inc be granted exemptions from Personal Property Tax for their equipment purchased in 2018, 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 \$4,742 in personal property tax. The exemptions will be applied to City Property Tax years 2020-2024 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: Bay Steel Inc
 Address: 707 Brown Steet

 Requested By: Jennifer Willing
 Date of Request: 9/3/2019

Description of Mfg.: Steel Fabrication

Equipment Year 2018

New Equipment \$ 56,447

Total \$ 56,447

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>
	2020	2019	1	50,802	1,219
	2021	2020	2	45,158	1,084
	2022	2021	3	39,513	948
	2023	2022	4	33,868	813
	2024	2023	5	28,224	677

Total Value of Exemption: \$ 4,742

(1) The exemption credit value shown above is using rate of 2.40 per hundreded . The acutal credit to be issued will be based on rates in effect for the City Tax Year the credit is issued to.

(2) A Personal Property Tax return is required to be submitted to the City of Salisbury each year in order for issuance of credits related to any exemptions awarded.

City of Salisbury



①
Rec'd
9/13/19

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: Bay Steel, Inc. MD Department ID#: D07785223
Mailing Address: 707 Brown Street Salisbury, MD. 21804
Contact Name: Jennifer Willing Phone No.: (410) 749 1919

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 2018.

3. Address of Manufacturing / R & D operation. 707 Brown Street Salisbury, MD. 21804

4. Date Manufacturing / R & D operation began in Salisbury. 1/1/2012

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 31st 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 Jennifer Willing Date 8/29/19

Email address JWilling@TRSCPA.com



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator
From: Keith Cordrey, Director of Finance *KAC*
Date: 10/17/19
Re: Manufacturing Exemption for equipment purchased 2018 –
Delmar Brewing Company, LLC

I am recommending that Delmar Brewing Company, LLC be granted an exemption from Personal Property Tax for their equipment purchased in 2018 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 2018 purchases. Over the next five years they will benefit from this exemption by a total savings in personal property taxes of \$22,819. The exemptions will be applied to City Property Tax years 2020-2024 as shown in the schedule provided herein. Attached please find copies of the calculations and manufacturing exemption applications.

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: Delmar Brewing Company MD Department ID#: 214442495
Mailing Address: 20 Elmwood Street Salisbury MD 21801
Contact Name: Jasmine Knorr Phone No.: 843-455-3517

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 2018.
3. Address of Manufacturing / R & D operation. 20 Elmwood Street Salisbury MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. April 2012
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 31st 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

Jasmine Knorr

Date

10/22/19

Email address

Jasmine@revolutioncraftbrewing.com

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

Company: Delmar Brewing Company, LLC
 Address: 200 Elmwood Street

Requested By: Jasmine Moore
 Date of Request: 10/17/2019

Description of Mfg.: Brewery and Restaurant

Equipment Year 2018

New Equipment See Listing \$ 271,655.00

Total \$ 271,655

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>
	2020	2019	1	244,490	5,868
	2021	2020	2	217,324	5,216
	2022	2021	3	190,159	4,564
	2023	2022	4	162,993	3,912
	2024	2023	5	135,828	3,260

Total Value of Exemption: \$ 22,819



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator

From: Keith Cordrey, Director of Finance *KC*

Date: 10/15/19

Re: Manufacturing Exemption for equipment purchased 2018 – DiCarlo Precision Inst., Inc.

I am recommending that DiCarlo Precision be granted exemption from Personal Property Tax for their equipment purchased in 2018 as requested by the company. Since the request came within 2 years of the purchase of the equipment for purchases in all three years they are eligible for up to 5 years' exemptions for each year.

Over the next five years they will benefit from this exemption by a total savings of \$4,060 in personal property tax for 2018 equipment purchases based on the current personal property tax rate. The exemptions will be applied to City Property Tax years as shown in the schedule provided herein.

City of Salisbury

Recd
6/16/19



MARYLAND

JOHN H. CAWLEY
FINANCE DIRECTOR

KEN H. JOHANNING
ASSISTANT TREASURER

FINANCE DEPARTMENT

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

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

Business Name: DiCarlo Precision Inst., Inc. MD Department ID#: _____

Mailing Address: 2006 Northwood Drive, Salisbury, MD 21801

Contact Name: John J. DiCarlo, Jr. Phone No.: 410-749-0112 x 111

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 2018.
3. Address of Manufacturing / R & D operation. same as above
4. Date Manufacturing / R & D operation began in Salisbury. 2003
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 31st 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 Heidi J. Gore Date 6/6/19

Email address john@dicarlo1.com ; heidi@dicarlo1.com

City of Salisbury
Finance Department
Exemption Recommendation to City Council

Company: DiCarlo Precision Instrumental, Inc.
Address: 2006 Northwood Drive, Salisbury, MD 21801

Requested By: Heidi J. Gore
Date of Request: 6/10/2019

Description of Mfg.: Sale and Service of Precision Instrument

Equipment Year 2018

New Equipment \$ 48,330

Total \$ 48,330

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>
	2020	2019	1	43,497	1,044
	2021	2020	2	38,664	928
	2022	2021	3	33,831	812
	2023	2022	4	28,998	696
	2024	2023	5	24,165	580

Total Value of Exemption: \$ 4,060

(1) The exemption credit value shown above is using rate of 2.40 per hundreded . The acutal credit to be issued will be based on rates in effect for the City Tax Year the credit is issued to.

(2) A Personal Property Tax return is required to be submitted to the City of Salisbury each year in order for issuance of credits related to any exemptions awarded.



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator

From: Keith Cordrey, Director of Finance *KC*

Date: October 15, 2019

Re: Manufacturing Exemption for equipment purchased 2018 - Jubilant Cadista
Pharmaceuticals Inc.

I am recommending that Jubilant Cadista Pharmaceuticals Inc. (Cadista) be granted exemption from Personal Property Tax for their equipment purchased in 2018 as requested by the company. Since the request came within 2 years of the purchase of the equipment for purchases in all three years they are eligible for up to 5 years' exemptions for each year.

Over the next five years they will benefit from this exemption by a total savings of \$236,630 in personal property tax for 2018 equipment purchases based on the current personal property tax rate. The exemptions will be applied to City Property Tax years as shown in the schedule provided herein.

FY 20

Rec'd
3/19

City of Salisbury



MARYLAND

KEITH CORDREY
DIRECTOR INTERNAL SERVICES

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

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

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

Business Name: Jubilant Cadista Pharmaceuticals Inc. MD Department ID#: F-04890174

Mailing Address: 207 Kiley Drive, Salisbury, MD 21801

Contact Name: Manoj Gupta Phone No.: 410-912-3729

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 2018.
3. Address of Manufacturing / R & D operation. same as above
4. Date Manufacturing / R & D operation began in Salisbury. 1996
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 31st 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 Manoj Gupta Date 03/07/2019

Email address manoj.gupta@cadista.com

City of Salisbury
Manufacturing Exemption Worksheet

Company: Jubilant Cadista Pharmaceuticals Inc.

Year New Equipment Purchased:		2018			
Equipment Purchased Amount:		\$ 2,817,023			
City Tax Year	State Tax Year	Exemption Credit Value(1)	Exemption Value Total	Deprec Value	%
2020	2019	60,847.71	2,535,321	2,535,321	90%
2021	2020	54,086.85	2,253,619	2,253,619	80%
2022	2021	47,325.99	1,971,916	1,971,916	70%
2023	2022	40,565.14	1,690,214	1,690,214	60%
2024	2023	33,804.28	1,408,512	1,408,512	50%
		\$ 236,630	NA	236,630	

Application Eligibility Information:

Exempt yrs Granted	Calculated Yrs based on equip Yr	
5	1	2020
5	<2	2021
3	2-3	2022
2	3-4	2023
1	4-5	2024
# Years Eligible:		5
Date Filed:		03/07/19

(1) The exemption credit value shown above is using rate of 2.40 per hundreded . The acutal credit to be issued will be based on rates in effect for the Tax Year the credit is issued to.



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator

From: Keith Cordrey, Director of Finance *KC*

Date: 10/15/19

Re: Manufacturing Exemption for equipment purchased 2018 – K & L Microwave

I am recommending that K & L Microwave be granted exemption from Personal Property Tax for their equipment purchased in 2018 as requested by the company. Since the request came within 2 years of the purchase of the equipment for purchases in all three years they are eligible for up to 5 years' exemptions for each year.

Over the next five years they will benefit from this exemption by a total savings of \$16,214 in personal property tax for 2018 equipment purchases based on the current personal property tax rate. The exemptions will be applied to City Property Tax years as shown in the schedule provided herein.

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)

Rec'd
6/28/19

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

Business Name: K&L Microwave, Inc. MD Department ID#: F01560291

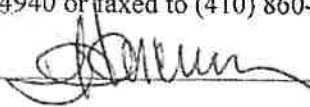
Mailing Address: 2250 Northwood Drive, Salisbury, MD 21801

Contact Name: Dawn Adkins-Harcum - Controller Phone No.: 410-749-2424 EXT 3540

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 2018.
3. Address of Manufacturing / R & D operation. 2250 & 2300 Northwood Drive
4. Date Manufacturing / R & D operation began in Salisbury. 8/1/1983
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 31st 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 6/27/2019

Email address daharcum@klmicrowave.com

City of Salisbury
Internal Services -Finance Department
Exemption Recommendation to City Council

Company:	K&L Microwave	
Address:	2250 Northwood Drive	
Requested By:	Dawn Adkins-Harcum	
Date of Request:	6/28/2019	
Description of Mfg.:	Manufacture of RF and microwave filters and duplexers	
Equipment Year	2018	
New Equipment	Amount per Tax Return	\$ 193,029
	Total	<u><u>\$ 193,029</u></u>

Exemption Value	<u>City Property</u> <u>Tax Year</u>	<u>State</u> <u>Return</u>	<u>Year of</u> <u>Exemption</u>	<u>Deprec.</u> <u>Value</u>	<u>Amount of</u> <u>Exemption</u>
	2020	2019	1	173,726	\$ 4,169
	2021	2020	2	154,423	\$ 3,706
	2022	2021	3	135,120	\$ 3,243
	2023	2022	4	115,817	\$ 2,780
	2024	2023	5	96,515	\$ 2,316
	Total Value of Exemption:				<u><u>\$ 16,214</u></u>



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator
From: Keith Cordrey, Director of Finance *WKC*
Date: 10/15/19
Re: Manufacturing Exemption for equipment purchased 2018 –
Mason Dixon Machining, Inc.

I am recommending that Mason Dixon Machining, Inc. be granted an exemption from Personal Property Tax for their equipment purchased in 2018 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 2018 purchases. Over the next five years they will benefit from this exemption by a total savings in personal property taxes of \$462. The exemptions will be applied to City Property Tax years 2020-2024 as shown in the schedule provided herein. Attached please find copies of the calculations and manufacturing exemption applications.

Rec'd
3/26/19

City of Salisbury



MARYLAND

KEITH CORDREY
DIRECTOR INTERNAL SERVICES

FINANCE DEPARTMENT

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

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

Business Name: Mason Dixon Machining, Inc. MD Department ID#: D05651823

Mailing Address: 2207 Northwood Drive Unit 10-A, Salisbury, MD 21801

Contact Name: James S. Parker Phone No.: (410)677-0557

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 2018.
3. Address of Manufacturing / R & D operation. 2207 Northwood Drive, Unit 10-A
4. Date Manufacturing / R & D operation began in Salisbury. 2/3/2000
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 31st 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 _____

Email address mdm0125@cs.com

City of Salisbury
 Finance Department
 Exemption Recommendation to City Council

Company: Mason Dixon Machining Inc
 Address: 2207 Northwood Drive

Requested By: John S Parker, President
 Date of Request: 3/26/2019

Description of Mfg.: Machining Custom Parts

Equipment Year 2018

New Equipment See Listing \$ 5,495.00

Total \$ 5,495

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>
	2020	2019	1	4,946	119
	2021	2020	2	4,396	106
	2022	2021	3	3,847	92
	2023	2022	4	3,297	79
	2024	2023	5	2,748	66
	Total Value of Exemption:				<u>\$ 462</u>



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator

From: Keith Cordrey, Director of Finance *KAC*

Date: October 15, 2019

Re: Manufacturing Exemption for equipment purchased 2018 – Pepsi Bottling Ventures LLC

I am recommending that Pepsi Bottling Ventures LLC be granted an exemption from Personal Property Tax for their equipment purchased in 2018 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 2018 purchases. Over the next five years they will benefit from this exemption by a total savings of \$23,408 for 2018 equipment purchases in personal property tax.

The exemptions will be applied to City Property Tax years 2020-2024 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

City of Salisbury

FY20
Rec'd 5/31/19



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: Pepsi Bottling Ventures LLC MD Department ID#: Z 12285409
Mailing Address: 4141 ParkLake Ave. Suite 600 Raleigh, NC 27612
Contact Name: Jessica Collum Phone No.: 919-865-2388

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 2018.
3. Address of Manufacturing / R & D operation. 330 Snow Hill Rd. Salisbury, MD 21804
4. Date Manufacturing / R & D operation began in Salisbury. 9/5/2004
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 31st 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 Jessica Collum Date 5/31/2019
Email address Jessica.Collum@PBVLLC.com

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

Company: Pepsi Bottling Ventures LLC
Address: 330 Snow Hill Road, Salisbury, MD 21804

Requested By: Jessica Collum
Date of Request: 5/31/2019

Description of Mfg.: Soft Drink Manufacturing and Distribution

Equipment Year 2018

New Equipment \$ 278,672

Total \$ 278,672

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>
	2020	2019	1	250,805	6,019
	2021	2020	2	222,938	5,351
	2022	2021	3	195,070	4,682
	2023	2022	4	167,203	4,013
	2024	2023	5	139,336	3,344

Total Value of Exemption: \$ 23,408

(1) The exemption credit value shown above is using rate of 2.40 per hundreded . The acutal credit to be issued will be based on rates in effect for the City Tax Year the credit is issued to.

(2) A Personal Property Tax return is required to be submitted to the City of Salisbury each year in order for issuance of credits related to any exemptions awarded.



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator

From: Keith Cordrey, Director of Finance *KC*

Date: October 15, 2019

Re: Manufacturing Exemption for equipment purchased 2018 Perdue Foods, LLC

I am recommending that Perdue Foods, LLC. be granted exemptions from Personal Property Tax for their equipment purchased in 2018 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 2017 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$ 19,470 in personal property tax for 2018 equipment purchases. The exemptions will be applied to City Property Tax years 2020-2024 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

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: Perdue Foods, LLC MD Department ID#: W14880488

Mailing Address: Property Tax Department, P.O. Box 1537, Salisbury, MD 21802

Contact Name: Angela Hastings Phone No.: 410-543-3121

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 2018.
521 Willow Street, Salisbury, MD 21801 - Manufacturing
517 W. Main Street, Salisbury, MD 21802 - R&D
3. Address of Manufacturing / R & D operation. 800 Albert Street, Salisbury, MD 21804 - R&D
4. Date Manufacturing / R & D operation began in Salisbury. Manufacturing - 1962 / R&D - 2008
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 31st 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 Vince Guthrie Date 6/19/2019

Email address vince.guthrie@altusgroup.com

Angela.Hastings@perdue.com

City of Salisbury
Internal Services -Finance Department
Exemption Recommendation to City Council

Company: Perdue Foods, LLC
 Address: 521 Willow Street Salisbury, MD
 2110m Industrial Parkway, Salisbury MD

Requested By: Vince Guthrie
 Date of Request: 7/2/2019

Description of Mfg.: Rearch and development for new ready to eat chicken and turkey products
 Note State granted exemption

Equipment Year 2018

New Equipment Amount per Tax Return \$ 231,787

Total \$ 231,787

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2020	2019	1	208,608	5,007
	2021	2020	2	185,430	4,450
	2022	2021	3	162,251	3,894
	2023	2022	4	139,072	3,338
	2024	2023	5	115,894	2,781
	Total Value of Exemption:				<u><u>\$ 19,470</u></u>



City of
Salisbury
Jacob R. Day, Mayor

COUNCIL AGENDA – Award of Bids

November 12, 2019

- | | |
|---|---|
| 1. ITB A-20-101
City-wide Pavement Surface Treatment | \$366,750.00 |
| 2. RFP A-20-103
Fire Apparatus Maintenance and Repair Services | \$131,000.00 (FY20 budget) |
| 3. ITB A-20-103
Janitorial Services | \$ 30,487.50 (FY20 partial year estimate) |

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



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: November 12, 2019
Subject: Award of Bid
ITB A-20-101 City-wide Pavement Surface Treatment

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids for all labor, materials and equipment necessary to place pavement surface applications on City streets and rights-of-way.

This award will constitute a "Requirements" contract. While the City has attempted to identify the estimated amounts of each item bid to cover its requirements, the quantity of work ordered may be different than that submitted for bidding. No minimum purchase was implied or guaranteed; thereby, the City reserves the right to decrease or increase the quantities acknowledged in the solicitation document, and said modifications do not constitute a change order. Additionally, the solicitation included a Contract Extension clause. This provides the City with the option to renew all or portions of this contract with the same terms and conditions as the original contract for two, (1) one-year terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor. The pricing of future renewals may be adjusted due to fluctuations in liquid asphalt pricing, when the index price increases or decreases more than 5 percent of the prevailing base index price per the Maryland Asphalt Association.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times, and posting the solicitation on both the City of Salisbury's Procurement Portal and on the State of Maryland's website, eMaryland Marketplace Advantage. A total of two (2) vendors submitted bids by the due date and time of October 1, 2019 at 2:30 p.m.

Vendor	Bid Price
Slurry Pavers, Inc	\$366,750.00
American Paving Fabrics, Inc.	\$391,625.00

All vendors were deemed responsive and responsible, and the Department of Procurement hereby requests Council's approval to award Contract ITB A-20-101 to Slurry Pavers, Inc, with subsequent annual renewals processed by the Department of Procurement. Purchase orders for specific tasks will be issued as needed from available funding in the Street Maintenance account (31000-534318).



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Amanda Pollack, Director, Department of Infrastructure & Development *AP*
William White, Transportation Project Specialist
Date: October 30, 2019
Subject: Award of Bid for ITB A-20-101, Citywide Pavement Surface Treatment

ITB A-20-102 bids were opened Tuesday, October 1 at 2:30 P.M. Bids were received from two (2) pavement surface treatment contractors. Bidders responded to apply slurry sealant, microsurface, fog and chip seal streets and other paved facilities at various locations within the City of Salisbury. The bid quantities for this contract were for reference only and in place only to establish locked-in rates for the term of the contract (one year, renewable up to two times); therefore, no actual funds will be awarded at this time. Purchase Orders will be processed, as needed, per assignment to the Contractor. The bidders and base bids are as follows:

Slurry Pavers, Inc.	\$366,750.00
American Paving Fabrics, Inc.	\$391,625.00

The lowest bidder Slurry Pavers, Inc., submitted a bid in the amount of \$366,750.00. Slurry Pavers has successfully completed pavement surface treatment work for Wicomico County in recent years and has completed many contracts with counties and municipalities throughout the Mid-Atlantic Region in which they were the responsible party.

Upon review and evaluation of the responsive and responsible bids submitted, the Department of Infrastructure & Development recommends the rates submitted by Slurry Pavers, Inc. be locked in via contract.

Funding is provided from the Annual Street Maintenance Account that is utilized to resurface and maintain streets throughout the City. The funding for this work is provided in account 31000-534318 Street Maintenance.

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

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



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: November 12, 2019
Subject: Award of Bid
RFP A-20-103 Fire Apparatus Maintenance and Repair Services

The Department of Procurement issued a Request for Proposal for the annual inspections, maintenance, repairs and testing for the Salisbury Fire Department fleet of fire apparatus and ambulances. The Contract period was specified as one year with the option to extend the contract for up to three (3) additional one-year (1) terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor.

The City followed standard competitive bidding practices by advertising in the Daily Times, notifying the City's bidder list by posting the solicitation on the City of Salisbury's Procurement Portal, and advertising on the State of Maryland's website, eMaryland Marketplace Advantage. One (1) vendor, Atlantic Emergency Solutions, submitted a bid by the due date and time of September 26, 2019, at 2:30 p.m. The vendor was deemed responsive and responsible, and the proposal was evaluated according to the criteria established in the original solicitation to achieve a final evaluation score of 94.67.

The pricing submitted by Atlantic Emergency Solutions included a total yearly cost of \$32,494.00 for annual DOT inspections, pump tests and bumper-to-bumper maintenance, as well as labor and parts rates for maintenance and repairs not covered in the bumper-to-bumper maintenance.

The Department of Procurement hereby requests Council's approval to award Contract RFP A-20-103 to Atlantic Emergency Solutions, with subsequent annual renewals processed by the Department of Procurement. A blanket purchase order for DOT inspections, annual pump tests and annual bumper-to-bumper maintenance will be processed, then individual purchase orders for specific tasks will be issued as needed for other maintenance and repairs. Funding for this award is available in the accounts noted in the departmental memo.



To: Jennifer Miller, Director of Procurement
From: John W. Tull, Fire Chief
Subject: Recommendation to Award RFP A-20-103
Date: October 22, 2019

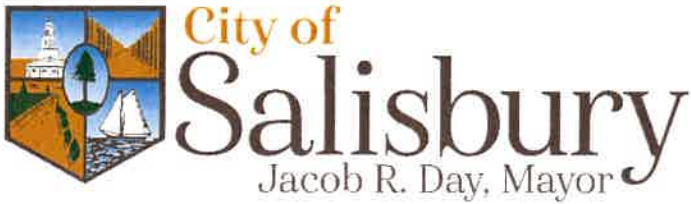
Pursuant to a thorough review from the City Procurement Department and the Salisbury Fire Department, please allow this memorandum to serve as the Department's formal recommendation to award RFP A-20-103 *Ambulance/Fire Apparatus Maintenance and Repair Service* to Atlantic Emergency Solutions who is the only responsive and responsible bidder. The proposal was evaluated using the following criteria and received an overall score of 94.67.

Criteria	Weighting Factor	Score
Expertise with Fleet Maintenance with emphasis on Fire and Emergency Vehicle Apparatus including listing of primary personnel (Managers & Key Personnel).	40	36.33
Price and billable rates	30	30.00
Ability to meet or exceed all requirements.	20	18.33
Geographic location of the Vendor relative to the location of the City and the Vendor's ability to respond to routine everyday type requests.	5	5.00
Viability to accomplish a Start-up timeline within a 90-day timeline.	5	5.00
Total Score	100	94.67

The yearly anticipated expenditures for the maintenance and repair service of our fleet is approximately \$131,000. Funding for this service can be found in the following account numbers:

- 24035-534302 Equipment
- 24035-577025 Vehicles

If you should have any questions or comments, please do not hesitate to contact me.



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: November 12, 2019
Subject: Award of Bid
ITB A-20-103 Janitorial Services

The Department of Procurement issued an Invitation to Bid for the janitorial services for five (5) City facilities (the Salisbury Zoo, the Water & Sewer Building, the City Yard, the Wastewater Treatment Plant and the Salisbury Marina). Each location requires different cleaning requirements and frequencies which were defined in the bid document. Additionally, the solicitation included a Contract Extension clause. This provides the City with the option to renew all or portions of this contract with the same terms and conditions as the original contract for three, (1) one-year terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times, and posting the solicitation on both the City of Salisbury's Procurement Portal and on the State of Maryland's website, eMaryland Marketplace Advantage. A total of five (5) vendors submitted bids by the due date and time of October 9, 2019 at 2:30 p.m.

Vendor	Per Week Bid Price
Simply Clean	\$1,015.75
The Cleaning People	\$1,198.00
S & M Professional Cleaning Services, LLC	\$1,860.00
P2 Cleaning Services, LLC	\$4,150.00
Cleaning 2 Perfection	\$5,050.00

In addition to the weekly cleaning rate, each vendor provided a "per occurrence" rate for additional call-in cleaning of Ben's Red Swings and the Zoo public restrooms. All vendors were deemed responsive and responsible, and the Department of Procurement hereby requests Council's approval to award Contract ITB A-20-103 to Simply Clean, with subsequent annual renewals processed by the Department of Procurement. The annual expense for weekly cleaning of all areas will be \$52,819, and blanket purchase orders will be issued on an annual basis by department.

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




City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Connie Luffman, Superintendent - Wastewater Treatment Plant
Date: November 5, 2019
Re: WWTP Janitorial Services (ITB A-20-103)

Please see below the yearly costs break down for janitorial services for the WWTP, item 104 for ITB A-20-103.

FY20	30 weeks @ \$244.50 per week	\$7,335.00
FY21	52 weeks @ \$244.50 per week	\$12,714.00
FY22	52 weeks @ \$244.50 per week	\$12,714.00

Based on the yearly service cost I would like to request that Simply Clean be awarded a contract for the janitorial services at the WWTP with a three-year option to renew. Funding is available from account number 86083-523630. Please let me know if you need any additional information or have any questions. Thank you.


11/5/19



To: Jennifer Miller, Director of Procurement
From: Tom Stevenson, Director of Field Operations
Subject: Recommendation for Janitorial Services Award
Date: November 5, 2019

Given the results of ITB A-20-103, the Department of Field Operations recommends awarding the contract for janitorial services to Simply Clean. Sufficient funds are available within the applicable divisional operating accounts to cover the costs associated with the bid services.

C.c. Andy Kitzrow

Memorandum

To: Amanda Pollack, Director of Infrastructure & Development

From: William T. Holland

Date: 8/9/2019

Re: Dirk Widdowson – Johnson Road Annexation

Attached is the completed annexation package for the Dirk Widdowson – Johnson Road Annexation. Please have this scheduled for the August 19th City Council Work Session. Let me know if you have any questions.



Dirk & Gayle Widdowson

12351 Southhampton Dr., Bishopville, MD 21813 | (410) 352-5709 | gadiwiddowson@gmail.com

January 10, 2019

Mr. William Holland
City of Salisbury Permits and
Inspections Manager
125 N. Division St., Room 202
Salisbury, MD 21801

Re: *Annexation of Property Located at 927 Johnson Road*

Dear Mr. Holland:

Please be advised that I am requesting annexation of the above described parcel. My reason for same is that there are two houses on said property with two individual septic systems which one has been found to be defective and the other having a cesspool, pursuant to an inspection by Accurate Environmental Consultants, Inc. Wherefore, I am seeking annexation to be able to avail myself of city sewer and water to correct the aforementioned deficiencies. Should you need copies of the reports, I will be more than willing to provide you with copies of same.

Should you have any further questions, please do not hesitate to contact me.

Very truly yours,



Dirk W. Widdowson

DWW/ces

CITY OF SALISBURY

PETITION FOR ANNEXATION

To the Mayor and Council of the City of Salisbury:

I/We request annexation of my/our land to the City of Salisbury.

Parcel(s) # 270

Map # 48

SIGNATURE (S)

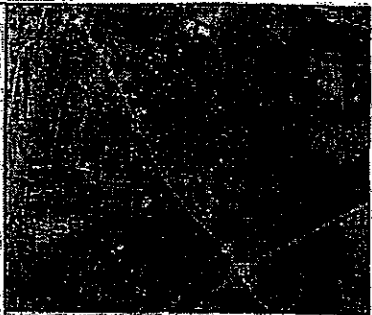
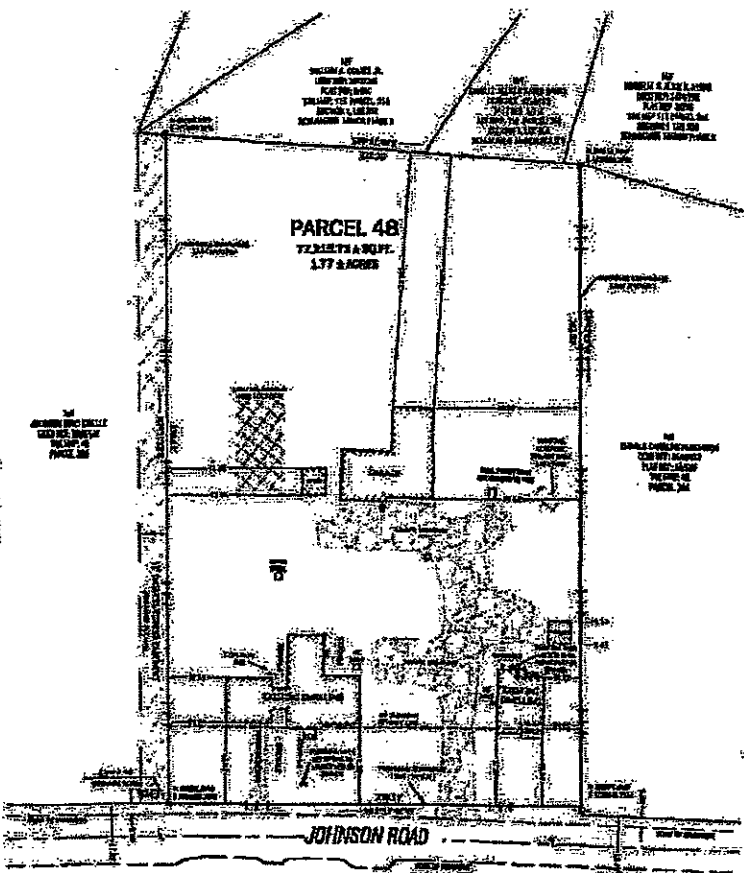
Philip W. Henderson

1-9-19
Date

Date

Date

Date



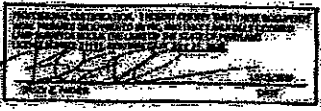
VICINITY MAP: 1" = 2000'

LEGEND

○	WATER PIPE WITH CAP SET	---	SEWER COMPROMISE LINED LINE
□	SEWERAGE MANHOLE	---	WATER MAIN COMPROMISE LINED LINE
△	EXISTING WELL	---	SEWER COMPROMISE UNLINED LINE
⊕	WATERMETER WELL	---	SEWER UNLINED LINE
⊙	UTILITY POLE	---	SEWERAGE OF NEIGHBOR
⊞	UTILITY POLE	---	EXISTING ROOFING AREA
⊞	TELEPHONE TOWER		

GENERAL NOTES

1. All dimensions are in feet and inches.
2. All areas are in square feet.
3. All areas are rounded to the nearest square foot.
4. All areas are rounded to the nearest square foot.
5. All areas are rounded to the nearest square foot.
6. All areas are rounded to the nearest square foot.
7. All areas are rounded to the nearest square foot.
8. All areas are rounded to the nearest square foot.
9. All areas are rounded to the nearest square foot.
10. All areas are rounded to the nearest square foot.



<p>ANNEXATION PLAT FOR ROGER L. & IRIS A. WEBSTER</p>		
<p>MILLERS ELECTION DISTRICT, WOODRIDGE COUNTY, MARYLAND</p>		
DATE	10/20/13	
BY	MAN	
FOR	MAN	
BY	MAN	

CONNECTEXPLORER



map: Auto (Oblique) Dates: All image 1 of 15 03/26/2016

Memorandum

To: Amanda Pollack, Director, City of Salisbury Department of Infrastructure & Development
From: Michael P. Sullivan, Esq.
Date: 8/8/2019
Re: *Fiscal Impact* – Dirk W. Widdowson; Annexation of 927 Johnson Road, Salisbury, MD 21804

Petition Requesting the City's Annexation of the Widdowson Property:

Dirk W. Widdowson ("Widdowson") filed a Petition for Annexation (the "Petition"), dated May 25, 2018, with the City of Salisbury (the "City"), requesting the City annex the following parcels of lands:

Map 0048, Grid 0005, Parcel 0270, consisting of 1.77 acres more or less, and having a premises address of 927 Johnson Road, Salisbury, Maryland 21804 and 929 Johnson Road, Salisbury, Maryland 21804, and further having a Tax Identification Number of 08-020132 (the "Widdowson Property").

If approved by the City Council, the City's annexation of the Widdowson Property will add 1.77+/- acres of land to the municipal boundaries of the City, all of which will be zoned as "R8-A Residential" and subject to the standards set forth in Section 17.160 *et seq.* of the City of Salisbury City Code (the "City Code"). The City's annexation of the Widdowson Property is estimated to have an immediate, annual net-positive fiscal impact on the City in the amount of \$1,254.44. This Memorandum is intended to summarize estimated costs the City will incur, and estimated revenues the City will generate, if the Widdowson Property is annexed by the City as requested by the Petition.

Costs Incurred by the City from the Annexation of the Widdowson Property:

Cost projections are based on a snapshot marginal cost approach. The current level of service (derived from the approved FY2020 Budget) is used to project new costs, using demand unit multipliers, which reflect how responsive a cost is to demand – i.e. how much the costs incurred by the City for providing a service are likely to vary with each additional household or job. With respect to the City's annexation of the Widdowson Property, cost projections are limited solely to households added by this annexation, since no development of the Widdowson Property is currently planned, and even if it were development of the Widdowson Property will not produce new long-term employment positions in any sector.

Regardless of the nature or extent of the proposed use or the planned development of an annexed property, some portion of all public services provided by the City is fixed; therefore, the cost to the City for providing such public services will remain constant no matter how the annexed property is ultimately used or developed. Accordingly, for purposes of this cost projection, the portion of such fixed costs is not assigned to any unknown or potential development arising from the City's annexation of the Widdowson Property. In light of such considerations, and because there are no current development plans for the Widdowson Property, rather, upon its annexation, the Widdowson Property will remain, for the foreseeable future, improved by the (2) single-family homes (one of which is not permitted for occupancy, due to the failure of its sewage disposal system), and several small accessory structures associated with the two (2) single-family homes, existing at the Widdowson Property: The annual costs to the City for the annexation of the Widdowson is estimated to be approximately \$300.00+/-.

Revenues to City from the Annexation of the Widdowson Property:

August 8, 2019

When land is annexed into the City it is immediately subject to the municipal real property tax levied by the City. The municipal real property tax is applied to the value of land and improvements located thereon. Under the City's FY2020 Budget, the municipal real property tax rate is set at \$0.9832 per \$100 of assessed value. Since no development (or redevelopment) of the Widdowson Property is planned following its annexation by the City, this Memorandum uses the actual assessed value of the Widdowson Property as determined by the Maryland State Department of Assessments and Taxation ("SDAT"), which, as of July 1, 2019, is \$158,100.00. Accordingly, using the real property tax rate adopted by the City for its FY2020 Budget, the City's total expected annual revenue from municipal real property taxes levied on the Widdowson Property is estimated to be \$1,554.44+/- . The annual real property taxes generated by the annexation of the Widdowson Property will likely increase (perhaps substantially) whenever it is developed (or redeveloped) for higher residential density, as permitted in the City's R8-A zoning district (the zoning for the Widdowson Property upon its annexation into the City). Because the Widdowson Property is not planned for any commercial and/or industrial use, no personal property tax receipts will accrue from the City's annexation of the subject property.

Lastly, the City imposes certain user fees, capacity fees and impact fees, which the City charges to applicants for permits and/or users of certain public services provided by the City. Because it is unknown when Widdowson will request connection of the Widdowson Property to the City's public water and sewer utilities, the capacity fees the City will (eventually) charge Widdowson to connect the Widdowson Property to public water and sewer utilities, as well as the service charges that will arise from the usage of water and sewer utilities at the Widdowson Property once connected to the City's systems (regardless of any new development at the property), is not included as part of the analysis contained in this Memorandum. Nonetheless, because such capacity fees and water/sewer service charges are not included in this analysis (nor are permit fees for any new development of the property), this Memorandum very likely undercounts the total revenue the City will ultimately realize from its annexation of the Widdowson Property.

Conclusion:

Because there are no development (or redevelopment) plans for the Widdowson Property, and because the costs incurred by the City for public services provided to the Widdowson Property are likely to equal the costs attributable to an existing single-family home located within the City's municipal limits – which are relatively minimal – the City's annexation of the Widdowson Property is estimated to have an immediate net-positive fiscal impact to the City in the amount of approximately \$1,254.44+/- .



July 15, 2019

Dirk W. Widdowson
927 Johnson Road
Salisbury, Maryland

RE: Annexation Zoning-927 Johnson Road
Map 48-Parcel 270
City of Salisbury, Wicomico County, Maryland

Dear Mr. Owen,

The Salisbury-Wicomico Planning Commission at its May 16, 2019 meeting forwarded a **FAVORABLE** recommendation to the Mayor and City Council for this property to be zoned **R-8A Residential** upon annexation. The Commission also found that the proposed zoning is consistent with the Wicomico County Zoning and the Salisbury Comprehensive Plan.

If you have any questions, please don't hesitate to contact me.

Sincerely,

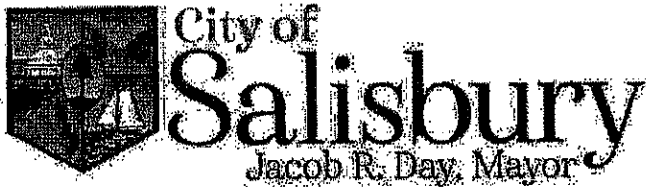
Anne Roane

City Planner
Department of Infrastructure & Development
City of Salisbury
125 North Division St. Room 202
Salisbury, MD 21801
410-548-3170



www.salisbury.md

Department of Infrastructure & Development
125 N. Division St., #202 Salisbury, MD 21801
410 548 3170 (fax) 410 548 3107
www.salisbury.md



Infrastructure and Development Staff Report May 16, 2019

I. BACKGROUND INFORMATION:

Project Name: 927 Johnson Road
Applicant/Owner: Dirk W. Widdowson
Infrastructure and Development Project No.: 19-021
Nature of Request: Zoning Recommendation for Annexation
Location of Property: 927 Johnson Road; Map #48; Grid #5; Parcel #270
Requested Zoning District: R-8A Residential

II. SUMMARY OF REQUEST:

A. Introduction:

The City Administration has referred the 927 Johnson Road Annexation (Attachment 1-A thru 1-F) to the Planning Commission for review and recommendation of an appropriate zoning designation. The property is located on the northerly side of Johnson Road.

B. Area Description:

The requested annexation area consists of one parcel 1.77 acres in size and has two existing dwellings and other outbuildings.

III. ZONING ANALYSIS:

A. Existing Zoning:

The annexation area is currently zoned as R-20 County. The area directly to the north, Schumaker Manor, is zoned City R-8 Residential. The area to the southwest, Summersgate, is zoned City R-8A Residential.

B. City and County Plans.

Department of Infrastructure & Development
125 N. Division St., #202 Salisbury, MD 21801
410-548-3170 (fax) 410-548-3107
www.salisbury.md



Both the city and county Comprehensive Plans designate this property and area as Low-Density Residential. (Attachment 2)

C. Zoning for Annexed Areas.

1. Introduction.

Current City policy requires that all areas to be annexed shall be submitted to the Salisbury-Wicomico Planning Commission for review and recommendation of an appropriate zoning district. The Zoning Code does not establish specific procedures for zoning lands to be annexed to the City of Salisbury. The classification of future City areas, therefore, is conducted consistent with local adopted plan recommendations and Maryland Annexation Law.

2. Adopted Plans.

The Planning Commission is a jointly established agency for both the City of Salisbury and Wicomico County. One of its basic charges is to prepare and recommend various plans guiding the long-range development of both jurisdictions.

The information below summarizes the legal status of the plans currently in effect for Wicomico County and the City of Salisbury.

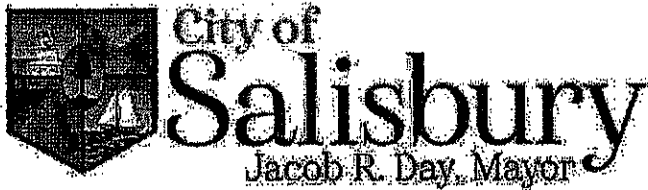
a. The Salisbury Comprehensive Plan - The Salisbury City Council adopted the current Comprehensive Plan on July 12, 2010. That document includes land use policies for all lands within the Corporate Limits as well as a Municipal Growth Element addressing growth areas outside the Corporate Limits. This property is included within the Municipal Growth Area, and designates this area as Mixed Use.



b. The Wicomico County Comprehensive Plan - The Wicomico County Council adopted the County Plan on March 21, 2017.

3. Maryland Law.

House Bill 1141 made two changes to Annexation Procedures that became effective October 1, 2006. They are:



1. **The Five-Year Rule.** First, the rule is applied solely on zoning. The issue becomes the degree of use change from the current county zoning classification to the proposed municipal classification following the annexation. When the zoning change is from one residential zone to another, "substantially different" is defined as a density change. The five-year rule does not apply for a density change unless the proposed zoning is denser by 50 percent. For example, if the current zoning permits 1 unit per acre, the new zoning can be subject to the five-year rule if it permits anything more than 1.5 units per acre. A municipality may obtain a waiver from the county to avoid the five-year wait until the new zoning classification applies.
2. **Annexation Plans Required.** An annexation plan is required that replaces the "outline" for the extension of services and public facilities prior to the public hearing for an annexation proposal. This section contains no additional language for the content of the annexation plan to be adopted, but does require it to be consistent with the municipal growth element for any annexations that begin after October 1, 2009 (unless extended for up to two six-month periods). The Plan must be provided to the county and the State (the Maryland Department of Planning) at least 30 days prior to the hearing.

IV. DEVELOPMENT SCENARIO:

A. Proposed Use:

The applicant is proposing no change in use at this time. Applicant is requesting connection to City sewer due to a failing septic system.

B. Access:

Currently there are two entrances on Johnson Road.

C. Configuration and Design:

The annexation area is rectangular in shape and adjoins the existing City boundary to the north (Schumaker Manor).



City of
Salisbury
Jacob R. Day, Mayor

V. ZONING RECOMMENDATION:

The specific purpose of the Planning Commission's review is to make a zoning recommendation for the annexation area that is currently zoned R-20 Residential in the County.

The adopted Salisbury Comprehensive Plan designates this property and area as "Low-Density Residential", and the proposed use and requested zoning classification meet this designation by utilizing the R-8A Residential zoning.)

Staff recommends that the Planning Commission forward a **Favorable** recommendation to the Mayor and City Council for this property to be zoned **R-8A Residential** upon annexation.

Memorandum

To: Amanda Pollack, Director, Infrastructure & Development
From: William J. Holland
Date: 1/16/2019
Re: City Council Work Session Overview of the Proposed Annexation 927 Johnson Rd

The Department of Infrastructure & Development requests the 927 Johnson Rd annexation be placed on the City Council work session scheduled for Monday, February 4th. As part of the presentation, the City Council will be provided information related to this request, including, but not limited to the following:

- Purpose of the request; ~~to annex~~
- Consistency with applicable plans and policies;
- Overview of next steps; and
- Obtain consent of the Council to proceed with the annexation request.

Consistent with the City's 2006 Annexation Policies and Procedures, the applicant has signed the annexation agreement. Moreover, the annexation petitioner has paid the required annexation fee to begin the annexation process.

The 1.77 acre site is located at the northern quadrant of Johnson Rd. and its rear property line is contiguous to the Schumaker Manor development. This request does not contain a concept development plan because the site is developed with two existing dwelling units and several out buildings.

Attached, please find the cover letter and the signed annexation petition along with an annexation survey, and an aerial map of the location.

Staff is available to answer questions about this request.

Dirk & Gayle Widdowson

12351 Southhampton Dr., Bishopville, MD 21813 | (410) 352-5709 | gadiwiddowson@gmail.com

January 10, 2019

Mr. William Holland
City of Salisbury Permits and
Inspections Manager
125 N. Division St., Room 202
Salisbury, MD 21801

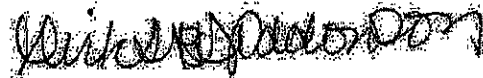
Re: *Annexation of Property Located at 927 Johnson Road*

Dear Mr. Holland:

Please be advised that I am requesting annexation of the above described parcel. My reason for same is that there are two houses on said property with two individual septic systems which one has been found to be defective and the other having a cesspool, pursuant to an inspection by Accurate Environmental Consultants, Inc. Wherefore, I am seeking annexation to be able to avail myself of city sewer and water to correct the aforementioned deficiencies. Should you need copies of the reports, I will be more than willing to provide you with copies of same.

Should you have any further questions, please do not hesitate to contact me.

Very truly yours,



Dirk W. Widdowson

DWW/ces

ATTACHMENT 1-B

CITY OF SALISBURY

PETITION FOR ANNEXATION

To the Mayor and Council of the City of Salisbury:

I/We request annexation of my/our land to the City of Salisbury.

Parcel(s) # 270

Map # 48

SIGNATURE (S)

Christina M. Davidson

1-9-19
Date

Date

Date

Date



City of
Salisbury
 Jacob R. Day, Mayor

CERTIFICATION

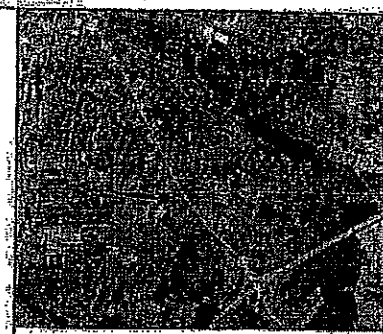
JOHNSON ROAD – WIDDOWSON PROPERTY ANNEXATION

This is to certify that I have verified the petitions for the annexation and that to the best of my knowledge the persons having signed the petition represent at least 25% of the registered voters residing in the area to be annexed and are the owners of at least 25% of the assessed valuation of real property located in the area to be annexed.

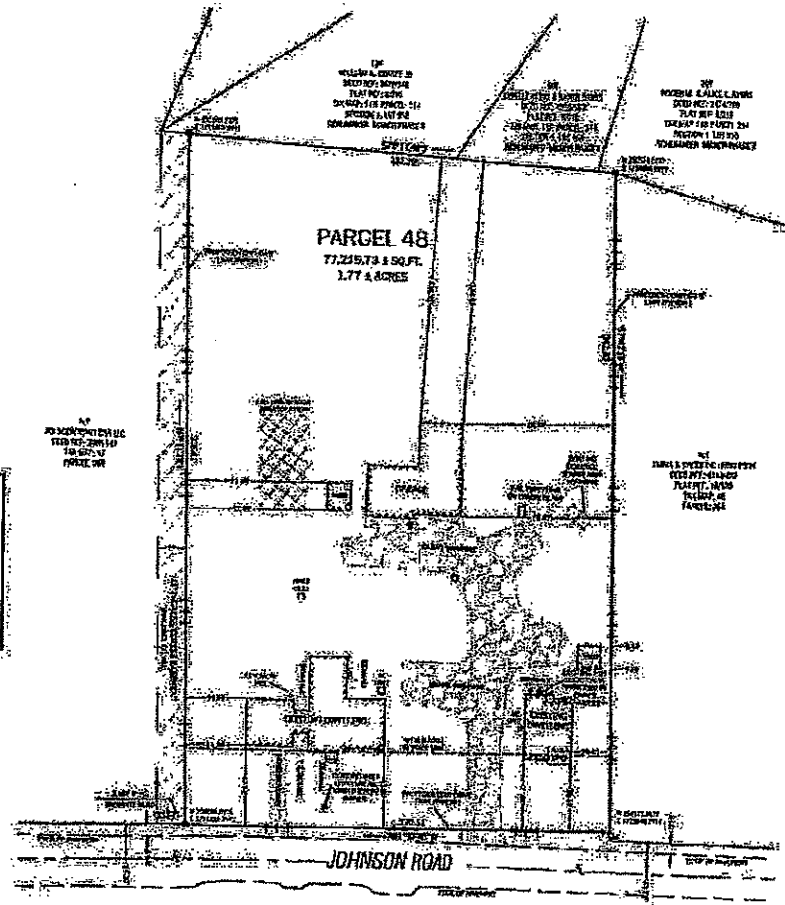
Leslie C. Sherrill
 Surveyor

Date: 3/5/19

Johnson Road – Widdowson Property – Certification – 3-5-19.doc



VICINITY MAP: 1" = 2000'



LEGEND

1	EXISTING COMMUNITY FRONT LINE
2	PROPOSED COMMUNITY FRONT LINE
3	EXISTING COMMUNITY LOTS LINE
4	PROPOSED COMMUNITY LOTS LINE
5	EXISTING EASEMENT LINE
6	PROPOSED EASEMENT LINE
7	EXISTING ROADWAY
8	PROPOSED ROADWAY
9	EXISTING UTILITY DATA

GENERAL NOTES

1. This plan is hereby issued by...
2. All dimensions are in feet and inches...
3. The boundaries of the parcel are as shown on this plan...
4. The area of the parcel is 1.77 acres...
5. The area of the parcel is 77,215.73 square feet...
6. The area of the parcel is 1.77 acres...
7. The area of the parcel is 77,215.73 square feet...
8. The area of the parcel is 1.77 acres...
9. The area of the parcel is 77,215.73 square feet...
10. The area of the parcel is 1.77 acres...



NOTES: THIS PLAN IS A PRELIMINARY PLAN AND IS SUBJECT TO THE REVIEW AND APPROVAL OF THE LOCAL GOVERNMENT. THE LOCAL GOVERNMENT SHALL HAVE THE FINAL SAY IN THE MATTER OF THE PLAN'S APPROVAL. THE PLAN IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE SURVEYOR.

REVISIONS		DATE	

ANNEXATION PLAT
FOR
ROGER L. & IRIS A. WEBSTER

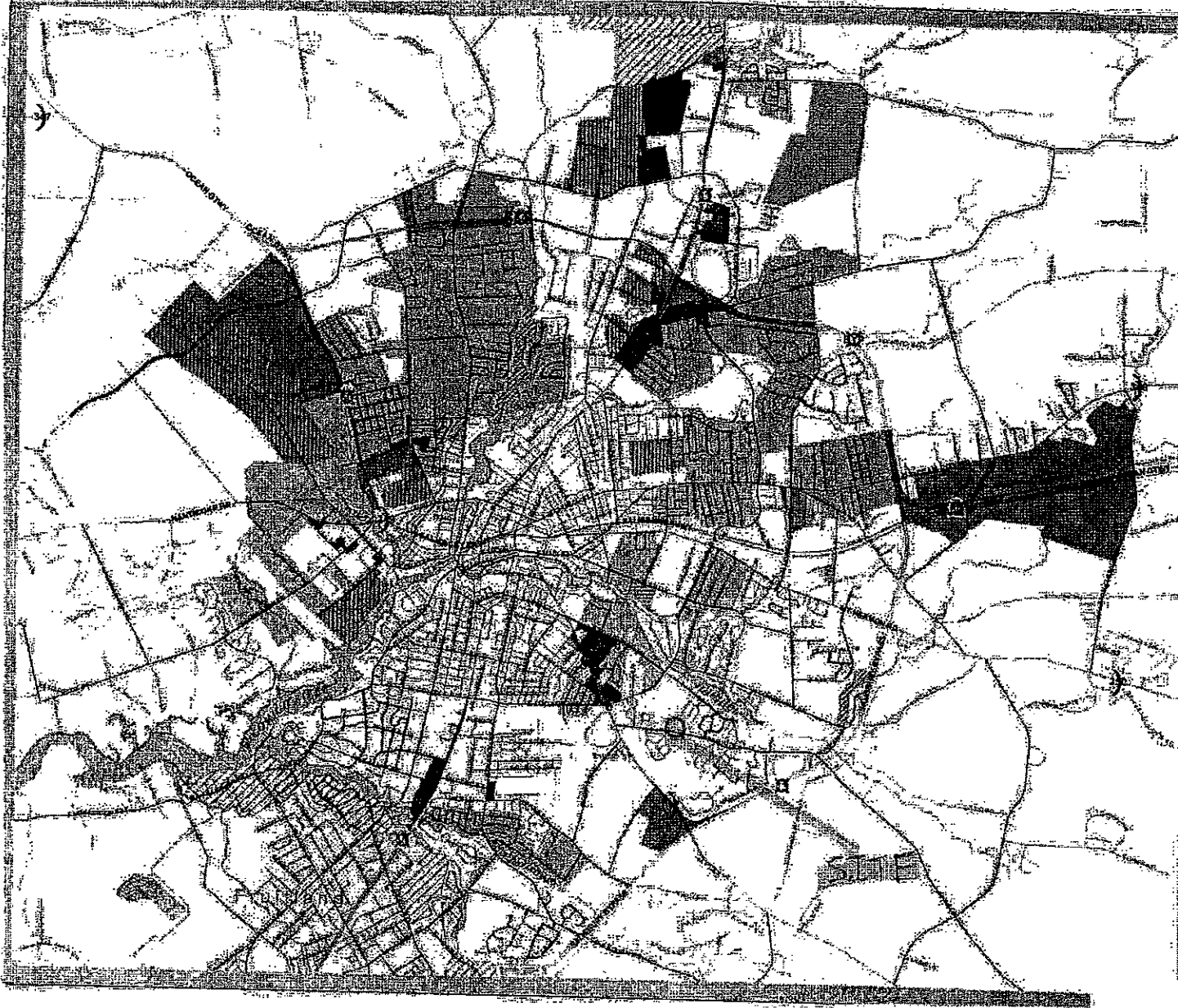
MUNTERS ELECTION DISTRICT, WICKEMICO COUNTY, MARYLAND

DATE: 11/22/2018
SCALE: AS SHOWN
DRAWN BY: JLR
CHECKED BY: JLR

PARKER & ASSOCIATES
1120 BANCROFT BLVD
ELLSWORTH, MD 21110
TEL: 410-326-1111
WWW.PARKER-AND-ASSOCIATES.COM



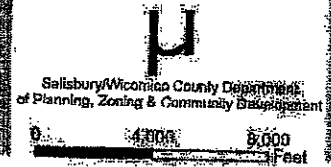
map: Auto (Oblique) . Dates: All image 1 of 15 03/26/2016



**City of Salisbury
Comprehensive Plan**

- Major Roads
- Minor Roads
- Local Roads
- - Westside Collector
- Storms
- Waterbodies
- Salisbury Corporate Limits
- Fruitland/Colmar Growth Areas
- Low Density Residential-3826.66 ac (31.86%)
- Medium Density Residential-3721.97 ac (30.65%)
- High Density Residential-448.38 ac (3.68%)
- Business and Institutional-28,83 ac (2.33%)
- Commercial-407.2 ac (3.31%)
- Industrial-928.68 ac (7.63%)
- Mixed Use-1069.23 ac (8.7%)
- Parks and Open Space-144.76 ac (1.18%)
- Salisbury University-261.35 ac (2.13%)
- Medians and ROW-1073.58 ac (8.74%)
- Waterbodies-138.36 ac (1.13%)

Sources:
*Salisbury/Wicomico Department of Planning,
Zoning & Community Development



**Map 11-3: Growth Area
Future Land Use**



**City of Salisbury, Maryland
2010 Comprehensive Plan**

ATTACHMENT 2

1
2
3 **RESOLUTION NO. 2968**

4 A RESOLUTION of the City of Salisbury to adopt an annexation
5 plan for a certain area of land contiguous to and binding upon
6 the southerly Corporate Limit of the City of Salisbury to be
7 known as "Johnson Road - Dirk Widdowson Annexation"
8 beginning for the same at a point being South from a corner of
9 the existing Corporate Limit of the City of Salisbury and also
10 being on the westerly line of and near the northwesterly
11 corner of the lands of Dirk Widdowson located at 927 Johnson
12 Road continuing around the perimeter of the affected property
to the point of beginning.

13 WHEREAS the City of Salisbury is considering the annexation of a parcel of land
14 contiguous to and binding upon the southerly Corporate Limit of the City of Salisbury to be
15 known as "Johnson Road-Dirk Widdowson Annexation" beginning for the same at a point
16 being South from a corner of the existing Corporate Limit of the City of Salisbury and also
17 being on the westerly line of and near the northwesterly corner of the lands of Dirk
18 Widdowson located at 927 Johnson Road continuing around the perimeter of the affected
19 property to the point of beginning; and

20 WHEREAS the City of Salisbury is required to adopt an annexation plan for the
21 proposed area of annexation pursuant to the Local Government Article of the Maryland
22 Annotated Code; and

23 WHEREAS the public hearing required pursuant to the law is scheduled for
24 _____, 2019 at 6:00p.m.

25 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY
26 THAT an annexation plan for the "Johnson Road - Dirk Widdowson Annexation," as set
27 forth in **Exhibit A** attached hereto and made a part hereof, is adopted for that area of land

28 located and binding upon the southerly Corporate Limit of the City of Salisbury and also
29 being on the westerly line of and near the northwesterly corner of the lands of Dirk
30 Widdowson located at 927 Johnson Road continuing around the perimeter of the affected
31 property to the point of beginning, and being more particularly described in **Exhibit B**
32 attached hereto and made a part hereof; said parcel being contiguous to and binding upon
33 the Corporate Limit of the City of Salisbury.

34 AND BE IT FURTHER RESOLVED BY THE CITY OF SALISBURY, THAT the Council
35 shall hold a public hearing on the annexation plan hereby proposed on _____,
36 2019 at 6:00p.m. in the Council Chambers at the City-County Office Building and the City
37 Administrator shall cause a public notice of time and place of said hearing to be published
38 not fewer than two (2) times at not less than weekly intervals, in a newspaper of general
39 circulation in the City of Salisbury, which said notice shall specify a time and place at which
40 the Council of the City of Salisbury will hold a public hearing on the Resolution.

41 The above Resolution was introduced and read and passed at the regular meeting of
42 the Council of the City of Salisbury held on _____, 2019, having been duly
43 published as required by law in the meantime a public hearing was held on _____
44 _____, 2019, and was finally passed by the Council at its regular meeting held on
45 _____, 2019.

46 _____
47 Kimberly R. Nichols,
48 City Clerk
49

John R. Heath,
Council President

50 APPROVED BY ME this ____ day of _____, 2019.

51 _____
52 Jacob R. Day,
53 Mayor

EXHIBIT A

**ANNEXATION PLAN
FOR THE
DIRK W. WIDDOWSON – JOHNSON ROAD
ANNEXATION
TO THE CITY OF SALISBURY**

July 26, 2019

This Annexation Plan is consistent with the Municipal Growth Element of the 2010 Comprehensive Plan adopted by the City of Salisbury. The following are milestones in the public review and consideration of the proposed Annexation which is the subject of this Annexation Plan:

- At a Work Session of the City of Salisbury Mayor and City Council (the “Mayor and City Council”), held on February 4, 2019, the Salisbury City Council (the “City Council”) reviewed the Petition for Annexation (the “Annexation Petition”) submitted by Dirk W. Widdowson (“Widdowson”), dated January 9, 2019, which requested the City of Salisbury, Maryland (the “City”) annex the following parcel of land:
 - Map 0048, Grid 0005, Parcel 0270, consisting of 1.77 acres more or less, and having a premises address of 927 Johnson Road, Salisbury, Maryland 21804 and 929 Johnson Road, Salisbury, Maryland 21804, and further having a Tax Identification Number of 08-020132 (the “Widdowson Property”).
- At the May 16, 2019 Meeting of the Salisbury-Wicomico County Planning Commission (the “Planning Commission”), the Planning Commission reviewed the proposed annexation of the Widdowson Property and approved a favorable recommendation to the City for the proposed zoning of the Widdowson Property.
- On _____, 2019, a Regular Meeting of the Mayor and City Council was convened, during which the City Council reviewed this Annexation Plan and a Resolution of the City Council to authorize and approve the City’s annexation of the Widdowson Property (said Resolution is hereinafter referred to as the “Annexation Resolution”), and, in accordance with applicable state and local law, directed that a date for a Public Hearing be established to hear public comment on the City’s annexation of the Widdowson Property, as requested by the Annexation Petition submitted by Widdowson. Furthermore, at the _____ 2019, Regular Meeting of the Mayor and City Council, the City Council directed this Annexation Plan be submitted to the Maryland Department of Planning and the Wicomico County Council for comment, within thirty (30) days of the Public Hearing on the Annexation Resolution, as required by applicable Maryland law.

1.0. GENERAL INFORMATION AND DESCRIPTION OF ANNEXED PROPERTY.

1.1. Petitioners for Annexation of the Widdowson Property. Widdowson is the Petitioner for annexation of the Widdowson Property. All that certain real property defined herein as the Widdowson Property was conveyed unto Widdowson by Deed from Dirk W. Widdowson, Personal Representative of the Estate of Roger L. Webster, dated September 13, 2018 and recorded among the Land Records of Wicomico County, Maryland in Liber 4378, folio 0160.

1.2. Location. The Widdowson Property is located on the Northerly side of and binding upon the County Road leading from Salisbury to Johnson’s Mill known as “Johnson Road.” The Widdowson Property is located at the southern limits of Salisbury. As explained in Section 1.3(b) of this Annexation Plan: despite being identified as just one parcel by the Maryland State Department of Assessments and Taxation (“SDAT”) (i.e. Map 0048, Grid 0005, Parcel 0270), the Widdowson Property has two premises addresses: 927 Johnson Road, Salisbury, Maryland 21804 and 929 Johnson Road, Salisbury, Maryland 21804.

1.3. Property Description; Reason for the Annexation Petition.

- (a) The Widdowson Property consists of 1.77 +/- acres of land as more particularly depicted and described by a plat entitled "Annexation Plat, 927 Johnson Road, Salisbury, For: Dirk W. Widdowson", dated May 31, 2019 and prepared by Parker & Associates, Inc., which is intended to be recorded among the Plat Records of Wicomico County, Maryland following the City's annexation of the Widdowson Property (the "Annexation Plat"). (The Annexation Plat is incorporated herein and a reduced scale copy of said Annexation Plat is attached hereto as *Exhibit A*). The Annexation Plat depicts all that same real property more particularly described by metes, bounds, courses and distances in that certain legal description attached hereto and incorporated herein as *Exhibit B* (the "Widdowson Property Description").
- (b) As depicted on the Annexation Plat, the Widdowson Property is improved by two (2), separate residential dwellings located on the easterly and westerly ends of the property respectively, along with several accessory structures. (*See Exhibit A*). Each of the two (2) residential dwellings on the Widdowson Property is (or was) served by a separate, independent sewage disposal system. As set forth below, the Annexation Petition submitted by Widdowson arises exclusively from the failure or impending failure of the sewage disposal systems installed at the Widdowson Property:
- The residential dwelling located on the easterly side of the Widdowson Property has a premises address of 929 Johnson Road, Salisbury, Maryland 21804 and is occupied by a single tenant (said residential dwelling is hereinafter referred to as the "929 Johnson Road Dwelling"). The sewage disposal system serving the 929 Johnson Road Dwelling is currently operative and in working condition; however, that sewage disposal system is in the form of a cesspool. The cesspool at the 929 Johnson Dwelling has already been deemed "insufficient for repair"; consequently, under applicable law, if/when the cesspool fails, Widdowson (or his successor-in-interest) will be prohibited from repairing or replacing it, effectively terminating the occupancy and use of the 929 Johnson Road Dwelling indefinitely because there will be no functional sewage disposal system to serve it.
 - The residential dwelling located on the westerly side of the Widdowson Property has a premises address of 927 Johnson Road, Salisbury, Maryland 21804 (said residential dwelling is hereinafter referred to as the "927 Johnson Road Dwelling"). The sewage disposal system that served the 927 Johnson Road Dwelling was a septic system which recently failed, rendering the 927 Johnson Road Dwelling ineligible for occupancy. An inspection of the failed septic system concluded it was "insufficient for repair", prohibiting the repair or replacement of the septic system and, therefore, preventing any permitted occupancy or use of the 927 Johnson Road Dwelling.
 - Because the 927 Johnson Road Dwelling has failed and cannot be repaired or replaced, and because the cesspool for the 929 Johnson Road Dwelling has already been deemed insufficient for repair or replacement if/when it fails, Widdowson has requested the City annex the Widdowson Property for the sole purpose of availing the Widdowson Property the opportunity to connect to, and eventually be served by, the City's public water and sewer utilities. Without annexation, and the access to public utilities it provides, not only will there be no pathway for any future, long-term development of the Widdowson Property (regardless of size or scope), but permitted occupancy of the Widdowson Property will – sooner rather than later – be barred indefinitely.

1.4. **Existing Zoning.** All of the Widdowson Property is currently zoned R-20 Residential under the Wicomico County Code. The property adjoining the Widdowson Property is identified as: Map 116, Parcel 314, Section 1, Lot 952; Map 116, Parcel 314, Section 1, Lot 954; and, Map 116, Parcel 314, Section 1, Lot 956 (collectively the "Schumaker Manor Parcels"). The Schumaker Manor Parcels are all located within the municipal limits of the City and are all zoned R-8 Residential under the City of Salisbury City Code (the "City

Code"). The land area located to the southwest of the Widdowson Property, developed as a planned community for retirees and known as "SummersGate Active Lifestyle Community" ("SummersGate"), is located within the municipal limits of the City and all parcels of land comprising the SummersGate community are zoned R-8A under the City Code.

2.0. LAND USE PATTERN PROPOSED FOR THE ANNEXED PROPERTY.

2.1. Comprehensive Plan.

- (a) By Resolution No. 1942, the City Council adopted the 2010 City of Salisbury Comprehensive Plan (the "**Comprehensive Plan**"). The Comprehensive Plan sets forth the land use polices for all lands located within the City's municipal limits and includes a Municipal Growth Element addressing growth areas outside the municipal limits of the City. The Municipal Growth Element section of the City's Comprehensive Plan provides in pertinent part: "the City has defined a Municipal Growth [A]rea that is sufficient to accommodate residential, commercial, and industrial land uses as illustrated on Map 11-3" attached to and incorporated within the Comprehensive Plan. The Widdowson Property is located within the City's designated Municipal Growth Area.
- (b) With respect to the City's annexation of property, the goal of the City's Comprehensive Plan is: "To encourage the orderly growth and expansion of the City of Salisbury by annexing selected areas and by providing public services to newly developing areas without overburdening these facilities while continuing to maintain a high level of services to existing developments and residents of the City."

2.2. Proposed Zoning for Widdowson Property. Upon its annexation, the Widdowson Property is proposed to be zoned as "R-8A". Per Section 17.160.010 of the City Code, the purpose of the "R-8A" zoning district is: "to recognize those areas of the city that have developed or are suitable for development with apartments or townhouses and to provide additional areas where they may be developed at densities compatible to existing or future residential development within or adjoining the districts. These districts are located in areas which are presently served or which can be served by existing municipal public utilities of water, sanitary sewer and storm drains and which contain the services and amenities necessary for concentrations of population and traffic normally associated with apartment and townhouse development."

2.3. Proposed Land Use for Widdowson Property. No development is proposed for the Widdowson Property upon its annexation, nor is any development of the Widdowson Property expected to occur in the near future. As set forth in Section 1.3(b) of this Annexation Plan, the Widdowson Property is improved by two single-family residential dwellings: the 929 Johnson Road Dwelling and the 927 Johnson Road Dwelling. The sewage disposal system serving the 929 Johnson Road Dwelling is a cesspool, and is ineligible for repair or replacement if/when it fails; the sewage disposal system that served the 927 Johnson Road Dwelling was a septic system, and it had already failed before Widdowson submitted the Annexation Petition. Widdowson has requested the City annex the Widdowson Property so that it can be connected to City public water and sewer utility service, after extension of the utilities to the Widdowson Property. The size and scope of the utility extension necessary to serve the Widdowson Property will depend on the type of development or redevelopment (if any) ultimately planned for the Widdowson Property, subject to the Planning Commission's approval.

2.4. Conditional Subdivision of the Widdowson Property. Notwithstanding the terms set forth in Section 2.3 of this Annexation Plan, in the event Widdowson (or his successor(s)-in-interest, as the case may be) requests the City extend public water and sewer utilities to serve the Widdowson Property as it is currently improved (i.e. maintaining the 927 Johnson Road Dwelling and the 929 Johnson Road Dwelling on the Widdowson Property as two (2) separate residential dwellings), the City's approval of that request shall be conditioned upon subdividing the Widdowson Property into no less than two (2) parcels, so that the 927 Johnson Road Dwelling and the 929 Dwelling are located on separate parcels of land, unless otherwise agreed to by the Director of the City of Salisbury Department of Infrastructure and Development.

3.0. THE PUBLIC FACILITIES AND SERVICES NEEDED BY THE DEVELOPMENT AND THE METHODS TO PROVIDE SUCH FACILITIES AND SERVICES TO THE ANNEXED PROPERTY.

3.1. Roads. Currently, and following its annexation by the City, the Widdowson Property can be accessed by Johnson Road, a County Road.

3.2. Water and Wastewater Treatment. As currently improved, the Widdowson Property will create a demand of about 500 gallons per day (250 gallons per day for the 927 Johnson Road Dwelling, and 250 gallons per day for the 929 Johnson Road Dwelling). Subject to the terms contained in Section 2.4 of this Annexation Plan, Widdowson, at his sole cost and expense, will connect to existing public water and sewerage facilities within the area of the Widdowson Property, as directed by the City of Salisbury Department of Infrastructure and Development. The City has no concerns about the feasibility or capacity to serve the Widdowson Property.

3.3. Schools. The Widdowson Property will not generate any additional pupil enrollment and will have no impact on school capacity.

3.4. Parks and Recreation. The City's annexation of the Widdowson Property will have no impact on park and recreational facilities, nor will it generate a demand for park and recreational facilities.

3.5. Fire, E.M., and Rescue Services. The City of Salisbury Fire Department provides fire suppression, technical rescue, special operations and advanced life support emergency medical treatment and transport services (collectively "fire and emergency services") to residents of the Salisbury Fire District. The Widdowson Property is located within the Salisbury Fire District; accordingly, the Salisbury Fire Department will continue providing fire and emergency services to the Widdowson Property after its annexation into the City.

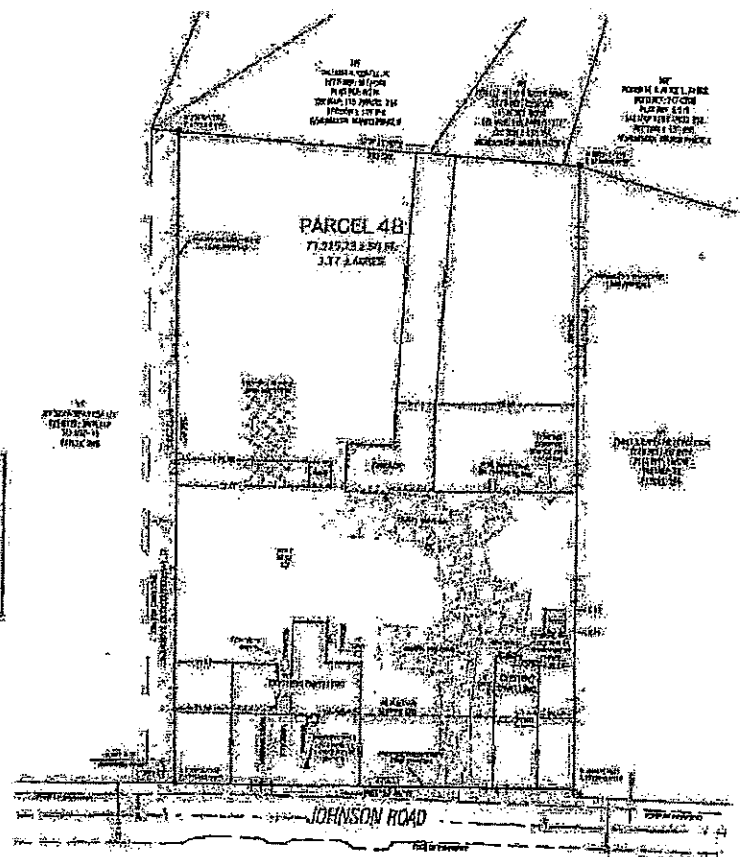
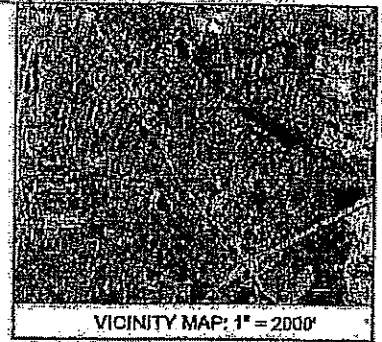
3.6. Police. The City of Salisbury Police Department will provide police services to the Widdowson Property.

3.7. Stormwater Management. Stormwater management is governed by the State of Maryland, and stormwater management regulations are administered locally.

3.8. Waste Collection. The City provides garbage and recycling collection for single-family residential dwellings located within the municipal limits. Upon annexation of the Widdowson Property, the City will provide municipal garbage and recycling collection services for the Widdowson Property, subject to any future development and/use of the Widdowson Property which requires garbage and recycling collection service from independent waste haulers.

4.0. HOW DEVELOPMENT OF THE ANNEXED PROPERTY WILL RELATE TO EXISTING/PLANNED LAND USE DEVELOPMENT, STREETS, PUBLIC FACILITIES AND SERVICES, OPEN SPACES AND NATURAL AREAS. The City's annexation of the Widdowson Property is consistent with applicable Maryland and local law. The Annexation Petition does not arise from any development scheme for the Widdowson Property; indeed, as of the date of this Annexation Plan, there are no plans to develop (or redevelop) the Widdowson Property following its annexation, and any future development (or redevelopment) of the Widdowson Property will be subject to the review and approval of the Planning Commission. In this matter, Widdowson's request for the City's annexation of the Widdowson Property arises exclusively from the insufficient and already-failed private sewage disposal systems that serve (or formerly served) the two (2) single-family dwellings located on the Widdowson Property (i.e. the 927 Johnson Road Dwelling and 929 Johnson Road Dwelling, as defined hereinabove).

EXHIBIT A ANNEXATION PLAT



LEGEND

1. PROPOSED DRIVEWAY	---	2. EXISTING DRIVEWAY	---
2. EXISTING DRIVEWAY	---	3. EXISTING DRIVEWAY	---
3. EXISTING DRIVEWAY	---	4. EXISTING DRIVEWAY	---
4. EXISTING DRIVEWAY	---	5. EXISTING DRIVEWAY	---
5. EXISTING DRIVEWAY	---	6. EXISTING DRIVEWAY	---
6. EXISTING DRIVEWAY	---	7. EXISTING DRIVEWAY	---
7. EXISTING DRIVEWAY	---	8. EXISTING DRIVEWAY	---
8. EXISTING DRIVEWAY	---	9. EXISTING DRIVEWAY	---
9. EXISTING DRIVEWAY	---	10. EXISTING DRIVEWAY	---

GENERAL NOTES

- The property shown on this plat is currently owned by [Name].
- The property shown on this plat is currently owned by [Name].
- The property shown on this plat is currently owned by [Name].
- The property shown on this plat is currently owned by [Name].
- The property shown on this plat is currently owned by [Name].
- The property shown on this plat is currently owned by [Name].
- The property shown on this plat is currently owned by [Name].
- The property shown on this plat is currently owned by [Name].
- The property shown on this plat is currently owned by [Name].
- The property shown on this plat is currently owned by [Name].



Surveyed and Platted by [Name], Surveyor, on [Date].

<p>ANNEXATION PLAT FOR ROGER L. & IRIS A. WEBSTER</p>		
<p>MITCHELL ELECTRIC PARTS, WICOMAC COUNTY, MARYLAND</p>		
<p>DATE: 10/20/08</p>	<p>SCALE: 1" = 2000'</p>	<p>BY: [Name]</p>
<p>FILE NO: 0018</p>	<p>DATE: 10/20/08</p>	<p>BY: [Name]</p>

EXHIBIT B

JOHNSON ROAD – DIRK WIDDOWSON PROPERTY

Beginning for the same at a point being South seventy-eight degrees twelve minutes twenty-one seconds East (S 78° 12' 21" E) fourteen decimal seven, two (14.72) feet from a corner of the existing Corporate Limits Line of the City of Salisbury, MD and also being on the westerly line of and near the northwesterly corner of the lands of Dirk W. Widdowson located at 927 Johnson Road X 1,209,443.16 Y 189,812.35 (1) Thence by and with the said line of the Widdowson land South seven degrees thirty-one minutes twenty-seven seconds West (S 7° 31' 27" W) three hundred fifty-five decimal five, two (355.52) feet to a point on the northerly right of way line of Johnson Road being the southwesterly corner of the said Widdowson land. X 1,209,396.61 Y 189,459.89 (2) Thence by and with the said line of Johnson Road South eighty-one degrees fifty-seven minutes forty-four seconds East (S 81° 57' 44" E) two hundred twenty decimal five, two (220.52) feet to a point at the southeasterly corner of the said Widdowson land. X 1,209,614.95 Y 189,429.05 (3) Thence by and with the easterly line of the said Widdowson land North seven degrees forty-two minutes fifteen seconds East (N 7° 42' 15" E) three hundred forty decimal nine, six (340.96) feet to a point on the aforementioned line of the Corporate Limits of Salisbury, MD, near the northeasterly corner of the said Widdowson land. Said point being North seventy-eight degrees twelve minutes twenty-one seconds West (N 78° 12' 21" W) two decimal nine, six (2.96) feet from a corner of the said Corporate Limits Line. X 1,209,660.66 Y 189,766.93 (4) Thence by and with the said Corporate Limits line North seventy-eight degrees twelve minutes twenty-one seconds West (N 78° 12' 21" W) two hundred twenty-two decimal two, zero (222.20) feet to the point of beginning.

Annexation containing 1.767 acres, more or less.

EXHIBIT B

JOHNSON ROAD — DIRK WIDDOWSON PROPERTY

Beginning for the same at a point being South seventy-eight degrees twelve minutes twenty-one seconds East (S 78° 12' 21" E) fourteen decimal seven, two (14.72) feet from a corner of the existing Corporate Limits Line of the City of Salisbury, MD and also being on the westerly line of and near the northwesterly corner of the lands of Dirk W. Widdowson located at 927 Johnson Road X 1,209,443.16 Y 189,812.35 (1) Thence by and with the said line of the Widdowson land South seven degrees thirty-one minutes twenty-seven seconds West (S 7° 31' 27" W) three hundred fifty-five decimal five, two (355.52) feet to a point on the northerly right of way line of Johnson Road being the southwesterly corner of the said Widdowson land. X 1,209,396.61 Y 189,459.89 (2) Thence by and with the said line of Johnson Road South eighty-one degrees fifty-seven minutes forty-four seconds East (S 81° 57' 44" E) two hundred twenty decimal five, two (220.52) feet to a point at the southeasterly corner of the said Widdowson land. X 1,209,614.95 Y 189,429.05 (3) Thence by and with the easterly line of the said Widdowson land North seven degrees forty-two minutes fifteen seconds East (N 7° 42' 15" E) three hundred forty decimal nine, six (340.96) feet to a point on the aforementioned line of the Corporate Limits of Salisbury, MD, near the northeasterly corner of the said Widdowson land. Said point being North seventy-eight degrees twelve minutes twenty-one seconds West (N 78° 12' 21" W) two decimal nine, six (2.96) feet from a corner of the said Corporate Limits Line. X 1,209,660.66 Y 189,766.93 (4) Thence by and with the said Corporate Limits line North seventy-eight degrees twelve minutes twenty-one seconds West (N 78° 12' 21" W) two hundred twenty-two decimal two, zero (222.20) feet to the point of beginning.

Annexation containing 1.767 acres, more or less.

1
2
3 **RESOLUTION NO. 2967**

4 A RESOLUTION of the City of Salisbury proposing the
5 annexation to the City of Salisbury of certain area of land
6 contiguous to and binding upon the southerly Corporate Limit
7 of the City of Salisbury to be known as "Johnson Road - Dirk
8 Widdowson Property Annexation" beginning for the same at a
9 point being South from a corner of the existing Corporate Limit
10 of the City of Salisbury and also being on the westerly line of
11 and near the northwesterly corner of the lands of Dirk
12 Widdowson located at 927 Johnson Road continuing around
13 the perimeter of said land to the point of beginning.

14 WHEREAS the City of Salisbury has received a petition to annex dated January 9,
15 2019, attached hereto as **Exhibit 1**, signed by at least twenty-five percent (25%) of the
16 persons who are resident registered voters and of the persons who are owners of at least
17 twenty-five percent (25%) of the assessed valuation of the real property in the area sought
18 to be annexed binding upon the southerly Corporate Limit of the City of Salisbury to be
19 known as "Johnson Road - Dirk Widdowson Property Annexation" beginning for the same
20 at a point on the Corporate Limit, said point being South from a corner of the existing
21 Corporate Limit of the City of Salisbury and also being on the westerly line of and near the
22 northwesterly corner of the lands of Dirk Widdowson located at 927 Johnson Road
23 continuing around the perimeter of said land to the point of beginning.

24 WHEREAS the City of Salisbury has caused to be made a certification of the
25 signatures on said petition for annexation and has verified that the persons signing the
26 petition represent at least twenty-five percent (25%) of the persons who are eligible voters
27 and property owners owning twenty-five percent (25%) of the assessed valuation of real
28 property in the area to be annexed, all as of March 5, 2019, and, as will more particularly
29 appear by the certification of Leslie C. Sherrill, Surveyor, of the City of Salisbury, attached
30 hereto as **Exhibit 2**; and

31 WHEREAS it appears that the petition dated January 9, 2019, meets all the
32 requirements of the law; and

33 WHEREAS the public hearing is scheduled for _____, 2019 at
34 6:00 p.m.

35 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY
36 THAT it is hereby proposed and recommended that the boundaries of the City of Salisbury
37 be changed to annex and include within said City all that parcel of land together with the
38 persons residing therein and their property, contiguous to and binding upon the southerly
39 Corporate Limit of the City of Salisbury beginning for the same at a point on the Corporate
40 Limit, said point being South from a corner of the existing Corporate Limit of the City of
41 Salisbury and also being on the westerly line of and near the northwesterly corner of the
42 lands of Dirk Widdowson located at 927 Johnson Road continuing around the perimeter of
43 said land to the point of beginning, and being described more particularly on **Exhibit A**,
44 attached hereto, and made a part hereof.

45 AND BE IT FURTHER RESOLVED BY THE CITY OF SALISBURY, THAT the annexation
46 of said area be made subject to the terms, conditions and agreements in **Exhibits A-C**
47 attached hereto and made a part hereof.

48 AND BE IT FURTHER RESOLVED BY THE CITY OF SALISBURY, that the Zoning Map
49 of the City of Salisbury shall be amended to include this newly annexed property in the R-
50 8A residential zoning district. Said property is presently classified as R-20 Residential
51 District under the zoning laws of Wicomico County.

52 AND BE IT FURTHER RESOLVED BY THE CITY OF SALISBURY, that the Council hold a
53 public hearing on the annexation hereby proposed on _____, 2019 at 6:00

54 p.m. in the Council Chambers at the City-County Office Building and the City Administrator
55 shall cause a public notice of time and place of said hearing to be published not fewer than
56 two (2) times at not less than weekly intervals, in at least one newspaper of general
57 circulation in the City of Salisbury, which said notice shall specify a time and place at which
58 the Council of the City of Salisbury will hold a public hearing on the Resolution, which date
59 shall be no sooner than 15 days after the final required date of publication specified above.

60 AND BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY,
61 THAT this resolution shall take effect upon the expiration of forty-five (45) days following
62 its final passage, subject, however, to the right of referendum as contained in the Local
63 Government Article of the Maryland Code.

64 The above Resolution was introduced, read and passed at the regular meeting of the
65 Council of the City of Salisbury held on _____, 2019, having been duly published
66 as required by law; in the meantime a public hearing was held on _____, 2019,
67 and was finally passed by the Council at its regular meeting held on _____,
68 2019.

69 _____
70 _____
71 Kimberly R. Nichols,
72 City Clerk

John R. Heath,
Council President

73
74 APPROVED BY ME this ____ day of _____, 2019.

75 _____
76 _____
77 Jacob R. Day,
78 Mayor

CITY OF SALISBURY

PETITION FOR ANNEXATION

To the Mayor and Council of the City of Salisbury:

I/We request annexation of my/our land to the City of Salisbury.

Parcel(s) # 270

Map # 48

SIGNATURE (S)

Christina Woodson

1-9-19
Date

Date

Date

Date



City of
Salisbury
Jacob R. Day, Mayor

CERTIFICATION

JOHNSON ROAD – WIDDOWSON PROPERTY ANNEXATION

This is to certify that I have verified the petitions for the annexation and that to the best of my knowledge the persons having signed the petition represent at least 25% of the registered voters residing in the area to be annexed and are the owners of at least 25% of the assessed valuation of real property located in the area to be annexed.

Leslie C. Sherrill
Surveyor

Date: 3/5/19

Johnson Road – Widdowson Property – Certification – 3-5-19.doc

EXHIBIT A

JOHNSON ROAD – DIRK WIDDOWSON PROPERTY

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Annexation containing 1.767 acres, more or less.

Exhibit B

**ANNEXATION PLAN
FOR THE
DIRK W. WIDDOWSON – JOHNSON ROAD
ANNEXATION
TO THE CITY OF SALISBURY**

July 26, 2019

This Annexation Plan is consistent with the Municipal Growth Element of the 2010 Comprehensive Plan adopted by the City of Salisbury. The following are milestones in the public review and consideration of the proposed Annexation which is the subject of this Annexation Plan:

- At a Work Session of the City of Salisbury Mayor and City Council (the “**Mayor and City Council**”), held on February 4, 2019, the Salisbury City Council (the “**City Council**”) reviewed the Petition for Annexation (the “**Annexation Petition**”) submitted by Dirk W. Widdowson (“**Widdowson**”), dated January 9, 2019, which requested the City of Salisbury, Maryland (the “**City**”) annex the following parcel of land:
 - Map 0048, Grid 0005, Parcel 0270, consisting of 1.77 acres more or less, and having a premises address of 927 Johnson Road, Salisbury, Maryland 21804 and 929 Johnson Road, Salisbury, Maryland 21804, and further having a Tax Identification Number of 08-020132 (the “**Widdowson Property**”).
- At the May 16, 2019 Meeting of the Salisbury-Wicomico County Planning Commission (the “**Planning Commission**”), the Planning Commission reviewed the proposed annexation of the Widdowson Property and approved a favorable recommendation to the City for the proposed zoning of the Widdowson Property.
- On _____, 2019, a Regular Meeting of the Mayor and City Council was convened, during which the City Council reviewed this Annexation Plan and a Resolution of the City Council to authorize and approve the City’s annexation of the Widdowson Property (said Resolution is hereinafter referred to as the “**Annexation Resolution**”), and, in accordance with applicable state and local law, directed that a date for a Public Hearing be established to hear public comment on the City’s annexation of the Widdowson Property, as requested by the Annexation Petition submitted by Widdowson. Furthermore, at the _____ 2019, Regular Meeting of the Mayor and City Council, the City Council directed this Annexation Plan be submitted to the Maryland Department of Planning and the Wicomico County Council for comment, within thirty (30) days of the Public Hearing on the Annexation Resolution, as required by applicable Maryland law.

1.0. GENERAL INFORMATION AND DESCRIPTION OF ANNEXED PROPERTY.

1.1. Petitioners for Annexation of the Widdowson Property. Widdowson is the Petitioner for annexation of the Widdowson Property. All that certain real property defined herein as the Widdowson Property was conveyed unto Widdowson by Deed from Dirk W. Widdowson, Personal Representative of the Estate of Roger L. Webster, dated September 13, 2018 and recorded among the Land Records of Wicomico County, Maryland in Liber 4378, folio 0160.

1.2. Location. The Widdowson Property is located on the Northerly side of and binding upon the County Road leading from Salisbury to Johnson’s Mill known as “Johnson Road.” The Widdowson Property is located at the southern limits of Salisbury. As explained in Section 1.3(b) of this Annexation Plan: despite being identified as just one parcel by the Maryland State Department of Assessments and Taxation (“SDAT”) (i.e. Map 0048, Grid 0005, Parcel 0270), the Widdowson Property has two premises addresses: 927 Johnson Road, Salisbury, Maryland 21804 and 929 Johnson Road, Salisbury, Maryland 21804.

1.3. Property Description; Reason for the Annexation Petition.

- (a) The Widdowson Property consists of 1.77 +/- acres of land as more particularly depicted and described by a plat entitled "Annexation Plat, 927 Johnson Road, Salisbury, For: Dirk W. Widdowson", dated May 31, 2019 and prepared by Parker & Associates, Inc., which is intended to be recorded among the Plat Records of Wicomico County, Maryland following the City's annexation of the Widdowson Property (the "Annexation Plat"). (The Annexation Plat is incorporated herein and a reduced scale copy of said Annexation Plat is attached hereto as *Exhibit A*). The Annexation Plat depicts all that same real property more particularly described by metes, bounds, courses and distances in that certain legal description attached hereto and incorporated herein as *Exhibit B* (the "Widdowson Property Description").
- (b) As depicted on the Annexation Plat, the Widdowson Property is improved by two (2), separate residential dwellings located on the easterly and westerly ends of the property respectively, along with several accessory structures. (See *Exhibit A*). Each of the two (2) residential dwellings on the Widdowson Property is (or was) served by a separate, independent sewage disposal system. As set forth below, the Annexation Petition submitted by Widdowson arises exclusively from the failure or impending failure of the sewage disposal systems installed at the Widdowson Property:
- The residential dwelling located on the easterly side of the Widdowson Property has a premises address of 929 Johnson Road, Salisbury, Maryland 21804 and is occupied by a single tenant (said residential dwelling is hereinafter referred to as the "929 Johnson Road Dwelling"). The sewage disposal system serving the 929 Johnson Road Dwelling is currently operative and in working condition; however, that sewage disposal system is in the form of a cesspool. The cesspool at the 929 Johnson Dwelling has already been deemed "insufficient for repair"; consequently, under applicable law, if/when the cesspool fails, Widdowson (or his successor-in-interest) will be prohibited from repairing or replacing it, effectively terminating the occupancy and use of the 929 Johnson Road Dwelling indefinitely because there will be no functional sewage disposal system to serve it.
 - The residential dwelling located on the westerly side of the Widdowson Property has a premises address of 927 Johnson Road, Salisbury, Maryland 21804 (said residential dwelling is hereinafter referred to as the "927 Johnson Road Dwelling"). The sewage disposal system that served the 927 Johnson Road Dwelling was a septic system which recently failed, rendering the 927 Johnson Road Dwelling ineligible for occupancy. An inspection of the failed septic system concluded it was "insufficient for repair", prohibiting the repair or replacement of the septic system and, therefore, preventing any permitted occupancy or use of the 927 Johnson Road Dwelling.
 - Because the 927 Johnson Road Dwelling has failed and cannot be repaired or replaced, and because the cesspool for the 929 Johnson Road Dwelling has already been deemed insufficient for repair or replacement if/when it fails, Widdowson has requested the City annex the Widdowson Property for the sole purpose of availing the Widdowson Property the opportunity to connect to, and eventually be served by, the City's public water and sewer utilities. Without annexation, and the access to public utilities it provides, not only will there be no pathway for any future, long-term development of the Widdowson Property (regardless of size or scope), but permitted occupancy of the Widdowson Property will – sooner rather than later – be barred indefinitely.

1.4. **Existing Zoning.** All of the Widdowson Property is currently zoned R-20 Residential under the Wicomico County Code. The property adjoining the Widdowson Property is identified as: Map 116, Parcel 314, Section 1, Lot 952; Map 116, Parcel 314, Section 1, Lot 954; and, Map 116, Parcel 314, Section 1, Lot 956 (collectively the "Schumaker Manor Parcels"). The Schumaker Manor Parcels are all located within the municipal limits of the City and are all zoned R-8 Residential under the City of Salisbury City Code (the "City

Code"). The land area located to the southwest of the Widdowson Property, developed as a planned community for retirees and known as "SummersGate Active Lifestyle Community" ("SummersGate"), is located within the municipal limits of the City and all parcels of land comprising the SummersGate community are zoned R-8A under the City Code.

2.0. LAND USE PATTERN PROPOSED FOR THE ANNEXED PROPERTY.

2.1. Comprehensive Plan.

- (a) By Resolution No. 1942, the City Council adopted the 2010 City of Salisbury Comprehensive Plan (the "**Comprehensive Plan**"). The Comprehensive Plan sets forth the land use polices for all lands located within the City's municipal limits and includes a Municipal Growth Element addressing growth areas outside the municipal limits of the City. The Municipal Growth Element section of the City's Comprehensive Plan provides in pertinent part: "the City has defined a Municipal Growth [A]rea that is sufficient to accommodate residential, commercial, and industrial land uses as illustrated on Map 11-3" attached to and incorporated within the Comprehensive Plan. The Widdowson Property is located within the City's designated Municipal Growth Area.
- (b) With respect to the City's annexation of property, the goal of the City's Comprehensive Plan is: "To encourage the orderly growth and expansion of the City of Salisbury by annexing selected areas and by providing public services to newly developing areas without overburdening these facilities while continuing to maintain a high level of services to existing developments and residents of the City."

2.2. Proposed Zoning for Widdowson Property. Upon its annexation, the Widdowson Property is proposed to be zoned as "R-8A". Per Section 17.160.010 of the City Code, the purpose of the "R-8A" zoning district is: "to recognize those areas of the city that have developed or are suitable for development with apartments or townhouses and to provide additional areas where they may be developed at densities compatible to existing or future residential development within or adjoining the districts. These districts are located in areas which are presently served or which can be served by existing municipal public utilities of water, sanitary sewer and storm drains and which contain the services and amenities necessary for concentrations of population and traffic normally associated with apartment and townhouse development."

2.3. Proposed Land Use for Widdowson Property. No development is proposed for the Widdowson Property upon its annexation, nor is any development of the Widdowson Property expected to occur in the near future. As set forth in Section 1.3(b) of this Annexation Plan, the Widdowson Property is improved by two single-family residential dwellings: the 929 Johnson Road Dwelling and the 927 Johnson Road Dwelling. The sewage disposal system serving the 929 Johnson Road Dwelling is a cesspool, and is ineligible for repair or replacement if/when it fails; the sewage disposal system that served the 927 Johnson Road Dwelling was a septic system, and it had already failed before Widdowson submitted the Annexation Petition. Widdowson has requested the City annex the Widdowson Property so that it can be connected to City public water and sewer utility service, after extension of the utilities to the Widdowson Property. The size and scope of the utility extension necessary to serve the Widdowson Property will depend on the type of development or redevelopment (if any) ultimately planned for the Widdowson Property, subject to the Planning Commission's approval.

2.4. Conditional Subdivision of the Widdowson Property. Notwithstanding the terms set forth in Section 2.3 of this Annexation Plan, in the event Widdowson (or his successor(s)-in-interest, as the case may be) requests the City extend public water and sewer utilities to serve the Widdowson Property as it is currently improved (i.e. maintaining the 927 Johnson Road Dwelling and the 929 Johnson Road Dwelling on the Widdowson Property as two (2) separate residential dwellings), the City's approval of that request shall be conditioned upon subdividing the Widdowson Property into no less than two (2) parcels, so that the 927 Johnson Road Dwelling and the 929 Dwelling are located on separate parcels of land, unless otherwise agreed to by the Director of the City of Salisbury Department of Infrastructure and Development.

3.0. THE PUBLIC FACILITIES AND SERVICES NEEDED BY THE DEVELOPMENT AND THE METHODS TO PROVIDE SUCH FACILITIES AND SERVICES TO THE ANNEXED PROPERTY.

3.1. Roads. Currently, and following its annexation by the City, the Widdowson Property can be accessed by Johnson Road, a County Road.

3.2. Water and Wastewater Treatment. As currently improved, the Widdowson Property will create a demand of about 500 gallons per day (250 gallons per day for the 927 Johnson Road Dwelling, and 250 gallons per day for the 929 Johnson Road Dwelling). Subject to the terms contained in Section 2.4 of this Annexation Plan, Widdowson, at his sole cost and expense, will connect to existing public water and sewerage facilities within the area of the Widdowson Property, as directed by the City of Salisbury Department of Infrastructure and Development. The City has no concerns about the feasibility or capacity to serve the Widdowson Property.

3.3. Schools. The Widdowson Property will not generate any additional pupil enrollment and will have no impact on school capacity.

3.4. Parks and Recreation. The City's annexation of the Widdowson Property will have no impact on park and recreational facilities, nor will it generate a demand for park and recreational facilities.

3.5. Fire, E.M., and Rescue Services. The City of Salisbury Fire Department provides fire suppression, technical rescue, special operations and advanced life support emergency medical treatment and transport services (collectively "fire and emergency services") to residents of the Salisbury Fire District. The Widdowson Property is located within the Salisbury Fire District; accordingly, the Salisbury Fire Department will continue providing fire and emergency services to the Widdowson Property after its annexation into the City.

3.6. Police. The City of Salisbury Police Department will provide police services to the Widdowson Property.

3.7. Stormwater Management. Stormwater management is governed by the State of Maryland, and stormwater management regulations are administered locally.

3.8. Waste Collection. The City provides garbage and recycling collection for single-family residential dwellings located within the municipal limits. Upon annexation of the Widdowson Property, the City will provide municipal garbage and recycling collection services for the Widdowson Property, subject to any future development and/use of the Widdowson Property which requires garbage and recycling collection service from independent waste haulers.

4.0. HOW DEVELOPMENT OF THE ANNEXED PROPERTY WILL RELATE TO EXISTING/PLANNED LAND USE DEVELOPMENT, STREETS, PUBLIC FACILITIES AND SERVICES, OPEN SPACES AND NATURAL AREAS. The City's annexation of the Widdowson Property is consistent with applicable Maryland and local law. The Annexation Petition does not arise from any development scheme for the Widdowson Property; indeed, as of the date of this Annexation Plan, there are no plans to develop (or redevelop) the Widdowson Property following its annexation, and any future development (or redevelopment) of the Widdowson Property will be subject to the review and approval of the Planning Commission. In this matter, Widdowson's request for the City's annexation of the Widdowson Property arises exclusively from the insufficient and already-failed private sewage disposal systems that serve (or formerly served) the two (2) single-family dwellings located on the Widdowson Property (i.e. the 927 Johnson Road Dwelling and 929 Johnson Road Dwelling, as defined hereinabove).

EXHIBIT B

JOHNSON ROAD – DIRK WIDDOWSON PROPERTY

Beginning for the same at a point being South seventy-eight degrees twelve minutes twenty-one seconds East (S 78° 12' 21" E) fourteen decimal seven, two (14.72) feet from a corner of the existing Corporate Limits Line of the City of Salisbury, MD and also being on the westerly line of and near the northwesterly corner of the lands of Dirk W. Widdowson located at 927 Johnson Road X 1,209,443.16 Y 189,812.35 (1) Thence by and with the said line of the Widdowson land South seven degrees thirty-one minutes twenty-seven seconds West (S 7° 31' 27" W) three hundred fifty-five decimal five, two (355.52) feet to a point on the northerly right of way line of Johnson Road being the southwesterly corner of the said Widdowson land. X 1,209,396.61 Y 189,459.89 (2) Thence by and with the said line of Johnson Road South eighty-one degrees fifty-seven minutes forty-four seconds East (S 81° 57' 44" E) two hundred twenty decimal five, two (220.52) feet to a point at the southeasterly corner of the said Widdowson land. X 1,209,614.95 Y 189,429.05 (3) Thence by and with the easterly line of the said Widdowson land North seven degrees forty-two minutes fifteen seconds East (N 7° 42' 15" E) three hundred forty decimal nine, six (340.96) feet to a point on the aforementioned line of the Corporate Limits of Salisbury, MD, near the northeasterly corner of the said Widdowson land. Said point being North seventy-eight degrees twelve minutes twenty-one seconds West (N 78° 12' 21" W) two decimal nine, six (2.96) feet from a corner of the said Corporate Limits Line. X 1,209,660.66 Y 189,766.93 (4) Thence by and with the said Corporate Limits line North seventy-eight degrees twelve minutes twenty-one seconds West (N 78° 12' 21" W) two hundred twenty-two decimal two, zero (222.20) feet to the point of beginning.

Annexation containing 1.767 acres, more or less.

DIRK W. WIDDOWSON – JOHNSON ROAD ANNEXATION

ANNEXATION AGREEMENT

THIS ANNEXATION AGREEMENT (“Agreement”) is made this _____ day of _____, 2019, by and between the *City of Salisbury, Maryland*, a municipal corporation of the State of Maryland (the “City”), and *Dirk W. Widdowson* (“Widdowson”) (the City and Widdowson are hereinafter referred to collectively as the “Parties”).

RECITALS

WHEREAS, for purposes of this Agreement, the term “Widdowson” shall be deemed to include each and every subsidiary, successor-in-interest and/or assign of Widdowson, as the case may be, such that this Agreement, and all of the terms and conditions set forth herein, shall apply to, be binding in all respects upon and inure to the benefit of each and every successor-in-interest and/or assign of Widdowson, as the case may be;

WHEREAS, Widdowson is the fee simple owner of that certain real property consisting of approximately 1.77 acres of land, more or less, having a premises address of 927 Johnson Road, Salisbury, Maryland 21804 and 929 Johnson Road, Salisbury, Maryland, and having a State of Maryland Tax Identification Number of 08-020132, being all that same real property identified as Map 0048, Grid 0005, Parcel 0270 on the Tax Records of the State of Maryland, and further being, in all respects, all that real property described in a Deed, dated September 13, 2018, from Dirk W. Widdowson, Personal Representative of the Estate of Roger L. Webster unto Dirk W. Widdowson, individually, recorded among the Land Records of Wicomico County in Liber 4378, Folio 0160 (the “Widdowson Property”);

WHEREAS, the Widdowson Property is contiguous and adjacent to the present corporate boundaries of the City, which said Widdowson Property is more particularly depicted and described by a plat entitled “Annexation Plat, 927 Johnson Road, Salisbury, For: Dirk W. Widdowson”, dated May 31, 2019 (the “Annexation Plat”) (the Annexation Plat is incorporated herein and a reduced scale copy of said Annexation Plat is attached hereto as *Exhibit A*), prepared by Parker & Associates, Inc. and intended to be recorded among the Plat Records of Wicomico County, Maryland upon the City’s annexation of the Widdowson Property, depicting all that same real property more particularly described by metes, bounds, courses and distances in that certain legal description attached hereto and incorporated herein as *Exhibit B* (the “Widdowson Property Description”);

WHEREAS, to effectuate the annexation of the Widdowson Property, Widdowson submitted to the City a Petition for Annexation of the Widdowson Property (the “Petition”) (a copy of the Petition is attached hereto and incorporated herein as *Exhibit C*);

WHEREAS, Widdowson, as of the date and year of this Agreement, constitutes the owner of one hundred percent (100%) of the assessed value of the Widdowson Property, being all that real property to be annexed by the City as contemplated by this Agreement;

WHEREAS, following the City’s annexation of the Widdowson Property as contemplated herein, there are no immediate plans for its development;

WHEREAS, the 2010 City of Salisbury Comprehensive Plan (the “Comprehensive Plan”) sets forth the land use polices for all lands located within the City’s municipal limits and includes a Municipal Growth Element addressing growth areas outside the municipal limits of the City;

WHEREAS, the Municipal Growth Element section of the City’s Comprehensive Plan provides in pertinent part: “the City has defined a Municipal Growth [A]rea that is sufficient to accommodate residential, commercial, and industrial land uses as illustrated on Map 11-3” attached to and incorporated within the Comprehensive Plan, and the land uses shown within the City’s Municipal Growth Area “reflect a policy decision by the City, and by Wicomico County, that the City will remain the center for employment and commercial development in Wicomico County”;

WHEREAS, the Widdowson Property is included within the City's Municipal Growth Area, which designates the Widdowson Property as "Medium Density Residential";

WHEREAS, following Widdowson's submission of the Petition, the City, through its Department of Infrastructure and Development (the "I&D Department"), referred the Petition to the Salisbury-Wicomico County Planning Commission (the "Planning Commission") for the Planning Commission's consideration and approval of the proposed zoning for the Widdowson Property upon its annexation by the City;

WHEREAS, at its May 16, 2019 meeting, the Planning Commission unanimously approved zoning the Widdowson Property as "R-8A" upon its annexation by the City, on the basis the R-8A zoning is consistent with Widdowson's proposed use of the Widdowson Property, as well as the land use policies set forth in the City's Comprehensive Plan;

WHEREAS, without annexation, the Widdowson Property is ineligible to receive City services, including municipal water and sanitary sewer utility service;

WHEREAS, the City agrees to annex the Widdowson Property, provided Widdowson agrees to adhere to all laws, ordinances and regulations of the City and all of the terms and conditions of this Agreement, including, expressly, such terms and conditions governing Widdowson's development and use of the Widdowson Property or any portion thereof;

WHEREAS, the City has held all public hearings regarding the proposed annexation of the Widdowson Property as required by applicable state and local law and as otherwise deemed appropriate by the City; and,

WHEREAS, in accordance with the Petition and pursuant to the authority granted unto the City by the provisions of MD Code, Local Government, § 4-101, *et seq.*, the Parties hereby enter into this Agreement for the purpose of establishing the terms and conditions governing the City's annexation of the Widdowson Property and all annexation proceedings relating thereto.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which the Parties expressly acknowledge, the Parties agree as follows:

1. **Effective Date.** The effective date of this Agreement shall be the date upon which the Resolution authorizing the City's annexation of the Widdowson Property, passed by majority vote of the City Council of the City of Salisbury (the "City Council"), becomes effective (the Resolution passed by the City Council authorizing the City's annexation of the Widdowson Property is hereinafter referred to as the "Annexation Resolution"). The City's annexation of the Widdowson Property shall not become effective until all appeal and referendum periods for the Annexation Resolution have expired, and, if applicable, all appeals and referenda have been resolved in favor of the City's annexation of the Widdowson Property.

2. **Warranties & Representations of the City.**

(a) When reviewing any development plan submitted for or relating to the Widdowson Property or any portion thereof, including, but not limited to, any Subdivision Plat subdividing the Widdowson Property, the Planning Commission, and its associated staff, and the City, and all of its officials, employees, representatives, agents and consultants, shall be guided by all terms of this Agreement, to ensure all matters addressed by this Agreement are implemented in accordance with the terms and conditions set forth herein. All approvals relating to the development and/or use of the Widdowson Property granted by any commission, board, body or agent of the City or any other government agency having jurisdiction over the Widdowson Property or the development thereof, shall, to the fullest extent possible, comply with all terms and conditions of this Agreement.

(b) The Parties expressly acknowledge the City's annexation of the Widdowson Property is not intended, nor shall it be construed, in any way whatsoever, to prohibit the City from enacting or otherwise adopting any future ordinance(s), charter provision(s) and/or engineering standard(s), including any amendment(s) thereto, the City may deem necessary or appropriate to protect the health, safety and welfare of City residents or the public at large, or from applying the provisions of any such future ordinance(s), charter provision(s) and/or engineering standard(s), including any amendment(s) thereto, to any matter relating to the development or use of the Widdowson Property or any portion thereof; provided, however, any such application by the City shall not result in the divestment or termination of any prior approval(s) for any development and/or use of the Widdowson Property or interfere with Widdowson's vested rights in and to the Widdowson Property to an extent greater than the impact such future ordinance(s), charter provision(s) and/or engineering standard(s), including any amendment(s) thereto, have upon other similarly-situated properties located within the municipal limits of the City.

3. Warranties & Representations of Widdowson.

(a) The execution of this Agreement shall constitute Widdowson's express written consent to the City's annexation of the Widdowson Property as required by MD Code, Local Government, § 4-403(b)(1)-(2).

(b) Widdowson represents and warrants to the City as follows: (i) Widdowson has the full power and authority to execute this Agreement; (ii) Widdowson is the sole, fee simple owner of the Widdowson Property, and, accordingly, is the fee simple owner of all that certain real property constituting one hundred percent (100%) of the assessed value of the Widdowson Property, as of the date and year first above written; and, (iii) to the best of Widdowson's knowledge and belief there is no action pending against or otherwise involving Widdowson and/or the Widdowson Property which could affect, in any way whatsoever, Widdowson's right and authority to execute this Agreement.

(c) The Parties expressly acknowledge and agree Widdowson will receive a benefit from the City's annexation of the Widdowson Property; accordingly, by his execution of this Agreement, Widdowson expressly waives and relinquishes any and all rights or claims he has, or may have, to withdraw his consent to the City's annexation of the Widdowson Property or any portion thereof; and, furthermore, neither Widdowson nor any of his agents or representatives shall petition the Annexation Resolution to referendum. The Parties expressly agree the waiver and relinquishment made by Widdowson under this Section 3(b) represents material consideration received by the City for its annexation of the Widdowson Property, without which the City would not enter into this Agreement.

4. Application of City Code and Charter; City Taxes. From and after the effective date of the Annexation Resolution, all provisions of the City of Salisbury Charter and the City Code shall have full force and effect as to all matters applicable or otherwise relating to the Widdowson Property including the development and/or use of any portion thereof, except as otherwise expressly set forth herein. The Parties expressly acknowledge and agree that, upon the City's annexation of the Widdowson Property, the Widdowson Property shall be subject to any and all applicable taxes, fees and/or other charges levied, assessed or imposed by the City from time to time.

5. Municipal Zoning. Upon the effective date of the Annexation Resolution, the Widdowson Property shall be zoned R-8A.

6. Municipal Services.

(a) Subject to the obligations of Widdowson under Sections 9(c)(i)-(iii), the City agrees to provide all necessary municipal services required for Widdowson's development and/or use of the Widdowson Property, including, but not limited to, adequate water and sewer services, fire and police protection, and other municipal services generally available to residents of the City.

(b) With respect to the allocation of public water and/or wastewater capacity and/or services for the Widdowson Property or any portion thereof, any such allocation shall be determined by the City pursuant to the City's allocation plans in effect at the time a request for public water and/or wastewater capacity and/or services is submitted by Widdowson in accordance with the City's applicable policies and procedures. Notwithstanding any term to the contrary set forth herein, Widdowson expressly acknowledges and agrees that no public water or wastewater capacity for any existing use(s) or any future development of the Widdowson Property shall be allocated or otherwise reserved by the City unless and until Widdowson has made payment to the City for all applicable capacity fee(s) for any such allocation of water and/or wastewater capacity and/or services in accordance with the applicable policies of the City existing at such time. Widdowson shall not be obligated to pay any capacity fee(s) or to connect any portion of the Widdowson Property to the City's water and/or wastewater systems until the earlier occurrence of: (i) Widdowson's election, at his discretion, to connect the Widdowson Property, or any portion thereof, to the City's water and/or wastewater systems; or (ii) the issuance, by the Wicomico County Health Department or the Maryland Department of the Environment (as the case may be), of a final non-appealable order requiring the connection of any portion of the Widdowson Property to the City's water and/or wastewater systems.

7. **Standards & Criteria.** Should any environmental, engineering or other similar standard or criteria expressly provided in this Agreement be exceeded by any local, state or federal law, regulation, rule, standard or authorized criteria enacted, promulgated, ordered or adopted following the date and year of this Agreement, the newer stricter law, regulation, rule, standard or authorized criteria shall govern the rights and obligations of the Parties hereunder.

8. **City Boundary Markers.**

(a) At his sole cost and expense, Widdowson shall install City Boundary Markers at the boundary lines of the Widdowson Property to identify the new, enlarged municipal boundaries of the City resulting from the annexation of the Widdowson Property. Within ninety (90) days from the date the forty-five (45) day referendum period for the Annexation Resolution expires, Widdowson shall provide the City with receipt(s), or other written documentation acceptable to the City, evidencing the installation of the aforesaid City Boundary Markers.

(b) If Widdowson fails to perform his obligations under Section 8(a), then, after the expiration of the ninety (90) day period provided in Section 8(a), Widdowson shall make payment to the City in the amount of Ten Thousand Dollars and 00/100 (\$10,000.00) or in the amount of the total costs incurred by the City to perform the obligations of Widdowson under Section 8(a), whichever amount is greater.

9. **Development Considerations.**

(a) **Fees & Costs.** Widdowson expressly acknowledges and agrees to pay the City for any and all fees, costs and/or expenses, including, but not limited to, any legal fees, planning fees and/or consulting fees, incurred by the City in connection with the preparation of this Agreement, the preparation of the Annexation Resolution, the preparation of any other document(s) pertaining to the annexation of the Widdowson Property, the publication of any public notice(s) for or in connection with the City's annexation of the Widdowson Property, and/or any other matter relating to or arising from the City's annexation of the Widdowson Property, as determined by the City in its sole discretion. The City shall invoice Widdowson for all costs to be paid by him under this Section 9(a); and, Widdowson shall make payment of all amounts due and owing the City under this Section 9(a) within fifteen (15) days of Widdowson's receipt of any invoice from the City.

(b) **Development of Widdowson Property.** Widdowson shall develop the Widdowson Property in a manner that complies with all laws and regulations governing the development of property located within the City's R-8A zoning district.

(c) Contribution to the Re-Investment in Existing Neighborhoods.

- (i) Prior to Widdowson submitting or filing any application or request with the City for issuance of any permit relating to the development of the Widdowson Property (including an application for a building permit), or upon the expiration of one hundred eighty (180) days from the effective date of the Annexation Resolution, whichever occurs first, Widdowson shall pay a non-refundable development assessment to the City in the amount of Fifteen Thousand Nine Hundred Fifty Dollars and 00/100 (\$15,950.00) (the "Development Assessment"). The Parties expressly acknowledge and agree Widdowson's payment of the Development Assessment represents a material part of the consideration to be received by the City hereunder, without which the City would not enter into this Agreement.
- (ii) In the event Widdowson fails to pay the Development Assessment in accordance with the terms of Section 9(c)(i), the Development Assessment shall bear interest from the due date thereof to the date of payment at the rate of ten percent (10%) per annum. Notwithstanding any term to the contrary set forth herein, the Development Assessment, including all late charges incurred thereon (if any), shall be paid to the City prior to the issuance of any permit for or in connection with any development of the Widdowson Property.
- (iii) The Development Assessment is intended for use by the City, in its sole discretion, for purposes of beautification, restoration and revitalization improvements to existing neighborhoods within the City, or for any other purpose deemed necessary and appropriate by the City. The Development Assessment is in addition to and independent of: (A) any water and/or wastewater comprehensive connection charge(s), capacity fee(s) or any other assessment(s) charged, levied or otherwise imposed by the City in connection with the use or development of the Widdowson Property; (B) any impact fee(s) levied or imposed by Wicomico County or the City relating to any use or development of the Widdowson Property; and/or, (C) any other charge(s) or fee(s) the City may assess against Widdowson and/or the Widdowson Property in accordance with this Agreement and/or any applicable law(s) or regulation(s) governing the development or use of the Widdowson Property or any portion thereof.

(d) Public Utility Improvements & Extensions; Wastewater Service.

- (i) The Parties expressly acknowledge and agree the extension of public water and wastewater utilities will be necessary to meet the requirements for utility service provided to the Widdowson Property. Accordingly, at his sole cost and expense, Widdowson shall design and construct, or cause to be designed and constructed, such public water and wastewater utility extension(s), including, but not limited to, water main(s), sewer main(s), trunk line(s), fire hydrant(s) and any appurtenant facilities, necessary to serve the Widdowson Property, including any future development thereof, subject to all applicable City standards and specifications. Widdowson further acknowledges and agrees the water and wastewater sewer utility facilities designed and constructed in accordance with this Section 9(d)(i) shall be oversized in the manner and to the extent determined by the Director of the City's I&D Department.

- (ii) Widdowson's design and construction of the facilities required for the extension of the City's public water and wastewater utilities to serve the Widdowson Property shall be governed by the terms and conditions of a Public Works Agreement by and between Widdowson and the City (the "PWA"). The PWA shall be executed by the Parties as soon as reasonably practicable following the Planning Commission's approval of any development plan for or relating to the Widdowson Property or any portion thereof, including, but not limited to, any Subdivision Plat providing for the subdivision of the Widdowson Property, and any such approval from the Planning Commission shall be expressly conditioned upon the Parties execution of the PWA in accordance with the terms of this Section 9(d)(ii). Notwithstanding any term to the contrary set forth herein, no permit may be issued to Widdowson, or any party acting for or on his behalf, for any work associated or in connection with the development of the Widdowson Property or any portion thereof, until the PWA is executed by the Parties.

10. **RECORD PLAT.** Widdowson shall provide the City with a copy of the final record plat for any development of, on or within the Widdowson Property or any portion thereof, including any Subdivision Plat providing for the subdivision of the Widdowson Property.

11. **NOTICES.** All notices and other communication in connection with this Agreement shall be made in writing and shall be deemed delivered to the addressee thereof as follows: (a) when delivered in person on a business day at the address set forth below; (b) on the third (3rd) business day after being deposited in any main or branch United States post office, for delivery by properly addressed, postage prepaid certified or registered mail, return receipt requested, at the address set forth below; or, (c) when delivered by a nationally-recognized delivery service company at the address set forth below, with written proof of delivery.

All notices and other communications to Widdowson shall be addressed to, and delivered at, the following addresses:

Dirk W. Widdowson
12351 Southampton Drive
Bishopville, Maryland 21813

All notices and other communications to the City shall be addressed to, and delivered at, the following addresses:

City of Salisbury
c/o Amanda H. Pollack, P.E., Director
Department of Infrastructure and Development
125 N. Division Street, Room 202
Salisbury, Maryland 21801

With a copy to:

Michael P. Sullivan, Esquire
Cockey, Brennan & Maloney, P.C.
313 Lemmon Hill Lane
Salisbury, Maryland 21801

With a copy to:

S. Mark Tilghman, Esquire
Seidel, Baker & Tilghman, P.A.
110 N. Division Street
Salisbury, Maryland 21801
City Solicitor

12. **Future Uses of the Widdowson Property.** Widdowson expressly acknowledges and agrees that, upon the effective date of the Annexation Resolution, any development or use of the Widdowson Property or any portion thereof must comply with all applicable laws, rules and regulations of the City, as may be amended from time to time, including, but not limited to, all applicable zoning laws of the City and all applicable permitting and/or approval procedures established by the City governing the development and/or use of property located within the City's R-8A zoning district. Any development, subdivision and/or use of the Widdowson Property shall be subject to, and must comply with, all applicable capacity fees and/or impact fees as established by the City and/or Wicomico County existing on the effective date of the Annexation Resolution, subject to any amendments thereto as may be adopted or promulgated, from time to time, by the City and/or Wicomico County, as the case may be. The Parties expressly acknowledge and agree that neither this Agreement nor any of the terms set forth herein shall, in any way whatsoever, constitute or otherwise be construed as an approval by the City of any specific development at, upon or within any portion of the Widdowson Property, including any subdivision of the Widdowson subsequent to the date and year first above written. The Parties further expressly acknowledge and agree that neither this Agreement nor any of its terms shall constitute or otherwise be construed as a waiver by the City of: any tax(es) levied or assessed by the City upon the Widdowson Property; or, any fee(s), assessment(s) or charge(s) that may be imposed by the City, from time to time, arising from or in connection with any development or use of the Widdowson Property, or any portion thereof, and/or any subdivision of the Widdowson Property.

13. **Miscellaneous Provisions.**

(a) **Applicable Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Maryland, without regard to its conflict of laws principles. The Parties, acting for themselves and for their respective successors and assigns, without regard to domicile, citizenship or residence, hereby expressly and irrevocably consent to and subject themselves to the jurisdiction of the Maryland courts and to venue in Wicomico County, Maryland with respect to any matter arising from or in connection with this Agreement.

(b) **Scope of Agreement.** This Agreement is not intended to limit the exercise of any police power(s) of the City, nor is this Agreement intended to limit the operations of the City government or guarantee the outcome of any administrative process. Unless otherwise expressly set forth herein, this Agreement shall be subject to all properly enacted laws and properly adopted governmental regulations, now or hereafter existing and applicable. This Agreement shall not be rendered invalid by reason of the enactment or amendment of any law or the adoption or amendment of any regulation, which is: (i) enacted or adopted by the City in the exercise of a governmental power for a valid governmental purpose; (ii) enacted or adopted by the City as a result of a state or federal mandate; or, (iii) applicable to the Widdowson Property and to similarly situated property located outside of the City in Wicomico County.

(c) **Entire Agreement.** This Agreement and all exhibits attached hereto constitutes the entire agreement and understanding of the Parties with respect to the transactions contemplated herein, and all prior negotiations, writings and understandings of the Parties relating to the subject matter of this Agreement are merged herein and are superseded and canceled by this Agreement.

(d) **Waiver.** None of the terms or conditions of this Agreement may be waived, except if set forth in a writing signed by the party entitled to the benefit of the term(s) or condition(s) so waived; and, such waiver shall be effective only in the specific instance and for the specific purpose for which the waiver is given.

(e) **Development of Widdowson Property as a Private Undertaking.** The Parties expressly acknowledge and agree: (i) any development or use of the Widdowson Property, or any portion thereof, is a private undertaking by Widdowson; (ii) neither the City nor Widdowson is acting as the agent of any other party hereto in any respect hereunder; and, (iii) that each party hereto is an independent contracting entity with respect to the provisions of this Agreement. No partnership, joint venture or other association between the Parties, of any kind whatsoever, is formed by the terms of this Agreement.

(f) **Modification.** Neither this Agreement nor any term contained herein may be waived, modified, amended, discharged or terminated except in a writing signed by the Parties.

(g) **Binding Effect.** The terms of this Agreement shall be binding upon and shall inure to the benefit of the Parties, any successor municipal authority of the City and any successor owner(s) of record of the Widdowson Property or any portion thereof.

(h) **Assignment of Agreement.** The Parties expressly acknowledge and agree this Agreement shall be assignable, in whole or in part, by Widdowson to any purchaser of the Widdowson Property or any portion thereof, without the consent of the City or any of its elected officials, employees or agents; provided, however, any sale, transfer, assignment, gift or conveyance of the Widdowson Property, or any portion thereof, shall be subject to the terms of this Agreement. Notwithstanding any term to the contrary set forth in this Section 13(h), Widdowson shall not transfer, or pledge as security for any debt or obligation, any of his interest in or to all or any portion of the Widdowson Property without first obtaining the acknowledgment of the transferee or pledgee to be bound by all of the terms and conditions contained in this Agreement, as if such transferee or pledgee was a party to this Agreement. Widdowson shall provide the City with a copy of all documents, including all exhibits attached thereto (if any), evidencing any transfer or assignment by Widdowson of any of his interests in and to the Widdowson Property or any portion thereof.

(i) **Express Condition.** The obligations of Widdowson under this Agreement shall be contingent upon the annexation of the Widdowson Property becoming effective (as set forth in Section 1 hereof) and shall not constitute the personal obligations of Widdowson independent of his ownership of the Widdowson Property or any portion thereof. Notwithstanding any term to the contrary set forth herein, Widdowson expressly acknowledges and agrees his obligations under Section 9(a) are not contingent or otherwise conditioned upon the City's annexation of the Widdowson Property, and such obligations shall be binding upon Widdowson and enforceable by the City against Widdowson and/or any of Widdowson's successor(s), representative(s), transferee(s) and/or assign(s), to the fullest extent permitted by Maryland law.

(j) **No Third-Party Beneficiaries.** This Agreement shall not confer any rights or remedies upon any person or entity other than the Parties and their respective successors and/or assigns.

(k) **Recording of Agreement.** This Agreement, including all exhibits attached hereto (each of which is incorporated in this Agreement by this reference), shall be recorded among the Land Records of Wicomico County, the costs of which shall be paid by Widdowson. This Agreement and all terms and conditions contained herein shall run with the Widdowson Property, and any portion thereof, and shall be binding upon and inure to the benefit of the Parties and each of their respective heirs, personal representatives, successors, transferees and/or assigns.

(l) **No Reliance.** Each of the Parties, for itself, expressly acknowledges and agrees that, in entering into this Agreement, such party has not been induced by or relied upon any representation(s) or statement(s), whether express or implied, written or unwritten, made by any agent, representative or employee of the other party to this Agreement, which is not expressly set forth herein.

(m) **Further Assurances.** The Parties covenant and agree to do, execute, acknowledge and deliver, or cause to be done, executed, acknowledged and delivered, all such further acts, deeds, documents, assignments, transfers, conveyances, powers of attorney and assurances as may be reasonably necessary or desirable to give full effect to this Agreement.

(n) **Severability.** In the event any term, provision, covenant, agreement or portion of this Agreement, or his application to any person, entity or property, is adjudged invalid by a court of competent jurisdiction, the remaining provisions of this Agreement and the validity, enforceability, and application thereof to any person, entity or property shall not be impaired thereby, but such remaining provisions shall be interpreted, applied and enforced so as to achieve, as near as may be, the purpose and intent of this Agreement to the greatest extent permitted by applicable law.

(o) **Waiver of Jury Trial.** The Parties hereto shall and they hereby do waive trial by jury in any action, proceeding or counter-claim brought by a party hereto against the other party on any matters whatsoever arising out of or in any way connected with this Agreement, the relationship of the Parties to one another, and/or any claim, injury or damage arising from or consequent upon this Agreement.

(p) **Remedies.** In addition to each and every remedy now or hereafter existing at law or in equity, the Parties expressly agree that, provided the Annexation Resolution becomes effective, each party shall have the right to enforce this Agreement by an action for specific performance against the other.

(q) **Survival.** The terms and conditions of this Agreement shall survive the effective date of the Annexation Resolution and shall not be merged or expunged by the City's annexation of the Widdowson Property or any portion thereof.

(r) **Construction.** This Agreement and all of the terms and conditions set forth herein shall not be construed or enforced in favor of or against any party hereto by reason of the fact that party or that party's agent or attorney drafted all or any part of this Agreement. Section headings are for convenience of reference only and shall not limit or otherwise affect any of the provisions of this Agreement. As used herein, any reference to the masculine, feminine or neuter gender shall include all genders, the plural shall include the singular, and the singular shall include the plural.

(s) **Time.** Time is of the essence with respect to this Agreement and each and every provision hereof.

(t) **Recitals.** The Recitals set forth hereinabove are incorporated by reference herein, and made a part hereof, as if fully set forth in this Agreement.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

[SIGNATURES APPEAR ON THE PAGE THAT FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have set their hands and seals and acknowledged this Annexation Agreement as of the day and year first above written.

ATTEST/WITNESS:

"Widdowson":

Dirk W. Widdowson, Individually (Seal)

THE "CITY":

City of Salisbury, Maryland

By: _____ (Seal)
Jacob R. Day, Mayor

[Signature Page to Annexation Agreement by and between the City of Salisbury, Maryland Dirk W. Widdowson]

EXHIBIT B

JOHNSON ROAD — DIRK WIDDOWSON PROPERTY

Beginning for the same at a point being South seventy-eight degrees twelve minutes twenty-one seconds East (S 78° 12' 21" E) fourteen decimal seven, two (14.72) feet from a corner of the existing Corporate Limits Line of the City of Salisbury, MD and also being on the westerly line of and near the northwesterly corner of the lands of Dirk W. Widdowson located at 927 Johnson Road X 1,209,443.16 Y 189,812.35 (1) Thence by and with the said line of the Widdowson land South seven degrees thirty-one minutes twenty-seven seconds West (S 7° 31' 27" W) three hundred fifty-five decimal five, two (355.52) feet to a point on the northerly right of way line of Johnson Road being the southwesterly corner of the said Widdowson land. X 1,209,396.61 Y 189,459.89 (2) Thence by and with the said line of Johnson Road South eighty-one degrees fifty-seven minutes forty-four seconds East (S 81° 57' 44" E) two hundred twenty decimal five, two (220.52) feet to a point at the southeasterly corner of the said Widdowson land. X 1,209,614.95 Y 189,429.05 (3) Thence by and with the easterly line of the said Widdowson land North seven degrees forty-two minutes fifteen seconds East (N 7° 42' 15" E) three hundred forty decimal nine, six (340.96) feet to a point on the aforementioned line of the Corporate Limits of Salisbury, MD, near the northeasterly corner of the said Widdowson land. Said point being North seventy-eight degrees twelve minutes twenty-one seconds West (N 78° 12' 21" W) two decimal nine, six (2.96) feet from a corner of the said Corporate Limits Line. X 1,209,660.66 Y 189,766.93 (4) Thence by and with the said Corporate Limits line North seventy-eight degrees twelve minutes twenty-one seconds West (N 78° 12' 21" W) two hundred twenty-two decimal two, zero (222.20) feet to the point of beginning:

Annexation containing 1.767 acres, more or less.

CITY OF SALISBURY

PETITION FOR ANNEXATION

To the Mayor and Council of the City of Salisbury:

I/We request annexation of my/our land to the City of Salisbury.

Parcel(s) # 270

Map # 48

SIGNATURE (S)

Christina W. Davidson

1-9-19
Date

Date

Date

Date

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ORDINANCE NO. 2566

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY2020 FIRE DEPARTMENT BUDGET TO TRANSFER INSURANCE FUNDS RECEIVED BY THE CITY TO THE FIRE DEPARTMENT OPERATING BUDGET FROM THE GENERAL FUND FOR REVENUE RECEIVED FOR REPAIRS TO AMBULANCE A-2.

WHEREAS, damage was done to Ambulance A-2, during legitimate City of Salisbury Fire Department duties; and

WHEREAS, the Fire Department paid for the repairs to Ambulance A-2 out of the FY2020 Fire Department Operating Budget; and

WHEREAS, the City has received insurance proceeds from the Local Government Insurance Trust (LGIT) in the amount of \$4,827.79 for the repairs to Ambulance A-2; and

WHEREAS, the insurance proceeds are to be used to replenish the Fire Department Operating Budget and to bring it back in line with planned FY2020 budget expense projections for the remainder of the fiscal year.

NOW, THEREFORE BE IT ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that the City's Fiscal Year 2020 budget be amended as follows:

- 1) Increase the General Fund Revenue – Insurance proceeds account by \$4,827.79
- 2) Increase the Fire Department's Expense - Vehicles account (24035-534308) by \$4,827.79

AND 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 28th day of October 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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ORDINANCE NO. 2567

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2020 FIRE DEPARTMENT BUDGET TO TRANSFER FUNDS FROM THE CITY GENERAL FUND TO THE FIRE DEPARTMENT OPERATING BUDGET TO COVER EXPENSES FOR VEHICLE MAINTENANCE.

WHEREAS, the City has declared a 1999 Ford Crown Victoria and a 2005 Chevrolet Suburban as surplus and the vehicles have been sold at auction: and

WHEREAS, both vehicles were operated by the Salisbury Fire Department; and

WHEREAS, the City has received a total of \$5,226.25 from the proceeds generated from the auction sale and placed the funds in the City General Fund; and

WHEREAS, the Fire Department has use for the funds received and requests that the funds of \$5,226.25 be reallocated to the Fire Department Operating Budget for FY2020.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2020 budget be and is hereby amended as follows:

- 1) Increase the General Fund Revenue – sale of assets proceeds account by \$5,226.25
- 2) Increase the Fire Department's Expense - Vehicles account (24035-534308) by \$5,226.25

BE IT FURTHER ENACTED AND 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 28th day of October 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

ORDINANCE NO. 2567

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2020 FIRE DEPARTMENT BUDGET TO TRANSFER FUNDS FROM THE CITY GENERAL FUND TO THE FIRE DEPARTMENT OPERATING BUDGET TO COVER EXPENSES FOR VEHICLE MAINTENANCE.

WHEREAS, the City has declared a 1999 Ford Crown Victoria and a 2005 Chevrolet Suburban as surplus and the vehicles have been sold at auction: and

WHEREAS, both vehicles were operated by the Salisbury Fire Department; and

WHEREAS, the City has received a total of \$5,226.25 from the proceeds generated from the auction sale and placed the funds in the City General Fund; and

WHEREAS, the Fire Department has use for the funds received and requests that the funds of \$5,226.25 be reallocated to the Fire Department Operating Budget for FY2020.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2020 budget be and is hereby amended as follows:

- 1) Increase the General Fund Revenue – sale of assets proceeds account by \$5,226.25
- 2) Increase the Fire Department's Expense - Vehicles account (24035-534308) by \$5,226.25

BE IT FURTHER ENACTED AND 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 28th day of October 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

ORDINANCE NO. 2569

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND APPROVING A BUDGET AMENDMENT OF THE GRANT FUND TO APPROPRIATE FUNDS FROM A COMMUNITY NEEDS GRANT, FROM THE COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC., AWARDED FOR THE CITY OF SALISBURY YOUTH CIVICS COUNCIL.

WHEREAS, the Community Foundation of the Eastern Shore, Inc. (CFES) has a Community Needs Grant Fund; and

WHEREAS, the purpose of the Community Needs Grant is to provide support to a broad range of charitable programs; and

WHEREAS, youth empowerment and mobilization is identified as a critical component of the future of the City of Salisbury; and

WHEREAS, the mission of the City of Salisbury’s Youth Civics Council is to mobilize and empower the youth of our community by providing meaningful opportunities to engage in civic leadership and service; and

WHEREAS, CFES has awarded a Community Needs Grant to the City of Salisbury, which provides funding in the amount of \$3,512 for the City of Salisbury’s Youth Civics Council; and

WHEREAS, appropriations necessary to execute the purpose of this grant must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

- 1) Increase the ~~FY19~~ FY20 CFES Community Needs Grant Revenue Account (10500-426100-XXXXX) by \$3,512
- 2) Increase the ~~FY19~~ FY20 CFES Community Needs Grant Expense Account (10500-546006-XXXXX) by \$3,512

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 28th day of October, 2019, and thereafter, a statement of the substance

45 of the Ordinance having been published as required by law, was finally passed by the Council
46 on the 12th day of November, 2019.

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49 ATTEST:

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54 Kimberly R. Nichols
55 CITY CLERK

John R. Heath
COUNCIL PRESIDENT

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59 APPROVED BY ME THIS
60 _____ day of October, 2019.

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64 _____
65 Jacob R. Day
MAYOR