

# CITY OF SALISBURY

### **CITY COUNCIL AGENDA**

OCTOBER 12, 2020 6:00 p.m. ZOOM MEETING

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. SILENT MEDITATION

6:03 p.m. PRESENTATION - MD Comptroller Peter Franchot

• State of MD Fiscal and Economic Outlook

6:13 p.m. PROCLAMATIONS - City Administrator Julia Glanz

• Indigenous Peoples Day

• Dysautonomia Awareness Month 2020

Mid Shore Pro Bono Month

6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:26 p.m. CONSENT AGENDA - City Clerk Kimberly Nichols

- September 21, 2020 Work Session Minutes
- **September 21, 2020** Closed Session Minutes (emailed separately)
- September 28, 2020 Legislative Session Minutes
- Resolution No. 3067 approving the reappointment of Mary Buffington to the Bicycle
   Pedestrian Advisory Committee for term ending October 2023
- <u>Resolution No. 3068</u>- approving the reappointment of Dr. Neill Carey to the Ethics Commission for term ending October 2025
- <u>Resolution No. 3069</u>- approving the reappointment of David Scheid to Friends of Poplar Hill Mansion for term ending November 2023

6:30 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller

- ITB 21-108, Wor-Wic Community College Water Tower Painting & Logo
- ITB 21-109, Camden Street Pedestrian Bridge
- ITB 21-112, Park WTP Roof Replacement

6:40 p.m. RESOLUTIONS – City Administrator Julia Glanz

**Resolution No. 3070**- accepting the donation of apparatus and equipment from the Volunteer Fire Companies Stations 2 and 16 for the Salisbury Fire Department to use in efforts to enhance its capabilities in providing the effective and efficient delivery of

fire, rescue and emergency medical services and to improve the quality of life for the citizens of the City of Salisbury and the Salisbury Fire District

### 6:45 p.m. ORDINANCES - City Attorney Mark Tilghman

- Ordinance No. 2620- 2<sup>nd</sup> reading- to amend Chapter 12.36 Sidewalk Cafes of the Salisbury Municipal Code to amend the requirements for Sidewalk Cafes
- Ordinance No. 2621- 1<sup>st</sup> reading- accepting donated funds from members of the community for various community betterment projects and amending the FY2021 Budget to appropriate these donated funds for those projects
- Ordinance No. 2622- 1<sup>st</sup> reading- to authorize the Mayor to enter into a contract with the Federal Emergency Management Agency for the purpose of accepting grant funds in the amount of \$109,028.69, and to approve a budget amendment to the FY 2020 Grant Fund to appropriate these funds for offsetting COVID-19 expenses
- Ordinance No. 2623- 1<sup>st</sup> reading- to authorize the Mayor to enter into a contract with the Wicomico County Health Department for the purpose of accepting grant funds in the amount of \$36,342.90, and to approve a budget amendment to the FY 2020 Grant Fund to appropriate these funds for offsetting COVID-19 expenses
- Ordinance No. 2624- 1st reading- to amend Chapter 8.11 The Fire Prevention Code, Sections .020, .040, and .060 of the City of Salisbury Municipal Code by adding new permits that are required to be obtained from the Fire Marshal, removing the reference to the International Building Code, removing Housing and Community Development in 8.11.040 and establishing a timeframe for submitting inspections in 8.11.060 with third-party inspection requirements
- Ordinance No. 2625 1st reading to amend the Fee Schedule for FY2021

7:00 p.m. PUBLIC COMMENTS

7:05 p.m. COUNCIL COMMENTS

7:10 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 - OCTOBER 26, 2020

- Presentation- Eastern Shore Crisis Response Services Executive Director Tina Brown, Crisis Intervention Team Coordinator Brandy James
- PUBLIC HEARING- Ordinance No.2619- 2<sup>nd</sup> reading- Text Amendment to allow warehouses in Shopping Centers
- Ordinance No. 2621- 2<sup>nd</sup> reading- accepting donated funds from members of the community for various community betterment projects and amending the FY2021 Budget to appropriate these donated funds for those projects
- Ordinance No. 2622- 2nd reading- to accept a grant for \$109,028.69 from FEMA to offset COVID-19 expenses
- Ordinance No. 2623- 2<sup>nd</sup> reading- to accept a grant for \$36,342.90 from WiCHD to offset COVID-19 expenses
- Ordinance No. 2624- 2<sup>nd</sup> reading- to amend Chapter 8.11 The Fire Prevention Code, Sections .020, .040, and .060 of
  the City of Salisbury Municipal Code by adding new permits that are required to be obtained from the Fire Marshal,
  removing the reference to the International Building Code, removing Housing and Community Development in
  8.11.040 and establishing a timeframe for submitting inspections in 8.11.060 with third-party inspection
  requirements

# Join Zoom Meeting

https://us02web.zoom.us/j/5362772908

Meeting ID: 536 277 2908
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+13126266799,,5362772908# US (Chicago)
+19292056099,,5362772908# US (New York)

Posted 10/7/20

1 2	CITY OF SA WORK SESSION (VIA	
3 SEPTEMBER 21, 2020		
4 5	ials Present	
6	Council President John "Jack" R. Heath Councilwoman Angela M. Blake Councilwoman April Jackson	Council Vice President Muir Boda Councilwoman Michele Gregory
7 8	Public Offic	ials Absent
9 10	Mayor Jaco	ob R. Day
11 12	<u>In Atter</u>	<u>ndance</u>
13 14 15 16	City Administrator Julia Glanz, Deputy City Adm Infrastructure & Development (DID) Director An Business Development Director Laura Soper, Fie City Attorney Mark Tilghman, and City Clerk Ki	nanda Pollack, City Planner Anne Roane, ld Operations (FOps) Director Tom Stevenson,
18 19 20	On September 21, 2020 the Salisbury City Counce via Zoom. The following is a synopsis of the top	
20	Resolution to accept donation of walk-in freeze	er at the Zoo
	Commission The Zoo has used the same freezer f	ting the donation of a walk-in freezer from the Zoo for 20 years. The donation of \$25,339 would include the new freezer is assembled and installed on site.
	Council reached unanimous consensus to advance	e the resolution to legislative agenda.
21	Resolution to restrict parking on Webster Stre	<u>et</u>
22 23 24 25 26 27 28 29 30	Mr. Stevenson reported on the resolution to restri Webster Street. The concern was with the comme Shore Drive and a residential structure across from commercial facility used a combination of off-street on the other side of the street, it was nearly impossible problem for emergency vehicles/ambulances. Mr. of the north-east side of Webster Street, which we continue allowing parking on the other side of the	ercial structure on one side fronting Eastern on the back of the commercial facility. The eet and on-street parking. If the resident parked essible for sanitation vehicles and would be a . Stevenson suggested "No Parking" on 200 feet could clear the commercial property and
32 33	Mr. Boda and Ms. Jackson wanted to hear from twith the restriction since many citizens lived in no	

businesses should be allowed to park on the street whether or not they could legally park there.

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Ms. Blake asked which entity was being blocked in the roadway, and Mr. Stevenson said it was a combination of both. Parking was currently allowed on both sides of the street. The commercial business vehicles parked diagonally on private property and extended out into the roadway. Combining the diagonal parking and resident parking narrowed the street. The residential property also had parking on Prince Street. He offered discussing the situation with the resident but was sure they were not in favor of it. The entities could not resolve the problem themselves.

Ms. Gregory was concerned that emergency vehicles were unable to pass through. If the resident would not discuss the problem, she was unsure what could be done, and was willing to move the resolution forward. If the rest of Council wanted to hear from the resident first, she would agree.

President Heath reported Webster Street was barely wider than an alley. He offered to visit the site with Mr. Stevenson to look for another area for the resident to park. Mr. Stevenson said he thought the resident just preferred using the back door which backed up to Webster Street. The front of the house faced Prince Street with available parking. He thanked President Heath for the offer, and due to the safety issue suggested placing "No Parking" on both sides of first 200 feet. This would require the business to make some concessions and adjustments so that the roadway was not blocked by anyone.

President Heath suggested to City Administrator Julia Glanz for Chief Tull or a Deputy Chief to visit the site and offer a recommendation before moving forward with the parking restriction.

### Ordinance to amend Chapter 12.36- Sidewalk Cafes

Business Development Director Laura Soper reported after COVID-19 hit, there was the need for outdoor restaurant seating. Code updates were needed regarding Sidewalk Cafés and to formalize some of the agreements in the public right-a-way spaces on sidewalks pertaining to Downtown. The ordinance cleaned up the legislation and allowed for a little more development including canopies and fencing, and how the City allowed the owners to operate. The type of license was already in the Fee Ordinance, and so Ms. Soper did not propose fee changes.

President Heath discussed the continuity of appearance with concerns if there were no standards. Ms. Soper said there was leverage in the legislation to allow oversight from DID. They also needed approvals from the Fire Marshal and the Historic District Commission.

Ms. Glanz said that if I & D could provide recommendations, uniformity would be provided along with the uniqueness of each business.

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

## **Zoning Text Amendment to allow warehouses in Shopping Centers**

City Planner Anne Roane reported the text amendment was initiated by Sperry Van Ness Commercial Real Estate on behalf of Oakridge Baptist Church. The old K-Mart building was being used partially for warehouse storage, which was not permitted in the Code. She reported seeing more and more vacancies with the big box businesses, and they were very difficult to do an adaptive re-use on because of their size. This amendment would allow warehouses in the Shopping Center districts. The Planning Commission held a Public Hearing on June 18, 2020, and another Public Hearing was required with City Council.

Council reached unanimous consensus to advance the Text Amendment to legislative agenda.

## **Utility Meter reading discussion**

President Heath reported receiving many phone calls from citizens who had large water bills due to leaks they were unaware of. Billing adjustments were made, but he was concerned with the loss of water, as one case lost over 30,000 gallons. He and Deputy City Administrator Kitzrow discussed options for detecting water leaks sooner to prevent water loss and large bills.

Mr. Kitzrow said the City had physical meter readers who read meters on a quarterly rotation. He and Mr. Stevenson were presented information from a company called Neptune on automated meter reading. Mr. Stevenson said the City meters were read monthly, but the City was divided into three sections. One third of the City was read each month, and each customer had their meter read only once per quarter. He explained a meter reading team went out with a receiver device that automatically read the meters. If problems occurred with the readings, they stopped and manually read them. In order to resolve the problem of substantial water loss and the large billings, each meter would have to be read each month everywhere in the City. Mr. Stevenson indicated the team thought they would be able to read all the meters on a monthly basis.

Mr. Stevenson discussed the Neptune 360 software and how it would streamline the City's water meter process. The majority of the City's meters were past their 10-year warranty and failing at a rate of 80 to 100 per month. Replacing the meters was on the CIP for numerous years, and the problem to fund the failing meters would have to be figured out eventually. Mr. Kitzrow said that Neptune's system would improve the City's operations and was very customer friendly. The City would have to decide if the investment was something they were willing to pay. (Ms. Glanz emailed the presentation to Council). DID Director Amanda Pollack informed Council that the City had done some studies on the AMI (automatic meter installation) which was expensive, but when there was the meter infrastructure where the meters read automatically, they sent the signal to cell phone towers, and City employees no longer needed to drive around. Readings were daily and instantaneous. Leaks were detected within a day and flagged within the system. MDE had grants for green infrastructure and reducing unaccounted for water, and this project was eligible.

Mr. Kitzrow reported the price for the system was approximately \$2 million. New transmitters cost \$185 each and FOps installed them in-house. The failure rate was more than the department could financially keep up with. The meters they have installed for the past two years were compatible with Neptune, and the annual software cost was \$12,000.

President Heath said he preferred investing in technology to prevent water loss rather than adjusting billings. Council unanimously supported the Neptune system.

127 128	from having to deal with large billings. It would push the City towards providing monthly bills.
129	Ms. Jackson thought monthly billings would be much better for those who struggled to pay their
130	water bills. She supported applying for grants to help defray the cost of the system.
131 132	Ms. Blake agreed to move forward with the system.
133	wis. Blake agreed to move forward with the system.
134	Ms. Gregory said she recently had a leaky outside faucet, but had no knowledge of the leak until
135 136	she received a huge water bill. The new system would have notified her of the leak after a day.
137	President Heath told Ms. Pollack she could begin researching grants. He asked Ms. Glanz to
138 139 140	notify Finance Director Cordrey that he could investigate financing options, and suggested for Mr. Kitzrow to bring a couple of cost options for obtaining the system over a period of time.
141	Ms. Glanz asked if Council wanted to see this system as its own topic before reviewing the CIP.
142	President Heath did not think there would be enough time, but to let him know. She asked Ms.
143	Gregory to save her receipt for reimbursement after having the faucet repaired.
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146	Motion to convene in Closed Session
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148	At 5:19 p.m. President Heath called for a motion to convene in Closed Session.to discuss the
149	appointment, employment, assignment, promotion, discipline, demotion, compensation, removal,
150	resignation, or performance evaluation of appointees, employees, or officials over whom this
151	public body has jurisdiction; or any other personnel matter effecting one or more specific
152	individuals in accordance with the Annotated Code of Maryland §3-305(b)(1).
153	M. Dieles word M. Dede consider and the corte consequence of a cortex into Classification
154	Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous to enter into Closed Session.
155 156	Reconvene in Open Session / Report to Public
157	At 6:10 mm, year a mation and seconded by Mr. Dada and Ma. Jackson, respectively, and
158	At 6:10 p.m., upon a motion and seconded by Mr. Boda and Ms. Jackson, respectively, and approved by unanimous vote in favor, the Closed Session adjourned. At 6:13 p.m. President
159 160	Heath reported to the Public that while in Closed Session Council had evaluated an appointee.
161	readil reported to the r dolle that while in closed session council had evaluated an appointee.
162	<u>Adjournment</u>
163	Aujourimient
164	With no further business to discuss, the Open Session immediately adjourned.
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167	City Clerk
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170	Council President

Mr. Boda said detecting leaks early was important in preventing water loss and saving citizens

1	CITY OF SALISB	BURY, MARYLAND	
2 3	REGULAR MEETING (VIA ZOOM MEETIN	SEPTEMBER 28, 2020	
4		CIAIC DDECENT	
5 6	<u>PUBLIC OFFIC</u>	CIALS PRESENT	
7	President John "Jack" R. Heath	Council Vice-President Muir Boda	
8	Councilwoman Michele Gregory	Councilwoman April Jackson	
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10	<u>PUBLIC OFFI</u>	CIALS ABSENT	
11	Mayor Ia	rock D. Dan	
12 13	· · · · · · · · · · · · · · · · · · ·	acob R. Day Angela M. Blake	
14	Councilwoman	Angela W. Diake	
15	INATTE	ENDANCE	
16			
17	Deputy City Administrator Andy Kitzrow, Depart	rtment of Infrastructure & Development Director	
18	Amanda Pollack, Fire Chief John Tull, Deputy	Chief James Gladwell, Business Development	
19	Director Laura Soper, City Planner Anne Roane	•	
20	City Clerk Kimberly Nichols, City staff and inter	v	
21	*******************		
22	<u>CITY INVOCATION – PLEDGE OF ALLEGI</u>	<u>IANCE</u>	
23 24	The City Council met in regular session at 6:00	n m. via a Zoom Maatina, Council Prasident	
25	•	<u>.</u>	
26	John R. Heath called the meeting to order and called for a moment of silent meditation.		
27	<u>PROCLAMATIONS</u>		
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29	World Migratory Bird Day		
30	1 1 1	nted the proclamation declaring October 8, 2020	
31	as World Migratory Bird Day in support of Bird celebratory event. Migratory birds and songbird		
32 33	symbolic harbingers of spring. They control inso	•	
34	recreational dollars in the State, but they and th	1 0	
35	•	blic awareness and concern are key components	
36	of their conservation. Bird City Maryland hosted	d a virtual event October 8-10, 2020 in	
37	celebration of World Migratory Bird Day's 202		
38	included highlights of the three Maryland Bird	Cities- La Plata, Annapolis, and Salisbury, the	
39	first Bird City on the Lower Eastern Shore.		
40 41	Sustainability Coordinator Alyssa Hastings repo	orted the City was colehrating World Migratory	
41	Bird Day as part of the "Bird City Maryland" a		
43		stern Shore was crucial for many birds and their	
44	habitats. Over 2.9 million birds have been lost s	· · · · · · · · · · · · · · · · · · ·	
45	citizens to be aware that Salisbury was doing al		
46	the land use policies were in line with sustainab	pility so that we could enjoy our birds. Part of the	

Bird City application included choosing the official Salisbury Bird City bird. She encouraged everyone to vote on Salisbury's signature bird from the Salisbury website.

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### Fire Prevention Week

Mr. Kitzrow presented the Fire Prevention Week 2020 proclamation. United States Fire Departments responded to more than 379,600 home fires in 2018, with 2,790 deaths. Cooking was the leading cause of home fires in the United States, while working smoke alarms cut the risk of dying in home fires in half. Everyone should stay in the kitchen while cooking and keep a three-foot kid-free zone around cooking areas because children under the age of five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire. Home safety plans are crucial to surviving home fires, and everyone should be taught how to escape on their own. October 4 – 10, 2020 was proclaimed as "Fire Prevention Week 2020" and all citizens were urged to check their kitchens for fire hazards, and to use safe cooking practices.

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Chief Tull said this year was a challenge due to COVID-19, but the Fire Department's main mission was to deliver fire safety conversation and discussion primarily in the school system. Members of the department have created virtual learning with the use of videos to deliver the same type of information that used to be done in person. The videos will be shared with the schools so that children could still learn about fire safety.

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## ADOPTION OF LEGISLATIVE AGENDA

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Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve the legislative agenda.

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# <u>CONSENT AGENDA</u> – presented by City Clerk Kimberly Nichols

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

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- September 8, 2020 Work Session Minutes
- September 14, 2020 Legislative Session Minutes
- Resolution No. 3062- approving the appointment of Amy Heger to the Sustainability Advisory Committee for the term ending September 2023
- Resolution No. 3063- declaring that Spicy Chicken, LLC is eligible to receive Enterprise Zone benefits for property located at 107 Williamsport Circle, Salisbury, Maryland
- Resolution No. 3064- accepting a donation of a new walk-in freezer and payment for a rented freezer from the Salisbury Zoo Commission for the Salisbury Zoological Park

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President Heath thanked Ms. Heger for volunteering on the City committee, the Zoo Commission for the donation of the freezer, and Perdue for donating the temporary freezer.

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

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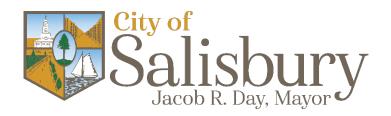
The Award of Bids, consisting of the following, was unanimously approved on a motion and seconded by Mr. Boda and Ms. Jackson, respectively:

	• Award of Bid, RFP A-21-101, Architectural/Engineering Support Service \$300,000
	(approx FY21 budget)
<u>OR</u>	DINANCES - presented by City Attorney Mark Tilghman
	• Ordinance No. 2614- 2 <sup>nd</sup> reading- to amend the following sections sections of Title 13,
	Public Services of the Salisbury Municipal Code: Chapter 13.01.030, 13.02.020b.3,.7.,8.,
	13.02.050, 13.02.060e., 13.02.070, 13.02.080, and 13.02.090 to revise the
	Comprehensive Connection Charges definition and applications
	Ms. Jackson moved and Ms. Gregory seconded to approve Ordinance No. 2614 for second
	reading.
	Mr. Boda moved to amend Ordinance No. 2614 for second reading as read by Mr.
	Tilghman. Ms. Jackson seconded, and the motion was unanimously approved.
	Ordinance No. 2614, as amended for second reading, was approved by unanimous vote in
	favor.
	• Ordinance No. 2615 - 2nd reading- to amend the Fee Schedule for FY2021
	Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve
	Ordinance No. 2615 for second reading.
	Oranance No. 2013 for second redaing.
	• Ordinance No. 2616- 2nd reading- to authorize the Mayor to enter into a contract with
	the Bureau of Justice Assistance for the purpose of accepting grant funds in the amount
	of \$78,445.00, and to approve a budget amendment to the FY2021 Grant Fund to
	appropriate funds for Personal Protective Equipment (PPE) purchases
	Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve
	Ordinance No. 2616 for second reading.
	• Ordinance No. 2617 - 2 <sup>nd</sup> reading- to authorize the Mayor to enter into a contract with
	the Community Foundation of the Eastern Shore for the purpose of accepting grant funds
	in the amount of \$5,000.00, and to approve a budget amendment to the FY2021 Grant
	Fund to appropriate funds for offsetting Personal Protective Equipment (PPE) purchases
	Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve
	Ordinance No. 2617 for second reading.
	• Ordinance No. 2618- 2nd reading- to authorize the Mayor to enter into a contract with
	the Maryland Community Health Resources Commission for the purpose of accepting
	grant funds in the amount of \$24,799.00, and to approve a budget amendment to the
	FY2021 Grant Fund to appropriate funds for establishing a Telehealth component to the
	Swift Program

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132	Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve
133	Ordinance No. 2618 for second reading.
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135	• <u>Ordinance No. 2619</u> - 1st reading- pursuant to Chapter 17.228 of Title 17, Zoning of the
136	Salisbury Municipal Code and Section 4-103 of the Land Use Article of the Annotated
137	Code of Maryland for the purpose of amending Section 17.212.030, to add
138	Warehouses Or Storage Facilities as a permitted use in Shopping Centers
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140	Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve
141	Ordinance No. 2619 for first reading.
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143	President Heath announced the Public Hearing for the text amendment would be held on
144	October 26, 2020 at 6:00 p.m.
145	October 20, 2020 til 0.00 p.m.
	• Ordinance No. 2620- 1st reading- to amend Chapter 12.36 – Sidewalk Cafes of the
146	
147	Salisbury Municipal Code to amend the requirements for Sidewalk Cafes
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149	Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve
150	Ordinance No. 2620 for first reading.
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152	Mr. Boda asked about the businesses already utilizing sidewalk café areas and wondered
153	if they would be grandfathered in, or if they would have to suspend operations and then
154	apply. Business Development Director Laura Soper said the permit would be renewable
155	on an annual basis.
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157	PUBLIC COMMENTS
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159	There were no requests for public comments.
160	COUNCIL COMMENTS
161	<u>COUNCIL COMMENTS</u>
162 163	Mr. Boda thanked the Fire Department for securing the grants, which were very important.
164	Mr. Bodd manked me Fire Department for securing the grants, which were very important.
165	Ms. Jackson concurred with Mr. Boda, and asked everyone to be safe, wear masks, and social
166	distance. Complete your census if you haven't already.
167	distance. Complete your census if you haven i direday.
168	Ms. Gregory reminded everyone the deadline to register to vote was October 13, 2020. The
169	deadline to request a mail-in ballot was October 20 <sup>th</sup> . Make sure you are registered.
170	acadime to request a man in banot was october 20. Make sure you are registered.
171	President Heath asked everyone to give blood if you are able, and reiterated how important it was
172	to complete your census.
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Mr. Kitzrow reminded everyone to complete their census and make sure they are registered to vote.

176	<u>ADJOURNMENT</u>
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178 179	With no further business to discuss, the Legislative Session adjourned at 7:24 p.m.
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182	City Clerk
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185	Council President



# **MEMORANDUM**

**To:** Julia Glanz, City Administrator

**From:** Julie English, Administrative Assistant

**Subject:** Re-appointment to the Bicycle & Pedestrian Advisory Committee

Date: October 7, 2020

The following person would like to be re-appointed to the Bicycle & Pedestrian Advisory Committee for the term ending as indicated.

Name Term Ending
Mary Buffington October 2023

Attached you will find information from Mary Buffington and the Resolution necessary for her re-appointment. Please forward this information to the City Council so it may be placed on the agenda for the next Council meeting. Please let me know if you have any questions.

Attachments

Mary Buffington 507 W. College Ave Salisbury, MD 21801 September 16, 2020

Office of the Mayor 125 N. Division St Salisbury, MD 21801

Acting Mayor Glanz,

My term on the Bicycle & Pedestrian Advisory Committee expires on October 31, 2020. I would like to be reappointed to the committee to continue helping Salisbury be a safe community for cyclists and pedestrians.

I look forward to continuing to represent my neighborhood and community on this committee.

Thank you,

Mary Buffington

### Mary Buffington, GISP

507 W. College Ave., Salisbury, Maryland 21081 443-397-5662, mebuffington@salisbury.edu

### Adjunct Faculty: Salisbury University (June 2020 – present)

Designer and instructor of GEOG 550: Spatial Database Design for SU's Masters of GIS Management Program

### GIS Project Manager: Eastern Shore Regional GIS Cooperative, Salisbury University (Oct 2016 – present)

- Responsibilities include data analysis and visualization, project design, setup and oversight, team management
- Maryland DNR Forest Service identification and analysis of suitable forest for harvesting in Maryland and <u>Maryland Forest Inventory Resource Viewer</u> web map, supports economic viability and potential forest markets
- Maryland DNR State Lands Vulnerability Tool design and development to identify DNR owned infrastructure and ecological data vulnerable to climate change
- Rural Maryland Council Statewide Broadband Assessment web map application—mapping and analysis of NTIA's
  Maryland broadband data to show availability and relationship of access between rural and urban areas
- City of Salisbury, Maryland Impervious Surface rate calculations update of impervious surface and calculation of stormwater fee related to zoning and amount of impervious surface in each parcel
- Talbot County Story Map ESRI StoryMap to inform residents of flood preparedness, hazards, and mitigation
- Utility Mapping electric, water, stormwater, sewer infrastructure management; data conversion; MS4 support
- Talbot County Historic Risk Assessment Flood and SLC analysis and mapping of select historic buildings
- AgGIS Mapping and spatial analysis products to farmer's on Maryland's Mid and Lower Shore, including the
   <u>AgGIS: Grow Your Potential with GIS</u> web map for farmers to view data layers for their individual needs
- Maryland Department of Agriculture poultry house mapping and irrigation permit mapping
- Character Counts Mid Shore Six Pillars Century bike maps in Dorchester County, Maryland

### Senior GIS Analyst: Salisbury University, Eastern Shore Regional GIS Cooperative (Dec 2009 – Oct 2016)

- Maryland Broadband Mapping Initiative Maryland's part of the national broadband mapping effort. Project partners included the Maryland Broadband Cooperative and Towson University Center for GIS.
- Maryland FirstNet analysis to support national project providing public safety broadband network.
- School Sidewalk Connectivity Study for Wicomico County, Maryland developed data layers related to sidewalk features to identify extensive connectivity gaps in sidewalk infrastructure along pedestrian routes to schools.

### GIS Technician: Thomas & Hutton Engineering Co. (July 2007 – October 2009)

- Water Resources GIS Hydroenforcment, hydrologic analysis, and floodplain delineation of client sites to FEMA
- Land Use/Land Cover Production Created LU/LCs from infrared and aerial photography for project sites

#### **Achievements**

Salisbury University Employee of the Month, March 2020 GIS Certification Institute GISP Certification #85020, certification 2017/re-certification 2019

### **Education**

M.S. in GIS Management, Salisbury University, Class of 2012 B.S. in Geography and Geosciences, Salisbury University, Class of 2007

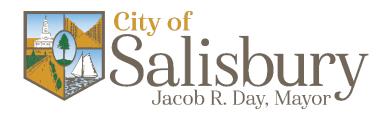
#### **Committees/Volunteer Work**

City of Salisbury Environmental Policy Task Force, Water Subcommittee, July 2020 - present Salisbury Bicycle & Pedestrian Advisory Committee (B-PAC) member, October 2017 – present Maryland State Geographic Information Committee (MSGIC) Career Working Group member, 2017 – present

https://msgic.org/training/

Maryland State Geographic Information Committee (MSGIC) member, 2010 - present Salisbury Traffic & Safety Advisory Committee member, October 2012 – October 2017 TUgis: Maryland's Geospatial Conference presentation moderator, 2014 - present

1	RESOLUTI	ON NO. 3067
2		
3	•	of Salisbury, Maryland that the following
4		and Pedestrian Advisory Committee, for the
5	term ending as indicated.	
6		
7	Name	Term Ending
8	Mary Buffington	October 2023
9		
10	THE ADOMEDERAL LITTON	. 1 1 1 1 1 1
11		ntroduced and duly passed at a meeting of the
12 13	Council of the City of Salisbury, Maryland h	ield on October 12, 2020.
13 14	ATTEST:	
15	ATTEST.	
16		
17		
18	Kimberly R. Nichols	John R. Heath
19	CITY CLERK	PRESIDENT, City Council
20		, , , , , , , , , , , , , , , , , , ,
21		
22	APPROVED BY ME THIS	
23		
24	day of, 2020	
25		
26		
27		
28	Julia Glanz, City Administrator	
29	for and at the direction of Jacob R. Day, MA	YOR



# **MEMORANDUM**

**To:** Julia Glanz, City Administrator

From: Julie English, Administrative Assistant

**Subject:** Re-appointment to the Ethics Commission

Date: October 7, 2020

The following person would like to be re-appointed to the Ethics Commission for the term ending as indicated.

Name Term Ending
Dr. Neill Carey October 2025

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

**Attachments** 

From: R. Neill Carey
To: Julie English

**Subject:** R. Neill Carey would like to join the Ethics Commission.

Date: Friday, September 4, 2020 4:13:24 PM

#### Name

R. Neill Carey

#### **Phone**

(410) 742-5281

### **Email**

rogernc1@msn.com

#### **Address**

104 Elizabeth St. Salisbury, MD 21801 Map It

### Where would you like to serve?

**Ethics Commission** 

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

Thank you for considering renewing my position on Salisbury's Ethics Commission. I have been a member of the Ethics Commission since 2017. My career-long professional interest has been quality control, which is related. I hope I have learned how to conduct myself in public and I hope that I can help others do the same. I will be happy to serve if I am re-appointed.

### Please upload a copy of your resume.

• Carey-CV-September-2020.pdf

**WARNING:** This message was sent from an external source. Please verify the source before clicking any links or opening any attachments. NEVER provide account credentials or sensitive data unless the source has been 100% verified as legitimate.

#### **CURRICULUM VITAE**

### R. Neill Carey, Ph.D., F.A.C.B.

August 2020

Consulting Clinical Chemist

104 Elizabeth Street

Salisbury, MD 21801 Home: 410-742-5281

Mobile: 410-430-5841 E-mail: rogernc1@msn.com

#### EDUCATION:

<u>Degree</u>	Institution Conferring	<u>Year</u>
B.S., Chemistry	University of Richmond	1967
M.A., Chemistry	Duke University	1970
Ph.D., Chemistry	Duke University	1972

#### SOCIETIES AND PROFESSIONAL ORGANIZATIONS:

American Association for Clinical Chemistry, 1972-2019, Capital Section Secretary, 1991, Chair, Capital Section Student Awards Committee, 2012-2020

#### MAJOR RESEARCH INTEREST:

Application of Statistical Methods to Clinical Laboratory Quality Control and Method Evaluation

### APPOINTMENTS:

Philip Morris Company, Richmond, VA: Technician, summer 1966

Reynolds Metals Company, Richmond, VA: Technician, summer 1967

Duke University Department of Chemistry: NDEA Title IV Fellow, 1967-68, 1969-71

Duke University Medical Center: Medical Technologist II, 1969

University of Wisconsin-Madison

Department of Medical Technology: Teaching Assistant, 1971

Department of Medicine: Project Associate, 1972

Department of Pathology: Instructor 1972-1974, Assistant Professor 1974-1977

Clinical Chemistry Laboratory: Assistant Director 1972-1974, Associate Director 1974-1976, Director 1976-

Peninsula Regional Medical Center, Salisbury, MD

Clinical Chemist, 1977-2009

Clinical Chemist Emeritus, 2010-2011

Acting Laboratory Manager, 1981-1982

Salisbury State University, Salisbury, MD

Adjunct Faculty, Department of Medical Technology, 1977-1979

Associate Clinical Professor, Department of Medical Technology, 1980-1992

### **AWARDS**

Phi Beta Kappa, 1967

American Association for Clinical Chemistry: Outstanding Speaker Award, 1992, 1993, 1997, 2008

Capital Section, American Association for Clinical Chemistry: Joseph H. Roe Award, 1996, 2012; Miriam Reiner Award: 2008

National Academy of Clinical Biochemistry: Fellow, 2002

### MEMBERSHIP ON PROFESSIONAL COMMITTEES AND PROFESSIONAL ACTIVITIES:

American Association for Clinical Chemistry, 1972-2019

Capital Section, Secretary, 1991, 1995, Chairman, Nominating Committee, 2003, Alternate to House of Delegates 2006, 2007, Student Awards Chair, 2009-2019

Uric Acid Reference Method Study Group, Standards Committee, 1976-1977

Contributed Papers Committee, 1984 National Meeting, 1982-1984

Clinical Ligand Assay Society, Contributed Papers Chairman, 1990, 1991 National Meetings

College of American Pathologists, Laboratory Accreditation Program Inspector 1003836

Clinical Laboratory Standards Institute (previously National Committee for Clinical Laboratory Standards)

Document Development Committee on User Evaluation of Precision and Comparison of Methods, National Committee for Clinical Laboratory Standards 1979-1999

Consensus Committee on Evaluation Protocols, National Committee for Clinical Laboratory Standards, member 1982-1991 and 2008-2010, advisor 1991-2008 and 2011-2012, vice-chair 2008-2010

Document Development Committee on User Verification of Performance for Precision and Trueness of Quantitative in Vitro Diagnostic Products, chairman, 1995-present, chaired revisions 2004-2006, chaired revisions 2009-2014

Document Development Committee on How to Construct and Error Grid, 2011-2012

#### CONSULTING:

Dade, Division American Hospital Supply, Miami, FL, 1976-1985

Drs. Tymkiw and Boolukos, Nanticoke Memorial Hospital, Seaford, DE, 1977-1981

Clinical Products Division, E.I. DuPont DeNemours & Co., Wilmington, DE, 1981-1989

Clinical Assays, Cambridge, MA 1983-1984

Community Health Computing, Houston, TX, 1987-1989

Paramax Systems Division, Baxter Healthcare Corp., Irvine, CA, 1988-1994

Ventrex Laboratories, Inc., Portland, ME, 1989-1990

Sunquest Information Systems, Tucson, AZ, 1993

Ortho Diagnostic Systems, Raritan, NJ, 1993-2003

First Medical, Inc., Mountain View, CA, 1995-1996

Dade International, Miami, FL, 1995-1996

Bio-Rad Laboratories, Irvine, CA 2002

Vitamin Diagnostics, Cliffwood Beach, NJ 2004-2005, 2008-2009

Spectra Laboratories, Rockleigh, NJ, 2006-2020

WestGard QC, Madison, WI 2008-2014

#### MILITARY EXPERIENCE:

Enlisted 1968-1974: Virginia, North Carolina, Wisconsin Army National Guard, honorably discharged

#### CIVIC ACTIVITIES:

Newtown Association, Salisbury, MD, Board of Directors 1977-1980, 1984-1987, 1990-1992, 2012-2019, President 1984-1985, 1990-1992, 2012-2013, 2016, Secretary 2017, 2018

City of Salisbury, MD

Newtown Historic District Commission, 1982-1988, Vice-Chairman 1984-1985 Board of Housing Appeals and Adjustments, 1990-2009 Ethics Commission, 2017-2020 Parsons Cemetery Advisory Committee, Salisbury, MD, Secretary, 2003-2020

Chipman Foundation, Salisbury, MD, Board of Directors, 2013-2020, secretary 2016-2020

Friends of the Nanticoke River, Salisbury, MD, Steering Committee, 2013-2015, Secretary 2014-2016

Boy Scouts of America, Salisbury, MD, Radio Merit Badge Counselor, 2014 - 2020

#### HOBBIES:

Sailing (Commodore of Eastern Shore Sailing Association, 2020), amateur radio (amateur extra class: callsign K3RNC), bicycling

### **PUBLICATIONS:**

#### PH.D. THESIS:

Carey RN: I. LABTRAN - A language and system for programming chemical experiments. II. Polarographic behavior of some group IVB derivatives of naphthalene. Duke University, 1972.

### BOOK:

Cembrowski GS, Carey RN: <u>Laboratory Quality Management</u>: <u>QC & QA</u>, American Society of Clinical Pathologists Press, Chicago, IL, 1989.

#### TEXTBOOK CHAPTERS:

Garber CC, Carey RN: Evaluation of methods. In Kaplan LA, Pesce AJ, eds., <u>Clinical Chemistry</u>: <u>Theory</u>, <u>Analysis</u>, <u>and Correlation</u>, C.V. Mosby, St. Louis, MO, 1984. Second edition, 1989, Third edition, 1996, Fourth edition, 2003, Fifth edition, 2009.

Garber CC, Carey RN: Laboratory statistics. In Kaplan LA, Pesce AJ, eds., Clinical <u>Chemistry</u>: <u>Theory</u>, <u>Analysis</u>, <u>and Correlation</u>, C.V. Mosby, St. Louis, MO, 1984. Second edition, 1989.

### **BOOK CHAPTERS:**

Garber CC, Carey RN: Automation in the clinical laboratory. I. Concepts. In <u>Automated Stream Analysis for Process Control</u>, Vol. 1. Manka DP, ed., Academic Press, New York, 1982.

Garber CC, Carey RN: Automation in the clinical laboratory. II. Classification and examples. In <u>Automated Stream Analysis for Process Control</u>, Vol. 1. Manka DP, ed., Academic Press, New York, 1982.

### JOURNAL ARTICLES:

Toren EC, Carey RN, Sherry AE, Davis JE: LABTRAN - A language and system for programming chemical experiments. Anal Chem, 44:339, 1972.

Pitt CG, Carey RN, Toren EC Jr: The electronic properties of aryl substituted polysilanes. J Am Chem Soc, 92:3806, 1972.

Toren EC Jr, Davis JE, Nutt SK, Carey RN: The electrochemistry of benzo(b)quinolizinium ion. Z Anal Chem, 264, 1973.

Carey RN, Feldbruegge D, Westgard JO: Evaluation of the Technicon adaptation of the glucose oxidase - peroxidase MBTH-DMA procedure to the SMA 12/60 and comparison to other automated methods. Clin Chem 20:595, 1974.

Carey RN, Wold S, Westgard JO: Principal component analysis: An alternative to referee methods in method comparison studies. Anal Chem 47:1825, 1975.

Toren EC Jr, Carey RN, Cembrowski GS, Shirmer JA: Computer controlled instrument system for sequential chemistry testing. I Description of instrumentation and system features. Clin Chem 19:1114, 1973.

Westgard JO, Carey RN, Wold S: Criteria for judging precision and accuracy in method development and evaluation. Clin Chem 20:825, 1974.

Kudirka PJ, Busby MG, Carey RN, Toren EC Jr: Separation of creatine kinase isoenzymes by high pressure liquid chromatography. Clin Chem 21:450, 1975.

Westgard JO, Carey RN, Feldbruegge DH, Jenkins LM: Performance studies on the Technicon SMAC analyzer: Precision and comparison of values with methods in routine laboratory service. Clin Chem 22:489, 1976.

Busby MD, Kudirka PJ, Carey RN, Toren EC Jr: Automated separation of lactate dehydrogenase isoenzymes. Clin Chem 22:468, 1976.

Laessig RH, Westgard JO, Carey RN, Hassemer D, Schwartz T, Feldbruegge DH: Assessment of a serum separator device for obtaining specimens suitable for clinical analyses. Clin Chem 22:35, 1976.

Laessig RH, Westgard JO, Carey RN, Hassemer D, Schwartz T, Feldbruegge DH: Assessment of the serum separator tube (SST) as an intermediate storage device within the laboratory. Am J Clin Pathol 66:653, 1976.

Laessig RH, Carey RN, Westgard JO, Hassemer D, Habig R: Field evaluation of the Becton-Dickinson serum separator tube. Health Laboratory Science 13:209, 1976.

Westgard JO, deVos DJ, Hunt MR, Quam EF, Carey RN, Garber CC: Concepts and practices in the evaluation of laboratory methods. I. Background and approach. II. Experimental procedures. III. Statistics. IV. Decisions on acceptability. V. Applications. Am J Med Technol 44: 290, 420, 552, 727, 803, 1978. Also published as a monograph by American Society for Medical Technology.

Garber CC, Carey RN: Albumin activation of urinary amylase as determined with the DuPont ACA. Clin Chem 24:702, 1978.

Garber CC, Feldbruegge DF, Miller RC, Carey RN: Evaluation of the co-immobilized hexokinase/glucose-6-phosphate dehydrogenase method for glucose, as adapted to the Technicon SMAC. Clin Chem 24:1186, 1978.

Laessig RH, Hoffman GL, Westgard JO, Carey RN, Feldbruegge DH, Hassemer D: A comparison of hard and soft glass blood drawing tubes. Am J Clin Pathol 72:952, 1979.

Davis TE, Kahan L, Tormey DC, Larson FC, Anderson SA, Crowley JJ, Carey RN: Clinical studies of a fast, homoargenine-sensitive alkaline phosphatase (FHAP) in patients with cancer. Cancer 41:1110, 1981.

Duncan P, Gochman N, Bayse D, Burnett R, Carey N, Carter R, Fellows WD, Garber C, Kessler G, McComb R, Miller W, Nast P, Ryan W, Schaffer R, Tajeda B, Vanderlinde R, Widdowson G: A candidate reference method for uric acid in serum. II. Interlaboratory testing. Clin Chem 28:291, 1982.

Carey RN, Tyvoll JL, Plaut DS, Hancock MS, Barry PL, Westgard JO: Performance characteristics of some statistical quality control rules for radioimmunoassay. J Clin Immunoassay 8:245-252, 1985.

Cembrowski GS, Hackney JR, Carey RN: The detection of problem analytes in a single proficiency test challenge in the absence of health care financing administration rule violations. Arch Pathol Lab Med 117:437-443, 1993.

Green GA IV, Carey RN, Westgard JO, Carten T, Shablesky L, Achord D, Page E, Le AV: Quality control for qualitative assays: design of a quantitative QC procedure to assure the analytical quality required for an ELISA for hepatitis B surface antigen. Clin Chem 43:1618-1621, 1997.

Carey RN, Cembrowski GS, Zaki Z, Garber CC. Performance characteristics of several rules for self-interpretation of proficiency testing data. Archives of Pathology and Laboratory Medicine 129:997-1003, 2005.

Carey, RN, Jani C, Johnson, C, Pearce J, Hui-Ng P, Lacson E: Chemistry Testing on Plasma vs. Serum Samples in Dialysis Patients: Clinical and Quality Improvement Implications. CJASN 11;1675-1679, 2016.

CLINICAL AND LABORATORY STANDARDS INSTITUTE (CLSI, FORMERLY NCCLS) PROTOCOLS:

Subcommittee on user evaluation of precision: EP5, User evaluation of precision performance of clinical chemistry devices. Proposed guideline, 1981, Tentative guideline, 1982, 1992, Approved guideline, 1999.

Subcommittee on user comparison of methods: EP9, User comparison of quantitative clinical laboratory methods using patient samples. Proposed guideline, 1984, Tentative guideline, 1992, Approved guideline, 1995, Second edition, 2002.

Subcommittee on user demonstration of performance: EP15, User demonstration of performance for precision and accuracy. Proposed guideline, 1998, Approved guideline, 2001.

Working group on user verification of performance: EP15-A2, User verification of performance for precision and trueness, Approved guideline, second level, 2006.

Document development committee on user verification of precision and estimation of bias: EP15-A3, Approved guideline, third edition, 2014.

Document development committee on how to construct and interpret an error grid for quantitative diagnostic assays; Approved guideline, 2012.

#### LETTERS:

Westgard JO, Carey RN, Wold S: Comments on the judgment of the acceptability of new clinical methods (Reply). Clin Chem 23:776, 1977.

Carey RN, Harris EK: Proposed changes to "Information for Authors." Clin Chem 33:2323, 1987.

Carey RN, Frye RM, Cook JD, Koch TR, Harris EK: Between-lot/between-instrument variations of the Abbott IMx method for prostate-specific antigen. Clin Chem 38:2341-2343, 1992.

### **INVITED PAPERS:**

Quam EF, Westgard JO, Carey RN: Selecting glucose methods that meet your laboratory glucose requirements. Lab Med 6:35, 1975.

Westgard JO, Carey RN, Huntington RW, Joiner BL: Medical usefulness requirements for judging acceptability of precision and accuracy in clinical chemical analyses. Organisation Des Laboratories - Biologie Prospective, III Colloque de Pont-a-Mousson, 59-62, 1975.

Jenkins LM, Hunt MR, Carey RN, Westgard JO: Workload recording: A tool for optimizing laboratory efficiency. Lab Med 7:36, 1976.

Westgard JO, Carey RN, Hewitt TE, Wold S, Joiner B: Design considerations in testing aspartate aminotransferase (AST) methods. Proceedings of the First InterAmerican Symposium on Quality Control in Laboratory Medicine, Key Biscayne, FL, April 7-9, 1976, pp 141-148.

Carey RN, Westgard JO, Dial MD: Evaluation of analytical methods which measure the activity of aspartate aminotransferase; results of testing AST methods. Proceedings of the First InterAmerican Symposium on Quality Control in Laboratory Medicine, Key Biscayne, FL, April 7-9, 1976, pp 149-156.

Carey RN, Eggert AA, Quam EF, Feldbruegge DH, Westgard JO: Evaluation, data handling, and quality control of a SMAC analyzer in a university hospital laboratory. In <u>Advances in Automated Analysis</u>, <u>Proceedings of the Technicon Congress</u>, <u>1976</u>. Mediad, Tarrytown, NY, 1977, pp 223-228.

Westgard JO, Carey RN, Feldbruegge DH, Jenkins LJ, Hunzicker JJ, Quam EF, Loftin LA, Burmeister BJ, Hunt MR: Experiences with a SMAC analyzer. Lab Med 8:16, 1977.

Eckert GH, Carey RN: Application of statistical control rules to quality control in radioimmunoassay. J Clin Immunoassay 8:107-111, 1985.

Cembrowski GS, Carey RN: Quality control in the 1990s. Lab Med 20:375, 1989.

Carey RN: Implementation of multirule quality control procedures. Lab Med 20:393-399, 1989.

Cembrowski GS, Carey RN: Considerations for the implementation of clinically derived quality control procedures. Lab Med 20:400-405, 1989.

Carey RN: Multirule quality control procedures. Ann Ist Super Sanita 27:419-426, 1991.

Carey RN: Quality control rules for immunoassay. ENDO Division, AACC Press, 1992.

Cembrowski GS, Engebretson MJ, Hackney JR, Carey RN: A systems approach to assure optimal proficiency testing in the hematology laboratory. Clinics in Laboratory Medicine 13:973-985, 1993.

Cembrowski GS, Crampton C, Byrd J, Carey RN: Detection and classification of proficiency testing errors in HCFA regulated analytes: application to ligand assays. J. Clin. Immunoassay 1994;17:210-215.

Cembrowski GS, Anderson PA, Crampton CA, Coupland R, Carey RN: Pumping up your PT: an efficient method for inspecting PT results. Medical Laboratory Observer, January, 1996, 46-51.

Carey R. Neill: Patient population controls. In <u>Clinics in Laboratory Medicine</u>: <u>Quality control in the age of risk management</u>. Westgard JO, Westgard S, eds. 139, 2013

### **INVITED EDITORIAL:**

Cembrowski GS, Carey RN: Adding value to proficiency testing programs. Clin Chem 46:7-8, 2000.

### WORKSHOP PRESENTATIONS AT NATIONAL MEETINGS:

Carey RN, Garber CC, Koch DD, Hoefner D, Westgard S (co-presenters vary): Concepts and practices in the evaluation of laboratory methods.

American Association for Clinical Chemistry: 1977-2010 (longest running workshop at AACC annual meeting)

Canadian Society for Laboratory Technology: 1984, 1992

Canadian Association of Clinical Chemists: 1987

United States Food and Drug Administration: 2005

Carey RN, Tyvoll JL: Statistical quality control. Clinical Ligand Assay Society: 1983.

Perlstein M, Carey RN: Quality control for immunoassays. Clinical Ligand Assay Society: 1984.

Cembrowski GS, Carey, RN, Kurtycz DFI (co-presenters vary): Improving statistical quality control. American Society of Clinical Pathologists/College of American Pathologists: 1985, 1986, 1988.

#### INVITED SYMPOSIA AND TALKS NOT PUBLISHED ELSEWHERE:

Carey RN: Selection and evaluation of analytical instruments and methods. Robert First Conference: Clinical Laboratory Testing in the United States, Chicago, IL January 22-23, 1979.

Carey RN: Statistics applied to selection and evaluation of analytical methods. Foundations Fund for Research in Psychiatry: Workshop on Clinical Pharmacology in Psychiatry. American College of Neuropsychiatry Meeting, San Juan, Puerto Rico, December 13-14, 1980.

Carey RN: Clinical evaluation of instruments. Clinical Ligand Assay Society, National Meeting, Detroit, MI, May 4-8, 1982.

Carey RN: On-line computer based quality control in the clinical laboratory. Johns Hopkins Hospital, Annual Laboratory Medicine Symposium, Baltimore, MD, September 21-23, 1982.

Carey RN: How many controls do you need? Ohio Valley Section of American Association for Clinical Chemistry, Columbus, Ohio, October 15, 1983.

Carey RN: Quality control of endocrinology assays. Hospital of the University of Pennsylvania, Annual Pepper Laboratory Symposium, Philadelphia, PA, April 18, 1985.

Carey RN: Implementation of statistical control systems in the chemistry laboratory. Quality Control in the 1990s, Park Nicollet Laboratory Symposium, Minneapolis, MN, September 22, 1988.

Carey RN: Glucose methods: evaluation and comparison. Diabetes and the Clinical Laboratory, Park Nicollet Laboratory Symposium, Minneapolis, MN, September 14, 1989.

Carey RN, Cembrowski GS: Statistical quality control. Johns Hopkins University Department of Laboratory Medicine, Baltimore, MD, May 15, 1990.

Carey RN: Statistics and quality control. Osler Institute Pathology Review Course, Hagerstown, MD, May 19-26, 1990.

Carey RN: I. Continuous Quality Improvement Rollout. II. Proficiency Testing and Quality Control. Cochrane Region Laboratory Program Summer Symposium, Cochrane, Ontario, June 10-13, 1994.

Carey RN: User validation of analytical performance - a cookbook. Capital Section of American Association for Clinical Chemistry, Greenbelt, MD, February 21, 1996.

Carey RN: NCCLS Protocols for Method Evaluation. There's more than pass/fail in PT scores. Proficiency testing breakout. Total Quality Management Symposium. Michener Institute, Toronto, Ontario, Canada, May 24-26, 2001.

Carey RN: Use of optimized control rules for proficiency testing evaluation. Edutrak 3304, Reshaping proficiency testing: Lessons for laboratorians, providers & regulators. American Association for Clinical Chemistry National Meeting, Chicago, IL, July 31, 2001.

Carey RN: I. NCCLS protocols for method evaluation. II. Using proficiency testing for self-improvement. Quality Control Symposium, University of Medicine and Dentistry of New Jersey, Scotch Plains, NJ, March 22 - 23, 2002.

Carey RN: Implementing Six Sigma Analytical Quality in the Laboratory: Method Evaluation and Quality Control. Dade Days, Washington, D.C., October 2, 2003.

Carey RN: Quality Control Charts for Discrete Variables: Tools for Improving Laboratory Processes. Dade Days, Washington, D.C., October 2, 2003, and at "Innovations in Laboratory Quality Improvement," Edmonton, Alberta, Canada, May 2005.

Carey RN: Using Proficiency Testing for Self-Improvement. Dade Days, Baltimore, MD, October 7, 2004, and Bio-Rad Laboratories Continuing Education Series, Greensboro, NC, May 9, 2006 and Orlando, FL, May 11, 2006.

Carey RN: Discussion of CLSI Approved Document EP15-A2 "User Verification of Performance for Precision and Trueness." American Association for Clinical Chemistry, Philadelphia Local Section, Philadelphia, PA, November 8, 2005.

Carey RN: Use CLSI (NCCLS) protocols to better method evaluations. Dade Days, Baltimore, MD, March 14, 2006.

Carey RN: Evolution of QC and method evaluation, my perspective. AACC Capital Section, Reiner Award Address, Columbia, MD, December 4, 2008.

Carey RN, Blackwood J: CLSI workshop (method evaluation and StatisPro practicum), Hamad Medical Center, Doha, Qatar, November 7-8, 2012.

#### MANAGEMENT WORKSHOP:

Wilson D, Carey RN: SPC Toolbox: Statistics and Quality Control Charts for Quality Assurance and Quality Improvement. Peninsula Regional Medical Center, Salisbury, MD. Presented 4 times annually, 2001-2009.

#### TELECONFERENCE PRESENTATIONS:

Cembrowski GC, Carey RN: Application of Westgard rules to immunoassay and hematology labs. Telemedicine Canada, Toronto, Canada, December 7, 1989.

Carey RN: Objective Decisions: verify and validate laboratory testing. Clinical Laboratory Standards Institute/Association of Public Health Laboratories, Salisbury, MD, June 16, 2009.

### WEBINAR:

Carey RN: EP15-A3: User verification of precision and estimation of bias. Clinical Laboratory Standards Institute, September, 2014.

#### ABSTRACTS - NOT PUBLISHED ELSEWHERE:

Carey RN, Eggert AA, Toren EC Jr: Least squares fitting and plotting of polyacrylamide-gel-immobilized antibody radioimmunoassay data by use of a LINC computer. Clin Chem 18:576, 1972.

Carey RN, Miller RC, Westgard JO: Response of two ratio-reporting techniques to systematic errors of enzyme methods. Clin Chem 21:906, 1975.

Polutanovich TA, Carey RN: Adaptation of an immunochemical method for CK-MB to the centrifugal analyzer. Clin Chem 25:1142, 1979.

Carey RN, Beebe S, Barry PL, Westgard JO: Assessment of performance characteristics of some quality control rules for retrospective analysis of control data from the IL 508. Clin Chem 31:1017, 1985.

Green G, Maiore T, Shablesky LA, Achord D, Page E, Korte L, Anson M, Fosdick M, Carey RN, Le AV: Quality control procedures for qualitative assays: determining optimal concentrations for positive controls for an enzyme linked immunosorbent assay (ELISA) for hepatitis B surface antigen (HBsAg). Clin Chem 41:S212, 1995.

Zaki Z, Carey RN, Cembrowski GS, Hackney JR: Simulation studies of Alberta warning notifications; more specific rules needed? Canadian Society of Clinical Chemists, June 14-18, 2000, Ottawa, Ontario, Abstract #43.

Zaki Z, Carey RN, Cembrowski GS, Kazmierczak SC: Self-improvement by participant interpretation of proficiency testing data from events with 2 to 5 samples. Clin Chem 46:A70, 2000.

Cembrowski GS, Douville P, Carey RN: Nomogram to select optimal length of break-in period for new control lots. Clin Chem 46:A71, 2000.

Carey RN, Kearney M, Meney BM, Miller SR: Delta check limits updated. Clin Chem 40:A115, 2004.

Cembrowski G, Clarke G, La M, Carey N: Use of external quality assessment summary statistics to produce comparative precision profiles of common hematology instruments: proof of concept. Accepted, International Society for Laboratory Hematology, Milan, Italy, May 2016.

### ONLINE TRAINING PROGRAM

Koch DD, Garber CC, Carey RN: Statistical methodologies in laboratory medicine. American Association for Clinical Chemistry, 2020.

### ONLINE ESSAYS

Carey RN: Tips on managing the quality of immunoassays. Westgard Quality Corporation Guest Essay, March, 1997. http://westgard.com.

Westgard JO, Carey RN: Probit Analysis 2: Issues with Verification of Limit of Detection. Westgard Quality Corporation, in press, September 2020.

AMATEUR RADIO PRESENTATIONS (Delmarva Amateur Radio Club, Salisbury, MD):

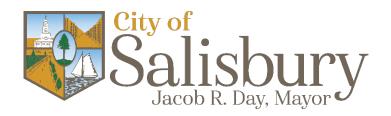
Carey, RN: Fixing Up Old Radios & Ham Gear - My Experiences and Collection. January 24, 2015.

Carey, RN: The R.L. Drake Company, February 28, 2018.

#### BOOK CHAPTER - PERSONAL:

My line of descendants of Peter Carey (b. 1736). In E. Niel Carey, Ed., The Carey/Cary Family - Researching, Connecting and Sharing Family History, Berlin, MD, Salt Water Media, 2019.

RESOLUTION NO. 3068				
· · · · · · · · · · · · · · · · · · ·	of Salisbury, Maryland that the following			
individual is re-appointed to the Ethics Commission, for the term ending as indicated.				
Nama	Torm Ending			
<u>Name</u> Dr. Neill Carey	<u>Term Ending</u> October 2025			
Dr. Nem Carey	Octobel 2023			
THE ABOVE RESOLUTION was	introduced and duly passed at a meeting of the			
Council of the City of Salisbury, Maryland				
2 : :::::: :: ::: :::: :::::::::::::::				
ATTEST:				
Kimberly R. Nichols	John R. Heath			
CITY CLERK	PRESIDENT, City Council			
APPROVED BY ME THIS				
day of, 2020.				
Julia Glanz, City Administrator				
for and at the direction of Jacob R. Day, M.	AYOR			



# **MEMORANDUM**

**To:** Julia Glanz, City Administrator

From: Julie English, Administrative Assistant

**Subject:** Re-appointment to the Friends of Poplar Hill Mansion

Date: October 7, 2020

The following person would like to be re-appointed to the Friends of Poplar Hill Mansion for the term ending as indicated.

Name Term Ending
David Scheid November 2023

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

**Attachments** 

David T. Scheid 200E. William St. Salisbury, MD 21801

September 3, 2020

Friends of Poplar Hill Board of Directors

117 Elizabeth St.

Salisbury, MD

To Whom It May Concern:

I am writing this letter to place my name into consideration for renewal of membership on the Board of Directors of Poplar Hill Mansion. My background has earned Degrees in Museum Studies and Horticulture. Currently I work part time as a Professor of Practice in Environmental Studies at Salisbury University.

I have been a resident of Newtown for the past 25 years and have a desire to continue to work to improve Poplar Hill Mansion and the historic image of the area. I hope you will consider my renewal and look forward to hearing from you.

Sincerely

David T. Scheid

David T. Scheid

### **David Scheid**

A native of Lima, Ohio, David graduated with a B.S. in Horticulture/Floriculture from Ohio State University. He attended graduate school at Cornell University and after a stint in the U.S. Army, graduated with a M.S. in Horticulture/Botanic Garden Management and Museum Studies from the Longwood Program at the University of Delaware.

He then went to work for the Nemours Foundation in Wilmington, Delaware, overseeing the opening of the estate "Nemours", of the Late Mr. &Mrs. Alfred I. DuPont as a public garden and museum. Following that he became the Vice President for Horticulture at the New York Botanical Garden in Bronx, NY; and then became Executive Director of the United States Botanic Garden in Washington, D.C.

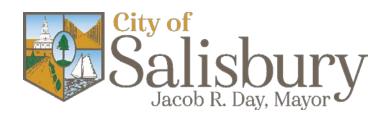
From 1992 - 2017 he served as Program Head for the Horticulture/Landscape Design Program at the Northern Virginia Community College, Loudoun Campus, which is the second largest multi-campus community college in the United States.

In 2015 he began teaching as an adjunct in the Environmental Studies Department at Salisbury University and is currently is a Professor of Practice teaching Sustainable Design in the department.

He was appointed by the mayor and city council in 2018 to the board of Poplar Hill Mansion where he currently serves as chair.

He started gardening at age 6 and since 1995 spends much of his free time restoring his Victorian home in Salisbury, MD on the eastern shore. He has written numerous articles and has worked with the garden club community and their educational programs as well as Master Gardener programs for the better part of 20 years. He considers his specialty to be that he is a generalist in the world of plants and gardens.

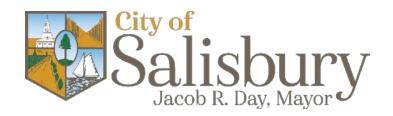
1	RESOLUTION NO. 3069				
2					
3	BE IT RESOLVED, by the City of Sa	lisbury, Maryland that the following			
4	individual is re-appointed to the Friends of Popla	r Hill Mansion, for the term ending as			
5	indicated.				
6					
7	<u>Name</u>	Term Ending			
8	David Scheid	November 2023			
9					
10					
11	THE ABOVE RESOLUTION was introduced in the second of the s	• •			
12	Council of the City of Salisbury, Maryland held on	October 12, 2020.			
13	A TOTAL OF				
14	ATTEST:				
15					
16					
17 18	Vimborly D. Nichols	John R. Heath			
19	Kimberly R. Nichols CITY CLERK	PRESIDENT, City Council			
20	CITTCLERK	PRESIDENT, City Council			
21					
22	APPROVED BY ME THIS				
23	ATTROVED BT ME THIS				
24	day of, 2020.				
25	, 2020.				
26					
27					
28	Julia Glanz, City Administrator				
29	for and at the direction of Jacob R. Day, MAYOR				
	2				



# **COUNCIL AGENDA – Award of Bids**

## October 12, 2020

1.	ITB 21-108 Wor-Wic Community College Water Tower Painting & Logo	\$350,000.00
2.	ITB 21-109 Camden Street Pedestrian Bridge	\$515,576.40
3.	ITB 21-112 Park WTP Roof Replacement	\$184.859.00



To: Mayor and City Council

From: Jennifer Miller

**Director of Procurement** 

Date: October 12, 2020 Subject: Award of Bids

The Department of Procurement received three separate requests from the Department of Infrastructure and Development to solicit bids from qualified and experienced contractors to furnish all labor, materials and equipment necessary for the following projects:

ITB 21-108 Wor-Wic Community College Water Tower Painting and Logo Installation

- Scope of Work: Exterior painting, logo application and interior painting of the water tower located at Wor-Wic Community College
- Bid date: July 27, 2020
- Bid opening: August 27, 2020 at 2:30 p.m.
- Vendor: Central Painting & Sandblasting, Inc. (Navarre, OH)
- Cost: \$350,000.00

### ITB 21-109 Camden Street Pedestrian Bridge Construction

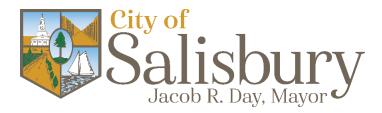
- Scope of Work: Construction of a pedestrian bridge and access ramps near Camden Street, crossing over the Wicomico River, from W. Market Street to W. Carroll Street.
- Bid date: July 13, 2020
- Bid opening: September 4, 2020 at 2:30 p.m.
- Vendor: Murtech, Inc. (Salisbury, MD)
- Cost: \$515,576.40

### ITB 21-112 Park Water Treatment Plant Roof Replacement

- Scope of Work: Replacement of the slate roof and gutters at the Park Water Treatment Plant on North Park Drive
- Bid date: August 5, 2020
- Bid opening: September 8, 2020
- Vendor: Alden Bailey Restoration Corporation (Mahwah, NJ)
- Cost: \$184,859.00

The City followed standard bidding practices for all bids by publicly posting the solicitations on the City of Salisbury's Procurement Portal and the State of Maryland's website, eMaryland Marketplace Advantage. The departmental memos provide a recap of the pricing submitted by bid, by vendor.

The Department of Procurement hereby requests Council's approval to award these contracts to the lowest responsive and responsible bidders as indicated.



To: Jennifer Miller, Director of Procurement

From: Amanda H. Pollack, Director of Infrastructure & Development

Date: September 22, 2020

Re: ITB 21-108 Wor-Wic Community College Water Tower Painting and Logo Installation

The Department of Infrastructure and Development worked with the Department of Procurement to advertise an Invitation to Bid (ITB) for the Wor-Wic Community College Water Tower Painting and Wor-Wic Logo. The Wor-Wic logo (bid item No. 101) is being paid for by Wor-Wic Community College.

Eight (8) firms submitted proposals by the due date of Thursday August 27, 2020 at 2:30 PM. The eight proposals received ranged from \$350,000.00 to \$939,000.00 as summarized below:

<u>Vendor</u>	Item No. 100	<u>Item No. 101</u>	<u>Item No. 102</u>	<u>Total</u>
Central Painting & Sandblasting	\$236,000.00	\$4,000.00	\$110,000.00	\$350,000.00
Manolis Painting	\$231,000.00	\$34,000.00	\$165,000.00	\$430,000.00
Preferred Tank & Tower	\$290,000.00	\$15,000.00	\$175,000.00	\$480,000.00
D & M Painting Corporation	\$273,840.00	\$18,400.00	\$280,000.00	\$572,240.00
George Kountoupes Painting Co.	\$390,000.00	\$15,000.00	\$265,000.00	\$670,000.00
V&T Painting LLC	\$430,000.00	\$15,000.00	\$240,000.00	\$685,000.00
Brave Industrial Paint LLC.	\$729,928.00	\$5,000.00	\$76,000.00	\$810,928.00
K&K Painting, Inc.	\$510,000.00	\$29,000.00	\$400,000.00	\$939,000.00

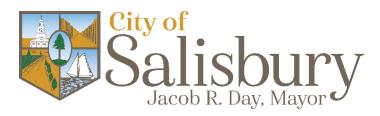
Central Painting & Sandblasting, Inc. scope items which are recommended for award are summarized below:

<u>Item No.</u>	<u>Description</u>	<u>Total</u>
100	Exterior preparation and painting	\$236,000.00
101	Furnish and install Wor-Wic logo and all digital media associated with the creation of the logo file	\$4,000.00
102	Interior Finishes	\$110,000.00
Total award amount		\$350,000.00

The Department of Infrastructure and Development reviewed the bids and found that Central Painting & Sandblasting, Inc. presented a proposal that is consistent with the bid documents. The Central Painting & Sandblasting references were complimentary of the work performed and would hire the contractor again.

Please issue a Purchase Order to Central Painting & Sandblasting, Inc. in the amount of \$350,000.00 for the work outlined in ITB 21-108. Funds are available in the following accounts:

96216-534501-50016 \$100,000.00 97030-513026-50016 \$250,000.00



To: Jennifer Miller, Director of Procurement

From: Amanda H. Pollack, Director of Infrastructure & Development

Date: September 22, 2020

Re: ITB 21-109- Award of Bids for Camden Pedestrian Bridge Construction

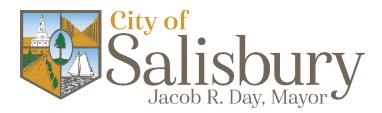
The Department of Infrastructure and Development worked with the Department of Procurement to advertise an Invitation to Bid for the construction of the Camden Pedestrian Bridge project. The bid solicited licensed and qualified firms to construct and install an 80 foot long prefabricated bridge which will span the Wicomico River at the end of Camden Street. The bridge is designed for use by both pedestrians and cyclists. Construction includes concrete approach ramps which will connect to existing sidewalk and Riverwalk.

Four Vendors submitted bids by the due date on Friday, September 4, 2020 at 2:30 PM. One bidder was deemed non-responsive, one bidder was not on the most recently published list of Licensed Marine Contractors (required) and the other two bidder were deemed technically qualified and properly licensed. All four bids are summarized below:

	_ <del>_</del>	
Company	Total Bid	
AVCON Railing	\$32,569.12 (Non-responsive)	
Murtech Inc.	\$515,576.40	
George & Lynch, Inc.	\$788,166.99	
Freyssinet Inc.	\$837,525.00 (not on MD list of Licensed	
	Marine Contractors)	

The Department of Infrastructure and Development reviewed the bids in accordance with the contract documents. Murtech Inc. is the lowest responsive bidder. Murtech offered a \$14,800 deduction from their total bid if the City was open to accept a substitution with the Acrow Eagle Bridge. However, this alternative does not meet the project specifications and is not manufactured in the United States. For these reasons, the Department of Infrastructure and Development is not recommending exercising this option. The Department of Infrastructure and Development called all references for Murtech Inc. and each was complementary of the work performed and would hire the contractor again. The City has also worked successfully with Murtech in the past. The Department of Infrastructure and Development recommends awarding the contract to Murtech Inc. for the total bid amount of \$515,576.40.

Please award contract ITB 21-109 to Murtech Inc. in the amount of \$515,576.40. Funds are available in account 98119-513026-48048.



To: Jennifer Miller, Director of Procurement

From: Amanda H. Pollack, Director of Infrastructure & Development

Date: September 29, 2020

requirements.

Re: ITB 21-112 Park WTP Roof Replacement

The Department of Infrastructure and Development worked with the Department of Procurement to advertise an Invitation to Bid (ITB) for the Park Water Treatment Plant (WTP) Roof Replacement. The project includes all work to remove and replace the slate roof per the Maryland Historic Trust

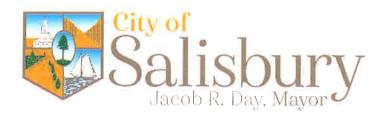
Two (2) firms submitted bids by the due date of Tuesday September 8, 2020 at 2:30 PM, as summarized below:

<u>Vendor</u>	<u>Total</u>
Alden Bailey Restoration, Corp.	\$184,859.00
Ruff Roofing and Sheet Metal, Inc.	\$197,068.00

The Department of Infrastructure and Development reviewed the bids and found Alden Bailey Restoration, Corp. to be a responsive bidder. The Alden Bailey Restoration references were complimentary of the work performed and would hire the contractor again. The Department of Infrastructure and Development recommends award of ITB 21-112 Park WTP Roof Replacement to Alden Bailey Restoration, Corporation.

Please issue a Purchase Order to Alden Bailey Restoration, Corp. in the amount of \$184,859.00 for the work outlined in ITB 21-112. Funds are available in the following accounts:

96112-513026-50037 \$181,560.00 96113-513026-50037 \$3,299.00



# **MEMORANDUM**

**To:** Julia Glanz, City Administrator

From: John W. Tull, Fire Chief

**Subject:** Gifting from Volunteer Corporations

Date: September 15, 2020

The members of the Salisbury Fire Company No. 2 (Fire Station #2), and the Salisbury Fire Department Inc. (Fire Station #16) corporations have utilized funds appropriated to them to purchase various assets for use in the departments operations. The equipment is listed below and is incorporated into the operational readiness equipment and apparatus of the department:

Item Description	Value / Costs
Command vehicle Replacement (Assistant Chief 2)	\$85,803.00
Staff Vehicle Replacement (Deputy Chief 1)	\$85,803.00
Support Vehicle Replacement (Utility 2)	\$57,000.00
Lighting package for Chief's vehicle	\$19,409.00
Server for Station Camera System	\$8,000.00
Rescue Training Mannequins	\$1,335.00
NeoMates & PediMates Training Mannequins	\$3779.94
Spartan Cargo Trailer (8.5' X 24')	\$7,395.00
Total	: \$268,524.94

This apparatus and equipment are new or replacements to the emergency service fleet and inventory that enhance the Department's capabilities in the effective and efficient delivery of public safety services. The volunteers wish to gift these apparatus and equipment to the City for inclusion in the Fire Department's fleet vehicle and equipment inventory. In compliance with City policy such gifts can only be accepted with the approval of the City Council. Attached you will find a resolution to accept this equipment for consideration by the City Council.

Unless you or the Mayor have further questions, please advance this memorandum and

resolution to the City Council.

William E. Higgins, President

Fire Company #2

Todd Dudek, President

Salisbury Fire Department, Inc.

cc: File

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING THE DONATION OF APPARATUS AND EQUIPMENT FROM THE VOLUNTEER FIRE COMPANIES STATIONS 2 AND 16 FOR THE SALISBURY FIRE DEPARTMENT TO USE IN EFFORTS TO ENHANCE ITS CAPABILITIES IN PROVIDING THE EFFECTIVE AND EFFICIENT DELIVERY OF FIRE, RESCUE AND EMERGENCY MEDICAL SERVICES AND TO IMPROVE THE QUALITY OF LIFE FOR THE CITIZENS OF THE CITY OF SALISBURY AND THE SALISBURY FIRE DISTRICT.

WHEREAS, the volunteer members of the Salisbury Fire Department constantly seek to enhance the department's capabilities in the effective and efficient delivery of public safety services through their contributions of equipment and apparatus to the City; and

WHEREAS, funds appropriated to the Volunteer Corporations have been expended by the Salisbury Fire Company No. 2 (Fire Station #2) and the Salisbury Fire Department Inc. (Fire Station #16) to purchase various apparatus and equipment with a total value of \$268,524.94; and

WHEREAS, the volunteers wish to donate or gift all assets to the City of Salisbury Fire Department for inclusion in its inventory of emergency vehicles and equipment; and

WHEREAS, both the Fire Chief and the Mayor have recommended that the City accept the donation of these vehicles and equipment; and

WHEREAS, the City's gift policy requires that such gifts can only be accepted with the approval of City Council.

NOW, THEREFORE IT BE RESOLVED that the City of Salisbury accepts these gifts and expresses its sincere appreciation to the Salisbury Fire Company No. 2 (Fire Station #2), and the Salisbury Fire Department Inc. (Fire Station #16) volunteer membership of the Salisbury Fire Department for their generous gifts listed below for inclusion in the Department's inventory of emergency apparatus and equipment:

Item Description	Value / Costs
Command Vehicle Replacement (Assistant Chief 2)	\$85,803.00
Staff Vehicle Replacement (Deputy Chief 1)	\$85,803.00
Support Vehicle Replacement (Utility 2)	\$57,000.00
Lighting package for Chief's vehicle	\$19,409.00
Server for Station Camera System	\$8,000.00
Rescue Training Mannequins	\$1,335.00
NeoMates & PediMates Training Mannequins	\$3779.94
Spartan Cargo Trailer (8.5' X 24')	\$7395.00
Total:	\$268,524.94

36	THE ABOVE RESOLUTION w	vas introduced, read and passed at the regular meeting of
37	the Council of the City of Salisbury held	l on this day of, 2020, and is
38	to become effective immediately upon a	doption.
39	_	-
40	ATTEST:	
41		
42		
43	Kimberly R. Nichols	John R. Heath
44	CITY CLERK	PRESIDENT, CITY COUNCIL
45		
46		
47	Approved by me thisday of	, 2020.
48		
49		
50	Julia Glanz, City Administrator	
51	for and at the direction of Jacob R. Day,	MAYOR
52		
53		

ORD	INIA	NCE.1	Nο	2620

1	ORDINANCE No. 2620
2 3 4	AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND CHAPTER 12.36 – SIDEWALK CAFES OF THE SALISBURY MUNICIPAL CODE TO AMEND THE REQUIREMENTS FOR SIDEWALK CAFES.
5 6 7	WHEREAS, the ongoing application, administration and enforcement of the City of Salisbury Municipal Code demonstrates the need for periodic review, evaluation and amendment; and
8 9 10	WHEREAS, the City of Salisbury desires to require all applications for a sidewalk café seating area to include an inspection and approval by the City Fire Marshal to ensure compliance with the City's fire prevention code prior to issuance of a permit; and
11 12	WHEREAS, the City of Salisbury has adopted the State Fire Prevention Code with certain local amendments.
13 14 15 16	WHEREAS, there has been a recent increase in the number of sidewalk cafes in the City and the City of Salisbury desires to update the requirements for sidewalk cafes to ensure better oversight and safety of all sidewalk cafes; and
17 18	WHERAS, the City of Salisbury would like to amend the Chapter to update the requirements and process by which Sidewalks Cafes are permitted.
19 20	NOW, THERFORE, be it enacted and ordained by the City of Salisbury, that Chapter 12.36 of the City of Salisbury Municipal Code be amended as follows:
21	Chapter 12.36 - SIDEWALK CAFES
22	12.36.010 - Definitions.
23 24 25 26	A. "Sidewalk cafe" means any area situated on a public sidewalk where food, refreshments and/or alcoholic beverages are sold by a restaurant, delicatessen, and/or ice cream shop for public consumption at tables or counters located on the public sidewalk fronting the operating establishment.
27 28 29	B. "Street fixtures" means physical objects located within a public sidewalk, such a streetlights, trees, signs, parking meters and planters.
30	12.36.020 - Permit required.
31 32	A. A person shall not construct, maintain, use or operate a sidewalk cafe on a public sidewalk without first obtaining a permit as provided for in this chapter.

- B. An application for a sidewalk café permit shall be made to the director of infrastructure and 33 34 development on forms provided by the director. The application shall be made by the owner of the [[public eating business]] food service facility establishing the sidewalk café. In 35 addition, an application may be required to be filed with the Historic District Commission. 36 The application for use of the public right-of-way for a sidewalk café should be from a food 37 service facility located on private contiguous property. In the event the outdoor cafe area is 38 not contiguous to the food service facility, it must be located within 25 feet of the storefront 39 of the associated food service facility; and adjoining property owners and businesses will be 40 notified of the permit application. The City may not be able to grant exclusive use of 41 sidewalk café if there are additional food service facilities within 25' of the business 42 applying for a sidewalk café permit. 43
- C. A sidewalk cafe permit shall be for one year from March 1 of each year until the *last day of the* following February [[28]]. An annual fee *of fifty dollars* (\$50) shall be paid with the permit application[[and The permit fee shall be established by ordinance of the city council]].
- 48 D. Sidewalk café permits are not transferable. In the event of the transfer of ownership of the food service facility, the new owner must reapply for a permit.
- 50 E. The City may suspend or revoke a permit for violations of this section, conditions of the permit, or other applicable City, County, State, or Federal laws.
- F. Permittee is required to make any and all repairs to damage caused to the City right of way and sidewalk café at the expiration of permit period.
- 55 12.36.030 Operating standards.

54

- A. No part of a sidewalk cafe area shall encroach upon any part of the sidewalk frontage on any adjacent premises, right-of-way or alley.
- 58 B. A sidewalk cafe shall comply with all building, health, safety, fire, zoning and environmental standards applicable to such uses.
- C. A sidewalk cafe shall not sell, serve or allow consumption of alcoholic beverages on its sidewalk without first obtaining the required license from the Wicomico County Liquor Board. Alcoholic beverages shall be served on the sidewalk cafe only in conjunction with the service of food. A public eating establishment shall not sell, serve or allow consumption of alcoholic beverages at its sidewalk cafe after the establishment's closing time.
- D. The following are prohibited in the cafe area: accumulated trash and refuse, storage, advertising banners, outdoor entertainment, music and loudspeakers.
- E. [[A sidewalk cafe shall close and all]]All cafe seating shall be removed from the cafe [[area]]or secured in the area [[no later than 11:00 p.m.]] no later than an hour after the business closes daily.
- 70 F. The affected portion of the sidewalk shall be cleaned by the owner of the sidewalk cafe each business day that the sidewalk cafe business is in operation.

- 72 *G.* A sidewalk café must comply with any conditions imposed by the City in connection with the issuance of a sidewalk café permit.
- 74 *H.* Sidewalk café must close at the same time as the permitted business. Permittee must ensure that all patrons do not linger or loiter in sidewalk café once business has closed.

77 12.36.040 - Design standards.

76

- A. The permittee shall allow a minimum of five feet of unobstructed area for pedestrian foot passage between the outer edge of the sidewalk curb or designated sidewalk area and the area occupied by the permittee.
- B. Sidewalk cafe furniture shall be simple in character, constructed, of wood and/or painted metal. The only furniture permissible are tables, chairs and umbrellas which are intended for outdoor use. All portions of umbrellas must be contained entirely within the seating area, and must have at least seven feet of clearance over the sidewalk when extended. The only wording or advertisement permissible on umbrellas is the name of the restaurant associated with the sidewalk cafe.
- C. A scaled sketch plan shall be filed with the permit application showing all street fixtures affected, included property lines fronting the sidewalk in which the sidewalk cafe will be located, sidewalks, street curb lines, lighting, trees, planters, parking meters, street signs, fire hydrants and proposed location of the outdoor cafe and enclosure. Any plans to anchor the enclosures in the public sidewalk must be approved by the department of infrastructure and development.
- D. Railings and/or fencing for the enclosed cafe area shall be approved by the Salisbury Historic District Commission and Department of Infrastructure & Development, if applicable.
- E. The sidewalk cafe seating area shall be [[approved by the Wicomico County Fire
   Inspection Division.]] Inspected and approved by City Fire Marshal for compliance with
   the City's Fire Prevention Code.
- F. No portion of the sidewalk [[café]]café, including furniture and fixtures, shall obstruct view and/or access to hydrants, street lights, street signs, telephones, mailboxes, transit stops or any other public service facility on the sidewalk area or adjacent street.
- G. No sidewalk cafe may be permanently located within the sidewalk area [[by means of 102 raised deck, platform, walls or other structures or enclosed by fixed walls of any 103 material]], except that sidewalk cafe boundaries must be delineated by the use of 104 [[temporary]] barriers such as railings or fencing. [[Any such temporary barriers must 105 be easily removed and no more than forty-two (42) inches in height above the sidewalk 106 surface]]. [[Temporary barriers may be attached by removable clips or devices 107 approved in advance by the department of infrastructure and development.]]Any 108 barrier must be approved and permitted by the Department of Infrastructure & 109 Development. Any portion of barriers above forty two (42) inches in height must provide 110 sight lines into/through the sidewalk café area and must be secured in a manner that is 111 acceptable to the Department of Infrastructure & Development. 112

113 114 115 116 117 118	Н.	All portions of canopies must be contained entirely within the seating area, and must have at least nine feet of clearance over the café area when extended. The only wording or advertisement permissible on canopy is the name of the restaurant associated with the sidewalk cafe. Canopies must be reviewed and approved by the City of Salisbury Infrastructure & Development Department, Historic District Commission, and City Fire Marshal.
119 120 121	I.	Any proposed alterations to the sidewalk café after the permit is issued must be reviewed and approved by the City of Salisbury Infrastructure & Development Department, Historic District Commission, and City Fire Marshal.
122		
123	12.	36.050 - Insurance and indemnification.
124 125 126 127 128 129 130	dan con app (\$5	The sidewalk cafe permitee shall fully insure, indemnify and hold harmless the city of isbury and its officers, agents, and employees from and against any and all claims and nages in any way arising out of the acts or omissions of the permittee or its employees in istruction, operation, maintenance, use, placement or condition of the sidewalk cafe. An olicant for a sidewalk cafe permit shall provide proof of five hundred thousand dollars 00,000.00) premises liability insurance before a permit may be issued or renewed under this opter.
<ul><li>131</li><li>132</li></ul>	12	36.060 - Violation and penalties.
133 134 135 136 137 138 139	offitako dol eac bui	The provisions of the chapter shall be enforced by the [[city]]City of Salisbury building icial or his/her designee. A person who continues to violate this chapter after written notice to e corrective action is guilty of a municipal infraction and shall be fined two hundred fifty lars (\$250.00) for the first offense and shall be fined up to five hundred dollars (\$500.00) for h subsequent offense. Each day a violation exists shall be a separate offense. In addition, the lding official may revoke or suspend a permit issued pursuant to this chapter after repeated ractions in any twelve-month period.
140		
141 142 143 144 145 146	*	ITALICIZED PRINT INDICATES MATERIAL ADDED TO EXISTING LAW.  Deleted material from the existing Code is indicated by bold double bracketed [[ ]] guage.
147 148	SA	AND BE IT FURTHER ORDAINED AND ENACTED BY THE CITY OF LISBURY, MARYLAND THAT this ordinance shall take effect immediately upon adoption.
149 150	Sal	THIS ORDINANCE was introduced and read at a meeting of the Council of the City of isbury held on this day of 2020, and thereafter, a statement of

151 152	the substance of the Ordinance having the Council on the day of	•	shed as required by law, was finally passed b, 2020.	у
153 154 155	ATTEST:			
156	Kimberly R. Nichols		John R. Heath	
157 158 159	CITY CLERK		PRESIDENT, City Council	
160 161 162 163	APPROVED BY ME THIS	_ day of	, 2020	
163 164 165	Julia Glanz, City Administrator, for and at the direction of Jacob R. Day	, MAYOR		

# Finance Department / HCDD MEMO

To: Keith Cordrey

From: Deborah Stam

Subject: Ordinance - Budget Amendment - Acceptance / Appropriation

of Donated Funds for Community Projects

Date: September 25, 2020

In FY 2020 the City of Salisbury received donation checks from members of the community for various community projects. Two checks were received for the Kindness Commission, and one was received for Ben's Red Swings. The three donations received were as follows:

- Dr. Vel Natesan, MD has provided a donation for the Kindness Commission in the amount of \$300
- First Shore Federal Savings and Loan Association has provided a donation for the Kindness Commission in the amount of \$100
- William and Brenda Beauchamp have provided a donation for the Ben's Red Swings playground in the amount of \$50

Attached is an Ordinance approving a budget amendment of the Donations-Other General Fund to appropriate the donated funds that have been received for these projects.

Please forward this information to the City Council to be placed on their agenda for discussion at the October 5, 2020 work session, first reading at the October 12, 2020 legislative meeting, and second reading / final passage at the October 26, 2020 legislative meeting. Thank you for your assistance.

Deborah J. Stam

Grants Manager

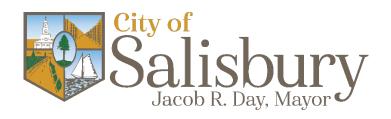
Finance Department / HCDD

Attachments

CC: Olga Butar
Kim Nichols
Diane Carter
Kristine Devine

1		ORDINANCE No. 2621
2		
3		PRDINANCE OF THE CITY OF SALISBURY ACCEPTING DONATED FUNDS
4		IBERS OF THE COMMUNITY FOR VARIOUS COMMUNITY BETTERMENT
5		AND AMENDING THE FY2021 BUDGET TO APPROPRIATE THESE
6	DONATED I	FUNDS FOR THOSE PROJECTS.
7		
8		REAS, the City of Salisbury has established a Kindness Commission in order to
9	better the live	es of our fellow citizens through acts of kindness and compassion; and
10		
11	WHE	REAS, Ben's Red Swings is a playground that was created to honor the memory of
12	Benjamin La	yton, and was constructed by his family, friends and other members of the Salisbury
13	community; a	and,
14		
15	WHE	REAS, the City has accepted donations from members of the community who are
16	interested in o	contributing to the good works of the Kindness Commission and the maintenance and
17	upkeep of the	e Ben's Red Swings playground; and
18		
19	WHE	REAS, Dr. Vel Natesan, MD has provided a donation in the amount of \$300.00 for
20	the Kindness	Commission; and
21		
22	WHE	REAS, the First Shore Federal Savings and Loan Association has provided a donation
23	in the amoun	t of \$100.00 for the Kindness Commission; and
24		
25	WHE	REAS, William and Brenda Beauchamp have provided a donation in the amount of
26	\$50.00 for the	e Ben's Red Swings playground; and
27		
28	WHE	REAS, the appropriations necessary to execute the purpose of these donations must
29	be made upor	n the recommendation of the Mayor and the approval of four-fifths of the Council of
30	the City of Sa	alisbury.
31	J	
32	NOW	, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
33		Y, MARYLAND that the City accepts the aforementioned donated funds to be spent
34		m and/or project for which the donation was made.
35	on the progra	in and of project for which the donation was made.
36	RF I	T FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF
37		that the City's Fiscal Year 2021 Budget be and is hereby, amended as follows:
38	STILLISD CIVI	that the city is 1 isotal 1 car 2021 Badget be and is hereby, amended as 10110 wis.
39	1)	Increase the Donations-Other – Kindness Commission Revenue Account
40	1)	(10700–456415–XXXXX) by \$400.00
41	2)	Increase the Kindness Commission Operating Expense Account
42	2)	(10700–546006–XXXXX) by \$400.00
43		(10700 340000 7777777) by \$\psi \psi 00.00
44	3)	Increase the Donations-Other – Playground Maintenance Revenue Account
45	3)	(10700–456415–XXXXX) by \$50.00
46	4)	Increase the Playground Maintenance Expense Account
47	• /	(10700–523628–XXXXX) by \$50.00
-		/ · / · · · · · · · / · / · / · · · · ·

49		
50	BE IT FURTHER ORDAINED that th	is Ordinance shall take effect from and after the date
51	of its final passage.	
52		
53		and read at a meeting of the Council of the City of
54	·	2020, and thereafter, a statement of the substance of
55	0 1	red by law, was finally passed by the Council on
56	the day of October, 2020.	
57		
58	ATTEST:	
59		
60		
61 62	Kimberly R. Nichols	John R. Heath, President
63	City Clerk	Salisbury City Council
64	City Clerk	Builsbury City Council
65		
66	APPROVED BY ME THIS:	
67	11110 / 22 2 1 112 1110	
68	day of October, 2020	
69		
70		
71		
72	Julia Glanz, City Administrator	
73	for and at the direction of Jacob R. Day, May	or



# **MEMORANDUM**

**To:** Julia Glanz, City Administrator

**From:** John W. Tull, Fire Chief

**Subject:** Budget Amendment – COVID-19 Expenses

Date: September 16, 2020

As you are aware, on March 13, 2020, the President of the United States declared that the ongoing Coronavirus Disease 2019 (COVID-19) pandemic was of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories and the District of Columbia pursuant to Section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Since then, the City has incurred substantial expenses preparing for and responding to the COVID-19 pandemic. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed under Category B of the Federal Emergency Management Agency's (FEMA) Public Assistance program at a 75 percent federal cost share.

Attached you will find an Ordinance requesting the approval of a budget amendment to the FY2020 grant fund for the purpose of accepting funds from the Federal Emergency Management Agency (FEMA) in the amount of \$109,028.69.

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



~

# Streamlined Project Application Project Application - Full

#### Summary

4491DR-MD (4491DR) / Salisbury, City of (045-69925-00) / [150565] Salisbury COVID-19 Project / Project Application - Full Summary

Sec	tion I - Project Ap <sub>l</sub>	plication Info	rmation
APPLICANT-ASSIGNED PROJECT  APPLICATION #	63020A	EVENT	4491DR-MD (4491DR)
		APPLICANT	Salisbury, City of (045-69925-00)
PROJECT APPLICATION TITLE	Salisbury COVID-19		
	Project	FEMA PA CODE	045-69925-00
PROJECT NET COST	\$99,911.58	PROJECT	[150565] Salisbury COVID-19
			Project
STATUS	Completed		

Section II - Scope of Work

### **Description of Activities**

Brief description of the activities the Applicant conducted or will conduct.

The City of Salisbury has continued to provide essential services to the citizens of Salisbury throughout the COVID-19 pandemic. In order to accomplish this, personal protective equipment and supplies were purchased in accordance to CDC and Health Department established guidelines.

Activities the Applicant conducted or will conduct.

Management, control, and reduction of immediate threats to public health and safety

· Facility disinfection

#### **Emergency Medical Care**

- Purchase and distribution/use of medical supplies & equipment
  - · Personal protective equipment
    - Respirators
    - N95 Respirators
    - Medical gloves
    - Surgical masks
    - Medical gowns
    - Coveralls
    - Face shields
    - Other: Digital thermometers, sanitizer, disinfectant wipes, cleaning supplies, acrylic barriers,

Method(s) of work the Applicant used or will use to complete the activities reported above.

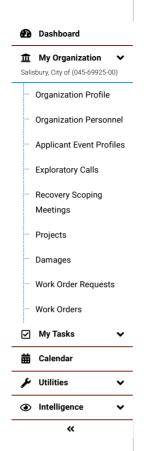
• No method(s) of work were selected.

#### Locations

Locations where the activities reported above were or will be conducted.

Jurisdiction-wide





#### **Documents**

No documents are currently required for this section/schedule.

Section III - Cost and Work Status Information

### **General Cost & Work Status Questions**

Did the Applicant want to request expedited funding?

No

Is the Applicant's estimated cost for activities reported in Section II greater than or equal to \$131,100.00?

No

What is the status of the activities reported in Section II?

• Activities started on 03/05/2020 and completed on 06/30/2020.

Schedule EZ - Small Project Estimate

### **Budget Estimate**

Please attach an itemized budget estimate created using standard procedures the Applicant would use absent federal funding. The itemized estimate needs to be broken down by the type and number of resources necessary to complete the work (contracts, labor, equipment, materials & supplies, and other costs).

What is the basis for estimate?

☑ Materials and Supplies

### **Project Costs**

Selected resources and costs necessary to complete the activities reported in Section II.

☑ Contracts (More Info)

Total cost of contracts from your estimate.

Total cost of materials and supplies from your estimate.

( More Info )

**Project Cost** \$99,911.58

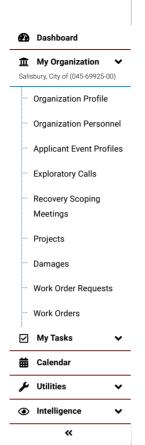
Contract Information

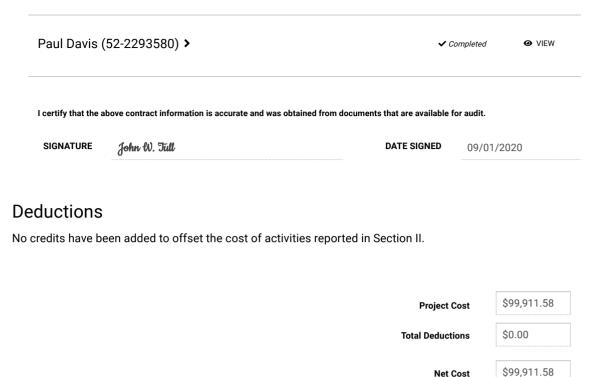
Sentral Services (02-1879920) ➤ ✓ Completed 

• VIEW

\$5,320.66

**Costs** \$94,590.92





### **Documents**

- - Materials and SuppliesMaterial Summaries
    - Field Ops Material Summary.pdfFinance Material Summary.pdfFire Material Summary.pdf
    - Housing Material Summary.pdf
    - Infrastructure Material Summary.pdf
    - Police Material Summary.pdfProcurement Material Summary.pdf
    - Water Works Material Summary.pdf

Section IV - Project Certifications

### **Preparer Certification**

Did the Applicant Authorized Representative receive consultant support or technical assistance in preparing this project application from anyone not directly employed by the Applicant?

• No

### Certification That Benefits Will Not Be Duplicated

Has the Applicant applied for any funding for COVID-19 from any other federal program?

Yes





#### Please list other programs

**DHHS Cares Act** 

Assistance to Firefighters Grant - COVID-19 Supplemental Program

Has the Applicant applied for any funding from any other federal program for the activities reported in Section II?

No

#### Certifications, Assurances, and Signature

I certify that the specific activities and costs in this project application were not requested from another funding source or, if they were requested, that other source has not yet approved the funding. Further, I certify that if the Applicant does receive funding for the specific activities and costs in this project application, I must notify the Recipient and FEMA, and funding will be reconciled to eliminate duplication.

AUTHORIZED John W. Tull DATE SIGNED 09/01/2020
REPRESENTATIVE

#### **General Certification**

#### **Activity Certifications**

As required by Title 44 Code of Federal Regulations (C.F.R.) §§ 206.223 and 206.225 and in accordance with the Public Assistance Program and Policy Guide (PAPPG), the Emergency Protective Measures described in this project were or are:

- · The Applicant's legal responsibility;
- Undertaken in response to the COVID-19 threat caused by the declared event; and
- Undertaken because they were necessary to eliminate threats to life, public health, and safety.

Any activity claimed has to have been performed or is being performed at the direction of or pursuant to guidance of state, local, tribal, or territorial public health officials (such as an executive order or other official order signed by a public health official).

If any activity was or will be occurring on private property: For each property, the Applicant (A) had or has a legal basis and authority to conduct the activities; and (B) completed or will complete the following actions for each property for which supporting documentation will be maintained: (i) obtained a right-of-entry, (ii) signed an agreement with the property owner to indemnify and hold harmless the Federal Government, and (iii) made efforts to identify any known insurance proceeds for the same activities.

#### **Cost Certifications**

As required by 44 C.F.R. § 206.228 and 2 C.F.R. Part 200 and in accordance with the PAPPG, the costs for which the Applicant is claiming reimbursement were or are:

- · Of a type generally recognized as ordinary and necessary for the type of facility or activities;
- Reduced by applicable credits, such as insurance proceeds and salvage values; and
- Reasonable as demonstrated by the method selected in Schedule A, B, C or EZ of this project application.

As required by the Stafford Act § 312, 42 U.S. Code § 5155, and 2 C.F.R. §200.406 and in accordance with the PAPPG, the Applicant has either:

- · Informed FEMA of all insurance proceeds; or
- Did not have insurance coverage in place for the claimed costs at the time of the declaration.
- The Applicant complied with federal, Recipient, and Applicant procurement requirements.
- The Applicant complied with all FEMA policies regarding equipment rates in accordance with the PAPPG.
- · The Applicant complied with all FEMA policies regarding labor in accordance with the PAPPG.

#### **Environmental and Historic Preservation Compliance Certifications**

In accordance with the PAPPG, the Applicant will comply with applicable federal, state, and local laws; will provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and will comply with any EHP compliance conditions placed on the grant.

#### **Documentation Certifications**

In accordance with 2 C.F.R. §200.333 as well as state and local record retention requirements, the Applicant will maintain all documentation that supports this project application in its own files. This documentation will be required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.

Certifications, Assurances, and Signature



Dashboard m My Organization Salisbury, City of (045-69925-00) Organization Profile Organization Personnel Applicant Event Profiles **Exploratory Calls** Recovery Scoping Meetings Projects Damages Work Order Requests Work Orders My Tasks **E** Calendar Utilities Intelligence

**«** 

It is important to know that upon submittal your project application becomes a legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. This can carry severe criminal and civil penalties including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571). I certify that all information I have provided regarding the project application is true and correct to the best of my knowledge. I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of federal laws, which carry severe criminal and civil penalties.

AUTHORIZED	John W. Tull	DATE SIGNED	09/01/2020
REDRESENTATIVE			

Supporting Documentation

- Fire Contract Summary.pdf
- Finance Contract Summary.pdf



**«** 

# Streamlined Project Application Project Application - Full

Summary

4491DR-MD (4491DR) / Salisbury, City of (045-69925-00) / [151361] Salisbury COVID-19 Project 2 / Project Application - Full Summary

	i Emergency Protectiv	ve Measures (COVID	)-19)
Section	n I - Project Ap	plication Inf	ormation
APPLICANT-ASSIGNED 63020B EVENT 4491DR-MD (4491DR) PROJECT APPLICATION #			4491DR-MD (4491DR)
		APPLICANT	Salisbury, City of (045-69925-
PROJECT APPLICATION TITLE	Salisbury COVID-		00)
	19 Project 2		
		FEMA PA CODE	045-69925-00
PROJECT NET COST	\$45,750.85		
		PROJECT	[151361] Salisbury COVID-19
STATUS	Completed		Project 2
	•		1 Toject 2
STATUS	Completed	1 100201	

Section II - Scope of Work

### **Description of Activities**

Brief description of the activities the Applicant conducted or will conduct.

The City of Salisbury has continued to provide essential services to the citizens of Salisbury throughout the COVID-19 pandemic. In order to accomplish this, the City has had to utilize overtime/part-time funds to adequately staff departments at minimum staffing levels due to COVID exposures/infections and

Activities the Applicant conducted or will conduct.

#### Management, control, and reduction of immediate threats to public health and safety

- Pre-positioning or movement of supplies, equipment, or other resources
- Security, law enforcement, barricading, and patrolling

#### **Emergency Medical Care**

- · Provision of medical services
  - · Emergency medical transport

Method(s) of work the Applicant used or will use to complete the activities reported above.

• No method(s) of work were selected.

### Locations

Locations where the activities reported above were or will be conducted.

• Jurisdiction-wide

### **Documents**



No documents are currently required for this section/schedule.



Section III - Cost and Work Status Information

### **General Cost & Work Status Questions**

Did the Applicant want to request expedited funding?

No

Is the Applicant's estimated cost for activities reported in Section II greater than or equal to \$131,100.00?

No

What is the status of the activities reported in Section II?

• Activities started on 03/05/2020 and completed on 06/30/2020.

Schedule EZ - Small Project Estimate

### **Budget Estimate**

Please attach an itemized budget estimate created using standard procedures the Applicant would use absent federal funding. The itemized estimate needs to be broken down by the type and number of resources necessary to complete the work (contracts, labor, equipment, materials & supplies, and other costs).

What is the basis for estimate?

### **Project Costs**

Selected resources and costs necessary to complete the activities reported in Section II.

Costs

∠ Labor (More Info)

Including the Applicant's own staff, Mutual Aid, prison labor, or National Guard.

Total cost of labor from your estimate.

Costs

∠ Equipment (More Info)

Including the applicant owned, purchased, or rented.

Total cost of equipment from your estimate.

Project Cost

\$45,750.85

### **Deductions**

No credits have been added to first the ingst of activities reported in Section II.



Project Cost \$45,750.85

Total Deductions \$0.00

Net Cost

\$45.750.85

### **Documents**

■ Budget Estimates ✓ Requirement Met

Project Cost

Labor

■ Force Account Labor Documentation

**Equipment** 

**■** Equipment Summaries

Section IV - Project Certifications

### **Preparer Certification**

Did the Applicant Authorized Representative receive consultant support or technical assistance in preparing this project application from anyone not directly employed by the Applicant?

• No

### Certification That Benefits Will Not Be Duplicated

Has the Applicant applied for any funding for COVID-19 from any other federal program?

Yes

#### Please list other programs

Assistance to Firefighters Grant - COVID-19 Supplemental Program

**DHHS Cares Act** 

Has the Applicant applied for any funding from any other federal program for the activities reported in Section II?

No

#### Certifications, Assurances, and Signature

I certify that the specific activities and costs in this project application were not requested from another funding source or, if they were requested, that other source has not yet approved the funding. Further, I certify that if the Applicant does receive funding for the specific activities and costs in this project application, I must notify the Recipient and FEMA, and funding will be reconciled to eliminate duplication.

AUTHORIZED John W. Tulk DATE SIGNED 09/08/2020
REPRESENTATIVE



#### General Certification

#### Dashboard

Salisbury, City of (045-69925-00)

Organization Profile

Organization Personnel

Applicant Event Profiles

**Exploratory Calls** 

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders









Intelligence

**«** 

#### **Activity Certifications**

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- · The Applicant's legal responsibility;
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#### **Cost Certifications**

As required by 44 C.F.R. § 206.228 and 2 C.F.R. Part 200 and in accordance with the PAPPG, the costs for which the Applicant is claiming reimbursement were or are:

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- · Reduced by applicable credits, such as insurance proceeds and salvage values; and
- Reasonable as demonstrated by the method selected in Schedule A, B, C or EZ of this project application.

As required by the Stafford Act § 312, 42 U.S. Code § 5155, and 2 C.F.R. §200.406 and in accordance with the PAPPG, the Applicant has either:

- Informed FEMA of all insurance proceeds; or
- Did not have insurance coverage in place for the claimed costs at the time of the declaration.
- · The Applicant complied with federal, Recipient, and Applicant procurement requirements.
- · The Applicant complied with all FEMA policies regarding equipment rates in accordance with the PAPPG.
- The Applicant complied with all FEMA policies regarding labor in accordance with the PAPPG.

#### Environmental and Historic Preservation Compliance Certifications

In accordance with the PAPPG, the Applicant will comply with applicable federal, state, and local laws; will provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and will comply with any EHP compliance conditions placed on the grant.

#### **Documentation Certifications**

In accordance with 2 C.F.R. §200.333 as well as state and local record retention requirements, the Applicant will maintain all documentation that supports this project application in its own files. This documentation will be required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.

#### Certifications, Assurances, and Signature

It is important to know that upon submittal your project application becomes a legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. This can carry severe criminal and civil penalties including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571). I certify that all information I have provided regarding the project application is true and correct to the best of my knowledge. I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of federal laws, which carry severe criminal and civil penalties.

AUTHORIZED REPRESENTATIVE

John W. Tull

**DATE SIGNED** 

09/08/2020



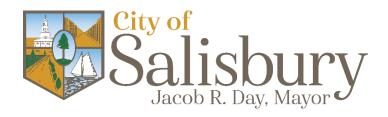
#### Dashboard

**Ⅲ** My Organization

Salisbury, City of (045-69925-00)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- **Exploratory Calls**
- Recovery Scoping
- Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders
- My Tasks
  - .5
- **d** Calendar
- Utilities
- Intelligence
  - **«**

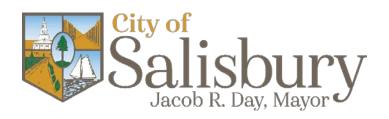
- Fire Dept Time Report.pdf
- Police Time Sheets.pdf
- Water Dept Time Sheets.pdf
- WWTP Time sheets.pdf
- Fire Dept Activity Log ICS 214.pdf



### Budget Summary Cost for COVID-19 (March 5, 2020 – June 30, 2020)

Contract Work Summary Records		
Finance		\$ 500.00
Fire Department		\$ 4,820.66
	Total	\$ 5,320.66
Material Summary Record Expenses		
Procurement		\$ 9,563.33
Water Works		\$ 3,289.92
Infrastructure & Development		\$ 1,472.86
Finance		\$ 555.00
Housing & Community Development		\$ 127.47
Field Ops		\$ 2,262.29
Police Department		\$ 68,319.01
Fire Department		\$ 9,001.04
	Total	\$ 94,590.92
ו	Total Project Cost	\$ 99,911.58

A breakdown of material expenses for each Department is listed on the attached sheets.



### Budget Summary Cost for COVID-19 (March 5, 2020 – June 30, 2020)

Force Account Equipment Summary		
Field Ops		\$ 630.16
Fire		\$ 8,930.06
	Total	\$ 9,560.22
Force Account Labor Summary		
Water Works		\$ 4,770.87
Police		\$ 1,196.26
Fire		\$ 30,223.50
	Total	\$ 36,190.63
Grand Totals		\$ 45,750.85

A breakdown of specific equipment and labor cost for each Department is listed on the additional attached sheets.

### **Procurement**

Vendor	Item	QTY	Cost	Total	Date
Staples	Gloves (100/box)	1	\$ 4.93	\$ 4.93	03/12/20
Amazon	Non-contact digital infrared thermometer	17	\$ 79.99	\$ 1,359.83	03/23/20
	Shipping & Handling	1	\$ 8.99	\$ 8.99	03/23/20
Buckeye Cleaning Center	Disinfectant wipes w/3 bucket	15	\$ 121.04	\$ 1,815.60	04/08/20
Buckeye Cleaning Center	Nitrile gloves, size large (100/box)	10	\$ 8.00	\$ 80.00	04/08/20
	Freight	1	\$ 24.00	\$ 24.00	04/08/20
Lyon Rum Distilling	Hand sanitizer (gallon)	30	\$ 28.39	\$ 851.70	04/08/20
Wicomico County Emergency Services	Hand sanitizer (75L/bottle, 6 bottles/case)	14	\$ 72.30	\$ 1,012.20	04/17/20
				\$ 5,157.25	
Bound Tree Medical, LLC	Nitrile gloves, size large (100/box - 10bx/case)	10	\$ 68.60	\$ 686.00	04/22/20
Bound Tree Medical, LLC	Nitrile gloves, size XL (100/box - 10bx/case)	12	\$ 68.60	\$ 823.20	04/22/20
Bound Tree Medical, LLC	CaviWipes (160/container)	133	\$ 8.00	\$ 1,064.00	06/04/20
Bound Tree Medical, LLC	Nitrile gloves, size large (100/box)	100	\$ 6.86	\$ 686.00	06/17/20
Bound Tree Medical, LLC	Nitrile gloves, size XL (100/box - 10bx/case)	10	\$ 68.60	\$ 686.00	06/24/20
	Freight	1	\$ 73.40	\$ 73.40	06/24/20
Bound Tree Medical, LLC	Nitrile gloves, size XL (100/box - 10bx/case)	5	\$ 68.60	\$ 343.00	06/26/20
	Frieght	1	\$ 44.48	\$ 44.48	06/26/20
				\$ 4,406.08	

Grand Total \$ 9,563.33

### **Water Works**

Vendor	Item	QTY	Cost	Total	Date
Zoom	Zoom Subscription	1	\$149.90	\$149.90	04/14/20
Office Depot	Web Cameras	2	\$27.99	\$55.98	05/27/20
Medicus Health	Keyboard Covers	20	\$45.00	\$900.00	06/08/20
	Shipping	1	\$17.21	\$17.21	06/08/20
Gardner Signs	Face Masks	90	\$2.00	\$180.00	06/11/20
AR Industrial	Temp Gauge	3	\$72.99	\$218.97	06/16/20
	Freight	1	\$20.00	\$20.00	06/16/20
Office Depot	5'x5' Panel Dividers	8	\$194.70	\$1,557.60	06/19/20
Office Depot	Connectors for Dividers	16	\$21.26	\$340.16	06/19/20
				\$3,289.92	

### **Department of Infrastructure & Development**

Vendor	Item	QTY	Cost	Total	Date
Shop BISM	Disinfectant wipes (180 sheets)	4	\$ 14.24	\$ 56.96	04/01/20
Shop BISM	Disinfectant spray (2 pack)	3	\$ 20.80	\$ 62.40	04/01/20
M4 Reactor/Delmarva Foundation	Acrylic barriers	1	\$ 1,353.50	\$ 1,353.50	06/30/20
				\$ 1,472.86	

### **Finance Department**

Vendor	Item	QTY	Cost	Total	Date
M4 Reactor, Delmarva Foundation	Acrylic shields/barriers; 3 various types	3	\$ 185.00 \$	555.00	06/30/20
			\$	555.00	

### **Housing & Community Development**

Vendor	Item	QTY	Cost	Total	Date
Blind Industries Services	Case of disinfectant cleaner w/trigger sprays	1	\$ 89.28	\$ 89.28	04/24/20
Blind Industries Services	Trigger sprayers	11	\$ 1.02	\$ 11.22	
Amazon	22 oz. disinfectant cleaner	3	\$ 8.99	\$ 26.97	04/24/20
				\$ 127.47	

### **Field Operations**

Vendor	Item	QTY		Cost	Total	Date
amily Dollar	2oz Hand Sanitizers	6	\$	1.60	\$ 9.60	3/13/2020
amily Dollar	Wipes	2	\$	5.00	\$ 10.00	3/13/2020
amily Dollar	Wipes	1	\$	3.75	\$ 3.75	3/13/2020
Dollar Tree	Wipes	10	\$	1.00	\$ 10.00	3/13/2020
Microsoft Office	Computer Updates	1	\$	39.99	\$ 39.99	3/20/2020
Rommel's Ace Hardware	Bleach	1	\$	242.32	\$ 242.32	3/23/2020
Advanced Auto Parts	3-pack gloves (300 gloves)	3	\$	16.71	\$ 50.13	3/23/2020
Zoom	Monthly Standard Pro Charge	1	\$	14.99	\$ 14.99	4/14/2020
Amazon	2oz Spray Bottles	20	\$	2.59	\$ 51.80	4/27/2020
	Shipping & Handling	1	\$	11.80	\$ 11.80	4/27/2020
					\$ 444.38	
Garner Signs	Face Mask Extensions	200	\$	0.50	\$ 100.00	5/6/2020
Rommel's Ace Hardware	Bleach - Gallon Container	27	\$	3.59	\$ 96.93	5/13/2020
	Discount	1	\$	(9.69)	\$ (9.69)	5/21/2020
loom	Monthly Standard Pro Charge	1	\$	14.99	\$ 14.99	5/14/2020
Ritz Safety	10oz Sanitizer	30	\$	8.15	\$ 244.50	5/21/2020
	Freight	1	\$	22.35	\$ 22.35	5/21/2020
Buckeye Cleaning Center	Wipes, CF roll (275 RL/case)	4	\$	43.00	\$ 172.00	
Buckeye Cleaning Center	Sanicare TBX 12x1	1	\$	67.44	\$ 67.44	
WICO Emergency Services	hand sanitizer (75L/bottle, 6 bottles/case)	8	\$	72.30	\$ 578.40	6/4/2020
					\$ 1,286.92	
Garner Signs	Desk Sheild (Partition)	1	\$	116.00	\$ 116.00	6/13/2020
Garner Signs	Face Sheilds	50	\$	8.00	\$ 400.00	6/12/2020
Zoom	Monthly Standard Pro Charge	1	\$	14.99	\$ 14.99	6/14/2020
	,		•		\$ 530.99	, , -
			G	rand Total	\$ 2,262.29	

### **Police Department**

Vendor	Item	QTY		Cost	Total	Date
Lawmen Supply	N95 mask	2000	\$	7.50	\$ 15,000.00	03/19/20
	Shipping	1	\$	15.00	\$ 15.00	03/19/20
Office Depot	clorox wipes (tubs)	20	\$	7.99	\$ 159.80	03/20/20
Office Depot	Nitrile gloves, large (box)	24	\$	4.10	\$ 98.40	03/20/20
Office Depot	Nitrile gloves, small (box)	8	\$	7.39	\$ 59.12	03/20/20
Office Depot	Nitrile gloves, med (box)	12	\$	6.99	\$ 83.88	03/20/20
Office Depot	Nitrile gloves, xl (box)	24	\$	4.10	\$ 98.40	03/20/20
Staples	Purell hand sanitizer (bottle)	1	\$	3.79	\$ 3.79	03/20/20
Hardwire, LLC	Face shields	150	\$	10.00	\$ 1,500.00	04/01/20
Arrow Safety Device	N95 mask	500	\$	6.00	\$ 3,000.00	04/01/20
					\$ 20,018.39	
Fisher Scientific	Disposable gowns, regular (case)	2	\$	58.66	\$ 117.32	04/01/20
	Shipping	1	\$	4.20	\$ 4.20	04/01/20
Fisher Scientific	Disposable gowns, large (case)	3	\$	58.39	\$ 175.17	04/01/20
Fisher Scientific	Disposable gowns, x-large (case)	2	\$	102.66	\$ 205.32	04/01/20
Arrow Safety Device	N95 mask	1400	\$	6.00	\$ 8,400.00	04/07/20
Arrow Safety Device	N95 mask	500	\$	6.00	\$ 3,000.00	04/09/20
Vizocom Gov. Services	KN95 mask	9900	\$	2.39	\$ 23,661.00	04/13/20
Lawmen Supply	3-ply facial mask (50/box)	230	\$	50.00	\$ 11,500.00	04/16/20
	Shipping	1	\$	25.00	\$ 25.00	04/16/20
					\$ 47,088.01	
American Public Safety	Sniper 16 oz trigger spray	30	\$	13.95	\$ 418.50	04/16/20
American Public Safety	Sniper disinfectant (Gallon)	10	\$	48.00	\$ 480.00	04/16/20
Debbie Brophy	Bleach	1	\$	35.90	\$ 35.90	06/11/20
Adkins Company	Bleach	15	\$	2.99	\$ 44.85	04/03/20
Holt Paper Supplies	Hand sanitizer	1	\$	233.36	\$ 233.36	06/26/20
					\$ 1,212.61	
			_			

Grand Total \$ 68,319.01

#### **Fire Department**

Vendor	Item	QTY	Cost	Total	Date
Bound Tree	Disposable thermometers	5	\$ 1.08	\$ 5.40	03/16/20
TRI Supply & Equipment	Dust Mask (50 pack)	3	\$ 14.99	\$ 44.97	03/18/20
Clear View Enterprises	Coveralls (XL)	2	\$ 37.00	\$ 74.00	03/18/20
Clear View Enterprises	Coveralls (2X)	2	\$ 38.15	\$ 76.30	03/18/20
Bound Tree	Gloves (Med)	4	\$ 6.86	\$ 27.44	03/20/20
Amazon	Digital thermometer probe covers	20	\$ 11.99	\$ 239.80	03/23/20
Amazon	Digital forehead thermometers	4	\$ 83.99	\$ 335.96	03/23/20
	Shipping cost	1	\$ 41.00	\$ 41.00	03/23/20
Bound Tree	Gloves (XL)	4	\$ 6.86	\$ 27.44	03/23/20
Bound Tree	Disposable thermometers	145	\$ 1.08	\$ 156.60	03/23/20
				\$ 1,028.91	
Bound Tree	Gloves (Med)	10	\$ 68.60	\$ 686.00	03/23/20
Bound Tree	Gloves (XL)	6	\$ 6.86	\$ 41.16	03/23/20
Bound Tree	Gloves (XL)	10	\$ 6.86	\$ 68.60	03/24/20
Bound Tree	Alcohol prep pads (200/box)	4	\$ 1.95	\$ 7.80	03/25/20
Bound Tree	Oral Nasal w/O2 tubing	35	\$ 8.81	\$ 308.35	03/25/20
Bound Tree	Blood pressure cuff (Adult)	2	\$ 6.40	\$ 12.80	03/25/20
Bound Tree	ECG chart paper	10	\$ 1.50	\$ 15.00	03/25/20
Bound Tree	Gloves (Med)	20	\$ 6.86	\$ 137.20	03/25/20
Bound Tree	Gloves (Med)	16	\$ 6.86	\$ 109.76	03/25/20
Rommel's Ace	Sprayer	3	\$ 2.15	\$ 6.45	03/25/20
				\$ 1,393.12	
Apple Discount Drugs	Probe covers (50/box)	4	\$ 2.49	\$ 9.96	03/31/20
Clear View Enterprises	Coveralls (XL)	1	\$ 37.00	\$ 37.00	04/01/20
Clear View Enterprises	Coveralls (2X)	1	\$ 38.15	\$ 38.15	04/01/20
Clear View Enterprises	Coveralls (3X)	2	\$ 38.15	\$ 76.30	04/01/20
Clear View Enterprises	Coveralls (4X)	2	\$ 39.00	\$ 78.00	04/01/20
Clear View Enterprises	N95 Mask (10/box)	2	\$ 20.00	\$ 40.00	04/01/20
Harbor Freight Tools	1/4" Female Steel IND P	4	\$ 1.39	\$ 5.56	04/05/20
Harbor Freight Tools	1/4" x 20' Coiled nylon hose	3	\$ 4.99	\$ 14.97	04/05/20
Harbor Freight Tools	Quick coupler & plug	1	\$ 3.99	\$ 3.99	04/05/20
Harbor Freight Tools	HVLP Gravity spray gun	2	\$ 23.99	\$ 47.98	04/05/20
				\$ 351.91	

Harbor Freight Tools	HVLP Gravity spray gun	1	\$	29.99	\$	29.99	04/05/20
Harbor Freight Tools	1/4" Female Steel IND CO	2	\$	3.49	\$	6.98	04/05/20
Holt	Spray Nine (Case 4/1 Gallon)	2	\$	70.00	\$	140.00	04/07/20
Holt	Bleach	1	\$	14.50	\$	14.50	04/07/20
Clear View Enterprises	Coveralls (2X)	2	\$	38.15	\$	76.30	04/07/20
Dollar General Store	Brown Lunch Bags	6	\$	1.13	\$	6.78	04/09/20
Dollar General Store	Storage Bags	3	\$	3.38	\$	10.14	04/09/20
Wicomico County	Hand Sanitizer	10	\$	72.30	\$	723.00	04/17/20
Gardiner Signs	Cloth face masks	200	\$	2.50	\$	500.00	04/20/20
Clear View Enterprises	Coveralls (3X)	2	\$	30.00	\$	60.00	04/21/20
					\$	1,567.69	
Clear View Enterprises	Coveralls (3X)	2	\$	30.00	\$	60.00	04/28/20
Clear View Enterprises  Clear View Enterprises	Coveralis (3X)	2	\$	30.00	۶ \$	60.00	05/04/20
Clear View Enterprises  Clear View Enterprises	Coveralis (5X)  Coveralis (L)	2	\$	38.00	۶ \$	76.00	05/04/20
Clear View Enterprises  Clear View Enterprises	Coveralis (L) Coveralis (XL)	1	\$	37.00	۶ \$	37.00	05/04/20
Clear View Enterprises  Clear View Enterprises	Coveralis (AL)	2	\$	38.15	\$	76.30	05/04/20
Safco Dental	Cavicide wipes	12	\$	15.95	\$	191.40	05/04/20
Safco Dental	Cavicide wipes  Cavicide (1-gallon)	5	\$	34.95	\$	174.75	05/07/20
Parsonsburg VFD	Isolation gowns	160	\$	34.33	\$	520.00	05/07/20
Parsonsburg VFD	Isolation gowns	600	\$	3.25	\$	1,950.00	05/14/20
r arsonsburg vi D	isolation gowns	000	Ų	3.23	\$	3,145.45	03/14/20
					Y	3,173.73	
Municipal Emergency Services	Isolation gowns	12	\$	111.50	\$	1,338.00	06/04/20
	Shipping cost	1	\$	20.00	\$	20.00	06/04/20
Bound Tree	Cavicide (1-gallon)	4	\$	38.99	\$	155.96	06/11/20
					\$	1,513.96	
			Gr	and Total	\$	9,001.04	

#### ORDINANCE NO. 2622

1
2
3

 AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$109,028.69, AND TO APPROVE A BUDGET AMENDMENT TO THE FY 2020 GRANT FUND TO APPROPRIATE THESE FUNDS FOR OFFSETTING COVID-19 EXPENSES.

WHEREAS, on March 13, 2020, the President of the United States declared that the ongoing

Coronavirus Disease 2019 (COVID-19) pandemic was of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories and the District of Columbia pursuant to Section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act; and WHEREAS, in accordance with Section 502 of the Robert T. Stafford Disaster Relief and

Emergency Assistance Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed under Category B of the Federal Emergency Management Agency's (FEMA) Public Assistance program; and

WHEREAS, the City of Salisbury incurred substantial expenses preparing for and responding to the COVID-19 pandemic; and

WHEREAS, the City of Salisbury submitted a project grant application to FEMA for funding to offset expenses related to the acquisition of personal protective equipment (PPE) purchased in response to the COVID-19 crisis; and

WHEREAS, FEMA funding assistance will be provided to the City at a 75 percent federal cost share rate; and

WHEREAS, the City has been awarded reimbursement from FEMA in the amount of \$109,028.69 for COVID-19 related expenditures as reflected in the attached Exhibits; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the City Council; and

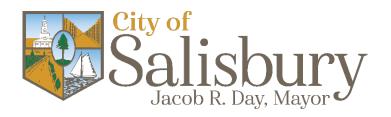
WHEREAS, appropriations necessary to execute the purpose of this grant must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Federal Emergency Management Agency to accept grant funds in the amount of \$109,246.82.

BE IT FURTHER ORDAINED that the City's Fiscal Year 2020 Grant Fund Budget be and hereby is amended as follows:

- 1) Increase DHS / FEMA Revenue account (10500-425120-XXXXX) by \$109,028.69
- 2) Increase SFD Medical Expense account (10500-546016-XXXXX) by \$109,028.69

RDAINED that this O	rdinance shall take effect from and after	er the date of
was introduced and	read at a meeting of the Council of	the City of
day of	, 2020, and thereafter, a	statement of
ce having been publis	shed as required by law, was finally p	assed by the
of, 20	20.	-
<del>_</del>	Jahr D. Hardt Durchland	
	· ·	
	Salisbury City Council	
day of	2020	
day of	, 2020.	
2	E was introduced and day of	RDAINED that this Ordinance shall take effect from and after the council of the council of day of



# **MEMORANDUM**

**To:** Julia Glanz, City Administrator

**From:** John W. Tull, Fire Chief

**Subject:** Budget Amendment – COVID-19 Expenses

**Date:** September 16, 2020

As you are aware, the Wicomico County Health Department (WiCHD) received a direct allocation of funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act for COVID-19 related expenditures. Under the CARES Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed. As a result of this available funding, the City expects to receive reimbursement from the WiCHD in the amount of \$36,342.90 for COVID-19 related expenditures.

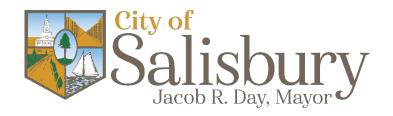
Attached you will find an Ordinance requesting the approval of a budget amendment to the FY2020 grant fund for the purpose of accepting funds from the Wicomico County Health Department.

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

<b>Contract Work Summary Records</b>		
Finance	\$	500.00
Fire	\$	4,820.66
Tota	I \$	5,320.66
Material Summary Record Expenses		
Procurement	\$	9,563.33
Water Works (3)	\$	3,289.92
DID	\$	1,472.86
Finance	\$	555.00
HCDD	\$ \$ \$ \$ \$	127.47
Field Ops (3)	\$	2,262.29
SPD (3)	\$	68,319.01
SFD (7)	\$	9,001.04
Tota	I \$	94,590.92
Force Account Equipment Summary		
Field Ops	\$	630.16
Fire	\$	8,930.06
Tota	I \$	9,560.22
Force Account Labor Summary		
Water Works	\$	4,770.87
Police	\$	1,196.26
Fire	\$	30,223.50
Tota	I \$	36,190.63
Grand Totals	\$	145,662.43
FEMA Cost Share	\$	109,246.82
Wicomico County (CARES Act)	\$	36,415.61
Wicollied County (CARLS Act)	۶ \$	145,662.43
	Ą	143,002.43

1		ORDINANCE NO. 2623	
2 3 4		THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO WITH THE WICOMICO COUNTY HEALTH DEPARTMENT FOR	
5	THE PURPOSE OF ACCEPT	ING GRANT FUNDS IN THE AMOUNT OF \$36,342.90, AND TO	
6 7		ENDMENT TO THE FY 2020 GRANT FUND TO APPROPRIATE TING COVID-19 EXPENSES.	
8 9 10	WHEREAS, the City o to the COVID-19 pandemic; an	f Salisbury incurred substantial expenses preparing for and responding	
11	to the COVID-19 pandemic, an	u	
12 13 14		nico County Health Department (WiCHD) received a direct allocation rus Aid, Relief, and Economic Security (CARES) Act for COVID-19	
15	related expenditures, and		
16 17 18	•	expects to receive reimbursement from the WiCHD in the amount of the detected in the attached Exhibit; and	
19 20 21	, ,	The Salisbury City Charter prohibits the City from entering into a liture not appropriated or authorized by the City Council; and	
22	WHEREAS, appropriat	ions necessary to execute the purpose of this grant must be made upon	
23	the recommendation of the Mayor and the approval of four-fifths of the Council of the City of		
24 25	Salisbury.		
26	·	BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF	
27 28 29		THAT Mayor Jacob R. Day is hereby authorized to enter into a grant County Health Department (WiCHD) to accept grant funds in the	
30			
31 32	hereby is amended as follows:	DAINED that the City's Fiscal Year 2020 Grant Fund Budget be and	
33 34		County Health Department Revenue account	
35 36	(10500–42/901–X2 2) Increase SFD Medi	XXXX) by \$36,342.90	
37	*	XXX) by \$36,342.90	
38 39	RE IT EURTHER ORT	OAINED that this Ordinance shall take effect from and after the date of	
40	its final passage.	Anvelo that this Ordinance shall take effect from and after the date of	
41 42	THIS ORDINANCE V	vas introduced and read at a meeting of the Council of the City of	
43 44	Salisbury held on this the substance of the Ordinance	day of	
45	Council on the day of	, 2020.	
46 47	ATTEST:		
48			
49 50	Kimberly R. Nichols	John R. Heath, President	
	-		

51 52	City Clerk	Salisbury City Council
53 54 55	APPROVED BY ME THIS day of	, 2020.
56 57 58 59	Julia Glanz, City Administrator for and at the direction of Jacob R. Day, Mayor	



# **MEMORANDUM**

**To:** Julia Glanz, City Administrator

**From:** John W. Tull, Fire Chief

**Subject:** Municipal Code Revision Chapter 8.11 – The Fire Prevention Code

**Date:** September 17, 2020

Attached you will find an ordinance to amend the Salisbury Municipal Code Chapter 8.11 – The Fire Prevention Code. The ongoing application, administration and periodic review of this Code has identified several areas where revisions are needed. Below are the requested changes:

- Section 0.20 (B.6) Adding specific list of permit requirements
  - o Installation, modification, or removal from service of any private fire hydrants
  - o Fireworks displays
  - o To store, transport on site, dispense, use, or handle hazardous materials
- Section 0.20 (C) Eliminating reference to the International Building Code
- Section 0.40 (A) Eliminating reference to Housing and Community Development
- Section 0.60 Adding timeframe requirement for submitting Third Party Inspections If you should have any changes or concerns, please do not hesitate to contact me.

#### ORDINANCE No. 2624

AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND CHAPTER 8.11 – THE FIRE PREVENTION CODE, SECTIONS .020, .040, AND .060 OF THE CITY OF SALISBURY MUNICIPAL CODE BY ADDING NEW PERMITS THAT ARE REQUIRED TO BE OBTAINED FROM THE FIRE MARSHAL, REMOVING THE REFERENCE TO THE INTERNATIONAL BUILDING CODE, REMOVING HOUSING AND COMMUNITY DEVELOPMENT IN 8.11.040 AND ESTABLISHING A TIMEFRAME FOR SUBMITTING INSPECTIONS IN 8.11.060 WITH THIRD-PARTY INSPECTION REQUIREMENTS.

WHEREAS, the ongoing application, administration and enforcement of the City of Salisbury Municipal Code demonstrates the need for periodic review, evaluation and amendment; and

WHEREAS, the City of Salisbury adopts the State Fire Prevention Code with local amendments; and

WHEREAS, the City of Salisbury desires to establish and list the specific permits required from the Fire Marshal's Office; and

WHEREAS, the City of Salisbury desires to collect all third party inspection reports through a vendor system data collection company within fifteen (15) days of the inspection date.

NOW, THERFORE, be it enacted and ordained by the City of Salisbury, that Chapter 8.11 - THE FIRE PREVENTION CODE, sections .020, .040 and .060, of the City of Salisbury Municipal Code are hereby amended as follows:

Chapter 8.11 - THE FIRE PREVENTION CODE

8.11.020 - Amendments to the State Fire Prevention Code.

A. The National Fire Protection Association Life Safety Code 101 as referenced, amended, and promulgated by the State Fire Prevention Commission is adopted by the City with the following local amendments.

1. Fire prevention fees shall be established by resolution of the City Council.

B. The National Fire Protections Association Fire Code 1 as referenced, amended, and promulgated by the State Fire Prevention Commission is adopted by the City with the following local amendments:

1. The board of appeals shall be the building board of adjustments and appeals.

2. Any person who fails to comply with the provisions of the Code or who fails to carry out an order made pursuant to this Code or violates any condition attached to a permit,

approval, or certificate may be subject to a municipal infraction not to exceed five 46 47 hundred dollars (\$500.00) each day the violation continues. 48 49 Failure to comply with the time limits of an abatement notice or other corrective notice 50 issued by the authority having jurisdiction (AHJ) may result in municipal infractions not 51 to exceed five hundred dollars (\$500.00) for each day the violations/s continues and the 52 jurisdiction AHJ shall have authority as provided by law to evacuate, vacate and order 53 such building or structure to be closed to the public. 54 55 Include Annex E: Fire Fighter Safety Building Marking System, with local 56 amendments. 57 58 Local amendments to Annex  $\mathbf{F}$  E are: a. 59 60 Add E. 1.3.6.1. The following letters shall be used to indicate special hazards assigned to the center of the Maltese cross: 61 62 "F" — Floor hazard 63 A) "R" — Roof hazard 64 B) 65 C) "W" — Wall hazard "H" — Holes in structure D) 66 67 E) "S" — Stairs compromised "M" — Maze like, confusing layout 68 F) 69 ii. Add E. 1.3.6.2. Where the AHJ determines the conditions to be severe 70 71 enough to limit all operational activity to a defensive mode only, a red "X" 72 shall be placed through the center section of the Maltese cross. 73 74 5. Replace Subsection '10.10.1 Permits.' with 10.10.1 Open Burning Prohibited. Open 75 burning, other than cooking and recreational fires compliant with the provisions of this Code, is prohibited. 76 77 78 6. Permits from the Fire Marshal are required for the following: 79 Installation/Modification of fire alarm and detection systems; a. 80 Installation/Modification of sprinkler or water spray systems; b. Installation/Modification of standpipe systems; 81 c. Installation/Modification fire pumps; 82 d. 83 Installation/Modification of water storage tanks for fire protection; e. Installation/Modification of gaseous and chemical extinguishing systems; 84 f. Installation/Modification of foam systems; 85 g. Installation/Modification of smoke control systems; 86 h. Installation/Modification of flammable and combustible liquid storage tanks: 87 i. Installation/modification of emergency generators for fire protection systems.; 88 į. 89 *Installation, modification, or removal from service of any private fire hydrants;* 

To store, transport on site, dispense, use, or handle hazardous materials.

Fireworks displays; and

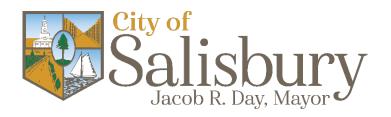
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91

m.

92			
93	<del>C.</del>	The International Building Code is incorporated by reference, and is adopted with	
94		state and local amendments.	
95			
96	8.1	1.040 - Inspections.	
97			
98	A.	To the fullest extent permitted by law, the Fire Department and the Housing and	
99		Community Development Department shall have the authority is authorized to enter and	
100		examine, at all reasonable times, any building, structure, marine vessel, vehicle or premises	
101		for the purpose of making fire safety inspections.	
102			
103		Exception: One and two family dwelling units.	
104			
105	В.	Personnel responsible for administering and enforcing this code shall be trained to a	
106		minimum level of Fire Inspector I in accordance with the National Fire Protection Code.	
107			
108	C.	Personnel will periodically inspect all buildings and structures as herein set forth in this code	
109		on a schedule derived from life safety and fire risk assessment.	
110			
111	8.1	1.060 Third-Party Inspections	
112			
113		A report of all third party inspections required by this code shall be submitted to the Fire	
114	Marshal's office for review, within fifteen (15) days of the inspection date. A third-party or		
115	vendor system data collection agency/company may be utilized for the collection of completed		
116	thi	rd-party inspection reports and associated collection filing fees.	
117			
118	Ex	planation:	
119			
120	*	Italicized and underlined print indicates material added to existing law.	
121		Bold and strikethrough language indicates material deleted from the existing law.	
122			
123	<b>a</b> .	AND BE IT FURTHER ORDAINED AND ENACTED BY THE CITY OF	
124	SA	ALISBURY, MARYLAND, that this ordinance shall take effect immediately upon adoption.	
125			
126	G 1	THIS ORDINANCE was introduced and read at a meeting of the Council of the City of	
127	Sal	lisbury held on this day of 2020, and thereafter, a statement of	
128		e substance of the Ordinance having been published as required by law, was finally passed by	
129	tne	e Council on the day of, 2020.	
130	A 7T		
131	ΑI	TTEST:	
132			
133	17.	makada D. Mishala	
134		mberly R. Nichols  John R. Heath  DRESDENT, City Council	
135	CI	TY CLERK PRESIDENT, City Council	
136			
137			

138	APPROVED BY ME THIS day of	, 2020
139		
140		
141	Julia Glanz, City Administrator	
142	for and at the direction of Jacob R. Day, Mayor	



# **MEMORANDUM**

**To:** Julia Glanz, City Administrator

**From:** John W. Tull, Fire Chief

**Subject:** Ordinance to amend FY21 Fee Schedule

**Date:** September 17, 2020

Attached you will find an ordinance to amend the FY2021 Fee Schedule. As you aware, The Fire Department has submitted an ordinance to amend the Salisbury Municipal Code Chapter 8.11 – The Fire Prevention Code. This amendment revised Section .020 (B6) and included the permitting requirements for the plan review and associated inspections of any firework displays. In order to accomplish this, the Fire Department is requesting that the FY2021 Fee Schedule be amended to include a \$250 inspection fee.

If you should have any changes or concerns, please do not hesitate to contact me.

1	ORDINANCE No. 2625		
2 3	AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND THE FEE		
4 5	SCHEDULE FOR FY 2021.		
6 7	WHEREAS, Ordinance No. 2595 set fees for FY2021; and		
8 9 10	WHEREAS, Ordinance No. <u>2624</u> amended Chapter 8.11 – The Fire Prevention Code Section .020 to include permit requirements for the plan review and associated inspections of any fireworks displays; and		
11 12 13 14	WHEREAS, the Fire Department desires to establish fees for the plan review and associated inspections of any fireworks displays; and		
15 16 17	WHEREAS, the Fire Department recommends that the attached fee schedule be added to Ordinance No. 2595 so the fees may be collected in FY 2021.		
18 19 20 21 22	NOW, THEREFORE, be it enacted and ordained by the City of Salisbury, that the fee amounts included in the attached Exhibit 1 – Amended FY 2021 Fee Schedule – are adopted by the City of Salisbury and the amounts set forth therein shall supersede the prior corresponding fee amounts prescribed in the Salisbury Municipal Code until one or more of the said fees are subsequently amended.		
23 24 25 26	AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.		
27 28 29 30	THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this day of 2020, 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, 2020.		
31 32 33	ATTEST:		
34 35 36 37	Kimberly R. Nichols CITY CLERK  John R. Heath PRESIDENT, City Council		
38 39 40	APPROVED BY ME THIS day of, 2020		
41 42 43 44 45 46	Julia Glanz, City Administrator for and at the direction of Jacob R. Day, Mayor		

### 47 Exhibit 1 – Amended FY 2021 Fee Schedule

Fire Prevention Fees (by the Fire Department)			
<u>Display Fireworks</u>			
Fireworks Display - Includes plan review and associated	<u>\$250</u>		
inspections for any fireworks show.			