



CITY OF SALISBURY CITY COUNCIL AGENDA

OCTOBER 26, 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
- Eastern Shore Crisis Response Services - Executive Director Tina Brown, Crisis Intervention Team Coordinator Brandy James
- 6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:26 p.m. CONSENT AGENDA - City Clerk Kimberly Nichols
- **October 12, 2020** Legislative Session Minutes
 - **Resolution No. 3071**- approving the appointment of Kevin Tyler Anderson to the Human Rights Advisory Committee for term ending October 2024
- 6:28 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller
- ITB A-21-102, Various Water Treatment Chemicals
 - ITB 21-104, Rehabilitation of Park Wells 7B and 15A
- 6:38 p.m. **PUBLIC HEARING** - City Attorney Mark Tilghman
- **Ordinance No. 2619**- 2nd reading- amending Section 17.212.030, to add warehouses or storage facilities as a permitted use in shopping centers
- 6:45 p.m. ORDINANCES - City Attorney Mark Tilghman
- **Ordinance No. 2621**- 2nd 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 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**- 2nd 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**- 2nd 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**- 2nd reading- to amend the Fee Schedule for FY2021
- **Ordinance No. 2626**- 1st 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 \$24,951.28, and to approve a budget amendment to the FY 2021 Grant Fund to appropriate these funds for the purchase of two (2) commercial grade washer/extractors and dryers
- **Ordinance No. 2627**- 1st reading- authorizing the Mayor to enter into a Memorandum of Understanding with the Wicomico County Health Department and approving a budget amendment of the FY 2021 General Fund Budget to appropriate funds received from the Wicomico County Health Department in the amount of \$7,500.00
- **Ordinance No. 2628**- 1st reading- approving a budget amendment of the Grant Fund to appropriate funds to operate the Salisbury-Wicomico Firstcare Team (SWIFT)

7:00 p.m. PUBLIC COMMENTS

7:05 p.m. COUNCIL COMMENTS

7:10 p.m. MOTION TO CONVENE IN CLOSED SESSION to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter effecting one or more specific individuals in accordance with the Annotated Code of Maryland §3-305(b)(1)

RECONVENE IN OPEN SESSION / REPORT TO PUBLIC / ADJOURNMENT – President Heath

Copies of the agenda items are available for review in the City Clerk's Office, Room 305 – City/County Government Office Building, 410-548-3140 or on the City's website www.salisbury.md. City Council Meetings are conducted in Open Session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b) by vote of the City Council.

NEXT COUNCIL MEETING – NOVEMBER 9, 2020

- Proclamation – Municipal Government Works Month
- Presentation - Lynching Memorial Task Force
- **Ordinance No. 2626**- 1st 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 \$24,951.28, and to approve a budget amendment to the FY 2021 Grant Fund to appropriate these funds for the purchase of two (2) commercial grade washer/extractors and dryers
- **Ordinance No. 2627**- 1st reading- authorizing the Mayor to enter into a Memorandum of Understanding with the Wicomico County Health Department and approving a budget amendment of the FY 2021 General Fund Budget to appropriate funds received from the Wicomico County Health Department in the amount of \$7,500.00

- **Ordinance No. 2628**- 1st reading- approving a budget amendment of the Grant Fund to appropriate funds to operate the Salisbury-Wicomico Firstcare Team (SWIFT)

Join Zoom Meeting

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

Meeting ID: 536 277 2908

One tap mobile

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+13126266799,,5362772908# US (Chicago)

+19292056099,,5362772908# US (New York)

Posted 10/21/20

CITY OF SALISBURY, MARYLAND

REGULAR MEETING (VIA ZOOM MEETING)

OCTOBER 12, 2020

PUBLIC OFFICIALS PRESENT

*President John “Jack” R. Heath
Councilwoman Angela M. Blake
Councilwoman April Jackson*

*Council Vice-President Muir Boda
Councilwoman Michele Gregory*

PUBLIC OFFICIALS ABSENT

Mayor Jacob R. Day

IN ATTENDANCE

City Administrator Julia Glanz, Department of Infrastructure & Development Director Amanda Pollack, Deputy Chief James Gladwell, Procurement Director Jennifer Miller, Business Development Director Laura Soper, Maryland Comptroller Peter Franchot, Comptroller’s Office Intergovernmental Affairs Director Emily Hollis Gontrum, City Attorney Mark Tilghman, City Clerk Kimberly Nichols, members of the press and public.

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. via a Zoom Meeting. Council President John R. Heath called the meeting to order and called for a moment of silent meditation.

STATE OF MARYLAND FISCAL AND ECONOMIC OUTLOOK – presented by MD
Comptroller Peter Franchot

Comptroller Franchot apologized on behalf of government for “dropping the ball” on the Corona Virus and was not optimistic about the next six months. He asked everyone to continue to Shop Local Salisbury as it was crucial to support small businesses. Maryland would lose 40% to 50% of their hospitality, small businesses, and restaurants. He said to expect bad economic consequences to COVID-19, which was not yet been corralled. 1.1 million Marylanders filed for unemployment for the first time and the flu season was coming up. Revenue estimates were not good. The Federal Government allocated \$2.2 trillion for the first stimulus which helped immensely. Almost 70% of Maryland businesses benefitted from the unemployment subsidies and stimulus checks. He said he would support a second stimulus because of the success of the first one. Because of that success, Maryland’s revenue estimates were skewed. When people went on unemployment, they he thought they would pay a lot less tax. Instead, because of the stimulus, they were kept close to their normal wages. He said if there was not a second stimulus or if COVID-19 was still passing through the communities, there would be billion-dollar shortfalls in the State budget which would trickle down to the municipalities. The State’s revenue estimates were enormously volatile. He would ask Ms. Gontrum to get the December revenues out as soon as they became public since they were the estimates that the Governor and the legislature

47 *leaders used for their budget deliberations beginning in January.*

48
49 *Comptroller Franchot announced his office was the single State office advocating that the \$586*
50 *million Fund Balance for June 30th at the State level be immediately put into a small business*
51 *relief fund for Maryland. While 70% of businesses benefitted from the Federal Relief Plan, only*
52 *5% of businesses benefitted from the State Relief Plan due to it being small, poorly implemented,*
53 *and difficult to navigate to receive funds. They committed funds for more than twice the amount*
54 *they had. If the Council would send a letter to Governor Hogan regarding this, it may help those*
55 *businesses survive during this time.*

56
57 *President Heath thanked Comptroller Franchot for what he had done for the Eastern Shore, and*
58 *asked him to return to see the accomplishments made in the Downtown and surrounding areas,*
59 *despite COVID-19. The revitalization was going well with the addition of the new round-about*
60 *and Main Street renovations. City Administrator Julia Glanz thanked the Comptroller for*
61 *attending and told him Salisbury appreciated his support.*

62
63 **PROCLAMATIONS** – presented by City Administrator Julia Glanz

64
65 **Indigenous Peoples Day**

66 *Ms. Glanz presented the proclamation to recognize October 12 as Indigenous Peoples' Day.*
67 *Indigenous Peoples displaced on the Eastern Shore likely included the Lenape, Powhatan,*
68 *Piscataway, Wicomico, Choptank, Tuckahoe, Pocomoke, and other Algonquian Native*
69 *Americans. They experienced conquest, enslavement, displacement, and disease which*
70 *decimated their populations as a result of Europeans' contact with the "New World." The*
71 *Human Rights Advisory Committee (HRAC) was recognized for its insightful recommendation*
72 *that the City re-imagine Columbus Day as an opportunity to celebrate, memorialize and honor*
73 *indigenous heritage and resiliency by observing Columbus Day as Indigenous Peoples' Day.*

74
75 *Ms. Glanz recognized Chalarra Sessoms and Laura Baasland, HRAC members present on the*
76 *Zoom meeting.*

77
78 **Dysautonomia Awareness Month**

79 *Ms. Glanz presented the proclamation to recognize October 2020 as Dysautonomia Awareness*
80 *Month. Dysautonomia is a group of medical conditions that result in a malfunction of the*
81 *autonomic nervous system, which is responsible for "automatic" bodily functions such as*
82 *respiration, heart rate, blood pressure, digestion, and temperature control. Some forms of*
83 *dysautonomia are considered rare diseases, such as Multiple System Atrophy and Pure*
84 *Autonomic Failure. Other forms are common and impact millions of people, such as Diabetic*
85 *Autonomic Neuropathy, Neurocardiogenic Syncope and Postural Orthostatic Tachycardia*
86 *Syndrome. This debilitating, sometimes fatal disease impacts people of any age, gender, race or*
87 *background. Dysautonomia International, a 501(c)(3) non-profit organization that advocates on*
88 *behalf of dysautonomia patients, encourages communities to celebrate Dysautonomia Awareness*
89 *Month each October and to recognize the contributions of the professional medical community,*
90 *patients and family members working to educate about dysautonomia.*

91
92 **Mid Shore Pro Bono Month**

Ms. Glanz recognized Sandy Brown from Mid Shore Pro Bono, present on the Zoom meeting, and then presented the proclamation to recognize October 2020 as Mid-Shore Pro Bono Month. Mid-Shore Pro Bono was a nonprofit organization founded in 2005 by a small group of local judges and attorneys who recognized the overwhelming need for basic civil legal services for low income people. Being the first regional pro bono organization in Maryland, Mid-Shore Pro Bono worked with local organizations to break down cultural, geographic, and economic barriers to the civil justice system for the poorest residents in Easton, Chestertown and Salisbury. The American Bar Association's Standing Committee on Pro Bono and Public Service initiated the annual observance of Pro Bono Week in 2009 to highlight the increasing need for pro bono services nationally and to honor lawyers who donate their services throughout the year.

ADOPTION OF LEGISLATIVE AGENDA

Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous to approve the legislative agenda.

CONSENT AGENDA – presented by City Clerk Kimberly Nichols

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

- **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
- **Resolution No. 3068**- approving the reappointment of Dr. Neill Carey to the Ethics Commission for term ending October 2025
- **Resolution No. 3069**- approving the reappointment of David Scheid to Friends of Poplar Hill Mansion for term ending November 2023

AWARD OF BIDS – presented by Procurement Director Jennifer Miller

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

- ITB 21-108, Wor-Wic Community College Water Tower Painting & Logo \$350,000.00
- ITB 21-109, Camden Street Pedestrian Bridge \$515,576.40
- ITB 21-112, Park WTP Roof Replacement \$184,859.00

RESOLUTION- presented by 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

131
132 *Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Resolution*
133 *No. 3070.*
134

135 **ORDINANCES**- presented by City Attorney Mark Tilghman
136

- 137 • **Ordinance No. 2620**- 2nd reading- to amend Chapter 12.36 – Sidewalk Cafes of the
138 *Salisbury Municipal Code to amend the requirements for Sidewalk Cafes*
139

140 *Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous to approve*
141 *Ordinance No. 2620 for second reading.*
142

- 143 • **Ordinance No. 2621**- 1st reading- accepting donated funds from members of the
144 *community for various community betterment projects and amending the FY2021 Budget*
145 *to appropriate these donated funds for those projects*
146

147 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve*
148 *Ordinance No. 2621 for first reading.*
149

- 150 • **Ordinance No. 2622**- 1st reading- to authorize the Mayor to enter into a contract with the
151 *Federal Emergency Management Agency for the purpose of accepting grant funds in the*
152 *amount of \$109,028.69, and to approve a budget amendment to the FY 2020 Grant Fund*
153 *to appropriate these funds for offsetting COVID-19 expenses*
154

155 *Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve*
156 *Ordinance No. 2622 for first reading.*
157

- 158 • **Ordinance No. 2623**- 1st reading- to authorize the Mayor to enter into a contract with the
159 *Wicomico County Health Department for the purpose of accepting grant funds in the*
160 *amount of \$36,342.90, and to approve a budget amendment to the FY 2020 Grant Fund*
161 *to appropriate these funds for offsetting COVID-19 expenses*
162

163 *Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous to approve*
164 *Ordinance No. 2623 for first reading.*
165

- 166 • **Ordinance No. 2624**- 1st reading- to amend Chapter 8.11 – The Fire Prevention Code,
167 *Sections .020, .040, and .060 of the City of Salisbury Municipal Code by adding new*
168 *permits that are required to be obtained from the Fire Marshal, removing the reference*
169 *to the International Building Code, removing Housing and Community Development in*
170 *8.11.040 and establishing a timeframe for submitting inspections in 8.11.060 with third-*
171 *party inspection requirements*
172

Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance No. 2624 for first reading.

- **Ordinance No. 2625**- 1st reading- to amend the Fee Schedule for FY2021

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2625 for first reading.

PUBLIC COMMENTS

There were no requests for public comments.

COUNCIL COMMENTS

Mr. Boda thanked the Fire Department for securing the grants, which were very important.

Ms. Jackson concurred with Mr. Boda, and asked everyone to be safe, wear masks, and social distance. Complete your census if you haven't already.

Ms. Gregory reminded everyone the deadline to register to vote was October 13, 2020. The deadline to request a mail-in ballot was October 20th. Make sure you are registered.

President Heath asked everyone to give blood if you are able, and reiterated how important it was to complete your census.

Mr. Kitzrow reminded everyone to complete their census and make sure they are registered to vote.

ADJOURNMENT

With no further business to discuss, the Legislative Session adjourned at 7:08 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
SEPTEMBER 21, 2020

TIME & PLACE: 5:19 p.m., Zoom Meeting of City Council
PURPOSE: To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals
VOTE TO CLOSE: Unanimous (5-0)
CITATION: Annotated Code of Maryland §3-305(b)(1)
PRESENT: Council President John “Jack” R. Heath, Council Vice-President Muir Boda, Councilwoman Angela M. Blake, Councilwoman Michele Gregory, Councilwoman April Jackson, City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, City Attorney Mark Tilghman, City Clerk Kimberly Nichols
ABSENT: Mayor Jacob R. Day

The City Council convened in a Work Session via Zoom Meeting at 4:30 p.m. At 5:19 p.m., President Heath called for a motion to convene in Closed Session as permitted under the Annotated Code of Maryland §3-305(b)(1). Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous (5-0) to convene in Closed Session.
City Council and Administration discussed the performance expectations of an appointee.
At 6:10 p.m., Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (5-0) to end the Closed Session.
Council convened in Open Session at 6:13 p.m. and President Heath reported that Council had evaluated an appointee while in Closed Session.
Thereafter, with no further business to discuss, the Open Session immediately adjourned.

City Clerk

Council President



MEMORANDUM

To: Julia Glanz, City Administrator
From: Julie English, Administrative Assistant
Subject: Appointment to the Human Rights Advisory Committee
Date: October 21, 2020

The following person has applied for appointment to the Human Rights Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Kevin Tyler Anderson	October 2024

Attached you will find information from Mr. Anderson and the resolution necessary for his appointment. If you approve of this appointment, I will forward this information to the City Council so it may be placed on their agenda at the next Council meeting. Please let me know if you have any questions.

Attachments

Laura Baasland

From: Kevin Tyler Anderson <noreplysby@gmail.com>
Sent: Thursday, June 4, 2020 10:17 PM
To: Julie English
Subject: Kevin "Tyler" Anderson would like to join the Human Rights Advisory Committee.

Name
Kevin "Tyler" Anderson
Phone
(410) 603-0077
Email
ktcg1995@gmail.com
Address
27940 Riverside Dr Ext Salisbury, MD 21801 Map It
Where would you like to serve?
Human Rights Advisory Committee
Why would you like to serve on this board/commission?
I would like to serve on this board because I believe that every human life is equal. We all deserve to be treated accordingly in every aspect of our daily lives. I will do everything in my power with our without a position on this board to see to it that Salisbury is an example for the rest of our country in regards to the treatment and well-being of our citizens.
Please upload a copy of your resume.
<ul style="list-style-type: none">Kevin-Tyler-Anderson-Resume.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.

Tyler Anderson

Contact Information:

Phone: 410-603-0077

Email: ktcg1995@gmail.com

Address: 27940 Riverside
Drive Ext. Salisbury, MD 21801

Education:

High School Diploma

Delmar High School

200 N 8th St Delmar, DE19940

Skills:

- **Fast Learner**
- **Dependable**
- **Dedicated**
- **Customer Service**
- **Critical Thinking**
- **Self-Motivation**
- **Technical Skills**
- **Creative**
- **Leadership**

Work Experience:

Roadie Joe's: Server/Barback

Jeremy Norton

213 W. Main Street Salisbury, MD 21801

(443) 944-9159

January 2020-Present

Work Responsibilities: Serving guests in a timely and efficient manner. Following restaurant rules and guidelines. Being able to properly ID guests for consumption of alcohol. Keeping guests happy and making sure their experience is pleasant. Training new servers. Bar-backing. Being able to work as a team with other servers for large parties.

James Insurance Agency: Marketing Manager/Insurance Producer

Eric James

38613 Benro Drive #3, Delmar, DE 19940

(302) 907-0192

March 2019-October 2019

Work Responsibilities: Making all decisions in regard to marketing for the business, maintaining/delegating service tasks for the office, selling insurance and consulting with customers to further understand their needs.

Work References:

Andrew Mason

CEO – Peace It Together Studios

(443) 523-5308

John Dayton

Mechanic

(410) 202-9437

Dylan Feyerabend

Server – Texas Roadhouse

(302) 259-4260

Work Experience:

Tax Free Liquors: Sales Associate

Mark Nibblett

38627 Benro Dr Unit 7 Delmar, DE 19940

(302) 846-0410

September 2018-March 2019

Work Responsibilities: Helping customers find the product they are looking for. Understanding the product extensively in order to properly help and sell to customers. Being able to ring up customers and knowing how to handle money. Customer service knowledge in order to deter theft. Processing and handling shipment. Stocking and replenishing sales items. Knowing how to check sales and how to properly mark them. Keeping the store clean and organized. In charge of ordering the tobacco products for the store

Texas Roadhouse: Head Server

Keith Schaffer

22850 Sussex Hwy Seaford, DE 19973

(302) 536-7376

January 2017-October 2018

Work Responsibilities: Serving guests in a timely and efficient manner. Following restaurant rules and guidelines. Being able to properly ID guests for consumption of alcohol. Keeping guests happy and making sure their experience is pleasant. Training new servers. Bar-backing. Being able to work as a team with other servers for large parties.

Work Experience:

Stanley Steamer: Carpet Cleaning Technician

Eric Farrell

1 Gerald Ct Delmar, DE 19940

(410) 548-1178

2015-2016

Work Responsibilities: Driving company vehicle daily. Knowing proper techniques in order to use and maintain equipment and chemicals. Time management. Overseeing the thorough completion of each job. Customer service. Being able to lead a team of two men. Knowing how to properly complete a job based on job knowledge and experience. Knowing safety guidelines in order to keep crew and customers safe.

Wicomico County Roads: Motor Equipment Operator

Lee Outen

28440 Owens Branch Rd Salisbury, MD 21801

(410) 548-4872

2014-2015

Work Responsibilities: Extensive knowledge of machinery in order to properly operate and complete a job. Knowing how to operate a Front End Loader, Dump Truck, Skid Steer, and Plate Tamp. Knowing safety guidelines in order to keep myself, my team, and pedestrians safe. Time management. Being able to work in teams in order to complete a job.

Personal Experience:

Ammune: Guitarist

March 2018-Present

Band Named Band: Guitarist

March 2019-Present

Hometown Zeros: Guitarist

September 2017-Present

Freelance Marketing:

March 2019-Present

Music Production/Sound Engineering:

August 2014-Present

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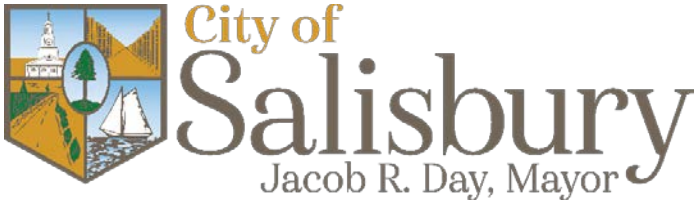
<u>Name</u>	<u>Term Ending</u>
Kevin Tyler Anderson	October 2024

ATTEST:

John R. Heath
PRESIDENT, City Council

_____ day of _____, 2020.

Julia Glanz, City Administrator
for and at the direction of Jacob R. Day, Mayor



COUNCIL AGENDA – Award of Bids

October 26, 2020

- | | |
|---|-------------------|
| 1. ITB A-21-102 Various Water Treatment Chemicals | \$781,000.00 est. |
| 2. ITB 21-104 Rehabilitation of Park Wells 7B and 15A | \$136,986.00 |



City of Salisbury

Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: October 26, 2020
Subject: Award of Bids

The Department of Procurement received requests from the Department of Water Works and the Department of Infrastructure and Development, respectively, to solicit bids from qualified and experienced vendors for the following procurements:

ITB A-21-102 Various Water Treatment Chemicals

- Scope of Work: Provide and deliver a one-year supply of various water and wastewater treatment chemicals to the City of Salisbury Water Works facilities.
- Bid date: August 24, 2020
- Bid opening: September 24, 2020 at 2:30 p.m.
- Vendors: Various
- FY21 remaining funding:
 - WTP Chemicals 82075-546004 - \$320,663.00
 - WWTP Chemicals 86083-546004 - \$459,874.00
- Notes:
 - Indefinite Delivery, Indefinite Quantity contract Including a renewal clause (up to two additional 1-yr. terms); orders placed as needed
 - Municipal Code 2.32.050.C.5, "Noncompetitive Negotiation - Sole Source Procurement" applies to Item 9, Quick Lime

ITB 21-104 Rehabilitation of Park Wells 7B and 15A

- Scope of Work: Well rehabilitation, aquifer tests, replacement of submersible pumps (if necessary), repairs to piping and fitting (if necessary), performance testing, and well disinfection.
- Bid date: September 9, 2020
- Bid opening: October 7, 2020 at 2:30 p.m.
- Vendor: A.C. Schultes of Delaware, Inc (Bridgeville, DE)
- Cost: \$136,986.00

The City followed required bidding practices by publicly posting all 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 solicitation, by vendor.

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

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



MEMORANDUM

To: Jennifer Miller, Director of Procurement

From: Cori Cameron, Director of Water Works

Subject: Recommendation for Awards Contract No. ITBA21-102 - Miscellaneous Chemicals

Date: October 20, 2020

Bids for various chemicals for the Department of Water Works were opened on September 24, 2020 at 2:30pm for contract number ITBA21-102 "Miscellaneous Chemicals" from ten (10) vendors. Bidders responded as follows to furnish and deliver a twelve (12) month supply of Miscellaneous Chemicals. The Salisbury Department of Water Works has reviewed the bids in accordance with the contract documents, reviewed references and the bid tabulation sheet, and is recommending to award the contract in parts to various vendors as detailed below.

1. Chlorine 150lb Containers

Vendor	Quantity	Unit Price
Intercoastal Trading, Inc.	46,300 pounds	\$0.94
Univar Solutions USA, Inc.	46,300 pounds	\$1.088
George S. Coyne Chemical Co., Inc.	46,300 pounds	\$1.2047

Upon review and evaluation of the bids submitted, the Department recommends this portion of the contract be awarded to **Intercoastal Trading, Inc.** for furnishing and delivering Chlorine 150lb Containers to the WTP.

2. Hydrofluorosilicic Acid Bulk

Vendor	Quantity	Unit Price
Univar Solutions USA, Inc.	6,000 gallons	\$2.01
Shannon Chemical Corporation	6,000 gallons	\$2.77
Pencoco, Inc.	6,000 gallons	\$3.10

Upon review and evaluation of the bids submitted, the Department recommends this portion of the contract be awarded to **Univar Solutions USA, Inc.** for furnishing and delivering Hydrofluorosilicic Acid Bulk to the WTP.

2a. Hydrofluorosilicic Acid 30gal Drums

Vendor	Quantity	Unit Price
Shannon Chemical Corporation	3,500 gallons	\$4.72
Univar Solutions USA, Inc.	3,500 gallons	\$5.18
Brenntag	3,500 gallons	\$6.025
Intercoastal Trading, Inc.	3,500 gallons	\$6.50



MEMORANDUM

George S. Coyne Chemical Co., Inc.	3,500 gallons	\$6.9861
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Upon review and evaluation of the bids submitted, the Department recommends this portion of the contract be awarded to **Shannon Chemical Corporation** for furnishing and delivering Hydrofluorosilicic Acid 30gal Drums to the WTP.

3. Sodium Hydroxide 25%

Vendor	Quantity	Unit Price
Univar Solutions USA, Inc.	182,500 gallons	\$0.6796
Brenntag	182,500 gallons	\$1.0364
Intercoastal Trading, Inc.	182,500 gallons	\$1.04
Kuehne Chemical Co., Inc.	182,500 gallons	\$1.0933

Upon review and evaluation of the bids submitted, the Department recommends this portion of the contract be awarded to **Univar Solutions USA, Inc.** for furnishing and delivering Sodium Hydroxide 25% to the WTP.

4. Zinc Pyrophosphate (liquid corrosion inhibitor)

Vendor	Quantity	Unit Price
Shannon Chemical Corporation	15,000 gallons	\$6.87
Klenzoid, Inc.	15,000 gallons	\$7.28

Upon review and evaluation of the bids submitted, the Department recommends this portion of the contract be awarded to **Shannon Chemical Corporation** for furnishing and delivering Zinc Pyrophosphate (liquid) to the WTP.

5. Furnish and Deliver 24 Corrosion Coupons

Cost is \$0.00. Coupons are an included service of testing the corrosion inhibitor quarterly. Corrosion Coupons will go to Shannon Chemical Corporation as a part of the liquid corrosion inhibitor bid.

6. Sodium Hypochlorite 12% 5gal Containers

Vendor	Quantity	Unit Price
Intercoastal Trading, Inc.	1900 gallons	\$10.50
Univar Solutions USA, Inc.	1900 gallons	\$16.67
Brenntag	1900 gallons	\$3.905
George S. Coyne Chemical Co., Inc.	1900 gallons	\$4.4641

Upon review and evaluation of the bids submitted, the Department recommends this portion of the contract be awarded to **Intercoastal Trading, Inc.** for furnishing and delivering Sodium Hypochlorite 12% 5gal Containers to the WTP. Intercoastal is the only vendor that bid 5 gallon jugs with a minimum



MEMORANDUM

delivery of 5 gallons. Univar bid 5 gallon jugs with a minimum delivery of 5 jugs which could have worked but they were the high bid. George S. Coyne Chemical Co., Inc. bid 15 gallon drums with a 10 drum minimum delivery and Brenntag bid 55 gallon drums with a 4 drum minimum delivery. The WTP does not use enough for the larger deliveries and this chemical breaks down and loses strength in storage, so Intercoastal is the vendor that supplies this specific chemical at the correct quantity for the lowest price.

7. Sodium Hypochlorite 12%

Vendor	Quantity	Unit Price
George S. Coyne Chemical Co., Inc.	3,800 gallons	\$2.2908
Intercoastal Trading, Inc.	3,800 gallons	\$2.40

Upon review and evaluation of the bids submitted, the Department recommends this portion of the contract be awarded to **George S. Coyne Chemical Co. Inc.** for furnishing and delivering Sodium Hypochlorite 12% to the WWTP.

8. Drinking Water Grade Hydrated Lime 50lb Bags

Vendor	Quantity	Unit Price
George S. Coyne Chemical Co., Inc.	17,500 pounds	\$0.2886
Intercoastal Trading, Inc.	17,500 pounds	\$0.2970
Univar Solutions USA, Inc.	17,500 pounds	\$0.3999
Brenntag	17,500 pounds	\$0.662

Upon review and evaluation of the bids submitted, the Department recommends this portion of the contract be awarded to **George S. Coyne Chemical Co., Inc.** for furnishing and delivering Drinking Water Grade Hydrated Lime 50lb Bags to the WTP.

9. Calcium Oxide (Quick Lime)

No bids received. Will need to rebid.

10. Glycerin Carbon Source

Vendor	Quantity	Unit Price
Environmental Operating Solutions	550,000 gallons	\$1.55

Upon review and evaluation of the bids submitted, the Department recommends this portion of the contract be awarded to **Environmental Operating Solutions** for furnishing and delivering Glycerin Carbon Source to the WWTP.



MEMORANDUM

11. Ferric Chloride 38-42%

Vendor	Quantity	Unit Price
Kemira Water Solutions	123 dry tons	\$601.00
PVS Technologies, Inc.	123 dry tons	\$638.00

Upon review and evaluation of the bids submitted, the Department recommends this portion of the contract be awarded to **Kemira Water Solutions** for furnishing and delivering Ferric Chloride 38-42% to the WWTP.

WTP Total Contract No. ITBA21-102 award tabulation:

Chemical	Vendor
Chlorine 150lb Containers	Intercoastal Trading, Inc.
Hydrofluorosilicic Acid Bulk	Univar Solutions USA, Inc.
Hydrofluorosilicic Acid 30gal Drums	Shannon Chemical Corporation
Sodium Hydroxide 25%	Univar Solutions USA, Inc.
Zinc Pyrophosphate (liquid)	Zinc Pyrophosphate (liquid)
Sodium Hypochlorite 12% 5gal Containers	Intercoastal Trading, Inc.
Drinking Water Grade Hydrated Lime 50lb Bags	George S. Coyne Chemical Co., Inc.

Funds are available in the WTP FY21 budget to cover the cost of the above chemicals in the amount of \$320,663.00 from account number 82075-546004.

WWTP Total Contract No. ITBA21-102 award tabulation:

Chemical	Vendor
Sodium Hypochlorite 12%	George S. Coyne Chemical Co., Inc.
Glycerin Carbon Source	Environmental Operating Solutions
Ferric Chloride 38-42%	Kemira Water Solutions

Funds are available in the WWTP FY21 budget to cover the cost of the above chemicals in the amount of \$459,874.00 from account number 86083-546004.

Please reach out to me with any questions you may have regarding these bid awards.


Cori Cameron, Director



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, Director of Infrastructure & Development *AP*
Date: October 9, 2020
Re: Contract ITB 21-104 – Award of Bids Rehabilitation of Park Wells 7B and 15A

The Department of Infrastructure and Development recently worked with the Procurement Department to advertise a bid for Rehabilitation of Park Wells 7B and 15A. The project includes furnishing of all materials, labor and equipment necessary to rehabilitate Park Well 7B and Well 15A. This includes but is not limited to rehabilitation work, post rehabilitation aquifer tests, purchase of replacement submersible pumps and appurtenances, installation of the new pumps, repairs to piping and fittings, performance testing, and well disinfection.

Bids were opened on Wednesday, October 7, 2020 at 2:30 PM for Contract ITB 21-104. One bid was received. A.C. Schultes was determined to be the lowest responsive and responsible bidder with a total base bid of \$136,986.00. The bid was reviewed in detail and the unit prices were found to be consistent with the project estimate. The Department of Infrastructure and Development reviewed the bid in accordance with the contract documents. Staff called references for A.C. Schultes and received references which were complementary of the work performed and would hire the contractor again. Additionally, the City has successfully worked with A.C. Schultes on similar projects.

The Department of Infrastructure and Development recommends awarding contract ITB 21-104 to A.C. Schultes in the amount of \$136,986.00. Funds are available in account 96217-513026-50022.

Amanda H Pollack

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



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator
From: Anne Roane, City Planner
Date: September 11, 2020
Re: Ordinance to modify Chapter 17 to allow Warehouses and Storage Facilities in Shopping Centers

This proposed text amendment to Chapter 17, Section 76.212.030 – Shopping Centers will allow Warehouses and Storage Facilities as permitted uses. The amendment was requested by Sperry Van Ness/Miller Commercial Real Estate, on behalf of Oakridge Baptist Church and was supported by Staff and the Planning Commission.

Text amendments require two Public Hearings in order to be adopted. The first required Public Hearing was held by the Planning Commission on June 18, 2020. A second Public Hearing will be set by the City Council.

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

**Infrastructure and Development
Planning and Zoning
Commission
Staff Report**

Meeting of June 18, 2020

I. BACKGROUND INFORMATION:

Applicant: Sperry Van Ness/Miller Commercial Real Estate for Oak Ridge Baptist Church

Infrastructure and Development Project No.: 202000394

Nature of Request: Public Hearing-Text Amendment-To amend Title 17, Zoning Section 17.212.030

II. REQUEST:

John McClellan, of Sperry Van Ness/Miller Commercial Real Estate, on behalf of Oak Ridge Baptist Church, has submitted a request to amend the text of Title 17, Zoning to include the following language **(Attachments 1 & 2)**:

In 17.212.030 L: Warehouse or storage facility.

In accordance with the requirements of Section 17.228 of the Salisbury Municipal Code, the Planning Commission must hold a Public Hearing on proposed Text Amendments to the Code. The Commission must forward a recommendation (within six (6) months) to the City Council. The City Council must also hold a public hearing before granting final approval to Code Text Amendments (by Ordinance).

III. DISCUSSION:

The proposed amendment to allow a warehouse or storage facility within a shopping center would be similar in nature to other uses already permitted either inherently within



the General Commercial Zoning District; which is the primary reference for establishing uses within a shopping center. Currently, "service-type" uses, such as restaurants, daycare centers, repair shops, and automotive services, to name a few are permitted in shopping center. Storage facilities would be able to provide a natural change in use for larger anchor-type stores in shopping centers.

IV. PLANNING AND ZONING:

Since the current edition of the Salisbury Zoning Code was written in 1983, there have been changes in the way many people choose to shop, both on a national and local level. The retail industry has made a dynamic shift to more online retail, which reduces the need, or desire, for larger anchor or big box stores. Adding a warehouse or storage facility as a permitted use within shopping centers would not have any negative impacts on existing permitted uses, as storage-type uses are innocuous and quiet, with relatively little activity.

V. STAFF RECOMMENDATION:

The Department of Infrastructure and Development recommends that the Planning Commission forward a **FAVORABLE** recommendation to the Mayor and City Council for the proposed amendment that would inherently permit a **Warehouse or storage facility** in shopping centers, as follows:

AMEND SECTION 17.212.030. Permitted Uses, by adding the following item:

- L. Warehouse or storage facility.**

April 29, 2020

Mr. Henry Eure
City of Salisbury
125 North Division St.
Salisbury, MD 21801

Re: Requested Text Amendment

Dear Henry

On behalf of my client, Oak Ridge Baptist Church, we would like to request a modification to the permitted uses in properties classified as a shopping center - Chapter 17.212.030.

We are seeking to lease the former Kmart space in the property they own at Rt 50 and Tilghman Rd. As you know, the area is seeing an increasing number of former retail anchors becoming vacant. With the changing nature of retail, it is becoming increasingly difficult to identify and secure medium or large anchors to lease these spaces.

The configuration of the Kmart space being over 225' deep makes it very difficult to secure small tenants willing to lease the entire depth. The rear section of this space and many similar retail boxes is ideal for warehousing and storage uses. The space is sprinkled, offers taller ceilings as well as a multi position loading dock.

At this time, we have several warehouse users interested in leasing the rear of the Kmart space without any exterior modifications.

We were surprised to learn that the General Commercial District permits warehouse and storage uses inherently and the Regional Commercial District permits them by Special Exception. However, in both cases, these uses are not permitted within a shopping center. We are asking the City to consider making these uses an inherently permitted use within a shopping center.

Since the shopping center development standards require a comprehensive development plan, the City will maintain control over any facade or site changes if any storage uses were to desire substantial changes.

This change would be beneficial to many centers facing large vacancies. This includes the Shoppes at Salisbury, Twilley Center, and the Center at Salisbury. Adaptive re-use of retail boxes is a growing trend across the country.

I will be happy to provide testimony at any meetings or discussions groups you recommend.

Sincerely,



John McClellan, CCIM, SIOR
Senior Advisor
john.mcclellan@svn.com





City of Salisbury – Wicomico County

PLANNING AND ZONING COMMISSION
P.O. BOX 870
125 NORTH DIVISION STREET, ROOMS 203 & 201
SALISBURY, MARYLAND 21803-4860
410-548-4860
FAX: 410-548-4955



JACOB R. DAY
MAYOR

JULIA GLANZ
CITY ADMINISTRATOR

BOB CULVER
COUNTY EXECUTIVE

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

MINUTES

The Salisbury-Wicomico Planning and Zoning Commission met in regular session on June 18, 2020, via WebEx teleconference, with the following persons participating:

COMMISSION MEMBERS:

Charles "Chip" Dashiell, Chairman
Dr. James McNaughton
Scott Rogers
Mandel Copeland
Jim Thomas

PLANNING STAFF:

Anne Roane, Infrastructure and Development Dept.
Henry Eure, Infrastructure and Development Dept.
Brian Wilkins, Infrastructure and Development Dept.
Keith Hall, Deputy Director, Wicomico County Planning, Zoning, and Community Development
Brian Soper, Planning Services Manager, Wicomico County Planning, Zoning, and Community Development
Jesse Drewer, Planner II, Wicomico County Planning, Zoning, and Community Development
Gloria Smith, Planner, Wicomico County Planning, Zoning, and Community Development
Marilyn Williams, Land Development Coordinator, Wicomico County Planning, Zoning, and Community Development
Melissa Cassimore, Recording Secretary, Wicomico County Planning, Zoning, and Community Development

The meeting was called to order at 1:30 p.m. by Mr. Dashiell, Chairman.

Chairman Dashiell announced in response to the COVID-19 crisis and in an effort to promote the health, safety, and general welfare of the public this

meeting is being conducted via teleconference call. He proceeded with thanking County and City Staff for assisting with making the teleconference possible. Also, Chairman Dashiell welcomed the public that may be joining on the call. Chairman Dashiell concluded the opening remarks by recognizing the loss of loved ones as a result of this pandemic, as well as acknowledging the efforts of fire responders, health care providers, doctors and nurses on the front line in countless communities.

Mr. Hall conducted a roll call of Commission members participating on the call, as well as City and County staff. Mr. Hall announced a quorum of Commissioners was achieved for the meeting. Chairman Dashiell requested Mr. Hall to provide a brief overview of procedures and tips for conducting a teleconference meeting. Mr. Hall presented the house keeping procedures, which included participants and applicants placing phone on mute, announce name prior to speaking, conducting individual roll call for Commissioner comments and votes on items. With no questions, Mr. Hall turned the meeting over to Chairman Dashiell.

MINUTES: The minutes from the May 21st meeting were brought forward for approval. Upon a motion by Mr. Thomas, seconded by Mr. Rogers, and duly carried, the minutes from the May 21, 2020 meeting were **APPROVED** unanimously as submitted.

PUBLIC HEARING TEXT AMENDMENT – Sperry Van Ness/Miller Commercial Real Estate, on behalf of Oak Ridge Baptist Church – To amend Section 17.212.030 – To Add Warehouse or Storage Facility in a Shopping Center (H. Eure)

Mr. Rogers recused himself from this agenda item.

Mr. Jesse Drewer read the Notice for Public Hearing into the record.

Chairman Dashiell confirmed Mr. Henry Eure and Mr. John McClellan were on the call to be sworn in. No members of the public were on the call to testify.

Mr. Keith Hall administered the oath to Henry Eure and John McClellan.

Mr. Henry Eure and Mr. John McClellan of SVN, on behalf of Oak Ridge Baptist Church, confirmed being on the conference call. Mr. Eure presented the Staff Report and stated the applicant is requesting to amend the text of Title 17, Zoning to include the language “warehouse or storage facility” in 17.212.030 L. In accordance with the requirements of Section 17.228 of the Salisbury Municipal Code, the Planning Commission must hold a Public Hearing on proposed Text Amendments to the Code. The Commission must forward a recommendation

(within six (6) months) to the City Council. The City Council must also hold a public hearing before granting final approval to Code Text Amendments (by Ordinance).

Staff recommends forwarding a favorable recommendation to the Mayor and City Council for the proposed amendment that would inherently permit a warehouse or storage facility in shopping centers.

Chairman Dashiell asked if Mr. McClellan had any comments to add.

Mr. McClellan discussed the vacancies around the County of big anchor stores along with the difficulties in filling the vacancies. Mr. McClellan stated this would be a low impact and low traffic use that would open the avenue to monetize the vacancies in shopping centers.

Chairman Dashiell asked Mr. Hall to conduct a roll call of Commissioners for questions and comments.

Dr. McNaughton asked if there will be general restrictions that apply to hazardous materials and other items.

Mr. Eure discussed high versus low hazard storage use. Due to most containing combustible materials the most common storage use is high hazard. Mr. Eure stated if approved it would be building code compliant and inspections would be done before occupancy permit issued.

Dr. McNaughton asked if the Fire Department was in support.

Mr. Eure answered the Fire Department would review the plans and inspect before a Certificate of Occupancy was issued.

Mr. Thomas confirmed no questions or comments.

Mr. Rogers is recused.

Mr. Copeland confirmed no questions or comments.

Chairman Dashiell had no questions or comments. Chairman Dashiell asked if the public had any questions or comments. There were none.

Upon a motion by Mr. Thomas to forwarding a favorable recommendation to the Mayor and City Council for the proposed amendment that would inherently permit a warehouse or storage facility in shopping centers. The motion was seconded by Dr. McNaughton. Chairman Dashiell requested Mr. Hall to conduct an individual roll call vote of Commission members. With exception of

Mr. Roger's recusal, all Commissioners individually voted in the affirmative. Chairman Dashiell stated the motion for the Text Amendment was approved.

Mr. McClellan thanked the Commission for their help with this matter.

**ANNEXATION ZONING – Atlantic Tractor, LLC, rep. by Sandy McAllister, Atty.
– 31415 John Deere Drive – 5.0 acres – Multi-Use Non-Residential District - #19-014;
M-39, P-38, G-10 (A. Roane)**

Ms. Anne Roane and Mr. Sandy McAllister, Attorney for Atlantic Tractor, LLC, confirmed being on the conference call. Ms. Roane presented the Staff Report and stated the applicant is requesting annexation into the City of Salisbury. The primary reason for this request is to have access to City water, sewer and services. A Salisbury City Council Work Session was held on May 4, 2020. Other properties on John Deere Drive have been annexed into the City for utilities. Staff recommends approval as submitted.

Chairman Dashiell asked if Mr. McAllister had any comments to add.

Mr. McAllister thanked Ms. Roane for her assistance and added other properties on John Deere Drive have been annexed previously. Mr. McAllister is looking for a favorable recommendation to the City.

Chairman Dashiell asked Mr. Hall to conduct a roll call of Commissioners for questions and comments.

Dr. McNaughton confirmed no questions or comments.

Mr. Thomas asked if Holt Paper is already connected to City water and sewer.

Ms. Roane answered Holt Paper has not petitioned for annexation. She further discussed Royal Farms and Hardee's have services therefore this property would be connected to the existing lines.

Mr. Rogers confirmed no questions or comments.

Mr. Copeland confirmed no questions or comments.

Chairman Dashiell confirmed no questions or comments. Chairman Dashiell asked Dr. McNaughton if he had another question.

Dr. McNaughton asked about the inventory.

Ms. Roane answered that those discussions are handled between the applicant and the City Council.

Chairman Dashiell responded the zoning is all the Commission would be addressing; the City Council will be handling other matters. Chairman Dashiell asked if the public had any questions or comments. There were none.

Upon a motion by Mr. Rogers to forwarding a favorable recommendation to the Mayor and City Council for the property to be zoned Mixed-Use Non-Residential. The motion was seconded by Mr. Thomas. Chairman Dashiell requested Mr. Hall to conduct an individual roll call vote of Commission members. All Commissioners individually voted in the affirmative. Chairman Dashiell stated the motion for the favorable recommendation was approved.

Mr. McAllister thanked the Commission.

REVISED SIGN PLAN APPROVAL – Salisbury Marketplace – J.D. Sign Company for Karemore Properties, LLC – 815 Snow Hill Road – Gen. Comm. District - # 202000508, Map-48, Grid-4, Parcel-244 (H. Eure)

Mr. Henry Eure and Mr. Jason Dean of JD Sign Company, confirmed being on the conference call. Mr. Eure presented the Staff Report and stated the applicant is requesting to amend the existing Sign Plan by incorporating the colors black and yellow to the existing Sign Plan. A new exterior sign is also proposed for the storefront window of Food Lion. The proposed signs have the support of the property owner.

Staff recommends approval for the proposed Sign Plan as submitted.

Chairman Dashiell asked Mr. Dean if he had any comments to add.

Mr. Dean thanked Mr. Eure for his presentation.

Chairman Dashiell asked Mr. Hall to conduct a roll call of Commissioners for questions and comments.

Dr. McNaughton confirmed no questions or comments.

Mr. Thomas confirmed no questions or comments.

Mr. Rogers confirmed no questions or comments.

Mr. Copeland confirmed no questions or comments.

Chairman Dashiell had no questions or comments. Chairman Dashiell asked if the public had any questions or comments. There were none.

Upon a motion by Mr. Rogers to approve the Revised Sign Plan as submitted. The motion was seconded by Dr. McNaughton. Chairman Dashiell requested Mr. Hall to conduct an individual roll call vote of Commission members. All Commissioners individually voted in the affirmative. Chairman Dashiell stated the motion for the Revised Sign Plan was approved.

AGRICULTURAL LAND PRESERVATION EASEMENT APPLICATION – MARVIC Associates, LLC – Laws Road – 167.29 acres – Map-60, Grid-5 & 12, Parcel 17 & 19 (G. Smith)

Mrs. Gloria Smith and Victor Laws III of MARVIC Associates, LLC confirmed being on the conference call. Ms. Smith presented the Staff Report and stated a correction to the Staff Report is MARVIC, LLC should be MARVIC Associates, LLC as stated on Attachment #4. Ms. Smith stated the applicant is requesting to file an easement application to the Maryland Agricultural Land Preservation Foundation program for their property, 167.29 acres, located on both sides of Laws Road, southwest of Powellville. Ms. Smith stated the property is zoned A-1 Agricultural-Rural, it is located in an area designated as Agriculture/Resource and within the Priority Preservation Area in the County Plan. Mrs. Smith explained the process begins with the Commission reviewing the application for location in concurrence with the County Comprehensive Plan, the Ag Preservation Advisory Board will meet in the summer to review the soils, upon completion both recommendations will be forwarded to County Council for a public hearing. Applications are due to the State by July 1st with details being completed by October 1st.

Chairman Dashiell asked Mr. Laws if he had any comments.

Mr. Laws thanked Ms. Smith for her presentation and help in this process.

Chairman Dashiell asked Mr. Hall to conduct a roll call of Commissioners for questions and comments.

Dr. McNaughton confirmed no questions or comments.

Mr. Thomas confirmed no questions or comments.

Mr. Rogers confirmed no questions or comments.

Mr. Copeland confirmed no questions or comments.

Chairman Dashiell responded no questions or comments. Chairman Dashiell asked if the public had any questions or comments. There were none.

Upon a motion by Mr. Rogers to make a favorable recommendation to the Wicomico County Council for support of the sale of an Agricultural Land Preservation Easement of the MARVIC Associates, LLC property based on its compliance with the County Comprehensive Plan, seconded by Dr. McNaughton. Chairman Dashiell requested Mr. Hall to conduct an individual roll call vote of Commission members, which all Commissioners in attendance voted in the affirmative. Chairman Dashiell stated the motion to make a favorable recommendation for this Agricultural Land Preservation Easement Application is approved.

AGRICULTURAL LAND PRESERVATION EASEMENT APPLICATION – William D. Todd – Cross Road – 87.9 acres – Map-6, Grid-15 & 16, Parcel-146 (G. Smith)

Ms. Gloria Smith confirmed being on the call. Mr. Todd was not on the call. Ms. Smith presented the Staff Report and stated the applicant is requesting to file an application to the Maryland Agricultural Land Preservation Foundation program for their property, 87.9 acres, located on the southerly side of Cross Road, south of Sharptown. Ms. Smith stated the property is zoned Agricultural-Rural, it is located in an area designated as Agriculture/Resource and within the Priority Preservation Area in the County Plan. Surrounding properties are in the Maryland Agricultural Land Preservation Foundation or Wicomico County Land Preservation Easement as noted in Attachment #2. Mrs. Smith explained the process begins with the Commission reviewing the application for location in concurrence with the County Comprehensive Plan, the Ag Preservation Advisory Board will meet in the summer to review the soils, upon completion both recommendations will be forwarded to County Council for a public hearing.

Chairman Dashiell asked Mr. Hall to conduct a roll call of Commissioners for questions and comments.

Dr. McNaughton confirmed no questions or comments.

Mr. Thomas confirmed no questions or comments.

Mr. Rogers confirmed no questions or comments.

Mr. Copeland confirmed no questions or comments.

Chairman Dashiell responded no questions or comments. Chairman Dashiell asked if the public had any questions or comments. There were none.

Upon a motion by Mr. Rogers to make a favorable recommendation to the Wicomico County Council for support of the sale of an Agricultural Land Preservation Easement of the William D. Todd property based on its compliance with the County Comprehensive Plan, seconded by Dr. McNaughton. Chairman Dashiell requested Mr. Hall to conduct an individual roll call vote of Commission members, which all Commissioners in attendance voted in the affirmative. Chairman Dashiell stated the motion to make a favorable recommendation for this Agricultural Land Preservation Easement Application is approved.

COUNTY SUBDIVISION PLATS – Michael & Candice Davis – Preliminary/Final 5 lots – Naylor Mill & Levin Dashiell Roads – Map-28; Grid-22, Parcel-115 (M. Williams)

Ms. Marilyn Williams confirmed being on the call. Michael & Candice Davis were not on the call. Ms. Williams presented the Staff Report and stated the applicant has proposed subdivision of the northerly side of Naylor Mill Road, Parcel 115, to create two (2) new lots with the remainder being Lot #3. Proposed on the southerly side of Naylor Mill Road is the creation of two (2) new building lots with remaining lands of 34.67 +/- acres. The majority of the southerly portion of the parcel lies within the R-20 zone, with the balance located in the Heavy Industrial (I-2) zone. Conversely, all of Lot 3 and most of Lot 2 located on the northerly side of the road lie within the Heavy Industrial zone, and Lot 1 lies within the R-20 zone. Minimum lot sizes for the two zoning designations are 20,000 sq. ft. for R-20 and 25,000 for I-2. Ms. Williams stated the applicant is requesting the approval of the Minor Subdivision and Simplified Forrest Conservation Plan.

Staff recommends approval with the following six (6) conditions:

1. The Final Plat shall comply with all requirements of the Wicomico County Subdivision Regulations;
2. Health Department approval is required prior to the recordation of the Final Plat;
3. The Final Plat shall comply with all requirements of the Forest Conservation regulation and a Long-term Management Agreement must be recorded in the land records for Wicomico County prior to the recording of the subdivision plat;
4. All new road entrances must be approved by the Wicomico County Department of Public Works;
5. Ingress/egress easements for Lots 1 and 2 and for Lot 4 and the Remaining Lands must be recorded in the land records for Wicomico County prior to the recordation of the subdivision plat;
6. This approval is subject to further review and approval and conditions imposed by the Planning and Zoning and Public Works Departments; and

7. Note to be added to the plat stating "Proposed use and development of approved lots shall confirm with Chapter 225 (Zoning) of the Wicomico County Code."

Chairman Dashiell further discussed the proposed seventh (7) condition. Lots 1-3 on the northerly side are zoned R-20 and I-2 with the majority of Lots 2 & 3 being I-2, Heavy Industrial zone, not for residential use. Chairman Dashiell asked Mr. Hall to conduct a roll call of Commissioners for questions and comments.

Dr. McNaughton confirmed no questions or comments.

Mr. Thomas confirmed no questions or comments.

Mr. Rogers confirmed no questions or comments.

Mr. Copeland confirmed no questions or comments.

Chairman Dashiell responded no questions or comments. Chairman Dashiell asked if the public had any questions or comments. There were none.

Upon a motion by Mr. Rogers to approve the Minor subdivision and Simplified Forest Conservation Plan with the six (6) proposed conditions and also adding a seventh (7), seconded by Dr. McNaughton. Chairman Dashiell requested Mr. Hall to conduct an individual roll call vote of Commission members, which all Commissioners in attendance voted in the affirmative. Chairman Dashiell stated the motion is approved.

STAFF COMMENTS:

Chairman Dashiell thanked Commission members for their participation to make this meeting a success during this unusual time. Chairman Dashiell looks forward to meeting again in person to move the business of the City and County forward.

Mr. Hall stated the County has no further items for consideration from the Commission.

Ms. Roane stated the startup of the zoning ordinance should be brought forward in August and the first Task Force Meeting will be held on Monday. Ms. Roane thanked Mr. Hall for setting up the teleconference.

Chairman Dashiell expressed his appreciation to the City and County Staff for all they continue to do to help this Commission and to see all the business in the City and County gets the attention it needs in spite of the challenging circumstances.

The next Commission meeting will be July 16th.

There being no further business, the Commission meeting was adjourned at 2:25 p.m. by a motion from Mr. Rogers and seconded by Mr. Thomas, and duly carried by all members.

This is a summary of the proceedings of this meeting. Detailed information is in the permanent files of each case as presented and filed in the Wicomico County Department of Planning, Zoning, and Community Development Office.


Charles "Chip" Dashiell, Chairman


Lori A. Carter, Director


Melissa Cassimore, Recording Secretary

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L. WAREHOUSES OR STORAGE FACILITIES.

37 Explanation:

38
39 * *ITALICIZED PRINT INDICATES MATERIAL ADDED TO EXISTING LAW.*

40 **Deleted material from the existing Code is indicated by bold double bracketed [[]]**
41 **language.**

42
43
44
45 **AND BE IT FURTHER ORDAINED BY THE CITY OF SALISBURY,**
46 **MARYLAND,** that this Ordinance shall take effect from and after the date of its final passage, but
47 in no event until ten (10) days after the date of the Council's Public Hearing, and

48
49 **THE ABOVE ORDINANCE** was introduced and read at a meeting of the Council on the
50 ____ day of _____ 2020, and thereafter, a statement of the substance of the ordinance
51 having been published as required by law, in the meantime, was finally passed by the Council on
52 ____ day of _____, 2020.

53
54
55 **ATTEST:**

56
57
58 _____
59 Kimberly R. Nichols
60 City Clerk

John R. Heath, President
Salisbury City Council

61
62
63
64 Approved by me this
65
66 ____ day of _____, 2020.

67
68
69 _____
70 Julia Glanz, City Administrator
71 for and at the direction of Jacob R. Day, Mayor

ORDINANCE No. 2621

AN ORDINANCE OF THE CITY OF SALISBURY 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.

WHEREAS, the City of Salisbury has established a Kindness Commission in order to better the lives of our fellow citizens through acts of kindness and compassion; and

WHEREAS, Ben's Red Swings is a playground that was created to honor the memory of Benjamin Layton, and was constructed by his family, friends and other members of the Salisbury community; and,

WHEREAS, the City has accepted donations from members of the community who are interested in contributing to the good works of the Kindness Commission and the maintenance and upkeep of the Ben's Red Swings playground; and

WHEREAS, Dr. Vel Natesan, MD has provided a donation in the amount of \$300.00 for the Kindness Commission; and

WHEREAS, the First Shore Federal Savings and Loan Association has provided a donation in the amount of \$100.00 for the Kindness Commission; and

WHEREAS, William and Brenda Beauchamp have provided a donation in the amount of \$50.00 for the Ben's Red Swings playground; and

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

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City accepts the aforementioned donated funds to be spent on the program and/or project for which the donation was made.

BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY that the City's Fiscal Year 2021 Budget be and is hereby, amended as follows:

- 1) Increase the Donations-Other – Kindness Commission Revenue Account (10700-456415-XXXXX) by \$400.00
- 2) Increase the Kindness Commission Operating Expense Account (10700-546006-XXXXX) by \$400.00
- 3) Increase the Donations-Other – Playground Maintenance Revenue Account (10700-456415-XXXXX) by \$50.00
- 4) Increase the Playground Maintenance Expense Account (10700-523628-XXXXX) by \$50.00

49
50 BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date
51 of its final passage.
52

53 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
54 Salisbury held on the 12th day of October, 2020, and thereafter, a statement of the substance of
55 the Ordinance having been published as required by law, was finally passed by the Council on
56 the 26th day of October, 2020.
57

58 ATTEST:
59
60
61

62 _____
63 Kimberly R. Nichols
64 City Clerk
65

John R. Heath, President
Salisbury City Council

66 APPROVED BY ME THIS:
67

68 _____ day of October, 2020
69
70
71

72 _____
73 Julia Glanz, City Administrator
for and at the direction of Jacob R. Day, Mayor

AS AMENDED ON OCTOBER 26, 2020
ORDINANCE NO. 2622

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~~, \$109,028.69.

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

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 12th day of October, 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 26th day of October, 2020.

ATTEST:

Kimberly R. Nichols,
City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS _____ day of _____, 2020.

Julia Glanz, City Administrator
for and at the direction of Jacob R. Day, Mayor

ORDINANCE NO. 2623

AN ORDINANCE OF THE CITY OF SALISBURY 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.

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

WHEREAS, 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; and

WHEREAS, the City expects to receive reimbursement from the WiCHD in the amount of \$36,342.90 for COVID-19 related expenditures as reflected in the attached Exhibit; 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 Wicomico County Health Department (WiCHD) to accept grant funds in the amount of \$36,342.90.

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

- 1) Increase Wicomico County Health Department Revenue account (10500-427901-XXXXX) by \$36,342.90
- 2) Increase SFD Medical Expense account (10500-546016-XXXXX) by \$36,342.90

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 12th day of October, 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 26th day of October, 2020.

51 **ATTEST:**

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53

54 _____
55 Kimberly R. Nichols
56 City Clerk

John R. Heath, President
Salisbury City Council

56

57

58 APPROVED BY ME THIS _____ day of _____, 2020.

59

60

61 _____
62 Julia Glanz, City Administrator
63 for and at the direction of Jacob R. Day, Mayor

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, THEREFORE, 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,

46 approval, or certificate may be subject to a municipal infraction not to exceed five
47 hundred dollars (\$500.00) each day the violation continues.

- 48
49 3. 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 4. Include Annex E: Fire Fighter Safety Building Marking System, with local
56 amendments.

- 57
58 a. Local amendments to Annex ~~F~~ E are:

- 59
60 i. Add E. 1.3.6.1. The following letters shall be used to indicate special hazards
61 assigned to the center of the Maltese cross:

- 62
63 A) "F" — Floor hazard
64 B) "R" — Roof hazard
65 C) "W" — Wall hazard
66 D) "H" — Holes in structure
67 E) "S" — Stairs compromised
68 F) "M" — Maze like, confusing layout

- 69
70 ii. Add E. 1.3.6.2. Where the AHJ determines the conditions to be severe
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
76 Code, is prohibited.

- 77
78 6. Permits from the Fire Marshal are required for the following:

- 79 a. Installation/Modification of fire alarm and detection systems;
80 b. Installation/Modification of sprinkler or water spray systems;
81 c. Installation/Modification of standpipe systems;
82 d. Installation/Modification fire pumps;
83 e. Installation/Modification of water storage tanks for fire protection;
84 f. Installation/Modification of gaseous and chemical extinguishing systems;
85 g. Installation/Modification of foam systems;
86 h. Installation/Modification of smoke control systems;
87 i. Installation/Modification of flammable and combustible liquid storage tanks;
88 j. Installation/modification of emergency generators for fire protection systems;
89 k. Installation, modification, or removal from service of any private fire hydrants;
90 l. Fireworks displays; and
91 m. To store, transport on site, dispense, use, or handle hazardous materials.

~~C. The International Building Code is incorporated by reference, and is adopted with state and local amendments.~~

8.11.040 - Inspections.

A. To the fullest extent permitted by law, the Fire Department ~~and the Housing and Community Development Department shall have the authority~~ *is authorized* to enter and examine, at all reasonable times, any building, structure, marine vessel, vehicle or premises for the purpose of making fire safety inspections.

Exception: One and two family dwelling units.

B. Personnel responsible for administering and enforcing this code shall be trained to a minimum level of Fire Inspector I in accordance with the National Fire Protection Code.

C. Personnel will periodically inspect all buildings and structures as herein set forth in this code on a schedule derived from life safety and fire risk assessment.

8.11.060 Third-Party Inspections

A report of all third party inspections required by this code shall be submitted to the Fire Marshal's office for review, *within fifteen (15) days of the inspection date*. A third-party or vendor system data collection agency/company may be utilized for the collection of completed third-party inspection reports and associated collection filing fees.

Explanation:

* *Italicized and underlined print indicates material added to existing law.*
Bold and strikethrough language indicates material deleted from the existing law.

AND BE IT FURTHER ORDAINED AND ENACTED BY THE CITY OF SALISBURY, MARYLAND, that this ordinance shall take effect immediately upon adoption.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 12th day of October 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 26th day of October, 2020.

ATTEST:

Kimberly R. Nichols
CITY CLERK

John R. Heath
PRESIDENT, City Council

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

ORDINANCE No. 2625

AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND THE FEE SCHEDULE FOR FY 2021.

WHEREAS, Ordinance No. 2595 set fees for FY2021; and

WHEREAS, Ordinance No. _____ 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

WHEREAS, the Fire Department desires to establish fees for the plan review and associated inspections of any fireworks displays; and

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.

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.

AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 12th day of October 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 26th day of October, 2020.

ATTEST:

Kimberly R. Nichols
CITY CLERK

John R. Heath
PRESIDENT, City Council

APPROVED BY ME THIS _____ day of _____, 2020

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>		
<i><u>Fireworks Display - Includes plan review and associated inspections for any fireworks show.</u></i>	<u>\$250</u>	

48



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Julia Glanz, City Administrator
From: John W. Tull, Fire Chief
Subject: Budget Amendment – Funding for PPE Washer Extractor and Dryer
Date: September 29, 2020

As you are aware, the Wicomico County Health Department (WiCHD) received a direct allocation of funds through the Federal Coronavirus Relief Fund (CRF) to help support Emergency medical response expenses (including emergency medical transportation) related to COVID-19. As a result of this available funding, the Fire Department submitted a request for funding to purchase a commercial grade washer extractor and dryer for two (2) of our fire stations. The total cost of the project is \$24,951.28 and it has been approved by the WiCHD.

Attached you will find an Ordinance requesting the approval of a budget amendment to the FY2021 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.



Total	\$24,951.28
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MEMORANDUM

To: Lori Brewster,
From: John W. Tull, Fire Chief
Subject: Funding for PPE Washer Extractor and Dryer
Date: September 16, 2020

The Salisbury Fire Department is requesting your consideration in providing funding for the purchase of a commercial grade washer extractor and dryer for two (2) of our fire stations. As you are aware, the Salisbury Fire Department responds to over 13,500 calls for service each year. Because of the large call volume, our personnel are exposed daily to COVID-19 and other communicable disease threats. As our country responds to COVID-19, public safety agencies are adjusting day-to-day operations to reduce the risk of exposure and help protect personnel.

The primary purpose of Personal Protective Equipment (PPE) is simply as a contamination shield to prevent later transfer of COVID-19 to mucous membranes through subsequent transfer from hand to the mouth, nose or eyes (auto- or self-inoculation). Because of this, the proper care and maintenance of PPE is extremely important for firefighter health and safety. Instances of cross-contamination between firefighters and their families have been directly linked to exposure through improper PPE use, care, maintenance, and handling/storage. In addition, the effectiveness of PPE is diminished without the correct care and maintenance, leaving responders at risk.

The United States Centers for Disease Control and Prevention (CDC) and the National Fire Protection Association (NFPA) 1851 - *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting* recommend the following for PPE and other personal items that may have been exposed to the COVID-19:

Cleaning and Sanitizing of PPE:

- Wherever possible, refer to manufacturer cleaning, sanitizing and disinfecting instructions.
- Clean and sanitize any element of PPE clothing.
- Launder garments in a programmable, front-loading washer/extractor that has ample capacity for the wash load.
- Use a pre-soak stage of at least 10 minutes with an EPA approved laundry sanitizer additive.
- Follow the pre-soak with draining the washer/extractor and a 4-minute extraction step.
- Wash garments with an appropriate detergent and multiple rinse cycles but apply specialized cleaning at the maximum wash temperature up to 140°F.
- Dry garments by using a drying cabinet or machine drying on a no heat or air-dry option.

With this in mind, the Department lacks the funding resources needed to purchase the requested washer extractors and dryers. Furthermore, the regular washer and dryers located at these facilities cannot meet the current increased usage of washing uniforms, PPE and EMS unit linens as a result



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

of COVID-19. Our goal is to provide a safe working environment for our personnel and to ensure that we are providing the best possible service to the citizens in our community. The items requested are extremely vital to ensuring that the Salisbury Fire Department is able to safely protect our citizens and their families. If approved for this funding, these items will be made available for use to other City Departments.

The attached quote for the requested equipment is attached.

I would like to thank you in advance for your consideration in providing the funding needed for this very important request. If you should have any questions or need any additional information, please do not hesitate to contact me.

MEMORANDUM OF UNDERSTANDING

FISCAL YEAR 2021

WICOMICO COUNTY HEALTH DEPARTMENT (WiCHD) and SALISBURY FIRE COMPANY

I. BACKGROUND

The Wicomico County Health Department (WiCHD) received Federal Coronavirus Relief Funds (CRF) to help support Emergency medical response expenses, including emergency medical transportation, related to COVID-19.

II. AGREEMENT

The following agreement entered into this 22th day of September 2020, by and between the Wicomico County Health Department (WiCHD) and the Salisbury Fire Company:

A Salisbury Fire Company has submitted quotes to WiCHD and agrees to purchase the following equipment to help serve the citizens in Wicomico County and to keep all staff/volunteers safe during the Pandemic:

1. (2) Gear Washer & Dryer for \$24,951.28

B. WiCHD agrees to

1. Pay Salisbury Fire Department \$24,951.28 to purchase the above equipment, once we receive a detailed invoice.

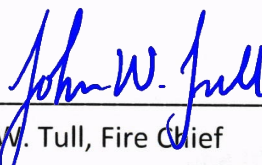
II. TERMINATION

This agreement will terminate on December 31, 2020.

This memorandum is subject to the policies of the Maryland Department of Health as incorporated in the Human Services Agreement Manual.

III. SIGNATURES

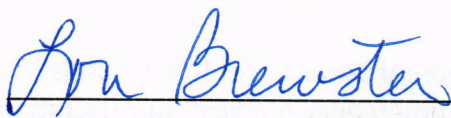
The parties acknowledge their agreement by their signatures below:



John W. Tull, Fire Chief
Salisbury Fire Department

9/23/20

Date



Lori Brewster, M.S., APRN/BC, LCADC
Health Officer, Wicomico County Health Department

9/22/2020

Date

ORDINANCE NO. 2626

AN ORDINANCE OF THE CITY OF SALISBURY 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 \$24,951.28, AND TO APPROVE A BUDGET AMENDMENT TO THE FY 2021 GRANT FUND TO APPROPRIATE THESE FUNDS FOR THE PURCHASE OF TWO (2) COMMERCIAL GRADE WASHER/EXTRACTORS AND DRYERS.

WHEREAS, the Wicomico County Health Department (WiCHD) received a direct allocation of funds through the Federal Coronavirus Relief Funds (CRF); and

WHEREAS, the purpose of the CRF is to help support Emergency medical response expenses, including emergency medical transportation, related to COVID-19; and

WHEREAS, the City of Salisbury Fire Department submitted a grant request to the WiCHD for funding to assist with the purchase of a commercial grade washer/extractor and dryer for two (2) of our fire stations; and

WHEREAS, the WiCHD has awarded the City funds in the amount of \$24,951.28; and

WHEREAS, the City of Salisbury must enter into a grant agreement with the WiCHD defining how these funds must be expended; 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 Wicomico County Health Department (WiCHD) to accept grant funds in the amount of \$24,951.28.

BE IT FURTHER ORDAINED that the City's Fiscal Year 2021 Grant Fund Budget be and hereby is amended as follows:

- 1) Increase Wicomico County Health Department Revenue account (10500-427901-XXXXX) by \$24,951.28
- 2) Increase SFD Equipment Expense account (10500-577030-XXXXX) by \$24,951.28

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 26th day of October, 2020, and thereafter, a statement of the substance of the

50 Ordinance having been published as required by law, was finally passed by the Council on the _____
51 _____ day of _____, 2020.

52
53 **ATTEST:**

54
55
56 _____
57 Kimberly R. Nichols
58 City Clerk

John R. Heath, President
Salisbury City Council

59
60
61 APPROVED BY ME THIS _____ day of _____, 2020.

62
63
64 _____
65 Julia Glanz, City Administrator
66 for and at the direction of Jacob R. Day, Mayor
67



MEMORANDUM

To: Julia Glanz, City Administrator
From: John W. Tull, Fire Chief
Subject: FY21 Budget Amendment – Safe Station
Date: September 29, 2020

Attached you will find a FY21 Budget Amendment Ordinance and a Memorandum of Understanding (MOU) between the Wicomico County Health Department and the City of Salisbury Fire Department. The Wicomico County Health Department has received funding from Mid-Shore Behavioral Health for a Safe Station Program that provides 24 hour services to those seeking treatment and recovery resources. Safe Stations is an innovative program that helps remove barriers to treatment for members of our community who are eager to recover from a substance use disorder. Persons seeking treatment for addiction can visit the Recovery Resource Center, day or night, to find assistance gaining access to care. Once they arrive at the Safe Station a peer from the COAT team will be contacted, as well as an EMS response. The goal of the Safe Station is to help people with linkage to treatment and recovery services by allowing them to practice self-determination.

The Fire Department has partnered with the Health Department and agreed to provide non-emergent medical checks to all individuals that enter the Safe Station and in return, the Department will invoice the Health Department quarterly for \$2500.00. The funds from this program will be used to purchase additional medical supplies and equipment.

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

MEMORANDUM OF UNDERSTANDING

FISCAL YEAR 2021

WICOMICO COUNTY HEALTH DEPARTMENT and CITY OF SALISBURY FIRE DEPARTMENT

125 North Division St. Salisbury MD, 21801

833-SBY-CITY

jglanz@salisbury.md

Background

The Wicomico County Health Department (WiCHD) received funding from Mid Shore Behavioral Health, Inc. for the Safe Station Program (F592) which will provide 24 hour services to those seeking treatment and recovery resources through utilization of the Wicomico County Safe Station, which will be located at the Recovery Resource Center.

Agreement

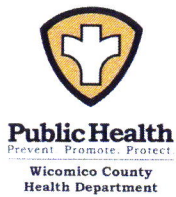
The following agreement entered into on this 30th day of September, 2020, by and between the Wicomico County Health Department (WiCHD) and the City of Salisbury Fire Department (Contractor) regarding the provision of non-emergent medical response and evaluation sets forth the following deliverables:

I. Contractor will complete the following:

1. Provide non-emergent medical well checks to all patients/clients who enter the Safe Station.
2. Provide monthly reports on the number of individuals served at the Safe Station.
3. Invoice WiCHD for \$2,500.00 quarterly, addressing invoice to "Wicomico County Health Department Accounts Payable, 108 E. Main St., Salisbury, MD". Final invoice must be received no later than 06/30/2021.

II. WiCHD will complete the following: (same note as in section I)

1. Will call the non-emergent Emergency Services line at 410-548-4920 when non-emergent medical response is needed unless an acute emergency has been identified in which case 911 will be called.
2. Pay Contractor \$2,500.00 quarterly once deliverables are completed and invoice is received.



Wicomico County Health Department

108 East Main Street • Salisbury, Maryland 21801

Lori Brewster, MS, APRN/BC, LCADC • Health Officer



Memorandum of Understanding

FY 2021

Wicomico County Health Department

City of Salisbury Fire Department

Safe Station/ F592N

Page #2 of #2

This memorandum is subject to the policies of the Maryland Department of Health as incorporated in the Human Services Agreement Manual.

This agreement will terminate on June 30, 2021, or by providing sixty (60) days written notification by either party.

III. Signatures

The parties acknowledge their agreement by their signatures below:

Julia Glanz

City Administrator and Acting Mayor, City of Salisbury

Date

Lori Brewster

Lori Brewster, M.S., APRN/BC, LCADC

Health Officer, Wicomico County Health Department

9/29/2020

Date

ORDINANCE NO. 2627

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE WICOMICO COUNTY HEALTH DEPARTMENT AND APPROVING A BUDGET AMENDMENT OF THE FY2021 GENERAL FUND BUDGET TO APPROPRIATE FUNDS RECEIVED FROM THE WICOMICO COUNTY HEALTH DEPARTMENT IN THE AMOUNT OF \$7,500.00.

WHEREAS, the funds have been provided by the Wicomico County Health Department (WiCHD), in conjunction with Mid-Shore Behavioral Health, Inc., for a Safe Station Program; and

WHEREAS, Safe Station is an innovative program that helps remove barriers to treatment for members of our community who are eager to recover from a substance use disorder; and

WHEREAS, the goal of the Safe Station is to help people with linkage to treatment and recovery services by allowing them to practice self-determination; and

WHEREAS, the City of Salisbury Fire Department will provide non-emergent medical checks to all individuals that enter the Safe Station; and

WHEREAS, the City of Salisbury must enter into a grant agreement with the Wicomico County Health Department defining how these funds must be expended; and

WHEREAS, the accepted funds shall be used to purchase additional emergency medical supplies and equipment; and

WHEREAS, both the Fire Chief and the Mayor have recommended that the City accept the monetary donation and allocate the funds to the Fire Department's FY2021 Operating Budget; and

WHEREAS, § 7-29 of the Salisbury City Charter forbids contracts requiring an expenditure in excess of the amount appropriated for that general classification or expenditure, and forbids any office, department, or agency from expending funds not appropriated; 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 Memorandum of Understanding with the Wicomico County Health Department to accept funds in the amount of \$7,500.00.

47 BE IT FURTHER ORDAINED THAT THE City's Fiscal Year 2021 General Fund
48 Budget be amended as follows:
49

- 50 1) Increase FY2021 General Fund WiCHD Reimbursements account (01000-427301) by
51 \$7,500.00
52 2) Increase Fire Department Expenditure Medical account (24035-546016) by \$7,500.00
53

54 BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the
55 date of its final passage.
56

57 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
58 Salisbury held on this 26th day of October, 2020 and thereafter, a statement of the substance of
59 the Ordinance having been published as required by law, was finally passed by the Council on
60 the _____ day of _____, 2020.
61

62 ATTEST:
63

64 _____
65 Kimberly R. Nichols, City Clerk
66 City Council
67

John R. Heath, President
Salisbury City Council
68

69 APPROVED BY ME THIS _____ day of _____, 2020.
70
71

72 _____
73 Julia Glanz, City Administrator
74 for and at the direction of Jacob R. Day, Mayor
75



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Julia Glanz, City Administrator
From: John W. Tull, Fire Chief
Subject: Budget Amendment – SWIFT Funding
Date: October 13, 2020

As you are aware, the Wicomico County Health Department (WiCHD), in conjunction with the City of Salisbury, applied for grant funds through the Maryland Community Health Resources Commission (CHRC) grant program. In FY2018, the CHRC awarded the WiCHD funds in the amount of \$90,000 and had previously sub-granted \$81,920 to the City of Salisbury. Of the remaining \$8,080 of FY2018 funding that was received by the WiCHD from the CHRC, the WiCHD is now sub-granting \$4,600.00 of additional funding to the City of Salisbury

Attached you will find an Ordinance requesting the approval of a budget amendment to the FY2021 grant fund for the purpose of accepting the funds from the Wicomico County Health Department and adding them to our existing SWIFT grant project account #21009.

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

ORDINANCE NO. 2628

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE GRANT FUND TO APPROPRIATE FUNDS TO OPERATE THE SALISBURY-WICOMICO FIRSTCARE TEAM (SWIFT).

WHEREAS, the Wicomico County Health Department (WiCHD), in conjunction with the City of Salisbury, applied for funds through the Maryland Community Health Resources Commission (CHRC) grant program; and

WHEREAS, the CHRC awarded the WiCHD funds in FY2018 in the amount of \$90,000; and

WHEREAS, the WiCHD has previously sub-granted \$81,920 to the City of Salisbury, those funds being appropriated via Ordinance 2503 and Ordinance 2559; and

WHEREAS, of the remaining \$8,080 of FY2018 funding that was received by the WiCHD from the CHRC, the WiCHD is now sub-granting \$4,600.00 to the City of Salisbury; and

WHEREAS, these funds are to be added to existing SWIFT grant project account #21009; and

WHEREAS, the sub-granted funds shall be used to operate the Salisbury-Wicomico Firstcare Team (SWIFT); and

WHEREAS, the City of Salisbury must enter into a sub-grant agreement with WiCHD defining how these funds must be expended; 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 sub-grant agreement with the Wicomico County Health Department to accept and expend grant funds in the amount of \$4,600.00.

BE IT FURTHER ORDAINED that the City's FY21 Grant Fund Budget be and hereby is amended as follows:

- 1) Increase WiCHD SWIFT Grant Revenue account (10500-427901-21009) by \$4,600.00
- 2) Increase SWIFT Equipment Expense account (10500-577303-21009) by \$4,600.00

47 BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of
48 its final passage.
49

50 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
51 Salisbury held on this 26th day of October, 2020, and thereafter, a statement of the substance of the
52 Ordinance having been published as required by law, was finally passed by the Council on the ____
53 day of _____, 2020.
54

55
56 **ATTEST:**
57

58
59 _____
60 Kimberly R. Nichols,
61 City Clerk
62

John R. Heath, President
Salisbury City Council
63

64 APPROVED BY ME THIS ____ day of _____, 2020.
65
66

67 _____
68 Julia Glanz, City Administrator
69 for and at the direction of Jacob R. Day, Mayor
70