



**SALISBURY CITY COUNCIL  
WORK SESSION AGENDA**

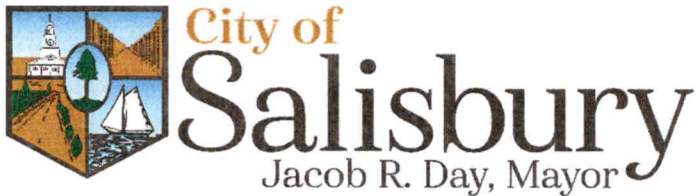
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**MAY 16, 2022**

**Government Office Building, Council Chambers, Salisbury, MD and Zoom Video Conferencing**

- 4:30 p.m. PROCLAMATION- presented by City Administrator Julia Glanz
- National Police Week
- 4:35 p.m. Resolution to accept forfeited vehicle to add to the SPD fleet – Police Chief Barbara Duncan
- 4:40 p.m. Non-conforming Use Zoning Exemption program update- Housing and Community Development Director Ron Strickler
- 4:50 p.m. Ordinance to approve a budget amendment for Poplar Hill ADA ramp- Department of Infrastructure & Development Acting Director Rick Baldwin
- 5:00 p.m. Charter Amendment to change budget public hearings requirements of publishing ad in newspaper published in the City- Council discussion
- 5:20 p.m. Administration and Council Remarks
- 5:30 p.m. Adjournment

*Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.  
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 3-305(b).*

Join Zoom Meeting  
<https://us02web.zoom.us/j/88186172560>  
Meeting ID: 881 8617 2560  
Phone: 1.301.715.8592



April 27, 2022


TO: Julia Glanz  
FROM: Colonel David Meienschein  
SUBJECT: Resolution – Forfeiture Nissan Altima

As the result of a criminal case in Circuit Court handled by SPD officers the court, as part of the disposition of the case has ordered the forfeiture of a 2013 Nissan Altima, VIN: 1N4AL3AP3DC164605. Furthermore, the court ordered that the aforementioned vehicle be awarded to the Salisbury Police Department.

The police department has determined that the vehicle needs approximately \$1,700 dollars of minimal cosmetic repairs which would be needed prior to inspection. The approximate value of the vehicle is \$10,000.00.

The police department requests that the vehicle be accepted and that the vehicle be incorporated into the SPD fleet.

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



David Meienschein  
Assistant Chief of Police

STATE OF MARYLAND

\* IN THE CIRCUIT COURT

v.

\* FOR WICOMICO COUNTY,

CALVIN REID

\* STATE OF MARYLAND

\* CASE No.: C22-CR-21-426

\* \* \* \* \*

**SECOND AMENDED ORDER OF FORFEITURE**

UPON CONSIDERATION of the State's motion and with the voluntary consent of the Defendant, pursuant to a plea agreement in the above-captioned matter, it is therefore this - 30th day of March, 2022, **ORDERED** by the Circuit Court for Wicomico County, State of Maryland, that any interest in the 2013 Nissan Altima, Maryland Registration 66120CJ, VIN 1N4AL3AP3DC164605 seized from the Defendant or otherwise seized pursuant to the investigation of the above-captioned matter shall be forfeited unto the City of Salisbury, Maryland, for use of the Salisbury Police Department.

03/30/2022 10:28:48 AM



Karen M. Dean

Judge  
Circuit Court for Wicomico County

**A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND  
ACCEPTING A VEHICLE FORFEITED BY THE CIRCUIT COURT FOR  
WICOMICO COUNTY AND ADDING SUCH VEHICLE TO THE  
SALISBURY POLICE DEPARTMENT VEHICLE FLEET FOR USE IN  
VARIOUS OPERATIONS AND POLICE DETAILS.**

**RECITALS**

**WHEREAS**, in an Order dated March 30, 2022 and entered in Case No. C22-CR-21-426 pursuant to a plea agreement by and amongst the parties, which Order is attached hereto and incorporated herein as **Exhibit 1**, the Circuit Court for Wicomico County, Maryland forfeited unto the City of Salisbury, Maryland, for the use of the Salisbury Police Department, a 2013 NISSAN ALTIMA, VEHICLE IDENTIFICATION NUMBER 1N4AL3AP3DC164605 (the “**Vehicle**”); and

**WHEREAS**, the Vehicle requires cosmetic repairs in order to pass the state inspection, which repairs are estimated to cost approximately One Thousand Seven Hundred Dollars (\$1,700.00); and

**WHEREAS**, the Salisbury Police Department has adequate funds in its budget to cover the cost of repair of the Vehicle; and

**WHEREAS**, the Vehicle has an approximate value of Ten Thousand Dollars (\$10,000.00); and

**WHEREAS**, upon approval of this Resolution, the Vehicle will be incorporated into the Salisbury Police Department vehicle fleet where it will be maintained by the Salisbury Police Department and used as a tool for public safety.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND AS FOLLOWS:**

**Section 1.** The 2013 NISSAN ALTIMA, VEHICLE IDENTIFICATION NUMBER 1N4AL3AP3DC164605, shall be accepted from the Circuit Court for Wicomico County and added to the Salisbury Police Department vehicle fleet.

**Section 2.** The Mayor or his designee shall work in conjunction with the City Solicitor to process the title work for the Vehicle and is authorized to execute any documents associated therewith.

**AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY AS FOLLOWS:**

**Section 3.** It is the intention of the Council of the City of Salisbury that each provision this Resolution shall be deemed independent of all other provisions herein.

**Section 4.** It is further the intention of the Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Resolution shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Resolution shall remain and shall be deemed valid and enforceable.

**Section 5.** The Recitals set forth hereinabove are incorporated into this section of this Resolution as if such recitals were specifically set forth at length in this Section 5.

**Section 6.** This Resolution shall take effect from and after its final passage.

55           **THIS RESOLUTION** was introduced, read and passed at the regular meeting of the Council of  
56 the City of Salisbury held on the \_\_\_\_\_, 2022.

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62 Kimberly R. Nichols,

63 City Clerk

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62 John R. Heath,

63 Council President

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65 APPROVED BY ME this \_\_\_\_ day of \_\_\_\_\_, 2022.

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70 Jacob R. Day,

71 Mayor



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

**MEMORANDUM**

**To:** Andy Kitzrow, Julia Glanz  
**From:** Ronald L. Strickler, Jr, Director of HCDD  
**Date:** 5/9/2022  
**Re:** Non-Conforming Use Zoning Exemption Program Update

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The Director of Housing and Community Development requests the opportunity to provide a 6-month update on the approved Non-conforming Use Zoning Exemption Program. As you may recall, The Zoning text amendment was approved by council and went into effect on December 1, 2021 for a period of 12-months with the option to extend the program should the need arise. Thank you for your consideration of the request above, I anticipate the opportunity to provide an update to council during the May 16, 2022 Work Session.


*Ronald L. Strickler Jr*

Ron Strickler, Jr

Director, Housing and Community Development



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

To: Julia Glanz, City Administrator  
From: Richard D. Baldwin, Acting Director of Infrastructure & Development   
Date: May 12, 2022  
Re: Budget Amendment – Poplar Hill Mansion ADA Ramp

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The Department of Infrastructure and Development recently worked with the Department of Procurement to advertise an invitation to bid for the Poplar Hill Mansion Rear Deck Reconstruction and Inclined Platform Lift Installation. The scope of work involves demolition and reconstruction of the rear steps and deck, installation of one new ADA compliant inclined platform lift, and two threshold transition ramps.

Previously a total of \$75,000 was appropriated for both the conversion of a bathroom and the installation of wheel chair ramp. The bathroom conversion was completed earlier under a separately awarded contract. The original ramp design was rejected by the Maryland Historical Society which has approved reconstruction of the rear steps, deck and installation of the ADA compliant inclined platform lift.

Bids were opened on March 02, 2022. Three (3) bids were received and are summarized below:

Vendor	Total Base Bid
OMF Contractors Inc.	\$56,835.00
East Coast Contracting	\$73,300.00
KLH Construction LLC	\$101,152.00

The Department of Infrastructure and Development reviewed the bids and rejected the low bidder. The second low bidder, East Coast Contracting, was found to be a responsive and responsible bidder, however, this bid exceeded remaining available funds by \$21,242.28. The Department of Infrastructure and Development is requesting a further appropriation of \$21,242.28 for installation of the ADA ramp.

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

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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE CITY'S FY22 GENERAL FUND BUDGET AND GENERAL CAPITAL PROJECT FUND BUDGET TO PROVIDE FUNDS FOR THE POPLAR HILL MANSION ADA RAMP AND BATHROOM PROJECT.**

**WHEREAS,** WHEREAS, in FY2021, the City undertook a project to make the Poplar Hill Mansion handicap accessible, to include the conversion of a bathroom and the installation of a wheelchair ramp ("the Project"), both of which were to be compliant with guidelines set forth by the Americans with Disabilities Act; and

**WHEREAS,** Ordinance 2687 previously appropriated \$35,000 for the Project and Ordinance 2022 previously appropriated \$40,000 for the Project; and

**WHEREAS,** the City has determined an additional \$21,242.28 is required to complete the Project based on bids that have been received; and

**WHEREAS,** the appropriations necessary to execute the purpose of the \$21,242.28 funds, as provided hereinabove, 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 ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND,** as follows:

**Section 1.** The City of Salisbury's FY22 General Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Increase	Revenue	None	Current Year Surplus	01000-469810	21,242.28
Increase	Expense	None	Transfer General Capital Projects Fund	91001-599109	21,242.28

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**Section 2.** The City of Salisbury's General Capital Project Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Increase	Revenue	ADA Ramp & Bathroom	Transfer In General Fund	98022-469313-43028	21,242.28
Increase	Expense	ADA Ramp & Bathroom	Construction	98022-513026-43028	21,242.28

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**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND,** as follows:

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**Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

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**Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,



43 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication  
44 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
45 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.  
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47 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as  
48 if such recitals were specifically set forth at length in this Section 5.  
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50 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.  
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52 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
53 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 and thereafter, a statement of the substance  
54 of the Ordinance having been published as required by law, in the meantime, was finally passed by the  
55 Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
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57 **ATTEST:**  
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62 **Kimberly R. Nichols, City Clerk**  
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\_\_\_\_\_ **John R. Heath, City Council President**

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65 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
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70 **Jacob R. Day, Mayor**  
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