



CITY OF SALISBURY CITY COUNCIL AGENDA

JANUARY 22, 2024

6:00 p.m.

COUNCIL CHAMBERS, 125 N. DIVISION STREET, SALISBURY, MD 21801

Times shown for agenda items are estimates only.

- 6:00 p.m. CALL TO ORDER
- 6:01 p.m. WELCOME/ANNOUNCEMENTS/PLEDGE
- 6:02 p.m. CITY INVOCATION- Pastor Greg Carlson, Parks Seventh-day Adventist Church
- 6:03 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:04 p.m. CONSENT AGENDA- City Clerk Kimberly Nichols
- December 18, 2023 Work Session Minutes
 - December 18, 2023 Special Meeting Minutes
 - January 2, 2024 Work Session Minutes
 - January 8, 2024 Council Meeting Minutes
 - **Resolution No. 3317**- approving the appointment of Lynne Bratten to the Historic District Commission for the term ending January 2027
 - **Resolution No. 3318**- approving the appointment of Lisa Gingrich to the Historic District Commission for the term ending January 2027
 - **Resolution No. 3319**- approving the re-appointment of Scott Saxman to the Historic District Commission for term ending January 2027
 - **Resolution No. 3320**- approving the appointment of Noha Yousif to the Sustainability Advisory Committee (Green Team) for the term ending January 2027
 - **Resolution No. 3321**- approving the appointment of Matthias Pieplak to the Sustainability Advisory Committee (Green Team) for the term ending January 2027
 - **Resolution No. 3322**- to approve the re-appointment of Michael Perry II to the Parks & Recreation Committee for the term ending January 2027
 - **Resolution No. 3323**- approving the appointment of Deborah Savidge to the Parks & Recreation Committee for the term ending January 2027
 - **Manufacturing Exemption** approval for the following requests:
 - Delmar Brewing Company, LLC (2022)
 - Delmarva Printing and Design, Inc. (2022)
 - Jubilant Cadista Pharmaceuticals, Inc. (2021-amended)
 - Jubilant Cadista Pharmaceuticals, Inc. (2022)
 - Perdue Foods, LLC (2022)
 - Spartech, LLC (2022)

- 6:08 p.m. AWARD OF BIDS- Procurement Director Jennifer Miller
- ITB A-24-104 Janitorial Services \$280,000.00 (4 yr. est.)
 - ITB 24-111 Zoo Pavilion and Installation \$130,233.69
- 6:15 p.m. ORDINANCES- City Attorney Ashley Bosché
- **Ordinance No. 2853**- 1st reading- approving a budget amendment of the FY2024 General Fund Budget to appropriate funds to the Salisbury Fire Department’s operating account
 - **Ordinance No. 2854**- 1st reading- authorizing a budget amendment and the Mayor to appropriate funds for the WWTP Material Warehouse Project
- 6:22 p.m. PUBLIC COMMENTS
- 6:32 p.m. ADMINISTRATION and COUNCIL COMMENTS
- 6:40 p.m. ADJOURNMENT / MOTION TO CONVENE IN CLOSED SESSION to consult with counsel to obtain legal advice on matters that relate to ongoing collective bargaining negotiations as authorized by the State Government Article, § 3-305(b)(7)(9). Council will consult with special legal counsel to consider all matters that relate to ongoing collective bargaining negotiations.

Copies of the agenda items are available for review in the City Clerk’s Office, Salisbury Headquarters 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 – February 12, 2024

- Proclamation- Black History Month
- **Ordinance No. 2853**- 2nd reading- approving a budget amendment of the FY2024 General Fund Budget to appropriate funds to the Salisbury Fire Department’s operating account
- **Ordinance No. 2854**- 2nd reading- authorizing a budget amendment and the Mayor to appropriate funds for the WWTP Material Warehouse Project

Join Zoom Meeting
<https://us02web.zoom.us/j/88163253286?pwd=K3RtZUhUMHNucDRPU2IHbnROQzZVUT09>

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

CITY OF SALISBURY
WORK SESSION
DECEMBER 18, 2023

Public Officials Present

Council President D’Shawn M. Doughty Mayor Randolph J. Taylor
Council member April R. Jackson Council member Michele Gregory
Council member Sharon C. Dashiell

Public Officials Absent

Council member Angela M. Blake

In Attendance

City Administrator Andy Kitzrow, Deputy City Administrator John Tull, Former Mayor John R. “Jack” Heath, Clerk of Circuit Court James “Bo” McAllister, Finance Director Keith Cordrey, Assistant Director of Finance-Operations Olga Butar, Fire Chief Rob Frampton, Deputy Chiefs Chris O’Barsky and Darrin Scott, Housing & Community Development Director Muir Boda, Project Management Specialist Angela Jenkins, HR Specialist-Benefits Melissa Becker, HR Specialist- Training & Development Kacey Lingle, Executive Administrative Assistant Jessie Turner, City Attorney Ashley Bosché, City Clerk Kim Nichols and members of the public

On December 18, 2023 the City Council convened at 4:30 p.m. in Work Session in Council Chambers of SBY Headquarters, located at 115 S. Division Street. President Doughty announced the Council Rules of Order would be discussed at the next Work Session. Below is a synopsis of the items discussed.

Swearing in of New Fire Chief Rob Frampton

Clerk of Circuit Court James “Bo” McAllister administered the Oath of Office to the City’s new Fire Chief Rob Frampton.

Presentation of FY23 Audit and Financial Statements

Finance Director Keith Cordrey and Timothy Sawyer CPA, CGMA of Barbacane Thornton & Company (via Zoom) joined Council. Mr. Cordrey said the FY23 original budget included \$1.8 million use of surplus in order to balance. The City carried forward \$811,000 in encumbrances from the prior year and passed ordinances increasing appropriations for expenditures by \$2.6 million. The final budget included \$5.3 million use of surplus. If the City received the revenues that were budgeted and expended all of the funds appropriated, the General Fund would have used \$5.3 million of surplus.

Mr. Cordrey referred to the Pie Chart on the handout (attached to these minutes) and pointed out the Original Budget, Ordinances and Encumbrances. The City had favorable

44 revenue variances totaling \$4 million in FY23. Significant contributors them were
45 unexpected increases in personal property taxes and a new State program subsidizing
46 gaps in the EMS collections. The City then had \$5.6 million favorable variances and
47 expenditures. Significant contributors to the expenditure variances were Police and
48 Sanitation. The other chart on the handout showed the budgeted use of surplus of \$5.3
49 million and was surpassed by favorable variances of \$9.7 million, resulting in an
50 increase to the City's General Fund Surplus of \$4.4 million. This was how we could
51 experience a contribution to surplus in a year when we budgeted surplus. Finance would
52 drill down more on this in preparation for the FY25 budget. He acknowledged Assistant
53 Director of Finance Olga Butar (present in the room) and his staff for their hard work.
54

55 Mr. Sawyer reported the firm began their field work on October 24th and ended on
56 December 6th . They tested the details in various account balances, conformation work
57 with third party, testing of controls, etc. Once finished, they went through the review
58 process. Based on their work, **they issued an unmodified or clean audit opinion.** On
59 the governmental and business activities, each major fund also got an opinion, as well as
60 the aggregate remaining fund information such as trust funds and custodial funds.
61

62 Mr. Sawyer said the firm also issued a report on the City's internal control or financial
63 reporting and on clients, and other matters based on audit in accordance with the
64 government auditing standards as well as the compliance report on each major program
65 and on internal control compliance.
66

67 Mr. Sawyer said that in comparing 2023 and 2022 in Cash, Restricted Cash, Investment
68 Pool and Receivable balances, the Cash and Investment Pool was up from \$23 to \$27.5
69 million while the Restricted Cash Investment Pool went down from \$23 to \$18.3 million.
70 Overall, the City was at about the same place we were cash-wise and receivables, down a
71 half million from the previous year. Receivables were a combination of taxes receivable,
72 accounts receivable for Water/Sewer billings, and amounts due from other governments
73 for grants, etc. Capital Assets was down from \$196 to \$194 million. On the Financial
74 Statements he reported that Note 5 on pages 35 to 38 would provide more detail on the
75 Capital Assets. Note 11 discussed commitments related to construction and progress for
76 ongoing projects. Bonds and Notes Payable were down from \$97 to \$88 million. Note 6
77 provided more details on pages 39 to 46. Net Position went from \$89.5 to \$94.6 million.
78 Mr. Sawyer stated the City had overall good results for the year.
79

80 For Fund Balance, Restricted went down from \$14 to \$11.5 million, related to Capital
81 Improvements. Committed was at \$3.6 million, and the biggest piece was what the City
82 allotted for Healthcare (\$2.3 million). Assigned Fund Balances were up from \$1.1 to
83 \$2.7 million, due to grant encumbrances and Community Development. The overall
84 surplus carried forward was \$12.2 million last year, and now it was \$14.8 million.
85

86 Governmental Fund Revenues across the board were pretty even. Taxes were \$31.9 up to
87 \$33.2 million. Other Revenue up from \$5.3 to \$5.5 million. Intergovernmental Revenue
88 was up from \$6.5 to \$11.3 million. The biggest increase was the recognition of the
89 Federal Recovery Fund (\$4.1 million). Charges for services were about \$5.7 million.

90
91 Expenditures were fairly even across the board. General Government- from \$4.9 to \$5.7
92 million. Public Safety- from \$27.2 to \$29.6 million. Public Works- from \$5.7 to \$4.9
93 million. Recreation and Culture Expenditures- from \$2.8 to \$3.1 million. Capital Outlay-
94 from \$3.8 to \$5.2 million. Debt Service- from \$4.6 to \$5.1 million.

95
96 Water & Sewer Operating Revenues were up from \$17.6 to \$18.4 million. Expenses rose
97 from \$12.2 to \$14.3 million. Non-operating Revenues were grant related, and down from
98 \$3.2 to \$4.5 million. Change in Net Position went down from \$3.1 million to \$220,000.

99
100 He summarized the required communications. When the firm began the audit they issued
101 an engagement letter and planning memo to Mr. Cordrey and his staff on July 13, 2023.
102 They issued **an unmodified or clean opinion on all our opinion units**. There were no
103 new significant accounting policies that were required to be adopted by the City this
104 year, and were not aware of any that were being applied that would be controversial.
105 There were no uncorrected mis-statements. The firm helped with the 68 and 75
106 adjustment, which were posted and reflected in the financial statements. There were no
107 issues with internal control and the City's transactions were being processed correctly
108 and the controls were operating correctly. Based on the audit work and testing, there
109 were no fraud or illegal acts that they were aware of.

110
111 President Doughty asked how they determined which internal controls they would look
112 closer at. Mr. Sawyer said they rotated each year and this year they reviewed payroll and
113 water/sewer billings. They looked at everything, but dug deeper on a rotating basis.

114
115 There were no comments from the Public on this matter.

116
117 **Budget amendment to accept grant for Anne Street Village**

118
119 Housing & Community Development Department (HCDD) Director Muir Boda reported
120 the City received a \$1,000 grant from the Fruitland Walmart for Anne Street Village to
121 help outfit the units and help with electricity and Comcast. He reported that next week
122 they would have 14 residents. They changed the model because there were issues with
123 residents refusing help, and they were now being required to have mental health and
124 substance abuse counseling (if applicable) to take them on a path of improvement.

125
126 Ms. Jackson asked about other resources for the residents. Mr. Boda said the City acted
127 as coordination for services and helped them access services. The mental health and
128 substance abuse evaluations were key because the City could help them find housing and
129 other benefits. They focused on one thing at a time, step by step to show progress and to
130 prepare them for housing on their own.

131
132 Ms. Gregory asked how people could help, and Mr. Boda said there was no budget and
133 the program depended on donations. The best way to donate was through the Community
134 Foundation of the Eastern Shore. He said they needed small refrigerator/freezers. He
135 could be contacted at mboda@salisbury.md. The occupants had limited space for clothes.

136

137 Mayor Taylor asked if everyone coming in would need mental health counseling or
138 substance abuse counseling, or both. Mr. Boda said the majority of homeless had a
139 mental health component. Some had addiction issues, and some had health issues. They
140 had a couple with accessibility issues due to being handicapped. Most of them had
141 addiction issues and they connected them to the program. That was the biggest issue, and
142 they were not allowed to *use* on site. If they were continually coming to Anne Street
143 under the influence, they had to go directly to their room and not interact with others.
144

145 Ms. Jackson said most did come with mental issues and were not taking their medicine.
146

147 Council reached unanimous consensus to advance the budget amendment.
148

149 **Ordinance accepting CFES grant for Summer Youth Program**

150
151 Mr. Boda said the grant was for \$7,231 to cover two high school students in the Summer
152 Youth Employment Program. The program employed 12 high school students for eight
153 weeks and ran from June through August. It exposed students to the departments within
154 the City and the jobs associated with the operation of a municipality in partnership with
155 Junior Achievement which provided financial literacy classes to the students. Students
156 obtained work experience, built a resume and earned job references for the future.
157

158 Ms. Dashiell clarified the grant would cover two students and Ms. Jackson asked for the
159 ages allowed into the program. Mr. Boda said from about fifteen years old and up.
160

161 One speaker from the public asked if the program was an internship and Mr. Boda said it
162 was more like assisting the employees with their work, within guidelines, and was only
163 for the summer. She asked about selection and Mr. Boda said they would be interviewed.
164 Greater Salisbury helped start the program years ago. The Community Foundation began
165 managing the grant for high school students who lived in the City. The jobs would be
166 posted in early Spring. She asked how the positions were advertised, and Mr. Boda
167 answered on the website by the job applications under Summer Youth Employment. The
168 high schools were contacted directly.
169

170 Council reached unanimous consensus to advance the legislation to legislative agenda.
171

172 **Ordinance accepting reimbursement from OC Jams LLC**

173
174 Deputy Chief Chris O’Barsky said this was the second year that Ocean City had asked
175 for help in providing Bike Medics for the Ocean City Bike Fest. Just like the event last
176 year, the City paid these medics out of the overtime account and the account was
177 reimbursed. budget. Ms. Jackson asked how much the budget amendment was for, and he
178 answered the amount was \$4,160 and it was for four days of coverage.
179

180 Council reached unanimous consensus to advance the legislation to legislative agenda.
181

182 **Budget amendment to appropriate funds for damaged Fire Department equipment**

183

184 Deputy Chief O’Barsky reported a few months ago during the mitigation of a fire at the
185 Spartech Company one of the machines hit a pipe and oil spewed out on several pieces
186 of firefighting gear and firehose. They tried several times to clean the gear and sent it
187 away to be professionally cleaned. The equipment was returned and they were told they
188 needed to dispose of it. The equipment and hose were very expensive and the insurance
189 company for Spartech paid for it. The budget amendment was to approve accepting the
190 reimbursement check to recoup the \$24,805.72 they had to spend to replace the gear.

191
192 Council reached unanimous consensus to advance the legislation to legislative agenda.

193
194 **ADMINISTRATION AND COUNCIL COMMENTS**

195
196 Mr. Kitzrow announced the Downtown Salisbury Ball Drop, presented by Pohanka, was
197 scheduled for 9:00 p.m. on New Year’s Eve. He invited everyone to come out on the
198 corner of Main Street and Division Street.

199
200 Mayor Taylor thanked Rob Anderson for his help in the Park on the lights. Merry
201 Christmas and Happy New Year, and will see everybody next year.

202
203 Ms. Gregory said she went by the Park today and it was seriously flooded. She asked
204 everyone to stay clear of it until the water receded. It would probably take a few days.
205 Have a safe and happy holiday season and get your boosters if you have not already.

206
207 Ms. Jackson said she hosted her senior citizens gift giveaway to 302 seniors with 44
208 helpers. The seniors got a marvelous dinner and very nice gifts. She appreciated all who
209 donated, sponsored and helped. She asked to not let your friends drink and drive. She
210 wished everyone a Merry Christmas and Happy New Year.

211
212 Ms. Dashiell thanked everyone at the table and in the building for welcoming her. She
213 said she was the new kid on the block and would do her best. She wished everyone a
214 wonderful holiday with family and friends. If anyone had the time, please volunteer at
215 Hands and Hearts. There were 32 cots for homeless men and they were there every night.

216
217 President Doughty said he paid his respects to Greg Bassett and missed Ms. Jackson’s
218 event. It was Christmas, so please be safe and kind. Leave room in the stores since he
219 had not started shopping. He was looking forward to the Ball Drop on New Year’s Eve.

220
221 **Adjournment**

222
223 With no further business to discuss, President Doughty adjourned the Work Session at
224 5:24 p.m. The Special Meeting convened immediately afterwards.

225
226 _____
227 City Clerk

228
229 _____
230 Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **SPECIAL MEETING**

DECEMBER 18, 2023

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President D’Shawn M. Doughty* *Mayor Randolph J. Taylor*
8 *Council member April R. Jackson* *Council member Michele Gregory*
9 *Council member Sharon C. Dashiell*

10
11 **PUBLIC OFFICIALS ABSENT**

12
13 *Council member Angela M. Blake*

14
15 **IN ATTENDANCE**

16
17 *City Administrator Andy Kitzrow, Deputy City Administrator John Tull, Finance Director Keith*
18 *Cordrey, Assistant Director of Finance-Operations Olga Butar, Fire Chief Rob Frampton,*
19 *Deputy Chiefs Chris O’Barsky and Darrin Scott, Housing & Community Development Director*
20 *Muir Boda, HR Specialist-Benefits Melissa Becker, HR Specialist- Training & Development*
21 *Kacey Lingle, Executive Administrative Assistant Jessie Turner, City Attorney Ashley Bosché,*
22 *City Clerk Kim Nichols and members of the public*

23 *****
24 *The City Council convened in a Work Meeting at 4:30 p.m. in Council Chambers of the Salisbury*
25 *Headquarters Building. At 5:24 p.m. immediately upon the adjournment of the Work Session,*
26 *Council convened in a Special Meeting.*

27
28 **ADOPTION OF LEGISLATIVE AGENDA**

29
30 *Council President Doughty called for a motion to adopt the Special Meeting Agenda. Ms.*
31 *Jackson moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve the Special*
32 *Meeting agenda as presented.*

33
34 **ACCEPTANCE OF FY23 AUDIT**

35
36 *Ms. Gregory moved, Ms. Jackson seconded, and the vote was unanimous (4-0 vote) to approve*
37 *accepting the FY23 Audit as presented.*

38
39 **ORDINANCE** – presented by City Attorney Ashley Bosché

- 40
41 • **Ordinance No. 2842**- 2nd reading- authorizing the Mayor to appropriate funds for the
42 *Naylor Mill Water Main Extension Project*

43
44 *Ms. Blake moved, Ms. Outten seconded, and the vote was unanimous (4-0) to approve*
45 *Ordinance No. 2828 for first reading.*

- 47 • **Ordinance No. 2843**- 2nd reading- approving a budget amendment of the FY2024
48 General Fund Budget to appropriate funds to the Department of Field Operations Budget
49

50 Ms. Gregory moved, Ms. Jackson seconded, and the vote was unanimous to approve
51 Ordinance No. 2843 for second reading.
52

- 53 • **Ordinance No. 2844**- 2nd reading- to accept funds received from the Department of
54 Justice, Office of Justice Programs, Bureau of Justice Assistance for the purchase of
55 protective vests for police officers
56

57 Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve
58 Ordinance No. 2844 for second reading.
59

- 60 • **Ordinance No. 2845**- 2nd reading- to accept state grant funds from the Office of Crime
61 Prevention, Youth, and Victim Services in the amount of \$4,000.00 under the FY24 Police
62 Recruitment and Retention
63

64 Ms. Gregory moved, Ms. Jackson seconded, and the vote was unanimous to approve
65 Ordinance No. 2845 for second reading.
66

- 67 • **Ordinance No. 2846**- 2nd reading- to accept grant funds received for the Mental Health
68 Co-Responder Project from the Governor's Office of Crime Prevention, Youth and
69 Victim Services through the Byrne-Justice Assistance Program
70

71 Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve
72 Ordinance No. 2846 for second reading.
73

- 74 • **Ordinance No. 2847**- 2nd reading- approving a budget amendment of the city's FY24
75 Budget to accept and appropriate donated funds from the Community Foundation of the
76 Eastern Shore Winter Wonderland of Lights fund to support the cost of the annual
77 holiday lighting displays at Salisbury's City Park
78

79 Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve
80 Ordinance No. 2847 for second reading.
81

- 82 • **Ordinance No. 2848**- 1st reading- authorizing the Mayor to accept a grant from the
83 Walmart Foundation and to appropriate those funds for Anne Street Village
84

85 Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve
86 Ordinance No. 2848 for first reading.
87

- 88 • **Ordinance No. 2849**- 1st reading- accepting grant funds from the Community Foundation
89 of the Eastern Shore in the amount of \$7,231 for the Summer Youth Employment
90 Program
91

92 Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve
93 Ordinance No. 2849 for first reading.

- 94
- 95 • **Ordinance No. 2850**- 1st reading- approving a budget amendment of the FY2024
96 General Fund Budget to appropriate funds to the Salisbury Fire Department's
97 Operating Account

98

99 Ms. Gregory moved, Ms. Jackson seconded, and the vote was unanimous to approve
100 Ordinance No. 2850 for first reading.

101

102 **Ordinance No. 2851**- 1st reading- approving a budget amendment of the FY2024 General
103 Fund Budget to appropriate funds to the Salisbury Fire Department's Operating Account

104

105 Ms. Gregory moved, Ms. Jackson seconded, and the vote was unanimous to approve
106 Ordinance No. 2851 for first reading.

107

108 **ADJOURNMENT**

109

110 *With no further business to discuss, the Special Meeting adjourned at 5:36 p.m.*

111

112 _____
113 *City Clerk*

114

115 _____
116 *Council President*

Mayor Randy and Andy,

Please address the questions below before the passing of Ordinance 2842:

Is the Mobile Home Park that's in the Special Meeting proposed Ordinance 2842 licensed? If not, what are the City's legal implications for aiding an unlicensed landlord?

Are there other alternatives to getting potable water to its residents and has the City Council been shown proof that all other alternatives have been analyzed fully?

Please see the link below, regarding the County Code about Mobile Home Parks:

Wicomico County, MD Code

Chapter 169: Mobile Home Parks

§ 169-4: License required.

<https://ecode360.com/10171327>

Chapter 169: Mobile Home Parks

§ 169-5: Application for license.

<https://ecode360.com/10171328>

Nancy Roisum

OATH OF OFFICE

I, ROB FRAMPTON, DO SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THAT I WILL BE FAITHFUL AND BEAR TRUE ALLEGIANCE TO THE STATE OF MARYLAND, AND SUPPORT THE CONSTITUTION AND LAWS THEREOF; AND THAT I WILL TO THE BEST OF MY SKILL AND JUDGMENT, DILIGENTLY AND FAITHFULLY, WITHOUT PARTIALITY OR PREJUDICE, EXECUTE THE OFFICE OF FIRE CHIEF FOR THE CITY OF SALISBURY ACCORDING TO THE CONSTITUTION AND LAWS OF THIS STATE.



ROB FRAMPTON

SUBSCRIBED AND SWORN TO BEFORE ME, CLERK OF THE CIRCUIT COURT FOR WICOMICO COUNTY, MARYLAND, THIS 18th DAY OF DECEMBER, 2023.



JAMES "BO" MCALLISTER,
CLERK OF CIRCUIT COURT

1 CITY OF SALISBURY
2 WORK SESSION
3 JANUARY 2, 2024
4

5 Public Officials Present
6

Council President D’Shawn M. Doughty
Vice President Angela M. Blake
Council member Sharon C. Dashiell

Mayor Randolph J. Taylor
Council member Michele Gregory

7
8 Public Officials Absent
9

10 Council member April R. Jackson
11

12 In Attendance
13

14 City Administrator Andy Kitzrow, Field Operations (FOps) Director Mike Dryden, Director of
15 Housing and Community Development (HCDD) Muir Boda, Department of Infrastructure and
16 Development (DID) Director Rick Baldwin, Sustainability Specialist Dylan Laconich, City
17 Attorney Ashley Bosché, City Clerk Kim Nichols and members of the public
18 -----

19 On January 2, 2024 the Salisbury City Council convened at 4:30 p.m. in Work Session in
20 Council Chambers of SBY Headquarters, located at 115 S. Division Street. The
21 following is a synopsis of the items discussed.
22

23 **Discussion on City trash collection delays and fleet issues**
24

25 City Administrator Andy Kitzrow and FOps Director Mike Dryden joined Council to
26 discuss the recent trash collection delays. Mr. Kitzrow said a lot happened last week
27 regarding trash collection and reminded Council this was not a new conversation as they
28 were informed multiple times about the issues with Sanitation, particularly in the fleet.
29 Due to the fleet desperately needing repair and FOps being behind on replacing
30 inventory, they passed ordinances for additional funds to help with maintenance and
31 labor costs just to try to keep up with demand. Right before Christmas FOps had another
32 catastrophic failure with the fleet inventory on the eve of the busiest annual sanitation
33 collection week which was between Christmas and New Year’s.
34

35 Mr. Dryden said they had dealt with this for quite some time. They noticed in August
36 2023 that the vehicles were starting to break down more regularly. They had three new
37 trucks coming, but the supply chain was the biggest hold up. It took two years to build
38 the trucks once they were ordered. One of the vendors told him it took four years to get a
39 dump truck. They leased a front loader which arrived today and hoped to have a rear
40 load truck delivered this week. The Town of Berlin offered to assist FOps with their rear
41 loader next week. With everything planned and scheduled to arrive, Mr. Dryden said he
42 hoped to be back on track in a week and a half. He said every person at FOps was out
43 helping, and her knew it had been an inconvenience for the citizens of Salisbury.

44 Mr. Kitzrow said everyone in the City had December 26th off, but FOPs did not. They
45 worked that day to make sure the City was picked up. There was room for improvement
46 on our communication, but we did not want to give out false information or mislead
47 people. He said they would maintain their relationship with Berlin and even call on other
48 municipalities. We had old equipment, and hoped there were no further break downs.
49

50 Ms. Jackson asked how long it had been since the City ordered the fleet and Mr. Dryden
51 said FY24 was when the orders went in. She asked if the City saw this coming with the
52 age of the trash trucks. Mr. Kitzrow said they knew they had an aging fleet which was
53 why they passed Ordinance No. 2774 in January to order three trucks (two side loaders
54 and a rear loader). He added they did not account for construction manufacturing delays-
55 what once was months has become more months or even years, and we should think
56 about our needs for three years from now and budget accordingly. Mr. Kitzrow said
57 many people were asking about using private companies and outsourcing this to them,
58 but it was not cost effective. Mr. Dryden added that some of the private contractors
59 quoted \$3 million to \$5 million annually for citywide trash collection and were not
60 interested in a short-term lease. Ms. Jackson wanted to ensure the citizens understood.
61

62 Ms. Gregory asked when the trucks would be delivered and Mr. Dryden said they were
63 told in March. She thanked FOPs for their hard work and asked if there were any other
64 options to fix this. Mr. Kitzrow said the equipment could be rented for premium costs, or
65 we could look at other ways to pick up trash, buy time was not on our side. Ms. Gregory
66 added that communication was probably the major frustration that she had heard from
67 constituents. Not everyone was on Facebook and had not seen the press releases. She
68 asked if the monthly newsletters were utilized. Mr. Kitzrow said that there was a fairly
69 newer Comms Team and they met to determine how they would effectively communicate
70 proactively and continue to do so throughout this and any other incident.
71

72 President Doughty asked Mr. Dryden for his plan to reassure people that they were doing
73 something. Mr. Dryden said they had multiple teams and normally picked the trash up in
74 four quadrants. With all of his staff working on it, they would be able to get more of that
75 taken care of. He planned to be back on track in a week or two and stay fully staffed in
76 Sanitation until they were caught up. Fortunately, the Parks Division had more time to
77 devote to this since it was the winter months. Long term, the trucks had to be on a proper
78 replacement schedule. They had to think long term due to the supply chain.
79

80 Mr. Doughty asked about the vendor and Mr. Dryden explained the relationship. Ms.
81 Dashiell suggested the City release a timeline.
82

83 Ms. Blake said this was discussed on multiple occasions in the past year and the last
84 budget session. The struggle was knowing there were three trucks ordered and we
85 wanted to also order another one. We received emails concerning the tax increase and
86 discussed repairing the trucks we had in order to not increase taxes, and then we cut out
87 the extra truck. It was a constant balancing act and knowing when things would come in.
88 Initially when the trucks were ordered no one knew how long the delay would be, not
89 even the company. She said she recalled the company was notifying the City that they

90 had delays in getting the trucks built. She said we were talking about it balancing
91 between tax increase versus the trucks we had on order. She said on December 4th Mr.
92 Dryden came before Council and gave a very detailed plan with multiple steps. She also
93 commended FOPs on their hard work and appreciated the citizens being patient.
94

95 One member of the public provided the following comments:

- 96 • A lot of the neighborhood apps were suggesting people with trucks take trash to
97 the landfill. It might make sense to create a list of people with trucks willing to
98 do this in case this occurred again.
- 99 • A temporary solution may be to provide additional bins for citizens to store their
100 garbage until they caught up.
- 101 • Discussed communication confusion around “staggered service” statement.
102

103 President Doughty said he looked forward to not continuing this conversation and
104 improving communication.
105

106 **Budget amendment to accept funds from Bless Our Children for Santa’s Workshop** 107 **Program** 108

109 HCDD Director Muir Boda asked to accept the \$1,000 donation from Draper Holdings
110 Charitable Foundation through their Bless Our Children Program to be placed into the
111 Santa’s Workshop multi-year fund account. He said the annual event evolved from
112 Santa’s Workshop at the Truitt Street Community Center to Santa’s Winter Wonderland
113 on the Downtown Plaza. Toys for Tots and Cloverland Dairy provided toys, milk, and
114 books which were distributed through the drive-thru Santa event.
115

116 Council reached unanimous consensus to advance the legislation to legislative agenda.
117

118 **MS-4 Presentation** 119

120 DID Director Rick Baldwin and Sustainability Specialist Dylan Laconich joined Council
121 to discuss the MS-4 (Municipal Separate Storm Water Sewer System), which was based
122 in the Federal Clean Water Act. Delegated to Maryland to regulate storm drains in 1999.
123 Our current permit was a National Pollution Discharge Elimination System (NPDES)
124 Small Municipal Separate Storm System MS-4 under the general permit number
125 13IM5500. He added that compliance was not an option for the City of Salisbury. The
126 presentation Mr. Baldwin provided was included in the agenda packet.
127

128 Mr. Laconich discussed the following upcoming activities to get the City to 2025: Street
129 Terrascaping, Conservation, Conservation landscaping, Water & Sewer Extension
130 Policy, and BMP Retrofits.
131

132 Ms. Dashiell liked the Street Terrascaping but was concerned with the costs. The jut-outs
133 on Fitzwater and Isabella Streets were in the way and were not maintained. The City may
134 incur added expenses to maintain these lovely areas. She said she appreciated all DID’s
135 work because she knew this was state required and she commended the creativity.

136
137 Mr. Baldwin said each of the projects would be considered by Field Operations, and
138 before any of the projects were moved forward they would be brought back to Council in
139 the planning stage. They were trying to accomplish this without having to come in for a
140 large Capital Improvement request. In 2024, the focus on repaving would be on the west
141 side of Salisbury. They would take advantage of looking at mobilizing equipment and
142 doing the work since they would be on those streets anyway. They were desperate to find
143 more acreage than they were able to achieve in the past four years.

144
145 Ms. Gregory noted a while ago the Meadow Program for residents was instituted and
146 asked if the City could create a way to get credits for these meadows. Mr. Baldwin said
147 they could review the criteria for State qualifications and utilize the Green Team.

148
149 Ms. Jackson asked what areas on the west side this would begin in. Mr. Baldwin directed
150 her to the “Street Terrascaping” slide in the agenda packet where there was a map
151 highlighting the streets on page 11. Ms. Blake said the packet showed Delaware Avenue
152 and Cypress Street would be enhanced with tree plantings and green areas. Mr. Laconich
153 would email Council a clearer map.

154
155 Mayor Taylor remarked that the .39 conversion rate turned it into a revenue stream with
156 hook ups and asked how many we could tap into. Mr. Baldwin said the only way we
157 could proceed was when the Health Department declared a health emergency, but some
158 of the adjacent communities were already experiencing failures. As PFAS continued, the
159 houses on septic systems were also on wells and could dramatically drive this forward.
160 Better for the City, the Wicomico and the Chesapeake. Mayor Taylor asked about the
161 2025-2030 projection of the 226 acres that they wanted to convert, at \$100,000 per acre
162 in the bioretention, that was \$22 million. We had to look at numbers that made it revenue
163 neutral unless we could get state funding. Mr. Baldwin agreed it was a frightening figure
164 and unfunded mandate and was a challenge. Mr. Kitzrow added that as some properties
165 went through changes in use there may be opportunity removing impervious surfaces.

166
167 One member of the public provided the following comments:

- 168 • Schumaker Pond was the City and County’s responsibility and a lovely place.
169 There were 26 houses there in the City of Salisbury. He hoped the City and
170 County would do something about the hydrilla and lily pads.
- 171 • Many people do not get their information from the internet. The Daily Times did
172 not do as good a job as the Independent. An uninformed public was the worst
173 thing to have. He implored the City and County to hire a Public Information
174 Officer to work for both entities to keep the public informed.

175
176 Ms. Blake said she reached out to Salisbury University’s Biology Department to discuss
177 the possibility of them doing a research project on Schumaker Pond. She heard from the
178 County that they could only do temporary fixes, such as shocking the pond, and they
179 needed to know what parts of the City and County were polluting it. The City committed
180 \$25,000 in the CIP about two years ago to resolve some issues with the pond and
181 reassured the speaker it would be addressed with either research or recommendations.

182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227

Multi-use path on Armstrong Parkway update

Mr. Kitzrow said that the multi-use path on Armstrong Parkway update would be tabled. He said that the packet had some of the information on the pathway which was adjacent to the Coca-Cola Plant by Naylor Mill. Transportation Manager Will White would brief Council at a future date. President Doughty allowed the public to comment on the topic since some of them traveled at least two hours to attend the Work Session.

The following comments were received by 6 members of the public:

- Speaker was the Governor’s appointee to the Maryland Bike and Pedestrian Advisory Committee. She worked with City staff and community advocates on active transportation planning. She said when she spoke with cities and counties on the Eastern Shore she held Salisbury as an example of exemplary inclusive community planning, forward thinking about active transportation with equity, economic, environmental, and health impacts. They participated on this project in a community meeting held with MoveSBY Planning. This part of the trail was approved and the contractor was on-site in June scheduled to begin work, but the project was pulled. There was a great need to the most vulnerable for the shared-use pathway and the project was very much in line with Best Practices, Safe Streets, MDOT priorities, and what the previous City Administration and Council approved. She urged Council to consider this and did not know why the topic was pulled. The project had already been funded by a State grant. She drove over two hours to attend but would come back to speak again.
- Speaker was the Director of Land Use and Policy for the Eastern Shore Land Conservancy. His organization was leading an effort to create a regional trail network across the Eastern Shore, which had fewer trails than other regions in Maryland. They held Salisbury as a champion for trail development and maintenance. Trails connect people to job centers, parks, schools and provides active transportation and healthier lifestyles. The trail development paid dividends in the future and was one of the best investments communities could make. This was a great project and he highly encouraged it to be considered.
- The speaker, representing the Green Team, voiced her support for the project. It was very important for the reasons mentioned by the speakers before her.
- Speaker spoke in support of bicycle infrastructure and providing separated bike lanes away from traffic to ensure safety. Most people he spoke with did not feel safe enough to ride their bikes to work. He hoped the City continued supporting projects such as this so that more people would take this option.
- Speaker was member of Eastern Shore Running Club, Eastern Shore International Mountain Biking Association, Ocean Bello Club, and BPAC. He supported this project and all other bicycle and pedestrian infrastructure improvements necessary to provide better access to businesses and recreation. The belief that these infrastructure improvements would slow down motorized transportation was true and was the point. They were designed to make it safer for everyone to get where they needed to go and would create Salisbury as a destination for active people.

- 228 • Speaker was a BPAC committee member and said connectivity was a huge issue
229 in Salisbury. With Routes 50 and 13 going through the City, it seemed to be
230 built for cars. It was important to have the opportunity to bike in the City.
231

232 President Doughty thanked the speakers who came out and invited them to return when
233 Mr. White made the presentation. Mr. Kitzrow apologized for the change in the agenda
234 and emphasized that the project would impact some of the businesses along Armstrong,
235 and wanted to make sure they had representation from them. Coca-Cola was the primary
236 industry that would be impacted by this and we wanted to know where they stood in this
237 before a formal recommendation was made.
238

239 Ms. Gregory asked if this was one of the projects placed on hold when we realized DID
240 was overwhelmed with projects. Mr. Kitzrow said the project was in the queue to start
241 moving forward during the summertime and was put on hold.
242

243 **Employee Child Care Services Discussion**
244

245 City Administrator Andy Kitzrow said he and Councilwoman Michele Gregory had
246 discussed for several years the idea of employee child care services and wanted to see if
247 Council wanted to further explore the concept as a benefit for the City’s employees. He
248 stated they noticed that one of the topics was child care around recruitment and retention
249 efforts within organizations, and should an employer provide either child care or some
250 sort of subsidized opportunity. There would be costs associated with it to make it
251 affordable, and it could either be running the program, partnering with someone, or
252 providing some stipend to help employees needing the service for ages birth to five years
253 old.
254

255 Ms. Gregory said that prior to COVID, the country was already in a crisis mode to find
256 quality and enough child care. When COVID hit, over half of the child care facilities
257 closed. One of the things they wanted to address was the huge shortage of child care, and
258 employees without child care would not show up for work, or wouldn’t even take a job
259 because the costs outweighed the benefits for them. Begin able to offer this to employees
260 would be huge, and she knew the wait lists were incredibly long. This benefit would
261 make the City an employer people would want to come work for, and it would help
262 retain employees. She thought the City should have a facility of their own, and being
263 close to the employees would be monumental. Mr. Kitzrow said there would be a cost
264 encumbered by the employer to do this if it was created as a cost effective model. He
265 wanted to get Council consensus for Ms. Gregory and himself to explore this further.
266

267 Ms. Dashiell said it would be a cost to the City, but in order to retain trained employees,
268 it was a necessary cost.
269

270 Ms. Gregory said she thought the benefits far outweighed the costs to administer it.
271

272 President Doughty said his former employer during COVID provided a stipend for child
273 care. He did not think any employers were even doing that.

274
275 Ms. Gregory added that there was a great shortage now and people were now planning
276 pregnancies around child care availability. They could offer stipends, but if there was no
277 availability, that would be no benefit. The City had grant opportunities they could apply
278 for to help.

279
280 Ms. Jackson said this was crucial and shared there was inadequate child care available.

281
282 Mr. Kitzrow said it sounded like there was enough interest from Council to do some
283 further exploring.

284
285 **COUNCIL RULES OF ORDER**

286
287 This topic was tabled to allow Council more time to review the Rules and for all to be
288 present to participate.

289
290 **ADMINISTRATION AND COUNCIL COMMENTS**

291
292 Mr. Kitzrow wished everyone a Happy New Year.

293
294 Mayor Taylor said about 2500 people attended the New Year's Eve celebration
295 Downtown. It was a good event and he appreciated the turnout.

296
297 Ms. Jackson agreed with Mayor Taylor that it was a nice turnout, but she got sick.

298
299 Ms. Gregory said she did not attend, but reminded people to get their COVID boosters,
300 flu shots, and pneumonia shots. Prioritize your health so that others don't get sick.

301
302 Ms. Blake said the New Year's event was wonderful, and gave kudos to the employees
303 and departments that helped it run smoothly. If healthy enough, please donate blood.

304
305 Ms. Dashiell wished everyone a Happy New Year. She appreciated the experience.

306
307 President Doughty wished everyone a Happy New Year. To see everyone happy and
308 wanting to experience the best in 2024 made him proud.

309
310 **Adjournment**

311
312 With no further business to discuss, President Doughty adjourned the Work Session at
313 5:40 p.m.

314
315 _____
316 City Clerk

317
318 _____
319 Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

JANUARY 8, 2024

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President D'Shawn M. Doughty*
8 *Council Vice-President Angela M. Blake*

Mayor Randolph J. Taylor
Councilmember Sharon C. Dashiell

9
10 **ABSENT**

11
12 *Councilmember April R. Jackson*

Councilmember Michele Gregory

13
14 **IN ATTENDANCE**

15
16 *City Administrator Andy Kitrow, Fire Chief Rob Frampton, Housing & Community*
17 *Development Director Muir Boda, Assistant City Clerk Julie English, City Attorney Ashley*
18 *Bosché and members of the public*

19 *****

20 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

21
22 *The City Council met in Legislative Session at 6:00 p.m. in Council Chambers of the Salisbury*
23 *Headquarters Building and via Zoom. Council President D'Shawn Doughty called the meeting*
24 *to order. He then invited everyone to recite the pledge to the flag. President Doughty called for a*
25 *moment of silence to acknowledge the loss of Deputy Matthew Medley from Dorchester County.*
26 *Pastor Greg Morris from the Parkway Church of God was invited to the podium to provide the*
27 *Invocation. President Doughty noted that anyone interested in providing the invocation for a city*
28 *council meeting could call the City Clerk's Office at 410-548-3140.*

29
30 **ADOPTION OF LEGISLATIVE AGENDA**

31
32 *President Doughty called for a motion to adopt the legislative agenda. Ms. Blake moved, Ms.*
33 *Dashiell seconded, and the vote was 3-0 to approve the legislative agenda.*

34
35 **CONSENT AGENDA-** *presented by Assistant City Clerk Julie English*

36
37 *President Doughty called for a motion and a second to adopt the Consent Agenda. Ms. Blake*
38 *moved and Ms. Dashiell seconded, respectively. The vote to approve the Consent Agenda was*
39 *not taken at this time.*

40
41 *After discussion with Assistant City Clerk Julie English, City Attorney Ashley Bosché interjected*
42 *to discuss the need for an amendment to the legislative agenda since only three members of the*
43 *Council were present. The second readings on the agenda would require a four-fifths vote.*

44
45 *After discussion, it was decided that the legislative agenda would need to be amended by moving*
46 *Ordinance Nos. 2840, 2848, 2849, 2850 and 2851 for second reading to a future agenda (date to*
47 *be determined) with the understanding that the Public Hearing for Ordinance No. 2840 would*

48 remain on the agenda with no vote from the Council.

49

50 President Doughty called for a motion to amend the legislative agenda as stated above. Ms.
51 Blake moved, Ms. Dashiell seconded, and the vote was 3-0 to approve the legislative agenda as
52 amended.

53

54 Assistant City Clerk Julie English was invited to the podium to provide the Consent Agenda.

55

56 The Consent Agenda consisted of the following items:

57

- 58 • November 13, 2023 Council Meeting Minutes
- 59 • November 20, 2023 Organization Meeting Minutes
- 60 • November 27, 2023 Council Meeting Minutes
- 61 • November 27, 2023 Special Work Session Minutes
- 62 • December 4, 2023 Work Session Minutes
- 63 • December 4, 2023 Special Meeting Minutes
- 64 • December 11, 2023 Council Meeting Minutes
- 65 • December 11, Closed Session Minutes
- 66 • **Resolution No. 3312**- approving the appointment of Richard Pollitt to the Youth
67 Development Advisory Committee for term ending January 2027
- 68 • **Resolution No. 3313**- approving the appointment of Sophia Oberton to the Youth
69 Development Advisory Committee for the term ending January 2027
- 70 • **Resolution No. 3314**- approving the appointment of Jessica Martin to the Youth
71 Development Advisory Committee for the term ending January 2027
- 72 • **Resolution No. 3315**- approving the appointment of Tamyra Foreman to the Youth
73 Development Advisory Committee for the term ending January 2027
- 74 • **Resolution No. 3316**- approving the re-appointment of Clifton Griffin to the Zoo
75 Commission for the term ending January 2027

76

77 President Doughty called for the vote to approve the Consent Agenda, and the vote was
78 unanimous (3-0) to approve the Consent Agenda.

79

80 President Doughty asked those individuals mentioned in the Consent Agenda to stand and be
81 recognized.

82

83 **PUBLIC HEARING**- presented by City Attorney Ashley Bosché

84

- 85 • **Ordinance No. 2840**- amending Section 17.04.120 of the Salisbury City Code to include
86 definitions for adult use cannabis businesses and amending Sections 17.36.040, 17.36.045,
87 17.36.060, 17.76.020, 17.76.025, 17.76.050, 17.80.040 and 17.80.060 of the Salisbury City
88 Code to regulate cannabis businesses to include growing, processing and dispensing, and to
89 prohibit on-site consumption establishments

90

91 The Public Hearing opened at 6:13 p.m. and there were no comments from the public. The Public
92 Hearing closed at 6:15 p.m.

93

94 *There was no vote on Ordinance No. 2840 by the Council during this meeting.*

95

96 **ORDINANCES-** *presented by City Attorney Ashley Bosché*

97

- 98 • **Ordinance No. 2852-** *1st reading- approving a budget amendment of the City’s Special*
99 *Revenue Fund Budget and to accept and appropriate donated funds from the Bless Our*
100 *Children Campaign for the Santa’s Workshop Program*

101

102 *Ms. Blake moved, Ms. Dashiell seconded, and the vote was unanimous (3-0) to approve*
103 *Ordinance No. 2852 for first reading.*

104

105 **PUBLIC COMMENTS**

106

107 *The following comments were provided by members of the public:*

108

- 109 • *Speaker, residing on Onley Road, questioned the status of Lot 10 and the grant money*
110 *with regard to the hotel and parking garage projects.*
- 111 • *Speaker, a Salisbury resident, questioned what the “litigation” referred to in the*
112 *upcoming Closed Session. He also questioned why the grant money (mentioned by the*
113 *previous speaker) had to go toward another hotel. Lastly, he questioned the necessity of*
114 *the Horizon Program.*

115

116 **ADMINISTRATION AND COUNCIL COMMENTS**

117

118 *Mr. Kitzrow shared that the Sub-recipient Agreement listed on the agenda for the January 22nd*
119 *Council Meeting would not be discussed at that meeting. He added that before the agreement would*
120 *be brought to a council meeting, it would first be discussed at a work session. Mr. Kitzrow ended by*
121 *asking the public to be careful during the upcoming storm and to visit the City’s social media*
122 *outlets for updates.*

123

124 *Mayor Taylor asked City Attorney Ashley Bosché if it would be appropriate to provide more detail*
125 *on the topic of discussion for the Closed Session that was scheduled to follow the meeting. Ms.*
126 *Bosché stated she was not aware that more detail hadn’t been provided. She added that the topic of*
127 *discussion was regarding litigation filed by four groups of landlords regarding the legislation*
128 *passed during COVID to limit income. The City of Salisbury was being advised by Local*
129 *Government Insurance Trust (LGIT) during this litigation. Mayor Taylor added that Administration*
130 *would meet with the developer regarding Lot 10 and would report back with the details.*

131

132 *Ms. Dashiell thanked those who came out for the meeting.*

133

134 *Ms. Blake asked those who were healthy to donate blood. She shared that January was National*
135 *Blood Donor Month and encouraged the public to pick any date on the calendar and donate blood.*

136

137 *President Doughty appreciated those serving on the Boards & Committees. He also encouraged*
138 *anyone needing help or finding themselves in a difficult situation to dial 9-8-8 to reach a suicide*
139 *and life crisis hotline. He stressed to the public that “you are needed!”*

140

141 **ADJOURNMENT / MOTION TO CONVENE IN CLOSED SESSION**

142
143 *At 6:31 p.m. Council President D’Shawn Doughty adjourned the Legislative Session and called for*
144 *a motion and a second to convene in Closed Session in accordance with the Annotated Code of*
145 *Maryland §3-305(b)(7)(8) to consult with counsel to obtain legal advice on a legal matter and to*
146 *consult with staff, consultants, or other individuals about pending or potential litigation. The reason*
147 *for closing the session was to discuss a settlement agreement. Ms. Blake moved, Ms. Dashiell*
148 *seconded, and the vote was 3-0 to convene in Closed Session.*

149
150 **ADJOURNMENT OF CLOSED SESSION / RECONVENE IN OPEN SESSION / REPORT**
151 **OUT**

152
153 *At 6:40 p.m. Ms. Blake moved, Ms. Dashiell seconded to adjourn the Closed Session. The vote was*
154 *unanimous (3-0).*

155
156 *Council returned to Open Session at 6:41 p.m. at which time President Doughty reported that*
157 *Council had met in Closed Session to discuss the topic of litigation with four landlords regarding*
158 *emergency Covid relief funding that was handled by the Local Government Insurance Trust.*
159 *Council met in Closed Session in accordance with the Annotated Code of Maryland §3-305(b)(7)(8)*
160 *to consult with counsel to obtain legal advice on a legal matter and to consult with staff,*
161 *consultants, or other individuals about pending or potential litigation.*

162
163 **ADJOURNMENT**

164
165 *With no further business to discuss, the Open Session was adjourned.*

166
167 _____
168 *City Clerk*

169
170 _____
171 *Council President*

172



City of Salisbury

To: Randy Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Appointment to the Historic District Commission
Date: January 17, 2024

The following person has applied for appointment to the Historic District Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Lynne Bratten	January 2027

Attached is the applicant's information and the resolution necessary for this appointment. If this appointment is approved, it will be placed on the next City Council agenda for review.

Attachments

Mayor's Office
115 S. Division St., Salisbury, MD 21801
410.548.3100
www.salisbury.md

1 **RESOLUTION NO. 3317**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is appointed to the Historic District Commission for the term ending as
5 indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
Lynne Bratten	January 2027

8
9
10
11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on January 22, 2024.

14
15 ATTEST:

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

D'Shawn M. Doughty
PRESIDENT, City Council

21
22
23 APPROVED BY ME THIS

24
25 _____ day of _____, 2024

26
27
28 _____
29 Randolph J. Taylor, Mayor



City of Salisbury

To: Randy Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Appointment to the Historic District Commission
Date: January 18, 2024

The following person has applied for appointment to the Historic District Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Lisa Gingrich	January 2027

Attached is the applicant's information and the resolution necessary for this appointment. If this appointment is approved, it will be placed on the next City Council agenda for review.

Attachments

Mayor's Office
115 S. Division St., Salisbury, MD 21801
410.548.3100
www.salisbury.md

1 **RESOLUTION NO. 3318**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is appointed to the Historic District Commission for the term ending as
5 indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
Lisa Gingrich	January 2027

8
9
10
11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on January 22, 2024.

14 ATTEST:

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

D'Shawn M. Doughty
PRESIDENT, City Council

21
22
23 APPROVED BY ME THIS

24 _____ day of _____, 2024

25
26
27
28 _____
29 Randolph J. Taylor, Mayor



City of Salisbury

To: Randy Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Re-appointment to the Historic District Commission
Date: January 18, 2024

The following person has applied for re-appointment to the Historic District Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Scott Saxman	January 2027

Attached is the applicant's information and the resolution necessary for this re-appointment. If this re-appointment is approved, it will be placed on the next City Council agenda for review.

Attachments

Mayor's Office
115 S. Division St., Salisbury, MD 21801
410.548.3100
www.salisbury.md

1 **RESOLUTION NO. 3319**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is re-appointed to the Historic District Commission for the term ending as
5 indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
8 Scott Saxman	9 January 2027

10
11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on January 22, 2024.

14 ATTEST:

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

D'Shawn M. Doughty
PRESIDENT, City Council

21
22
23 APPROVED BY ME THIS

24
25 _____ day of _____, 2024

26
27
28 _____
29 Randolph J. Taylor, Mayor



To: Randy Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Appointment to the Sustainability Advisory Committee (Green Team)
Date: January 18, 2024

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

<u>Name</u>	<u>Term Ending</u>
Noha Yousif	January 2027

Attached is the applicant's information and the resolution necessary for this appointment. If this appointment is approved, it will be placed on the next City Council agenda for review.

Attachments

Mayor's Office
115 S. Division St., Salisbury, MD 21801
410.548.3100
www.salisbury.md

1 **RESOLUTION NO. 3320**

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

6
7

<u>Name</u>	<u>Term Ending</u>
Noha Yousif	January 2027

8
9
10
11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on January 22, 2024.

14 ATTEST:

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

D'Shawn M. Doughty
PRESIDENT, City Council

21
22
23 APPROVED BY ME THIS

24 _____ day of _____, 2024

25
26
27
28 _____
29 Randolph J. Taylor, Mayor



To: Randy Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Appointment to the Sustainability Advisory Committee (Green Team)
Date: January 18, 2024

The following person has applied for appointment to the Sustainability Advisory Committee (Green Team) for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Matthias Pieplak	January 2027

Attached is the applicant's information and the resolution necessary for this appointment. If this appointment is approved, it will be placed on the next City Council agenda for review.

Attachments

Mayor's Office
115 S. Division St., Salisbury, MD 21801
410.548.3100
www.salisbury.md

1 **RESOLUTION NO. 3321**

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

6		
7	<u>Name</u>	<u>Term Ending</u>
8	Matthias Pieplak	January 2027
9		

10
11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on January 22, 2024.

14 ATTEST:

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

D'Shawn M. Doughty
PRESIDENT, City Council

22
23 APPROVED BY ME THIS

24 _____ day of _____, 2024

25
26
27
28
29 _____
Randolph J. Taylor, Mayor



To: Randy Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Re-appointment to the Parks & Recreation Committee
Date: January 18, 2024

The following person has applied for re-appointment to the Parks & Recreation Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Michael Perry II	January 2027

Attached is the applicant's information and the resolution necessary for this appointment. If this appointment is approved, it will be placed on the next City Council agenda for review.

Attachments

1 **RESOLUTION NO. 3322**

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

6
7

<u>Name</u>	<u>Term Ending</u>
Michael Perry II	January 2027

8
9
10
11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on January 22, 2024.

14 ATTEST:

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

D'Shawn M. Doughty
PRESIDENT, City Council

22
23 APPROVED BY ME THIS

24
25 _____ day of _____, 2024

26
27
28
29 _____
Randolph J. Taylor, Mayor



City of Salisbury

To: Randy Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Appointment to the Parks & Recreation Committee
Date: January 18, 2024

The following person has applied for appointment to the Parks & Recreation Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Deborah Savidge	January 2027

Attached is the applicant's information and the resolution necessary for this appointment. If this appointment is approved, it will be placed on the next City Council agenda for review.

Attachments

Mayor's Office
115 S. Division St., Salisbury, MD 21801
410.548.3100
www.salisbury.md

RESOLUTION NO. 3323

BE IT RESOLVED, by the City of Salisbury, Maryland that the following individual is appointed to the Parks & Recreation Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Deborah Savidge	January 2027

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on January 22, 2024.

ATTEST:

 Kimberly R. Nichols
 CITY CLERK

 D'Shawn M. Doughty
 PRESIDENT, City Council

APPROVED BY ME THIS

_____ day of _____, 2024

 Randolph J. Taylor, Mayor



City of Salisbury

To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance *PM*

Date: 1/8/2024

Re: Manufacturing Exemption for equipment purchased 2022 Delmar Brewing Company, LLC

I am recommending that Delmar Brewing Company, LLC. be granted exemptions from Personal Property Tax for their equipment purchased in 2022 as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2022 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$3,089 in personal property tax for 2022 equipment purchases. The exemptions will be applied to City Property Tax years 2024-2028 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

1/8/2024

8:41 AM

City of Salisbury
Finance Department
Exemption Recommendation to City Council

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

 Requested By: Jasmine Knorr
 Date of Request: 10/13/2023

 Description of Mfg.: Brewery and Restaurant

 Equipment Year 2022

 New Equipment See Listing \$ 36,775.00

Total \$ 36,775

Exemption Value	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Am't of Exemption</u>
	2024	2023	1	33,098	794
	2025	2024	2	29,420	706
	2026	2025	3	25,743	618
	2027	2026	4	22,065	530
	2028	2027	5	18,388	441

Total Value of Exemption: \$ 3,089

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

FINANCE DEPARTMENT

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

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

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

Business Name: Dellmar Brewing Co LLC MD Department ID#: 2-14442495
Mailing Address: 200 Elmwood Street Salisbury MD 21801
Contact Name: Jasmine Knowlton Phone No.: 843-455-3517

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2022.
3. Address of Manufacturing / R & D operation. 200 Elmwood Street Salisbury MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. April 2022
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature Jasmine Knowlton Date 10/13/23

Email address Jasmine.Knowlton@craftsbrewing.com

DELMAR BREWING COMPANY, LLC

26-3415780

BUSINESS PERSONAL PROPERTY RETURN OF DEPT ID# Z14442495

2023
Form 1

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

State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted by September 1 or within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property. Visit the website dat.maryland.gov for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Year Acquired	A	C	D	Year Acquired	A	C	D
2022	36,775			2018	271,655		
2021	0			2017	270,128		
2020	0			2016	365,367		
2019	0			2015 & prior	1,659,135		

Describe Property in C & D above:

Total Cost
\$ 2,603,060

6. Vehicles with Interchangeable Registration and/or Unregistered vehicles: (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions

Year Acquired	Original Cost	Year Acquired	Original Cost
2022	0	2020	0
2021	0	2019 & prior	0

Total Cost
\$ 0

7. Non-farming livestock:

Book Value \$	0	Market Value \$	0
---------------	---	-----------------	---

8. Other personal property:

File separate schedule giving a description of property, original cost and the date of acquisition.

Total Cost
\$ 0

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

File separate schedule showing names and addresses of owners, lease number, description of property installation date and separate cost in each case.

Total Cost
\$ 0

10. Property owned by the business, used by others as lessee or otherwise:

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost.

For additional information regarding separate schedules please see Form 1 Instructions at <https://dat.maryland.gov>

Total Cost
\$ 0

Delmar Brewing Company, LLC

Federal ID: 26-3415780 Department ID: Z14442495

FYE: 12/31/22

ITEMIZED SCHEDULE OF SECTION VI, A., 5.

<u>Asset</u>	<u>Property Description</u>	<u>Date In Service</u>	<u>MD Cost</u>
<u>Date In Service for Year End: 12/31/22</u>			
136	BREWERY INSTRUMENTS	7/15/22	3,380.71
136	PACKAGING EQUIPMENT	2/3/22	33,394.09
			36,774.80
<u>Date In Service for Year End: 12/31/18</u>			
119	CANNING LINE PRODUCTION	6/1/18	172,332.61
121	FREEZER FOR RAW MATERIALS AND PRODUCT	5/11/18	2,809.00
122	X-RAY FILL LEVEL INSPECTION SYSTEM PRODUCTIC	6/30/18	39,312.99
123	120 BBL FERMENTER & BBL BRITE PRODUCTION	1/31/18	57,200.00
	Year End Total: 12/31/18		271,654.60
<u>Date In Service for Year End: 12/31/17</u>			
111	CO2 METER	5/2/17	21,193.22
114	260 1/6 KEGS	6/26/17	55,020.80
115	144 1/2 KEGS & 360 1/6 KEGS	3/22/17	45,856.90
116	120 BBL FERMENTER	1/5/17	57,200.00
117	120 BBL FERMENTER & 40 BBL FERMENTER	2/10/17	45,000.00
118	144 1/2 KEGS & 360 1/6 KEGS	2/14/17	45,856.90
	Year End Total: 12/31/17		270,127.82
<u>Date In Service for Year End: 12/31/16</u>			
96	KEG FILLER	2/1/16	10,705.40
97	CONTROL BOARD	5/9/16	13,672.26
98	2 120 BBL FERMENTERS	6/7/16	44,655.61
99	BRITE TANK & FERMENTER TANK	6/24/16	57,200.00
101	3 120 BBL FERMENTER & 120BBL BRITE	6/7/16	79,997.30
103	740 HALF BARREL KEGS	6/7/16	8,690.45
104	500 1/6 KEGS	6/7/16	46,339.06
106	240 1/6 KEGS	5/2/16	20,790.00
107	240 1/6 KEGS	5/23/16	25,107.00
110	604 1/2 KEGS	2/25/16	58,210.75
	Year End Total: 12/31/16		365,367.83

Delmar Brewing Company, LLC
Federal ID: 26-3415780 Department ID: Z14442495
FYE: 12/31/22

ITEMIZED SCHEDULE OF SECTION VI, A., 5.

Date In Service for Year End: 12/31/15

87 FERMENTER	4/13/15	5,900.00
88 BEER SEPARATOR	4/28/15	175,000.00
89 2 MOBILE SYSTEM	5/14/15	4,000.00
90 CHILLER	10/16/15	37,261.03
91 INSTALLATION - 2 120BBL FERMENTERS (LEASED)	9/8/15	2,643.15
92 600 1/6 BBL KEGS & 200 1/2 BBL KEGS	5/15/15	93,881.33

Year End Total: 12/31/15 318,685.51

Date In Service for Year End: 12/31/14

69 2012 120 BBL FERMENTER	11/14/14	1,047.87
71 LABELER	3/17/14	35,288.29
72 CONVEYOR	6/30/14	31,657.91
73 BREWING TANKS	9/30/14	20,720.00
75 KEGS	4/28/14	52,519.80
76 KEGS	7/3/14	61,861.60
86 FILLER MODIFICATION	8/22/14	9,404.59

Year End Total: 12/31/14 212,500.06

Date In Service for Year End: 12/31/13

62 DROP PACKER	8/19/13	15,000.00
63 BEER TANKS	4/12/13	31,240.00
65 KEGS	6/5/13	12,672.00
66 KEGS	2/1/13	30,217.00
67 KEGS	9/12/13	15,575.00

Year End Total: 12/31/13 104,704.00

Date In Service for Year End: 12/31/12

41 KEGS	2/07/12	90,225.00
42 SCISSOR LIFT	6/07/12	5,830.00
43 TANKS- FIN PAC	8/30/12	34,175.00
44 MOTORS	8/26/12	4,600.00
45 WALK IN REFRIGERATOR	4/30/12	20,246.19
49 KEGS	12/27/12	30,590.00
50 USED CASE ERECTOR, SEALER, GLUE MACHINES	4/30/12	5,000.00
52 BOILER- BREWERY	4/30/12	1,310.75
53 FILLER	4/30/12	125,000.00
54 TANKS FERMENTER	4/30/12	90,450.00
55 NEW BREWHOUSE	4/30/12	285,263.00
57 CARBONATION EQUIPMENT	4/30/12	1,349.39
58 AGER TANK	4/30/12	38,500.00
61 INSTALLATION- TANKS	4/30/12	34,871.19

Year End Total: 12/31/12 767,410.52

Date In Service for Year End: 12/31/11

(TRANSFERRED IN)

22 2 - 40 Barrel Fermenters	1/24/11	28,900.00
35 Chiller	11/08/11	31,242.00

Year End Total: 12/31/11 60,142.00

Delmar Brewing Company, LLC**Federal ID: 26-3415780 Department ID: Z14442495****FYE: 12/31/22****ITEMIZED SCHEDULE OF SECTION VI, A., 5.****Date In Service for Year End: 12/31/10****(TRANSFERRED IN)**

27 Kegs	8/06/10	39,950.00
28 Triad Machine	12/14/10	526.00
Year End Total: 12/31/10		<u>40,476.00</u>

Date In Service for Year End: 12/31/09**(TRANSFERRED IN)**

1 300 Half Barrel Kegs	8/06/09	53,990.00
2 150 Sixel Kegs	1/10/09	8,250.00
3 Fermenter	4/01/09	4,200.00
4 Carbonation Equipment	4/01/09	19,739.94
5 WalkIn Box	4/01/09	41,827.43
10 40 BB Fermenter	4/01/09	10,000.00
19 Kegging Equipment & Mill	4/01/09	15,200.00
20 Bottling	4/01/09	2,010.00
Year End Total: 12/31/09		<u>155,217.37</u>

No changes have occurred in regards to the Company's activities during the year.



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Phillip Menzel, Assistant Director of Finance *PM*
Date: 1/8/2024
Re: Manufacturing Exemption for equipment purchased 2022 Delmarva Printing and Design, Inc.

I am recommending that Delmarva Printing and Design, Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2022 as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2022 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$4,116 in personal property tax for 2022 equipment purchases. The exemptions will be applied to City Property Tax years 2024-2028 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

12/28/2023

City of Salisbury
Exemption Recommendation Worksheet

2:22 PM

Company: Delmarva Printing & Design, Inc.
Address: 1957 Northwood Dr

Requested By: Darrell Fearin
Date of Request: 9/19/2023

Description of Mfg.: Printing and design

Equipment Year 2022

New Equipment \$ 49,004

Total \$ 49,004

Exemption Value	City Property Tax Year	State Return	Year of Exemption	Deprec. Value	Am't of Exemption
	2024	2023	1	44,104	1,058
	2025	2024	2	39,203	941
	2026	2025	3	34,303	823
	2027	2026	4	29,402	706
	2028	2027	5	24,502	588

Total Value of Exemption: \$ 4,116

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

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

City of Salisbury



MARYLAND

KEITH CORDREY
DIRECTOR INTERNAL SERVICES

FINANCE DEPARTMENT

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

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

Business Name: DELMARVA PRINTING AND DESIGN, INC. MD Department ID#: D11695863

Mailing Address: 1957 NORTHWOOD DRIVE SALISBURY, MD 21801

Contact Name: DARRELL FEARIN Phone No.: 410-742-0923

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2022.
3. Address of Manufacturing / R & D operation. 1957 NORTHWOOD DRIVE SALISBURY, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. JANUARY 3, 2007
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature Kristy Taylor Date 9/19/23

Email address ktaylor@pkscpa.com

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

State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted by September 1 or within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property. Visit the website <https://dat.maryland.gov> for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Year Acquired	A	C	D	Year Acquired	A	C	D
2022	49,004			2018			
2021	99,215			2017	57,060		
2020				2016			
2019				2015 & prior	495,768		

Describe Property in C & D above:

Total Cost
\$ 701,047

6. Vehicles with interchangeable Registration and/or Unregistered vehicles: (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions.

Year Acquired	Original Cost	Year Acquired	Original Cost
2022		2020	
2021		2019 & prior	

Total Cost
\$ NONE

7. Non-farming livestock:

Book Value \$	Market Value \$
---------------	-----------------

8. Other personal property:

File separate schedule giving a description of property, original cost and the date of acquisition.

Total Cost
\$ NONE

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

File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

Total Cost
\$ NONE

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

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property, not the manufacturing cost.

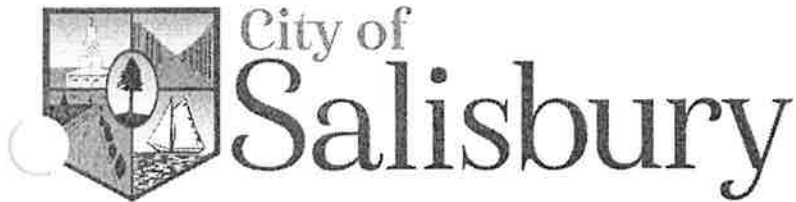
For additional information regarding separate schedules please see Form 1 instructions at <https://dat.maryland.gov>

Total Cost
\$ NONE

Tax Asset Detail 1/1/22 - 12/31/22

FYE: 12/31/2022

Asset Id	Property Description	Date In Service	Tax Cost	Sec 179 Exp Current = c	Tax Bonus Amt	Tax Prior Depreciation	Tax Current Depreciation	Tax End Depr	Tax Net Book Value	Tax Method	Tax Period
Group: Equipment											
7	4 Color Printing Press	1/01/08	327,119.50	0.00	0.00	327,119.50	0.00	327,119.50	0.00	200DB	7.0
8	Printer	2/29/08	1,716.00	0.00	0.00	1,716.00	0.00	1,716.00	0.00	200DB	5.0
10	Addressing Machine	12/31/08	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00	200DB	5.0
11	Tabling Machine	12/31/08	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	0.00	200DB	5.0
15	Mail inserter	12/31/10	3,400.00	0.00	0.00	3,400.00	0.00	3,400.00	0.00	200DB	5.0
22	Collator Booklet Maker	12/31/10	5,897.51	0.00	2,948.76	5,897.51	0.00	5,897.51	0.00	200DB	5.0
23	Folder with Right Angle	12/31/10	5,055.01	0.00	2,527.51	5,055.01	0.00	5,055.01	0.00	200DB	5.0
25	Cutter 22'	12/31/10	2,864.50	0.00	1,432.25	2,864.50	0.00	2,864.50	0.00	200DB	5.0
27	Jogger, Shrink Wrapper, Double He	12/31/10	13,480.02	0.00	6,740.01	13,480.02	0.00	13,480.02	0.00	200DB	5.0
29	IS Inacom Server	6/30/12	17,318.50	0.00	8,659.25	17,318.50	0.00	17,318.50	0.00	200DB	5.0
30	Finishing Solutions Duplo Sq. Spine	8/13/12	9,000.00	0.00	4,500.00	9,000.00	0.00	9,000.00	0.00	200DB	7.0
31	Pallet Jack	6/30/12	750.00	0.00	375.00	750.00	0.00	750.00	0.00	200DB	7.0
34	Kirk Rudy 535 Tabber	5/01/13	13,000.00	13,000.00	0.00	13,000.00	0.00	13,000.00	0.00	200DB	7.0
35	BQ 270 Perfect Bender	10/01/13	40,600.00	40,600.00	0.00	40,600.00	0.00	40,600.00	0.00	200DB	7.0
41	DPX (Brooks Printing)	2/11/14	8,526.00	8,526.00	0.00	8,526.00	0.00	8,526.00	0.00	200DB	5.0
42	Software for DPX (RTI)	2/11/14	3,300.00	3,300.00	0.00	3,300.00	0.00	3,300.00	0.00	S/L	3.0
44	Kirk Rudy Inkjet Mailing System (F	2/19/14	36,240.89	36,240.89	0.00	36,240.89	0.00	36,240.89	0.00	200DB	5.0
45	Shrink Wrap Machine (Brooks Print	2/26/14	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	200DB	7.0
62	Prism Paper Cutter	3/01/17	19,000.00	19,000.00	0.00	19,000.00	0.00	19,000.00	0.00	200DB	5.0
64	Bixhub Press	3/03/17	25,260.00	25,260.00	0.00	25,260.00	0.00	25,260.00	0.00	200DB	5.0
65	Kirk Rudy Tabber	12/10/17	12,800.00	12,800.00	0.00	12,800.00	0.00	12,800.00	0.00	200DB	5.0
72	Vanguard VR5D Digital Flatbed LE	4/16/21	79,495.00	0.00	79,495.00	79,495.00	0.00	79,495.00	0.00	200DB	5.0
73	Epson Surecolor S80600 Inkjet Prin	12/20/21	19,719.95	0.00	19,719.95	19,719.95	0.00	19,719.95	0.00	200DB	5.0
74	Miller Weldmaster	12/29/22	5,618.80	0.00c	0.00	0.00	280.94	280.94	5,337.86	200DB	5.0
75	SUMMA S2 T160-SE Cutter	12/21/22	8,790.00	0.00c	0.00	0.00	439.50	439.50	8,350.50	200DB	5.0
76	AC58011 Accuriopress C4070 Copi	11/18/22	34,595.00	0.00c	0.00	0.00	1,729.75	1,729.75	32,865.25	200DB	5.0
Equipment			701,046.68	0.00c	126,397.73	652,042.88	2,450.19	654,493.07	46,553.61		
Group: Intangible Assets											
2022 calendar year additions											
1	Goodwill	2/02/07	100,000.00	0.00	0.00	99,444.49	555.51	100,000.00	0.00	Amort	15.00
2	Customer List	2/02/07	25,000.00	0.00	0.00	24,861.16	138.84	25,000.00	0.00	Amort	15.00
12	Goodwill Adjustment	12/31/08	-62,223.64	0.00	0.00	-54,272.81	-7,950.83	-62,223.64	0.00	Amort	15.00
Intangible Assets			62,776.36	0.00c	0.00	70,032.84	-7,256.48	62,776.36	0.00		
Group: Leasehold Improvements											
28	Leasehold Imp - New Office	12/31/11	9,149.33	0.00	9,149.33	9,149.33	0.00	9,149.33	0.00	150DB	15.0
36	Shed - Backyard Escapes	6/30/13	2,700.00	0.00	0.00	591.34	69.23	660.57	2,039.43	S/L	39.0
77	New AC Unit	7/12/22	2,700.00	0.00c	0.00	0.00	90.00	90.00	2,610.00	S/L	15.0
Leasehold Improvements			14,549.33	0.00c	9,149.33	9,740.67	159.23	9,899.90	4,649.43		
Group: Office Furniture											
3	Desks & Chairs	2/02/07	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00	200DB	7.0
4	Computers (4 Dell, 1 Mac)	2/02/07	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00	200DB	5.0



To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance *PM*

Date: 1/11/2024

Re: Manufacturing Exemption for equipment purchased 2021 Jubilant Caidsta
Pharmaceuticals Inc. - amended

I am recommending that Jubilant Caidsta Pharmaceuticals Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2021 as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2021 purchases.

Jubilant Cadista Pharmaceuticals Inc. had previously been granted exemptions for \$3,919,359 of equipment purchased in 2021. This amended request includes an additional \$3,298,527 of equipment.

Over the next five years they will benefit from this exemption by a total savings of \$277,076 in personal property tax for the additional 2021 equipment purchases. The exemptions will be applied to City Property Tax years 2023-2027 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

City of Salisbury
Manufacturing Exemption Worksheet

Company: Jubilant Cadista Pharmaceuticals Inc.

Year New Equipment Purchased: 2021					
Equipment Purchased Amount: \$ 3,298,527					
City Tax Year	State Tax Year	Exemption Credit Value(1)	Exemption Value Total	Deprec Value	%
2023	2022	71,248.18	2,968,674	2,968,674	90%
2024	2023	63,331.72	2,638,822	2,638,822	80%
2025	2024	55,415.25	2,308,969	2,308,969	70%
2026	2025	47,498.79	1,979,116	1,979,116	60%
2027	2026	39,582.32	1,649,264	1,649,264	50%
		\$ 277,076	NA	277,076	

Application Eligibility Information:

Exempt yrs Granted	Calculated Yrs based on equip Yr	
5	1	2023
5	<2	2024
3	2-3	2025
2	3-4	2026
1	4-5	2027
# Years Eligible:		5
Date Filed:		10/22/22

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

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

FINANCE DEPARTMENT

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

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

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

Business Name: JUBILANT CADISTA PHARMACEUTICALS INC MD Department ID#: F04890174

Mailing Address: 207 KILEY DRIVE SALISBURY, MD, 21801

Contact Name: TATIANA KASIMTSEVA Phone No.: 484-963-7510

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2021.
3. Address of Manufacturing / R & D operation. 207 KILEY DRIVE SALISBURY, MD, 21801
4. Date Manufacturing / R & D operation began in Salisbury. 08/07/1996
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature TATIANA KASIMTSEVA Date 10/30/2023

Email address TATIANA.KASIMTSEVA@JUBL.COM



To: Department of Assessments and Taxation

Please accept Amended 2022 Business Personal Property Return for Jubilant Cadista Pharmaceuticals.

Previous report was submitted by Christian Daniels who is no longer with the company. In the previous report \$3.9M were reported as 2021 added assets, while in fact after thorough review we realized that \$7.2M of assets have been added in calendar year 2021.

First reason for the mistake was the change of capitalization dates specifically for Blister and Cartoner machine project, for this single line item the difference is \$2.4M.

Another reason for the mistake was omission of qualifying projects under ZTOE and ZP&M projects categories.

Third reason for the discrepancy was excluding ZQCE category from qualifying investments.

Please review attached previous and revised submission for assets additions.

Thank you.

01/09/2024

Tatiana Kasimtseva, MBA
Senior Manager – Finance
Jubilant Cadista Pharmaceuticals
Email: Tatiana.Kasimtseva@jubl.com
Cell: 786-325-3198

A Jubilant Pharma Company

Our Values



Jubilant Cadista Pharmaceuticals Inc.
(Formerly Cadista Pharmaceuticals Inc.)
207 Kiley Drive
Salisbury, MD 21801-2249
Main Number: 410-860-8500
Fax: 410-860-8719
Website: www.cadista.com

Sales & Marketing Office
Jubilant Cadista Pharmaceuticals Inc.
790 Township Line Road, Suite 325
Yardley, PA 19067
Main Number: 410-860-8500
Fax: 215-443-9646
Website: www.cadista.com

AMENDED

BUSINESS PERSONAL PROPERTY RETURN OF DEPT ID#

F0489074

2022
Form 1

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

State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted by September 1 or within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property. Visit the website dat.maryland.gov for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Year Acquired	A	C	D	Year Acquired	A	C	D
2021	7,217,886			2017	4,457,369		
2020	2,272,529			2016	6,233,383		
2019	692,350			2015	2,485,316		
2018	2,817,023			2014 & prior	11,320,894		

Describe Property in C & D above:

Total Cost \$ 37,796,750

6. Vehicles with interchangeable Registration and/or Unregistered vehicles: (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions

Year Acquired	Original Cost	Year Acquired	Original Cost
2021		2019	
2020		2018 & prior	

Total Cost \$ 0

7. Non-farming livestock:

Book Value \$	Market Value \$
---------------	-----------------

8. Other personal property:

File separate schedule giving a description of property, original cost and the date of acquisition.

Total Cost \$ 0

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

File separate schedule showing names and addresses of owners, lease number, description of property installation date and separate cost in each case.

Total Cost \$ 0

10. Property owned by the business, used by others as lessee or otherwise:

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost. For additional information regarding separate schedules please see Form 1 instructions at https://dat.maryland.gov

Total Cost \$ 0

AMENDED

Jubilant Cadista Pharmaceuticals Inc.

Details of Asset Wise Additions in 2021

Asset Class	Asset	Asset description	Cap.date	Amount
ZTOE	9000262	Tooling For valsartan	03/31/2021	106,258.95
ZTOE	9000264	Plastic Pallets for Warehouse	04/13/2021	14,249.02
ZTOE	9000265	Methylprennisolone 4mg and PCP 5mg compression too	04/16/2021	29,583.37
ZTOE	9000266	1/2 Set of Meclizine 25mg ZrN compression tooling.	4/1/2021	8,942.26
ZTOE	9000267	Prednison 50mg, set 1E & Prednison2.5mg, set 1E	4/8/2021	19,604.08
ZTOE	9000268	Prednison 50mg	07/13/2021	21,047.01
ZTOE	9000269	Fall Protection around roof crane	7/9/2021	10,924.82
ZTOE	9000270	Slats & Brushes: Loperamide 2mg. Slat # CO7107-1	2/12/2021	13,244.54
ZTOE	9000271	Tool-1/2 set Mec. 25mg added to set # 7n	09/27/2021	35,056.04
ZTOE	9000272	Airflow meter-CFM-88L	07/26/2021	2,860.00
ZP&M	22000481	40 Inch Sifter with Screens	11/30/2021	350.72
ZP&M	22000482	Two New Purified Water Skid Systems	11/30/2021	33,129
ZP&M	22000488	Blister / Cartoner Machine	02/28/2021	2,455,530
ZP&M	22000500	Fette P2020 Tablet Press	7/4/2021	456,403
ZP&M	22000501	Gerteis Roller Compactor	04/30/2021	945,699
ZP&M	22000503	Used Tablet Inspection Belt TCI-204	06/21/2021	16,751
ZP&M	22000504	Compressed Air Routine Testing Instruments - Parti	1/6/2021	54,901
ZP&M	22000506	Post Bin Blending System (Post Blender)	1/6/2021	717,340
ZP&M	22000507	Deslgn / Construct New Tray Dryer Suite	06/26/2021	37,487
ZP&M	22000508	Scales and Balances for Manufacturing	1/7/2021	85,569
ZP&M	22000509	Scales and Balances for Manufacturing	1/7/2021	27,075
ZP&M	22000510	Used Tray Dryer - T18H283.6S52D	08/27/2021	62,268
ZP&M	22000511	U20 Quadro Comil	11/11/2021	68,026
ZP&M	22000512	Improve Room finishes in Manufacturing	12/23/2021	205,061
ZP&M	22000513	66" O'Hara Tablet Coater	12/13/2021	1,027,442
ZP&M	22000514	Timemometer	1/4/2021	3,469
ZP&M	22000515	Power Logger	1/4/2021	4,407
ZP&M	22000465	Integrated Sifter / Feeder for CCS720 Chilsonator	07/31/2021	34,776
ZP&M	22000474	Fitzpatrick CCS720-D6B Chilsonator	05/31/2021	6,530
ZP&M	22000475	Drum Lift / Inverter System	05/31/2021	9,874
ZP&M	22000498	High Speed Roll Up Doors at old receiving dock, Wa	03/31/2021	43,760
ZP&M	22000484	Access Control to QA Areas	03/31/2021	32,065
ZP&M	22000489	Used Kilian Tablet Press	02/28/2021	134,757
ZP&M	22000499	Expanded Reject Cage in Warehouse 2021	02/28/2021	38,228
ZP&M	22000492	Design / Construct New Tray Dryer Suite	03/31/2021	190,978
ZP&M	22000494	Chemical Dispense System	03/31/2021	15,994
ZP&M	22000491	Size 1 and 2 Change Parts for IMA Precisa Checkwel	03/31/2021	18,845
ZQCE	19000260	Two (2) HPLCs for the QC Lab	03/31/2021	90,045
ZTOE	9000259	Los_H 100/12.5 and 100/25mg compression tooling	01/02/2021	32,970
ZTOE	9000261	Fire Extinguisher Training System	02/28/2021	11,538
ZTOE	9000263	Losartan H 100/12.5, 100/25 and 50/12.5 slats and	03/31/2021	94,845

7,217,887

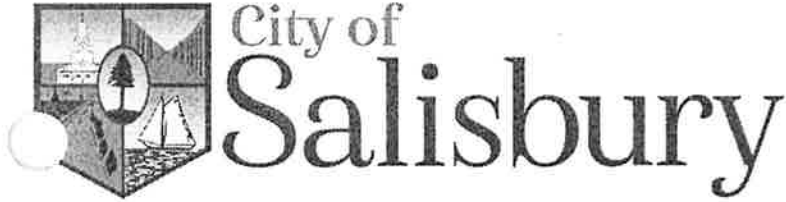
PREVIOUS

Jubilant Cadista Pharmaceuticals - 2021 Assets

Dec'21

Class	Cap.date	Asset	ODep.Start	Cost Ctr	Asset description	Total
ZTOE	1/4/2021	9000266	1/4/2021	131101040	1/2 Set of Meclizine 25mg ZrN compression tooling.	8,942.26
ZP&M	1/4/2021	22000514	1/4/2021	131101091	Timemometer	3,469.15
ZP&M	1/4/2021	22000515	1/4/2021	131101091	Power Logger	4,406.82
ZP&M	1/6/2021	22000504	1/6/2021	131101091	Compressed Air Routine Testing Instruments - Parti	54,901.30
ZP&M	1/6/2021	22000506	1/6/2021	131101025	Post Bin Blending System (Post Blender)	717,340.45
ZP&M	1/7/2021	22000508	1/7/2021	131101010	Scales and Balances for Manufacturing	85,569.19
ZP&M	1/7/2021	22000509	1/7/2021	131101010	Scales and Balances for Manufacturing	27,075.18
ZTOE	2/12/2021	9000270	2/12/2021	131101073	Slats & Brushes: Loperamide 2mg. Slat # CO7107-1	13,244.54
ZP&M	2/28/2021	22000488	8/2/2021	131101076	Blister / Cartoner Machine	20,463.12
ZFF01	3/31/2021	1000115	1/2/2021	131101001	Old Yardely Furniture Labor Cost	18,400.00
ZTOE	3/31/2021	9000262	1/3/2021	131101076	Tooling For valsartan	215.91
ZTOE	4/13/2021	9000264	04/13/2021	131101303	Plastic Pallets for Warehouse	14,249.02
ZTOE	4/16/2021	9000265	04/16/2021	131101040	Methylprennisolone 4mg and PCP 5mg compression too	29,583.37
ZP&M	4/30/2021	22000501	04/30/2021	131101015	Gerteis Roller Compactor	945,699.06
ZP&M	6/21/2021	22000503	06/21/2021	131101010	Used Tablet Inspection Belt TCI-204	16,751.47
ZCOM	6/26/2021	7000294	06/26/2021	141105210	Laptops and cart for training purposes	10,745.28
ZOFF	6/26/2021	21000105	06/26/2021	131101090	Small SAP dedicated printer in Maintenance 7PS84A	2,123.26
ZP&M	6/26/2021	22000507	06/26/2021	131101010	Design / Construct New Tray Dryer Suite	37,487.02
ZP&M	7/4/2021	22000500	7/4/2021	131101040	Fette P2020 Tablet Press	456,403.39
ZTOE	7/9/2021	9000269	7/9/2021	141105230	Fall Protection around roof crane	10,924.82
ZTOE	7/13/2021	9000268	07/13/2021	131101073	Prednisone 50mg	21,047.01
ZTOE	7/26/2021	9000272	07/26/2021	131101091	Airflow meter-CFM-88L	2,860.00
ZTOE	8/4/2021	9000267	8/4/2021	131101040	Prednisone 50mg, set 1E & Prednison2.5mg, set 1E	19,604.08
ZP&M	8/27/2021	22000510	08/27/2021	131101030	Used Tray Dryer - T18H283.6SS2D	62,268.00
ZTOE	9/27/2021	9000271	09/27/2021	131101040	Tool-1/2 set Mec. 25mg added to set # 7n	35,056.04
ZP&M	11/11/2021	22000511	11/11/2021	131101010	U20 Quadro Comll	68,026.14
ZP&M	12/13/2021	22000513	12/13/2021	131101045	66" O'Hara Tablet Coater	1,027,442.39
ZP&M	12/23/2021	22000512	12/23/2021	131101094	Improve Room finishes in Manufacturing	205,060.79

3,919,359.06



To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance *PM*

Date: 1/11/2024

Re: Manufacturing Exemption for equipment purchased 2022 Jubilant Cadista Pharmaceuticals Inc.

I am recommending that Jubilant Cadista Pharmaceuticals Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2022 as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2022 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$137,603 in personal property tax for 2022 equipment purchases. The exemptions will be applied to City Property Tax years 2024-2028 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

City of Salisbury
Manufacturing Exemption Worksheet

Company: Jubilant Cadista Pharmaceuticals Inc.

Year New Equipment Purchased:		2022			
Equipment Purchased Amount:		\$ 1,638,133			
City Tax Year	State Tax Year	Exemption Credit Value(1)	Exemption Value Total	Deprec Value	%
2024	2023	35,383.67	1,474,320	1,474,320	90%
2025	2024	31,452.15	1,310,506	1,310,506	80%
2026	2025	27,520.63	1,146,693	1,146,693	70%
2027	2026	23,589.12	982,880	982,880	60%
2028	2027	19,657.60	819,067	819,067	50%
		\$ 137,603	<i>NA</i>	137,603	

Application Eligibility Information:

Exempt yrs Granted	Calculated Yrs based on equip Yr	
5	1	2024
5	<2	2025
3	2-3	2026
2	3-4	2027
1	4-5	2028
# Years Eligible:		5
Date Filed:		10/22/22

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

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

FINANCE DEPARTMENT

125 N. Division Street
Salisbury, MD 21801-4940

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

(410) 548-3110
(410) 860-5154 (Fax)

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

Business Name: JUBILANT CADISTA PHARMACEUTICALS INC MD Department ID#: F04890174

Mailing Address: 207 KILEY DRIVE SALISBURY, MD, 21801

Contact Name: TATIANA KASIMTSEVA Phone No.: 484-963-7510

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2022.
3. Address of Manufacturing / R & D operation. 207 KILEY DRIVE SALISBURY, MD, 21801
4. Date Manufacturing / R & D operation began in Salisbury. 08/07/1996
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature TATIANA KASIMTSEVA Date 10/30/2023

Email address TATIANA.KASIMTSEVA@JUBL.COM

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

Year Acquired	A	C	D	Year Acquired	A	C	D
2022	1,638,133			2018	2,817,023		
2021	7,217,886			2017	4,757,369		
2020	2,272,529			2016	6,233,383		
2019	692,350			2015 & prior	13,806,210		

Describe property identified in C & D above:

Total Cost: \$39,434,883

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

Year Acquired	Original Cost	Year Acquired	Original Cost
2022		2020	
2021		2019 & prior	

Total Cost: \$

7. Non-farming livestock:

Book Value: \$	Market Value: \$
----------------	------------------

8. Other personal property:

Total Cost: \$

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

Total Cost: \$

10. Property owned by the business, used by others as lessee or otherwise:

Total Cost: \$

Jubilant Cadista Pharmaceuticals Inc.

Details of Asset Wise Additions in 2022

Asset Class	Asset	Asset description	Cap.date	Amount
ZP&M	22000512	Improve Room finishes in Manufacturing	12/23/2022	4,869.63
ZP&M	22000521	Dual Roll Label Feeders	3/15/2022	68,128.45
ZP&M	22000523	Size 4 Change Parts for IMA Precisa Checkweigher	5/12/2022	9,581.76
ZP&M	22000524	Two Dumpster Tugs for Housekeeping	5/27/2022	13,358.02
ZP&M	22000525	New Downflow Booth	7/31/2022	196,067.54
ZP&M	22000526	Desiccant Inserter	7/31/2022	118,096.99
ZP&M	22000527	Refinish process room 1003 in prep for Gerteis Rol	9/30/2022	20,110.55
ZP&M	22000528	Global Vision Print Inspection	11/30/2022	73,730.29
ZQCE	19000261	Two HPLCs for QC Lab	5/20/2022	97,045.44
ZQCE	19000262	New Mettler Toledo Analytical Balance for QC Lab	9/30/2022	8,402.92
ZTOE	9000273	Two NVR servers for Security system	9/30/2022	56,074.57
ZTOE	9000278	3 Bays of Carton Flow Racks in QA Label Cage	9/30/2022	13,240.00
ZTOE	9000276	PCP 5mg, Cyclo 10mg, Pred 5mg and Pred 10mg Compre	9/30/2022	41,773.68
ZTOE	9000274	Two Automatic Roll Lifters	9/30/2022	27,678.94
ZTOE	9000275	Floor Scale for Solution Prep Tanks in Coating	9/30/2022	24,357.27
ZTOE	9000277	Valsartan 40, 80, 160 and 320mg tooling with Zr/N	9/30/2022	50,403.45
ZP&M	22000518	4 Dust Collection Drops for Modular Process Rooms	6/6/2022	56,035.00
ZP&M	22000516	Replace cooling coils in AHU3, AHU6 and AHU7	10/7/2022	22,487.00
ZP&M	22000511	U20 Quadro Comil	11/11/2022	55.96
ZP&M	22000522	Replace Drop Ceiling in Room 1030 KTT-ST-43	1/3/2022	15,606.37
ZP&M	22000517	Modular Process Rooms	1/10/2022	572,833.41
ZP&M	22000519	Drum Lifter / Inverter	1/14/2022	91,284.93
ZP&M	22000520	Coating Solution Tanks and Mixers	2/24/2022	56,911.61
			1638133.78	1,638,133.78



City of Salisbury

To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance *PM*

Date: 1/8/2024

Re: Manufacturing Exemption for equipment purchased 2022 Perdue Foods, LLC

I am recommending that Perdue Foods, LLC. be granted exemptions from Personal Property Tax for their equipment purchased in 2022 as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2022 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$437,269 in personal property tax for 2022 equipment purchases. The exemptions will be applied to City Property Tax years 2024-2028 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

12/28/2023

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

2:00 PM

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

Requested By: Angela Hastings
 Date of Request: 8/17/2023

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

Equipment Year 2022

New Equipment	Amount per Tax Return	Old Ocean City Road	\$ 73,709
		Zion Church Road	\$ 662,349
		Lake & Willow Streets	<u>\$ 4,469,520</u>
		Total	<u><u>\$ 5,205,578</u></u>

Exemption Value	<u>City Property</u> <u>Tax Year</u>	<u>State</u> <u>Return</u>	<u>Year of</u> <u>Exemption</u>	<u>Deprec.</u> <u>Value</u>	<u>Amount of</u> <u>Exemption</u>
	2024	2023	1	4,685,020	112,440
	2025	2024	2	4,164,462	99,947
	2026	2025	3	3,643,905	87,454
	2027	2026	4	3,123,347	74,960
	2028	2027	5	2,602,789	62,467
Total Value of Exemption:					<u><u>\$ 437,269</u></u>

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

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

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

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

Business Name: Perdue Foods, LLC MD Department ID#: W14880488
Mailing Address: Property Tax Department, P.O. Box 1537, Salisbury, MD 21802
Contact Name: Angela Hastings Phone No.: 410-543-3121

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2021/2022.
3. Address of Manufacturing / R & D operation. 521 Willow Street, Salisbury, MD 21801 - Manufacturing
517 W. Main Street, Salisbury, MD 21802 - R&D
4. Date Manufacturing / R & D operation began in Salisbury. Manufacturing - 1962 / R&D - 2008
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature  Date 8/17/2023
Email address tbarron@barrontax.com

Perdue Foods LLC
 Department ID # W14880488
 2023 Maryland Personal Property Return
 Salisbury Manufacturing Assets Reported on Section VI, No. 5
 Detailed Asset Listing

Street Address	County	Incorporated Town	Asset Number	Asset Description	Category as Filed	Application Year	Acquisition Date	Reported Cost
521 Willow Street	Wicomico	Salisbury	102041121460	Piping;Water reuse from prechill overflow	Manufacturing (A)	2021	12/15/2021	8,740.30
521 Willow Street	Wicomico	Salisbury	102041121470	Loop;Giblet Clean in Place (automated process for	Manufacturing (A)	2021	12/15/2021	45,985.00
521 Willow Street	Wicomico	Salisbury	102041121480	Tank & Motor;CIP; For Giblet Loop and includes	Manufacturing (A)	2021	12/15/2021	11,832.00
521 Willow Street	Wicomico	Salisbury	102041123140	Chiller #1;Red Water;Model:CAT 2820;Loc: Red Wtr	Manufacturing (A)	2021	12/15/2021	138,634.60
521 Willow Street	Wicomico	Salisbury	102041123150	Chiller #2;Red Water;CAT 2820;Loc: Red Wtr	Manufacturing (A)	2021	12/15/2021	138,634.60
521 Willow Street	Wicomico	Salisbury	102041123160	Piping;Sanitary;CAT 2820 Red water chillers #1	Manufacturing (A)	2021	12/15/2021	21,775.00
521 Willow Street	Wicomico	Salisbury	102041123170	Electrical;Chiller #1;Red water chiller	Manufacturing (A)	2021	12/15/2021	22,500.00
521 Willow Street	Wicomico	Salisbury	102041123180	Electrical;Chiller #2;Red water chiller CAT2820;	Manufacturing (A)	2021	12/15/2021	22,500.00
521 Willow Street	Wicomico	Salisbury	102041123190	Electrical; Compressor;Ammonia;C7;Loc: Refrig Rm 2	Manufacturing (A)	2021	12/15/2021	89,435.00
521 Willow Street	Wicomico	Salisbury	102041123200	Compressor;Hp;Screw;C7;Frick RXP-101-270 ;	Manufacturing (A)	2021	12/15/2021	242,650.00
521 Willow Street	Wicomico	Salisbury	102041123210	Trap;Ammonia Suction; Loc: RT50 Alley	Manufacturing (A)	2021	12/15/2021	117,350.00
521 Willow Street	Wicomico	Salisbury	102041123220	Piping; Refrigeration; Loc: Red Wtr Chiller Rm	Manufacturing (A)	2021	12/15/2021	67,179.05
521 Willow Street	Wicomico	Salisbury	102041123390	Grid;EquipSupport;SS;Approx 4800sq ft; LOC:	Manufacturing (A)	2021	12/15/2021	164,779.56
521 Willow Street	Wicomico	Salisbury	102041123590	Breaker;MCC; 2000 amp; 480V;	Manufacturing (A)	2022	2/15/2022	15,300.00
521 Willow Street	Wicomico	Salisbury	102041123830	Auger;SS Trough Mea;Sch 80 3/8ths 16" full pitch	Manufacturing (A)	2022	1/15/2022	57,915.00
521 Willow Street	Wicomico	Salisbury	102041123900	Sampler;Refrigerated;Model:ISCO 5800; Loc:Waste Wa	Manufacturing (A)	2022	1/15/2022	6,980.01
521 Willow Street	Wicomico	Salisbury	102041124080	Sealer;Traypack;GTDe Proseal; 2 tray tooling;	Manufacturing (A)	2021	12/15/2021	186,188.57
521 Willow Street	Wicomico	Salisbury	102041124090	Trolley;Loading;Proseal Tool;Loc:Proseal Area	Manufacturing (A)	2021	12/15/2021	8,032.50
521 Willow Street	Wicomico	Salisbury	102041124100	Electrical; vacuum pump; Loc: Box Room	Manufacturing (A)	2021	12/15/2021	6,000.00
521 Willow Street	Wicomico	Salisbury	102041124110	Electrical: Sealer;Traypack; Loc:Proseal Area	Manufacturing (A)	2021	12/15/2021	26,260.00
521 Willow Street	Wicomico	Salisbury	102041124120	Pump;Vacuum;Model: Atlas copco GH5900 VSD+; 20hp;	Manufacturing (A)	2021	12/15/2021	30,834.64
521 Willow Street	Wicomico	Salisbury	102041124130	Saws: Cut Up;Model:CS-100;Qty 3; Loc:Proseal Area	Manufacturing (A)	2021	12/15/2021	20,850.00
521 Willow Street	Wicomico	Salisbury	102041124140	Tables; Metal; Qty 2;Loc:Proseal Area	Manufacturing (A)	2021	12/15/2021	16,910.00
521 Willow Street	Wicomico	Salisbury	102041124150	Scale Controller;Model:NOAX CFS;Loc: Proseal Area	Manufacturing (A)	2021	12/15/2021	5,818.20
521 Willow Street	Wicomico	Salisbury	102041124160	Piping;Vacuum pump; Loc: Box room to Proseal Area	Manufacturing (A)	2021	12/15/2021	6,000.00
521 Willow Street	Wicomico	Salisbury	102041124170	Printer; Video Jet;White;Model:CTU 8520;	Manufacturing (D)	2021	12/15/2021	13,294.88
521 Willow Street	Wicomico	Salisbury	102041124180	Printer;Video Jet;Black;Model:VJ 1580; Loc:Cryovac	Manufacturing (D)	2021	12/15/2021	11,569.70
521 Willow Street	Wicomico	Salisbury	102041124290	Controller & Valve System; Modulating boiler back	Manufacturing (A)	2021	12/15/2021	25,000.00
521 Willow Street	Wicomico	Salisbury	102041124300	Piping: Valve & Bypass Line;Steam;4 inch;	Manufacturing (A)	2021	12/15/2021	6,000.00
521 Willow Street	Wicomico	Salisbury	102041124310	Tubes;500 Hp Boiler;Size.120;Upgrade;	Manufacturing (A)	2021	12/15/2021	15,775.00
521 Willow Street	Wicomico	Salisbury	102041124340	Electrical;upgrade; 50 hp red water recirculation	Manufacturing (A)	2021	12/15/2021	43,721.00
521 Willow Street	Wicomico	Salisbury	102041124350	Pump and 50 Hp Motor;#1;Red water; Loc: Chiller #1	Manufacturing (A)	2021	12/15/2021	7,577.73
521 Willow Street	Wicomico	Salisbury	102041124360	Pump and 50 Hp Motor;#2;Red water; Loc: Chiller #2	Manufacturing (A)	2021	12/15/2021	7,577.73
521 Willow Street	Wicomico	Salisbury	102041124370	Pumps and CIP (PLC) Control Cabinet; Red Water;	Manufacturing (A)	2021	12/15/2021	29,500.00
521 Willow Street	Wicomico	Salisbury	102041124380	CIP Tank and Valves;425 gallon; Loc: Between	Manufacturing (A)	2021	12/15/2021	15,714.00
521 Willow Street	Wicomico	Salisbury	102041124390	Breakers;100amp; Qty 2;Red water pumps;	Manufacturing (A)	2022	1/15/2022	7,442.00
521 Willow Street	Wicomico	Salisbury	102041124400	Piping;Steam Line;CIP;Loc:Between Chillers #1 & #2	Manufacturing (A)	2021	12/15/2021	8,000.00
521 Willow Street	Wicomico	Salisbury	102041127210	Pit; Receiving;Stainless steel	Manufacturing (A)	2022	3/15/2022	41,756.20
521 Willow Street	Wicomico	Salisbury	102041131150	Conveyor; Incline w/minii-hopper; Mfg: SMI;	Manufacturing (A)	2022	4/15/2022	16,782.50
521 Willow Street	Wicomico	Salisbury	102041131160	Electrical; Conveyor; Incline w/minii-hopper;	Manufacturing (A)	2022	4/15/2022	6,000.00
521 Willow Street	Wicomico	Salisbury	102041134090	Electrical; Horizontal Band sealer and Taped Bag	Manufacturing (A)	2022	6/15/2022	9,200.00
521 Willow Street	Wicomico	Salisbury	102041134100	Sealer;Horizontal Band; 2 heat element; 12' long;	Manufacturing (A)	2022	6/15/2022	45,244.60
521 Willow Street	Wicomico	Salisbury	102041134110	Loader; Taped bag; Mfg: Risor; Model: BG450;	Manufacturing (A)	2022	6/15/2022	15,007.88
521 Willow Street	Wicomico	Salisbury	102041134120	Loader; Taped bag; Mfg: Risor; Model: BG450;	Manufacturing (A)	2022	6/15/2022	15,007.87
521 Willow Street	Wicomico	Salisbury	102041135540	Piping: Dry Air Circulation;2x6"; PVC;	Manufacturing (A)	2022	8/15/2022	17,800.00
521 Willow Street	Wicomico	Salisbury	102041135550	Head;Metal Detector; Mfg;Safeline;Model: V48-R-ss;	Manufacturing (A)	2022	8/15/2022	44,942.61
521 Willow Street	Wicomico	Salisbury	102041135710	Piping; Blower; 2x8in SS Sch10 & 2x10in	Manufacturing (A)	2022	5/15/2022	169,949.16
521 Willow Street	Wicomico	Salisbury	102041135720	Tray;Cable; 275ft; Loc: Refrig Rm 4 to evis line 1	Manufacturing (A)	2022	5/15/2022	45,000.00
521 Willow Street	Wicomico	Salisbury	102041135730	Prechiller; Rocking; #1; Mfg:JBT Model:Trident	Manufacturing (A)	2022	5/15/2022	225,062.76
521 Willow Street	Wicomico	Salisbury	102041135740	Prechiller; Rocking; #2; Mfg:JBT Model:Trident	Manufacturing (A)	2022	5/15/2022	225,062.76
521 Willow Street	Wicomico	Salisbury	102041135750	Chiller; Auger; #1; Mfg:JBT; Model: Fat Cat	Manufacturing (A)	2022	5/15/2022	352,934.11
521 Willow Street	Wicomico	Salisbury	102041135760	Chiller; Auger; #2; Mfg:JBT; Model: Fat Cat	Manufacturing (A)	2022	5/15/2022	352,934.11
521 Willow Street	Wicomico	Salisbury	102041135770	COPE; #1; Mfg;Morris; Model: 8WHS;Loc: Grading	Manufacturing (A)	2022	5/15/2022	125,186.78
521 Willow Street	Wicomico	Salisbury	102041135780	COPE; #2; Mfg;Morris; Model: 8WHS;Loc: Grading	Manufacturing (A)	2022	5/15/2022	125,186.78
521 Willow Street	Wicomico	Salisbury	102041135790	Cabinet; Electrical; Pre-Main-Final Chillers;	Manufacturing (A)	2022	5/15/2022	117,012.57
521 Willow Street	Wicomico	Salisbury	102041135800	Panel; Control; Chillers;Mfg:JBT; Loc: On Catwalk	Manufacturing (A)	2022	5/15/2022	30,467.80
521 Willow Street	Wicomico	Salisbury	102041135810	Unloader; Bird; #1; Mfg: Lewis Bird;Model:	Manufacturing (A)	2022	5/15/2022	23,700.00
521 Willow Street	Wicomico	Salisbury	102041135820	Electrical; Wiring and Conduits; Dumper; Grading;	Manufacturing (A)	2022	5/15/2022	21,950.00
521 Willow Street	Wicomico	Salisbury	102041135830	Dumper; Grading; Tote; Stainless steel; Mfg: SMI;	Manufacturing (A)	2022	5/15/2022	60,000.00
521 Willow Street	Wicomico	Salisbury	102041135840	Conveyor; Grading dumper lift; Mfg: SMI;	Manufacturing (A)	2022	5/15/2022	13,000.00
521 Willow Street	Wicomico	Salisbury	102041135850	Conveyor; Grading transfer; Mfg: SMI; Loc: Grading	Manufacturing (A)	2022	5/15/2022	20,620.00
521 Willow Street	Wicomico	Salisbury	102041135860	Blower; Chiller; #1; Mfg: Gardner Denver; Model:	Manufacturing (A)	2022	5/15/2022	24,549.25
521 Willow Street	Wicomico	Salisbury	102041135870	Blower; Chiller; #2; Mfg: Gardner Denver; Model:	Manufacturing (A)	2022	5/15/2022	24,549.25
521 Willow Street	Wicomico	Salisbury	102041135880	Blower; Chiller; #3; Mfg: Gardner Denver; Model:	Manufacturing (A)	2022	5/15/2022	24,549.25
521 Willow Street	Wicomico	Salisbury	102041135890	Blower; Chiller; #4; Mfg: Gardner Denver; Model:	Manufacturing (A)	2022	5/15/2022	24,549.25
521 Willow Street	Wicomico	Salisbury	102041135900	Blower; Chiller; #5; Mfg: Gardner Denver; Model:	Manufacturing (A)	2022	5/15/2022	24,549.25
521 Willow Street	Wicomico	Salisbury	102041135910	Blower; Chiller; #6; Mfg: Gardner Denver; Model:	Manufacturing (A)	2022	5/15/2022	24,549.25
521 Willow Street	Wicomico	Salisbury	102041135920	Cabinet; Electrical; Blowers; Mfg:JBT; Loc:	Manufacturing (A)	2022	5/15/2022	40,000.00
521 Willow Street	Wicomico	Salisbury	102041135930	Electrical; Wiring and conduits; Blower system;	Manufacturing (A)	2022	5/15/2022	70,000.00
521 Willow Street	Wicomico	Salisbury	102041135940	Electrical; Prechiller; Rocking; #1 & #2; Mfg:JBT	Manufacturing (A)	2022	5/15/2022	85,000.00
521 Willow Street	Wicomico	Salisbury	102041135950	Electrical; Chiller; Auger; #1 & #2; Mfg:JBT;	Manufacturing (A)	2022	5/15/2022	125,300.00
521 Willow Street	Wicomico	Salisbury	102041135960	Electrical; COPE; #1 & #2; Mfg;Morris; Model:8WHS;	Manufacturing (A)	2022	5/15/2022	20,000.00
521 Willow Street	Wicomico	Salisbury	102041135970	Electrical;Red water; Motors & Pumps;Loc: Chillers	Manufacturing (A)	2022	5/15/2022	13,500.00
521 Willow Street	Wicomico	Salisbury	102041135980	Piping; Red water for CIP; Loc: Chillers	Manufacturing (A)	2022	5/15/2022	18,530.01
521 Willow Street	Wicomico	Salisbury	102041135990	Track; Eviseccration; Line 1 and 2; Loc:Across and	Manufacturing (A)	2022	5/15/2022	60,000.00
521 Willow Street	Wicomico	Salisbury	102041136000	Track; Eviseccration; Line 3 and 4; Loc: Beside	Manufacturing (A)	2022	5/15/2022	50,000.00
521 Willow Street	Wicomico	Salisbury	102041136010	Track; Eviseccration; Single loop salvage; Loc:	Manufacturing (A)	2022	5/15/2022	50,000.00
521 Willow Street	Wicomico	Salisbury	102041136020	Piping; Chill water; Valves; SS sch10; Loc:	Manufacturing (A)	2022	5/15/2022	50,073.00
521 Willow Street	Wicomico	Salisbury	102041136030	Chute; Dewatering; Chiller System 1; Mfg: Summit	Manufacturing (A)	2022	5/15/2022	23,723.14
521 Willow Street	Wicomico	Salisbury	102041136040	Chute; Dewatering; Chiller System 2; Mfg: Summit	Manufacturing (A)	2022	5/15/2022	23,723.14
521 Willow Street	Wicomico	Salisbury	102041136050	Piping; Chiller; Chemical distribution; PVC;	Manufacturing (A)	2022	5/15/2022	62,500.00
521 Willow Street	Wicomico	Salisbury	102041136060	Sealer; Rotary Vacuum; Unit 1; Mfg: CryoVac;	Manufacturing (A)	2022	5/15/2022	451,604.13
521 Willow Street	Wicomico	Salisbury	102041136070	Electrical; Wiring and conduits;Vacuum pumps 1-6;	Manufacturing (A)	2022	5/15/2022	22,000.00
521 Willow Street	Wicomico	Salisbury	102041136080	Electrical; Wiring and conduits; 8600s 1-2;	Manufacturing (A)	2022	5/15/2022	20,000.00

Street Address	County	Incorporated Town	Asset Number	Asset Description	Category as Filed	Application	Acquisition	Reported Cost
						Year	Date	
521 Willow Street	Wicomico	Salisbury	102041136090	Electrical; 480V 250 amp panel; Vacuum pumps 1-6;	Manufacturing (A)	2022	5/15/2022	35,000.00
521 Willow Street	Wicomico	Salisbury	102041136100	Sealer, Rotary Vacuum; Unit 2; Mfg: CryoVac;	Manufacturing (A)	2022	5/15/2022	451,604.13
521 Willow Street	Wicomico	Salisbury	102041136120	Piping; Sch10 SS; For Vacuum pumps 5&6; Mfg:SMI;	Manufacturing (A)	2022	5/15/2022	15,000.00
521 Willow Street	Wicomico	Salisbury	102041136150	Shrink Tunnel; Steam unit 1; Mfg:CryoVac;	Manufacturing (A)	2022	5/15/2022	64,535.31
521 Willow Street	Wicomico	Salisbury	102041136160	Shrink Tunnel; Steam unit 2; Mfg:CryoVac;	Manufacturing (A)	2022	5/15/2022	64,535.31
521 Willow Street	Wicomico	Salisbury	102041136170	Vacuum pump; Mfg:Busch; Model:0630C-A2A1 25hp	Manufacturing (A)	2022	5/15/2022	35,507.39
521 Willow Street	Wicomico	Salisbury	102041136180	Vacuum pump; Mfg:Busch; Model:0630C-A2A1 25hp	Manufacturing (A)	2022	5/15/2022	35,507.39
521 Willow Street	Wicomico	Salisbury	102041136190	Transformer; Isolation; 25KVA; For 8600 #1; Loc:	Manufacturing (A)	2022	5/15/2022	5,000.00
521 Willow Street	Wicomico	Salisbury	102041136200	Transformer; Isolation; 25KVA; For 8600 #2; Loc:	Manufacturing (A)	2022	5/15/2022	5,000.00
521 Willow Street	Wicomico	Salisbury	102041136210	Vacuum pump; 25hp Rotary vane; Loc: stack #3-1	Manufacturing (A)	2022	5/15/2022	7,000.00
521 Willow Street	Wicomico	Salisbury	102041136220	Vacuum pump; Mfg:Busch; Model:0630C-A2A1 25hp	Manufacturing (A)	2022	5/15/2022	35,507.39
521 Willow Street	Wicomico	Salisbury	102041136230	Vacuum pump; Mfg:Busch; Model:0630C-A2A1 25hp	Manufacturing (A)	2022	5/15/2022	35,507.39
521 Willow Street	Wicomico	Salisbury	102041136240	Pump; Vacuum; 25hp Rotary vane; Loc: stack #3-2	Manufacturing (A)	2022	5/15/2022	7,000.00
521 Willow Street	Wicomico	Salisbury	102041136570	Controller; Bulk weigh system; Mfg: Gainco;	Manufacturing (A)	2022	9/15/2022	14,541.79
521 Willow Street	Wicomico	Salisbury	102041136580	Controller; Bulk weigh system; Mfg: Gainco;	Manufacturing (A)	2022	9/15/2022	14,541.79
521 Willow Street	Wicomico	Salisbury	102041200340	Motor; Rebuild -Demco; 350hp; Mfg:Toshiba/Houston;	Manufacturing (A)	2022	10/15/2022	9,066.50
521 Willow Street	Wicomico	Salisbury	102041200350	Motor; Rebuild -Demco; 125hp; Mfg: Toshiba; Model:	Manufacturing (A)	2022	10/15/2022	5,030.00
521 Willow Street	Wicomico	Salisbury	102041200360	Pipe; PVC - Feather water; W/ insulation and heat	Manufacturing (A)	2022	9/15/2022	61,878.27
521 Willow Street	Wicomico	Salisbury	102041200370	Pipe; Stainless steel - Blood pipe ;W/insulation	Manufacturing (A)	2022	9/15/2022	27,063.17
Manufacturing Total								6,052,139.30

BUSINESS PERSONAL PROPERTY RETURN OF DEPT ID# W14880488

**2023
Form 1**

PF-MD-1020-SALISBURY31149, PF-MD-1020-SALISBURY31149
31149 Old Ocean City Road, Salisbury, MD 21804

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

State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted by September 1 or within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property. Visit the website dat.maryland.gov for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Year Acquired	A	C	D	Year Acquired	A	C	D
2022	73,709			2018	26,738		196,268
2021	283,300		6,787	2017	775,856		
2020	162,867	29,871	58,885	2016	600,615		
2019	111,754			2015 & Prior	3,181,273		12,427

Describe Property in C & D above:

D - Data Processing Equipment

Total Cost
\$ 5,520,350

6. Vehicles with interchangeable Registration and/or Unregistered vehicles: (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions

Year Acquired	Original Cost	Year Acquired	Original Cost
2022		2020	
2021		2019 & Prior	

Total Cost
\$ NONE

7. Non-farming livestock:

Book Value \$	None	Market Value \$
---------------	------	-----------------

8. Other personal property:

File separate schedule giving a description of property, original cost and the date of acquisition.

Total Cost
\$ NONE

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

File separate schedule showing names and addresses of owners, lease number, description of property installation date and separate cost in each case.

Total Cost
\$ SEE ATTACHED

10. Property owned by the business, used by others as lessee or otherwise:

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost. **For additional information regarding separate schedules please see Form 1 instructions at <https://dat.maryland.gov>**

Total Cost
\$ NONE



BUSINESS PERSONAL PROPERTY RETURN OF DEPT ID# W14880488

PF-MD-1020-SALISBURY6906, PF-MD-1020-SALISBURY6906

6906 Zion Church Road, Salisbury, MD 21804

**2023
Form 1**

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

State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted by September 1 or within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property. Visit the website dat.maryland.gov for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Year Acquired	A	C	D	Year Acquired	A	C	D
2022	662,349			2018	163,016		
2021	34,650			2017	207,701		
2020	433,032			2016	20,309		
2019				2015 & Prior	5,916,950		

Describe Property in C & D above:

D - Data Processing Equipment

Total Cost
\$ 7,438,007

6. Vehicles with interchangeable Registration and/or Unregistered vehicles: (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions

Year Acquired	Original Cost	Year Acquired	Original Cost
2022		2020	
2021		2019 & Prior	

Total Cost
\$ NONE

7. Non-farming livestock:

Book Value \$	None	Market Value \$
---------------	------	-----------------

8. Other personal property:

File separate schedule giving a description of property, original cost and the date of acquisition.

Total Cost
\$ NONE

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

File separate schedule showing names and addresses of owners, lease number, description of property installation date and separate cost in each case.

Total Cost
\$ SEE ATTACHED

10. Property owned by the business, used by others as lessee or otherwise:

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost. For additional information regarding separate schedules please see Form 1 instructions at <https://dat.maryland.gov>

Total Cost
\$ NONE



BUSINESS PERSONAL PROPERTY RETURN OF DEPT ID# W14880488

**2023
Form 1**

PF-MD-1020-SALISBURYLW, PF-MD-1020-SALISBURYLW

Lake & Willow Streets, Salisbury, MD 21804

5. Tools, machinery, and/or equipment used for manufacturing or research and development:
 State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted by September 1 or within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property. Visit the website dat.maryland.gov for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Year Acquired	A	C	D	Year Acquired	A	C	D
2022	4,469,520			2018	273,971		
2021	1,918,679		24,865	2017	2,045,370		
2020	1,998,127		44,462	2016	2,031,834		206,280
2019	659,624		187,619	2015 & Prior	15,747,971		264,909

Describe Property in C & D above:

D - Data Processing Equipment

Total Cost
\$ 29,873,231

6. Vehicles with interchangeable Registration and/or Unregistered vehicles: (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions

Year Acquired	Original Cost	Year Acquired	Original Cost
2022		2020	
2021		2019 & Prior	

Total Cost
\$ NONE

7. Non-farming livestock:

Book Value \$	None	Market Value \$
---------------	------	-----------------

8. Other personal property:

File separate schedule giving a description of property, original cost and the date of acquisition.

Total Cost
\$ NONE

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

File separate schedule showing names and addresses of owners, lease number, description of property installation date and separate cost in each case.

Total Cost
\$ SEE ATTACHED

10. Property owned by the business, used by others as lessee or otherwise:

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost. For additional information regarding separate schedules please see Form 1 instructions at <https://dat.maryland.gov>

Total Cost
\$ NONE





To: Andy Kitzrow, City Administrator
From: Phillip Menzel, Assistant Director of Finance *PM*
Date: 1/8/2024
Re: Manufacturing Exemption for equipment purchased 2022 Spartech LLC

I am recommending that Spartech LLC. be granted exemptions from Personal Property Tax for their equipment purchased in 2022 as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2022 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$76,741 in personal property tax for 2022 equipment purchases. The exemptions will be applied to City Property Tax years 2024-2028 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

City of Salisbury
Finance Department
Exemption Recommendation to City Council

Company: Spartech, LLC
 Address: 601 Marvel Road

Requested By: Juli Donelson
 Date of Request: 6/14/2023

Description of Mfg.: Manufacturing

Equipment Year 2022

New Equipment See Listing \$ 913,578.00

Total \$ 913,578

Exemption Value	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Am't of Exemption</u>
	2024	2023	1	822,220	19,733
	2025	2024	2	730,862	17,541
	2026	2025	3	639,505	15,348
	2027	2026	4	548,147	13,156
	2028	2027	5	456,789	10,963
Total Value of Exemption:					<u><u>\$ 76,741</u></u>

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

FINANCE DEPARTMENT

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

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

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

Business Name: Spartech, LLC MD Department ID#: Z15461130

Mailing Address: C/O: Ryan, LLC, 600 Superior Ave E, Suite 1810, Cleveland, OH 44114

Contact Name: Juli Donelson Phone No.: 216.465.6810

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.

55 MFG/R&D Employees; 7 Admin Employees; See Attached Process/Activities Detail

2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2022.
3. Address of Manufacturing / R & D operation. 601 Marvel Road, Salisbury, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. 7/31/17
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature *Juli Donelson* Date 06/14/2023

Email address juli.donelson@ryan.com

BUSINESS PERSONAL PROPERTY RETURN OF DEPT ID# Z15461130

**2023
Form 1**

7019, Salisbury
601 Marvel Road, Salisbury, MD 21801

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

State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted by September 1 or within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property. Visit the website dat.maryland.gov for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Year Acquired	A	C	D	Year Acquired	A	C	D
2022	913,578			2018	155,735		
2021	293,549			2017	5,071,047		
2020	178,821			2016			
2019	366,170			2015 & Prior			

Describe Property in C & D above:

Total Cost

\$ 6,978,900

6. Vehicles with interchangeable Registration and/or Unregistered vehicles: (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions

Year Acquired	Original Cost	Year Acquired	Original Cost
2022		2020	
2021		2019 & Prior	

Total Cost

\$ NONE

7. Non-farming livestock:

Book Value \$	None	Market Value \$
---------------	------	-----------------

8. Other personal property:

File separate schedule giving a description of property, original cost and the date of acquisition.

Total Cost

\$ NONE

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

File separate schedule showing names and addresses of owners, lease number, description of property installation date and separate cost in each case.

Total Cost

\$ SEE ATTACHED

10. Property owned by the business, used by others as lessee or otherwise:

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost. **For additional information regarding separate schedules please see Form 1 instructions at <https://dat.maryland.gov>**

Total Cost

\$ NONE

Spartech, LLC
 City of Salisbury, MD
 ID: Z15461130
 Fixed Asset Detail

December 31, 2022

Asset #	State Class	Asset Description	Acq Date (O)	Cost (O)
7019-1711039027-0	Mfg M&E	C1 pull roll	8/15/2021	6,051
7019-1711038871-0	Mfg M&E	C2 3 Roll Hot Oil Pump	1/15/2022	13,891
7019-1711038870-0	Mfg M&E	C2 drive braking unit	1/15/2022	3,828
7019-1711038873-0	Mfg M&E	C2 feeder rebuild parts	1/15/2022	2,751
7019-1711038872-0	Mfg M&E	Winder linear bearings	1/15/2022	7,717
7019-1711038888-0	Mfg M&E	Boiler - Jordan Valve	2/28/2022	13,304
7019-1711038892-0	Mfg M&E	C1 roll bend bearing	2/28/2022	19,236
7019-1711038891-0	Mfg M&E	C2 dust collector repair	2/28/2022	4,160
7019-1711038890-0	Mfg M&E	C2 High speed mixer - bearings and seals	2/28/2022	3,967
7019-1711038889-0	Mfg M&E	C2 wigwag belt cylinder	2/28/2022	5,831
7019-1711038916-0	Mfg M&E	C1 winder chucks	3/1/2022	9,500
7019-1711038913-0	Mfg M&E	Calender rotary joints	3/1/2022	5,275
7019-1711038914-0	Mfg M&E	Hoist Repair	3/1/2022	6,896
7019-1711038915-0	Mfg M&E	Repair C2 drive braking unit	3/1/2022	3,561
7019-1711038912-0	Mfg M&E	Fire pump repair	3/15/2022	9,258
7019-1711038936-0	Mfg M&E	C2 pickoff couplings	4/29/2022	8,618
7019-1711038935-0	Mfg M&E	Farrel F80 Banbury mixer	4/29/2022	161,662
7019-1711038937-0	Mfg M&E	Lam Winder Slitter	4/29/2022	218,806
7019-1711038938-0	Mfg M&E	Press 1 rewind motor	4/29/2022	6,250
7019-1711038948-0	Mfg M&E	Plant water softener replacement	5/26/2022	9,343
7019-1711038951-0	Mfg M&E	Tank farm repair	5/26/2022	6,800
7019-1711038987-0	Mfg M&E	C1 corona treater removal	6/30/2022	6,950
7019-1711038988-0	Mfg M&E	C2 pull roll drive	6/30/2022	7,220
7019-1711038985-0	Mfg M&E	Kneader rebuild parts for C2	6/30/2022	4,722
7019-1711038986-0	Mfg M&E	RTO Repair	6/30/2022	47,806
7019-1711038984-0	Mfg M&E	Tank farm heat exchanger	6/30/2022	11,004
7019-1711039013-0	Mfg M&E	C1 winder tension/taper	7/31/2022	65,413
7019-1711039014-0	Mfg M&E	Tank farm pipe repair	7/31/2022	13,900
7019-1711039031-0	Mfg M&E	Boiler repair	8/15/2022	51,030
7019-1711039028-0	Mfg M&E	Laminator chiller replacement	8/15/2022	12,468
7019-1711039029-0	Mfg M&E	RTO burner replacement	8/15/2022	14,379
7019-1711039046-0	Mfg M&E	Pro Mic roll measurement system	9/27/2022	33,151
7019-1711039085-0	Mfg M&E	C1 train motor replacement (CIP)	10/31/2022	14,185
7019-1711039086-0	Mfg M&E	C2 drives emergency repair (CIP)	10/31/2022	29,629
7019-1711039087-0	Mfg M&E	Parkinson air differential shafts (CIP)	10/31/2022	8,800
7019-1711039138-0	Mfg M&E	C2 calender control buttons	12/30/2022	7,290
7019-1711039139-0	Mfg M&E	C2 yellow mat (CIP)	12/30/2022	4,000
7019-1711039140-0	Mfg M&E	Instron QC testing machine	12/30/2022	48,293
7019-1711039142-0	Mfg M&E	PT cylinder rechrome (CIP)	12/30/2022	7,184
7019-1711039141-0	Mfg M&E	Rubbermaid cylinder rechrome (CIP)	12/30/2022	5,499

Total Mfg M&E 919,629



City of Salisbury

COUNCIL AGENDA – Department of Procurement

January 22, 2024

Award of Bid(s)

- | | |
|---------------------------------------------|---------------------------|
| 1. ITB A-24-104 Janitorial Services | \$280,000.00 (4 yr. est.) |
| 2. ITB 24-111 Zoo Pavilion and Installation | \$130,233.69 |



City of Salisbury

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: January 22, 2024
Subject: Award of Bids

The Department of Procurement seeks Award of Bid approval from City Council for the solicitation(s) as defined herein. The City followed required bidding practices as defined by the Salisbury Charter and the Municipal Code of Ordinances, and publicly posted the solicitations for the competitively bid procurements on the City of Salisbury's Procurement Portal and the State of Maryland's website, eMaryland Marketplace Advantage.

ITB A-24-104 Janitorial Services

- Department: Water Works, Zoo, Field Operations
- Scope of Work: Provide routine and non-routine cleaning services and cleaning supplies for City facilities.
- Bid date: 09/19/23
- Bid opening: 10/25/23
- Vendors to be awarded (see included bid tabulation)
 - Leo's Simply Clean, LLC (Salisbury, MD)
 - Sentral Services, LLC (Kensington, MD)
- Cost: \$70,000 per yr. estimate
- GL Account(s): varies per department
- Notes:
 - Contract includes a renewal clause (up to three additional 1-yr. terms)

ITB 24-111 Zoo Pavilion and Installation

- Department: Arts, Business and Culture
- Scope of Work: Furnish and install an outdoor pavilion structure at the Salisbury Zoo
- Cooperative contract(s) & vendor information:
 - Sourcewell
 - Contract 012621-PPC
 - Contractor: Porter Corp (serviced by local dealer, Sparks at Play, Owings Mills, MD)
 - Contract Maturity Date: 03/05/2025
- Cost: \$130,233.69
- GL Account(s): 12800-513026-73043
- Notes:
 - Purchasing authority per City of Salisbury Charter § SC 16-3 General Policy of Competitive Bidding, Exceptions, which states that competitive bidding is not necessary or appropriate in the following circumstances:
 - A.(9) Contracts in which the City receives a contract price negotiated by the State, County, or other governmental entity pursuant to a valid contract.
 - As a service cooperative, Sourcewell is a local government unit, public corporation and public agency pursuant to the Minnesota Constitution and enabling law Minn. Stat. § 123A.21
 - The City of Salisbury is a Participating Agency, Account # 2425

Reference Number	Description	UOM	Leo's Simply Clean LLC	Sentral Services, LLC	Julz & Bellz Associates LLC	RMB Pros, LLC	Prestigious Property Services & Preservation, LLC	Greenpath Cleaners and Remodelling LLC
101	Area I – Zoo, 755 Park Drive. This bid item includes Public Restrooms, Main Office, Education Building, Morgan Center.	Per Month	\$1,380.00	\$1,613.00	\$2,800.00	\$5,026.00	\$39,511.43	\$25,151.28
101a.	Area I Ben's Red Swings 2x daily.	Per Month	\$600.00	\$972.00		\$1,588.11	\$22,619.00	\$17,032.00
101b.	Area I Ben's Red Swings additional frequency of cleaning price as needed.	Each Cleaning	\$30.00	\$95.00	\$475.00	\$103.11	\$201.96	\$3,346.00
101c.	Area I Zoo Public Restrooms call in price for extra cleaning during events	Each Cleaning	No Bid	\$95.00	\$452.00	\$115.48	\$284.00	\$3,346.00
101d.	Area I Zoo Admin Building and Hospital building price for floor burnishing. 2210sf	Each Cleaning	\$55.00	\$490.00	\$310.00	\$2,955.40	\$16,888.91	\$6,035.20
102	Area II – Water & Sewer, 404 West Isabella Street	Per Month	\$355.00	\$430.00	\$3,239.60	\$2,310.25	\$24,148.51	\$23,558.40
103	Area III – City Yard, 500 Mack Avenue	Per Month	\$1,575.00	\$261.00	\$5,708.40	\$3,646.75	\$18,929.95	\$30,165.28
104	Area IV- Waste Water Treatment Plant, 1142 Marine Road	Per Month	\$1,450.00	\$1,871.00	\$7,228.00	\$7,677.09	\$18,365.74	\$23,778.08
105	Area V- Port of Salisbury Marina	Per Month	\$375.00	\$320.00	\$3,700.00	\$2,049.51	\$11,360.25	\$29,580.64
106	Area VI: Park Water Treatment Plant	Per Month	\$390.00	\$491.00	\$2,002.80	\$2,693.01	\$1,227.54	\$24,901.28
107	Area VII: Paleo Water Treatment Plant	Per Month	\$580.00	\$484.00	\$3,396.00	\$4,549.26	\$3,953.99	\$19,696.00



City of Salisbury

To: Jennifer Miller - Director of Procurement
From: Chuck Eicholz - Director, Salisbury Zoological Park
Subject: Recommendation for Award of Bid for Zoo Special Events Pavilion
Date: January 3rd, 2024

The City of Salisbury received a grant from Maryland Department of Natural Resources Community Parks and Playgrounds (CP&P) Program to upgrade the bathrooms (Phase 1 completed) at the zoological park and build a Special Events Pavilion (Phase 2). The zoo is ready to move forward with Phase 2 of the project. As per the original proposal, we have identified that the location of the new pavilion will be on the east side of the park near the education building.

Funding for this project can be found in account number 12800-513026-73043. Attached you will find the following items:

- CP&P FY 22 Application
- Sparks at Play Proposal Number 009463-1

The estimated delivery time for this new Special Events Pavilion is April 2024.

Please add this to the Award of Bids content for the earliest possible Council Legislative Agenda. If you should have any questions or comments, please do not hesitate to contact me.

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

Sparks At Play, LLC.
3705 Crondall Lane.
Owings Mills, MD 21117

PROPOSAL

Proposal Number: 009463-1

Proposal Date: December 13, 2023



Local Rep
Phone: 410-356-9677
Fax: 410-356-2198

Sourcewell ID 012621 PPC

To: Jennifer Miller

City of Salisbury
125 North Division Street, Salisbury,
MD, 21801
410) 548-3100

Shipping Address:

RE: Salisbury Zoo

Customer ID	PO Number	Sales Rep Name
City of Salisbury		Jason Sparks
Customer Contact	Shipping Method	Payment Terms

Quantity	Description	Unit Price	Amount
1	Poligon Discount	(\$4,227.20)	(\$4,227.20)
1	*Poligon Structure Model & Size MAC 20' x 29' MR	\$500.00	\$500.00
1	Trucking from MI to MD.	\$3,600.00	\$3,600.00

ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE MADE OUT TO:

Sparks At Play, LLC.
3705 Crondall Lane.
Owings Mills, MD 21117

PROPOSAL

Proposal Number: 009463-1

Proposal Date: December 13, 2023



Local Rep
Phone: 410-356-9677
Fax: 410-356-2198

Quantity	Description	Unit Price	Amount
1	Model and Size MAC-20x29MR Min Clearance Height 7.5 Primary Roof Multi-Rib Metal Roof "R" Panel Anchor Bolts Cupola CFC Ornamentation Carmel FINISHES: COLORS Frame Poli-5000 TBD Roof TBD Cupola Frame TBD Cupola Roof TBD Cupola Ornamentation TBD	\$52,840.00	\$52,840.00
1	Install MAC-20x29MR Poligon Shade structure per Poligon drawings. • Excavate footings and dispose of spoils off-site. • Furnish and install footing reinforcing steel. • Install anchor bolts. • Furnish and pour 3000 psi concrete footings.	\$77,520.89	\$77,520.89
		SUBTOTAL	\$130,233.69
		SALES TAX (%)	\$0.00
		TOTAL AMOUNT	\$130,233.69

There will be a 10% fee on all cancelled orders.

Terms:

poligon[®]

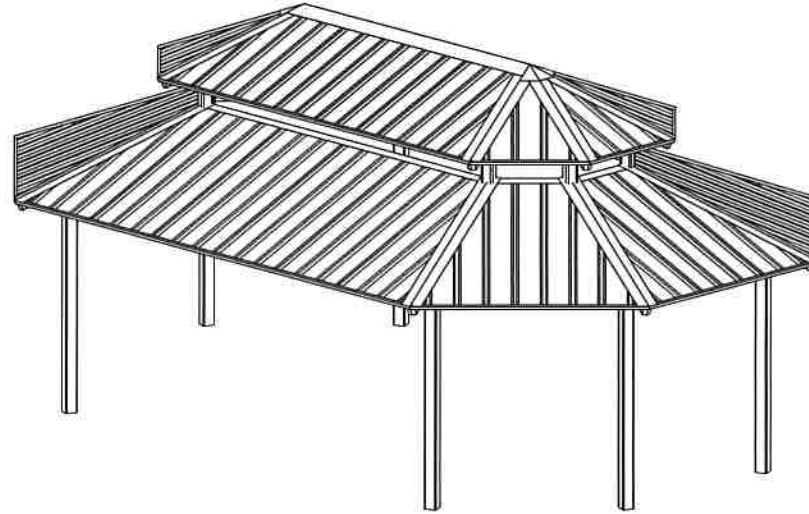


FRAME COLOR: SURREY BEIGE
ROOF COLOR: EVERGREEN
COLORS SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. FOR OTHER
COLOR SELECTIONS, PLEASE SUBMIT AN E1 DRAWING REQUEST.

MAC 20X29

poligon[®]

PROJECT: _____
 LOCATION: _____
 BUILDING TYPE: MAC 20X29
 ROOF TYPE: MULTI-RIB



DRAWING LIST:

SHEET NUMBER	DRAWING DESCRIPTION
CS	COVER SHEET
1	ARCHITECTURAL ELEVATIONS
2	STRUCTURAL FRAMING PLAN
3	COLUMN LAYOUT

FABRICATOR APPROVALS:
 CITY OF PHOENIX, AZ APPROVED FABRICATOR #C08-2010
 CITY OF LOS ANGELES, CA APPROVED FABRICATOR #1596
 CITY OF RIVERSIDE, CA APPROVED FABRICATOR #SP06-0033
 CITY OF HOUSTON, TX APPROVED FABRICATOR #470
 CLARK COUNTY, NV APPROVED FABRICATOR #264
 STATE OF UTAH APPROVED FABRICATOR 02008-14

CERTIFICATES:
 MIAMI-DADE COUNTY CERTIFICATE OF COMPETENCY NO. 16-0813.16
 PCI (POWDER COATING INSTITUTE) 4000 CERTIFIED

MATERIALS:

DESCRIPTION	ASTM DESIGNATION
TUBE STEEL	A500 (GRADE B)
SCHEDULE PIPE	A53 (GRADE B)
RMT PIPE	A519
LIGHT GAGE COLD FORMED	A1003 (GRADE 50)
STRUCTURAL STEEL PLATE	A36
ROOF PANELS (STEEL)	A653

GENERAL NOTES:
 UNLESS NOTED OTHERWISE, THIS STRUCTURE WAS DESIGNED TO ONLY SUPPORT WHAT IS SHOWN ON THESE DRAWINGS. POLIGON MUST BE CONTACTED IF ANYTHING ELSE IS TO BE ATTACHED TO THIS STRUCTURE (WALLS, COLUMN WRAPS, RAILINGS, ETC.) SO THE DESIGN OF THIS STRUCTURE CAN BE REVIEWED AND POSSIBLY REVISED.

UNLESS NOTED OTHERWISE, THIS STRUCTURE WAS DESIGNED ASSUMING A 20' SEPARATION BETWEEN ANY ADJACENT STRUCTURE WITH AN EAVE HEIGHT EQUAL TO OR GREATER THAN THE EAVE HEIGHT OF THIS STRUCTURE. IF THAT SEPARATION DOES NOT EXIST, POLIGON MUST BE CONTACTED SO THE DESIGN OF THIS STRUCTURE CAN BE REVIEWED AND POSSIBLY REVISED.

STRUCTURAL STEEL SHALL BE DETAILED, FABRICATED, AND ERECTED IN ACCORDANCE WITH THE LATEST EDITION OF THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) SPECIFICATION MANUAL.

ALL WELDING IS PERFORMED BY AMERICAN WELDING SOCIETY CERTIFIED WELDERS AND CONFORMS TO THE LATEST EDITION OF AWS D1.1 OR D1.3 AS REQUIRED.

PARTS SHOWN MAY BE UPGRADED DUE TO STANDARDIZED FABRICATION. REFER TO THE SHIPPING BILL OF MATERIALS FOR POSSIBLE SUBSTITUTIONS.

FOR PROPER FIELD INSTALLATION OF THE BUILDING IT IS RECOMMENDED THAT THE PRIMARY FRAME INSTALLER AND THE ROOF INSTALLER HAVE A MINIMUM FIVE (5) YEARS DOCUMENTED EXPERIENCE INSTALLING THIS TYPE OF PRODUCT.

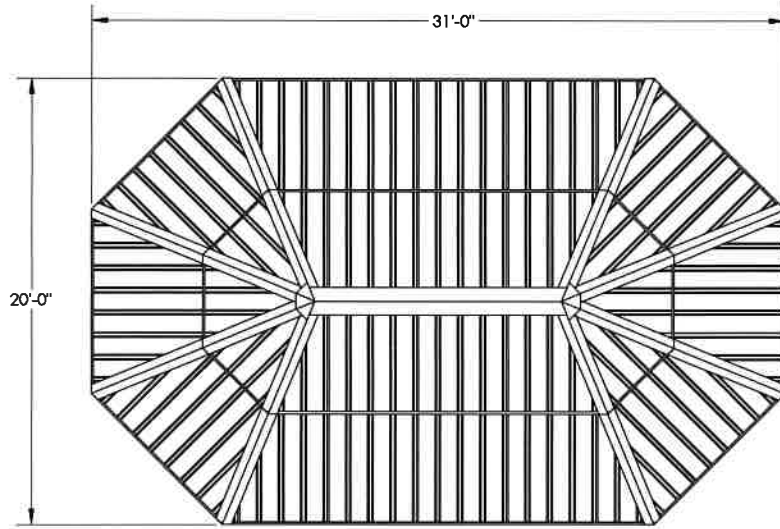
FOR PROPER FIELD INSTALLATION OF THE BUILDING IT IS RECOMMENDED THAT ELECTRIC WIRING, IF REQUIRED, BE RUN THROUGH THE STRUCTURAL MEMBERS BEFORE THE BUILDING IS ERECTED.

STOP!!
NOT FOR CONSTRUCTION
 USE FOR PRELIMINARY
 PLANNING AND ESTIMATING
 ONLY

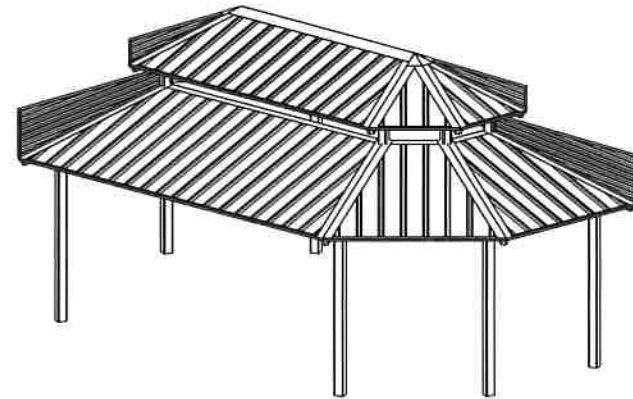
DRAWING: COVER SHEET		REV LEVEL: A
SCALE: 1:32	www.poligon.com	
 (616)399-1963 by PORTERCORP		SHEET
<small> COPYRIGHT 2016 PAINTED OR PAINTS PENDING PORTERCORP 4240 N. 134th AVE. HOLLAND, MI 48034 </small>		CS

GENERAL ROOF NOTES:

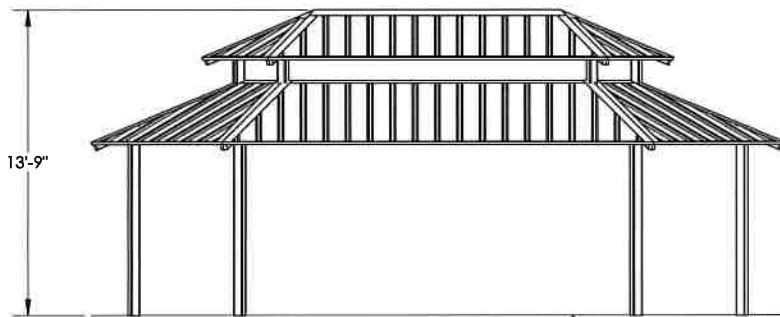
1. METAL ROOFING:
 - 24 GAUGE
 - GALVALUME COATED
 - KYNAR 500 PAINTED
2. TRIM COLOR MATCHES ROOF
3. SEE POLYGON.COM FOR COLOR OPTIONS



TOP VIEW

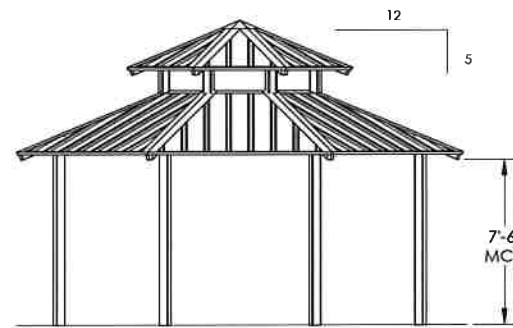


ISOMETRIC VIEW



FRONT VIEW

FINISH GRADE.
MOUNTING VARIES
BASED ON ENGINEERING
REQUIREMENTS.



SIDE VIEW

STOP!!
NOT FOR CONSTRUCTION
USE FOR PRELIMINARY
PLANNING AND ESTIMATING
ONLY

DRAWING: ARCHITECTURAL ELEVATIONS	
SCALE: 1:36	REV LEVEL: A
 (616)399-1963 www.polygon.com by PORTERCORP	
COPYRIGHT 2019 PATENTED OR PATENTS PENDING PORTERCORP 4240 N. LAMAR AVE. HOLLAND, MI 49424	
SHEET 1	

**Maryland Department of Natural Resources
Program Open Space Grant**

Development & Capital Renewal Application and Project Agreement

POS PROJECT # _____

(DNR Use Only)

1. PROJECT INFORMATION: Please fill out all sections of the form completely unless otherwise indicated.

PARK NAME Salisbury Zoological Park

PROJECT NAME Zoo Special Events Pavilion, Phase 2

2. PROJECT LOCATION: Please identify all applicable parcels.

Street Address: 755 S. Park Drive

City/Town Salisbury County Wicomico Zip Code 21804

County Tax Map 0112 Grid 0011 Parcel 1886 Lot N/A

SDAT Account Identifier 052905 MD Legislative District 13

District-Subdivision-Account Number or Ward-Section-Block-Lot (as applicable)

3. PROJECT DETAILS:

a. Type of project: Development Capital Renewal

b. Is this project located in a Priority Funding Area (PFA)? Yes No

If this project is not in a PFA, does it serve population from more than one PFA? Yes No

c. Is this project constructing an indoor facility? Yes No

Is the indoor facility 7,500 square feet or greater? Yes No

If this is an indoor facility and the facility is 7,500 square feet or greater, please acknowledge the following:

The facility will meet the equivalent of LEED Green Building Rating System Silver rating. _____ Initial Here

The facility will incorporate the nonstructural site design practices in the Maryland Stormwater Design Manual in COMAR 26.17.02. _____ Initial Here

d. Please describe the public access that will be available on the property and note any restrictions or limitations, both prior and subsequent to park development:

The Special Events Pavilion will be located in the Salisbury Zoo which is open to the public and offers free admission and parking. There are currently no restrictions limiting access to the park. The Salisbury Zoo offers a limited number of devices, such as wheelchairs, to assist individuals whose disabilities might otherwise limit their opportunity to visit the Zoo. These devices are offered free of charge and on a first come, first served basis. The Special Events Pavilion will also be handicap accessible. No changes to the accessibility of the Zoo will be made for this project.

4. PROJECT DESCRIPTION: Descriptions are written into the agenda item, which is presented to the Maryland Board of Public Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development, does it build upon an existing facility, or is it a capital renewal project? Provide all of the information that you feel is necessary to explain and justify the project. Attach a separate sheet, if necessary.

The City of Salisbury is the county seat of Wicomico and the principal city of the Salisbury, MD-DE Metropolitan Statistical Area (MSA), which also encompasses the counties of Somerset and Worcester, MD and Sussex, DE. According to 2019 Census estimates, the Salisbury, MD-DE MSA is home to approximately 416,000 residents. Of those residents, approximately 33,000 call Salisbury home, and approximately 100,000 members of the Eastern Shore community commute into the City of Salisbury daily to work, learn, and shop.

In order to provide improved amenities to serve these residents and commuters, the City of Salisbury has created a redevelopment plan for our local zoo. The Salisbury Zoo covers approximately 12 acres within the Salisbury City Park, as outlined on the enclosed map. The redevelopment plan includes the construction of a new Special Events Pavilion, renovations to the existing restrooms, additions and renovations to the exhibit space, and other improvements. The Special Events Pavilion is the subject of this grant proposal.

The purpose of the Special Events Pavilion is to provide a unique venue for members of the community to hold private parties and events such as weddings, picnics, birthday parties, company outings, family reunions and group field trips. Revenue from the rental of the pavilion will support the continued maintenance and enhancement of the Salisbury Zoo. When not in use by the public, Zoo staff will utilize the facility for educational programs and events.

The cost estimate for the Special Events Pavilion project is \$191,000.

5. PROJECT PERIOD: From: _____ Date of Letter of Acknowledgement or Letter of Concurrence (DNR Use Only)
 To: 12/31/2023 Estimated Date of Completion (Must be filled in by Applicant)

Please provide a provide a proposed development schedule:

Design Start Date (if applicable) _____ Design End Date _____
 Construction Start Date _____ Construction End Date _____

6. ITEMIZED DETAILED COST ESTIMATE: Round to the nearest dollar.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED COST
1.	Pavilion	\$161,948
2.	Foundation, accessible walkways and landscaping	\$29,052
	TOTAL DEVELOPMENT COSTS:	\$ 191,000

7. PROJECT FUNDING:

POS FUNDS REQUESTED:	\$	<u>99,000</u>	<u>52</u> %
PRIOR POS FUNDS APPROVED:	\$	<u>21,000</u>	<u>11</u> %
LOCAL FUNDS:	\$	<u>71,000</u>	<u>37</u> %
OTHER FUNDS:	\$	_____	% (Specify Source/Type) _____
TOTAL PROJECT COST:	\$	<u>191,000</u>	<u>100</u> %

8. FEDERAL FUNDS:

a. Has the applicant applied for federal funds for this project? (check one of the options below)

Yes _____

No X

We certify that this project is not eligible for federal funding. 

b. If yes, please provide the federal grant program name, the amount requested, and the date the grant was submitted:

c. Has the applicant received notification of federal approval or disapproval?

Yes, on the following date we received approval (please insert date): _____

No, we anticipate receiving a response by (please insert date): _____

9. APPLICANT INFORMATION: Note that the Applicant is also the County or Municipality that will be receiving the funding at reimbursement.

APPLICANT City of Salisbury APPLICANT'S FEDERAL ID # 52-6000806

10. LOCAL PROJECT COORDINATOR:

Deborah Stam Grants Manager Finance – Grants City of Salisbury
(Print Name) (Title) (Department) (Organization)

110 N. Division Street, Suite 107 Salisbury MD 21801
(Mailing Address) (City) (State) (Zip)

(410) 677-1936 _____ dstam@salisbury.md
(Phone Number) (Mobile Number) (Email Address)

11. LOCAL GOVERNMENT AUTHORIZATION:

As the authorized representative of this Political Subdivision, I have read the terms of the "Project Agreement and General Conditions" of the Local Program Open Space (POS) Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, all applicable Local, State and Federal statutes and regulations, and with the attachments included herewith and made a part thereof.

 _____
(Signature) Jacob R. Day Mayor, City of Salisbury 4/27/2022
(Print Name) (Title/Organization) (Date)

PROGRAM ADMINISTRATIVE REVIEW: (DNR Use Only)

ON-SITE INSPECTION: DATE _____ BY _____

DEPARTMENT OF NATURAL RESOURCES – PROGRAM OPEN SPACE APPROVAL:

(Signature)

(BPW Approval Date)

(BPW Agenda Item Number)



www.salisburyzoo.org

Welcome to the Salisbury Zoological Park



Proposed
↑
location of Special
Events Pavilion

P



Ben's Red Swings
Playground
and
Salisbury
City Park

P



An aerial photograph of a wooded area. A blue callout box with a black background and white text is positioned in the center-left of the image. The text inside the box reads "Proposed Pavilion Placement". The surrounding area is filled with trees, some with green foliage and others with bare branches. A paved path or road is visible in the upper right corner, and a building with a grey roof is partially visible in the lower right corner. The overall scene is a natural, wooded setting with a proposed structure placement indicated by the callout box.

Proposed Pavilion
Placement



Photo of Location Site

The dilapidated wooden stage (circled in red) will be removed and the Special Events Pavilion will be erected in its place. The existing wooden bench seating will remain.

Maryland Department of Natural Resources
Program Open Space Grant

Funding Authorization Form

3/8/2022

(Date)

Program Open Space Grants
Department of Natural Resources
Tawes State Office Building, E-4
580 Taylor Avenue
Annapolis, Maryland 21401

RE: Salisbury Zoo – Special Events Pavilion, Phase 2

Park Name – Project Name

As the official designated by Wicomico County for the purpose of dispensing the
(Specify County or Baltimore City)

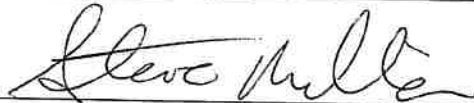
Program Open Space apportionments for this political subdivision, I hereby certify that

The City of Salisbury

(Applicant)

may apply for the following funds on the above referenced project.

Name of Grant Program	Amount
Program Open Space	\$ 99,000
Land and Water Conservation Fund	\$
Other (specify)	\$
TOTAL:	\$ 99,000



Signature – County Liaison Officer

Steve Miller

Type Name of County Liaison



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor
Jeannie Haddaway-Riccio, Secretary
Allan Fisher, Deputy Secretary

July 7, 2022

Via Electronic Delivery to

Deborah Stam
Grants Manager
City of Salisbury
Wicomico County
110 N. Division Street, Suite 107
Salisbury, MD 21801
dstam@salisbury.md

Re: POS #7408-22-273, Salisbury Zoological Park Special Events Pavilion, Phase 2
City of Salisbury, Wicomico County

Dear Ms. Stam,

It gives me great pleasure to inform you that the Board of Public Works has approved your request for Program Open Space funds regarding the above referenced project(s). A copy of the agenda item(s) is attached for your reference.

You may proceed with this project at your earliest opportunity. When the project commences, please have your staff contact the Program Open Space program administrator with whom they have been working so that arrangements can be made to coordinate reimbursement.

Thank you for your interest in improving the quality of our parks and recreation for the citizens of Maryland. It is a pleasure to be able to provide these funds and to assist you with this important project. If I may be of further assistance on this or any other Program Open Space matter, please do not hesitate to contact me at 443-534-8255.

Sincerely,

A handwritten signature in black ink that reads "CR Lhotsky".

Carrie R. Lhotsky
Grants and Stewardship Manager
carrie.lhotsky@maryland.gov

Attachments

cc: Steve Miller, Director smiller@wicomocounty.org
Michael McQuarrie, Program Administrator michael.mcquarrie@maryland.gov

Board of Public Works
Department of Natural Resources – Real Property
Supplement
July 6, 2022



DNR 6

Contact: Emily Wilson 410-260-8436
emilyh.wilson@maryland.gov

5A. PROGRAM OPEN SPACE LOCAL SHARE
Wicomico County

Recommendation: Approval to commit \$203,086 for the following **development** projects.

1. Pirates Wharf Park - \$104,086.40

Wicomico County
POS #6900-22-254 MD20181126-0918

Background: Additional funds for engineering, design and construction of a new waterfront park including trails, soft boat launch and landing, fishing pier, observation deck, bulk heads, parking, landscaping, natural playground, signage, and additional site amenities. This project is a partnership among the state, county, and the National Park Service’s Land and Water Conservation Fund (LWCF). The prior approval included a LWCF grant for \$844,200.

Prior Approval: \$1,264,500 (DNR-RP Item 11A(1) [September 2, 2020])

Fund Source: Maryland Consolidated Capital Bond Loan of 2012, Chapter 444, Acts of 2012
Program Open Space Local Source Code: 12057 \$22,588.58

Maryland Consolidated Capital Bond Loan of 2013, Chapter 424, Acts of 2013
Program Open Space Local Source Code: 13080 \$18,206.93

Maryland Consolidated Capital Bond Loan of 2014, Chapter 463, Acts of 2014
Program Open Space Local Source Code: 14089 \$34,607.28

Outdoor Recreation Land Loan 2018, Chapter 150, Acts of 2017
Program Open Space Local Source Code: 18011 \$28,683.61

2. Salisbury Zoo – Phase 2 - \$99,000

City of Salisbury
POS #7408-22-273 MD20220503-0318

Background: Construct a special events pavilion at the zoo, including pouring a foundation, providing accessible walkways, and landscaping.

Fund Source: Outdoor Recreation Land Loan 2022, Chapter 357, Acts of 2021
Program Open Space Local Source Code: 22011 \$99,000.00

BOARD OF PUBLIC WORKS

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



City of Salisbury

Memo

To: Andy Kitzrow, City Administrator
From: Rob Frampton, Fire Chief
Date: 1/2/2024
Subject: Budget Amendment

The Fire Department is requesting the approval of a budget amendment in the amount of \$1,400.00 for re-imbusement received from Queen Anne's County for providing an EMS crew and Gator to the 2023 Bay Bridge Walk that was held on November 12, 2023.

Thank you in advance for your time and consideration in this matter. If there are any additional questions, please feel free to contact me.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

ORDINANCE NO. 2853

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET
AMENDMENT OF THE FY2024 GENERAL FUND BUDGET TO APPROPRIATE
FUNDS TO THE SALISBURY FIRE DEPARTMENT'S OPERATING ACCOUNT.**

WHEREAS, the Fire Department, in collaboration with the Queen Anne's County Department of Emergency Services, provided two (2) personnel and a Utility Vehicle (UTV) for the 2023 Bay Bridge Walk; and

WHEREAS, the City has received a reimbursement check from The County Commissioners of Queen Anne's County in the amount of \$1,400.00 and has placed the funds in the City's General Fund; and

WHEREAS, the Fire Department has use for these funds and requests that the funds of \$1,400.00 be reallocated to the Fire Department Operating Budget for FY2024.

WHEREAS, the budget amendment as provided herein 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 Fiscal Year 2024 General Fund Budget be and is hereby amended as follows

(a) Increase the Current Year Other Donations Account (01000-456415) by \$1,400.00.

(b) Increase the Salisbury Fire Department's Over-time/Non-Clerical Account (24035-501021) by \$1,400.00.

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

Section 2. 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.

Section 3. 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, 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 Ordinance shall remain and shall be deemed valid and enforceable.

Section 4. The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 4.

Section 5. 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 Mayor and Council of the City of Salisbury held on the 22nd day of January, 2024 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the ____ day of _____, 2024.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

[SIGNATURES APPEAR ON THE PAGE THAT FOLLOWS]

49 ATTEST:

50

51

52

53

Kimberly R. Nichols, City Clerk

D'Shawn M. Doughty, City Council President

54

55

56

57

Approved by me, this _____ day of _____, 2024.

58

59

60

61

Randolph J. Taylor, Mayor

62

63



To: Andy Kitzrow, City Administrator
From: Cori Cameron, Director of Water Works
Date: January 9, 2024
Re: Budget Ordinance – Wastewater Treatment Plant Materials Building Renovations

The Department of Water Works is requesting consideration for a budget ordinance to move funds in the amount of \$67,543 from the Wastewater Treatment Plants Operating account 86083-523600 into the Project account 97010-513026-55022 for the Materials Building Renovations.

The purpose of this project was to add a building addition for Wastewater Treatment Plant equipment storage and a building addition for receiving and security personnel. The WWTP Materials Warehouse Building was originally put out to bid and the bids came in over budget. The building renovations were reassessed, and some design changes were made to decrease the cost of the project. Some of the work has been eliminated, some of the work will be done in house and some has been completed by our city teams. The rebid was put out on 10/19/23 and bids were opened on 11/21/23. Water Works has \$181,500 in the project account for this bid. The low bid came in \$67,543 over budget.

Water Works had initially identified these funds from the BNR Maintenance grant to be used to make upgrades to our plant scada system, (supervisory control and data acquisition system). We feel we are safe to push this project until next year's grant award and can use this money now to complete funding for this project. To get this project to completion, the Department of Water Works would like to move the funds from their operating account and place in the project account to award the bid.

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



City of
Salisbury

Department of Water Works
2322 Scenic Dr. Salisbury, MD 21801
ph: 410-548-3185 fax: 410-334-3035
www.salisbury.md

1 **ORDINANCE NO. 2854**

2
3 **AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING A**
4 **BUDGET AMENDMENT AND THE MAYOR TO APPROPRIATE FUNDS**
5 **FOR THE WWTP MATERIAL WAREHOUSE PROJECT.**

6
7 **WHEREAS**, the City of Salisbury has determined an additional \$67,543 is needed to complete the
8 WWTP Material Warehouse Project; and
9

10 **WHEREAS**, the City of Salisbury has \$67,543 that can be applied to this project in Account No.
11 86083-523600 - Skilled Services and is available to transfer to the Water Sewer Capital Project funds for
12 the WWTP Material Warehouse Project; and:
13

14 **WHEREAS**, the appropriations necessary to execute this budget amendment as provided
15 hereinabove must be made upon the recommendation of the Mayor and the approval of four-fifths of the
16 Council of the City of Salisbury.
17

18 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE**
19 **CITY OF SALISBURY, MARYLAND**, as follows:
20

21 **Section 1.** Mayor Randolph J. Taylor is hereby authorized to appropriate additional funds for the
22 WWTP Material Warehouse Project in the amount of \$67,543.
23

24 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**
25 **SALISBURY, MARYLAND**, as follows:
26

27 **Section 2.** The City of Salisbury’s FY24 Water Sewer Fund Budget be and hereby is amended as
28 follows:
29

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Increase	Expense		Transfer Water Sewer Capital Projects	91002-599108	67,543
Decrease	Expense		Skilled Services	60100-469810	67,543

30 **Section 3.** The City of Salisbury’s Water Sewer Capital Project Fund Budget be and hereby is
31 amended as follows:
32
33

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Increase	Revenue	WWTP Material Warehouse	Transfer Water Sewer Capital Projects	97010-469313- 55022	67,543
Decrease	Expense	WWTP Material Warehouse	Construction	97010-513026- 55022	67,543

34
35

36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70

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

Section 4. 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.

Section 5. 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, 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 Ordinance shall remain and shall be deemed valid and enforceable.

Section 6. The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 6.

Section 6. 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 Mayor and Council of the City of Salisbury held on the 22nd day of January, 2024 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the _____ day of _____, 2024.

ATTEST:

Kimberly R. Nichols, City Clerk

D'Shawn M. Doughty, City Council President

Approved by me, this _____ day of _____, 2024.

Randolph J. Taylor, Mayor