



CITY OF SALISBURY COUNCIL MEETINGS

Welcome and thank you for attending this public meeting. We appreciate your interest in what is happening in your City. Please familiarize yourself with the meeting procedures below:

Presiding Officer

The Council President is responsible for conducting the meeting and managing any public comment period. When the Council President is not present, the Council Vice President conducts the meeting.

Public Participation in City Council Meetings

1. In accordance with the Maryland Open Meetings Act, the general public is entitled to attend and observe all meetings of the Mayor and Council except in appropriate circumstances when meetings of the public bodies may be closed under the Act.
2. To encourage community engagement, the Council allows public comment using the following guidelines:
 - a. Work Sessions – persons desiring to speak on matters specific to the topics on the agenda may do so for up to three (3) minutes after each topic has been presented.
 - b. Regular Meetings – persons desiring to speak on any matter may do so for up to four (4) minutes during the “Public Comments” portion of the meeting.
 - c. Please fill out a comment form from the table as you enter Council Chambers, and turn it in to the Clerk.
 - d. The Council President will call you up to the podium. For the record, please state your name, whether you are a resident within the corporate limits of Salisbury, and any organization affiliation you are representing.
 - e. Questions posed by the public during the public comment portion will be logged and tracked by the City Clerk. The City Clerk will forward the questions to the appropriate individual or body for a response.
3. Those in attendance shall be courteous to one another, the Council, and to the proceedings while the Council is in session. Side conversations within the Council Chambers should be kept to a minimum and should not be disruptive.
4. The public body may have an individual removed if it is determined that the behavior of the individual is disruptive. Engaging in verbal comments intended to insult or slander anyone may be cause for termination of speaking privileges and/or removal from Council Chambers.
5. Please approach the City Clerk if you have questions or materials for the Council.

Please silence your cellphone.



**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

FEBRUARY 20, 2024 (TUESDAY)

Salisbury Headquarters at 115 S. Division Street and Zoom Video Conferencing

PUBLIC COMMENTS WILL BE HEARD AFTER EACH OF THE FOLLOWING ITEMS:

- 4:30 p.m. Budget amendment to appropriate funds to the Salisbury Zoo – Arts, Business and Culture Department Director Allen Swiger
- 4:35 p.m. Salisbury Fire Department 2023 Statistical update- Fire Chief Rob Frampton
- 4:45 p.m. Critical Area Map update – Infrastructure and Development Department Director Rick Baldwin and Associate Planner Amanda Rodriguez
- 4:55 p.m. Green SBY website presentation – Sustainability Specialist Dylan Laconich
- 5:05 p.m. Boards, Committees, Commissions and Task Force Code of Ethics – Ethics Commission Chair Dr. Tim Stock and City Attorney Ashley Bosché
- 5:15 p.m. Proposed Ordinance and Charter amendments associated with Elections – Elections Board President Susan Carey and City Attorney Ashley Bosché
- 5:25 p.m. Administration and Council Comments
- 5:35 p.m. Adjournment

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

Join Zoom Meeting
<https://us02web.zoom.us/j/88163253286?pwd=K3RtZUhUMHNucDRPU2lHbnROQzZVUT09>
Meeting ID: 881 6325 3286
Passcode: 812389
Phone: 1.301.715.8592



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Allen Swiger, Director of Arts, Business and Culture
Subject: Zoo Emergency Repair Funding
Date: 2/12/24

Over the past several months of below average temperatures and heavy rains, the Salisbury Zoo, a division of the Arts, Business and Culture Department, has experienced significant equipment and facility failures resulting in an unexpected shortfall in our operating funds. Due to these emergency repairs, our budget will not be sufficient enough to last through the remainder of FY24.

A breakdown of these expenses are as follows:

- Heating/Cooling Unit Repairs - \$40,000
 - Sloth Exhibit
 - Flamingo Exhibit
 - Spec Owls Exhibit
 - Animal Hospital
 - Radiant Panel Heaters
- Education Building Roof Replacement - \$10,000

The Salisbury Zoo will require \$50,000 in their Buildings account 40000-534301 in order to properly maintain operations and routine exhibit maintenance.

Please do not hesitate to reach out should you have any questions.

Project	Vendor	Amount
HVAC - HOSPITAL	EASI	\$ 8,805.65
HVAC - SLOTH	Mid-Atlantic Heating & Air Conditioning	\$ 3,925.00
HVAC - FLAMINGO	Mid-Atlantic Heating & Air Conditioning	\$ 3,925.00
HVAC - MORGAN CTR	Mid-Atlantic Heating & Air Conditioning	\$ 2,819.24
ELECTRIC - BRICK BLDG	Rommel Electric Company	\$ 8,065.00
ELECTRIC - FLAMINGO	Rommel Electric Company	\$ 5,980.76
ELECTRIC - MACAW	Rommel Electric Company	\$ 3,958.00
ELECTRIC - HOSPITAL	Rommel Electric Company	\$ 622.16
HEATERS EXHIBITS	BIRD-X INC	\$ 1,161.12
HEAT LAMPS	ED Supply, Inc.	\$ 282.48
PROPANE	Sharp Energy	\$ 747.29
PROPANE	Sharp Energy	\$ 445.12
PROPANE & SUPPLIES	Home Depot	\$ 312.12
INSULATION - HOSP	Home Depot	\$ 320.50
FLAMINGO EXHIBIT	Home Depot	\$ 286.40
ROOF - EDUCATION	Bayside Exteriors	\$ 6,149.10
PLUMBING	Coastal Services, LLC	\$ 1,400.00
	Additional Outstanding	1,000
		\$ 50,204.94



3410 MOUNTAIN ROAD
PASADENA, MD 21122
(410) 437-3103 FAX: (410) 437-3163
www.easicontrols.com

WORK ORDER INVOICE # 206944

TO: CITY OF SALISBURY 125 N. DIVISION STREET SALISBURY, MD 21801 (410) 548/3190		FAX: (410) 548/3192
ATTENTION: ACCOUNTS PAYABLE	CUSTOMER CONTACT EMAIL ADDRESS	

ORDER TAKEN BY: JESSE BROWN	WORK ORDERED BY: CHUCK EICHOLZ	INVOICE DATE: 2/12/24
JOB NAME: CITY OF SALISBURY		ORDER DATE: 12/21/23
LOCATION: ZOO		START DATE: 12/21/23
CONTACT PHONE NO.	CONTRACT/PO#:	PO AMOUNT
		SERVICE TICKET # 29725

TERMS: Net 30 Days. Credit card payment is accepted; however, subject to a surcharge of 3%.

DESCRIPTION OF WORK

SERVICE CONTRACT
EIN # 52-1460501

Call for large system not working. Verified control board failure. Ordered parts. Returned and installed. Found areas with CH03 faults and unit locking out in high internal temps. Ordered additional control boards and fan motor and will return. Emergency Return visit repairs for heating in areas faulting from large system waiting on parts. Used make to air units to heat building. Made changes to existing program to keep areas conditioned. Ordered and waiting for parts.

QTY	EXPENSES ITEM	AMOUNT
1	Copeland Coresense Module Kit	337.30
1	Motor Assembly, Fasteners	382.67
1	PCB Assembly	761.60
1	PCB Assembly, Noise Filter Line	2,044.08
		TOTAL
		3,525.65

LABOR						
DATE	MECH	HOURS	GRADE	TIME	BILL RATE	CHARGE
1/19/24	APB	6.0	MECH	RG	120.00	720.00
1/22/24	RAC	3.0	TECH	OT	180.00	540.00
12/21/23	APB	4.0	MECH	RG	120.00	480.00
1/11/24	APB	2.0	MECH	RG	120.00	240.00
1/18/24	APB	8.0	MECH	RG	120.00	960.00
1/23/24	BJC1	3.0	MECH	RG	120.00	360.00
1/22/24	BJC1	5.0	MECH	RG	120.00	600.00
1/22/24	BJC1	3.0	MECH	OT	180.00	540.00
1/23/24	RAC	3.0	TECH	RG	120.00	360.00
1/22/24	RAC	4.0	TECH	RG	120.00	480.00
						5,280.00

DATE COMPLETE 1/23/24	AMOUNT NOW DUE: \$8,805.65
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SIGNATURE	SIGNED BY (PRINT)	DATE:
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"EASI" DOES IT - Since 1986

Mid Atlantic Heating & Air Conditioning, Inc.

Invoice

2312 Allen Dr.
Salisbury. MD 21801

DATE	INVOICE #
1/25/2024	77563

BILL TO
SALISBURY ZOOLOGICAL PARK P.O. BOX 2979 SALISBURY, MD. 21802-2979

SHIP TO
SALISBURY ZOOLOGICAL PARK #5 PARK DR. & BEAVER DAM RD SALISBURY, MD. 21804

P.O. NO.	TERMS
	Due on receipt

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	<p>THE INSTALLATION OF 1 (ONE) DAIKIN HEAT PUMP, 1 (ONE) DAIKIN WALL MOUNTED BLOWER AND 1 (ONE) DAIKIN REFRIGERATION LINE AS PER OUR PROPOSAL DATED 01-19-24. THE PRICE FOR THIS INSTALLATION IS \$3,925.00</p> <p>SLOTH EXHIBIT INSTALLED ON 1-24-24 RXS12LVJU S/N: E045501 FTXS12WVJU9 S/N: E038671</p> <p>EFFECTIVE DECEMBER 12, 2023 - A 3% FEE WILL BE ADDED TO ALL CREDIT CARD PAYMENTS</p>	3,925.00	3,925.00

Thank you for your business. 410-546-5404	Total	\$3,925.00
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Mid Atlantic Heating & Air Conditioning, Inc.

Invoice

2312 Allen Dr.
Salisbury. MD 21801

DATE	INVOICE #
1/25/2024	77564

BILL TO
SALISBURY ZOOLOGICAL PARK P.O. BOX 2979 SALISBURY, MD. 21802-2979

SHIP TO
SALISBURY ZOOLOGICAL PARK #5 PARK DR. & BEAVER DAM RD SALISBURY, MD. 21804

P.O. NO.	TERMS
	Due on receipt

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	<p>THE INSTALLATION OF 1 (ONE) DAIKIN HEAT PUMP, 1 (ONE) DAIKIN WALL MOUNTED BLOWER AND 1 (ONE) DAIKIN REFRIGERATION LINE AS PER OUR PROPOSAL DATED 01-19-24. THE PRICE FOR THIS INSTALLATION IS \$3,925.00</p> <p>FLAMINGO EXHIBIT INSTALLED ON 01-24-24 RXS12LVJU S/N: E045140 FTXS12WVJU9 S/N: E038663</p> <p>EFFECTIVE DECEMBER 12, 2023 - A 3% FEE WILL BE ADDED TO ALL CREDIT CARD PAYMENTS</p>	3,925.00	3,925.00

Thank you for your business. 410-546-5404

Total \$3,925.00

Mid Atlantic Heating & Air Conditioning, Inc.

Invoice

2312 Allen Dr.
Salisbury. MD 21801

DATE	INVOICE #
1/17/2024	77473

BILL TO
SALISBURY ZOOLOGICAL PARK P.O. BOX 2979 SALISBURY, MD. 21802-2979

SHIP TO
SALISBURY ZOOLOGICAL PARK #5 PARK DR. & BEAVER DAM RD SALISBURY, MD. 21804

P.O. NO.	TERMS
	Due on receipt

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	1.5 HRS OVERTIME LABOR 01/01/24 (TR) CALL FOR NO HEAT. CHECKED SYSTEM - FOUND CALLING FOR THE BLOWER - BUT BLOWER WOULD NOT RESPOND AND COME ON. CHECKED MOTOR VOLTAGE AND HAD POWER TO THE MOTOR, HOWEVER THE MOTOR WOULD NOT RUN. NEED TO INSTALL A NEW MOTOR. WILL SCHEDULE AND RETURN.	142.50	142.50
1	BLOWER MOTOR	2,763.04	2,763.04
	MATERIAL DISCOUNT	-10.00%	-276.30
2	2 HRS LABOR 01/02/24 (TR) REMOVED DEFECTIVE MOTOR AND REPLACED WITH NEW - CHECKED OPERATION - ALL RUNNING PROPERLY AT THIS TIME.	95.00	190.00

EFFECTIVE DECEMBER 12, 2023 - A 3% FEE WILL BE ADDED TO ALL CREDIT CARD PAYMENTS

P.O. #	_____
VENDOR #	1458
INVOICE #	77473
INVOICE DATE	1/17/2024
INVOICE AMOUNT TO BE PAID	\$2819.24
ACCOUNT #	40000-546012
ITEMS RECEIVED	X
APPROVED FOR PAYMENT	_____
DATE	1/30/2024

Thank you for your business. 410-546-5404

Total \$2,819.24

Rommel Electric Company

P.O. Box P
Fruitland, MD 21826

Phone Number
410.749.0445

INVOICE

Sold To:
Salisbury Zoological Park
755 S. Park Drive
Salisbury, MD 21804
ATTN: Mr. Chuck Eicholz

Invoice Number:	10750
Invoice Date:	2/13/2024
Our Order Number:	33440
Your Order Number:	
Terms:	Due On Receipt

Ship To:

Brick Building

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Furnished and installed one (1) fused safety switch with fuse and one (1) meter can. Furnished and installed one (1) new backboard utilizing an existing 6x6 post. Installed conductors utilizing what was on site. Initial quote for above was \$7,865.00 on Nov. 29, 2023. Due to lead time of the safety switch, we were given the ok to provide one for \$200.00 more that was readily available for a total of \$8,065.00</p> <p style="text-align: center;">Total Contract</p>	8,065.00	
80%	Total Due this Billing		6,452.00
		Subtotals	6,452.00
		Tax	
		Freight	

Make Checks Payable to: Rommel Electric Co.
P.O. Box P
Fruitland, MD 21826

Thank You For Your Business!

\$ 6,452.00
PAY THIS AMOUNT

Rommel Electric Company

P.O. Box P
Fruitland, MD 21826

Phone Number
410.749.0445

INVOICE

Sold To:
Salisbury Zoological Park
755 S. Park Drive
Salisbury, MD 21804
ATTN: Mr. Chuck Eicholz

Invoice Number: 10747
Invoice Date: 2/12/2024
Our Order Number: C027
Your Order Number:
Terms: Due On Receipt

Ship To:

Flamingo Exhibit

Service request by Mr. Chuck Eicholz

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Corrected Code violations in panel in main building and on back of flamindo hut. Replaced burned wires/receptacles & plug ends in hut. Pulled a second neutral to bring up to Code. Furnished and installed electrical components for mini-split unit on hut. Tested T&M Ticket #8709.Job completed w/e 2/10/2024		
33	General Forman Normal Hours	87.10	2,874.30
39	Apprentice Normal Hours	67.60	2,636.40
	Material: Disconnect, load center fillers, in-use covers,PVC conduit & fittings,hardware, wire, etc.		470.06
		Subtotals	5,980.76
		Tax	
		Freight	

Make Checks Payable to: Rommel Electric Co.
P.O. Box P
Fruitland, MD 21826

\$ 5,980.76
PAY THIS
AMOUNT

Thank You For Your Business!

28410 Crown Road
Suite # 1
Eden, MD 21822



P.O. Box p
Fruitland, MD 21826
(410)726-0445
Fax: (410)749-1518

February 5, 2024

Salisbury Zoo
755 S. Park Dr
Salisbury, MD 21804

Attn: Mr. Chuck Eicholz

RE: Macaw Outlet

Dear Mr. Eicholz,

Pursuant to your request we are offering the following electrical proposal for the above referenced project.

The scope of work is as follows:

1. Disposal of electrical debris is included to an onsite dumpster provided by others.
2. All work is to be performed during normal hours. Mon-Fri 7am-3:30pm.
3. Furnish and install (1) new outlet.
4. Furnish and install one new circuit to supply the outlet.
5. Furnish and install (2) new switches in Morgan Center.
6. This proposal is valid for 30 days from the date listed above.

The total quotation for this work is **\$3,958.00.**

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

Very truly yours,
ROMMEL ELECTRIC COMPANY

James A. Johnson, Jr.

Project Manager

Rommel Electric Company

P.O. Box P
Fruitland, MD 21826

Phone Number
410.749.0445

INVOICE

Sold To:
Salisbury Zoological Park
755 S. Park Drive
Salisbury, MD 21804
ATTN: Mr. Chuck Eicholz

Invoice Number: 10724
Invoice Date: 1/11/2024
Our Order Number: C013
Your Order Number:
Terms: Due On Receipt

Ship To:

Animal Hospital - Emergency Heaters

Service request by Mr. Chuck Eicholz

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Heat in animal hospital is down. Checked circuits with heaters/extension cords. Furnished, installed & labeled two (2) new GFCI receptacles in Quarantine Room. Removed two (2) burned up cables. Split circuits in carnivore area. Furnished a 12ga extension cord. The 10ga extension cord that was left will be picked up by Rommel at a later date. T&M Ticket #8705. Job completed w/e 12/30/23		
6	General Forman Normal Hours	87.10	522.60
	Material : 12ga extension cord, GFCI's & silicone		99.56
		Subtotals	622.16
		Tax	
		Freight	

Make Checks Payable to: Rommel Electric Co.

P.O. Box P
Fruitland, MD 21826

\$	622.16
PAY THIS AMOUNT	

Thank You For Your Business!

COZY PRODUCTS

845 N. Larch Ave.
 Elmhurst, IL 60126
 Tel: 312.226.2473
 Fax: 312.226.2480



INVOICE # 681624

Tracking Numbers

Tracking #: 1Z6177680371183862
 Service: UPS Ground
 Tracking #: 1Z6177680372142092
 Tracking#: 1Z6177680371183862
 Tracking #: 1Z6177680373604877
 Tracking #: 1Z6177680371492288

Bill To: Salisbury Zoo 755 South Park Drive Salisbury, MD 21802 US			Ship To: Salisbury Zoo 755 South Park Drive Chuck Eicholz Salisbury, MD 21802 US		
INVOICE DATE 1/19/24	DUE DATE 1/19/24	SHIP DATE 1/19/24	TERMS Web Credit Card	CUSTOMER PO	
OUR ORDER 754271	CUST ACCOUNT # 76938		SHIP VIA UPS Ground		
ITEM	QTY ORD	# BACK ORD	QTY SHIP	UNIT PRICE	TOTAL PRICE
CL-COOP COZY CHICKEN COOP WARMER	22.0000		22.0000	48.43	1,065.46

FEIN (TAX ID#): 36-2540314

Billing inquiries:
accounting@cozyproducts.com

All other inquiries:

**RETURNS MUST BE
 AUTHORIZED PRIOR TO
 RETURN SHIPMENT**

**RETURNED ITEMS ARE
 SUBJECT TO A 15%
 RESTOCKING FEE**

Subtotal	\$1,065.46
Freight	\$95.66
Handling	\$0.00
Tax	\$0.00
INVOICE TOTAL	\$1,161.12

PCARD RECEIPT AUTHORIZATION

DATE OF PURCHASE: 1/19/2024
 MUNIS VENDOR #: 1486
 GL #: 40000-546012
 AMOUNT \$: \$1161.12
 DEPT. TRACKING # OR "N/A": N/A
 PO # OR "N/A": N/A

PURCHASE MADE BY:
Chuck Eicholz

DESCRIPTION OF PURCHASE:
Heaters

BUSINESS PURPOSE:
Animal exhibit heating

APPROVED FOR PAYMENT (SIGNATURE):

END INVOICE



ED SUPPLY
457 SNOW HILL ROAD
SALISBURY, MD 21804

T: 4105462201 F: 4105461634

Invoice

INVOICE NO.	INVOICE DATE
6675-1319471	01/18/2024
PLEASE SHOW INVOICE NO. AND REMIT TO:	
PO BOX 780758 PHILADELPHIA, PA 19178-0758	

SOLD TO:
15576 1 MB 0.561 E0258X I0473 D12336750856 S2 P10098368 0001:0001

SHIP TO:



SALISBURY ZOO
PO BOX 2979
SALISBURY MD 21802-2979

SALISBURY ZOO
457 SNOW HILL ROAD
SALISBURY, MD 21804

ACCOUNT #/NAME		JOB NAME		CUSTOMER ORDER NO.					
TK-24690 SALISBURY ZOO		CHUCK		HEATING EMERGENCY					
SALESPERSON		SHIPPING INFORMATION		SHIP VIA		SHIP DATE			
5450 EZ		PREPAID		WILL CALL		01/18/2024			
QTY ORDERED	PRODUCT CODE	DESCRIPTION	CODE	QTY SHIPPED	PRICE	PER DISC.	EXTENSION	C / D	
T 12	SATCO S4884	250W R40 250R40/HR/TF LMP		12	23.54	E	282.48	0.0	
	WILL CALL - 30 MINS								
<div style="border: 2px solid red; padding: 10px; margin: 10px auto; width: 80%;"> <p>P.O. # _____</p> <p>VENDOR # <u>1</u></p> <p>INVOICE # <u>6675</u></p> <p>INVOICE DATE <u>1/18/2024</u></p> <p>INVOICE AMOUNT TO BE PAID <u>\$282.48</u></p> <p>ACCOUNT # <u>40000-546012</u></p> <p>ITEMS RECEIVED <u>X</u></p> <p>APPROVED FOR PAYMENT _____</p> <p>DATE <u>1/30/2024</u></p> </div>									
<small>TITLE TO MERCHANDISE AND RISK OF LOSS OR DAMAGE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER.</small>				<small>CODE: TO ADVISE YOU PROMPTLY CONCERNING YOUR ORDER, THIS CODE IS USED ON OUR INVOICES.</small>				MERCHANDISE 282.48	
<small>MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR THROUGH ERROR ON OUR PART.</small>				<small>B - BACK ORDERED, WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL.</small>				SALES TAX 0.00000 0.00	
<small>A SERVICE CHARGE OF 1 1/2% PER MONTH, BUT NOT TO EXCEED THE HIGHEST AMOUNT LAWFULLY ALLOWED BY APPLICABLE STATE LAW, WILL BE MADE ON ALL PAST DUE ACCOUNTS.</small>				<small>C - CANCELLED, NOT IN STOCK, UNABLE TO PURCHASE LOCALLY.</small>				SHIPPING CHARGE 0.00	
<small>THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE.</small>				<small>NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE</small>				TOTAL DUE 282.48	



520 Commerce Street
Salisbury, MD 21804
(410)749-4147

Providing reliable service based on safety, trust,
integrity and respect.
Sharp Energy, Inc.
1-888-742-7740

Invoice Information

Customer Name: City of Salisbury
Account Number: 65202
Current Balance: \$302.17
Invoice Date: 01/23/24
Due Date: Upon Receipt
Amount Due: \$747.29

Finance charge of 1.5% per month assessed on balances over 30 days
Sharpgas, Inc. Fed# 51-0255314

PCARD RECEIPT AUTHORIZATION

DATE OF PURCHASE: 1/31/2024
MUNIS VENDOR #: 1968
GL #: 40000-556205
AMOUNT \$: \$747.29
DEPT. TRACKING # OR "N/A": N/A
PO # OR "N/A": N/A

PURCHASE MADE BY:
Emily Goebel
DESCRIPTION OF PURCHASE:
Propane refill
BUSINESS PURPOSE:
Zoo buildings heating
APPROVED FOR PAYMENT (SIGNATURE):

sharpenergy.com/scamalert

Summary of Transactions

DATE	REF #	DESCRIPTION	AMOUNT
		PREVIOUS BALANCE	\$445.12
01/19/24	4162	BULK PROPANE 95.2GALS@\$2.9999	\$285.59
01/19/24	4162	HAZMAT FEE	\$11.92
01/19/24	4162	FUEL SURCHARGE /755 S PARK DR/TELEMETRY A CCT SALISBURY ZOO/SALISBU RY MD 218	\$4.66

Summary of Amount Due

Previous Balance \$445.12
Current Transactions \$302.17
Amount Due: \$747.29

WARNING: (1) Over time, propane could experience odor fade. For your added safety, we recommend you consider purchasing and installing a propane detector. These can be found at most retail hardware stores. (2) Please be aware that there are unaffiliated bill pay websites that may represent themselves as Sharp Energy. To securely pay your bill online, please visit our website at SharpEnergy.com.

INVOICE



Return Service Requested

9108000397 PRESORT PBPS001



CITY OF SALISBURY
SALISBURY ZOO-REPTILE BUILDING
125 N. DIVISION ST. STE 1
SALISBURY MD 21801-5030

Remittance Section

Account Number: 65202
Invoice Date: 01/23/24
Due Date: Upon Receipt
Amount Due: \$747.29
Amount Paid: \$ _____

Please do not staple, clip or attach check to the remittance payment coupon. Make check payable to: Sharp Energy, Inc. Write your account number on your check. Save a stamp! Pay online at SharpEnergy.com Thank you!

SHARP ENERGY INC
PO BOX 829981
PHILADELPHIA, PA 19182-9981





520 Commerce Street
Salisbury, MD 21804
(410)749-4147

Providing reliable service based on safety, trust,
integrity and respect.
Sharp Energy, Inc.
1-888-742-7740

Important Messages

*We wish you all of the
best this holiday season!*

SAFETY

Stay informed about the latest scams targeting consumers, get specific tips to recognize scammers, and important guidelines that will help you act accordingly.

Go to "SAFETY" in our website at the top and then select "SCAM AWARENESS."

! SAFETY TIP !

If you are a will call customer, remember to re-fill your PROPANE tank before it reaches 25% capacity. If you are an automatic customer, your propane delivery will be scheduled as usual.

NEWLY ENHANCED CUSTOMER PORTAL!

! Log In: Re-Enroll Required !

- The next time you log in, you'll be asked to re-enroll.
- To proceed, have your account number, billing zip code and a valid phone number or email address available.

myaccount.sharpenergy.com

WARNING: (1) Over time, propane could experience odor fade. For your added safety, we recommend you consider purchasing and installing a propane detector. These can be found at most retail hardware stores. (2) Please be aware that there are unaffiliated bill pay websites that may represent themselves as Sharp Energy. To securely pay your bill online, please visit our website at SharpEnergy.com.

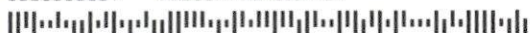
****INVOICE****



520 Commerce Street Salisbury, MD 21804
(410)749-4147

Return Service Requested

5118000517 PRESORT PBPS001



CITY OF SALISBURY
SALISBURY ZOO-REPTILE BUILDING
125 N. DIVISION ST. STE 1
SALISBURY MD 21801-5030

Invoice Information

Customer Name: City of Salisbury
Account Number: 65202
Current Balance: \$445.12
Invoice Date: 12/28/23
Due Date: Upon Receipt
Amount Due: \$445.12

Finance charge of 1.5% per month assessed on balances over 30 days
Sharpgas, Inc. Fed# 51-0255314

Summary of Transactions

DATE	REF #	DESCRIPTION	AMOUNT
		PREVIOUS BALANCE	\$0.00
12/26/23	79414	BULK PROPANE 155.2GALS@\$2.7599	\$428.34
12/26/23	79414	HAZMAT FEE	\$11.92
12/26/23	79414	FUEL SURCHARGE /755 S PARK DR/TELEMETRY A CCT SALISBURY ZOO/SALISBU RY MD 218	\$4.86

Summary of Amount Due

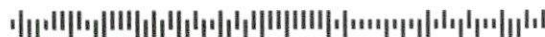
Previous Balance	\$0.00
Current Transactions	\$445.12
Amount Due:	\$445.12

Remittance Section

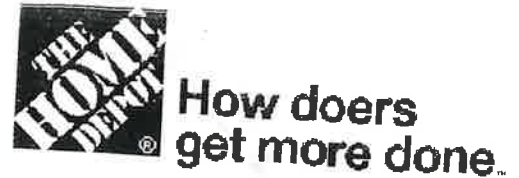
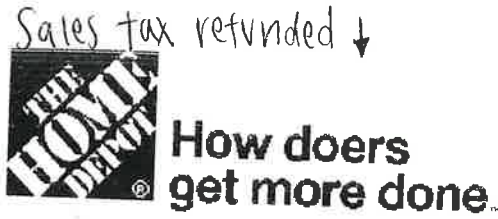
Account Number: 65202
Invoice Date: 12/28/23
Due Date: Upon Receipt
Amount Due: \$445.12
Amount Paid: \$ _____

Please do not staple, clip or attach check to the remittance payment coupon. Make check payable to: Sharp Energy, Inc. Write your account number on your check. Save a stamp! Pay online at SharpEnergy.com Thank you!

SHARP ENERGY INC
PO BOX 829981
PHILADELPHIA, PA 19182-9981



Original purchase



115 EAST NORTH POINTE DRIVE, SALISBURY, MD
(410)548-9800 MANAGER JUSTIN DOYLE

115 EAST NORTH POINTE DRIVE, SALISBURY, MD
(410)548-9800 MANAGER JUSTIN DOYLE

2561 00016 64176 01/18/24 12:21 PM
CASHIER CHERYL
* ORIG REC: 2561 041 51551 01/17/24 TA *

2561 00041 51551 01/17/24 12:41 PM
SALE CASHIER FULVIE

TAX REFUND -17.67
TAX EXEMPT
TOTAL -\$17.67
XXXXXXXXXXXX5544 VISA -17.67
INVOICE 9161349 TA

648846000190 PAPER FILTER <A> 22.97
STNDRD PLEATED PAPER FLTR FOR RIDGID
084305355591 LID <A>
HOST 5 GAL HOMER LID(ORANGE)
2@2.28 4.56
084305355546 HOMER BUCKET <A>
5GAL HOMER BUCKET
2@4.48 8.96
725636080140 FLINT STRIKE <A> 8.98
LINCOLN FLINT STRIKER W FLINTS
070257632125 AIM-N-FLAME <A>
SCRIPTO AIM N FLAME II LIGHTER
4@4.97 19.88
014045101820 PROPANE FUEL <A> 5.98
BERNZOMATIC PROPANE FUEL 14.10Z
719968000044 2" GOLDLINE <A>
2"X4'X8' R-13.1 ISO R-MATTE PLUS-3
4@55.78 223.12

REFUND-CUSTOMER COPY

BUY ONLINE PICK-UP IN STORE
AVAILABLE NOW ON HOMEDEPOT.COM.
CONVENIENT, EASY AND MOST ORDERS
READY IN LESS THAN 2 HOURS!

DID WE NAIL IT?

Take a short survey for a chance TO WIN
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: YQY 131202 128657
PASSWORD: 24068 128641

Entries must be completed within 14 days

SUBTOTAL 297.45
SALES TAX 17.67
TOTAL \$312.12
XXXXXXXXXXXX5544 VISA
USD\$ 312.12
Auth Code 092653/0412354
Chip Read
AID A0000000031010
Verified By PIN
VISA CREDIT

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3110 SUMMARY
THIS RECEIPT PO/JOB NAME: Z00

2024 PRO XTRA SPEND 01/16: \$1,336.27

Get the CREDIT LINE your business needs
PLUS earn Perks 4X FASTER when you join
Pro Xtra, register, & use your Pro Xtra
Credit Card. Apply and SAVE UP TO \$100.
Learn more at homedepot.com/credit

2561 01/17/24 12:41 PM



2561 41 51551 01/17/2024 5541

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 04/16/2024

DID WE NAIL IT?

Take a short survey for a chance TO WIN
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: HXY 105952 103432
PASSWORD: 24067 103391

Entries must be completed within 14 days
of purchase. Entrants must be 18 or
older to enter. See complete rules on
website. No purchase necessary.

PCARD RECEIPT AUTHORIZATION

DATE OF PURCHASE: 1/18/2024
MUNIS VENDOR #: 13426
GL #: 40000-534301
AMOUNT \$: \$-17.67
DEPT. TRACKING # OR "N/A": N/A
PO # OR "N/A": N/A

PURCHASE MADE BY:
Chuck Eicholz
DESCRIPTION OF PURCHASE:
Refund
BUSINESS PURPOSE:
Sales tax from previous purchase
APPROVED FOR PAYMENT (SIGNATURE):
Allen D. Singh



How doers
get more done.

115 EAST NORTH POINTE DRIVE, SALISBURY, MD
(410)548-9800 MANAGER JUSTIN DOYLE

2561 00002 54946 01/15/24 03:15 PM
SALE CASHIER MARIE

810016116868 48 IN. X 125 <A> 179.00N
48 IN. X 125 FT. DOUBLE REFLECTIVE I
719968000044 2" GOLDLINE <A>
2"X4'X8' R-13.1 ISO R-MATTE PLUS-3
2@55.78 111.56N
033886125338 SIKASEAL INS <A,U>
SIKASEAL INSULATION SEAM TAPE 1.88 I
2@14.97 29.94N

SUBTOTAL 320.50
SALES TAX 0.00
TAX EXEMPT
TOTAL \$320.50
XXXXXXXXXXXX5544 VISA USD\$ 320.50
AUTH CODE 006826/2026128 TA
Chip Read Verified By PIN
AID A0000000031010 VISA CREDIT

<U> - NON-DISCOUNTABLE ITEM

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3110 SUMMARY
THIS RECEIPT PO/JOB NAME: 00

2024 PRO XTRA SPEND 01/14: \$1,015.77

Get the CREDIT LINE your business needs
PLUS earn Perks 4X FASTER when you join
Pro Xtra, register, & use your Pro Xtra
Credit Card. Apply and SAVE UP TO \$100.
Learn more at homedepot.com/credit

2561 01/15/24 03:15 PM



2561 02 54946 01/15/2024 9193

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 04/14/2024

DID WE NAIL IT?

Take a short survey for a chance TO WIN
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H89 112742 110183
PASSWORD: 24065 110181

Entries must be completed within 14 days
of purchase. Entrants must be 18 or
older to enter. See complete rules on
website. No purchase necessary.

PCARD RECEIPT AUTHORIZATION

DATE OF PURCHASE: 1/15/2024
MUNIS VENDOR #: 13426
GL #: 40000-534301
AMOUNT \$: \$320.50
DEPT. TRACKING # OR "N/A": N/A
PO # OR "N/A": N/A

PURCHASE MADE BY: <u>CHRUE EICHOLTZ</u>
DESCRIPTION OF PURCHASE: <u>Insulation</u>
BUSINESS PURPOSE: <u>Heating of Hospital</u>
APPROVED FOR PAYMENT (SIGNATURE): <u>Allen J. Sings</u>



Customer Receipt

1/26/2024, 3:17 PM EST

Sales Person WHWW307

Store Phone # (410) 548-9800

Store # 2561

Location 115 E NORTH POINTE DR, SALISBURY, MD 21804

Customer Information

SALISBURY ZOO

(410) 860-6880

755 S PARK DR

2

SALISBURY, MD 21804



Order # H2561-155603

Receipt # 2561 00097 43378

PO / Job Name Zoo

Carryout

Runner Name
SALISBURY ZOO

Item Description	Model #	SKU #	Unit Price	Qty	Subtotal
01 The Home Depot 5 Gallon Orange Homer Bucket	N/A	131227	\$4.48 / each	4	\$17.92
02 Veranda 1/4 in. x 48 in. x 8 ft. White PVC Trim	N/A	1004293248	\$62.38 / each	1	\$62.38
03 Unbranded Sheathing Plywood (Common: 15/32 in. x 4 ft. x 8 ft.; Actual: 0.438 in. x 48 in. x 96 in.)	N/A	915378	\$27.35 / each	2	\$54.80
04 SAKRETE 60 lb. Gray Concrete Mix	N/A	666249	\$4.98 / each	4	\$19.92
05 Veranda Shelving White Melamine Board (Common: 3/4 in. x 11-3/4 in. x 8 ft.; Actual: 0.75 in. x 11.75 in. x 97 in.)	N/A	252266	\$23.44 / each	1	\$23.44
06 Everbilt 1/4 in. x 2.39 in. Nickel-Plated Ring (2-Pack)	N/A	437891	\$3.37 / each	3	\$10.11
07 Hillman 1-1/2 in. Split Key Ring - <i>MARK</i>	N/A	141828	\$1.97 / each	1	\$1.97
08 Unbranded 8 in. W Homeowner Wood Shims	N/A	879282	\$1.58 / bundle	1	\$1.58
09 Everbilt 10 in. x 12 in. White Shelf Bracket	N/A	303031	\$3.10 / each	4	\$12.40
10 Everbilt 10 in. x 12 in. Black Shelf Bracket	N/A	203423	\$3.10 / each	12	\$37.20
11 Everbilt 6-1/2 in. Long 11-Gauge Aluminum Fence Ties (30-Pack)	N/A	1005654007	\$8.77 / each	2	\$17.54
12 Everbilt 6 in. x 8 in. White Shelf Bracket	N/A	706622	\$2.27 / each	12	\$27.24



Customer Receipt

1/26/2024, 3:17 PM EST

Sales Person WHWW307

Store Phone # (410) 548-9800

Store # 2561

Location 115 E NORTH POINTE DR, SALISBURY, MD 21804

90 DAY RETURN POLICY. The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in the stores for details.

Payment Method



Visa 1138

Charged \$286.40

Take a short survey for a chance TO WIN A \$5,000 Home Depot Gift Card. Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. No Purchase necessary. See complete rules on www.homedepot.com/survey

User ID: GVM3 89606 87142

Password: 24076 87045

Subtotal	\$286.40
Discounts	-\$0.00
Sales Tax	\$0.00
Order Total	\$286.40
Balance Due	\$0.00

PCARD RECEIPT AUTHORIZATION

DATE OF PURCHASE: 1/26/2024
MUNIS VENDOR #: 13426
GL #: 40000-534301
AMOUNT \$: \$286.40
DEPT. TRACKING # OR "N/A": N/A
PO # OR "N/A": N/A

PURCHASE MADE BY:

Jennifer Carmine

DESCRIPTION OF PURCHASE:

Supplies

BUSINESS PURPOSE:

Flamingo exhibit

APPROVED FOR PAYMENT (SIGNATURE):

Bayside Exteriors LLC
 32295 Nassau Road
 Lewes, DE 19958 US
 (302) 200 7663
 estimating@baysideexteriors.net
 www.baysideexteriors.net



Invoice 17691

BILL TO

Salisbury Zoo
 755 S Park Dr
 Salisbury, Maryland
 21804

DATE
 01/16/2024

PLEASE PAY
\$4,099.40

PROJECT:

Roof Replacement

TERMS:

1/3 Down-1/3 @ Start-1/3 @Com

DESCRIPTION

QUANTITY

RATE

AMOUNT

Bayside Exteriors will match the price of other licensed and insured contractors who have quoted the same work. (materials, warranty and scope of work must be the same.) Bayside Exteriors requires a copy of the other proposal in writing. Please note that Bayside Exteriors reserves the right to deem whether other estimates are unreasonable under certain circumstances.

We, Bayside Exteriors. (Contractor) propose hereby to furnish material, labor, tools, equipment, and service necessary and required to execute all work described below.

Contractor will use the Equipter roof buggy system. (roof access permitting)
 Contractor to remove all existing roofing.

Contractor will install aluminum drip edge.

Contractor will install GAF Weather Watch - Leak Barrier/Water & Ice Shield on valleys and eaves. (Protect Your Home From Wind-Driven Rain And Damaging Ice Dams With A Waterproof Leak Barrier.)

Contractor will install GAF TigerPaw Synthetic Roofing Underlayment with plastic capped staples. (Superior-quality roof deck protection should protect your home by providing a critical extra layer of protection between your shingles and your roof deck.)

Contractor to install GAF Pro-Starter Pre-Cut Starter Strip Shingles on the rakes and eaves.

Contractor to install new pipe flanges.

Contractor will install GAF Timberline HDZ Lifetime Limited warranty shingles (Color TBD)

DESCRIPTION

QUANTITY

RATE

AMOUNT

Bayside Exteriors carry General Liability and Workers Compensation Insurance to protect you in the event of roofing accident Certificate available upon request.

For a reliability report on our company, call or visit the Better Business Bureau of Delaware at (302) 221-5255
www.delaware.bbb.org

Like us on facebook!
<https://www.facebook.com/BaysideExteriors/>

This proposal and any attachments are confidential and intended solely for the addressees.

TOTAL

6,149.10

DEPOSIT

2,049.70

TOTAL DUE

\$4,099.40

THANK YOU.



Coastal Services, LLC
30430 Cedar Neck Road, Ocean View, Delaware
19970 United States
(302) 616-2906

Invoice 30736615
Invoice Date 11/6/2023
Completed Date 11/6/2023
Payment Term Due Upon Receipt
Due Date 11/6/2023

Billing Address
Salisbury Zoo
755 South Park Drive
Salisbury, MD 21804 USA

Job Address
Salisbury Zoo
755 South Park Drive
Salisbury, MD 21804 USA

Description of work

- Dig and replace one broken yard hydrant
- Dig and cap one broken yard hydrant
- Repair two cast iron gate valve handle rods

Coastal Services is not responsible for landscaping, only backfilling. One year warranty on repairs. 11/06

Task #	Description	Quantity	Your Price	Total
Custom Plumbing Scope	Custom scope	1.00	\$1,400.00	\$1,400.00

Sub-Total \$1,400.00
Tax \$0.00
Total \$1,400.00
Payment \$0.00
Balance Due \$1,400.00

Thank you for choosing Coastal Services, LLC

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.

Date 11/6/2023

I find and agree that all work performed by Coastal Services, LLC has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.

53 the Ordinance having been published as required by law, in the meantime, was finally passed by the
54 Council of the City of Salisbury on the _____ day of _____, 2024.

55
56 **ATTEST:**

57
58
59
60 _____
61 **Kimberly R. Nichols, City Clerk**


_____ **D'Shawn Doughty, City Council President**

62
63 Approved by me, this _____ day of _____, 2024.

64
65
66 _____
67 **Randolph J. Taylor, Mayor**



City of Salisbury

To: Kim Nichols, City Clerk
From: Richard D. Baldwin, Director of Infrastructure & Development 
Date: February 15, 2024
Re: Critical Area Map Update

In the Spring of 2008, legislation was passed and signed into law that required the State to work cooperatively with local governments to update the Critical Area Maps in all affected jurisdictions. The legislation directed the Department of Natural Resources to prepare a Statewide Base Map that includes a State-determined shoreline and landward boundary of tidal wetlands and a digitally generated, geo-referenced 1,000-foot Critical Area boundary, as appropriate for integration into a Geographic Information System.

As the mapping update project progressed, the draft updated maps were made available to the public, so that additional review and comment on the maps can take place. The Critical Area Commission notified 74 property owners with a greater than 1% change in November 2021. On February 9, 2022 the Critical Area Commission transferred the maps to the City.

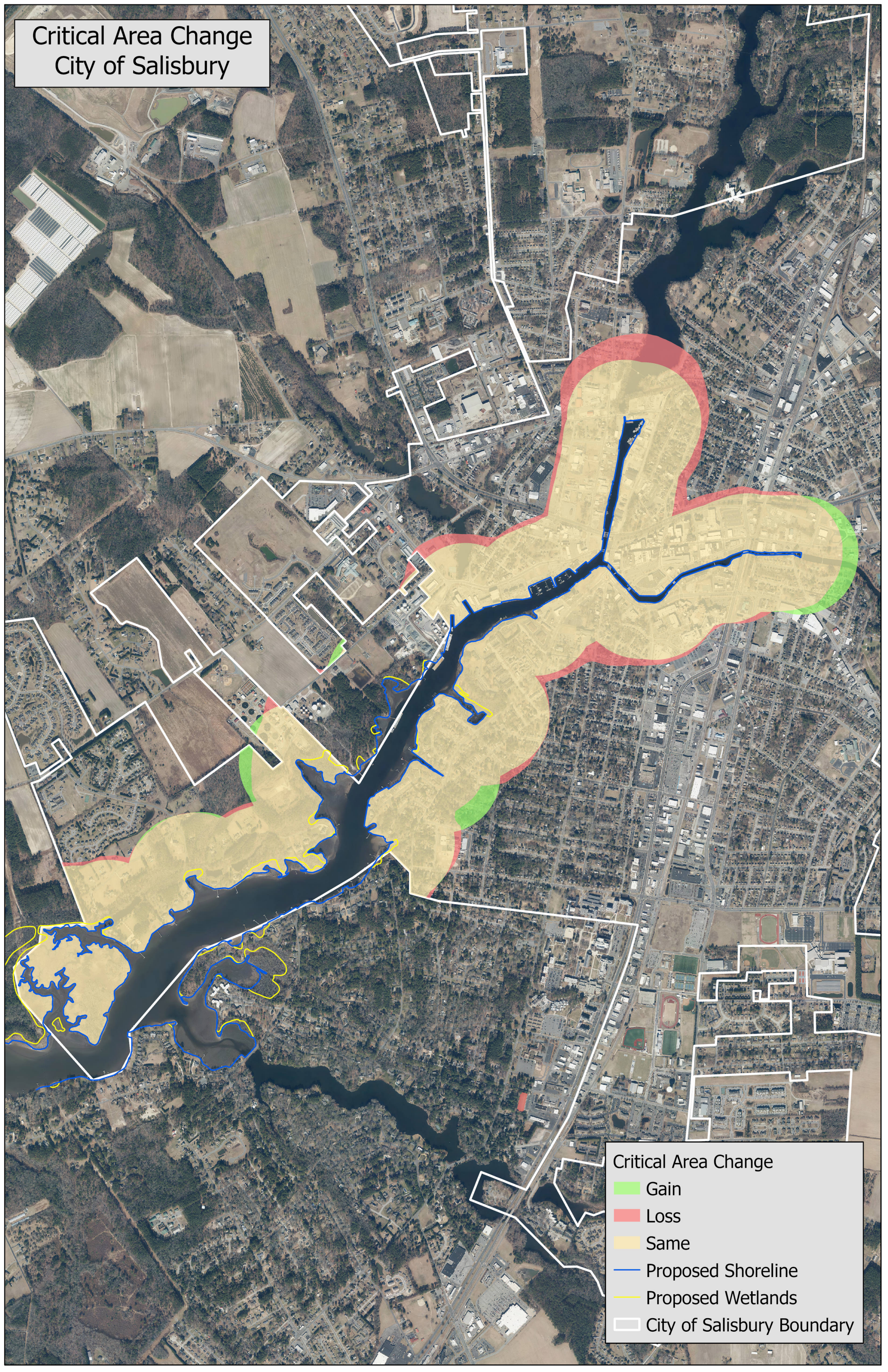
The proposed map is attached showing a net loss of 40 acres. This loss is not unexpected as the original map used the 1972 State Wetland maps to determine the boundary. GIS and recent aerial imagery provide a more accurate assessment of wetlands and shorelines used to draw the boundary. In addition, a large portion of the City's shoreline is hardened with bulkheading or revetments that would limit change.

Amendments to the Critical Area District require a public hearing by the Planning Commission and recommendation to the City Council for their consideration at a public hearing prior to adoption.

The local adoption process requires a public hearing by the Salisbury Planning Commission followed by a public hearing with the Salisbury City Council. The public hearing at the Planning Commissions is scheduled for February 15, 2024. Following a favorable recommendation from the Salisbury Planning Commission the maps will be forwarded to the City Council.

Attachments: Critical Area Change Map

Critical Area Change City of Salisbury



Critical Area Change

- Gain
- Loss
- Same
- Proposed Shoreline
- Proposed Wetlands
- City of Salisbury Boundary



City of Salisbury

To: City Council Members
From: Jessie Turner, Ethics Commission City Staff Liaison
Subject: Boards/Commissions/Committees Code of Ethics
Date: February 15, 2024

The Ethics Commission has prepared and is submitting for your review a Code of Ethics for Boards/Commissions/Committees members. It was determined that no such Code existed for these stakeholder groups and would be beneficial for establishing standards and rules of conduct for members, providing uniformity in expectations for all stakeholder groups, and helping foster an environment of trust, integrity, and ethical conduct. This Code of Ethics will be part of a future onboarding process for Boards/Commissions/Committee members pending your approval of this document. The Boards/Commissions/Committees Code of Ethics is being presented by Dr. Timothy Stock , Chair of the Ethics Commission and Ashley Bosche, City Attorney.

City of Salisbury Code of Ethics

Members of the City of Salisbury stakeholder groups, including Boards, Commissions, Committees, and Task Forces, are entrusted with advising and governing, with the goal of contributing to the well-being of our community. We acknowledge our duty to serve with the utmost integrity, transparency, and accountability; this Code of Ethics outlines the principles and standards that guide our actions.

Duty to the Public: We commit ourselves to act in the best interests of an equitable and inclusive community, making decisions that prioritize the long-term public good over personal gain or limited interests.

Honesty and Transparency: We shall always be honest and transparent in our process. This includes full, fair, accurate, timely and understandable communication of public information, and being explicit and forthright in the reasons behind our actions or decisions.

Accountability: We accept responsibility for our personal and organizational decisions and actions, and we will rectify mistakes promptly.

Avoiding Conflicts of Interest: We shall avoid situations that may create a conflict of interest, including disclosure of conflicts or apparent conflicts, the review of those conflicts by others, and recusing ourselves from decisions where appropriate. We will understand the role of bias and adopt policies that will mitigate bias in decision making.

Compliance with Laws: We shall comply with all applicable laws, rules, and regulations, ensuring that our actions are lawful and conform to the governing principles and ordinances of our City.

Professional Demeanor and Ethical Leadership: We shall maintain a professional demeanor and ethical leadership in all interactions, including collaborative and informed conflict management.

Efficient Resource Management: We shall exercise prudent financial management and use resources efficiently, avoiding wasteful or unauthorized expenditures, and engage in transparent and equitable fiscal and procurement practices.

Non-Discrimination and Equal Opportunity: We shall not discriminate against any individual or group based on race, color, religion, sex, age, national origin, disability, or any other protected status. We will create inclusive and culturally sensitive events, policies, and practices.

Confidentiality: We shall maintain the confidentiality of non-public information entrusted to us, using such information only for official purposes and never for personal gain. We do so in

compliance with all applicable laws and in consultation with legal counsel where appropriate, and continually, even if required beyond the tenure of our official roles.

Civility and Respect: We shall conduct ourselves with respect, dignity, and courtesy when interacting with fellow stakeholders, City employees, and the public. We will foster opportunities to listen to concerns, and will address with the intent of eliminating bullying, harassment, and intimidation.

Community Engagement: We shall actively seek public input, provide prompt response, communicate regularly, and otherwise seek to engage with the community to understand and address their needs, and barriers to those needs being served.

Open Meetings: We shall adhere to open meeting laws and encourage public participation in our deliberations and decision-making processes. We will make documents publicly available, advertise meetings in advance, and engage in closed meetings only when deemed necessary or required by law.

Reporting Wrongdoing: If a stakeholder becomes aware of unethical or illegal behavior within their stakeholder group or the City, they shall report such conduct to the appropriate authority or supervisor. We support and uphold whistleblower protection mechanisms and expect all employees to foster a culture where such reporting can occur without fear of reprisal.

Accountability for Violations: Violations of this Code of Ethics may result in appropriate disciplinary action, including removal from the position, as determined by the relevant authority.

This Code of Ethics is intended to guide the actions of City stakeholders, fostering trust, integrity, and responsibility in our community. We commit to upholding these principles and continuously striving for the betterment of the City of Salisbury. Detailed provisions as to policies and procedures regarding this document are available in the City Employee Handbook and the ****RELEVANT SECTION OF CITY CODE****.

Adopted on [Date] by [Name of Stakeholder Group]



City of Salisbury

TO: City Council
FROM: Kim Nichols
SUBJECT: Election Board changes to Charter and Code
DATE: February 13, 2024

The Election Board met in December and January with City Attorney Ashley Bosché and the Clerks Office to discuss amendments to the Charter and Code. The amendments include the following:

- Charter Amendments
 - **Incorporation-** to amend § SC1-1 to add that all references to the “City” or “Salisbury” in the Charter and Municipal Code shall mean the “City of Salisbury,” a municipal corporation of the State of Maryland
 - **The Council-** to amend § SC2-2 to further clarify the qualification requirement to run for Council and maintain a seat on Council
 - **The Mayor-** to amend § SC3-2 to further clarify the qualification requirements to run for the office of Mayor
 - **Elections-** to amend § SC6-6 governing nominations and § SC6-9 governing the election of Mayor and Council and adding a new section designated § SC6-16 providing the requirements for write-in campaigns
- Code Amendment
 - **City of Salisbury Election Board-** to amend Chapter 1.08 of the Salisbury City Code, entitled “Election Board,” to adopt recommendations made by the City of Salisbury Election Board regarding the application for mail-in ballots and the canvassing of ballots

The Elections Board would like Council to consider forwarding the following four (4) charter amendment resolutions and one (1) ordinance to legislative agenda.

Attachments

43 a municipal corporation. The repealing of the former Section 258 of Article 23 of the Code
44 of Public Local Laws of Maryland (1930 Edition) and the enactment of this new section
45 shall not be construed as terminating the existence of the corporation known as the "Mayor
46 and Council of Salisbury" and creating a new corporation by the name of the "City of
47 Salisbury," but shall be construed as continuing the existence of the corporation known as
48 the "Mayor and Council of Salisbury" and changing its name to that of the "City of
49 Salisbury." All references to the "City," "city," or "Salisbury" in this Charter or the
50 Salisbury Municipal Code shall mean the "City of Salisbury."

51 **Section 2.** With the aforementioned proposed Charter amendment, § SC1-1 of the Charter

52 would read:

53 The inhabitants of the City of Salisbury, in Wicomico County, Maryland, are hereby
54 constituted a body corporate by the name of the "City of Salisbury," and by that name
55 shall have perpetual succession, sue and be sued, have and use a common seal which may
56 be altered at pleasure and have all powers and privileges incident to or that may attach to
57 a municipal corporation. The repealing of the former Section 258 of Article 23 of the Code
58 of Public Local Laws of Maryland (1930 Edition) and the enactment of this new section
59 shall not be construed as terminating the existence of the corporation known as the "Mayor
60 and Council of Salisbury" and creating a new corporation by the name of the "City of
61 Salisbury," but shall be construed as continuing the existence of the corporation known as
62 the "Mayor and Council of Salisbury" and changing its name to that of the "City of
63 Salisbury." All references to the "City," "city," or "Salisbury" in this Charter or the
64 Salisbury Municipal Code shall mean the "City of Salisbury."

65 **Section 3.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this
66 Resolution, providing for the amendment of the City of Salisbury's Charter as set forth herein,
67 shall be and hereby is scheduled for _____ at 6:00 p.m.

68 **Section 4.** Pursuant to the City of Salisbury's Charter § SC21-2 and MD Code, Local
69 Government, § 4-304, the City shall post a complete and exact copy of this Charter Amendment
70 at the City Government Building for at least forty (40) days after the passage of this Resolution
71 and advertise a fair summary of this Resolution in a newspaper of general circulation in the City
72 at least four times at weekly intervals and within forty days after the Resolution has been adopted.

73 **Section 5.** The title of this Resolution shall be deemed a fair summary of the amendments
74 provided herein for public and all other purposes.

75 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**
76 **SALISBURY:**

77 **Section 6.** This Resolution shall take effect on the fiftieth day after the Resolution is
78 adopted, subject to the right of referendum.

79 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**
80 **SALISBURY:**

81 **Section 7.** It is the intention of the Council of the City of Salisbury that each provision of
82 this Resolution shall be deemed independent of all other provisions herein.

83 **Section 8.** It is further the intention of the Council of the City of Salisbury that if any
84 section, paragraph, subsection, clause, or provision of this Resolution shall be adjudged invalid,
85 unconstitutional, or otherwise unenforceable under applicable Maryland or federal law, such
86 adjudication shall apply only to the section, paragraph, subsection, clause, or provision so
87 adjudged and all other provisions of this Resolution shall remain and shall be deemed valid and
88 enforceable.

89 **Section 9.** The Recitals set forth hereinabove are incorporated into this section of this
90 Resolution as if such recitals were specifically set forth at length in this Section 9.

91 **THE ABOVE RESOLUTION** was introduced and read and passed at the regular
92 meeting of the Council of the City of Salisbury held on this ____ day of _____, 2024.

93

94 _____
95 Kimberly R. Nichols,
96 City Clerk

D'Shawn M. Doughty,
City Council President

43 twenty-one (21) years of age and shall be qualified registered voters of the City. The City
44 of Salisbury Election Board shall be the judge of the qualifications of candidates for City
45 Council.

46 **Section 2.** With the aforementioned proposed Charter amendment, § SC2-2 of the Charter
47 would read:

48 Councilmembers must have been domiciled in the City of Salisbury for at least one (1)
49 year immediately preceding their election and the Councilmembers from each District
50 shall be domiciled in the boundaries of the District from which they are to be elected on
51 the date of filing for election and must continue to be domiciled therein during the term
52 to which they are elected, must be at least twenty-one (21) years of age and shall be
53 qualified registered voters of the City. The City of Salisbury Election Board shall be the
54 judge of the qualifications of candidates for City Council.

55 **Section 3.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this
56 Resolution, providing for the amendment of the City of Salisbury’s Charter as set forth herein,
57 shall be and hereby is scheduled for _____ at 6:00 p.m.

58 **Section 4.** Pursuant to the City of Salisbury’s Charter § SC21-2 and MD Code, Local
59 Government, § 4-304, the City shall post a complete and exact copy of this Charter Amendment
60 at the City Government Building for at least forty (40) days after the passage of this Resolution
61 and advertise a fair summary of this Resolution in a newspaper of general circulation in the City
62 at least four times at weekly intervals and within forty days after the Resolution has been adopted.

63 **Section 5.** The title of this Resolution shall be deemed a fair summary of the amendments
64 provided herein for public and all other purposes.

65 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**
66 **SALISBURY:**

67 **Section 6.** This Resolution shall take effect on the fiftieth day after the Resolution is
68 adopted, subject to the right of referendum.

69 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**
70 **SALISBURY:**

40 **Section 2.** With the aforementioned proposed Charter amendment, § SC3-2 of the Charter
41 would read:

42 The Mayor must have been domiciled in the City of Salisbury for at least one (1) year
43 immediately preceding his or her election, must be at least twenty-one (21) years of age
44 and must be a qualified registered voter of the city.

45 **Section 3.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this
46 Resolution, providing for the amendment of the City of Salisbury’s Charter as set forth herein,
47 shall be and hereby is scheduled for _____ at 6:00 p.m.

48 **Section 4.** Pursuant to the City of Salisbury’s Charter § SC21-2 and MD Code, Local
49 Government, § 4-304, the City shall post a complete and exact copy of this Charter Amendment
50 at the City Government Building for at least forty (40) days after the passage of this Resolution
51 and advertise a fair summary of this Resolution in a newspaper of general circulation in the City
52 at least four times at weekly intervals and within forty days after the Resolution has been adopted.

53 **Section 5.** The title of this Resolution shall be deemed a fair summary of the amendments
54 provided herein for public and all other purposes.

55 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**
56 **SALISBURY:**

57 **Section 6.** This Resolution shall take effect on the fiftieth day after the Resolution is
58 adopted, subject to the right of referendum.

59 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**
60 **SALISBURY:**

61 **Section 7.** It is the intention of the Council of the City of Salisbury that each provision of
62 this Resolution shall be deemed independent of all other provisions herein.

63 **Section 8.** It is further the intention of the Council of the City of Salisbury that if any
64 section, paragraph, subsection, clause, or provision of this Resolution shall be adjudged invalid,

65 unconstitutional, or otherwise unenforceable under applicable Maryland or federal law, such
66 adjudication shall apply only to the section, paragraph, subsection, clause, or provision so
67 adjudged and all other provisions of this Resolution shall remain and shall be deemed valid and
68 enforceable.

69 **Section 9.** The Recitals set forth hereinabove are incorporated into this section of this
70 Resolution as if such recitals were specifically set forth at length in this Section 9.

71 **THE ABOVE RESOLUTION** was introduced and read and passed at the regular
72 meeting of the Council of the City of Salisbury held on this ____ day of _____, 2024.

73
74 _____
75 Kimberly R. Nichols, D'Shawn M. Doughty,
76 City Clerk City Council President

41 No person shall be a candidate for any public office in the government of the City
42 of Salisbury unless he or she shall file a certificate of nomination with the City
43 Clerk on or before 4:30 p.m. on the eleventh Tuesday prior to the date for the
44 general election. The certificate of nomination *shall be filed under oath and* shall
45 contain the person's name, address, the name of the office the person is seeking, a
46 statement that the person is qualified to be a candidate for that office, ~~[[and]]~~ the
47 signature of the person, *and any other information required by the City of Salisbury*
48 *Election Board*. No person shall file a nomination to more than one (1) elective city
49 office or hold more than one (1) elective city office at one time.

50 **Section 2.** With the aforementioned proposed Charter amendment, § SC6-6 of the Charter

51 would read:

52 No person shall be a candidate for any public office in the government of the City
53 of Salisbury unless he or she shall file a certificate of nomination with the City
54 Clerk on or before 4:30 p.m. on the eleventh Tuesday prior to the date for the
55 general election. The certificate of nomination shall be filed under oath and shall
56 contain the person's name, address, the name of the office the person is seeking, a
57 statement that the person is qualified to be a candidate for that office, the signature
58 of the person, and any other information required by the City of Salisbury Election
59 Board. No person shall file a nomination to more than one (1) elective city office
60 or hold more than one (1) elective city office at one time.

61 **Section 3.** It is proposed and recommended that § SC6-9 be amended to add the

62 underscored and italicized language:

63 § SC6-9. – Election of Mayor and Council.

64 The voters of the City shall, on the first Tuesday in November in the year 2023 and
65 in each fourth year thereafter, elect a Mayor, whose term of office shall be for four
66 (4) years and until his or her successor is elected and qualified, and five
67 Councilmembers, whose terms of office shall be for four years until their successors
68 are elected and qualified.

69 All elections shall be held and conducted in accordance with the provisions of this
70 Charter, the City Code, and applicable ordinances, which may include provisions
71 for early voting, *and in accordance with Maryland State law and regulations.*

72 **Section 4.** With the aforementioned proposed Charter amendment, § SC6-9 of the Charter

73 would read:

74 The voters of the City shall, on the first Tuesday in November in the year 2023 and
75 in each fourth year thereafter, elect a Mayor, whose term of office shall be for four
76 (4) years and until his or her successor is elected and qualified, and five

77 Councilmembers, whose terms of office shall be for four years until their successors
78 are elected and qualified.

79 All elections shall be held and conducted in accordance with the provisions of this
80 Charter, the City Code, and applicable ordinances, which may include provisions
81 for early voting, and in accordance with Maryland State law and regulations.

82 **Section 5.** It is proposed and recommended that Article VI of the Charter be amended to
83 add a new section designated “§ SC6-16. – Write-in Campaigns” by adding the following
84 underscored and italicized language:

85 § SC6-16. - Write-in Campaigns.

86
87 *An individual who seeks election for any public office in the government of the City of*
88 *Salisbury as a write-in candidate shall file a certificate of candidacy with the City Clerk*
89 *in the form and by the deadline as required by Maryland State law and regulation. Any*
90 *write-in campaign and voting for a write-in candidate shall be governed by Maryland*
91 *State law and regulation.*

92 **Section 6.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this
93 Resolution, providing for the amendment of the City of Salisbury’s Charter as set forth herein,
94 shall be and hereby is scheduled for _____ at 6:00 p.m.

95 **Section 7.** Pursuant to the City of Salisbury’s Charter § SC21-2 and MD Code, Local
96 Government, § 4-304, the City shall post a complete and exact copy of this Charter Amendment
97 at the City Government Building for at least forty (40) days after the passage of this Resolution
98 and advertise a fair summary of this Resolution in a newspaper of general circulation in the City
99 at least four times at weekly intervals and within forty days after the Resolution has been adopted.

100 **Section 8.** The title of this Resolution shall be deemed a fair summary of the amendments
101 provided herein for public and all other purposes.

102 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**
103 **SALISBURY:**

104 **Section 9.** This Resolution shall take effect on the fiftieth day after the Resolution is
105 adopted, subject to the right of referendum.

106 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF**
107 **SALISBURY:**

108 **Section 10.** It is the intention of the Council of the City of Salisbury that each provision
109 of this Resolution shall be deemed independent of all other provisions herein.

110 **Section 11.** It is further the intention of the Council of the City of Salisbury that if any
111 section, paragraph, subsection, clause, or provision of this Resolution shall be adjudged invalid,
112 unconstitutional, or otherwise unenforceable under applicable Maryland or federal law, such
113 adjudication shall apply only to the section, paragraph, subsection, clause, or provision so
114 adjudged and all other provisions of this Resolution shall remain and shall be deemed valid and
115 enforceable.

116 **Section 12.** The Recitals set forth hereinabove are incorporated into this section of this
117 Resolution as if such recitals were specifically set forth at length in this Section 12.

118 **THE ABOVE RESOLUTION** was introduced and read and passed at the regular
119 meeting of the Council of the City of Salisbury held on this ____ day of _____, 2024.

120

121 _____
122 Kimberly R. Nichols,
123 City Clerk

D'Shawn M. Doughty,
City Council President

48 election]] deadline set by current Maryland State law and regulation for mail-in ballots
49 to be received by mail, fax, or Internet. The application shall contain an affidavit, which
50 need not be under oath but which shall set forth such information, under penalty of
51 perjury, as may be required by the county board.

52 **Section 2.** Chapter 1.08.280 of the Salisbury City Code, entitled “Canvassing of ballots.” is
53 amended as follows:

54 **1.08.280 Canvassing of ballots.**

55 A. Opening or Unfolding Ballots. The county board shall not open or unfold any mail-
56 in ballot at time prior to the closing of the polls.

57 B. Duties of County Board.

58 1. Subject to the provisions of subsection (B)(2) of this section, at any time
59 after ~~[[four p.m.]]~~ ten a.m. on the Wednesday following election day and
60 not later than the canvass of the votes cast at the regular voting places in
61 the city at any election, the county board shall meet at the usual offices of
62 the county board and shall proceed to count, certify and canvass the mail-
63 in ballots contained in the ballot envelopes. Each board of canvassers shall
64 keep the ballots safe from tampering until the canvass is completed. The
65 county board shall take all appropriate and feasible steps to protect the
66 privacy of all mail-in ballots.

67 2. The canvass may not be completed until all mail-in ballots that have been
68 received timely have been counted.

69 C. Timely Receipt and Ballot.

70 1. Except as provided in subsection D of this section, a ballot shall be
71 considered as received timely, provided:

72 a. It has been received by the county board prior to closing of the
73 polls on election day; or

74 b. It was mailed on or before election day; or

75 c. The United States Postal Service, an army post office, a fleet post
76 office, or the postal service of any other county, has provided
77 verification of that fact by affixing a mark so indicating on the
78 covering envelope; and

79 d. The county board receives the ballot from the United States Postal
80 Service not later than ~~[[four p.m.]]~~ ten a.m. on the second Friday
81 following election day.

82 2. Except as provided in subsection D of this section, any ballot received after
83 the deadline established in this subsection may not be counted.

84 D. Ballots Received from Locations Outside United States.

85 1. In a primary, general or special election, a ballot received from a location
86 outside the United States shall be considered as received timely provided:

87 a. It has been received by the county board from the United States Postal
88 Service not later than [[four p.m.]] *ten a.m.* on the second Friday following
89 the election day; and

90 b. It was mailed before election day; and

91 The United States Postal Service, an army post office, a fleet post
92 office, or the postal service of any other country, has provided verification
93 to that fact by affixing a mark so indicating on the covering envelope.

94 2. Any ballot received by mail after the deadline established in this subsection
95 may not be counted.

96 3. The commencement of the counting and canvassing process may not be
97 delayed to await receipt of ballots under this subsection.

98 4. For the purposes of this subsection, "United States" includes several states,
99 the District of Columbia, the Commonwealth of Puerto Rico and the Virgin
100 Islands but does not include American Samoa, Guam, the Trust Territory of
101 the Pacific Islands, any other territory or possession of the United States, an
102 army post office address or a fleet post office address.

103 E. Voter's Affidavit. For the purposes of subsections C and D of this section, a voter's
104 affidavit that the ballot was completed and mailed before election day shall suffice if
105 the postal service of the country from which the ballot was mailed does not provide a
106 postmark on that ballot.

107 F. Procedure Generally.

108 1. A ballot may not be rejected by the city board except by the unanimous vote
109 of the entire city board.

110 2. If the intent of the voter is not clearly demonstrated, only the vote for that
111 office or question shall be rejected.

112 3. If the board of canvassers determines a ballot is intentionally marked with an
113 identifying mark the entire ballot shall not be counted.

114 4. Any ballot received by mail after the deadlines established in subsections C
115 and D of this section may not be counted.

116 5. Mail-in ballots may not be separately disclosed or reported by precinct.

117 6. All voters' applications, affidavits, certifications, ballot envelopes and ballots
118 shall be kept separate and apart from ballots cast at the regular voting places
119 and retained after the date of election at which they were cast for the time
120 required by federal law, unless prior to that time, the county board is ordered
121 by a court of competent jurisdiction, to keep the same for any longer period.

122 7. The county board may appoint such numbers of temporary judges as it may
123 deem necessary to adequately and promptly carry out the provisions of this
124 section.

125 G. Ballot Voted for Person Who Has Ceased to Be a Candidate. Any mail-in ballot voted
126 for a person who has ceased to be a candidate shall not be counted for such candidate
127 but such vote shall not invalidate the remainder of such ballot.

- 128 H. Ballot Delivered to Wrong Board. If a mail-in ballot envelope is delivered to the
129 wrong board, such board shall immediately send said ballot envelope unopened,
130 unmarked and unchanged in any way to the proper board or to the city clerk.
- 131 I. Voter Dying Before Election Day. Whenever the county board determines from proof
132 or investigation that any person who has marked and transmitted or deposited in
133 person with the board a mail-in ballot, under the provisions of this chapter, has died
134 before election day, the county board shall not count the ballot of the deceased voter.
- 135 J. Place Ballot in Ballot Box and Entry in Registry—More than One Ballot in
136 Envelope—Marking Ballots.
- 137 1. If the county board determines that the provisions for filling out and
138 signing the oath on the outside of the ballot envelope have been substantially
139 complied with and that the person signing the voter's oath is entitled to vote under
140 this chapter in any city election and has not already voted therein on election day,
141 it shall open the ballot envelope and remove the ballot therefrom and the ballot
142 shall be placed by the county board in a secure place to which the public has no
143 access.
- 144 2. If there be more than one ballot in the ballot envelope, all shall be rejected
145 except when two elections are held on the same day and a voter is voting in both
146 elections and the voter returns both mail-in ballots in the ballot envelope provided.
- 147 3. Mail-in ballots may be marked by the pencil taped on the mail-in ballot.
- 148 K. More than One Ballot Received from Same Person. If the county board receives from
149 the same person prior to the deadline for receipt of mail-in ballots more than one mail-
150 in ballot, it shall count, certify and canvass only the mail-in ballot contained in the
151 ballot envelope on which the voter's oath was first executed and if the oath on two or
152 more of the ballot envelopes containing mail-in ballots are dated the same, or if both
153 are undated, none of the ballots received from such person shall be counted.

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

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

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

163 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as
164 if such recitals were specifically set forth at length in this Section 5.

165 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.

166 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City
167 of Salisbury held on the _____ day of _____, 2024 and thereafter, a statement of the substance of
168 the Ordinance having been published as required by law, in the meantime, was finally passed by the Council
169 of the City of Salisbury on the _____ day of _____, 2024.

170

171 **ATTEST:**

172

173

174 Kimberly R. Nichols, City Clerk

D'Shawn M. Doughty, City Council President

175

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

177

178

179 Randolph J. Taylor, Mayor