



CITY OF SALISBURY

115 S. Division Street, Salisbury, MD, 21801

LEGISLATIVE SESSION

Government Office Building

125 N. Division Street, Room 301, Salisbury, MD, 21801

Monday, February 24, 2025

D'SHAWN M. DOUGHTY
Council President

ANGELA M. BLAKE
Council Vice President

APRIL R. JACKSON
Councilwoman

MICHELE R. GREGORY
Councilwoman

SHARON C. DASHIELL
Councilwoman

CALL TO ORDER

PRESENTATION AND ADOPTION OF THE LEGISLATIVE AGENDA

CONSENT AGENDA

- August 26, 2024 Special Work Session Minutes
- September 9, 2024 Special Work Session Minutes
- September 9, 2024 Legislative Session Minutes
- September 9, 2024 Closed Session Minutes
- **Resolution No. 3379** – appointing Michael Piorunski to the Parks & Recreation Committee for term ending February 2028
- **Resolution No. 3380** – appointing Eugene Hirnyk to the Parks & Recreation Committee for term ending February 2028
- **Manufacturing Exemption approval for equipment purchased in the year(s) listed for the following:** Spartech (2023), Perdue (2021, 2023), K&L Microwave (2022, 2023), Delmarva Printing & Design (2021, 2023), Clean Air Filters (2022), DiCarlo Precision Instrument (2023), Smiths Interconnect (2022)

RESOLUTIONS – City Administrator Andy Kitrow

- **Resolution No. 3381** – making a declaration of official intent regarding City of Salisbury's reasonable expectation to reimburse from proceeds of a future borrowing project expenditures made in connection with a project generally referred to as "Lead Service Line Replacement Phase 1;" and generally relating thereto

ORDINANCES – City Attorney Ashley Bosché

- **Ordinance No. 2918** – 1st reading – amending Chapter 5.64 of the Salisbury City Code, entitled "Towing Companies", to update procedures for dispatching police directed towing, operations of a police directed tow on scene, and penalties for violations of the code
- **Ordinance No. 2919** – 1st reading – to accept funds received from the Chesapeake Bay Trust in the amount of \$148,267, as awarded to plant 834 trees in the City of Salisbury
- **Ordinance No. 2920** – 1st reading – authorizing the Mayor to appropriate funds for drinking water state revolving fund projects including the Naylor Mill Water Main Extension project, a PFAS study at the paleo water treatment plant and a lead service line replacement project
- **Ordinance No. 2921** – 1st reading – authorizing a budget amendment and the Mayor to appropriate funds for the PFAS study and treatment

- **Ordinance No. 2922** – 1st reading – authorizing a budget amendment to appropriate funds for completion of the Elevated Water Tank Maintenance Project
- **Ordinance No. 2923** – 1st reading – amending Section 8.04.050 of the Salisbury City Code to add and edit language regarding the counting method for false alarms
- **Ordinance No. 2924** – 1st reading – approving a budget amendment of the FY2025 General Fund Budget to appropriate funds to the Salisbury Fire Department’s operating budget
- **Ordinance No. 2925** – 1st reading – authorizing the Mayor to enter into a contract with the Maryland Department of Health for the purpose of accepting grant funds in the amount of \$29,625, and to approve a budget amendment to the grant fund to appropriate these funds for the Salisbury Fire Department
- **Ordinance No. 2926** – 1st reading – approving a budget amendment of the FY2025 general fund budget to appropriate funds to the Salisbury Fire Department’s operating budget
- **Ordinance No. 2927** – 1st reading – amending Chapter 2.16.020 (H) and (G) of the Salisbury City Code to grant the fire chief the authority to designate who of the career deputies shall be the second and third in command in the department and who shall assume the duties and responsibilities of the fire chief in the event the fire chief is unable to fulfill his or her duties and responsibilities due to illness, incapacity, or absence

PUBLIC COMMENTS

ADMINISTRATION COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

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.

Posted 02/19/25



**SPECIAL WORK SESSION
MEETING MINUTES
AUGUST 26, 2024**

PUBLIC OFFICIALS PRESENT

Council President D'Shawn M. Doughty, Councilwoman April R. Jackson (Zoom), Councilwoman Michele R. Gregory (Zoom), Councilwoman Sharon C. Dashiell, Mayor Randy Taylor

PUBLIC OFFICIALS ABSENT

Councilwoman Angela M. Blake

STAFF IN ATTENDANCE

City Administrator Andy Kitzrow, Fire Chief Rob Frampton, Police Chief David Meienschein, Infrastructure and Development Director Nick Voitiuc, Housing and Community Development Director Muir Boda, City Clerk Julie English, City Attorney Ashley Bosché

WELCOME/ANNOUNCEMENTS

The City Council convened in a Special Work Session on August 26, 2024 at 6:00 p.m. in the Government Office Building Council Chambers, Room 301, located at 125 N. Division Street. After reviewing the emergency exit instructions, President Doughty turned the meeting over to Infrastructure and Development Director Nick Voitiuc to discuss the following item.

Perdue Agribusiness, LLC

Mr. Voitiuc explained that as part of the state's settlement with Perdue Agribusiness, LLC, Perdue paid the City of Salisbury \$400,000 for the purpose of advancing its Terrascaping Action Plan. Mr. Voitiuc gave a brief summary on what the funds would be used for and the associated deadlines.

President Doughty requested further explanation of why the City would receive the funds. Mr. Voitiuc stated the funds were a result of Perdue's alleged violations of Maryland's environmental regulations. Mr. Kitzrow added that the use of the funds were restricted. The City already had plans to plant trees and it was an approved use for the funds. However, the

amount of the funds received was predetermined. There were other uses planned for the funds as well.

There were no council or public comments. Council reached unanimous consensus to move this forward to legislative session.

ADJOURNMENT / CONVENE IN A LEGISLATIVE SESSION

With no further business to discuss, the Special Work Session adjourned at 6:07 p.m.

City Clerk

Council President



**SPECIAL WORK SESSION
MEETING MINUTES
SEPTEMBER 9, 2024**

PUBLIC OFFICIALS PRESENT

Council President D'Shawn M. Doughty, Council Vice President Angela Blake, Councilwoman April R. Jackson, Councilwoman Michele R. Gregory, Councilwoman Sharon C. Dashiell, Mayor Randy Taylor

STAFF IN ATTENDANCE

City Administrator Andy Kitzrow, City Clerk Julie English, and City Attorney Ashley Bosché

WELCOME/ANNOUNCEMENTS

The City Council convened in a Special Work Session on September 9, 2024 at 6:00 p.m. in the Government Office Building Council Chambers, Room 301, located at 125 N. Division Street. After reviewing the emergency exit instructions, President Doughty turned to the City Attorney Ashley Bosché in regard to a legal question. How should second legal opinions be obtained and what did that look like going forward? In summary, it was stated that the Mayor could not retain legal counsel without approval from the council. Additionally, City funds would not be permitted for use as payment to counsel not approved by the Council.

Council President recused himself from the remainder of the Special Work Session due to a conflict of interest. Vice President Angela Blake took over the meeting.

RESOLUTIONS

Vice President Blake presented a resolution to confirm she had the authority to execute all closing documents on behalf of the City to convey the Mitchell Landing Apartment Complex from the City of Salisbury to the Wicomico County Housing Authority.

Ms. Dashiell asked if Council, as the Legislative Branch, had the authority to sign off on something that would normally be handled by the Executive Branch. Ms. Bosché responded that "executing settlement documents to effectuate contractual obligations is neither a legislative nor executive function; it is ministerial act".

45
46 Ms. Dashiell then asked why it had taken so long for this to happen. She added that the
47 project had begun in 2021 and acknowledged it was a different administration then.
48 Ms. Blake responded that a commitment letter had been emailed to Council.

49
50 Ms. Jackson expressed her frustration with the condition of Mitchell Landing while
51 people were still living in those conditions.

52
53 Ms. Gregory reminded everyone that Covid was still very active when this project began
54 and things were very backed up. She believed that was a contributing factor regarding
55 the timeline of this project.

56
57 Ms. Blake pointed out that the Administration has had different opinions on how the
58 project should be handled.

59
60 Ms. Jackson asked that there be no finger pointing. The current condition of Mitchell
61 Landing did not solely fall on the shoulders of Mayor Taylor.

62
63 Mayor Taylor was disappointed that the City was not receiving any money for the
64 property. He stated that when he requested a commitment letter, it raised questions
65 with requirements.

66
67 Ms. Bosché clarified that the purpose of the proposed resolution was to confirm that
68 the Council Vice President could sign on behalf of the City, not that she was signing.

69
70 **PUBLIC COMMENTS**

- 71
72 • Speaker #1 spoke in favor of Mitchell Landing being rehabbed into subsidized housing. She
73 was not in favor of taxes being increased again.
74 • Speaker #2 was in favor of waiting for the commitment letter to proceed with the Mitchell
75 Landing project. He blamed former Mayor Day for the condition of Mitchell Landing.
76 • Speaker #3 spoke in favor of affordable housing. She was concerned about the City being
77 sued. She was in favor of having a back up plan.
78 • Speaker #4 spoke on behalf of the homeless community – veterans, single families,
79 disabled. She felt people were always trying to survive rather than to live.
80 • Speaker #5 spoke of his love for the City. Asked for more empathy and passion from the
81 body. He reminded them that they were there for the citizens of the city and to be kind.
82 • Speaker #6 provided a neuroscience perspective. By helping those who cannot help
83 themselves, the body was helping the community prosper neurologically and through
84 humanity.
85 • Speaker #7 was in favor of ensuring the commitment letter was accurate and acceptable.
86 She believed in taking the Mayor's word that the document would be signed.

- Speaker #8 spoke in favor of affordable housing. Agreed with comments made by Speaker #1. She shared the benefits of having affordable housing.
- Speaker #9 expressed his frustration with the Mayor delaying the progress of the Mitchell Landing project. He implored the body to move forward with the resolution.
- Speaker #10 spoke about the struggles to find affordable housing in the city. He agreed with the words of Speaker #9.

Ms. Jackson, Ms. Blake, and Ms. Gregory were in favor of moving the resolution forward to legislative session. Ms. Dashiell was not in favor of moving it forward.

ADJOURNMENT / CONVENE IN A LEGISLATIVE SESSION

With no further business to discuss, the Special Work Session adjourned at 6:58 p.m.

City Clerk

Council President



**LEGISLATIVE SESSION
MEETING MINUTES
SEPTEMBER 9, 2024**

PUBLIC OFFICIALS PRESENT

Council President D'Shawn M. Doughty, Vice President Angela M. Blake, Councilwoman April R. Jackson, Councilwoman Michele R. Gregory, Councilwoman Sharon C. Dashiell, Mayor Randy Taylor

STAFF IN ATTENDANCE

City Administrator Andy Kitzrow, Procurement Director Jennifer Miller, City Clerk Julie English, City Attorney Ashley Bosché

WELCOME/ANNOUNCEMENTS/PLEDGE TO THE FLAG

The City Council convened in Legislative Session on September 9, 2024 at 6:58 p.m. in the Government Office Building Council Chambers, Room 301, located at 125 N. Division Street. President Doughty asked everyone to stand for the Pledge of Allegiance.

INVOCATION

Pastor Greg Carlson from the Park Seventh Day Adventist was called forward to provide the Invocation.

PRESENTATION – Democracy Across Disciplines

Dr. Sandy Pope – Director, Institute for Public Affairs and Civic Engagement (PACE)

Dr. Pope shared with Council a lecture series presented by PACE. Topics covered in the lectures include: advocacy, purposes and structures of democratic government, citizen interaction with government, elections, voting, and local advocacy efforts. He invited the Council and anyone watching to assist with choosing the topics for next year. The schedule for the series was included in the agenda packet.

PRESENTATION AND ADOPTION OF THE AGENDA

President Doughty presented the meeting agenda and called for a motion and a second to approve the agenda as presented. Ms. Dashiell motioned and Ms. Jackson seconded. The vote was 5-0 to approve the legislative agenda.

AWARD OF BID- presented by Procurement Director Jennifer Miller

- RFP A-25-108 Parking Management System

After Ms. Miller presented the Award of Bid, President Doughty asked for Mr. Kitzrow to give a brief background for the public. Mr. Kitzrow explained that the City wanted to move away from having parking attendants. There was a failed implementation with the previous vendor. Using the funding that was previously budgeted for an automated parking system, another company was vetted through proper procedure. Mr. Kitzrow apologized to all who has had to deal with the transition.

The Award of Bid was unanimously approved on a motion and second by Ms. Gregory and Ms. Blake, respectively.

DECLARATION OF SURPLUS- presented by Procurement Director Jennifer Miller

- Dept. of Field Operations – Misc. vehicles, equipment, mobile building

The Declaration of Surplus was unanimously approved on a motion and second by Ms. Gregory and Ms. Jackson, respectively.

RESOLUTION – presented by City Clerk Julie English

President Doughty recused himself from discussion and voting of this item due to a conflict of interest. Vice President Blake ran this portion of the meeting.

- **Resolution No. 3365** – to confirm the Council Vice President has the authority to execute all closing documents on behalf of the City to convey the Mitchell Landing Apartment Complex from the City of Salisbury to the Wicomico County Housing Authority

After Ms. English presented the resolution, Ms. Jackson asked for and received confirmation that Vice President Blake would only sign on behalf of the City if Mayor Taylor did not sign.

Ms. Jackson motioned and Ms. Gregory seconded to approve Resolution No. 3365. Ms. Gregory, Ms. Blake and Ms. Jackson voted in favor. Ms. Dashiell voted nay. Resolution No. 3365 was passed by a vote of 3-1 in favor.

ORDINANCE – presented by City Attorney Ashley Bosché

- **Ordinance No. 2884** – 2nd reading – authorizing the Mayor to enter into a contract with Maryland Humanities for the purpose of accepting grant funds in the amount of \$431.14

and to approve a budget amendment to the grant fund to appropriate these funds for the Maryland Folk Festival Programming

Ordinance No. 2884 was unanimously approved (5-0) for second reading on a motion and second by Ms. Jackson and Ms. Gregory, respectively.

- **Ordinance No. 2885** - 2nd reading – approving a budget amendment of the City’s FY25 Budget to accept and appropriate donated funds from the Community Foundation of the Eastern Shore Winter Wonderland of Lights fund to support the cost of the annual holiday lighting displays at Salisbury’s City Park

Ms. Jackson motioned and Ms. Dashiell seconded, and the vote was 5-0 to approved Ordinance No. 2885 for second reading.

- **Ordinance No. 2886**- 2nd reading – approving a budget amendment of the FY2025 General Fund Budget to appropriate funds to the Salisbury Fire Department

Ms. Jackson motioned and Ms. Gregory seconded, and the vote was 5-0 to approved Ordinance No. 2886

- **Ordinance No. 2887**- 2nd reading- to accept funds received from Perdue Agribusiness, LLC for the City of Salisbury’s Supplemental Environment Project

Ms. Blake motioned and Ms. Jackson seconded, and the vote was 5-0 to approved Ordinance No. 2887 for second reading.

- **Ordinance No. 2889**- 1st reading- amending 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

Ms. Jackson motioned and Ms. Gregory seconded to approve Ordinance No. 2889. The Ordinance was approved for first reading on a 5-0 vote in favor.

- **Ordinance No. 2890**- 1st reading- amending Chapter 1.12 of the Salisbury City Code, entitled “City Election Campaign Advertising and Finance”

While presenting the ordinance, Ms. Bosché stated that lines 23-25 should be reworked to be applicable to Chapter 1.12.

Ms. Jackson motioned and Ms. Gregory seconded to approve Ordinance No. 2890 for first reading. Ordinance No. 2890 was approved for first reading with pending amendments to lines 23-25. The vote was 5-0 in favor.

132 **PUBLIC COMMENTS**

133
134 The following public comments were made:

- 135
- 136 • Speaker #1 questioned some wording in the resolution that was passed. She also asked
 - 137 that Vice President Blake review all paperwork before signing on behalf of the City if it
 - 138 became necessary.
 - 139 • Speaker #2 spoke in favor of increased density as long as the parking needs were met. She
 - 140 brought attention to the houses currently boarded up and requested something be done
 - 141 about them.
 - 142 • Speaker #3 questioned who the property of Mitchell Landing would be sold to. He also
 - 143 called out former Mayor Day for the current state of the property.
- 144

145 President Doughty asked for Administration to provide an update on Lot 10 with regard to

146 communications from Nick Simpson.

147

148 Mr. Kitzrow stated an email had come in during the meeting. Administration had not had time

149 to review the email. Mayor Taylor added that there had been conversations about Lot 10. He is

150 hoping to have some updates soon.

151

152 **ADMINISTRATION COMMENTS**

153

154 Mayor Taylor shared some remarks in response to one of the public speakers. He wanted to

155 public to know that he was trying to do what is in the best interest of the City.

156

157 **COUNCIL COMMENTS**

158

159 Ms. Dashiell announced the upcoming cold weather shelter. She expressed her appreciation to

160 Habitat for Humanity for the new homes going up. Ms. Dashiell also shared information on the

161 upcoming Back to School event the City was hosting through the HCDD department. She

162 provided an update on the Aircraft Maintenance School. The upcoming class will be full. Lastly,

163 she advocated for volunteers for the Mission of Mercy.

164

165 Ms. Jackson was glad the Mitchell Landing project was moving forward. She shared information

166 for two upcoming events at the VFW: Trunk N Treat and Adult Spooktacular.

167

168 Ms. Gregory asked for volunteers for the upcoming folk festival. She provided information on an

169 upcoming event for art by women. She appreciated the advocates for affordable housing and

170 provided statistics.

171

172 Ms. Blake shared about the recent house fire she suffered at her home. She asked for those

173 healthy enough to donate blood and plasma, and to be an organ donor.

174

President Doughty was thankful that Ms. Blake was still there to share her story. He stated there would be some changes in the process for public comment. He acknowledged the concerns with Council members being on their personal devices during the meeting. He added that the motions and seconds would be slowed down. He was an advocate of affordable housing.

President Doughty expressed how serious he took his Oath of Office. He referenced the Charter as the guide for how public officials shall govern the City. Lastly, he thanked the transportation division for the 4-way stop at Church and Truitt Streets. He thanked Administration for getting signage posted for the new traffic pattern.

ADJOURNMENT/CONVENE IN CLOSED SESSION

With no further business to discuss, the Legislative Session adjourned at 8:03 p.m. President Doughty asked for a motion and second to convene in Closed Session. A motion and second was made by Ms. Blake and Ms. Jackson, respectively. The Closed Session was to consult with counsel to obtain legal advice on a legal matter and to consult with staff, consultants, or other individuals about pending or potential litigation as authorized by the State Government Article, § 3-305(b)(7) and (8). The topic of discussion was update and legal advice on the PFAS lawsuit.

City Clerk

Council President



City of Salisbury

MEMORANDUM

TO: Mayor Randy Taylor

FROM: Jessie Turner

SUBJECT: Appointment

DATE: February 18, 2025

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>
Michael Piorunski	February 2028

Attached is the applicant's information and the resolution necessary for this appointment.

Attachments



City of Salisbury

MEMORANDUM

TO: Mayor Randy Taylor

FROM: Jessie Turner

SUBJECT: Appointment

DATE: February 18, 2025

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>
Eugene Hirnyk	February 2028

Attached is the applicant's information and the resolution necessary for this appointment.

Attachments



City of Salisbury

To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance

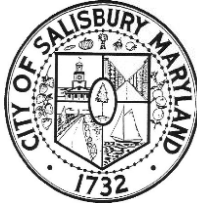
Date: 2/7/2025

Re: Manufacturing Exemption for equipment purchased 2023 Spartech, LLC

I am recommending that Spartech, LLC be granted exemptions from Personal Property Tax for their equipment purchased in 2023 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 2023 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$61,728 in personal property tax for 2023 equipment purchases. The exemptions will be applied to City Property Tax years 2025-2029 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

MARYLAND

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: 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 2023.
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 08/28/2024

Email address juli.donelson@ryan.com

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

Company: Spartech, LLC
Address: 601 Marvel Road
Salisbury, MD 21801

Requested By: Juli Donelson
Date of Request: 8/28/2024

Equipment Year 2023

New Equipment Amount per Tax Return \$ 734,852

Total

\$ 734,852

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2025	2024	1	661,367	15,873
	2026	2025	2	587,882	14,109
	2027	2026	3	514,396	12,346
	2028	2027	4	440,911	10,582
	2029	2028	5	367,426	8,818
Total Value of Exemption:					<u><u>\$ 61,728</u></u>

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

December 31, 2023

Asset #	State Class	Asset Description	Acq Date (O)	Cost (O)
7019-1711039332-0	Mfg M&E	Press 2 infeed drive	10/23/2023	7,077
7019-1711039289-0	Mfg M&E	Repl #3 & #4 Calender Rolls For C1 Resub	09/11/2023	471,323
7019-1711039284-0	Mfg M&E	RTO final repairs	08/30/2023	52,958
7019-1711039285-0	Mfg M&E	C1 emergency breaker	08/30/2023	21,222
7019-1711039262-0	Mfg M&E	C2 drives	07/30/2023	23,318
7019-1711039263-0	Mfg M&E	Boiler Maintenance and Repairs	07/30/2023	38,788
7019-1711039290-0	Mfg M&E	C1 BBY motor rebuild CIP	07/11/2023	13,800
7019-1711039233-0	Mfg M&E	C2 IS Hopper (CIP)	05/30/2023	13,955
7019-1711039208-0	Mfg M&E	(CIP) C1 roll grinding	04/28/2023	11,029
7019-1711039195-0	Mfg M&E	Air compressor replacement	03/31/2023	74,319
7019-1711039161-0	Mfg M&E	Press 2 servo power supply	02/26/2023	7,063
7019-1711039028-0	Mfg M&E	Laminator chiller replacement	08/15/2022	55,184
			Total Mfg M&E	790,036

734,852

BUSINESS ENTITY ANNUAL REPORT (FORM 1)

File online at BusinessExpress.Maryland.gov or send this fillable form and payment to:
Maryland Department of Assessments & Taxation, P.O. BOX 17052, BALTIMORE, MARYLAND 21297-1052

2024

Form 1

Due: April 15, 2024

Do not send this form via email nor fax. Do not send multiple businesses in the same envelope. Mailed forms must be typed using this fillable form.
Do not make any handwritten changes, corrections or additions to the data, or to the form after it is printed, except your original signature and date.

Page 4

5. For all assets that you have as of JANUARY 1, 2024:
Provide the original cost by year of acquisition for any **tools, machinery, and/or equipment used for manufacturing or research & development** that you are actively using. See instructions for important information.

	Category A	Category C	Category D	Total Cost
Acquired in 2023	734852			734,852
Acquired in 2022	968,762			968,762
Acquired in 2021	293,549			293,549
Acquired in 2020	178,821			178,821
Acquired in 2019	353,230			353,230
Acquired in 2018	154,966			154,966
Acquired in 2017	5,071,047			5,071,047
Acquired in 2016 & Prior				0
Totals	7,755,227	0	0	7,755,227

Describe property identified in C and D above:

6. For all assets that you have as of JANUARY 1, 2024:
Provide the original cost by year of acquisition for any **vehicles with interchangeable registration and/or unregistered vehicles** that you are actively using.

Acquired in 2023	
Acquired in 2022	
Acquired in 2021	
Acquired in 2020 & Prior	
Totals	0
Report all dealer, recycler, finance company, special mobile equipment, transporter plates, and unregistered vehicles.	

7. For non-farming livestock that you have as of JANUARY 1, 2024:

Book Value	\$ 0
Market Value	\$ 0

8. Other personal property:

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

Total Cost:

\$ 0

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
SEE ATTACHED

Total Cost:

\$

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. The 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.

Total Cost:

\$ 0



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Phillip Menzel, Assistant Director of Finance
Date: 2/7/2025
Re: Manufacturing Exemption for equipment purchased 2021 Perdue Foods, LLC -
amended

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

Perdue Foods, LLC had previously been granted exemptions for \$384,602 of equipment purchased in 2021. This amended request includes an additional \$1,582,619 of equipment. This additional equipment was included in prior applications but excluded from exemptions granted by the City due to errors in the applications which have been corrected in this amended request.

Over the next five years they will benefit from this exemption by a total savings of \$132,940 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



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 2020/2021.
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 9/19/2022

Email address tbarron@barrontax.com

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

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

Requested By: Angela Hastings
 Date of Request: 3/21/2024

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

Equipment Year 2021

New Equipment Amount per Tax Return \$ 1,582,619

Total

\$ 1,582,619

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2023	2022	1	1,424,357	34,185
	2024	2023	2	1,266,095	30,386
	2025	2024	3	1,107,833	26,588
	2026	2025	4	949,571	22,790
	2027	2026	5	791,310	18,991
Total Value of Exemption:					\$ 132,940

April 23, 2024

Maryland Department of Assessments and Taxation
Personal Property Division
301 W. Preston Street
Baltimore, Maryland 21201-2395

RE: 2022 Amended Business Personal Property Tax Return
Perdue Foods LLC
Account No. W14880488

To Whom It May Concern:

Enclosed is our 2022 Amended Business Personal Property Tax Return for the above referenced account number. We have amended this return to include the omitted 2021 manufacturing equipment assets for the property located at Lake & Willow Streets in Salisbury. The list of assets that were not reported on the original 2022 filing are included with this return due to an account issue that led to these assets being added late to the fixed asset register. The rest of the costs reported on the return are the same and accurate. We request that you process this return in order for the City of Salisbury to grant the manufacturing exemption for the omitted assets.

If you have any questions regarding the enclosed return, please contact me at (630) 942-8100 x330.

Sincerely,

Todd Barron
President

enclosure

BUSINESS PERSONAL PROPERTY RETURN OF DEPT ID# W14880488**2022
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. Visit the website dat.maryland.gov for an application. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation year is required. **1,967,221 Revised application**
384,602 Original Application
1,582,619 Additional Equipment

Year Acquired	A	C	D	Year Acquired	A	C	D
2021	1,942,356		24,865	2017	2,101,031		
2020	1,998,127		44,462	2016	2,059,781		206,280
2019	659,624		187,619	2015	767,310		203,180
2018	273,971			2014 & Prior	15,738,790		61,728

Describe Property in C & D above:

D - Data Processing Equipment

Total Cost
\$ 26,269,124
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
\$ NONE
7. Non-farming livestock:

Book Value \$	None	Market Value \$
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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

Perdue Foods LLC
Department ID # W14880488
2022 Amended Maryland Personal Property Return
Salisbury Manufacturing Assets Reported on Section VI, No. 5
Detailed Amended Asset Additions

Street Address	County	Incorporated		Asset Number	Asset Description	Category as Filed	Application	Acquisition	Reported Cost
		Town					Year	Date	
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 RXF-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		102041124080	Sealer;Traypack;GTOe 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 GHS900 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		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		102041124400	Piping;Steam Line;CIP;Loc:Between Chillers #1 & #2	Manufacturing (A)	2021	12/15/2021	8,000.00
521 Willow Street	Wicomico	Salisbury		102041124170	Printer; Video Jet;White;Model:CTIJ 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

Amended Additions Total	1,582,619.06
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City of Salisbury

To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance

Date: 2/7/2025

Re: Manufacturing Exemption for equipment purchased 2023 Perdue Foods, LLC

I am recommending that Perdue Foods, LLC. be granted exemptions from Personal Property Tax for their equipment purchased in 2023 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 2023 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$28,513 in personal property tax for 2023 equipment purchases. The exemptions will be applied to City Property Tax years 2025-2029 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

MARYLAND

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: 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 2023.
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 [Signature] Date 9/6/2024

Email address tbarron@barrontax.com

9/25/2024

3:41 PM

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

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

Requested By: Angela Hastings
 Date of Request: 9/6/2024

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

Equipment Year 2023

New Equipment Amount per Tax Return \$ 339,445

Total

\$ 339,445

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2025	2024	1	305,501	7,332
	2026	2025	2	271,556	6,517
	2027	2026	3	237,612	5,703
	2028	2027	4	203,667	4,888
	2029	2028	5	169,723	4,073
Total Value of Exemption:					\$ 28,513

Perdue Foods LLC

Department ID # W14880488

2024 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	Acquisition	Reported Cost
						Year	Date	
521 Willow Street	Wicomico	Salisbury	102041244320	Cutter; Front Half; Mfg:Southern Poultry Service;	Manufacturing (A)	2023	6/15/2023	17,475.00
521 Willow Street	Wicomico	Salisbury	102041244330	Cutter; Front Half; Mfg:Southern Poultry Service;	Manufacturing (A)	2023	6/15/2023	17,475.00
521 Willow Street	Wicomico	Salisbury	102041244340	Conveyor Extension and Chute; Loc: Cutup	Manufacturing (A)	2023	6/15/2023	9,217.50
521 Willow Street	Wicomico	Salisbury	102041244350	Conveyor Extension and Chute; Loc: Cutup	Manufacturing (A)	2023	6/15/2023	9,217.50
521 Willow Street	Wicomico	Salisbury	102041244200	Blower; Air; Mfg: Paxton; Model:SQ-602296; 20 Hp;	Manufacturing (A)	2023	7/15/2023	21,364.38
521 Willow Street	Wicomico	Salisbury	102041244210	Printer; Ink jet; Industrial; Mfg: Keyence; Model:	Manufacturing (D)	2023	7/15/2023	14,248.78
521 Willow Street	Wicomico	Salisbury	102041242820	Blower assembly; Mfg: Industrial Air;	Manufacturing (A)	2023	7/15/2023	68,662.80
521 Willow Street	Wicomico	Salisbury	102041248250	VALVES; AMMONIA; Mfg: DANFOSS; Qty: 2; Loc:RC-2	Manufacturing (A)	2023	10/15/2023	27,328.00
521 Willow Street	Wicomico	Salisbury	102041248260	PUMPS; AMMONIA; Mfg: TEIKOKU; Qty: 2; Loc:RC-2	Manufacturing (A)	2023	10/15/2023	54,880.00
521 Willow Street	Wicomico	Salisbury	102041250110	Piping; Ammonia; Qty: 80 ft; Loc: Condenser 2;	Manufacturing (A)	2023	10/15/2023	36,569.00
521 Willow Street	Wicomico	Salisbury	102041250120	Piping; Ammonia; Qty: 10 ft; Loc: Compressor Pump	Manufacturing (A)	2023	10/15/2023	8,498.00
521 Willow Street	Wicomico	Salisbury	102041240280	Aerator; Refurbished; incl frame and cable spool	Manufacturing (A)	2023	4/15/2023	11,269.30
521 Willow Street	Wicomico	Salisbury	102041240290	Electrical; Refurbished; Aerator incl frame and	Manufacturing (A)	2023	4/15/2023	13,000.00
521 Willow Street	Wicomico	Salisbury	102041244250	Auger; Meat; Secondary; 16" X 15'; Loc: OFFAL	Manufacturing (A)	2023	8/15/2023	30,240.00
Manufacturing Total								339,445.26



BUSINESS ENTITY ANNUAL REPORT (FORM 1)

File online at BusinessExpress.Maryland.gov or send this fillable form and payment to:
Maryland Department of Assessments and Taxation, P.O. BOX 17052, BALTIMORE, MARYLAND 21297-1052

Do not send this form via email nor fax. Do not send multiple businesses in the same envelope. Mailed forms must be typed using this fillable form.
Do not make any handwritten changes, corrections or additions to the data, or the form after it is printed, except your original signature and date.

2024

Form 1
Due: April 15, 2024

Page 4

PF-MD-1020-SALISBURYLW, PF-MD-1020-SALISBURYLW
Lake & Willow Streets, Salisbury, MD 21804

Address, include City or Town, County and Zip Code

5. For all assets that you have as of January 1, 2024:
Provide the original cost by year of acquisition for any tools, machinery, and/or equipment used for manufacturing or research & development that you are actively using. See instructions for important information.

	Category A	Category C	Category D	Total Cost
Acquired in 2023	325,196		14,249	339,445
Acquired in 2022	4,473,520			4,473,520
Acquired in 2021	1,897,886		24,865	1,922,751
Acquired in 2020	1,998,127		44,462	2,042,589
Acquired in 2019	659,624		187,619	847,243
Acquired in 2018	273,971			273,971
Acquired in 2017	2,045,370			2,045,370
Acquired in 2016 & Prior	16,326,609		448,663	16,775,272
Totals	28,000,303		719,858	28,720,161

Describe property identified in C and D above:

D - Data Processing Equipment

6. For All assets that you have as of January 1, 2024:

Provide the original cost by year of acquisitions for any vehicles with interchangeable registration and/or unregistered vehicles that you are actively using.

Acquired in 2023	
Acquired in 2022	
Acquired in 2021	
Acquired in 2020 & Prior	
Totals	NONE
Report all dealer, recycler, finance company, special mobile equipment, transporter plates, and unregistered vehicles.	

7. For non-farming livestock that you have as of January 1, 2024:

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 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:
\$ 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 installation date and original cost by year of acquisition for each location. The 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.

Total Cost:
\$ NONE



City of Salisbury

To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance

Date: 2/7/2025

Re: Manufacturing Exemption for equipment purchased 2022 K&L Microwave, Inc.

I am recommending that K&L Microwave, 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 \$94,662 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



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: K&L Microwave, Inc. MD Department ID#: F01560291

Mailing Address: 2250 Northwood Drive, Salisbury, MD 21801

Contact Name: Dawn Adkins-Harcum Phone No.: 410-749-2424 x 3540

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. 2250 & 2300 Northwood Drive
4. Date Manufacturing / R & D operation began in Salisbury. 8/1/1993
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 [Signature] Date: 7/14/2023

Email address daharcum@klmicrowave.com

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

Company: K&L Microwave, Inc.
Address: 2250 Northwood Drive
Salisbury, MD 21801

Requested By: Dawn Adkins-Harcum
Date of Request: 7/14/2023

Equipment Year 2022

New Equipment Amount per Tax Return \$ 1,126,924

Total

\$ 1,126,924

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2024	2023	1	1,014,232	24,342
	2025	2024	2	901,539	21,637
	2026	2025	3	788,847	18,932
	2027	2026	4	676,154	16,228
	2028	2027	5	563,462	13,523
Total Value of Exemption:					\$ 94,662

Personal Property Information
K&L Microwave, Inc.
2022 Expenditures for R&D Manufacturing Equipment

2022 ADDITIONS

								20			
Sys#	A/C	Prop. Tax Acq. Date	Co. Asset #	Proper ty Type	Class	Location	Description	2022 Additions	2022 YTD Depreciation	2022 Accum. Depreciation	
003678	A	01/01/22	123841	P	ME		P9372A STREAMLINE USB NETWORK	0.00	0.00	\$ 0.00	
003679	A	01/01/22	123840	P	ME		P9372A STREAMLINE USB NETWORK	0.00	0.00	0.00	
003680	A	01/01/22	123842	P	ME		P9372A STREAMLINE USB NETWORK	0.00	0.00	0.00	
003681	A	01/01/22	123844	P	ME		P9372A STREAMLINE USB NETWORK	0.00	0.00	0.00	
003682	A	01/01/22	123845	P	ME		P9372A STREAMLINE USB NETWORK	0.00	0.00	0.00	
003683	A	01/01/22	123841	P	ME		P9372A STREAMLINE USB NETWORK	0.00	0.00	0.00	
003685	A	01/05/22	123859	P	ME		TEST EQUIPMENT - CALIBRATION L	21,613.80	4,322.76	4,322.76	
003715	A	03/17/22	123661A	P	ME		E8361C - PNA SERIES NETWORK AN	12,783.80	1,917.57	1,917.57	
003690	A	06/01/22	123874	P	ME		LPKF PROTOLASER U4	218,685.00	25,513.25	25,513.25	
003689	A	09/10/22	123873	P	ME		CNC LATHE - DOOSAN LYNX 2100 -	180,625.60	8,601.22	8,601.22	
003694	A	09/15/22	123864	P	ME		P9375A VECTOR NETWORK ANALY	34,163.11	2,277.54	2,277.54	
003695	A	09/15/22	123865	P	ME		P9375A VECTOR NETWORK ANALY	34,163.11	2,277.54	2,277.54	
003696	A	09/15/22	123866	P	ME		P9375A VECTOR NETWORK ANALY	34,163.11	2,277.54	2,277.54	
003710	A	09/22/22	123846	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	1,024.53	1,024.53	
003708	A	09/23/22	123847	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	1,024.53	1,024.53	
003707	A	09/26/22	123850	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	1,024.53	1,024.53	
003709	A	09/26/22	123849	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	1,024.53	1,024.53	
003711	A	09/26/22	123848	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	1,024.53	1,024.53	
003713	A	10/07/22	123877	P	ME		AUTOMATIC DICING SAW & WATER	191,021.27	9,551.06	9,551.06	
003714	A	10/07/22	123876	P	ME		BUBBLE DETECTION SYSTEM	17,165.00	858.25	858.25	
003701	A	10/18/22	123851	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	683.02	683.02	
003703	A	10/19/22	123853	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	683.02	683.02	
003705	A	10/19/22	123854	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	683.02	683.02	
003712	A	10/19/22	123852	P	ME		P9374A VECTOR NETWORK ANALY	20,490.63	683.02	683.02	
003704	A	10/20/22	123856	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	683.02	683.02	
003706	A	10/20/22	123855	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	683.02	683.02	
003702	A	10/24/22	123857	P	ME		P9374A VECTOR NETWORK ANALY	20,490.67	683.02	683.02	
003699	A	10/27/22	123868	P	ME		P9375A VECTOR NETWORK ANALY	34,163.11	1,138.77	1,138.77	
003700	A	10/27/22	123867	P	ME		P9375A VECTOR NETWORK ANALY	34,163.09	1,138.77	1,138.77	
003697	A	11/02/22	123870	P	ME		P9375A VECTOR NETWORK ANALY	34,163.11	1,138.77	1,138.77	
003698	A	11/02/22	123869	P	ME		P9375A VECTOR NETWORK ANALY	34,163.11	1,138.77	1,138.77	
Total 2130 MACHINERY & EQUIPMENT								1,126,924.22	72,055.60	72,055.60	

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

Year Acquired	A	C	D	Year Acquired	A	C	D
2022	438,089		688,835	2018	42,440		150,589
2021	17,161		342,382	2017	22,399		235,384
2020	663,404		531,881	2016	36,471		176,231
2019	44,166			2015 & prior	7,328,335	53,822	3,776,640

Describe property identified in C & D above:

2016: D - ELECTRONIC EQUIPMENT, 2017: D - ELECTRONIC EQUIPMENT, 2018: D - ELECTRONIC EQUIPMENT, 2020: D - ELECTRONIC EQUIPMENT, 2021: D - ELECTRONIC EQUIPMENT, 2015: C - FORK LIFT; D - ELECTRONIC EQUIPMENT ELECTRONIC EQUIPMENT ELECTRON, 2022: D - ELECTRONIC EQUIPMENT

Total Cost: \$ 14,548,229

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: \$
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8. Other personal property:

Total Cost: \$ 242,894

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: \$



City of Salisbury

To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance

Date: 2/7/2025

Re: Manufacturing Exemption for equipment purchased 2023 K&L Microwave, Inc.

I am recommending that K&L Microwave, Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2023 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 2023 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$79,311 in personal property tax for 2023 equipment purchases. The exemptions will be applied to City Property Tax years 2025-2029 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

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: K&L Microwave, Inc. MD Department ID#: F01560291

Mailing Address: 2250 Northwood Drive, Salisbury, MD 21801

Contact Name: Dawn Adkins-Harcum Phone No.: 410-749-2424 x 3540

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 2023.
3. Address of Manufacturing / R & D operation. 2250 & 2300 Northwood Drive
4. Date Manufacturing / R & D operation began in Salisbury. 8/1/1993
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 [Signature] Date 11/21/24

Email address dharcum@klmicrowave.com

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

Company: K&L Microwave, Inc.
Address: 2250 Northwood Drive
Salisbury, MD 21801

Requested By: Dawn Adkins-Harcum
Date of Request: 11/21/2024

Equipment Year 2023

New Equipment Amount per Tax Return \$ 944,184

Total

\$ 944,184

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2025	2024	1	849,766	20,394
	2026	2025	2	755,347	18,128
	2027	2026	3	660,929	15,862
	2028	2027	4	566,510	13,596
	2029	2028	5	472,092	11,330
Total Value of Exemption:					\$ 79,311

Personal Property Information

K&L Microwave, Inc.

2023 Expenditures for R&D Manufacturing Equipment

2023 ADDITIONS

Sys#	A/C	Prop. Tax Acq. Date	Co. Asset #	Prop- erty Type	Class	Location	Description	2023 Additions	2023 YTD Depreciation	2023 Accum. Depreciation
003716	A	01/03/203	123875	P	ME		LASER WELDER SYSTEM	458,484.38	65,497.77	\$ 65,497.77
003717	A	03/24/23	123881	P	ME		RESONATOR GRINDER	240,510.00	25,768.93	\$ 25,768.93
003718	A	01/03/23	123882	P	ME		SWTCHMODE POWER SUPPLY - BR	10,225.00	2,045.00	\$ 2,045.00
003720	A	03/01/23	123885	P	ME		ECAL MODDULES/MANUAL CAL KIT	33,467.78	5,577.96	\$ 5,577.96
003723	A	04/25/23	123887	P	ME		G8612A HELIUM LEAK DETECTOR B	21,150.50	2,820.07	\$ 2,820.07
003724	A	05/15/23	123888	P	ME		BUBBLE DETECTION SYSTEM - 101	13,300.00	1,773.33	\$ 1,773.33
003725	A	05/15/23	123889	P	ME		BUBBLE DETECTION SYSTEM - 101	24,680.00	3,290.67	\$ 3,290.67
003727	A	07/01/23	123891	P	ME		SECURITY CAMERAS - CLASSIFIED	10,995.00	1,099.50	\$ 1,099.50
003729	A	11/01/23	123893	P	ME		TP1824 - Thrifty Pack Skin Packaging	9,948.10	331.60	\$ 331.60
003730	A	11/01/23	123894	P	ME		7124 - ADT DICING SAW	121,423.00	4,047.43	\$ 4,047.43
Total 2130 MACHINERY & EQUIPMENT								944,183.76	112,252.26	112,252.26

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

Year Acquired	A	C	D	Year Acquired	A	C	D
2023	944,184			2019	44,166		
2022	438,089		688,835	2018	42,440		150,589
2021	17,161		342,382	2017	22,399		235,384
2020	663,404		531,881	2016 & prior	7,364,806	53,822	2,787,511

Describe property identified in C & D above:

2017: D - ELECTRONIC EQUIPMENT, 2018: D - ELECTRONIC EQUIPMENT, 2020: D - ELECTRONIC EQUIPMENT, 2021: D - ELECTRONIC EQUIPMENT, 2022: D - ELECTRONIC EQUIPMENT, 2016: C - FORK LIFT; D - ELECTRONIC EQUIPMENT ELECTRON

Total Cost: \$ 14,327,053

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

Year Acquired	Original Cost	Year Acquired	Original Cost
2023		2021	
2022		2020 & prior	

Total Cost: \$

7. Non-farming livestock:

Book Value: \$	Market Value: \$
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8. Other personal property:

Total Cost: \$ 243,876

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: \$



City of Salisbury

To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance

Date: 2/7/2025

Re: Manufacturing Exemption for equipment purchased 2021 Delmarva Printing & Design

I am recommending that Delmarva Printing & Design, 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.

Over the next five years they will benefit from this exemption by a total savings of \$8,334 in personal property tax for 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



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

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 2021.
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 [Signature] Date 8/1/22

Email address ktaylor@pkscpa.com

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

Company: Delmarva Printing & Design, Inc.
Address: 1957 Northwood Drive
Salisbury, MD 21801

Requested By: Darrell Fearin
Date of Request: 8/1/2022

Equipment Year 2021

New Equipment Amount per Tax Return \$ 99,215

Total

\$ 99,215

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2023	2022	1	89,294	2,143
	2024	2023	2	79,372	1,905
	2025	2024	3	69,451	1,667
	2026	2025	4	59,529	1,429
	2027	2026	5	49,608	1,191
Total Value of Exemption:				\$	8,334

Delmarva Printing and Design, Inc.

Equipment Pending Manufacturing Exemption Approval for the Year Ended December 31, 2021

<u>Purchases/Identifier</u>	<u>Date in Service</u>	<u>Purchase Price</u>
1. Vanguard VR5D Digital Printer	4/16/21	\$79,495.00
2. Epson Surecolor Inkjet Printer	12/20/21	<u>\$19,719.95</u>
Total:		<u>\$99,214.95</u>

Description of Use in Production

1. Vanguard VR5D Digital Printer – used for high-volume digital printing output
2. Epson Surecolor Inkjet Printer – used for mid-volume digital printing output

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
2021	99,215			2017	57,060		
2020				2016			
2019				2015			
2018				2014 & prior	495,768		

Describe Property in C & D above:

Total Cost\$ **652,043**

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\$ **NONE****7. Non-farming livestock:**

Book Value \$	Market Value \$
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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**



City of Salisbury

To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance

Date: 2/7/2025

Re: Manufacturing Exemption for equipment purchased 2023 Delmarva Printing & Design

I am recommending that Delmarva Printing & Design, Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2023 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 2023 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$1,722 in personal property tax for 2023 equipment purchases. The exemptions will be applied to City Property Tax years 2025-2029 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

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)

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

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2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2023.
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.
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Preparer's Signature [Signature] Date 8/18/24

Email address ktaylor@phsopa.com

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

Company: Delmarva Printing & Design, Inc.
Address: 1957 Northwood Drive
Salisbury, MD 21801

Requested By: Darrell Fearin
Date of Request: 8/18/2024

Equipment Year 2023

New Equipment	Amount per Tax Return	\$	20,500
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Total

\$ 20,500

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2025	2024	1	18,450	443
	2026	2025	2	16,400	394
	2027	2026	3	14,350	344
	2028	2027	4	12,300	295
	2029	2028	5	10,250	246
Total Value of Exemption:				\$	1,722

Tax Asset Detail 1/01/23 - 12/31/23

FYE: 12/31/2023

Asset	d t	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
Location: MD Group: Equipment (continued)												
44		Kirk Rudy Inkjet Mailing System (E	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 Prin	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 Pri	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	0.00	0.00	280.94	2,135.14	2,416.08	3,202.72	200DB	5.0
75		SUMMA S2 T160-SE Cutter	12/21/22	8,790.00	0.00	0.00	439.50	3,340.20	3,779.70	5,010.30	200DB	5.0
76		AC58011 Accuriopress C4070 Copi	11/18/22	34,595.00	0.00	0.00	1,729.75	13,146.10	14,875.85	19,719.15	200DB	5.0
78		Konica Minolta- Copier	9/28/23	20,500.00	0.00c	4,100.00	0.00	4,100.00	4,100.00	16,400.00	200DB	5.0
79		Horizon AFC 566	12/31/23	4,500.00	0.00c	0.00	0.00	0.00	0.00	4,500.00	Memo	5.00
Equipment				726,046.68	0.00c	130,497.73	654,493.07	22,721.44	677,214.51	48,832.17		
Group: Intangible Assets												
1		Goodwill	2/02/07	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00	Amort	15.00
2		Customer List	2/02/07	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	0.00	Amort	15.00
12		Goodwill Adjustment	12/31/08	-62,223.64	0.00	0.00	-62,223.64	0.00	-62,223.64	0.00	Amort	15.00
Intangible Assets				62,776.36	0.00c	0.00	62,776.36	0.00	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	660.57	69.23	729.80	1,970.20	S/L	39.0
77		New AC Unit	7/12/22	2,700.00	0.00	0.00	90.00	180.00	270.00	2,430.00	S/L	15.0
Leasehold Improvements				14,549.33	0.00c	9,149.33	9,899.90	249.23	10,149.13	4,400.20		
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
5		Phone System	3/15/07	2,891.25	0.00	0.00	2,891.25	0.00	2,891.25	0.00	200DB	7.0
38		Refurbished Apple Desktop	6/30/14	614.79	614.79	0.00	614.79	0.00	614.79	0.00	200DB	5.0
60		Inacom File Server	7/07/17	10,616.28	10,616.28	0.00	10,616.28	0.00	10,616.28	0.00	200DB	5.0
61		File Server Software	7/21/17	4,182.50	4,182.50	0.00	4,182.50	0.00	4,182.50	0.00	200DB	5.0
Office Furniture				23,304.82	0.00c	0.00	23,304.82	0.00	23,304.82	0.00		
Group: Vehicles												
6		2007 Pontiac Torren	11/02/07	20,186.95	0.00	0.00	20,186.95	0.00	20,186.95	0.00	200DB	5.0
33		2008 Pontiac Vibe	6/30/12	10,753.66	0.00	0.00	10,753.66	0.00	10,753.66	0.00	200DB	5.0
68		2019 Ford Transit Delivery Van	7/01/18	24,993.42	24,993.42	0.00	24,993.42	0.00	24,993.42	0.00	200DB	5.0
69		Pontiac Vibe/Trailer	7/01/18	6,894.99	6,894.99	0.00	6,894.99	0.00	6,894.99	0.00	200DB	5.0
70		Used Flatbed Trailer	7/01/18	600.00	600.00	0.00	600.00	0.00	600.00	0.00	200DB	5.0
Vehicles				63,429.02	0.00c	0.00	63,429.02	0.00	63,429.02	0.00		
MD				890,106.21	0.00c	139,647.06	813,903.17	22,970.67	836,873.84	53,232.37		



5. For all assets that you have as of JANUARY 1, 2024:

Provide the original cost by year of acquisition for any tools, machinery, and/or equipment used for manufacturing or research & development that you are actively using.

See instructions for important information.

	Category A	Category C	Category D	Total Cost
Acquired in 2023	20,500			20,500
Acquired in 2022	49,004			49,004
Acquired in 2021	99,215			99,215
Acquired in 2020				
Acquired in 2019				
Acquired in 2018				
Acquired in 2017	57,060			57,060
Acquired in 2016 & Prior	495,768			495,768
Totals	721,547			721,547

Describe property identified in C and D above:

6. For all assets that you have as of JANUARY 1, 2024

Provide the original cost by year of acquisition for any vehicles with interchangeable registration and/or unregistered vehicles that you are actively using.

Acquired in 2023	
Acquired in 2022	
Acquired in 2021	
Acquired in 2020 & Prior	
Totals	NONE
Report all dealer, recycler, finance company, special mobile equipment, transporter plates, and unregistered vehicles.	

7. For non-Farming livestock that

JANUARY 1, 2024

Book Value	\$
Market Value	\$

8. Other personal property:

File a separate schedule giving a description of the property, the 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, 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. The 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.

Total Cost:

\$ NONE



City of Salisbury

To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance

Date: 2/7/2025

Re: Manufacturing Exemption for equipment purchased 2022 Clean Air Filters LLC

I am recommending that Clean Air Filters 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 \$342 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



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

MARYLAND

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: CLEAN AIR FILTERS, LLC MD Department ID#: W17356635
Mailing Address: 400 W. RAILROAD AVE SALISBURY, MD 21804
Contact Name: JOHN M. SPEAKE, III Phone No.: (410) 726-2308 251 2308

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. 400 W. RAILROAD AVE SALISBURY, MD 21804
4. Date Manufacturing / R & D operation began in Salisbury. 07-05-2016
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 [Signature] Date 06/25/24

Email address dmccabe@pkscpa.com

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

Company: Clean Air Filters LLC
Address: 400 W Railroad Avenue
Salisbury, MD 21804

Requested By: John M Speake III
Date of Request: 6/25/2024

Equipment Year 2022

New Equipment Amount per Tax Return \$ 4,075

Total

\$ 4,075

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2024	2023	1	3,668	88
	2025	2024	2	3,260	78
	2026	2025	3	2,853	68
	2027	2026	4	2,445	59
	2028	2027	5	2,038	49
Total Value of Exemption:					<u>\$ 342</u>

Clean Air Filters, LLC

Asset	Property Description	Date In Service	Tax Cost
<u>Group: Manufacturing Equipment</u>			
1	Frame Machine	8/04/16	50,320.00
2	Conveyors	9/16/16	11,450.00
3	Servo Strip Notcher	11/07/16	21,000.00
4	Laminator	12/07/16	3,835.00
6	NJ Wire Stitcher	1/08/13	6,500.00
8	Lockform Notcher	1/08/13	12,000.00
9	30 Colonel Glue Fast	1/08/13	9,000.00
10	Azco Shear	1/08/13	10,000.00
11	36 Inch Hand Guillotine Cutter	1/08/13	4,000.00
12	Kaiser Compressor	1/08/13	6,000.00
13	CMS Framing Die Line	5/13/13	10,000.00
15	Laminator Rewind, Push Bar Pleate	5/13/13	12,000.00
16	SS Assembly Table for GMD Dryer	5/13/13	5,000.00
23	Stitchers	3/20/18	8,200.00
24	Cold Glue Roll Coater	7/24/19	25,940.00
25	SSN1F Wide Servo Strip Notcher	8/14/19	80,095.00
26	1" Rotary Pleater	8/15/19	70,750.00
27	Upgrades for Brace Machine	8/28/19	9,900.00
28	Push Bar Pleater - PO 2820	9/17/19	39,687.50
29	KASF - S Auto Pad Cutter w/ Slitter	10/24/19	61,885.00
30	2934 - De-Coiler	12/06/19	3,500.00
31	Stretch Wrap Machine	12/17/19	11,577.50
33	Upper & Lower Knife Blade	7/23/14	1,900.00
34	Frame Former	4/23/14	2,753.00
35	Slitter Machine	2/04/15	4,100.00
39	SSN-iLH Servo Strip Notcher	3/10/21	57,795.00
40	Push Bar Pleater & Cutter	5/17/21	63,170.00
41	NTZ-36 Cold Glue Machine	11/19/21	13,902.80
43	Benchmark Adhesive Melt Tank	11/22/22	4,075.00
Manufacturing Equipment			<u>620,335.80</u>

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	4,075			2018	19,318		
2021	134,868			2017			
2020				2016	86,605		
2019	303,335			2015 & prior	83,253		

Describe Property in C & D above:

Total Cost

\$ 631,454

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 \$
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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



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Phillip Menzel, Assistant Director of Finance
Date: 2/7/2025
Re: Manufacturing Exemption for equipment purchased 2023 DiCarlo Precision Instrument

I am recommending that DiCarlo Precision Instrument be granted exemptions from Personal Property Tax for their equipment purchased in 2023 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 2023 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$336 in personal property tax for 2023 equipment purchases. The exemptions will be applied to City Property Tax years 2025-2029 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

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: DiCarlo Precision Instrument MD Department ID#: _____

Mailing Address: 2006 Northwood Drive, Salisbury MD 21801

Contact Name: John DiCarlo Phone No.: 410-749-0112

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 2023.
3. Address of Manufacturing / R & D operation. same as above
4. Date Manufacturing / R & D operation began in Salisbury. 2003
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 Heidi J Burns Date 6/11/24

Email address john@dicarlo1.com; heidi@dicarlo1.com

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

Company: DiCarlo Precision Instrument
Address: 2006 Northwood Drive
Salisbury, MD 21801

Requested By: John DiCarlo
Date of Request: 6/11/2024

Equipment Year 2023

New Equipment	Amount per Tax Return	\$	3,999
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Total

<u>\$</u>	<u>3,999</u>
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Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2025	2024	1	3,599	86
	2026	2025	2	3,199	77
	2027	2026	3	2,799	67
	2028	2027	4	2,399	58
	2029	2028	5	2,000	48
Total Value of Exemption:				<u>\$</u>	<u>336</u>

DiCarlo Precision Instrument, Inc.
D02984490
2024

Page 4, Item 5

2023 Acquisitions

Acquisition		Original
<u>Date</u>	<u>Description</u>	<u>Cost</u>
7/7/2023	Epson workForce DS-70000 Document Scanner	\$ 3,999



MARYLAND
DEPARTMENT OF
ASSESSMENTS AND TAXATION

BUSINESS ENTITY ANNUAL REPORT (FORM 1)

File online at <https://BusinessExpress.Maryland.gov> or send this fillable form and payment to:
Maryland Department of Assessments and Taxation, P. O. BOX 17052, Baltimore, Maryland 21297-1052

Do not send this form via email nor fax. Do not send multiple businesses in the same envelope. Mailed forms must be typed using this fillable form.
Do not make any handwritten changes, corrections or additions to the data, or to the form after it is printed, except your original signature and date.

2024

Form 1
Due April 15, 2024

Page 4

5. For all assets that you have as of JANUARY 1, 2024:

Provide the original cost by year of acquisition for any tools, machinery, and/or equipment used for manufacturing or research & development that you are actively using.
See instructions for important information.

	Category A	Category C	Category D	Total Cost
Acquired in 2023	3,999			3,999
Acquired in 2022				
Acquired in 2021	24,819			24,819
Acquired in 2020	10,818			10,818
Acquired in 2019				
Acquired in 2018	23,701			23,701
Acquired in 2017				
Acquired in 2016 & Prior	26,837			26,837
Totals	90,174			90,174
Describe property identified in C and D above:				

6. For all assets that you have as of JANUARY 1, 2024
Provide the original cost by year of acquisition for any vehicles with interchangeable registration and/or unregistered vehicles that you are actively using.

Acquired in 2023	
Acquired in 2022	
Acquired in 2021	
Acquired in 2020 & Prior	
Totals	NONE
Report all dealer, recycler, finance company, special mobile equipment, transporter plates, and unregistered vehicles.	

7. For non-Farming livestock that

JANUARY 1, 2024

Book Value	\$
Market Value	\$

8. Other personal property:

File a separate schedule giving a description of the property, the 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:

\$ 45,358

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. The 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.

Total Cost:

\$ NONE

dat.maryland.gov



City of Salisbury

To: Andy Kitzrow, City Administrator

From: Phillip Menzel, Assistant Director of Finance

Date: 2/7/2025

Re: Manufacturing Exemption for equipment purchased 2022 Smiths Interconnect

I am recommending that Smiths Interconnect America 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 \$11,994 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.

FY24

Rec'd

3/31/23

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: Smiths Interconnect Americas MD Department ID#: F18214478

Mailing Address: 5101 Richland Ave, Kansas City, KS 66106

Contact Name: Kyle Williams Phone No.: 913-342-5544

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. 1725 N Salisbury Blvd
4. Date Manufacturing / R & D operation began in Salisbury. 9/24/1994
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 Kyle Williams Date 3/31/2023

Email address Kyle.Williams@smithsinterconnect.com

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

Company: Smiths Interconnect Americas
Address: 1725 N Salisbury Blvd
Salisbury, MD 21801

Requested By: Kyle Williams
Date of Request: 3/31/2023

Equipment Year 2022

New Equipment Amount per Tax Return \$ 142,785

Total

\$ 142,785

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2024	2023	1	128,507	3,084
	2025	2024	2	114,228	2,741
	2026	2025	3	99,950	2,399
	2027	2026	4	85,671	2,056
	2028	2027	5	71,393	1,713
Total Value of Exemption:					\$ 11,994

System Num	Asset ID	Description	Acquisition Date	Acquisition Value	Location
2177	12088	Branson Vapor Degreaser	8/23/2022	71,392.50	SLOS
2178	12089	Branson Vapor Degreaser	8/23/2022	71,392.50	SLOS

2022 Additions	142,785.00
-----------------------	-------------------

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

Year Acquired	A	C	D	Year Acquired	A	C	D
2022	142,785			2018	53,653		
2021			1,234,307	2017	31,674		
2020			172,485	2016	21,200		
2019	145,043			2015 & prior	528,457		

Describe property identified in C & D above:

2020: D - MICROSCOPES/ULTRASONIC CLEANER, 2021: D - MICROSCOPES,
NETWORK ANALYZERS

Total Cost: \$ 2,329,604

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: \$
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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: \$



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Cori Cameron, Director of Water Works
Date: January 15, 2025
Re: Budget Amendment – Drinking Water State Revolving Fund Projects

The Department of Water Works has received notification from the Maryland Department of the Environment (MDE) that the City will receive \$6,742,060 from the Maryland Water Quality Financing Administration. These funds will be allocated for three projects through the Drinking Water State Revolving Fund (DWSRF) Bipartisan Infrastructure Law (BIL). The projects are: Naylor Mill Water Main project, PFAS Study at the Paleo Water Treatment Plant, and for Lead Service Line Replacements.

For State Revolving Fund projects, MDE Water Quality Financing Administration cannot formally approve the project until the project has been approved by the Maryland Board of Public Works (BPW). For projects involving design and construction, BPW review occurs after construction bids are received, thereby requiring forward funding of design. For projects that are studies, BPW review occurs after bids are received for the study.

In order to begin the design of the Naylor Mill Water Main Project, Ordinance No. 2842 was approved on January 2, 2024 and allocated \$718,250 for the design and administration. To date, \$246,900 has been encumbered, leaving \$471,350 available for future project expenditures.

The Department of Water Works worked with the Department of Finance to develop cash flow projections for the three DWSRF projects. The cash flow projections estimate when study, design and construction funds would be paid and subsequently reimbursed by MDE. The projections identified the need for additional funds for Naylor Mill construction, as well as the funding needed to initiate the PFAS Study and the Lead Service Line Replacement project. The attached budget amendment Ordinance provides forward funding for the three projects, ensuring the necessary funds are available for their continued progress. It is important to note that if any of the projects do not receive BPW approval, then the City will need to identify another source of funding, if the project is to continue.

Also attached is a resolution for the declaration of official intent (DOOI) for the Lead Service Line Replacement project to allow for reimbursement from proceeds of a future loan. The resolution was prepared by bond counsel and is needed since the Lead Service Line Replacement project is partially funded by low interest loans.

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

Attachments:

1. Ordinance for budget amendment
2. Resolution for declaration of official intent
3. Maryland Department of the Environment Memorandum dated October 16, 2023
4. Maryland Department of the Environment Memorandum dated October 18, 2024

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

RESOLUTION NO. 3381

A RESOLUTION OF THE COUNCIL OF CITY OF SALISBURY MAKING A DECLARATION OF OFFICIAL INTENT REGARDING CITY OF SALISBURY'S REASONABLE EXPECTATION TO REIMBURSE FROM PROCEEDS OF A FUTURE BORROWING PROJECT EXPENDITURES MADE IN CONNECTION WITH A PROJECT GENERALLY REFERRED TO AS "LEAD SERVICE LINE REPLACEMENT PHASE 1;" AND GENERALLY RELATING THERETO.

RECITALS

WHEREAS, City of Salisbury, a municipal corporation of the State of Maryland (the "City"), is in the process of undertaking a project generally referred to as "Lead Service Line Replacement Phase 1" (the "Project"); and

WHEREAS, the City anticipates borrowing money for costs of the Project, such borrowing to be evidenced by one or more series of general obligation bonds or other evidences of indebtedness to be issued by the City (collectively, or individually by series, the "Bonds"); and

WHEREAS, the Maryland Water Infrastructure Financing Administration ("MWIFA") has preliminarily indicated that it can make two loans to the City for project purposes, one such loan to be evidenced by a general obligation bond issued to MWIFA the interest on which will be excludable from gross income for purposes of Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and the other such loan to be evidenced by a general obligation bond issued to MWIFA that is subject to principal forgiveness and, therefore, will not be issued on a tax-exempt basis for purposes of the Code; and

WHEREAS, the general obligation bond issued by the City to MWIFA on a tax-exempt basis for purposes of Section 103 of the Code is expected to be issued in an original principal amount not to exceed \$441,787 and the general obligation bond issued by the City to MWIFA on a taxable basis for purposes of Section 103 of the Code is expected to be issued in an original principal amount not to exceed \$1,325,363; and

WHEREAS, in the event the City is not able to borrow from MWIFA all of the anticipated loan funds to finance, reimburse or refinance costs of the Project, the City reasonably anticipates that it will have to borrow money for costs of the Project from another available source, and that such borrowing will be evidenced by one or more Bonds issued by the City; and

WHEREAS, prior to issuing any Bonds to MWIFA or another lender or purchaser, it may be necessary to incur one or more borrowings in order to finance costs of the Project on an interim basis; and

Underlining : Indicates material added by amendment after introduction
~~Strike-through~~ : Indicates material deleted by amendment after introduction

WHEREAS, the City reasonably expects to spend City funds on costs of the Project prior to issuance of the Bonds to MWIFA (or to any other lender or purchaser in the event MWIFA is not able to provide all of the desired loan funding), and (i) to reimburse the City from proceeds of the Bonds for all or a portion of such moneys expended, and/or (ii) to use Bond proceeds to refinance all or a portion of any interim borrowing incurred or issued by the City that is applied to reimburse the City for all or a portion of such prior expenditures for costs of the Project; and

WHEREAS, Section 1.150-2 of the U.S. Treasury Regulations (the “Reimbursement Regulations”) provides that a local government funding “original expenditures” intended to be reimbursed from the proceeds of tax-exempt “obligations” must make a declaration of “official intent” in order to qualify such original expenditures for reimbursement from a “reimbursement bond,” all within the meaning of the Reimbursement Regulations; and

WHEREAS, the City is an “issuer” for purposes of the Reimbursement Regulations and the Council of the City wishes to adopt this Resolution for the purpose of evidencing the clear and official intent of the City to reimburse from tax-exempt reimbursement bond proceeds (meaning the Bonds or any interim financing incurred or issued in anticipation of the Bonds) original expenditures made in connection with the Project.

SECTION 1. NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that:

(a) The Recitals to this Resolution are deemed a substantive part of this Resolution and are incorporated by reference herein, and capitalized terms defined in the Recitals to this Resolution and not otherwise defined herein will have the meanings given to such terms in the Recitals hereto.

(b) The name used for the Project in this Resolution is the name by which the Project is generally identified in the applicable materials of the City. It is hereby expressly recognized that expenditures for the Project and/or issuance of any Bonds or of any interim financing incurred or issued in anticipation of any Bonds may occur in the current fiscal year or a subsequent fiscal year. References in this Resolution to the Project shall be deemed to (i) be to the Project as it may be referred to by a similar but not the exact same name in applicable City materials, including any City budget or City capital improvement plan, and (ii) include any changes in the scope of activities of the Project and/or the name of the Project made by the City in accordance with applicable law, including (without limitation) in future fiscal years. References in this Resolution to costs of the Project shall be deemed to be to expenditures that constitute capital expenditures and, to the extent applicable, (i) costs of issuance of any borrowing relating to the Project and (ii) capitalized interest.

SECTION 2. AND BE IT FURTHER RESOLVED that in accordance with the Reimbursement Regulations, the City hereby makes this declaration of its reasonable expectation to expend money on costs of the Project prior to the issuance of the Bonds (or any interim financing incurred or issued in anticipation of the Bonds) and to use proceeds of the tax-exempt Bonds (or of any such interim financing), which tax-exempt Bonds and/or interim financing will qualify as a “reimbursement bond” for purposes of the Reimbursement Regulations, to reimburse all or a

portion of such original expenditures made with respect to the Project. This Resolution is intended to be a declaration of official intent within the meaning of the Reimbursement Regulations.

SECTION 3. AND BE IT FURTHER RESOLVED that the maximum principal amount of the tax-exempt Bonds to be issued for the Project (and the maximum principal amount of any interim financing to be incurred or issued by the City in anticipation of the tax-exempt Bonds issued for the Project) is \$441,787.00 (in each such case).

SECTION 4. AND BE IT FURTHER RESOLVED that the provisions of this Resolution shall be liberally construed in order to effectuate the purposes of this Resolution.

SECTION 5. AND BE IT FURTHER RESOLVED that this Resolution may be executed (i) in counterparts and/or (ii) to the extent not prohibited by applicable law, by electronic, stamped or facsimile signature, and all executed counterparts of this Resolution shall be treated as one and the same resolution.

SECTION 6. AND BE IT FURTHER RESOLVED that this Resolution shall become effective upon adoption by the Council and approval by the Mayor. Pursuant to Charter Section SC7-46A, this Resolution may not be petitioned to referendum.

THIS RESOLUTION was introduced and duly adopted at a meeting of the Council of the City of Salisbury held on the 24 day of February, 2025.

ATTEST:

Julie A. English, City Clerk

D'Shawn M. Doughty, President
Salisbury City Council

APPROVED BY ME THIS _____ DAY OF _____, 2025:

Randolph J. Taylor, Mayor



City of Salisbury

MEMORANDUM

TO: Mayor and City Council of The City of Salisbury

FROM: Captain John T. Felts

SUBJECT: Tow Code Revision

DATE: January 9th, 2025

Mayor and Council of The City of Salisbury,

In review of the current licensing code for towing at the request of The City of Salisbury it was determined that a revision of the towing code brought to council August 16th, 2022 inadvertently removed wording specific to the suspension of the tow license for violations of the code. The current code does not specify, other than for response declinations, when The Chief of Police may suspend the towing license issued by The City of Salisbury. The Salisbury Police Department seeks to return wording to the code that specifies when and for which violations of the code that The Chief of Police may suspend a tow license issued by The City of Salisbury. The proposed changes also seek to clarify the duration of suspension associated with single or repeated violations of the code. The Salisbury Police Department also seeks to include language that clarifies when and for what duration after being convicted of, or serving a sentence for specified crimes that an applicant shall be eligible for the granting of a tow license to tow at the request of the City. Included recommendations also provide an avenue for tow companies to charge a fee for the time spent on crash scene cleanup, that is deemed to be outside of what is typically required, and for council to periodically set the rates for this time. Please forward these recommendations for consideration.

Respectfully

Captain John T. Felts

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WHEREAS, the ongoing application, administration and enforcement of the City of Salisbury Municipal Code (the “**Salisbury City Code**”) demonstrates a need for its periodic review, evaluation and amendment, in order to comply with present community standards and practices and promote the public safety, health and welfare of the citizens of the City of Salisbury (the “**City**”);

WHEREAS, the Mayor and Council of the City of Salisbury (the “**Mayor and Council**”) are authorized by MD Code, Local Government, § 5-202 to adopt such ordinances, not contrary to the Constitution of Maryland, public general law or public local law, as the Mayor and Council deem necessary to assure the good government of the municipality, to preserve peace and order, to secure persons and property from damage and destruction, and to protect the health, comfort and convenience of the citizens of the City;

WHEREAS, the Mayor and Council may amend Title 5 of the Salisbury City Code pursuant to the authority granted in § SC 2-15 of the Salisbury City Charter;

WHEREAS, the Mayor and Council find that the health, safety and general welfare of the citizens of the City will be furthered by amending Chapter 5.64 of the Salisbury City Code to update procedures for dispatching police directed towing, operations of a police directed tow on scene, and penalties for violations; and

WHEREAS, the Mayor and Council have determined that the amendments to Chapter 5.64 of the Salisbury City Code set forth below shall be adopted as set forth herein.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that Chapter 5.64 of the Salisbury City Code is hereby amended by adding the bolded and underlined language and deleting the strikethrough language as follows:

Section 1. Chapter 5.64 of the Salisbury City Code, entitled “Towing Companies” is amended as follows:

5.64.040 Investigation and approval/disapproval of owner/applicant and towing company requirements.

The Director of Finance, after the receipt of an application for a police directed tow license or renewal license, shall forward the same to the chief of police or his designee for the investigation and inspection for compliance with the following requirements. These requirements shall apply to all owner/applicants, towing companies, and employees and agents of towing companies when operating pursuant to a police directed tow license:

- A. Each owner/applicant and towing company must have a minimum of three years towing experience unless they had a towing license issued by the city on or before December 31, 2010.

- 42 B. A towing company shall operate its business within the city in compliance with every
43 applicable provision of state law. A tow truck operator may not operate a tow truck
44 within the city unless the tow truck is registered in accordance with Section 13-920 of
45 the Transportation Article of the Annotated Code of Maryland.
- 46 C. The owner/applicant, towing company and its employees and agents must have, located
47 on the towing vehicle, a set of dollies or other means to remove a vehicle with one or
48 more missing or damaged wheels.
- 49 D. The owner/applicant, towing company and its employees and agents must have
50 operational fire extinguishers, flares and reflectors located on the towing vehicle.
- 51 E. The owner/applicant, towing company and its employees and agents must have hand
52 tools sufficient to clean scenes of minor debris, including, but not limited to, broom(s),
53 shovel(s), absorbent material, and debris disposal container(s) located on the towing
54 vehicle.
- 55 F. The towing vehicles of the owner/applicant and the towing company, when inspected
56 and operated, must be in good mechanical condition, equipped with necessary towing
57 gear and safety apparatuses and be registered as class E (truck) vehicles — tow trucks
58 with the department of motor vehicles.
- 59 **G. Proof of compliance with the required annual Department of Transportation**
60 **inspection shall be provided upon submittal of the yearly tow license application**
61 **and at any such time as requested by a duly authorized representative of the City**
62 **having been tasked with inspections or enforcement of the City's towing**
63 **regulations.**
- 64 H. The owner/applicant and towing company must maintain adequate off-street storage
65 facilities in conformance with Title 17 (Zoning). The storage facilities must have
66 adequate fencing to ensure that persons cannot climb over or under the fence, and said
67 fence must be secured with a lockable gate. Further, said storage facilities must be
68 protected at night by security lights.
- 69 I. The owner/applicant shall submit to a criminal background investigation which shall
70 include the completion of an affidavit portion and a fingerprinting component. All costs
71 associated with this investigation shall be paid by the owner/applicant.
- 72 J. The chief of police or his designee shall promptly approve or disapprove all applications
73 in writing, and shall report his findings to the Director of Finance and the
74 owner/applicant, pending the results of the criminal background check which includes
75 an affidavit and fingerprinting. A felony conviction, ~~or~~ a plea of nolo contendere, **or the**
76 **completion of any sentence to include parole or probation** involving an ~~an~~ **Part I crime**
77 **aggravated assault, rape, murder, robbery, arson, burglary, larceny, distribution**
78 **or possession with intent to distribute narcotics or motor vehicle theft** within three
79 years of the date of the application will automatically disqualify the applicant. If the
80 chief of police approves the application, the Director of Finance shall, after payment of
81 all fees, issue the license. The Director of Finance shall notify the police department
82 when a license is issued. A copy of all city issued licenses shall be displayed in each
83 vehicle. The chief of police or his designee shall have the authority to reject the
84 application when he finds that the owner/applicant is not qualified to perform the towing

and storage services. In such case, he shall give suitable notification to the owner/applicant of his reason for rejecting the application, and the owner/applicant shall have a right to appeal the decision to the city administrator or his designee, pursuant to Section 5.64.170.

- K. Should an otherwise approved owner/applicant or towing company be found guilty of a **felony** or enter a plea of nolo contendere to **an aggravated assault, rape or sexual offense, murder (including attempted murder), robbery, arson, burglary, larceny, motor vehicle theft, or distribution or possession with intent to distribute narcotics** ~~a felony involving a Part I crime~~, said person shall immediately notify the police department within seventy-two (72) hours of having been convicted. The police department shall remove said towing company from the list of approved towing companies, and the police directed tow license issued pursuant to this chapter shall be revoked.

5.64.080 Investigation of employees of owner/applicants for police directed tow licenses.

- A. Prior to the approval of the towing company application all employees of the owner/applicant shall submit to a criminal background investigation acceptable to the police department, including the completion of an affidavit and fingerprinting. Any costs associated with such investigation shall be assumed by the owner/applicant **and are non-refundable**. A felony conviction, ~~or~~ a plea of nolo contendere, **or the completion of any sentence to include parole or probation** involving an aggravated assault, ~~forcible~~ rape, murder, robbery, arson, burglary, larceny, **distribution or possession with intent to distribute narcotics** or motor vehicle theft within three (3) years of the date of the application will automatically disqualify the employee from responding to any police directed tow or releasing any police directed tow vehicle to the owner of said vehicle.
- B. Prior to being allowed to respond to a ~~a~~-police directed tow or to release a vehicle to its owner, any new employee shall submit to the background investigation process, fingerprinting and any costs associated with such investigation shall be assumed by the owner/applicant or towing company. **Said costs shall be non-refundable.**
- C. Should an otherwise approved employee be found guilty of or enter a plea of nolo contendere to a felony involving any crime listed in 5.64.080A, said employee shall immediately notify his employer who shall notify the police department within seventy-two (72) hours of having been notified. The police department shall remove said employee from the list of approved towing company employees.
- D. Should the chief of police or his designee reject an employee for inclusion on the towing company's list of approved employees, the owner/applicant, the towing company and the employee shall have a right of appeal. This appeal shall be brought before the city administrator or his designee pursuant to Section 5.64.170.

124 **5.64.100 Procedure for dispatching police directed towing companies.**

125 A. The Director of Finance shall furnish the police department with a current list of all
126 towing companies with a police directed tow license. Whenever the service of a towing
127 vehicle shall be required and a request is made to the police department for such service,
128 the police department shall dispatch to the place where the service is required, a vehicle
129 operated by that towing company whose license was first obtained and then request
130 subsequent towing vehicles as needed on a chronological and rotating basis. If a towing
131 vehicle is not available, the next company listed chronologically, in the order in which
132 it obtained its license shall be called. If a towing vehicle does not arrive at the scene of
133 the collision, parking violation or accident within thirty (30) minutes after the request is
134 made, the officer at the scene shall notify the police department of such fact. It shall
135 contact the next towing company, etc., as if the first towing company had not been
136 contacted. Consideration will be given, however, to abnormal traffic patterns that result
137 from adverse weather conditions, emergencies or other causes. Upon arriving at the
138 scene of an accident, the towing company shall immediately remove the disabled vehicle
139 to his storage lot or other location and notify, in writing, the police officer and vehicle
140 owner, if available, of the location and telephone number of the storage lot as well as
141 applicable towing and storage fees. If indoor storage is required, then the above rules
142 shall apply to licensed towing companies with indoor storage. In the event a disabled
143 vehicle cannot promptly and efficiently be removed from the scene of an accident, the
144 towing company may have the police department call the next-listed licensee to assist in
145 such removal.

146 B. Any licensed towing company that declines or misses three (3) tow requests within a
147 calendar year shall have their police directed towing license suspended for one month.
148 Following a one-month suspension, any licensed towing company that declines or misses
149 a total of six (6) or more tow requests within a calendar year shall have their police
150 directed towing license suspended for three (3) months. The following situations shall
151 be considered a declination:

- 152 1. Failure to respond to the tow scene within the thirty (30) minute on-scene
153 timeframe.
- 154 2. Failure to respond when requested, regardless of reason.
- 155 3. Failure to answer or respond to a call for service.
- 156 4. Explicit refusal to respond.

157 Should a tow company need to temporarily come out of the tow rotation for a period of
158 more than five (5) days due to mechanical or equipment problems, sick or injured
159 employees or a similar issue, the tow company shall notify the Police Department in
160 writing of the reason for the unavailability and the anticipated duration. The police
161 department shall then remove the company from the rotation until the department
162 receives written communication from the company requesting to be placed back into
163 rotation. The tow company shall be placed back into the tow list rotation at the bottom
164 of the existing list.

165 Any licensed towing company who would like to be temporarily removed from the
166 towing list, may request that the finance department temporarily suspend their police

directed tow license. Following the suspension, the tow company shall be placed back into the tow list rotation at the bottom of the existing list. All requests for a temporary suspension shall be made in writing to the finance department and the police department. Making such a request will remove a company from the list of companies with a police directed tow license until such a time that the company requests its license be reinstated. Companies may request to have their license suspended for no less than thirty (30) days and no more than one hundred and eighty (180) days. Any requests for a temporary suspension must include the requested police directed tow license suspension and reinstatement dates.

- C. The vehicle shall be towed by the safest and shortest practical route possible from the point of origin to the vehicle's destination. For all standard or basic tows, the vehicle shall be towed to a storage lot or facility that is located no more than ten (10) miles from 125 North Division Street in Salisbury.
- D. If a department or agency of the city, a public utility or similar entity requests the relocation of a vehicle from a work zone to a nearby street parking area, the police department shall follow the procedure set forth in Paragraph A above. The fee for an emergency vehicle relocation shall be established by ordinance and shall be at the expense of the requesting city department or agency, public utility or similar entity.
- E. No towing company shall, in any way, solicit towing business at a scene involving either a traffic accident or a police directed tow, nor shall any such towing company attempt to take any vehicle in tow unless he or it shall have been summoned by the owner/operator of the vehicle requiring the tow or the city police department.
- F. No towing company that is summoned by the owner/operator of the vehicle requiring the tow shall attempt to take a vehicle in tow unless the towing company can respond within thirty (30) minutes.
- G. If a vehicle to be towed is gone upon the arrival of a towing company called from the police directed tow list, the towing company shall remain at the top of the list to receive the next police directed tow call.

5.64.105 Operations on scene of a Police Directed Tow.

- A. The licensed towing company shall be required in accordance with the law to clean the roadway of debris of a crash scene.
- B. **Should additional labor be required for roadway clean-up, such additional labor shall be provided by the licensed tow company. Additional labor fees shall be established from time to time by ordinance and shall be authorized by The Chief of Police through his designee prior to being charged. An itemized invoice detailing the need and type of work conducted shall be kept on file and available for examination for two years. Additional labor fees shall be established from time to time by ordinance.**
- C. Licensed towing companies ~~operators and owners~~ shall comply with the established police directed tow operator code of conduct. Failure to do so may result in penalties in accordance with section 5.64.160 **and/or license suspension as determined by the**

Chief of Police. Licensed towing companies shall have all rights of appeal as established by section 5.64.170.

5.64.110 Release from storage.

- A. A licensed towing company shall be required to release all police directed tows during the regular business day. Each licensed towing company must accept cash, certified checks, money orders, debit and at least two (2) major credit cards (Mastercard, Visa, American Express, or Discover) for payment. ~~If a~~ **A towing company having been found in violation of** ~~fails to accepting~~ **the listed forms of payment, shall be subject to a five hundred dollar (\$500.00) fine and/or, at the direction of the Chief of Police, a thirty (30) day suspension of the tow company license** ~~will be issued for the first offense and a fine not to exceed one thousand dollars (\$1,000.00) and/or, at the direction of the Chief of Police, a ninety (90) day suspension of the tow company license, will be issued for the second and subsequent offenses.~~
- B. A licensed towing company shall provide storage lot staff on site to allow vehicle owners timely access to their vehicles during the regular business day. If a vehicle owner is unable to obtain timely release of a vehicle from storage within two (2) hours of the initial request during the regular business day, and the police department is notified by the vehicle owner, and the violation is verified by the police department, then storage fees shall cease on the date of notification by the vehicle owner.
- C. Whenever a vehicle is released from the storage lot of a licensed towing company on weekends, evenings (6:00 pm to 9:00 am), or state and federal holidays, a release fee shall be charged to the vehicle owner. This charge shall be established from time to time by ordinance. If a licensed tow company refuses to release a vehicle during evenings, weekends or state and federal holidays, then no storage fees shall be permitted for each day the release is refused.
- D. Inside storage of a vehicle shall only be at the request of the vehicle owner, operator or law enforcement, or if essential or necessary to preserve the condition of the vehicle. If indoor storage is the licensed towing company's only method of storage available, then the inside storage shall be charged at the outside storage rate. ~~If, at the request of the vehicle owner, operator or law enforcement and i~~ **In order to preserve the condition of the vehicle where inside storage is not available, efforts shall be made to protect the vehicle from further damage due to weather exposure. This includes, but is not limited to rolling up all windows, where applicable, or applying an application of self-adhesive film or similar covering** ~~(for example: Crash Wrap) may be used on the areas of the vehicle which is~~ **are** open to the elements.

5.64.120 Fees for towing and storage for police directed tows.

Fees for towing and storage for police directed tows shall be established from time to time by ordinance.

- A. Every police directed towing company engaged in towing vehicles shall, at the time of its application for a license, pursuant to Section 15.64.030, file with the Director of Finance, a statement that it will charge the standard towing and storage fees adopted by ordinance.
- B. A police directed towing company shall not charge fees for towing, storage, or release of vehicles of less than ten thousand (10,000) GVW, other than those adopted by ordinance.
- C. A police directed towing company shall post a list of current city council approved towing and storage fees in a conspicuous place at its storage facility using a sign substantially similar to that approved by the chief of police.
- ~~D. A list of current towing and storage fees shall be given to the vehicle owner/operator, if available, at the scene of the tow by the tow truck operator. Should the vehicle owner/operator not be available at the scene, a list of current towing and storage fees shall be given to the officer in charge of the scene. **Failure to provide the owner/operator of the vehicle or the officer in charge with a list of the current towing and storage fees shall subject the license holder to a one hundred dollar (\$100) fine for the first offense and two hundred dollar (\$200) fine for the second and any subsequent offenses.**~~
- D. Vehicle owners may not abandon vehicles at a city licensed facility. Leaving a vehicle at a tow facility for more than two (2) weeks shall constitute abandonment. Abandoning a vehicle may result in forfeiture of the vehicle, criminal and/or civil prosecution including a municipal fine of up to one thousand dollars (\$1,000.00), plus court and recovery costs. In cases of police impounded vehicles, the two (2) week time period begins on the day following the release of the vehicle by the police department.
- E. All approved tow companies engaging in police directed towing shall maintain adequate records to allow expeditious periodic review of their compliance with this chapter. Such records must include, but are not limited to, sequentially numbered **itemized** invoices, a copy of which shall be provided to each customer and a copy of which must be retained for a period of at least two (2) years by the tow company. In addition, the City Police Department may conduct periodic reviews of the financial records of any tow company holding a police directed tow license to ensure it is not directly or indirectly financially interested in any other licensed police directed towing company as required by 5.64.70.

5.64.160 Violations—Penalties.

Any towing company, its employees and agents who shall violate any of the provisions of this chapter, other than the provisions of chapter 5.64.100 (B) ~~or 5.64.120(D)~~ concerning tow declinations ~~and failure to provide tow rates~~, shall be guilty of a civil infraction and shall be subject to a fine not to exceed five hundred dollars (\$500.00) **and/or, at the direction of the Chief of Police, a thirty (30) day license suspension** for a first violation; **a fine not to exceed seven hundred fifty dollars (\$750.00) and/or, at the direction of the Chief of Police, a ninety (90) day license suspension for a second violation; or a fine not to exceed one thousand dollars (\$1,000.00) and/or, at the direction of the Chief of Police, a one hundred eighty (180) day license suspension for a third and fourth-violation.** ~~or one~~

thousand dollars (\$1,000.00) for subsequent violations. A tow company application for license renewal shall not be processed until such time as any prescribed period of suspension has been completed. Upon the finding of a fifth violation, the respective tow company license shall be subject to revocation for one (1) year from the date of the violation. A fifth violation shall be cause for the Chief of Police to review the circumstances surrounding any revocation and make a determination as to whether the tow company owner shall be permanently disqualified from receiving a tow license with the City of Salisbury. Any towing company, its employees and agents found guilty of perjury under Maryland Criminal Law Title 9 shall be subject to imprisonment not exceeding ten (10) years. Any towing company, its employees, and agents who shall violate the provisions of chapter 5.64.100 (B) shall be subject to license suspension in accordance with the provisions enumerated in chapter 5.64.100.

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 24 day of February, 2025 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 _____, 2025.

ATTEST:

**Julie A. English, City Clerk
President**

D'Shawn M. Doughty, City Council

Approved by me, this _____ day of _____, 2025.

Randolph J. Taylor, Mayor



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Zack White, Associate Environmental Planner
Date: 2/05/25
Re: Chesapeake Bay Trust Urban Trees Grant Award

In August of 2024, the City of Salisbury received approval of funding for the Chesapeake Bay Trust's Urban Trees Award Program proposal.

As part of the Award Agreement, The Trust has awarded \$148,267 to the City of Salisbury to support the City's FY 2025-2027 Terrascaping Action Plan (TAP). The money must be kept in a dedicated account.

Key requirements of the agreement include the planting of 834 native trees throughout the city, as well as specific record-keeping tasks. These tasks involve registering the planted trees with the Maryland Department of Environment's Five Million Trees Tracking Tool, maintaining detailed expense records, and submitting progress reports. The award will be disbursed in four phases, with each phase having its own deadlines for submitting the required items from previous phases.

The City has requested an extension to the original agreement so that stipulated timeframes align better with the City's ability to execute the project and the CBT has approved this extension request.

If you or the Mayor have any questions regarding this agreement please contact me at zwhite@salisbury.md or 410-548-3170 (ext. 3034).

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WHEREAS, the Chesapeake Bay Trust (“CBT”) has an Urban Trees Award Program; and

WHEREAS, the City of Salisbury submitted a grant application to the CBT for funding to support the City of Salisbury’s FY 2025-2027 Terrascaping Action Plan to increase the tree canopy within the city; and

WHEREAS, the CBT has awarded the City funds in the amount of \$148,267; and

WHEREAS, all funds shall be used to accomplish deliverables with budgeted items as proposed in the City’s grant application received by the CBT on 3/7/2024; and

WHEREAS, the City allocated \$111,598 for “supplies” (trees and compost), and \$36,669 for “site prep”; and

WHEREAS, CBT accepted the terms of this budget as part of the City’s application; and

WHEREAS, the City of Salisbury must enter into a grant agreement with CBT defining how these funds must be expended, a copy of which is attached hereto as **Exhibit A**; and

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

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

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 1. Mayor Randolph J. Taylor, or his designee, is hereby authorized to enter into the grant agreement with the Chesapeake Bay Trust, on behalf of the City of Salisbury, for the City’s acceptance of grant funds in the amount of \$148,267.

AND BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that

Section 2. The City of Salisbury’s Grant Fund Budget be and hereby is amended as follows:

Increase Chesapeake Bay Trust Grants Revenue Account 10500-424950-XXXXXX by \$148,267

Increase Construction Expense Account 10500-513026-XXXXXX by \$ 36,669

Increase Grounds/Land Supplies Expense Account 10500-546020-XXXXXX by \$111,598

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

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

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

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

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

46 **THIS ORDINANCE** was introduced and read at a meeting of the Council of the City of
47 Salisbury held on this 24 of February 2025, and thereafter, a statement of the substance of the Ordinance
48 having been published as required by law, was finally passed by the Council on the _____ day of _
49 _____, 2025.

50
51 ATTEST:

52
53
54 _____
55 Julie A. English, City Clerk
56 Salisbury City Council

D'Shawn M. Doughty,
President

57 Approved by me this _____ day of _____, 2025
58
59

60 _____
Randolph J. Taylor, Mayor



August 16, 2024
Mr. Andy Kitzrow
City Administrator
City of Salisbury
125 N Division St
Salisbury, MD 21801

Dear Mr. Kitzrow:

The Chesapeake Bay Trust (the Trust) thanks City of Salisbury for your proposal to the Urban Trees Award Program. I am pleased to report approval of \$148,267 to plant 834 trees in the City of Salisbury. Reviewers had recommended your award at \$160,000; however, your award was reduced by \$11,733 due to state budget cuts. The total number of trees you are expected to plant with this award was reduced based on the original cost per tree in your proposal. While the Trust cannot commit additional funding beyond the award amount noted, the Trust will seek to find additional funds to support your project and notify you if additional funds are obtained.

Your award will be distributed as detailed in the award agreement attached. The payment(s) are contingent on key elements that are required prior to the release of each payment as described in your award agreement. **Please carefully read your award agreement** and contact the Trust if you have questions.

The signed award agreement, and any other contingencies, and status and final reports must be submitted by logging into the Chesapeake Bay Trust Online System accessed through the link https://www.grantrequest.com/SID_1520 with the same username and password used when you applied. The Trust reserves the right to cancel the award and apply funds to other projects if the requirements of the award agreement are not met by the due dates.

If you should have any questions regarding our decision, please feel free to contact the Program Officer Lianna Gomori-Ruben at (410) 974-2941 ext. 112. For questions regarding payment status, please contact finance@cbtrust.org. The Chesapeake Bay Trust greatly appreciates the time you invested in the proposal development and looks forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Jana Davis".

Jana Davis, Ph.D.
President

Award #: 23949
Project Leader: Zachary White





Award Agreement between the Chesapeake Bay Trust
And the City of Salisbury

August 16, 2024

This agreement is between the Chesapeake Bay Trust (the Trust) and the City of Salisbury (the “awardee”). The total amount of the award for award number 23949 is \$148,267. Delivery of this award is made through the Urban Trees Award Program and is subject to receipt by the Trust of a signed copy of this agreement which confirms that:

1. **Award Amount and Description:** The award is in the amount of \$148,267 to plant 834 trees in the City of Salisbury. By accepting this award, awardee agrees that said monies will be used to accomplish deliverables with budgeted items as proposed in your application received on 3/7/2024, modified through any contingencies below, and approved in this agreement.
2. **Period of Performance:** The period of performance for this award is from 7/1/2024 to 12/15/2026.
3. **Changes in Scope and Budget:** Up to 10% of total project funds may be shifted from one of the seven high level budget categories (e.g., supplies, travel, etc.) to another, as long as the shift does not substantively modify the project’s goals, objectives, milestones, or deliverables. Significant changes to project budget and/or scope must be approved by the Trust in advance of the change. Requests for approval of changes must be made by completing the Award Revision Request Requirement available in your online award portal. The following types of changes should trigger an Award Revision Request:
 - a. **Scope Changes:**
 - i. An alteration of the intent, goals, objectives, milestones, and/or deliverables of the project
 - ii. A change in the physical location of a project
 - iii. Changes in key personnel or key project partners
 - iv. Changes in project deliverables are proposed in your original application and modified through any contingencies in this award agreement
 - v. Changes in timeline in your original application or as any subsequently amended, including requests for no-cost extensions
 - b. **Budgetary Changes:**
 - i. Changes in budget that result in a greater than 10% shift in funds across high level budget categories (personnel, supplies, contractual, travel, field trip fees, other, and indirect costs)
 - ii. Addition of a line item to the budget that falls under one of the seven high level budget categories that had not yet appeared in your budget (e.g., adding personnel when none had been approved previously or adding contractual services to the budget)
 - iii. Budget changes that reflect an alteration of the intent of the project

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Executive Officer Initials

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Project Leader Initials

- iv. Budget changes that reflect a change in the environmental benefit or impact of a project
- 4. **Distribution of Funding:** Funding will be distributed in 4 phased payments as described below:
 - a. Phase 1 payment of \$44,480 is for fall 2024 planting activities. **This payment is contingent upon:**
 - i. Submission by 9/05/2024 to the Trust of the signed award agreement.
 - ii. Initiation and scheduling of a mandatory project ‘kick-off’ meeting within 60 days of the project start date with the Program Officer, and submission of a record of attendance to document that the meeting was held. At the project ‘kick-off’ meeting, reporting requirements and project deliverables will be discussed.
 - iii. Submission by 9/05/2024 to and approval by the Trust of an updated budget for the awarded amount of \$148,267.

Contact the Trust for assistance with these contingencies. Funds will not be released until these contingencies are met.

- b. Phase 2 payment of \$44,480 for spring 2025 planting activities **is contingent upon registration of the trees planted in the previous phase to the Maryland Department of Environment’s [Five Million Trees Tracking Tool](#)** (Trust staff will help support this effort; contact the Program Officer for assistance) **and submission by 2/15/2025 to and approval by the Trust of:**
 - i. Submission by 2/15/2025 to and approval by the Trust of letters of support from the communities where trees are to be planted.
 - ii. **Programmatic Report:** A status report using the Trust’s status report form accessed through http://www.GrantRequest.com/SID_1520. The status report shall include a detailed description of the project. If the project involves a construction piece, include information about permit status, construction bid process, and construction scheduling. If the project involves an outreach piece, include information on how audiences have been identified and reached to date.
 - iii. **Financial Report – Financial Management Spreadsheet’s (FMS’s) “Expenses” worksheet:** Information must be entered in the columns associated with the previous phase describing how the previous phase funds were spent. If more than 10% of the funding remains from the previous phase payment, a description of how those remaining funds will be used must be included in the status report.
 - iv. **Financial Documentation – Submission of invoices/receipts and an accounting of personnel costs:** Invoices/receipts and documentation of personnel expenses must be included in ONE PDF or other file. Each row entered into the FMS’s “Expenses” worksheet must include a corresponding invoice/receipt/piece of documentation. Each individual invoice/receipt/piece of documentation must be numbered with the

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corresponding backup document numbers (Column A) in the FMS's "Expenses" worksheet and submitted in numerical order. Copies of timesheets associated with any personnel time supported by the award must be included. Institutions of Higher Education may provide, in lieu of timesheets, time and effort reporting documentation that complies with 2 CFR 200.430.

- c. Phase 3 payment of \$44,480 for maintenance activities **is contingent upon registration of the trees planted in the previous phase to the Maryland Department of Environment's [Five Million Trees Tracking Tool](#)** (Trust staff will help support this effort; contact the Program Officer for assistance) **and submission by 6/1/2025 to and approval by the Trust of:**
- i. **Programmatic Report:** A status report using the Trust's status report form accessed through http://www.GrantRequest.com/SID_1520. The status report shall include a detailed description of the project. If the project involves a construction piece, include information about permit status, construction bid process, and construction scheduling. If the project involves an outreach piece, include information on how audiences have been identified and reached to date.
 - ii. **Financial Report – FMS "Expenses" worksheet:** Information must be entered in the columns associated with the previous phase describing how the previous funds were spent. If more than 10% of the funding remains from the previous phase payment, a description of how those remaining funds will be used must be included in the status report.
 - iii. **Financial Documentation – Submission of invoices/receipts and an accounting of personnel costs:** Invoices/receipts and documentation of personnel expenses must be included in ONE PDF or other file. Each row entered into the FMS's "Expenses" worksheet must include a corresponding invoice/receipt/piece of documentation. Each individual invoice/receipt/piece of documentation must be numbered with the corresponding backup document numbers (Column A) in the FMS's "Expenses" worksheet and submitted in numerical order. Copies of timesheets associated with any personnel time supported by the award must be included. Institutions of Higher Education may provide, in lieu of timesheets, time and effort reporting documentation that complies with 2 CFR 200.430. Any invoices/receipts/pieces of documentation already submitted in reporting on a previous phase, if applicable, need not be resubmitted.
- d. Final Payment of \$14,827 will be distributed upon **submission to and review by the Trust of your final report due on or before 12/15/2026** but no sooner than two years after the final planting to allow for two full years of maintenance. The final report shall include:
- i. **Programmatic Report:** A narrative report using the Trust's final report form accessed through http://www.GrantRequest.com/SID_1520. Included

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in the final report will be a deliverables section that should match the deliverables you proposed in your approved application, as modified by any contingencies or budget adjustments.

- ii. **Financial Report – FMS “Expenses” worksheet:** Information must be entered in the appropriate columns (see the “Expenses Instructions” worksheet) describing how the previous phase funds were spent plus the final 10% such that the full award amount, less any award monies not to be used, is reported. If unauthorized changes were made to the budget or deliverables without Trust approval you will be required to refund the award.
 - iii. **Financial Documentation – Submission of invoices/receipts and an accounting of personnel costs:** Invoices/receipts and documentation of personnel expenses must be included in ONE PDF or other file. Each row entered into the FMS’s “Expenses” worksheet must include a corresponding invoice/receipt/piece of documentation. Each individual invoice/receipt/piece of documentation must be numbered with the corresponding backup document numbers (Column A) in the FMS’s “Expenses” worksheet and submitted in numerical order. Copies of timesheets associated with any personnel time supported by the award must be included. Institutions of Higher Education may provide, in lieu of timesheets, time and effort reporting documentation that complies with 2 CFR 200.430. Any invoices/receipts/pieces of documentation already submitted in reporting on a previous phase, if applicable, need not be resubmitted.
 - iv. **Final Products:** Final products that include any additional other deliverables as outlined in your award application and as modified through any contingencies.
 - v. **Photos of the Project:** For all projects that involve a construction element, submit before, during, and after construction photos. For all projects that involve an outreach or community engagement element, submit photos of engagement events.
5. **Submitting Documents/Requirements:** The signed award agreement; other contingencies; record of attendances; and status, progress, and final reports are required to be submitted by logging into the Chesapeake Bay Trust Online System account accessed through the link http://GrantRequest.com/SID_1520 with the same username and password used when you applied. Status, progress, and final report extension requests must be made using the Award Revision Request Requirement prior to the report due date. Depending on the circumstances, the Trust may or may not grant an extension. In cases where the awardee fails to submit a status report, progress report, final report, or other requirement by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee. By signing this award agreement, the awardee agrees to comply with all conditions of this agreement, status and progress report date(s), if applicable, and the final report date listed above and agrees to return funds if a complete report is not submitted by the deadline.

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Executive Officer Initials



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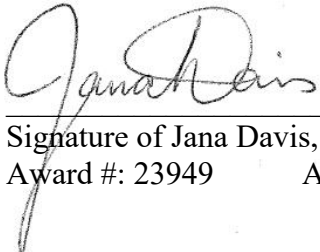
Project Leader Initials

Failure to submit report(s)/requirement(s) by the deadline will affect eligibility of future awards.

6. **Acknowledgement of Funding Partners:** All public communications and promotion, including press releases, print publications, signage, online messaging, etc. must:
 - a. Include the Trust's logo (available at www.cbtrust.org/logo).
 - b. Include the 5 Million Trees logo available here (https://cbtrust.org/wp-content/uploads/MFF_5mil-trees-logo.png).
7. The recipient agrees to comply with the terms and conditions included in the proposal submission and all applicable local, state, and federal laws.

The undersigned who is (are) fully authorized in the premises of the City of Salisbury accepts, subject to the terms and conditions in the above award agreement.

Return signed copied of the full award agreement, with each page initialed and full signatures on the last page*, by uploading a scanned copy to your Chesapeake Bay Trust Online System account accessed through the link https://www.GrantRequest.com/SID_1520 with the same username and password used when you applied. Please keep a copy for your records.

 _____ Signature of Executive Officer*	City Administrator _____ Title	1/16/25 _____ Date
  _____ Signature of Project Leader* 	 Associate _____ Planner Title	1/16/2025 _____ Date
 _____ Signature of Jana Davis, Ph.D., President; Chesapeake Bay Trust Award #: 23949 Award Program: Urban Trees	President _____ Title	8/16/2024 _____ Date



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Cori Cameron, Director of Water Works
Date: January 15, 2025
Re: Budget Amendment – Drinking Water State Revolving Fund Projects

The Department of Water Works has received notification from the Maryland Department of the Environment (MDE) that the City will receive \$6,742,060 from the Maryland Water Quality Financing Administration. These funds will be allocated for three projects through the Drinking Water State Revolving Fund (DWSRF) Bipartisan Infrastructure Law (BIL). The projects are: Naylor Mill Water Main project, PFAS Study at the Paleo Water Treatment Plant, and for Lead Service Line Replacements.

For State Revolving Fund projects, MDE Water Quality Financing Administration cannot formally approve the project until the project has been approved by the Maryland Board of Public Works (BPW). For projects involving design and construction, BPW review occurs after construction bids are received, thereby requiring forward funding of design. For projects that are studies, BPW review occurs after bids are received for the study.

In order to begin the design of the Naylor Mill Water Main Project, Ordinance No. 2842 was approved on January 2, 2024 and allocated \$718,250 for the design and administration. To date, \$246,900 has been encumbered, leaving \$471,350 available for future project expenditures.

The Department of Water Works worked with the Department of Finance to develop cash flow projections for the three DWSRF projects. The cash flow projections estimate when study, design and construction funds would be paid and subsequently reimbursed by MDE. The projections identified the need for additional funds for Naylor Mill construction, as well as the funding needed to initiate the PFAS Study and the Lead Service Line Replacement project. The attached budget amendment Ordinance provides forward funding for the three projects, ensuring the necessary funds are available for their continued progress. It is important to note that if any of the projects do not receive BPW approval, then the City will need to identify another source of funding, if the project is to continue.

Also attached is a resolution for the declaration of official intent (DOOI) for the Lead Service Line Replacement project to allow for reimbursement from proceeds of a future loan. The resolution was prepared by bond counsel and is needed since the Lead Service Line Replacement project is partially funded by low interest loans.

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

Attachments:

1. Ordinance for budget amendment
2. Resolution for declaration of official intent
3. Maryland Department of the Environment Memorandum dated October 16, 2023
4. Maryland Department of the Environment Memorandum dated October 18, 2024

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



MEMORANDUM

To: Cori Cameron, Director of Water Works, City of Salisbury, MD

From: Jeffrey Fretwell, MD Water Infrastructure Financing Administration Director

Date: October 16, 2023

Subject: Notification of FFY 2023 Drinking Water State Revolving Fund (DWSRF) Intended Use Plan (IUP) Funding

The Maryland Infrastructure Financing Administration (MWIFA) identified the project(s) listed below on the FFY 2023 DWSRF IUP for financing in the amount(s) shown¹.

Project Name: NAYLOR MILL MHP WATER SYSTEM EXTENTION AND PFAS REMEDIATION		
Program	Loan	Loan Principal Forgiveness
FFY23 DWSRF Base	\$0	\$0
FFY23 DWSRF BIL Gen Supp	\$0	\$0
FFY22 DWSRF BIL Emerging Contaminants	\$0	\$2,762,822
FFY23 DWSRF BIL Emerging Contaminants	\$0	\$2,112,088
FFY22 DWSRF BIL Lead Service Line Repl.	\$0	\$0
FFY23 DWSRF BIL Lead Service Line Repl.	\$0	\$0
Notifications of State grant funding to FFY 2023 DWSRF IUP projects will be made in Spring 2024.		

This is not a commitment to lend. Final loan and loan principal forgiveness amounts will be determined based on the MWIFA-approved project budget. All programmatic requirements MUST be completed and BPW approval received prior to receiving any SRF funding.

The MWIFA SRF Funding Coordinator for the project(s) listed above is MiYarnie Johnson; please contact him at miyarnie.johnson@maryland.gov with questions or concerns regarding this letter, the attached programmatic requirements, and/or the funding process.

Please be aware of the following:

- Enclosed are the programmatic requirements that must be completed prior to loan closing.

¹ MWIFA may provide additional loan funding for the project if the need arises and as capacity allows.

- Loan term is up to 30 years (up to 40 years for Disadvantaged Communities), not to exceed the useful project life as determined by the State.
- Interest rates are calculated based on the monthly average Bond Buyer 11-Bond Index (BB11-BI); the Standard Rate is equal to 50% of the average BB11-BI and the Disadvantaged Community interest rate is equal to 25% of the average BB11-BI. The interest rate for the project(s) listed above will be set based on the BB11-BI of the month preceding the loan closing. For loans that closed in Fiscal Year 2023, the Standard Rate ranged from 1.60% to 1.90% and the Disadvantaged Community Rate ranged from 0.80% to 0.90%.
- MWIFA will review the borrower's financial condition to determine if there is sufficient coverage to repay debt on the aforementioned loan(s). Please provide the three most recent years of audited financial statements, a schedule of water and sewer rates, any relevant information regarding debt commitments or factors that impact the borrowing entity's financial condition, and the dedicated source(s) of revenue for repayment for SRF financing of the project(s) to the funding coordinator.
- The Administrative Fee is 5% of the total debt service divided by 30, collected in equal annual installments over the life of the loan. This is equivalent to an interest rate impact of ~35 basis points.

Please note that the demand for SRF funding is extremely high; therefore,

- Please notify your funding coordinator as soon as possible if you choose to decline the SRF funding.
- **Projects identified for funding are expected to start construction by December 2024 in accordance with the application you submitted; funding may be deleted from projects that do not proceed to construction by this time.** The applicant will be notified of this action and will have an opportunity to reapply for future financial assistance. Notify your funding coordinator of schedule delays.

We look forward to working with you throughout the loan origination process.

Enclosure: Programmatic Requirements

Cc: Andrew Kitzrow, Ron Clapper, Amanda Pollack
Elaine Dietz, MWIFA
Paul Emmart and MiYarnie Johnson, MWIFA Capital Planning & Finance Division
Tonya Randall and Emmanuel Osadebe, MWIFA Capital Planning Contract Division
Shauna Lu, MWIFA Accounting Unit
Larry Love and Richard Pencek, MWIFA Underwriting
Mehdi Majedi, Sunita Boyle, and Brandon Choi, Engineering Capital Projects Program
Mary R. Sheppard and Rebecca B. Reske, MD Office of the Attorney General



Maryland

Department of the Environment

Wes Moore, Governor
Aruna Miller, Lt. Governor

Serena McIlwain, Secretary
Suzanne E. Dorsey, Deputy Secretary

MEMORANDUM

To: Cori Cameron, Director of Water Works (via email)

From: Jeffrey Fretwell, MD Water Infrastructure Financing Administration Director

Date: October 18, 2024

Subject: Notification of FFY 2024 Drinking Water State Revolving Fund (DWSRF) Intended Use Plan (IUP) Funding

The Maryland Infrastructure Financing Administration (MWIFA) identified the project(s) listed below on the FFY 2024 DWSRF IUP for financing in the amount(s) shown¹.

Project Name: PFAS Study at Park WTP		
Program	Loan	Loan Principal Forgiveness
FFY24 DWSRF Base	\$0	\$0
FFY24 DWSRF BIL Gen Supp	\$0	\$100,000
FFY24 DWSRF BIL Emerging Contaminants	\$0	\$0
FFY24 DWSRF BIL Lead Service Line Repl.	\$0	\$0
Notifications of State grant funding to FFY 2024 DWSRF IUP projects will be made in Spring 2025.		

Project Name: PFAS Study and Filter Replacement at Paleo Water Treatment Plant in the City of Salisbury, MD		
Program	Loan	Loan Principal Forgiveness
FFY24 DWSRF Base	\$0	\$0
FFY24 DWSRF BIL Gen Supp	\$0	\$100,000
FFY24 DWSRF BIL Emerging Contaminants	\$0	\$0
FFY24 DWSRF BIL Lead Service Line Repl.	\$0	\$0
Notifications of State grant funding to FFY 2024 DWSRF IUP projects will be made in Spring 2025.		

¹ MWIFA may provide additional loan funding for the project if the need arises and as capacity allows.

Project Name: LSL Replacement Phase 1		
Program	Loan	Loan Principal Forgiveness
FFY24 DWSRF Base	\$0	\$0
FFY24 DWSRF BIL Gen Supp	\$0	\$0
FFY24 DWSRF BIL Emerging Contaminants	\$0	\$0
FFY24 DWSRF BIL Lead Service Line Repl.	\$441,787	\$1,325,363
Notifications of State grant funding to FFY 2024 DWSRF IUP projects will be made in Spring 2025.		

This is not a commitment to lend. Final loan and loan principal forgiveness amounts will be determined based on the MWIFA-approved project budget. All programmatic requirements MUST be completed and BPW approval received prior to receiving any SRF funding.

Please be aware of the following:

- Enclosed are the programmatic requirements that must be completed prior to loan closing.
- Loan term is up to 30 years (up to 40 years for Disadvantaged Communities), not to exceed the useful project life as determined by the State.
- Interest rates are calculated each month, based on the average Bond Buyer 11-Bond Index (BB11-BI), with the Standard Rate equal to 50% of the average BB11-BI; the Disadvantaged Community interest rate is equal to 25% of the average BB11-BI. The interest rate for the projects listed above will be set based on the BB11-BI of the month preceding the loan closing. For loans that closed in Fiscal Year 2024, the Standard Rate ranged from 1.60% to 2.00% and the Disadvantaged Community Rate ranged from 0.80% to 1.00%.
- The Administrative Fee is 5% of the total debt service divided by the total number of scheduled Administrative Fee payments, collected in equal annual installments over the life of the loan.
- MWIFA will review the borrower's financial condition to determine if there is sufficient coverage to repay debt on the aforementioned loan(s). Please provide the three most recent years of audited financial statements, a schedule of water and sewer rates, any relevant information regarding debt commitments or factors that impact the borrowing entity's financial condition, and the dedicated source(s) of revenue for repayment for SRF financing of the project(s) to Gerald Gorham, Jr., MWIFA's underwriter, at gerald.gorham@maryland.gov

The MWIFA SRF Funding Coordinator for the projects listed above is MiYarnie Johnson; please contact him at miyarnie.johnson@maryland.gov with any questions or concerns regarding this letter, the attached programmatic requirements, and/or the funding process.

Please note that the demand for SRF funding is extremely high; therefore,

- Please notify your funding coordinator as soon as possible if you choose to decline the SRF funding.
- **Projects identified for funding are expected to start construction by the end of December 2025 in accordance with the application you submitted.** Notify your funding coordinator of schedule changes.

Please feel free to contact us with any questions or concerns regarding this letter, the attached programmatic requirements, and/or the loan origination process. We look forward to working with you throughout the loan origination process.

Enclosure: Programmatic Requirements

Cc: Andrew Kitzrow and Ron Clapperr, City of Salisbury
 Amanda Pollack, Center for Watershed Protection
 Elaine Dietz, MWIFA
 Paul Emmart and MiYarnie Johnson, MWIFA Capital Planning & Finance Division
 Tonya Randall and Emmanuel Osadebe, MWIFA Capital Planning Contract Division
 Shauna Lu, MWIFA Accounting Unit
 Gerald Gorham, Jr., MWIFA Underwriting
 Mehdi Majedi, Sunita Boyle, and Matthew Marshall, Engineering Capital Projects Program
 Mary R. Sheppard and Rebecca B. Reske, MD Office of the Attorney General

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ORDINANCE NO. 2920

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO APPROPRIATE FUNDS FOR DRINKING WATER STATE REVOLVING FUND PROJECTS INCLUDING THE NAYLOR MILL WATER MAIN EXTENSION PROJECT, A PFAS STUDY AT THE PALEO WATER TREATMENT PLANT AND A LEAD SERVICE LINE REPLACEMENT PROJECT.

WHEREAS, the City of Salisbury is eligible to receive \$6,742,060.00 from the Maryland Water Quality Financing Administration through the Drinking Water State Revolving Fund (DWSRF) Bipartisan Infrastructure Law (BIL) for three projects listed below:

		Naylor Mill Water Main	PFAS Study at Paleo WTP	Lead Service Line Replacement
FFY22 DWSRF BIL Emerging Contaminants	Loan Principal Forgiveness	\$ 2,762,822.00	\$ -	\$ -
FFY23 DWSRF BIL Emerging Contaminants	Loan Principal Forgiveness	\$ 2,112,088.00	\$ -	\$ -
FFY24 DWSRF BIL General Supplement	Loan Principal Forgiveness	\$ -	\$ 100,000.00	\$ -
FFY24 DWSRF BIL Lead Service Line (LSL)	Loan	\$ -	\$ -	\$ 441,787.00
FFY24 DWSRF BIL LSL	Loan Principal Forgiveness	\$ -	\$ -	\$ 1,325,363.00
Total		\$ 4,874,910.00	\$100,000.00	\$ 1,767,150.00

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WHEREAS, the Naylor Mill Water Main Extension Project is necessary to serve the Naylor Mill Mobile Home Park with municipal water and the project will improve the City's water distribution system hydraulics, redundancy and water quality by extending the water distribution system to loop to the existing water mains in the Westwood Commerce Park; and

WHEREAS, the PFAS Study at the Paleo Water Treatment Plant is necessary to evaluate treatment alternatives for per- and polyfluoroalkyl substances (PFAS); and

WHEREAS, the Lead Service Line replacement project is necessary to replace water services to approximately 330 properties in the southwest quadrant of the City of Salisbury's water distribution system which is bounded by W Carroll St, Camden Ave, South Blvd, and Waverly Dr; and

WHEREAS, design and administration are eligible expenses which are reimbursable by the Water Quality Financing Administration upon acceptance of the construction bids by the Maryland Board of Public Works; and

WHEREAS, the PFAS study eligible expenses are reimbursement by the Water Quality Financing Administration upon acceptance of the study bids by the Maryland Board of Public Works; and

WHEREAS, the City must forward fund the study, design and administration of the project until study and construction bids are approved by the Maryland Board of Public Works; and

WHEREAS, the City must forward fund construction for the time period from payment to construction contractors to reimbursement from the Maryland Department of the Environment; and

39 **WHEREAS**, the State of Maryland cannot grant approval of the projects until the study bids and
40 construction bids are approved by the Maryland Board of Public Works; and
41

42 **WHEREAS**, if approval is not obtained from the Maryland Board of Public Works, then the City
43 hereby acknowledges that the City would need to find another source of funding to continue with the
44 aforementioned project; and
45

46 **WHEREAS**, Ordinance No. 2842 allocated \$718,250 for the design and administration of the
47 Naylor Mill Water Main Extension Project; and
48

49 **WHEREAS**, the additional forward funding for each project has been estimated as \$250,000 for
50 Naylor Mill Water Main, \$410,000 for Lead Service Lines replacement, and \$50,000 for the PFAS Study;
51 and
52

53 **WHEREAS**, funds are available from surplus to be transferred from the Water Sewer Fund
54 as Pay GO to the Water Sewer Capital Project fund for the Project; and
55

56 **WHEREAS**, the forward funding provided by the Water Sewer fund will be reimbursed by the
57 Water Sewer Capital Project fund when the anticipated funds from the State of Maryland are received and
58 the corresponding appropriations in the Water Sewer Capital Project funds will be canceled; and
59

60 **WHEREAS**, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract
61 that requires an expenditure not appropriated or authorized by the Council of the City of Salisbury; and
62

63 **WHEREAS**, the appropriations necessary to execute the project study, design, construction and
64 administration as provided hereinabove must be made upon the recommendation of the Mayor and the
65 approval of four-fifths of the Council of the City of Salisbury.
66

67 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF**
68 **THE CITY OF SALISBURY, MARYLAND**, as follows:
69

70 **Section 1.** Mayor Randolph J. Taylor is hereby authorized to appropriate funds for the
71 aforementioned projects in the amount of \$710,000.00.
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73 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**
74 **SALISBURY, MARYLAND**, as follows:
75

76 **Section 2.** The City of Salisbury's FY25 Water Sewer Fund Budget be and hereby is amended
77 as follows:
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<u>Project</u>	<u>Type</u>	<u>Account</u>	<u>Account Description</u>		<u>Amount</u>
Water Sewer Fund	Revenue	60100-469810	Use of Surplus	Increase	710,000
Water Sewer Fund	Revenue	91002-599108	Transfer – Water Sewer Capital Projects	Increase	710,000

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Section 3. The City of Salisbury's Water Sewer Capital Project Fund Budget be and hereby is amended as follows:

Naylor Mill Water Main	Revenue	97060-469161-50050	FFY22 DWSRF BIL Emerging Contaminants	Increase	250,000
Naylor Mill Water Main	Expense	97060-513026-50050	Construction	Increase	250,000
PFAS Study Paleo WTP	Revenue	97060-469161-TBD	FFY24 DWSRF BIL General Supplement	Increase	50,000
PFAS Study Paleo WTP	Expense	97060-513020-TBD	Engineering	Increase	50,000
Lead Service Line Replacement	Revenue	97060-469161-TBD	FFY24 DWSRF BIL Lead Service Line (LSL) Loan	Increase	410,000
Lead Service Line Replacement	Expense	97060-513026-TBD	Construction	Increase	260,000
Lead Service Line Replacement	Expense	97060-513020-TBD	Engineering	Increase	150,000

Section 4. The City of Salisbury's Water Sewer Capital Project Fund Budget be and hereby is amended as follows:

<u>Project</u>	<u>Type</u>	<u>Account</u>	<u>Account Description</u>		<u>Amount</u>
Naylor Mill Water Main	Revenue	97060-469323-50050	FFY22 DWSRF BIL Emerging Contaminants Loan Forgiveness	Increase	2,762,822
Naylor Mill Water Main	Revenue	97060-469324-50050	FFY23 DWSRF BIL Emerging Contaminants Loan Forgiveness	Increase	2,112,088
Naylor Mill Water Main	Expense	97060-513026-50050	Construction	Increase	4,874,910
PFAS Study Paleo WTP	Revenue	97060-469323-TBD	FFY24 DWSRF BIL General Supplement Loan Forgiveness	Increase	100,000
PFAS Study Paleo WTP	Expense	97060-513026-TBD	Construction	Increase	100,000
Lead Service Line Replacement	Revenue	97060-469320-TBD	FFY24 DWSRF BIL Lead Service Line (LSL) Loan	Increase	441,787
Lead Service Line Replacement	Revenue	97060-469323-TBD	FFY24 DWSRF BIL LSL Loan Forgiveness	Increase	1,325,363
Lead Service Line Replacement	Expense	97060-513026-TBD	Construction	Increase	1,767,150

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

Section 5. 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 6. 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 7. 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.

Section 8. 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 24 day of February, 2025 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 _____, 2025.

ATTEST:

Julie A. English, City Clerk

**D'Shawn M. Doughty, President
Salisbury City Council**

APPROVED BY ME THIS _____ DAY OF _____, 2025:

Randolph J. Taylor, Mayor



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Cori Cameron, Director of Water Works
Date: January 15, 2025
Re: Budget Ordinance - PFAS Study and Treatment

The Department of Water Works is requesting consideration for a budget ordinance to move funds from Pay Go accounts for Restore Park Well Field project account 97030-513020-50031 into the PFAS Study and Treatment project account 97030-513026-50052. The funds will allow Water Works to fast track the PFAS Study in the Park Well Field which will include boring samples for deeper wells and evaluating the plant for PFAS treatment additions. Water Works would like to move forward with this project now so we can have a plan in place to apply for federal grant or low interest loan funds in January of 2026. January of 2026 will be the last year funds are specifically designated for PFAS projects through Maryland Water Infrastructure Financing Administration. In addition, these funds would allow us to move forward with the bench testing of the PFAS at the Paleo Plant.

ORDINANCE NO. 2921

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING A
BUDGET AMENDMENT AND THE MAYOR TO APPROPRIATE FUNDS
FOR THE PFAS STUDY AND TREATMENT.**

WHEREAS, the City of Salisbury has determined an additional \$175,000 is needed to complete the PFAS Study; and

WHEREAS, the City of Salisbury has \$175,000.00 that can be applied to this project in Account 97030-513020-50031 – Restore Park Well Field and 97030-513026-50031 Restore Park Well Field and is available to transfer to the Water Sewer Capital Project funds for the PFAS Study and Treatment.

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

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

Section 1. Mayor Randolph J. Taylor is hereby authorized to appropriate additional funds for the PFAS Study and Treatment Project 97030-513026-50052 in the amount of \$175,000.00.

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

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

Increase Decrease	Account Type	Project Description	Account	Account Description	Amount
Decrease	Expense	Water/Sewer Capital Project	97030-513020- 50031	Restore Park Well Field	35,000
Increase	Expense	Water/Sewer Capital Project	97030-513026- 50052	PFAS Study and Treatment	35,000
Decrease	Expense	Water/Sewer Capital Project	97030-513026- 50031	Restore Park Well Field	140,000
Increase	Expense	Water/Sewer Capital Project	97030-513026- 50052	PFAS Study and Treatment	140,000

Section 3. The City of Salisbury's Water Sewer Capital Project Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Increase	Revenue	PFAS Study and Treatment	Transfer Water Sewer Revolving	97030-469162-50052	175,000

Decrease	Revenue	Restore Park Well Field	Transfer Water Sewer Revolving	97030-469162-50031	175,000
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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 24 day of February, 2025 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 _____, 2025.

ATTEST:

Julie A. English, City Clerk

D'Shawn M. Doughty, City Council President

Approved by me, this _____ day of _____, 2025.

Randolph J. Taylor, Mayor



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Cori Cameron, Director of Water Works
Date: January 15, 2025
Re: Budget Ordinance – Elevated Water Tank Maintenance

The Department of Water Works is requesting consideration for a budget ordinance to move funds from Paleo Ground Storage Tank project account 97030-513026-50046 into the Elevated Water Tank Maintenance project account 97030-513026-50016. The funds will allow Water Works to solicit bids to paint the Salisbury University Water Tower. The Paleo Ground Storage Tank was painted in 2024 and the Salisbury University Tower needs cleaning and painting. This tower holds two million gallons of the city's water supply so it is a little more expensive to do the maintenance. Preliminary bid estimates came in higher than the current account balance. The extra funds will help to complete the task.

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ORDINANCE NO. 2922

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING A
BUDGET AMENDMENT TO APPROPRIATE FUNDS FOR COMPLETION
OF THE ELEVATED WATER TANK MAINTENANCE PROJECT.**

WHEREAS, the City of Salisbury has determined an additional \$70,000 is needed to complete the Elevated Water Tank Maintenance; and

WHEREAS, the City of Salisbury has \$70,000.00 that can be applied to this project in Account 97030-513026-50046 – Paleo Ground Storage Tank and is available to transfer to the Water Sewer Capital Project funds for the Elevated Water Tank Maintenance.

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

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

Section 1. Mayor Randolph J. Taylor is hereby authorized to appropriate additional funds for the Elevated Water Tank Maintenance 97030-513026-50016 in the amount of \$70,000.00.

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

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

Increase Decrease	Account Type	Project Description	Account	Account Description	Amount
Decrease	Expense	Water/Sewer Capital Project	97030-513026- 50046	Paleo Ground Storage Tank	70,000
Increase	Expense	Water/Sewer Capital Project	97030-513026- 50016	Elevated Water Tank Maintenance	70,000

Section 3. The City of Salisbury's Water Sewer Capital Project Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Increase	Revenue	Elevated Water Tank Maintenance	Transfer Water Sewer Revolving	97030-469162-50016	70,000
Decrease	Revenue	Paleo Ground Storage Tank	Transfer Water Sewer Revolving	97030-469162-50046	70,000

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37 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**
38 **SALISBURY, MARYLAND,** as follows:
39

40 **Section 4.** It is the intention of the Mayor and Council of the City of Salisbury that each provision
41 of this Ordinance shall be deemed independent of all other provisions herein.
42

43 **Section 5.** It is further the intention of the Mayor and Council of the City of Salisbury that if any
44 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,
45 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication
46 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other
47 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.
48

49 **Section 6.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as
50 if such recitals were specifically set forth at length in this Section 6.
51

52 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.
53

54 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
55 Salisbury held on the 24 day of February, 2025 and thereafter, a statement of the substance of the Ordinance
56 having been published as required by law, in the meantime, was finally passed by the Council of the City
57 of Salisbury on the _____ day of _____, 2025.
58

59 **ATTEST:**
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62 _____
63 **Julie A. English, City Clerk**

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

64
65 Approved by me, this _____ day of _____, 2025.
66

67 _____
68
69 **Randolph J. Taylor, Mayor**
70



Memo

To: Andy Kitzrow, City Administrator
From: Rob Frampton, Fire Chief
Date: 1/14/2025
Subject: Ordinance Request

The Salisbury Fire Department is requesting an ordinance that will change the Salisbury City Code with regards to Fire Alarms. The department has a desire to clarify the Code on what is an "Alarm Site", what is meant by "Location", and how False Alarms are counted. The problem that currently exists is when there are multiple buildings on one alarm system and the need to clarify that this is one alarm system and not separate alarm systems for each building. This impacts how we count false alarms with regards to issuing fines for non-compliance or failure to correct a fire alarm issue. The need for this change was agreed upon by Legal and they have approved the attached Ordinance that will clarify this issue with regards to the counting of false alarms and what is meant by the location and alarm site. I look forward to your support and approval to request this be added to an upcoming agenda.

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WHEREAS, the ongoing application, administration and enforcement of the City of Salisbury Municipal Code (the “**Salisbury City Code**”) demonstrates a need for its periodic review, evaluation and amendment, in order to comply with present community standards and practices, and promote the public safety, health and welfare of the citizens of the City of Salisbury (the “**City**”);

WHEREAS, the Mayor and Council of the City of Salisbury (the “**Mayor and Council**”) are authorized by MD Code, Local Government, § 5-202 to adopt such ordinances, not contrary to the Constitution of Maryland, public general law or public local law, as the Mayor and Council deem necessary to assure the good government of the municipality, to preserve peace and order, to secure persons and property from damage and destruction, and to protect the health, comfort and convenience of the citizens of the City;

WHEREAS, the Mayor and Council find that the health, safety and general welfare of the citizens of the City will be furthered by amendments to Title 8 of the Salisbury City Code; and

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

Chapter 8.04 – ALARMS

For the purpose of this chapter, the following words shall have the meanings ascribed to them:

"Alarm" means activation of any alarm system that indicates that a criminal activity, fire or fire-related emergency, or medical emergency is taking place. The alarm may be an audible alarm at or within the occupancy or it may be transmitted to a central monitoring station by electronic means.

"Alarm agent" means any person employed by an alarm company whose duties shall include the altering, installing, maintaining, moving, repairing, replacing, selling, servicing, responding, or causing others to respond, to an alarm system.

"Alarm company" means any person who engages in the business of altering, maintaining, selling at retail, servicing or responding to an alarm system but does not include telephone answering services which receive alarm activation signals and relay information to the Police or Fire Department dispatch centers but do not function in any other manner.

"Alarm dispatch notification" means the process for notification of the Fire or Police dispatch centers indicating that an alarm, either automatic or manual, has been activated at a particular alarm site.

"Alarm signal" means the actual activation of an alarm system.

"Alarm site" means a single premise or location **with multiple premises** served by an alarm system or systems.

"Alarm system" means any assembly of equipment, mechanical or electrical, device, or series of devices, including, but not limited to, systems interconnected by radio frequency signals, arranged or designed to signal an alarm indicating an unauthorized entry to, or criminal activity requiring attention and to which the Police are expected to respond. It shall also mean an alarm indicating fire, smoke, excessive heat, or sprinkler water flow in the occupancy by emitting or transmitting a remote or local audible, visual, or electronic signal indicating an alarm condition that requires immediate attention and to which the Fire Department is expected to respond. Alarm system includes devices activated automatically, such as burglar alarms, fire, heat, or smoke detectors, water flow alarms and devices activated manually, such as holdup alarms and individual emergency pull stations. Alarm system does not include an alarm installed on a vehicle or an alarm designed to alert only the occupants of a premise that does not have a sounding device that is audible on the exterior of the alarm site.

"Alarm user" means any owner or lessor of any alarm system, the occupant of any dwelling unit with an alarm system, each tenant using an alarm system in a multi-tenant occupancy, or any person, firm, partnership, corporation, government or other entity which uses an alarm system at an alarm site.

"Audible alarm system" means an alarm system, which utilizes an audible device such as a siren, bell, horn, klaxon, etc., as a warning device when the alarm is activated.

"Automatic dialing device" means an alarm system, which automatically sends over a regular telephone line, by, direct connection or otherwise, a prerecorded voice message indicating the existence of the emergency situation that the alarm system is designed to detect.

"Cancellation" means verification from the alarm business or company that there is no actual emergency at the alarm site and there is no further need for the Police or Fire Department to respond.

"Central monitoring station" means any office, station, or telephone answering service where trained employees monitor and/or receive emergency signals from alarm systems, and relay messages from such signals by live voice to the City of Salisbury Police and Fire Department telecommunications and dispatch center.

"City" means the City of Salisbury, Maryland.

84 "Control panel" means the on-site central processing unit designed to control, manage, and
85 operate an alarm system.

86 "Digital dialer" means a device that transmits digital signals from an alarm system to a
87 central monitoring station through the telephone network.

88 "Enhanced Call Verification" means that all central monitoring stations that handle
89 residential or commercial intrusion and/or burglar alarm activations shall make two phone calls in
90 an attempt to verify the validity of any monitored alarm activation.

91 "False alarm" means an alarm dispatch request to the Police or Fire Department, which
92 results in the responding officer(s) finding no evidence of a criminal offense, attempted criminal
93 offense, or an actual fire or medical emergency, after completing an investigation of the alarm site.

94 "Fire Chief" means the Chief of the Fire Department of the City of Salisbury, or his/her
95 designee.

96 "Fire Department" means the City of Salisbury Fire Department.

97 "Fire Department dispatch center" means the agency responsible for dispatching the Fire
98 Department for event response.

99 "Holdup alarm system" means an alarm system signaling a robbery or attempted robbery.

100 "Key box entry system" means a device designed to safely secure keys, or other
101 information, for use by Fire Department personnel to quickly gain access to the control panel.

102 "Keypad or touch pad" means a device that permits the control of an alarm system by the
103 manual entering of a coded sequence of numbers or letters.

104 **"Location" means an entire tract or parcel of land and includes tracts or parcels of**
105 **land that contain multiple buildings and/or multiple alarm systems.**

106 "Monitoring" means the process by which an alarm company receives signals from alarm
107 systems and relays an alarm dispatch notification to the dispatching agency for the purpose of
108 summoning fire, emergency medical services, and/or police personnel to respond to the alarm site.

109 "Opt Out" means the process by which a verified alarm user notifies the alarm company or
110 alarm agent that the alarm user has chosen to waive the Enhanced Call Verification (ECV) required
111 by this Chapter.

112 "Person" means any person, firm, partnership, association, corporation, company of any
113 kind.

114 "Police Chief" means the Chief of the Police Department of the City of Salisbury, or his/her
115 designee.

116 "Police Department" means the City of Salisbury Police Department.

117 "Proprietor" means any person who owns or controls the use of property in which an alarm
118 system is installed.

119 "Twelve (12) month period" means any calendar year.

120 "Verification" means the attempt by the alarm company or its representative/s to contact
121 the alarm site by telephone or other electronic means, whether or not actual contact with a person
122 is made, to corroborate, or verify, the information transmitted by the alarm signal.

"Written notice" means notice by certified mail, return receipt requested.

8.04.045 – Counting of False Alarms

An apartment complex or any other tract or parcel of land that contains multiple buildings and/or multiple alarm systems shall be considered one single location for the purpose of counting the number of False Alarms that occur at a single location.

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 24 day of February, 2025 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 _____, 2025

ATTEST:

Julie A. English
City Clerk

D'Shawn M. Doughty
City Council President

Approved by me, this ____ day of _____, 2025.

Randolph J. Taylor
Mayor



City of Salisbury

Memorandum

To: Andy Kitztrow, City Administrator

From: Chris O'Barsky, Deputy Chief of Administration

Subject: LGIT Reimbursement - FY25 Budget Amendment

Date: 1/3/2025

The Fire Department is requesting the approval of a budget amendment of \$1,000.00 to be placed into our FY25 Operating Budget. The Department's Fire Chief vehicle, at no fault of his own, sustained damage from another vehicle while performing legitimate Salisbury Fire Department duties. An initial deductible was paid out from the Fire Department's Operating budget to pay for repairs. Since then the City has received a reimbursement of \$1,000.00 from LGIT, which has been placed in the General Fund.

Thank you in advance for your time and consideration on this request. If you should have any questions or need any additional information, please do not hesitate to contact me.

Attachment: Budget Amendment Ordinance

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THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 24 day of February, 2025 and thereafter, a statement of the substance of the Ordinance

53 having been published as required by law, in the meantime, was finally passed by the Council of the City
54 of Salisbury on the _____ day of _____, 2025.
55

56
57 **ATTEST:**
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60 _____
61 **Julie A. English, City Clerk**

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

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64 Approved by me, this _____ day of _____, 2025.
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67 _____
68 **Randolph J. Taylor, Mayor**



City of Salisbury

Date: February 3, 2025

To: Andy Kitzrow, City Administrator

From: Chris Truitt, Assistant Chief of EMS

Re: MDH Innovative Cancer Screening Technologies Grant

The Fire Department has been awarded a grant award from the Maryland Department of Health. The Department is asking for this money to be placed in the State of Maryland Revenue Account (see below) to facilitate the purchase Cancer Testing Kits from 2020 Gene Co from the Medical Expense Account. These kits will allow our personnel to be screened for a variety of different cancer types to allow for early detection and treatment.

Name	Account	Amount
Sate of Maryland Revenue	10500-424000	\$29,625.00
Medical Expense	10500-513040	\$29,625.00

This will cover the purchase of 120 cancer testing kits and shipping costs.

ORGANIZATIONS RECEIVING APPROPRIATIONS FROM THE STATE STANDARD GRANT AGREEMENT

This Agreement, which is executed in compliance with Section 7-402 of the State Finance and Procurement Article of the Annotated Code of Maryland, is made this 17th day of February 2025 between the State of Maryland (the "State"), acting through the Maryland Department of Health, (the "Department"), located at 201 West Preston Street, Baltimore, MD and the City of Salisbury, on behalf of Salisbury Fire Department (the "Grantee"), located at 125 N Division St, Salisbury in Wicomico County, Maryland, 21874, a Maryland Limited Liability Company / Corporation.

1. Effective on the date of execution of this Agreement, the State is extending to the Grantee a grant in the amount of Twenty-Nine Thousand Six Hundred Twenty-Five Dollars (\$ 29,625) (the "Grant"), which the Grantee shall use only for the following purposes: to procure and administer innovative cancer screening tests for county firefighters in accordance with Health-General Article §§ 13-4001-13-4007 and as part of the Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program for the period of February 17, 2025 - June 30, 2025.

2. Any expenditure of Grant funds that is not consistent with purposes stated in paragraph 1 may, at the sole discretion of the Department, be disallowed. Should any expenditure be disallowed or should the Grantee violate any of the terms of this Agreement, the State may require repayment to the State Treasury, an offset from any State Grant to the Grantee in the current or succeeding fiscal year, or other appropriate action. The Grantee shall repay to the State any part of the Grant that is not used for the purposes stated in paragraph 1 within 3 months after the date of this Agreement.

3. The Grantee may not sell, lease, exchange, give away, or otherwise transfer or dispose of real or personal property, or any part of or interest in real or personal property, acquired with Grant funds without the prior written consent of the Department. This includes transfer or disposition to a successor on the merger, dissolution, or other termination of the existence of the Grantee. The Grantee shall give the Department written notice at least 30 calendar days before any proposed transfer or disposition. Any proceeds from a permitted transfer or disposition shall be applied to repay to the State a percentage of that portion of the Grant allocable to the particular real or personal property transferred or disposed of, unless the Department and the Grantee agree to other terms and conditions. The percentage shall be equal to the percentage of the unadjusted basis of the property that would remain if the property had been recovery property placed in service after December 31, 1980 and if all allowable deductions had been taken up to the time of disposition under the Accelerated Cost Recovery System (ACRS) specified in the United States Internal Revenue Code, Section 168(b)(1).

4. For any item of real or personal property that is acquired with Grant funds and has an original fair market value of Five Thousand Dollars (\$5,000) or more, the Grantee shall, at its own expense, and for the reasonable useful life of that item or for 5 years, whichever is less, obtain and maintain insurance. The insurance shall provide full protection for the Grantee and the State against loss, damage, or destruction of or to the real or personal property. The Grantee shall, on request, provide the Department with satisfactory evidence of its compliance with this requirement. Proceeds of insurance required by this paragraph shall be applied toward replacement of the real or personal property or toward the partial or total repayment of the State of the Grant, in the sole discretion of the Department.

5. The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws, and certifies that its Constitution or by-laws contains a non-discrimination clause consistent with the Governor's Code of Fair practices.

6. The person executing this Agreement on behalf of the Grantee certifies, to the best of that person's knowledge and belief, that:

A.) Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Grantee's application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States;

B.) The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the Grant or this Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or this Agreement; **the grantee understands and complies with the Conflicts of Interest provision of the Public Ethics Law, Maryland Code Annotated, General Provisions, Title 5, Subtitle 5.**

C.) The Grantee, if incorporated, is registered or qualified in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, **is in good standing**, has filed all required annual reports and filing fees with the Department of Assessments and Taxation and all required tax returns and reports with the Comptroller of the Treasury, the Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation, and has paid or arranged for the payment of all taxes due to the State; and

D.) No money has been paid to or promised to be paid to any legislative agent, attorney, or lobbyist for any services rendered in securing the passage of legislation establishing or appropriating funds for the Grant.

E.) Neither the Grantee, nor any of its officers or directors, nor any person substantially involved in the contracting or fund raising activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under the Code of Maryland Regulations, COMAR 21.08.04.04.

7. Within 60 calendar days after the close of any grant period in which the Grantee receives funds under this Agreement, the Grantee shall provide to the Department an itemized statement of expenditures, showing how the funds were expended for that grant period. In addition, a copy of the statement shall be mailed to the Director, General Accounting Division, Office of the Comptroller of the Treasury, Room 200, Louis L. Goldstein Treasury Building, Annapolis, Maryland 21401. The Grantee shall retain bills of sale or other satisfactory evidence of the acquisition of any real or personal property for at least 3 years after the date of this Agreement. The Department, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor, or any of them, may examine and audit this evidence, on request, at any reasonable time within the retention period.

8. The Grantee shall comply with Section 7-221, 7-402, and 7-403 of the State Finance and Procurement Article of the Annotated Code of Maryland, as applicable.

9. The laws of Maryland shall govern the interpretation and enforcement of this Agreement.

10. This Agreement shall bind the respective successors and assigns of the parties.

11. The Grantee may not sell, transfer, or otherwise assign any of its obligations under this Agreement, or its rights, title, or interest in this Agreement, without the prior written consent of the Department.

12. No amendment to this Agreement is binding unless it is in writing and signed by both parties.

13. The following items are incorporated by referenced and made a part of this Agreement: Appendix A, B & C and Attachment A, B, C, D, E, F & G.

IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.

GRANTEE

DEPARTMENT

City of Salisbury, on behalf of Salisbury Fire Department

Maryland Department of Health.
(Name of Corporation or Association)

By: _____
SEAL

Name: _____

Title: _____

Date: _____

By: _____
SEAL

Name: Courtney McFadden, MPH

Title: Acting Director, Prevention and Health Promotion
Administration

Date: _____

APPENDIX A

The Department's Grant Monitor is:

Sadie Peters
Medical Director, Center for Cancer Prevention & Control
Maryland Department of Health
201 W. Preston Street, 302B
Baltimore, Maryland 21201
410-371-3901
sadie.peters@maryland.gov

The Grantee's Grant Monitor is:

Chris Truitt, EMS Assistant Chief
Salisbury Fire Department
325 Cypress St
Salisbury, MD 21801
410-548-3120 ext. 1807
ctrutt@salisbury.md

I. BACKGROUND INFORMATION OF AGREEMENT

Occupational exposure as a firefighter is carcinogenic. According to the National Institute for Occupational Safety and Health (NIOSH), firefighters have a 9% higher risk of developing cancer and a 14% higher risk of dying from cancer compared to the general United States population. Screening tests that detect early signs of cancers, when the cancer may be easier to treat and cure, can decrease an individual's chance of dying from cancer. However, even with such known occupational exposures, firefighters may have difficulty receiving early cancer screenings because standard cancer screening guidance provides no specific indications for early screening based on this occupation.

As required by Health-General Article §§ 13-4001-13-4007, through the Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Program, the Center for Cancer Prevention and Control is funding local fire departments and volunteer fire departments to obtain innovative cancer screening tests that may be unavailable during routine physical examinations or that may not be covered by insurance.

II. DUTIES OF THE GRANTEE

The goal of the Program is to reduce cancer mortality among professional and volunteer firefighters while advancing the adoption of novel technologies that may also benefit the health of Marylanders and the economy of the State. The funds are to be used to cover procurement and administrative costs associated with innovative testing not offered during routine physical or not covered by insurance. Definitive cancer diagnostic testing and treatment are outside the scope of this project.

SCOPE OF WORK:

Firefighters awarded a grant through this program are expected to implement the following:

A. Firefighter Recruitment and Procurement of the Screening Tests

1. Recruit firefighters to be screened with the innovative cancer screening tests.
 - a. Select firefighters at the highest cancer risk based on scientific and medical research reports

B. Test Procurement

1. Procure the innovative cancer screening tests solely for use by the firefighters identified

C. Screening Activities and Associated Records Administration

1. Administer the innovative cancer screening tests with oversight by qualified healthcare providers.
 - a. Maintain an inventory of the innovative cancer screening tests purchased by the Applicant, verify administration of each test, and maintain a record of the innovative cancer screening tests administered by health care providers.
 - b. Retain all records pertaining to the grant for 3 years from the date the final report is submitted to MDH or longer in case of an audit or litigation until the completion of the audit or litigation.
 - c. Participate in audits as required by MDH.

D. Follow-up Diagnostic Testing and Treatment

1. Implement a robust standardized process for follow up testing and diagnosis if screening tests are positive
 - a. Funds independent of those provided by this grant are to be used for follow-up testing and pursuit of diagnoses.

E. Reporting Requirements

1. Submit an interim report describing the progress of the grant along with any invoice submitted.
2. Submit a comprehensive final report describing the activities conducted under the grant for the entire grant period no later than 45 days after the date the grant period ends. The comprehensive final report shall also include:
 - a. The number of individuals screened through the grant
 - b. The type of screening test(s) used
 - c. The cost of the screening test(s)
 - d. The number of cancers detected by the screening test(s)
 - e. The types of cancers detected by the screening test(s)

The City of Salisbury, on behalf of Salisbury Fire Department, will screen 120 firefighters using innovative cancer screening tests obtained with the grant funding provided for this project.

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APPENDIX B

Cost Estimate for:

Maryland Professional and Volunteer Innovative Cancer Screening Technologies Program—City of Salisbury, on behalf of Salisbury Fire Department

PERIOD OF PERFORMANCE – February 17, 2025 - June 30, 2025

Budget Summary			
Line Item	Qty	Unit Cost	Total Cost
One Test Commercial	120	\$245	\$29,400.00
Shipping and Handling	3	\$75	\$225
Total			\$29625.00
<i>(after \$12,000 discount for repeat customer)</i>			

One Test Commercial: \$29,400

Justification: This will cover the cost for 120 tests, enough to test each member of the SFD that voluntarily participates based on past use indicators and expected participation this year.

Shipping and Handling: \$225

Justification: This covers the costs associated with shipping the completed tests to OneTest for analysis.

III. DUTIES OF THE DEPARTMENT

Other than awarding the funds to the City of Salisbury, on behalf of Salisbury Fire Department, for this project MDH's Center for Cancer Prevention and Control will:

- Provide necessary technical support and monitoring to City of Salisbury, on behalf of Salisbury Fire Department, to ensure state and federal grant compliance.

This includes but is not limited to:

- Completion of the MDH Office of the Inspector General Risk Assessment
- Completion of the Standard Grant Agreement Checklist
- Determination of Good Standing With The State of Maryland
- Review for Debarment, Suspension, or any Exclusion from doing business with Maryland
- Determination regarding No Conflicts of Interest
- Review of Single Audits
- Review for Debarment, Suspension, or any Exclusion from doing business with the Federal Government

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SECTION IV. INCORPORATION BY REFERENCE

Both parties hereby agree that the documents described below, if any, are hereby incorporated into and made an integral part of this Agreement: (Type "None", if none)

Exact Title of Document(s)	Number of Pages
Conditions of Award- Attachment A	2
Federal Funds- Attachment B (Not applicable to this project)	2
Debarment Affirmation- Attachment C	2
Certification Regarding Tobacco Smoke- Attachment D	1
Certification Regarding Lobby- Attachment E	5
Additional Information required for Prevention and Health Promotion Administration Grants – Attachment F	2
Project Narrative – Attachment G	22

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CONDITIONS OF AWARD

Maryland Department of Health (MDH)

Period of Performance: February 17, 2025 - June 30, 2025

Important Dates:

April 15, 2025: First invoice and progress report due
May 15, 2025: Second invoice and progress report due
June 13, 2025: All funds must be obligated
June 30, 2025: All funds must be spent
August 15, 2025: Final progress and fiscal report due to MDH

The grantee shall comply with these conditions. Consequences for failure to comply with these conditions may include: a point reduction in score for future competitive and non-competitive applications, a reduction of overall award, audit exceptions and/or reduction in future awards.

Program Requirements:

1. The grantee, City of Salisbury, on behalf of Salisbury Fire Department, agrees to comply with MDH guidelines and initiatives with regards to their expenditures/purchases.
2. When procuring equipment, the recipient must comply with the procurement standards at 45 CFR Part 92.36 and 45 CFR 74.40 through 74.48, including 74.45, which requires the performance and documentation of some form of cost or price analysis with every procurement action.
3. The grantee will perform activities that coordinate, integrate, prioritize and sustain improvements in public health emergency preparedness.
4. The grantee shall participate in conference calls and/or meetings as requested by the Department.
5. The grantee should inform the MDH Center for Cancer Prevention and Control as a courtesy when a presentation or publication is made public that involves programs or data partially or fully funded by MDH, and any federal grants. All reports, data, software, or presentations generated from federal funded projects must be made available to MDH for review and comment prior to release or distribution.
6. The grantee, City of Salisbury, on behalf of Salisbury Fire Department will provide acknowledgement to the Maryland Department of Health when issuing or distributing statements, promotional materials or publications, press releases, requests for proposals/information/applications/etc., bid solicitations, or for meetings and/or conferences that are funded fully or in part with funds awarded through the Department. Please use the following phrase when referencing the Department's support: "This article/conference/ publication/etc. was supported in part/fully by the Maryland Department of Health."

Fiscal Requirements:

1. The grantee shall **not** use Maryland Professional and Volunteer Firefighters Innovative Cancer Screening Technologies Program funds to:
 - a. Support the costs of operating clinical trials of investigational agents, equipment or treatments;
 - b. Make payments directly to recipients of services, except for reimbursement of reasonable and allowable out-of-pocket expenses associated with consumer participation in State or consortia activities;
 - c. Support legal services;
 - d. Provide direct maintenance expenses of privately owned vehicles or any other costs associated with a vehicle, such as lease or loan payments, vehicle insurance, or license registration fees;
 - e. Purchase or improve land, or to purchase, construct, or make permanent improvements to any building, except for minor remodeling;
 - f. Pay property taxes;
 - g. Fund capital improvement projects;
 - h. Supplant personnel costs and/or other activities.
 - i. Prepare, distribute, or use of any material (publicity/propaganda) or to pay the salary or expenses of grants, contract recipients, or agents that aim to support or defeat the enactment of legislation, regulation, administrative action, or executive order proposed or pending before a legislative body.

2. The grantee will comply with all MDH and federal fiscal requirements for timely submission of detailed budgets and budget modifications, including monthly invoice requirements.
3. The grantee will return any unspent and unobligated funds to MDH and provide the necessary supporting documentation.

Audits:

The grantee shall submit audits in accordance with Federal OMB 2 CFR 200, Subpart F - Audit Requirements. An electronic copy of all audits (2 CFR 200 Subpart F, as well as independent auditors) performed against federal funding should be forwarded to the Department for review.

Site Visits and Surveys:

1. As requested, the grantee shall participate fully in the MDH Center for Cancer Prevention and Control Quality Improvement and Technical Assistance activities, which may include, but are not limited to:
 - a. Comprehensive site visits at the Department's request within the project period;
 - b. Interviews of staff, review of fiscal and program records, **monitoring, risk assessment**, review of inventory purchased against federal funding, interviews with administrators, and observation of program activities/facility.

Equipment Inventory Requirements:

Equipment purchased with federal funds may be recalled or requested to support local, regional and/or statewide emergency response efforts and must be cataloged for future reference and review. Cataloging of equipment should be updated and maintained throughout the project period.

Risk Assessment:

The grantee/sub-grantee/sub-recipient shall be required to participate in an MDH Risk Assessment in accordance with Federal OMB 2 CFR §200.205 (b) thru (d), §200.207, and §200.331 (b) thru (h). As part of this requirement, sub-recipients will be monitored based on a risk level of High, Medium or Low. Each risk level imposes certain monitoring requirements set by the MDH Office of the Inspector General in accordance with the above federal guidelines.

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ATTACHMENT B

Not applicable for this Firefighters Innovative Cancer Screening Project

FEDERAL FUNDS

A Summary of Certain Federal Fund Requirements and Restrictions
[Details of particular laws, which may levy a penalty for noncompliance,
are available from the Maryland Department of Health.]

1. Form and rule enclosed: 18 U.S.C. 1913 and section 1352 of P.L. 101-121 require that all *prospective* and present subgrantees (this includes all levels of funding) who receive more than \$100,000 in federal funds must submit the form "Certification Against Lobbying". It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL.
2. Form and instructions enclosed: "Form LLL, Disclosure of Lobbying Activities" must be submitted by those receiving more than \$100,000 in federal funds, to disclose any lobbying of federal entities (a) with profits from federal contracts or (b) funded with nonfederal funds.
3. Form and summary of Act enclosed: Sub-recipients of federal funds on any level must complete a "Certification Regarding Environmental Tobacco Smoke," required by Public Law 103-227, the Pro-Children Act of 1994. Such law prohibits smoking in any portion of any indoor facility owned or leased or contracted for regular provision of health, day care, early childhood development, and education or library services for children under the age of 18. Such language must be included in the conditions of award (they are included in the certification, which may be part of such conditions.) This does not apply to those solely receiving Medicaid or Medicare, or facilities where WIC coupons are redeemed.
4. In addition, federal law requires that:
 - a) OMB 2 CFR 200, Subpart F, Audit Requirements requires that grantees (both recipients and subrecipients) which expend a total of \$750,000 or more in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. and the Office of Management and Budget (OBM) 2 CFR 200, Subpart F.
 - b) All sub-recipients of federal funds comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the conditions of which are summarized in item (C).
 - c) Recipients of \$10,000 or more (on any level) must include in their contract language the requirements of Sections 503 (language specified) and 504 referenced in item (B).

Section 503 of the Rehabilitation Act of 1973, as amended, requires recipients to take affirmative action to employ and advance in employment qualified disabled people. An affirmative action program must be prepared and maintained by all contractors with 50 or more employees and one or more federal contracts of \$50,000 or more.

This clause must appear in subcontracts of \$10,000 or more:

- i. The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- ii. The contractor agrees to comply with the rules, regulations, and relevant orders of the secretary of labor issued pursuant to the act.

- iii. In the event of the contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the secretary of labor issued pursuant to the act.
- iv. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting office. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- v. The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- vi. The contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the [federal] secretary issued pursuant to section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 791 et seq.) prohibits discrimination on the basis of handicap in all federally assisted programs and activities. It requires the analysis and making of any changes needed in three general areas of operation-programs, activities, and facilities and employment. It states, among other things, that:

Grantees that provide health...services should undertake tasks such as ensuring emergency treatment for the hearing impaired and making certain that persons with impaired sensory or speaking skills are not denied effective notice with regard to benefits, services, and waivers of rights or consents to treatments.

- D) All sub-recipients comply with Title VI of the Civil Rights Act of 1964 that they must not discriminate in participation by race, color, or national origin.
- E) All sub-recipients of federal funds from SAMHSA (Substance Abuse and Mental Health Services Administration), NIH (National Institute of Health), CDC (Center for Disease Control and Prevention), and HHS (Health and Human Services) are prohibited from paying any direct salary at a rate of Executive Level II or more than \$189,600 per year. (This includes, but is not limited to, sub-recipients of the Substance Abuse Prevention and Treatment and the Community Mental Health Block Grants and NIH research grants, Public Health and Emergency Preparedness and Hospital Preparedness Program Cooperative Agreements.)
- F) There may be no discrimination on the basis of age, according to the requirements of the Age Discrimination Act of 1975.
- G) For any education program, as required by Title IX of the Education Amendments of 1972, there may be no discrimination on the basis of sex.
- H) For research projects, a form for Protection of Human Subjects (Assurance/Certification/Declaration) should be completed by each level funded, assuring that either: (1) there are no human subjects involved, or that (2) an Institutional Review Board (IRB) has given its formal approval before human subjects are involved in research. [This is normally done during the application process rather than after the award is made, as with other assurances and certifications.]
- I) In addition, there are conditions, requirements, and restrictions which apply only to specific sources of federal funding. These should be included in your grant/contract documents when applicable.

DEBARMENT AFFIRMATIONS

In accordance with the requirements of United States Office of Management and Budget's Grants and Cooperative Agreements with State and Local Governments OMB 2 CFR 200.213, Suspension and debarment:

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the _____
(Title)

and the duly authorized representative of

City of Salisbury, on behalf of Salisbury Fire Department

and that I possess the legal authority to make this Affidavit on behalf of myself and the entity for which I am acting.

B. AFFIRMATION REGARDING DEBARMENT

I HEREBY AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above entities, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the entity, the grounds for the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds for the debarment or suspension]:

C. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

1. The entity was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
2. The entity is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred entity, except as follows [indicate the reason(s) why the affirmations cannot be given without qualification]:

D. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above entity, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: ☒ _____

By: ☒ _____
(Authorized Representative and Affiant)

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DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Services
Health Resources and
Service Administration
Rockville, MD 20857

CERTIFICATION REGARDING ENVIRONMENT TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned, or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences, portions of facilities used for inpatients drug or alcohol treatment, service providers whose sole sources of applicable Federal funds are Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply will result with the monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offer or/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

 .

Signature of Authorized Certifying Official

4/2004

Certification Regarding Lobbying

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension continuation, renewal amendment or modification of any Federal contract, grant loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract grant loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contract, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered unto. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352 title U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.

Award No.	Organizational Entry
Name and Title of Official signing for Organizational Entry <input checked="" type="checkbox"/>	Telephone No. of Signing Official <input checked="" type="checkbox"/>
Signature of Above Official <input checked="" type="checkbox"/>	Date Signed <input checked="" type="checkbox"/>

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g. the first sub-awardee of the prime is the 1st tier. Sub-awards
Include but are not limited to subcontracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational Level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in item 1 (e.g. Request for Proposal (RFP) number, Invitation for BID (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name First Name, and Middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal Official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-FFF-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

The Remainder of This Page is Left Blank

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S. C 1352 (See reverse for public burden disclosure.)

1. Type of Federal Action: a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance		2. Status of Federal Action: a. Bid/offer/application b. Initial award c. Post-award		3. Report Type a. Initial filing b. Material change For Material Change Only: Year _____ quarter _____ Date of last report _____	
4. Name and Address of Reporting Entity: _____ Prime _____ Sub-awardee Tier _____ if known: Congressional District, <i>if known</i>			5. If Reporting Entity in No. 4 is Sub-awardee, enter Name and address of Prime: Congressional District, <i>if known</i>		
6. Federal Department/Agency:			7. Federal Program Name/Description:		
8. Federal Action Number, <i>if known</i> ;			9. Award Amount, <i>if known</i> :		
10. a. Name and Address of Lobbying Entity: (If individual, last name, first name, MI):			11. Individuals Performing Services (Including address if different from No. 10a) (last name, first name, MI):		
12. Form of Payment (check all that apply): _____ a. Cash _____ b. In-kind: specify: nature _____ value _____			13. Type of Payment (Check all that apply): _____ a. Retainer _____ b. One-time fee _____ c. Commission _____ d. Contingent fee _____ e. Deferred _____ f. Other, specify: _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: (attached Continuation Sheet(s) SF-LLL-A <i>if necessary</i>)					
15. Continuation Sheet(s) SF-LLL-A attached: _____ yes _____ no					
16. Information required through this form is authorized by title 31 U.S.C. sections 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the per above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,00 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____		
Federal Use Only:			Authorized for Local Reproduction Standard form-LLL		

Continuation Sheet

Reporting Entity: _____ Page _____ of _____

Authorized for Local Reproduction Standard Form-LLL-A

ADDITIONAL INFORMATION REQUIRED FOR PREVENTION AND HEALTH PROMOTION ADMINISTRATION GRANTS

1. The grant period or term is:

_____ February 17, 2025 – June 30, 2025 _____

2. There (X are / _____ are not) programmatic conditions that apply to this grant, regardless of the type of funding. If applicable, these conditions are contained in Appendix C.
3. Within 60 calendar days after the close of any grant period, the Grantee shall provide to the MDH Department of Program Cost and Accounting and the PHPA grantor an itemized statement of expenditures showing how the funds were expended for the grant period.
4. Interim fiscal reporting requirements for this grant are listed below. All interim fiscal reports must be sent to the grant monitor within 30 days of the listed dates. Failure to submit the interim reports as described may delay further disbursement of grant funds.

April 15, 2025 First invoice and progress report due _____
 May 15, 2025 Second invoice and progress report due _____
 August 15, 2025 Final invoice/fiscal report and final progress report due _____

5. All expenditure reports must be signed by the Chief Executive Officer or the Chief Financial Officer of the grantee's organization.
6. Before any grant funds are distributed, the Grantee shall provide a budget detailing how the grant funds are to be expended.
7. PHPA may call for annual independent financial audits of past and future grants to verify the propriety of reported expenditures.
8. Whenever funds must be distributed prior to the beginning of the grant period, subsequent payments to the Grantee will be made only after the Grantor verifies, through detailed expenditure reports, that the initial funds have been spent.
9. Federal Funding Acknowledgement (if applicable)
- a. This grant (_____ does/ X) does not contain federal funds.
10. This grant (does/ X) does not contract with subproviders on a cost reimbursement basis.

PROGRAMMATIC TERMS AND CONDITIONS FOR GRANTEES

The following conditions are specific to the Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program grants.

A. Ownership of Cancer Screening Tests.

A grantee:

- a. Shall ensure that a cancer screening test purchased under a Program grant is used for the sole purpose of the grant;
- b. Shall keep an inventory of cancer screening tests purchased; and
- c. May not transfer a cancer screening test to another entity without written permission from the Department.

B. Termination.

- a. The Department may terminate a grant:
 - i. If a grantee fails to comply with:
 - 1. The requirements of this chapter; or
 - 2. State, federal, and municipal laws applicable to the grant;
 - ii. If a grantee fails to carry out the purposes for which the grant was awarded;
 - iii. In compliance with a court order; or
 - iv. At the request of the grantee.
- b. The Department may not be held responsible for any expenses incurred by a grantee after cancellation of a grant.
- c. The grantee shall return all unexpended funds to the Department within 30 days of termination of a grant.

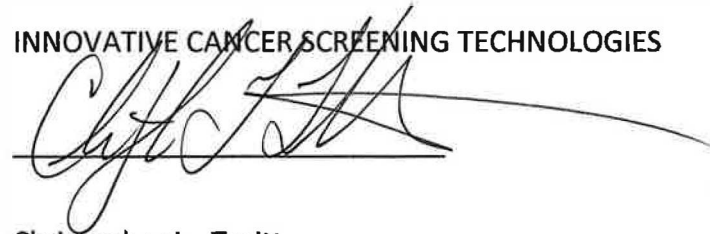
C. Liability.

- a. A grantee shall be solely responsible for its actions related to the:
 - i. Program application process; and
 - ii. Activities conducted under a grant.
- b. The Department may not be held liable for any claims, losses, liabilities, expenses, or damages arising from activities related to the:
 - i. Program application process; or
 - ii. Activities conducted under a grant.

Project Narrative
Salisbury Fire Department

RFA- BPM046671 PHPA 3169 MARYLAND PROFESSIONAL AND VOLUNTEER FIREFIGHTER

INNOVATIVE CANCER SCREENING TECHNOLOGIES

A handwritten signature in black ink, appearing to read 'Chris L. Truitt', is written over a horizontal line.

Christopher L. Truitt

Assistant Chief of EMS

FEIN: 526000806

eMMA: SUP1035714

Background

The Salisbury Fire Department will be the sole recipient of this grant.

The Salisbury Fire Department (SFD) is a combination department consisting of career and volunteer personnel who respond to a variety of calls in the greater Salisbury/Wicomico/Eastern Shore area. The SFD responds to over fourteen thousand (14,000) emergency medical services (EMS), fire suppression, hazardous materials, technical rescue, vehicle rescue, dive, and other calls for service annually. The SFD currently has a workforce of one-hundred and eight (108) career personnel and thirty (30) volunteer members. The membership varies in age from eighteen (18) years of age up to seventy (70) years of age. The membership is also comprised of men and women from various ethnic backgrounds.

Technical Approach

The Salisbury Fire Department will utilize the grant money to provide blood test cancer screening in addition to the current medical/physical provided to all members. This test will be provided at no charge to the member and the department will offer this test annually in the fall of each year.

This test will be offered to personnel in the following order of preference:

Operational personnel assigned to a shift, part time employees, and active volunteers; fire investigators in fire marshal's office; administrative personnel who regularly participate in operational activities; retirees and life members of the volunteers. This tiered approach should ensure that personnel with the highest risk of exposure are tested regularly to develop a

baseline status and then a regular measurement to compare changes in results on a regular basis.

The SFD will utilize the [OneTest](#) that utilizes biomarkers and machine learning algorithms to detect multiple cancers prior to the onset of symptoms to enable earlier, and therefore more effective, treatment can be carried out. This blood test tracks a variety of biomarkers and has a documented sensitivity for each in the table below:

Table 1*. Sensitivities of the individual tumor markers for each malignancy.

Type of Malignancy	PSA	AFP	CEA	CA19-9	CYFRA 21-1	CA 125	SCC	CA15-3	Panel
Prostate Cancer	100	0	0	4.8	5.9	-	5.6	-	100
Hepatocellular carcinoma	13.3	63.3	5.6	31.6	10	0	0	0	92.3
Pancreatic cancer	0	0	55.6	62.5	33.3	66.7	0	0	88.9
Colorectal cancer	7.1	5.9	53.8	25	38.9	22.2	5.9	12.5	76.9
Lung cancer	9.1	5.7	72.2	12.9	40.9	20.0	8.7	20.0	75.0
Bladder cancer	25	0	33.3	69.2	57.1	50.0	60.0	0	64.3
Cervical cancer	-	7.1	20.8	5	11.1	30.4	20.8	0	44.4
Gastric cancer	0	6.3	25	6.7	41.7	0	9.1	0	38.9
Breast cancer	-	5.4	8.1	9.7	11.1	20.5	3.1	5.4	37.5
Ovarian cancer	-	0	0	50	0	0	0	0	33.3
Oral cancer ^a	0	0	0	0	0	0	0	0	0

Data are given as percentages unless otherwise indicated.

Abbreviations: PSA, prostate specific antigen; AFP, alpha-fetoprotein; CEA, carcinoembryonic antigen; CA, cancer antigen; CYFRA, cytokeratin fragment; SCC, squamous cell-specific antigen

^a Oral cancer included malignancies arising in the tongue, oral cavity and oropharynx

The cost of the test, per individual, is listed in the accompanying budget narrative.

The test does work in conjunction with 20/20 GeneSystems, Inc located in Rockville, Md

Academic supporting papers:

Machine Learning Algorithms Significantly Improve the Accuracy of Multi Tumor Biomarker Panel for the Early Detection of Multiple Cancers; *Victoria Doseeva, PhD , Hsin-Yao Wang, MD, Chun-Hsien Chen, Richard Scherer, David Schodin, PhD, and Jiming Zhou, PhD 20/20 GeneSystems, Inc., Rockville, MD, and Chang Gung Memorial Hospital at Linkou, Taoyuan City, Taiwan*

Improving Multi-Tumor Biomarker Health Check-up Tests with Machine Learning Algorithms; *Hsin-Yao Wang, Chun-Hsien Chen, Steve Shi, Chia-Ru Chung, Ying-Hao Wen, Min-Hsien Wu, Michael S. Lebowitz , Jiming Zhou , and Jang-Jih Lu*

Katherine Dennis, NP NPI#1053918847 is the signing clinician for the testing and her practice carries out the SFD member physicals annually. She has agreed to assist members in deciphering their test results. Additionally, Dr. Tammy Walbert, Dr. Aaron Sebach, and NP Jessica Stoner are all available for initial consultation through our mobile integrated healthcare team within the SFD.

Members can also utilize the online portal at OneTest or call Mr. Ben Herron at OneTest

For further testing and follow ups, personnel can utilize their Blue Cross/ Blue Shield insurance and possibly apply for a workers compensation claim through Chesapeake.

The Salisbury Fire Department has read and will meet all requirements set forth in the AMA statement.

Our goal is to test, at a minimum, 75% of active personnel annually utilizing the OneTest blood test for cancer screening in 2025. This test will be voluntary and information on the test will be sent to each member as well as included in the Departmental Cancer Reduction Plan. Members will have their blood drawn on site at Fire Headquarters by staff and shipped to the lab via Fed Ex on a daily basis. There will be at least six (6) dates set forth for testing, including one night and one weekend to ensure volunteers are able to attend. The percentage of personnel tested shall be evaluated in December by the Cancer Advisory Committee, specifically the chair Christopher Truitt. Personnel will be given information on follow up procedures as well as peer support contacts when they are given the test.

A signed W-9 is also uploaded with this letter.

Work Plan

Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies

Applicant name: Salisbury Fire Department

State Fiscal Year 2025: January 2, 2025-June 30 2025

Goal 1: Recruit participants for screening, prioritizing outreach to firefighters at highest risk for cancer			Measures of Effectiveness: 1. # of firefighters reached/notified 2. # and types of partner organizations assisting with recruitment	
Objectives	Activities Planned To Achieve This Objective	Data	Time-frame for Assessing Progress	Team Members Responsible & Partners Required
1.Notify firefighters of screening activities	1a. Meet with supervisors of personnel to describe this year's plan 1b. Send emails to all 1c. Schedule posted on Chiefbackstage	1a. # meetings held with supervisors 1b.# emails sent to notify people of event	Month of March	Truitt
2. Capture responses to notification about the test dates	2a. Record signups on excel sheet from email	2a. # of emails received from interested firefighters	March into April	Truitt
3. Identify who is at highest risk among all those eligible for screening	3a. Outline general eligibility criteria for screening 3b. Outline criteria for who is highest risk among all eligible	3a. Employees or Volunteers within the Salisbury Fire Department 3b. Operational personnel, Fire Marshal's office, Support personnel	March into April	Truitt

State Fiscal Year 2025: January 2, 2025-June 30 2025

Goal 2: Procure innovative test(s) for cancer screening.			Measures of Effectiveness: 1. # test kits procured 2. # and type of additional testing materials procured	
Objectives	Activities Planned To Achieve This Objective	Data	Time-frame for Assessing Progress	Team Members Responsible & Partners Required
1. Confirm availability of chosen screening test and necessary testing materials and of purchasing budget	1a. Confirm with testing company the availability of the test kits at the price quoted 1b. Confirm with testing company the materials needed for testing sessions 1c. Confirm conditions for purchase of tests and required materials	1a. Testing company has set a quoted price and should not deviate, price includes test kits and method for shipment 1b. Any additional materials (i.e. band aids or alcohol prep pads) shall be from current SFD stock	January 2025	Truitt and Frampton
2. Procure and secure the selected tests	2a. Designate secure storage for test kits 2b. Order test kits	2a. Kits shall be stored in the EMS supervisor office 2b. 120 kits shall be ordered in April of 2025	April 2025	Truitt and Frampton

State Fiscal Year 2025: January 2, 2025-June 30 2025

Goal 3: Provide pre-screening counseling and informed consent and administer the screening test			Measures of Effectiveness: 1. % of eligible firefighters screened 2. # firefighters voluntarily consented for screening 3. # cancer biomarkers detected	
Objectives	Activities Planned To Achieve This Objective	Data	Time-frame for Assessing Progress	Team Members Responsible & Partners Required
1. Prepare informed consent forms	1a. Obtain consent forms from testing company 1b. Finalize consent forms with medical consultation 1c. Secure storage for signed consent forms	1a. & 1b. Consent forms shall be reviewed to ensure they are consistent with previous test years 1c. Signed consent forms shall be secured in the EMS supervisor office in the locked file cabinet	February through May	Truitt
2. . Prepare standardized pre- and post-screening counseling that includes administration of informed consent training for clinical personnel	2a. Identify personnel qualified and willing to provide informed consent and assist with pre- and postscreening counseling, including preview of possible screening results and review of available medical and financial resources 2b. Provide standardized training to ensure all firefighters receive the same information	2.a 3 Nurse Practitioners will be available for counseling as well as 3 HR personnel for any insurance/financial counseling needed for follow up testing 2b. Training on how to access resources will be sent out to all personnel in the testing announcement	January through May	Truitt and Administrative Staff

3 . Ensure experienced clinical personnel to collect blood samples at each screening session, if applicable	3 Not applicable- capillary test that can be completed by EMS staff	. N/A	Month of May	Truitt and SWIFT personnel
4. Identify and secure testing venue, dates, times, and a registration/sign up process	4a. Decide on screening dates 4b. Secure rooms on proposed test dates 4c. Registration process	4a. Screenings will be held on 6 dates in June, 4 day time and 2 night time 4b. Administrative conference room is secured for any day/time needed 4c. Personnel will check in when they receive their informed consent paperwork and check out when the test is done	Month of May	Truitt
5. Administer informed consent and obtain samples from each consented person	5a. Provide paper copies of consent forms for each person signed up 5b. Identify private space for informed consent and pre-screening counseling	5a. Testing company shall provide all needed copies of consent forms. 5b. MDCN office shall be used for any counseling needed	Month of May	Truitt and SWIFT

6. Process samples and record results	6a. Ensure coolers for sample transport 6b. Ensure transportation for samples	6a. Testing company will provide coolers and appropriate ice packs for specimen transport 6b. Sample coolers shall be overnight delivered by FedEx	Month of May	Truitt
7. Provide post-screening counseling	7a. Designate trained post-screening counselors, including assisting with interpretation of screening results 7b. Make copies of primary care and specialty medical care resources, as well as imaging and other diagnostic services and ensure these are available at each screening session 7c. Make copies of mental health resources and ensure these are available at each screening session	7a. NPs and Peer Support personnel will be available by phone or in person for anyone needing assistance in interpreting results, discussing result implications, and what their next steps might be 7b. Aggregate data on contacts will be collected, ensuring that there is not any PHI included 7c. Peer resources, SFD mental health resources, and other applicable handouts will be given to all tested individuals	May and June	Truitt, SWIFT, Peer Team

State Fiscal Year 2025: January 2, 2025-June 30 2025

Goal 4: Implement a robust standardized process for follow up testing and diagnosis if the screening tests are positive			Measures of Effectiveness: 1. # of firefighters referred for additional screening and diagnostic testing (radiology, ultrasound, blood work, etc.) 2. # of firefighters completing additional testing 3. payment/financial resources used for referrals (private insurance, public insurance, self-pay, internal funding, etc.) 4.# actual cancers diagnosed as a result of the screening, by type	
Objectives	Activities Planned To Achieve This Objective	Data	Time-frame for Assessing Progress	Team Members Responsible & Partners Required
1. Connect insurance-eligible individuals to public and private/commercial insurance if they need further testing or firm diagnosis	1a. Contact BC/BS for lists of referrals 1b. Contact OneTest for online resources	1. Comprehensive referral list created to include all available local, peer, and secondary resources identified	May through June	Truitt, Tidal Health, and Human Resources
2. Ensure participants with positive screening tests have follow up for diagnosis	2a. Encourage every participant to contact your organization's wellness coordinator if their test result is positive 2b. Call/send email to each participant screened to remind them of resources available if their test result is positive	2a. # of positive de-identified results received from testing company 2b. # persons to whom follow up calls/emails are sent to remind them of available post-screening resources 2c. # individuals with positive tests referred for further testing	May through June	Truitt, Frampton, HR, and One Test representative

3. Provide resources for primary care, medical specialty, and mental health resources available in the county or jurisdiction and through cancer testing supplier	3a. Research and provide primary and medical resources, including Federally Qualified Health Centers (FQHCs) 3b. Research and provide mental health resources available in the community 3c. Research and understand resources provided by the test company	3a. # of firefighters receiving information about primary care and medical specialty resources, including FQHCs 3b. # of firefighters receiving information about mental health resources available in the community 3c. # of firefighters who receive resources provided by the cancer screening test company	May through June	Truitt, HR, One Test
4. Ensure summary/aggregate results are reviewed by lead clinician and team	4a. Outline with testing company a written protocol for obtaining aggregate screening results from testing company 4b. Outline with testing company time frame for receiving results	4a. Aggregate results will be available within one week of test via online portal 4b. Upon completion of all tests a de-identified result list shall be emailed to the Cancer Reduction team	May through June	Truitt, Frampton, Medical Control

Implementation Preparation Checklist

Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies

It is imperative this checklist is filled in as part of the application. The "Status" column may remain blank until the project begins.

X Identify licensed clinical decision-making lead.

Name(s) and title(s) of licensed health care professional (s):

Dr. William Todd

X Identify qualified person to lead pre-and post- screening procedures (development of informed consent document, development of pre-and post-screening counseling protocols, and training other personnel to administer informed consent).

Name(s) and title(s) of person(s): Dr. Tammy Walbert, NP Jessica Stoner, NP Katherine Dennis

N/A Identify licensed health care professional to lead blood draws (if applicable).

Name(s) and title(s) of licensed health care personnel: Dr. Aaron Sebach if needed

X Identify licensed health care personnel to manage processing of samples (e.g., centrifuge and other necessary handling of samples).

Name(s) and title(s) of licensed health care personnel: Christopher Truitt NRP

X Identify qualified person to lead coordination with company providing test kits (includes delivery and transport of test kits).

Name(s) and title(s) of person(s): Christopher Truitt

Pre Implementation Activity/Task	Team Members Role in Activity				Status
	Responsible	Accountable	Consulted	Informed	
Conduct research to identify available cancer screening tests					Completed prior to application submission

Decide on the best cancer screening test(s) based on the proposed test's accuracy and reliability; employment of innovative or novel technologies, such as DNA sequencing, genomics, proteomics, metabolomics, machine learning, artificial intelligence, big data analytics, and other state-of-the-art technology; ability to screen for two or more cancer types; cost; development, manufacture, or commercialization in Maryland, and overall cost benefit analysis	Truitt/Frampton	Truitt/Frampton	Truitt/Frampton	Truitt/Frampton	Completed prior to application submission
Obtain a written list of all testing materials and services the proposed test company will commit to provide during the project (delivery of test kits, syringes, tourniquets, gauze, collection vials, band-aids, centrifuge, coolers for temporary sample storage, personnel who will help support each screening session;	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Frampton	Completed prior to application submission

transport of blood samples, etc.)					
<i>Prepare detailed informed consent form</i>					
Ensure consent forms contain complete description of the screening test	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Frampton	In progress
Ensure consent forms contain a good description of why cancer screening is needed.	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Frampton	In progress
Ensure consent forms contain complete descriptions of the possible results reported from the testing company. Illustrations are helpful.	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Frampton	In progress
Ensure consent forms contain complete explanation of what the possible results mean	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Frampton	In progress

Ensure consent forms contain complete descriptions of how to get the screening results from the testing company's website or portal, within what time frame to expect them, and what to do if the results are not received within that time frame.	20/20 GeneSystem s Collaboratio n	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Fram pton	In progres s
Ensure consent forms include the voluntary nature of the screening.	20/20 GeneSystem s Collaboratio n	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Fram pton	In progres s
Ensure consent forms provide details about how to access post-test counseling from your fire department or related occupational health unit for those who have a positive test.	20/20 GeneSystem s Collaboratio n	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Fram pton	In progres s
Ensure consent form provides information about how to access resources for further diagnostic testing, should there be a need for those who have a positive test.	20/20 GeneSystem s Collaboratio n	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Fram pton	In progres s
Ensure consent forms is written is in easy-to-read language (4th grade reading level)	20/20 GeneSystem s Collaboratio n	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Fram pton	In progres s

<i>Prepare a list of health insurance and financial resources that would be available to assist firefighters who have positive screening tests and need to obtain further testing or clinical consultation services to obtain a diagnosis</i>					
Identify and list Employee Assistance Programs, county insurance services, private insurance programs, and free medical services available to assist with follow up testing and diagnostic procedures (radiology studies, colonoscopies, biopsies etc).	Truitt/Frampton	Truitt/Frampton	Human Resources	Truitt/Frampton	Complete
<i>Prepare comprehensive pre- and post-test counseling protocols and materials</i>					
Identify appropriate clinical services, providers, and resources that are available to people who have a positive test and need additional procedures or clinical investigation (primary care, surgical or specialty	Truitt/Frampton	Truitt/Frampton	Truitt/Frampton	Truitt/Frampton	Complete

consultations, etc.) to assist with diagnosis and treatment as needed					
Prepare post-test counseling protocol that includes mental health resources for people who have positive test results	Truitt/Fram pton	Heather Brown	Heather Brown	Truitt/Fram pton	Comple te
<i>Train at least 2 people to deliver pre- and post- screening counseling in a standardized manner, including assistance with interpreting screening results</i>					
Identify the specific pre- and post-test counseling provided by the testing company and coordinate to have those services as adjunct to those provided by your fire department/occup ational health team	Truitt/Fram pton	Sebach/Stoner/W albert	Sebach/Stoner/W albert	Truitt/Fram pton	Comple te
<i>Ensure experienced phlebotomists for each screening session, if applicable</i>					

If cancer screening is conducted with saliva or other body fluid, identify licensed clinical personnel who will lead sample collection at each screening session.	Truitt/Frampton	Sebach/Stoner/Walbert	Sebach/Stoner/Walbert	Truitt/Frampton	Pending
<i>Coordinate with test company to ensure summary results are reported to the supervising clinician in an agreed upon time frame</i>	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Pending

BUDGET FORM

Submitted By:

Authorized Signature:  Date: November 1, 2024

Printed Name and Title: Christopher L Truitt, Assistant Chief of EMS

Company Name : Salisbury Fire Department

Company Address: 325 Cypress ST Salisbury, MD 21801

Location(s) from which services will be performed (City/State):

Salisbury/Maryland

FEIN: 526000806

eMMA #: SUP1035714

Telephone: (410)-548-3120

Fax: (410)-548-3121

E-mail: ctrutt@salisbury.md

Budget Summary			
Line Item	Qty	Unit Cost	Total Cost
One Test Commercial	120	\$345	\$29,400.00
Shipping and Handling	3	\$75	\$225
Total			\$29625.00
<i>(after \$12,000 discount for repeat customer)</i>			

One Test Commercial: \$29,400

Justification: This will cover the cost for 120 tests, enough to test each member of the SFD that voluntarily participates based on past use indicators and expected participation this year.

Shipping and Handling: \$225

Justification: This covers the costs associated with shipping the completed tests to OneTest for analysis.

Budget Summary			
Line Item	Qty	Unit Cost	Total Cost
One Test Commercial	120	\$245	\$29,400.00
Shipping and Handling	3	\$75	\$225
Total			\$29625.00
<i>(after \$12,000 discount for repeat customer)</i>			

One Test Commercial: \$29,400

Justification: This will cover the cost for 120 tests, enough to test each member of the SFD that voluntarily participates based on past use indicators and expected participation this year.

Shipping and Handling: \$225

Justification: This covers the costs associated with shipping the completed tests to OneTest for analysis.

BUDGET FORM

Submitted By:

Authorized Signature: _____



Date: November 1, 2024

December 6, 2024

Printed Name and Title: Christopher L Truitt, Assistant Chief of EMS

Company Name : Salisbury Fire Department

Company Address: 325 Cypress ST Salisbury, MD 21801

Location(s) from which services will be performed (City/State):

Salisbury/Maryland

FEIN: 526000806

eMMA #: SUP1035714

Telephone: (410)-548-3120

Fax: (410)-548-3121

E-mail: ctrutt@salisbury.md

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ORDINANCE NO. 2925

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE
MAYOR TO ENTER INTO A CONTRACT WITH THE MARYLAND
DEPARTMENT OF HEALTH FOR THE PURPOSE OF ACCEPTING GRANT
FUNDS IN THE AMOUNT OF \$29,625, AND TO APPROVE A BUDGET
AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS
FOR THE SALISBURY FIRE DEPARTMENT.**

WHEREAS, the Maryland Department of Health has a Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Grant Program; and

WHEREAS, the purpose of the grant program is to provide funding for the cancer screening and testing of Professional and Volunteer Firefighters; and

WHEREAS, the City of Salisbury submitted a grant application to the Maryland Department of Health for funding of cancer screenings of its members; and

WHEREAS, Maryland Department of Health has awarded the City funds in the amount of \$29,625; and

WHEREAS, the City of Salisbury must enter into a grant agreement with the Maryland Department of Health to defining how these funds will be released and accepted; and

WHEREAS, all funds shall be used to provide cancer testing and screening to Salisbury Fire Department members; and

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

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

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

Section 1. Mayor Randolph J. Taylor is hereby authorized to enter into a grant agreement with the Maryland Department of Health, on behalf of the City of Salisbury, for the City's acceptance of grant funds in the amount of \$29,625.

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

Section 2. The City of Salisbury's Grant Fund Budget be and hereby is amended as follows:

(a) Increase State of Maryland Revenue Account No. 10500-424000-XXXXX by \$29,625.

(b) Increase Medical Expense Account No. 10500-513040-XXXXX by \$29,625.

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

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

Section 4. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the

47 section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall
48 remain and shall be deemed valid and enforceable.

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

51 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.
52

53 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
54 Salisbury held on the 24 day of February, 2025 and thereafter, a statement of the substance of the Ordinance
55 having been published as required by law, in the meantime, was finally passed by the Council of the City of
56 Salisbury on the _____ day of _____, 2025.

57
58 **ATTEST:**
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60

61 _____
62 **Julie A. English, City Clerk**
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_____ **D'Shawn M. Doughty, City Council President**
64

65
66 Approved by me, this _____ day of _____, 2025.
67
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70 _____
71 **Randolph J. Taylor, Mayor**
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Date: January 17, 2025

To: Andy Kitzrow, City Administrator

From: Rob Frampton, Fire Chief

Re: Station 1 Blacktop Paving Project

The Procurement Department & the SFD have received bids for the Station 1 paving project and the lowest bid is \$47,000 over the amount that we have available for the project. As you are aware, the project has been in our CIP for the past three years and has not been funded. The department has identified funds from another project that came in under budget and is requesting an additional \$47,000 from surplus to ensure the paving project gets completed.

Our initial paving project request, three years ago, was for \$40,000 and this project has only increased in cost during that time. There is significant settlement and 'alligatoring' issues near the rear exit of the fire station. These areas allow for water/ice melt to enter and re-freeze, speeding up the degradation of this paved area. Additionally, when the station addition was done in 2005 there was an area of blacktop (shown in red in the overhead map) that was not replaced and has inadequate base/fill per City DID, which is not designed to support the weight of our fire apparatus. This area added to the expected cost of the project and is also part of the reason for the needed increase. The paved blacktop area is used by employees for parking, fire apparatus leaving and returning to the station, and the public when entering and exiting the station. There are certain areas in the parking lot that, if allowed to continue to degrade, will create a liability and safety issues. If you have further questions or need explanation on anything to get this project completed, please contact me.

Salisbury Fire Department
325 Cypress St.
Salisbury, MD 21801
410-548-3120
www.salisbury.md



City of
Salisbury



Salisbury Fire Department
325 Cypress St.
Salisbury, MD 21801
410-548-3120
www.salisbury.md

[illegible]

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2025 GENERAL FUND BUDGET TO APPROPRIATE FUNDS TO THE SALISBURY FIRE DEPARTMENT'S OPERATING BUDGET.

WHEREAS, the Fire Department has the need to blacktop the parking lot at Fire Station 1; and

WHEREAS, the Fire Department will not have sufficient funds in their annual operating budget for this additional cost that is required due to insufficiencies discovered during the planning and bidding phases of the project; and

WHEREAS, the repairs are required for the safety of vehicular and pedestrian traffic entering and exiting the fire station; and

WHEREAS, the City has funds available in the surplus account to address the projects shortage; and

WHEREAS, the Fire Department needs these funds for the immediate repairs to the blacktop parking areas to prevent further damage; and

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 2025 General Fund Budget be and is hereby amended as follows:

- (a) Increase the Current Year Surplus Account (01000-469810) by \$47,000;
- (b) Increase the Salisbury Fire Department's Buildings Account (24035-534301) by \$47,000.

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 24 day of February, 2025 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 _____, 2025.

[SIGNATURES APPEAR ON THE PAGE THAT FOLLOWS]

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ATTEST:

Julie A. English, City Clerk

D’Shawn M. Doughty, City Council President

Approved by me, this _____ day of _____, 2025.

Randolph J. Taylor, Mayor



City of
Salisbury

Date: January 29, 2025

To: Andy Kitzrow, City Administrator

From: Rob Frampton, Fire Chief

Re: City Code Change for Deputy Fire Chiefs

The Fire Department is requesting the City Code be changed to allow the Fire Chief to designate, in writing, which of the Deputy Fire Chiefs is second and third in Command. Current code states that the Deputy Chief of Administrative Services is always the second in command. What we have found is that the knowledge, skills, training and especially the seniority of the person in this position, may not make them the best suited to always be the second in command of the Fire Department and may cause an unfairness between employees at this level. I am requesting the changes to the City Code, as outlined in the Ordinance that has been approved by Legal. Please let me know if you have any questions.

Salisbury Fire Department
325 Cypress St.
Salisbury, MD 21801
410-548-3120
www.salisbury.md

ORDINANCE NO. 2927

AN ORDINANCE OF THE CITY OF SALISBURY AMENDING CHAPTER 2.16.020 (H) and (G) OF THE SALISBURY CITY CODE TO GRANT THE FIRE CHIEF THE AUTHORITY TO DESIGNATE WHO OF THE CAREER DEPUTIES SHALL BE THE SECOND AND THIRD IN COMMAND IN THE DEPARTMENT AND WHO SHALL ASSUME THE DUTIES AND RESPONSIBILITIES OF THE FIRE CHIEF IN THE EVENT THE FIRE CHIEF IS UNABLE TO FULFILL HIS OR HER DUTIES AND RESPONSIBILITIES DUE TO ILLNESS, INCAPACITY, OR ABSENCE.

WHEREAS, the ongoing application, administration, and enforcement of the City of Salisbury Municipal Code (the “**Salisbury City Code**”) demonstrates a need for its periodic review, evaluation, and amendment to comply with present community standards and values and promote public safety, health, and welfare of the citizens of the City of Salisbury (the “**City**”);

WHEREAS, the Mayor and Council of the City of Salisbury (the “**Mayor and Council**”) are authorized by MD Code, Local Government, § 5-202 to adopt such ordinances, not contrary to the Constitution of Maryland, public general law or public local law, as the Mayor and Council deem necessary to assure the good government of the municipality, to preserve peace and order, to secure persons and property from damage and destruction, and to protect the health, comfort, and convenience of the citizens of the City;

WHEREAS, the Mayor and Council may amend Chapter 2.16 (Fire Department) of the Salisbury City Code pursuant to the authority granted in § SC 2-15 of the Salisbury City Charter;

WHEREAS, the Mayor and Council find that the health, safety, and general welfare of the citizens of the City will be furthered by amending Chapter 2.16.020(H) and (G) of the Code to grant the fire chief the authority to designate in writing who of the career deputies shall be the second and third in command in the Department and who shall assume the duties and responsibilities of the fire chief in the event the fire chief is unable to fulfill his or her duties and responsibilities due to illness, incapacity, or absence; and

WHEREAS, the Mayor and Council have determined that the amendments to Chapter 2.16.020(H) and (G) of the Salisbury City Code shall be adopted as set forth herein.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that Chapter 2.16.020(H) and (G) of the Salisbury City Code is hereby amended by adding the bolded and underlined text and removing the strikethrough text as follows:

Section 1. Chapter 2.16.020(F) governing the duties and responsibilities of the fire chief is amended as follows:

F. Duties and Responsibilities of the Fire Chief. The fire chief shall have general command, control and supervision of all emergency services. Without limiting the scope of the foregoing sentence, the fire chief shall:

1. Ensure the efficient and effective response of adequate resources to incidents requiring emergency services in order to prevent the loss of life, destruction of property and damage to the environment;

- 51 2. Control, maintain and operate all physical facilities, apparatus, equipment and personal property
52 used by the fire department;
53
54 3. Maintain accurate records for all aspects of the operation of the fire department;
55
56 4. Provide periodic reports regarding the operation of the fire department to the mayor, city council
57 and executive officer;
58
59 5. Ensure that no fire department resources are used for the personal gain of individuals, or public
60 or private corporations or other entities;
61
62 6. Maintain communications with senior staff members to ensure that the fire chief is promptly
63 notified of any department related matters that require his active presence or action thereon;
64
65 7. Appoint or remove career and volunteer fire line officers;
66
67 8. Direct the use or transfer of fire department vehicles, equipment or personal property within or
68 outside of the city fire district;
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70 9. Prepare a proposed budget and administer the fire department budget as adopted by the city;
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72 10. Approve the operational use of all fire-fighting and emergency medical services apparatus,
73 vehicles, tools and equipment;
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75 11. Attend or appoint a designee to attend the meetings of each volunteer fire company;
76
77 12. Serve as liaison with the county and volunteer fire departments on operational issues;
78
79 13. Be considered to be on duty at all times;
80
81 14. Promulgate rules and regulations governing the operation of the fire department and its
82 provision of emergency service-~~3~~
83
84 15. Serve as the authority having jurisdiction over the City Fire Prevention Code. This authority
85 may be delegated by the Chief to the Fire Marshal-; and
86

87 **16. Designate in writing who of the career deputies shall be the second and third in command**
88 **in the Department and who shall assume the duties and responsibilities of the fire chief in the event**
89 **the fire chief is unable to fulfill his or her duties and responsibilities due to illness, incapacity, or**
90 **absence.**
91

92
93 **Section 2.** Chapter 2.16.020(G) governing the duties and responsibilities of the deputy fire chiefs
94 (Career and Volunteers) is amended as follows:
95

96 G. Duties and Responsibilities of Duty Fire Chiefs (Career and Volunteers)
97

- 98 1. ~~The deputy fire chief of administrative services, or second in command after the fire chief,~~
99 ~~when on duty in the absence of the fire chief, shall assume all of the duties and~~
100 ~~responsibilities of the fire chief and for the time being shall possess all of the authority under the existing~~
101 ~~laws and regulations as have been laid down for the guidance and direction of the fire chief.~~

The deputy fire chief **of administrative services** shall assist the fire chief in the day-to-day operations of the fire department, and shall be subject to the direction and control of the fire chief.

2. ~~The deputy fire chief of operations or third in command after the fire chief and deputy fire chief of administrative services, when on duty in the absence of the fire chief and deputy fire chief of administrative services, shall assume all of the duties and responsibilities of the fire chief and for the time being shall possess all of the authority under the existing laws and regulations as have been laid down for the guidance and direction of the fire chief and deputy fire chief of administrative services.~~

The deputy fire chief of operations shall assist the fire chief in the day-to-day operations of the fire department, and shall be subject to the direction and control of the fire chief. The deputy fire chief of operations shall have primary responsibility for managing the coordination of activities, personnel, resources and operations of the fire department.

3. ~~The deputy fire chief of volunteer services or fourth in command after the fire chief and deputy fire chief of administrative services and deputy chief of operations, when on duty in the absence of the fire chief and deputy fire chief of administrative services deputy chief of operations, shall assume all of the duties and responsibilities of the fire chief and for the time being shall possess all of the authority under the existing laws and regulations as have been laid down for the guidance and direction of the fire chief and deputy fire chief of administrative services deputy chief of operations and deputy fire chief of administrative services and deputy chief of operations. The deputy fire chief of volunteer services shall assist the fire chief and other deputy fire chiefs in the day-to-day operations of the fire department, and shall be subject to the direction and control of the fire chief. The deputy fire chief (**of volunteer services**) shall **also** have primary responsibility for managing the volunteer component of the fire department. The deputy chief of volunteer services is fourth in command in the Department after the fire chief and shall assume all duties and responsibilities of the fire chief in the event the fire chief and the second and third in command are unable to fulfill the fire chief's duties and responsibilities due to illness, incapacity, or absence.~~

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

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

Section 4. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause, or provision of this Ordinance shall be adjudged invalid, 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 5. 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 5.

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 24 day of February, 2025 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 __, 2025.

150 ATTEST:

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153 _____
Julie A. English, City Clerk

D'Shawn M. Doughty, City Council President

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155

156 Approved by me, this _____ day of _____, 2025.

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Randolph J. Taylor, Mayor