

SALVATORE & MORTON, LLC
PROPOSAL FOR LEGAL SERVICES

Salvatore & Morton, LLC
82 West Washington Street, Suite 100
Hagerstown, Maryland 21740
Phone: (301) 739-3600
Fax: (301) 797-6065
Website: www.salvatoremorton.com

TABLE OF CONTENTS

1. Introduction.....3

2. Technical Approach.....4

3. Project Management.....5

4. Consultant and Subcontractor Staff.....6

5. Consultant Qualifications and References.....7

6. Cost Proposal.....8

7. Resumes.....9

INTRODUCTION

Our firm is a litigation firm, practicing in multiple areas including Municipal Law, Administrative Law, Criminal Law, Domestic Law, Personal Injury Law, advising small businesses, Estate Law, collections, and the general practice of law. Our general approach to advising clients (municipal or otherwise) is to lay out all the options in a straightforward manner and to provide the clients with the advantages and disadvantages of each possible course of action. The choice belongs to the client, and it is our job to ensure that it is an informed choice. It is also important (particularly with municipal clients) that advice be timely and practical.

Our firm is well-versed in handling the legal needs of municipalities. We currently represent the City of Hagerstown. We understand the unique legal needs of representing a municipality and an elected body. We make ourselves available for all Regular, Special, and Work sessions of our municipal clients whenever requested. We are also available for other meetings with staff as needed, at just about any time asked. All attorneys and staff reside in Washington County and are familiar and invested in the needs and unique issues of our county and municipalities.

TECHNICAL APPROACH

Salvatore & Morton, LLC was formed in November 2016. The firm operated as Salvatore & Boyer from January 2015 through November 2016, when Mark Boyer was elected to a judgeship for the Circuit Court for Washington County. John R. Salvatore and Jason Morton have practiced together since 2011, and Ann Rotz joined the firm on a part-time basis in 2021. Susan M. Lochbaum was employed with the firm until September 2018 and Jennifer M. Keefer was employed with the firm from 2015 - 2021. All three attorneys have extensive litigation experience (over 80 years collectively), including civil law, criminal law and administrative law.

The firm has extensive experience in the areas of municipal law and public-sector practice. The firm currently represents the City of Hagerstown. Mr. Morton and Rotz are primary attorneys for Hagerstown. Their areas of practice for these municipalities include but are not limited to the following:

- 1) Preparing charter amendments, ordinances and resolutions
- 2) Drafting and reviewing contracts and memoranda of understanding
- 3) Representing the municipalities in Code Compliance matters
- 4) Handling Public Information Act requests
- 5) Handling Open Meeting Act questions
- 6) Preparing deeds, easements and other land records documents
- 7) Handling personnel matters
- 8) Drafting leases
- 9) Handling landlord/tenant matters, including evictions
- 10) Pursuing collections
- 11) Handling land use and zoning matters

Mr. Morton and Ms. Rotz would primarily handle the services provided to the Town of Boonsboro. Mr. Morton has 9 years of municipal experience for the City of Hagerstown. Ms. Rotz has worked for the City of Hagerstown and for the Town of Boonsboro since 2021.

Mr. Morton's Maryland State Bar Number is 9412140253.

Ms. Rotz's Maryland State Bar Number is 0612130278.

Mr. Salvatore's Maryland State Bar Number is 7201010178.

PROJECT MANAGEMENT

We endeavor to respond substantively to any inquiry (whether from Mayor and Town Council, Town Manager or an approved Department Head) within 24 hours, if not sooner. There are occasions when an inquiry requires more response time because legal research or communications with other parties are required and, in those instances, we will give a realistic time frame to the Town up front as to when we will respond. It is not uncommon for us to work/respond after normal office hours and/or on weekends.

Generally, Ms. Rotz handles MPIO, Open Meetings Act issues, annexation, land use, and police matters, and Mr. Morton handles most matters involving contracts, incentive agreements, real estate matters, ethics, and personnel issues. There is some overlap, and the two do consult regularly regarding matters of significance, however, either attorney is available to accept an inquiry regarding any matter.

CONSULTANT AND SUBCONTRACTOR STAFF

Ms. Rotz would be the primary point of contact. She may be reached via telephone or email. A resume is enclosed.

Mr. Morton would be the secondary point of contact and may also be reached via telephone or email. A resume is enclosed.

Pat Drust and Debi Kirk are paralegals who may perform work as needed, and at the direction of Ms. Rotz or Mr. Morton.

CONSULTANT QUALIFICATIONS AND REFERENCES

1. Scott A. Nicewarner, City Administrator for the City of Hagerstown
1 East Franklin Street, Hagerstown, Maryland 21740
(301) 766-4168
2. Honorable M. Kenneth Long (Ret.), Judge of the Circuit Court for Washington County
24 Summit Avenue, Hagerstown, Maryland 21740
(240) 313-2565

COST PROPOSAL

Our hourly cost proposal, including reduced rates for all personnel for assignments exceeding the \$1000 soft cap is as follows:

	Primary Hourly Rate	Secondary Hourly Rate
Attorneys	\$250	\$200
Paralegals	\$75	\$60

We will keep weekly time records, in quarter hour increments, that will be used to provide a detailed billing of our work. The billings will be categorized by Town Department and/or project name. A billing statement will be submitted to you monthly.

Photocopy reimbursement will be billed at twenty-five cents (25¢) per copy for extraordinary photocopying (meaning fifty (50) or more copies at one time). Costs for express mailing, extraordinary mailings, deliveries, mileage, and parking will be reimbursed in the month after the cost was incurred.

Costs for filing fees and all other expenses in litigation and real estate matters will be the responsibility of the Town. Any advanced costs will be billed at the end of the month with reimbursement for costs advanced payable in the following month.

RESUMÉS

Jason Morton
19223 Olde Waterford Road • Hagerstown, MD • 21742
240/217-6885 • jmorton@salvatoremorton.com

EDUCATION

University of Baltimore School of Law, Baltimore, MD

J.D. *cum laude* 1994

Activities: Fellow, Hoffberger Center for Professional Ethics

UB Students for Public Interest; Intramural basketball league commissioner and participant

Swarthmore College, Swarthmore, PA

B.A. in English with Honors in the Division of Humanities 1991

Activities: Writing Associate; Resident Assistant; *The Phoenix* (Newspaper) section editor and reporter; Intramural sports; Phi Sigma Kappa

PROFESSIONAL EXPERIENCE

Salvatore & Morton, LLC, Hagerstown, MD

Attorney/Partner, February 2011 – present. Conduct civil litigation in District, Circuit and Appellate Court actions, including domestic law, landlord/tenant, business disputes, collection matters, administrative law, construction disputes, etc; advise clients in estate planning, business and transactional matters. Advise City of Hagerstown in municipal matters beginning in 2013 and full-time beginning November 2016. Advised Town of Smithsburg in municipal matters from 2015-2021.

Strite and Schildt, P.A., Hagerstown, MD

Attorney, August 1997 – January 2011. Provided same services as present position, but handled Federal Court litigation, also.

Kaplan University Hagerstown (formerly Hagerstown Business College), Hagerstown, MD

Adjunct professor of Civil Litigation, Employment Law, Constitutional Law, Legal Ethics, and other subjects 2002 – 2003; 2006 – 2012

Circuit Court for Washington County, Maryland, Hagerstown, MD

Law Clerk, August 1995 – July 1997

Baltimore City Department of Social Services, Baltimore, MD

Paralegal/Attorney, October 1994 – July 1995

ADDITIONAL INFORMATION

Current member of Alexander Charities Board of Directors

Current Member and President-Elect of the Antietam Exchange Club

Former Board Member of: Habitat for Humanity of Washington County; Washington County Bar Association; and Hagerstown Neighborhood Development Partnership; Recipient of *Pro Bono* Resource Center of Maryland Ensuring Access to Justice Service Award 2010

Maryland Volunteer Lawyer's Service Twenty-Year Service Award 2021

ANN MARIE ROTZ, ESQ.

107 East Magnolia Avenue
Hagerstown, Maryland 21742

706.340.3889
annrotz@gmail.com

EXECUTIVE SUMMARY

- **Accomplished attorney with experience in business law, contracts, and other relevant domains**
- High potential leader, with leadership training, honors, and significant impact in the community
- Proven intellectual strengths and versatility, bolstered by top-notch education and training
- Well-rounded experience in public and private enterprise; appreciation for results and stakeholder engagement
- Entrepreneurial self-starter who has taken initiative and responsibility beyond typical expectations

EDUCATION

University of Georgia, School of Law. Athens, GA

Cum Laude. Juris Doctor. May 2004. Two awards for outstanding performance; published academic work in the Georgia League Report

The George Washington University. Washington, DC

Magna Cum Laude with Special Departmental Honors. Bachelor of Arts in Political Science, Public Policy Concentration with an Economics Minor. May 2000. GPA: 3.64.

New College, Oxford University. Oxford, England.

Visiting Student. Politics and Economics Courses. 1998-1999. GPA: 3.7.

PROFESSIONAL LICENSES

Member, State Bar of Pennsylvania.

Member, State Bar of Georgia.

Member, State Bar of Maryland.

RELEVANT EXPERIENCE

- Oct. 2015 to Present **Rotz Law Offices, LLC, Hagerstown, MD. Owner and Attorney.**
Practice in areas of commercial financing and lending, business law, contract law, estate planning, estate administration, real property law, and adoption in both Maryland and Pennsylvania. Draft documents related to and counsel clients in these practice areas. Represent clients through court appointments in juvenile dependency cases in Pennsylvania.
- Oct. 2008 to Sept. 2014 **Meyers, Young & Grove, P.A., Hagerstown, MD. Associate Attorney.**
Handled cases involving commercial financing and lending, business law, contract law, estate planning, estate administration, real property law, adoption, and juvenile dependency in both Maryland and Pennsylvania. Drafted documents related to and counsel clients in these practice areas.
- Fall 2011 to Spring 2012 **Shippensburg University, Shippensburg, PA. Adjunct Professor.**
Educated students in subject of business law, including employment law, workers compensation, employment discrimination, and other related federal legislation. Introduced students to legal thinking through use of Socratic method.
- Fall 2008 to Fall 2009 **Hagerstown Community College, Hagerstown, MD. Adjunct Professor.**
Educated students in subject of constitutional law, including federalism principles and structure of the Constitution and personal freedoms and liberties. Taught students art of debate and argument. Lead students through process of analyzing Supreme Court opinions.
- Sept. 2006 to Sept. 2008 **Beauchat & Beauchat, LLC, Gettysburg, PA. Associate Attorney.**
Handled cases involving zoning, land development, corporation/business organization law, construction law, contract law. Worked with clients on issues involving Uniform Planned Communities Act, Uniform Condominium Act, and Uniform Construction Code. Represented clients in court proceedings. Prepared court filings, estate planning documents, contracts and agreements, including employment policies, independent contractor agreements, and emergency plans and procedures. Researched legal issues and

prepared memorandums based on that research. Prepared forms for use by office staff.

- Summer 2004 **Chambers of Judge Walsh, Chambersburg, PA. Clerk.**
to Summer 2006 Participated in deliberations and decision making, including cases involving Municipalities Planning Code. Researched relevant legal issues. Analyzed arguments advanced by counsel and evidence produced at hearings. Drafted opinions and orders. Prepared and presented memorandums on cases, legal issues and factual disputes. Participated in implementation of online criminal docket.
- Fall 2004 **Hagerstown Business College, Hagerstown, MD. Instructor.**
Educated paralegal and criminal justice students in subject of constitutional law. Focused course on federalism principles and structure of the Constitution. Included introductory review of personal freedoms and liberties. Taught students extensively on Supreme Court opinions and procedures of federal courts.
- Summer 2002 **Rooks Rider, London, UK. Summer Associate in Commercial Department, Offshore Tax Division.**
Aided in \$18.7 million merger of cosmetics company and sale of dot com company. Prepared reports on protection of minority shareholders and remittance tax. Assisted in structuring tax strategies for offshore trusts. Developed employment contracts.
- December 2000 **Office of the President, New York City Board of Education, Brooklyn, NY. Assistant.**
to June 2001 Functioned as President's press secretary, handling all press inquiries and requests for the President. Served as President's advisor for the Committee of Technology, which implemented a citywide educational Internet portal. Addressed questions and requests of parents, teachers, and students.
- Summer 1998 **Office of the Mayor, New York, NY. Intern.**
Played significant role coordinating and developing the homeless youth policy of the City of New York, aiding in the establishment of an additional youth shelter. Met with homeless youth advocates. Assisted in the organization and advancement of the Mayor's Commission on Youth Empowerment Services.
- Spring 1998 to **Congressman Bud Shuster, Washington, DC; Chambersburg, PA. Intern.**
Spring 2000 Employed communication and problem solving skills to answer constituent concerns and questions, frequently working with administrative agencies. Attended committee meetings on behalf of legislative staff. Managed Chambersburg office in the absence of the District Aide.

COMMUNITY INVOLVEMENT AND AWARDS

Daily Mail Top 100 Women.

Leadership Maryland: 2014 Class member.

Juvenile Court Rules Committee: Judicial appointee.

Legal Representation Work Group: Judicial appointee.

Ruth Ann Monroe Primary School Reading Cafe: reading volunteer.

Leadership Washington County: President of Board of Directors, graduate of Class XXV.

Washington County Bar Association: Board of Directors.

Franklin County Bar Association: member.

Community Foundation for Washington County: trustee, governance committee, grants allocation committee.

MD-211: governance committee.

JOHN RICHARD SALVATORE
82 West Washington Street, Suite 100
Hagerstown, Maryland 21740
(301) 739-3600
FAX (301) 797-6065

CURRICULUM VITAE

PROFESSIONAL PRACTICE

NOVEMBER
2016-PRESENT

Principal in Salvatore & Morton, LLC, a three-lawyer, general practice with emphasis on defense of criminal cases and representation of local government. Work is divided according to areas of specialization. Responsible for all criminal matters, and also practiced in areas of personal injury and local government.

JANUARY 2015-
NOVEMBER
2016

Principal in Salvatore & Boyer, LLC, a five-lawyer, general practice with emphasis on defense of criminal cases and representation of local government. Work is divided according to areas of specialization. Responsible for all criminal matters, and also practiced in areas of personal injury and local government.

OCTOBER 1991-
2014

Engaged in a solo law practice, trading as the Law Offices of John R. Salvatore. Practice is largely restricted to the defense of criminal cases and to the representation of plaintiffs in personal injury cases. Over 75% of the practice is criminal in nature, with most representations being in the District Court and the Circuit Court for Washington County, Maryland.

SEPTEMBER 1985-
SEPTEMBER 1991

Principal in Salvatore & Wade, PA., a two-lawyer, general practice with emphasis on litigation. Work was divided according to areas of specialization. Responsible for all criminal matters, and also practiced in areas of family law, personal injury, and real estate.

SEPTEMBER
1983-SEPTEMBER
1985

Associate with Meyers and Young, P.A., a full-service law firm employing approximately six attorneys. Responsible for general litigation. From December 1982 through December 1986, also served as an elected County Commissioner for Washington County. As one of five Commissioners, was involved in legislative and administrative functions for a local government of 115,000 citizens and an annual budget of over \$60,000,000.

MARCH 1979-
1982

Appointed State's Attorney for Washington County, Maryland, upon the death of John S. Hollyday, the elected State's Attorney. The office was responsible for the prosecution of all criminal cases within the jurisdiction, as well as child support and paternity cases. Served as administrator of the office and also personally prosecuted cases on a scheduled basis. The office grew from three attorneys to six during my tenure. Responsible for the office's personnel and budgetary matters through the County government.

JANUARY
1975-MARCH
1979

Establish a law office in Hagerstown, Maryland, which subsequently expanded. The firm became Salvatore and Day, and then Salvatore, Day, and Douglas, as other attorneys became engaged. Personal responsibility was litigation in this general practice firm.

OCTOBER 1972-
December 1975

Associate with Miller & Miller, P.A. Involved in family, criminal, insurance defense and subrogation, and real estate matters. Was also a part-time Assistant State's Attorney in 1973 and 1974.

JANUARY 1972-
OCTOBER 1972

Law Offices of Edward T. Conroy. Was assigned criminal, family, and personal injury cases.

JUNE 1966-
JANUARY 1972

Police Officer for City of Greenbelt, Maryland. Assigned to routine traffic patrol and investigation in a twenty-officer department. Promoted to Patrolman First Class and Corporal, with corresponding additional supervisory responsibilities, including Shift Commander.

EDUCATION

J.D. University of Baltimore School of Law, Baltimore, MD - 1970
 B.S. University of Maryland, College Park, MD - 1967
 Diploma Clear Spring High School, Clear Spring, MD - 1963

COURTS

Maryland District Courts	Maryland Circuit Courts
Maryland Court of Special Appeals	Maryland Court of Appeals
District Court, District of Maryland	Fourth Circuit Court of Appeals
District Court, Middle District of Pennsylvania (specially admitted)	U.S. District Court,
Eastern District of Wisconsin (specially admitted)	

PROFESSIONAL ASSOCIATIONS

Washington County Bar Association - 1972-present
 Frederick County Bar Association - 1972-present
 Maryland State Bar Association - 1972-present
 Washington County Criminal Defense Lawyers Association 1990-present
 Maryland Criminal Defense Attorneys' Association - 1989-present
 National Association of Criminal Defense Lawyers (Life Member) - 1991-present
 Justinian Society - 1991-present
 Board of County Commissioner for Washington County, Maryland - 1982-1986

HONORS

Hagerstown Magazine – Hotlist Reader’s Favorite Attorney - 2016 and 2017

The Legal Network – Top Lawyers in Maryland - 2015

Governor’s Citation for Trial Courts Judicial Nominating Committee – 2015

Governor’s Citation for dedication to public safety and crime prevention – 1996

Honorary Correctional Officer - 1979