



**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

DECEMBER 4, 2023

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

- 4:30 p.m. Ordinance to receive grant funds for \$4 million to extend water main on Naylor Mill Road- Water Works Director Cori Cameron, Amanda Pollack, Water Resources Engineer at Center for Watershed Protection
- 4:45 p.m. Ordinance to increase Vehicle Maintenance account for Sanitation vehicles- Field Operations Director Mike Dryden
- 4:50 p.m. Ordinance to accept funds from the sale of surplus fire apparatus- Deputy Fire Chief Chris O’Barsky
- 4:55 p.m. Ordinance to accept funds for protective vests- Chief Dave Meienschein
- 5:00 p.m. Ordinance to accept funds for police recruitment and retention- Chief Dave Meienschein
- 5:05 p.m. Ordinance to accept funds received for the Mental Health Co-Responder Project- Chief Dave Meienschein
- 5:10 p.m. Truitt Community Center discussion- Housing & Community Development Director Muir Boda, Community Relations Manager Rachel Manning
- 5:25 p.m. Ordinance to accept a donation to support the cost of the holiday lighting displays at Salisbury’s City Park
- 5:30 p.m. Council discussion of Boards & Commissions Reps
- 5:35 p.m. Public Comments on topics presented above
- 5:50 p.m. Administration and Council Comments
- 6:00 p.m. Adjournment / Convene in Special Meeting

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



Join Zoom Meeting

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

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592

Posted: 11/30/23



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Cori Cameron, Director of Water Works
Amanda Pollack, PE, Water Resources Engineer with the Center for Watershed Protection
Date: November 1, 2023
Re: Budget Amendment – Naylor Mill Water Main Extension Project

The Department of Water Works has received notification from the Maryland Department of the Environment (MDE) that the City will receive \$4,874,910 in loan principal forgiveness for the Naylor Mill Water Main Extension project per the attached MDE memo dated October 16, 2023.

The project was initiated to extend the City of Salisbury's water service to the Naylor Mill Mobile Home Park (MHP) to connect residents to a municipal water system. Per the attached letter dated January 10, 2023 from the owners of the MHP, the private wells tested with high levels of per- and polyfluoroalkyl substances (PFAS) and as a result, one well has been taken out of service. The community's drinking water system is operating solely from one well, with no alternative source of potable water should that well require repair or test highly for PFAS compounds in the ongoing quarterly sampling.

In June 2016, Salisbury completed a Water System Master Plan, which identified water production, distribution, and treatment system capital projects to improve pressure and redundancy in the City's water system. The Master Plan recommended the construction of a water loop from the Paleo WTP to the west to connect to the water mains in the Westwood Commerce Park. The Westwood Commerce Park is a dead-end section of the water system and has historically had low pressure. To extend water services to the Naylor MHP, a water main will need to be installed to the west of the Paleo WTP in Naylor Mill Road, following the alignment of the extension to Westwood that was proposed in the Master Plan. It is not good practice to extend the water main and create another dead end; therefore, the proposed project will loop the water main to Westwood. This will boost the pressure in Westwood and will keep the water from being stagnant due to dead ends with low flow demands. The water loop provides benefits for hydraulics, redundancy, and water quality.

Additionally, new water mains will be provided in the Naylor Mill MHP. Currently, the private water system is 2-inch mains, which does not provide for fire protection. The 2-inch mains do not comply with Salisbury's code for public water mains, and the older lines may not handle the increased pressure of a municipal water system. Therefore, new public 8-in water lines will be constructed in the MHP. Public utility easements will be provided for the water mains. The mains are sized to provide fire protection and fire hydrants will be installed at distances to meet the Code. Water service will be metered at each individual lot. This will not only remediate the MHP's PFAS-contaminated drinking water, but it will also provide each lot with adequate fire protection.

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



Funding for the entire project will be provided through loan principal forgiveness through the Maryland Water Quality Financing Administration. The project budget is as follows:

A/E Design	\$ 620,000.00
A/E Construction Management	\$ 420,000.00
Construction	\$ 3,275,000.00
Contingency (10% of Construction)	\$ 327,500.00
Administrative (3% of Construction)	\$ 98,250.00
Other (Water Connection Fees)	\$ 134,160.00
Total Budget	\$ 4,874,910.00

The loan closing cannot occur until construction bids are accepted by the Maryland Board of Public Works, therefore a budget amendment is needed to proceed with design. Design and administration is reimbursable using the loan principal forgiveness funds. Attached is an Ordinance to provide PayGo funds for the design and administration in the amount of \$718,250.

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. Maryland Department of the Environment Memorandum dated October 16, 2023
3. Naylor Mill MHP / TBH Inc. letter dated January 10, 2023

Naylor Mill MHP / TBH Inc.
PO Box H
Fruitland, MD 21826

January 10, 2023

Mayor Jacob R. Day
City of Salisbury
125 N. Division Street
Salisbury, MD 21801

Dear Mayor Day,

As a part of the Maryland Department of Environment's (MDE) effort to understand the presence of PFAS in State drinking water, the water from wells 1 and 2 at Naylor Mill Mobile Home Park were tested. The results came back with repeated high levels of PFASs over 100 ppt for one well and less for the other. Together, with MDE, we agreed to stop using the well with such high levels. We are currently using one well and have no backup if that well went down. With this emerging health emergency, we are kindly asking the City of Salisbury to please extend water to our community and to each home. It is our understanding that, MDE has grant money available that can assist in the costs.

Naylor Mill Village Mobile Home Park is located at the corners of Naylor Mill Road and Log Cabin Road in Salisbury, MD. The community is comprised of 52 sites, of which, currently 42 are occupied. The Park owns the land and rents each lot to a single family that must own and occupy, full time, their manufactured home. Two central wells provide water to each lot (only 1 in use). Individual septic systems are on each lot. Each family/tenant is responsible for their own home, landscape and utilities such as electric and cable.

We are fortunate to have great residents. They are hard working or retired homeowners, who faithfully pay their lot rent (\$305-\$350/month) without any government assistance. Some still have monthly home payments while others have paid off their home loans.



Here are some statistics about our families:

- 100% own their home and rent the lot.
- 13.36 years is the average time families/tenants live here.
- 26% of our household are retired and have income of less than \$20,000.
- 98% of our households are living below the average income of \$60,000 and have an average household income of \$32,000, median of \$30,000.
- 36% of our household are minorities/people of color.
- 29% of households have school age or younger children.

To reiterate, we kindly ask the city to assist our community in providing emergency help to provide safe, affordable water to our tenants. Without your help, we will be unable to provide this service to our already disadvantage community. Thank you for your consideration.

Sincerely,

Erika H. Campbell and Ingrid H. Balea

Cc; Cori Cameron, Director of Water Works



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.

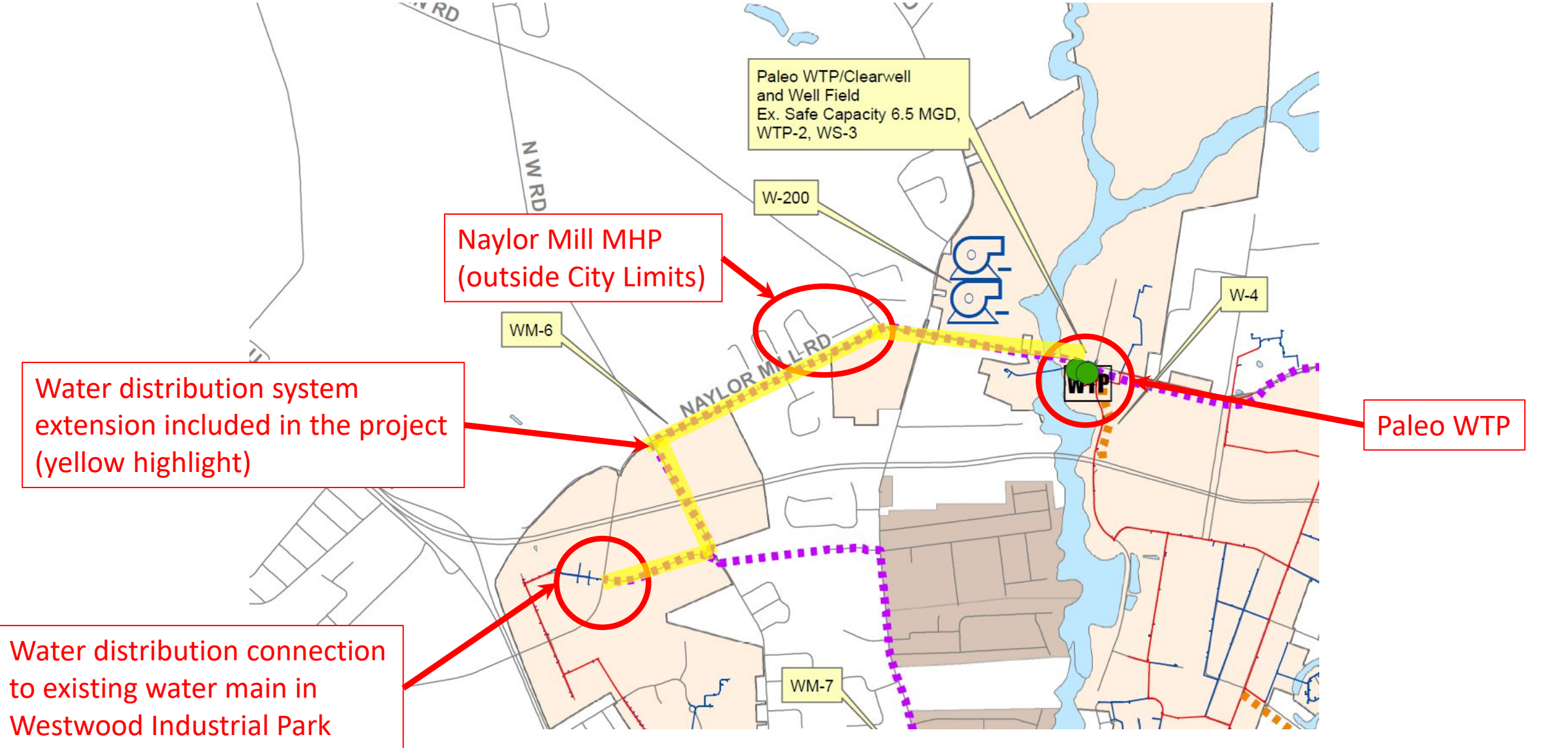
We look forward to working with you throughout the loan origination process.

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

Naylor Mill Mobile Home Park (MHP) Water System Extension and PFAS Remediation – Exhibit

Exhibit from Salisbury Water System Master Plan from June 2016



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO APPROPRIATE FUNDS FOR THE NAYLOR MILL WATER MAIN EXTENSION PROJECT.

WHEREAS, the City of Salisbury is eligible to receive \$4,874,910.00 of loan principal forgiveness from the Maryland Water Infrastructure Financing Administration (“MWIFA”) for the Naylor Mill Water Main Extension Project (“Project”); and

WHEREAS, the Project is necessary to serve the Naylor Mill Mobile Home Park with municipal water; and

WHEREAS, 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 loan closing cannot occur until construction bids are accepted by the Maryland Board of Public Works and, consequently, a budget amendment is needed to proceed with design and administration of the Project; and

WHEREAS, the design and administration costs of the Project are estimated to be \$718,250; and

WHEREAS, the Department of Water Works desires to contract with engineering consulting firm(s) to design and administer the Project; and

WHEREAS, design and administration of the Project are eligible expenses, which are reimbursable by the loan principal forgiveness awarded by MWIFA upon acceptance of the construction bids by the Maryland Board of Public Works; and

WHEREAS, \$718,250 in funds are available from surplus to be transferred from the Water Sewer Fund as Pay GO to the Water Sewer Capital Project fund for the Project; 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, the appropriations necessary to execute the appropriation of \$718,250 to complete the Naylor Mill Water Main Extension Project design and administration 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 funds for the Naylor Mill Water Main Extension project in the amount of \$718,250.00.

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

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

- (a) Increase Revenue 97060-469313 Use of Surplus by \$718,250
- (b) Increase Expense 97060-513020 Engineering by \$718,250

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

- 56 (a) Increase Revenue 97060-469313-XXXXX PayGO by \$718,250
- 57 (b) Increase Expense 97060-513020-XXXXX Engineering by \$718,250

58
59 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**
60 **SALISBURY, MARYLAND**, as follows:

61
62 **Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision
63 of this Ordinance shall be deemed independent of all other provisions herein.

64
65 **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any
66 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,
67 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication
68 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other
69 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

70
71 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance
72 as if such recitals were specifically set forth at length in this Section.

73
74 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.

75
76 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
77 Salisbury held on the ____ day of _____, 2023 and thereafter, a statement of the substance of
78 the Ordinance having been published as required by law, in the meantime, was finally passed by the
79 Council of the City of Salisbury on the ____ day of _____, 2023.

80
81 **ATTEST:**

82
83
84
85
86 _____
87 **Kimberly R. Nichols, City Clerk**

86 _____
87 **D’Shawn M. Doughty, City Council President**

88
89 **Approved by me, this ____ day of _____, 2023.**

90
91
92
93 _____
94 **Randolph J. Taylor, Mayor**



City of Salisbury

To: Andrew Kitzrow, City Administrator

From: Mike Dryden, Director of Field Operations

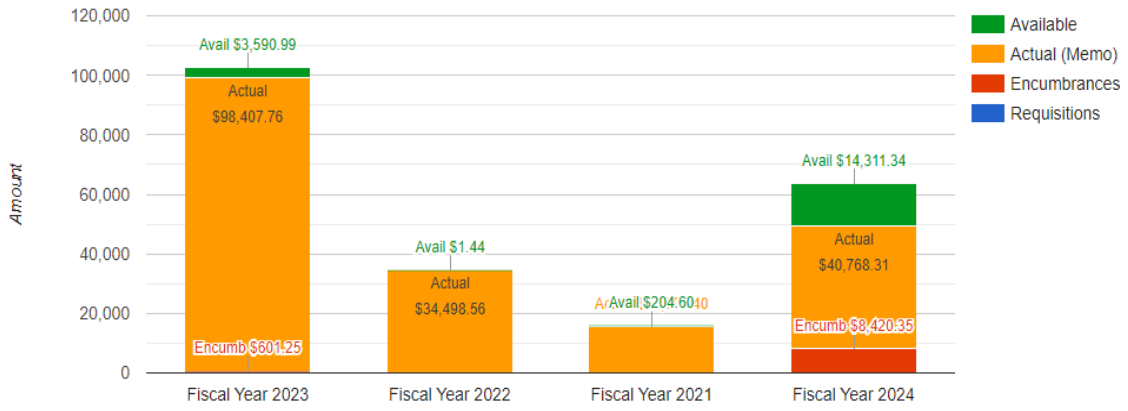
Subject: Budget Amendment

Date: November 20, 2023

The Sanitation Division within the Department of Field Operations encompasses solid waste collection and disposal, recycling collection and disposal, and street sweeping operations within the corporate limits of the City of Salisbury. In recent months due to constant maintenance of aging vehicles within the division's fleet, the current vehicle maintenance budget will not be sufficient enough to last through the remainder of FY 24. While two side loading sanitation vehicles and a single rear loading sanitation vehicle are anticipated to be delivered in 2024. The Sanitation Division is projecting to not have enough funding to meet already encumbered expenses, along with the daily maintenance occurrences.

Based on the monthly average expenses that the division is facing, the vehicle maintenance account will be depleted by January 2024. The Sanitation Division will require \$90,000 to be distributed into their Vehicle Maintenance budget in order to properly maintain their current sanitation fleet.

4 Year Comparison



G/L ACCOUNT DETAIL

Org: 32061 Object: 534308
 Vehicles 0010-300-320-61-00-534308-

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
2024	05	5358	11/14/2023	API 1		W 111723	745.65	Y	179612111723		THC ENTERPRISES,	SOLENOID
2024	05	5259	11/08/2023	API 1	2240039	W 110923	151.60	Y	179461110923		VERIZON CONNECT F	22000-534
2024	05	5115	11/02/2023	API 1		W 110323	70.60	Y	179220110323		FLEETPRIDE	WHEEL NUT
2024	05	5115	11/02/2023	API 1		W 110323	768.59	Y	179251110323		THC ENTERPRISES,	SAN-5 LIN
2024	05	5115	11/02/2023	API 1		W 110323	570.00	Y	179255110323		MONRO INC.	TIRE STOC
2024	04	4922	10/26/2023	API 1		W 102723	191.80	Y	179121102723		MONRO INC.	SAN-9
2024	04	4922	10/26/2023	API 1		W 102723	13.88	Y	179090102723		FASTENAL COMPANY	SAN-5
2024	04	4922	10/26/2023	API 1		W 102723	13.10	Y	179133102723		R.C. HOLLOWAY COM	SAN-2
2024	04	4922	10/26/2023	API 1		W 102723	17.96	Y	179138102723		NAPA AUTO PARTS	SAN-9
2024	04	4922	10/26/2023	API 1		W 102723	317.42	Y	179091102723		FLEETPRIDE	SAN-2 AIR
2024	04	4679	10/19/2023	API 1		W 102023	12.00	Y	178955102023		NAPA AUTO PARTS	SAN-1 FIL
2024	04	4679	10/19/2023	API 1		W 102023	1,661.73	Y	178931102023		THC ENTERPRISES,	CYLINDERS
2024	04	4679	10/19/2023	API 1		W 102023	10.08	Y	178947102023		R.C. HOLLOWAY COM	BULBS
2024	04	4679	10/19/2023	API 1		W 102023	172.82	Y	178947102023		R.C. HOLLOWAY COM	HOSES
2024	04	4679	10/19/2023	API 1		W 102023	363.88	Y	178931102023		THC ENTERPRISES,	HARDWARE
2024	04	4563	10/10/2023	API 1		W 101323	113.72	Y	178710101323		FLEETPRIDE	SIGNAL RI
2024	04	4563	10/10/2023	API 1		W 101323	2,143.52	Y	178720101323		THC ENTERPRISES,	IN OUT CY
2024	04	4563	10/10/2023	API 1		W 101323	614.16	Y	178720101323		THC ENTERPRISES,	BELT ASSY
2024	04	4563	10/10/2023	API 1		W 101323	492.58	Y	178722101323		MONRO INC.	FLAT REPA
2024	04	4563	10/10/2023	API 1		W 101323	19.54	Y	178727101323		NAPA AUTO PARTS	GRO SWITC
2024	04	4563	10/10/2023	API 1		W 101323	47.70	Y	178727101323		NAPA AUTO PARTS	PETERBUIL
2024	04	4563	10/10/2023	API 1		W 101323	155.93	Y	178710101323		FLEETPRIDE	SPRING BR
2024	04	4177	10/05/2023	API 1		W 100623	110.48	Y	178611100623		PETE STORE - DELA	CHAMBER B
2024	04	4177	10/05/2023	API 1	2240039	W 100623	67.74	Y	178615100623		R.C. HOLLOWAY COM	HOSE
2024	04	4177	10/05/2023	API 1		W 100623	151.60	Y	178663100623		VERIZON CONNECT F	22000-534
2024	03	3489	09/28/2023	API 1		W 092923	652.01	Y	178406092923		FLEETPRIDE	SAN-5 OTR
2024	03	3489	09/28/2023	API 1		W 092923	73.84	Y	178406092923		FLEETPRIDE	SAN-5 STE
2024	03	3489	09/28/2023	API 1		W 092923	930.60	Y	178451092923		R.C. HOLLOWAY COM	OIL DRY
2024	03	3489	09/28/2023	API 1		W 092923	145.00	Y	178478092923		TTI, INC.	AN-7 TUBE
2024	03	3489	09/28/2023	API 1		W 092923	1,760.20	Y	178434092923		THC ENTERPRISES,	SAN-7 RR
2024	03	3489	09/28/2023	API 1		W 092923	458.62	Y	178434092923		THC ENTERPRISES,	SAN-5 PAR
2024	03	3489	09/28/2023	API 1		W 092923	55.29	Y	178434092923		THC ENTERPRISES,	SAN-6 FR
2024	03	3489	09/28/2023	API 1		W 092923	403.33	Y	178434092923		THC ENTERPRISES,	SAN-6 PAR
2024	03	3489	09/28/2023	API 1		W 092923	199.50	Y	178434092923		THC ENTERPRISES,	SAN-5 FR
2024	03	3489	09/28/2023	API 1		W 092923	257.50	Y	178466092923		SIMPSONS TOWING S	SAN-2 TOW
2024	03	3489	09/28/2023	API 1		W 092923	90.45	Y	178451092923		R.C. HOLLOWAY COM	OIL DRY
2024	03	3489	09/28/2023	API 1		W 092923	306.02	Y	178478092923		TTI, INC.	HOSE
2024	03	3489	09/28/2023	API 1		W 092923	2,765.93	Y	178434092923		THC ENTERPRISES,	SAN-5 DUM
2024	03	3368	09/19/2023	API 1	2240039	W 092223	151.60	Y	178335092223		VERIZON CONNECT F	22000-534
2024	03	3368	09/20/2023	API 1		W 092223	1,217.40	Y	178285092223		MONRO INC.	TIRES STO
2024	03	3368	09/20/2023	API 1		W 092223	59.10	Y	178306092223		NAPA AUTO PARTS	SAN-6
2024	03	3368	09/20/2023	API 1		W 092223	46.12	Y	178183092223		ADVANCE AUTO PART	SUPPLIES
2024	03	3260	09/12/2023	API 1		W 091523	130.23	Y	178144091523		R.C. HOLLOWAY COM	SAN-6 HOS
2024	03	3260	09/12/2023	API 1		W 091523	174.61	Y	178168091523		TTI, INC.	SAN-6 XCP
2024	03	3094	09/07/2023	API 1		W 090823	164.78	Y	177998090823		R.C. HOLLOWAY COM	HOSE ENDS
2024	02	2671	08/29/2023	API 1		W 090123	1,217.40	Y	177850090123		MONRO INC.	SAN-5 TIR
2024	02	2671	08/29/2023	API 1		W 090123	405.80	Y	177850090123		MONRO INC.	TIRES STO
2024	02	2671	08/29/2023	API 1		W 090123	149.01	Y	177888090123		TTI, INC.	SAN-4
2024	02	2671	08/29/2023	API 1		W 090123	461.88	Y	177888090123		TTI, INC.	SAN-8
2024	02	2671	08/29/2023	API 1		W 090123	32.88	Y	177888090123		TTI, INC.	SAN-8 UNS
2024	02	2671	08/29/2023	API 1		W 090123	684.80	Y	177850090123		MONRO INC.	SAN-5 TIR

G/L ACCOUNT DETAIL

Org: 32061 Object: 534308
 Vehicles 0010-300-320-61-00-534308-

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2024	02	2671	08/29/2023	API 1		W 090123	65.68	Y	177888090123		TTI, INC.		DOUPLE LI
2024	02	2539	08/24/2023	API 1		W 082523	138.76	Y	177734082523		R.C. HOLLOWAY COM		HOSE ENDS
2024	02	2539	08/24/2023	API 1		W 082523	27.70	Y	177702082523		GRAINGER		VIBRATION
2024	02	2539	08/24/2023	API 1		W 082523	230.26	Y	177758082523		TTI, INC.		SAN-8 TUB
2024	02	2413	08/17/2023	API 1		W 081823	61.87	Y	177620081823		NAPA AUTO PARTS		SAN-2
2024	02	2413	08/17/2023	API 1		W 081823	310.15	Y	177578081823		FLEETPRIDE		SAN-2 ASS
2024	02	2413	08/17/2023	API 1		W 081823	145.00	Y	177632081823		TTI, INC.		SAN-6 TUB
2024	02	2413	08/17/2023	API 1		W 081823	470.76	Y	177617081823		R.C. HOLLOWAY COM		HOSES, FT
2024	02	2413	08/17/2023	API 1		W 081823	17.36	Y	177617081823		R.C. HOLLOWAY COM		HOSE ENDS
2024	02	2413	08/17/2023	API 1		W 081823	29.55	Y	177620081823		NAPA AUTO PARTS		SAN-6 PER
2024	02	2413	08/17/2023	API 1		W 081823	18.63	Y	177574081823		FASTENAL COMPANY		SUPPLIES
2024	02	2413	08/17/2023	API 1		W 081823	3,758.36	Y	177632081823		TTI, INC.		SAN-8 RES
2024	02	2413	08/17/2023	API 1		W 081823	139.15	Y	177617081823		R.C. HOLLOWAY COM		HOSES, FT
2024	02	2284	08/10/2023	API 1		W 081123	158.59	Y	177494081123		R.C. HOLLOWAY COM		HOSES, FI
2024	02	2284	08/08/2023	API 1		W 081123	191.80	Y	177409081123		BURNETT WHITE		SAN-9
2024	02	2284	08/10/2023	API 1	2240039	W 081123	151.60	Y	177535081123		VERIZON CONNECT F		22000-534
2024	02	2284	08/10/2023	API 1		W 081123	4,372.73	Y	177483081123		PETE STORE - DELA		CLUTCH-FA
2024	02	2284	08/10/2023	API 1		W 081123	200.60	Y	177483081123		PETE STORE - DELA		SAN-2 FAN
2024	02	2284	08/10/2023	API 1		W 081123	66.73	Y	177472081123		THC ENTERPRISES,		PACKER PI
2024	02	2123	08/02/2023	API 1		W 080423	165.60	Y	177326080423		R.C. HOLLOWAY COM		ANTIFREEZ
2024	02	2123	08/02/2023	API 1		W 080423	69.38	Y	177326080423		R.C. HOLLOWAY COM		HOSES
2024	02	2123	08/02/2023	API 1		W 080423	1,539.80	Y	177355080423		TTI, INC.		SAN-7
2024	02	2123	08/03/2023	API 1		W 080423	1,814.32	Y	177314080423		THC ENTERPRISES,		PARTS STO
2024	02	2123	08/03/2023	API 1		W 080423	75.36	Y	177322080423		PETE STORE - DELA		SENSOR TE
2024	02	2123	08/03/2023	API 1		W 080423	357.58	Y	177315080423		MONRO INC.		SAN-1
2024	02	2123	08/03/2023	API 1		W 080423	137.06	Y	177331080423		NAPA AUTO PARTS		FILTERS
2024	02	2123	08/03/2023	API 1		W 080423	69.18	Y	177331080423		NAPA AUTO PARTS		SAN-4 BEL
2024	02	2123	08/03/2023	API 1		W 080423	110.99	Y	177331080423		NAPA AUTO PARTS		SAN-7 FIL
2024	01	1641	07/27/2023	API 1		W 072823	413.46	Y	177187072823		TTI, INC.		SUPPLIES
2024	01	1641	07/27/2023	API 1		W 072823	84.72	Y	177187072823		TTI, INC.		SAN-2 SRF
2024	01	1641	07/27/2023	API 1		W 072823	199.45	Y	177187072823		TTI, INC.		SAN-2 JIC
2024	01	1641	07/27/2023	API 1		W 072823	405.80	Y	177169072823		MONRO INC.		IRONMAN I
2024	01	1641	07/27/2023	API 1		W 072823	751.60	Y	177169072823		MONRO INC.		SAN-6 TIR
2024	01	1401	07/20/2023	API 1		W 072123	33.55	Y	177032072123		TTI, INC.		SAN-4
2024	01	1401	07/20/2023	API 1		W 072123	196.45	Y	177032072123		TTI, INC.		SAN-7
2024	01	1401	07/20/2023	API 1		W 072123	848.93	Y	177032072123		TTI, INC.		SAN-5
2024	01	1401	07/20/2023	API 1		W 072123	153.06	Y	177032072123		TTI, INC.		SAN-4
2024	01	1401	07/20/2023	API 1	2230148	W 072123	423.12	Y	177039072123		VERIZON CONNECT F		FIELD OPE
2024	01	1254	07/13/2023	API 1		W 071423	130.23	Y	176865071423		R.C. HOLLOWAY COM		HOSES
2024	01	1254	07/13/2023	API 1		W 071423	241.41	Y	176865071423		R.C. HOLLOWAY COM		HOSES, FT

Total Amount: 40,768.31

** END OF REPORT - Generated by Sandra Elliott **

53 the Ordinance having been published as required by law, in the meantime, was finally passed by the
54 Council of the City of Salisbury on the _____ day of _____, 2023.

55
56 **ATTEST:**

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60 _____
Kimberly R. Nichols, City Clerk

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

61
62
63 Approved by me, this _____ day of _____, 2023.

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66 _____
Randolph J. Taylor, Mayor

67



City of Salisbury

Date: 10/30/2023

To: Andy Kitzrow, City Administrator

From: Chris O'Barsky, Deputy Fire Chief

RE: Sale of Surplus Apparatus

Please review the attached budget amendment from the surplus sale of fire apparatus. The majority of the proceeds generated from the sale of these items will be used to fund several important Department projects, which includes the replacement of expired and outdated Technical Rescue Gear, the sand blast and re-painting of the rusting Training Tower at Station 16, and kitchen upgrades for Station 1. The additional money will be placed into accounts that have already received unexpected expenditures this fiscal year. If you have any questions or concerns, please do not hesitate to reach out to me, thank you.

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

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ORDINANCE NO. 2841

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

WHEREAS, the City has declared a 2009 Pierce Velocity Aerial Truck and a 1992 Ford F-350 Brush Unit as surplus and the vehicles have been sold at auction: and

WHEREAS, these vehicles were operated by the Salisbury Fire Department; and

WHEREAS, the City has received a total of \$238,187.50 from the proceeds generated from the auction sale and has placed the funds in the City General Fund; and

WHEREAS, the City Fire Department has use for the funds received and requests that \$238,187.50 be reallocated to the Fire Department Operating Budget for FY2024; 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 2024 General Fund Budget be and is hereby amended as follows:

- (a) Increase the Sale of Fixed Assets Account (01000-469200) by \$238,187.50
- (b) Increase the Salisbury Fire Department's Building Account (24035-534301) by \$150,000.00
- (c) Increase the Salisbury Fire Department's Rescue Supplies Account (24035-546018) by \$25,000.00
- (d) Increase the Salisbury Fire Department's Vehicle Maintenance Account (24035-534308) by \$51,187.50
- (e) Increase the Salisbury Fire Department's Office Supplies Account (24035-546001) by \$2,000.00
- (f) Increase the Salisbury Fire Department's Equipment Purchasing Account (24035-546012) by \$5,000.00
- (g) Increase the Salisbury Fire Department's Medical Supplies Account (24035-546016) by \$5,000.00

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

Section 2. It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

Section 3. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

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

Section 5. This Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the _____ day of _____, 2023 and thereafter, a statement of the substance of the Ordinance having been

50 published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the _____
51 day of _____, 2023.

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54 **ATTEST:**

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58 _____
59 **Kimberly R. Nichols, City Clerk**

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

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62 Approved by me, this _____ day of _____, 2023.

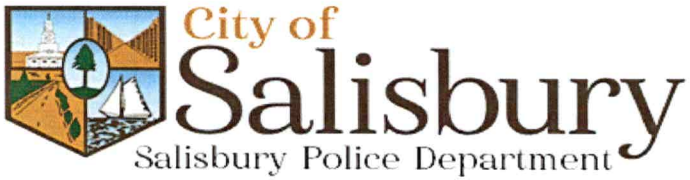
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67 _____
68 **Randolph J. Taylor, Acting Mayor**



November 27, 2023

TO: Andy Kitzrow
FROM: Chief David Meienschein
SUBJECT: Ordinance – Federal Bullet Proof Vest Grant

Attached, please find an ordinance to authorize the Salisbury Police Department to accept funds from the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance in the amount of \$10,075.00 for the purpose of purchasing replacement bullet proof vests.

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

A handwritten signature in blue ink, appearing to read "David Meienschein". The signature is stylized with a large loop at the end.

David Meienschein
Chief of Police



699 W. Salisbury Parkway
Salisbury, MD 21801
410-548-3165
www.salisburypd.com



47 Salisbury on the _____ day of _____, 2023.

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50 **ATTEST:**

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54 _____
Kimberly R. Nichols, City Clerk

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

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58 Approved by me, this _____ day of _____, 2023.

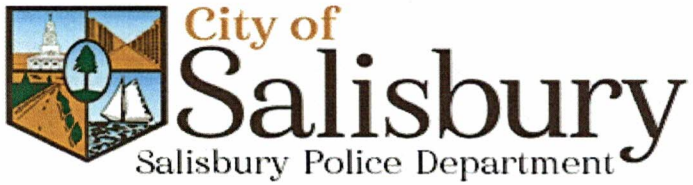
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63 _____
Randolph J. Taylor, Mayor



November 27, 2023

TO: Andy Kitzrow
FROM: Chief David Meienschein
SUBJECT: Ordinance – Recruitment and Retention Grant

Attached, please find an ordinance to authorize the Salisbury Police Department to accept funds
From the Office of Crime Prevention, Youth and Victim Services in the amount of \$4,000 for the purpose Police Recruitment and Retention.

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

A handwritten signature in black ink, appearing to read "David Meienschein". The signature is fluid and cursive, with a large loop at the end.

David Meienschein
Chief of Police



699 W. Salisbury Parkway
Salisbury, MD 21801
410-548-3165
www.salisburypd.com



ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF SALISBURY TO ACCEPT STATE
GRANT FUNDS FROM THE OFFICE OF CRIME PREVENTION, YOUTH,
AND VICTIM SERVICES IN THE AMOUNT OF \$4,000.00 UNDER THE FY24
POLICE RECRUITMENT AND RETENTION (PRAR).**

WHEREAS, the Office of Crime Prevention, Youth, and Crime Victim Services has awarded the Salisbury Police Department \$24,000.00 to be used for the purposes of police retention; and

WHEREAS, the Salisbury Police Department has already included \$20,000.00 of such funds on the Schedule C; and

WHEREAS, the remaining \$4,000.00 was not included on the Schedule C and therefore has not been formally accepted; and

WHEREAS, the collective amount of the funds will be used for police advertising, including but not limited to professional billboard advertisement, intended to encourage police retention and recruitment; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into an agreement 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 donation 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's Grant Fund Budget shall be and hereby is amended as follows:

- 1) Increase GOCCP Revenue 10500-425100-23055 by \$4,000.00
- 2) Increase the PRAR Expense 10500-555501-23055 by \$4,000.00

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

Section 2. It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

Section 3. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

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

Section 5. This Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of

50 Salisbury held on the ____ day of _____, 2023 and thereafter, a statement of the substance of the
51 Ordinance having been published as required by law, in the meantime, was finally passed by the Council
52 of the City of Salisbury on the _____ day of _____, 2023.

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55 **ATTEST:**

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59 _____
60 **Kimberly R. Nichols, City Clerk**

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

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64 Approved by me, this _____ day of _____, 2023.

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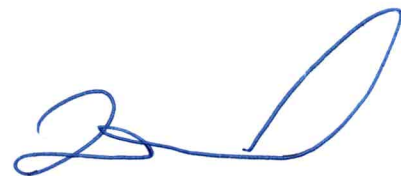
69 _____
Randolph J. Taylor, Mayor

November 29, 2023

TO: Andy Kitzrow
FROM: Chief David Meienschein
SUBJECT: Ordinance – Mental Health Co-Responder Grant

Attached, please find an ordinance to authorize the Salisbury Police Department to accept funds from the Office of Crime Prevention, Youth and Victim Services in the amount of \$84,500 to be used to hire a clinically qualified mental health professional for the Mental Health Co-Responder Project.

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



David Meienschein
Chief of Police



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ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SALISBURY TO ACCEPT GRANT FUNDS RECEIVED FOR THE MENTAL HEALTH CO-RESPONDER PROJECT FROM THE GOVERNOR’S OFFICE OF CRIME PREVENTION, YOUTH AND VICTIM SERVICES THROUGH THE BYRNE- JUSTICE ASSISTANCE PROGRAM

WHEREAS, the Governor’s Office of Crime Prevention, Youth and Victim Services, through the Byrne- Justice Assistance Program, has awarded the Salisbury Police Department grant funds in the amount of \$84,500.00; and

WHEREAS, these grant funds will be used by the Salisbury Police Department for the contractual hiring of a clinically qualified mental health professional for its “Mental Health Co-Responder Project”; and

WHEREAS, the clinically qualified mental health professional will integrate with law enforcement officers in the field as part of a mental health crisis co-responder model to respond together to offer a mental health nexus on calls for service; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into an agreement 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 funding 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 Randy Taylor is hereby authorized to enter into a grant agreement with the Governor’s Office of Crime Prevention, Youth and Victim Services on behalf of the City of Salisbury for the City’s acceptance of grant funds in the amount of \$84,500.00, so that those funds may be utilized by the Salisbury Police Department to fund its “Mental Health Co-Responder Project.”

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

- (a) Increase Byrne Memorial JAG Revenue Account 10500-423101-XXXXX by \$84,500.00
- (b) Increase Salary Account 10500-501001-XXXXX by \$57,000.00
- (c) Increase Fringe Benefits Accounts 10500-5020XX-XXXXX by \$27,500.00

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.

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

48 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.
49
50

51 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
52 Salisbury held on the ____ day of _____, 2023 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 of
54 Salisbury on the _____ day of _____, 2023.

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56

57 **ATTEST:**

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61 _____
62 **Kimberly R. Nichols, City Clerk**

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

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66 Approved by me, this _____ day of _____, 2023.

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70 _____
Randolph J. Taylor, Mayor



City of Salisbury

MEMORANDUM

To: City Council

From: Scott Roberts, ABCD Assistant Director

Subject: Accept Donation from Community Foundation of the Eastern Shore

Date: 11/28/23

The City of Salisbury's Arts, Business and Culture Department has notified the Community Foundation of the Eastern Shore of its desire to obtain \$7,155.70 from the City of Salisbury-Winter Wonderland of Lights Committee Fund to:

- Support the cost of the annual holiday lighting display at Salisbury City Park
- Rehabilitate the existing light structures with fresh paint
- Purchase new light bulbs and control modules for light displays
- Purchase electrical supplies related to city park light installation
- Offset labor costs associated with the rehabilitation of displays

Thank you for your time and do not hesitate to contact me should you have any questions.

1 **ORDINANCE NO. _____**
2

3 **AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET**
4 **ADMENDMENT OF THE CITY'S FY24 BUDGET TO ACCEPT AND APPROPRIATE**
5 **DONATED FUNDS FROM THE COMMUNITY FOUNDATION OF THE EASTERN**
6 **SHORE WINTER WONDERLAND OF LIGHTS FUND TO SUPPORT THE COST OF**
7 **THE ANNUAL HOLIDAY LIGHTING DISPLAYS AT SALISBURY'S CITY PARK.**
8

9 **WHEREAS**, the City's Arts, Business and Culture Department is preparing to rehabilitate the city park
10 light displays; and
11

12 **WHEREAS**, The Community Foundation of the Eastern Shore administers a fund to support the cost of
13 the annual holiday lighting display at Salisbury's City Park; and
14

15 **WHEREAS**, The fund has an available balance of \$7,155.70, which can be donated to the City; and
16

17 **WHEREAS**, The aforementioned donated funds will be used by the City to rehabilitate existing structures
18 with fresh paint and to purchase light bulbs, control modules, and electrical supplies, and to offset labor costs
19 associated with the rehabilitation of the displays; and
20

21 **WHEREAS**, appropriations necessary for this donation must be made upon the recommendation of the
22 Mayor and the approval of four-fifths of the Council of the City of Salisbury.
23

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

27 **Section 1.** The City's FY24 General Fund be and hereby is amended as follows:
28

- 29 1) Increase Donations Revenue Account 01000-456415 by \$7,155.70
30 2) Increase Events Expense Account 11600-555513 by \$7,155.70
31

32 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**
33 **SALISBURY, MARYLAND**, as follows:
34

35 **Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this
36 Ordinance shall be deemed independent of all other provisions herein.
37

38 **Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section,
39 paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise
40 unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section,
41 paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and
42 shall be deemed valid and enforceable.
43

44 **Section 4.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such
45 recitals were specifically set forth at length in this Section 4.
46

47 **Section 5.** This Ordinance shall take effect from and after the date of its final passage.
48

49 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on
50 this 4th day of December, 2023, and thereafter, a statement of the substance of the Ordinance having been published
51 as required by law, was finally passed by the Council on the 18th day of December, 2023.

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ATTEST:

Kimberly R. Nichols, City Clerk

D'Shawn M. Doughty, City Council President

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

Randolph J. Taylor, Mayor



City of Salisbury

To: City Council members
From: Kim Nichols, City Clerk
Subject: Council Reps on Boards & Commissions
Date: November 29, 2023

On September 18, 2023 Council members were reassigned to the following boards & commissions as Council Reps. The approximate days and times they meet are included beside each board/commission.

President Doughty will serve on the Town Gown and Planning & Zoning Commission. The (4) highlighted committees need reps.

- Town Gown – Ms. Jackson (Will be Mr. Doughty)
- Planning & Zoning Commission – Ms. Jackson (Will be Mr. Doughty)

- Wicomico Truth & Reconciliation- Ms. Jackson (meet 3rd Wed. of the month at 6pm)
- Parks & Rec – Ms. Jackson (meet 2nd Thur. of the month at 6pm)

- Youth Development Advisory Committee – Ms. Blake (meet 3rd Wed. of the month at 5pm)
- Bicycle and Pedestrian Advisory Committee – Ms. Blake (meet 2nd Thur. of the month at 5:30pm)
- Human Rights Advisory Committee – Ms. Blake (meet 2nd Thur. of the month at 6pm)

- Zoo Commission – Ms. Gregory (3rd Wed. of the month at noon)
- Wicomico Library Committee – Ms. Gregory (2nd Tues. of Feb, April, June, Aug, Oct and Dec)
- Disability Advisory Committee – Ms. Gregory (2nd Thur. of the month at 3pm)

- **SWMPO – Vacant**
- **Sustainability Advisory Committee/Green Team – Vacant (meet 1st Wed. of the month at 5:30pm)**
- **Airport Committee – Vacant (2nd Monday of the month at 3pm)**
- **PAC14 – Vacant**

- Tri-County Council – No rep available at this time