



## CITY OF SALISBURY CITY COUNCIL AGENDA

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DECEMBER 11, 2023

6:00 p.m.

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

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Times shown for agenda items are estimates only.

- 6:00 p.m. CALL TO ORDER
- 6:01 p.m. WELCOME/ANNOUNCEMENTS/PLEDGE
- 6:02 p.m. CITY INVOCATION- Pastor Greg Carlson, Park Seventh-day Adventist Church
- 6:03 p.m. MAYOR'S AWARDS FOR VALOR- Mayor Randolph J. Taylor
- FIRE DEPARTMENT CITIZEN COMMENDATION AWARDS- Deputy Chief Darren Scott
- 6:10 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:11 p.m. CONSENT AGENDA- City Clerk Kimberly Nichols
- October 23, 2023 Council Meeting Minutes
  - November 6, 2023 Work Session Minutes
  - November 6, 2023 Closed Session Minutes (separate email)
  - **Resolution No. 3309**- approving the appointment of Amy Stewart to the Youth Development Advisory Committee for the term ending December 2026
  - **Resolution No. 3310**- approving the appointment of Urjit Chakraborty to the Youth Development Advisory Committee for the term ending December 2026
  - **Resolution No. 3311**- approving the re-appointment of Greg Tyler to the Disability Advisory Committee for the term ending December 2026
- 6:13 p.m. ORDINANCES- City Attorney Ashley Bosché
- **Ordinance No. 2841**- 2<sup>nd</sup> reading- approving a budget amendment of the FY2024 General Fund Budget to appropriate funds to the Salisbury Fire Department's Operating Budget
  - **Ordinance No. 2842**- 1<sup>st</sup> reading- authorizing the Mayor to appropriate funds for the Naylor Mill Water Main Extension Project
  - **Ordinance No. 2843**- 1<sup>st</sup> reading- approving a budget amendment of the FY2024 General Fund Budget to appropriate funds to the Department of Field Operations Budget
  - **Ordinance No. 2844**- 1<sup>st</sup> reading- to accept funds received from the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance for the purchase of protective vests for police officers

- **Ordinance No. 2845**- 1<sup>st</sup> reading- 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
- **Ordinance No. 2846**- 1<sup>st</sup> reading- 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
- **Ordinance No. 2847**- 1<sup>st</sup> reading- approving a budget amendment of the city’s FY24 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

6:25 p.m. PUBLIC COMMENTS

6:30 p.m. ADMINISTRATION and COUNCIL COMMENTS

6:35 p.m. ADJOURNMENT / MOTION TO CONVENE IN CLOSED SESSION to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals, and to consider the acquisition of real property for a public purpose and matters directly related thereto as authorized by the State Government Article, § 3-305(b)(1)(3). Council would consider approving the appointment of the Fire Chief and discuss the acquisition of two parcels of property.

Copies of the agenda items are available for review in the City Clerk’s Office, Salisbury Headquarters Building, 410-548-3140 or on the City’s website [www.salisbury.md](http://www.salisbury.md). City Council Meetings are conducted in Open Session unless otherwise indicated. All or part of the Council’s meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b) by vote of the City Council.

**NEXT COUNCIL MEETING (SPECIAL MEETING) – December 18, 2023**

- Acceptance of Audit
- **Ordinance No. 2842**- 2<sup>nd</sup> reading- authorizing the Mayor to appropriate funds for the Naylor Mill Water Main Extension Project
- **Ordinance No. 2843**- 2<sup>nd</sup> reading- approving a budget amendment of the FY2024 General Fund Budget to appropriate funds to the Department of Field Operations Budget
- **Ordinance No. 2844**- 2<sup>nd</sup> reading- to accept funds received from the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance for the purchase of protective vests for police officers
- **Ordinance No. 2845**- 2<sup>nd</sup> reading- 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
- **Ordinance No. 2846**- 2<sup>nd</sup> reading- 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
- **Ordinance No. 2847**- 2<sup>nd</sup> reading- approving a budget amendment of the city’s FY24 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
- **Ordinance No.** - 1<sup>st</sup> reading- budget amendment to accept grant for Anne Street Village

Join Zoom Meeting

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

**Meeting ID:** 881 6325 3286

**Passcode:** 812389

Phone: 1.301.715.8592

*Posted 12/07/23*

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**OCTOBER 23, 2023**

4  
5 **PUBLIC OFFICIALS PRESENT**

6  
7 *Council President April R. Jackson*  
8 *Council Vice-President Angela M. Blake*  
9 *Councilmember Megan Outten*

*Mayor John R. "Jack" Heath*  
*Councilmember Michele Gregory*  
*Councilman D'Shawn M. Doughty*

10  
11 **IN ATTENDANCE**

12  
13 *City Administrator Andy Kitzrow, City Attorney Ashley Bosche, City Clerk Kimberly Nichols,*  
14 *and members of the public*

15 \*\*\*\*\*

16 **PLEDGE OF ALLEGIANCE / MOMENT OF SILENT MEDITATION**

17  
18 *The City Council met in Legislative Session at 6:00 p.m. in Council Chambers of the Salisbury*  
19 *Headquarters Building and via Zoom on October 23, 2023. Council President April Jackson*  
20 *called the meeting to order. After the recital of the pledge to the flag, President Jackson invited*  
21 *everyone to participate in a moment of silent meditation.*

22  
23 **ADOPTION OF LEGISLATIVE AGENDA**

24  
25 *Ms. Gregory moved and Ms. Outten seconded to adopt the legislative agenda. Ms. Blake*  
26 *motioned and Mr. Doughty seconded to amend the agenda by inserting the following resolution,*  
27 *immediately following Resolution No. 3289: Resolution No. 3290- to authorize the Mayor to*  
28 *enter into, on behalf of the City of Salisbury, and amended and restated Land Disposition*  
29 *Agreement with Davis Strategic Development, LLC setting forth the terms and conditions*  
30 *governing the sale and redevelopment of Lots 3 and 16. Ms. Blake added that it was on last*  
31 *week's Work Session agenda and Council reached 100% consensus to move it forward. The*  
32 *amendment was approved on a 4-1 vote with President Jackson voting "nay."*

33  
34 *President Jackson stated she held it off until the next meeting. She asked if Ms. Blake discussed*  
35 *this with anyone, and Ms. Blake answered in the affirmative, stating when she realized it was not*  
36 *on the agenda she spoke with the other Council members. Ms. Gregory said it was not discussed*  
37 *with her and wondered when the discussion happened. Ms. Jackson thought it was best to wait*  
38 *until after the election and the new people came into office before bringing this resolution up for*  
39 *approval.*

40  
41 *Ms. Jackson and Ms. Blake discussed the motion and whether or not it was a transparent action.*  
42 *Ms. Gregory said they did not have time to thoroughly read the resolution. It was always at the*  
43 *discretion of the president whether or not something needed to be added to the agenda. Ms.*  
44 *Blake said it should have been thoroughly understood on the 16<sup>th</sup> and there was consensus to*  
45 *from Council to move the LDA forward.*

46  
47 *The amended agenda was approved on a 3-2 vote and would be placed immediately following*

48 Resolution No. 3289. "Aye" votes were from Ms. Blake, Ms. Outten and Mr. Doughty.

49

50 **CONSENT AGENDA**- presented by City Clerk Kimberly Nichols

51

52 The Consent Agenda, consisting of the following items, was unanimously approved on a motion  
53 and second by Ms. Outten and Ms. Blake, respectively.

54

- 55 • September 11, 2023 Council Meeting Minutes
- 56 • Resolution No. 3287- approving the appointment of Jessica Cook to the Disability  
57 Advisory Committee for the term ending October 2026

58

59 President Jackson thanked Ms. Jessica Cook for serving on the committee.

60

61 **AWARD OF BIDS**- presented by Procurement Director Jennifer Miller

62

63 Ms. Blake moved, Ms. Outten seconded and the following Award of Bids was unanimously  
64 approved.

65

- 66 • ITB A-24-103 Various Water Treatment Chemicals \$1,759,952.00 (1<sup>st</sup> yr. estimate)
- 67 • ITB 24-110 Wireless Voice, Data and Accessories \$ 97,500.00 (1<sup>st</sup> yr. estimate)

68

69 **RESOLUTIONS**- presented by City Administrator Andy Kitzrow

70

- 71 • **Resolution No. 3288**- authorizing the Mayor to sign a memorandum of agreement with Cal  
72 Ripken Sr. Foundation for a stem lab donation to the Newton Street Community Center

73

74 Ms. Gregory moved, Ms. Blake seconded, and the vote was unanimous to approve  
75 Resolution No. 3288.

76

- 77 • **Resolution No. 3289**- to approve and adopt Water and Sewer Extension Policy

78

79 Ms. Gregory moved, Ms. Blake seconded, and the vote was unanimous to approve  
80 Resolution No. 3289.

81

- 82 • **Resolution No. 3290**- to authorize the mayor to enter into, on behalf of the City of Salisbury, an  
83 amended and restated Land Disposition Agreement with Davis Strategic Development, LLC,  
84 setting forth the terms and conditions governing the sale and redevelopment of Lot 3 and Lot 16

85

86 Ms. Blake moved and Mr. Doughty seconded to approve Resolution No. 3290.

87

88 Ms. Gregory did not think it was proper to have on the agenda because she was not comfortable  
89 not having the material in front of her. This was poor form that this was sprung on them and was  
90 not in the packet. She supported this project but it had not been given proper prior notification to  
91 the Public that it was going to be on the agenda this evening. She asked the rest of Council to not  
92 vote for this tonight.

93

94 Mr. Doughty said he was glad it was back on the agenda because it was a lesson to them all that  
95 as things were added, it was important to have communication between Council. Given that, he

96 motioned to table Resolution No. 3290 until the next legislative meeting. Ms. Gregory seconded,  
97 and the vote was 3-2. President Jackson, Ms. Gregory and Mr. Doughty voted “aye.”  
98

99 **ORDINANCES**- presented by City Attorney Ashley Bosche

- 100  
101 • **Ordinance No. 2833**- 2<sup>nd</sup> reading- authorizing the Mayor to appropriate funds for the  
102 Newton Community Center Project  
103

104 Ms. Outten moved, Ms. Gregory seconded, and the vote was unanimous to approve  
105 Ordinance No. 2833 for second reading.  
106

- 107 • **Ordinance No. 2834**- 2<sup>nd</sup> reading- to authorize the Mayor to appropriate funds for the Lot 5  
108 Compliance project  
109

110 Ms. Gregory moved, Mr. Doughty seconded, and the vote was unanimous to approve  
111 Ordinance No. 2834 for second reading.  
112

- 113 • **Ordinance No. 2835**- 1<sup>st</sup> reading- authorizing the Mayor to appropriate funds for land  
114 acquisition for North Prong Park project  
115

116 Ms. Gregory motioned, Ms. Outten seconded and the vote was unanimous to approve  
117 Ordinance No. 2835 for first reading.  
118

- 119 • **Ordinance No. 2836**- 1<sup>st</sup> reading- to set fees for FY 2024 and thereafter unless and until  
120 subsequently revised or changed  
121

122 Ms. Gregory moved, Mr. Doughty seconded, and the vote was unanimous to approve  
123 Ordinance No. 2836 for first reading.  
124

- 125 • **Ordinance No. 2837**- 1<sup>st</sup> reading- authorizing the Mayor to enter into a memorandum of  
126 understanding with the Wicomico County Health Department and approving a budget  
127 amendment of the FY2024 General Fund Budget to appropriate funds received from the  
128 Wicomico County Health Department in the amount of \$10,000.00  
129

130 Ms. Gregory moved, Ms. Outten seconded, and the vote was unanimous to approve  
131 Ordinance No. 2837 for first reading.  
132

133 **PUBLIC COMMENTS**

134  
135 The following comments were received from eight members of the public:  
136

- 137 • Council would not release closed session minutes from June 20<sup>th</sup> although the Public has a  
138 right to them. At October 9, 2023 Council awarded sole source contract to Gillis-Gilkerson  
139 for \$10,750,000 with no questions. Illegal behavior was spilling over to the Elections Board.  
140 • Let's take care of what we have before we start new projects.  
141 • Speaker announced he was a write-in candidate for District 3.  
142 • Speaker's comments are included as part of these minutes.

- 143 • *Speaker announced he was a candidate for District 2 against D’Shawn Doughty.*  
144 • *Speaker said he gave April Jackson and Michele Gregory credit for speaking out against the*  
145 *LDA. Document was normally prepared ahead but the public has seen nothing. What was*  
146 *the City’s cost (it was not in the packet). Waiting on Exhibit E.*  
147 • *Need to clean house this coming election. Legislation was a last-minute rush before the*  
148 *election. The new developer will pay peanuts in taxes.*  
149 • *Speaker was one of the owners of Davis Strategic Development and said they already owned*  
150 *both of the properties. They did twelve other projects in Downtown Salisbury and completed*  
151 *twenty-five in the City. The plan for the parking lots has been in the public domain with the*  
152 *goal to deliver some luxury apartments with first floor parking and some small retail.*

153  
154 **ADMINISTRATION AND COUNCIL COMMENTS**

155  
156 *Mayor Heath asked the public to consider donating blood. Asked to keep those on both sides of the*  
157 *Israel conflict in our prayers.*

158  
159 *Mr. Doughty said there were lots of events coming up. Being a lifelong resident of Salisbury, many*  
160 *people knew his integrity, and he had not applied for a position that former President Boda had.*  
161 *Those with questions about his ethics needed to reach out to him. Many of the schools had Trunk or*  
162 *Treat. Please participate because the children loved it. Salisbury Jaycees were holding Treat Street*  
163 *this Sunday. This free event drew thousands of children each year.*

164  
165 *Ms. Gregory said Treat Street was a very fun event and safe way for the kids to Trick or Treat. Her*  
166 *objection tonight was about changing the agenda with no prior notice. She did support the LDA.*  
167 *She informed about an event hosted downtown by Blackwater Apothecary.*

168  
169 *Ms. Blake wished everyone a good week.*

170  
171 *Ms. Outten thanked Jessica Cook for stepping up to serve on the Disability Advisory Committee.*  
172 *There were lots of other committees to serve on. She was excited about Treat Street. This was Trick*  
173 *or Treat week so be cautious of children.*

174  
175 *President Jackson was thankful for the Trunk or Treat events because it made it much safer for the*  
176 *children. She invited everyone to the VFW Post 10159 from 6:00 p.m. to 8:00 p.m.*

177  
178 **ADJOURNMENT**

179  
180 *With no further business to discuss, Council President adjourned the meeting at 7:23 p.m.*

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CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
OCTOBER 9, 2023

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*TIME & PLACE:* 7:25 p.m., Council Chambers, Salisbury Headquarters Building  
*PURPOSE:* To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the public body has jurisdiction or any other personnel matter that affects one or more specific individuals;  
*VOTE TO CLOSE:* Unanimous (5-0)  
*CITATION:* Annotated Code of Maryland §3-305(b)(1)  
*PRESENT:* Council President April R. Jackson, Acting Mayor John R. Heath, Vice-President Angela M. Blake, Councilmember Michele Gregory, Councilmember Megan Outten, Councilmember D’Shawn Doughty, City Administrator Andy Kitzrow, City Attorney Ashley Bosché, City Clerk Kim Nichols, Fire Chief John Tull

\*\*\*\*\*  
The City Council convened in Legislative Session at 6:00 p.m. in Council Chambers of the Salisbury Headquarters Building and via Zoom Video Conferencing on October 9, 2023. At 7:25 p.m. upon the adjournment of the Legislative Session, Council President Jackson called for a motion to convene in Closed Session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter affecting one or more specific individuals as permitted under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b)(1). Council would interview the candidate for Deputy City Administrator as recommended by Administration.  
Mr. Doughty moved, Ms. Outten seconded, and the vote was unanimous to convene in Closed Session. Ms. Gregory took a two-minute break and the Closed Session convened at 7:27 p.m. Mr. Kitzrow explained the search and interview process conducted by Administration for filling the Deputy City Administrator position. The candidate was invited into the meeting at 7:35 p.m. and answered questions from Council. He was asked to exit the Closed Session at 7:50 p.m.  
At 7:52 p.m. Council invited the candidate back into the Closed Session and informed him that Council supported the Mayor’s recommendation. After he was congratulated, Ms. Gregory moved, Ms. Blake seconded, and the vote was unanimous to adjourn the Closed Session. At 7:54 p.m. Council reconvened in Open Session and President Jackson reported that City Council had met in Closed Session in accordance with the Annotated Code of Maryland §3-305(b)(1) to discuss the appointment, employment, assignment, promotion discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals. Council interviewed the candidate for Deputy City Administrator during the Closed Session.

\_\_\_\_\_  
City Clerk  
\_\_\_\_\_  
City Council President



10/23/2023 Salisbury City Council Meeting  
Comments by Nancy Roisum

Per the US Census, Salisbury is the MD city with the highest percent population at or below the poverty level - Close to 25%. Of course, they aren't making enough to pay taxes.

Add to that about ¼ of the property inside the City was removed from the City Corporate limits, decades ago. Just look at the map on page 45 of this meeting's agenda package. What a nice favor these privileged folks inside the City opted into and continue to exploit by not paying any City taxes.

**SO one half of the City is not eligible to pay City property and income taxes. But the rest of us are paying excessive City property and income taxes, thereby supporting the 50% who are not.**

Salisbury's city boundaries are one of the most gerrymandered in the nation. Fixing this is an effort that should be started right now. Mayor and City Council, I call on you to propose a resolution, at your next meeting, to change this inequity.

**Thanks to recent years' over spending and the recently approved budget, we now have THE highest real property tax rate in a state that already had one of the highest rates in the nation.**

So, City Leaders' solution to all this is to build 6,000 more homes, to bring in more tax payers. Well, duhh--Taxes are one of the main factors that prospective newcomers consider. Anyone who moves here will probably leave fast, once they see their tax bill.

Who of our current leaders and candidates are talking about how to add new jobs here? Without thousands of new jobs, the thousands of new homes in the pipeline are pointless.

FYI, the City's own analysis of the HERE IS HOME program tells that it gives about \$43 million to developers by removing their hookup fees. \$43million can run the City for a year! Unless City Leaders commit to avoiding more of these giveaways to developers, the drain on our revenue base will continue.

You must start examining the true, whole life-cycle cost of using grants to build new questionable infrastructure. Maintenance budgets are woefully ignored when looking at these "bright penny" projects. Local government employees and taxpayers are the people who will pay the cost. Not to mention, the very folks we

hope to raise up, the underprivileged sector, who end up with poorly maintained public facilities that they must rely on.

CITY LEADER, BE A TEAM PLAYER - HOLD THE LINE. START THE BALL ROLLING NOW to STOP overburdening the working people and city government employees with VISIONs that are BUMPING INTO REALITY

IT'S YOUR LEGACY

CITY OF SALISBURY  
WORK SESSION  
NOVEMBER 6, 2023

Public Officials Present

Council President April Jackson (Zoom)                      Acting Mayor John R. Heath  
Council Vice-President Angela Blake                      Councilmember D'Shawn Doughty (Zoom)  
Councilmember Michele Gregory (Zoom)                      Councilmember Megan Outten

In Attendance

City Administrator Andy Kitzrow, Water Works Director Cori Cameron, Acting Fire Chief Darren Scott, Arts, Business and Culture Department (ABCD) Director Allen Swiger, City Clerk Kimberly Nichols, City Attorney Ashley Bosché and interested members of the public

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On November 6, 2023 the Salisbury City Council convened at 4:30 p.m. in Council Chambers at Salisbury Headquarters, 115 S. Division Street. The following is a synopsis of the items discussed in Work Session.

**Presentation- Wicomico County Health Dept Yearly Report- Matthew McConaughey, Health Officer, Wicomico County Health Department**

Mr. McConaughey provided an overview of the Health Department's accomplishments over the past year and discussed the following: COVID, flu, RSV and their vaccines. The Eastern Shore had an increase in overdoses of Xylazine. Wicomico County had 45 fatal overdoses from May 2021 to May 2022 and 39 from May 2022 to May 2023.

The Health Department participated in many events including Overdose Awareness Day and the Go Purple Kick Off Event. They received three accreditations for five years, and were the 4<sup>th</sup> Health Department in Maryland to receive re-accreditation for the next five years meaning they upheld quality improvement, quality assurance, and the best standard of care. They had improvements in mental health clients and increased training in mental health first aid and Narcan training. The Strategic Plan was recently developed and would carry them to 2027. The Annual Report was on the Health Department's website.

Ms. Gregory said the vaccine for RSV was a huge deal. Mr. McConaughey said it was also available for young patients. Ms. Outten asked for the overdose decrease (13.4%).

The report was provided for Council information only.

**Budget amendment to accept funds from the State of MD Grant for Infrastructure Improvements**

City Administrator Andy Kitzrow reported the City received \$4 million in PAYGO funding and received \$2 million authorized next year for infrastructure improvements to

44 Lot 10. Without it, the redevelopment of the site to include a hotel and conference center  
45 would likely not happen due to rising costs and interest rates.

46  
47 Council reached unanimous consensus to move forward with the budget amendment.

48  
49 **Budget amendment to appropriate fund for the Maryland Folk Festival**

50  
51 ABCD Director Allen Swiger requested an amendment to appropriate funds for the 2024  
52 Maryland Folk Festival (MDFF) scheduled for September 20-22, 2024 to be used for all  
53 operations of Folk Festival including staffing, production fees, artists fees and  
54 equipment, staging, lighting and more. \$85,012 would be required for this program to be  
55 transferred from the General Fund in addition to the revenues listed below:

56  
57 ABCD determined that \$589,700 in appropriations were required for the 2024 MDFF,  
58 exclusive from grant funding (below). \$125,000 in grants should be awarded.

59  
60 The current forecast for the MDFF FY24 Revenues is as follows:

|    |                                    |           |
|----|------------------------------------|-----------|
| 61 | Event Revenues (Beverage, Vendors) | 55,000    |
| 62 | Sponsorships and Donations         | 449,688   |
| 63 | Transfer – General Fund            | 85,012    |
| 64 | Total                              | \$589,700 |

65  
66 Ms. Outten asked when they could hear responses on the grants and Mr. Swiger said it  
67 would be early Spring.

68  
69 Mr. Doughty asked if the budget and schedule were altered for next year in case of  
70 inclement weather and Mr. Swiger said funds were built into it for that. They saw the  
71 risks with rainouts two years in a row but did not lose money despite the rain.

72  
73 Council reached unanimous consensus to advance the legislation to legislative agenda.

74  
75 **Cannabis- Zoning Code modification**

76  
77 City Planner Brian Soper and City Attorney Laura Ryan presented the proposed  
78 amendments to the Zoning Code to permit growing, processing and dispensing cannabis  
79 in the City. The districts for growing and processing were Light Industrial and Industrial  
80 Park. The Industrial Zoning District was not included due to the location and existing  
81 uses. The locations were the Cato Office Building on Parsons Road, the Wastewater  
82 Treatment Plant location, and the old Dresser-Wayne facility. The dispensary would be  
83 located in the General Commercial District via an Ordinance Permit. This allowed  
84 additional review by the Planning Commission and Council to pass an ordinance after  
85 Planning Commission recommendation and public hearing. The Planning Commission  
86 held their public hearing on October 19<sup>th</sup> and forwarded a favorable recommendation.

87  
88 President Jackson asked if most dispensaries would be placed in poorer neighborhoods.  
89 Mr. Soper said they did not know of any locations yet and would let Council know.

90  
91 Council reached unanimous consensus to proceed to the text amendment's next phase.  
92

93 **Public Comments (related to agenda items)**  
94

95 The following public comments were received by five members of the public:  
96

- 97 • Asked if the City could exist without grants. We are taking money from the rest  
98 of Maryland so the City could be in the development business. Only doing  
99 projects when we get special grants was not sustainable. Other things needed  
100 addressing. Affordable housing was promised but all the apartments were luxury.
- 101 • Asked if the possible huge lines at dispensaries were being considered.
- 102 • Asked why the City applied for infrastructure grant money for Lot 10 and learned  
103 some facts regarding the lot. Asked what criteria were used in choosing Mentis.
- 104 • Asked why City grant funds went to the developer and not our own infrastructure.
- 105 • Asked why Council was going to be updated in Closed Session on PFAS lawsuit.
- 106 • Council was opposite of transparent.
- 107 • Speaker submitted a letter which has been included as part of the minutes.
- 108 • It looked suspicious that the City awarded the lot for \$75,000 when we had a  
109 500,000 offer. Asked what improvements to Lot 10 were more important than our  
110 infrastructure in the City. We need roads, traffic lights, garbage disposals.
- 111 • Should not give millions of dollars to a contractor benefitting from the HORIZON  
112 Program. We get no tax revenues for (5) years and only 10% for (10) years.
- 113 • Anything could be discussed in Closed Session and the public saw no minutes.
- 114 • Agenda items could have waited until the new Council and Mayor were elected.
- 115 • State grant was the beginning of the public subsidy of the project.
- 116 • There was no reason to discuss PFAS in Closed Session this evening.

117  
118 **Administration and Council Comments**  
119

120 Mr. Kitzrow thanked Council for moving vital projects forward because Downtown  
121 redevelopment was crucial to our future. He thanked the Legal Team, City Clerk and the  
122 department heads for advancing sound legislation and for being transparent.  
123

124 Mayor Heath said he would comment at the next meeting.  
125

126 Ms. Outten thanked everyone for attending. Polls were open from 7:00 a.m. to 7:00 p.m.  
127 Asbury United Methodist Church was the polling location for District 3. Everyone was  
128 invited to Bagel Bakery's mural unveil dedicated to the City on Friday at 9:30 a.m.  
129

130 Ms. Blake asked those healthy enough to donate blood and save a life. Her son was  
131 married last weekend in Manhattan and she was very happy, but also very tired.  
132

133 Ms. Gregory reiterated what others said, and said to go vote, as many people had fought  
134 and died for that right. She hoped to see residents from District 4 at the Wicomico  
135 Presbyterian Church polling location. Have a safe and healthy week.

136  
137 Mr. Doughty encouraged everyone to vote. The District 2 polling location was Oak  
138 Ridge Baptist Church near the new Junior Achievement where he was a proud board  
139 member. Last week he attended Wicomico High Schools Instructional Leadership Teams  
140 meeting to discuss the roundabout and hear concerns. Today he attended an affordable  
141 housing conference in Hanover. We aren't alone and need local support in this statewide  
142 and national issue. He encouraged the County to become vocal on affordable housing.  
143

144 Ms. Jackson reported 244 children attended the VFW #10159 Trunk or Treat and  
145 everyone had a great time. She encouraged everyone to vote tomorrow. District 1 voters'  
146 polling location is 325 Cypress St at the Salisbury Fire Department.  
147

148 **Adjournment**

149  
150 With no further business to discuss, President Jackson adjourned the Work Session at  
151 5:21 p.m.  
152

153 **Motion to Convene in Closed Session**

154  
155 President Jackson immediately called for a motion to convene in Closed Session to consult with  
156 counsel to obtain legal advice on a legal matter and to consult with staff, consultants, or other  
157 individuals about pending or potential litigation as permitted under the authority of the Maryland  
158 Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b)(7)(8).  
159 The Council would receive an update on the PFAS litigation from counsel and City staff.  
160

161 Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous to convene in Closed  
162 Session. Following a brief break by Council and while the public exited the chambers, Council  
163 convened in Closed Session at 5:29 p.m.  
164

165 **Motion to end Closed Session / Reconvene in Open Session / Report to Public**

166  
167 At 6:01 p.m. upon a motion and seconded by Ms. Outten and Ms. Blake, respectively, Council  
168 unanimously voted to end the Closed Session and immediately returned to Open Session.  
169 President Jackson reported that Council had met in Closed Session to consult with counsel to  
170 obtain legal advice on a legal matter and to consult with staff, consultants, or other individuals  
171 about pending or potential litigation as permitted under the authority of the Maryland Open  
172 Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b)(7)(8). They  
173 received an update on the PFAS litigation from counsel and City staff.  
174  
175  
176

177 \_\_\_\_\_  
City Clerk

178  
179 \_\_\_\_\_  
180 Council President

City Council Work Session 11/06/2023  
Comments by Nancy Roisum

Ref: Agenda Item entitled "Budget amendment to accept funds...State of MD Grant for Infrastructure Improvements..."

I have just completed looking at the Sanborn Maps for the Lot 10 area: 1931 - 1950 Image 5, enclosure below. This is the Lot bounded by E. Church St, S. Salisbury Blvd (now known as Rte 13), Calvert St and Poplar Ave. It is being considered for a hotel-conference center and associated parking garage.

I do not see any major source of contamination such as filling stations or auto repair facilities. ( Please note that I am not qualified to make such a preliminary assessment of this risk. That is the job of City Staff and I hope they are "on it." But prior council agenda items and discussion lead me to believe this may not be the case, so I am trying to make you aware of my concern.)

Due to the many dwellings, a church, undertaker and other commercial-light industrial buildings, shops, once located there, one may safely assume that each has associated with it an underground heating fuel oil storage tank . These eventually rust and leak. Sometimes the owner uses them up before abandoning and the empty tank is left in place. For an individual homeowner or farmer, the state allows the empty tank to be excavated and hauled away to a landfill or metals recycler that accepts such items. (From my experience renovating a MD farm in 2005)

However for non-individual homeowners (governments, businesses) there are more stringent and costly requirements for disposal. The City could be on the hook for excavating and properly disposing of dozens of underground fuel oil storage tanks (empty or with product) and any associated contamination of the soil or removal and proper disposal of "product" left in or around them.

Back in 1960s when the City declared these areas surplus and bulldozed down the structures, *they may have* had the foresight and taken care to excavate these tanks. Records must be found to document it and precisely locate where. In the meantime it would be realistic and prudent to utilize the services of a licensed environmental engineering consultant to investigate the entire site for the presence of these tanks and other underground anomalies that would predicate further testing and possible remedial action.

So I firmly recommend the City proceed to secure proof that the sight is "clean" before entering into any real estate transaction involving Lot 10 (and/or any other parking lots that cover over prior structures). This is standard due diligence in managing and planning real property transactions. It is something that cannot be ignored since past, present and future owner(s) of a contaminated site are financially liable for any environmental contamination it causes. Ref. RCRA (Resource Conservation and Recovery Act), Title 40 of the CFR, and US Code Title 42. Other regulations and laws such as the Toxic Substances Control Act may pertain depending on the type of contamination found. I hope there is none, for the taxpayers' sake.

Please consider this potential cost in using the \$4-6 million grant.

MAP

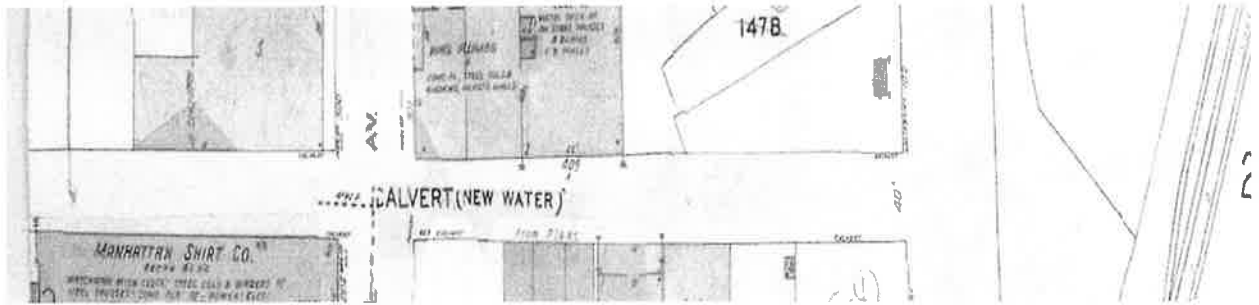
## Image 5 of Sanborn Fire Insurance Map from Salisbury, Wicomico County, Maryland.

[« About this Item](#)

Image 5 of 33 [Go](#) Pages [«](#) [»](#) View [Single image](#) [Go](#)







Download

JPEG (806x956 px)

Go

## About this Item

### Title

Sanborn Fire Insurance Map from Salisbury, Wicomico County, Maryland.

### Created / Published

Sanborn Map Company, Mar 1931 - Aug 1950

### Notes

- Mar 1931 - Aug 1950.
- 32.
- Hebron, Mordela Springs.
- 506.

### Repository

Library of Congress Geography and Map Division Washington, D.C. 20540-4650 USA

### Digital Id

[http://hdl.loc.gov/loc.gmd/g3844sm.g3844sm\\_g036511950](http://hdl.loc.gov/loc.gmd/g3844sm.g3844sm_g036511950)

### Online Format

image

### IIIF Presentation Manifest

Manifest (JSON/LD)

### Part of

Sanborn Maps (35,105)

Geography and Map  
Division (56,216)

American Memory  
(507,684)

### Format

Map

### Dates

1950

### Location

Hebron  
Maryland  
Mordela Springs  
Salisbury  
Wicomico County

### Language

English

## Rights & Access



City of  
Salisbury

2/11/23  
JST

To: Randy Taylor, Mayor  
From: Jessie Turner, Administrative Assistant  
Subject: Appointment to the Youth Development Advisory Committee  
Date: November 22, 2023

---

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

| <u>Name</u> | <u>Term Ending</u> |
|-------------|--------------------|
| Amy Stewart | December 2026      |

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

Attachments

---

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

1 **RESOLUTION NO. 3309**

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

6  
7 

| <u>Name</u> | <u>Term Ending</u> |
|-------------|--------------------|
| Amy Stewart | December 2026      |

8  
9  
10  
11  
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
13 Council of the City of Salisbury, Maryland held on December \_\_\_\_\_, 2023.

14 ATTEST:

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

\_\_\_\_\_

D'Shawn M. Doughty  
PRESIDENT, City Council

21  
22  
23 APPROVED BY ME THIS

24 \_\_\_\_\_ day of \_\_\_\_\_, 2023

25  
26  
27  
28 \_\_\_\_\_  
29 Randolph J. Taylor, Mayor



City of  
**Salisbury**

*RJT  
11-22-23*

To: Randy Taylor, Mayor  
From: Jessie Turner, Administrative Assistant  
Subject: Appointment to the Youth Development Advisory Committee  
Date: November 22, 2023

---

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

| <u>Name</u>       | <u>Term Ending</u> |
|-------------------|--------------------|
| Urjit Chakraborty | December 2026      |

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

Attachments

1 **RESOLUTION NO. 3310**

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

6  
7 

| <u>Name</u>      | <u>Term Ending</u> |
|------------------|--------------------|
| Urit Chakraborty | December 2026      |

8  
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11  
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
13 Council of the City of Salisbury, Maryland held on December \_\_\_\_\_, 2023.

14 ATTEST:

15  
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17  
18 \_\_\_\_\_  
19 Kimberly R. Nichols  
20 CITY CLERK

\_\_\_\_\_

D'Shawn M. Doughty  
PRESIDENT, City Council

21  
22  
23 APPROVED BY ME THIS

24  
25 \_\_\_\_\_ day of \_\_\_\_\_, 2023

26  
27  
28 \_\_\_\_\_  
29 Randolph J. Taylor, Mayor



City of  
**Salisbury**  
John "Jack" R. Heath, Mayor

To: Jack Heath, Mayor  
From: Jessie Turner, Administrative Assistant  
Subject: Re-appointment to the Disability Advisory Committee  
Date: December 6, 2023

---

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

| <u>Name</u> | <u>Term Ending</u> |
|-------------|--------------------|
| Greg Tyler  | December 2026      |

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

Attachments

1 **RESOLUTION NO. 3311**

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

6  
7 

| <u>Name</u>  | <u>Term Ending</u> |
|--------------|--------------------|
| 8 Greg Tyler | 9 December 2026    |

10  
11  
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
13 Council of the City of Salisbury, Maryland held on December \_\_\_\_\_, 2023.

14 ATTEST:

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

\_\_\_\_\_   
D'Shawn M. Doughty  
PRESIDENT, City Council

21  
22  
23 APPROVED BY ME THIS

24  
25 \_\_\_\_\_ day of \_\_\_\_\_, 2023

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28 \_\_\_\_\_  
29 Randolph J. Taylor, Mayor

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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.

52  
53

54 **ATTEST:**

55  
56

57

58 \_\_\_\_\_

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

60  
61

\_\_\_\_\_

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

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Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

**Randolph J. Taylor, Mayor**



# 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](http://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          |
| <b>Total Budget</b>                 | <b>\$ 4,874,910.00</b> |

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.

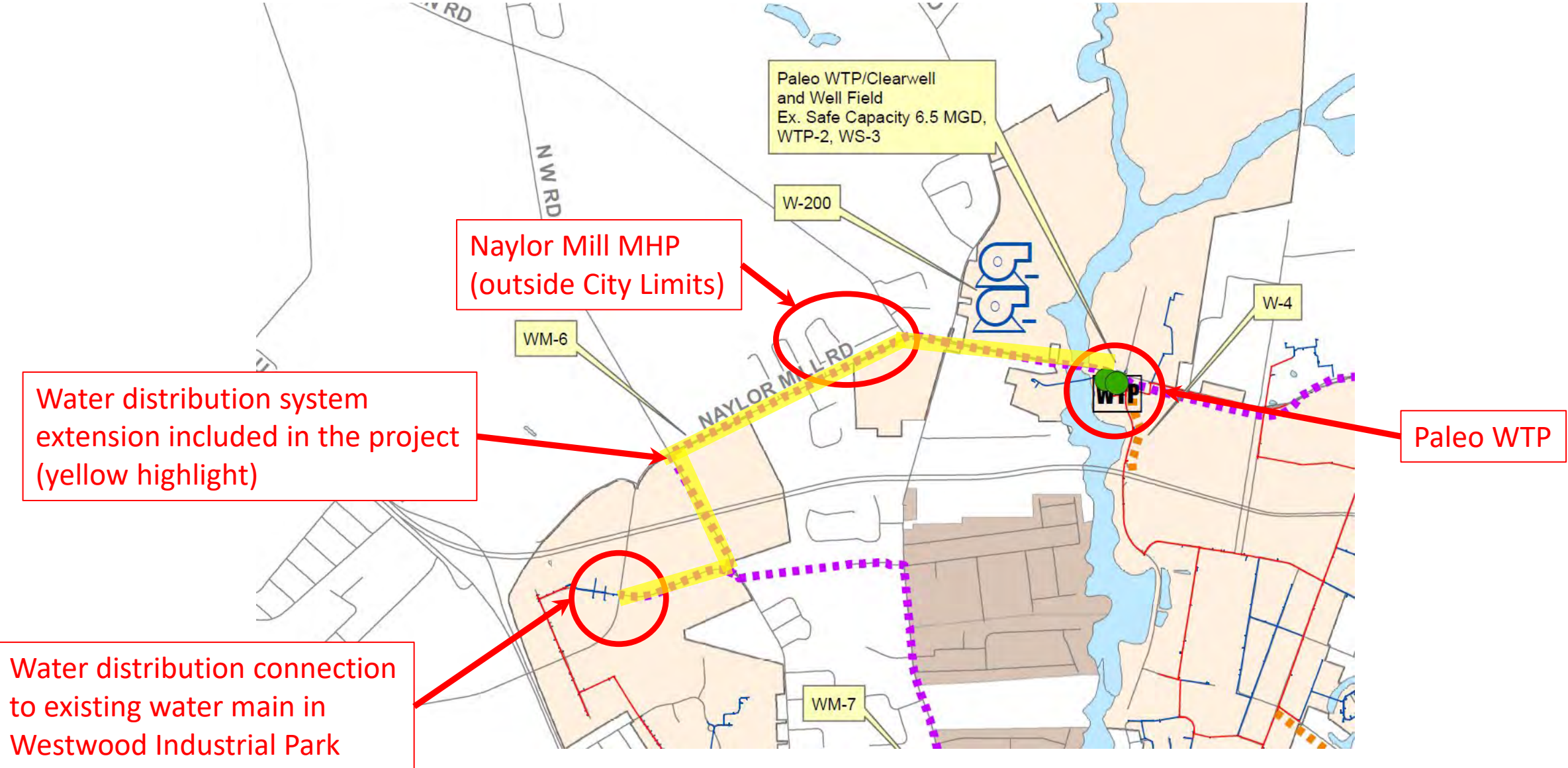
Unless you or the Mayor have further questions, please forward a copy of this memo and the attachments to the City Council.

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

Exhibit from Salisbury Water System Master Plan from June 2016



Naylor Mill MHP  
(outside City Limits)

Paleo WTP/Clearwell  
and Well Field  
Ex. Safe Capacity 6.5 MGD,  
WTP-2, WS-3

Water distribution system  
extension included in the project  
(yellow highlight)

Water distribution connection  
to existing water main in  
Westwood Industrial Park

Paleo WTP

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 Mil 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) shown<sup>1</sup>.

| <b>Project Name: NAYLOR MILL MHP WATER SYSTEM EXTENTION AND PFAS REMEDIATION</b>                 |             |                                   |
|--|-------------|-----------------------------------|
| <b>Program</b>   | <b>Loan</b> | <b>Loan Principal Forgiveness</b> |
| 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](mailto: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.

<sup>1</sup> 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



1  
2  
3 **ORDINANCE NO. 2842**

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

6 **WHEREAS**, the City of Salisbury is eligible to receive \$4,874,910.00 of loan principal  
7 forgiveness from the Maryland Water Infrastructure Financing Administration (“MWIFA”) for the Naylor  
8 Mill Water Main Extension Project (“Project”); and  
9

10 **WHEREAS**, the Project is necessary to serve the Naylor Mill Mobile Home Park with municipal  
11 water; and  
12

13 **WHEREAS**, the Project will improve the City’s water distribution system hydraulics, redundancy  
14 and water quality by extending the water distribution system to loop to the existing water mains in the  
15 Westwood Commerce Park; and  
16

17 **WHEREAS**, the loan closing cannot occur until construction bids are accepted by the Maryland  
18 Board of Public Works and, consequently, a budget amendment is needed to proceed with design and  
19 administration of the Project; and  
20

21 **WHEREAS**, the design and administration costs of the Project are estimated to be \$718,250; and  
22

23 **WHEREAS**, the Department of Water Works desires to contract with engineering consulting  
24 firm(s) to design and administer the Project; and  
25

26 **WHEREAS**, design and administration of the Project are eligible expenses, which are  
27 reimbursable by the loan principal forgiveness awarded by MWIFA upon acceptance of the construction  
28 bids by the Maryland Board of Public Works; and  
29

30 **WHEREAS**, \$718,250 in funds are available from surplus to be transferred from the Water  
31 Sewer Fund as Pay GO to the Water Sewer Capital Project fund for the Project; and  
32

33 **WHEREAS**, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract  
34 that requires an expenditure not appropriated or authorized by the Council of the City of Salisbury; and  
35

36 **WHEREAS**, the appropriations necessary to execute the appropriation of \$718,250 to complete  
37 the Naylor Mill Water Main Extension Project design and administration as provided hereinabove must  
38 be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the  
39 City of Salisbury.  
40

41 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF**  
42 **THE CITY OF SALISBURY, MARYLAND**, as follows:  
43

44 **Section 1.** Mayor Randolph J. Taylor is hereby authorized to appropriate funds for the  
45 Naylor Mill Water Main Extension project in the amount of \$718,250.00.  
46

47 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
48 **SALISBURY, MARYLAND**, as follows:  
49

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

- 52 (a) Increase Revenue 97060-469313 Use of Surplus by \$718,250  
53 (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:**

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86 \_\_\_\_\_  
87 **Kimberly R. Nichols, City Clerk**

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

88  
89 **Approved by me, this \_\_\_\_ day of \_\_\_\_\_, 2023.**

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93 \_\_\_\_\_  
94 **Randolph J. Taylor, Mayor**



**To: Andrew Kitzrow, City Administrator**

**From: Mike Dryden, Director of Field Operations**

**Subject: Budget Amendment**

**Date: November 20, 2023**

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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 \*\*

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**ORDINANCE NO. 2843**

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2024 GENERAL FUND BUDGET TO APPROPRIATE FUNDS TO THE DEPARTMENT OF FIELD OPERATIONS BUDGET.**

**WHEREAS**, solid waste collection and disposal in the City is of vital importance; and

**WHEREAS**, the majority of the Sanitation Division’s vehicles continue to function beyond their expected life cycles causing a need for daily unexpected maintenance; and

**WHEREAS**, the Sanitation Division within the Department of Field Operations has a vehicle maintenance budget currently at \$16,466.18 for the remainder of FY2024; and

**WHEREAS**, the Sanitation Division within the Department of Field Operations has estimated \$90,000 would be required for the remainder of FY2024 to properly maintain their current sanitation fleet allowing for sanitation collection to stay within schedule; 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 Current Year Surplus Account (01000-469810) by \$90,000; and
- (b) Increase the Sanitation Division’s Vehicle Account (32061-534308) by \$90,000.

**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 \_\_\_\_ day of \_\_\_\_\_, 2023 and thereafter, a statement of the substance of

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 \_\_\_\_\_  
61 **Kimberly R. Nichols, City Clerk**

\_\_\_\_\_ **D'Shawn M. Doughty, City Council President**

62  
63 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

64  
65  
66 \_\_\_\_\_  
67 **Randolph J. Taylor, 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.



David Meienschein  
Chief of Police



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**ORDINANCE NO. 2844**

**AN ORDINANCE OF THE CITY OF SALISBURY TO ACCEPT FUNDS RECEIVED FROM THE DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE FOR THE PURCHASE OF PROTECTIVE VESTS FOR POLICE OFFICERS.**

**WHEREAS**, the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance has awarded the Salisbury Police Department \$10,075.00 for the purpose of purchasing replacement bullet proof vests; and

**WHEREAS**, the Salisbury Police Department desires to use these federal funds to purchase bullet proof vests to replace those that are coming to end of useful life in order to maintain the appropriate safety equipment for its officers; 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 of Salisbury’s Grant Fund Budget shall be and hereby is amended as follows:

(a) Increase Bureau of Justice Assistance Fund Revenue, Acct. No. 10500-423110-XXXXX, by \$10,075.00; and

(b) Increase Police Department, Protective Vest, Acct. No. 10500-546022-XXXXX, by \$10,075.00.

**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 published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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**ATTEST:**

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**Kimberly R. Nichols, City Clerk**

\_\_\_\_\_  
**D'Shawn M. Doughty, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**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, sweeping flourish at the end.

David Meienschein  
Chief of Police



699 W. Salisbury Parkway  
Salisbury, MD 21801  
410-548-3165  
[www.salisburypd.com](http://www.salisburypd.com)



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**ORDINANCE NO. 2845**

**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 Salisbury held on the \_\_\_\_ day of \_\_\_\_\_, 2023 and thereafter, a statement of the substance of the

50 Ordinance having been published as required by law, in the meantime, was finally passed by the Council  
51 of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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54 **ATTEST:**

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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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68 **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. 2846**

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

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57 **ATTEST:**

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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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**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

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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.

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**ORDINANCE NO. 2847**

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE CITY'S FY24 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.**

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

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

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

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

**WHEREAS**, appropriations necessary for 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 FY24 General Fund be and hereby is amended as follows:

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

**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 Council of the City of Salisbury held on this 4<sup>th</sup> day of December, 2023, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the 18<sup>th</sup> day of December, 2023.

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**ATTEST:**

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**Kimberly R. Nichols, City Clerk**

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

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Randolph J. Taylor, Mayor**