

CITY OF SALISBURY  
WORK SESSION  
DECEMBER 4, 2023

Public Officials Present

Council President D'Shawn M. Doughty  
Vice President Angela M. Blake  
Councilmember Michele Gregory

Mayor Randolph J. Taylor  
Councilmember April R. Jackson (via Zoom)

Public Officials Absent

Councilmember Sharon C. Dashiell

In Attendance

City Administrator Andy Kitzrow, Director of Housing and Community Development Muir Boda, Community Relations Manager Rachel Manning, Water Works Director Cori Cameron, Amanda Pollack, Water Resources Engineer at Center for Watershed Protection, Field Operations Director Mike Dryden, Assistant Director Department of Arts, Business and Culture Scott Roberts, Deputy Chiefs Chris O'Barsky and Darrin Scott, Acting Deputy Chief of Operations Rob Frampton, Executive Administrative Assistant Jessie Turner, City Attorney Ashley Bosché, City Clerk Kim Nichols and members of the public

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

**Ordinance to receive grant funds for \$4 million to extend water main on Naylor Mill Road**

Water Works Director Cori Cameron and Amanda Pollack, Water Resources Engineer at Center for Watershed Protection joined Council. Ms. Pollack explained the City received a request from the Naylor Mill Road Mobile Home Park in 2022 to run water to the park because one of their two wells was contaminated. MDE asked the City to apply for State Revolving Funds and the City was notified in June that it was on the intended use plan. In October 2023 the City was notified they would receive \$4.8 million in loan principle forgiveness from the Bipartisan Infrastructure Bill for emergent contaminant money.

The original scope was to provide water to the mobile home park on Naylor Mill Road outside of City limits. The 2016 Salisbury Water Master Plan showed areas with pressure problems and distribution systems loops needed. Westwood was at the end of the system, and the plan recommended looping water down Naylor Mill to Westwood. Westwood had slow pressure and most of the businesses had booster pumps. Stopping the line at the mobile home park could cause low pressure and stagnant water, and the State agreed it was appropriate to loop the line to Westwood. Ms. Pollack added that the

\$4.8 million funding included the 16” water main from the Paleo Plant on Scenic Drive to Westwood Industrial Park, putting 8” water mains in the park, and running service to each resident including the water meter and connection fees. They currently only had 2” mains and would get fire hydrants with 8” mains.

Ms. Pollack reported that the loan included the system design, all permits, public bidding, construction, connection fees and contingency. It was not a grant, but a 0 % loan principle forgiveness. Once the project was complete, payments would be forgiven. The City would have to navigate the loan process with a loan closing and bond ordinance to cover the costs, and then would be reimbursed for the money. Ms. Pollack shared that the MD Board of Public Works had to accept the construction contract. The City would front the design and be reimbursed after they bid construction and were ready to award. Part of the funding requirement was that construction must begin by December 2024.

The mobile home residents would pay their water use at the out of town rate. Ms. Blake asked how many hook ups there would be. Park owners Erica Campbell and Ingrid Balea were present and answered that there would be 52 hookups. President Doughty asked if they had been informed and they were. Ms. Jackson asked if they would need to relocate them while the work was being done and Ms. Pollack said they would not. Ms. Pollack said there would be a survey and they would contact the owners to coordinate access. She added that the budget amendment presented was for design, permitting and bidding.

There were no further questions, and Council reached unanimous consensus to advance the legislation to legislative session.

### **Ordinance to increase Vehicle Maintenance account for Sanitation vehicles**

Field Operations Director Mike Dryden reported due to continual maintenance of aging vehicles in Sanitation, the vehicle maintenance budget was insufficient to last through FY 24. Although two side loading and a single rear loading sanitation vehicle were expected to be delivered in 2024, the account was projected to be insufficient to meet encumbered expenses and maintenance, and the account would be depleted by January 2024. Sanitation needed \$90,000 for Vehicle Maintenance to maintain their current fleet.

President Doughty thought communication should be passed along to the residents since there was much concern about Sanitation. Ms. Gregory said she appreciated all the hard work done by Field Operations employees.

Council reached unanimous consensus to advance the ordinance to legislative agenda.

### **Ordinance to accept funds from the sale of surplus fire apparatus**

Deputy Fire Chief Chris O’Barsky reported on the sale of old Truck 2 and a Brush Unit for \$238,000. The proceeds from the sale would be used for the following: replacing expired and outdated Technical Rescue Gear, re-painting the Training Tower at Station 16, kitchen upgrades for Station 1, and extra money for unexpected expenditures.

President Doughty asked for details on the unexpected expenditures, and Council reached unanimous consensus to advance the ordinance to legislative agenda.

### **Ordinance to accept funds for protective vests**

Chief Dave Meienschein reported on the ordinance to accept funds from the Department of Justice, office of Justice Programs Bureau of Justice Assistance in the amount of \$10,075.00 for replacement bullet proof vests. He said the vests were already ordered for this year, but they would be able to use the money in FY25 for more vests.

Council reached unanimous consensus to advance the ordinance to legislative agenda. Mayor Taylor asked for the cost of vests, and Chief Meienschein said about \$800.

### **Ordinance to accept funds received for the Mental Health Co-Responder Project**

Chief Meienschein reported the ordinance to accept funds from the Office of Crime Prevention, Youth and Victim Services in the amount of \$84,500 was to be used to hire a qualified mental health professional for the Mental Health Co-Responder Project.

Mr. Doughty asked about the position, which would be a social worker type position.

Council reached unanimous consensus to advance the ordinance to legislative agenda.

### **Ordinance to accept funds for police recruitment and retention**

Chief Meienschein reported on the ordinance accepting funds for recruitment and retention from the Office of Crime Prevention, Youth and Victim Services.

Council reached unanimous consensus to advance the ordinance to legislative agenda.

### **Truitt Community Center discussion**

Housing & Community Development Director Muir Boda and Community Relations Manager Rachel Manning provided an update on the Truitt Community Center. Ms. Manning discussed the current programming through the Boys & Girls Club, after school programs, and summer camp. The center could be rented for \$35 per hour for private events, and if community inclusive, rent was free. Open gym was on a regular basis.

Mr. Kitzrow said Council had approved ARP and Community Development Block Grant funding for the expansion of Truitt Community Center. It was taking longer than they anticipated with pricing and materials. The bids came in about 3 times what they had allocated in funding, so the City was acting as the contractor to make it affordable. They did not think they needed to request more funding and should be open next Summer.

Ms. Jackson asked for the cost for Open Gym and the hours it operated. Ms. Manning said it was free and children had to be accompanied by an adult. Ms. Jackson asked if a child not be permitted to participate if parents did not come. Manning said she did not put an age limit for that particular reason. The After-School Club at Newton Community Center allowed eight and up to attend without a parent. Children below eight years old needed a guardian. This did not apply to Open Gym and was up to the parents for them to be out unattended. Ms. Jackson said it limited the children being able to attend.

Ms. Manning said they were not a licensed child care facility and their staff members could not provide supervision nor assume that liability and responsibility.

Vanessa Merhib of the Boys & Girls Club reported on the youth programming. Mayor Taylor asked about transportation and was told some buses dropped children off.

President Doughty thanked Mr. Boda and Ms. Manning for coming and explaining for the public what programs were going on and what was planned for the building.

### **Ordinance to accept a donation to support the cost of the holiday lighting displays at Salisbury's City Park**

Department of Arts, Business and Culture Asst. Director Scott Roberts reported the department notified the Community Foundation of the Eastern Shore that it wished to obtain \$7,155.70 from the 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

Mr. Roberts stated the lights needed some rehab this year. Mr. Kitzrow added the large Christmas Tree would not be in the Park this year, but be part of the CIP discussions.

Council reached unanimous consensus to advance the ordinance to legislative agenda.

### **Council discussion of Boards & Commissions Reps**

President Doughty noted the four vacancies needing reps and Ms. Gregory offered to serve again on the Green Team.

Mrs. Nichols asked Ms. Jackson if Tri-County had contacted her about being a rep. Ms. Jackson had not seen anything from them but would serve. Mrs. Nichols would check with them and ask Ms. Dashiell if she would serve on PAC14, Airport, and SWMPO.

### **PUBLIC COMMENTS**

The following comments were received from two members of the public:

- Council rules stated the public could speak to agenda items as they came up.
- Did the mobile home park grant cover construction and private utility line costs?
- Would the increase in Sanitation be enough? Would we hire additional positions?
- If the Mental Health Co-Responder Project was successful, would we apply for more money for that position?
- Were there any youth buildings open without interruption in other districts?
- Had Council had considered allowing the public to have comments?
- What kind of scale would Westwood community operate on?
- Was there a community center schedule the City operated on, were there rules and regulations for them and how were they approved, and any fees for participation?

### **ADMINISTRATION AND COUNCIL COMMENTS**

Mr. Kitzrow said he had answers to many of the public comments this evening if anyone wanted to stay after the meeting to talk through some of the items. He thanked the staff for all their hard work the past weekend and the safety officials and Field Ops teams.

Mayor Taylor said the Tree Lighting and Parade were well attended.

Ms. Gregory said she learned there was never enough candy for the parade. It was great to see everyone come out. She reiterated if anyone wanted to stay afterwards and talk she would be happy to. There were more areas in the City that needed community centers.

Ms. Blake said children were getting off school buses on Mt. Hermon Rd. and Long Ave. Please stop when bus lights were flashing. Please donate blood if you are healthy.

Ms. Jackson agreed with Ms. Gregory on the community centers. They were promised three, and only had two. The questions asked this evening were very good. She wanted the public to continue coming and agreed that the public should be able to comment as the topics were being discussed by Council.

President Doughty also wanted to explore allowing the public to have input in a very reasonable way. If he or anyone else could answer any questions, please ask. The weekend was a great way to start off December and the holiday season.

### **Adjournment**

With no further business to discuss, President Doughty adjourned the Work Session at 5:44 p.m. The Special Meeting convened immediately afterwards.

  
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City Clerk

  
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Council President