



## CITY OF SALISBURY COUNCIL MEETINGS

Welcome and thank you for attending this public meeting. We appreciate your interest in what is happening in your City. Please familiarize yourself with the meeting procedures below:

### **Presiding Officer**

The Council President is responsible for conducting the meeting and managing any public comment period. When the Council President is not present, the Council Vice President conducts the meeting.

### **Public Participation in City Council Meetings**

1. In accordance with the Maryland Open Meetings Act, the general public is entitled to attend and observe all meetings of the Mayor and Council except in appropriate circumstances when meetings of the public bodies may be closed under the Act.
2. To encourage community engagement, the Council allows public comment using the following guidelines:
  - a. Work Sessions – persons desiring to speak on matters specific to the topics on the agenda may do so for up to three (3) minutes after each topic has been presented.
  - b. Regular Meetings – persons desiring to speak on any matter may do so for up to four (4) minutes during the “Public Comments” portion of the meeting.
  - c. Please fill out a comment form from the table as you enter Council Chambers, and turn it in to the Clerk.
  - d. The Council President will call you up to the podium. For the record, please state your name, whether you are a resident within the corporate limits of Salisbury, and any organization affiliation you are representing.
  - e. Questions posed by the public during the public comment portion will be logged and tracked by the City Clerk. The City Clerk will forward the questions to the appropriate individual or body for a response.
3. Those in attendance shall be courteous to one another, the Council, and to the proceedings while the Council is in session. Side conversations within the Council Chambers should be kept to a minimum and should not be disruptive.
4. The public body may have an individual removed if it is determined that the behavior of the individual is disruptive. Engaging in verbal comments intended to insult or slander anyone may be cause for termination of speaking privileges and/or removal from Council Chambers.
5. Please approach the City Clerk if you have questions or materials for the Council.

\*\*\*Please silence your cellphone.\*\*\*



## CITY OF SALISBURY

115 S. Division Street, Salisbury, MD, 21801

### LEGISLATIVE SESSION

Government Office Building

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

Monday, August 12, 2024, 6:00 p.m.

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D'SHAWN M. DOUGHTY  
Council President

ANGELA M. BLAKE  
Council Vice President

APRIL R. JACKSON  
Councilwoman

MICHELE R. GREGORY  
Councilwoman

SHARON DASHIELL  
Councilwoman

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## CALL TO ORDER

## WELCOME/ANNOUNCEMENTS/PLEDGE

**INVOCATION** – Pastor T.J. Smith, Parkway Church of God

**SWEARING IN** – Clerk of Circuit Court James McAllister

- Sandra Green, Finance Director
- Steve Dickerson, Information Services Director
- Nicholas Voitiuc, Infrastructure and Development Director
- Julie English, Clerk's Office Director

## ADOPTION OF LEGISLATIVE AGENDA

**CONSENT AGENDA** – City Clerk Julie English

- July 15, 2024 Work Session minutes
- July 20, 2024 Goal Setting Session minutes
- July 22, 2024 Legislative Session minutes
- July 22, 2024 Closed Session minutes
- **Resolution No. 3357** - Appointment of Daniel McBride to the Human Rights Advisory Committee term ending August 2026
- **Resolution No. 3358** - Appointment of Natalie Saint-Phard to the Human Rights Advisory Committee term ending August 2026
- **Resolution No. 3359** - Appointment of Boni Rychener to the TRUTH Committee term ending August 2027
- **Resolution No. 3360** - Appointment of Shanda Ward to the Disability Advisory Committee term ending August 2027
- **Resolution No. 3361** - Appointment of Brandon Theriot to the Disability Advisory Committee term ending August 2027

**TIER 6 CHANGE ORDER** – Procurement Director Jennifer Miller

- RFP 21-107 Paleo WTP Filter Replacement – CO #1 \$432,000

**RESOLUTIONS** – City Administrator Andy Kitzrow

- **Resolution No. 3362** – to authorize the Mayor to accept the donation of real property located at 307R Delaware Ave, Salisbury, Maryland 21801 from Robert Dale Dashiell, Jr. and Charles T. Capute, Co-trustees of the Twilley Non-exempt Residuary Trust U/W

**PUBLIC HEARING** – City Attorney Ashley Bosché

- **Ordinance No. 2881** – 2<sup>nd</sup> reading- to authorize the operation of a cannabis dispensary at 733 South Salisbury Boulevard in the General Commercial District as required by Section 17.36.040 of the Salisbury Municipal Code

**ORDINANCES** – City Attorney Ashley Bosché

- **Ordinance No. 2882** – approving a budget amendment of the FY25 General Fund Budget to appropriate the funds received from the recovery and recycling of scrap metal

ADMINISTRATION UPDATES AND COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

City Council Meetings are conducted in Open Session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b) by vote of the City Council.

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CITY OF SALISBURY  
WORK SESSION  
JULY 15, 2024

Public Officials Present

Council President D’Shawn M. Doughty                      Mayor Randolph J. Taylor  
Vice President Angela M. Blake (arrived 4:33 pm)      Councilmember Michele Gregory  
Councilmember Sharon C. Dashiell

Public Officials Absent

Councilmember April R. Jackson

In Attendance

City Administrator Andy Kitzrow, Deputy City Administrator John Tull, Fire Chief Rob Frampton, Housing and Community Development (HCDD) Director Muir Boda, City Planner Amanda Rodriquez, Assistant City Clerk Julie English, Council Intern Kofi Kessey, Salisbury-Wicomico Economic Development (SWED) Director Dave Ryan, City Attorney Laura Ryan, Ashley Bosché, City Clerk Kim Nichols and members of the public.

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On July 15, 2024 the Salisbury City Council convened at 4:30 p.m. in Work Session in Council Chambers of the Government Office Building. Council President Doughty called for a moment of silent meditation for the family of the gentleman who was killed during Saturday’s events in Pennsylvania.

**Salisbury-Wicomico Economic Development (SWED) update**

SWED Director Dave Ryan joined Council to discuss some larger projects SWED was working on including the Salisbury Regional Airport, Westwood Commerce Park, and large bay industrial spaces. The latter two projects would bring about \$75 to \$80 million in real property investments over the next two years or so.

President Doughty asked how it impacted our residents. A lot of times people saw the lack of industries as the lack of economic impact we should have in the area and asked what the projects would do for Salisbury. Mr. Ryan said there was no question that Salisbury and other areas across the Country saw a decline in the manufacturing sector over a long period of time. The diversification of our economy was good and distribution was much bigger today than it used to be. Salisbury’s manufacturing base was about 11% and the country’s was about 6 ½ %. It did not make it any easier losing the longstanding Dresser, Campbell or Crown plants, but economic forces could overwhelm some of the best of intentions. It would be helpful to have the sites readily available with reasonable and competitive costs so that when we got prospects we had a place for them to go. He compared it to the housing supply. We were blessed with the legacy type companies such as Perdue, Chesapeake, Piedmont Airlines and Delaware Elevator. They

44 hoped to bring further diversification of the economy and more jobs. Investments in  
45 infrastructure was good and investments in workforce development was terrific.  
46 President Doughty asked if the perspective jobs were such that people could see  
47 themselves make a career out of and Mr. Ryan thought so.

48  
49 Ms. Dashiell asked about the Campbell Soup property and Mr. Ryan said it was  
50 purchased recently and divided up inside into three or four businesses.

51  
52 Mayor Taylor said the market had changed and Mr. Ryan was doing what we needed him  
53 to do which was to partner with a private entity and get a building ready because those  
54 employers tended to be bigger, pay more and stay around longer. We appreciated that  
55 Mr. Ryan was that forward thinking and stayed involved in that kind of work. Mr. Ryan  
56 said that SWED appreciated the Mayor and Council's support. Two spec buildings were  
57 built before, once in the 1980's and once in the 1990's. They were home to Coke and  
58 Pepsi. The environment and the financing had changed, but this was what they could do.  
59 When someone came into those speculative type buildings which consisted of four walls,  
60 dirt floor and a ceiling, it took just as much time for them to begin designing and  
61 tailoring to their needs as it did to start from scratch The site approval process was  
62 different and we needed to mitigate that to be more competitive in the marketplace.

63  
64 President Doughty thanked Mr. Ryan and would like to have him back in six months to a  
65 year. The update was for information only and Council did not vote or reach consensus.

#### 66 67 **2<sup>nd</sup> Quarter Fire Department Statistical update**

68  
69 Fire Chief Rob Frampton provided the attached statistical update, which has been made  
70 part of the minutes. He reported there were currently no vacancies in the department  
71 partly due to the Safer Grant which required them to not have any. The average age of  
72 the employees was 37. With the Safer Grant they employed a lot of young employees  
73 under the ages of 27. Their current minimum staffing level was 19 people per shift. The  
74 total time on the job was about 10 years. He was surprised by that with the Safer Grant  
75 being less than three years, he thought a lot of their time would be that. They currently  
76 employed 102 people and 37 active volunteers. They struggled with recruitment for  
77 volunteers and career positions. The County was revamping the CTE Program at the Vo  
78 Tech in the Fall with upwards of 15 students. The Fire Department started their Cadet  
79 Program back and hoped to have about 5 of the 15 people in the Cadet Program.

80  
81 President Doughty said the Fire Department did a good job of explaining what they did  
82 in the community. The Junior Fire Academy looked really fun and he wished he could  
83 have attended the last day.

84  
85 Ms. Blake asked if there were any updates on our Fire Service Agreement with the  
86 County. Chief Frampton explained he and the Mayor met with some of the County  
87 Council members and had good discussion. Lots of things were in progress to get the  
88 funding back up to \$2 million and dialogue was moving in the right direction. There  
89 were plans in early August to begin a long-term Fire Service Agreement discussion with

90 the County Council. It was trending in a very positive direction. The had been asked a  
91 lot about the data and were provided everything they were asked for. President Doughty  
92 said Council would love to be part of the conversations since it impacted our residents.  
93

94 Ms. Gregory said the EMTs and Fire responders were very quick and caring. She  
95 appreciated them when they came out for her family members.  
96

97 Mayor Taylor asked if the Fire Marshal's Office was revenue neutral, or if they captured  
98 as much as they spent they spent. Chief Frampton said it was revenue positive.  
99

100 Ms. Dashiell enjoyed the Junior Fire Academy which had energy-filled children during  
101 one of the hottest weeks of the year. Zack Bridges did a great job. There would be an  
102 academy for older children from August 5-9 for students 12 to 16 years old.  
103

104 One member of the public provided the following comments:  
105

- 106 • Requested the dates and times of the youth programs. She recalled the Fire  
107 Department held CPR programs and wondered if the youth were provided training  
108 in those fields. She asked if the service was available to the persons who lived in  
109 the woods. She heard from one who needed service early in the morning and was  
110 told the City service did not come out there and they had to search for someone to  
111 respond to them.  
112

113 Chief Frampton reported the Junior Academy was August 5<sup>th</sup> through the 9<sup>th</sup> from 8:00  
114 a.m. to 3:00 p.m. There may be one or two spots available for kids between the ages of  
115 12 and 16 and call Fire Headquarters to fill out an application. The last Wednesday of  
116 each month CPR classes were taught at Headquarters at 6:00 p.m. by former Chief Tull.  
117 He also said they had certain patients that lived in the different areas in the wilderness.  
118 They routinely took calls and went out to the various locations quite often. The SWIFT  
119 services were Monday through Friday from 8:00 a.m. to 4:00 p.m. If they called for a  
120 non-emergent response on a night or weekend they would have gotten an ambulance but  
121 might not have gotten that SWIFT follow-up. Much of the difficulty was tracking the  
122 patients down because they would make a visit and find them not there.  
123

124 The presentation was for Council information only and no consensus was reached.  
125

### 126 **Ordinance Permit to authorize cannabis dispensary at 7:33 S. Salisbury Blvd.** 127

128 City Planner Amanda Rodriguez, Cathie Ralph, CEO, Elevated Mind & Wellness, LLC,  
129 Edward Shire, Attorney at McAllister, DeTar, Showalter & Walter, LLC, and Carl  
130 Wilson with The Traffic Group, the traffic consultant with the project, joined Council  
131 and introduced themselves.  
132

133 Ms. Rodriguez explained the ordinance permit was for a cannabis dispensary located at  
134 733 South Salisbury Boulevard and explained the process it took to get to City Council.  
135 The location was in the General Commercial District and a dispensary was allowed.

136  
137 Ms. Ralph said a lot of information had been provided to Council and she wanted to be  
138 transparent about her business vision to be a cannabis retail store that serviced the City,  
139 contributed to the community, hired from the local work force, invested in City and  
140 County programs, and successfully developed a family of local personnel with growth  
141 and career opportunities. She discussed the existing dispensary's problems related to  
142 parking, traffic flow, on-site consumption concerns, etc. Her business would not  
143 experience those as the location had more than enough parking. They would add exterior  
144 security to ensure on-site consumption was prohibited and utilize kiosks to allow a much  
145 more tranquil and efficient retail experience for patrons. She discussed the Community  
146 Enrichment Program and the commitment to supporting various organizations to promote  
147 community health and well-being by pledging a percentage of sales.

148  
149 Mr. Wilson discussed the traffic impact study for the site. During the PM peak, they  
150 estimated about forty trips in and forty trips out. On Saturday, they estimated sixty-three  
151 in and sixty-four out (about one per minute). The main recommendation for traffic flow  
152 on site was for the circulation to go from South Salisbury Boulevard and all the access  
153 coming into the site circulating to the east over to Roland Street. There was a two-way  
154 left turn lane on South Salisbury Boulevard. People could use that center lane to turn  
155 into the sit so as not to restrict any existing traffic flow. For exiting the site, coming out  
156 at an unsignalized intersection was more concerning than coming out on Roland Street.  
157 There were pedestrians on South Salisbury Boulevard and it was better to exit on Roland  
158 Street because of the site distance.

159  
160 President Doughty said the traffic was the main concern with the other location. This  
161 this group did a good job addressing the concern with having just the one-way entrance  
162 coming in from Rt. 13 and exiting from Roland Street. Having these two businesses in  
163 Salisbury should split up the consumers going from one location to the other.

164  
165 Ms. Gregory asked if they planned to do delivery service to mitigate traffic to the site.  
166 Ms. Ralph said she was looking into it as a dispensary license holder and would have to  
167 partner with a microprocessor/micro delivery for making the deliveries, but currently  
168 were not planning on that.

169  
170 Mayor Taylor asked if on-site usage was a problem. Ms. Ralph said it was prohibited.  
171 Other people in the community had concerns with the Mt. Hermon dispensary with  
172 potential on-site consumption happening in the parking lot and odor.

173  
174 Mr. Kitzrow added that the mechanism in which this was permitted (an ordinance  
175 permit) allowed the City to undo the permit should there become a problem and was why  
176 the legislation was structured in this way.

177  
178 Ms. Blake said parking was a huge problem with another dispensary in the area. She was  
179 trying to visualize the flow of it. Ms. Ralph said they looked at the dispensary that they  
180 had and were taking the kiosk approach. The other dispensary took 45 minutes to an

181 hour to park, go in the building, and come out. With the kiosks, they were in and out  
182 between eight and eleven minutes.

183  
184 Mr. Kitzrow asked if parallel parking was allowed on Roland Street. Mr. Wilson said the  
185 street was 36 feet wide and he did not recall seeing any signs restricting parking. Mr.  
186 Kitzrow asked if they had discussions with the adjacent property owners and Ms. Ralph  
187 said they had not. The business closest to the facility was also a holistic hemp kind of  
188 facility and Walgreens was on the other side.

189  
190 Ms. Blake asked how many people one kiosk would serve, and Ms. Ralph said one  
191 person at a time. They planned to have between 12 and 14 kiosks in the building.

192  
193 Council reached unanimous consensus to advance the Ordinance Permit to legislative  
194 session.

195  
196 **Fair Housing update**

197  
198 HCDD Director Muir Boda provided the update by taking the Analysis on Impediments  
199 to Fair Housing and identifying the top issues for Council to think about using the  
200 presentation attached and made part of the minutes.

201  
202 He stated that the Fair Housing Guide with the Renter's Guide, Landlord's Guide, and  
203 Homeowner's Guide would be ready soon. President Doughty said this would guide  
204 HCDD on what they should focus their efforts on and looked forward to the next steps  
205 beyond Step 7. These exact things were discussed at the Housing Action Committee and  
206 were what people were seeing as impediments but also an expert was seeing this as well.

207  
208 Ms. Gregory said that as a parent with one out the door and another with one foot out the  
209 door, she knew there were young people who wanted to move out on their own but could  
210 not because there was not enough supply. With trying to retain these young, talented  
211 people to remain in Salisbury, we needed housing for them after they graduated.

212  
213 Ms. Dashiell asked when the guides would be completed and Mr. Boda said there were  
214 only a few minor things to be completed. Once finished, it would go to the Mayor's  
215 Office for approval, then they would post it. It would go into the CAPER, which the  
216 Grants Manager Jo Ellen Bynum prepared which went into the CDBG Plan.

217  
218 Two members of the public commented the following:

- 219  
220
- The report was thorough and answered the questions she had.
  - Asked Mr. Boda to differentiate between fair housing and affordable housing. She  
221 thought Mr. Boda did that, but was concerned that what a developer may consider  
222 as fair housing may not be to those hoping to live there. Could wages could be  
223 married with housing to ensure it could be afforded before it became a hardship?  
224 Was there a particular type of housing that was being promoted?  
225



- 226 • She encouraged Council to be cognizant of the prices that were set for housing  
227 when looking at employment versus housing so that people could be employed  
228 with a living wage and afford to live. They had families and needed time to invest  
229 into them without having to work a second or part-time job to make ends meet.  
230 We needed jobs that people would be able to live with and raise a family with.  
231

232 President Doughty said that the Fair Housing Choice gave the definition of Fair Housing  
233 as the ability of persons regardless of race, color, religion, sex, national origin, familial  
234 status or handicap of similar income levels to have the same housing choices available to  
235 them. He added that affordable housing was one component of fair housing, but not the  
236 only component. He referred to the chart on page three and asked if apartment  
237 complexes were 20 or more units. Mr. Boda said that Mill Pond Village would be in the  
238 20 or more. President Doughty said that a larger portion of our houses in Salisbury were  
239 single family homes (41%) versus. Less than 10% were multi-family homes. 19.7% of  
240 the houses were 10-19 units and 8.9% were 20 units or more.  
241

242 Mr. Boda said that Parson’s Lake, currently under construction, had 300 to 350 homes.  
243 The one at the old Mall would have 40 to 50 more houses. The ultimate goal was that  
244 everybody at every level had the same choices available to them as everybody else.  
245

- 246 • Another speaker referred to the chart with seven things and asked who the “they”  
247 were. About eight years ago she commented that the 4-2 law created a housing  
248 crisis. It took homes with four bedrooms and a bathroom and only allowed two  
249 unrelated people. This made all the expenses twice as expensive to each person  
250 since they were split two ways rather than four. Nobody thought about the cause  
251 and effect, and what the long-term outcome of that decision would be. They just  
252 wanted less parking in the neighborhoods close to college.
- 253 • We needed to revisit that piece of it but had to be careful with parking, density,  
254 overcrowding the neighborhoods.
- 255 • We had to think long-term because everything we did to bring people in our City  
256 created an impact on our Fire Department, Police Department, schools, teaching,  
257 education programs, sub-division supports. Adding another 500 houses meant  
258 they needed to go to school, ride the buses, call the EMT, etc. We had to be able  
259 to support all of those things, as well. Speaker implored all the decision makers to  
260 keep the vision of cause and effect and long-term reactions in place. Asked about  
261 the Housing Action Committee, who served on the committee, and asked to be a  
262 part of the group. Speaker also offered to help HCDD with outreach to make sure  
263 the documents they were preparing had stakeholder input.  
264

265 President Doughty said they would send the last speaker an invite to the next meeting.  
266 They made sure to invite individuals from every sector and had a good group.  
267

268 Mr. Boda said the consultant with the CDBG plan had worked on the update using  
269 internal data from the City and the American Community survey from the Census data.  
270 There were many components to it based on economic trends and average income.  
271

272 **Administration and Council Comments**

273  
274 Mayor Taylor was attending the prayer vigil at the Park Bandstand for the events that  
275 happened over the weekend in Pennsylvania.

276  
277 Mr. Kitzrow announced the new director of Infrastructure and Development began today.  
278 He would be invited to an upcoming meeting. The ordinance permit was a step in the  
279 right direction for the City of Salisbury.

280  
281 Ms. Dashiell requested an update on Carroll Street and HORIZON and HERE IS HOME  
282 programs. Mr. Kitzrow said they were coming.

283  
284 Ms. Gregory was excited about the new dispensary and congratulated Ms. Ralph. The  
285 next few days will be very hot and the Wicomico County Health Department was  
286 opening cooling centers. The Civic Center would be open from 1:00 p.m. to 8:00 p.m. on  
287 Tuesday and 3:00 p.m. to 6:00 p.m. on Wednesday. They did not allow pets. MAC  
288 offered a cooling center for residents aged 55 and older Tuesday and Wednesday from  
289 8:00 a.m. to 4:00 p.m. Stay cool for the next couple of days.

290  
291 Ms. Blake requested updates on Safe Streets For All and Rails to Trails. Mr. Kitzrow  
292 said that would be reported on at the same time as the Carroll Street update because  
293 Carroll Street was part of the Safe Streets For All. The Human Rights Advisory  
294 Committee met last week and were focusing on human trafficking and educating the  
295 community on it. If anyone was aware of human trafficking or knew someone involved  
296 in it, reach out to Life Crisis. They helped victims and were the key agency in reporting.  
297 The Pedestrian and Bike Committee was doing great things and both committees would  
298 be at Third Friday with a combined table. This Council was very busy. Each member had  
299 four or five committees, social events, all the Council sessions, and other meetings.  
300 They tried to be everywhere. If healthy enough, please donate blood and plasma.

301  
302 President Doughty was glad we had the cooling stations in our community. He would  
303 post on Facebook about the free lunch and snack program for the summer for youth,  
304 funded by MSDE. He would meet with Administration to review the agenda items  
305 requested by Council and looked forwarding to getting some things buttoned up  
306 including Truitt Street Community Center and the Lake Street Playground. Mr. Kitzrow  
307 said it may be settled in a week or so. The Indian Village playground had some good  
308 free programs this summer. The County and the City were partnering for these children.

309  
310 **Adjournment**

311  
312 With no further business to discuss, the Work Session was adjourned at 6:16 p.m.

313  
314 \_\_\_\_\_  
315 City Clerk

316  
317 \_\_\_\_\_  
318 Council President

# SFD 2024 1<sup>st</sup> Half Statistical Update

*"Data Driven, Community Focused"*



# The Basics

## 1<sup>st</sup> Half of 2023

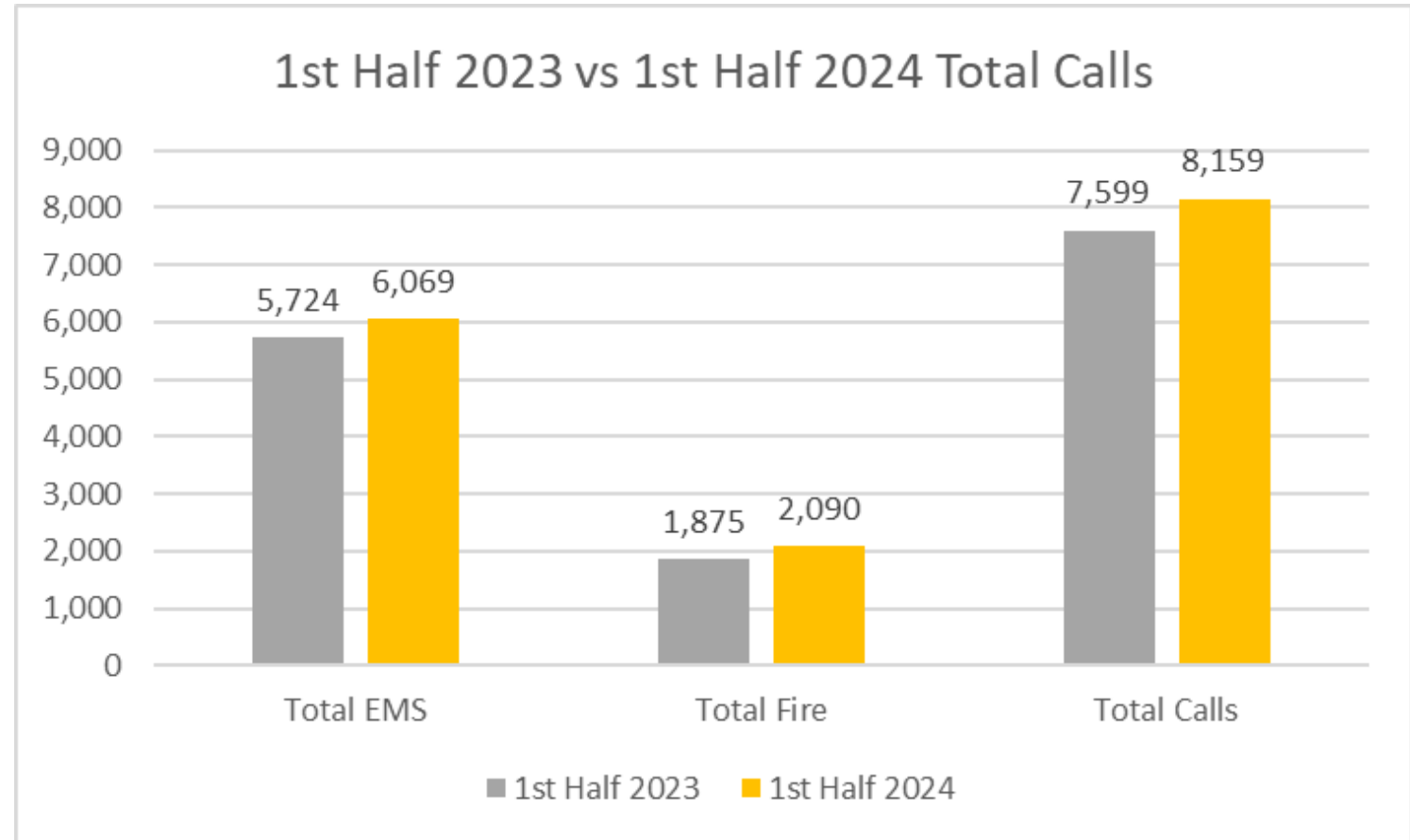
- Total Calls – 7,599
- Fire – 1,875
- EMS – 5,724
  
- Total Fire Unit Responses – Did Not Track in 2023
  
- 1 call every 34-1/2 minutes

## 1<sup>st</sup> Half of 2024

- Total Calls – 8,159 (+7.4%)
- Fire – 2,090 (+11.5%)
- EMS – 6069 (+6.0%)
  
- Total Fire Unit Responses – 3,332
  
- 1 call every 32 minutes

*"Data Driven, Community Focused"*

# Visualizing the Basics



*"Data Driven, Community Focused"*

# Let's Take a Deeper Dive

## 1st Half of 2023

- EMS Calls (Incorporated District) – 3,933
- EMS Calls (Unincorporated District) – 1580
- EMS Calls (Outside of the SFD District) – 211
- Fire Calls (Incorporated District) – 1255
- Fire Calls (Unincorporated District) – 564
- Fire Calls (Outside of the SFD District) – 58

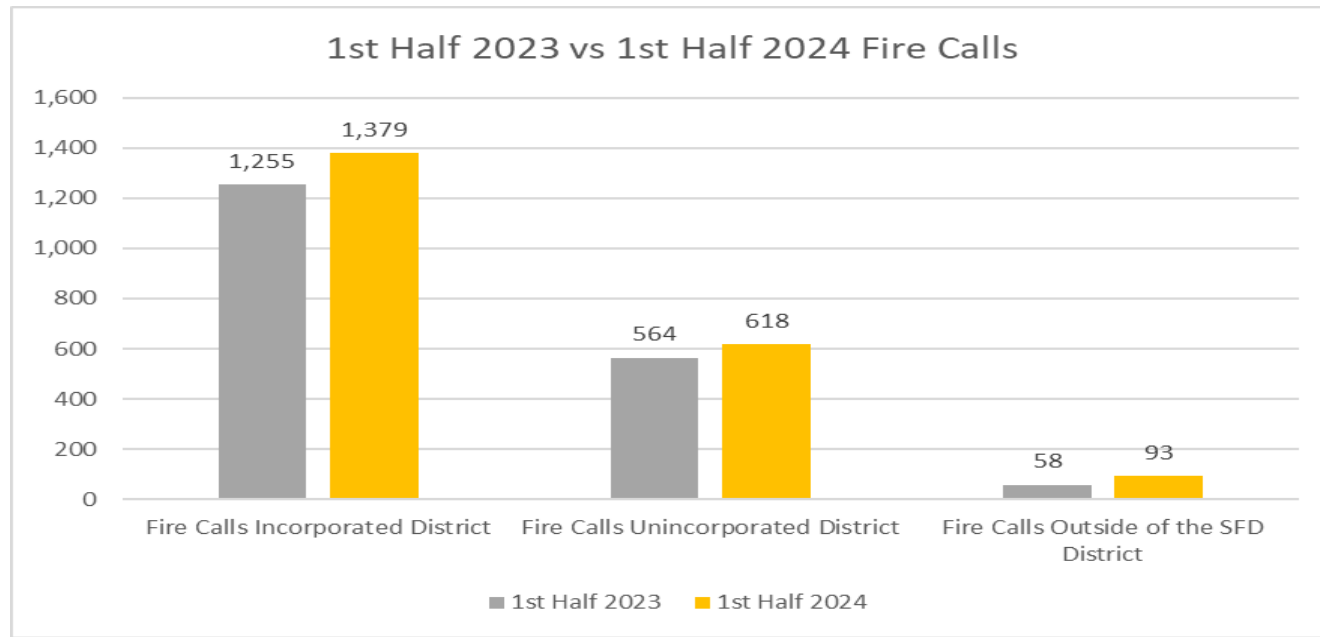
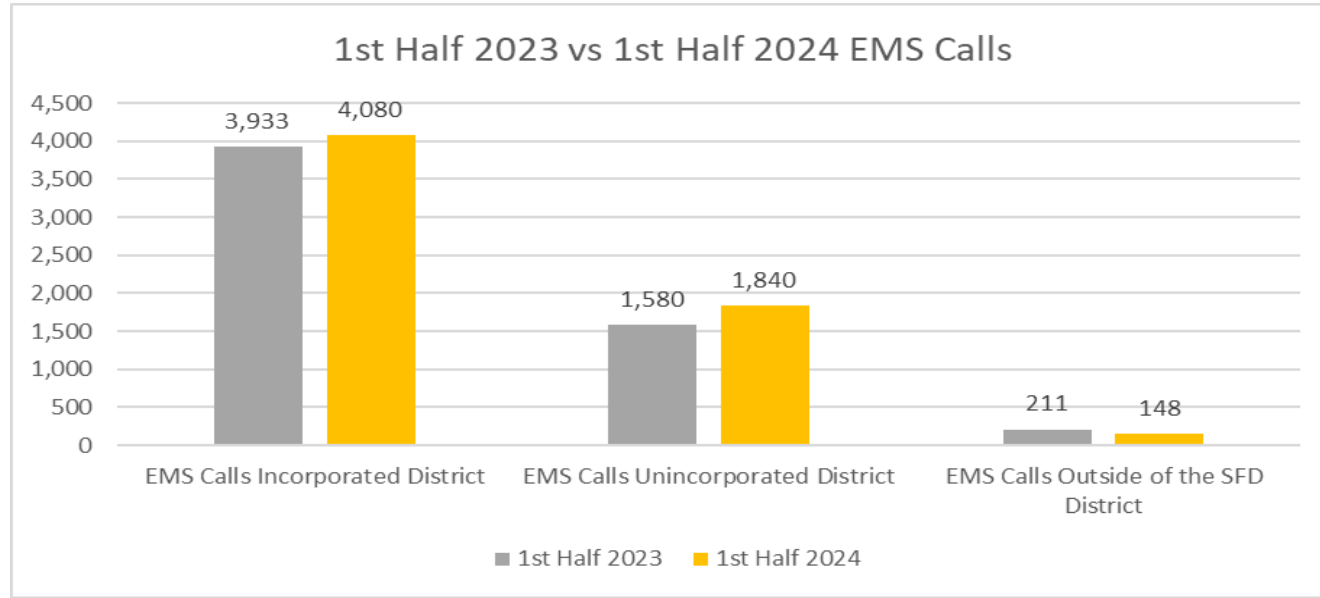
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## 1<sup>st</sup> Half of 2024

- EMS Calls (Incorporated District) – 4,081 (+3.76%)
- EMS Calls (Unincorporated District) – 1,840 (+16.5%)
- EMS Calls (Outside of the SFD District) - 148 (-29.9%)
- Fire Calls (Incorporated District) – 1379 (+9.8%)
- Fire Calls (Unincorporated District) – 618 (+9.6%)
- Fire Calls (Outside of the SFD District) – 93 (+60.3%)

*"Data Driven, Community Focused"*

# Visualizing the Deeper Dive



*"Data Driven, Community Focused"*

# EMS, SWIFT, & MDCN

- Witnessed Cardiac Arrests – 23
- Unwitnessed Cardiac Arrests – 68
- Patients Successfully Resuscitated – 13
- 45 Opioid Related Calls in the 1<sup>st</sup> Half of 2024
- Average EMS Unit Response Times to Charlie, Delta, & Echo – 5 minutes and 54 seconds (Dispatch to Arrival)
- 19 New Patients Enrolled in SWIFT in 1<sup>st</sup> Half of 2024
- MDCN 600 Calls since January 1<sup>st</sup>, 2024
  - 165 Patients Treated with No Transport to ER
  - Over \$333,000 Reduction in ED Visits

*"Data Driven, Community Focused"*



# EMS Billing Revenue

- 2<sup>nd</sup> Qtr 2024 EMS Gross Charges \$ Billed (Apr-Jun) - \$2,363,664
- 2<sup>nd</sup> Qtr. 2024 EMS Transport \$ Collected (Apr-Jun) - \$711,904
- Annualized EMS Transport Net Revenue - \$2,847,616 (Based on 1<sup>st</sup> Half Collections, Up YoY & Above Budget by approx. \$400K)
- Average \$ Collected per Transport - \$330

*"Data Driven, Community Focused"*

# Fire Marshal's Office Report

- 1<sup>st</sup> Half of 2024 Property Value Saved from Fire – \$36,210,751
- 1<sup>st</sup> Half of 2024 Property Lost from Fire – \$2,034,360
- Fire Unit Response Times Average – Under 4 Minutes (Travel Times Only)
- FM's Office Approved Building Plan Reviews – 96
- FM's Office Building Inspections – 444
- FM's Office Generated Approx. \$291k in Revenue in 1<sup>st</sup> Half of 2024
  - On Track to Be Above Budget by Approx. \$150k
- Fires Investigated by the FM's Office in 1<sup>st</sup> Half of 2024 – 15
- Civilian Fire Deaths – 0
- Civilian Fire Injuries – 2

*"Data Driven, Community Focused"*

## More Information

- 1<sup>st</sup> Half Employee Sick Hours – 2,325 hours (Slightly Higher than 2023)
- 1<sup>st</sup> Half FMLA Hours – 1,577 hours (Slightly Higher than 2023)
- Numerous Community Events & Programs
  - Participated in the PTSD 9-1-1 Documentary
  - GIS Symposium Speaker Panel in Fairfax County
  - Family Fun Day at the City Park
  - \$22k Grant for Cancer Testing of All Members

*"Data Driven, Community Focused"*

# Personnel Successes

- Vehicle Ordered for SWIFT Using Opioid Abatement Funds
- Progress on Lithium-Ion Battery Fires (Response, Safety Messages, Disposal)
- 5 Paramedic Students Graduated from Wor-Wic Community College
- FM's Office Completed Drone Training (GIS, Pre-Planning, Area Surveys, Wildfires, Large Area Searches)
- SWIFT/MIH Team Members Selected for National Presentations in Dallas and Las Vegas

*"Data Driven, Community Focused"*



# Fair Housing: Addressing the Impediments

Housing & Community Development

# Fair Housing Choice

## HUD defines Fair Housing Choice as:

“The ability of persons, regardless of race, color, religion, sex, national origin, familial status, or handicap of similar income levels to have the same housing choices available to them.”



# Impediments to Fair Housing Choice

1. There is a lack of affordable housing for all income levels in Salisbury.
2. There is a lack of new construction to meet the housing demand, especially owner-occupied housing units.
3. There are areas of minority housing concentration that correspond to areas of lower income concentration.
4. There are substantially more renter-occupied units than owner-occupied units.
5. Household incomes have increased at slower rates than housing costs.
6. There is a lack of zoning provisions that encourage fair housing choices.
7. Communication issues exist for persons with limited English proficiency (LEP).



# Historical Housing Builds by Decade

As of 2017

Year Structure Built	Number	Percentage
Built 2014 or 2017	91	0.60%
Built 2010 to 2013	519	3.60%
Built 2000 to 2009	3302	22.80%
Built 1990 to 1999	1929	13.30%
Built 1980 to 1989	2006	13.90%
Built 1970 to 1979	1271	8.80%
Built 1960 to 1969	991	6.90%
Built 1950 to 1959	1468	10.20%
Built 1940 to 1949	1131	7.80%
Built 1939 or Earlier	1743	12.10%
Total	14451	100%





# Types of Housing Units

Unit Type	Percentage
1 Unit Detached	41.0%
1 Unit Attached	10.0%
2 Units	4.3%
3 or 4 Units	5.5%
5 to 9 Units	10.2%
10 to 19 Units	19.7%
20 or More Units	8.9%
Mobile Homes	0.3%
Other	0.1%



# Housing Permits Since 2017

Year Permitted	Total	Single Family	Multi-Family	5+ Units
2023	78	59	19	11
2022	95	35	60	0
2021	27	0	0	0
2020	92	43	49	39
2019	72	32	40	40
2018	41	25	16	12
2017	19	15	4	0



# Addressing the Impediments

**There is a lack of affordable housing for all income levels in Salisbury.**

- **Build every kind of housing.**
- **Change zoning code to:**
  - **Increase density.**
  - **Eliminate 4-2/3-2 law.**
  - **Allow ADU, SRO.**



# Addressing the Impediments

**There is a lack of new construction to meet the housing demand, especially owner-occupied housing units.**

- **Remove barriers for new construction.**
- **Upzoning for Higher Density**
- **Mixed-Use Development**
- **Promote development loan, and mortgage assistance.**
- **Permit small-scale development for infill projects.**



# Addressing the Impediments

**There are areas of minority housing concentration that correspond to areas of lower income concentration.**

- **Workforce development.**
- **Promote resources to these communities.**
- **Support revitalization grants and loan programs.**
- **Promote property rehabilitation programs.**
- **Promote home ownership programs.**



# Addressing the Impediments

**There are substantially more renter-occupied units than owner-occupied units.**

- **We are a college town with SU, UMES, & Wor-Wic.**
- **SU will require juniors to live on campus.**
- **Promote SNHS & Habitat for Humanity Home Ownership programs.**



# Addressing the Impediments

**Household incomes have increased at slower rates than housing costs.**

- **Promote educational opportunities through job training and skills development programs.**



# Addressing the Impediments

**There is a lack of zoning provisions that encourage fair housing choices.**

- **Zoning code changes.**
  - **Reduce restrictions.**
- **Develop a plan for developers who include affordable housing in their projects.**





# Addressing the Impediments

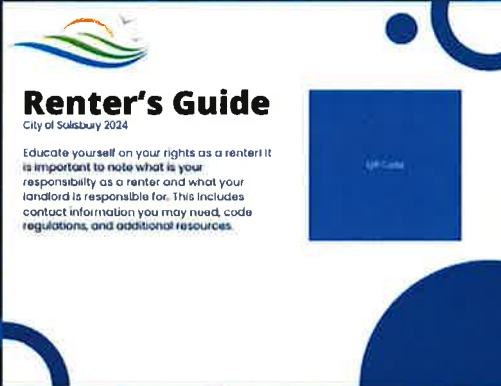
**Communication issues exist for persons with limited English proficiency (LEP).**


- **Provide city documents and communications in Spanish, Portuguese, and Haitian Creole.**
- **Promote open city positions to these communities.**



# Fair Housing Guide

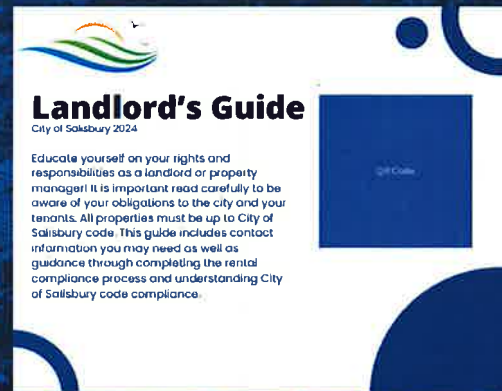
## Coming Soon – Salisbury’s Fair Housing Guide




  
**Renter's Guide**  
City of Salisbury 2024

Educate yourself on your rights as a renter! It is important to note what is your responsibility as a renter and what your landlord is responsible for. This includes contact information you may need, code regulations, and additional resources.

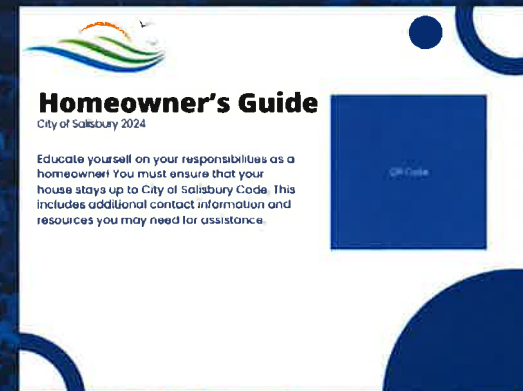
QR Code




  
**Landlord's Guide**  
City of Salisbury 2024

Educate yourself on your rights and responsibilities as a landlord or property manager! It is important to read carefully to be aware of your obligations to the city and your tenants. All properties must be up to City of Salisbury code. This guide includes contact information you may need as well as guidance through completing the rental compliance process and understanding City of Salisbury code compliance.

QR Code



  
**Homeowner's Guide**  
City of Salisbury 2024

Educate yourself on your responsibilities as a homeowner! You must ensure that your house stays up to City of Salisbury Code. This includes additional contact information and resources you may need for assistance.

QR Code



# Fair Housing Guide

QUESTIONS?

Muir Boda – [mboda@salisbury.md](mailto:mboda@salisbury.md)



1 CITY OF SALISBURY  
2 GOAL SETTING SESSION  
3 JULY 20, 2024  
4

5 Public Officials Present  
6

Council President D’Shawn M. Doughty  
Vice President Angela M. Blake  
Councilmember Sharon C. Dashiell

Mayor Randolph J. Taylor  
Councilmember Michele Gregory

7  
8 Public Officials Absent  
9

10 Councilmember April R. Jackson

11  
12 In Attendance  
13

14 Dr. Memo Diriker, Irina Piatselchyts, City Clerk Kim Nichols and members of the public.  
15 -----

16 On July 20, 2024 the Salisbury City Council convened at 9:06 p.m. in the Goal Setting  
17 Session at Roadie Joe’s Bar & Grill, 213 W. Main Street, Salisbury, Maryland.  
18 President Doughty called the meeting to order.  
19

20 **ADOPTION OF SPECIAL MEETING AGENDA**  
21

22 Ms. Blake moved, Ms. Dashiell seconded and the vote was unanimous (4-0) to approve  
23 the Special Meeting agenda.  
24

25 **DISCUSSION**  
26

27 The Goal Setting Session was facilitated by Dr. Memo Diriker who was assisted by Irina  
28 Piatselchyts. The notes provided by Dr. Diriker have been attached as part of these  
29 minutes.  
30

31 Dr. Diriker began the exercise by asking the Mayor and Council to look five years into  
32 the future and list five things they were proud of and five things they could have done  
33 better. Some of the things named by the group as what they were proud of were  
34 Downtown, housing, cohesiveness, shared vision, more affordable housing, recruiting  
35 and encouraging those developing in Salisbury, expanding City services and making  
36 them more accessible and easier, receivership, financial stability for the City and those  
37 who lived here, and having youth more involved in our communities.  
38

39 Some of the things Council named that they wished they did better were: become a  
40 regional area with music and art, growth and what we could do better and bring more  
41 people here, acknowledging and being aware of public input and to respect stakeholders,  
42 improve transitions with leadership, communication with the public while not allowing

43 to get bogged down to those resistant to change, and listening to those who were not  
44 speaking to us.

45  
46 Council was then asked to come up with ten categories of goals. Some of the items  
47 named included housing, growth and development, financial stability, inclusiveness,  
48 community pride, infrastructure, jobs, election process, well-being (health of residents),  
49 diverse employment, public safety, growth, education, and stability, culture, and  
50 financial soundness.

51  
52 The following goal categories were named: Housing, Public Safety, Infrastructure,  
53 Finance, Quality of Life, Culture, Economy, Communication, Facilities, and Friends.  
54 Each of the categories were discussed.

55  
56 Council and Mayor Taylor recessed at 10:10 a.m. and reconvened at 10:19 a.m.

57  
58 Council briefly discussed Rules of Order and the Code of Conduct. They reached  
59 consensus to review both by September and vote on them in October. At Dr. Diriker's  
60 suggestion, a member of Council would work with a staff member from the Mayor's  
61 Office. Ms. Blake would serve with a staff member to conduct the review, and President  
62 Doughty would review rules and code of conduct from other municipalities.

63  
64 Council took a very brief lunch break. Dr. Diriker stated the City now had a very good  
65 pathway to their goals, moving forward.

66  
67 **ADJOURNMENT**

68  
69 With no further discussion, the Goal Setting Session was adjourned at 12:41 p.m.

70  
71 \_\_\_\_\_  
72 City Clerk

73  
74 \_\_\_\_\_  
75 Council President

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**JULY 22, 2024**

**PUBLIC OFFICIALS PRESENT**

*Council President D’Shawn M. Doughty      Mayor Randolph J. Taylor*  
*Vice President Angela M. Blake              Councilmember April R. Jackson (via Zoom)*  
*Councilmember Michele Gregory              Councilmember Sharon C. Dashiell*

**IN ATTENDANCE**

*City Administrator Andy Kitzrow, Wicomico County Executive Julie Giordano, Housing and  
Community Development Director Muir Boda, Police Chief Dave Meienschein, Assistant City  
Clerk Julie English, Former Assistant City Clerk Diane Carter, Former Housing &  
Homelessness Manager Christine Chestnutt, Fire Chief Rob Frampton, Acting Director  
Information Services Steve Dickerson, Executive Administrative Assistant Jessie Turner, City  
Attorney Ashley Bosché, City Clerk Kim Nichols, and members of the public*

**PLEDGE OF ALLEGIANCE – CITY INVOCATION**

*The City Council met in Legislative Session at 6:00 p.m. in Council Chambers of the  
Government Office Building and via Zoom. Council President D’Shawn M. Doughty called the  
meeting to order and requested for everyone to stand and recite the pledge to the flag, followed  
by inviting Pastor Greg Morris of Parkway Church of God to present the City Invocation.*

**PRESENTATIONS-** *Mayor Randy Taylor*

**Disability Pride Month**

*Mayor Randy Taylor presented the Disability Pride Month proclamation to recognize Disability  
Pride which accepts and honors each person’s uniqueness. The City of Salisbury works with its  
own Disability Advisory Committee which was established on October 1, 1991 to ensure that  
those with disabilities had an equal opportunity to participate in, benefit from, and relish the  
opportunities their Community provides. The Disability Advisory Committee assists the Mayor  
through advocacy, education, and referral in order to develop a broader appreciation and  
understanding of the attributes of people with disabilities.*

*Mayor Taylor declared July 2024 as Disability Pride Month in the City and everyone was invited  
to learn more about the significance of the celebration of those who were differently abled and to  
advocate for a more inclusive and accessible world for all.*

*Ms. Dominique Sessa, via Zoom, accepted the proclamation. She said it was important to  
acknowledge disabilities because many times there was a huge stigma to the word disability.  
One in every four persons had a disability. She was excited that Disability Pride was being  
acknowledged in the City.*

48 **Kimberly R. Nichols Day**

49

50 Council President Doughty presented the proclamation to City Clerk Kim Nichols to recognize  
51 and celebrate her twenty-eight years' service to the citizens and the City of Salisbury. She will  
52 retire from the City of Salisbury on August 2, 2024.

53

54 **Certificate of Appreciation**

55

56 Mayor Randy Taylor presented the Certificate of Appreciation to City Clerk Nichols for her  
57 twenty-eight years of service to the City of Salisbury.

58

59 **PRESENTATION AND ADOPTION OF LEGISLATIVE AGENDA**

60

61 President Doughty presented the Legislative Agenda for July 22, 2024 and called for a motion to  
62 adopt the legislative agenda. Ms. Jackson moved, Ms. Dashiell seconded, and the vote was  
63 unanimous (5-0) to approve the legislative agenda.

64

65 **CONSENT AGENDA-** presented by City Clerk Kim Nichols

66

67 The Consent Agenda, consisting of the following items, was unanimously approved (5-0) on a  
68 motion and seconded by Ms. Blake and Ms. Gregory, respectively:

69

- 70 • April 25, 2024 Budget Work Session Minutes
- 71 • June 10, 2024 Council Meeting Minutes
- 72 • June 17, 2024 Work Session Minutes
- 73 • June 17, 2024 Special Meeting Minutes
- 74 • July 1, 2024 Work Session Minutes
- 75 • July 8, 2024 Council Meeting Minutes
- 76 • **Resolution No. 3356-** approving the appointment of Jeremy Alexander to the Human  
77 Rights Advisory Committee for term ending July 2026

78

79 President Doughty thanked Jeremy Alexander, who was present in the meeting, for volunteering  
80 to join the Human Rights Advisory Committee.

81

82 **ORDINANCES-** presented by City Attorney Ashley Bosché

83

- 84 • **Ordinance No. 2878-** 2<sup>nd</sup> reading- amending Title 10, entitled "Health and Safety" of the  
85 Salisbury City Code, by adding a new Chapter 8.36 entitled "Abandoned Shopping  
86 Carts"

87

88 Ms. Gregory moved and Ms. Jackson seconded to approve Ordinance No. 2878 for  
89 second reading.

90

91 A member of the public then requested to speak during the meeting. As this was not  
92 allowed during the Legislative Sessions until the Public Comments section of the agenda,  
93 President Doughty denied her request. After she insisted, she was asked to leave the  
94 meeting and was then led out of the meeting by the officer on duty.

95  
96 *Ms. Bosché presented the ordinance and noted a change to the ordinance after the first*  
97 *reading was made to Lines 131 through 133. The change was the added language to the*  
98 *above lines that read, “unless the cart owner can demonstrate it took adequate*  
99 *procedures to prevent cart abandonment, loss, or theft, as reasonably determined by the*  
100 *Director or his or her designee.”*

101  
102 *Ms. Gregory moved to amend the ordinance as read by Ms. Bosché. Ms. Dashiell*  
103 *seconded the motion and the vote was unanimous to approve the amendment.*

104  
105 *Ordinance No. 2878, as amended for second reading, was approved by unanimous vote.*

- 106  
107 • **Ordinance No. 2879**- 2<sup>nd</sup> reading- to approve a budget amendment of the FY24 General  
108 *Fund Budget to appropriate funds received from the Blue Heron Agility Association of*  
109 *Delaware*

110  
111 *Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous to approve*  
112 *Ordinance No. 2879 for second reading.*

- 113  
114 • **Ordinance No. 2880**- 2<sup>nd</sup> reading- amending Section 15.26 of the Salisbury City Code,  
115 *entitled “Rental of Residential Premises”, to require registration of short-term rental*  
116 *properties*

117  
118 *Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve*  
119 *Ordinance No. 2880 for second reading.*

- 120  
121 • **Ordinance No. 2881**- 1<sup>st</sup> reading- to authorize the operation of a cannabis dispensary at  
122 *733 South Salisbury Boulevard in the General Commercial District as required by*  
123 *Section 17.36.040 of the Salisbury Municipal Code*

124  
125 *Ms. Gregory moved, Ms. Blake seconded, and the vote was unanimous to approve*  
126 *Ordinance No. 2881 for first reading.*

127  
128 **PUBLIC COMMENTS**

129  
130 *Seven members of the public provided the following comments:*

- 131  
132 • *Wicomico County Executive Julie Giordano commended President Doughty for his comment*  
133 *the other week on the importance of the balance of government for the executive and*  
134 *legislative branch. They had a very well-funded and with influential people campaign*  
135 *coming. She spoke about the encryption that had occurred. The County understood the*  
136 *importance and necessity of encryption but recognized the importance of transparency and*  
137 *adhering to PIA requirements. She applauded the Salisbury Police Department for not*  
138 *adhering to switching everything over. Because the County had moved over to encryption*  
139 *without really following through with a lot of different things, they put an email out to*  
140 *people who were willing to partner with them to make sure the County was adhering to*  
141 *transparency and PIA requirements. They put that out to numerous news agencies and have*



142 talked about what they would like and what they would like out of it to make sure that the  
143 media and public had access to that information because per the Attorney General it was  
144 deemed as public information.

- 145 • Speaker discussed the Goal Setting Session. The meeting agenda was posted two days before  
146 the meeting and the agenda gave no clue regarding what the Council was planning to  
147 discuss. Her emailed questions to the Council prior to the event went unanswered. Why was  
148 only two days public notice given? Why was the space above a bar chosen for an official  
149 City meeting? Why wasn't the meeting video recorded by PAC14? Why was a Zoom option  
150 not offered? What wasn't there a City press release on Facebook? Who were the scheduled  
151 speakers and what was their topics? Why were public comments not allowed? Over the last  
152 year, last minute meetings have increased in number and have resulted in some immediate  
153 and devastating changes such as the sale of the downtown parking lot. Last week the Circuit  
154 Court again denied Brad Gillis a special exception for increased density to build nearly  
155 double the maximum number of apartments allowed in the downtown area. Judge Jackson's  
156 ruling called into question the City's belated entry into the matter. Following the March  
157 denial, the City Council employed a law firm behind closed doors to support the developer  
158 in his efforts to relitigate the case at the May re-hearing. The judge ruled that the City had  
159 no standing. Council's behavior opened the door for increased scrutiny regarding  
160 questionable motives relative to personal financial considerations. Some of Council  
161 represented the Public rather than developers, however leadership has repeatedly  
162 demonstrated their desire to fast track actions that only benefited developers over taxpayers.  
163 A City taxpayer and resident were just removed from the Council Chambers. Speaker quoted  
164 Section 6. F. in Resolution No. 2396, which was the Council Rules of Order. She added that  
165 citizens had a right to speak to anything that was up for second reading prior to your vote.
- 166 • Speaker owned Worthington Realty across from Lot 15. She had apartments that were there  
167 for many years and the residents utilized Lot 15 for their parking. There was no special  
168 exception for density. The City made her go to great monetary efforts to try and correct its  
169 decisions regarding the density ruling. The City Library now had plans for a 1,000 seat  
170 auditorium in its place. Where would everyone park during events? This past Tuesday at  
171 11:34 a.m. speaker observed 34 cars in Lot 15. This lot was part of the development plan for  
172 apartments and not part of the original Envision Salisbury Downtown Master Plan. It was to  
173 remain a lot. Lot 15 was added when they decided to build Unity Square, which took some of  
174 the development area away from the developer. This kept going, costing money with  
175 attorneys. Every time they get the same ruling and it was obvious that the development  
176 should not be done. There was a reason why the courts denied it twice and the Board of  
177 Zoning Appeals denied it.
- 178 • Speaker said the speaker was attempting to address something under consideration by the  
179 Council. The rules expressly provided the right to do so. The City owed a lot of people an  
180 apology for what happened in the litigation mentioned by the previous speaker. The whole  
181 matter of the case that was resolved last week came about because the City thought they  
182 could use a Special Exception by the Board of Appeals to increase the density above what  
183 was provided as the maximum in the Code. Maryland Law has been clear for fifty years  
184 when they changed the state zoning enabling law that it could not be done. It was brought to  
185 the attention of the City and the Boards attorney back in November when the hearing was  
186 held. The City owed the citizens their legal fees for getting this straightened by going to  
187 court. This was essentially illegal. It was time to change the Zoning Code to remove the  
188 provision about having a Special Exception to increase density. Its been illegal for fifty

189 years. Changes needed to also be made in the density for apartments and parking in  
190 Downtown. The requirement to have off-site parking apartment projects was removed at the  
191 same time all of the parking lots were sold. 40 units per acre was very high density so  
192 density had to be reduced. Also, a parking requirement had to be done. If there was no on-  
193 site parking for apartments, where would handicapped people park? We could probably  
194 rescind the deal that was made with Gillis because they had not performed their part of the  
195 contract. It was held up because of the zoning and speaker thought they were in arrears.  
196 Speaker thought there was contract law doctrine that something like that could be rescinded  
197 even though the property had been deeded over.

- 198 • Speaker thanked Council for the amendment made to Ordinance No. 2878. It made so much  
199 more sense and doable to all parties involved. Declaring those parking lots surplus  
200 happened when she served as President of City Council. She did not agree with it then nor  
201 now. It was unfortunately causing a whole lot of problems. She added that it really hurt to  
202 see a citizen ejected from the meeting and thought she should have been allowed to say what  
203 she wanted to say. She hoped for a little less rigidity and more finesse. She said she was out  
204 of order according to the standards that were established. Speaker thanked Ms. Nichols for  
205 her years of service and wished her well.
- 206 • Speaker considered Ms. Nichols a friend and told her that she would be missed. Several  
207 members of the Council routinely had asked for updates on Vision Zero, Carroll Street,  
208 Highways, Circles, Bike trails, etc. and thought it was time we got back to the \$12 million  
209 Vision Zero issues. There were rapid developments made on Waverly to make it look like we  
210 did something. We needed to revisit all of our decisions to see if they did any good or any  
211 harm. If harmful, let's correct them. How much money did it cost to originally do the things  
212 at Waverly Drive. She was seeing a few bikers on Waverly because it made sense. We  
213 needed to look at Carroll and potentially done at Eastern Shore Drive. We needed to look at  
214 how many deaths it prevented. We seemed to have more reports of hit and run accidents  
215 than ever. Do not do rapid developments in honor of a grant that we received. We needed to  
216 know where the money went that hired Ms. Patel to represent the City.
- 217 • Speaker on Zoom spoke on behalf of the Maryland Retailers Alliance. She thanked Council  
218 for their attention to their concerns about the shopping cart ordinance. The Alliance  
219 supported the amendment that was added today and looked forward to working with the City  
220 as they moved forward.

## 221 ADMINISTRATION AND COUNCIL COMMENTS

222  
223  
224 Mayor Taylor said that a couple of months ago he brought in a few local architects and an engineer  
225 who were concerned enough with the advent of the Performing Arts Center that they wanted to be  
226 part of a design team to develop a comprehensive plan for the Downtown that incorporated the  
227 needs and uses for all that was being planned. There were many moving parts including parking.  
228 That project was 30 % done and have already notified Mr. Gillis and the University to look at  
229 options and put some pieces together. They were hoping to get a little bit different mix and different  
230 options. We were in a better position they've been in as it related to the whole town's  
231 redevelopment position and we would prepare to share it with the public to give them options.  
232 Councilwoman Blake brought the Water Quality Report to his attention and that shared good news.  
233

234 Mr. Kitzrow said that the updates on the items requested were forthcoming and scheduled for the  
235 August 5<sup>th</sup> Work Session. A lot of federal funding was awarded to them, but we wanted to make

236 *sure that we were spending our match money and the funding appropriately. There was a lot of*  
237 *review going on internally. Deferred infrastructure maintenance was going on in the Parking*  
238 *Garage. It was a safe parking garage. Unity Square was down for a couple of weeks but would be*  
239 *back online this week.*

240  
241 *Ms. Jackson told Ms. Nichols she would be missed and she considered her family. August 5<sup>th</sup> at the*  
242 *Work Session they would have a Discussion on the Hometown Heroes. She invited all veterans and*  
243 *their families to attend the 4:30 p.m. meeting. On August 10<sup>th</sup> the VFW #10159 would host Unity*  
244 *Day. Come out and enjoy and support the veterans and our community. She wished her*  
245 *granddaughter a happy 17<sup>th</sup> birthday. Her oldest daughter's birthday was July 24<sup>th</sup>. She said she*  
246 *missed being at the meetings and would be back in August.*

247  
248 *Ms. Dashiell thanked Ms. Nichols for her guidance and service. She thanked Mr. Taylor for his*  
249 *research and communication he gave Council regarding the zoning issue. If it was this unequal with*  
250 *what the state had written already, it would behoove the City to be on the same page with other*  
251 *established Zoning Codes by using the verbiage we were not consistent with. She thanked Ms.*  
252 *Bratten for bringing up Carroll Street. Rachel Manning was doing her best to do Neighborhood*  
253 *Walks. The next walk was this Wednesday in Doverdale. She shared the free dental clinic happening*  
254 *on September 13<sup>th</sup> and 14<sup>th</sup>. Dentists and hygienists from around the state volunteer their services. It*  
255 *would be held at the Civic Center and would be free. Visit [easternshoremom.org](http://easternshoremom.org). There were plenty*  
256 *of slots for volunteers. Please make sure you support it any way you can.*

257  
258 *Ms. Gregory shared her unique perspective because when she started on Council, COVID*  
259 *happened right after. She told Ms. Nichols she would be missed. She announced a ribbon cutting*  
260 *this Wednesday from 4:00 p.m. to 5:00 p.m. for Delmarva Home Grown downtown. It was the cutest*  
261 *plant shop! The owners were lovely people and she highly recommended supporting them.*  
262 *Disability parking was something she had discussed long and hard with the previous and current*  
263 *administration. They always listened to her concerns. They did walks downtown to identify the best*  
264 *locations. She personally pulled her son downtown and tested the streets, and that was why there*  
265 *was a crosswalk from the parking garage to the Headquarters Building. There were people*  
266 *listening and those behind the scene getting things done.*

267  
268 *Ms. Blake announced the Blood Drive on Friday, July 26 from 9:30 a.m. to 2:30 p.m. in front of the*  
269 *GOB. Last week, the Blood Bank announced they were in critical shape regarding having O and O*  
270 *Positive Blood. She attended the trolley tour with the new City employees. It was nice to be able to*  
271 *welcome them. Last Friday, Third Friday was a huge success. There was a table with some of the*  
272 *City Committees out there. Last Saturday, the retreat with the Mayor and Council went very well.*  
273 *We spent a large portion of our time talking about our vision for the City, where we wanted to go*  
274 *moving forward, and different priorities. We came up with some very interesting and collaborative*  
275 *things. She was excited to put those things in motion. She said the Council really needed Ms.*  
276 *Jackson back, and missed her. She gave her thank you to Ms. Nichols. She was all the comforting*  
277 *things to Ms. Blake. She guided so many council members through the process, keeping us on track*  
278 *with the agenda, answering questions, and being patient. She said Ms. Nichols would be missed.*

279  
280 *President Doughty concurred with Ms. Blake regarding Ms. Nichols and added they met fifteen or*  
281 *so years ago when they attended Church together. He appreciated her and who knew they would*  
282 *end up working together. She did her tasks with patience and a smile. The Doverdale Neighborhood*

283 *Walk was happening on Wednesday in District 2. Immediately following, they would have the*  
284 *Housing Action Committee. They would finish a topic they discussed last time. He thanked Council*  
285 *and Mayor for the Visioning Session. It was very good. He also thanked Dr. Memo Diriker and his*  
286 *assistant Irina Piatselchyts for lending their time to the City pro bono, and for Roadie Joe's for*  
287 *offering their space pro bono. He thanked the public for attending and he looked forward to sharing*  
288 *their vision and topics of discussion.*

289  
290 *President Doughty welcomed former City employees Assistant City Clerk Diane Carter and*  
291 *Housing and Homelessness Manager Christine Chestnutt.*

292  
293 **ADJOURNMENT**

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295 *With no further business to discuss, the meeting was adjourned at 7:03 p.m.*

296  
297 **MOTION TO CONVENE IN CLOSED SESSION**

298  
299 *President Doughty called for a motion to convene in Closed Session to discuss the appointment,*  
300 *employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or*  
301 *performance evaluation of appointees, employees, or officials over whom this public body has*  
302 *jurisdiction; or any other personnel matter that affects one or more specific individuals as*  
303 *authorized under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland*  
304 *General Provisions Article § 3-305(b)(1). The purpose of the Closed Session was to select the*  
305 *Director of Information Services.*

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307 *After the public left the Council Chambers, the Closed Session began at 7:09 p.m.*  
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CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
JULY 22, 2024

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*TIME & PLACE:* 7:09 p.m., Council Chambers, Government Office Building  
*PURPOSE:* 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. (To discuss the selection of the Director of Information Services)

*VOTE TO CLOSE:* Unanimous (4-0)

*CITATION:* Annotated Code of Maryland §3-305(b)(1)

*PRESENT:* Council President D'Shawn M. Doughty, Mayor Randolph J. Taylor, Vice President Angela M. Blake, Councilmember Michele Gregory, Councilmember Sharon C. Dashiell, City Administrator Andy Kitzrow, Human Resources Director Meg Caton, Acting Director Information Services Steve Dickerson, City Attorney Ashley Bosché, and City Clerk Kim Nichols

*ABSENT:* Councilmember April Jackson

\*\*\*\*\*

The City Council convened in Legislative Session at 6:00 p.m. on July 22, 2024 in Council Chambers of the Government Office Building and via Zoom Video Conferencing. At 7:03 p.m. President Doughty 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 that affects one or more specific individuals as authorized under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b)(1).

Ms. Gregory moved, Ms. Dashiell seconded, and the vote was 4-0 to convene in Closed Session. The reason for the Closed Session was to select the Director of Information Services. Council convened in Closed Session at 7:09 p.m. following the public exiting from Council Chambers.

Human Resources Director Meg Caton reviewed the interview process and applicant details for the position of Director of Information Services and shared the candidate's background, qualifications, education, experience and certifications that qualified him for the position.

Mr. Dickerson was invited into Council Chambers at 7:19 p.m. and he discussed his vast experience and work history with the City, and discussed the IT Department's diversity make-up following President Doughty's questions.

Council reached unanimous consensus to the appointment of Steve Dickerson as Director of Information Services.

At 7:22 p.m. Ms. Gregory moved, Ms. Blake seconded, and the vote was unanimous to adjourn the Closed Session. Council convened in Open Session and President Doughty reported that Council had just returned from Closed Session whereby they discussed and reached consensus to

376 *the appointment the Director of Information Services as authorized by State Government Article*  
377 *§ 3-305(b)(1).*

378

379 *With no further business to discuss, the Open Session adjourned at 7:24 p.m.*

380

381

382 \_\_\_\_\_  
*City Clerk*

383

384

385 \_\_\_\_\_  
*Council President*



To: Randy Taylor, Mayor  
From: Jessie Turner, Administrative Assistant  
Subject: Appointment to the Human Rights Advisory Committee  
Date: August 7, 2024

---

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

<u>Name</u>	<u>Term Ending</u>
Daniel McBride	August 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](http://www.salisbury.md)

1 **RESOLUTION NO. 3357**

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

6  
7

<u>Name</u>	<u>Term Ending</u>
Daniel McBride	August 2026

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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 August 12, 2024.

14  
15 ATTEST:

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18 \_\_\_\_\_  
19 Julie A. English  
20 CITY CLERK

\_\_\_\_\_

D'Shawn M. Doughty  
PRESIDENT, City Council

21  
22  
23 APPROVED BY ME THIS  
24 \_\_\_\_\_ day of \_\_\_\_\_, 2024

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





To: Randy Taylor, Mayor  
From: Jessie Turner, Administrative Assistant  
Subject: Appointment to the Human Rights Advisory Committee  
Date: August 7, 2024

---

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

<u>Name</u>	<u>Term Ending</u>
Natalie Saint-Phard	August 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](http://www.salisbury.md)

1 **RESOLUTION NO. 3358**

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

6  
7 Name Term Ending  
8 Natalie Saint-Phard August 2026  
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12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
13 Council of the City of Salisbury, Maryland held on August 12, 2024.

14  
15 ATTEST:

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18 \_\_\_\_\_  
19 Julie A. English  
20 CITY CLERK

\_\_\_\_\_

D'Shawn M. Doughty  
PRESIDENT, City Council

21  
22  
23 APPROVED BY ME THIS

24  
25 \_\_\_\_\_ day of \_\_\_\_\_, 2024

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



To: Randy Taylor, Mayor  
From: Jessie Turner, Administrative Assistant  
Subject: Appointment to the Truth, Racial, Unity, Transformation & Healing (TRUTH) Committee  
Date: August 7, 2024

---

The following person has applied for appointment to the TRUTH Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Boni Rychener	August 2027

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

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Mayor's Office  
115 S. Division St., Salisbury, MD 21801  
410.548.3100  
[www.salisbury.md](http://www.salisbury.md)

1 **RESOLUTION NO. 3359**

2  
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following  
4 individual is appointed to the Truth, Racial, Unity, Transformation & Healing (TRUTH)  
5 Committee for the term ending as indicated.

6  
7 

<u>Name</u>	<u>Term Ending</u>
Boni Rychener	August 2027

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12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
13 Council of the City of Salisbury, Maryland held on August 12, 2024.

14  
15 ATTEST:

16  
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18  
19 \_\_\_\_\_  
20 Julie A. English  
21 CITY CLERK

22  
23 \_\_\_\_\_  
24 D'Shawn M. Doughty  
25 PRESIDENT, City Council

26  
27  
28 APPROVED BY ME THIS

29 \_\_\_\_\_ day of \_\_\_\_\_, 2024

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



# City of Salisbury

To: Randy Taylor, Mayor  
From: Jessie Turner, Administrative Assistant  
Subject: Appointment to the Disability Advisory Committee  
Date: August 7, 2024

---

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

<u>Name</u>	<u>Term Ending</u>
Shanda Ward	August 2027

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

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Mayor's Office  
115 S. Division St., Salisbury, MD 21801  
410.548.3100  
[www.salisbury.md](http://www.salisbury.md)

**RESOLUTION NO. 3360**

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

<u>Name</u>	<u>Term Ending</u>
Shanda Ward	August 2027

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on August 12, 2024.

ATTEST:

\_\_\_\_\_  
Julie A. English  
CITY CLERK

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

APPROVED BY ME THIS  
\_\_\_\_\_ day of \_\_\_\_\_, 2024

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



# City of Salisbury

To: Randy Taylor, Mayor  
From: Jessie Turner, Administrative Assistant  
Subject: Appointment to the Disability Advisory Committee  
Date: August 7, 2024

---

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

<u>Name</u>	<u>Term Ending</u>
Brandon Theriot	August 2027

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](http://www.salisbury.md)

1 **RESOLUTION NO. 3361**

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

6  
7 

<u>Name</u>	<u>Term Ending</u>
Brandon Theriot	August 2027

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 August 12, 2024.

14 ATTEST:

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19 \_\_\_\_\_  
20 Julie A. English  
21 CITY CLERK

22  
23 \_\_\_\_\_  
24 D'Shawn M. Doughty  
25 PRESIDENT, City Council

26 APPROVED BY ME THIS

27 \_\_\_\_\_ day of \_\_\_\_\_, 2024

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





# City of Salisbury

## COUNCIL AGENDA – Department of Procurement

August 12, 2024

### Approval of Tier 6 Change Order

1. RFP 21-107 Paleo WTP Filter Replacement – CO #1 \$432,000



# City of Salisbury

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** August 12, 2024  
**Subject:** Award of Bids

**Per 2.32.085 Change Orders of the Salisbury Municipal Code, the Department of Procurement seeks approval from City Council for the change order as defined herein.**

RFP 21-107 Paleo Water Treatment Filter Replacement – Change Order #1

- Department: Water Works
- Original Scope of Work: Building design services at the Paleo WTP include replacing the existing green sand pressure filters, designing a building addition to house the new filters, and replacing the existing liner-based backwash basin with a permanent basin.
- Original bid date: 04/30/21
- Original date of award: 07/26/21 City Council Meeting
- Original contract value: \$296,737.00
- Vendor: GHD, Inc. (Pasadena, CA)
- Change order details:
  - Description: Designing a larger building to include a granular activated carbon filtration system for PFAS removal and relocation of backwash basins.
  - Cost: \$432,000
- Proposed contract value (with change order): \$728,737.00



To: Jennifer Miller, Director of Internal Services  
From: Cori Cameron, Director of Water Works  
Date: July 23, 2024

RE: Change order for RFP 21-107 Paleo Filter Replacement Design

The Department of Water Works is initiating a change order to RFP-21-107 for the Paleo Filter Replacement Design. Updated EPA and MDE regulations, that will go into effect in 2029 for the treatment of PFAS, have created an urgent situation for the City of Salisbury to plan, design and install treatment for PFAS removal from our water supply. The Paleo filter building is currently in design, but needs to be upgraded to a much larger building with additional features for PFAS treatment. The new building will include GAC (granular activated carbon) filters for PFAS removal. Installing the GAC filters adds a whole new complexity to the design including additional pipes, valve, electronics and additional equipment for installation and removal of the hazardous filter media.

The upgraded design will include increasing the plant capacity from 6.5 MGD to 10 MGD with room for a future build out of 12 MGD. The design of the additional filters and the granular activated carbon system are additional scopes to the original design. The backwash basins will push outside of the current plant fence perimeter, into the wooded area to the south of the plant. This will require additional permitting and a plan for forest stand delineation and forest conservation plan. We have also included bi-weekly meetings with Water Works and the design engineers to move this project as quickly as possible.

The Department has 4.5 years to complete the design and construction of the new treatment portion of the plant, in order to comply with the new 2029 PFAS regulations. In reality, this is not a lot of time for a project this size. Many water treatment plants across the nation are installing the new treatment systems, causing supply chain backups. This includes the media for the granular activated carbon filters, an essential part of the treatment process. The change order and Paleo filter project are necessary to prepare for and comply with the EPA and MDE PFAS treatment regulations and to protect public health.



**TIER 6 CHANGE ORDER**  
 Original PO \$100,000.01+  
 Cumulative Increase ≥ 20.01%

**Contract #:** RFP 21-107  
**Contract Name:** Paleo Water Treatment Filter Replacement  
**Change Order #:** 1  
**P.O. #:** 2220111  
**Initiation Date:** 07/23/2024  
**Contract Date:** 08/05/2021  
**Account #:** 96124-513020-50043

**TO:** GHD, Inc.  
 Dept LA 23922  
 Pasadena, CA 91185-3922

You are directed to make the following changes in this contract:

1. GAC system design for PFAS removal.
2. Miscellaneous additional scope items.

Signature of the Contractor indicates their agreement herewith, including any adjustment in the Contract Sum or Contract Time. The terms and conditions of the original contract shall prevail; no other terms and conditions accompanying this charge order shall be valid or enforceable unless specifically acknowledged by written contract amendment issued by the City of Salisbury. Not valid until signed by all parties indicated below.

The original Contract Sum was.....	\$296,737.00
Net change by previously authorized Change Orders.....	\$0.00
The Contract Sum prior to this Change Order was.....	\$296,737.00
The Contract Sum will be (increased), ( <del>decreased</del> ), ( <u>unchanged</u> ) by.....	\$432,000.00
The Cumulative Contract Sum including this Change Order will be.....	\$728,737.00
Therefore, the Cumulative Contract Sum will be (increased), ( <del>decreased</del> ), ( <u>unchanged</u> ) by....	145.58%
The Contract Time will be (increased), ( <del>decreased</del> ), ( <u>unchanged</u> ) by.....	(1220) days
Therefore, the revised date of Substantial Completion is.....	03/01/2027
Therefore, the revised date of Final Acceptance is.....	03/01/2027

**AUTHORIZED:**

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
Cori Cameron	Director of Water Works	<i>Cori Cameron</i>	7/23/24
Jennifer Miller, NIGP-CPP, CPPO, CPPB	Director of Procurement		
Sandra Green	Director of Finance		
Andy Kitzrow	City Administrator		
Randolph Taylor	Mayor		
Ashley Bosche	City Solicitor		
D'Shawn Doughty	President, City Council		

**VENDOR ACKNOWLEDGEMENT (Please sign and return two originals):**

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>

Your ref: RFP 21-107  
Our ref: 12560699

12 July 2024

Cori Cameron  
Director of Water Works  
2322 Scenic Drive  
Salisbury, MD 21801

### **Amendment No. 1, Paleo WTP Filter Replacement Design**

Dear Ms. Cameron;

GHD is submitting this proposal for scope changes associated with the Paleo Water Treatment Plant (WTP) Filter Replacement Project, RFP 21-107. All services shall be performed in accordance with terms and conditions outlined in the Agreement document dated July 28, 2021. This proposal is submitted as an amendment to the above contract.

## **Project Understanding**

The scope of RFP 21-107, Paleo Water Treatment Plant Filter Replacement Design includes design of a new building extension to house the new pressure filters based on a design capacity of 6.5 MGD with room reserved for future addition of pressure filters and a future anion exchange system for nitrate removal for a 12.0 MGD capacity. As discussed in the Memorandum of Understanding dated February 22, 2024, the City would like the new pressure filters to be designed for a capacity of 10.0 MGD in lieu of 6.5 MGD. The City initially requested that GHD include the design of an anion exchange system for nitrate removal but due to funding limitation, the City has decided to remove it from the scope of the change order. Finally, the City requested that GHD include the design of a granular activated carbon system for PFAS removal at the design capacity of 10.0 MGD. The design of the additional pressure filters and the granular activated carbon systems are additional scope items to the contract. The original scope included piping, valves and tie-in points for the future pressure filters and anion exchange system based on a 12.0 MGD capacity.

In addition to the above scope, the backwash basins were initially assumed to be located within the existing fence line. The proposed backwash basins will be located outside the fence line in the wooded area to the south. This would require additional permitting (forest stand delineation and forest conservation plan).

The City stated that they would like to have bi-weekly progress meetings to discuss the project. Progress meetings were not included in the original scope. GHD has included effort for future progress meetings.

Lastly, GHD completed a number of out scope items as part of the scope refinement process for the project. These items are included below.

## **Scope of Services**

The following scope of services will be provided as part of this amendment:

1. Provide a design to include a granular activated carbon system for PFAS removal in the new building. The activated carbon treatment system would be designed for a rated capacity of 10.0

MGD and include vessels, piping, valves and electrical and controls to provide a complete and functional system.

2. Irrespective of the scope related to the anion exchange and PFAS removal systems, the following is a number of miscellaneous additional scope items that have been performed or will be performed:
  - a. Prepared a 30% design based on locating pressure filters within the existing building based on request by the City. The new pressure filters were previously shown in the new treatment building, consistent with the original scope of work.
  - b. Prepared a summary of scope and presented to the City on February 8, 2024.
  - c. Prepared a Memorandum of Understanding based on the February 8, 2024 meeting.
  - d. Coordinated with vendors and prepared an OPCC for the granular activated carbon treatment system.
  - e. Prepare a forest stand delineation and a forest conservation plan to accommodate the new backwash tank outside the fence line, in the wooded area. An allowance of \$20,000.00 is included for a subconsultant to perform this work. There will be some additional effort from GHD to coordinate.
  - f. Attend bi-weekly meetings to discuss design progress (assume a total of 12 meetings). Per the MoU the City requested to have bi-weekly progress meetings.
  - g. Design additional pressure filters to achieve 10.0 mgd.

## **Deliverables**

1. Revised 30%, 60%, 100% and Bid Ready Documents

## **Exclusions/Assumptions**

1. Design of sludge drying beds is excluded from the scope.
2. The fee associated with the design of the PFAS removal system is based on Granular Activated Carbon (GAC) system. A change to a different type of PFAS treatment system would have cost implications associated with it.
3. It is assumed that MDE would not require a pilot study and that a bench scale testing would be adequate.
4. The design fee assumes all of the scope items listed herein will proceed at the same time. Delaying some components may have cost implications.
5. It is assumed that the filtered water from the Greensand filters will be low in particulate matter and that a GAC backwash system would not be required.
6. An additional \$2,000 is included to provide 2 additional soil borings to accommodate the larger building.
7. The extent of the topographic survey conducted for the original project should be adequate as long as the building remains within the existing fence line.
8. As stated in the original contract, space will be allocated in the new building for future anion exchange system for nitrate removal.

## **Schedule**

A revised project schedule will be provided upon approval of this amendment.

## Cost

GHD will perform this scope of work for a lump sum fee of \$432,000.

The cost breakdown is as follows:

Task	Fee
GAC System Design for PFAS Removal (10.0 MGD)	\$300,000.00
Miscellaneous Additional Scope Items	\$132,000.00
<b>Total</b>	<b>\$432,000.00</b>

Let me know if you have any questions.

Regards



**Kelvin George, PE**  
Project Manager

240-206-6818  
Kelvin.george@ghd.com

Copy to: File

CLIENT : <u>City of Salisbury</u>										PREPARED BY:			CLIENT : <u>City of Salisbury</u>										PREPARED BY: <u>KSG</u>					
PROJECT: <u>Paleo WTP Anion Exchange &amp; PFAS Removal Design</u>										CHECKED BY : <u>DATE: 5/19/20</u>			PROJECT: <u>Paleo WTP Anion Exchange &amp; PFAS Removal Design</u>										CHECKED BY : _____			DATE: <u>5/19/2020</u>		
										EXPENSES										SUMMARY								
CLASSIFICATION NUMBER										Forest																		
										Car Truck Conserv Copy Tele-																		
TASK DESCRIPTION										Miles Miles CAD Out/Tech Copiers Center comm.										Labor Expenses Total Price								
Qty																												
3a	Prepare 30% Design		4		8	8		32	180	232	3a	Prepare 30% Design											32,120		32,120.00			
3b	Summarize scope & present to City		8		12			30		50	3b	Summarize scope & present to City	200										10,230	134	10,364.00			
3c	Prepare MoU		2		8			16		26	3c	Prepare MoU											5,260.00		5,260.00			
3d	Coordinated with Vendors re PFAS & Prepare OPCC		1		4			40		45	3d	Coordinated with Vendors re PFAS & Prepare OPCC											7,910		7,910.00			
3e	Forest Stand Delineation				1			8	32	41	3e	Forest Stand Delineation	200		20,000								5,420	20,134	25,554.00			
3f	Attend Bi-weekly Mtgs	12 Mtgs			24	8		36		68	3f	Attend Bi-weekly Mtgs											14,260		14,260.00			
3g	Design of Additional Pressure Filters to achieve 10.0 MGD		4		16	8	16	40	154	238	3g	Design of Additional Pressure Filters to achieve 10.0 MGD											36,560		36,560.00			
<b>TOTALS</b>			19	73	24	16	202	366	700		<b>TOTALS</b>		400			20,000							111,760	20,268	132000			
			270.00	260.00	260.00	260.00	165.00	120.00					0.670	0.560	16.00		0.15	0.050	1.00									
				18980	6240	4160	33330	43920																				





City of  
**Salisbury**  
Salisbury Police Department

July 24, 2024

To: Andy Kitzrow  
City Administrator

From: Chief Dave Meienschein

Reference: Donation of Property Located at 307R Delaware Ave

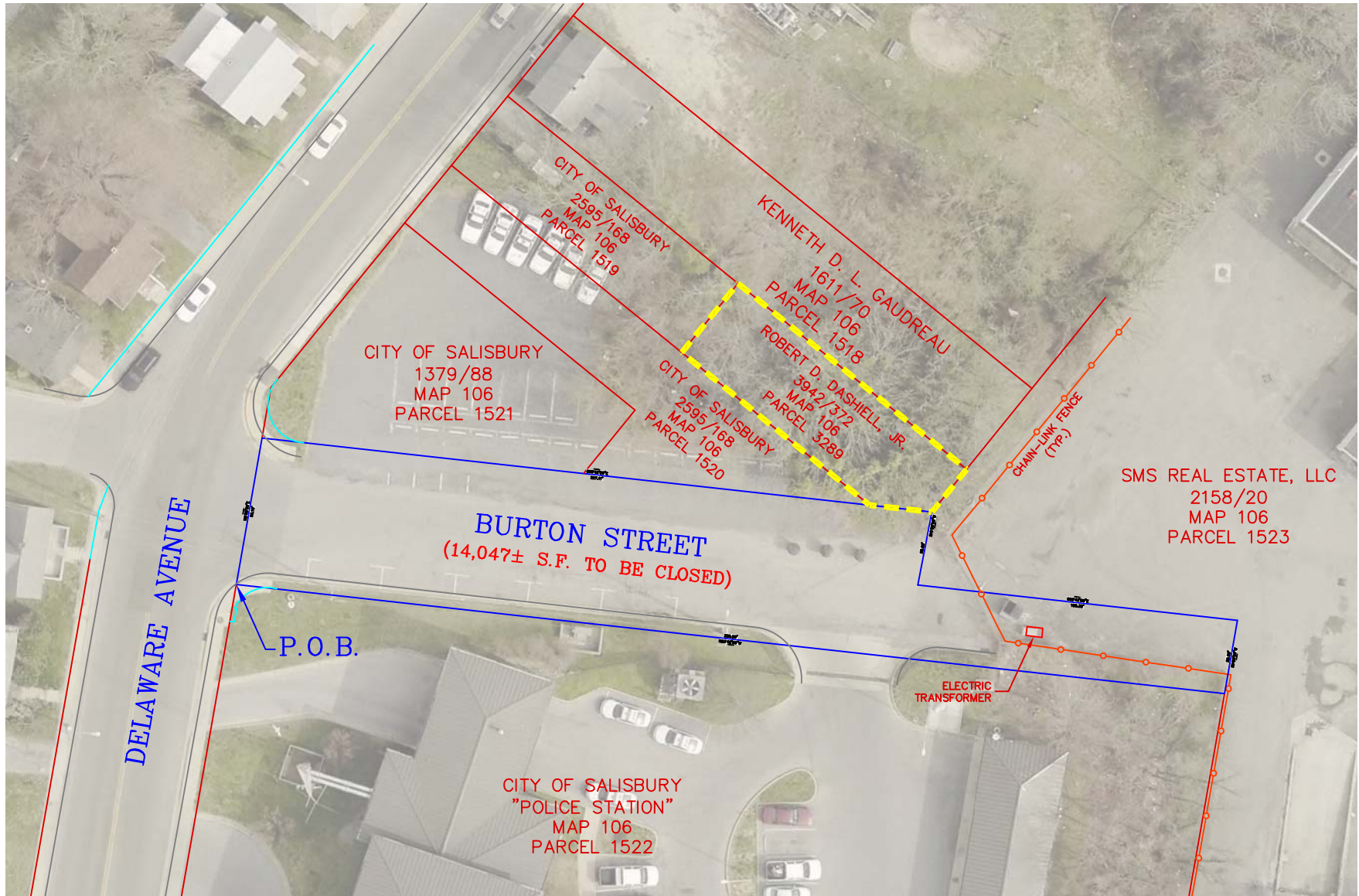
Attached please find a Resolution to accept the donation of Real Property located at 307R Delaware Ave from Robert Dale Dashiell, JR and Charles T. Capute, Co Trustees of the Twilley Non-Exempt Residuary Trust U/W. The value of this property is \$4,000.

The Salisbury Police Department is situated adjacent to this property and is in need of this space for parking.

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

David Meienschein  
Chief of Police





DELAWARE AVENUE

BURTON STREET  
(14,047± S.F. TO BE CLOSED)

P.O.B.

CITY OF SALISBURY  
1379/88  
MAP 106  
PARCEL 1521

CITY OF SALISBURY  
2595/168  
MAP 106  
PARCEL 1519

CITY OF SALISBURY  
2595/168  
MAP 106  
PARCEL 1520

CITY OF SALISBURY  
"POLICE STATION"  
MAP 106  
PARCEL 1522

KENNETH D. L. GAUDREAU  
1611/70  
MAP 106  
PARCEL 1518

ROBERT D. DASHIELL, JR.  
3942/372  
MAP 106  
PARCEL 3289

SMS REAL ESTATE, LLC  
2158/20  
MAP 106  
PARCEL 1523

ELECTRIC TRANSFORMER

CHAIN-LINK FENCE  
(TYP.)

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**RESOLUTION NO. 3362**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ACCEPT THE DONATION OF REAL PROPERTY LOCATED AT 307R DELAWARE AVE, SALISBURY, MARYLAND 21801 FROM ROBERT DALE DASHIELL, JR AND CHARLES T CAPUTE, CO-TRUSTEES OF THE TWILLEY NON-EXEMPT RESIDUARY TRUST U/W**

**WHEREAS**, the donor, owner Robert Dale Dashiell, Jr. and Charles T. Capute, Co-Trustees of the Twilley Non-Exempt Residuary Trust U/W, desire to donate the real property located at 307R Delaware Ave, Salisbury, Maryland, 21801, acquired by deed dated November 13, 2015 and recorded among the Land Records of Wicomico County, Maryland in Liber No. 3942, Folio 372 with State Department of Assessments and Taxation Number: 09-070079; and

**WHEREAS**, the Salisbury Police Department, being situated adjacent to this property and having need of additional space for parking, would benefit from the acceptance of this donation; and

**WHEREAS**, the current size of the lot at 3,000 square feet does not meet existing zoning requirements to build a house on it and the property does not have direct access to Delaware Ave and is surrounded by City of Salisbury owned property; and

**WHEREAS**, by this Resolution, the Council hereby approves the acceptance of the donation of the real property located at 307R Delaware Ave, Salisbury, Maryland 21801 from the Robert Dale Dashiell, Jr. and Charles T. Capute, Co-Trustees of the Twilley Non-Exempt Residuary Trust U/W, contingent upon the City obtaining clear title to the property, and that the City will waive or pay the outstanding fees and taxes currently due on this property referenced herein.

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

**Section 1.** That the Mayor is hereby authorized to accept the donation, on behalf of the City of Salisbury, from Robert Dale Dashiell, Jr. and Charles T. Capute, Co-Trustees of the Twilley Non-Exempt Residuary Trust U/W of 307R Delaware Ave, Salisbury, Maryland, 21801 and is authorized to sign all documents, which may be necessary in connection with the donation (i.e., Contract of Sale, settlement documents, etc.).

**Section 2.** That the City Solicitor shall handle the settlement for the property and shall perform all actions necessary to ensure that clear title to the property is obtained by the City before the City is obligated to accept the donation of the property.

**Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Resolution 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 Resolution 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 Resolution shall remain and shall be deemed valid and enforceable.

**THE ABOVE RESOLUTION** was introduced and read and passed at the regular meeting of the Council of the City of Salisbury held on this 12 day of August, 2024 and is to become effective immediately upon adoption.

49 **ATTEST:**

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**Julie A. English, City Clerk**

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

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

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**Randolph J. Taylor, Mayor**

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To: Andy Kitzrow, City Administrator  
From: Amanda Rodriquez, City Planner   
Date: July 8, 2024  
Re: Ordinance to permit Elevated Mind and Wellness in the General Commercial District

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The Department of Infrastructure and Development received an application for an Ordinance Permit for a cannabis dispensary to be located at 733 South Salisbury Boulevard in the General Commercial District. On June 20, 2024, the Salisbury-Wicomico Planning and Zoning Commission reviewed the request, and forwarded a favorable recommendation to City Council. A dispensary is an allowable use in the General Commercial District with the granting of an Ordinance Permit, per Ch 17.36.040.

During their review, the Commission noted that this request has more than adequate parking, and that limited changes to the property should have a minimal effect on the surrounding businesses. The purpose of the general commercial district is to provide a wide range of functional and attractive regional retail, office, service, wholesale, storage, distributing and light manufacturing activities. The proposed use is consistent with surrounding retail stores, both pharmaceutical and holistic.

The site currently has frontage and one full movement point along South Salisbury Boulevard, and one full movement point along Roland Street to the rear of the property. After conducting a Traffic Impact Study, both points are proposed to have one-way circulation with the entrance on South Salisbury Boulevard and the exit on Roland Street.

The applicant has made considerable effort to proactively address all concerns regarding use prior to this request, including supplying staff with building elevations, a Traffic Impact Study and thorough Business, Operational, and Financial plans.

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



June 24, 2024

Cathie Ralph, CEO  
Elevated Mind & Wellness, LLC  
P.O. Box 246  
Fruitland, MD 21804

**RE: ORDINANCE PERMIT– RETAIL CANNABIS DISPENSARY– Cathie Ralph, CEO, Elevated Mind & Wellness, LLC– 733 South Salisbury Boulevard– General Commercial Zoning District – M-0111, G-0023, P-0435**

Dear Ms. Ralph,

The Salisbury Planning Commission, at its June 20, 2024 meeting, forwarded a **FAVORABLE** recommendation to the Salisbury City Council for the application for an Ordinance Permit for a cannabis dispensary to be located at 733 South Salisbury Boulevard as submitted.

If you have any questions or concerns regarding this matter, please call our office at 410-548-3170.

Sincerely,

A handwritten signature in blue ink that reads "Amanda Rodriguez". The signature is written in a cursive style.

Amanda Rodriguez  
City Planner

1 **ORDINANCE NO. 2881**

2 **ORDINANCE PERMIT**

3 **AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE**  
4 **OPERATION OF A CANNABIS DISPENSARY AT 733 SOUTH SALISBURY**  
5 **BOULEVARD IN THE GENERAL COMMERCIAL DISTRICT AS REQUIRED**  
6 **BY SECTION 17.36.040 OF THE SALISBURY MUNICIPAL CODE.**

7  
8 **WHEREAS**, Elevated Mind & Wellness, LLC has submitted a request in accordance with the  
9 provisions of Section 17.36.040 of Title 17, Zoning, of the Salisbury Municipal Code to operate a cannabis  
10 dispensary in an existing commercial retail building located at 733 South Salisbury Boulevard in the  
11 General Commercial Zoning District; and

12  
13 **WHEREAS**, the Mayor and City Council may grant an Ordinance Permit for certain uses as  
14 specifically listed in Title 17, Zoning, of the Salisbury Municipal Code, particularly Section 17.36.040 and  
15 City Council, Section 17.12.080D; and

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17 **WHEREAS**, the Salisbury Planning Commission reviewed the request for an Ordinance Permit at  
18 its June 20, 2024 meeting and gave a favorable recommendation to the Mayor and City Council on the  
19 request to establish the cannabis dispensary as authorized by State of Maryland regulations; and

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21 **WHEREAS**, the City Council has determined that, based upon a review of all materials presented,  
22 the request should be granted pursuant to Section 17.36.040 of Title 17, Zoning, of the Salisbury Municipal  
23 Code.

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

27 **Section 1.** That an Ordinance Permit to authorize the operation of a cannabis dispensary be and  
28 hereby is hereby granted to Elevated Mind & Wellness, LLC for the property located at 733 South Salisbury  
29 Boulevard, Salisbury, Maryland.

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31 **Section 2.** Elevated Mind & Wellness, LLC shall ensure compliance with all applicable state and  
32 local laws. The City Council reserves the right to conduct periodic review of the operation of the dispensary  
33 in order to ensure compliance with such laws, and the City Council reserves the right to revoke this  
34 Ordinance Permit upon a finding of non-compliance.

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

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

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

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

**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 22 day of July, 2024 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 12 day of August, 2024.

ATTEST:

\_\_\_\_\_  
Julie A. English, City Clerk

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

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

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





City of  
**Salisbury**  
Salisbury Police Department

July 24, 2024

To: Andy Kitzrow  
City Administrator

From: Chief Dave Meienschein

Reference: Ordinance – Budget Amendment

The Salisbury Police Department has recovered funds associated with the recovery of recycled brass & metal casings from the police firing range in the amount of \$6,681.64. The ammunition utilized during firearms qualifications has brass & metal casings which are collected and stored. When the storage bins are full the officers transport the casings to Salisbury Scrap Metal Inc. and they pay us the fair market value for the casings. The monies collected for the casings are forwarded to the City and deposited in the General Fund.

Any further questions can be directed to me and if no further questions arise, please forward the Resolution to the City Council.

David Meienschein  
Chief of Police



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3 **ORDINANCE NO. 2882**  
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5 **AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A**  
6 **BUDGET AMENDMENT OF THE FY25 GENERAL FUND BUDGET TO**  
7 **APPROPRIATE THE FUNDS RECEIVED FROM THE RECOVERY AND**  
8 **RECYCLING OF SCRAP METAL**  
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10 **WHEREAS**, the Salisbury Police Department (SPD) has recycled metal and brass shell  
11 casings recovered as a result of firearms qualifications; and  
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13 **WHEREAS**, as the recycling of these metal and brass shell casings through Salisbury  
14 Scrap Metal Inc. has resulted in a payment to SPD in the amount of Six Thousand Six Hundred  
15 Eighty-One Dollars and Sixty-Four Cents (\$6,681.64); and  
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17 **WHEREAS**, funds recovered from Salisbury Scrap Metal Inc. in the amount of Six  
18 Thousand Six Hundred Eighty-One Dollars and Sixty-Four Cents (\$6,681.64) has been paid to  
19 the City of Salisbury and was deposited into the General Fund; and  
20

21 **WHEREAS**, the Salisbury Police Department requests that these funds in the amount of  
22 Six Thousand Six Hundred Eighty-One Dollars and Sixty-Four Cents (\$6,681.64) be placed into  
23 the SPD Small Tools Account (21021-546009) which is used, in part, to purchase and service  
24 police officer equipment as well as firearms training supplies for SPD Police Officers; and  
25

26 **WHEREAS**, the budget amendment as provided herein must be made upon the  
27 recommendation of the Mayor and the approval of four-fifths of the Council of the City of  
28 Salisbury.  
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30 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE**  
31 **CITY OF SALISBURY, MARYLAND** as follows:  
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33 **Section 1.** The City's Fiscal Year 2025 General Fund Budget be and is hereby is  
34 amended a follows:  
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- 36 1) Increase General Fund Revenue (Salisbury Scrap Metal Account) by Six  
37 Thousand Six Hundred Eighty-One Dollars and Sixty-Four Cents (\$6,681.64);  
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- 39 2) Increase the Police Department budget by Six Thousand Six Hundred Eighty-One  
40 Dollars and Sixty-Four Cents (\$6,681.64); and  
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- 42 3) Increase Police Department Small Tools Account (Account #21021-546009) by  
43 Six Thousand Six Hundred Eighty-One Dollars and Sixty-Four Cents (\$6,681.64).  
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45 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE**  
46 **CITY OF SALISBURY, MARYLAND**, as follows:  
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48 **Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each  
49 provision of this Ordinance shall be deemed independent of all other provisions herein.  
50

51 **Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury  
52 that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged

53 invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law,  
54 such adjudication shall apply only to the section, paragraph, subsection, clause or provision so  
55 adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and  
56 enforceable.

57  
58 **Section 4.** The recitals set forth hereinabove are incorporated into this section of the  
59 Ordinance as if such recitals were specifically set forth at length in this Section 4.

60  
61 **Section 5.** This Ordinance shall take effect from and after the date of its final passage.

62  
63 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of  
64 Salisbury held on this 12 day of August, 2024, and thereafter, a statement of the substance of the  
65 Ordinance having been published as required by law, was finally passed by the Council on the \_\_  
66 day of August, 2024.

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70 ATTEST:

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

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76 **D’Shawn Doughty, City Council President**

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

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82 **Randolph J. Taylor, Mayor**

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