



## 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, April 28, 2025 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 C. DASHIELL  
Councilwoman

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### CALL TO ORDER

### WELCOME/ANNOUNCEMENTS/PLEDGE

INVOCATION – Pastor Greg Carlson, Park Seventh Day Adventist

### PRESENTATION AND ADOPTION OF THE LEGISLATIVE AGENDA

#### CONSENT AGENDA

- October 21, 2024 Special Legislative Session minutes
- **Resolution No. 3391** – appointing Rachael Fogarty to the Human Rights Advisory Committee for term ending April 2027
- **Resolution No. 3392** – appointing Michael Lankford to the Bicycle & Pedestrian Advisory Committee for term ending April 2028
- **Resolution No. 3393** – appointing Mia Carlotta to the Youth Development Advisory Committee for term ending April 2028
- **Resolution No. 3394** – re-appointing Matthew Auchey to the Salisbury Historic District Commission for term ending April 2028
- **Manufacturing Exemption** requests for MaTech (2022, 2023)

#### AWARD OF BID

- ITB A-25-114 Polymer Chemical Supplier \$655,000.00 (3 yr est.)

#### TIER 6 CHANGE ORDER

- RFP 24-102 Naylor Mill Water Main Extension Design Services – CO#1 \$395,200.00
- RFP 21-107 Paleo Water Treatment Filter Replacement – CO#2 \$ 27,600.00

#### RESOLUTIONS

- **Resolution No. 3395** – amending the Salisbury City Council Regulations and Rules of Order

#### ORDINANCES

- **Ordinance No. 2929** – 1<sup>st</sup> reading – authorizing the Mayor to appropriate funds for the Park Well Field Raw Water Line Replacement project

- **Ordinance No. 2930** – 1<sup>st</sup> reading – authorizing the Mayor to enter into a contract with the Maryland State Arts Council for the purpose of accepting grant funds in the amount of \$10,000 and to approve a budget amendment to the grant fund to appropriate these funds for expenses associated with the planning process for a new art installation in the city park
- **Ordinance No. 2931** – 1<sup>st</sup> reading – amending the city’s vehicle and traffic code, including sections 10.04.050, 10.04.060, 10.04.070, 10.04.080, 10.04.090, 10.08.010, 10.16.010, 10.16.030, 10.24.010, 10.24.020, 10.24.030, 10.24.040, 10.24.050, 10.24.060, 10.28.010, and 10.28.030
- **Ordinance No. 2932** – 1<sup>st</sup> reading – to adopt and set penalties for parking violations unless and until subsequently revised or changed

#### PUBLIC COMMENTS

#### ADJOURNMENT/CONVENE IN WORK SESSION

|  |
|--|
| 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. |
|--|

*Posted 04/24/25 revised*



## **SPECIAL LEGISLATIVE SESSION MEETING MINUTES OCTOBER 21, 2024**

### **PUBLIC OFFICIALS PRESENT**

Council President D'Shawn M. Doughty, Council Vice-President Angela M. Blake, Councilwoman April R. Jackson, Councilwoman Michele R. Gregory, Councilwoman Sharon C. Dashiell, Mayor Randy Taylor

### **STAFF IN ATTENDANCE**

City Administrator Andy Kitzrow, Department of Infrastructure and Development Director Nick Voitiuc, Housing and Community Development Director Muir Boda, City Clerk Julie English, City Attorney Ashley Bosché

### **WELCOME/ANNOUNCEMENTS**

The City Council convened in a Special Legislative Session on October 21, 2024 at 5:09 p.m. in the Government Office Building Council Chambers, Room 301, located at 125 N. Division Street.

### **PROCLAMATIONS**

Councilwoman Jackson presented the following proclamations:

- Breast Cancer Awareness Month – Women Supporting Women
- Domestic Violence Awareness Month – Oshun's Garden

### **PRESENTATION AND ADOPTION OF THE AGENDA**

President Doughty presented the meeting agenda and called for a motion and a second to approve the agenda as presented. Ms. Blake motioned and Ms. Dashiell seconded. The vote was 5-0 to approve the legislative agenda. President Doughty called for a motion and a second to approve the amended legislative agenda adding a Consent Agenda. Ms. Gregory motioned and Ms. Jackson seconded. The vote was 5-0 to approve the amended legislative agenda.

### **CONSENT AGENDA**

President Doughty called for a motion and a second to approve the consent agenda. Ms. Gregory moved and Ms. Blake seconded.

Ms. English presented the Consent Agenda, which consisted of the following items:

- **Resolution No. 3368** – approving the appointment of David Burt to the Sustainability Advisory Committee term ending October 2027
- **Resolution No. 3369** – approving the appointment of Steven Wackett to the Ethics Commission term ending October 2028

The consent agenda was passed by a vote of 5-0 in favor.

President Doughty acknowledged David Burt and Steven Wackett for serving in those capacities and looked forward to the contributions they would make.

## **ORDINANCES**

City Attorney Ashley Bosché presented the following ordinances:

- **Ordinance No. 2892** – 2<sup>nd</sup> reading – approving a budget amendment of the FY2025 General Fund Budget to appropriate funds to the Salisbury Fire Department’s Operating Budget

Ordinance No. 2892 was approved for second reading on a motion and second by Ms. Blake and Ms. Gregory, respectively. The vote was 5-0 in favor.

- **Ordinance No. 2893** – 2<sup>nd</sup> reading – to add new fees to FY 2025 and thereafter unless and until subsequently revised or changed

Ordinance No. 2893 was approved for second reading on a motion and second by Ms. Jackson and Ms. Dashiell, respectively. The vote was 5-0 in favor.

- **Ordinance No. 2894** – 2<sup>nd</sup> reading – approving a budget amendment of the FY2025 General Fund Budget and Parking Fund Budget and authorizing the Mayor to amend the authorized positions included in the FY25 General Fund Budget and Parking Fund Budget

Ordinance No. 2894 was approved on a motion and second by Ms. Jackson and Ms. Gregory, respectively. The vote for second reading was 5-0 in favor.

- **Ordinance No. 2895** – 2<sup>nd</sup> reading – amending Subchapter 10.04.040, entitled “Enforcement Officers,” of the Salisbury City Code to clarify which city personnel are authorized to act as enforcement officers

Ordinance No. 2895 was approved on a motion and second by Ms. Jackson and Ms. Blake, respectively. The vote was 5-0 in favor for second reading.

- **Ordinance No. 2896** – 2<sup>nd</sup> reading – to approve a budget amendment of the FY25 General Fund Budget to appropriate funds received from the Blue Heron Agility Association of Delaware in the amount of \$4,000

Ordinance No. 2896 was approved on a motion and second by Ms. Jackson and Ms. Gregory, respectively. The vote for second reading was 5-0 in favor.

- **Ordinance No. 2897** – 1<sup>st</sup> reading – amending Title 8 of the Salisbury City Code, entitles “Health and Safety,” to allow for electronic communication as an option for warning letters for municipal code violation notices

Ordinance No. 2897 was approved for first reading on a motion and second by Ms. Blake and Ms. Gregory, respectively. The vote was 5-0 in favor.

- **Ordinance No. 2898** – 1<sup>st</sup> reading – approving an amendment of the City’s budget to accept and appropriate donated funds from the Salisbury Zoo Commission, Inc. for the completion of the Andean Bear Exhibit Design Phase

Ordinance No. 2898 was approved for first reading on a motion and second by Ms. Blake and Ms. Gregory, respectively. The vote was 5-0 in favor.

- **Ordinance No. 2899** – 1<sup>st</sup> reading – to amend chapter 12.20 – Chesapeake Bay Critical Area Overlay District – of the Salisbury Municipal Code to reflect changes to the Natural Resources Article of the Maryland Annotated Code and to adopt a Critical Area District Map

Ordinance No. 2899 was approved for first reading on a motion and second by Ms. Jackson and Ms. Gregory, respectively. The vote was 5-0 in favor.

## **PUBLIC COMMENTS**

- Speaker #1 had concerns about the road conditions in Schumaker Manor. She hoped the city would address those concerns and that their roads would be fixed with their tax dollars.
- Speaker #2 echoed the comments from Speaker #1.
- Speaker #3 agreed with Speaker #1 and Speaker #2.
- Speaker #4 was not in favor of the Here is Home Incentive Program because it did not include affordable housing.
- Speaker #5 explained that Lot 15 was where her staff and tenants parked. She was not in favor of the parking lot being taken away for development.

**ADMINISTRATION COMMENTS**

Mr. Kitzrow mentioned the fun of the Halloween Happenings events. He thanked Mayor Taylor and President Doughty for participating in the fundraiser at 3<sup>rd</sup> Friday. He invited everyone to attend the upcoming Wild Vibes event.

Mayor Taylor hoped to get a dialogue going about the parking lots. He invited everyone to attend the American Legion Post 64 event over the weekend to support veterans.

**COUNCIL COMMENTS**

Ms. Dashiell commended Mr. Swiger and the Art, Business & Culture department for their work with Halloween Happenings. She shared information about an upcoming sensory event at the zoo. Ms. Dashiell added that she was part of the Town Gown Committee and shared things going on at Salisbury University. She mentioned that Healing Hands and Hearts Homeless Shelter was always accepting donations and support.

Ms. Gregory thanked everyone for all the well wishes while her son was still in the hospital and asked for patience as she navigated during this time.

Ms. Jackson reiterated the importance of Domestic Violence Awareness Month. She also invited everyone to the Trunk or Treat in her district at the VFW, and a separate adult costume party the same week. She also advertised a senior Christmas event put on by the Salisbury Advisory.

Ms. Blake asked administration to keep Schumaker Manor on their radar regarding their roads. She also encouraged people not to litter and to keep the roads clean. As always, she asked everyone to donate blood and plasma and to consider being an organ donor.

President Doughty mentioned District 2 would be getting a Starbucks. He also mentioned that development on Dagsboro Road went through its final plan review and would begin construction. He thanked everyone for the birthday wishes. He mentioned he had attended a meeting to revitalize the city parks. He concluded by reassuring everyone that council takes them seriously and that conversations were happening. Focus was placed on the bigger items such as homelessness and housing.

**ADJOURNMENT**

With no further business to discuss, the Special Legislative Session adjourned at 6:14 p.m.

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

175 \_\_\_\_\_  
176 Council President



# City of Salisbury

## **MEMORANDUM**

**TO:** Mayor Randy Taylor

**FROM:** Jessie Turner

**SUBJECT:** Appointment

**DATE:** April 22, 2025

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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> |
|-----------------|--------------------|
| Rachael Fogarty | April 2027         |

Attached is the applicant's information and the resolution necessary for this appointment.

Attachments



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|-----------------|--------------------|
| <u>Name</u>     | <u>Term Ending</u> |
| Rachael Fogarty | April 2027         |

ATTEST:

D'Shawn M. Doughty  
PRESIDENT, City Council

\_\_\_\_\_ day of \_\_\_\_\_, 2025

Randolph J. Taylor, Mayor



# City of Salisbury

## **MEMORANDUM**

**TO:** Mayor Randy Taylor

**FROM:** Jessie Turner

**SUBJECT:** Appointment

**DATE:** April 22, 2025

---

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

| <u>Name</u>      | <u>Term Ending</u> |
|------------------|--------------------|
| Michael Lankford | April 2028         |

Attached is the applicant's information and the resolution necessary for this appointment.

Attachments





# City of Salisbury

## **MEMORANDUM**

**TO:** Mayor Randy Taylor

**FROM:** Jessie Turner

**SUBJECT:** Appointment

**DATE:** April 9, 2025

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

| <u>Name</u>  | <u>Term Ending</u> |
|--------------|--------------------|
| Mia Carlotta | April 2028         |

Attached is the applicant's information and the resolution necessary for this appointment.

Attachments





# City of Salisbury

## **MEMORANDUM**

**TO:** Mayor Randy Taylor

**FROM:** Jessie Turner

**SUBJECT:** Re-Appointment

**DATE:** April 22, 2025

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The following person has applied for re-appointment to the Salisbury Historic District Commission for the term ending as indicated:

| <u>Name</u>    | <u>Term Ending</u> |
|----------------|--------------------|
| Matthew Auchey | April 2028         |

Attached is the applicant's information and the resolution necessary for this re-appointment.

Attachments

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**RESOLUTION NO. 3394**

BE IT RESOLVED, by the City of Salisbury, Maryland that the following individual is re-appointed to the Salisbury Historic District Commission for the term ending as indicated.

| <u>Name</u>    | <u>Term Ending</u> |
|----------------|--------------------|
| Matthew Auchey | April 2028         |

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on April 28, 2025.

ATTEST:

|   |  |
|---|--|
| _____<br>Julie A. English<br>CITY CLERK | _____<br>D'Shawn M. Doughty<br>PRESIDENT, City Council |
|---|--|

APPROVED BY ME THIS

\_\_\_\_\_ day of \_\_\_\_\_, 2025

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



# City of Salisbury

To: Andy Kitzrow, City Administrator  
From: Phillip Menzel, Assistant Director of Finance  
Date: 4/10/2025  
Re: Manufacturing Exemption for equipment purchased 2022 Machining Technologies, Inc.

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I am recommending that Machining Technologies, Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2022 as requested by the company. Since the request came within 3 years of the purchase of the equipment, they are eligible for up to 3 years' exemption for the 2022 purchases.

Over the next three years they will benefit from this exemption by a total savings of \$5,378 in personal property tax for 2022 equipment purchases. The exemptions will be applied to City Property Tax years 2026-2028 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.



# City of Salisbury



SANDRA GREEN  
DIRECTOR OF FINANCE

MARYLAND

FINANCE DEPARTMENT

125 N. Division Street  
Salisbury, MD 21801-4940  
(410) 548-3110

PHILLIP MENZEL  
ASSISTANT DIRECTOR FINANCE - ACCOUNTING

## Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: Machining Technologies, Inv. MD Department ID#: D02681328

Mailing Address: 510 Naylor Mill Road, Salisbury, MD 21801

Contact Name: Kimberly Wilson Phone No.: 410-548-1627

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2022.
3. Address of Manufacturing / R & D operation. 510 Naylor Mill Road, Salisbury, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. 2008
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940

Preparer's Signature  Date 4/9/25

Email address Kwilson@matechsolutions.com

4/10/2025

2:32 PM

City of Salisbury  
Finance Department  
Exemption Recommendation to City Council

Company: Machining Technologies, Inc.

Address: 510 Naylor Mill Road

Requested By: Kim Wilson

Date of Request: 4/10/2025

Description of Mfg.: Manufacturing

Equipment Year 2022

New Equipment See Listing \$ 124,500.00

**Total** \$ 124,500

| <b>Exemption Value</b> | <b>City Property<br/><u>Tax Year</u></b> | <b>State<br/><u>Return</u></b> | <b>Year of<br/><u>Exemption</u></b> | <b>Deprec.<br/><u>Value</u></b> | <b>Am't of<br/><u>Exemption</u></b> |
|------------------------|--|--------------------------------|-------------------------------------|---------------------------------|-------------------------------------|
|                        | 2024                                     | 2023                           | 1                                   | -                               | -                                   |
|                        | 2025                                     | 2024                           | 2                                   | -                               | -                                   |
|                        | 2026                                     | 2025                           | 3                                   | 87,150                          | 2,092                               |
|                        | 2027                                     | 2026                           | 4                                   | 74,700                          | 1,793                               |
|                        | 2028                                     | 2027                           | 5                                   | 62,250                          | 1,494                               |

**Total Value of Exemption:** \$ 5,378

Machining Technologies, Inc.  
Equipment Purchased in 2022

| Date       | Item                        | Value     | Category | Description   |
|------------|-----------------------------|-----------|----------|---|
| 4/1/2022   | Beamer Laser                | 91,800.00 | A        | Laser engraver used to engrave markings on to metal products manufactured |
| 1/1/2022   | ServerPowerEdger R650xs-SDD | 27,749.24 | D        | Server used to run the ERP system that manages production and the company |
| 12/31/2022 | Dell Mobile Precision 7560  | 4,950.76  | D        | Computer used by engineer to program manufacturing equipment              |
|            |                             | 32,700.00 |          |   |

**5. Tools, machinery, and/or equipment used for manufacturing or research and development:**

State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted by September 1 or within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property. Visit the website [dat.maryland.gov](https://dat.maryland.gov) for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

| Year Acquired | A       | C | D     | Year Acquired | A       | C | D |
|---------------|---------|---|-------|---------------|---------|---|---|
| 2022          | 91800   |   | 32700 | 2018          | 0       |   |   |
| 2021          | 1918000 |   |       | 2017          | 1410000 |   |   |
| 2020          | 526000  |   |       | 2016          | 219000  |   |   |
| 2019          | 290464  |   |       | 2015 & prior  | 4719000 |   |   |

**Describe Property in C & D above:**

Computer equipment

|            |         |
|------------|---------|
| Total Cost | 9206964 |
| \$         |         |

**6. Vehicles with interchangeable Registration and/or Unregistered vehicles:** (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions

| Year Acquired | Original Cost | Year Acquired | Original Cost |
|---------------|---------------|---------------|---------------|
| 2022          |               | 2020          |               |
| 2021          |               | 2019 & prior  |               |

|            |   |
|------------|---|
| Total Cost | 0 |
| \$         |   |

**7. Non-farming livestock:**

|                |                  |
|----------------|------------------|
| Book Value \$0 | Market Value \$0 |
|----------------|------------------|

**8. Other personal property:**

File separate schedule giving a description of property, original cost and the date of acquisition.

|            |   |
|------------|---|
| Total Cost | 0 |
| \$         |   |

**9. Property owned by others and used or held by the business** or lessee or otherwise:

File separate schedule showing names and addresses of owners, lease number, description of property installation date and separate cost in each case.

|            |   |
|------------|---|
| Total Cost | 0 |
| \$         |   |

**10. Property owned by the business, used by others** as lessee or otherwise:

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost.

For additional information regarding separate schedules please see Form 1 instructions at <https://dat.maryland.gov>

|            |   |
|------------|---|
| Total Cost | 0 |
| \$         |   |



# City of Salisbury

To: Andy Kitzrow, City Administrator  
From: Phillip Menzel, Assistant Director of Finance  
Date: 4/10/2025  
Re: Manufacturing Exemption for equipment purchased 2023 Machining Technologies, Inc.

---

I am recommending that Machining Technologies, Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2023 as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2023 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$2,333 in personal property tax for 2023 equipment purchases. The exemptions will be applied to City Property Tax years 2025-2029 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

# City of Salisbury



SANDRA GREEN  
DIRECTOR OF FINANCE

PHILLIP MENZEL  
ASSISTANT DIRECTOR FINANCE - ACCOUNTING

MARYLAND

FINANCE DEPARTMENT  
125 N. Division Street  
Salisbury, MD 21801-4940  
(410) 548-3110


## Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: Machining Technologies, Inv. MD Department ID#: D02681328  
Mailing Address: 510 Naylor Mill Road, Salisbury, MD 21801  
Contact Name: Kimberly Wilson Phone No.: 410-548-1627

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2023.
3. Address of Manufacturing / R & D operation. 510 Naylor Mill Road, Salisbury, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. 2008
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940.

Preparer's Signature  Date 4/9/25

Email address Kwilson@matechsolutions.com

4/10/2025

City of Salisbury  
Finance Department  
Exemption Recommendation to City Council

1:22 PM

Company: Machining Technologies, Inc.

Address: 510 Naylor Mill Road

Requested By: Kim Wilson

Date of Request: 4/10/2025

Description of Mfg.: Manufacturing

Equipment Year 2023

New Equipment See Listing \$ 27,775.00

**Total** \$ 27,775

| <b>Exemption Value</b> | <b>City Property<br/><u>Tax Year</u></b> | <b>State<br/><u>Return</u></b> | <b>Year of<br/><u>Exemption</u></b> | <b>Deprec.<br/><u>Value</u></b> | <b>Am't of<br/><u>Exemption</u></b> |
|------------------------|--|--------------------------------|-------------------------------------|---------------------------------|-------------------------------------|
|                        | 2025                                     | 2024                           | 1                                   | 24,998                          | 600                                 |
|                        | 2026                                     | 2025                           | 2                                   | 22,220                          | 533                                 |
|                        | 2027                                     | 2026                           | 3                                   | 19,443                          | 467                                 |
|                        | 2028                                     | 2027                           | 4                                   | 16,665                          | 400                                 |
|                        | 2029                                     | 2028                           | 5                                   | 13,888                          | 333                                 |

**Total Value of Exemption:** \$ 2,333

Machining Technologies, Inc.  
Equipment Purchased in 2023

| Date      | Item                       | Value     | Category | Description   |
|-----------|----------------------------|-----------|----------|---|
| 2/16/2023 | Server and backup system   | 23,857.52 | D        | Server used to run the ERP system that manages production and the company |
| 6/30/2023 | Ruggad Laptops Maintenance | 3,917.48  | D        | Laptop used in the manufacturing process to transfer programs to machines |
|           |                            | 27,775.00 |          |   |



## 5. Tools, machinery, and/or equipment used for manufacturing or research and development:

| Year Acquired | A         | C | D      | Year Acquired | A         | C | D |
|---------------|-----------|---|--------|---------------|-----------|---|---|
| 2023          |           |   | 27,775 | 2019          | 290,464   |   |   |
| 2022          | 91,800    |   | 32,700 | 2018          |           |   |   |
| 2021          | 1,918,000 |   |        | 2017          | 1,410,000 |   |   |
| 2020          | 526,000   |   |        | 2016 & prior  | 4,938,000 |   |   |

Describe property identified in C &amp; D above:

2022: D - COMPUTER EQUIPMENT, 2023: D - COMPUTER EQUIPMENT

Total Cost: \$9,234,739

## 6. Vehicles with interchangeable Registration and/or Unregistered vehicles:

| Year Acquired | Original Cost | Year Acquired | Original Cost |
|---------------|---------------|---------------|---------------|
| 2023          |               | 2021          |               |
| 2022          |               | 2020 & prior  |               |

Total Cost: \$

## 7. Non-farming livestock:

|                |                  |
|----------------|------------------|
| Book Value: \$ | Market Value: \$ |
|----------------|------------------|

## 8. Other personal property:

Total Cost: \$

## 9. Property owned by others and used or held by the business or lessee or otherwise:

Total Cost: \$

## 10. Property owned by the business, used by others as lessee or otherwise:

Total Cost: \$



## **COUNCIL AGENDA – Department of Procurement**

**April 28, 2025**

### **Award of Bid(s)**

- |   |                         |
|---|-------------------------|
| 1. ITB A-25-114 Polymer Chemical Supplier | \$655,000.00 3 yr. est. |
|---|-------------------------|

### **Approval of Tier 6 Change Order**

- |  |              |
|--|--------------|
| 1. RFP 24-102 Naylor Mill Water Main Extension Design Services – CO #1 | \$395,200.00 |
| 2. RFP 21-107 Paleo Water Treatment Filter Replacement – CO #2         | \$ 27,600.00 |



## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Jennifer Miller, Director of Procurement  
**SUBJECT:** Award of Bid and/or Declaration of Surplus  
**DATE:** April 28, 2025

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The Department of Procurement seeks Award of Bid approval from the Salisbury City Council for the solicitation(s) as defined herein. The City followed required bidding practices as defined by the Salisbury Charter and the Municipal Code of Ordinances, and publicly posted the solicitations for the City's competitively bid procurements on the City of Salisbury's Procurement Portal, PlanetBids, and the State of Maryland's website, eMaryland Marketplace Advantage.

### **ITB A-25-114 Polymer Chemical Supplier**

- Department: Water Works
- Scope of Work: Furnishing and delivery for a 12-month supply of polymer for rotary drum thickener and sludge belt dewatering.
- Bid posted: 01/22/25
- Bid opened: 03/19/25
- Total responsive and responsible bids received: 2
- Lowest responsive & responsible bidder recommended for award:
  - Solenis, LLC (Wilmington, DE)
- Cost: \$218,471.88 est. annual expenditure
- GL Account(s): 86083-546004 WWTP Chemicals
- Notes:
  - This is a requirements contract, wherein purchase orders are placed as needed.
  - This contract has an initial 1 yr. term with 2 optional 1 yr. renewals.

### **RFP 24-102 Naylor Mill Water Main Extension Design Services – Change Order #1**

- Department: Water Works
- Original Scope of Work: Design of the water main extension to provide water service to the Naylor Mill Mobile Home Park
- Original bid date: 12/29/23
- Original date of award: 05/13/24
- Original contract value: \$183,700.00
- New contract value w/Change Order: \$578,900.00
- Vendor: A. Morton Thomas & Associates, Inc. (Rockville, MD)
- Change Order details:
  - Description: Provide construction administration and inspection services during the construction of the Naylor Mill water main
  - Cost: \$395,200.00
  - GL Account(s): 97060-513020-50050 Naylor Mill Water Main Extension



# City of Salisbury

## **RFP 21-107 Paleo Water Treatment Filter Replacement – Change Order #2**

- Department: Water Works
- Original Scope of Work: Replacement of existing green sand pressure filters and designing a building addition to house the new fixtures.
- Original bid date: 04/30/21
- Original date of award: 08/05/21
- Original contract value: \$296,737.00
- New contract value w/Change Order: \$756,337.00
- Vendor: GHD, Inc. (Padadena, CA)
- Change Order details:
  - Description: Sample collection, additional testing, and data evaluation for PFAS removal
  - Cost: \$27,600.00
  - GL Account(s): 97030-513026-50052 PFAS Study and Treatment Park Plant



To: Cori Cameron, Director of Water Works  
From: Connie Luffman, WWTP Superintendent  
Date: April 10, 2025  
Re: ITB A-25-114 Polymer Chemical Supplier

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Salisbury Water Works recently advertised a bid for a Polymer Chemical Supplier for the Wastewater Treatment Plant. Two (2) vendors were prequalified to bid by performing successful onsite polymer trails for their products. Summarized below are their bids and calculated costs based on data from the trials

| Company       | Chemical             | Unit Price     | unit price multiplied by<br>calculated pound per dry ton of sludge =<br>cost to treat a dry ton of sludge |
|---------------|----------------------|----------------|---|
| Solenis LLC   | Praestol<br>K279FLX  | \$1.59 per lb. | UP x 74.06 lbs./DT = \$117.76 per DT  |
| Polydyne Inc. | Clarifloc<br>NE-2451 | \$1.35 per lb. | UP x 114.79 lbs./DT = \$154.97 per DT   |

Salisbury WWTP recommends awarding the contract to Solenis, which is the calculated low bid. The estimated annual expenditure calculates to \$218,471.88 and will be funded from the WWTP chemical account 86083-546004.

Please let me know if you need any additional information. Thank you.

  
4/10/25

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



To: Jennifer Miller, Director of Procurement  
From: Cori Cameron, Director of Water Works  
Date: March 28, 2025  
Re: Change Order No. 1 to Contract RFP 24-102 Naylor Mill Water Main Extension

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The Department of Water Works worked with the Department of Procurement to advertise an invitation to bid for the Naylor Mill Water Main Extension project in January 2024. The RFP was to solicit qualified and experienced engineering consultants to design the water main extension from the Paleo Water Treatment Plant (WTP) on Scenic Drive to connect to the water mains in the Westwood Commerce Park. The goal of this project is to extend the City of Salisbury's water service to the Naylor Mill Mobile Home Park (MHP) to connect residents to a municipal water system due to high levels of per- and polyfluoroalkyl substances (PFAS) in the MHP wells. The project will also provide a water distribution system loop which will provide system redundancy and increase the water system pressure in Westwood.

A. Morton Thomas & Associates, Inc. (AMT) was selected to provide the design services per contract RFP 24-102. The design of the Naylor Mill Water Main Extension project is complete and the project will be advertised for construction bids once all permits have been obtained.

RFP 24-102 contains language that states, "The City reserves the right to negotiate and award additional phases of the project such as design phase services during construction, construction management and inspection, etc.) to the awarded firm via contract amendment." At the request of the Department of Water Works, AMT submitted a proposal for construction phase services in the not to exceed amount of \$395,200.00. The scope of work includes providing oversight during construction including reviewing submittals, chairing monthly progress meetings, reviewing contractor invoices, providing daily field reports to document the work, and providing a full time on site inspector during the duration of construction. Their proposal assumes a 365-day construction contract duration, with additional time allocated for the inspector to complete closeout tasks.

Funding is available in account **97060-513020-50050**. Funding is provided by the Maryland Department of the Environment's (MDE) Water Quality Infrastructure Financing Administration through the FFY22 and FFY23 Drinking Water State Revolving Fund (DWSRF) BIL Emerging Contaminants fund. The change order to AMT is contingent upon MDE and Board of Public Works (BPW) project funding approval. For State Revolving Fund projects, MDE and BPW review occurs after construction bids are received. The Department of Water Works recommends awarding the construction phase services to AMT through Change Order No. 1 contingent upon MDE and BPW approval.

Department of Water Works  
2322 Scenic Drive  
Salisbury, MD 21801  
[waterworks@salisbury.md](mailto:waterworks@salisbury.md)



# City of Salisbury

## TIER 6 CHANGE ORDER

Original PO \$100,000.01+  
Cumulative Increase  $\geq 20.01\%$

**Contract #:** RFP 21-107  
**Contract Name:** Paleo Water Treatment Filter Replacement  
**Change Order #:** 2  
**P.O. #:** 2220111  
**Initiation Date:** 04/01/2025  
**Contract Date:** 08/05/2021  
**Account #:** 97030-513026-50052

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

The Vendor is directed to make the following changes in this contract:

- A. Sample collection, bench scale column breakthrough testing, and data evaluation for PFAS removal at Paleo Water Treatment Plant.
- B. Project management for bench scale testing for PFAS removal at Paleo Water Treatment Plant.

The Vendor's signature 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 a written contract amendment issued by the City of Salisbury. This Change Order is not valid until signed by all parties indicated below.

- |   |                      |
|---|----------------------|
| 1. The original Contract Sum was:   | \$296,737.00         |
| 2. The net change from previously authorized Change Orders was:   | \$432,000.00         |
| 3. The Cumulative Contract Sum prior to this Change Order is (#1 + #2):                                 | \$728,737.00         |
| 4. The total amount of this Change Order is:  | \$27,600.00          |
| 5. Therefore, the new Cumulative Contract Sum is (#3 + #4):   | \$756,337.00         |
| 6. Therefore, the Cumulative <b>(Increase)</b> <del>(Decrease)</del> is $[(\#5 - \#1) / \#1 * 100]$ :   | 157.88%              |
| 7. The Contract Time will <del>(increase by)</del> <del>(decrease by)</del> <b>(remain unchanged)</b> : | (1220) calendar days |
| 8. The date of Substantial Completion (is revised to) <b>(remains as)</b> :                             | 03/01/2027           |
| 9. The date of Final Acceptance (is revised to) <b>(remains as)</b> :                                   | 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> | 4/14/25     |
| 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:

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



# City of Salisbury

To: Jennifer Miller, Director of Procurement  
From: Cori Cameron, Director of Water Works  
Date: April 15, 2025

RE: Change order 2 for RFP 21-107 Paleo Filter Replacement Design

The Department of Water Works is initiating a second change order to RFP-21-107 for the Paleo Filter Replacement Design. A change order is required for services related to rapid bench-scale testing of the City of Salisbury Paleo Water Treatment Plant raw and treated water samples to investigate the effectiveness of removal of PFAS chemicals from the Paleo WTP raw and treated waters using granular activated carbon (GAC). The current Paleo Filter Replacement Design project includes the design of a GAC system for PFAS removal, using a 10 minute empty bed contact time (EBCT). The purpose of the proposed bench scale testing is to evaluate the effectiveness of GAC on the raw and treated water at Paleo WTP. The bench scale testing will be performed under similar water quality conditions experienced at Paleo WTP.

For the second change order, the change order tasks include: sample collection, column breakthrough testing, and data evaluation. This change order is necessary for the Paleo Filter Replacement Design project to continue the current objective of planning, designing, and installing treatment for PFAS removal from our water supply.





## TIER 6 CHANGE ORDER

Original PO \$100,000.01+  
Cumulative Increase  $\geq 20.01\%$

**Contract #:** RFP 24-102  
**Contract Name:** Naylor Mill Water Main Extension Design Services  
**Change Order #:** 1  
**P.O. #:** 2240393  
**Initiation Date:** 03/26/2025  
**Contract Date:** 05/16/2024  
**Account #:** 97060-513020-50050

**TO:** A Morton Thomas & Associates, Inc.  
700 King Farm Blvd, Suite 300  
Rockville, MD 20850

The Vendor is directed to make the following changes in this contract:

- Provide construction phase services, including providing administration services during construction of the Naylor Mill water main extension.
- Provide construction observation services and a full time on-site inspector during the duration of the Naylor Mill water main extension construction.

The Vendor's signature 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 a written contract amendment issued by the City of Salisbury. This Change Order is not valid until signed by all parties indicated below.

- |   |                     |
|---|---------------------|
| 1. The original Contract Sum was:   | \$183,700.00        |
| 2. The net change from previously authorized Change Orders was:   | \$0.00              |
| 3. The Cumulative Contract Sum prior to this Change Order is (#1 + #2):                                 | \$183,700.00        |
| 4. The total amount of this Change Order is:  | \$395,200.00        |
| 5. Therefore, the new Cumulative Contract Sum is (#3 + #4):   | \$578,900.00        |
| 6. Therefore, the Cumulative <b>(Increase)</b> <del>(Decrease)</del> is [(#5-#1)/#1 * 100]:             | 215.13%             |
| 7. The Contract Time will <b>(increase by)</b> <del>(decrease by)</del> <del>(remain unchanged)</del> : | (579) calendar days |
| 8. The date of Substantial Completion <b>(is revised to)</b> <del>(remains as)</del> :                  | August 31, 2026     |
| 9. The date of Final Acceptance <b>(is revised to)</b> <del>(remains as)</del> :                        | October 31, 2026    |

### AUTHORIZED:

| <u>Printed Name</u>                   | <u>Title</u>            | <u>Signature</u>    | <u>Date</u> |
|---------------------------------------|-------------------------|---------------------|-------------|
| Cori Cameron                          | Director of Water Works | <i>Cori Cameron</i> | 4/1/25      |
| 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:

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



# City of Salisbury

TO: City Council  
FROM: Julie English, City Clerk  
SUBJECT: Amended City Council Rules of Order  
DATE: April 10, 2025

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The Charter of the City of Salisbury, §SC2-6, states that the Salisbury City Council shall determine its own rules and order of business.

The attached resolution has been prepared to amend the Salisbury City Council Regulations and Rules of Order to provide consistency under the Legislative Session and Work Session sections. The resolution also incorporates verbiage that would allow for the regularly scheduled meetings to be held in any order.

This resolution, once adopted, will become effective immediately.

It is important to note that all amendments were reviewed and approved by the City's legal department.

Attachments

**RESOLUTION NO. 3395**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SALISBURY, MARYLAND AMENDING THE SALISBURY  
CITY COUNCIL REGULATIONS AND RULES OF ORDER**

**WHEREAS, §SC2 - 6 of the Charter of the City of Salisbury provides that the City Council shall determine its own rules and order of business: and**

**WHEREAS**, the City Council of the City of Salisbury has previously adopted Regulations and Rules of Order by Resolution No. 737, and has amended those Regulations and Rules of Order by Resolution Nos. 806, 876, 972, 1043, 1335, 1386, 1451, 1476, 1577, 1600, 1672, 2072, 2251, and 2396; and

**WHEREAS**, the City Council wishes to update and amend its Regulations and Rules of Order.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Salisbury, Maryland, that the Salisbury City Council Regulations and Rules of Order are hereby amended as set forth by the attached Regulations and Rules of Order.

**THE ABOVE RESOLUTION** was introduced, read and passed at the regular meeting of the City Council of the City of Salisbury, Maryland held on this 28 day of April, 2025, and shall become effective immediately upon adoption.

ATTEST:

Julie A. English  
City Clerk

D'Shawn M. Doughty  
PRESIDENT, City Council

**SALISBURY CITY COUNCIL REGULATIONS AND RULES OF ORDER**  
**As Amended on February 10, 2025**

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| <b>1. <u>PREAMBLE</u></b>  |          |

The Salisbury City Council facilitates the expression of views and the introduction of legislation and promotes the orderly, open discussion of issues relevant to the government of the City. Council adopts these Rules of Order to establish clear expectations for behavior and to provide a framework for all Council meetings. These Rules shall be in effect upon their adoption by a majority of the City Council until they are amended or new rules are adopted. These Rules shall be interpreted and enforced by the Council President. A Council action that is otherwise valid does not become invalid because the Council did not follow these Rules.

**2. GENERAL PROVISIONS**

A. Meetings of the Salisbury City Council will be held in Council Chambers in Room 301 of the Government Office Building, 125 N. Division Street, Salisbury, Maryland,

unless notice to the contrary is given.

- B. Special meetings may be called by a majority of the members of Council as often as necessary for the transaction of business. The time and place of a special meeting shall be set by the Council President, or in his or her absence, the Council Vice President or his or her designee.
- C. Notice of meetings will be posted on the City Council's website, at a reasonable time in advance of the meeting.
- D. The City Clerk's Office shall notify the media of all Council meetings.

### **3. COUNCIL MEMBERS' ATTENDANCE AND PARTICIPATION**

- A. Council members are expected to attend all meetings (legislative sessions, special sessions, work sessions, closed meetings, and budget sessions) of the City Council.
- B. Council Members are not permitted to participate in any meeting by telephone.
- C. If a Council Member cannot attend a legislative session, special session, or work session in person, but desires to attend remotely, he or she shall follow the procedures set forth in Chapter 1.20 of the City Code governing electronic participation.
- D. Council Members are not permitted to participate in closed meetings or budget sessions via electronic means.
- E. Council Members shall have at hand all materials for all meetings.

### **4. COUNCIL MEMBERS' CONDUCT AT ALL MEETINGS**

- A. The Council President, or in his or her absence, the Council Vice President, shall call the meeting to order at the appointed hour. In the absence of both the Council President and Council Vice President, the City Council may elect by majority vote a President *Pro Tem*, who shall act as presiding officer for the duration of the meeting.
- B. After calling the meeting to order, the Council President shall entertain a motion to adopt the agenda for the meeting as presented. After such motion has been made and seconded, any Council Member may request the deletion of any item on the agenda, a change in the order of any agenda item, or the addition of any urgent or emergency item. Such changes may be approved by consensus, or in the absence of a consensus, such changes shall be approved upon affirmative vote of a majority of the Council. Any member of the Council may also request that an item be removed from the consent agenda for discussion, for further information, or in order that there might be

a separate vote on that item.

- C. The Council President shall control discussion of the Council on each agenda item to assure full participation in accordance with these Rules.
- D. A Council Member shall speak only after being recognized by the Council President. A Council Member recognized for a specific purpose shall limit remarks to that purpose. A Council Member, after being recognized, shall not be interrupted except by the Council President to enforce these Rules. The Council President, as a member of the Council, may enter into any discussion.
- E. After being recognized by the Council President, a member of the Council may request and receive information, explanations or opinions of the Mayor, City Administrator, City Attorney, City Clerk, any City department head or their designee.
- F. Council Members shall conduct meetings in a professional manner. Council Members must be respectful to the public, City staff members, and each other at all times.
- G. Any Council Member wishing to present a Certificate of Appreciation or a Certificate of Recognition must receive a consensus of the Council in advance before it is placed on the agenda.

## **5. AGENDA**

- A. The Council President shall prepare a written agenda for each meeting with the assistance of the Clerk's Office.
- B. The Council President may place upon the agenda any item which is legal, constitutional and proper for the Council to consider, provided, however, that the Council President may reasonably defer a requested agenda item until a future meeting of the Council in order to secure full attendance by Council Members, or to secure the input of the City's staff.
- C. The Mayor, City Administrator or a member of the Council, may make a timely request to the Council President that an item be placed upon the agenda for a meeting. The Council President has discretion whether to add the item to the agenda.
- D. No item will be added to the agenda after the established deadlines (set forth in Sections 7B and 8B below), unless the Council President determines it to be urgent in nature or an emergency.

- E. Items which are matters of a routine, non-controversial nature may be placed on the agenda under Consent Agenda. The purpose of the consent agenda is to provide a method for the expeditious handling of items which, in the opinion of the Council President, City Clerk and City Administrator, will not require discussion and will be approved unanimously by the Council. Items shall be removed from the Consent Agenda at the request of any individual Council Member.

## **6. VOTING AND THE MAKING OF MOTIONS**

- A. Any member of the Council, except the Council President, may make or second a motion for the Council to take action regarding any agenda item, subject to the City Ethics Code and State Ethics Law.
- B. Any member of the Council may vote regarding any agenda item, subject to the City Ethics Code and State Ethics Law.
- C. The Council President may not make a motion, and may second a motion only when there are only three (3) members of the Council, including the President, present and voting.
- D. In the absence of the Council President, the Council Vice President shall be subject to the same limitations upon voting and the making of motions as the Council President.
- E. The City Clerk shall record the name of the Council Member making each motion, the name of the Council Member who seconded the motion, and the vote.
- F. If a Council Member wishes to defer an agenda item to another meeting, the motion to "postpone to a certain time" is used. The motion requires a second, is debatable, and a majority vote is required for adoption. The motion must state when the agenda item will be reintroduced.
- G. In the absence of a rule herein to govern a point of procedure, the City Council shall defer to Robert's Rules of Order.

## **7. LEGISLATIVE SESSIONS**

- A. All regularly scheduled legislative sessions of the Salisbury City Council shall be held on the second and fourth Monday of each month. All meetings will convene at 6:00 p.m. in either a work session or legislative session, as determined by a majority of Council, ~~unless otherwise noted.~~

- B. The agenda for each legislative session shall be prepared by the City Clerk at the direction of the Council President. The Clerk shall endeavor to publish the agenda no later than 12:00 p.m. on the Wednesday before the regularly scheduled legislative session.
- C. In order to afford members of the public the opportunity to speak, there shall be a public comment period where the Council may hear public comments from the public regarding any matter. Rules regarding public comments are set forth in Section 12 below. Members of the public and/or interested parties may not under any circumstances address the Council outside of the public comment period.
- D. Council Members' comments shall be made before the adjournment of each legislative session. Personal remarks or general observations by Council Members are permitted during Council Member's comments, but they should be kept brief and should be relevant. Each Council Member shall be allotted a maximum of four (4) minutes to make his or her comments.

## **8. WORK SESSIONS**

- A. Work Sessions of the Salisbury City Council will be held as necessary.
- B. The Council shall conduct work sessions on matters which are expected to come before the Council for formal action at a legislative session or otherwise need study by the Council. Items to be considered will be placed on the work session agenda by the Council President. The Clerk shall endeavor to publish the agenda no later than 12:00 p.m. on the Wednesday before the regularly scheduled work session. The agenda for a work session shall be published no later than 12:00 p.m. on the Wednesday before the next regularly scheduled work session.
- C. Work session meeting agendas shall list items for Council discussion.
- D. During work sessions, the Council shall receive information and/or presentations on agenda items. Council may ask questions and request that additional information be provided. Council may give consensus that matters under consideration be moved forward for formal action at a legislative session, that further study be conducted, that matters not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.
- E. Final action on items is not taken at work sessions. The Council may decide by consensus, or by a majority vote, on how to proceed on various items under consideration. However, no formal vote of the Council in favor or against any agenda item may be taken at a work session.



- F. Work sessions are considered public meetings and the public can attend. Members of the public and/or interested parties may not under any circumstances address the Council on the items under consideration during the work session outside of the general public comment period.
- G. Immediately preceding the end of work sessions, in order to afford members of the public the opportunity to speak, there shall be a public comment period where the Council may hear public comments from citizens regarding an agenda item that was under consideration during the session. Public comments must be directed to an agenda item that was under consideration at the session where the comment is being made. The Council President shall rule on the germaneness of the citizen comments. Rules regarding public comments are set forth in Section 12 below.

## **9. BUDGET SESSIONS**

- A. Budget Sessions of the Salisbury City Council will be held annually in the spring.
- B. Notice of all budget sessions will be published on the City Council website once the sessions have been scheduled by the Council President with the input of City Administration.
- C. Budget sessions are considered public meetings and the public can attend. In order to ensure that budget sessions are conducted in a timely and efficient manner, there shall be no public comment period or any other opportunity for members of the public to address the Council during a budget session.
- D. Council members are not permitted to participate in budget sessions remotely.
- E. The agenda for budget sessions shall contain a schedule outlining the approximate time when each department presentation shall begin and end. The Council will endeavor to follow the schedule outlined in the agenda but should delays arise the Department Presentations may continue outside of the times outlined in the agenda.
- F. Budget Sessions are not broadcast live on PAC 14 or any other source of media.

## **10. CLOSED SESSION MEETINGS**

- A. The Council may conduct closed meetings as permitted by State Law. A member of the public cannot attend a closed meeting.
- B. Everything that is discussed during a closed meeting, and all materials which are reviewed during a closed meeting or are prepared in anticipation thereof, shall be

considered confidential and no Council Member shall publicly disclose any such information or material. Public disclosure may be made only in the event a majority of the Council Members vote to approve the public disclosure.

- C. Council Members are not permitted to participate in closed sessions remotely.
- D. No council member shall make any disclosures or release any information which would result in the waiver of the attorney/client privilege without first obtaining the approval of a majority of the Council in open session.

## **11. PUBLIC HEARINGS**

- A. After convening a public hearing, but before the presentation of testimony, the Council President or his designee must briefly explain the purpose of the public hearing.
- B. Any member of the public wishing to provide testimony will be administered an oath by the City Clerk or Deputy City Clerk.
- C. In order to expedite the hearing and allow all witnesses an opportunity to be heard, the Council President may announce in advance or at the hearing time limits for each speaker.
- D. Written testimony may be submitted in advance to the City Clerk via email.
- E. The Council President may temporarily suspend any testimony that is not relevant to the subject of the hearing and advise the speaker to that effect. The Council President may stop taking further testimony from and vacate any remaining time allocated to a speaker who, after being so advised, continues to offer irrelevant testimony.

## **12. PUBLIC COMMENT AND PARTICIPATION**

- A. Members of the public shall be courteous to their fellow citizens and the proceedings while the Council is in session by limiting conversations within the Council Chambers and the entrance hallway into the Chambers.
- B. A person attending a meeting may not engage in conduct, including visual demonstrations such as the waving of placards, banners, or signs, that disrupts the meeting or interferes with the right of a member of the public to attend and observe the session as determined by the Council President. Exhibits, displays and visual aids used in connection with presentations to the Council are permitted so long as they are only displayed during the presentation.
- C. No person will be allowed to address the Council until the appropriate time, as determined by the Council President.

- D. Upon recognition by the Council President to address Council, the person must begin by first stating his or her name, whether he or she is a City resident, and the persons or organization represented, if any.
- E. In order to afford all persons an opportunity to speak, comments made by members of the public must be no longer than three (3) minutes. The Council President in his or her discretion may grant additional time.
- F. In order to afford all persons an opportunity to speak, the Council President may limit comments regarding a specific agenda item if an excessive number of similar comments are made regarding that specific item.
- G. If a member of the public wishes to disseminate written comments to Council, it shall be submitted to the City Clerk via email prior to the meeting and it will be attached to the minutes as part of the record.
- H. Members of the Council will not immediately comment upon the remarks made by a member of the public. If a member of the public asks a question of Council, answers may be provided at a later date, after time is taken to investigate the matter.
- I. Any person making personal, impertinent or slanderous remarks, or who becomes boisterous in any manner that disrupts a meeting while addressing the Council, may be warned by the Council President and if necessary, requested to leave the meeting immediately.

### **13. PROCEDURES FOR SECURITY AT CITY COUNCIL MEETINGS**

- A. A Salisbury Police Department officer will be present at every meeting or session of the City Council. The Salisbury Police Department officer should not leave the Council Chambers until the conclusion of the meeting unless a problem or emergency occurs. At the beginning of every meeting or session of the Council the Council President shall advise all attendees on evacuation procedures.

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 Adopted: 10/23/00 by Resolution No. 737  
 Amended: 11/26/01 by Resolution No. 806  
 Amended: 8/26/02 by Resolution No. 876  
 Amended: 5/12/03 by Resolution No. 972  
 Amended: 12/8/03 by Resolution No. 1043  
 Amended: 11/28/05 by Resolution No. 1335  
 Amended: 3/27/06 by Resolution No. 1386  
 Amended: 10/23/06 by Resolution No. 1451

Amended: 1/8/07 by Resolution No. 1476  
Amended: 10/8/07 by Resolution No. 1577  
Amended: 11/26/07 by Resolution No. 1600  
Amended: 7/14/08 by Resolution No. 1672  
Amended: 7/11/11 by Resolution No. 2072  
Amended: 9/10/12 by Resolution No. 2203  
Amended: 2/25/13 by Resolution No. 2251  
Amended: 2/10/25 by Resolution No. 3377



# City of Salisbury

To: Andy Kitzrow, City Administrator  
From: Cori Cameron, Director of Water Works  
Date: March 18, 2025  
Re: Budget Ordinance – Park Well Field Water Main

The Department of Water Works is requesting consideration for a budget ordinance to move funds from The Water Impact Fund budget 97030-469128-50038 into the Park Well Field Water Main project account 97030-513026-50038. The funds will allow Water Works to solicit bids to Replace the Park Well Field Raw Water Main. Portions of the raw water main were installed in the 1920's and 1950's and are at the end of their useful life. The city had this project out for formal bids in 2024 and the project came in \$800,000 over the city's current account budget of \$1,200,000. The Department of Water Works purchased the twenty inch pipe for the project to try and cut out some of the mark-up pricing and to reduce the possibility of further price increases. We currently have the pipe in stock and ready for installation. The extra funds will help to complete the construction of the raw water line throughout the park well field.

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**ORDINANCE NO. 2929**

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE  
MAYOR TO APPROPRIATE FUNDS FOR THE PARK WELL FIELD RAW  
WATER LINE REPLACEMENT PROJECT.**

**WHEREAS**, the City of Salisbury supplies water to City residents for consumption, as well as for fire protection; and

**WHEREAS**, the City relies on ground water supplied by wells as the source of this water; and

**WHEREAS**, the ground water from the wells must be transported to a water treatment plant for treatment prior to distribution to the City and its residents; and

**WHEREAS**, the Park Well Field Raw Water Main project is essential to the distribution of water from the Park Water Treatment Plant; and

**WHEREAS**, the City has determined an additional appropriation for the Park Well Field Raw Water Main Project is required in the amount of \$800,000; and

**WHEREAS**, funding for the project shall be provided by the transfer of \$800,000 from the Water Impact Fund used for maintenance; and

**WHEREAS**, the appropriation necessary to execute the appropriation of \$800,000, as provided hereinabove, must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

**Section 1.** Mayor Randolph J. Taylor is hereby authorized to appropriate funds for Park Well Field Raw Water Main Project in the amount of \$800,000.

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

**Section 2.** The City of Salisbury's Water Impact Fund and Water Sewer Capital Project Fund Budget be and hereby amended as set forth below:

| Increase (decrease) | Account Type | Project Description            | Account Description             | Account            | Amount    |
|---------------------|--------------|--------------------------------|---------------------------------|--------------------|-----------|
| Increase            | Revenue      | Park Well Field Raw Water Main | Transfer from Water Impact Fund | 97030-469128-50038 | \$800,000 |
| Increase            | Expense      | Park Well Field Raw Water Main | Construction                    | 97030-513026-50038 | \$800,000 |

43  
44 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
45 **SALISBURY, MARYLAND**, as follows:

46  
47 **Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision  
48 of this Ordinance shall be deemed independent of all other provisions herein.

49  
50 **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any  
51 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,  
52 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication  
53 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
54 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

55  
56 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as  
57 if such recitals were specifically set forth at length in this Section 5.

58  
59 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.

60  
61  
62 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
63 Salisbury held on the 28 day of April, 2025 and thereafter, a statement of the substance of the Ordinance  
64 having been published as required by law, in the meantime, was finally passed by the Council of the City  
65 of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

66  
67 **ATTEST:**

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69  
70 \_\_\_\_\_  
71 **Julie A. English, City Clerk**

\_\_\_\_\_

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

72  
73  
74 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

75  
76 \_\_\_\_\_  
77 **Randolph J. Taylor, Mayor**



City of  
Salisbury

**Memorandum**

**To: City Council**

**From: Derek Jarmon, Economic Development Manager**

**Subject: Ordinance to accept funds from the Maryland State Arts Council**

**Date: 3/20/2025**

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Attached is an Ordinance to accept funding from the Maryland State Arts Council Public Art Across Maryland (PAAM) grant program. The PAAM grant provides funding for artists and organizations to support the planning, creation, and installation of new local public art projects.

This funding, in the amount of \$10,000.00, will be utilized to support the planning process for a new art installation at the City Park.

Thank you in advance for your time and consideration on this request. If you should have any questions or need any additional information, please do not hesitate to contact me.



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**WHEREAS**, the City of Salisbury submitted an application to the Maryland State Arts Council for financial assistance in carrying out community development arts activities; specifically, to include financial assistance with the planning process for new public artwork within City Park; and

**WHEREAS**, the City of Salisbury must enter into a grant agreement with the Maryland State Arts Council defining how these funds must be expended; and

**WHEREAS**, appropriations necessary to execute the purpose of this grant must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

**Section 1.** Mayor Randolph J. Taylor is hereby authorized to enter into a grant agreement with the Maryland States Art Council, on behalf of the City of Salisbury, for the City's acceptance of grant funds in the amount of \$10,000.00.

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

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

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

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

**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 28 day of April, 2025 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_ day of \_\_\_\_\_, 2025.

ATTEST:

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

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

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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



# City of Salisbury

## **MEMORANDUM**

**TO:** Andy Kitzrow, City Administrator

**FROM:** Jordan Mann, Parking Supervisor

**SUBJECT:** Parking Ordinance

**DATE:** April 24, 2025

---

The Parking Authority formally requests an update to city ordinances (listed below) to align with newly implemented enforcement technologies. This update will enhance parking space management, improve compliance, and increase accessibility within the downtown business district. Specifically, the ordinance should incorporate provisions for digital payment systems, smart meter integration, and automated license plate reader enforcement to better serve residents, businesses, and visitors.

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**WHEREAS**, the ongoing application, administration and enforcement of the City of Salisbury Municipal Code (the “**Salisbury City Code**”) demonstrates a need for its periodic review, evaluation and amendment, in order to comply with present community standards and practices, and promote the public safety, health and welfare of the citizens of the City of Salisbury (the “**City**”);

**WHEREAS**, the Mayor and Council may amend the Salisbury City Code pursuant to the authority granted in § SC 2-15 of the Salisbury City Charter;

**WHEREAS**, the Mayor and Council find that the health, safety and general welfare of the citizens of the City will be furthered by amending the City's Vehicle and Traffic Code to bring it up-to-date with the City's newly implemented enforcement technologies; and

**WHEREAS**, the Mayor and Council find that, by amending the City's Vehicle and Traffic Code, the City will enhance parking space management, improve compliance, and increase accessibility within the downtown business district; and

**WHEREAS**, the Mayor and Council have determined that the amendments to Title 10 of the Salisbury City Code set forth below shall be adopted as set forth herein.

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

**Section 1.** Title 10 of the Salisbury City Code is hereby amended by adding the bolded and underlined language and deleting the struck through language as follows:

10.04.050 – Payments for parking violations.

~~Each owner of a vehicle to which is attached a notice, in accordance with the provisions of Section 10.04.040, may, within thirty (30) days of the time when such notice was attached to such vehicle, pay at the department of finance, to the person in charge thereof, as a penalty and in full satisfaction of the violation because of which such notice was attached to the vehicle in question, the full amount which is set forth on the notice as being payable in respect thereof. Such amount, for each such notice, shall be the amount designated therefor by the mayor, from time to time, with the approval of the council, provided that any proposed change in the amount shall be publicly~~

posted by the mayor at the city hall for not less than fifteen (15) days prior to the effective date of the change.

**For any parking citation issued by an Enforcement Officer, the vehicle owner shall have twenty-nine (29) days from the date of issuance to pay the citation. On the thirtieth (30th) day, a delinquent notice shall be issued, and a late fee of twenty-five dollars (\$25.00) shall be added to the outstanding citation balance. If the citation remains unpaid for sixty (60) days from the date of issuance, an additional late fee of fifty dollars (\$50.00) shall be added to the outstanding citation balance and, at that time, the vehicle's registration may be flagged by the Motor Vehicle Administration.**

#### 10.04.060 – Charges for parking violations **-Payment of Penalty - Trial**

**The charges for all parking violations shall be determined by Mayor and Council and shall be set forth in a schedule of parking penalties for parking violations. The recipient of a citation may make payment for the violation directly to the director of finance's office or, if he or she desires to stand trial for said citation, may elect to do so by notifying the director of finance of his or her intention to stand trial, at least five days prior to the payment date set forth in the citation. At the time the notice of intention to stand trial is given, the person receiving the citation must also notify the finance department that he or she desires the presence of the Enforcement Officer who issued the citation. If the person receiving the citation does not notify the finance department that he or she desires the presence of the Enforcement Officer at the trial, it shall not be necessary that the Enforcement Officer who issued the citation appear, and the copy of the citation bearing the certification of the Enforcement Officer shall be prima facie evidence of the matter therein set forth.**

~~A. In all cases of initial overtime parking meter violations, the police officer or the authorized city employee shall issue the proper citation in the prescribed manner. The initial charge for overtime meter violations shall apply to all parking meter spaces within the city, both on and off the street. After issuance of the initial citation, should a vehicle continue to remain parked at an expired parking meter and that time should exceed the maximum limit set forth thereon, it shall be considered a reoccurring and separate violation. In each case of such a reoccurring violation, the police officer or authorized city employee shall issue a separate and additional citation for an overtime meter violation.~~

~~B. The initial charges for parking violations are:~~

~~1. Determined by resolution of the city council, as adopted from time to time;~~

~~2. Unless otherwise specified in a city council resolution, any person violating the provisions of this section shall be guilty of a municipal infraction punishable by a fine not to exceed one hundred dollars (\$100.00).~~

#### 10.04.070 – Failure to make payments.

The failure of the owner of a vehicle to which is attached a notice, in accordance with the provisions of Section 10.04.040, to make payment at the office of the director of finance within thirty (30) days as provided for in Section 10.04.050 **or to request a trial** shall render such owner subject to **late fees as set forth in Section 10.04.050.** a payment of twenty-five dollars (\$25.00)

84 as a penalty for nonpayment. The failure to make payment of said twenty-five dollars (\$25.00)  
85 plus the original ticket amount shall render such owner subject to a punishment, upon conviction  
86 of each said parking violation, by a fine not exceeding thirty-five dollars (\$35.00) or by  
87 imprisonment for a period not to exceed five days, or by both such fine and imprisonment.

#### 89 10.04.080 – Reports and notices.

90 The report and notice referred to in Section 10.04.040 shall bear corresponding serial  
91 numbers. All reports issued under such section shall be accounted for by ~~the police officer or~~  
92 ~~authorized enforcement personnel~~ **an Enforcement Officer** to the director of finance. The director  
93 of finance shall render a written report thereof to the council as often as the council may require.  
94 **All reports and notices shall be mailed by the Enforcement Officer to the vehicle's owner at**  
95 **their current mailing address on file with the Motor Vehicles Administration. If a mailing**  
96 **address is unavailable, all reports and notices shall be mailed to the vehicle's owner at their**  
97 **current residential address on file with the Motor Vehicles Administration.**

#### 99 10.04.090 – Removal of unattended vehicles – Additional remedies.

100 A. In addition to the fines and penalties provided in this title, any **Enforcement Officer**  
101 ~~police officer~~ is authorized to remove or cause to be removed to a place of safety any unattended  
102 vehicle illegally left standing upon any highway, bridge, causeway or within any intersection, in  
103 such position or under such circumstances as to obstruct the normal movement of traffic.

104 B. In addition to the fines and penalties provided in this title, the mayor and city council of  
105 Salisbury may avail themselves of any and all civil and equitable remedies for the purpose of  
106 stopping continuing offenses under this title.

### 110 Chapter 10.08 – General Traffic Regulations

#### 111 10.08.010 – Moving Violations—General enumeration—Fines.

112 A. Exceeding the Speed Limit. It is unlawful for any person to operate or drive any motor  
113 vehicle upon any street, alley or other public way of the city not part of the state or federal  
114 highway system at a speed greater than ten miles per hour in a posted ten mile per hour  
115 speed zone, at a speed greater than twenty-five (25) miles per hour in a posted twenty-five  
116 (25) mile per hour speed zone, at a speed greater than thirty (30) miles per hour in a posted  
117 thirty (30) mile per hour speed zone, at a speed greater than thirty-five (35) miles per hour  
118 in a posted thirty-five (35) mile per hour speed zone, or a speed greater than is reasonable  
119 under the existing conditions; upon conviction for any and each such offense such person  
120 shall be fined not in excess of one hundred dollars (\$100.00).

121 1. Speed Monitoring Systems. A "speed monitoring system," as defined in  
122 Maryland law, means a device with one or more motor vehicle sensors producing

recorded images of motor vehicles traveling at least twelve (12) miles per hour above the posted speed limit.

2. School zone speed monitoring systems are hereby authorized at locations, determined by the Chief of Police or his/her designee, in school zones within Salisbury, as established under Section 21-803.1 of the Transportation Article of the Annotated Code of Maryland.

3. Before activating any school zone speed monitoring system(s), the city shall:

a. Publish notice of the location(s) of the speed monitoring system(s) on the city website and in a newspaper of general circulation within the city; and

b. Ensure that each sign that designates a school zone indicates that speed monitoring systems are in use in school zones.

4. The school zone speed monitoring system may operate Monday through Friday between six a.m. and eight p.m.

5. For a period of at least thirty (30) days after the first speed monitoring system is placed in the city, a violation recorded by any speed monitoring system in the city shall be enforced only by the issuance of a warning.

6. The school zone speed monitoring system in Salisbury shall be conducted in compliance with all applicable provisions of the Maryland Vehicle Law.

7. Severability. If any section or part of a section of this Ordinance shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Ordinance.

B. Disobeying Traffic Signals. It is unlawful for any person to operate or drive any motor vehicle upon any street, alley, parking garage or other public way of the city not part of the state or federal highway system in violation of any traffic control signal or in violation of Section 10.04.030 relating to traffic control signals or in violation of the directions of a police officer of the city controlling the movement of traffic. Upon conviction thereof, each such person shall be fined not less than one dollar (\$1.00) nor more than one hundred dollars (\$100.00) for each such offense.

C. One-way Streets. It is unlawful for any person to operate or drive any motor vehicle upon any street, alley or other public way of the city not part of the state or federal highway system and marked or posted by appropriate signs as a one-way street, alley or public way in a direction other than the direction permitted by such one-way signs. Upon conviction thereof, such person shall be fined not more than fifty dollars (\$50.00) for each such offense.

D. Disobeying Stop Signs. It is unlawful for any person operating or driving a motor vehicle upon any street, alley or other public way of the city not part of the state or federal highway system to fail to stop at any stop intersection designated by the mayor pursuant to Section 10.04.010 and duly designated by the posting of one or more appropriate stop signs. Upon conviction thereof, such person shall be fined not less than one dollar (\$1.00) nor more than one hundred dollars (\$100.00) for each such violation.

163 E. Truck Load Limits; Truck Routes. It is unlawful for any person, whether such person is  
164 the owner, lessee, driver or otherwise, to operate or drive, or to permit to be operated or  
165 driven, any truck or other commercial motor vehicle having a load capacity, in addition to  
166 the weight of the vehicle itself, of one ton or more upon any city street, alley or other public  
167 way, not part of the state or federal highway system, which has not been posted with  
168 appropriate signs identifying such street, alley or other public way as a truck route. Upon  
169 conviction thereof, such person shall be fined not in excess of four hundred dollars  
170 (\$400.00) for each such violation. Despite the foregoing, a vehicle may depart from a  
171 posted truck route insofar as is necessary to make a purely local delivery.

## 174 **Chapter 10.16 – Fire Lanes—Interference with Emergency Equipment**

### 175 10.16.010 – Removal and impoundment of vehicles and obstructions.

176 The police department **and parking authority are** ~~is~~ authorized, wherever necessary, to  
177 take possession of, remove, tow away, impound or otherwise remove any debris, material, vehicle  
178 or other object which interferes with or obstructs previously established and marked fire lanes for  
179 the access or operation of any fire department equipment or other emergency vehicles or  
180 equipment.

### 182 10.16.030 – Removal and impoundment of vehicles and obstructions.

183 A. Violations Notice and Court Appearance. In all cases involving fire lane parking  
184 violations, the police officer or authorized parking enforcement personnel who discovers a vehicle  
185 illegally parked shall deliver a citation to the driver or, if the vehicle is unattended, attach a citation  
186 to the vehicle in a conspicuous place. A copy of the citation shall be retained by the officer or  
187 authorized parking enforcement personnel and shall bear certification under penalty of perjury by  
188 the officer or authorized parking enforcement personnel attesting to the truth of the matter therein  
189 set forth. The recipient of such a citation may request a trial by so notifying the finance department  
190 parking ticket clerk at least five days prior to the date of payment set out in the citation. At the  
191 time that notice of intention to stand trial is given, the recipient of the citation shall also notify the  
192 finance department parking ticket clerk if he desires the presence of the officer or authorized  
193 parking enforcement personnel who issued the citation at the time of the trial. In the event that the  
194 recipient of the citation does not indicate that he desires the presence of the officer or authorized  
195 parking enforcement personnel at the time of the trial as aforesaid, it shall not be necessary that  
196 the officer or authorized parking enforcement personnel who issued the citation notice appear, and  
197 the copy of said citation bearing the certification by the officer or authorized parking enforcement  
198 personnel shall be prima facie evidence of the matters therein set forth.

199 B. Penalty for Obstruction of Fire Lanes, Parking, etc. Any person violating the provisions  
200 of this chapter shall be guilty of a misdemeanor punishable by a fine **as established by Mayor**  
201 **and Council** ~~of ten dollars (\$10.00).~~



Chapter 10.24– ~~Parking Meters~~ **Parking in Designated Areas**

10.24.010 – Designation and marking of ~~meter~~ spaces.

The portions of the public streets of the city included within the parking ~~meter~~ zones, as established pursuant to Section 10.04.010, shall be divided into parking ~~meter~~ spaces of such sizes as will facilitate the easy parking of vehicles therein and such parking ~~meter~~ spaces shall be adequately marked by means of colored lines.

10.24.020 – ~~Hours when deposit of requisite coin required.~~ **Struck.**

~~It is unlawful for any person to cause, allow, permit or suffer any vehicle registered in the name of such person to be parked in a parking meter space in any parking meter zone established pursuant to Section 10.04.010, during such period as may be indicated on the legend on a particular parking meter, without depositing the coin requisite for the use of any such parking meter space. No fee shall be charged for the use of any such parking meter space on Sundays or legal holidays.~~

10.24.030 – ~~Signals on meters.~~ **Struck.**

~~In the parking meter zones established pursuant to Section 10.04.010, each parking meter shall be so set as to show or display signals in accordance with the legend on such meter.~~

10.24.040 – ~~Parking beyond established period of legal parking time.~~ **Two-Hour Parking Limit – Designated Area**

~~It is unlawful for any person to cause, allow, permit or suffer any vehicle registered in the name of such person to be parked beyond the period of legal parking time indicated on the legend for a particular parking meter in a parking meter zone as established pursuant to Section 10.04.010.~~

**A. Prohibited Parking Duration. It shall be unlawful for any vehicle to be parked in a designated area, as defined below, for a duration exceeding two hours between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.**

**B. Designated Area. The two-hour parking restriction shall apply to all public parking spaces located within the geographic area bounded by the following points:**

- **Ocean Gateway (38.366733, -75.600130),**
- **Carroll Street (38.363068, -75.599432),**
- **Business Route 13 (38.365840, -75.595330),**
- **Mill Street (38.365358, -75.603574).**

**C. Enforceable Hours. This restriction shall be enforced during the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday only, excluding official city holidays.**

240  
241 10.24.050 - Duty of enforcement officer—Payment of penalty—Trial.

242 In all cases of parking violations under this Chapter, the police officer or authorized  
243 parking enforcement personnel who shall be referred to as an “Enforcement Officer” who  
244 discovers the vehicle illegally parked shall deliver to the operator or, if the vehicle be unattended,  
245 attach a citation to the vehicle in a conspicuous place. In the absence of the operator, the registered  
246 owner shall be presumed to be the person receiving the citation. A copy of the citation shall be  
247 retained by the ~~officer or authorized parking enforcement personnel~~ Enforcement Officer and  
248 shall bear his certification, under penalty of perjury, attesting to the truth of the matter therein set  
249 forth. The recipient of a citation may make payment for the violation directly to the director of  
250 finance's office within twenty-nine (29) days from the date of issuance to pay the citation or,  
251 if he desires to stand trial for said offense, may elect to do so by notifying the director of finance  
252 ~~parking ticket clerk~~ of his intention to stand trial, at least five days prior to the payment date ~~set~~  
253 ~~forth in the citation~~. At the time the notice of intention to stand trial is given, the person receiving  
254 the citation must also notify the finance department ~~parking ticket clerk~~ that he desires the presence  
255 of the ~~person~~ Enforcement Officer who issued the citation. If the person receiving the citation  
256 does not notify the finance department ~~parking ticket clerk~~ that he desires the presence of the  
257 ~~person~~ Enforcement Officer who issued the citation at the trial, it shall not be necessary that the  
258 ~~person~~ Enforcement Officer who issued the citation appear, and the copy of the citation bearing  
259 the certification of the issuing ~~person~~ Enforcement Officer shall be prima facie evidence of the  
260 matter therein set forth.

261  
262 10.24.060 - Continued failure to make payments.

263 For any parking citation issued by an Enforcement Officer under this Chapter, the  
264 vehicle owner shall have twenty-nine (29) days from the date of issuance to pay the citation.  
265 On the thirtieth (30th) day, if no timely request for a trial has been made, a delinquent notice  
266 shall be issued, and a late fee of twenty-five dollars (\$25.00) shall be added to the outstanding  
267 citation balance. If the citation remains unpaid for sixty (60) days from the date of issuance,  
268 an additional late fee of fifty dollars (\$50.00) shall be added to the outstanding citation  
269 balance and, at that time, the vehicle's registration may be flagged by the Motor Vehicle  
270 Administration.

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273 **Chapter 10.28 – Parking Restrictions in Residential Districts**

274 10.28.010 - Notices of restricted parking—Issuance of permits.

275 A. Whenever the city council or its designee shall determine that parking on the streets of  
276 a particular area in which residential uses are permitted should be restricted by permit, the city  
277 council or its designee may designate such areas as permit parking areas. The city council or its  
278 designee may prohibit nonpermit parking in such areas during such days and times as it determines  
279 appropriate. In such cases, the city council shall cause appropriate signs, giving notice of the  
280 parking prohibition, to be posted on those streets restricting all parking, except parking by the  
281 holders of permits. The city council shall be permitted to grant exceptions to the permit

requirements in limited circumstances. Any such permits to be granted only under the following conditions:

1. To persons who are residents of any particular area in which parking is so restricted. Persons must show proof of residency with driver's license, electric bill and name on rental lease and fill out an application. Initial proof of residency must be in person at the parking authority office.

2. The city council, upon special request by an applicant may issue permits to persons who are not residents of the designated area upon a showing by the applicant of hardship or impracticality of the restriction as applied to the applicant. The request should come through the parking administrator and must be presented to the city council in regular session.

3. General.

a. Permits shall be renewed each year with the change effective July 1st,

b. Permits shall be street specific,

c. There shall be no charge for parking permits for owners or renters,

d. Only one permit per each licensed driver per residence, or, one permit per registered vehicle per residence (proof of vehicle registration will be required).

4. For residents with special health-related issues, additional special permits for caretaking personnel can be issued as follows:

a. Permits will be color-coded,

b. Permits will be renewed each year with the change effective July 1st,

c. Permits shall be street specific,

d. There shall be no charge for special permits.

5. The parking prohibitions of this section shall not apply to commercial service or delivery vehicles which are being used to provide service or make deliveries to dwellings.

~~B. "Visitor" is defined as a temporary guest, one who visits for a limited time or a short stay. Upon application of any resident of the district for a residential parking permit, the parking administrator or the authorized designee may issue to each residence certain visitor permits as follows:~~

~~1. Each residence shall be issued one visitor permit good for one year. This permit shall be color-coded, street specific, and renewable on July 1st of each year when residential permits are renewed.~~

~~2. Ten one-day-only visitor permits may be issued to each residence at the same time residential permits are issued (once a year). These shall be street specific. To be valid, date of use must be written on the permit for the day it is used. There is no charge for the initial ten visitor permits.~~

~~3. Additional one-day-only visitor permits may be purchased from the parking authority for two dollars and fifty cents each.~~

If the parking administrator shall find the foregoing facts and further find that the issuance of the permits will not unduly impair traffic safety during the time of their validity, he or she shall issue such permits and may limit the streets or portions of streets on which they shall be valid.

10.28.030 - Signs to adequately display restrictions—Penalty.

A. The signs placed in such areas shall be of such character as to inform readily an ordinarily observant person of the existence of the rules and regulations imposing the foregoing restrictions. It is unlawful for any person to violate such rules and regulations.

B. Any violation of the aforesaid rules and regulations shall constitute a parking violation and subject the violator to **a fine as established by Mayor and Council.**

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

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

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

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

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

**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 28 day of April, 2025 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_ day of \_\_\_\_\_, 2025

**ATTEST:**

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

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

Approved by me, this \_\_\_\_ day of \_\_\_\_\_, 2025.

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



# City of Salisbury

## **MEMORANDUM**

**TO:** Andy Kitzrow, City Administrator

**FROM:** Jordan Mann, Parking Supervisor

**SUBJECT:** Parking Ordinance

**DATE:** April 10, 2025

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In conjunction with the amendments to Chapter 10 – Vehicle and Traffic Code, the Parking Authority would like to adopt a Parking Penalty and Fine Schedule. This schedule is comprehensive as it lists all penalties and will be easier to reference.

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**AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO  
ADOPT AND SET PENALTIES FOR PARKING VIOLATIONS UNLESS  
AND UNTIL SUBSEQUENTLY REVISED OR CHANGED.**

**WHEREAS**, the penalties charged by the City for parking violations are adopted and set from time-to-time by the Mayor with the approval of the Council; and

**WHEREAS**, the penalties set forth in the “Penalties for Parking Violations” Schedule attached hereto and incorporated herein as **Exhibit 1**, identify and list all penalties charged and otherwise assessed by the City of Salisbury for parking violations; and

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

**Section 1.** The Penalties for Parking Violations Schedule attached hereto as **Exhibit 1** and incorporated herein, as if fully set forth in this Section 1, are hereby adopted by the Council of the City of Salisbury; and, furthermore, the penalty or citation amounts set forth in Exhibit 1 shall supersede any penalties or citations set forth in the City of Salisbury Municipal Code or the City of Salisbury Fee Schedule.

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

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

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

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

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

**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 28 day of April, 2025 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2025

46 **ATTEST:**

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

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

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55 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2025.

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Randolph J. Taylor, Mayor

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**Exhibit 1**

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**Penalties for Parking Violations Schedule**

| <b>VIOLATION</b>  |                 | <b>Fine Amount</b> |
|---|-----------------|--------------------|
| Restricted Permit Zone                                      | 10.28.030 A & B | 35                 |
| No Parking Zone   | 10.32.020       | 35                 |
| Double Parking  | 10.32.010       | 35                 |
| Improper Parking  | 10.32.010       | 35                 |
| Blocking Driveway   | 10.32.010       | 35                 |
| Parking 20 feet of Intersection                             | 10.32.020       | 35                 |
| Parking by Fireplug   | 10.32.020       | 35                 |
| Violation of Time Restriction                               | 10.24.040       | 35                 |
| No Stopping or Standing                                     | 10.32.020       | 35                 |
| Bus Camper or Commercial Vehicle<br>on Residential Street   | 10.32.040       | 35                 |
| Snow Emergency Route  | 10.12.040       | 35                 |
| Commercial Vehicle on City Street<br>over 2 hours           | 10.32.030A      | 35                 |
| Refrigerated, Truck Parked and in<br>Operation Over 2 Hours | 10.32.030B      | 35                 |
| Vehicle in Front Yard                                       | 10.16.030 A & B | 35                 |
| Double Parking  | 10.32.010       | 35                 |
| Improper Parking  | 10.32.010       | 35                 |
| Handicap Area   | 10.28.030 A & B | 150                |
| Fire Lane   | 10.16.030 A & B | 75                 |

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