



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.

D'SHAWN M. DOUGHTY
Council President

ANGELA M. BLAKE
Council Vice President

APRIL R. JACKSON
Councilwoman

MICHELE R. GREGORY
Councilwoman

SHARON C. DASHIELL
Councilwoman

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** – 1st reading – authorizing the Mayor to appropriate funds for the Park Well Field Raw Water Line Replacement project

- **Ordinance No. 2930** – 1st 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

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 04/23/25



**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** – 2nd 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** – 2nd 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** – 2nd 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** – 2nd 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** – 2nd 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** – 1st 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** – 1st 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** – 1st 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 3rd 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

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



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

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RESOLUTION NO. 3392

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

<u>Name</u>	<u>Term Ending</u>
Michael Lankford	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:

<hr/> Julie A. English CITY CLERK	<hr/> D'Shawn M. Doughty PRESIDENT, City Council
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APPROVED BY ME THIS
_____ day of _____, 2025

Randolph J. Taylor, Mayor



City of Salisbury

MEMORANDUM

TO: Mayor Randy Taylor

FROM: Jessie Turner

SUBJECT: Appointment

DATE: April 9, 2025

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

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:

_____ Julie A. English CITY CLERK	_____ D'Shawn M. Doughty PRESIDENT, City Council
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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.

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 31st 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

2:32 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 2022

New Equipment See Listing \$ 124,500.00

Total \$ 124,500

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Am't of <u>Exemption</u>
	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 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
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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.

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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

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

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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

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Preparer's Signature [Signature] Date 4/9/25

Email address Kwilson@matechsolutions.com

4/10/2025

1:22 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 2023

New Equipment See Listing \$ 27,775.00

Total \$ 27,775

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Am't of <u>Exemption</u>
	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 & 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: \$
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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: \$



City of Salisbury

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

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



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

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 calculated pound per dry ton of sludge = cost to treat a dry ton of sludge
Solenis LLC	Praestol K279FLX	\$1.59 per lb.	UP x 74.06 lbs./DT = \$117.76 per DT
Polydyne Inc.	Clarifloc 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

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

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



City of Salisbury

TIER 6 CHANGE ORDER

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

Contract #: RFP 21-107
Contract Name: Paleo Water Treatment Filter Replacement
Change Order #: 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 (Increase) (Decrease) is [(#5-#1)/#1 * 100]: | 157.88% |
| 7. The Contract Time will (increase by) (decrease by) (remain unchanged) : | (1220) calendar days |
| 8. The date of Substantial Completion (is revised to) (remains as) : | 03/01/2027 |
| 9. The date of Final Acceptance (is revised to) (remains as) : | 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.



City of Salisbury

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 (Increase) (Decrease) is [(#5-#1)/#1 * 100]: | 215.13% |
| 7. The Contract Time will (increase by) (decrease by) (remain unchanged) : | (579) calendar days |
| 8. The date of Substantial Completion (is revised to) (remains as) : | August 31, 2026 |
| 9. The date of Final Acceptance (is revised to) (remains as) : | 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

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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1. PREAMBLE

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.

 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:**
68
69
70

71 _____
72 **Julie A. English, City Clerk**

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

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

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 National Endowment for the Arts and 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.

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

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

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

45 ATTEST:

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47 _____
48 Julie A. English, City Clerk

_____ D'Shawn M. Doughty, City Council President

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52 Approved by me, this _____ day of _____, 2025.
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55 _____
56 Randolph J. Taylor, Mayor
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