



WORK SESSION MEETING MINUTES APRIL 28, 2025

PUBLIC OFFICIALS PRESENT

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

STAFF IN ATTENDANCE

City Administrator Andy Kitzrow, GIS Analyst Kyla Cupp, Fire Chief Rob Frampton, Deputy Fire Chief Chris O'Barsky, Assistant Chief of Logistics Chris Twilley, Grants Manager Jo Ellen Bynum, Deputy City Clerk Hannah Long, City Clerk Julie English, City Attorney Ashley Bosché

WELCOME/ANNOUNCEMENTS

The City Council convened in a Work Session on April 28, 2025 at 8:30 p.m. in the Government Office Building Council Chambers, Room 301, located at 125 N. Division Street.

President Doughty turned the meeting over to Chief Frampton for his quarterly update.

PRESENTATION – Salisbury Fire Department 1st Quarter Update – Chief Rob Frampton and GIS Analyst Kyla Cupp

Chief Frampton provided the Salisbury Fire Department's first quarter update, reporting a 5.9% increase in total calls, with EMS calls up 6.28% and an average response interval of approximately 29.5 minutes. He noted the Fire Marshal services had a 3:1 property save-to-loss ratio, no civilian or firefighter deaths, and ten investigated fires, including one criminal case. He highlighted improvements at nursing home facilities, reducing non-transport BLS calls from 76% in 2024 to 50% through Swift and MDCN team interventions. Ms. Cupp introduced the newly launched Community Risk Assessment (CRA) which identified the top EMS and fire risks, and provided interactive public dashboards — with station locations, demographics, and response times — guided planning and risk reduction initiatives. She highlighted the key programs, which included fall prevention, proactive smoke alarm installations, and digital pre-incident building plans via GIS. They serve to improve efficiency, safety, and NFPA compliance. Councilmembers praised the CRA and data integration tools for enhancing community safety, planning, and public awareness.

Ordinance approving a budget amendment of the FY2025 general fund budget to appropriate funds of the Salisbury Fire Department's operating budget after the city has been reimbursed \$1,863.05 from insurance proceeds for repairs to the Assistant Chief's vehicle

Assistant Chief Twilley explained that the City had been reimbursed \$1,863.50 in insurance proceeds following an accident involving an Assistant Chief's vehicle. He requested that these funds be appropriated to the Salisbury Fire Department's operating budget.

Having no comments, Council reached unanimous consensus to move this forward to Legislative Session.

Resolution to approve the city's action plan for Community Development Block Grant (CDBG) funds for CDBG program year 2025

Ms. Bynum presented the 2025 CDBG Action Plan, estimating \$346,673 in funding with 20% for administration and the remainder for ADA ramps and sidewalk improvements. She added that the public hearings were held and scheduled per HUD requirements, with public comment open until May 5, 2025.

Council discussed timing adjustments and budget allocation details and reached unanimous consensus to move this forward to Legislative Session.

Ordinance to 1) authorize the Mayor to enter into a contract with the Department of Housing and Community Development for the purpose of accepting grant funds in the amount of \$250,000; 2) to authorize the Mayor to enter into a sub recipient agreement with Railroad Avenue Investments, LLC; and 3) to approve a budget amendment to the grant fund to appropriate the aforementioned funds to be used for eligible expenses associated with the union railway station stabilization project

Ms. Bynum stated that the city was awarded a \$250,000 state grant for Phase 2 stabilization of Union Railway Station. She asked Council for approval to accept the funds and authorize the agreement.

Having no comments, Council reached unanimous consensus to move this forward.

Resolution adopting a Capital Improvement Plan for the five-year period beginning FY2026 and ending FY2030

Mr. Kitrow reviewed the FY26–FY30 Capital Improvement Plan (CIP) and discussed the distinction between the planning document and funded projects. General capital projects were approximately \$11 million, with about half funded. He noted some projects were deferred due to limited funds, while others would seek grant or private funding. Ms. Blake emphasized that neighborhood infrastructure improvements remained fully funded at \$1 million.

Having no Council comments, Council reached unanimous consensus to move this forward.

Presentation – Mayor’s FY26 Proposed Budget Changes

Mr. Kitzrow reviewed the mayor’s proposed budget, which included \$83,000 for the General Fund and \$769,000 for the Water and Sewer Fund. He noted a modification to reduce the city promotions line item from \$47,500 to cover only existing contractual obligations through the end of the calendar year. He mentioned that consulting and lobbying fees remained in the budget as presented. Council members discussed the value of the current lobbyist, noting he had not yet had the opportunity to present his findings. It was suggested that he be invited to a future work session to provide input and allow the council and public to better understand his priorities and contributions.

PUBLIC COMMENT

The following public comment was made:

- Speaker #1 praised the council and administration teamwork during budget work sessions and asked that Schumaker Manor remain a priority.

ADMINISTRATION COMMENTS

Mr. Kitzrow noted progress on the budget and highlighted successful zoo events. He thanked staff, partners, and the public for their involvement and participation.

Mayor Taylor praised Salisbury Christian School’s play and was in favor of addressing Schumaker Manor’s roads, after learning of construction flaws.

COUNCIL COMMENTS

Ms. Gregory made mention of the Poplar Hill Mansion festival happening on May 4th.

Ms. Jackson was happy to report the successful Easter egg hunt at the Village at Mitchell Pond.

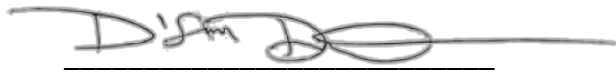
Ms. Dashiell reported that the Henry Parker Athletic Complex featured the Naylor Mill Forest Trail, offering over five miles of trails for walking, biking, or dog-walking. She highlighted the zoo’s ongoing progress and encouraged community support. She provided updates from the Metropolitan Planning Commission, which included the Port of Salisbury being identified as a freight hub. Additionally, she mentioned Wor-Wic’s plans for a traffic impact study to manage future campus expansion and access to Route 50. Ms. Dashiell also noted the upcoming United Way fundraiser, “Over the Edge” which supported households with limited income, and encouraged volunteer participation.

President Doughty echoed the Mayor's remarks on Salisbury Christian School's production. He appreciated the invitation from the school and commented on the positive interaction between city and county officials at the event. President Doughty also recognized the zoo, highlighting the retirement party for Chaska and the developments planned for the facility.

ADJOURNMENT

With no further business to discuss, the Work Session adjourned at 5:59 p.m.


City Clerk


Council President