



CITY OF SALISBURY

115 S. Division Street, Salisbury, MD 21801

LEGISLATIVE SESSION

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

Monday, August 11, 2025 6:00 PM

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 - Overseer Timothy Palmer - The Well

SWEARING IN

Deputy City Administrator, Procurement Director, Election Board Member

PRESENTATION

- Presentation of Shadow Boxes to the family of Ryan Mitchell

PRESENTATION AND ADOPTION OF LEGISLATIVE AGENDA

AWARD OF BIDS

- Award of Bids
 1. RFP 25-105 457(b) Plan Administration
 2. RFP A-25-111 Construction Administration and Construction Inspection Services
 3. ITB 26-101 Park Raw Water Main Extension

DECLARATION OF SURPLUS

- Declaration of Surplus
 - 8 Airtraq Intubation Cameras
 - 59 Ballistic Vest Panels and 13 trauma panels

RESOLUTIONS

- Bicycle & Pedestrian Advisory Committee
Resolution No. 3417 - appointing John Sater to the Bicycle & Pedestrian Advisory Committee for term ending August 2028
- Disability Advisory Committee
Resolution No. 3418 - appointing Jessica Chittams to the Disability Advisory Committee for term ending August 2028
- Disability Advisory Committee
Resolution No. 3419 - appointing Brian Bergen-Aurand to the Disability Advisory Committee for term ending August 2028
- Public Art Committee

Resolution No. 3420 - appointing Nancy Mitchell to the Public Art Committee for term ending August 2028

- Youth Development Advisory Committee

Resolution No. 3421 - appointing Shymec Edwards to the Youth Development Advisory Committee for term ending August 2028

PUBLIC HEARING

ORDINANCES

- Amending Chapter 8.11 "The Fire Prevention Code" - Second Reading
Ordinance No. 2947 - amending chapter 8.11 of the Salisbury City Code, entitled "The Fire Prevention Code", to adopt a requirement for a permit from the City Fire Marshal for wholesale and retail sale of ground-based sparkling devices within the City of Salisbury.
- Community Needs Grant for Anne Street Village - 2nd reading
Ordinance No. 2948 - to accept a \$500 donation from the Community Foundation of the Eastern Shore to fund a garden planting at Anne Street Village
- Salisbury Planning Commission - 2nd Reading
Ordinance No. 2949 - amending the Salisbury City Code to create a new Salisbury Planning Commission, independent from that of Wicomico County
- Ordinance for MOOR ORF Opioid Grant Amendment - 1st Reading
Ordinance No. 2950 - amending the grant agreement with the State of Maryland's Office of Opioid Overdose Response from \$542,000 to \$623,300 and to approve a budget amendment to the grant fund to appropriate these funds for the Salisbury Fire Department.
- Ordinance - Accept Equitable Sharing Funds 1st Reading
Ordinance No. 2951 - to approve a budget amendment of the grant fund budget to appropriate funds received from Wicomico County in the amount of \$150,000 following the dissolution of the multi-jurisdictional Wicomico county Narcotics Task Force

PUBLIC COMMENT

ADJOURNMENT/CONVENE INTO WORK SESSION

<p>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.</p>



City of Salisbury

COUNCIL AGENDA – Department of Procurement

August 11, 2025

Award of Bid(s)

1. RFP 25-105 457(b) Plan Administration
2. RFP A-25-111 Construction Administration and Construction Inspection Services
3. ITB 26-101 Park Raw Water Main Extension

Surplus

1. Intubation Cameras
2. Ballistic Vest Panels



MEMORANDUM

TO: Tom Stevenson
FROM: Michael Lowe, Director of Procurement
SUBJECT: Award of Bid and/or Declaration of Surplus
DATE: August 11, 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.

RFP 25-105 457(b) Plan Administration

- Department: Human Resources
- Scope of Work: Deferred Compensation Plan for City Employees
- Bid date: 03/18/2025
- Bid opening: 04/10/25
- Total bids received: 5
 - Empower Retirement LLC
 - Equitable Financial Life Insurance Company
 - Lincoln Financial Group
 - The International City Management Association Retirement Corporation
 - Voya Retirement, Insurance and Annuity Company
- Highest ranked responsive and responsible vendor:
 - Lincoln Financial Group
- Total savings per year: \$ 7,007.00 with increased in service days for City employees
- GL Account: Funded by the plan assets
- Notes:
 - The contract includes a renewal clause: "The City reserves the right to renew all or portions of this contract with the same prices, terms and conditions as the original contract for additional one (1) year terms, contingent upon mutual agreement between the City and the vendor."



RFP A-25-111 Construction Administration and Inspection Services

- Department: Infrastructure and Development
- Original Scope of Work: Various services related to construction administration and inspection services
- Bid date: 04/8/2025
- Bid opening date: 05/09/2025
- Total bids received: 9
 - BrownMarsh LLC
 - Brudis and Associates Inc.
 - Chyke Maurice & Associations, Inc.
 - DM Enterprise
 - Fairwater Associates
 - Morgan Construction Management, LLC
 - Procon Consulting, LLC
 - RK&K
 - Wallace Montgomery & Associates, LLP
- Two highest ranked responsive and responsible vendors recommended for award:
 - RK&K
 - Wallace Montgomery
- GL Account: Various project accounts as needed
- Notes: The contract includes a renewal clause: "The City reserves the right to renew all or portions of this contract with the same prices, terms and conditions as the original contract for four (4) one-year terms, contingent upon mutual agreement between the City and the vendor."

ITB 26-101 Park Raw Water Main Extension

- Department: Water Works
- Scope of Work: Water main installation near the Park Water Treatment Plant
- Bid date: 05/20/2025
- Bid opening: 07/23/2025
- Total bids received: 6
 - Allan Myers MD, Inc. \$ 1,838,500.00
 - Metra Industries \$ 1,941,040.00
 - A-Del Construction Co. Inc. \$ 1,976,400.00
 - Kinsley Construction LLC \$ 1,983,200.00
 - Chesapeake Turf \$ 3,702,158.00
- Lowest priced responsive and responsible vendor:
 - Allan Myers MD, Inc. (Fallston, MD)
- Total Base Bid: \$ 1,838,500.00
- GL Account: 96124-513026-50038, 97030-513026-50038, 96113-513026-50031



To: Michael Lowe, Director of Procurement
From: Sandra Green, Director of Finance
Subject: RFP 25-105
Date: July 31, 2025

The Department of Finance recently engaged Bolton Investment to develop an RFP for administrative services for the City's 457(b) plan. The RFP was released on March 18, 2025 and the responses were due back on April 10, 2025. The following four firms responded to the Request for Proposal:

Empower
Equitable
Lincoln
Voya

Bolton evaluated the proposals of all four vendors. The categories of focus included:

- Approach/Capabilities
- Experience
- Cost/Program Fees

Two finalists were selected: Lincoln and Voya to deliver a presentation to the selection committee. The committee recommends awarding the contract to Lincoln. The funding for the services provided by Lincoln are provided by the plan, which represents 39 bps of the plan assets. This amount would be approximately \$27,328 per year. The current vendor receives 49 bps which would equate to \$34,335 annually. Thus this would be a savings of \$7,007 per year to the plan.

The award to Lincoln should afford the City the following advantages:

- Fee reductions. Details can be found in the Bolton report.
- On site support of 12 days per year.
- A more personalized customer experience.



To: Michael Lowe, Director of Procurement
From: Nick Voitiuc, Director of Infrastructure and Development
Date: July 29, 2025
Re: RFP A-25-111 Construction Administration and Inspection Services

Salisbury Department of Infrastructure and Development recently advertised RFP A-25-111 Construction Administration and Inspection Services. The scope of which will include Construction Management and Inspection Services.

Bids were opened on Tuesday, April 8th, 2025 at 2:30pm. For RFP A-25-111 Construction Administration and Inspection Services. Nine (9) responses to this contract were received, as summarized below:

Company
Brownmarsh LLC
Brudis & Associates, Inc
Chyke Maurice & Assoc., Inc.
DM Enterprise
Fairwater Associates
Morgan Construction Management, LLC
Procon Consulting, LLC
RK&K
Wallace, Montgomery, & Associates LLC



Bids were evaluated on criteria established in the RFP. Based on the results of that process the Department of Infrastructure and Development recommends awards RFP A-25-111 Construction Administration and Inspection Services to the following:

Company
RK&K
Wallace, Montgomery, & Associates LLC



To: Michael Lowe, Director of Procurement
From: Cori Cameron, Director of Water Works
Date: July 30, 2025

RE: Recommendation of Award ITB 26-101

Salisbury Department of Water Works supported a request for proposals for Park Raw Water Main Extension on 5/20/25. The Project is to install a replacement of the raw water main located in the city park connecting the wells to the Park Water Treatment Plant.

Five bids were received and opened on 7/23/2025. All bids were responsive. The Department would like to award to the low bid.

The Department of Water Works would like to award the bid to Allen Myers MD, Inc. for \$1,838,500.00. Funds are available in the Park Raw Water Main and Park Well Field Project Accounts.

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



City of Salisbury

Memo

To: Tom Stevenson, Acting City Administrator
From: Michael Lowe, Director of Procurement
Date: August 1, 2025
Subject: Declaration of Surplus

Surplus Declaration

Pursuant to § SC16-8 Sale or Other Disposition of Surplus, Obsolete or Unused Property of the Salisbury Charter, I am requesting approval of the City Council to declare the following items as surplus:

Salisbury Fire Department

Item(s): 8 Airtraq Intubation Cameras

Method of Disposal:

- Donation to a mutual aid department or departments

Salisbury Police Department

Item(s): 59 Ballistic Vest Panels and 13 trauma panels

Method of Disposal:

- Vests will be sent to ballistic vest recycler to manage the disposal in a proper manner

Attachment(s):

[08.11.25 Council Memo - Surplus.pdf](#)



City of Salisbury

MEMORANDUM

TO: Tom Stevenson
FROM: Michael Lowe, Director of Procurement
SUBJECT: Declaration of Surplus
DATE: August 11, 2025

Surplus Declaration

Pursuant to § SC16-8 Sale or Other Disposition of Surplus, Obsolete or Unused Property of the Salisbury Charter, I am requesting approval of the City Council to declare the following items as surplus:

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Item(s): 8 Airtraq Intubation Cameras

Method of Disposal:

- Donation to a mutual aid department or departments

Salisbury Police Department

Item(s): 59 Ballistic Vest Panels and 13 trauma panels

Method of Disposal:

- Vests will be sent to ballistic vest recycler to manage the disposal in a proper manner



City of Salisbury

Fire Department

Memo

To: Mike Lowe, Director of Procurement
From: Rob Frampton, Fire Chief 
Date: 7/31/2025
Subject: Equipment Surplus

The Fire Department is requesting the surplus of eight (8) Airtraq Intubation cameras. These intubation cameras are six years old and they are no longer compatible with our current operational needs. We've transitioned to the Curaplex OneScope system, which offers improved video quality, advanced technology, and a different blade design. Additionally, the old cameras required separate disposable blades, which required us to stock multiple blades at a much higher cost.

Finally, retaining them in our inventory no longer supports our clinical goals, training consistency, or equipment standardization. The department is requesting that these items be sold on GovDeals and if not able to be sold, they could be donated to two local departments. These departments have different operational needs and could benefit from equipment that still functions, but no longer meets the SFD's needs.



City of
Salisbury
Salisbury Police Department

DATE: July 29, 2025
TO: Mike Lowe
Director of Procurement
FROM: B. Tucker #1790

SUBJECT: Surplus Ballistic Vest Panels

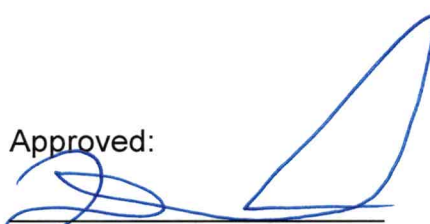
1. Fifty-nine (59) Ballistic vest panels and thirteen (13) trauma panels. These items are obsolete past the manufacturer usable date, and have been replaced, and had an estimated original cost of \$400-\$600 a pair when purchased. These items will be sent to a ballistic vest recycler where they will have their serial numbers verified, documented and an inventory receipt completed and destroyed. The vest panels have an estimated average total value of \$31,000.

Respectfully Submitted,

B. Tucker #1790

B. Tucker #1790
Quartermaster

Approved:


D. Meienschein
Chief of Police



699 W. Salisbury Parkway
Salisbury, MD 21801
410-548-3165
www.salisburypd.com



24 3774
7-31-25
CC 179
731 13

Ballistic Panel S/N's
160000562735
0601374001
190000263875
190000263916
160000562721
0601495355
0601475247
160000675893
160000673823
110000049914
160000562730
3079466
11000049875
190000252700
170000254794
220000011993
180000319064
180000319133
210000028553
210000028552
170000254785
210000028418
210000028520
160000562719
190000263876
190000263928
0601495220
0601495328
16000562725
190000088345
180000122153
180000122061
190000263893
170000254863
190000263951
0601474966
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140000204313
160000562729
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120000691045
120000691088
150000886050
150000886042
0601374031
0601373896
170000254858
170000254783
170000254867
10110613
10110613
190000088429
220000011939
13 Trauma Plates No S/N



City of Salisbury

Memo

To: Mayor Randy Taylor
From: Jessie Turner
Date: August 4, 2025
Subject: Bicycle & Pedestrian Advisory Committee

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>
John Sater	August 2028

Attachment(s):
[Res3417](#)

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<u>Name</u>	<u>Term Ending</u>
John Sater	August 2028

ATTEST:

D'Shawn M. Doughty
PRESIDENT, City Council

_____ day of _____, 2025

17



City of Salisbury

Memo

To: Mayor Randy Taylor
From: Jessie Turner
Date: August 4, 2025
Subject: Disability Advisory Committee

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

<u>Name</u>	<u>Term Ending</u>
Jessica Chittams	August 2028

Attachment(s):
[Res3418](#)

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<u>Name</u>	<u>Term Ending</u>
Jessica Chittams	July 2028

ATTEST:

D'Shawn M. Doughty
PRESIDENT, City Council

_____ day of _____, 2025

Randolph J. Taylor, Mayor



City of Salisbury

Memo

To: Mayor Randy Taylor
From: Jessica Turner
Date: August 4, 2025
Subject: Disability Advisory Committee

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

<u>Name</u>	<u>Term Ending</u>
Brian Bergen-Aurand	August 2028

Attachment(s):
[Res3419](#)

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<u>Name</u>	<u>Term Ending</u>
Brian Bergen-Aurand	August 2028

ATTEST:

D'Shawn M. Doughty
PRESIDENT, City Council

_____ day of _____, 2025

Randolph J. Taylor, Mayor



City of Salisbury

Memo

To: Mayor Randy Taylor
From: Jessie Turner
Date: August 4, 2025
Subject: Public Art Committee

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

<u>Name</u>	<u>Term Ending</u>
Nancy Mitchell	August 2028

Attachment(s):
[Res3420](#)

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<u>Name</u>	<u>Term Ending</u>
Nancy Mitchell	August 2028

ATTEST:

D'Shawn M. Doughty
PRESIDENT, City Council

_____ day of _____, 2025

Randolph J. Taylor, Mayor



City of Salisbury

Memo

To: Mayor Randy Taylor
From: Jessie Turner
Date: August 4, 2025
Subject: Youth Development Advisory Committee

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>
Shymec Edwards	August 2028

Attachment(s):
[Res3421](#)

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RESOLUTION NO. 3421

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

<u>Name</u>	<u>Term Ending</u>
Shymec Edwards	August 2028

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on August 11, 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

Memo

To: Mayor's Office
From: Rob Frampton, Fire Chief
Date: June 10, 2025
Subject: Amending Chapter 8.11 "The Fire Prevention Code" - Second Reading

In an effort to clarify language in the City Code, as it related to the permitting of fireworks sales, the Salisbury Fire Department is requesting a language change in Code 8.11.020(6). The change is shown in the Ordinance request in bold letters and struck through script. This language will allow the Code to better reflect the language as stated in the NFPA Life Safety Code and will reduce the risk of someone legally challenging the need for a permit, as required under the Code.

Attachment(s):
[Ord2947](#)

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WHEREAS, the ongoing application, administration and enforcement of the Salisbury City Code demonstrates the need for periodic review, evaluation and amendment; and

WHEREAS, the City of Salisbury desires amend Chapter 8.11.020, which sets forth the amendments to the State Fire Prevention Code, to grant the authority to issue permits for the wholesale and retail sale of ground-based sparkling devices to the City Fire Marshal.

Section 1. Chapter 8.11.020(6) of the Salisbury City Code be and is hereby amended by repealing the crossed-out language and adding the bolded and underlined language as follows:

6. Permits from the Fire Marshal are required for the following:
 - a. Installation/Modification of fire alarm and detection systems;
 - b. Installation/Modification of sprinkler or water spray systems;
 - c. Installation/Modification of standpipe systems;
 - d. Installation/Modification fire pumps;
 - e. Installation/Modification of water storage tanks for fire protection;
 - f. Installation/Modification of gaseous and chemical extinguishing systems;
 - g. Installation/Modification of foam systems;
 - h. Installation/Modification of smoke control systems;
 - i. Installation/Modification of flammable and combustible liquid storage tanks;
 - j. Installation/modification of emergency generators for fire protection systems.;
 - k. Installation, modification, or removal from service of any private fire service mains and their appurtenances in accordance with NFPA 24;
 - i. No permit is required for:
 - A) Mains and their appurtenances under the control of a water utility;
 - B) Mains and their appurtenances providing fire protection and/or domestic water that are privately owned but are operated as a water utility;
 - C) Underground mains serving sprinkler systems designed and installed in accordance with NFPA 13R that are less than 4 inches (100 mm) in nominal diameter; or

42 D) Underground mains serving sprinkler systems designed and
43 installed in accordance with NFPA 13D.

44 ii. This permit does not include the connection from the street main to a point
45 in the public sidewalk area covered by Title 13, Chapter 13.08, § 13.08.050
46 of this Code.

47 l. Fireworks displays;

48 m. To store, transport on site, dispense, use, or handle hazardous materials;

49 n. To perform any fire hydrant or fire pump water flow test; and

50 o. ~~To sell~~ **Wholesale and retail sale of** consumer fireworks- **and ground-based**
51 **sparkling devices.**

52
53 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**
54 **SALISBURY, MARYLAND,** as follows:

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

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

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

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

65
66 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held
67 on this 28 day of July, 2025, and thereafter, a statement of the substance of the Ordinance having been
68 published as required by law, was finally passed by the Council on the 11 day August, 2025.
69

70
71 **ATTEST:**

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75 _____
76 Julie A. English, City Clerk

75 _____
76 D'Shawn M. Doughty, President
77 Salisbury City Council

78
79 APPROVED BY ME THIS ____ day of _____, 2025.
80

81
82 _____
83 Randolph J. Taylor, Mayor



City of Salisbury

Memo

To: Tom Stevenson, Acting City Administrator
From: Christine Chestnutt, HCDD, Housing & Homelessness Manager
Date: June 25, 2025
Subject: Community Needs Grant for Anne Street Village - 2nd reading

The Housing and Community Development Department has received grant funding of \$500.00, through the Community Needs Grant to partially fund 24 vegetable container gardens at Anne Street Village. By investing in this project, we can not only improve immediate food access but also equip residents with tools to maintain long-term food stability and independence. The Housing and Community Development Department is requesting the \$500 received from the Community Foundation of the Eastern Shore be allocated for the Anne Street Village Garden Project.

It is requested to Increase Contribution Revenue 10530-456423-xxxxx by \$500, and Increase Operating Expenses 10530-546006-xxxxx by \$500.

Attachment(s):

[Ord2948](#)

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WHEREAS, the City of Salisbury’s Housing and Community Development Department is holding an
 treet Village garden planting; and

WHEREAS, the donation of funds will be used to purchase vegetable and herb plants, to be placed in the container gardens at Anne Street Village; and

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

- 1) Increase Contribution Revenue 10530-456423-xxxxx by \$500.
- 2) Increase Operating Expenses 10530-546006-xxxxx by \$500.

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 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.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury on the 28 day of July, 2025 and thereafter, a statement of the substance of the Ordinance having been issued as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the day of August, 2025.

D'Shawn M. Doughty, City Council President

Randolph J. Taylor, Mayor

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AN ORDINANCE OF THE CITY OF SALISBURY AMENDING THE SALISBURY CITY CODE TO CREATE A NEW SALISBURY PLANNING COMMISSION, INDEPENDENT FROM THAT OF WICOMICO COUNTY.

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

WHEREAS, the Mayor and Council of the City of Salisbury (the “**Mayor and Council**”) are authorized by MD Code, Local Government, § 5-202 to adopt such ordinances, not contrary to the Constitution of Maryland, public general law or public local law, as the Mayor and Council deem necessary to assure the good government of the municipality, to preserve peace and order, to secure persons and property from damage and destruction, and to protect the health, comfort and convenience of the citizens of the City;

WHEREAS, pursuant to Resolution No. 162 (adopted on October 24, 1972), the City's planning commission functions have been performed by the Salisbury-Wicomico County Planning and Zoning Commission, which is composed of members appointed by the City and other members appointed by Wicomico County and handles matters involving property and land use matters in the City and elsewhere in the County;

WHEREAS, after review and discussion the Mayor and City Council have concluded, based upon the substantial size and urban nature of the City, that to more efficiently serve the public interest the City should have a separate planning commission that is not part of the Salisbury-Wicomico County Planning and Zoning Commission;

WHEREAS, the Mayor and Council further find that the health, safety and general welfare of the citizens of the City will be furthered by amending the Salisbury City Code to create a Salisbury Planning Commission, which will allow the City to operate its own planning commission, apart from that of Wicomico County;

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

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that the Salisbury City Code is hereby amended by adding the bolded and underlined language and deleting the strikethrough language as follows:

Section 1. By amending the Salisbury City Code as follows:

Chapter 2.28 PLANNING AND ZONING COMMISSION

2.28.010 Commission created.

Effective September 1, 2025, a municipal planning and zoning commission is created pursuant to the provisions of **the Land Use Article of the Annotated Code of Maryland Article 66B of the Annotated Code of Maryland** and all amendments thereto, said Article entitled "**Planning Commission Zoning and Planning**," and said commission to hereafter be known as the "Salisbury Planning and Zoning Commission."

2.28.020 Membership—Term.

A. The Salisbury planning and zoning commission shall consist of seven members, who shall be appointed by the mayor and confirmed by **a majority of** the council. All members shall

serve terms of five years or until a successor is appointed, and all members shall be eligible for reappointment. At least three members of the planning commission shall reside in the municipal boundaries of the City of Salisbury. The remaining members of the planning commission shall reside in the greater Salisbury area, which shall be any address containing a 21801 or 21804 zip code. Any member sitting on the Salisbury-Wicomico County Planning and Zoning Commission at the time of its dissolution shall be eligible for membership on the Salisbury planning commission.

B. The Salisbury City Council may remove a member of the Salisbury planning commission in accordance with Md. Code Ann., Land Use § 2-102.

2.28.030 Powers and duties.

The Salisbury planning ~~and zoning~~ commission shall have all the powers and duties to conduct planning, zoning and other activities as authorized and delegated by the provisions of the Land Use Article 66B of the Annotated Code of Maryland as amended. The Planning Commission shall adopt rules to assist the Commission in carrying out its duties under this Code.

~~2.28.040 Participation in countywide planning program.~~

~~The Salisbury planning and zoning commission is authorized, after agreement between the mayor and city council and the Wicomico County Council, to participate in a countywide planning program under the applicable provisions of Article 66B of the Annotated Code of Maryland.~~

~~2.28.050 Continuation of powers.~~

~~The newly established Salisbury planning and zoning commission created by this chapter shall have all the powers granted heretofore to any former planning and zoning commission of the city.~~

2.28.060 Transfer of powers and records.

From and after the creation of the Salisbury planning ~~and zoning~~ commission described in this chapter, all ~~powers and~~ records of any the former planning and zoning commission, where applicable, shall be transferred to and become a part of the official files of the newly established Salisbury planning ~~and zoning~~ commission.

~~2.28.070 Provisions of former commission to apply.~~

~~All provisions relating in any way to the former Salisbury planning and zoning commission contained in any code or ordinance of the city of Salisbury, Maryland, not inconsistent Article 66B of the Annotated Code of Maryland, shall apply to the newly established Salisbury planning and zoning commission.~~

16.08.010 General.

A. The following words and phrases shall have, for the purpose of these regulations, the meanings as stated.

B. For the purpose of these regulations, words and terms used herein shall be interpreted as follows:

1. Words used in the present tense shall include the future tense;
2. The singular includes the plural;
3. The word "person" includes a corporation, institution, partnership and association as well as the individual;
4. The word "lot" includes the word "plot" or "parcel";

- 86 5. The word "commission" and the words "planning ~~and zoning~~ commission" always
87 means the Salisbury planning ~~and zoning~~ commission;
- 88 6. The words "planning director" always mean the City Planner in the Department of
89 Infrastructure and Development or a duly designated representative;
- 90 7. The word "city" always means the city of Salisbury, Maryland.
- 91 8. The word "city engineer" means the director of infrastructure and development or
92 his duly designated representative.
- 93 C. Any word or term not defined herein shall be used with a meaning of standard usage as
94 found in Title 17, Zoning, of this code or Webster's Collegiate Dictionary.

95 **16.08.030 Subdivision control.**

96 It shall be unlawful for the owner of any land within the corporate limits of Salisbury, or any other
97 person, firm or corporation, to subdivide any lot, tract or parcel of land, or layout, construct, open
98 or dedicate for public use or travel, any street, road, sanitary sewer, storm sewer, drainage facilities,
99 or other facilities in connection therewith, or for the common use of occupants of buildings within
100 the subdivision, unless and until:

- 101 A. A plat of such subdivision is caused to be made in accordance with the regulations set forth
102 herein;
- 103 B. Approval is secured thereof from the city planning ~~and zoning~~ commission or director of
104 infrastructure and development as provided herein; and
- 105 C. The commission or director has caused copies of the plat to be recorded in the land records
106 of Wicomico County.

107 **16.08.040 Plat approval required.**

108 No plat of any major subdivision shall be recorded until it has been submitted to and approved by
109 the planning ~~and zoning~~ commission or director of infrastructure and development as provided
110 herein. The commission shall not approve the plat unless it is satisfied that the requirements of
111 these regulations have been complied with.

112 **16.36.010 Time limits for preliminary plats and final plats.**

- 113 A. The approval of the preliminary plat shall become null and void after one year from the
114 date of such approval by the commission unless a final plat based thereon is submitted
115 within that time or an extension of time is applied for by the subdivider and granted by the
116 planning commission.
- 117 B. If a final plat is submitted for only a portion of the area approved on the preliminary plat,
118 the subdivider shall have five years from the date of preliminary plat approval by the
119 commission within which to present a final plat or plats including the entire area as shown
120 on the preliminary plat. All such plats shall be in substantial conformance with the
121 approved preliminary plat, covering that area or areas on the preliminary plat not already
122 recorded.
- 123 C. All final subdivision plats approved by the Salisbury planning ~~and zoning~~ commission as
124 hereinbefore provided must be recorded within three years of the planning ~~and zoning~~
125 commission's final approval. If the subdivision plat is not recorded within three years from
126 the date of its final approval by the planning commission, it shall become null and void and
127 it must be resubmitted for reconsideration as a preliminary plat.

D. Extension Requests. All requests for an extension of time for a preliminary plat or final plat shall be made to the planning commission in writing, prior to the expiration of the period prescribed. An extension of time may be granted by the commission, but not exceeding a total of two years unless approval has been delayed by governmental approval.

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 on September 1, 2025.

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 July, 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 11 day of August, 2025.

ATTEST:

Julie A. English, City Clerk

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

APPROVED BY ME THIS _____ DAY OF _____, 2025:

Randolph J. Taylor, Mayor



City of Salisbury

Memo

To: Mayor's Office
From: Rob Frampton, Fire Chief
Date: July 14, 2025
Subject: Ordinance for MOOR ORF Opioid Grant Amendment - 1st Reading

The Fire Department has been made aware that the State of Maryland's Office for Opioid Overdose Response has awarded the City an additional \$81,300 for "indirect cost" related to the previously accepted MOOR ORF Opioid Grant. We are requesting that the City accept these additional funds and amend the total grant amount accepted to \$623,300. There is no match requirement for these additional funds.

Attachment(s):
[Ord2950](#)

[illegible]

AN ORDINANCE OF THE CITY OF SALISBURY AMENDING THE GRANT AGREEMENT WITH THE STATE OF MARYLAND’S OFFICE OF OPIOID OVERDOSE RESPONSE FROM \$542,000 TO \$623,300, AND TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS FOR THE SALISBURY FIRE DEPARTMENT.

WHEREAS, the State of Maryland has an Office of Opioid Overdose Response that awards grant funds for work related to opioid overdoses; and

WHEREAS, the City of Salisbury submitted a grant application to the State of Maryland’s Office for Opioid Overdose Response for funding for enhancement of the SWIFT/MDCN Opioid Overdose programs; and

WHEREAS, the State of Maryland had initially awarded the City funds in the amount of \$542,000.00;

WHEREAS, the City of Salisbury has been notified that the State is awarding an additional \$81,300 for indirect costs related to grant activities and must enter into a grant agreement modification with the State of Maryland to define how these funds will be released and accepted; and

WHEREAS, all funds shall be used to enhance the SWIFT/MDCN Opioid Overdose programs; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the Council of the City of Salisbury; 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.

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 enter into a modified grant agreement with the Maryland Department of Health, on behalf of the City of Salisbury, for the City's acceptance of grant funds in the new amount of \$623,600.

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

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

- (a) Increase MOOR Revenue Account (10500-424040-19011) by \$81,300.
(b) Increase Indirect Expenses Account (10500-569999-19011) by \$81,300.

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

Section 3. 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 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

45 section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall
46 remain and shall be deemed valid and enforceable.

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

49 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.
50

51 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
52 Salisbury held on the 11 day of August, 2025 and thereafter, a statement of the substance of the Ordinance having
53 been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on
54 the _____ day of _____, 2025.

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56 **ATTEST:**
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59 _____
60 **Julie A. English, City Clerk**

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

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64 Approved by me, this _____ day of _____, 2025.
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69 **Randolph J. Taylor, Mayor**
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Memo

To: Mayor's Office
From: Captain John Felts
Date: July 15, 2025
Subject: Ordinance - Accept Equitable Sharing Funds 1st Reading

The Salisbury Police Department (SPD) is requesting authorization to use \$150,000.00 in Equitable Sharing Funds for the purchase and installation of storage systems necessary to support the Department's operational needs.

These funds became available as a result of the dissolution of the multi-jurisdictional Wicomico County Narcotics Task Force in 2020, of which SPD was a participating agency. Following the dissolution, all member agencies received an equitable distribution of assets, and SPD was awarded \$150,000.00 as the final installment of these funds. The funds were deposited into the City's general fund to be used in compliance with the Department of Justice and U.S. Treasury guidelines governing Equitable Sharing Funds.

SPD proposes to use \$75,000.00 of the funds for the remaining portion of a property storage system. The current property storage area has reached capacity, and the installation of the additional system components will allow the Department to fully utilize the available space, extending the functionality of the area for the foreseeable future. All property stored by SPD must be maintained in accordance with applicable laws and chain-of-custody requirements. Proper storage infrastructure is essential to ensuring the security and integrity of this evidence.

SPD proposes to use \$75,000.00 from the Equitable Sharing monies to fund one-half of the cost of a new records storage system. Despite consistent adherence to records retention schedules and destruction policies, the Department's records storage area remains over capacity. Existing storage methods do not support efficient space use and limits the ability to properly organize and access essential police records.

Installation of a modern storage system will enhance functionality, optimize space usage, ensure compliance with best practices for secure and efficient document management, and enable improved service delivery to the community.

Should any Equitable Sharing Funds remain following these expenditures, SPD intends to apply them toward future storage-related upgrades or building maintenance to ensure continued operational integrity.

Attachment(s):

Cover Memo Acceptance of Funds Task Force Dissolution
Ord2951

July 14th, 2025

TO: Mayor Randolph J. Taylor
City Administrator Tom Stevenson

FROM: Captain John Felts

SUBJECT: Ordinance – Equitable Sharing Ordinance

The Salisbury Police Department (SPD) is requesting authorization to use \$150,000.00 in Equitable Sharing Funds for the purchase and installation of storage systems necessary to support the Department's operational needs.


These funds became available as a result of the dissolution of the multi-jurisdictional Wicomico County Narcotics Task Force in 2020, of which SPD was a participating agency. Following the dissolution, all member agencies received an equitable distribution of assets, and SPD was awarded \$150,000.00 as the final installment of these funds. The funds were deposited into the City's general fund to be used in compliance with the Department of Justice and U.S. Treasury guidelines governing Equitable Sharing Funds.

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Should any Equitable Sharing Funds remain following these expenditures, SPD intends to apply them toward future storage-related upgrades or building maintenance to ensure continued operational integrity.

Should you and the Mayor have no questions, we will place the ordinance on the agenda for City Council approval.



John Felts
Captain-Administrative Division



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

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

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

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

61 **Section 5.** This Ordinance shall take effect from and after the date of its final passage.
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64 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
65 Salisbury held on the 11 day of August, 2025 and thereafter, a statement of the substance of the Ordinance
66 having been published as required by law, in the meantime, was finally passed by the Council of the City of
67 Salisbury on the _____ day of _____, 2025.
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70 **ATTEST:**
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73 _____
74 **Julie A. English, City Clerk**
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78 **D'Shawn M. Doughty, City Council President**
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81 Approved by me, this _____ day of _____, 2025.
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Randolph J. Taylor, Mayor