



CITY OF SALISBURY

115 S. Division Street, Salisbury, MD 21801

LEGISLATIVE SESSION

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

Monday, October 6, 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

MOMENT OF SILENCE

SWEARING IN

City Administrator, Nicholas W. Rice

PROCLAMATION

- Mayoral Proclamation - Fire Prevention Week

PRESENTATION AND ADOPTION OF LEGISLATIVE AGENDA

CONSENT AGENDA

- Meeting Minutes
May 12, 2025 Work Session Minutes
May 19, 2025 Legislative Session Minutes
May 19, 2025 Work Session Minutes
June 2, 2025 Special Meeting Minutes
June 9, 2025 Legislative Session Minutes
- Manufacturing Exemption - Delmarva Printing & Design(2024)

AWARD OF BIDS

- Award of Bid
Review and vote on ITB 26-107 Lot 16 Pedestrian Bridge Repairs.

RESOLUTIONS

- Salisbury Historic District Commission
Appointment of Harvey Evans to the Historic District Commission term ending October 2028
- Youth Development Advisory Committee
Re-appointment of Thashana McKinney to the Youth Development Advisory Committee term ending October 2028

ORDINANCES

- Ordinance to add the International Property Maintenance Code to Title 15 of the Salisbury City Code - 2nd reading

Ordinance No. 2956 - amending Title 15 of the Salisbury City Code, entitled "Buildings and Construction" to add the adoption of and reference to the International Property Maintenance Code

- Correction to Ordinance No. 2883 - Budget Amendment for Truitt Street Community Center Expansion (1st Reading)

Ordinance to correct Ordinance No. 2883, approving a budget amendment to the city's general capital project fund to provide additional funds for the Truitt Street Community Center expansion.

PUBLIC COMMENT

ADJOURNMENT/CONVENE INTO 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.
--



City of Salisbury

Memo

To: Mayor's Office
From: Rob Frampton, Fire Chief
Date: September 11, 2025
Subject: Mayoral Proclamation - Fire Prevention Week

Rob will bring the proclamation to the meeting.



**WORK SESSION
MEETING MINUTES
MAY 12, 2025**

PUBLIC OFFICIALS

Present: Council President D'Shawn M. Doughty, Council Vice President Angela M. Blake, Councilwoman April R. Jackson, Councilwoman Michele R. Gregory and Councilwoman Sharon C. Dashiell

IN ATTENDANCE

Mayor Randy Taylor, City Administrator Andy Kitzrow, Deputy Chief Chris O'Barsky, Deputy Chief Chris Truitt, Events and Culture Manager Caroline O'Hare, City Clerk Julie English, City Solicitor Ashley Bosche

CALL TO ORDER

The City Council convened in Work Session on May 12, 2025 at 6:41 p.m. in the Government Office Building Council Chambers, Room 301, located at 125 N. Division Street.

ORDINANCE

- Funds from the Maryland State Arts Council - Presenting and Touring Grant

Events and Culture Manager Caroline O'Hare reported that the City was awarded a \$5,000 grant from the Maryland State Arts Council to support roster artist Charm City Junction, who will return this year to host a square dance event. Council gave consensus to move this item forward to Legislative Session.

- Budget Amendment for Surplus Radio Sale

Deputy Chief Truitt reported that the recent sale of surplus radios, microphones, and belt clips totaled just under \$19,000. He requested the funds be allocated to the medical supplies account to purchase new video laryngoscopes, which would allow all six transport units to be outfitted in compliance with upcoming state requirements. Council gave consensus to move this forward to Legislative Session.

- Budget Amendment for Surplus Heart Monitor Sale

Deputy Chief Truitt explained that several surplus heart monitors were sold on GovDeals for just over \$6,000. He requested the funds be allocated with \$2,141 to the vehicles account and \$4,000 to the building account. He added that the funds would help offset recent unexpected costs, including repairs to a fire marshal's vehicle and replacement of the entry door at Fire Station One. Council gave consensus to move this forward to Legislative Session.

- Accepting Grant Funds from DNR for Boat Motor

Deputy Chief Chris O'Barsky informed Council that last year a 50/50 grant was awarded for a new motor for the 16' skiff, and this year a grant was received for a smaller motor for the 14' johnboat. Originally this year's grant was a 50/50 grant, but the state later covered the full cost of \$2,156, which would be reimbursed to the City. Council agreed to move this forward to Legislative Session.

- Accepting Grant Funds & Grant Agreement from Tidal Health for the REACH Grant for SWIFT/MDCN

Deputy Chief Chris O'Barsky explained that the \$74,740 was subgranted funds to support partial salary and benefits for the SWIFT community paramedic, continuing the ongoing grant funding for the program. Council moved this item forward to Legislative Session.

COUNCIL DISCUSSION

PUBLIC COMMENT (Agenda Items Only)

There were no public comments.

ADMINISTRATION COMMENTS

Mr. Kitzrow announced that he would be transitioning to a new career path with the Town of Easton. He invited everyone to Third Friday and wished all mothers a Happy Mother's Day.

Mayor Taylor addressed public comments regarding crosswalks, emphasizing that the intent was not anti -Pride or anti-LGBTQ, but to ensure government neutrality and avoid viewpoint discrimination. He had discussions with community members and expressed hope that a community-based design approach would help move the issue forward constructively.

COUNCIL COMMENTS

Ms. Jackson announced the NAACP would host Dr. Steven Leonard of TidalHealth to discuss the new Church Street facility. She also reported on a successful homeless feeding program hosted by VFW 10159 and hoped to continue it monthly.

Ms. Dashiell shared updates including SU's upcoming centennial celebration, the ongoing comprehensive plan focus groups, the HOPE program's growing outreach and recent community resource fair, Breeze Airways beginning flights from Salisbury to Orlando starting October 1st, and the need to address both rental and homeownership options in affordable housing, with a request for a future work session.

Ms. Gregory reported a meeting with the Green Team, noting they were seeking data from department heads. She also highlighted the upcoming Third Friday event with the theme "Paw Prints" and mentioned a fundraiser hosted by Atlantis Tattoo benefitting the Salisbury Zoo.

Ms. Jackson raised the issue of affordable and attainable housing, noting that while the City frequently addresses the topic, there was limited development in the County. She emphasized the need for revitalization of existing affordable housing developments and encouraged the County to pursue additional projects to ensure housing remained both affordable and sustainable for families.

Ms. Blake highlighted the reopening of Mitchell Landing and River's Edge senior housing after

renovations. She emphasized that while council had supported new housing developments, delays in administrative permitting had discouraged developers and contributed to potential litigation. After a rebuttal from the Mayor, Ms. Blake again reaffirmed her opposition to remove the Pride crosswalk, stating she would personally work to preserve it.

President Doughty thanked the public for attending and encouraged continued engagement. He noted the need for better follow-through on the CANVAS program and crosswalks. He pointed out that a 50-unit affordable housing project had been delayed and stressed that the four million dollars in state grant money for Lot 10 needed to be used correctly, or it could hurt chances for future funding.

ADJOURNMENT / CONVENE IN CLOSED SESSION

#1 The Work Session was adjourned at 7:17 p.m.

City Clerk

Council President



**WORK SESSION
MEETING MINUTES
MAY 19, 2025**

PUBLIC OFFICIALS

Present: Council President D'Shawn M. Doughty, Council Vice President Angela M. Blake, Councilwoman Michele R. Gregory and Councilwoman Sharon C. Dashiell

Absent: Councilwoman April R. Jackson

IN ATTENDANCE

Mayor Randy Taylor (left at 7:35 p.m.), City Administrator Andy Kitzrow, Brad Gillis, David Layfield, Nick Simpson, Director of Infrastructure and Development Nick Voitiuc, City Clerk Julie English, City Solicitor Ashley Bosche

CALL TO ORDER

The City Council convened in Work Session on May 19, 2025 at 6:39 p.m. in the Government Office Building Council Chambers, Room 301, located at 125 N. Division Street.

DOWNTOWN DEVELOPER STATUS UPDATE

Brad Gillis of Gillis Gilkerson gave an update on the Salisbury Town Center project, which involved developing former parking lots 1, 11, and 15. He stressed that the city committed to building a public parking garage, which is a key part of their agreement. His team had met all developer obligations, including site approvals and design work. He clarified that the Salisbury Town Center project had final site plan approval, and all developer obligations had been met. He emphasized the city now needed to sign the construction management agreement, introduce a bond ordinance for the garage, review building permit drawings, and review parking garage permit drawings.

He confirmed all units were market -rate rentals, \$750,000 contribution toward the garage had not changed, and reiterated the city must fulfill its commitments.

David Layfield of Green Street Housing summarized the SBY Market Center project: 50 affordable units above an 11,000 square foot public market. He stressed delays with the city in signing two key documents—a PILOT (payment in lieu of taxes) and a ground lease for 23 auxiliary parking spaces—were preventing financing and project progress. Mr. Layfield emphasized the need for the city to honor contractual obligations to move forward in good faith. Ms. Dashiell clarified that the target for the proposed units were 60– 80% AMI with some down to 30%. The Mayor noted that final approvals, infrastructure, and legal reviews must be completed before documents could be executed. Mr. Layfield requested early confirmation that the documents were acceptable to avoid further delays.

Nick Simpson of Mentis Capital Partners summarized that the Lot 10 development, which was a multi-million dollar hotel and conference center in Salisbury was funded by a Maryland state grant. He added that Hilton by Tapestry was selected, and blueprints were underway. He explained that the project was delayed because the city had not signed the subrecipient agreement, which was needed for the grant funds to flow. He requested the city approve the agreement so the project could proceed.

RESOLUTIONS

- **Pohanka 2 Annexation (Chestnut Way)**

Mr. Voitiuc discussed a resolution that would annex part of the Pohanka property on Route 13. He highlighted that this annexation covers the two northern blocks of a three- block section and had been in progress for some time. He added that the annexation would allow infrastructure extensions along Route 13, including sidewalks, and bring in funds for neighborhood and city improvements. Council gave consensus to move this annexation forward to Legislative Session.

- **Parks Rules and Regulations Updates**

Mr. Kitzrow reviewed a draft of updated Park Rules and Regulations. He clarified that this was a preliminary draft intended for discussion and public input. He added that the draft would ultimately be referenced in an ordinance, which provided the legal authority and enforcement for violations. He mentioned that they incorporated feedback from prior Parks & Rec Committee meetings and from Wicomico County's guidelines, blending those ideas with their expertise. Ms. Gregory asked for this to go back to the Committee before coming back to Council. Mr. Kitzrow confirmed this was an initial review to gauge thoughts from Council and the public before formal adoption.

ORDINANCES

- **Ordinance to Amend Title 5 of the Salisbury City Code (Chesapeake Franchise Agreement)**

Ms. Bosche presented an Ordinance about a new franchise agreement for Chesapeake since the old one expired. She realized the city never passed the rules for the first one, so she added a new section to the city code to make it official. Consent was already given by the company and the City on the agreement itself. Council agreed to move forward with the legislation.

PUBLIC COMMENT (Agenda Items Only)

The following public comments were heard:

- Speaker #1 expressed that the last-minute developer updates felt like an ambush and emphasized that only the Mayor had the expertise to safeguard taxpayers.
- Speaker #2 stated that the developer's presentation was misleading and that council members were not equipped to evaluate these agreements effectively.
- Speaker #3 detailed notes on the proposed park rules that he planned to send electronically, and he stressed that the city should prioritize broader affordable housing policies. Speaker #4
- criticized the City Council for prioritizing developer subsidies over genuine affordable

- housing.
Speaker #5 highlighted key points on the park rules, suggesting consistent hours of operation, a clear ban on firearms in city parks, a conduct/harassment policy, a solid permitting process to protect city staff from liability, and more detailed rules for animals, especially the dog park.
- Speaker #6 urged council to expand updates beyond downtown to cover citywide development and its impact on infrastructure and services.

ADMINISTRATION COMMENTS

Mr. Kitzrow shared that the Safe Streets For All grant timeline was reset to five years. He added that changes from the federal level meant the city would reduce its scope, removing Carol Street from the plan. He stated that a full update would be provided at the next meeting. He thanked the Fire Department and Field Ops team for the work they put in during the recent storm.

COUNCIL COMMENTS

Ms. Gregory advertised that Poplar Hill Mansion would celebrate their 50th Anniversary with a gala in June and encouraged everyone to place National Night Out on their calendars.

Ms. Dashiell, along with Ms. Gregory, attended a memorial service honoring officers who lost their lives locally and nationwide during National Police Week. Additionally, she added that May was Motorcycle Safety Awareness Month and reminded everyone to “Look Twice” for motorcyclists.

Ms. Blake stated that the Beaglin Park Drive project was introduced about 5 years ago and there would be 40 single-family homes coming with that project. She added that Salisbury was no longer a small town, and continued thoughtful development was essential for the city’s success.

President Doughty emphasized that the purpose of the discussion was to provide updates and ensure transparency rather than to sway opinions. Mr. Doughty reaffirmed a commitment to respectful dialogue, accountability, and moving the city forward. He added the importance of CPR, referencing a personal story saving a young child's life and that the fire department had monthly CPR and first aid classes.

ADJOURNMENT

The Work Session was adjourned at 8:02 p.m.

City Clerk

Council President

My name is Brad Gillis.

I have prepared a brief statement. I will be happy to answer questions at the end.

Thank you for this opportunity to provide an update on Salisbury Town Center.

We are passionate about this project. We believe - it will have -a positive impact on our downtown and have been working hard on its implementation for many, many years.

Our development company Salisbury Town Center Apartments LLC signed a Land Disposition Agreement with the City of Salisbury to build Salisbury Town Center Apartments on the sites commonly referred to as Parking Lots 1, 11 and 15. This agreement was amended and restated in 2023.

The Land Disposition Agreement (LDA) includes the **City's Responsibility** to build a public parking garage, paid for by user revenue. In LDA Section 5.1.3 – It very clearly states that The City's commitment to build a public parking garage constitutes a **material term** of our agreement, without which - we would not have signed.

The Land Disposition Agreement (LDA) makes it **Our Responsibility** to:

- work alongside City Officials to ensure the public parking garage is designed to their specifications
- pay all costs associated with its design
- contribute \$750,000 dollars towards its planning, permitting, construction and maintenance
- in addition to becoming a paying customer upon its completion

As Developers, **we have fulfilled our commitments** and contractual obligations of this agreement:

- By Achieving Final Site Plan Approval for Salisbury Town Center
- By Council Resolution #3263 – Gillis Gilkerson has been identified as provider for Construction Management At Risk services for designing and constructing the parking garage.
- Our team met with city officials and staff on a bi-monthly basis to fully design and competitively bid all aspects of the garage's construction.
- We provided a cost for the Parking Garage which was reflected in the City's FY23 Capital Improvement Budget
- Parking Garage Design Drawings have been submitted and are awaiting review at DID

Building Salisbury Town Center Apartments and the new Parking Garage is ONE PROJECT – NOT TWO. We have relied on the commitments of the City of Salisbury and have moved forward on all our obligations outlined in the agreement.

NEXT STEPS:

WE REQUEST:

- 1) The City sign the Construction Management at Risk Agreement (CMR) that was approved by Council Resolution # 3263 in October 2023.
- 2) Introduce a bond ordinance to finance the public parking garage.
- 3) Review Salisbury Town Center building permit drawings that have been in DID for nearly 2 years.
- 4) Review the Public Parking Garage permit drawings that have been in DID for over 12 months.

Thank You For Your Time



**LEGISLATIVE SESSION
MEETING MINUTES
MAY 19, 2025**

PUBLIC OFFICIALS

Present: Council President D'Shawn M. Doughty, Council Vice President Angela M. Blake, Councilwoman Michele R. Gregory and Councilwoman Sharon C. Dashiell

Absent: Councilwoman April R. Jackson

IN ATTENDANCE

Mayor Randy Taylor, City Administrator Andy Kitzrow, Acting Procurement Director Michael Lowe, Fire Chief Rob Frampton, City Clerk Julie English, City Solicitor Ashley Bosche

CALL TO ORDER

The City Council convened in Legislative Session on May 19, 2025 at 6:00 p.m. in the Government Office Building Council Chambers, Room 301, located at 125 N. Division Street.

WELCOME/ANNOUNCEMENTS/PLEDGE

President Doughty welcomed everyone to the meeting and provided the emergency exit instructions. He then asked everyone to stand for the Pledge of Allegiance.

INVOCATION - Pastor Mobolaji Okulate - Jesus House Eastern Shore

In lieu of the invocation, President Doughty requested a brief moment of silence.

PROCLAMATION - Mayoral Proclamation - EMS Week (May 18 - May 24)

President Doughty invited the Mayor forward to present a proclamation to Fire Chief Frampton for EMS week.

PRESENTATION AND ADOPTION OF LEGISLATIVE

AGENDA City Clerk Julie English presented the legislative agenda.

President Doughty called for a motion to adopt the legislative agenda as presented.

Angela M. Blake motioned and Michele R. Gregory seconded. The vote was 4-0.

CONSENT AGENDA

Ms. English presented the Consent Agenda items. The items were as follows:

- Manufacturing Exemption for equipment purchased 2022 Pepsi Bottling Ventures, LLC
- Manufacturing Exemption for equipment purchased 2023 Pepsi Bottling Ventures, LLC

President Dougherty called for a motion and a second to approve the consent agenda. Michele R. Gregory motioned and Sharon C. Dashiell seconded. The vote was 4-0.

AWARD OF BIDS

Acting Procurement Director Michael Lowe presented the Award of Bids.

- Award of Bids/Tier 6 Change Order

RFP A-25-106 Hydrogeologist Services \$140,000.00 3 yr.
estimate RFP A-25-107 Financial Auditing Services \$137,500.00
ITB A-25-113 Citywide Uniforms and Facility Supplies \$135,000.00 3 yr. estimate
RFP 21-107 Paleo Water Treatment Filter Replacement - CO #3 \$10,400.00 Angela M. Blake motioned and Michele R. Gregory seconded. The vote was 4-0.

RESOLUTIONS

Ms. English made a note on the record that the Resolution appointing Brad Phillips to the Zoo Commission would now be Resolution No. 3400

- Capital Improvement Plan FY26-30

Resolution No. 3399 adopting a Capital Improvement Plan for the five- year period beginning FY 2026 and ending FY 2030 Sharon C. Dashiell motioned and Angela M. Blake seconded. The vote was 4-0.

ORDINANCES

- LGIT Reimbursement - FY25 Budget Amendment -2nd reading

Ordinance No. 2933 - approving a Budget Amendment of the FY2025 General Fund budget to appropriate funds to 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. Angela M. Blake motioned and Michele R. Gregory seconded. The vote was 4-0.

- Community Legacy Grant Ordinance & Agreement - Union Railway Station Stabilization Project Phase 2 - 2nd Reading

Ordinance No. 2934 - 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) 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. Michele R. Gregory motioned and Sharon C. Dashiell seconded. The vote was 4-0.

- Funds from the Maryland State Arts Council - Presenting and Touring Grant - 1st Reading

Ordinance No. 2938 - 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 \$5,000 and to approve a budget amendment to the grant fund to appropriate these funds for expenses associated with strengthening collaborative efforts between Maryland-based touring artists and the Maryland Folk Festival Michele R. Gregory motioned and Angela M. Blake seconded. The vote was 4-0.

- Accepting Grant Funds & Grant Agreement from Tidal Health for the REACH Grant for SWIFT/MDCN -1st reading

Ordinance No. 2939 - authorizing the Mayor to enter into a contract with Tidal Health for the purpose of accepting Sub-Granted Funds in the amount of \$74,740.00 to be used for partial salary and benefits of the SWIFT Community Paramedic Sharon C. Dashiell motioned and Michele R. Gregory seconded. The vote was 4-0.

- Accepting Grant Funds from DNR for Boat Motor - 1st reading

Ordinance No. 2940 - authorizing the Mayor to enter into a contract with the Department of Natural Resources Waterway Improvement Fund (WIF) Grant for the purpose of accepting grant funds in the amount of \$2,156, and to approve a budget amendment to the grant fund to appropriate these funds for the Salisbury Fire Department Sharon C. Dashiell motioned and Michele R. Gregory seconded. The vote was 4-0.

- Budget Amendment for Surplus Heart Monitor Sale - First Reading

Ordinance No. 2941 - approving a budget amendment of the FY2025 general fund budget to appropriate \$6,141.38 to the Salisbury Fire Department operating budget after the City received \$6,141.38 in proceeds generated from the auction sale of surplus heart monitors. Angela M. Blake motioned and Michele R. Gregory seconded. The vote was 4-0.

- Budget Amendment for Surplus Radio Sale - First Reading

Ordinance No. 2942 - approving a budget amendment of the FY25 general fund budget to appropriate \$18,984.60 to the Salisbury Fire Department's operating budget after the City received \$18,984.60 in proceeds generated from the auction sale of the portable radios and accessories. Sharon C. Dashiell motioned and Michele R. Gregory seconded. The vote was 4-0.

PUBLIC COMMENT

The following public comments were heard:

- Speaker #1 spoke on the Brew River Land and stated that the Marina Landing project's parking agreement violated their 1999 contract guaranteeing Brew River use of Lot 1A. He warned that the project could hurt business, lead to layoffs, and said legal action would follow if the issue was not resolved.
- Speaker #2 criticized the city for lack of action on affordable housing and suggested amending the Horizon program.
- Speaker #3 thought it was wasteful that the city used taxpayer dollars on bike paths and traffic changes.
- Speaker #4 requested the council restore a way for citizens to sign up for email notifications of agendas and meeting documents.

- Speaker #5 urged that park rules be codified in the city code rather than passed as a resolution.
- Speaker #6 spoke on behalf of Holly Worthington, raising her concerns about overcrowding, parking shortages, and cheap public land sales in downtown Salisbury.

ADJOURNMENT/CONVENE IN WORK SESSION

The Legislative Session was adjourned at 6:39 p.m.

City Clerk

Council President



SPECIAL MEETING MEETING MINUTES JUNE 2, 2025

PUBLIC OFFICIALS

Present: Council President D'Shawn M. Doughty, Council Vice President Angela M. Blake, Councilwoman April R. Jackson, Councilwoman Michele R. Gregory and Councilwoman Sharon C. Dashiell

IN ATTENDANCE

Mayor Randy Taylor, City Administrator Andy Kitzrow, City Clerk Julie English, City Solicitor Ashley Bosche

CALL TO ORDER

The City Council convened in a Special Legislative Session on June 2, 2025 at 6:00 p.m. in the Government Office Building Council Chambers, Room 301, located at 125 N. Division Street.

WELCOME

President Doughty welcomed everyone to the meeting and provided the emergency exit instructions. He then asked everyone to stand for the Pledge of Allegiance.

PRESENTATION AND ADOPTION OF LEGISLATIVE AGENDA

City Clerk Julie English presented the legislative agenda.

President Doughty called for a motion to adopt the legislative agenda as presented.

April R. Jackson motioned and Sharon C. Dashiell seconded. The vote was 5-0.

PUBLIC HEARING

President Doughty directed anyone wishing to comment during the public hearing to stand and be sworn in by the City Clerk. Several members of the public were sworn in.

- FY2026 Budget Ordinance - Public Hearing

Ordinance No. 2935 – appropriating the necessary funds for the operation of the government and administration for the period July 1, 2025 to June 30, 2026, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina, and Storm Water Funds

President Doughty opened the public hearing at 6:04 p.m. The following public comment was heard:

- Speaker #1 commended the Mayor for holding taxes steady but raised concerns about council spending, including clothing and questioned the need for more staff.

The hearing was closed at 6:09 p.m.

- FY2026 Water Sewer Rates- Mayor Level - Public Hearing

Ordinance No. 2936 – to amend Water and Sewer rates to increase by 6% and making said changes effective for all bills dated October 1, 2025 and thereafter, unless and until subsequently revised or changed.

President Doughty opened the public hearing at 6:10 p.m. The following public comments were heard:

- Speaker #1 expressed concern about steadily rising sewer rates and suggested providing relief based on household size.
- Speaker #2 was speaking for others and voiced concern about repeated utility and tax increases and advocated for better long-term planning.
- Speaker #3 urged the city to close the tax gap by requiring businesses outside the city limits to pay their share of utilities, and help reduce future rate increases.

The hearing was closed at 6:18 p.m.

- FY2026 Fee Ordinance - Public Hearing

Ordinance No. 2937 – to set fees for FY2026 and thereafter unless and until subsequently revised or changed

President Doughty opened the public hearing at 6:19 p.m. The following public comment was heard:

- Speaker #1 urged the city to keep fees reasonable and to consider the needs and hardships of all residents when setting rates.

The hearing was closed at 6:20 p.m.

PUBLIC COMMENT

The following public comments were heard:

- Speaker #1 began by questioning legal costs related to the new Town Center Lawsuit and was opposed to the removal of the “4-2” rule. Additionally, the protection of neighborhoods and having more affordable housing in new developments was emphasized.
- Speaker #2 requested limiting hours of use or banning gas-powered leaf blowers.
- Speaker # 3 opposed removing the “4-2” rule, emphasizing its role in preserving historic neighborhoods and property values.
- Speaker #4 supported the homeless and appreciated the care taken with the placement of liquor and dispensary locations.
- Speaker #5 noted that city fees and taxes had risen about \$380 over five years, urging the Council to carefully consider the budget.

COUNCIL COMMENTS

Ms. Jackson praised the hometown hero banners on Eastern Shore Drive and encouraged their permanent display. She encouraged community engagement through tree-planting events at Wateride Park. There was further discussion about hometown hero banner locations.

Ms. Dashiell highlighted upcoming and recent youth programs, including flag football and the Junior Fire Academy. She requested a council work session to discuss attainable housing requirements for builders.

Ms. Gregory recognized National Zoo and Aquarium Month. She also recognized the Salisbury Zoo by highlighting their new animals, upcoming Summer camps and fundraisers, and encouraged community support for them.

Mayor Taylor explained that water, sewer and trash increases were due to debt, operational costs, and county fees. He would also exercise careful consideration before modifying the “4-2” occupancy rule.

Ms. Dashiell encouraged the community to support Ms. Jackson’s Relay for Life team for the American Cancer Society at Winter Place Park.

Ms. Blake thanked Councilwoman Jackson for the hometown hero's project, recommended having a presentation to explain the 6% water/sewer increase, and requested brief summer updates from city boards and commissions.

President Doughty highlighted the return of the summer playground program and the new Water Incentive Program to assist residents with their water bills.

There was discussion on the Unity Square fountain and the Carroll Street project.

ADJOURNMENT

The Special Legislative Session was adjourned at 6:57 p.m.

City Clerk

Council President

Ordinance No. 2936

From Carolyn Wohlgemuth <carolynwo@gmail.com>

Date Sun 6/1/2025 5:28 PM

To All City Council Members <allcitycouncilmembers@salisbury.md>

Cc Julie English <jenglish@salisbury.md>

WARNING: This message was sent from an external source. Please verify the source before clicking any links or opening any attachments. NEVER provide account credentials or sensitive data unless the source has been 100% verified as legitimate.

Please include my comments in the meeting minutes for the Public Hearing on Ordinance No. 2936!

City Council:

Another increase (6%) in water and sewer rates may be necessary; HOWEVER, city residents should not be required to bear that burden! Amount of increase needed should be divided amongst non-city residents and non-city businesses who access those amenities but DO NOT PAY CITY TAXES!! Increase the rates for non-city entities ONLY!

Carolyn Wohlgemuth
Salisbury Resident



**LEGISLATIVE SESSION
MEETING MINUTES
JUNE 9, 2025**

PUBLIC OFFICIALS

Present: Council President D'Shawn M. Doughty, Council Vice President Angela M. Blake, Councilwoman April R. Jackson, Councilwoman Michele R. Gregory and Councilwoman Sharon C. Dashiell

IN ATTENDANCE

Mayor Randy Taylor, City Administrator Andy Kitzrow, City Clerk Julie English, City Solicitor Ashley Bosche

CALL TO ORDER

The City Council convened in Legislative Session on June 9, 2025 at 6:00 p.m. in the Government Office Building Council Chambers, Room 301, located at 125 N. Division Street.

WELCOME/ANNOUNCEMENTS/PLEDGE

President Doughty welcomed everyone to the meeting and provided the emergency exit instructions. He then asked everyone to stand for the Pledge of Allegiance.

INVOCATION - Pastor Keith Conkle - Canvas Church

Pastor Keith Conkle from Canvas Church was called forward to provide the Invocation.

PRESENTATION AND ADOPTION OF LEGISLATIVE

AGENDA City Clerk Julie English presented the legislative agenda.

President Doughty called for a motion to adopt the legislative agenda as presented.

April R. Jackson motioned and Sharon C. Dashiell seconded. The vote was 5-0.

CONSENT AGENDA

Ms. English presented the Consent Agenda items. The items were as follows:

- Meeting Minutes for Approval

December 9, 2024 Legislative Session

December 16, 2024 Special Meeting

December 16, 2024 Work Session
January 13, 2025 Work Session
January 13, 2025 Legislative Session
January 27, 2025 Special Meeting
January 27, 2025 Work Session
January 27, 2025 Legislative Session
May 12, 2025 Legislative Session

Angela M. Blake motioned and April R. Jackson seconded. The vote was 5-0.

RESOLUTIONS

- Youth Development Advisory Committee

Resolution No. 3401 - appointing Peyton Hudson for term ending June 2028 April R. Jackson motioned and Sharon C. Dashiell seconded. The vote was 5-0.

- Human Rights Advisory Committee

Resolution No. 3402 - appointing Kelly Martinez for term ending June 2027 Angela M. Blake motioned and April R. Jackson seconded. The vote was 5-0.

- Human Rights Advisory Committee

Resolution No. 3403 - appointing Sophia Peters for term ending June 2027 Angela M. Blake motioned and Michele R. Gregory seconded. The vote was 5-0.

- Human Rights Advisory Committee

Resolution No. 3404 - re-appointing Demetria Marshall for term ending June 2027 Angela M. Blake motioned and Michele R. Gregory seconded. The vote was 5-0.

- T.R.U.T.H. Committee

Resolution No. 3405 - appointing Carleigh Jones for term ending June 2029 April R. Jackson motioned and Sharon C. Dashiell seconded. The vote was 5-0.

ORDINANCES

- FY2026 Budget Ordinance - 2nd Reading

Council discussed two position changes within the budget: reclassifying the vacant Deputy Director of Infrastructure Development to an Assistant City Administrator and adding a Media Specialist position to the Clerk's office. Concerns were raised about the necessity and cost of the Media Specialist position with some members noting that interns and existing communications staff could handle the work. Ms. Blake had concerns of communication between Council and Administration. After Council discussion, prompted by Ms. Dashiell, the ordinance was amended. The amendment included removing the Media Specialist position and approving the Assistant City Administrator position.

Ordinance No. 2935 - appropriating the necessary funds for the operation of the government and administration for the period July 1, 2025 to June 30, 2026, establishing the levy for the Genral

Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina, and Storm Water Funds April R. Jackson motioned and Sharon C. Dashiell seconded. The vote was 3-0.

- FY2026 Water Sewer Rates-Mayor Level - 2nd Reading

Ordinance No. 2936 - to amend Water and Sewer rates to increase by 6% and making said changes effective for all bills dated October 1, 2025 and thereafter, unless and until subsequently revised or changed. April R. Jackson motioned and Sharon C. Dashiell seconded. The vote was 4-0.

- FY2026 Fee Ordinance - 2nd Reading

Ordinance No. 2937 - to set fees for FY2026 and thereafter unless and until subsequently revised or changed. Sharon C. Dashiell motioned and Michele R. Gregory seconded. The vote was 5-0.

- Funds from the Maryland State Arts Council - Presenting and Touring Grant - 2nd Reading

Ordinance No. 2938 - 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 \$5,000 and to approve a budget amendment to the grant fund to appropriate these funds for expenses associated with strengthening collaborative efforts between Maryland-based touring artists and the Maryland Folk Festival. April R. Jackson motioned and Sharon C. Dashiell seconded. The vote was 5-0.

- Accepting Grant Funds & Grant Agreement from Tidal Health for the REACH Grant for SWIFT/MDCN -2nd reading

Ordinance No. 2939 - authorizing the Mayor to enter into a contract with Tidal Health for the purpose of accepting Sub-Granted Funds in the amount of \$74,740.00 to be used for partial salary and benefits of the SWIFT Community Paramedic April R. Jackson motioned and Angela M. Blake seconded. The vote was 5-0.

- Accepting Grant Funds from DNR for Boat Motor - 2nd reading

Ordinance No. 2940 - authorizing the Mayor to enter into a contract with the Department of Natural Resources Waterway Improvement Fund (WIF) Grant for the purpose of accepting grant funds in the amount of \$2,156, and to approve a budget amendment to the grant fund to appropriate these funds for the Salisbury Fire Department Angela M. Blake motioned and Michele R. Gregory seconded. The vote was 5-0.

- Budget Amendment for Surplus Heart Monitor Sale - Second Reading

Ordinance No. 2941 - approving a budget amendment of the FY2025 general fund budget to appropriate \$6,141.38 to the Salisbury Fire Department operating budget after the City received \$6,141.38 in proceeds generated from the auction sale of surplus heart monitors Angela M. Blake motioned and April R. Jackson seconded. The vote was 5-0.

- Budget Amendment for Surplus Radio Sale - Second Reading

Ordinance No. 2942 - approving a budget amendment of the FY25 general fund budget to appropriate \$18,984.60 to the Salisbury Fire Department's operating budget after the City received \$18,984.60 in proceeds generated from the auction sale of the portable radios and accessories

Angela M. Blake motioned and Sharon C. Dashiell seconded. The vote was 5-0.

- Ordinance to Amend Title 5 of the Salisbury City Code (Chesapeake Franchise Agreement) - 1st reading

Ordinance No. 2943 - amending Title 5 of the Salisbury City Code, entitled "Business Licenses and Regulations," to add Chapter 5.23 to authorize and govern a gas franchise agreement
Michele R. Gregory motioned and Angela M. Blake seconded. The vote was 5-0.

PUBLIC COMMENT

The following public comments were heard:

- Speaker #1 felt the Media Specialist position was unnecessary, questioned reimbursements, and asked for better budget oversight. She praised the hometown hero banners but suggested they be displayed downtown.
- Speaker #2 argued that a part-time council member did not need a full-time PR person.
- Speaker #3 urged the council to review and repeal Ordinance 1961, arguing it discriminated against families and students by limiting unrelated residents in a rental, and created unnecessary barriers to housing in the city.
- Speaker #4 asked for better transparency, and clearer, more responsible city spending.
- Speaker #5 criticized the last-minute budget changes and urged proper council oversight on issues like water/sewer rates and the "4-2" occupancy law.
- Speaker #6 urged residents in critical need of home repairs to contact Habitat for Humanity.
- Speaker #7 believed that social media tasks could be handled by interns or existing staff rather than creating a paid position.
- Speaker #8 criticized the street sign that was made for Captain Bryan Lewis and the Mayor's absence during the street renaming, asking for a public apology.

The Mayor explained he missed the ceremony due to a family emergency and offered a public apology.

ADJOURNMENT/CONVENE IN WORK SESSION

The Legislative Session was adjourned at 7:18 p.m.

City Clerk

Council President



City of Salisbury

Memo

To: Tom Stevenson
From: Phillip Menzel
Date: September 22, 2025
Subject: Manufacturing Exemption - Delmarva Printing & Design(2024)

I am recommending that Delmarva Printing & Design, Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2024 as requested by the company. Since the request

came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2024 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$8,064 in personal property tax for 2024 equipment purchases. The exemptions will be applied to City Property Tax years

2026-2030 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

Attachment(s):
[Delmarva Printing & Design 2024.pdf](#)



City of Salisbury

To: Tom Stevenson, City Administrator

From: Phillip Menzel, Assistant Director of Finance

Date: 09/16/2025

Re: Manufacturing Exemption for equipment purchased 2024 Delmarva Printing & Design

I am recommending that Delmarva Printing & Design, Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2024 as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2024 purchases.

Over the next five years they will benefit from this exemption by a total savings of \$8,064 in personal property tax for 2024 equipment purchases. The exemptions will be applied to City Property Tax years 2026-2030 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

Company: Delmarva Printing & Design, Inc.
Address: 1957 Northwood Dr

Requested By: Darrell Fearin
Date of Request: 8/28/2025

Description of Mfg.: Printing and design

Equipment Year 2024

New Equipment \$ 96,005

Total \$ 96,005

<u>Exemption Value</u>	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Am't of Exemption</u>
	2026	2025	1	86,405	2,074
	2027	2026	2	76,804	1,843
	2028	2027	3	67,204	1,613
	2029	2028	4	57,603	1,382
	2030	2029	5	48,003	1,152

Total Value of Exemption: \$ 8,064

(1) The exemption credit value shown above is using rate of 2.40 per hundreded . The acutal credit to be issued will be based on rates in effect for the Tax Year the credit is issued to.

(2) A Personal Property Tax return is required to be submitted to the City of Salisbury each year in order for issuance of credits related to any exemptions awarded.

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: Delmarva Printing & Design, Inc. MD Department ID#: D11695863
Mailing Address: 1957 Northwood Drive Salisbury MD 21801
Contact Name: Darnell Fearh Phone No.: 410-749-6700

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 2024.
3. Address of Manufacturing / R & D operation. 1957 Northwood Drive
4. Date Manufacturing / R & D operation began in Salisbury. 1/3/07
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 [Signature] Date 8/28/25

Email address ktaylor@pkscpa.com

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 expensed and such 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 <https://dat.maryland.gov> for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Year Acquired	A	C	D	Year Acquired	A	C	D
2024	96,005			2020			
2023	20,500			2019			
2022	49,004			2018			
2021	99,215			2017 & prior	552,828		

Describe Property in C & D above:

Total Cost

\$ 817,552

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
2024		2022	
2023		2021 & prior	

Total Cost

\$ NONE

7. Non-farming livestock:

Book Value \$	Market Value \$
---------------	-----------------

8. Other personal property:

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

Total Cost

\$ NONE

9. Property owned by others and used or held by the business as lessees 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

\$ NONE

10. Property owned by others as lessors 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. See specific instructions.

Total Cost

\$ NONE

Tax Asset Detail 1/01/24 - 12/31/24

Page 1

FYE: 12/31/2024

(Maryland Only)

Asset	d t	Property Description	Date In Service	Tax Cost	Sec 179 Exp Current = c	Tax Bonus Amt	Tax Prior Depreciation	Tax Current Depreciation	Tax End Depr	Tax Net Book Value	Tax Method	Tax Period
Group: Equipment <i>(cell manufacturing)</i>												
81		Slitter/Creaser DC-618	11/22/24	31,405.00	0.00c	18,843.00	0.00	20,637.57	20,637.57	10,767.43	200DB	7.0
80		Plate Maker ECO 1630 111R	10/03/24	7,000.00	0.00c	4,200.00	0.00	4,600.00	4,600.00	2,400.00	200DB	7.0
82		UV Coater Tec Lightning XCC14-I	7/03/24	9,000.00	0.00c	5,400.00	0.00	5,914.29	5,914.29	3,085.71	200DB	7.0
83		Continuous Feeder R-12	3/09/24	3,600.00	0.00c	2,160.00	0.00	2,365.71	2,365.71	1,234.29	200DB	7.0
78		Konica Minolta- Copier	9/28/23	20,500.00	0.00	4,100.00	4,100.00	6,560.00	10,660.00	9,840.00	200DB	5.0
79		Horizon AFC 566	1/01/24	45,000.00	0.00c	27,000.00	0.00	29,571.43	29,571.43	15,428.57	200DB	7.0
74		Miller Weldmaster	12/29/22	5,618.80	0.00	0.00	2,416.08	1,281.09	3,697.17	1,921.63	200DB	5.0
75		SUMMA S2 T160-SE Cutter	12/21/22	8,790.00	0.00	0.00	3,779.70	2,004.12	5,783.82	3,006.18	200DB	5.0
76		AC58011 Accuriopress C4070 Cop	11/18/22	34,595.00	0.00	0.00	14,875.85	7,887.66	22,763.51	11,831.49	200DB	5.0
73		Epson Surecolor S80600 Inkjet Pri	12/20/21	19,719.95	0.00	19,719.95	19,719.95	0.00	19,719.95	0.00	200DB	5.0
72		Vanguard VR5D Digital Flatbed LE	4/16/21	79,495.00	0.00	79,495.00	79,495.00	0.00	79,495.00	0.00	200DB	5.0
65		Kirk Rudy Tabber	12/10/17	12,800.00	12,800.00	0.00	12,800.00	0.00	12,800.00	0.00	200DB	5.0
64		Bixhub Press	3/03/17	25,260.00	25,260.00	0.00	25,260.00	0.00	25,260.00	0.00	200DB	5.0
62		Prism Paper Cutter	3/01/17	19,000.00	19,000.00	0.00	19,000.00	0.00	19,000.00	0.00	200DB	5.0
45		Shrink Wrap Machine (Brooks Prin	2/26/14	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	200DB	7.0
44		Kirk Rudy Inkjet Mailing System (E	2/19/14	36,240.89	36,240.89	0.00	36,240.89	0.00	36,240.89	0.00	200DB	5.0
41		DPX (Brooks Printing)	2/11/14	8,526.00	8,526.00	0.00	8,526.00	0.00	8,526.00	0.00	200DB	5.0
42		Software for DPX (RTI)	2/11/14	3,300.00	3,300.00	0.00	3,300.00	0.00	3,300.00	0.00	S/L	3.0
35		BQ 270 Perfect Bender	10/01/13	40,600.00	40,600.00	0.00	40,600.00	0.00	40,600.00	0.00	200DB	7.0
34		Kirk Rudy 535 Tabber	5/01/13	13,000.00	13,000.00	0.00	13,000.00	0.00	13,000.00	0.00	200DB	7.0
30		Finishing Solutions Duplo Sq. Spin	8/13/12	9,000.00	0.00	4,500.00	9,000.00	0.00	9,000.00	0.00	200DB	7.0
29		IS Inacom Server	6/30/12	17,318.50	0.00	8,659.25	17,318.50	0.00	17,318.50	0.00	200DB	5.0
31		Pallet Jack	6/30/12	750.00	0.00	375.00	750.00	0.00	750.00	0.00	200DB	7.0
15		Mail Inserter	12/31/10	3,400.00	0.00	0.00	3,400.00	0.00	3,400.00	0.00	200DB	5.0
22		Collator Booklet Maker	12/31/10	5,897.51	0.00	2,948.76	5,897.51	0.00	5,897.51	0.00	200DB	5.0
23		Folder with Right Angle	12/31/10	5,055.01	0.00	2,527.51	5,055.01	0.00	5,055.01	0.00	200DB	5.0
25		Cutter 22'	12/31/10	2,864.50	0.00	1,432.25	2,864.50	0.00	2,864.50	0.00	200DB	5.0
27		Jogger, Shrink Wrapper, Double He	12/31/10	13,480.02	0.00	6,740.01	13,480.02	0.00	13,480.02	0.00	200DB	5.0
10		Addressing Machine	12/31/08	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00	200DB	5.0
11		Tabing Machine	12/31/08	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	0.00	200DB	5.0
8		Printer	2/29/08	1,716.00	0.00	0.00	1,716.00	0.00	1,716.00	0.00	200DB	5.0
7		4 Color Printing Press	1/01/08	327,119.50	0.00	0.00	327,119.50	0.00	327,119.50	0.00	200DB	7.0
Equipment				817,551.68	0.00c	188,100.73	677,214.51	80,821.87	758,036.38	59,515.30		

Group: Intangible Assets → not PP

1	Goodwill	2/02/07	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00	Amort	15.00
2	Customer List	2/02/07	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	0.00	Amort	15.00
12	Goodwill Adjustment	12/31/08	-62,223.64	0.00	0.00	-62,223.64	0.00	-62,223.64	0.00	Amort	15.00
Intangible Assets			62,776.36	0.00c	0.00	62,776.36	0.00	62,776.36	0.00		

Group: Leasehold Improvements

84	New Heat Pump	7/02/24	2,900.00	0.00c	1,740.00	0.00	1,778.67	1,778.67	1,121.33	S/L	15.0
77	New AC Unit	7/12/22	2,700.00	0.00	0.00	270.00	180.00	450.00	2,250.00	S/L	15.0



City of Salisbury

Memo

To: Tom Stevenson, Acting City Administrator
From: Michael Lowe, Director of Procurement
Date: September 26, 2025
Subject: Award of Bid

The Department of Procurement seeks Award of Bid approval from the Salisbury City Council for the solicitation(s) as defined herein.

Attachment(s):
[Award of Bids 10.06.25.pdf](#)
[Council Memo](#)



City of Salisbury

COUNCIL AGENDA: Award of Bids – Department of Procurement

October 6, 2025

Award of Bid(s)

1. ITB 26-107 Lot 16 Pedestrian Bridge Repairs



MEMORANDUM

TO: Tom Stevenson
FROM: Michael Lowe, Director of Procurement
SUBJECT: Award of Bid and/or Declaration of Surplus
DATE: October 06, 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 26-106 Lot 16 Pedestrian Bridge Repairs

- Department: Infrastructure and Development
- Scope of Work: Structural restoration and coatings
- Bid date: 07/25/2025
- Bid opening: 09/05/25
- Total responsive bids received: 5
 - Bay Coastal Contracting, LLC \$ 117,417.00
 - Murtech \$ 189,438.00
 - Stratified, Inc. \$ 214,950.00
 - Micoan Industrial LLC \$ 270,900.00
 - Chesapeake Turf \$ 358,195.00
 - Contracting Specialists DC, LLC \$ 496,966.00
- Lowest priced responsive and responsible vendor:
 - Bay Coastal Contracting, LLC
- Total Award: \$ 117,417.00
- GL Account:
 - 98124-513026-42005 \$ 103,650.00
 - 98122-513026-48048 \$ 13,767.00



To: Michael Lowe, Director of Procurement
From: Evan Lund on behalf of Nicholas Voitiuc, Director of Infrastructure and Development
Date: September 11, 2025
Re: ITB 26-107 Lot 16 Pedestrian Bridge Repair Award of Bid

Salisbury Department of Infrastructure and Development recently advertised ITB 26-107 Lot 16 Pedestrian Bridge Repair. The work will consist of removal of exiting bridge deck structures, removal or corrosion and rot on metal surfaces, repair of any failing metal connections, installation of new bridge structures and prepping and coating of all metal structures, with alternate bid items regarding the cleaning and coating of existing metal structures that are not necessarily needed for bridge function.

Bids were opened on Tuesday August 5, 2025 at 2:30 p.m. for ITB 26-107 Lot 16 Pedestrian Bridge Repair. Eight (8) responses to this contract were received, with the lowest two (2) being disqualified for not possessing a Marine Contracting License in the State of Maryland. The top three (3) bids are summarized below:

Contractor	Bid
Bay Coastal Contracting, LLC	\$117,417.00
Murtech	\$173,624.00
Stratified, Inc.	\$198,950.00

Salisbury Department of Infrastructure and Development reviewed the bids in accordance with the contract documents. Bay Coastal Contracting, LLC, is the lowest responsive and responsible bidder. Salisbury Department of Infrastructure and Development recommends awarding the scope of work specified in ITB 26-107 to Bay Coastal Contracting, LLC in the amount of \$117,417.00. Funding is available for Lot 16 Pedestrian Bridge Repair in accounts:

98124-513026-42005: \$103,650.00

98122-513026-48048: \$13,767.00



City of Salisbury

Memo

To: Randy Taylor
From: Emily Goebel
Date: September 24, 2025
Subject: Salisbury Historic District Commission

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

<u>Name</u>	<u>Term Ending</u>
Harvey Evans	October 2028

Attachment(s):
[Res3430](#)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28

<u>Name</u>	<u>Term Ending</u>
Harvey Evans	October 2028

ATTEST:

D'Shawn M. Doughty
PRESIDENT, City Council

_____ day of _____, 2025

Randolph J. Taylor, Mayor



City of Salisbury

Memo

To: Randy Taylor
From: Emily Goebel
Date: September 24, 2025
Subject: Youth Development Advisory Committee

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

<u>Name</u>	<u>Term Ending</u>
Thashana McKinney	October 2028

Attachment(s):
[Res3431](#)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28

<u>Name</u>	<u>Term Ending</u>
Thashana McKinney	October 2028

ATTEST:

D'Shawn M. Doughty
PRESIDENT, City Council

_____ day of _____, 2025

37



City of Salisbury

Memo

To: Tom Stevenson, Acting City Administrator
From: Muir Boda, Director
Date: August 7, 2025
Subject: Ordinance to add the International Property Maintenance Code to Title 15 of the Salisbury City Code - 2nd reading

This memorandum informs you of the proposed amendments to Title 15 of the Salisbury City Code regarding the adoption and integration of the 2021 International Property Maintenance Code (IPMC).

The IPMC is designed to establish minimum standards for maintaining existing buildings and properties within the City. Its goal is to ensure that all properties are kept in a manner that guarantees our residents' safety, livability, and overall quality.

The IPMC serves as a vital tool for our municipal authorities, providing Code Enforcement with a clear and concise reference to regulations that align with existing standards already adopted by the City. By incorporating the 2021 edition of the IPMC, which is fully compatible with the I-Codes approved by the City on December 16, 2021 (Ordinance 2906), we will strengthen our ability to address property maintenance issues effectively.

These updates will enhance the health, safety, and welfare of our citizens by ensuring that the City's regulations remain current and comprehensive. Furthermore, the IPMC will support our Code Enforcement officers in efficiently addressing issues that may not be explicitly covered in the municipal code but fall within the standards set by the IPMC.

We recommend adopting these amendments to incorporate the 2021 IPMC into Title 15 of the Salisbury City Code. I appreciate your consideration of this matter.

Attachment(s):
[Ord2956](#)

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7

AN ORDINANCE OF THE CITY OF SALISBURY AMENDING TITLE 15 OF THE SALISBURY CITY CODE, ENTITLED “BUILDINGS AND CONSTRUCTION,” TO ADD THE ADOPTION OF AND REFERENCE TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE.

WHEREAS, the ongoing application, administration, and enforcement of the City of Salisbury Municipal Code (the “**Salisbury City Code**”) demonstrates a need for its periodic review, evaluation, and amendment to comply with present community standards and values and promote 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, the Mayor and Council may amend Title 15 (Buildings and Construction) of the Salisbury City Code pursuant to the authority granted in § SC 2-15 of the Salisbury City Charter;

WHEREAS, the International Property Maintenance Code (IPMC) is designed to establish standards for the maintenance of existing buildings and properties to ensure their safety, livability, and overall quality;

WHEREAS, the IPMC is a critical tool for local governments to adopt in their municipal codes and provides the City’s Code Enforcement team a concise guide of regulations that reference existing codes and standards already adopted by the City;

WHEREAS, the Mayor and Council find that the health, safety, and general welfare of the citizens of the City will be furthered by amending Title 15 of the Salisbury City Code to make these changes; and

WHEREAS, the Mayor and Council have determined that the amendments to Title 15 of the Salisbury City Code shall be adopted as set forth herein.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that Title 15 of the Salisbury City Code is hereby amended by adding the bolded and underlined language and deleting the strikethrough language as follows:

Section 1. Title 15 of the Salisbury City Code of the Salisbury City Code, entitled “Buildings and Construction” is amended as follows:

15.04.010 Adoption of Standard Codes.

The City of Salisbury adopts the following Standard Codes:

- A. Maryland Building Performance Standard Regulations;
- B. International Mechanical Code (2021)(IMC);
- C. International Plumbing Code (2021) (IPC);

- D. International Fuel Gas Code (2021) (IFGC);
- E. International Existing Building Code (2021)(IEBC);
- F. Maryland Accessibility Code;
- G. International Green Construction Code, (2021) (IGCC); ~~and~~
- H. International Solar Energy Provisions (ISEP) (2021); and
- I. International Property Maintenance Code (2021) (IPMC).**

15.04.040 Referenced Standards.

A. Where the following codes are referenced within this code, they shall be considered part of the requirements of this code to the prescribed extent of each such reference:

1. International Building Code (2021) (IBC);
 2. International Residential Code (2021) (IRC);
 3. International Energy Conservation Code (2021) (IECC);
 4. International Mechanical Code (2021) (IMC);
 5. International Plumbing Code (2021) (IPC);
 6. International Fuel Gas Code (2021) (IFGC);
 7. International Existing Building Code (2021) (IEBC);
 8. Maryland Accessibility Code;
 9. National Electrical Code (2017); ~~and~~
 10. International Green Construction Code (2021) (IGCC); and
- 11. International Property Maintenance Code (2021) (IPMC).**

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

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

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

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

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

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 22 day of September, 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 6 day of October, 2025.

87 ATTEST:
88
89 _____
90 Julie A. English, City Clerk D'Shawn M. Doughty, City Council President
91
92
93 Approved by me, this _____ day of _____, 2025.
94
95
96 _____
97 Randolph J. Taylor, Mayor



City of Salisbury

Memo

To: Tom Stevenson
From: Sandra Green
Date: September 25, 2025
Subject: Correction to Ordinance No. 2883 - Budget Amendment for Truitt Street Community Center Expansion (1st Reading)

To correct a funding error in Ordinance No. 2883 concerning the financing of the Truitt Street Community Center Expansion Project. Ordinance No. 2883 was previously approved a budget amendment that allocated \$55,325 from investment interest to be funded by FY2022 bond proceeds. However, it was determined that this was an inappropriate funding source, as the Truitt Street Community Center Project was not included in the original FY2022 bond- funded projects. This ordinance corrects this funding issue by reallocating the \$55,325 from the City's General Fund interest instead, which is an appropriate funding source for this project. Thank you for your time and consideration of this request. Unless there are further questions from the Mayor or administration, please forward this memo and the attached ordinance to City Council for their review and consideration.

Attachment(s):
[Ord2957](#)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

ORDINANCE NO. 2957

3
4
5
6
7
8

**AN ORDINANCE OF THE CITY OF SALISBURY TO CORRECT
ORDINANCE 2883, APPROVING A BUDGET AMENDMENT TO THE
CITY'S GENERAL CAPITAL PROJECT FUND TO PROVIDE
ADDITIONAL FUNDS FOR THE TRUITT STREET COMMUNITY
CENTER EXPANSION.**

9
10
11

WHEREAS, Ordinance No. 2883 reallocated \$55,325 of Investment Interest to be funded from the FY2022 bond proceeds; and

12
13
14

WHEREAS, the Truitt Street Community Center Project was not included in the FY2022 bond-funded projects, making the use of those bond funds inappropriate; and

15
16
17

WHEREAS, the \$55,325 of Investment Interest will instead be properly funded from the City's General Fund; and

18
19
20

WHEREAS, the appropriations necessary to make the correction herein must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury;

21
22
23

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

24
25
26

Section 1. Mayor Randolph J. Taylor is hereby authorized to appropriate funds for the Truitt Street Community Center Expansion Project listed in Section 2 and Section 3 below.

27
28
29

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

30
31

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

Account	Account Description	Increase/Decrease	Amount
91001-599109	Transfer to General Capital Projects	Increase	\$55,325
01000-456110	Investment Interest	Increase	\$55,325

32
33
34
35

Section 3. The City of Salisbury's General Capital Project Fund Budget be and hereby is amended as follows:

Account	Account Description	Increase/Decrease	Amount
98022-456110-70067	Interest Truitt Street Rehab	Decrease	\$55,325
98022-469313-70067	Paygo Truitt Street Rehab	Increase	\$55,325

36
37
38
39

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

40
41
42

Section 4. 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.

43
44
45

Section 5. 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 6. 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 6.

Section 7. This Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 6 day of October, 2025 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the _____ day of _____, 2025.

ATTEST:

Julie A. English, City Clerk

D'Shawn M. Doughty, City Council President

Approved by me, this _____ day of _____, 2025.

Randolph J. Taylor, Mayor