

#### **CITY OF SALISBURY**

115 S. Division Street, Salisbury, MD 21801

#### WORK SESSION

125 N Division Street, Room 301, Salisbury, MD. 21801 Monday, June 9, 2025 7:00 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

#### RESOLUTION

- Enterprise Zone Eligibility 200 Cypress St
   Resolution declaring Opportunity Street LLC eligible to receive Enterprise Zone benefits for property located at 200 Cypress St, Salisbury, MD.
- Enterprise Zone Eligibility Westwood Commerce LLC at 1610 Westwood
  Resolution declaring Westwood Commerce I LLC eligible to receive Enterprise Zone benefits
  for property located at 1610 Westwood Dr, Salisbury, MD.
- Enterprise Zone Eligibility Westwood Commerce LLC at 1630 Westwood
  Resolution declaring Westwood Commerce I LLC eligible to receive Enterprise Zone benefits for property located at 1630 Westwood Dr, Salisbury, MD.

#### **ORDINANCE**

- <u>Budget Ordinance Naylor Mill Water Main Extension</u>
   Ordinance authorizing a budget amendment to appropriate funds for water main infrastructure needed to accommodate future growth in the area of Naylor Mill Road and Jersey Road
- Acceptance of BJAG Grant Funding from GOCCP
   Ordinance to accept funds received from Governor's Office of Crime Prevention, Youth and
   Victim Services through the Byrne-Justice Assistance Program for the purchase and installation
   of camera and cellular gateway equipment.
- Budget Amendment to increase funding for Attorney Fees for Special Counsel
   Ordinance approving a budget amendment of the FY26 General Fund budget to appropriate additional funds required for legal services

**PUBLIC COMMENT (Agenda Items Only)** 

ADMINISTRATION COMMENTS

**COUNCIL COMMENTS** 

**ADJOURNMENT** 

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.



To: Andy Kitzrow, City Administrator

From: Derek Jarmon, Economic Development Manager

Date: April 17, 2025

Subject: Enterprise Zone Eligibility - 200 Cypress St

Attached is a resolution designating Westwood Commerce, LLC located at 200 Cypress St., eligible to receive the benefits of the Enterprise Zone.

This property is located within the boundaries of the City's Enterprise Zone, and this company has invested more than \$50,000 in the property.

As a reminder, companies that are declared eligible for enterprise zone benefits are able to receive a 10-year Property Tax Credit. The purpose of this program is to encourage industries to locate in areas identified as enterprise zones and to reinvest in such properties.

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

### Attachment(s):

200 Cyprus Street RESOLUTION 200 Cypress Street Enterprise Zone Memo from DID.pdf Finance Enterprise Zone Support.pdf

1 2 3	Approved by me, this	_day of	_, 2025.
5 6	Randolph J. Taylor, Mayor		



#### Memorandum

To: Derek Von Jarmon, Economic Development Director, ABCD
Cc: Nick Voitiuc, Director, DID & Sandra Green, Director, Finance

From: Amanda Rodriquez, City Planner

**Date:** March 25, 2025

**Subject:** Enterprise Zone Qualifications – 200 Cypress Street

On March 25, 2025, the Department of Infrastructure and Development reviewed 200 Cypress Street, Salisbury, MD for Enterprise Zone designation at the request of Opportunity Street LLC. The Department of Infrastructure & Development finds the following to be true at the time of this review:

- Opportunity Street LLC, located at 200 Cypress Street, is compliant with the City's water and sewer use requirements specifically Chapter 13.12 of the City of Salisbury Code of Ordinances.
- Opportunity Street LLC, located at 200 Cypress Street, is compliant with State and local storm water management codes and regulations for the date built.
- Opportunity Street LLC, located at 200 Cypress Street, is compliant with State of Maryland Chesapeake Bay Critical Area codes and regulations for the date built.
- Opportunity Street LLC, located at 200 Cypress Street, is compliant with the City's zoning code specifically Chapter 17.36 of the City of Salisbury Code of Ordinances for the date built.
- Opportunity Street LLC, located at 200 Cypress Street, is compliant with the City's subdivision code for the date built.
- Opportunity Street LLC, located at 200 Cypress Street, is compliant with the City's building code for the date built and will comply with current code when renovation is completed.

Derek,

See Kay's comments.

Sandy,

We usually check to see if the taxes & corporate taxes are paid and in good standing.

The taxes are paid on the parcels that they listed and the corporations are in good standing & the taxes paid.

Thanks, K

#### Sandy Green

Director of Finance City of Salisbury 125 N. Division Street, Rm 103 Salisbury, MD 21801 410-548-3110 Phone



### www.salisbury.md

From: Derek Von Jarmon <djarmon@salisbury.md>

Sent: Monday, April 14, 2025 2:27 PM

To: Sandra Green <sagreen@salisbury.md>

Cc: Shawanda Garrison <sgarrison@salisbury.md>

**Subject:** Fw: Enterprise Zone Application(s)

Good afternoon,

I wanted to make sure these did in fact did make their way over to you both. During the process, we had some back and forth and I honestly never circled back to ensure all three reached your desk. Please let me know if you have any questions/comments.

Derek V. Jarmon Jr. Economic Development Manager Department of Arts, Business & Culture City of Salisbury



To: Andy Kitzrow, City Administrator

From: Derek Jarmon, Economic Development Manager

Date: April 17, 2025

Subject: Enterprise Zone Eligibility - Westwood Commerce LLC at 1610 Westwood

Attached is a resolution designating Westwood Commerce, LLC located at 1610 Westwood Dr., eligible to receive the benefits of the Enterprise Zone.

This property is located within the boundaries of the City's Enterprise Zone, and this company has invested more than \$50,000 in the property.

As a reminder, companies that are declared eligible for enterprise zone benefits are able to receive a 10-year Property Tax Credit. The purpose of this program is to encourage industries to locate in areas identified as enterprise zones and to reinvest in such properties.

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

#### Attachment(s):

1610 Westwood RESOLUTION 1610 Westwood Enterprise Zone Memo from DID.pdf Finance Enterprise Zone Support.pdf

1	Approved by me, this	day of	, 2025
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5			
6	Randolph J. Taylor, Mayor		
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#### Memorandum

To: Derek Von Jarmon, Economic Development Director, ABCD
Cc: Nick Voitiuc, Director, DID & Sandra Green, Director, Finance

From: Amanda Rodriquez, City Planner

**Date:** March 25, 2025

**Subject:** Enterprise Zone Qualifications – 1610 Westwood Drive

On March 25, 2025, the Department of Infrastructure and Development reviewed 1610 Westwood Drive, Salisbury, MD for Enterprise Zone designation at the request of St. John Properties/Westwood Commerce I LLC. The Department of Infrastructure & Development finds the following to be true at the time of this review:

- St. John Properties/Westwood Commerce I LLC., located at 1610 Westwood Drive, shall be compliant upon the completion of construction with the City's water and sewer use requirements, specifically Chapters 13.08 & 13.12 of the City of Salisbury Code of Ordinances.
- St. John Properties/Westwood Commerce I LLC., located at 1610 Westwood Drive, shall be compliant with State and local storm water management codes and regulations upon the completion of construction.
- St. John Properties/Westwood Commerce I LLC., located at 1610 Westwood Drive, shall be compliant with the City's zoning code, specifically Chapter 17.122 of the City of Salisbury Code of Ordinances upon the completion of construction.
- St. John Properties/Westwood Commerce I LLC., located at 1610 Westwood Drive, shall be compliant with the City's subdivision code upon the completion of construction.
- St. John Properties/Westwood Commerce I LLC., located at 1610 Westwood Drive, shall be compliant with current building, electrical, plumbing, and mechanical codes upon the completion of construction.

Derek,

See Kay's comments.

Sandy,

We usually check to see if the taxes & corporate taxes are paid and in good standing.

The taxes are paid on the parcels that they listed and the corporations are in good standing & the taxes paid.

Thanks,

#### Sandy Green

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To: Andy Kitzrow, City Administrator

From: Derek Jarmon, Economic Development Manager

Date: April 17, 2025

Subject: Enterprise Zone Eligibility - Westwood Commerce LLC at 1630 Westwood

Attached is a resolution designating Westwood Commerce, LLC located at 1630 Westwood Dr., eligible to receive the benefits of the Enterprise Zone.

This property is located within the boundaries of the City's Enterprise Zone, and this company has invested more than \$50,000 in the property.

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## Attachment(s):

1630 Westwood Drive Enterprise Zone Memo from DID.pdf Finance Enterprise Zone Support.pdf 1630 Westwood RESOLUTION



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Cc: Nick Voitiuc, Director, DID & Sandra Green, Director, Finance

From: Amanda Rodriquez, City Planner

**Date:** March 25, 2025

**Subject:** Enterprise Zone Qualifications – 1630 Westwood Drive

On March 25, 2025, the Department of Infrastructure and Development reviewed 1630 Westwood Drive, Salisbury, MD for Enterprise Zone designation at the request of St. John Properties/Westwood Commerce I LLC. The Department of Infrastructure & Development finds the following to be true at the time of this review:

- St. John Properties/Westwood Commerce I LLC., located at 1630 Westwood Drive, shall be compliant upon the completion of construction with the City's water and sewer use requirements, specifically Chapters 13.08 & 13.12 of the City of Salisbury Code of Ordinances.
- St. John Properties/Westwood Commerce I LLC., located at 1630 Westwood Drive, shall be compliant with State and local storm water management codes and regulations upon the completion of construction.
- St. John Properties/Westwood Commerce I LLC., located at 1630 Westwood Drive, shall be compliant with the City's zoning code, specifically Chapter 17.122 of the City of Salisbury Code of Ordinances upon the completion of construction.
- St. John Properties/Westwood Commerce I LLC., located at 1630 Westwood Drive, shall be compliant with the City's subdivision code upon the completion of construction.
- St. John Properties/Westwood Commerce I LLC., located at 1630 Westwood Drive, shall be compliant with current building, electrical, plumbing, and mechanical codes upon the completion of construction.

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l	Approved by me, this	day of	, 2025
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5	Randolph J. Taylor, Mayor		
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To: Andy Kitzrow, City Administrator From: Cori Cameron, Director of Water Works

Date: May 20, 2025

Subject: Budget Ordinance - Naylor Mill Water Main Extension

The Department of Water Works is requesting consideration for a budget ordinance to move funds from FY25 Water Treatment Chemical operating account 82075-546004m in the amount of \$60,000, into the Naylor Mill Water Main Extension Project account 97060-513026-50050. The funds will allow Water Works to install a 16 inch gate valve, two tees and valve boxes at the intersection of Naylor Mill Road and Jersey Road. The valves are not part of the original project funded by Maryland Department of the Environment (MDE). The City would like to install these valves in anticipation of future growth in the area. MDE has agreed to installation of the valves during the construction of this project if the city agrees to pay for the valves, tees and valve boxes. The Water Treatment Plant has identified a surplus of funds in the FY 25 chemical operating budget to cover the costs of the new valves. These funds will help to complete the task and save the city money for future development.

Attachment(s):

Ordinance - Naylor Mill valve

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING A BUDGET AMENDMENT TO APPROPRIATE FUNDS FOR WATER MAIN INFRASTRUCTURE NEEDED TO ACCOMMODATE FUTURE GROWTH IN THE AREA OF NAYLOR MILL ROAD AND JERSEY ROAD.

**WHEREAS**, the City of Salisbury has determined an additional \$60,000 is needed to add a gate valve, two tees, and valve boxes to the intersection of Naylor Mill Road and Jersey Road as part of the Naylor Mill Road Water Main Extension Project; and

**WHEREAS**, the valve, two tees, and valve boxes are not covered by the Federal Grant funding in the Naylor Mill Water Main Extension Project, but are nevertheless needed to accommodate future development at the aforementioned intersection; and

**WHEREAS**, the City of Salisbury has \$60,000.00 in Account 82075-546004 that is available to transfer to the Water Sewer Capital Project funds for the Naylor Mill Water Main Extension Project; and

**WHEREAS**, the appropriations necessary to execute this budget amendment as provided hereinabove must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

<u>Section 1</u>. Mayor Randolph J. Taylor is hereby authorized to appropriate additional funds for the Naylor Mill Water Main Extension in the amount of \$60,000.00.

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

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

Increase	Account	Project			
Decrease	Туре	Description	Account	Account Description	Amount
Decrease	Expense		82075-546004	Water Plant Chemicals	60,000
				Transfer – Water Sewer Capital	
Increase	Expense		91002-599108	Projects	60,000

<u>Section 3</u>. The City of Salisbury's Water Sewer Capital Project Fund Budget be and hereby is amended as follows:

Increase	Account	Project			
Decrease	Туре	Description	Account Description	Account	Amount
Increase	Revenue	Naylor Mill Water Main Extension	Transfer Water Sewer	97060-469161-50050	60,000
Increase	Expense	Naylor Mill Water Main Extension	Construction	97060-513026-50050	60,000

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41	BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF
42	SALISBURY, MARYLAND, as follows:
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44	Section 4. It is the intention of the Mayor and Council of the City of Salisbury that each provision
45	of this Ordinance shall be deemed independent of all other provisions herein.
46 47	Continue T. It is fourth and his intention of the Marson and Council of the City of Colishum, that if any
	Section 5. It is further the intention of the Mayor and Council of the City of Salisbury that if any
48	section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,
49	unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication
50	shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other
51	provisions of this Ordinance shall remain and shall be deemed valid and enforceable.
52	
53	Section 6. The recitals set forth hereinabove are incorporated into this section of the Ordinance as
54	if such recitals were specifically set forth at length in this Section 6.
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56	<b>Section 6.</b> This Ordinance shall take effect from and after the date of its final passage.
57	THE CONTRACT OF A STATE OF A STAT
58	THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of
59	Salisbury held on the day of, 2025 and thereafter, a statement of the substance
60	of the Ordinance having been published as required by law, in the meantime, was finally passed by the
61	Council of the City of Salisbury on the day of, 2025.
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63	ATTEST:
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67	Julie A. English, City Clerk D'Shawn M. Doughty, City Council President
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69	Approved by me, thisday of, 2025.
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73	Randolph J. Taylor, Mayor
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To: Mayor and Council From: Captain John Felts Date: May 27, 2025

Subject: Acceptance of BJAG Grant Funding from GOCCP

The Salisbury Police Department is requesting approval to accept \$20,000 in grant funding awarded by the Governor's Office of Crime Prevention, Youth and Victim Services through the Byrne Justice Assistance Grant (BJAG) Program. The funding will be used to purchase and install one high-resolution surveillance camera and one cellular gateway device, which enables secure wireless transmission of video data and can support the integration of additional cameras in the future, both of which will enhance public safety and integrate directly into the City's existing surveillance infrastructure.

Criminal activity continues to impact areas within the City. The Police Department remains committed to using surveillance cameras as a proactive strategy to improve visibility and response. This grant will support those efforts by expanding real-time monitoring capabilities. The new equipment will enhance the department's ability to monitor and respond to incidents in real time and will also serve as a valuable investigative tool in cases of criminal activity.

This project reflects the Police Department's ongoing efforts to identify and secure external funding to strengthen existing infrastructure without affecting current budgeting levels. The purchase and installation of the equipment will be fully funded by the grant, with no local match required. We respectfully request that the Mayor and City Council approve acceptance of the grant and adoption of the accompanying ordinance authorizing the necessary budget amendment.

## Attachment(s):

Ordinance - Accept. State Funds for camera purchase 2025

50	remain and shall be deemed valid and enforceable.
51 52 53	Section 5. The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 5.
54 55 56	<b>Section 6</b> . This Ordinance shall take effect from and after the date of its final passage.
57	THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury
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66	Julie A, English, City Clerk D'Shawn M. Doughty, City Council President
67	
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69	Approved by me, thisday of, 2025.
<b>70</b>	
<b>71</b>	
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73	Randolph J. Taylor, Mayor
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To: City Council Members

From: Andy Kitzrow Date: June 2, 2025

Subject: Budget Amendment to increase funding for Attorney Fees for Special Counsel

The City is requesting additional funds that are required to cover the costs of UNION negotiations for FY26 wages and other unanticipated legal fees.

Attachment(s): Attorney Ordinance

#### ORDINANCE NO. \_\_\_\_

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2025 GENERAL FUND BUDGET TO APPROPRIATE ADDITIONAL FUNDS REQUIRED FOR LEGAL SERVICES.

**WHEREAS**, the City of Salisbury is requiring services of a special counsel for labor training and negotiations, and

**WHEREAS**, the City of Salisbury has determined an additional \$60,000 will be required for these services, and

**WHEREAS**, the appropriations necessary to execute the appropriation of \$60,000 as provided hereinabove, must be made upon the recommendation of the Mayor and 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:

<u>Section 1</u>. Mayor Randolph J. Taylor is hereby authorized to appropriate funds for special counsel services in the amount of \$60,000.

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

**Section 2.** The City of Salisbury's FY25 General Fund Budget be and hereby is amended as follows:

Increase (decrease)	Account Type	Account Description	Account	Amount
Increase	Revenue	Current Year Surplus	01000-469810	\$60,000
Increase	Expense	City Attorney	17000-513301	\$40,000
Increase	Expense	Other Attorney	17000-513302	\$20,000

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

<u>Section 3</u>. 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.

<u>Section 4.</u> 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.

44	<b>Section 5.</b> The recitals set forth hereinabove are incorporated into this section of the Ordinance as
45	if such recitals were specifically set forth at length in this Section 5.
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66	Randolph J. Taylor, Mayor