

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

MARCH 26, 2018

PUBLIC OFFICIALS PRESENT

*Council President John “Jack” R. Heath
Council Vice-President Muir Boda
Councilwoman April Jackson*

*Mayor Jacob R. Day
Councilman James Ireton, Jr.
Councilman R. Hardy Rudasill*

IN ATTENDANCE

*Deputy City Administrator Andy Kitzrow, Fire Chief Rick Hoppes, Permits and Inspections
Manager Bill Holland, Information Services Director Bill Garrett, City Clerk Kimberly R.
Nichols, City Attorney Mark Tilghman, interested citizens and members of the press.*

CITY INVOCATION – PLEDGE OF ALLEGIANCE

*The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President
John R. Heath called the meeting to order and invited Pastor Greg Morris of the Parkway
Church of God to the podium to deliver the City Invocation. Thereafter, everyone recited the
Pledge of Allegiance to the flag of the United States of America.*

PRESENTATIONS

• **Child Abuse Prevention Month Proclamation**

*Mayor Jacob R. Day presented the proclamation to declare April 2018 as Child Abuse
Prevention Month and encouraged all citizens to learn more about the various forms of
child abuse that endanger our children, how to recognize the signs, and where to report
abuse because children are our most valuable resources. He reported on the Pinwheels
for Protection campaign in Salisbury and invited Meredith Miller, Wicomico Child
Advocacy Center (CAC) Coordinator forward to receive the proclamation. She
recognized the hard work of the CAC and Child Protective Services Workers and shared
information about all of the related events in April including Wear Blue Day (April 6,
2018), Olympia Fitness Center will hold Power in Pinwheels Moveathon to benefit
Pinwheels for Protection (April 7, 2018), Guest Bartending at Hoppers (April 12, 2018),
CAC Open House (April 20, 2018), and the SBY Marathon Kids’ Area (April 28, 2018).*

• **Community Organization Presentation**

*Council President Heath invited Sarah Rayne, Government and Public Affairs Director,
and Joni Williamson, Executive Committee Board of Directors from Coastal Association
of Realtors to the podium. Ms. Williamson delivered the Real Estate Market Report.*

ADOPTION OF LEGISLATIVE AGENDA

Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous to approve the legislative

agenda as presented.

CONSENT AGENDA – presented by City Clerk Kimberly R. Nichols

The Consent Agenda, consisting of the following items, was unanimously approved on a motion and seconded by Mr. Boda and Mr. Ireton, respectively:

- **March 5, 2018 Work Session Minutes**
- **March 12, 2018 Regular Meeting Minutes**
- **Resolution No. 2824** - to change the Employee Handbook Section 0504 Sick Leave to become compliant with the State of Maryland Healthy Working Families Act
- **Resolution No. 2825**- to approve the re-appointment of Michael Dyer to the Disability Advisory Committee for term ending March 2020
- **Resolution No. 2826**- to authorize the City Administrator and the Director of Procurement to act on behalf of the City in executing a contract for the supply of electricity
- **Resolution No. 2827**- accepting the submission of RFP 104-17 Re-bid from M.W. Tilghman, Jr. and Barrie Tilghman for the sale of surplus real property located at 806 North Division Street
- **Resolution No. 2828**- accepting the donation of money from the Claudell Bowdle, Jr. Revocable Trust for the Salisbury Fire Department to use in efforts to enhance its capabilities in providing the effective and efficient delivery of fire, rescue and emergency medical services and to improve the quality of life for the citizens of the City of Salisbury and the Salisbury Fire District
- **Resolution No. 2829**- accepting a donation from Eagle Scout Seth Roberts, Boy Scout Troop #149 of Delmarva Council, to construct and gift two park benches to the City of Salisbury for use in the City Park

AWARD OF BIDS – presented by Director of Procurement Jennifer L. Miller

The Award of Bids, consisting of the following items, was unanimously approved on a motion by Mr. Boda and seconded by Mr. Ireton:

- Award of Bid – ITB 105-17, Recycling Collection Truck \$121,236.00
- Declaration of Surplus, Units E16 & E16-1, Salisbury Fire Department \$ 0.00

WALSTON SWITCH ROAD/CHOPTANK ELECTRIC PROPERTY ANNEXATION RESOLUTIONS/ PUBLIC HEARING – presented by Deputy City Administrator Andy Kitzrow

Two members of the Public were sworn in by City Clerk Nichols.

At 6:28 p.m., President Heath opened the Public Hearing for Resolution No. 2806 and Resolution No. 2807 – approving the Annexation Plan and Annexation for the Walston Switch Road/Choptank Electric Property Annexation. As there were no requests to speak, the Public Hearing was closed.

- **Resolution No. 2806** - adopting an annexation plan for a certain area of land contiguous to and binding upon the Corporate Limit of the City of Salisbury to be known as “Walston Switch Road-Choptank Electric Property Annexation”

Mr. Ireton moved and Mr. Boda seconded to approve Resolution No. 2806. Deputy City Administrator Andy Kitzrow presented the resolution, which was approved by unanimous vote in favor.

- **Resolution No. 2807** - proposing the annexation to the City of Salisbury of certain area of land contiguous to and binding upon the easterly Corporate Limit of the City of Salisbury to be known as “Walston Switch Road-Choptank Electric Property Annexation”

Ms. Jackson moved and Mr. Boda seconded to approve Resolution No. 2807. Mr. Kitzrow then presented the resolution, which was approved by unanimous vote in favor.

Mr. Heath announced the Walston Switch Road/Choptank Electric Property Annexation would become effective on May 11, 2018 upon the expiration of forty-five (45) days.

ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2477**- 2nd reading - approving a budget amendment of the FY2018 General Fund to appropriate funds for a replacement vehicle for the Department of Information Services

Mr. Ireton moved and Mr. Boda seconded to approve Ordinance No. 2477.

Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve the following amendments to Ordinance No. 2477:

1. Lines 11 and 12 – strike in their entirety
2. Line 14 – strike “\$1,270” and insert “\$2,970”
3. Lines 15 & 16 – strike “Clerk’s Office” and insert “GIS Division”
4. Line 23 – strike “,City Clerk Nichols and City Council President Heath”
5. Lines 32 & 33 – strike “Legislative Computer Hardware Fund” and “11100-546011” and insert “GIS Fund” and “84080-513400”
6. Lines 34 & 35 – strike “Clerk’s Office Computer Hardware Fund”, 11100-546011” and “\$1,270” and insert “GIS Fund”, “84080-513500”, and “\$540”
7. Line 36 – insert “Decrease GIS Fund (81080-554406) by \$265”
8. Line 37 – insert “Decrease GIS Fund (84080-554406) by \$465”

Mr. Tilghman presented Ordinance No. 2477, as amended for second reading.

The vote was unanimous to approve Ordinance No. 2477, as amended, for second reading.

- **Ordinance No. 2478**- 1st reading – approving a budget amendment of the FY2018 Fire Department Budget to appropriate funds from the City’s General Fund Donations account to the Fire Department’s Vehicles and Equipment accounts

Mr. Ireton moved and Ms. Jackson seconded to approve Ordinance No. 2478.

Mr. Ireton moved, Mr. Boda seconded, and the vote was unanimous to approve the following amendments to Ordinance No. 2478:


1. Line 4 - strike “FY2018 Fire Department Budget” and insert “Capital Project Fund”
2. Lines 5, 6 & 7 – strike “From the City’s General Fund Donations Account to the Fire Department’s Vehicles and Equipment Accounts” and insert “To the Radio Communication Project using Funds donated to the City.”
3. Lines 21, 22 & 23 – strike “purchase various apparatus and equipment with a total value of \$120,958.47 for inclusion in its inventory of emergency vehicles and equipment” and insert “allocate the funds to the Radio Communication Project.”
4. Lines 26 & 27 – strike “Fire Department FY2018 Operating Budget” and insert “Radio Communication Project.”
5. Line 30 – strike “Fiscal Year 2018 General” and insert “General Capital Project.”
6. Line 33 – strike “01000-456400” and insert “98018-456415-48033”
7. Line 34 & 35 – strike “Fire Department”, “24035-577025” and “\$40,000.00” and insert “Equipment”, “98118-577030-48033” and “\$120,958.47.”
8. Line 36 – strike entire line

Mr. Tilghman presented Ordinance No. 2477, as amended for first reading.


Ordinance No. 2478, as amended for first reading, was unanimously approved.

ADJOURNMENT

With no further business to discuss, the Legislative Session adjourned at 6:43 p.m.



City Clerk



Council President

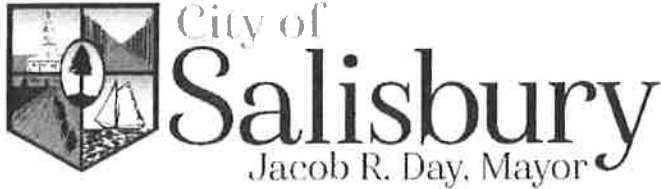


City of
Salisbury
Jacob R. Day, Mayor

COUNCIL AGENDA – Award of Bids

March 26, 2018

- | | |
|----------------------------|--------------|
| 1. Award of Bid | \$121,236.00 |
| ITB 105-17 | |
| Recycling Collection Truck | |
| 2. Declaration of Surplus | \$ 0.00 |
| Units E16 & E16-1 | |
| Salisbury Fire Department | |



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: March 26, 2018
Subject: Award of Bid
Contract 105-17 Recycling Collection Truck

The Department of Procurement received a request from the Department of Field Operations to purchase a Recycling Collection Truck through Houston Freightliner utilizing a cooperative purchasing program, HGACBuy.

Per Section SC 16-3 "General Policy of Competitive Bidding, Exceptions" of the City of Salisbury Charter, competitive bidding procedures performed by the City of Salisbury are not necessary or appropriate in the following circumstance:

"(9) Contracts in which the City receives a contract price negotiated by the State, County, or other governmental entity pursuant to a valid contract."

This Charter designation, therefore, allows the City of Salisbury to participate in cooperative purchasing activities, such as HGACBuy. The Houston-Galveston Area Council (H-GAC) is a unit of local government and a political subdivision of the State of Texas. All products offered through HGACBuy have been awarded by virtue of a public competitive process. The contracts awarded by the H-GAC Board are then made available to local governments nationwide through the HGACBuy Cooperative Purchasing Program. The City of Salisbury has previously purchased items utilizing this program through the execution of an Interlocal Contract, which sets out the conditions, requirements and processes of the procurement.

The Procurement Division has verified the contract pricing, terms and conditions with a representative from HGACBuy (Contract #s HT06-16 Medium and Heavy Trucks & Truck Bodies and RH08-16 Refuse Handling Equipment), and there are sufficient funds in account 98118-577025-48044 (Vehicles – FY18 Recycling Truck) to purchase the requested truck.

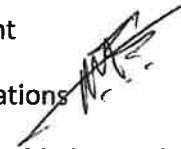
The Procurement Department requests Council's approval to award Contract 116-18 to Houston Freightliner, in the amount of \$121,236.00.

Department of Procurement
125 N Division St., #104 Salisbury, MD 21801
410-548-3190 (fax) 410-548-3192
www.salisbury.md



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Jennifer Miller, Director of Procurement
From: Tom Stevenson, Director of Field Operations 
Subject: Recommendation for Award of Bid for a 2019 Recycling Truck
Date: March 15, 2018

During the FY18 budget process, funding was approved for Collection & Distribution - Recycling to purchase one (1) recycling truck. A bid proposal was submitted by Houston Freightliner, Inc. in accordance to HGACBuy Contracts HT06-16 and RH08-16.

Please allow this memorandum to serve as the formal department recommendation to award the bid to Houston Freightliner, Inc. in the amount of \$121,236.00 to purchase one (1) Freightliner M2-106-60 with Kann aluminum recycle body. Funding for this project can be found in account number 98118-577025-48044.

Please add this to the award of bids content for the earliest possible Council Legislative Agenda.



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: March 26, 2018
Subject: Declaration of Surplus
SFD Fire Engines

The Department of Procurement received a request from the Salisbury Fire Department to declare two fire engines, Units E16 and E16-1, as surplus. These units have reached the ten year service life expectancy established by the Fire Department on vehicles of this type, and as such has determined that they are currently at the maximum resale value due to age, condition and mileage. Additional details regarding the units are noted in the departmental memo, attached.

Upon declaration of surplus, as approved by Council, the Department of Procurement will attempt to sell Units E16 & E16-1 at auction or via a brokerage agreement.

Department of Procurement
125 N Division St., #104 Salisbury, MD 21801
410-548-3190 (fax) 410-548-3192
www.salisbury.md



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Jennifer Miller, Director of Procurement
From: Richard A. Hoppes, Fire Chief
Subject: Surplus Equipment – Engine 16 & 16-1
Date: March 1, 2018

The Department has equipment (described below) that is immediately available for declaration as surplus property. By City Code, only the Council can authorize such a declaration. As such I am requesting that Council's authorization to declare this apparatus as surplus property and asking for permission to dispose of each in compliance with City code and/or policy.

The equipment is described as follows:

Unit Identification: Engine 16
Unit Description: 2006 Pierce Enforcer
VIN: 4P1CE01A56A005971
Motor: Cummins
Transmission: Allison
Mileage: 80,786
Condition: Fair

Unit Identification: Engine 16-1
Unit Description: 2006 Pierce Enforcer
VIN: 4P1CE01A36A005984
Motor: Cummins
Transmission: Allison
Mileage: 69,887
Condition: Fair

In addition, all useful equipment has been removed from the old units and placed in service on the new units or returned to the supply depot of the SFD for future use in another capacity.

Should you have questions or require additional information please feel free to contact me immediately.

cc: File