

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

MARCH 25, 2019

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.*

PUBLIC OFFICIALS NOT PRESENT

Councilwoman Angela M. Blake

IN ATTENDANCE

Deputy City Administrator Andy Kitzrow, Procurement Director Jennifer Miller, Neighborhood Relations Manager Kevin Lindsay, Grants Coordinator Nancy Talbott, Deputy Fire Chief James Gladwell, Project Engineer Charles Kulp, Field Operations Assistant Director Ben Baker, City Clerk Kim 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 Julie Lewis of Rockawalkin United Methodist Church to the podium to provide the City Invocation, followed by the Pledge of Allegiance to the flag of the United States of America.

ADOPTION OF LEGISLATIVE AGENDA

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous (4-0 vote) to approve the legislative agenda.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda, consisting of the following items, was unanimously approved (4-0 vote) on a motion and seconded by Mr. Boda and Ms. Jackson, respectively:

- **February 4, 2019** Closed Session Minutes
- **February 11, 2019** Regular Meeting Minutes
- **February 19, 2019** Special Meeting Minutes
- **February 19, 2019** Work Session Minutes
- **February 25, 2019** Regular Meeting Minutes
- **March 4, 2019** Work Session Minutes

AWARD OF BIDS – presented by Director of Procurement Jennifer Miller

The Award of Bids, consisting of the following items, was unanimously approved (4-0 vote) on a motion by Ms. Jackson and seconded by Mr. Ireton:

- ITB 19-120 Newton Street Community Center Remodel \$ 355,169.00
- Declaration of Surplus, Various Items – SPD and Field Operations \$ 00.00

ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2530**- 2nd reading- authorizing the Mayor to enter into a contract with the United States Department of Commerce for the purpose of accepting grant funds in the amount of \$37,500, and approving a budget amendment to the FY 2019 Grant Fund to appropriate funds to for a Salisbury Port Feasibility Study

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2530 for second reading.

- **Ordinance No. 2531**- 2nd reading- authorizing the Mayor to enter into a contract with the Wicomico County Health Department for the purpose of accepting grant funds in the amount of \$20,934, and approving a budget amendment to the FY 2019 Grant Fund to appropriate funds to for the Housing First Program

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2531 for second reading.

- **Ordinance No. 2532**- 2nd reading- authorizing the Mayor to enter into a contract with the Carefirst Foundation for the purpose of accepting grant funds in the amount of \$75,000 and approving a budget amendment to the FY 2019 Grant Fund to appropriate funds for the Salisbury-Wicomico Integrated Firstcare Team

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2532 for second reading.

- **Ordinance No. 2533**- 1st reading- to establish a Riverwalk Construction Reimbursement Program to promote and accelerate new commercial construction or expansion along the Riverwalk areas to encourage development in and near the Downtown area and districts tied to the Riverwalk

Mr. Ireton moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2533 for first reading.

- **Ordinance No. 2534**- 1st reading- approving a budget amendment of the FY19 General Fund Budget to appropriate funds received from Witmer Public Safety Group from the sale of handguns to be used to repair the moisture barrier along the foundation of the Salisbury Police Department

Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2534 for first reading.

- **Ordinance No. 2535**- 1st reading- approving an amendment of the FY19 Budget to appropriate funds for street resurfacing and concrete repair

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2535 for first reading.

COUNCIL COMMENTS

There were no Public Comments.

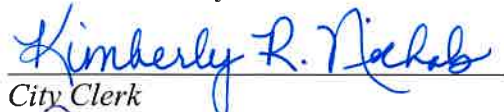
Council President Heath recognized the following groups in the audience and thanked them for attending: Faith Baptist School students with Advisor Ron Rice and Salisbury University Students. He invited both groups to return to a Work Session.

Mayor Day reiterated the important items passed by the Council at the meeting- awarding the bid for the construction of a Neighborhood Youth Community Center, initiating a Federally funded study of expanding the Port of Salisbury, expanding the Housing First Program as the only City under 250,000 in American that is permanently housing the chronically homeless, funding the SWIFT program to help people to avoid the Emergency Room and ambulance service when it is not needed and to receive primary care, helping establish Downtown development through the Riverwalk Construction Program, helping repair the Police Headquarter, and returning funds back into paving. He thanked Council for those things and said he appreciated them all.

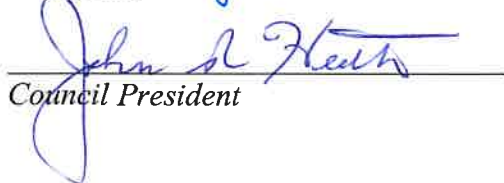
Mayor Day also wished everyone a Happy Maryland Day.

ADJOURNMENT

As there was no further business to discuss, the Legislative Session adjourned at 6:29 p.m.



City Clerk



Council President

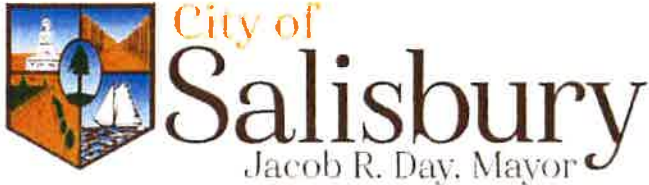


City of
Salisbury
Jacob R. Day, Mayor

COUNCIL AGENDA – Award of Bids

March 25, 2019

- | | |
|---|--------------|
| 1. ITB 19-120
Newton Street Community Center Remodel | \$355,169.00 |
| 2. Declaration of Surplus
Various Items – SPD and Field Operations | \$ 0.00 |



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: March 25, 2019
Subject: Award of Bid
ITB 19-120 Newton Street Community Center Remodel

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids for qualified and experienced contractors to provide all labor, equipment, materials and incidentals for renovating and upgrading the planned Community Center building at 306 Newton Street. The purpose of this work is to provide a Code Compliant, ADA accessible, environmentally safe teaching space for various community activities.

The City followed standard bidding practices by advertising in the Daily Times, posting the solicitation on the City of Salisbury's Procurement Portal, notifying the City's bidder list, and advertising on the State of Maryland's website, eMaryland Marketplace. Three (3) vendors submitted a bid by the due date and time of February 19, at 2:30 p.m., with Ocean Tower Construction, LLC, submitting the lowest responsible and responsive bid:

Vendor	Base Bid	Alternate Items 108 & 109	Grand Total
Ocean Tower Construction, LLC	\$349,019.00	\$6,150.00	\$355,169.00
Apex Business Solutions, LLC	\$415,000.00	\$16,240.00	\$431,240.00
J&L Services, Inc.	\$544,431.75	\$19,850.40	\$564,282.15

The Department of Procurement hereby requests Council's approval to award Contract ITB 19-120 to Ocean Tower Construction, LLC, in the amount of \$355,169.00. Funding is available in the Community Center project account 98117-513026-48029.

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

To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, Director of Infrastructure & Development *AP*
Date: March 6, 2019
Re: Contract ITB 19-120 – Award of Bids for 306 Newtown Street Community Center Construction

The Department of Infrastructure and Development recently advertised a bid for the 306 Newton St. Community Center Construction/remodeling. The remodel includes construction of a weather tight energy efficient building envelope, program space for the 1st and 2nd floor and an ADA compliant 1st floor. The 1st floor finishes will include a commercial grade kitchen, large gathering space, restroom, and office. The 2nd floor finishes will include four (4) classrooms, lab area, and two (2) restrooms.

Bids were opened on Tuesday, February 19, 2019 at 2:30 PM. for Contract ITB 19-120. Three (3) responses to this contract were received, as summarized below:

Company	Base Bid	Alternate 108	Alternate 109	Total Bid
Ocean Tower Construction, LLC	\$349,019.00	\$2,625.00	\$3,525.00	\$355,169.00
Apex Business Solutions, LLC	\$415,000.00	\$8,120.00	\$8,120.00	\$431,240.00
J&L Services, Inc.	\$544,431.75	\$6,215.30	\$13,635.00	\$564,282.05

The Department of Infrastructure and Development reviewed the bids in accordance with the contract documents. Ocean Tower, LLC is the lowest responsive bidder. The Department of Infrastructure and Development called all references for Ocean Tower and each was complementary of the work performed and would hire the contractor again. The Department of Infrastructure and Development recommends awarding the contract to Ocean Tower Construction, LLC including the base bid plus both Alternates 108 (ADA Ramp 1) and 109 (ADA Ramp 2) for a total of \$355,169.00.

Please award the contract to Ocean Tower Construction LLC in the amount of \$355,169.00 for the work specified in the Invitation to Bid 19-120. Funds are available in account number 98117-513026-48029.

Amanda H. Pollack

Amanda H. Pollack, P.E.
Director of Infrastructure & Development



City of
Salisbury
Jacob R. Day, Mayor

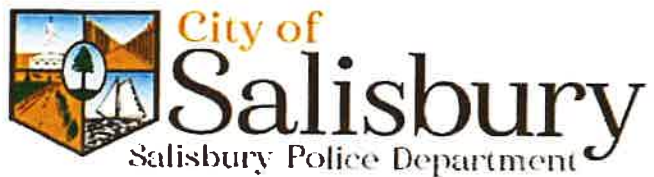
To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: March 25, 2019
Subject: Declaration of Surplus

The Department of Procurement received requests to declare the following items as surplus:

- Salisbury Police Department – 23 bicycles
- Salisbury Police Department – Patrol Vehicle #1485
- Department of Field Operations – 1997 Ford Dump Truck with salt body

Memos detailing these items, their condition and method of disposal are attached. While not indicated, we intend to dispose of the 1997 Ford Dump Truck by utilizing a publicly-accessible auction service.

The Department of Procurement requests Council's approval to declare the noted items "surplus" and to allow the departments to dispose of as indicated.



March 4, 2019

To: Jennifer Miller
From: Colonel David Meienschein
Subject: Recommendation for Surplus of Bicycles

I am requesting that the attached list of bicycles be deemed surplus. These items will be donated to a local organization.

Respectfully,

A handwritten signature in black ink, appearing to read "David Meienschein". The signature is stylized with a large, looping flourish at the end.

David Meienschein
Assistant Chief of Police



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



Police Department
Salisbury, Maryland
MEMORANDUM 020-19
March 1, 2019

To: Colonel Meienschein
Sgt. Elliott
Purchasing Department

From: Teresa Tyndall
Evidence & Property Control Specialist

Subject: Donation of Unclaimed Property-Bicycles

Attached is a list for 23 bicycles, from the Salisbury Police Department's Property Vault which were found, forfeited or unclaimed. These items will be donated with your approval, at the Salisbury City Council. All known owners of this property have been contacted either by mail or by phone and have made no attempt to claim this property.

These bicycles will be donated to the Wheelhouse Organization, per Chief Duncan.

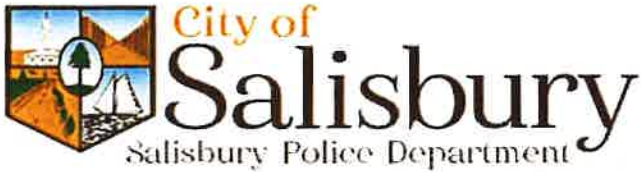
Please review the list and advice if you have any questions.

Distribution

Chief of Police
Administrative Commander
Administrative Sergeant
CALEA: 84.1.7

SURPLUS BICYCLES FOR DONATION

Case #	Description	Serial #
2016-28046	Schwinn, Jaguar, Blue/Gray	SNFSD07E74409
2017-47740	Columbia, Cross Train, Multi Color	LDDM15K01231
2018-4463	Freestyle, Avigo, Child's, Blue, Green Trim	G1607126873
2018-9472	Pacific, Quasar, Green	C49J9454
2018-13176	Steamway, White	B181403282
2018-22735	Trek, Cruiser, Black	1B1-1310D1503808
1 of 2		
2018-22735	Huffy, Cruiser, White w/Black & Green Trim	SNFTF17
2 of 2		
2018-29980	Jamis Party Cruiser, Light Green	
2018-30464	Trek, Multitrack 7300, Blue w/Silver script	WTLD028818R
2018-30472	Hyper Havoc, Gray	TY17G4161
2018-30612	Schwinn, Purple	S1L14299
1 of 2		
20188-30612	Corp of America, Black, Red	GS171102679
2 of 2		
2018-34830	Kent, Terra, Silver	
2018-35553	Crestwood, OBX, Black	
1 of 2		
2018-35553	Giant, Neon Orange	
2 of 2		
2018-35695	Schwinn, Frontier, Mountain, Black/Green	
1 of 3		
2018-35695	Mongoose, Mountain, Black, Blue, Orange	
2 of 3		
2018-35695	Haro, Vector, Green	
3 of 3		
2018-36681	Trek, Black Spray painted	
2018-37684	Schwinn, Mozo, Blue, Purple	
1 of 2		
2018-37684	Trek, 800 Sport, Green	
2 of 2		
2018-39735	Schwinn, Frontier, Red	P9GF319553
2018-46824	Nishiki, Mountain, White	EY150206671



DATE: February 21, 2019
TO: Chief Barbara Duncan
Chief of Police
FROM: Patrick Guyer
Quartermaster

SUBJECT: SURPLUS VEHICLE 1485 – DESTROYED BY WATER IN FLOOD

The Salisbury Police Department is requesting that Patrol vehicle #1485 (2014 Chevrolet Caprice, VIN #6G3NS5U2XEL946852) be declared as surplus since it is no longer able to be put into service. I request permission to send the appropriate paperwork to the Purchasing Agent to declare, as surplus, one vehicle that is listed as totaled and will be salvaged by LGIT. An approximate value of this vehicle is \$30,800. This vehicle was stuck in approximately 3 feet of water during the heavy rain in October, causing major damage to the operating systems and equipment in this vehicle.

LGIT has declared this vehicle Totalled and it is no longer useable by the Salisbury Police Department. LGIT has already paid the city \$25,800 for this vehicle and will be taking this vehicle for salvage, once released.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Guyer 1756".

Patrick Guyer 1756
Quartermaster
Administrative Division

Approved:

A handwritten signature in black ink, appearing to read "Barbara Duncan".

Chief Barbara Duncan
Chief of Police



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





City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Ben Baker, Operation and Maintenance Superintendent
Subject: Surplus Vehicle
Date: March 4, 2019

The Department of Field Operations recommends that the City declare the following vehicle and attachment as surplus. As required, Fleet Management performed a vehicle inspection and determined the truck is in poor condition and recommended replacement.

The truck and salt body listed below have served their useful life expectancy. Both were replaced in the FY19 budget.

ID No.	Description	Year	Make	Model	VIN No.	Miles/Hrs.
S-2	Dump Truck w/ Salt Body	1997	Ford	F800	1FDXF80C9V VA38080	67,494 Miles

