

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

APRIL 22, 2019

PUBLIC OFFICIALS PRESENT

*Council President John “Jack” R. Heath
Vice-President Muir Boda
Councilman James Ireton, Jr.*

*Mayor Jacob R. Day
Councilwoman Angela Blake
Councilwoman April Jackson*

IN ATTENDANCE

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, DID Director Amanda Pollack, Procurement Director Jennifer Miller, Business Development Director Laura Soper, Finance Director Keith Cordrey, Fire Chief John Tull, City Clerk Kim Nichols, City Attorney Mark Tilghman, interested citizens and members of the press.

CITY INVOCATION – PLEDGE OF ALLEGIANCE

On April 22, 2019, 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 Rev. Norman Hancock of St. Thomas Anglican Church to the podium to provide the City Invocation, followed by the Pledge of Allegiance to the flag of the United States of America.

PRESENTATION - Green Business Program- Sustainability Coordinator Alyssa Massey

Sustainability Coordinator Alyssa Massey was joined at the podium by Kacey Martin, past Chair of the City Sustainability Advisory Committee (the Green Team) to present the Green Business Certification Program. Ms. Martin explained that last year the Green Team noticed numerous local businesses making steps towards being making their businesses more sustainable. The idea was created to provide an award to honor businesses for the work done towards sustainable practices. The process allows the applicant to sign up and receive either a bronze, silver or gold sticker and to receive a link on the website, door sticker, certificate and photo with the Mayor.

Ms. Massey said they did not want this PILOT program to focus on only one type of business. Points would be awarded for going strawless, using energy efficient appliances, and planting a pollinating garden, among numerous other activities businesses could do to make an impact. She explained how businesses could enroll as a Green Business, and could visit the City website at <https://salisbury.md/green-business-certification> for more information.

Ms. Massey discussed the Sustainability Advisory Committee’s event, Green Fest on the Riverwalk, to be held on Saturday, May 11, 2019 from 9:00 a.m. to 1:00 p.m.

President Heath inquired about how the program would apply to manufacturing businesses. Ms. Martin reported their initial focus was on offices and restaurants as no committee members were associated with manufacturing businesses. They would consider this for year two, and invited

President Heath to contact her regarding this since he had experience with such businesses.

ADOPTION OF LEGISLATIVE AGENDA

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

CONSENT AGENDA – presented by City Clerk Kim Nichols

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

- **March 25, 2019** Regular Meeting Minutes
- **Resolution No. 2937**- approving the reappointment of Matthew Auchey to the Historic District Commission for term ending April 2022

AWARD OF BIDS – presented by Procurement Director Jennifer Miller

The Award of Bids, consisting of the following items, was unanimously approved on a motion by Ms. Blake that was seconded by Ms. Jackson:

- ITB 19-124, Town Square Phase 1 Construction \$299,834.25
- ITB 19-117, Manhole Rehabilitation \$181,164.00

ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2536**- 2nd reading- approving an amendment of the FY 2019 General Fund Budget to appropriate funding to the Business Development Marketing Fund

Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance No. 2536 for second reading.

- **Ordinance No. 2537**- 2nd reading- authorizing the mayor to enter into a contract with the Community Foundation of the Eastern Shore for the purpose of accepting grant funds in the amount of \$4,000, and approving a budget amendment to the FY 2019 Grant Fund to appropriate funds for the Salisbury-Wicomico Integrated Firstcare Team

Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve Ordinance No. 2537 for first reading.

- **Ordinance No. 2538**- 2nd reading- granting a utility easement to Delmarva Power & Light Company across City owned property, being portions near the alley-way located off Baptist Street and running along the northerly side of the City Parking Garage

FY20 BUDGET ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2539**- 1st reading- appropriating the necessary funds for the operation of the government and administration of the City of Salisbury for the period July 1, 2019 to June 30, 2020, 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

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2539 for first reading.

- **Ordinance No. 2540**- 1st reading- to establish that there is no rate change for water and sewer rates. It is effective for all bills dated October 1, 2019 and thereafter unless and until subsequently revised or changed

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2540 for first reading.

- **Ordinance No. 2541**- 1st reading- to set fees for FY2020 and thereafter unless and until subsequently revised or changed

Mr. Ireton moved and Ms. Jackson seconded to approve Ordinance No. 2541 for first reading.

Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous to amend Ordinance No. 2541 by the following:

- *Second to last line on Page 12: Strike “Witness” and “Hydrant”, and insert “Protection” after the word “Fire” and “(in-City)” after the word “Test.”*
- *Create a new last line on Page 12: Insert “Fire Protection Flow Test (out-of-City)” and “\$160.”*

Ordinance No. 2541, as amended for first reading, was unanimously approved.

COUNCIL COMMENTS

Vice-President Boda thanked Mayor Day, Ms. Glanz and Finance Director Keith Cordrey for the improved budget fee schedule, which gets better each year. President Heath said the budget process has become more streamlined and understandable because of Mr. Cordrey and his staff.

MOTION TO CONEVEN IN CLOSED SESSION

President Heath called for a motion to convene in Closed Session to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State in accordance with the Annotated Code of Maryland §3-305(b)(4).

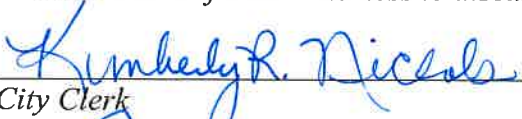
Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous to convene in Closed Session. The Closed Session began at 6:35 p.m.

MOTION TO END THE CLOSED SESSION AND CONVENE IN OPEN SESSION

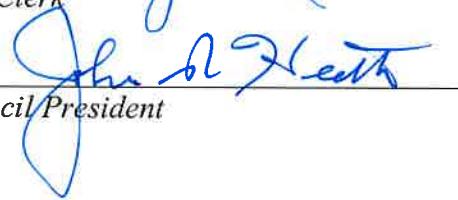
At 6:50 p.m., Mr. Boda moved, Ms. Jackson seconded and the vote was unanimous to end the Closed Session.

Council immediately convened in Open Session whereby President Heath reported that Council had met in Closed Session to consider a proposal for a business.

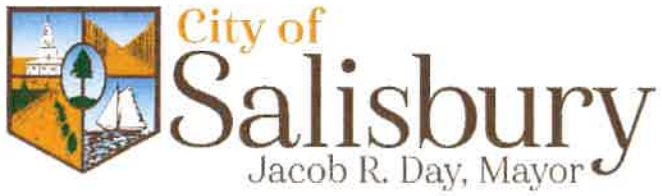
As there was no further business to discuss, the Open Session immediately adjourned.



City Clerk



Council President



COUNCIL AGENDA – Award of Bids

April 22, 2019

- | | |
|---|--------------|
| 1. ITB 19-124
Town Square Phase I Construction | \$299,834.25 |
| 2. ITB 19-117
Manhole Rehabilitation | \$181,164.00 |



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: April 22, 2019
Subject: Award of Bid
ITB 19-117 Manhole Rehabilitation

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids from qualified and experienced contractors to provide all labor, equipment and materials necessary for manhole rehabilitation that was identified in Phase 1 of the Inflow and Infiltration (I & I) Analysis Report, for the purpose of reducing the amount of I & I entering the City of Salisbury's wastewater collection system.

The City followed standard bidding practices by advertising in the Daily Times, posting the solicitation on the City of Salisbury's Procurement Portal and advertising on the State of Maryland's website, eMaryland Marketplace. Four (4) vendors submitted a bid by the due date and time of March 4, 2019, at 2:30 p.m., with Advanced Rehabilitation Technology submitting the lowest responsive and responsible bid:

Vendor	Base Bid	Contingent Items	Grand Total
Advanced Rehabilitation Technology	\$159,107.00	\$5,000.00	\$164,107.00
Pleasants Construction, LLC	\$173,796.00	\$7,368.00	\$181,164.00
Midas Utilities	\$187,280.00	\$6,500.00	\$193,780.00
Standard Pipe Services, LLC	\$196,650.00	\$3,000.00	\$199,650.00

The bid document specified the use of the Epoxytec™ structural epoxy system, or an equivalent product. This structural epoxy system has high compressive and flexural strength, and has the capability to hold back negative side pressure and I & I. Advanced Rehabilitation Technology proposed an alternative product, the OBIC liner system, that was determined not to be an equivalent product per the discretion of the engineering staff in the Department of Infrastructure and Development. Therefore, we cannot award the bid to the low bidder, Advanced Rehabilitation Technology. Pleasants Construction, the second low bidder, submitted a bid that conformed to the specifications.

The Department of Procurement hereby requests Council's approval to award Contract ITB 19-117 to Pleasants Construction, LLC., in the amount of \$181,164.00. Funding is available in the Sewer I & I Remediation project account 96113-513026-55019.

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



To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, P.E., Director of Infrastructure and Development *AR*
Date: April 11, 2019
Re: ITB 19-124 Phase 1 Town Square


The Department of Infrastructure and Development recently advertised ITB 19-124 Phase 1 Town Square. The work will include providing temporary and permanent traffic control; demolition; furnishing and installing curb and gutter; furnishing and installing vehicular concrete pavers; furnishing and installing the stone seat wall; furnishing and installing Filterra with Sedimentation Chamber (or approved substitute) and associated piping; providing and installing site furnishings; furnishing and installing pavement demarcation and curb markings; furnishing and installing electrical connections and lighting; installation of landscaping; and providing Erosion and Sediment Control.

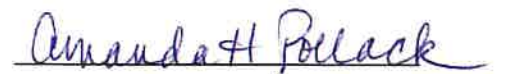
Bids were opened on Wednesday, April 10 2019 at 2:30 p.m. for ITB 19-124 Phase 1 Town Square. Four (4) responses to this contract were received, as summarized below:

Company	Bid	Contingent Items	Total Price
Barkers Landing Excavation, LLC	\$277,909.25	\$21,905.00	\$299,814.25
Walter Higgins Contracting Inc	\$366,200.00	\$30,100.00	\$396,300.00
Priority Construction Corp	\$377,130.00	\$22,000.00	\$399,130.00
Chesapeake Turf, LLC	\$404,400.00	\$13,450.00	\$417,850.00

The Department of Infrastructure and Development reviewed the bids in accordance with the contract documents. Barkers Landing Excavation, LLC. is the lowest responsive bidder. Additionally, Department of Infrastructure and Development has called multiple references and all have had a positive response to the work completed by Barkers Landing Excavation, LLC. The Department of Infrastructure and Development recommends awarding the contract to Barkers Landing Excavation, LLC. in the amount of \$299,814.25. There is funding available for the Town Square Phase 1 in account 98118-513026-48043.

Please issue a Purchase Order to Barkers Landing Excavation, LLC. in the amount of \$299,814.25 for the scope of work specified in ITB 19-124.


Michael Zimmerman
Project Engineer


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



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, P.E., Director of Infrastructure and Development *AP*
Date: April 2, 2019
Re: ITB 19-117 Manhole Rehabilitation

Salisbury Department of Infrastructure and Development recently advertised ITB 19-117 Manhole Rehabilitation. ITB 19-117 is for the rehabilitation of City Manholes. The work will include, replacing manhole frames, frame seals, pipe seals, cones, chimneys and channels, as well as applying epoxy coverings to walls and installing manhole inserts.


Bids were opened on Monday March 4, 2019 at 2:30 p.m. for ITB 19-117 Manhole Rehabilitation. Four (4) responses to this contract were received, as summarized below:

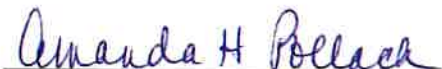
Company	Bid	Contingent Items
Advanced Rehabilitation Technology	\$159,107.00	\$5,000.00
Pleasants Construction	\$173,796.00	\$7,368.00
Midas Utilities	\$187,290.00	\$6,500.00
Standard Pipe	\$196,650.00	\$3,000.00

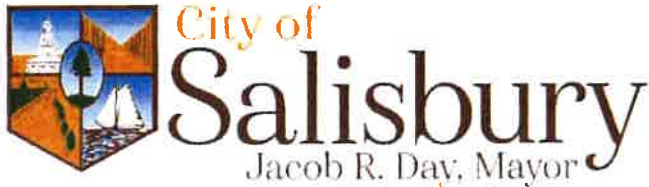
The City has conducted a technical review of all or equal bid items. Although Advanced Rehabilitation Technology was the low bidder, they submitted a product for consideration as an or equal. The product submitted is not an or equal.

Salisbury Department of Infrastructure and Development reviewed the bids in accordance with the contract documents. Pleasants Construction is the lowest bidder conforming to the specifications outlined in the bid document. Additionally, Department of Infrastructure and Development has called multiple references and all have had a positive response to the work completed by Pleasants Construction, Inc. Salisbury Department of Infrastructure and Development recommends awarding the contract to Pleasants Construction in the amount of \$173,796.00 plus \$7368.00 for contingent items. There is funding available for the Manhole Rehabilitation in account number 96113-513026-55019.

Please issue a Purchase Order to Pleasants Construction in the amount of \$181,164 for the scope of work specified in ITB 19-117


Michael Zimmerman
Project Engineer


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



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: April 22, 2019
Subject: Award of Bid
ITB 19-124 Town Square Phase I Construction

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids from qualified and experienced contractors to provide all labor, equipment and materials necessary to develop Phase 1 of the City of Salisbury Town Square. This exciting new "Town Square" space will ultimately provide a pedestrian recreation area and temporary food truck parking on the west side of the City's Parking Garage.

The City followed standard bidding practices by advertising in the Daily Times, posting the solicitation on the City of Salisbury's Procurement Portal and advertising on the State of Maryland's website, eMaryland Marketplace. Four (4) vendors submitted a bid by the due date and time of March 10, 2019, at 2:30 p.m., with Barkers Landing Excavation, LLC., submitting the lowest responsive and responsible bid:

Vendor	Base Bid	Contingent Items	Grand Total
Barkers Landing Excavation, LLC	\$277,909.25	\$21,905.00	\$299,834.25
Walter Higgins Contracting, Inc.	\$366,200.00	\$30,100.00	\$396,300.00
Priority Construction Corporation	\$377,130.00	\$22,000.00	\$399,130.00
Chesapeake Turf, LLC	\$404,400.00	\$13,450.00	\$417,850.00

The Department of Procurement hereby requests Council's approval to award Contract ITB 19-124 to Barkers Landing Excavation, LLC., in the amount of \$299,834.24. Funding is available in the Streetscaping project account 98118-513026-48043.

Department of Procurement
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