

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**SEPTEMBER 9, 2019**

**PUBLIC OFFICIALS PRESENT**

*Council President John “Jack” R. Heath  
Councilwoman Angela Blake*

*Council Vice-President Muir Boda  
Councilwoman April Jackson*

**PUBLIC OFFICIALS NOT PRESENT**

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

**IN ATTENDANCE**

*City Administrator Julia Glanz, Procurement Director Jennifer Miller, Fire Chief John Tull, Deputy Chief James Gladwell, City Clerk Kim Nichols, City Attorney Mark Tilghman, and interested citizens.*

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**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 William Reed of Parkway Church of God 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**

*Mr. Boda moved, Ms. Jackson 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 Ms. Blake and Ms. Jackson, respectively:*

- **August 19, 2019 Work Session Minutes**
- **Resolution No. 2971**- accepting a donation of granite countertops and basins for the Salisbury Zoological Park from Royal Granite and Marble

*President Heath thanked Royal Granite and Marble for their generous donation to the Zoo.*

**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 Mr. Boda and seconded by Ms. Jackson:*

- *Award of Bid, ITB 20-107 Mini Excavator* *\$ 169,943.00*
- *Award of Bid, ITB 20-109 Bucket Truck* *\$ 104,089.00*

**RESOLUTIONS** – presented by City Administrator Julia Glanz

- **Resolution No. 2972-** *to authorize the issuance and sale of General Obligation Bonds*

*Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve Resolution No. 2972.*

**ORDINANCES** – presented by City Attorney Mark Tilghman

- **Ordinance No. 2557-** *2<sup>nd</sup> reading- authorizing the mayor to enter into a memorandum of understanding with the Wicomico County Health Department and approving a budget amendment of the FY2020 General Fund Budget to appropriate funds received from the Wicomico County Health Department in the amount of \$10,000*

*Ms. Jackson moved and Ms. Blake seconded to approve Ordinance No. 2557 for second reading.*

*Mr. Boda moved to amend Ordinance No. 2557 for second reading as follows:*

1. **Line 25-** *insert - “WHEREAS, the City of Salisbury must enter into a grant agreement with the Wicomico County Health Department defining how these funds must be expended; and”*
2. **Line 35-** *insert – “WHEREAS, § 7-29 of the Salisbury City Charter forbids contracts requiring an expenditure in excess of the amount appropriated for that general classification or expenditure, and forbids any office, department, or agency from expending funds not appropriated; and”*
3. **Line 39-** *insert – “WHEREAS, appropriations necessary to execute the purpose of this grant must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.”*
4. **Line 44-** *strike – “THE City’s Fiscal Year 2020 General Fund Budget be amended as follows:” and insert - “Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Wicomico County Health Department to accept grant funds in the amount of \$10,000.00.”*
5. **Line 50-** *insert - “BE IT FURTHER ORDAINED THAT THE City’s Fiscal Year 2020 General Fund Budget be amended as follows:”*

*Ms. Jackson seconded, and the amendment was unanimously approved on a 4-0 vote.*

*Ordinance No. 2557 for second reading, as amended, was approved by unanimous vote in favor (4-0 vote).*

- **Ordinance No. 2558**- 2<sup>nd</sup> reading- to amend Chapter 12.20 Chesapeake Bay Critical Area Natural Resources Program, Sections .010.a., .010.b., .010.c., .020.a., .110.a., .110.b., .120.b., .102.b.50., .120.b.92., .140.a.2.d., .190.b., .260.c., .270.b., .280.a.1., .290.d., .300.a., .310.a., .320, .350.c.5., .410.b., .530 and .530.e. of the Salisbury Municipal Code by deleting the references to the Department of Planning, Zoning and Community Development and replacing with the Department of Infrastructure and Development, correcting references to COMAR and by adding Article XIX, Section .540 to add a section for Fees and Costs

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2558 for second reading.

- **Ordinance No. 2559**- 1<sup>st</sup> reading- approving a budget amendment of the grant fund to appropriate funds to operate the Salisbury-Wicomico Firstcare Team (SWIFT)

Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2559 for first reading.

- **Ordinance No. 2560**- 1<sup>st</sup> reading- approving a budget amendment of the City's Capital Project Fund budget and to accept donations and appropriate funds for a Bark Park

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2560 for first reading.

President Heath thanked Sperry Van Ness for their generous donation.

### **COUNCIL COMMENTS**

Council President Heath commented that the 2019 National Folk Festival was one of the most remarkable things he had ever seen in Salisbury, and thanked the Police Department, Fire Department, DID, Roads, and the over 1,000 volunteers and citizens for their participation. It was one of the smoothest operations he had ever been involved with. Caroline O'Hare and her team did a remarkable job.

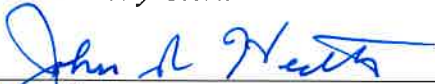
Mr. Boda said there was wall to wall people enjoying the wide variety of music, and the businesses downtown were so busy they ran out of ice cream and food, and enjoyed record weekend sales.

### **ADJOURNMENT**

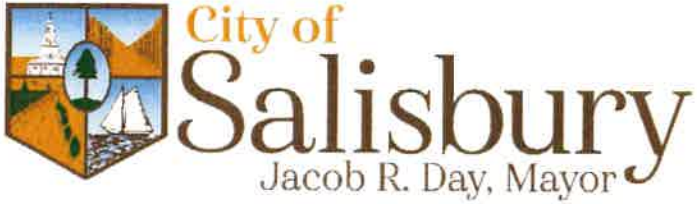
With no further business to discuss, the Legislative Session adjourned at 6:26 p.m.



Assistant City Clerk



Council President



## **COUNCIL AGENDA – Award of Bids**

**September 9, 2019**

- |  |               |
|--|---------------|
| 1. Award of Bid<br>ITB 20-107 Mini Excavator | \$ 169,943.00 |
| 2. Award of Bid<br>ITB 20-109 Bucket Truck   | \$ 104,089.00 |



City of  
**Salisbury**  
Jacob R. Day, Mayor

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** September 9, 2019  
**Subject:** Award of Bid  
ITB 20-107 Mni Excavator

The Department of Procurement received a request from the Department of Field Operations to purchase a Caterpillar mini excavator, Model 309 DCA16, through Alban CAT of Delmar, MD, utilizing a cooperative contract secured by Sourcewell, #032119-CAT.

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 allows the City of Salisbury to participate in cooperative purchasing activities conducted by, or on behalf of, one or more Public Procurement Units as defined by the American Bar Association Model Procurement Code for State and Local Governments. Sourcewell was created by state law as a service cooperative and is authorized to establish competitively awarded cooperative purchasing contracts on behalf of itself and its member agencies in education and government. It is a local government unit, public corporation and public agency pursuant to the Minnesota Constitution and enabling law Minnesota Statute § 123A.21.

Sourcewell follows the competitive contracting law process to solicit, evaluate and award cooperative purchasing contracts for goods and services, and these contracts are then made available through the joint exercise of powers law Minnesota Statue § 471.59 to member agencies, of which the City of Salisbury has been a long-standing member.

The Department of Procurement has confirmed with Sourcewell the validity of the contract, including the terms, pricing and expiration date, and the prices quoted by Altec Industries, Inc. are in accordance with Sourcewell contract prices.

As an FY20 lease purchase, there are sufficient funds in account 31150-577030 (Streets - Equipment) to purchase this budgeted item.

The Department of Procurement requests Council's approval to award Contract ITB 20-107 to Alban CAT in the amount of \$169,943.00.

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



July 15, 2019

Quote 144313-03

CITY OF SALISBURY  
125 N DIVISION ST STE 1  
SALISBURY, MD 21801-4940

Dear Ben Baker,

We are pleased to quote the following for your purchase consideration.

**CATERPILLAR INC. Model: 309 DCA16 Mini Excavators**

**STOCK NUMBER: L17202**

**SERIAL NUMBER: 0GG900197**

**YEAR: 2019**

**SMU: 4**

**STANDARD EQUIPMENT**

**POWERTRAIN**, CAT C3.3B diesel engine, US EPA Tier 4 Final/EU Stage VI, China NR III, ISO 9249/EEC 80/1270, Rated net power 55kW/72hp, Electronic engine, turbo, DPF, Automatic engine idle, Automatic engine shut-off, Automatic swing brake, Automatic two speed travel, Fuel water separator with indicator, Radial seal air filter, double element, with warning indicator,

**UNDERCARRIAGE**, Greased and lubricated track, Hydraulic track adjusters, Tie down eyes on track frame,

**HYDRAULICS**, Smart tech electronic pump, Variable displacement piston pump, Load sensing/flow sharing hydraulics, Power on demand, Hydraulic temperature monitoring, Accumulator - certified, Hydro advanced hydraulic oil,

**ELECTRICAL**, 90 ampere alternator, 850 CCA maintenance free battery, Battery disconnect, Circuit breaker, Ignition key stop switch, Signaling/warning horn, Work lights:, - Cab, boom left, front right, - Courtesy safety light,

**OPERATOR ENVIRONMENT**, Sealed and pressurized cab, Ergonomic joysticks control levers, Adjustable wrist rests, Air conditioner/heater with defroster &, Automatic temp control, Coat hook, Color LCD monitor:, - Fuel level, coolant temp, & warning, indicators, - Maintenance and machine monitoring, - Performance & machine adjustments, - Numeric security code, - Multiple languages, - Hour meter, - Ground level wakeup switch, - Jog dial control interface, Cup holder, Hydraulic lockout for all controls, LED interior light, Literature holder, Mirror rear view - Cab left, Molded footrests, Openable front windshield with assist &, integrated lower window, Rear window emergency exit, Removable washable floor mat, Retractable seat belt, Seat, fabric, high back, suspension, Travel control pedals with hand levers, Utility space for mobile phone, Front post mounted windshield wiper &, washer, Skylight, Mounting bosses for front & top guard

**FLUIDS**, Extended life coolant - 37C, Hydro advanced hydraulic oil

**OTHER STANDARD EQUIPMENT**, Accumulator, certification, Caterpillar corporate "one key" system, Door locks on cab door and external, enclosure doors, Lockable fuel cap, Beacon Socket, Ecology drain - engine, Radial seal engine air filter, double, element with restriction indicator, Side by side engine & hydraulic oil, cooler, Hydraulic fluid temperature monitoring, Joystick travel and steering mode, Travel cruise control, High definition hydraulics, - load sensing/flow sharing, Power on demand, Rear reflectors, Roll over protective structure (ROPS), (ISO 12117-2), Product link elite lite (regulations, apply), Auxiliary hydraulic lines:, - 1-way and 2-way (combined function), - Auxiliary line quick disconnects, - In cab adjustable auxiliary flow, - Continuous flow,

**MACHINE SPECIFICATIONS**

<b>Description</b>	<b>Reference No</b>
309 07A CR MHE DCA16A	577-8250
SERIALIZED TECHNICAL MEDIA KIT	421-8926
COUPLER, PG, HYDR.D.LOCK, 8T	485-5302
BUCKET-HD, 24" 0.30 YD3	295-5952
PACKING, LAST MILE PROGRAM	0P-4299
SHIPPING/STORAGE PROTECTION	0P-2266
THUMB, HYDRAULIC, 8T, PG	305-6741
BUCKET-HD, 36" 0.51 YD3	295-5954
BUCKET-DC, 60"	306-5660
LINES, CVP40, MHE 8T, QC	325-3832
COMPACTOR PLATE, CVP40	551-4957
BRACKET, MHE 8T 50MM, XL	394-2330
MULCHER, HM210	504-6013
KIT, SWITCH, MULCHER, 8T NG	557-5072
PINS, BUCKET, 50MM	308-0324
CAB GUARD GP-WINDOW	557-1966
512-1402 309 07A CR MINI EXCAVATOR	
511-6253 ELECTRICAL ARR, C3.3 HRC	
518-6184 ENGINE, EPA TIER 4 FINAL	
567-3575 STD BLADE, LONG U/C, TG W/PAD	
563-2091 STICK, LONG, HIGH FLOW, W/THUMB	
510-6070 SEAT, AIR SUSP, FABRIC, HEATED	
522-6460 CAT KEY, WITH PASSCODE OPTION	
522-6475 MONITOR, STD, CAMERA READY	
512-2573 BOOM, SWING	
514-8055 LINES, BOOM	
514-8067 LINES, STICK	
516-1613 LINES, AUX, QC, LONG STK	
520-0778 CONTROL, QUICK COUPLER	
525-6657 COUNTERWEIGHT, EXTRA	
382-8757 DRAIN, ECOLOGY	
510-6085 BELT, SEAT, 76MM RETRACTABLE	
511-6157 ALARM, TRAVEL	
511-6217 LIGHTS, LED	
511-6219 RADIO	
511-6229 PRODUCT LINK, CELLULAR, PLE642	
511-6235 CAMERA, REAR VIEW	
415-2556 HEATER, WATER JACKET	
568-1567 LINKAGE, BUCKET W/ LIFTING EYE	
557-1709 SOFTWARE, PROPORTIONAL CONTROL	
557-1710 SOFTWARE, STICK STEER CONTROL	
557-1711 KIT, 2 WAY CONTROL	
557-1713 SOFTWARE, CODED START	
523-3994 INSTRUCTIONS, ANSI	
552-5984 FILM, CANADA	
555-8731 FILM, COUPLER, ISO	
NOTE: LONG UNDERCARRIAGE	
INCLUDES 2ND AUX AND CASE DRAIN AS STANDARD	

MACHINE LIST PRICE	\$147,240.00
20% NJPA CONTRACT 032119-CAT DISCOUNT	-\$29,448.00
MACHINE SALE PRICE	\$117,792.00
KITS/WORK TOOL LIST PRICE	\$46,815.00
15% NJPA CONTRACT 032119-CAT WORK TOOL DISCOUNT	-\$7,022.25
WORK TOOL SALE PRICE	\$39,792.75
3 YEAR VISION LINK ESSENTIAL SUBSCRIPTION	\$720.00
TOWMASTER TC-24 20" DECK OVER TRAILER	\$15,631.00
TEMP TAG FOR TRAILER	\$20.00
CAB GUARD GP-WINDOW	\$3,159.00
INSTALL CAB GUARD	\$798.00
INSTALL THUMB	\$440.00
TRANS & PREP	\$1,600.00
WARRANTY	\$0.00
<b>TOTAL SALE PRICE</b>	<b>\$179,952.75</b>
ADDITIONAL ONE TIME DISCOUNT	-\$10,009.75
<b>FINAL SELLING PRICE</b>	<b>\$169,943.00</b>

**WARRANTY**

Extended Warranty: 3 YEAR/3,000 HR PREMIER WARRANTY; TRAVEL TIME & MILEAGE INCLUDED WITHIN ALBAN TERRITORY

**PAYMENT TERMS**

Net 10 Days

<b>CASH WITH ORDER</b>	\$0.00
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We believe the equipment as quoted will exceed your expectations. On behalf of Alban CAT, thank you for your interest in our products for your business needs.

This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

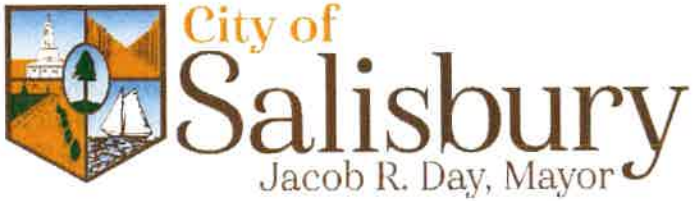
Sincerely,

Bob Sellers  
Machine Sales Representative,  
Alban Cat  
443-521-9098  
BSellers@albancat.com

Accepted by \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Signature





**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** September 9, 2019  
**Subject:** Award of Bid  
ITB 20-109 Bucket Truck

The Department of Procurement received a request from the Department of Field Operations to purchase a 2019 bucket truck with a Ford F550 body through Altec Industries, Inc. utilizing a cooperative contract secured by Sourcewell, #012418-ALT.

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:

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Sourcewell follows the competitive contracting law process to solicit, evaluate and award cooperative purchasing contracts for goods and services, and these contracts are then made available through the joint exercise of powers law Minnesota Statute § 471.59 to member agencies, of which the City of Salisbury has been a long-standing member.

The Department of Procurement has confirmed with Sourcewell the validity of the contract, including the terms, pricing and expiration date, and the prices quoted by Altec Industries, Inc. are in accordance with Sourcewell contract prices.

There are sufficient funds in account 22000-577025 (Traffic - Vehicles) to purchase this budgeted item.

The Department of Procurement requests Council's approval to award Contract ITB 20-109 to Altec Industries, Inc., in the amount of \$104,089.

Quoted for: City of Salisbury (MD)

Customer Contact:

Phone: / Email:

Quoted by: Alan Bailey

Phone: 270-982-8122 / Email: alan.bailey@altec.com

Altec Account Manager: Rich Held

**REFERENCE ALTEC MODEL**

AT37G	Articulating Telescopic Aerial Device (Insulated)	\$102,639
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**(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)**

1		
2		
3		
4		

**(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)**

1		
2		
3		
4		
5		
6		
7		
8		

**SOURCEWELL OPTIONS TOTAL: \$102,639**

**(B.) OPEN MARKET ITEMS (Customer Requested)**

1	UNIT	
2	UNIT & HYDRAULIC ACC	
3	BODY	
4	BODY & CHASSIS ACC	
5	ELECTRICAL	
6	FINISHING	
7	CHASSIS	
8	OTHER	

**OPEN MARKET OPTIONS TOTAL: \$0**

**SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$102,639**

**Delivery to Customer: \$1,450**

**TOTAL FOR UNIT/BODY/CHASSIS: \$104,089**

**(C.) ADDITIONAL ITEMS (items are not included in total above)**

1		
2		
3		
4		

**\*\*Pricing valid for 45 days\*\***

**NOTES**

**PAINT COLOR:** White to match chassis, unless otherwise specified

**WARRANTY:** Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90) days warranty for travel charges (Mobile Service) Limited Lifetime Structural Warranty. Chassis to include standard warranty, per the manufacturer.

**TO ORDER:** To order, please contact the Altec Account Manager listed above.

**CHASSIS:** Per Altec Commercial Standard

**DELIVERY:** Based on stock availability

**TERMS:** Net 30 days

**BEST VALUE:** Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

**TRADE-IN:** Equipment trades must be received in operational condition (as initial inspection) and DOT compliant at the time of pick-up. Failure to comply with these requirements, may result in customer bill-back repairs.

**BUILD LOCATION:** Elizabethtown, KY