

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**OCTOBER 14, 2019**

**PUBLIC OFFICIALS PRESENT**

*Council President John "Jack" R. Heath  
Councilwoman April Jackson*

*Councilman James Ireton, Jr.*

**PUBLIC OFFICIALS NOT PRESENT**

*Mayor Jacob R. Day  
Council Vice-President Muir Boda  
Councilwoman Angela Blake*

**IN ATTENDANCE**

*City Administrator Julia Glanz, Procurement Director Jennifer Miller, Infrastructure and Development Director Amanda Pollack, Permits and Inspections Manager William Holland, Assistant City Clerk Diane Carter, 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 Courtland Cropper of Washington 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. Ireton seconded, and the vote was unanimous (3-0 vote) to approve the legislative agenda.*

**CONSENT AGENDA** – presented by Assistant City Clerk Diane K. Carter

*The Consent Agenda consisting of the following items was unanimously approved (3-0 vote) on a motion and second by Mr. Ireton and Ms. Jackson respectively, after Ms. Carter amended the reading of the Consent Agenda to reflect "Resolution No. 2978," not Resolution No. 2878 as originally read:*

- **September 9, 2019 Council Meeting Minutes**
- **September 23, 2019 Work Session Minutes**
- **September 23, 2019 Closed Session Minutes** (separate envelope)
- **September 23, 2019 Council Meeting Minutes**
- **Resolution No. 2978**- to amend the Disclaimer and Chapters 1 and 2 of the Employee Handbook to update the Employee Handbook
- **Resolution No. 2979**- agreeing to the extension of the acting status for Acting Sanitation

*Supervisor Jerimiah Arrington, and Acting Motor Equipment Operator III Michael Smiley, both assigned to the Department of Field Operations*

**AWARD OF BIDS** – presented by Director of Procurement Jennifer Miller

*The Award of Bids, consisting of the following item, was unanimously approved (3-0 vote) on a motion by Ms. Jackson that was seconded by Mr. Ireton:*

- Award of Bid, ITB 20-103 Park WTP Insertion Valve Installation \$149,175.00*
- Award of Bid, ITB 101-17 Hampshire Road Lift Station \$ 35,090.00*

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

- Ordinance No. 2562**- 1<sup>st</sup> reading- to amend Sections 15.04.010, 15.04.020, and 15.04.030 of Chapter 15.04 Building Code by adopting updated standard codes in Section 15.04.010; amending the amendments to the International Building Code (2018) (IBC) in Section 15.04.020; and amending the amendments to the International Plumbing Code (2018) (IPC) in Section 15.04.030, and to amend Section 15.24.040 of Chapter 15.24 Housing Standards to adopt the updated Standard Codes*

*Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous (3-0) to approve Ordinance No. 2562 for first reading.*

- Ordinance No. 2563**- 1<sup>st</sup> reading- approving an amendment of the City's Capital Project Fund Budget and the FY2020 General Fund Budget to appropriate funds for community centers*

*Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous (3-0) to approve Ordinance No. 2563 for first reading.*

- Ordinance No. 2564**- 1<sup>st</sup> reading- approving a budget amendment of the FY20 General Fund Budget to accept and appropriate the funds received from the Heron Agility Group, Furry Friends Pet Services, and Mrs. Allison Niles in memory of her mother Mrs. Joan Clark, for the purchase of K-9 bullet proof vests*

*Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous (3-0) to approve Ordinance No. 2564 for first reading.*

- Ordinance No. 2565**- 1<sup>st</sup> reading- approving an amendment of the FY20 Budget to appropriate funds for street resurfacing and concrete repair*

*Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous (3-0) to approve Ordinance No. 2565 for first reading.*

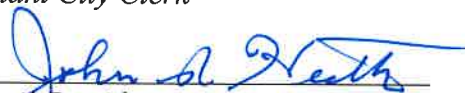
**PUBLIC COMMENTS**

*Ms. Sandra K. Martin extended an invitation to Council on behalf of her Pastor, Rev. Dr. Lewis Nathaniel Watson of First Baptist Church of Salisbury, Maryland, for Council to attend the Church's November 10-12, 2019 event, "Recharge '19," with City and County Officials included in a group to be recognized on Tuesday, November 12, 2019. A copy of the invitation is attached as part of the minutes.*

**ADJOURNMENT**

*With no further business to discuss, the Legislative Session adjourned at 6:20 p.m.*

  
\_\_\_\_\_  
Assistant City Clerk

  
\_\_\_\_\_  
Council President

FIRST BAPTIST CHURCH OF SALISBURY, MD

PRESENTS

# Recharge

**NOVEMBER**

**10-12**

SUNDAY, 6PM

MONDAY, 7PM

TUESDAY, 7PM

Guest  
Preachers



Reverend Dr. Quientrell L.  
**BURRELL, JR.**  
Charlotte, NC

Sunday & Monday



Bishop Walter S.  
**THOMAS, SR.**  
Baltimore, MD

Tuesday



Joshua  
**COPELAND**  
Salisbury, MD

Tuesday



PASTOR  
Reverend Dr. Lewis N. Watson

Monday – Special Recognition of Public Safety Personnel

Tuesday – Special Recognition of Educators, Business Leaders, and City and County Officials

**FIRST BAPTIST CHURCH OF SALISBURY, MD**  
528 Booth Street & Delaware Avenue | Salisbury, MD 21801  
410-548-5486 | [www.firstbaptistsby.org](http://www.firstbaptistsby.org)



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

**COUNCIL AGENDA – Award of Bids**

**October 14, 2019**

- |   |              |
|---|--------------|
| 1. Award of Bid<br>ITB 20-103 Park WTP Insertion Valve Installation | \$149,175.00 |
| 2. Change Order #4<br>ITB 101-17 Hampshire Road Lift Station        | \$ 35,090.00 |



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

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** October 14, 2019  
**Subject:** Award of Bid  
ITB 20-103 Park WTP Insertion Valve Installation

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids for qualified and experienced contractors to furnish all labor, material and equipment necessary to install a horizontal 20" gate valve on an active water main located at the Park Water Treatment Plant.

The City followed standard competitive bidding practices by advertising in the Daily Times and posting the solicitation on both the City of Salisbury's Procurement Portal and on the State of Maryland's website, eMaryland Marketplace Advantage. One (1) vendor submitted a bid by the due date and time of August 20, 2019, at 2:30 p.m:


Vendor	Total Bid
TK Construction Company, Inc.	\$149,175.00

The Department of Procurement hereby requests Council's approval to award Contract ITB 20-103 to TK Construction Company, Inc., in the amount of \$149,175.00. Funding is available in the construction project account for the replacement of distribution piping 96113-513026-50030.





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

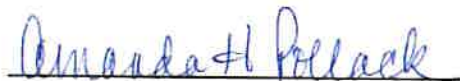
To: Jennifer Miller, Director of Procurement  
From: Amanda H. Pollack, Director of Infrastructure & Development   
Date: October 2, 2019  
Re: Contract ITB 20-103 – Award of Bids Park WTP Insertion Valve Installation

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The Department of Infrastructure and Development recently worked with the Procurement Department to advertise a bid for the Park WTP Insertion Valve Installation. The installation involves dewatering, excavation, and shoring to place the 20" horizontal gate valve on an active water main. The work also includes all soft goods and materials for the installation of the horizontal valve.

Bids were opened on Tuesday, August 20, 2019 at 2:30 PM for Contract ITB 20-103. One bid was received. TK Construction was determined to be the lowest responsive and responsible bidder with a total bid of \$149,175.00.

The Department of Infrastructure and Development reviewed the bid in accordance with the contract documents. Staff called references for TK Construction and each was complementary of the work performed and would hire the contractor again. The City has also worked successfully with TK Construction in the past. The Department of Infrastructure and Development recommends awarding the contract to TK Construction for \$149,175.00 for the work specified in the Invitation to Bid 20-103. Funds are available in account 96113-513026-50030 in the amount of \$100,000.00 and 96113-513026-50039 in the amount of \$49,175.00.



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:** October 14, 2019  
**Subject:** Change Order #4 to ITB 101-17  
Hampshire Road Lift Station Replacement

The Department of Procurement received a request from the Department of Infrastructure & Development to process Change Order #4 in the amount of \$35,090.00 for Invitation to Bid (ITB) 101-17 Hampshire Road Lift Station Replacement. This Change Order provides for a new force main discharge manhole which will mitigate the possibility of overflow. Funds are available in the Hampshire Road Lift Station project account 97010-513026-55013

The Department of Procurement requests Council's approval to process Change Order #4 as noted above to George & Lynch, Inc.





CITY OF  
**Salisbury**  
 Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement  
 From: Amanda H. Pollack, Director of Infrastructure & Development *AP*  
 Date: August 21, 2019  
 Re: Contract 101-17 Hampshire Road Sewage Lift Station Replacement and Upgrade

Through Contract 101-17 Construction Services for Hampshire Road Sewage Lift Station Replacement and Upgrade, George & Lynch, Inc. was contracted by the City to provide Construction Services and repaving for the City's Lift station located at the intersection of Hampshire Road and Northgate Drive.

Change Order No.4 is to improve the forcemain discharge arrangement. Currently, the new forcemain ties into an existing manhole. During field testing of the new pump station it was determined that if both pumps are running, then the manhole could surcharge. To eliminate the possibility of surcharge and to prevent a possible Sanitary Sewer Overflow, a new dedicated forcemain discharge manhole will be installed. Additionally, a section of pipe one size larger than the forcemain diameter will be installed to dissipate velocity prior to entering the manhole. George & Lynch was asked to provide Labor and Material cost to implement this correction; which was given at a cost of \$35,090.00. The contract amount of \$1,404,825.00 will increase, as noted below:

Task #	Description	Adjustment
1	MOT (Maintenance of Traffic)	\$2,700.00
2	FM relocate with new standard manhole	\$31,890.00
3	Labor for Pump additional pump test	\$500.00
	<b>TOTAL Change Order No. 4</b>	<b>\$35,090.00</b>

A memo from GMB, the Vendor providing Construction Administration services, is attached and provides a recommendation to proceed with the change order. Please process Change Order No. 4 which results in an increase of \$35,090.00. The contract end date of June 30, 2019 will increase by 110 calendar days to October 18, 2019. Funding is available in the following account 97010-513026-55013.



GEORGE MILES & BUHR LLC

♦ ♦ ♦ ♦

ARCHITECTS  
ENGINEERS

206 WEST MAIN STREET  
SALISBURY, MD 21801  
PH 410 742 3115  
PH 800 789 4462  
FAX 410 548 5790

SALISBURY  
BALTIMORE  
SEAFORD

www.gmbnet.com

♦ ♦ ♦ ♦

### MEMO

TO: CoS Department of Infrastructure and Development      DATE: 08-19-19

ATTN: Charles Kulp      RE: Hampshire Road Sewage Lift Station Replacement & Upgrade Change Order No.2

FROM: Chris Derbyshire, P.E.      GMB NO: 180005

Urgent       For Review       Please Reply       Please File

GMB offers the following recommendation specific to those items included under George & Lynch's Force Main Realignment PCO:

Force Main Realignment: At the request of the City, and in accordance with the attached City of Salisbury prepared drawing, this work involves modification of the force main discharge point to incorporate a new force main discharge manhole immediately upstream of that which was constructed under the project. The modifications will allow for a more direct discharge of the force main thereby allowing it to be in line with the existing gravity sewer.

The modifications are necessary to alleviate surcharging of the discharge manhole which is currently experienced and is further complicated with a commercial sewer lateral also discharging to this manhole. Surcharging of the sewer was observed during extensive testing of the new lift station, whereby the discharge rate of the lift station was maximized and sustained over a long period of time. The increased discharge rate of the lift station is attributable to the City's decision to upsize the force main from 4-inch to 6-inch at the time when the lift station project was Bid.

The cost of work associated with this PCO results in a cost increase of \$35,090.00 to the Contract amount. Maintenance of Traffic (MOT) effort for this additional work within the roadway is also included within the PCO. Also included in the PCO are costs associated with George & Lynch's labor for an additional pumping test to quantify the hydraulic impact of the increased pumping capacity to the current force main discharge point.

GMB has reviewed the PCO and is of the opinion that the costs shown are reasonable for the scope of work proposed. Additional contract time is also needed to procure materials and construct the modifications, George and Lynch has requested an additional 30-contract days associated with this PCO. Similar to the cost of the work, GMB believes that the time requested for the PCO is reasonable as well. Accordingly, GMB recommends that the City approve George & Lynch's Force Main Realignment PCO .

-END MEMO-



July 26, 2019

Mr. Chris Derbyshire, P.E.  
George, Miles, & Buhr  
206 West Main Street  
Salisbury, Maryland 21801

Re: **Hampshire Road Lift Station  
RFP**

Dear Mr. Derbyshire:

We are pleased to offer this proposal to furnish materials, as specified herein, for realignment of force main per owner's request. Price is based on sketch provided. Scope of work as follows:

**Forcemain Realignment** **\$35,090.00**

- Install new 6" Force Main and Gate Valve
- Install new 48" Sanitary Manhole
- Interior coating 48" Sanitary Manhole
- Install 8x6 Reducer
- Install 8" Force Main
- Install 8" Gravity Main
- Core 8" open in existing brick manhole
- Maintenance of Traffic
- Labor for additional pump tests

**PROPOSAL TOTAL** **\$35,090.00**

DESCRIPTION	LABOR	EQUIPMENT	MATERIAL	TOTAL
MOT	\$500.00	\$200.00	\$2,000.00	\$2,700.00
FM Relocate with manhole	\$6,480.00	\$7,810.00	\$17,600.00	\$31,890.00
Labor For Pump Tests	\$500.00	\$0.00	\$0.00	\$500.00
<b>TOTALS</b>	<b>\$7,480.00</b>	<b>\$8,010.00</b>	<b>\$19,600.00</b>	<b>\$35,090.00</b>

George & Lynch, Inc.  
150 Lafferty Lane / Dover, Delaware 19901  
Telephone 302-736-3031 / Fax 302-734-9743 / [WWW.GEOLYN.COM](http://WWW.GEOLYN.COM)

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