



**CITY OF SALISBURY
SPECIAL MEETING AGENDA**

December 7, 2020

5:50 p.m.

ZOOM SPECIAL MEETING

Times shown for agenda items are estimates only.

5:50 p.m. CALL TO ORDER

5:51 p.m. WELCOME/ANNOUNCEMENTS/SILENT MEDITATION

5:52 p.m. ADOPTION OF SPECIAL MEETING AGENDA

5:53 p.m. Ordinances - City Attorney Mark Tilghman

- **Ordinance No. 2631**- 2nd reading- to authorize the Mayor to enter into a contract with the Wicomico County Health Department for the purpose of accepting grant funds in the amount of \$14,590.00, and to approve a budget amendment to the FY 2021 Grant Fund to appropriate these funds for the purchase of two (2) commercial floor cleaners (walk-behind style) and battery supplies
- **Ordinance No. 2632**- 1st reading- to authorize the Mayor to enter into a contract with the Wicomico County Health Department for the purpose of accepting grant funds in the amount of \$26,274.44, and to approve a Budget Amendment to the FY 2021 Grant Fund to appropriate these funds for the purchase of Air Purifiers and Replacement Filters for use in Small City Office Spaces, and Critical Need COVID-19 Supplies for distribution to the Public by The Vulnerable Populations Task Force

5:55 p.m. COUNCIL COMMENTS

6:00 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk's Office, Room 305 – City/County Government Office Building, 410-548-3140 or on the City's website at www.salisbury.md. City Council meetings are conducted in Open session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b), by vote of the City Council.

Next Council Meeting – December 14, 2020

- **PUBLIC HEARING-** Resolution No.3065- Hall Drive-Long Property Annexation and Resolution No. 3066- Hall Drive-Long Property Annexation Plan
- Resolution No._- Reappointment of Virginia Hussey to the Friends of Poplar Hill Mansion
- Resolution No._- Reappointment of Greg Tyler to the Disability Advisory Committee
- Resolution No._-to amend the Employee Handbook to incorporate changes to the 2 weeks' notice of resignation
- Ordinance No._- 1st reading- accepting grant for ESG for Hazard Pay
- Ordinance No._- 1st reading- amendment to City's General Capital Project Fund budget to reallocate funding for the GOB Roof Project
- Ordinance No._- 1st reading- amendment to City's Water Sewer Capital Project Fund budget to reallocate funding for the Structural Study and the Park Water Treatment Plant Interior improvements
- Ordinance No._- 1st reading- Budget Amendment to fund vehicle for SWIFT
- Ordinance No._- 1st reading- Budget Amendment to fund Truitt Community Center
- Ordinance No._- 1st reading- accepting grant dollars from the GOCCP for the purpose of exploring the predictive policing with machine learning project
- Ordinance No. 2632 – 2nd reading- accepting grant funds in the amount of \$26,274.44, and to approve a Budget Amendment to the FY 2021 Grant Fund to appropriate these funds for the purchase of Air Purifiers and Replacement Filters for use in Small City Office Spaces, and Critical Need COVID-19 Supplies for distribution to the Public by The Vulnerable Populations Task Force

Join Zoom Meeting

<https://us02web.zoom.us/j/5362772908>

Meeting ID: 536 277 2908

+13017158592,,5362772908# US (Germantown)

+13126266799,,5362772908# US (Chicago)

19292056099,,5362772908# US (New York)

Posted 12/04/20



MEMORANDUM

To: Julia Glanz, City Administrator
From: James Gladwell, Deputy Fire Chief
Subject: Budget Amendment – Funding for Floor Scrubbers
Date: 12 November 2020

As you are aware, the Wicomico County Health Department (WiCHD) received a direct allocation of funds through the Federal Coronavirus Relief Fund (CRF) to help support Emergency medical response expenses related to COVID-19. As a result of this available funding, the Fire Department submitted a request for funding to purchase two (2) commercial floor scrubbers and associated battery supplies for Stations One and Two. Station 16 currently utilizes this technology to scrub its floor and it is not practical to attempt to move the machine from station-to-station based on the size and weight of the apparatus. These scrubbers will help reduce the spread of COVID-19 through the use of chemical extraction of our buildings' floors as opposed to the utilization of mops and buckets, which do not truly sanitize. The total cost of the project is \$14,590.00 and it has been approved by the WiCHD.

Attached you will find an Ordinance requesting the approval of a budget amendment to the FY2021 grant fund for the purpose of accepting funds from the Wicomico County Health Department.

If you should have any questions or comments, please do not hesitate to contact me.



James Gladwell
Salisbury Fire Department
325 Cypress Street
Salisbury, MD 21801

22 October 2020

Brandy Wink
Wicomico County Health Department
Salisbury, MD 21804

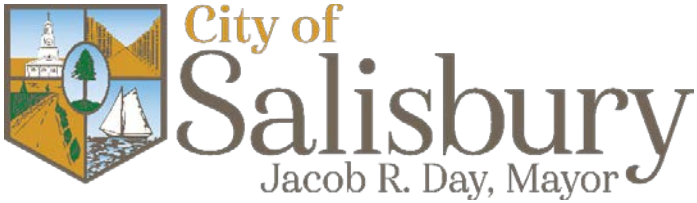
Dear Brandy,

The Salisbury Fire Department is seeking funding for two (2) 26" self-propelled, walk-behind floor scrubbers to help sanitize the floors at Stations 1 and 2. The proposed walk-behind floor scrubbers are designed to clean large floor areas in a single pass by dispersing a mixture of water and sanitizing chemical solutions, scrub the floor with bristle brushes, and then lift and remove the residue from the floor and direct the residue into recovery tanks that can then be discarded without the user ever having to touch the residue. Currently, our members utilize mops and mop buckets to clean the floors of those stations. This has been proven to be unsanitary and essentially moves dirt from one place to another.

The Salisbury Fire Department is on the front line of the COVID pandemic and has had the unfortunate privilege of carrying nearly 800 individuals suspected of being COVID-positive to date. The Department has also had over a dozen of its members contract the virus as a result. We have contracted local cleaning professionals who have disinfected our facilities on at least four (4) different occasions and we continue to seek methods that can be used in-house to reduce the possibility of spread throughout the Department's membership and subsequently, to its family's members. We believe the proposed floor scrubbers will help in this endeavor and respectfully request approval for funding of the two (2) units. Due to the size and weight of each unit, it is not practical to attempt to move the units from one facility to another. Our Station 16 facility already has a larger unit, as that complex is vastly larger than Station 1 or 2.

Please see the attached quotes I have obtained from several vendors. If this request can be approved, I would recommend utilizing the unit(s) offered by Caliber Equipment, Inc. located in Mechanicsville, VA. The proposed Viper Fang 26T should suit the needs of Stations 1 and 2 nicely. The unit is self-propelled, has an excellent pad pressure which will help in providing a solid, deep cleansing of our floors, has the best warranty in the industry (5-year parts, 2-year service), comes with an extra set of squeegee blades, provides an ample amount of run time (unit is battery operated and can be recharged at the station) and includes delivery to each station.

Salisbury Fire Department
Headquarters
325 Cypress St. Salisbury, Maryland 21801
410-548-3120
www.salisburyfd.com



I would also recommend purchasing a set of optional AGM maintenance-free batteries for each unit. The total cost for this project is as follows:

2 ea. Viper Fang 25T commercial floor cleaners @ \$6,995.00 ea. (Delivered) = \$13,990.00

2 ea. AGM maintenance-free sets of batteries @ \$300.00 ea. = \$ 600.00

Total \$14,590.00

Our first responders are beginning to see the expected fall resurgence in COVID transports and the county's positivity rate has now exceeded 5%. These are significant issues that we take very seriously and are trying to address. Our budget does not reflect the additional stressors placed on it by the COVID pandemic and through your support, I believe the acquisition of these two pieces of equipment may significantly help curtail the spread of COVID amongst our rank and file as well as help prevent subsequent spread to our members' families.

Your consideration is greatly appreciated. Should you have any questions regarding this request, please feel free to contact me at your convenience.

Yours in Service,

Jim Gladwell
Deputy Fire Chief
Salisbury Fire Department
410.548.3120 (Office)
443.614.2599 (Cell)
jgladwell@salisbury.md



October 20, 2020

8433 Erle Road
Mechanicsville VA 23116

Jim Gladwell
Salisbury Maryland Fire Department
325 Cypress Street
Salisbury, MD 21801

Dear Jim:

Caliber Equipment Inc., distributor of commercial sweepers and scrubbers, submits the following proposal for your consideration

The **Viper Fang 26T** with its 215 AMP Hour Batteries gives the user 4.5 - 5 hours of cleaning performance. Unit has large 17-gallon tanks and pad pressure of up to 150LBS. Scrubber has traction drive motor and comes with charger, pad driver, and an **extra set of squeegee blades**.

Features:

- Easy-to-use, fingertip controls
- Forward and reverse drive
- All operational functions are within easy reach
- Parabolic squeegee for easy and complete solution pick-up
- Transaxle drive
- Heavy-duty, cast aluminum squeegee assembly
- Pad pressure up to 150 lbs.
- Engineered to withstand heavy, daily use in a variety of commercial applications
- Best value in the industry
- Shelf Charger, pad driver, and squeegee assembly included
- High cleaning productivity rate
- Extra set of squeegee blades included and stored on-board**
- Backed by Factory Warranty

NEW Viper Fang 26T: 26", Disc, 17-gallon, traction-drive, **(2) white or red pads**, 32" squeegee assembly, 18-amp shelf charger, **215 ah wet cell batteries**.

Your special price: \$6,995.00 Delivered

Optional: AGM Maintenance Free Batteries: Add \$300.00

Viper is part of the Nilfisk family, that includes Clarke and Advance.

New Floor Scrubbers and Sweepers * Used and Refurbished Equipment
Distributor of Clarke, Nilfisk Advance, and IPC Eagle
Long and Short Term Rentals * OEM replacement Parts
Comprehensive Maintenance Service * Cleaning Chemicals.



Page 2 of 2

8433 Erle Road
Mechanicsville VA 23116

**Warranty: Five years parts and two years labor – eight years roto-molded body
Batteries 90 days full coverage, prorated for 18 months**

Payment Terms: Prepaid or Credit Card
F.O.B. Delivered
Delivery: Allow Approx.. 1-2 weeks
No MD State Tax: Exempt

For Caliber Equipment Inc.;
Bill Tobias
Sales Consultant
804-396-5152 cell
888-550-0945 Office
bill@caliberequipment.com
www.caliberequipment.com



**New Floor Scrubbers and Sweepers * Used and Refurbished Equipment
Distributor of Clarke, Nilfisk Advance, and IPC Eagle
Long and Short Term Rentals * OEM replacement Parts
Comprehensive Maintenance Service * Cleaning Chemicals.**

Factory Cat Mini-HD Walkbehind Scrubber Quotation

Date: 10-23-2020
 Quote #: 413476-41996-5-FCL
 Valid for: 30 Days
 Customer: Salisbury Fire Department
 Address:
 City/St/Zip: Salisbury, MD 21801
 Contact: Jim Gladwell
 Title: Deputy Fire Chief
 Phone: 443-614-2599
 Lead Time: 2 Weeks
 E-Mail: jgladwell@salisbury.md



*Photo may not be an exact representation of quoted machine.

STANDARD FEATURES

*Standard features are for base models with no options chosen.

(2x) 3/4 HP - 350 rpm Brush Motor
 21 gal. Solution / 23 gal. Recovery
 210ah Battery - 24V / 25A Charger
 26" Cleaning Path 2 - 13" Brush/Pad
 640 watt 3-stage vacuum motor
 Front 10" x 2.5" Solid Black Wheels

WARRANTY

36 months Parts/ 12 months Labor

INSTALLED BY

Authorized Service Provider

PAYMENT TERMS

Payment On Delivery

ITEM	PART #	DESCRIPTION	PRICE EACH	QTY	EXTENDED PRICE
Machine	175-26FD	MINI-HD 26" Disk	-	1	-
	175-13-382PS	Set of 2 - 13" Light-Grit Brushes	-	1	-
	175-004100	Single Point Watering System - Hand Pump	-	1	-
	175-002850	Switch, E-Stop	-	1	-
Discount		5.00% Special Customer Allowance	-	1	-
Subtotal:					-
Freight Charge					-
Total (in United States Dollar) *may be subject to additional sales tax:					\$ 8,894.85

Quotation Submitted By:

RT Yancey - Field Sales Manager
 ryancey@easternlifttruck.com
 Office: (856) 779-8880 / Mobile: (240) 459-4396
 Eastern Lift Truck 549 E. Linwood Avenue
 Maple Shade, NJ 08052

CUSTOMER SIGNATURE HERE

IMPORTANT: A faxed or emailed Purchase Order Document is required to process the order



Departments

Account

Cart

0

Search

WebstaurentStore > Janitorial Supplies > Janitorial Equipment > Floor Scrubbers, Auto Scrubbers and Accessories
> Floor Scrubbers and Auto Scrubbers > Minuteman E26 E-Series 26" Walk Behind Battery Operated Compact Disc
Brush Scrubber

Minuteman E26 E-Series 26" Walk Behind Battery Operated Compact Disc Brush Scrubber

Item #: 585E26QP MFR #: E26QP



Free Shipping ?

\$9,969.18/Each

Minuteman E26QP Details

When keeping your establishment clean and welcoming, you should start from the ground up. There's no better way of doing that than with the Minuteman E26 E-Series 26" walk behind battery operated compact disc brush scrubber! Whether you're cleaning a healthcare facility, airport, or retail establishment, this unit has the power to get the job done with its 3/4 hp motor with 180 RPM brush head. With the finesse and comfort provided by the brush driven propelling, compact design of the machine, adjustable handle, and ergonomic hand bails, this unit has the ease of use necessary for operators to do large areas with minimal fatigue.

A sleekly designed profile provides excellent line of sight to be able to see the area to be cleaned. This, paired with the large 19 gallon solution tank and 19 1/2 gallon recovery tank, gives this machine the potential to do up to 26,000 sq. ft. per hour. Brush loading and unloading is also made easy for the operator with the simple flip of a switch, and no manual removal. Plus, the squeegee never requires any adjustment by the operator. An intuitive control system is simple to understand and requires minimal training prior to operation. The brush deck is built low to the ground, making it ideal for cleaning around and underneath furniture and fixtures.

A convenient on-board charger allows the battery to be charged anywhere there is an electrical source. This means that when cleaning a large area and the battery dies, there is no need to push the machine all the way to a charging dock, as any electrical outlet will do. For safety, when the on-board charger is plugged in, the machine is not capable of being turned on, so there is no potential for accidentally operating the unit while it is still plugged into an outlet. When it comes time to clean the unit, the hygienic recovery tank is easy to clean, and the brush as well as squeegee is removable without the use of tools.

This Item Ships via Common Carrier. For more information and tips to help your delivery go smoothly, [click here](#).

MEMORANDUM OF UNDERSTANDING

FISCAL YEAR 2021

WICOMICO COUNTY HEALTH DEPARTMENT (WiCHD) and SALISBURY FIRE COMPANY

I. BACKGROUND

The Wicomico County Health Department (WiCHD) received Federal Coronavirus Relief Funds (CRF) to help support Emergency medical response expenses, including emergency medical transportation, related to COVID-19.

II. AGREEMENT

The following agreement entered into this 4th day of November 2020, by and between the Wicomico County Health Department (WiCHD) and the Salisbury Fire Company:

A Salisbury Fire Company has submitted quotes to WiCHD and agrees to purchase the following equipment to help serve the citizens in Wicomico County and to keep all staff/volunteers safe during the Pandemic:

1. (2) Commercial Floor Cleaners and battery supplies \$14,590.00

B. WiCHD agrees to

1. Pay Salisbury Fire Department \$14,590.00 to purchase the above equipment, once we receive a detailed invoice.

II. TERMINATION

This agreement will terminate on December 31, 2020.

This memorandum is subject to the policies of the Maryland Department of Health as incorporated in the Human Services Agreement Manual.

II. SIGNATURES

The parties acknowledge their agreement by their signatures below:



John W. Tull, Fire Chief
Salisbury Fire Department

11-5-2020

Date



Lori Brewster, M.S., APRN/BC, LCADC
Health Officer, Wicomico County Health Department

11-4-2020

Date

ORDINANCE NO. 2631

AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE WICOMICO COUNTY HEALTH DEPARTMENT FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$14,590.00, AND TO APPROVE A BUDGET AMENDMENT TO THE FY 2021 GRANT FUND TO APPROPRIATE THESE FUNDS FOR THE PURCHASE OF TWO (2) COMMERCIAL FLOOR CLEANERS (WALK-BEHIND STYLE) AND BATTERY SUPPLIES.

WHEREAS, the Wicomico County Health Department (WiCHD) received a direct allocation of funds through the Federal Coronavirus Relief Funds (CRF); and

WHEREAS, the purpose of the CRF is to help support Emergency medical response expenses, including emergency medical transportation, related to COVID-19; and

WHEREAS, the City of Salisbury Fire Department submitted a grant request to the WiCHD for funding to assist with the purchase of a Commercial Floor Cleaner (walk-behind style) and Battery Supply for two (2) of its fire stations; and

WHEREAS, the WiCHD has awarded the City funds in the amount of \$14,590.00; and

WHEREAS, the City of Salisbury must enter into a Memorandum of Understanding (MOU) with the WiCHD defining how these funds must be expended; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the City Council; and

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.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT Mayor Jacob R. Day is hereby authorized to enter into a Memorandum of Understanding (MOU) with the Wicomico County Health Department (WiCHD) to accept grant funds in the amount of \$14,590.00.

BE IT FURTHER ORDAINED that the City's Fiscal Year 2021 Grant Fund Budget be and hereby is amended as follows:

- 1) Increase Wicomico County Health Department Revenue account (10500-427901-XXXXX) by \$14,590.00
- 2) Increase SFD Equipment Expense account (10500-577030-XXXXX) by \$14,590.00

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 23rd day of November, 2020, and thereafter, a statement of the substance of the

Ordinance having been published as required by law, was finally passed by the Council on the _____
_____ day of _____, 2020.

ATTEST:

Kimberly R. Nichols
City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS _____ day of _____, 2020.

Julia Glanz, City Administrator
for and at the direction of
Jacob R. Day, Mayor



MEMORANDUM

To: City Council
From: Julia Glanz, City Administrator
Subject: Budget Amendment – Funding for Air Purifiers and PPE Distribution
Date: December 4, 2020

As you are aware, the Wicomico County Health Department (WiCHD) received a direct allocation of funds through the Federal Coronavirus Relief Fund (CRF) to help support Emergency medical response expenses related to COVID-19. As a result of this available funding, the City of Salisbury submitted a request for funding to purchase of 20 air purifier units to filter and clean air in smaller office spaces and for masks (adult and children), hand sanitizer, and tables and cones, for distribution to the public. The total cost of the project is \$26,274.44 and it has been approved by the WiCHD.

Attached you will find an Ordinance requesting the approval of a budget amendment to the FY2021 grant fund for the purpose of accepting funds from the Wicomico County Health Department.

If you should have any questions or comments, please do not hesitate to contact me.

MEMORANDUM OF UNDERSTANDING

FISCAL YEAR 2021

WICOMICO COUNTY HEALTH DEPARTMENT (WiCHD) and CITY OF SALISBURY

I. BACKGROUND

The Wicomico County Health Department (WiCHD) received Federal Coronavirus Relief Funds (CRF) to help support expenditures incurred due to the public health emergency, related to COVID-19.

II. AGREEMENT

The following agreement entered into this 3rd day of December 2020, by and between the Wicomico County Health Department (WiCHD) and the City of Salisbury:

A City of Salisbury has submitted expenses to WiCHD and agrees to support the Vulnerable Population Taskforce in their public health efforts. The focus is on the prevention and management of COVID-19, to reduce preventable deaths, mitigate the social and economic impact of COVID 19 for vulnerable grouples.

1. Vulnerable Population Distribution Events: \$20,414.84
2. City of Salisbury Air Purifiers and replacement filters: \$5,859.60

B. WiCHD agrees to

1. Pay City of Salisbury \$26,274.44 to purchase the above equipment, once we receive a detailed invoice.

II. TERMINATION

This agreement will terminate on December 31,2020.

This memorandum is subject to the policies of the Maryland Department of Health as incorporated in the Human Services Agreement Manual.

IV. SIGNATURES

The parties acknowledge their agreement by their signatures below:



Julia Glanz, City Administrator
City of Salisbury

12/4/2020

Date



Lori Brewster, M.S., APRN/BC, LCADC
Health Officer, Wicomico County Health Department

12/3/2020

Date

ORDINANCE NO. 2632

AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE WICOMICO COUNTY HEALTH DEPARTMENT FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$26,274.44, AND TO APPROVE A BUDGET AMENDMENT TO THE FY 2021 GRANT FUND TO APPROPRIATE THESE FUNDS FOR THE PURCHASE OF AIR PURIFIERS AND REPLACEMENT FILTERS FOR USE IN SMALL CITY OFFICE SPACES, AND CRITICAL NEED COVID-19 SUPPLIES FOR DISTRIBUTION TO THE PUBLIC BY THE VULNERABLE POPULATIONS TASK FORCE.

WHEREAS, the Wicomico County Health Department (WiCHD) received a direct allocation of funds through the Federal Coronavirus Relief Fund (CRF); and

WHEREAS, the purpose of the CRF is to help support expenditures incurred due to the public health emergency, related to COVID-19; and

WHEREAS, the City of Salisbury submitted a grant request to the WiCHD for funding to assist with the purchase of air purifiers and replacement filters for use in small city office spaces and critical need COVID-19 supplies which will be distributed to the public by the members of the Vulnerable Populations Task Force; and

WHEREAS, the WiCHD has awarded the City funds in the amount of \$26,274.44; and

WHEREAS, the City of Salisbury must enter into a grant agreement with the WiCHD to define how these funds must be expended; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the City Council; and

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.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Wicomico County Health Department (WiCHD) to accept grant funds in the amount of \$26,274.44.

BE IT FURTHER ORDAINED that the City's Fiscal Year 2021 Grant Fund Budget be and hereby is amended as follows:

- 1) Increase Wicomico County Health Department Revenue account (10500-427901-XXXXX) by \$26,274.44
- 2) Increase Operating – COVID-19 Supplies Expense account (10500-546006-XXXXX) by \$26,274.44

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

50 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
51 Salisbury held on this _____ day of _____, 2020, and thereafter, a statement of
52 the substance of the Ordinance having been published as required by law, was finally passed by the
53 Council on the _____ day of _____, 2020.

54
55 **ATTEST:**

56
57
58 _____
59 Kimberly R. Nichols
60 City Clerk

John R. Heath, President
Salisbury City Council

61
62
63 APPROVED BY ME THIS _____ day of _____, 2020.

64
65
66 _____
67 Julia Glanz, City Administrator
68 for and at the direction of Jacob R. Day, Mayor
69