

COMMUNITY ORGANIZATION PRESENTATION – Salvation Army – presented by Major Victor Tidman

Salvation Army Major Victor Tidman joined Council to discuss the \$220,000 goal for the Salisbury, Maryland Red Kettle drive, the largest drive to date, slated to help serve over eight hundred (800) families in the area. The very first Salvation Army Red Kettle drive provided fifty (50) food baskets for the area needy. This year, one hundred years later, one thousand two hundred (1,200) food boxes will be distributed.

Major Tidman thanked the community for helping the Salvation Army provide for the needy families.

ADOPTION OF LEGISLATIVE AGENDA

On a motion and second by Mrs. Shields and Mrs. Mitchell, respectively, the legislative agenda was unanimously adopted on a 4-0 vote.

CONSENT AGENDA – presented by Assistant City Clerk Diane Nelson

The Consent Agenda, consisting of the following items, was unanimously approved on a motion by Ms. Cohen that was seconded by Mrs. Shields:

- November 12, 2013 regular meeting minutes
- Resolution No. 2349 – accepting funds awarded through a grant from the Maryland Heritage Areas Authority for the purpose of window replacement for the Poplar Hill Mansion

AWARD OF BIDS – presented by Deputy Director Internal Services – Procurement Jennifer Miller

The Award of Bids, consisting of the following items, was unanimously approved on a motion by Mrs. Mitchell and seconded by Ms. Cohen:

- Change Order #2 to Contract No. RFP 04-10 – Engineering Services for Caustic Chemical Storage Building and Feed System - \$15,000.00

ORDINANCES – presented by City Attorney Mark Tilghman

- Ordinance No. 2269 – 2nd reading – amending section 15.040.010 of Chapter 15.04 Building Code of the Salisbury Municipal Code to update the reference to the International Energy Conservation Code to the 2012 Edition

Mrs. Shields moved, Ms. Cohen seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2269 for second reading.

- Ordinance No. 2270 – 2nd reading – modifying the language of the Garbage, Rubbish and Refuse Code in accordance with Chapter 8.16 of the City Code

Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2270 for second reading.

- *Ordinance No. 2271 – 1st reading - to establish a mechanical permit fee*

Ms. Cohen moved and Mrs. Mitchell seconded to approve Ordinance No. 2271 for first reading.

Mrs. Mitchell moved, Ms. Cohen seconded, and the vote was unanimous (4-0) to amend Ordinance No. 2271 by striking "and processed by _____," on Lines 19 and 20, and inserting "by the applicant" after "completed" on Line 19.

Ordinance No. 2271 for first reading, as amended, was unanimously approved on a 4-0 vote.

ADJOURNMENT

There being no comments received from the public, President Day adjourned the Legislative Session at 6:33 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
NOVEMBER 18, 2013

TIME & PLACE: 4:31 p.m., Government Office Building – Room 301
PURPOSE: To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals and to consult with Counsel to obtain legal advice on a legal matter
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland §10-508(a)(1)(7)
PRESENT: Council President Jacob R. Day, Council Vice President Laura Mitchell, Councilwoman Terry E. Cohen, Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, Assistant City Clerk Diane C. Nelson, and City Attorney Mark Tilghman
ABSENT: Mayor James Ireton, Jr.

The City Council convened in a Work Session in Room #301 in the Government Office Building at 1:33 p.m.

At 4:31 p.m., Mrs. Mitchell moved and Mrs. Shields seconded, to convene in Closed Session to discuss and meet with candidates for the open City Administrator position and to receive an update from Counsel on pending/ongoing litigation.

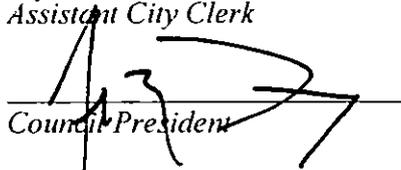
Council discussed the impact its concerns with all the circumstances, media attention, and Charter requirements surrounding the open City Administrator position had on the request this evening that Council meet with candidates; thereafter, Council convened in Closed Session on a unanimous vote in favor.

On a motion by Mr. Spies, seconded by Mrs. Mitchell, and approved on a unanimous vote in favor, Council adjourned the Closed Session at 6:14 p.m., returned to Open Work Session, and reported that while in Closed Session Council had discussed personnel issues and candidates, but did not meet with any candidates; no action was taken. Council also received an update on pending litigation from Counsel.

Thereafter, Council continued in open Work Session.



Assistant City Clerk



Council President

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

November 25, 2013

1. Change Order #2 to Contract No. RFP 04-10 \$15,000.00
(Engineering Services for Caustic Chemical Storage Building and Feed System)

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

November 25, 2013

TO: Mayor and City Council

SUBJECT: Change Order #2 to Contract No. RFP 04-10
Engineering Services for Caustic Chemical Storage Building and Feed System

The Procurement Department received a request from the Department of Public Works to process Change Order #2 to Contract No. RFP 04-10, Engineering Services for Caustic Chemical Storage Building and Feed System, in the amount of \$15,000.00. This Change Order proposes to allow George, Miles & Buhr (GMB) to perform additional contract administration and inspection services as necessary during construction of the new caustic storage building. Additional details are noted in the department memo.

Funds are available in account number 81080-513020 "Engineering/Architectural".

The Procurement Department requests Council's approval to approve Change Order #2 as noted above to GMB in the amount of \$15,000.00.

Thank you,

Jennifer Miller
Assistant Director Internal Services-Procurement & Parking

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

THOMAS STEVENSON
ACTING CITY ADMINISTRATOR



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MICHAEL MOULDS, P.E.
PUBLIC WORKS
DIRECTOR

November 5, 2013

MEMORANDUM

TO: Jennifer Miller - Assistant Director of Internal Services
Procurement Division

FROM: Michael Moulds, P.E. *MM*
Director, Public Works

SUBJECT: Engineering Services for Caustic Chemical Storage Building and Feed
System
Change Order No. 2
Contract No. RFP 04-10

Please process Change Order No. 2 for the Engineering Services for Caustic Chemical Storage Building and Feed System. This change order increases the contract cost by \$15,000.00 by allowing George, Miles & Buhr (GMB) to perform additional contract administration and inspection services as necessary during construction.

Construction of the new caustic storage building involves specialized industrial equipment for which GMB's inspection staff is proficient and has expertise. While Public Works Inspectors will oversee foundation work, pipe installation, the building envelope and paving; the additional inspection will enable GMB to cover the precast hollow core planking, the chemical feed system, monitoring equipment and the chlorine gas scrubber.

The contract time will be extended for GMB to perform this additional work.

Funds are available in account 81080-513020. Please let me know if you have any questions.

Prepared by:

Helen Perez Naylor
Helen Perez Naylor
Project Engineer

Approved by:

Michael Moulds
Michael Moulds, P.E.
Director



GEORGE MILES & BUHR, I.L.C

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ARCHITECTS
ENGINEERS

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CHARLES M. O'DONNELL, II, PE
W. BRUCE FOXWELL, PE
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STEPHEN L. MARSH, PE
MICHAEL D. MCARTHUR, AIA
DAVID A. VANDERDECK, PE
ROLAND E. HOLLAND, PE
JASON M. LYTLE, PE

JOHN E. BURNSWORTH, PE
MICHAEL G. KOBIN, PE
CHRIS B. DERBYSHIRE, PE
W. MARK GARDOCKY, PE
MORGAN H. FELTRICH, AIA
VINCENT A. LUCIANI, PE
JERRY KOTRA

August 29, 2013

City of Salisbury
Department of Public Works
125 N. Division Street
Salisbury, MD 21801-4940

Attn: Ms. Helen Perez
Project Engineer

Re: Caustic Chemical Feed Building
RFP 04-10
Engineering Services – CA/Inspection
GMB Job No: R100022

Dear Ms. Perez:

Per the City of Salisbury's request, we hereby submit a change order for additional Contract Administration and Inspection services.

Contract Administration Services

The original contract for Contract Administration Services, Task 300, includes attending and chairing three (3) project progress meetings as well as preparation of the meeting minutes. Based on a nine (9) month construction contract, it is estimated that an additional six (6) progress meetings will help prior to the project completion.

GMB proposes to attend and chair six (6) additional progress meetings for a lump sum of \$3,300.

Inspection Services

Due to the technical nature of this project, it has been requested that GMB provide additional inspection services.

GMB proposed to provide an additional 180 hours of inspection @ \$65/hr.

We thank you for this opportunity to be of continued service to the City of Salisbury on this project.

If you have any questions, please do not hesitate to call.

Sincerely,

James C. Hoageson, P.E.
Project Manager

JCH/cs