

**CITY OF SALISBURY, MARYLAND**

**#14 MEETING**

**JULY 13, 2009**

**PRESENT**

*Council President Louise Smith  
Councilwoman Deborah S. Campbell  
Councilwoman Eugenie P. Shields*

*Council Vice President Gary A. Comegys  
Councilwoman Terry E. Cohen  
Mayor James Ireton, Jr.*

**IN ATTENDANCE**

*City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Loré Chambers, Attorney Skip Cornbrooks, Building, Permitting and Inspections Director William Holland, Acting Public Works Director Chip Messick, Internal Services Director Pam Oland, Police Chief Allan Webster, and Members of the Press.*

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**CONVENING - ADOPTION OF AGENDA**

*The City Council met in regular session at 6:00 p.m. in Council Chambers of the City/County Government Office Building. Council President Smith called the meeting to order. The Lord's Prayer and the Pledge of Allegiance were recited.*

*Mr. Comegys moved and Mrs. Shields seconded to approve the agenda as presented. Ms. Cohen moved to remove the June 22, 2009 minutes from the Consent Agenda (insert before Award of Bids) and to remove Resolution No. 1802 (amending tax deferral plan awarded to Salisbury Housing II, LLC for Gateway Village) from the agenda. Mrs. Campbell seconded and the amendment passed unanimously. The agenda, as amended, was unanimously approved.*

**CERTIFICATES OF APPRECIATION** – *presented by Mayor James Ireton, Jr., along with Council President Louise Smith and Police Chief Allan Webster*

*Officer Chad Crockett, Officer Troy Underwood, Corporal Jason King and Detective Dan Parsons received Certificates of Appreciation for being nominated by the United States Attorney's Office and the Bureau of Alcohol, Tobacco, Firearms and Explosives as outstanding members of the Wicomico EXILE partnership.*

*Officer Kenneth Wilson was presented with a Certificate of Appreciation and a State of Maryland Governor's Citation for receiving the Maryland Municipal League-Police Executives Association "2009 Municipal TOP COP" award.*

**CONSENT AGENDA** – *presented by City Clerk Brenda Colegrove*

*On a motion and a second by Ms. Cohen and Mrs. Campbell, respectively, the Consent Agenda consisting of the following item was unanimously approved:*

- Resolution No. 1801 – accepting Maryland Energy Administration EmPower Energy Grant funds (\$80,000) and Jane E. Lawton Conservation Loan Program funds (\$300,000) to be used for various energy projects

**APPROVAL OF JUNE 22, 2009 MINUTES**

Mr. Comegys moved and Ms. Cohen seconded to approve the minutes of June 22, 2009. Ms. Cohen moved to amend the second paragraph of the 3:30 p.m. closed session to read "After discussion of the options presented, Council agreed to a course of action on this matter." Mrs. Campbell seconded and the amendment passed unanimously.

Ms. Cohen moved and Mrs. Campbell seconded to strike the second paragraph of the 5:30 p.m. closed session and insert "General agreement, with reservations, was reached on this matter." The motion failed with Mrs. Campbell and Ms. Cohen voting aye. Mrs. Shields, Mrs. Smith and Mr. Comegys voted nay.

Ms. Cohen moved and Mrs. Campbell seconded to ratify the action taken in the 3:30 p.m., July 6, 2009, closed session by Council authorizing Administration to place the oxyc filter on the July 13, 2009 agenda for formal vote. The motion failed with Mrs. Campbell and Ms. Cohen voting aye. Mrs. Shields, Mrs. Smith and Mr. Comegys voted nay.

Since an agreement was reached on the acquisition of property, Ms. Cohen asked for a vote in open session and moved that Administration is directed to move forward with the acquisition of property discussed in the July 6, 2009 closed session beginning at 5:30 p.m. Mrs. Campbell seconded, but the motion failed. Mrs. Campbell and Ms. Cohen voted aye. Mrs. Shields, Mrs. Smith and Mr. Comegys voted nay.

The June 22, 2009 minutes, as amended, were unanimously approved.

**AWARD OF BIDS** – presented by Internal Services Director Pam Oland

The Award of Bids was unanimously approved on a motion by Mr. Comegys and seconded by Ms. Cohen.

- |                                                          |              |
|----------------------------------------------------------|--------------|
| • Surplus of Items – Police Department                   | -0-          |
| • Recommendation of Award Contract #122-09               | \$103,641.00 |
| Oxic Filter Recycle Piping                               |              |
| Acct. No. 86083-577020                                   |              |
| George and Lynch, Inc.                                   |              |
| • Recommendation of Award – Renewal of Contract #A-17-08 | \$355,800.00 |
| Chemicals-Ferric Chloride                                |              |
| Acct. No. 86083-546004                                   |              |
| PVS Technologies                                         |              |

**MANUFACTURING EXEMPTION REQUEST** – presented by Internal Services Director Pam Oland

The manufacturing exemption request for Delmarva Printing, Inc. was unanimously approved on a motion by Mr. Comegys and seconded by Mrs. Shields. The company will benefit from the exemption by a savings of \$15,688 in personal property tax on equipment purchased in 2008.

**PUBLIC HEARING** – presented by Attorney Skip Cornbrooks/oath administered by City Clerk Brenda Colegrove

- **Ordinance No. 2080** – amending Chapter 15.32, Plumbing Standards, of the Salisbury Municipal Code to adopt fats, oils and grease regulations

No public comments were received.

**ORDINANCE** – presented by Attorney Skip Cornbrooks

- **Ordinance No. 2081 – 1<sup>st</sup> reading** – reallocation of 2003 Series A Infrastructure Bond proceeds

On a motion by Mr. Comegys and seconded by Ms. Cohen, Ordinance No. 2081 for first reading was unanimously approved to reallocate the 2003 Series A Infrastructure bond proceeds for the following additional projects:

Mill Street Storm Drain Upgrade Engineering  
South Baptist Street Storm Drain Construction  
Northeast Collector Road Hike and Bike Trail  
Circle Avenue Bridge Repair  
Springfield Circle Storm Drain Repair Construction

**RESOLUTION** – presented by City Administrator John Pick

- **Resolution No. 1803** – accepting funds (\$147,709) awarded through a grant from the Governor's Office of Crime Control for the Violence Prevention Initiative Program for the Church Street/Doverdale CSAFE areas for the following programs:

Community Prosecutor/States Attorney's Office  
Crime Data Analyst/Salisbury Police Department  
School Resource Officer/Wicomico Middle School/Sheriff's Department  
Community Policing/Salisbury Police Department  
CSAFE Program Coordinator/Lead Coordinator/Mayor's Office

Ms. Cohen moved and Mrs. Campbell seconded to approve Resolution No. 1803. At the request of the City Administrator, Ms. Cohen moved to amend Resolution No. 1803 by

changing the date in the NOW, THEREFORE, BE IT RESOLVED paragraph to July 13<sup>th</sup> and changing the year in the last paragraph to 2009. Mr. Comegys seconded and the amendment passed unanimously. Resolution No. 1803, as amended, was unanimously approved.

**PUBLIC COMMENTS**

One member of the audience commented on the following:

- requested Mayor and Council to ask State Highway Administration to replace the trees on Rt. 50 that were cut down
- need for street sign at the end of Wayne and Milford Streets
- Wastewater Treatment Plant
- water conservation

The meeting adjourned at 6:44 p.m.

  
City Clerk

  
Council President

# City of Salisbury



**PAMELA B. OLAND**  
DIRECTOR OF INTERNAL SERVICES

MARYLAND

**PURCHASING DIVISION**  
DEPARTMENT OF INTERNAL SERVICES  
125 N. DIVISION STREET, ROOM 104  
SALISBURY, MD 21801  
410-548-3190  
FAX: 410-548-3192

## COUNCIL AGENDA

July 13, 2009

Page No.

- |    |                                                                                                                |              |
|----|----------------------------------------------------------------------------------------------------------------|--------------|
| 1. | Surplus of Items-Police Department                                                                             | -0-          |
| 2. | Recommendation of Award Contract # 122-09<br>Oxic Filter Recycle Piping<br>(Acct. No. 86083-577020)            | \$103,641.00 |
| 3. | Recommendation of Award-Renewal of Contract # A-17-08<br>Chemicals-Ferric Chloride<br>(Acct. No. 86083-546004) | \$355,800.00 |

# City of Salisbury



**PAMELA B. OLAND**  
DIRECTOR OF INTERNAL SERVICES

**PURCHASING DIVISION**  
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125 N. DIVISION STREET, ROOM 104  
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MARYLAND

## COUNCIL AGENDA

July 13, 2009

TO: Mayor and City Council

SUBJECT: Surplus Police Property

The City of Salisbury Internal Services Department, Procurement Division, received a request from the City of Salisbury Police Department to declare the following property as surplus property.

Item	Purchase Date	Original Cost	Condition
Pro-Gym Exercise System #722	9-1-96	\$6,648.00	Not repairable
Schwinn Treadmill #1132	9-28-00	\$1,299.00	Not repairable
Schwinn Treadmill #1163	1-12-04	\$1,500.00	Broken-may be repairable
Viewsonic Computer Monitor	8-9-05	\$729.00	Not repairable

These items are no longer needed by the Salisbury Police Department. With approval, once these items are declared surplus, they will be sold at City auction or in a manner most favorable to the City.

Thank you.

Karen D. Reddersen  
Assistant Director of Internal Services-Procurement Division



147th

POLICE DEPARTMENT

ALLAN J. WEBSTER, SR.  
Chief of Police

# City of Salisbury



45th

699 W. SALISBURY PARKWAY  
SALISBURY, MARYLAND 21801

410-548-3165

June 17, 2009

**To:** Karen Redderson  
City of Salisbury Procurement

**From:** PFC Danny Parsons 0194  
Salisbury Police Department Quartermaster

**Subject:** Surplus Inventory

The inventory listed below is no longer of any use to the Salisbury Police Department. The below listed items are broken, out dated, and/or of poor working ability. The below listed items are being replaced with new and/or upgraded items. I am requesting that the below listed items be surplus by the City Council. Due to the poor condition of the Pro-Gym exercise system and the fact that parts can't be obtained for the broken equipment, it's my opinion that the system be taken to a salvage company and destroyed. I believe that the City of Salisbury will make more money from a salvage company than if the system is sold at auction. The Schwinn treadmill (capital# 1132) is broken to the point that it can't be repaired and I am requesting that this treadmill be surplus and then disposed of. The Schwinn treadmill (capital# 1163) is also broken but may be able to be repaired. I'm requesting that this treadmill be surplus and sold at the next auction.

<u>Item</u>	<u>Capital#</u>	<u>Purchase Date</u>	<u>Amount</u>
Pro-Gym Exercise System	722	09-01-96	\$6,648.00
Schwinn Treadmill	1132	09-28-00	\$1,299.00
Schwinn Treadmill	1163	01-13-04	\$1,500.00

Thank You,  
  
PFC Danny Parsons 0194  
Salisbury Police Department  
Quartermaster



147th

**POLICE DEPARTMENT**

**ALLAN J. WEBSTER, SR.**  
*Chief of Police*

# City of Salisbury



45th

699 W. SALISBURY PARKWAY  
SALISBURY, MARYLAND 21801

410-548-3165

**June 17, 2009**

**To:** Karen Redderson  
City of Salisbury Procurement

**From:** PFC Danny Parsons 0194  
Salisbury Police Department Quartermaster

**Subject:** Surplus Inventory

The computer monitor listed below is no longer of any use to the Salisbury Police Department. The below listed computer monitor is broken beyond repair. The below listed computer monitor has been replaced with a new and/or upgraded monitor. I am requesting that the below listed computer monitor be surplus by the City Council so that it can be destroyed and/or disposed of.

<u>Item</u>	<u>Capital#</u>	<u>Purchase Date</u>	<u>Amount</u>
Viewsonic Computer Monitor		08-09-05	\$729.00

Thank You,  
  
 PFC Danny Parsons 0194  
 Salisbury Police Department  
 Quartermaster

# City of Salisbury



**PAMELA B. OLAND**

DIRECTOR OF INTERNAL SERVICES

**PURCHASING DIVISION**  
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MARYLAND

## COUNCIL AGENDA

July 13, 2009

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract # 122-09  
Oxic Filter Recycle Piping

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works to solicit proposals to furnish and install piping to recycle oxic filter effluent at the Wastewater Treatment Plant. This was recommended by the City's operational consultant to increase the flow of water through the oxic filters at the WWTP in order to improve the oxic filter treatment process.

Under Contract 122-09, the Procurement Division requested proposals for this project. The Procurement Division followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list and advertising on the State of Maryland's website, Emaryland Marketplace. A total of eight (8) vendors were sent proposal packages with three (3) vendors submitting a proposal by the due date and time, June 9, 2009 at 2:30 p.m.

Bid results for the project are as follows:

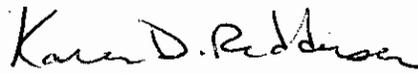
Vendor	Base Bid
George and Lynch, Inc.	\$103,641.00
American Paving Corporation	\$115,672.51
Harper & Sons, Inc.	\$147,603.00

An analysis of the bid documents was conducted by SPW, with a recommendation to award Contract #122-09 to the lowest, responsive and responsible bidder, George and Lynch, Inc., in the amount of \$103,641.00. The contract amount represents a fair market value for the work, thus the work is financially feasible and cost effective.

Upon approval and transfer of funds, sufficient funds will be available in Acct. No. 86083-577020 (Improvements Other Than Buildings) to cover the cost of this contract in the amount of \$103,641.00. Funds are available from Acct. No. 86083-577020-55008 (Improvements Other Than Buildings-Scenic Drive Lift Station Project) as the bid price for the Scenic Drive pumping station was awarded at less than the budgeted amount due to a favorable bidding environment.

After review of the submitted bids, the Department of Internal Services-Procurement Division requests Council's approval to accept the bid as noted above from George and Lynch, Inc., in the amount of \$103,641.00.

Thank you.



Karen D. Reddersen

Assistant Director of Internal Services-Procurement Division

**CITY OF SALISBURY**  
**DEPARTMENT OF PUBLIC WORKS**

June 15, 2009

**TO:** Karen Reddersen – Assistant Director of Internal Services  
**FROM:** Newell W. Messick III, Acting Director  
**SUBJECT:** Recommendation for Award  
Contract No. 122-09 Oxidic Filter Recycle Piping

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Upon recommendation of the City's operational consultant for the wastewater treatment plant (WWTP), Salisbury Public Works solicited bids for the referenced oxidic filter recycle piping work. The purpose of this piping work is to increase the flow of water through the oxidic filters at the WWTP to improve the performance of the oxidic filter treatment process.

Bids were opened Tuesday, June 9, 2009 at 2:30 PM from three contractors. Bidders responded as follows to furnish and install piping to recycle oxidic filter effluent at the WWTP as requested per the specifications and bid documents for Contract No. 122-09:

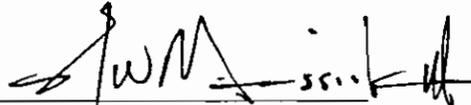
George & Lynch, Inc.	\$103,641.00
American Paving Corporation	\$115,672.51
Harper & Sons, Inc.	\$147,603.00

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this contract be awarded, in the amount of \$103,641.00, to George & Lynch, Inc. for furnishing and installing piping at the WWTP. The bid amount, \$103,641.00, is 10% lower than the next highest bid of \$115,672.51. This cost represents a fair market value for the work. All bid packages have been reviewed for their completeness and checked for math errors and irregularities. All bids were complete with regard to signing/dating each page of the bid form package, complete affidavits, and bid bond.

Upon review, evaluation, and comparison of the bids by Salisbury Public Works, it was found that George & Lynch, Inc. met all of the requirements of the specifications with no exceptions and was the low bidder. Therefore, it is recommended that Contract No. 122-09 be awarded to George & Lynch, Inc. in the amount of \$103,641.00, for furnishing and installing piping at the WWTP meeting the requirements of the contract specifications.

Funds are available to cover the cost of \$103,641.00 from Account No. 86083-577020 Improvements Other Than Buildings, upon transfer of funds in the amount of \$103,641.00 from Waste Treatment/Improvements Other than Buildings/ Scenic Drive lift Station Account No. 86083-577020- 55008. These funds are available because the bid price for this pumping station was less than account funds available due to a favorable bidding environment.

Thank you for your assistance on this and past requests.

  
Newell W. Messick III, PE  
Acting Director of Public Works

6/16/09

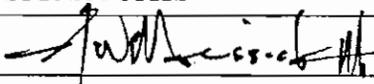
City of Salisbury, Maryland  
**TRANSFER OF FUNDS**

Mayor=s Office Use Only  
 File Number:

<b>Department:</b>	<b>Date of Request:</b> June 15, 2009
Public Works Dept.	

NO:	TRANSFER FROM ACCT #	TRANSFER TO ACCOUNT #	AMOUNT	JUSTIFICATION:
1	86083-577020 - 55008 Improvements Other Than Bldgs	86083-577020 - Improvements Other Than Bldgs	\$103,641.00	To furnish & install piping to Recycle Oxid Filter Effluent at WWTP & also closing project 86083-577020-55008
2				
3				
4				
5				
6				
7				

The Mayor is authorized to transfer funds by Section 7-28 of the City Charter.

APPROVALS	SIGNATURES	DATES
DEPARTMENT -RECOMMENDED		6-15-09
EXECUTIVE - AUTHORIZED		

CC: Finance & Appropriate Dept. (1)  
 Purchasing (2)

# City of Salisbury



**PAMELA B. OLAND**  
DIRECTOR OF INTERNAL SERVICES

**PURCHASING DIVISION**  
DEPARTMENT OF INTERNAL SERVICES  
125 N. DIVISION STREET, ROOM 104  
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MARYLAND

## COUNCIL AGENDA

**July 13, 2009**

TO: Mayor and City Council

SUBJECT: Recommendation of Award Renewal of Contract # A-17-08 Chemicals-Ferric Chloride

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to renew Contract A-17-08 *Chemicals-Ferric Chloride* with PVS Technologies for an additional one-year term. This vendor has agreed to the original contract terms and pricing of \$593.00 per dry ton for Ferric Chloride.

The WWTP requires an estimated 600 tons of potable-water grade Ferric Chloride for the treatment of phosphorous. PVS Technologies has been a reliable supplier of this chemical and it is required for compliance of the City's NPDES permit requirements.

Upon approval, funds are available in Acct. No. 86083-546004 (WWTP-Chemicals) to cover the cost of this contract in the amount of \$355,800.00. The Department of Internal Services-Procurement Division requests Council's approval to accept the renewal as noted above from PVS Technologies, in the amount of \$355,800.00.

Thank you.

Karen D. Reddersen  
Assistant Director of Internal Services-Procurement Division

**City of Salisbury**  
**DEPARTMENT OF PUBLIC WORKS**

July 1, 2009

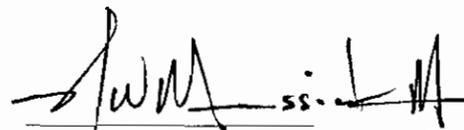
**TO:** Karen Reddersen, Assistant Director of Internal Services  
**FROM:** Newell W. Messick III, Acting Director  
**SUBJECT:** Renewal of Contract No. A-17-08 Chemicals

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Salisbury Public Works ~Wastewater Treatment Branch requests the City of Salisbury Internal Services & Procurement Division to process a Renewal of Contract No. A-17-08 Chemicals for an additional year with the same terms conditions and price (\$593.00 per dry ton), which were agreed to by the vendor PVS Technologies.

Wastewater treatment plant (WWTP) operations require an estimated 600 tons of potable-water grade Ferric Chloride for a total procurement in the amount of \$355,800. Account # 86083-546004 Chemicals has budgeted funds approved to cover the cost of this contract.

The referenced chemical is required for treatment of phosphorous at the WWTP. Contracting with PVS for this chemical is in the best interest of the City; to afford continued compliance with our NPDES Permit limits. PVS Technologies has been found to be reliable; and, Salisbury Public Works has been pleased with their timely service.

  
Newell W. Messick III  
Acting Director  
7/1/09



June 5, 2009

Karen Reddersen, CPPB  
Department of Internal Services  
125 N. Division St., Room 104  
City of Salisbury, MD 21801

Re: Ferric Chloride Contract

Dear Ms. Reddersen,

We are in receipt of your June 1, 2009 letter requesting a renewal of the contract for PVS Technologies, Inc. to supply ferric chloride to the City of Salisbury.

PVS Technologies is pleased to accept the City of Salisbury's offer to renew the contract with pricing and all terms and conditions remaining the same.

Thank you for the opportunity to renew the contract. We look forward to supplying your ferric chloride requirements for another year.

Sincerely,

Craig Mikkelson  
Vice President of Sales and Marketing

# City of Salisbury



PAMELA B. OLAND  
DIRECTOR OF INTERNAL SERVICES

PURCHASING DIVISION  
DEPARTMENT OF INTERNAL SERVICES  
125 N. DIVISION STREET, ROOM 104  
SALISBURY, MD 21801  
410-548-3190  
FAX: 410-548-3192

MARYLAND

June 1, 2009

Mr. Craig Mikkleson  
PVS Technologies  
10900 Harper Avenue  
Detroit, MI 48213

Dear Mr. Mikkleson:

The City of Salisbury is interested in renewing Contract A-17-08, Ferric Chloride 38%, with your firm for an additional year. If you are in agreement with this offer, under the same terms and conditions of the original contract, please contact us at your earliest convenience.

Please let us know if you are able to hold the current contract prices, or notify us if there are increases. Please remember to send us justification from your suppliers for any proposed increases. We will decide at that time whether or not to renew or go out for bids.

Thank you for your consideration of this offer.

Sincerely,

CITY OF SALISBURY

Karen D. Reddersen, CPPB  
Assistant Director of Internal Services  
Procurement Division

KDR: tt  
cc: Dave Winstow  
file

PO 2090070