

**CITY OF SALISBURY, MARYLAND**

**#5 MEETING**

**MARCH 22, 2010**

**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. (left 6:10 p.m.)*

**IN ATTENDANCE**

*City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Loré Chambers, City Solicitor Paul Wilber, Acting Police Chief Ivan Barkley, Public Works Director Teresa Gardner, Internal Services Director Pam Oland, and interested Citizens 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. Council President Smith called the meeting to order. The Lord's Prayer and the Pledge of Allegiance were recited.*

*On a motion by Mr. Comegys and seconded by Mrs. Campbell, the agenda, as presented, was unanimously adopted.*

**SPECIAL RECOGNITION** – presented by Mayor James Ireton, Jr.

*Simon Maher of Salisbury, Wiltshire, United Kingdom was recognized and presented with a Proclamation proclaiming March 22, 2010 as "Simon Maher Day" in the City of Salisbury, Maryland. Mr. Maher's visit to the United States includes trips to other Salisbury cities/towns on the east coast to document their differences and similarities.*

**APPROVAL OF MINUTES**

*The March 8, 2010 minutes were unanimously approved on a motion and a second by Ms. Cohen and Mr. Comegys, respectively.*

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

*The Award of Bids, consisting of the following item, was unanimously approved on a motion by Mr. Comegys and seconded by Ms. Cohen:*

- *Change Order #1 Contract RFP 2-10* *\$38,900.00*  
*Professional Services Wastewater Treatment Plant Modification*  
*Acct. Nos. 86078-513020-55510; 86078-513026-55510*  
*Brown and Caldwell*

**PUBLIC HEARING** – presented by City Attorney Paul Wilber

- *Ordinance No. 2100* – amendment to subdivision regulations (Section 16.48.030 of the Salisbury Municipal Code) regarding bonding & plat recordation

*No public comments were received.*

**ORDINANCES** – presented by City Attorney Paul Wilber

- *Ordinance No. 2101* – 1<sup>st</sup> reading – repealing & reenacting Chapter 13.28, Stormwater Management, of the Salisbury Municipal Code

*Ordinance No. 2101 for first reading passed unanimously on a motion by Mr. Comegys and seconded by Mrs. Shields.*

- *Ordinance No. 2102* – 1<sup>st</sup> reading – amending Section 8.24 of the Salisbury Municipal Code to properly identify departmental authority to investigate and take necessary measures to abate such violations that constitute a nuisance which injuriously affects adjoining property owners and/or tenants

*Ms. Cohen moved and Mr. Comegys seconded to approve Ordinance No. 2102 for first reading. Ms. Cohen moved and Mrs. Campbell seconded to also include the Salisbury Fire Department and the Fire Marshall's Office in the list of departments. After discussion, Ms. Cohen withdrew her motion.*

*Ordinance No. 2102 for first reading passed unanimously.*

- *Ordinance No. 2103* – 1<sup>st</sup> reading – approving FY10 General Fund budget amendment to appropriate funds (\$9,690) from the Contingency account to the Neighborhood Services and Code Compliance Department to cover the cost of the emergency snow removal expended from the grass cutting account

*Ordinance No. 2103 passed unanimously on a motion by Ms. Cohen and seconded by Mrs. Campbell.*

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

- *Resolution No. 1894* – appointment of Eugenie "Shanie" P. Shields to the PAC 14 Board of Directors

Resolution No. 1894 was unanimously approved on a motion by Mr. Comegys and seconded by Ms. Cohen.

- Resolution No. 1896 – authorizing twenty-three spaces in Lot #10 for law enforcement vehicle parking only

On a motion and a second by Mr. Comegys and Mrs. Shields, respectively, Resolution No. 1896 was unanimously approved.

- Resolution No. 1897 – approving the adoption of the Headquarters and Headquarters Company, 6<sup>th</sup> Battalion, 101<sup>st</sup> Aviation Regiment, 101<sup>st</sup> Airborne Division located at Fort Campbell, Kentucky

Resolution No. 1897 passed unanimously on a motion by Ms. Cohen and seconded by Mr. Comegys.

- Resolution No. 1898 – accepting a vehicle (Freightliner Sprinter van valued at \$45,922) in cooperation with Wicomico County Emergency Services and State Domestic Preparedness Grant and Equipment Program

Resolution No. 1898 was unanimously approved on a motion by Mrs. Campbell and seconded by Mr. Comegys.

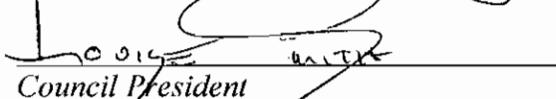
### **PUBLIC COMMENTS**

Two citizens spoke on the following issues:

- clearing of sidewalks during February snow event
- “The Bricks” property
- police visibility (more enforcement)
- Camden Historic District (reducing boundaries)
- merging of Salisbury Policy Department and Sherriff’s Department
- Freedom of Information requests (to determine name of property manager for rental property)
- lack of street sweeping on Cecil Street

With no further business, the meeting adjourned at 7:17 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

**March 22, 2010**

Page No.

1. Change Order # 1 Contract RFP 2-10 \$38,900.00  
Professional Services Wastewater Treatment Plant Modification  
(Acct. Nos. 86078-513020-55510; 86078-513020-55510)

# City of Salisbury



MARYLAND

**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

## COUNCIL AGENDA

**March 22, 2010**

TO: Mayor and City Council

SUBJECT: Change Order # 1 for Contract # RFP 2-10  
Professional Services-Wastewater Treatment Plant Modification

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #1 for Contract # RFP 2-10, *Professional Services-Wastewater Treatment Plant Modifications* in the amount of \$38,900.00.

This change order provides for the following items:

- Preparation of the storm water pollution prevention plan so that City personnel are able to comply with the regulations of the WWTP general discharge permit for storm water associated with industrial activity at a cost of \$9,500.00.
- Removal, cleaning and replacement of the sand for one cell of the effluent sand filter (ESF) to observe the condition of the sand during sand pump out and facilitate structural inspection of the ESF at a cost of \$29,400.00. This action is needed to prepare the preliminary Engineering Report by Brown and Caldwell under this contract.

There are sufficient funds from the 2009 General Obligation Bond Issue in Account Numbers 86078-513020-55510 (Arch/Engineering-\$9,500.00) and 86078-513026-55510 (Construction-\$29,400.00) to cover the cost of this change order. The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order # 1 as noted above to Brown and Caldwell, the city's contractor, in the amount of \$38,900.00.

Thank you.

Karen D. Reddersen

Assistant Director of Internal Services-Procurement Division

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

March 05, 2010

**TO:** Karen Reddersen, Assistant Director of Internal Services

**FROM:** Newell W. Messick III, Deputy Director

**SUBJECT:** Change Order No. 1, Contract No. RFP 02-10, PO # 2100270  
Additional Professional and Construction Services  
Wastewater Treatment Plant Modification

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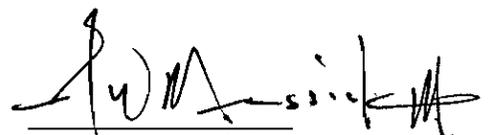
Please process Change Order No. 1 to Purchase Order No. 2100270 to provide additional Professional and Construction services at a cost of **\$38,900**. This work is in accordance with the attached "Scope of Services – Change Order 1" from Brown & Caldwell to perform the following work efforts:

- Professional Services: for the preparation of the storm water pollution prevention plan which is required so that City personnel understand the tasks necessary to comply with regulations in the WWTP's general discharge permit for storm water associated with industrial activity .....\$9,500
- Construction Services: for the removal, cleaning, and replacement of the sand for one cell of the effluent sand filter (ESF) to observe the condition of the sand during sand pump out and facilitate structural inspection of the ESF cell to facilitate preparation of the Preliminary Engineering Report by Brown & Caldwell.....\$29,400

Approval of this additional work shall be made contingent upon approval from the Maryland Department of the Environment. This approval is a prerequisite to subsequent City and MDE approvals for necessary additional work efforts such as: detailed design, preparation of construction contract documents, construction cost estimates / financial analyses / feasibility projections / updated schedule, facility start up and training, and contingency for unforeseen services, as outlined in Brown and Caldwell's November 9, 2009 proposal for professional services as awarded in January 2010, under Contract No. RFP 02-10, to perform initial work under Task 100 for preparation of a Corrective Action Plan / Preliminary Engineering Report.

Sufficient funds are available from the existing 2009 General Obligation Bond Issue in the following accounts to cover these costs:

- |  |                 |
|--|-----------------|
| • Arch/Engineering Account No. 0302 86078 513020 55510 | \$ 9,500        |
| • Construction Account No. 0302 86078 513026 55510     | <u>\$29,400</u> |
|  | \$38,900        |

  
Newell W. Messick III  
Deputy Director

3/10/10

**CHANGE ORDER**

PROJECT: Contract No. RFP 02-10 Professional Services  
Wastewater Treatment Plant Modification

P.O. NO: 2100270

TO: Brown & Caldwell  
309 East Morehead Street  
Suite 160  
Charlotte, NC 28202

CHANGE ORDER NO: 1  
INITIATION DATE: 3-05-10  
CONTRACT DATE: 12-22-09  
ACCOUNT NO: 0302 86078-513020-55510  
0302 86078-513026-55510

You are directed to make the following changes in this contract:

**Provide the following additional Professional and Construction Services, in accordance with the attached Brown & Caldwell proposal entitled "Scope of Services – Change Order 1":**

- Perform professional services for preparation of the storm water pollution prevention plan.
- Perform construction services for the removal, cleaning, and replacement of the sand of one cell of the Effluent Sand Filter (ESF) to facilitate observation of the sand and structural inspection of the ESF cell by Brown & Caldwell.

Not valid until signed by the Owner and Department Head.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was .....	\$943,400.00
Net change by previously authorized Change Order(s).....	\$ 0.00
The Contract Sum prior to this Change Order was.....	\$943,400.00
The Contract Sum will be ( <b>increased</b> ), (decreased), (unchanged) by this Change Order .....	\$ <b>38,900.00</b>
The new Contract Sum including this Change Order will be.....	\$ <b>982,300.00</b>
The Contract Time will be (increased) (decreased) ( <b>unchanged</b> ) by this Change Order by ( ) days or ( ) weeks	
The date of substantial completion as of the date of this Change Order .... therefore is .....	<u>August 31, 2010</u>

**AUTHORIZED:**

BY \_\_\_\_\_  
Teresa Gardner, P.E.  
Director of Public Works

Contractor

BY \_\_\_\_\_  
Karen Reddersen, Assistant Director  
Internal Services - Procurement

BY \_\_\_\_\_  
Pamela Oland  
Director of Internal Services

BY \_\_\_\_\_

BY \_\_\_\_\_  
Louise Smith  
President, City Council

BY \_\_\_\_\_  
Paul D. Wilber  
City Solicitor

Title

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**City of Salisbury, MD – WWTP Modifications (RFP 02-10)**

**Conceptual Approach to CAP and Preliminary Engineering Report  
Brown and Caldwell Project Manager: Peter Schuler, P.E.**

**Scope of Services – Change Order 1**

**PART 1 - GENERAL SCOPE (BACKGROUND AND PURPOSE)**

This change order is to add additional scope to the original contract for preparation of the CAP and PER. This change order includes monies for removing sand from one filter to facilitate inspection for structural defects and for preparing a Storm Water Pollution Prevention Plan (SWP3). Additional details for each of these tasks are provided below.

**PART 2 – GENERAL DESCRIPTION OF SERVICES**

**TASK 9 – Filter Cleaning**

The original contract did not include funds for having an outside company clean out one of the filter cells to facilitate inspection by Brown and Caldwell’s structural and process engineers. This task will provide the services FilterOne USA, LLC to provide the following services:

- Removal of Grating/Cell Covers (as required)
- Supply of bags to store the media (65 bags)
- Removal of the media and bagging
- Unclogging each module (6) and Feed Assemblies in six (6) cells – if required
- Cleaning each module of solids – six (6) modules in each cell. This task includes screening the media upon removal from each cell.
- Filling the module’s with effluent water prior to media re-installation
- Re-installation of media to the cells from storage bags
- Re-installation of grating
- Test running each cell prior to flow startup

The City of Salisbury will be responsible for providing any parts required to replace broken parts, a lined area to store bags and prevent drainage of treated wastewater onto the ground, chlorine to clean filters (if required), any repairs to lawn areas (if required).

This task also includes monies for developing and executing the subcontract and for one Brown and Caldwell process engineer to be present during the sand pump out to observe the condition of the sand. The additional funds will be added to the existing Task 9 (Phase 150). ***Deliverable will be one clean filter cell and information presented in the Preliminary Engineering Report.***

## TASK 10 – Prepare a Storm Water Pollution Prevention Plan (SWP3)

The City of Salisbury requested assistance with preparation of a Stormwater Pollution Prevention Plan (SWP3) for the City of Salisbury’s Waste Water Treatment Plant (WWTP). The SWP3 is required to comply with the facilities General Discharge Permit for Storm Water Associated with Industrial Activity (02SW0063). This task includes the following subtasks:

**Sub-Task 1 – Site Visit and Data Collection.** Brown and Caldwell will make one visit to the City of Salisbury’s WWTP (Site) to review facility records and identify all potential stormwater pollution sources and note the source location on a Site map. The following data will be collected from each regulated source: source name, location, description, secondary containment, best management practices, direction of potential release, associated stormwater outfall(s), and recommended additional controls (if any). If the best management practice in use for a source is not adequate, Brown and Caldwell will incorporate recommendations into the SWP3.

Brown and Caldwell will also collect additional data to include: loading/unloading procedures, spill history, location of spill response materials, spill response protocols, and emergency contacts. Using a map already developed for the Site, we will mark-up and/or sketch the pertinent information for SWP3 completion (e.g., source locations, outfall locations, storm sewers and catch basins (confirm), drainage areas, and locations of emergency response materials.). Additionally, Site staff should provide the names of the individuals responsible for SWP3 implementation. It is assumed that a knowledgeable Site staff member will be available to allow Brown and Caldwell access to all source locations.

**Sub-Task 2 – Plan Preparation and Management Approval.** Brown and Caldwell will complete a draft of the SWP3 for the City’s review and comment. The SWP3 will be based on site conditions at the time of the inspection. Brown and Caldwell will participate in a conference call with City staff to discuss the draft SWP3. Following receipt of comments from City staff, Brown and Caldwell will finalize and certify the SWP3.

The SWP3 will require City management approval and signature. Additionally, the SWP3 implementation requirements will be outlined so that City personnel understand the tasks necessary to comply with the regulations stated in the facilities general discharge permit for storm water associated with industrial activity. ***Deliverable: Will be two hard copies of the SWP3 in three-ring binders, as well as, an electronic copy of the documents.***

## PART 3 – SCHEDULE

This change order will not add additional time to the overall schedule for the original contract. The estimated completion dates for these tasks are dependent on receiving written notice to proceed on or before March 31, 2010.

Project Task	Estimated Start Date	Estimated Completion Date
Task 9 – Filter Cleaning	April 21, 2010	May 10, 2010
Task 10 – Prepare SWP3	April 1, 2010	May 31, 2010

#### **PART 4 – COMPENSATION**

Compensation for services for the identified Tasks of the project provided under Part 2 – Scope of Services, will be the lump sum of \$38,900. An approximate breakdown of the fee is provided in the table below.

<b>Project Task</b>	<b>Approximate Fee</b>
Task 9 – Filter Cleaning	\$29,400
Task 10 – Prepare SWP3	\$9,500
<b>Change Order 1 - Total Fee</b>	<b>\$38,900</b>

Salisbury, City of (MD) – Salisbury WWTP - Change Order 1

		Schuler, Peter F.	Schmit, Christine M.	Clarkson, Hal E.	Laver, Janet M.	Davis, Avis S.	Baranowski, Scott D.	Marjabeckian, David C.				
Phase	Phase Description	Project Manager	Project Asst	QA/QC	Admin	Account	Project Engineer	CADD	Total Labor Hours	Total Labor Effort	Total Expense Effort	Total Effort
		\$187.68	\$64.64	\$192.32	\$61.57	\$115.78	\$105.28	\$103.84				
150	Filter Cleaning	16	8	0	2	2	0	0	28	3,875	25,525	29,400
205	SWPP Plan - Site Visit	0	0	0	0	0	12	0	12	1,263	1,237	2,500
210	Prepare SWPP Plan	4	2	4	4	1	36	8	59	6,632	368	7,000
<b>GRAND TOTAL</b>		<b>20</b>	<b>10</b>	<b>4</b>	<b>6</b>	<b>3</b>	<b>48</b>	<b>8</b>	<b>99</b>	<b>11,770</b>	<b>27,130</b>	<b>38,900</b>

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.

## **QUESTIONS???**

### **Camden Historic District**

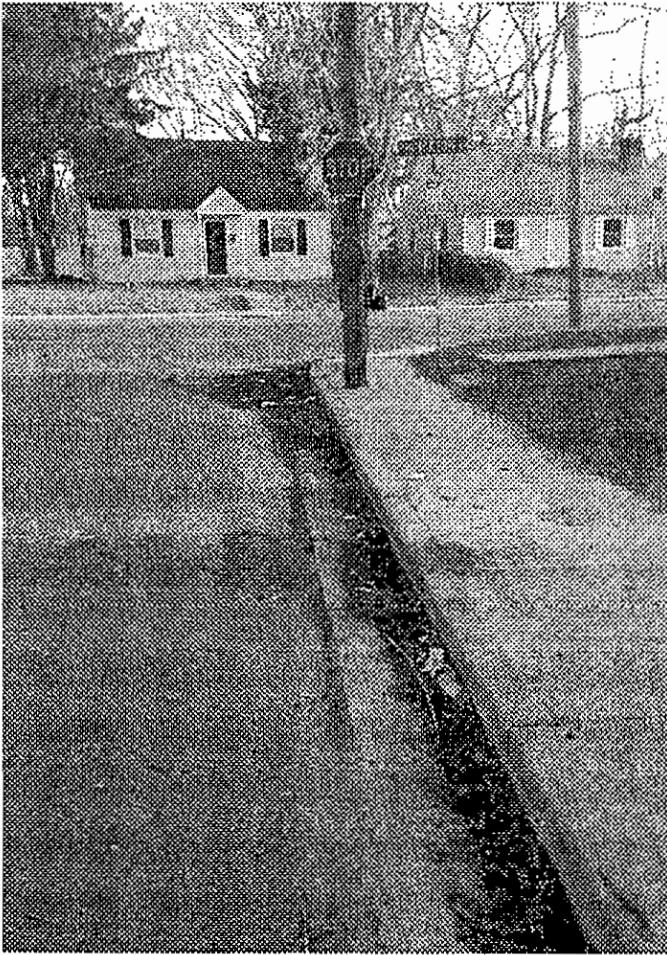
1. **When can the public see some action on reducing the boundaries in the Camden Historic District?**
2. **Is it feasible to utilize local historians to evaluate properties before they come to the commission as to their historic significance?**

### **Merging City and County Police Departments**

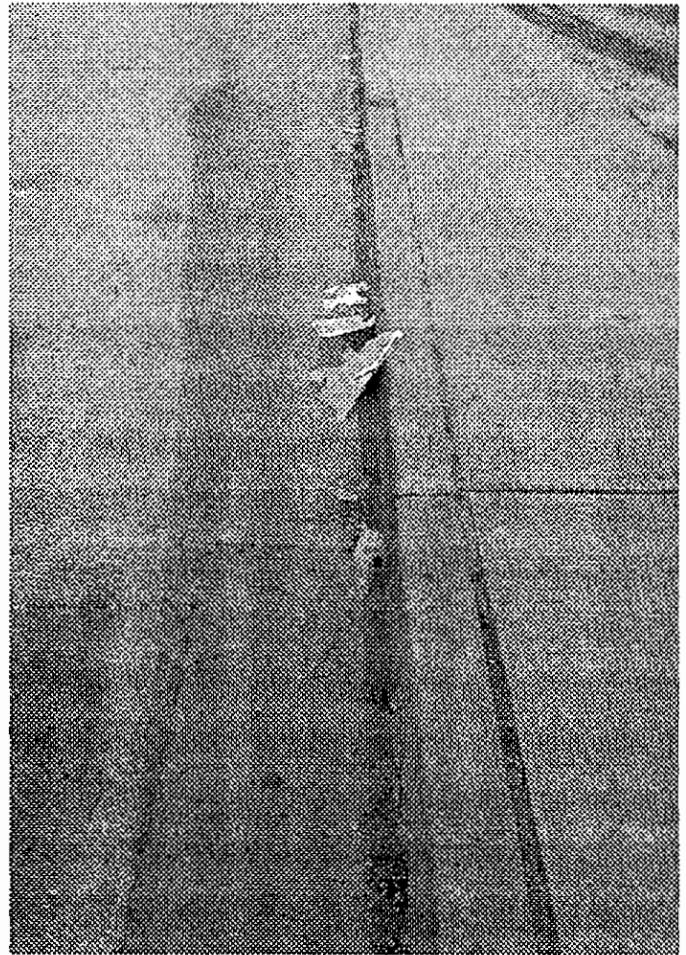
1. **Why is there such a disparity between the County and City budgeted costs for their police department operating costs?**
2. **Can a independent study be made by some community leaders, at no cost to the city, to evaluate the feasibility of merging the county and city police departments?**

### **Freedom of Information Requests**

1. **Is a freedom request needed to find out the property manager for a rental property? Yes or no**
2. **If yes, then why if the City of Salisbury can post it on their web site?**
3. **If still yes, can the housing Dept. tell the inquiring party that there is a local property Manager, but a Freedom of Information request would need to be filled to get this information.**



Cecil



~~Smith~~  
Maryland



Cecil

Requested for  
3 weeks to have  
Cecil Swept!  
No Action!!

L

**Wicomico County Budget For Sheriffs Dept.**

Budgeted \$'s	\$	8,311,524.00	
Budgeted Police Staff		88	(Includes Sherriff)
Budgeted non-Police Staff		52	
Total:		140	

Cost per Officer	\$	94,449.14
Cost per Total Employees	\$	59,368.03

**Salisbury City Budget For Police Dept.**

Budgeted \$'s	\$	9,381,512.00	
Budgeted Police Staff		88	(Includes Chief)
Budgeted non-Police Staff		18	
Total:		106	

Cost per Officer	\$	106,608.09
Cost per Total Employees	\$	88,504.83

Communications Staff	\$	543,515.00	9
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Animal Control Staff	\$	203,854.00	2
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Total Police Budget	\$	10,128,881.00
Total Police Staff		117
Cost Per Staff Member	\$	86,571.63

**SUMMARY**

**Total Budgeted Costs**

City	\$	10,128,881.00
County	\$	8,311,524.00
Difference:	\$	1,817,357.00

Cost per Employee (Sheriffs Dept.)	\$	59,368.03
Cost per Employee (City Police Dept.)	\$	86,571.63

Diff.	\$	27,203.60
		(More per staff Employee in the City)