

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

MAY 27, 2014

PUBLIC OFFICIALS PRESENT

*Council President Jacob R. Day
Mayor James Ireton, Jr.*

*Council Vice President Laura Mitchell
Councilwoman Eugenie P. Shields*

Councilman Timothy K. Spies

PUBLIC OFFICIALS NOT PRESENT

Councilwoman Terry E. Cohen

IN ATTENDANCE

City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, City Attorney Mark Tilghman, Public Works Director Michael Moulds, Internal Services Director Keith Cordrey, Assistant Director Internal Services - Parking & Procurement Jennifer Miller, interested citizens and members of the press

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:02 p.m. in Council Chambers. Council President Day called the meeting to order and invited Pastor Ryan Weaver from Remedy Church to the podium to deliver the invocation. Thereafter, the Pledge of Allegiance was recited.

ADOPTION OF LEGISLATIVE AGENDA

Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to approve the Legislative Agenda.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda was approved on a 4-0 vote in favor on a motion and seconded by Mr. Spies and Mrs. Shields, respectively:

- *April 28, 2014 closed session minutes*
- *April 29, 2014 budget session minutes*
- *May 1, 2014 special meeting minutes*
- *May 1, 2014 budget session minutes*
- *May 5, 2014 work session minutes*
- *Resolution No. 2401* – establishing a bicycle and pedestrian advisory committee

- Resolution No. 2402 – appointing Jordan Gilmore to the Board of Zoning Appeals for term ending 10/31/17
- Resolution No. 2403 – accepting an endowment fund grant from the Community Foundation of the Eastern Shore for the Salisbury Park Bandstand
- Resolution No. 2404 – delegating authority to the Mayor to approve leases of City property for periods of up to five days in length

AWARD OF BIDS – presented by Assistant Director of Internal Services – Procurement & Parking Jennifer L. Miller

The Award of Bids, consisting of the following items, was unanimously approved on a 4-0 vote on a motion by Mrs. Mitchell and seconded by Mr. Spies:

- Recommendation for Award of Bid, Contract 108-14 Riverwalk Repairs, Phase 1 - \$129,100.00

FY 15 BUDGET – presented by City Attorney Mark Tilghman

- Ordinance No. 2287 – 2nd reading - appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, MD for the period July 1, 2014 to June 30, 2015, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority and City Marina Funds

Mr. Spies moved and Mrs. Shields seconded to approve Ordinance No. 2287 for second reading.

City Attorney Mark Tilghman presented the amended Budget Ordinance, and noted the tax levy was set at \$ 0.937 per \$100 of assessed valuation of all real property.

Comments provided by Council included the following:

- Thanked fellow Council members, Mayor Ireton and Mr. Stevenson for being part of the process to protect reserves in the City
- Excited about the partnership with Shore Transit (trolley bus from Downtown to Salisbury University)
- Challenging to fund but worth the effort to have 15 additional Police Officers
- Council reached consensus and agreed on all of the issues
- Thanked the Public for its input and phone calls
- Proud of the City funding the inmate re-entry program and Stop the Violence

Mayor Ireton thanked Internal Services Director Keith Cordrey and City Administrator

Tom Stevenson for their hard work on the budget and Mayor's Office staffers Donna Haag and Sherrell McBride for their help in putting the budget together.

Ordinance No. 2287 for second reading was unanimously approved.

PUBLIC HEARING - ORDINANCE NO. 2290 – presented by City Attorney Mark Tilghman

- *Ordinance No. 2290 – 2nd reading – to amend water and sewer rates to decrease water and sewer rates by 2.5%, making said changes effective for all bills dated October 1, 2014 and thereafter unless and until subsequently revised or changed*

Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2290 for second reading.

There were no public comments during the public hearing.

ORDINANCES – presented by City Attorney Mark Tilghman

- *Ordinance No. 2289 – 2nd reading – approving a budget amendment of the FY14 General Fund Budget to make changes to approved positions in the Engineering Division of the Department of Public Works as part of a reorganization plan*

Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2289 for second reading.

- *Ordinance No. 2291 – 1st reading – approving a budget amendment of the FY14 General Fund to appropriate funds received from the Speed Camera Program for the purchase of two speed measuring devices*

Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to approve Ordinance No. 2291 for first reading.

- *Ordinance No. 2292 – 1st reading – approving a Budget Amendment of the FY14 General Fund Budget to appropriate funds received from the Speed Camera Program for the purchase of two speed measuring devices*

Mrs. Mitchell moved and Mrs. Shields seconded to approve Ordinance No. 2292 for first reading.

Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to amend Ordinance No. 2292 by inserting "for" on Line 9 before "other."

Ordinance No. 2292 for first reading, as amended, was unanimously approved.

- *Ordinance No. 2293 – 1st reading – approving a Budget Amendment of the FY 14 Water Sewer Fund to appropriate funds for City Attorney to reduce funds for the attorney in the Water Sewer fund and to appropriate additional funds*

Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to approve Ordinance No. 2293 for first reading.

- *Ordinance No. 2294 – 1st reading – approving a Budget Amendment of the FY 14 General Fund to appropriate funds for Attorney Fees*

Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to approve Ordinance No. 2294 for first reading.

MOTION TO CONVENE IN CLOSED SESSION

At 7:08 p.m. Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to convene in Closed Session to discuss a real estate transaction and the appointment or promotion of an employee as permitted under the Annotated Code of Maryland § 10-508(a)(1)(3).

After a brief recess, Council convened in the Closed Session at 7:17 p.m.

ADJOURNMENT

At 8:20 p.m., upon a motion and a second by Mr. Spies and Mrs. Mitchell, respectively, and by unanimous vote in favor, President Day adjourned the Closed Session, returned to the Open Session and provided the statement that Council had discussed the fees and liens for the purchase of a property and reached consensus to waive the fees, and confirmed the Mayor's candidate Susan Phillips as Director of Neighborhood Services and Code Compliance.

With no further discussion, President Day adjourned the Open Session at 8:21 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
MAY 19, 2014

TIME & PLACE: 1:37 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 staff, consultants, or other individuals about pending or potential litigation
VOTE TO CLOSE: Unanimous (3-0) as Mrs. Mitchell did not arrive until 1:42 p.m.
PRESENT: Council President Jacob R. Day, Council Vice President Laura Mitchell (arrived at 1:42 p.m.), Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, Mayor James Ireton, Jr., Assistant City Clerk Diane C. Nelson, City Administrator M. Thomas Stevenson, Jr., Fire Chief Richard Hoppes, and City Attorney Mark Tilghman
NOT PRESENT: Councilwoman Terry E. Cohen

The City Council convened in Work Session in Room #301 in the Government Office Building at 1:35 p.m. and immediately thereafter, President Day called for a motion to convene in Closed Session. Mrs. Shields moved, Mr. Spies seconded, and as Mrs. Mitchell had not yet joined the meeting, the vote was unanimous (3-0) to convene in Closed Session 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 staff, consultants, or other individuals about pending or potential litigation in accordance with the Annotated Code of Maryland §10-508(a)(1)(8). The Closed Session began at 1:37 p.m.

At 3:30 p.m., on a motion and second by Mrs. Shields and Mrs. Mitchell, respectively, and by unanimous vote in favor (4-0), the Closed Session was adjourned and Council reconvened in Open Work Session. President Day then provided the statement for the public that Council had discussed the performance of the City Solicitor and the Fire Service Agreement Negotiations and Strategy with staff.

Thereafter, President Day called for a short recess prior to proceeding with the Work Session agenda.

Diane C Nelson

Assistant City Clerk

Kimberly R. Nichols

City Clerk

[Signature]

Council President

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190 Procurement
Fax: 410-548-3192 Procurement

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda - Award of Bids

May 27, 2014

1. Recommendation for Award of Bid, Contract 108-14
Riverwalk Repairs, Phase I

\$129,100.00

City of Salisbury



MARYLAND



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KEITH A. CORDREY
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MAYOR

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INTERIM CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

May 27, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract 108-14 Riverwalk Repairs Phase 1

The City of Salisbury Internal Services Department, Procurement Division, received a recommendation for an Award of Bid for Contract 108-14 Riverwalk Repairs – Phase 1. These repairs will reduce the water behind the Riverwalk bulkhead, thereby preventing degradation of the bulkhead and thus the foundation for the Riverwalk.

The City of Salisbury received three (3) bid proposals by the due date and time of Friday, May 2, 2014 at 2:30 p.m., and the bid responses are summarized as such:

Murtech, Inc.	\$129,100.00
Chesapeake Turf, LLC	\$162,851.00
Somerset Paving & Marine, Inc	\$210,600.00

Murtech, Inc. was the lowest responsive and responsible bidder. After receiving favorable reference checks on Murtech, Inc., the Salisbury Public Works Department forwarded a request to award the contract to Murtech, Inc., in the amount of \$129,100.00. Funding is available in account 30100-513026-48015 for the Riverwalk Repairs Phase 1 project. As such, the Procurement Division request Council's approval to award the contract for Riverwalk Repairs Phase 1, Contract 108-14, to Murtech, Inc., in the amount of \$129,100.00

Sincerely,

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND



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JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

MICHAEL S MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Jennifer Miller, Asst. Director of Internal Services – Procurement
CC: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works
Date: May 5, 2014
Re: Contract 108-14 Riverwalk Repairs Phase 1

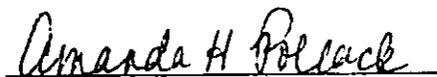
Salisbury Public Works recently advertised a bid for the Riverwalk Repairs – Phase 1. The Phase 1 repairs include installing 290 steel weep filters through the steel sheeting and replacing 16 outfall pipes with reinforced concrete pipe. The steel weep filters will relieve the water pressure that builds up behind the Riverwalk bulkhead sheeting. The weeps are placed at mean high water. The outfall pipe are being replaced to repair a problem with existing outfall pipes settling and allowing Stormwater to discharge behind the bulkhead. Both of the repairs will reduce the water that is behind the Riverwalk bulkhead. These repairs will be completed before the Phase 2 improvements will begin. The Riverwalk surface that is disturbed with the outfall repairs will temporarily replaced with stone. The entire surface will be removed and replaced as part of the Phase 2 repairs.

Bids were opened on Friday, May 2, 2014 at 2:30 p.m. for Contract 108-14, Riverwalk Repairs Phase 1. Three (3) responses to this contract were received, as summarized below:

Company	Total Bid
Murtech, Inc.	\$ 129,100.00
Chesapeake Turf, LLC	\$ 162,851.00
Somerset Paving & Marine, Inc.	\$ 210,600.00

SPW reviewed the bids in accordance with the contract documents and called references of the apparent low bidder. Murtech, Inc. is the lowest responsive and responsible bidder, therefore SPW recommends awarding the contract to Murtech, Inc. in the amount of \$129,100.00. There is funding available from the FY12 bond issue for the Riverwalk project. Funds in the amount of \$129,100.00 are available in account number 30100-513026-48015.

Please issue a Purchase Order to Murtech, Inc. in the amount of \$129,100.00 for the scope of work specified in Contract 108-14.


Amanda H. Pollack, P.E.
Deputy Director


Michael S. Moulds, P.E.
Director of Public Works