

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

JANUARY 12, 2015

PUBLIC OFFICIALS PRESENT

*Council President Jacob R. Day
Councilwoman Eugenie P. Shields*

*Mayor James Ireton, Jr.
Councilman John "Jack" R. Heath*

PUBLIC OFFICIALS NOT PRESENT

*Council Vice President Laura Mitchell
Councilman Timothy K. Spies*

IN ATTENDANCE

City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, City Attorney Mark Tilghman, Assistant Director Internal Services – Procurement & Parking Jennifer L. Miller, Police Chief Barbara Duncan, Public Works Director Mike Moulds, Planning & Zoning Director Jack Lenox, 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 Reverend Dr. Donald M. Rising, Pastor at Wicomico Presbyterian Church to the podium to deliver the invocation. Thereafter, the Pledge of Allegiance to the flag was recited.

COMMUNITY ORGANIZATION PRESENTATION - presented by David Wharton, Service Officer, Jr. Vice Commander, Eastern Shore Chapter 34

- Disabled American Veterans
Mr. Wharton reported that most of the members of the Disabled American Veterans (DAV) organization are disabled veterans themselves desiring to serve others. In order to do so, they must participate in special training held in the Baltimore area.

He informed the public that the DAV Chapter 34 in Salisbury has opened an office downtown in the Cannon Building (Room 118) behind the Wicomico County Library. The office is not manned full-time yet, but they have eight (8) trained service officers to assist disabled veterans, and they also provide needed transportation for disabled veterans to their appointments to Elsmere, Loch Raven, Baltimore, and Ford George G. Meade, utilizing three vehicles and six (6) volunteer drivers. Volunteers are always welcome!

For more information, or to request transportation to one of the above facilities, call 410-742-4181.

- Concerned Parents for Kids Corporation
Mr. Wharton, along with his wife, founded the Concerned Parents for Kids Corporation approximately ten (10) years ago. The organization is a food and clothing ministry which provides clothing to school aged children throughout the lower three Eastern Shore counties. Working closely with the schools and school nurses, they are always looking for not only monetary donations, but good used clothing that can be recycled to benefit those in need.

Donations should be delivered to 745 South Division Street, Salisbury, MD 21801.

ADOPTION OF LEGISLATIVE AGENDA

Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to approve the Legislative Agenda as presented.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda was unanimously approved on a motion and seconded by Mrs. Shields and Mr. Heath, respectively:

- December 1, 2014 closed session minutes (separate envelope)
- December 15, 2014 work session minutes
- Resolution No. 2468 – allowing the Chief of Police to sign a memorandum of agreement between the Wicomico County Circuit Court Adult Drug Treatment Program and the Salisbury Police Department and to accept grant funds from the Office of Problem Solving Courts Discretionary Grant Adult Drug Court Program to provide overtime reimbursement to police officers conducting curfew and contract compliance checks on clients in the City of Salisbury

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 motion by Mr. Heath and seconded by Mrs. Shields:

- Award of Bid, Contract A-11-15 Security Services for WWTP & Zoo \$48,000.00 (FY15)
\$142,993.00 (FY16)
- Declaration of Surplus – SPD Duty Weapon – Salisbury Police Department \$00.00
- Declaration of Surplus –HP DesignJet Printer – Salisbury Public Works \$00.00

Mr. Heath noted that the internal memory or CPU of the printer should be removed and destroyed prior to donating or recycling the equipment since it may contain confidential information.

ORDINANCE/PUBLIC HEARING – presented by City Attorney Mark Tilghman

- *Ordinance No. 2310 – Public Hearing & 1st reading – pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4.04 of Article 66B of the Annotated Code of Maryland for the purpose of amending Section 17.04.120, definitions, Section 17.64.040, Uses and Development Standards in the Newtown Historic District, and Section 17.196.030, Parking Standards, to add Bed and Breakfast Inns*

Mrs. Shields moved and Mr. Heath seconded to approve Ordinance No. 2310 for first reading and Mr. Tilghman presented the ordinance.

City Clerk Kim Nichols administered the oath to one person, and the following comments were provided during the Public Hearing:

- *The City is changing, but Bed & Breakfast Inns are another form of commercial enterprise placed into single family neighborhood zone*
- *The neighborhoods are changing as there are many duplexes, multi-family houses, group homes, and apartment dwellings in Newtown Neighborhood*
- *Newtown is no longer a single-family neighborhood*
- *The neighborhood is less safe, with more reported petty crimes and thefts*
- *The speaker wanted to live in an historic neighborhood/single family neighborhood, which is what she thought when she purchased her home*
- *This is commercializing and changing the neighborhood, and not a positive move*
- *Disappointed in the number of group homes in the Newtown Neighborhood*
- *This is not a positive move*

Mr. Tilghman reviewed and concurred with the following amendments suggested in Mr. Spies' email:

- *Line 28 – strike “THEIR”*
- *Line 31 – insert “INHERENT” before “CHARM” and “WELL-MAINTAINED” before “HISTORIC”*
- *Line 33 – strike “CREATE” and insert “ALLOW”*
- *Line 47 – insert “(AND THE CHILDREN OF THOSE SIX ADULTS) after “ROOMERS”*
- *Line 76 – strike “PROVIDED NO PARKING SHALL BE PERMITTED IN THE FRONT YARD.”*
- *Line 83 – strike “CONFIRMED” and insert “ALLOWED”*
- *Line 93 – insert “WITH TRUNKS” after “PLACED”*

Mr. Heath moved to amend the Ordinance using the language Mr. Tilghman provided in the above review. Mrs. Shields seconded and the amendment was unanimously approved.

Mr. Day read a letter from the Newtown Association Board of Directors supporting the legalization of B & B Inns in Newtown and the entire City of Salisbury.

Ordinance No. 2310 for first reading, as amended, was unanimously approved.

- *Ordinance No. 2309 – 2nd reading – to designate Riverside Drive, from West College Avenue to Mill Street, as a “NO PARKING” zone*

Mr. Heath moved, Mrs. Shields seconded, and the vote was unanimous to approve Ordinance No. 2309 for second reading.

- *Ordinance No. 2311 – 1st reading – to abandon an area of land being the improved roadbed of Wayne Street between Power Street and Bateman Street*

Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to approve Ordinance No. 2311 for first reading.

- *Ordinance No. 2312 – 1st reading – to eliminate eleven parking spaces and provide for a total of two bus parking spaces on Wayne Street and two vehicle parking spaces on Power Street adjacent to the Salisbury University Stadium*

Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to approve Ordinance No. 2312 for first reading.

MOTION TO CONVENE IN CLOSED SESSION

At 6:46 p.m., Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous to convene in Closed Session to receive an update on pending litigation from legal counsel and staff as permitted under the Annotated Code of Maryland § 10-508(a)(7)(14).

At 7:18 p.m., upon a motion and seconded by Mrs. Shields and Mr. Heath, respectively, and by unanimous vote in favor, Mr. Day adjourned the Closed Session, returned to Open Session and provided the statement that Council had received an update on Lots 1 & 11 negotiations and pending litigation while in Closed Session.

ADJOURNMENT

Council President Day adjourned the Open Session at 7:20 p.m.

Kimberly R. Nichols

City Clerk

[Signature]

Council President

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Salisbury



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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda – Award of Bids

January 12, 2015

- | | |
|--|--|
| 1. Award of Bid – Contract A-11-15
Security Services for WWTP & Zoo | \$ 48,000.00 (FY15)
\$142,993.00 (FY16) |
| 2. Declaration of Surplus – SPD Duty Weapon
Salisbury Police Department | \$ 0.00 |
| 3. Declaration of Surplus – HP DesignJet Printer
Salisbury Public Works | \$ 0.00 |

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ASSISTANT CITY ADMINISTRATOR

Council Agenda

January 12, 2015

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract A-11-15
Security Guard Services

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works Department to solicit bids for Contract A-11-15 Security Guard Services for the Wastewater Treatment Plant and the Salisbury Zoo. The Scope of Work for this contract requires uniformed, unarmed security service personnel for both locations, 365 days per year with no holiday exclusions. The security personnel will be onsite at the WWTP 24 hours per day, and at the Zoo from 8:00 p.m. to 4:00 a.m.

The Procurement Department followed standard competitive bidding 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 seventeen (17) vendors submitted a bid by the due date and time of December 12, 2014 at 2:30 p.m.

An initial review of the proposals by the Procurement Division concluded that all submittals were responsive and responsible. The proposals were then evaluated and ranked by a selection committee utilizing the weighted average scoring method as defined below, with a rating scale of zero (0 - unacceptable) to four (4 - superior):

Weighting Factor	Criterion
50%	Price and billable rates.
25%	Experience working with municipal governments and municipal projects with emphasis on security service with the City and/or Wicomico County or similar type municipalities and performance on all projects within the last three years.
20%	Expertise, experience, and qualifications of the Firm and its personnel.
5%	Geographic location of the Firm relative to the location of the City and the Firm's ability to respond to routine everyday type requests.

Vendor	WWTP Hourly Rate	Zoo Hourly Rate	Composite Score	Ranking
Chesapeake Strategies Group, Inc. Oxford, MD 21654	\$12.31	\$12.04	3.32	1
Strategic Protective Services Lanham, MD 20706	\$13.43	\$13.66	3.31	2
ABCO Investigations & Protection Agency, LLC Berlin, MD 21811	\$12.85	\$12.85	3.29	3
Swanson Services, LLC Richmond, VA 23213	\$13.00	\$13.00	3.11	4
Bennett Detective & Protective Agency, Inc. Dover, DE 19903	\$14.50	\$14.50	3.05	5
Watkins Security Agency, Inc. Baltimore, MD 21215	\$15.07	\$15.07	2.84	6
Universal Protection Service, LLC Tampa, FL 33607	\$14.85	\$14.85	2.79	7
Phoenix 1 Services, LLC Lanham, MD 20706	\$14.00	\$14.00	2.49	8
Maximum Protective Services Catonsville, MD 21228	\$14.50	\$14.00	2.47	9
Red Coats, Inc / Admiral Security Services Bethesda, MD 20814	\$16.83	\$15.04	2.37	10
Stronghold Security, LLC Baltimore, MD 21218	\$15.71	\$15.71	2.29	11
ABM Security Services, Inc. Baltimore, MD 21227	\$17.50	\$16.00	2.22	12
CSI Corporation of DC Silver Spring, MD 20910	\$18.83	\$19.12	1.88	13
P.A.C.E. Security Solutions, LLC Laurel, MD 20723	\$16.05	\$16.05	1.89	14
Nationwide Security Serv. Baltimore, MD 21203	\$17.75	\$17.75	1.58	15
Thomas Security Services, LLC Salisbury, MD 21084	\$17.75	\$16.75	1.56	16
Matthews Protective Serv. Suitland, MD 20746	\$18.50	\$18.50	1.52	17

The Procurement Department, upon a recommendation from the Department of Public Works, requests Council's approval to award Contract A-11-15 to Chesapeake Strategies Group, Inc, as they had the highest overall score and therefore the best offered proposal based on the factors

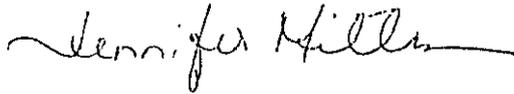
noted above. There are sufficient funds in the following accounts to cover the necessary services for the remainder of fiscal year 2015:

WWTP (approx. \$36,000 for balance of FY15):	86083-523608
Zoo (approx. \$12,000 for balance of FY15):	40000-523608

Security services will be budgeted for FY2016, with a new purchase order issued at that time:

WWTP:	\$107,836 FY16
Zoo:	<u>\$ 35,157</u> FY16
	\$142,993 Total FY16

Sincerely,



Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



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CITY ADMINISTRATOR

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ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking
From: Michael Moulds, Director of Public Works
Date: December 22, 2014
Re: Contract A-11-15 Security Guard Services

Salisbury Public Works recently advertised a Request for Proposals for Security Guard Services for the Wastewater Treatment Plant and the Salisbury Zoo. The WWTP has security guard services 24 hours per day, seven days per week (three, eight hour shifts). The Zoo requires security guard services from 8:00 pm to 4:00 am daily (one, eight hour shift).

Seventeen firms submitted proposals for Contract A-11-15 on December 12, 2014 at 2:30 p.m. Each evaluator on the selection committee ranked the respondents based upon the evaluation criteria established in the RFP. The criteria and weighting factor is shown below:

- 50% Price and billable rates.
- 25% Experience working with municipal governments and municipal projects with emphasis on projects with the City and Wicomico County or similar type municipalities and performance on all projects within the last three years.
- 20% Expertise, experience, and qualifications of the Vendor, its personnel and proposed subcontractors as related to the Scope of Services, and understanding of the Scope of Services.
- 5% Geographic location of the Vendor relative to the location of the City and the Vendor's ability to respond to routine everyday type requests.

The rating scale is from zero to four with zero being unacceptable and four being superior. After completing a detailed independent review, the selection committee developed a composite ranking of each firm. References from the recommended vendor were contacted and provided positive feedback. The proposed contract costs and the composite rankings are provided below:

	WWTP Hourly Rate	Zoo Hourly Rate	Composite Score	Ranking
Chesapeake Strategies Group, Inc. Oxford, MD 21654	\$12.31	\$12.04	3.32	1
Strategic Protective Services Lanham, MD 20706	\$13.43	\$13.66	3.31	2
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P.A.C.E. Security Solutions, LLC Laurel, MD 20723	\$16.05	\$16.05	1.89	14
Nationwide Security Serv. Baltimore, MD 21203	\$17.75	\$17.75	1.58	15
Thomas Security Services, LLC Salisbury, MD 21084	\$17.75	\$16.75	1.56	16
Matthews Protective Serv. Suitland, MD 20746	\$18.50	\$18.50	1.52	17

Please issue Purchase Orders to Chesapeake Strategies Group, Inc. for Contract A-11-15. The account numbers are as follows:

Security Services at WWTP 86083-523608

Security Services at Zoo 40000-523608

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

City of Salisbury



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ASSISTANT CITY ADMINISTRATOR

Council Agenda

January 12, 2015

TO: Mayor and City Council

RE: Declaration of Surplus – Glock, Automatic Pistol Model 21
Salisbury Police Department

The City of Salisbury Internal Services Department – Procurement Division received a request from the Salisbury Police Department to declare the following handgun surplus:

Department	Make	Model	Serial #
Salisbury Police Dept.	Glock	Automatic Pistol, Model 21	WG615

Upon declaration of surplus, and as approved by the Council, the aforementioned handgun will be given to retired police officer, Lieutenant Charles Parisano, as a retirement gift.

Thank you.

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking



JAMES IRETON, JR.
MAYOR
TOM STEVENSON
ACTING CITY ADMINISTRATOR

MARYLAND
699 W. SALISBURY PARKWAY
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BARBARA DUNCAN
CHIEF OF POLICE

December 5, 2014

TO: Jennifer Miller
Assistant Director of Parking and Procurement

FROM: Mr. Kenneth Wilson #2784
Quartermaster Section
Salisbury Police Department

SUBJECT: INVENTORY (WEAPONS)

The Salisbury Police Department has a history of giving retired Police Officers their duty weapon as a retirement gift. With Chief Duncan's approval, I am requesting the Salisbury City Council declare as surplus, one Glock, Model 21, 45 caliber handgun with a serial number of WG615. This weapon will be given to Lieutenant Charles Parisano. Lieutenant Charles Parisano will retire from the Salisbury Police Department on December 10, 2014.

Respectfully Submitted,

Mr. Kenneth Wilson #2784
Quartermaster Section
Salisbury Police Department

City of Salisbury



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MAYOR

M. THOMAS STEVENSON, JR.
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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda

January 12, 2015

TO: Mayor and City Council
RE: Declaration of Surplus – HP DesignJet Large Format Printer
Salisbury Department of Public Works

The Internal Services Department, Procurement Division, received a request from Salisbury Public Works to declare as surplus an HP DesignJet 1050C/1055CM Large Format Printer. The equipment is outdated and no longer in use or needed within the City's various departments. A copy of the department memo is attached for further information.

The Procurement Division requests Council's approval to declare the noted items "surplus" and to allow the City of Salisbury Public Works Department to dispose of the printer either via an auction sale or, if found to be unsalable, to scrap the item.

Sincerely,

Jennifer Miller
Asst. Director of Internal Services – Procurement and Parking

City of Salisbury



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CITY ADMINISTRATOR

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ASSISTANT CITY ADMINISTRATOR

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

MEMORANDUM

TO: Jennifer Miller

FROM: Michael Moulds *MM*

DATE: December 11, 2014

REFERENCE: HP DesignJet 1050C/1055CM Large Format Printer

The Public Works Department is in possession of a HP DesignJet 1050C/1055CM Large Format Printer that it no longer uses. The printer was manufactured in 2001, its model number is C60758 and its serial number is SG1AG1312R. The HP Designjet 1055CM printer is a high-performance, high-speed, 36-inch, large-format printer using thermal Inkjet technology. Its ink system (printhead + printhead cleaner + ink cartridges) provides 600 dpi and 350/175 cc of ink in a continuous refill system. This printer was originally purchased for the Engineering Branch of Public Works and replaced in 2011 with an upgraded model. This printer was then sent to the Technical Services Branch, however they no longer have a use for it. Multiple city departments were contacted to see if they wanted this printer and none had a use for it. The Mayor's office and one outside charity were contacted to see about donating it for refurbishment/resale and it was declined. The cost for maintaining this printer is prohibitive. Due to its age no annual maintenance agreement is available. Maintenance via DiCarlo Instruments is \$160.00 per hour plus parts, with parts being limited and hard to get due to its age. Due to the combined maintenance costs and the operational cost of paper (\$36.00-\$46.00 per roll) and ink cartridges (\$103.00-\$189.95 ea.), this printer is no longer a cost effective piece of equipment to keep and maintain. I recommend that this equipment be declared surplus and sold at the next City auction. If it is not sold at auction I recommend that it be scrapped following the auction. The estimated resale value for this printer is \$1,000.00 - \$1,500.00.