

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

FEBRUARY 9, 2015

PUBLIC OFFICIALS PRESENT

*Council President Jacob R. Day
Councilman John "Jack" R. Heath*

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

PUBLIC OFFICIALS NOT PRESENT

*Mayor James Ireton, Jr.
Councilwoman Eugenie P. Shields*

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, Fire Chief Rick Hoppes, Police Chief Barbara Duncan, interested citizens and members of the press

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:05 p.m. in Council Chambers. Council President Day called the meeting to order. Following the City Invocation by Dr. William Warren, Senior Pastor at Allen Memorial Baptist Church, those in attendance recited the Pledge of Allegiance to the flag of the United States of America.

COMMUNITY ORGANIZATION PRESENTATION

- *Light of Literacy Awards – presented by Andrea Bertsler, Wicomico Public Library Executive Director*

Wicomico Public Library Executive Director Andrea Bertsler joined Council at the podium to explain the Light of Literacy Awards. The awards recognize the work of individuals, groups and businesses in promoting and supporting the power of literacy through acts of kindness, courage, selflessness or education in our community. Ms. Bertsler encouraged public nominations for the Light of Literacy Awards for people who have positively influenced the community in any of the following ways:

- 1. Changed another's life through the power of literacy*
- 2. Created works that are representative of a desire to promote learning and knowledge through the power of literacy*
- 3. Created innovative educational programs related to promoting literacy*
- 4. Motivated groups to support the cause of literacy*
- 5. Demonstrated dedication to excellence in a cause benefiting education*
- 6. Developed a program or another literacy service that benefits the community*

7. *Participated in an action or extraordinary kindness, courage or selflessness within our community*

The following categories for the 2015 Award recognitions include:

- *Youth Award (up to age 18)*
- *Adult Award (18 years or older)*
- *Educator (someone who works in the education profession with students from birth through 12th grade)*
- *Higher Education (someone who works, teaches or attends formal, post-high school instruction)*
- *Business Award (for-profit organization)*
- *Organization Award (non-profit organization)*

For more information - Friends@wicomico.org . To submit a nomination online - www.lightofliteracy.org

ADOPTION OF LEGISLATIVE AGENDA

Mr. Heath moved and Mr. Spies seconded to adopt the legislative agenda.

Mrs. Mitchell moved to amend the legislative agenda by removing Resolution No. 2471- authorizing the Chief of Police to enter into a memorandum of understanding between the Salisbury Police Department, the Maryland Department of Safety and Correctional Services, and Washington College. The purpose of the MOU is to allow Washington College to develop analytical products to aid the Salisbury Police Department in the furtherance of their mission of reducing criminal activity and the enhancement of public safety, from the Consent Agenda for discussion to be placed immediately following the Consent Agenda.

The legislative agenda, as amended, was unanimously approved.

CONSENT AGENDA – presented by City Clerk Kim Nichols

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

- *January 12, 2015 regular meeting minutes*
- *January 26, 2015 regular meeting minutes*
- *Manufacturing Exemption request for Polyone Designed Structures and Solutions LLC for equipment purchased 2009 – 2013*
- *Resolution No. 2472 - authorizing the Mayor to sign the Memorandum of Understanding and accept a grant of \$40,000 from Maryland State Highway Administration's Recreational Trails Program for the Salisbury Rowing and Kayak Water Access Project*
- *Resolution No. 2473 - approving the appointment of Marion F. Keenan to the Salisbury Bicycle-Pedestrian Advisory Committee for the term ending 12/31/2017*
- *Resolution No. 2474 - approving the appointment of Michael H. Perry, II to the City Park*

- Committee for the term ending 12/31/2017*
- *Resolution No. 2475 - approving the reappointment of Brian Raygor to the Zoo Commission for the term ending 12/31/2017*
 - *Resolution No. 2476 - approving the appointment of Nancy E. Robertson to the Friends of Poplar Hill Mansion Board of Directors for the term ending 1/31/2018*
 - *Resolution No. 2477 - approving the reappointment of Scott Saxman to the Historic District Commission for the term ending 12/31/2017*
 - *Resolution No. 2478 - approving the reappointment of Carol Scissons to the Zoo Commission for the term ending 12/31/2017*
 - *Resolution No. 2479 - approving the reappointment of Jane Youngk to the Marina Committee for the term ending 1/31/2017*

RESOLUTION – presented by City Administrator Tom Stevenson

- *Resolution No. 2471 - authorizing the Chief of Police to enter into a memorandum of understanding between the Salisbury Police Department, the Maryland Department of Safety and Correctional Services, and Washington College. The purpose of the MOU is to allow Washington College to develop analytical products to aid the Salisbury Police Department in the furtherance of their mission of reducing criminal activity and the enhancement of public safety*

Mrs. Mitchell moved and Mr. Heath seconded to approve Resolution No. 2471.

Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to amend Resolution No. 2471 by striking “that have access to information entered into both (CMAP), and (MOMS), as well as other criminal justice agencies” on Line 31. The MOU will be edited according to Mr. Tilghman’s directives.

Resolution No. 2471, as amended, was unanimously passed.

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

The Award of Bids, consisting of the following item, was unanimously approved on a motion by Mrs. Mitchell and seconded by Mr. Heath:

- *Award of Bid - Contract 106-15 – 2014 Caprice Police Patrol Vehicle - \$3,616,220.00*

ORDINANCE – presented by City Attorney Mark Tilghman

- *Ordinance No. 2314 – 2nd reading – changing the rates for emergency medical services*

Mr. Heath moved, Mr. Spies seconded, and the vote was unanimous to approve Ordinance No. 2314 for second reading as amended on January 26, 2015.

STATEMENT TO PUBLIC

President Day provided the statement to the public that prior to convening in the Legislative Session this evening, Council convened in Closed Session at 5:00 p.m. and discussed strategy and received an update from counsel regarding a legal case in which the City is involved.

PUBLIC COMMENTS

One member of the public provided the following comments:

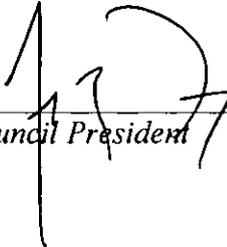
- Announced the launch party for 1st Saturday will be held at Headquarters Live on March 7, 2015 from 4pm to 7pm to raise startup funds for 1st Saturday events*
- Tickets are \$20 in advance: \$25 at the door*
- There will be music, a Chinese auction, and a 50/50 raffle*
- Invited everyone to the event and tickets could be purchased at Main Roots, Roady Joes, and Chamber of Commerce*
- Looking for community support with this launch party, as all other events will be free*
- The first 1st Saturday is April 4, 2015*

ADJOURNMENT

Council President Day adjourned the Legislative Session at 6:44 p.m.

Kimberly R. Nichols

City Clerk



Council President

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
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

February 9, 2015

1. Award of Bid – Contract 106-15
2014 Caprice Police Patrol Vehicle

\$227,088.00

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190 Procurement
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Council Agenda

February 9, 2015

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract 106-15
2014 Caprice Patrol Vehicles

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Police Department to solicit bids for Contract 106-15 2014 Caprice Patrol Vehicles. The contract called for seven (7) new Model 2014 Sedan V6 Caprice Police Patrol Vehicles with up-fitting accessories installed. Four (4) of the seven (7) require the installation of a prisoner cage.

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 two (2) vendors submitted a bid by the due date and time of December 17, 2014 at 2:30 p.m.:

I.G. Burton	\$227,088.00
Hetrich Fleet Services	\$244,345.00

I.G. Burton was the apparent low bidder. The bid documents were reviewed by the Procurement Department, and I.G. Burton was determined to be the lowest responsible and responsive bidder. The City's past experience with purchasing vehicles from I.G. Burton has been positive, thereby supporting the recommendation of the Salisbury Police Department to award the bid to I.G. Burton. The 2014 Caprice vehicles, completely up-fitted per the bid specifications, have a delivery lead time of 45-75 days, ARO.

Funds are available in the Vehicles Account, 21021-577025.

The Procurement Department requests Council's approval to award Contract 106-15 2014 Caprice Patrol Vehicles, to I.G. Burton, in the amount of \$227,088.00.

Sincerely,

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



JAMES IRETON JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR



Maryland
699 W. SALISBURY PARKWAY
SALISBURY, MD 21801
TEL: 410-548-3165



BARBARA DUNCAN
CHIEF OF POLICE

TO: Jennifer Miller
Director of Internal Services Parking & Procurement Division

FROM: Kenneth Wilson
Salisbury Police Department Quartermaster

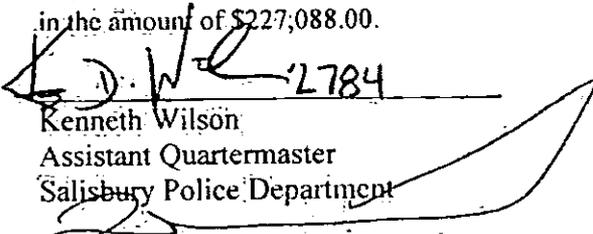
SUBJECT: New Vehicles – Bid Award

In the FY15 Budget, the Salisbury Police Department requested New Police Vehicles to replace old, outdated, and in poor condition vehicles currently being used by Patrol Officers in their daily function. The new vehicles will save money on steady repairs currently being completed on some of the older vehicles. The new vehicles will also ensure that Police Officers can safely and efficiently respond to assistance calls received from citizens of Salisbury.

Bids for seven (7) new Police vehicles were opened on December 17, 2014 at 2:30 PM. Two bids were received. The following is a summary of these bids:

I.G. Burton	\$227,088.00
Hertrich Fleet Services	\$244,345.00

The Salisbury Police Department has purchased numerous police vehicles from I.G. Burton in past. I.G. Burton is a reputable company and has proven in the past to stand behind the vehicles that have sold to the Salisbury Police Department. I.G. Burton was the low bidder with a bid amount of \$227,088.00. Sufficient funds are available in the New Vehicle Account, 21021-577025. The Salisbury Police Department recommends awarding the contract for the purchase of the new police vehicles to I.G. Burton in the amount of \$227,088.00.


Kenneth Wilson
Assistant Quartermaster
Salisbury Police Department

Approved: Colonel Dave Meinschein
Assistant Chief of Police - Salisbury Police Department