



Town of Berwyn Heights

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Minutes Worksession June 25, 2015

The meeting was called to order at 7:00 p.m. Present were Mayor Jodie Kulpa-Eddy, and Councilmembers (CMs) Patricia Dennison and Anthony Schreiber. Mayor Pro Tem (MPT) Chris Rasmussen had an excused absence. Also present was Town Administrator (TA) Jessica Cowles, and resident Mike Attick. Clerk Harper had an excused absence.

1. Mayor

Announcements: CM Dennison received well wishes for her upcoming birthday on June 26. CM Dennison will not attend the MML conference because her mother was admitted to the hospital.

Department Reports: Mayor Kulpa-Eddy reported that the Town office received 4 applications to fill the Town Council vacancy. The Council will interview the applicants in open session and make a selection in executive session at the July 6 worksession. The start time of the worksession was set for 6:30 p.m. Two Prince George's County police actions took place; one on Edmonston Road and one on Berwyn Road. She is waiting to hear from Chief Antolik as to the particulars and what can be made public of the nature of those actions.

Citizen Comments: Mike Attick asked for clarification on the Councilmember selection process, noting that previously, interviews and selections were made in executive session. Mayor Kulpa-Eddy replied that while the interviews will take place in open session, any citizens present may not ask questions of the applicant. As in the past, the discussion and selection of a Councilmember will be made in closed session.

2. Administration

Contract award for emergency generator project: TA Cowles explained that the Town went out to bid for a second time at the end of May with a redesigned project. To reduce the project cost, the number of generators was scaled back from 3 to 2, with one 60 KW generator for the Town Center and one 30KW generator for the municipal building. This requires a reconfiguration of the electric panels to place all essential building functions on one panel, which will be backed up by the emergency generator.

This time, the Town advertised on e-Maryland Marketplace and in the Gazette newspaper, which resulted in 6 bids submitted. The low bidder was America's Best Service, an electrical contractor based

in Crofton, Maryland, coming in at \$113,800. The bid includes the building of enclosures for the generators. A performance bond of 4% of the project cost required by the Town will raise the cost to around \$118,300. Other additional costs include engineering fees for redesigning the project and construction management, as well as potential Washington Gas service charges.

In conformance with Council Rules to award a contract to the lowest responsible bidder, CM Dennison moved and CM Schreiber seconded to award the contract to America's Best Service. The motion passed 3 to 0. TA Cowles will prepare the contract for Mayor Kulpa-Eddy's signature by next week and issue a purchase order by June 30. Project completion is expected by September or early October.

Contract award for Safe Routes to School sidewalks project: TA Cowles said that SHA signed off on the bid specs in May for the Safe Routes to School sidewalks in the 8900 block of 63rd Avenue. The Town went out to bid in late May, using the same advertising venues as for the generators project. Two bids were received. The lower bidder was the Town's priority 1 sidewalks contractor, E & R Services of Lanham, MD with a bid of \$66,050, which is \$4,050 over the project budget. In addition, \$15,000 in engineering services have been incurred for changes to the plans mandated by SHA. The Town has submitted a request to SHA to fund the added engineering costs. Using engineers for construction management services would add another \$10,000 to the project cost bringing the total to \$83,050. If the request is denied, the Town could cover the overruns from the public safety reserve fund.

Mayor Kulpa-Eddy suggested that the engineering services expenses for construction management, including final inspection, be added to the SHA request. TA Cowles said she will check with SHA if this is possible. In response to Mike Attick's comments, Mayor Kulpa-Eddy said if the State does not fund the additional expenses needed to complete the sidewalks, it should be taken from the public safety reserve fund because that money is restricted to public safety related projects.

CM Schreiber moved and CM Dennison seconded to award this sidewalks project to the low bidder E&R Services, and ask SHA to cover the additional \$31,000 needed for engineering fees. If SHA denies the request, the money is to be taken from the public safety reserve fund. The motion passed 3 to 0.

The meeting was adjourned at 6:45 p.m.

Signed: *Kerstin Harper, Town Clerk*