



BERLIN MAYOR AND COUNCIL

Meeting Agenda

**Berlin Town Hall
10 William Street**

Monday, August 8, 2016

6:00 PM EXECUTIVE SESSION – Conference Room

1. Pursuant to Section §3-305(b)(7) – To consult with counsel to obtain legal advice on a legal matter.
2. Pursuant to Section §3-305(b)(14) – Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Executive Session of 7/25/16
 - b. Statement of Closure for Executive Session of 7/25/16
 - c. Regular Session of 7/25/16
2. Community Parks and Playgrounds Grant Application – Administrative Services Director Mary Bohlen
3. Hudson Branch Stormwater Projects – Town Administrator Laura Allen
 - a. Flower Street Culvert contract award
4. Departmental Reports:
 - a. Finance Director – Natalie Saleh
 - b. Administrative Services Director – Mary Bohlen
 - c. Water Resources/Public Works – Jane Kreiter
 - d. Electric – Tim Lawrence
 - e. Police – Arnold Downing
 - f. Planning – Dave Engelhart
 - g. Managing Director – Jeff Fleetwood
5. Town Administrator's Report
6. Comments from the Mayor
7. Comments from the Council
8. Comments from the Public
9. Comments from the Press
10. Adjournment

WRITTEN STATEMENT FOR CLOSING A MEETING UNDER THE OPEN MEETINGS ACT

AGENDA ITEM #1.b.

Date: 07/25/16 Time: 6:05 pm Location: Conf. Room Motion to close meeting made by: Brittingham

Seconded by Members voting in favor: Burrell, Gulyas, Hall and Purnell

Opposed: 0 Abstaining 0 Absent 0

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- (1) 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;
(2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
(3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
(4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
(5) To consider the investment of public funds;
(6) To consider the marketing of public securities;
(7) To consult with counsel to obtain legal advice on a legal matter;
(8) To consult with staff, consultants, or other individuals about pending or potential litigation;
(9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
(10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
(11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
(12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
(13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (3) To consider the acquisition of real property

§3-305(b) (7) To consult with legal counsel

§3-305(b) ()

This statement is made by Wm. Gee Williams, III, Presiding Officer: SIGNATURE

WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING- NOT A PART OF THE CLOSING STATEMENT)

PERSONS ATTENDING CLOSED SESSION: M & C, L. Allen, J. Fleetwood, M. Bohlen, D. Gaskill, J. Kreiter, D. Engelhart

TOPICS ACTUALLY DISCUSSED 507 Flower, LLC lot, Harrison Ave./Baker St., Bay Club, ADA complaint

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES:

TIME CLOSED SESSION ADJOURNED: 7:05

PLACE OF CLOSED SESSION Town Hall, 2nd Floor Conference Room

PURPOSE OF CLOSED SESSION: Acquisition of real property; consult with legal counsel

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (3); (7); ()

MEMBERS WHO VOTED TO CLOSE: Burrell, Gulyas, Hall, Purnell

(Form Revised 10/1/14)



BERLIN MAYOR AND COUNCIL
 Meeting Minutes
 Monday, July 25, 2016

7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

Present: Mayor Gee Williams, Councilmembers Elroy Brittingham, Dean Burrell, Thom Gulyas Lisa Hall and Troy Purnell.

Staff Present: Town Administrator Laura Allen, Administrative Services Director Mary Bohlen, Water Resources/Public Works Director Jane Kreiter, Finance Director Natalie Saleh, Managing Director Jeff Fleetwood, Chief of Police Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells and Town Attorney David Gaskill.

Following the Lord’s Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:10 PM.

1. Approval of the Minutes for:

a. Executive Session of 7/11/16:

On the motion of Councilmember Gulyas, the Executive Session minutes of July 11, 2016 were approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell			X		
Thom Gulyas	X				
<i>Voting Tally</i>	4	0	1		

b. Statement of Closure for Executive Session of 7/11/16:

Mayor Williams read the Statement of Closure.

c. Regular Session of 7/11/16:

On the motion of Councilmember Gulyas, the Regular Session Minutes of July 11, 2016 were approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell			X		
Thom Gulyas	X				
<i>Voting Tally</i>	4	0	1		

2. Property Purchase Agreement with 507 Flower, LLC:

Ms. Allen turned the discussion over to Mr. Gaskill. Mr. Gaskill explained the terms of the sale as outlined in the agreement: Payment of \$70,000 at settlement, \$25,000 to be placed in escrow for the express purpose of the purchase and installation of a fence, arborvitae and a walking path. Mayor Williams asked for comments from the audience. A member of the audience, whose residence was at 521 Flower Street, indicated her concern that the fence and arborvitae would not adequately cover the area where people were often cutting through neighboring properties. Discussion followed explaining that the intent of these measures was to help the properties closest to the development. Mayor Williams noted that the fence would be purchased and installed as soon as possible, the arborvitae would be planted in late September-early October and the trail developed in the spring. Councilmember Brittingham noted that additional considerations for the neighborhood were being discussed and Mayor Williams indicated that issues like improving transportation options and playground facilities were under consideration. Councilmember Burrell moved to approve the purchase as written in the Agreement.

Mr. Zack Tyndall asked if these kinds of measures were normal with developments and why it was being done this time. Mayor Williams indicated that there was not enough of a buffer between the development and the first three neighboring properties. Ms. Allen noted that, in future, efforts would be made to present plans in a way that creates a better visual of what the final project would be. Discussion of exceptions made to the Town standards and/or building code followed.

Mayor Williams called Councilmember Burrell’s motion and approval was as follows:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall		X			
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	4	1			

Councilmember Burrell noted that this decision was the result of extensive effort and persistence on the part of Mayor Williams and Ms. Allen to reach an acceptable arrangement for all parties. Councilmember Hall indicated that this was a fortunate solution for the neighborhood, but urged the public not to wait until a project was under construction, but rather to be involved during the approvals process. Mr. Gabe Purnell noted that these types of situations were “growing pains” and that the Town was learning better how to handle its growth.

3. Design and Construction Standards for Water, Sewer & Roadway Systems:

Ms. Kreiter introduced Mr. Rob Duma of Davis, Bowen & Friedel to discuss the proposed revisions to the document (commonly referred to as the “Town Standards”) and explained that these changes were a result of changes in technologies, industry standards, experience with past projects and efforts to standardize equipment throughout the Town.

Councilmember Hall indicated that when Developers wished to make changes to the requirements in the standards the request would go to the Planning Commission and then to Board of Appeals. Mr. Gaskill clarified that neither the Planning Commission nor Board of Appeals had authority to make the exceptions; ultimately the Mayor and Council voted

to allow the exceptions, as was allowed in the Town Code. Mr. Engelhart clarified that, for the Cannery Village project, the Planning Commission recommended approval of the reduction in the road width, but the Mayor and Council had the final say on granting the exception. Discussion followed regarding this process. Councilmember Burrell noted that "hindsight is 20/20", but the Council made the decision at the time of the discussion and that, as a body, they voted to deviate from the standards as per the process. Councilmember Brittingham noted that that was why it was important that the Mayor and Council make the effort to work with the residents who were not satisfied with the way the project ultimately turned out.

Mayor Williams asked Ms. Kreiter and Mr. Duma if additional changes can be made at a later date and Ms. Kreiter indicated that the document was on its fourth revision and revisions were to be expected over time. Mr. Gabe Purnell asked if there was a Public Hearing for exceptions to the Town Standards and Mayor Williams and Ms. Allen confirmed that this was the case. Councilmember Hall moved to approve the revisions to the Town Standards as presented and approval was as follows:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5				

4. Departmental Reports:

a. Finance Director – Natalie Saleh

Ms. Saleh noted that auditors from Pigg, Krahl, and Stern would be on site this week and then returning in September. Mayor Williams inquired as to when the audit report would be presented. Ms. Saleh indicated that, because of the change in software, the report may be a little later this year – probably in December, rather than November.

Ms. Saleh also noted that both finance and utility billing were running on the Tyler software at this point and that the only hold-up was the credit card system, but that she was hopeful that the Town would be able accept credit cards again, starting the following day. She also noted that the online payment system was now available and that she was hopeful that other bills, such as miscellaneous invoices and business licenses could be paid online by the end of the year.

Councilmember Brittingham asked Ms. Saleh about the billing period on the most recent utility bill; Ms. Saleh indicated that it was a longer period and that the bill did not reflect recent payments. Mayor Williams noted that the goal was to have automated metering, but that currently there was not a vendor that provided both electric and water metering together. In response to a question from Councilmember Burrell, Ms. Saleh also indicated that going forward, customers would be able to see a monthly history of their account.

b. Administrative Service Director – Mary Bohlen; No report.

c. Water Resources/Public Works Director – Jane Kreiter

Ms. Kreiter brought the Mayor and Council's attention to a photo of the ongoing painting project at the Franklin Avenue water tower. Water Resources staff would be reading meters over the next few days. Ms. Kreiter expected to have a start date for the Branch Street sidewalks soon.

d. Electric Utility Director – Tim Lawrence

Mr. Lawrence noted that seasonal employees have been painting street light poles and the Electric Department is working on tree trimming. He noted that the Power Plant has run ten (10) times in recent weeks and may run an additional three times in the coming week; if so this will tie for the most operation on record. The Electric Department participated in the recent bathtub races and has been providing new home services and replacing the lights in the Visitor Center.

e. Police Chief – Arnold Downing

Chief Downing noted that the Police Department had recently hosted the Berlin Youth Program at Jolly Roger and thanked Main Street Deli and Baked Desserts for providing lunch and dessert, as well as Robin Tomaselli individually for assisting with chaperoning. Chief also noted that the Police Department had recently participated in prayer vigils for Law Enforcement and was getting ready for National Night Out, scheduled for Tuesday, August 2, 2016 from 4-7 PM in Henry Park.

f. Planning Director – Dave Engelhart

Mr. Engelhart noted that the Planning Commission had met on July 13, 2016 and reviewed the site plans for AGH Cancer Center and the new Worcester County Library. Councilmember Hall asked that the presented visuals be put up on screen for the entire audience to see.

g. Managing Director – Jeff Fleetwood: No report

h. Economic and Community Development - Director Ivy Wells

Ms. Wells noted that there would be a "Buy Local Challenge" and asked anyone buying an item made in Berlin to post a photo to the Town's Facebook page. She also noted that "Princess Bride" would be shown in Stephen Decatur Park the coming Saturday; Ms. Bohlen thanked her for the reminder. Ms. Wells reminded everyone that both the Berlin Peach and Heritage Festivals would be held on Saturday, August 6, 2016; shuttle service would be available from Berlin Intermediate School. She thanked Mr. Fleetwood and seasonal employee Steven Phelps for the recent painting at the Welcome Center and Joe and Susan Moore for the artists' pedestals they recently donated.

5. Town Administrator's Report – Laura Allen

Ms. Allen noted that a Community Meeting to be held on August 9, 2016 at 6 p.m. at the Multi-purpose Building was being planned to discuss the two upcoming Hudson Branch Stormwater Projects. A press release was being prepared and flyers would be hand-delivered to residents in the Flower Street area.

Ms. Allen also introduced Ms. Kelsey Jensen who was in the audience and would be joining the Town staff on August 9, 2016 as the Administrative Assistant.

Ms. Allen requested approval for a Requisition to Freemire & Associates in the amount of \$14,790.00 for High Tide Technologies Cellular Monitoring System and Purchase Order 201600032 to Pep-Up, Inc. in the amount of \$22,800.00 for Low Sulfur Diesel Fuel for the

Power Plant. Councilmember Gulyas moved to approve the two purchases as presented and approval was as follows:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0	0		

6. Comments from the Mayor:

Mayor Williams reminded everyone to keep an eye on each other in the heat and thanked everyone for participating in the Tweak Our Peak program.

7. Comments from the Council:

Councilmember Gulyas noted that he had recently been made aware of several items needing attention at Stephen Decatur Park: a non-working water fountain, the need for new matting under the swings, a broken spring rider and poison ivy throughout the park. He also thanked Water Resources for the painting of fire hydrants throughout Town.

Councilmember Hall had no comments.

Councilmember Brittingham thanked Ms. Bohlen for the recent CodeRED announcements regarding the Tweak Our Peak program.

Councilmember Burrell asked if the water fountains were turned on in the parks and Ms. Kreiter indicated that were turned on for events. He asked that they be turned on during the hot days and Ms. Kreiter indicated that they would be turned on during the day.

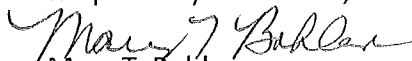
8. Comments from the audience: None

9. Comments from the Press – none

10. On the motion of Councilmember Burrell, Council meeting was adjourned at approximately 8:15 pm.

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0	0		

Respectfully Submitted,



Mary T. Bohlen

Administrative Services Director



MOTION OF THE MAYOR AND COUNCIL 2016-33

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE AN APPLICATION TO THE COMMUNITY PARKS AND PLAYGROUNDS PROGRAM FOR SFY18 FOR PERMANENT RESTROOMS IN STEPHEN DECATUR PARK IN THE AMOUNT OF \$106,660.00 (\$96,000 grant/\$10,660 match).

APPROVED THIS ____ DAY OF _____, 2016 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING.

Elroy Brittingham, Sr. Vice President

Approved this ____ day of _____, 2016 by the Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: _____

Laura Allen
Town Administrator

**Maryland Department of Natural Resources
Program Open Space
Community Parks and Playgrounds (CP&P) Program**

**Community Parks and Playgrounds
Application and Project Agreement**

Shaded Areas For
State Use Only.

CP&P PROJECT # _____

1. PROJECT TITLE: Stephen Decatur Park Permanent Restrooms

2. APPLICANT: Town of Berlin / Worcester
(Municipality or Baltimore City) (Specify County)

3. APPLICANT'S FEDERAL ID #: 52-6000776 LAST CP&P GRANT ISSUED ON THIS SITE # 4913-23-175

4. PROJECT LOCATION: Street Address: Rt. 113 & Tripoli Street

City/Town: Berlin Zip Code: 21811

LEGISLATIVE DISTRICT: 38 ADC Road Map Edition # 6 Map # 7 Grid Ltr E

County Tax Map # 0302 Grid 0005 Parcel # 0873

5. PROJECT DESCRIPTION: Descriptions are written into the agenda item, which is presented to the Maryland Board of Public Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development or does it build upon an existing facility? Provide all of the information that you feel is necessary to explain and justify the project and to convince the approving agencies that it is a worthwhile project. Attach a separate sheet, if necessary.

This project will be for the purchase and complete installation of a permanent restroom building at Stephen Decatur Park in Berlin. Currently the park has portable toilet units which are not aesthetically pleasing and are subject to vandalism and other mischief – such as tipping over. We propose to request bids for the provision and installation of a single pre-fabricated, fully ADA compliant restroom, with two gender-specified units, which would include automatic flush, faucets and hand-dryers, for permanent installation in Decatur Park. Town forces would be used for running water, sewer and electric to the unit. We also intend to make the unit as dependent on solar power as feasible; the final determination will be made when the project is bid as to whether the cost is worth the benefit. The water/sewer and electric work would include considerations necessary to allow use through the winter months.

6. a. LOCAL FUNDS: \$ 10,660 10 % (Specify Source/Type) TOB In-kind/cash
 b. OTHER FUNDS: \$ _____ % (Specify Source/Type) _____
 c. CP&P FUNDS REQUESTED: \$ 96,000 90 %
 d. TOTAL PROJECT COST: \$ 106,660 100 %

7. LOCAL PROJECT COORDINATOR:

Mary T. Bohlen Administrative Services Dir. mbohlen@berlinmd.gov
(Print Name) (Print Title) (E-mail Address)
10 William Street Berlin MD 21811 410-641-4314
(Mailing Address) (City) (State) (Zip) (Telephone Number)

8. PROJECT PERIOD: From: _____ (Date of Letter of Acknowledgement/Concurrence)
 To: _____ (Estimated Date of Completion)

9. ITEMIZED DETAILED COST ESTIMATE: Round all estimates to nearest dollar.

Item No.	Item	Estimated Cost
1.	Community Parks and Playgrounds Acknowledgement Sign Sample text: "A Maryland Department of Natural Resources, Program Open Space, Community Parks and Playgrounds Program assisted project"	\$250.00
2.	Purchase, delivery and installation of pre-fabricated restroom building	\$79,410.00
3.	Site Preparation, Water/sewer line work and installation	\$10,000.00
4.	Electric Connection	\$7,000.00
5.	Solar Panel installation/connection	\$10,000.00
Total Development Costs:		\$106,660.00

10. LOCAL GOVERNMENT AUTHORIZATION:

As the authorized representative of this Political Subdivision, I read the terms of the "Project Agreement and General Conditions" of the Program Open Space (POS) Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, Special Conditions of the Community Parks and Playgrounds Program and with the attachments included herewith and made a part thereof.

Wm. Gee Williams, III 8/12/16

(Signature) (Print Name) (Print Title) (Date)

PROGRAM ADMINISTRATIVE REVIEW:

11. ON-SITE INSPECTION DATE _____ BY _____

12. DEPARTMENT OF NATURAL RESOURCES – PROGRAM OPEN SPACE APPROVAL:

(Signature) (BPW Approval Date) (Agenda Item No.)



MOTION OF THE MAYOR AND COUNCIL 2016-34

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO AWARD THE CONTRACT FOR THE HUDSON BRANCH AND FLOWER STREET CULVERT REPLACEMENT PROJECT TO SOUTHSIDE LAND MANAGEMENT FOR THE AMOUNT OF \$171,282.23.

APPROVED THIS _____ DAY OF _____, 2016 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF _____ TO _____ OPPOSED, WITH _____ ABSTAINING.

Elroy Brittingham, Sr. Vice President

Approved this _____ day of _____, 2016 by the Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: _____

Laura Allen
Town Administrator

BID TAB

**HUDSON BRANCH AND FLOWER STREET CULVERT REPLACEMENT PROJECT
TOWN OF BERLIN, MARYLAND
AUGUST 2016**

ITEM	ITEM DESCRIPTION	ESTIMATED QTY.	UNIT	Southside Land Management		Clean Venture Inc.		AVERAGE
				COST PER	TOTAL ITEM	COST PER	TOTAL ITEM	
1	MOBILIZATION AND DEMOBILIZATION	1	LS	\$ 3,900.00	\$ 3,900.00	\$ 36,000.00	\$ 36,000.00	\$ 19,950.00
2	SELECTIVE DEMOLITION WORK	1	LS	\$ 7,060.00	\$ 7,060.00	\$ 48,000.00	\$ 48,000.00	\$ 27,530.00
3	CLEARING, GRUBBING, BRUSH, AND TREE CLEARING	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 34,000.00	\$ 34,000.00	\$ 17,750.00
4	INSTALLATION OF PRECAST CONCRETE BOX CULVERT, INLETS, INLET FRAMES, AND INLET GRATES	1	LS	\$ 92,873.17	\$ 92,873.17	\$ 321,000.00	\$ 321,000.00	\$ 206,936.59
5	INSTALL SIDEWALK	1	LS	\$ 2,720.98	\$ 2,720.98	\$ 9,500.00	\$ 9,500.00	\$ 6,110.49
6	CURB AND GUTTER	1	LS	\$ 3,561.00	\$ 3,561.00	\$ 9,200.00	\$ 9,200.00	\$ 6,380.50
7	BASE AND SURFACE ASPHALT	1	LS	\$ 4,282.00	\$ 4,282.00	\$ 16,900.00	\$ 16,900.00	\$ 10,591.00
8	PRECAST CONCRETE END WALLS	1	LS	\$ 15,401.08	\$ 15,401.08	\$ 34,000.00	\$ 34,000.00	\$ 24,700.54
9	END WALL FENCING	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 12,000.00	\$ 12,000.00	\$ 7,000.00
10	SITE GRADING AND ROCK OUTLET PROTECTION	1	LS	\$ 9,684.00	\$ 9,684.00	\$ 82,000.00	\$ 82,000.00	\$ 45,842.00
11	HUDSON BRANCH FLOW BYPASS	1	LS	\$ 2,800.00	\$ 2,800.00	\$ 20,000.00	\$ 20,000.00	\$ 11,400.00
12	EROSION AND SEDIMENT CONTROL AND SITE RESTORATION	1	LS	\$ 17,750.00	\$ 17,750.00	\$ 15,000.00	\$ 15,000.00	\$ 16,375.00
	SUBTOTAL FOR BID ITEMS 1 TO 12				\$ 163,532.23		\$ 637,600.00	\$ 400,566.12
	ADD ALTERNATE ITEM DESCRIPTION							
1	GEOTECHNICAL INVESTIGATION	1	LS	\$ 3,150.00	\$ 3,150.00	\$ 6,400.00	\$ 6,400.00	\$ 4,775.00
2	FORCEMAIN AND WATER UTILITY RELOCATION UNDER PROPOSED CULVERT	1	LS	\$ 4,600.00	\$ 4,600.00	\$ 24,700.00	\$ 24,700.00	\$ 14,650.00
	SUBTOTAL FOR ALTERNATE BID ITEMS				\$ 7,750.00		\$ 31,100.00	\$ 19,425.00
	TOTAL BID				\$ 171,282.23	Total:	\$ 668,700.00	\$ 419,991.12



TOWN ADMINISTRATOR'S REPORT

August 8, 2016

REQUISITIONS FOR APPROVAL:

#201700047: Mosca Design for Christmas Lights; Total-\$12,224.00; 10-5620-5730

#201700048: Atlantic Tractor for a John Deere 6105E Cab Tractor; Total-\$57,000.00; 01-5300-5255

Requisition Manager: 201700047 - LED CHRISTMAS LIGHTS

Save and Close | Save and New | Delete Item | Print Screen | Actions | Documents

Vendor Name: MOSCA DESIGN 8450 GARVEY DRIVE Change Business Address
 Vendor Number: 0001520 RALEIGH, NC 27616
 Vendor Set: 01 U.S.A.
 Approval Status: Waiting for Approval

General

Commodity: GOODS - GOODS Load Commodity Defaults

Item Description: 5000 FT C7 LED LIGHTS

Ship To: Electric Department - Town of B

Vendor: 0001520 - MOSCA DESIGN

Units	Price	Amount
Ordered	5.000000	2,404.800000
Shipping		200.00
Sales Tax		0.00
Total Item		\$12,224.00
Trade Discount		\$0.00

Account: 10-5620-5730 SUPPLIES AND OPERATIONS Vendor Part Number

Project Account

Split Distribution Need By Date

Special Instructions

Sequence	Commodity Code	Item Description	Vendor	Transferred Fro	Is Taxed
1	GOODS	5000 FT C7 LED LIGHTS	MOSCA DESIGN		

Approved by M&C on _____
 _____ FOR _____ AGAINST _____ ABSTAIN

PO # 201700048

Requisition Manager: 201700048 - JOHN DEERE 6105E CAB TRACTOR

Save and Close | Save and New | Delete Item | Print Screen | Actions | Documents

Vendor Name: ATLANTIC TRACTOR 31415 JOHN DEER DRIVE **Change Business Address**
Vendor Number: 0000249 SALISBURY, MD 21804
Vendor Set: 01 U.S.A.
Approval Status: Waiting for Approval Amount: \$56,973.70

General Number: 00000000 **Next Number**

Item Entry Description: JOHN DEERE 6105E CAB TRACTOR
Shipping Entry Department: PUBLIC WORKS - PUBLIC WORKS
Items Distributions Issue Date: 8/2/2016
Item Approvals On Hold:
Item Approval History Requested By: NATALIE SALEH
Items Transferred Auto Approve:
Notes Ship To: Public Works - Town of Berlin Pu
PO Notices Vendor: 0000249 - ATLANTIC TRACTOR

Detailed Description: 01-5300-5255

\$57,000 NEW TRACTOR
(\$30,000) W/VT CAPITAL BUDGET
(\$5,000) OLD TRACTOR TRADE IN
(\$22,000) PUBLIC WORKS, BERLIN FALLS, ST WA

Approved by M&C on _____
_____ FOR _____ AGAINST _____ ABSTAIN