

BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, July 23, 2018

6:00 PM EXECUTIVE SESSION – Conference Room

- a. Pursuant to Section §3-305(b)(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.
- b. Pursuant to Section §3-305(b)(8) - To consult with staff, consultants, or other individuals about pending or potential litigation.
- c. Pursuant to Section §3-305(b)(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.

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Executive Session of 06/25/18
 - b. Statement of Closure for Executive Session of 06/25/18
 - c. Regular Session of 06/25/18
2. Berlin Falls Park Advisory Committee Update - Amy Field, Chair and Jack Orris, Vice-Chair
3. Special Event Request - Bark for Life, Saturday, September 29, 2018, American Cancer Society, DJ Thompson
4. Board and Commission appointments
Staff Contact: Town Administrator Laura Allen
5. Motion to Approve 2018-16: Reprioritizing Parks' projects for Community Parks and Playgrounds Grant Application
Staff Contact: Administrative Services Director Mary Bohlen

6. 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. Chief – Arnold Downing
 - f. Planning – Dave Engelhart
 - g. Economic and Community Development – Ivy Wells
 - h. Managing Director – Jeff Fleetwood

7. Town Administrator’s Report

8. Comments from the Mayor

9. Comments from the Council

10. Comments from the Public

11. Comments from the Press

12. Adjournment

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Laura Allen, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.

*TTY users dial 7-1-1 in the State of Maryland.
TTY users outside Maryland dial 1-800-735-2258*

WRITTEN STATEMENT FOR CLOSING A MEETING UNDER THE OPEN MEETINGS ACT

Date: 06/25/18 Time: 6:30 pm Location: Conf. Room Motion to close meeting made by: Purnell

Seconded by _____, Members voting in favor: Brittingham, Burrell, Gulyas and Tyndall

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) (10) Regarding a matter of public safety

§3-305(b) () _____

§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: Mayor, All Councilmembers, L. Allen, J. Fleetwood, M. Bohlen, D. Gaskill, N. Saleh, John Stern of PKS

TOPICS ACTUALLY DISCUSSED FY 19 Budget; Fire Company Agreement

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

Councilmember Tyndall moved to approve the allocation of funds to the BFC upon execution of an agreement for services for FY19 (approval was unanimous)

TIME CLOSED SESSION ADJOURNED: 7:25

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

PURPOSE OF CLOSED SESSION: Public Safety

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (10); () ; ()

MEMBERS WHO VOTED TO CLOSE: Brittingham, Burrell, Gulyas, and Tyndall



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, June 25, 2018

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

Present: Mayor Gee Williams, Vice-President Elroy Brittingham, Councilmembers Thom Gulyas, Zackery Tyndall. Councilmembers Dean Burrell and Troy Purnell were absent.

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

Following the Lord's Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:25 PM.

1. Approval of the Minutes for:

a. Executive Session of 06/11/18:

On the motion of Councilmember Gulyas, the Executive Session minutes of May 29, 2018 were approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
Voting Tally	5				

b. Statement of Closure for Executive Session of 06/11/18:

Mayor Williams read the Statement of Closure.

c. Regular Session of 06/11/18:

Councilmember Gulyas moved to approve the Minutes as corrected and they were approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
Voting Tally	5				

2. Public Hearing: Ordinance 2018-02 – Ordinance adopting the Fiscal Year 2019 Budget

Mayor Williams opened the Public Hearing. Upon hearing no comments from the state, county or public, closed the hearing. Mayor Williams reviewed the summary of the budget and noted differences between the draft budget presented on May 29, 2018 and the final budget presented for approval at this meeting. Ms. Saleh also reviewed the differences in the FY18 and FY19 Capital Budgets. Following brief discussion, Councilmember Purnell moved to approve Ordinance 2018-02. Approval was unanimous.

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
Voting Tally	5				

3. Motion to Approve 2018-15 – Approving certain contracts for FY19

Ms. Allen read the motion with brief explanation of some items. Councilmember Gulyas noted that Josh Taylor of Davis, Bowen & Friedel and Sam Card of Cards Technology were presented. Councilmember Burrell requested a copy of Angel’s Touch Cleaning’s contract; brief discussion followed. Councilmember Burrell moved to approve the motion as presented. Approval was unanimous.

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
Voting Tally	5				

4. Departmental Reports:

a. Finance Director – Natalie Saleh

Ms. Saleh noted that the preliminary audit work was scheduled to begin the first week of September.

b. Administrative Services Director – Mary Bohlen

Ms. Bohlen noted that the tennis courts project was getting ready to start again. She also noted that “Sing” was scheduled to be shown in Stephen Decatur Park on Saturday, June 30th.

c. Water Resources/Public Works Director – Jane Kreiter

Ms. Kreiter concurred that the stormwater mitigation work for the tennis courts was started and the remainder of the work would be able to follow. She also provided updates on recent and ongoing street projects. Councilmember Burrell asked about the pile of engineered wood fiber in the parking lot at Henry Park and Ms. Kreiter noted that Public Works was still catching up from the recent extended periods of rain, and hoped to get the EWF spread soon.

d. Police Chief – Arnold Downing

Chief Downing noted that schools were out for the summer. Worcester Youth was starting their summer program and the Police Department would be working with them. They would also be working with Buckingham Church’s Blessing Bags program. Chief introduced newly graduated Patrolman Kevin Lloyd and noted the success of the recent Believe in Tomorrow/Bathtub Races.

e. Planning and Zoning Director – David Engelhart

Mr. Engelhart noted that he had recently submitted an FY19 application for a Bikeway Grant and thanked Ms. Wells and Ms. Bohlen for their assistance. He noted that the new Berlin branch of the Worcester County Library was scheduled to hold a soft opening on July 10th, with the grand opening scheduled for August 7th.

f. Economic and Community Development Director – Ivy Wells

Ms. Wells noted the success of the new Farmers Market being held on Sundays. She also reminded all that, on Tuesday, July 3rd, there would be an Old-Fashioned July 4th celebration at the Taylor Museum as well as fireworks at Berlin Falls Park that evening.

g. Managing Director – Jeffrey Fleetwood

Mr. Fleetwood indicated that Electric Utility Director Tim Lawrence had asked him to report that the Electric Department had been working on completing the lighting project at the Stephen Decatur Tennis Courts.

5. Town Administrator’s Report – Laura Allen

Ms. Allen indicated that Mr. Lawrence had asked her to report that the Power Plan had run the previous Tuesday and that Peak Shaving was planned for the coming Friday, Monday and Tuesday. She also noted that she would be in Charleston, SC from Wednesday through Friday speaking at the Leading Resilient Communities conference. She also commented that the Town’s Financial Sustainability team had begun to meet.

6. Comments from the Mayor:

Mayor Williams noted that, during the previous Saturday’s events, two gentlemen from Russia had been present filming the event and interviewing visitors for “Voice of America”.

7. Comments from the Council:

There were no comments from Councilmembers

8. Comments from the Public/Press:

None.

9. Adjournment:

On the motion of Councilmember Burrell, the meeting was adjourned at approximately 8:00PM.

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
Voting Tally	5				

Respectfully Submitted,



Mary T. Bohlen
Administrative Services Director



SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: <u>June 12, 2018</u>		Event Start time: <u>Noon</u>	Road Closure Start: _____
Requested Date(s) of the event: <u>Sat. September 29</u>		End time: <u>5:00 p.m.</u>	End: _____
Name of Event: <u>Bark For Life of Berlin</u>		Location of Event: <u>Stephen Decatur Park</u> *	
Estimated number of attendees: <u>100</u>		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: <u>DJ Thompson</u>		Applicant Cell Phone: <u>443-366-5440</u>	
Sponsoring Organization or Business Name: <u>The American Cancer Society</u>		Email: <u>djthom421@gmail.com</u>	
Person(s) to Contact Day of Event:	Name: <u>DJ Thompson</u>	Cell # <u>443-366-5440</u>	
	Name: <u>Dawn Hodge</u>	Cell # <u>443-497-1198</u>	
Description of event: _____			
<u>A canine event held to raise money for the American Cancer Society</u>			
If fundraiser, please indicate the beneficiary: <u>The American Cancer Society</u>			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.) <u>Crafts, homemade canine items, artwork, an assortment of items. We may try to have food trucks come, and will complete the needed forms if we do.</u>			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music <u>Oldies and Current hits. Will be appropriate</u>			
What is your plan for the following: <u>Marketing/Advertising: We will have flyers posted throughout the area, and will heavily advertise on social media with our own Facebook page, and through Relay For Life Northern Worcester.</u>			
Parking/Shuttle: <u>We will use the parking at the park. We did not need any additional parking at last years event.</u>			
Inclement weather: <u>We will postpone and work with the town, or cancel for the year.</u>			
<p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none"> 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street. <p>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.</p>			
Signature: <u><i>DJ Thompson</i></u>		Date: <u>June 12, 2018</u>	
Printed Name: <u>DJ Thompson</u>			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Street closure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____ End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date _____	No-Parking signs to be placed: _____ Time/date _____ Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Electric		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	Request for Electric Form submitted? <input checked="" type="checkbox"/>
Will there be banners to be hung?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted?	<input type="checkbox"/>

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____
Picnic Tables and/or Chairs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ # Required _____	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____ Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date _____ <input type="checkbox"/>
Porta-potties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date _____
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input checked="" type="checkbox"/>	

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure		✓		7-13-18	ST
Park Reservation Application and Permit	✓				
Request for Electric Service	✓				
Request for Banner Placement		✓			
Sign Permit		✓			
Vendor's Application and Certification for Peddling and Soliciting	✓				
Business Use of Park Application	✓				
Proof of Insurance					
Other:					

Approved by the Mayor and Council on the _____ day of _____, 20____, _____ For _____ Opposed _____ Abstain.



**SPECIAL EVENT
REQUEST FOR ELECTRIC**



This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: June 12, 2018

Event start time: Noon

Date(s) of the event: Sat. Sept. 29th

Event end time: 5:00 p.m.

Name of Event: Bark For Life of Berlin

Number of vendors/activities needing electric service: 5

Contact Name: Dj Thompson

Contact Phone (Day): 443-366-5440

Sponsoring Organization The American Cancer Society

Email: djthom421@gmail.com

Signature: *Dj Thompson*

Date: June 12, 2018

Printed Name: DJThompson

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence
410-629-1713
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: _____ Initials: _____

Comments _____

DETAILS OF EVENT: Please copy this page as needed.

Vendor: <u>DJ</u> Phone: <u>443-366-5440</u> Primary Contact: <u>Dj Thompson</u> Vendor Type: <u>Entertainment</u> Load Information Lighting _____ KW Cooking _____ KW Water Heating _____ KW Miscellaneous _____ KW Specify Unusual Motors _____ KW Other: _____ KW Total Load _____ KW Specify Voltage _____ KW Location of Service: _____ (determined w/Electric Department)	Vendor: _____ Phone: _____ Primary Contact: _____ Vendor Type: _____ Load Information Lighting _____ KW Cooking _____ KW Water Heating _____ KW Miscellaneous _____ KW Specify Unusual Motors _____ KW Other: _____ KW Total Load _____ KW Specify Voltage _____ KW Location of Service: _____ (determined w/Electric Department)
Vendor: _____ Phone: _____ Primary Contact: _____ Vendor Type: _____ Load Information Lighting _____ KW Cooking _____ KW Water Heating _____ KW Miscellaneous _____ KW Specify Unusual Motors _____ KW Other: _____ KW Total Load _____ KW Specify Voltage _____ KW Location of Service: _____ (determined w/Electric Department)	Vendor: _____ Phone: _____ Primary Contact: _____ Vendor Type: _____ Load Information Lighting _____ KW Cooking _____ KW Water Heating _____ KW Miscellaneous _____ KW Specify Unusual Motors _____ KW Other: _____ KW Total Load _____ KW Specify Voltage _____ KW Location of Service: _____ (determined w/Electric Department)
Vendor: _____ Phone: _____ Primary Contact: _____ Vendor Type: _____ Load Information Lighting _____ KW Cooking _____ KW Water Heating _____ KW Miscellaneous _____ KW Specify Unusual Motors _____ KW Other: _____ KW Total Load _____ KW Specify Voltage _____ KW Location of Service: _____ (determined w/Electric Department)	Vendor: _____ Phone: _____ Primary Contact: _____ Vendor Type: _____ Load Information Lighting _____ KW Cooking _____ KW Water Heating _____ KW Miscellaneous _____ KW Specify Unusual Motors _____ KW Other: _____ KW Total Load _____ KW Specify Voltage _____ KW Location of Service: _____ (determined w/Electric Department)



TOWN OF BERLIN PARK FACILITY RESERVATION FORM



THIS FORM MUST BE COMPLETED AND DELIVERED TO TOWN HALL WITH DEPOSIT IN ORDER TO CONFIRM RESERVATION. NO VERBAL RESERVATIONS WILL BE ACCEPTED.

TODAY'S DATE: 06/12/2018 EVENT/ACTIVITY DATE: 09/29/2018 TIME FROM: Noon TO: 5 p.m.

Anticipated # of attendees 100

NAME: Dj Thompson ADDRESS: 110 Maple Dr.

Berlin, MD 21811

PHONE: 443-366-5440 EMAIL: djthom421@gmail.com

ORGANIZATION: American Cancer Society WILL EVENT INVOLVE SALE OF GOODS OR SERVICES: YES NO
(IF APPLICABLE) If yes, Business Use of Park Application must be completed and approved by the Mayor and Council. Form must be submitted no less than 60 days prior to the event.

DESCRIPTION OF EVENT/ACTIVITY: Canine event to raise money for the American Cancer Society

FACILITY REQUESTED-Check all that apply

Dr. William Edward Henry Park, Flower Street:	Stephen Decatur Park, Tripoli Street:
<input type="checkbox"/> Pavilion: # days _____ X \$50.00 = \$ _____	<input type="checkbox"/> Pavilion: # days _____ X \$50.00 = \$ _____
<input type="checkbox"/> Electric: # days _____ X \$10.00 = \$ _____ (pavillon only)	<input checked="" type="checkbox"/> Electric: # days <u>1</u> X \$10.00 = \$ <u>10.00</u> (pavillon only)
<input type="checkbox"/> Basketball Courts: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 #courts _____ X # days _____ X \$50.00 = \$ _____	<input type="checkbox"/> Tennis Courts: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 #courts _____ X # days _____ X \$50.00 = \$ _____
TOTAL DUE: \$ _____	TOTAL DUE: \$ <u>10.00</u>

Note \$25.00 per facility/per day will be returned to user if left in good condition after use.

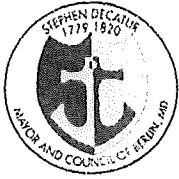
All individuals and organizations are responsible for payment of this fee in full to hold the requested date. A waiver of this fee can only be granted by the Mayor and Council; request must be submitted no later than the close of business the Wednesday preceding a Mayor and Council Meeting prior to the reservation date.

Notes/Comments: Similar to last years event held in November, we hope to grow the event to include more vendors, dogs, and fun!

I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s). I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS. I understand that this reservation is only for the facility indicated above; all other areas of the park are open to the public and may be in use during my event. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

Signature: *Dj Thompson* Date: 06/12/18

Office Use:
Clerk: _____ Deposit Pd: \$ _____ Date: \$ _____ Refund: YES NO Date: _____



BUSINESS USE OF PARK APPLICATION



This form is required when sale of goods or services is being requested in connection with an event or activity within a Town of Berlin Park, or on a recurring basis within a Town of Berlin Park. A Vendor's Application and Certification for Peddling and Soliciting will also be required.

Name of Business: American Cancer Society Agent/Responsible Party: Dj Thompson
(Individual Person must be identified)

Address 1315 Mt Hermon Rd Phone #: (W) _____ (C) 443-366-5440
Salisbury, MD 21804 Email: djthom421@gmail.com

Park where activity or event will occur: Stephen Decatur Park William Henry Park

Purpose of Facility Use: Raise funds and awareness for the American Cancer Society

Requested Days/Times of Use: Saturday, September 29, 2018 Noon - 5:00 p.m.

of Persons Expected to participate in activity/event 100 +

List all individuals/employees who may/will conduct the business activity:

1) Jennifer MacIntosh	6) Holly Smith	11) Amanda Knauff	16) Dana Jackson
2) Anna Wheatley	7) Maria Paffett	12) Camilla Lewis	17) Michelle Meyers-Melson
3) Jennifer Fanning	8) Nicole West	13) Wendy Helmuth	18) Gina Franck
4) Rhonda Cannon	9) Jo A. Pruitt	14) George Todd	19) Leanna Slaughter
5) Christina Mullaney	10) Katelyn MacCann	15) Melissa Todd	20) Melissa Riley

21) Vera Grimes 22) Kim A. Armstrong 23) Jasmine Dennis 24) Rebecca Morrison

Please add any other information relevant to this application: _____

All vendors have completed or will have completed the Vendor Permit form prior to the main event.

Reverse must be completed and signed.

AGREEMENT

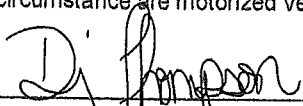
By signing below, the agent/responsible party understands that, until approval by the Mayor and Council, this form is an application for use of the parks for the aforementioned purposes, and not a permit for use. He/She further assumes full responsibility for complying with the rules and regulations set forth in the Town of Berlin Code of Ordinances and, specifically, Chapter 22, "Parks and Recreation", Sec. 22.48-50, as well as any additional terms and conditions imposed by the Mayor and Council of the Town of Berlin. He/She understand that failure to comply may result in:

1. The imposition of limitations to this permit; and/or
2. Withdrawal of this permit; and/or
3. Refusal by the Mayor and Council to authorize future use by the entity.

A copy of this permit must be in the possession of the person conducting the business activity and shown upon request.

I, further acknowledge and agree to the following:

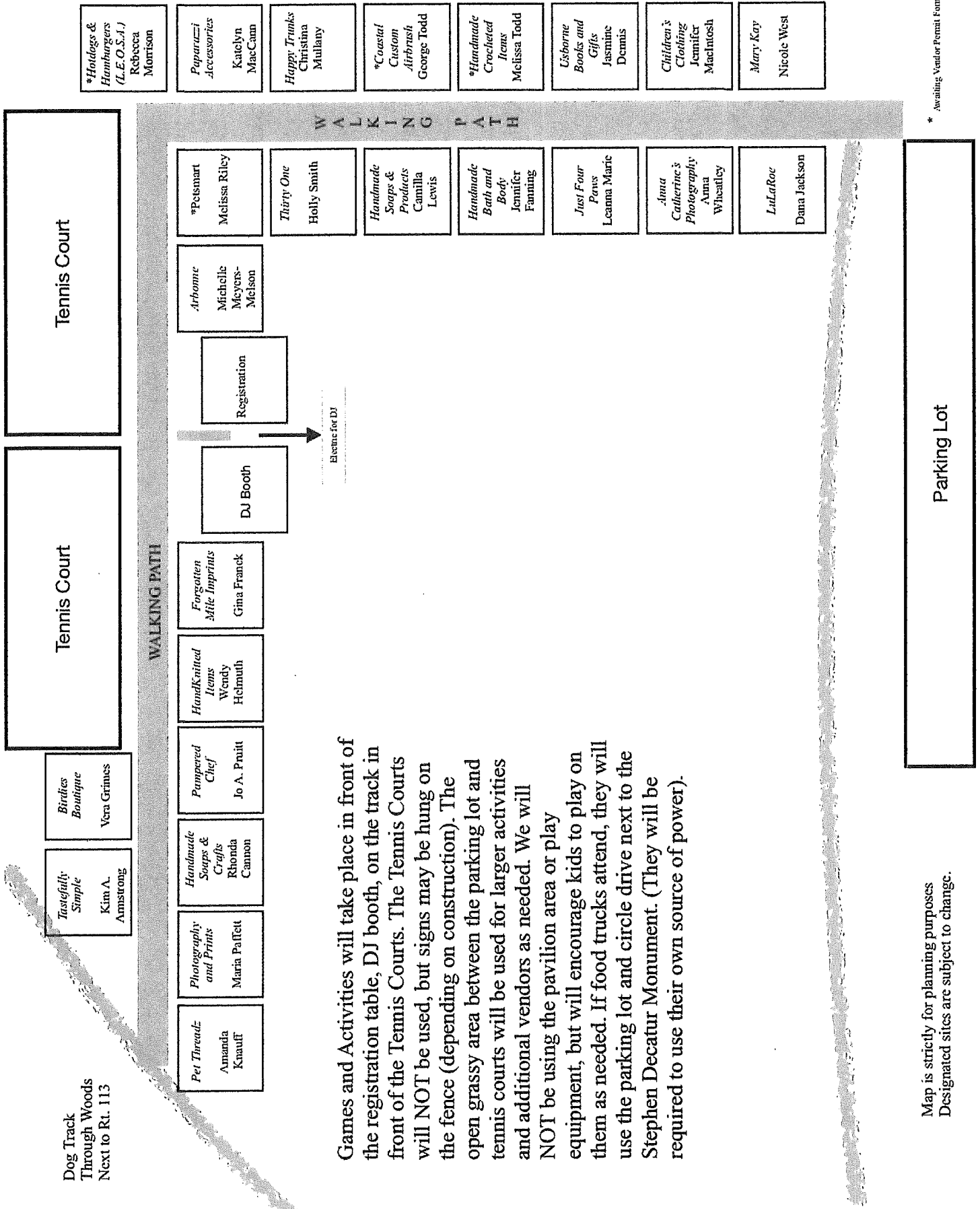
- 1) The Mayor and Council of the Town of Berlin reserves the right to refuse approval of any permit for any reason at their discretion.
- 2) I am responsible for application for and payment of a Town of Berlin Business License Fee or Vendor Permit as applicable under the Code of the Town of Berlin, Chapter 8.
- 3) If the nature of the business activity involves the sale or provision of food or drink to be prepared on site and/or prior to sale and to be sold to and/or consumed by the public, I am responsible for obtaining any and all applicable permits from any other agencies including, but not necessarily limited to, agencies of Worcester County and the State of Maryland. The Mayor and Council of the Town of Berlin reserves the right to deny approval of this permit pending verification of appropriate permits obtained from any other agency as applicable. Alcohol sales are prohibited under any circumstance.
- 4) That, if applicable, I am responsible for completion and submission of road closure permit forms to the State Highway Administration.
- 5) The Town of Berlin is in no way responsible for my adherence to the above conditions and that any fees associated with this permit, including the Town of Berlin Business License Fee and/or Vendor Permit, paid to the Town of Berlin, are separate from and unrelated to any fee charged for any other purpose by any other agency.
- 6) I will maintain insurance appropriate to the activity proposed and will provide proof of said insurance upon request.
- 7) If appropriate to the activity proposed, I will have my customers/clients sign documents acknowledging that the Town of Berlin holds no responsibility for any loss/injury/damage incurred by their participation in my business activity.
- 8) I will be responsible for any damage to Town of Berlin owned or leased property incurred as a result of my use of the facility under this permit.
- 9) Under no circumstance are motorized vehicles permitted on parks' grounds, except those areas designated for parking of motor vehicles.

Signature:  Date: July 13, 2018

Printed Name: Dj Thompson

Office Use Only: Date Rec'd: _____ Initials: _____
Approved by the Mayor and Council of the Town of Berlin on the _____ day of _____.
_____ For to _____ Opposed with _____ Abstaining
Additional Conditions/Notations:

Dog Track
Through Woods
Next to Rt. 113



Games and Activities will take place in front of the registration table, DJ booth, on the track in front of the Tennis Courts. The Tennis Courts will NOT be used, but signs may be hung on the fence (depending on construction). The open grassy area between the parking lot and tennis courts will be used for larger activities and additional vendors as needed. We will NOT be using the pavilion area or play equipment, but will encourage kids to play on them as needed. If food trucks attend, they will use the parking lot and circle drive next to the Stephen Decatur Monument. (They will be required to use their own source of power).

Map is strictly for planning purposes
Designated sites are subject to change.

Parking Lot

* Awaiting Vendor Permit Form



MOTION OF THE MAYOR AND COUNCIL 2018-16

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE REPRIORITIZING THE PROPOSED PARKS' PROJECT FOR (STATE) FISCAL YEAR 2020 COMMUNITY PARKS AND PLAYGROUNDS GRANT APPLICATION FROM STEPHEN DECATUR PARK RESTROOMS TO DR. WILLIAM HENRY PARK BASKETBALL COURT LIGHTING.

APPROVED THIS ____ DAY OF _____, 2018 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 _____, 2018 by the Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: _____
Laura Allen
Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Administrative Services Director Mary Bohlen

VIA: Town Administrator Laura Allen

CC: Berlin Parks Commission

MEETING DATE: July 23, 2018

SUBJECT: Community Parks and Playgrounds FY20 Application

RECOMMENDATION

Staff recommends reprioritizing parks' projects for application to Community Parks and Playgrounds (CPP) in the 2018 funding round (FY20 funds) at this time by moving forward with the lighting at Dr. William Henry Park basketball courts instead of permanent restrooms at Stephen Decatur Park.

EXECUTIVE SUMMARY

Previously, the priority project put before the Mayor and Council for application for CPP funding for FY20 was for the permanent restrooms at Stephen Decatur Park. It would be preferable to delay the Stephen Decatur park restrooms project for the time being. Additional time is needed to fully review our options as to building a restroom building vs. purchase of a pre-fabricated unit as we did with Henry Park; as you will recall the completion of the project with the pre-fab unit was considerably more difficult than anyone anticipated. We also need to fully assess the Henry Park restrooms, particularly in terms of maintenance and repairs. Both the Henry Park restrooms and the William Street restrooms have experienced regular vandalism including human waste smeared throughout, objects - such as landscape stones - placed in the toilets, fixtures - including paper dispensers and sinks - pulled off the walls, vent screens kicked in, ceiling tiles stolen and drug paraphernalia routinely being found by the cleaning contractor and visitors.

At this time, the intent would be to make application for the SDP restrooms in August of 2019 for funding in FY21. This postponement would allow additional time, not only to gain a better understanding of the costs associated with the WHP restrooms, and to explore options to minimize the vandalism issues, but also to perform the due diligence in determining how best to proceed with SDP restrooms so that the problems experienced with installation and maintenance with the WHP restrooms are not repeated. Instead staff would like to make application in the current funding round (due: August 15, 2018) for the Henry Park basketball courts lighting project, which is the next priority as put forth in the Program Open Space Development Plan submitted earlier this year.

FISCAL IMPACT

Either project would be funded through a Community Parks and Playgrounds grant with a 10% match to be included in the FY20 Town budget. Electric Utility Director Tim Lawrence is currently compiling the necessary budgetary information for the lighting project.

ANALYSIS

Staff has identified the following alternatives:

1. Proceed with the Stephen Decatur Parks Restroom project grant application, utilizing the financial data from the Henry Park Restroom as a basis for the grant budget.
2. Do not make application for either project in the current funding round.



JUL 9 '18 PM12:01

Berlin Heritage Foundation, Inc.

Post Office Box 351, Berlin, Maryland 21811

July 6, 2018
Laura Allen, Administrator
Town of Berlin
10 William Street
Berlin, MD 21811

Dear Mrs. Allen,

On behalf of the Berlin Heritage Foundation I want to thank the Town for once again supplying port-a-potties for the lawn of the Calvin B. Taylor House Museum during our Afternoon on the Lawn in June, our July 3rd Old-Fashioned Celebration, our 2018 Concert on the Lawn series and our 10th annual Berlin Peach Festival. We really appreciate your assistance with these museum events.

Thank you again for your continued support of the Calvin B. Taylor House Museum and all of our museum events.

Sincerely,

Susan Taylor, Curator.
Berlin Heritage Foundation, Inc.

JUL 9 '18 AM11:50