



BERLIN MAYOR AND COUNCIL

Meeting Agenda

Berlin Town Hall

10 William Street

Monday, December 10, 2018

6:30 PM EXECUTIVE SESSION – Conference Room

- a. Pursuant to Section §3-305(b)(1) – To discuss the appointment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over who this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Regular Session of 11/26/18
2. Swearing in Board Member – Housing Board of Review Member Mary Moore
3. Proclamation 2018-14 The Year of the Bird – Dave Wilson and Jim Rapp, Conservation Community Consulting
4. Presentations:
 - a. Salisbury University Students' Fall Sustainability Project Results – Town Administrator Laura Allen
 - b. Town of Berlin FY2018 Audit – Leslie Michalik, PKS
 - c. Comcast – Director of Government Affairs Chris Comer
5. 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
6. Town Administrator's Report
7. Comments from the Mayor

8. Comments from the Council
9. Comments from the Public
10. Comments from the Press
11. 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.

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BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, November 26, 2018

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

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

Staff Present: Managing Director Jeff Fleetwood, Administrative Services Director Mary Bohlen, Police Chief Arnold Downing, Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells, Town Attorney David Gaskill, and Town Clerk Kelsey Jensen.

Following the Lord’s Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:00 PM.

1. Approval of the Minutes for:

a. Executive Session of 11/13/18:

On the motion of Councilmember Gulyas, the Executive Session minutes of November 13, 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				
<i>Voting Tally</i>	5				

b. Statement of Closure for Executive Session of 11/13/18:

Mayor Williams read the Statement of Closure.

c. Regular Session of 11/13/18:

On the motion of Councilmember Gulyas, the Regular Session Minutes of November 13, 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				
<i>Voting Tally</i>	5				

2. Public Hearings:

- a. Ordinance 2018-05: Ordinance amending Chapter 108, Article I, Section 108-5, entitled “Definitions,” by adding a definition of “Group Home.”

Mr. Engelhart explained the ordinance. Mayor Williams opened the Public Hearing at 7:02 PM and with no comments the Public Hearing was closed at 7:03 PM.

On the motion of Councilmember Burrell, Ordinance 2018-05 was 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				
<i>Voting Tally</i>	5				

- b. Ordinance 2018-06: Ordinance permitting a Group Home to be allowed as a conditional use subject to approval by the Board of Zoning Appeals in the B-1 Zoning District subject to area limitations

Mr. Engelhart explained the ordinance. Mayor Williams opened the Public Hearing at 7:04 PM and with no comments the Public Hearing was closed at 7:05 PM. Councilmember Burrell asked if existing group homes will be affected by this ordinance. Mr. Engelhart and Mr. Gaskill explained that it would not affect existing group homes.

On the motion of Councilmember Burrell, Ordinance 2018-06 was 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				
<i>Voting Tally</i>	5				

3. Departmental Reports:

- a. Planning and Zoning Director – David Engelhart

Mr. Engelhart reported that he and other staff members attended the Maryland Climate Leadership Academy and thinks it will be a lot of work, but very beneficial to the Town. Mayor Williams said being prepared is important. Vice-President Brittingham asked Mr. Engelhart if he can contact SHA regarding the curbing at Seahawk Rd. Mayor Williams said it was a safety concern and asked the Council if they would support him preparing a letter to SHA if needed and they did. Mr. Engelhart said he would contact them.

- b. Police Chief – Arnold Downing

Chief Downing said they have officers helping with the Pocomoke and Snow Hill Christmas Parades. In return, those agencies will help with the Berlin Christmas Parade.

- c. Economic and Community Development Director – Ivy Wells

Ms. Wells said the tree lighting was a success and thanked the Electric and Public Works Departments for their help. The Yuppy Puppy and Dream Weaver were both open this weekend.

4. Town Administrator’s Report – Jeffrey Fleetwood on behalf of Laura Allen

Mr. Fleetwood reported that Ms. Allen is out of town. On December 6th the Christmas Parade will take place and volunteers can arrive at 4:30. On December 14th the Holiday Lunch will be at noon.

Lastly, Barry Daniels with the electric department will be retiring on December 30th and there will be a retirement gathering for him on December 19th.

5. Comments from the Mayor:

Mayor Williams said the weekend was very positive and he received a lot of great feedback.

6. Comments from the Council:

Vice-President Brittingham had a new grandchild arrive and he will be out of town until December 18th.

Councilmember Burrell told Mr. Engelhart he no longer needed to review the maps.

7. Comments from the Audience – none.

8. Comments from the Press – none.

9. Adjournment:

On the motion of Councilmember Burrell, the Mayor and Council meeting was adjourned at approximately 7:20 PM.

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				
<i>Voting Tally</i>	5				

Respectfully Submitted,

Kelsey Jensen
Town Clerk



Mayor & Council of Berlin



OATH OF OFFICE

I, Mary Moore, do swear and affirm that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Town of Berlin **Housing Board of Review** according to the Constitution and the Laws of this State.

SWORN THIS 10th DAY OF DECEMBER, 2018.

Mary Moore

William G. Williams, III, Mayor



Mayor and Council of Berlin Maryland



December 10, 2018

PROCLAMATION 2018 - 14

RECOGNIZING 2018 AS YEAR OF THE BIRD IN BERLIN

WHEREAS, Birds are present in every environment urban or rural, wetland or forest and are an ever-present reminder that nature is all around us; and

WHEREAS, Each season, the Berlin area is home to one of North America's largest migrations when we host thousands of songbirds, raptors, and waterfowl throughout the region, which is part of the Atlantic flyway; and

WHEREAS, From Berlin's town parks to the majestic stands of Bald Cypress to our south and the Atlantic barrier islands on the east and every area in between, Berlin's rich natural resources support more than 200 bird species; and

WHEREAS Berlin's residents and visitors significantly contribute to the \$41 billion that Americans spend annually on birding trips and equipment, and actively participate in important censuses such as the Annual Christmas Bird Count and the MD/DC Breeding Bird Atlas Project; and

WHEREAS Habitat loss and climate change are major threats to birds; and

WHEREAS 2018 is the centennial year of the Migratory Bird Treaty Act which protects birds in our backyards like the Northern Cardinal and the Blue Jay; and

WHEREAS Osprey, Great Egrets and Wood Ducks nest and migrate through the Berlin area; and

THEREFORE, I, WM, GEE WILLIAMS, III, Mayor of the town of Berlin, do hereby proclaim 2018 the Year of the Bird and urge all citizens to take due note of the observance.

Wm. Gee Williams III, Mayor

Laura Allen, Town Administrator

Presentations:

- a. Salisbury University Students' Fall Sustainability Project
Results – Town Administrator Laura Allen

- b. Town of Berlin FY2018 Audit – Leslie Michalik, PKS

- c. Comcast – Director of Government Affairs Chris Comer