



**BERLIN MAYOR AND COUNCIL  
Meeting Agenda**

**Berlin Town Hall  
10 William Street**

**Monday, July 25, 2016**

**6:00 PM EXECUTIVE SESSION – Conference Room**

1. Pursuant to Section §3-305(b)(3) – To consider the acquisition of real property for a public purpose and matters directly related thereto.
2. Pursuant to Section §3-305(b)(7) – To consult with counsel to obtain legal advice on a legal matter.

**7:00 PM REGULAR SESSION – Council Chambers**

1. Approval of the Minutes for:
  - a. Executive Session of 7/11/16
  - b. Statement of Closure for Executive Session of 7/11/16
  - c. Regular Session of 7/11/16
2. Property purchase agreement with 507 Flower LLC – Town Administrator Laura Allen
3. Design and Construction Standards for Water, Sewer & Roadway Systems – Water Resources and Public Works Director Jane Kreiter
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
  - h. Economic and Community Development Director – Ivy Wells
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**

Date: 07/11/16 Time: 6:00 pm Location: Conf. Room Motion to close meeting made by: Hall

Seconded by \_\_\_\_\_ Members voting in favor: Brittingham, Burrell, Gulyas

Opposed: 0 Abstaining 0 Absent 1

**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) (1) To consider a personnel matter

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

§3-305(b) (7) To consult with counsel; (14) a matter directly related to the contents of a bid or proposal

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, N. Salehm A. Downing, D. Gaskill, Tim Crosby of Crosby Eng.

**TOPICS ACTUALLY DISCUSSED** Police Facility construction contract; Berlin Falls Coordinator; ADA complaint; Council Chambers work; Cannery Village

**ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES:** \_\_\_\_\_  
\_\_\_\_\_

**TIME CLOSED SESSION ADJOURNED:** 7:00

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

**PURPOSE OF CLOSED SESSION:** Personnel matter; acquisition of real property, consult with legal counsel, before a contract is awarded or bids opened

**STATUTORY AUTHORITY FOR THE CLOSED SESSION:** §3-305(b) (1); (3); (7) (14)

**MEMBERS WHO VOTED TO CLOSE:** Brittingham, Burrell, Hall, Gulyas.

(Form Revised 10/1/14)



**BERLIN MAYOR AND COUNCIL**  
 Meeting Minutes  
 Monday, July 11, 2016

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

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

**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 and Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells and Town Attorney David Gaskill.

Mr. Fleetwood spoke briefly on behalf of the Town’s employees – many of whom were present – to thank the Mayor and Council for their support. Several employees spoke on behalf of their individual departments, echoing Mr. Fleetwood’s sentiments. Mayor Williams thanked the employees in turn for all of their hard work. All Councilmembers remarked their agreement with Mayor Williams, thanking staff for their team work and public service. A cake was presented from the employees to the Mayor and Council and all in attendance were invited to enjoy a piece.

Following the Lord’s Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:11 PM.

1. Approval of the Minutes for:
  - a. Executive Session of 6/13/16:

On the motion of Councilmember Gulyas, the Executive Session minutes of April 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 6/13/16:  
 Mayor Williams read the Statement of Closure.

c. Regular Session of 6/13/16:

On the motion of Councilmember Gulyas, the Work Session minutes of April 18, 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. Request from Habitat for Humanity for project assistance:

Mayor Williams read the letter of support from the Town for the Habitat for Humanity Community Development Block Grant (CDBG) application for a project at 21 Jefferson Street. Ms. Andrea Bowland, Executive Director of Habitat for Humanity appeared before the Mayor and Council and explained that, when a non-profit is applying directly for CDBG funds, the state requests that they obtain a letter from support from the local jurisdiction. The project included multi-floor building with commercial use on the ground floor and residential on upper floors. Following brief discussion, Councilmember Burrell moved to approve the Motion of the Mayor and Council 2016-27 which provided a letter of Support for the project, agreement to finance EDU's as per the standard EDU Agreement, and the relocation of a utility pole at the location at the Town's expense. 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	0			1

3. Contracts:

a. Southern Corrosion water tower maintenance addendum:

Ms. Kreiter explained that the addendum was to add the 346 East Water Tank to the existing contract with Southern Corrosion, bringing the total contract cost to \$32,265.00. Ms. Kreiter reminded the Council that the rental fees for antennas on the tower(s) covers the cost of the contract. Councilmember Hall moved to approve the Motion of the Mayor and Council 2016-28 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>	4	0			1

## b. EA Stormwater Management On-Call Services:

Ms. Allen indicated that this was a contract amendment to the existing stormwater management contract with EA and would add \$57,500.00 to the contract. Mayor Williams asked Ms. Allen if the funding was available in the budget and Ms. Allen indicated that it was. Councilmember Brittingham moved to approve the Motion of the Mayor and Council 2016-29 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>	4	0			1

## c. Hudson Branch offline wetland construction contract award:

Darl Kolar of EA Engineering explained that this was the first of the Hudson Branch stormwater projects and indicated that the project had gotten through the permitting stage and was ready to begin. Mr. Kolar briefly reviewed the two bids that were received in response to the Request for Proposals and recommended approval of A-Del Construction's bid of \$421,150.00. Councilmember Brittingham asked when the project was expected to start and Mr. Kolar indicated that it should begin within a few weeks. Ms. Allen indicated that a community outreach meeting would occur before the start of construction. Councilmember Burrell moved to approve the Motion of the Mayor and Council 2016-30 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>	4	0			1

## d. Water/Sewer installation at Dollar General:

Ms. Allen explained that two proposals were received and staff recommended approving Reynolds Excavating in the amount of \$24,700.00. Councilmember Gulyas asked if the water and sewer lines were being extended to the building and Ms. Kreiter indicated that they were passing through the property which was deeded back to the Town from the original property sold by the Town to Dollar General. Councilmember Gulyas questioned why the Town was covering this cost and Mayor Williams indicated that it was part of the agreement for the portion deeded back, which would be used to align Decatur Street with Flower Street. In response to a question from Councilmember Gulyas, Mayor Williams and Mr. Gaskill indicated that this was part of the agreement. Councilmembers Gulyas and Hall expressed concern that this would set a precedent for similar agreements in the future, but Mayor Williams contested that no precedent was set; this was part of the negotiation for this particular agreement and created no obligation to any other developer. Councilmember Brittingham indicated that this would address the safety of the intersection and moved to approve the Motion of the Mayor and Council 2016-31.

Councilmember Burrell expressed that, although such an agreement had not been done in the past, it was not necessarily a bad thing. Mayor Williams called the motion and the vote 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>	2	2			1
<i>Mayor Williams-as tie-breaker</i>	X				
<i>FINAL TALLY</i>	3	2			1

Mayor Williams cast the tie-breaking vote to approve the Motion of the Mayor and Council as presented.

e. Berlin Police Station construction contract award:

Chief Downing reviewed the bid process and indicated that the consulting engineer's recommendation was to award the contract to Willow Construction at \$2,539,900.00 as the low bid. Councilmember Burrell moved to approve the Motion of the Mayor and Council 2016-32 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>	4	0			1

4. Special Events:

a. National Night Out, August 2, 2016:

Chief Downing indicated that this was an annual event and reviewed the schedule for street closure and the event itself. Following brief discussion, Councilmember Brittingham moved to approve the Special Event Request 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	0			1

b. Berlin Crab Feast, October 1, 2016:

Ms. Wells presented the request for the Berlin Crab Feast, noting that part of the request was to move the special alcohol licensed day from the Heritage Festival to the Crab Feast. She indicated that all proceeds from the feast ticket sales would go to Main Street and those from the beer sales would go to the Lower Eastern Shore Heritage Committee. Councilmember Gulyas asked Chief Downing if he had any particular concerns and Chief Downing indicated that he did not as it was presented. Councilmember Gulyas moved to approve the Special Event Request 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	0			1

5. Resolution 2016-11; Community Legacy Grant Application:

Ms. Wells presented the resolution and explained that this was for the application for \$130,000.00 from Community Legacy with no match required. Councilmember Brittingham had stepped out of the room briefly during the discussion. Councilmember Burrell moved to approve the Resolution 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>	3	0			2

6. Public Hearings:

a. Ordinance 2016-05; Amending Chapter 4, Article II "Dogs":

Ms. Allen indicated that both Ordinances were primarily the result of a citizen's complaints at a recent Council Meeting and acted to clarify the language regarding dogs.

Mayor Williams summarized the Ordinance indicating that it amended the chapter by adding a definition of the word "leash" and specifying that dogs must be on-leash and under control at all times when not on the owners property. He indicated that this was to simplify language currently in the Code. Mayor Williams opened the Public Hearing, asking if any representatives of the State or County were present and wished to comment. Hearing none, he asked for questions or comments from the audience. Ms. Suzanne Parks asked about feral cats. Both Mayor Williams and Chief Downing suggested contacting Animal Control if this is a problem. Discussion continued regarding feral cats. Mayor Williams asked for additional questions or comments and, hearing none, closed the Public Hearing. Councilmember Hall moved to approve the Ordinance as written 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	0			1

b. Ordinance 2016-06; Amending Chapter 22, Article III "Parks":

Mayor Williams asked Ms. Bohlen to summarize the Ordinance, and she indicated that it essentially referred back to Chapter 4 for the issue of animals in the Parks. Mayor Williams opened the Public Hearing, asking if any representatives of the State or County were present and wished to comment. Hearing none, he asked for questions or comments from the audience and, hearing none, closed the Public Hearing. Councilmember Brittingham moved to approve the Ordinance as written 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	0			1

7. Departmental Reports:

a. Finance Director – Natalie Saleh

Ms. Saleh noted that the Utility Billing portion of the Tyler Technologies financial system went live today and that a Tyler representative would be working with staff for two weeks. She indicated that the new bills will be introduced and reviewed some of the features of the new bill form. She also noted that the Finance Department was working toward closing FY16 and preparing for the annual audit.

b. Administrative Service Director – Mary Bohlen

Ms. Bohlen indicated that she had recently attended a workshop at the Worcester County Board of Health on the Zika Virus and reviewed several power point slides from that presentation. She urged people to visit the Worcester County Health Department's webpage for more information and noted that a Zika Town Hall Meeting was being held on August 1<sup>st</sup>. Ms. Bohlen also noted that the Board of Elections would hold their first meeting on July 12<sup>th</sup> at 4:00 PM and that "Finding Nemo" would be shown for Outdoor Movie Night on Saturday, July 16, 2016 in Dr. William Henry Park.

c. Water Resources/Public Works Director – Jane Kreiter

Ms. Kreiter noted that a number of issues were being cleared at Cannery Village and that there were several projects moving forward including Hudson Branch, William Street, Oceans East and the Bathtub Races.

d. Electric Utility Director – Tim Lawrence

Mr. Lawrence noted that the Power Plant has run five (5) times this season for peak shaving, seasonal workers were painting streetlights and the Schoolfield street parking lot had been fixed. He also noted that a transformer for Dollar General and Gull Creek were on order.

e. Police Chief – Arnold Downing

Chief Downing gave his thanks to Community members and others who have expressed their support for local law enforcement in the wake of the police deaths in Dallas. He also noted that Berlin, the Sheriff’s Department and State Police were working together to support each other. The Police Department will be hosting the Berlin Youth Club at Jolly Rogers.

f. Planning Director – Dave Engelhart

Mr. Engelhart noted that the site plans for the AGH Cancer Center and the Worcester County Library would be reviewed for approval at the July 13, 2016 Planning Commission Meeting. Ocean’s East had been granted a grading permit. The Bikeways grant discussed at a previous meeting had been submitted and he was awaiting any questions.

g. Managing Director – Jeff Fleetwood

Mr. Fleetwood referred to several slides showing before and after pictures at Berlin Falls. Mayor Williams noted all of the work that had been done at Berlin Falls and thanked everyone involved. He also indicated that the next step would be to hire a Coordinator. Benefits year 2016 was coming to an end and 2017 was being implemented; he encouraged all employees to review their first pay check carefully to ensure that everything was correct.

h. Economic and Community Development - Director Ivy Wells

Ms. Wells reviewed the Main Street website’s statistics and noted the apparent success of the recent Fireworks event, as evidenced by the response on Facebook. She brought attention to the recent “bench bombing” which had taken place, with benches covered in knitting in a variety of themes and reminded everyone that the Bathtub Races were scheduled for Friday, July 15, 2016. She also noted several upcoming promotions.

8. Town Administrator’s Report – Laura Allen

Ms. Allen requested approval for Purchase Order 201600026 to Cato Oil in the amount of \$12,700.00 for Low Sulfur Diesel Fuel for the Power Plant. Councilmember Gulyas moved to approve the PO 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>	4	0			1

9. Comments from the Mayor: None

10. Comments from the Council:

Gulyas – Encouraged Chief Downing to have his officers keep an eye out for each other.

Councilmember Brittingham noted that he was looking forward to seeing the new utility bill.

Councilmember Hall asked Mr. Engelhart what the approved hours for construction were and Mr. Engelhart indicated it was 7:00 AM to 7:00 PM.

Councilmember Burrell thanked Mayor Williams for the card he had sent for the recent death of the Councilmember's brother.

Councilmember Hall also extended her congratulations to Councilmember Burrell for his induction into the Maryland Municipal League Hall of Fame and it was noted that Councilmember Hall had also been elected to the MML Board. Mayor Williams thanked her for her efforts.

11. Mayor Williams asked for any questions or comments from the audience.

Ms. Suzanne Parks noted that, since Adkins Company had closed a portion of Harrison Avenue, there had had been an increase in traffic on Baker Street. She indicated that she had a petition requesting speed limit signs and speed bumps, as well as maintenance. Mayor Williams noted that Baker Street was on the list of streets for improvement, but that every effort would be made to preserve the historical nature of the street. Chief Downing also indicated that he had asked Adkins to ask their drivers not to user Baker Street.

Ms. Grace Purnell noted that the ditch behind Showell Street had not been fixed. Mayor Williams noted that it was part of the projects currently preparing for construction or contract award.

12. Comments from the Press - none

13. On the motion of Councilmember Burrell, Council meeting was adjourned at 8:50 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>	4	0			1

Respectfully Submitted,



Mary T. Bohlen  
Administrative Services Director

Requisition Manager: 201700033 - Cellular Monitoring System

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

Vendor Name: FREEMIRE & ASSOCIATES 1215 OLD DORSEY RD Change Business Address Amount: \$14,790.00  
 Vendor Number: 0000922 HARMANS, MD 21077  
 Vendor Set: 01 U.S.A.  
 Approval Status: Waiting for Approval

General  
 Item Entry Number [Next Number]  
 Shipping Entry Description Cellular Monitoring System  
 Items Distributions Department UT-WWA-CS - UTILITY WASTEWA  
 Item Approvals Issue Date 7/20/2016  
 Item Approval History On Hold  
 Items Transferred Requested By Jamey Latchum  
 Notes Auto Approve  
 PO Notices Ship To Waste Water Plant - Town of Berl  
 Vendor 0000922 - FREEMIRE & ASSOCIAT

Detailed Description

Requisition Manager: 201700033 - Cellular Monitoring System

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

Vendor Name: FREEMIRE & ASSOCIATES 1215 OLD DORSEY RD Change Business Address Amount: \$14,790.00  
 Vendor Number: 0000922 HARMANS, MD 21077  
 Vendor Set: 01 U.S.A.  
 Approval Status: Waiting for Approval

General  
 Item Entry  
 Shipping Entry  
 Items Distributions  
 Item Approvals  
 Item Approval History  
 Items Transferred  
 Notes  
 PO Notices

Commodity GOODS - GOODS [Load Commodity Details]  
 Item Description Cellular Monitoring Sys / Stand Alone Enclosure  
 Ship To Waste Water Plant - Town of Be  
 Vendor  
 Units Price Amount  
 Ordered 6.000000 2,465.000000  
 Shipping 0.00  
 Sales Tax  
 Total Item \$14,790.00  
 Trade Discount \$0.00  
 Account 24-5810-5255 CAPITAL OUTLAY EQUIPMENT Vendor Part Number  
 Project Account  
 Split Distribution  
 Need By Date  
 Special Instructions

Sequence	Commodity Code	Item Description	Vendor	Transferred From	Is Taxed	Units	Price	Amount	Shipping	Tax
1	GOODS	Cellular Monitoring Sys / St	FREEMIRE & ASSOCIATE			6.00	2,465.00	14,790.00	0.00	0.00

Totals: \$14,790.00 \$0.00 \$0.00

Automatically Add Rows



# FREEMIRE & ASSOCIATES, INC. / QUOTATION

1215 Old Dorsey Road, Harmans, Maryland 21077

PH: (410) 768-8500 FAX: (410) 768-3400

TO: Town of Berlin  
ATTN: Jamey Latchum  
EMAIL: [jlatchum@berlinmd.gov](mailto:jlatchum@berlinmd.gov)  
PHONE:

DATE: July 18, 2016

QUOTE NO.: Q-2016-2104-JMM

REF: High Tide Tech / PS Monitoring

FOB FFA

TERMS: Net 30 with Approved Credit

QUOTE VALID FOR: 30 Days

DELIVERY: 2-3 Weeks

BY: Jason M. Miller

Here is our quotation on the goods named, subject to the conditions noted:

**CONDITIONS:** The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance. Typographical errors subject to correction. Purchaser assumes liability for patent and copyright infringements when goods are made to Purchaser's specifications. Conditions not specifically stated shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding to the Seller  
**TITLE OF GOODS:** It is agreed by the parties that title, both legal and equitable, to the goods covered by this contract is to remain vested in the sellers until the full purchase price, together with all interest charges, has been paid. In case of the customer's default in payment in whole or in part or failure by the customer in any way to comply with the terms of this contract, the seller or its legal representative may and is hereby authorized and empowered to enter upon the customer's premises and repossess, dismantle, and remove said goods including any goods which may have become a fixture. The Seller shall have the option of availing itself of the benefits of the local law in addition to the rights and remedies given in this paragraph it being expressly agreed that such rights and remedies shall be cumulative-  
**TERMS:** Purchase Order or Signed Purchase Agreement **PAYMENT:** NET 30 days from invoice date unless noted otherwise, all applicable federal and state taxes not included. Past due accounts are subject to 2% per month service charge, annual percentage rate of 24%. All attorney fees and expert costs incurred in collection of past due accounts will be added to amount due. **F.O.B:** Shipping Point Quoted prices are protected for 30 days unless otherwise noted. **RETAINAGE:** No money can be withheld for retainage unless agreed upon in advance, in writing.

## ITEM

## DESCRIPTION

High Tide Technologies (HTT) Cellular Monitoring System Model 900  
Stand Alone Enclosure, Verizon Model Six (6) 110 VAC Input Relays  
Includes Two Years of Monitoring Service

Monitoring to include but not limited to:  
High level alarm, low level alarm, pump run, phase loss and generator  
run

EA	#	Total
\$ 2,465.00	6	\$ 14,790.00



**TOWN OF BERLIN**  
 10 William Street  
 Berlin, MD 21811

# PURCHASE ORDER

**PO Number:** 201700032

**Date:** 07/19/2016

**Requisition #:** 201700032

**Vendor #:** 0001682

**ISSUED TO:** PEP-UP, INC.  
 P O BOX 687  
 GEORGETOWN, DE 19947

**SHIP TO:** Berlin Powet Plant  
 309 William Street  
 Berlin, MD 21811

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	16,000 Fuel for Power Plant	10-5610-5631		1.43	22,800.00

**Authorized by:** \_\_\_\_\_

<b>SUBTOTAL:</b>	22,800.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	22,800.00

1. Original invoice with remittance slip must be sent to: Town of Berlin, 10 William Street, Berlin, MD 21811.
2. Payment may be expected within 30 days of receipt of goods and invoice.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the Town.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer. The Town is exempt from all federal excise and state tax – ID# 52-6000776
- 10.

## Laura Allen

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**From:** geewilliams3@comcast.net  
**Sent:** Thursday, July 21, 2016 1:46 PM  
**To:** ltwoodstock@verizon.net  
**Cc:** Laura Allen; Ivy Wells; William Williams; Sharon Timmons  
**Subject:** Re: Ambassador Program

Mike,

On behalf of the mayor and council, town employees and the many citizens who volunteer for the Berlin Ambassador Stand each summer, thank you very much for your kind and inspiring comments.

Your email is inspiring and encouraging on many levels. This is just one more example of how our citizens and town employees show their pride, offer genuine hospitality, and lead by example.

Thank you for your time and caring as a Berlin Ambassador and for all the other things you do to make our community a special and happy place to live or visit.

Gee Williams  
Mayor

Sent from XFINITY Connect Mobile App

-----Original Message-----

**From:** [ltwoodstock@verizon.net](mailto:ltwoodstock@verizon.net)  
**To:** [geewilliams3@comcast.net](mailto:geewilliams3@comcast.net), [gwilliams@berlinmd.gov](mailto:gwilliams@berlinmd.gov)  
**Cc:** [iwells@berlinmd.gov](mailto:iwells@berlinmd.gov), [lallen@berlinmd.gov](mailto:lallen@berlinmd.gov), [stimmons@berlinmd.gov](mailto:stimmons@berlinmd.gov)  
**Sent:** 2016-07-21 09:01:18 GMT  
**Subject:** Ambassador Program

Mayor Williams:

On Wednesday July 21st Helen and I worked the Ambassador Stand on Main Street. We always enjoy this job and usually split the entire shift. After we were finished the shifts yesterday we both commented on how enjoyable of a day it was. We had a lot of nice conversations with the visitors, and compliments on the town. Several peoples stopped back and thanked us for the suggestions we had made. All of this happens each time we worked, however there seemed to be an even higher amount of this type of feed back than normal.

The most interesting person was a lady waiting for a carriage ride. She asked about our program and how it worked, She was from Providence, RI which has a similar program. She was surprised that we volunteer for the job. They have to pay people to staff their booth. She seemed very interested in our whole program and was impressed that town employees came forward to help.

Already looking forward to my next shift.

MIKE WILEY

cc:

Laura Allen

Ivy Wells

Sharon Timmons





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July 8, 2016

The Honorable William G. Williams, III  
Mayor  
Town of Berlin  
10 William St.  
Berlin, MD 21811

JUL 11 '16 PM 1:22

Dear Mayor Williams:

July 01, 2016 marked the Town of Berlin's Fifteenth Anniversary as a member of the Local Government Insurance Trust. I would like to take this opportunity to let you and the council know how much we appreciate your continued loyalty and partnership with the Trust.

Thank you for letting us serve the town for its Liability, Excess Liability, and Property coverage. We know that the growth and success of the Trust is largely dependent on having members, such as you. We recognize the contribution your town makes in helping the Trust maintain the position we enjoy in today's insurance market.

The Town of Berlin and the Trust have benefited in ways other than costs savings from our close working partnership and we look forward to strengthening that working partnership in the future. If I can help in any way, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Ailsworth", written in a cursive style.

Timothy S. Ailsworth  
Executive Director