



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, October 23, 2017

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Regular Session of 10/10/17
2. Introduction of YSEALI Fellows – Mayor William Gee Williams, III
3. Stormwater Projects Update – Presentation by Darl Kolar, EA Engineering Science and Technology, Inc., PBC
4. Motion 2017-35: Motion approving the Mayor and Council Meetings and Town Holidays for calendar year 2018 – Administrative Services Director Mary Bohlen
5. Events:
 - a. Motion 2017-36: Motion approving an exception to Ordinance 2011-11, Chapter 30-1 to allow the consumption of alcohol in non-glass containers within the closed areas during six specified 2018 special events – Economic and Community Development Director Ivy Wells
 - b. Motion 2017-37: Motion approving park events and accepting the 2018 event schedule – Economic and Community Development Director Ivy Wells
6. Motion 2017-39: Motion approving engineering proposal for the Gay Street Water Main Upgrade from Davis, Bowen & Friedel, Inc.
7. Awards from American Municipal Power
 - a. Safety Award – Berlin Electric
 - b. Hard Hat Safety Award - Electric Director Tim Lawrence
8. 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

9. Town Administrator's Report (Managing Director Jeffrey Fleetwood on behalf of Town Administrator Laura Allen)
10. Comments from the Mayor
11. Comments from the Council
12. Comments from the Public
13. Comments from the Press
14. 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*



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Tuesday, October 10, 2017

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

Present: Mayor Gee Williams, Councilmembers Thom Gulyas, Zackery Tyndall, Dean Burrell, and Troy Purnell.

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

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 09/25/17:

On the motion of Councilmember Gulyas, the Executive Session minutes of September 25, 2017 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	4				1

b. Statement of Closure for Executive Session of 09/25/17:

Mayor Williams read the Statement of Closure.

c. Regular Session of 09/25/17:

On the motion of Councilmember Gulyas, the Regular Session Minutes of September 25, 2017 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	4				1

2. Proclamation 2017-11: Proclamation proclaiming October as Shore Craft Beer Month.
Mayor Williams read and presented CEO Ann Hillyer a proclamation proclaiming October as Shore Craft Beer Month. Councilmember Tyndall requested that Ms. Hillyer pass on any data related to the economic impact to the shore to the council.

3. Special Event Request: Taylor House Museum, Winter White Gala – December 2, 2017 5pm-10pm
Olive Mawyer and Andrea Bowland representing Habitat for Humanity and Jan Quick representing the Taylor House Museum spoke regarding approval for the Winter White Gala Fundraiser at the Taylor House Museum and the sale of alcohol at this event. Discussion continued regarding the Baker Street road re-construction that will be occurring at this time. Other than needing access to the driveway for the unloading and a porta potty, the group stated the project would have no impact on their event.

On the motion of Councilmember Purnell made a motion to approve the event and the sale of alcohol at the Winter White Gala.

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>	3	1			1

4. Berlin Falls Advisory Committee: Motion 2017-32 of the Mayor and Council approving Resolution 2017-08 establishing the committee and nominations.
Mayor Williams read an introductory statement and the names of the nominated Councilmembers and residents for the Berlin Falls Park Advisory committee. On the motion of Councilmember Burrell, Motion 2017-32 and Resolution 2017-08 establishing the committee and nominations for the Berlin Falls Advisory Committee 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>	4				1

5. Baker Street Contract Award: Motion 2017-34 of the Mayor and Council awarding the Baker Street Contract to Goody Hill Groundwork, Inc. in the amount of \$139,364.57.

Wastewater and Public Works Superintendent and Project Manager Jamey Latchum explained that proposed bid was around \$20,000 over budget and requested that the overage be taken from the Town's reserves. Project is projected to start after completion of the William Street project and is hopefully expected to be completed before Christmas. Councilmember Tyndall requested that the No Trucks signs be relocated for enhanced visibility.

On the motion of Councilmember Burrell, the Baker Street Contract will be awarded to Goody Hill Groundwork, Inc. in the amount of \$139,364.57 with the over budgeted amount of \$20,000 to be taken from the Town's reserves.

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>	4				1

6. Public Safety Mutual Aid Agreement:

Police Chief Arnold Downing requested approval for the renewal of the Mutual Aid Agreement between Worcester County and the Town which allows assistance between the two municipalities for investigations, man power and use of equipment.

On the motion of Councilmember Burrell, the Mutual Aid Agreement between Worcester County and the Town of Berlin was approved contingent on the Maryland State Police being added to the agreement.

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>	4				1

7. Departmental Reports:

a. Water Resources/Public Works Director – Jane Kreiter

Ms. Kreiter stated that the contractor had moved off of William Street and was working on the offsite wetlands. The top coat of asphalt will be applied to the street once the wetlands portion of the project has been completed. The design of Phase 3 which encompasses Pine, Maple and Cedar Ave is 90% complete. She will be picking up the 2 international scientists on Saturday and there will be a reception at the Welcome Center on the 19th.

b. Electric Utility Director – Tim Lawrence

Mr. Lawrence reported on the equipment being replaced at the Power Plant. He also reported that the Town had ran its engines 11 times and had hit all 5 peaks. He stated that the department was working to move the overhead lines at Gull Creek underground and that they would be installing a conduit on Baker Street for the electric, Verizon and Comcast lines in the case that they need to be relocated underground in the future. Mr. Lawrence finished his report by stating that Worcester Technical High School engineering class had taken a field trip to the Electric department and Power Plant.

c. Planning and Zoning Director – David Engelhart

Mr. Engelhart reported that a grant agreement for the Bikeways project had been executed. He also will be attending a US Census 2020 training session on the 13th hosted by the Maryland Department of Planning.

d. Economic and Community Development Director – Ivy Wells

Ms. Wells announced that Oktoberfest will be held this Saturday from 12-6 pm and will host two bands this year. She also reported that Siculi's had closed and DiFebo's will be opening at that location. Berlin Main Street Nails is open and the former Berlin Butcher shop will be re-opening as a new butcher shop and deli on November 1st. Bryan Brushmiller has bought the building housing the video store and the video store will be staying as of this time. She also announced there has been an increase in the bus tours to Berlin.

e. Managing Director – Jeffrey Fleetwood

Mr. Fleetwood reported that Worcester County would be hosting CPR classes on Wednesday and Thursday of this week.

8. Town Administrator's Report – Laura Allen

Ms. Allen reported out that the council had approved a change order via email for an increase of \$29,036.90 to Willow Construction to keep the project moving.

9. Comments from the Mayor:

Mayor Williams had no comments.

10. Comments from the Council:

Councilmember Gulyas suggested that the Town look into expanding the restroom situation at the Welcome Center due to increase in bus tours.

Councilmember Tyndall announced that he would be attending the Fall MML convention in Rockville October 11th through the 14th.

Councilmember Burrell had no comments.

Councilmember Purnell made a motion to cancel the 2nd meeting in December.

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>	4				1

11. Comments from the Audience – none.

12. Comments from the Press – none.

13. Adjournment:

On the motion of Councilmember Burrell, the Mayor and Council meeting was adjourned at approximately 8:42PM.

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>	4				1

Respectfully Submitted,


 Sharon Timmons
 Administrative Assistant

Introductions of the YSEALI Fellows:

Xyla Gualberto

&

Pradnya Rahmani

Stormwater Projects Update

- Presentation by Darl Kolar, EA Engineering Science and Technology, Inc., PBC



MOTION OF THE MAYOR AND COUNCIL 2017-35

Mayor and Council and Holiday Schedules for 2018

A motion of the Mayor and Council of the Town of Berlin to approve the attached schedule of Mayor and Council Meetings and Town Holidays for calendar year 2018.

Approved this _____ day of _____, 2017 by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Elroy Brittingham, Sr. Vice President

Wm. Gee Williams, III, Mayor

ATTEST: _____
Laura Allen
Town Administrator



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov



2018 HOLIDAY SCHEDULE

<u>Holiday</u>	<u>Day</u>	<u>Date</u>
New Year Holiday (from '17 schedule)	Friday	December 29- ½ day
	Monday	January 1, 2018
Martin Luther King, Jr. Day	Monday	January 15
Presidents' Day	Monday	February 19
Good Friday	Friday	March 30
Memorial Day	Monday	May 28
Independence Day	Wednesday	July 4
Labor Day	Monday	September 3
Columbus Day	Monday	October 8
Veterans' Day	Monday	November 12
Thanksgiving	Thurs. & Fri.	November 22 & 23
Christmas Holiday	Monday	December 24- ½ day
	Tuesday	December 25
New Year Holiday	Monday	December 31- ½ day
	Tuesday	January 1, 2019

2018 MAYOR AND COUNCIL SCHEDULE

2nd & 4th Monday unless otherwise noted

Subject to change

January 8	January 22
February 12	February 26
March 12	March 26
April 9	April 23
May 14	*Tuesday, May 29
June 11	June 25
July 9	July 23
August 13	August 27
September 10	September 24
*Tuesday, October 9	October 22
*Tuesday, November 13	November 26
December 10	*Wednesday, December 26

*The normal Monday date falls on a holiday.

**MOTION OF MAYOR AND COUNCIL – 2017-36
2018 SPECIAL EVENT EXCEPTION FOR CONSUMPTION OF ALCOHOL**

A MOTION OF THE MAYOR AND COUNCIL APPROVING AN EXCEPTION TO ORDINANCE 2011-11, CHAPTER 30-1 TO ALLOW THE CONSUMPTION OF ALCOHOL IN NON-GLASS CONTAINERS WITHIN THE CLOSED AREAS OF MAIN STREET AND STEVENSON LANE TO 14 SOUTH MAIN STREET, 104 PITTS STREET TO THE INTERSECTION OF BROAD AND COMMERCE STREET, MAIN STREET TO THE INTERSECTION OF BROAD AND GAY STREET AND 4 BAY STREET TO THE BACK OF THE PARKING LOT AT THE ATLANTIC HOTEL FOR THE EVENTS LISTED BELOW.

Berlin Jazz and Blues – Saturday, May 5, 2018; 12pm to 6:00 pm

Reggae Play Day – Friday, May 11, 2018; 5:00pm to 9:00 pm

Small Town Throw Down – Saturday, September 8, 2018; 1 pm – 6 pm

**Fiddlers Convention – Friday, September 21, 2018; 7:00 pm to 10:00 pm
Saturday, September 22, 2018; 12 noon to 5:00 pm**

**Octoberfest and Fall Sidewalk Sale - Saturday, October 13, 2018;
12 noon to 5:00 pm**

New Year’s Eve Ball Drop – Sunday, December 31, 2018; 10 pm to 1 am

ADOPTED THIS _____ DAY OF _____, 2017 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF _____ TO _____ OPPOSED WITH _____ ABSTAINING AND _____ ABSENT.

ELROY BRITTINGHAM, SR., VICE PRESIDENT

APPROVED THIS _____ DAY OF _____, 2017 BY THE MAYOR OF THE TOWN OF BERLIN.

WM. GEE WILLIAMS, III, MAYOR

ATTEST: _____

LAURA ALLEN
TOWN ADMINISTRATOR



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov



October 24, 2017

Ms. April R. Payne, Administrator
Board of License Commissioners of Worcester County
One West Market Street – Room 1201
Snow Hill, MD 21863

Mayor

Wm. Gee Williams, III

Vice President

Elroy Brittingham, Sr.

Council Members

Dean Burrell, Sr.
Thomas Gulyas
Troy Purnell
Zackery Tyndall

Town Attorney

David Gaskill

Town Administrator

Laura Allen

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for consumption of alcohol during 6 events during our 2018 event schedule.

- Berlin Jazz and Blues, Saturday, May 5; 12 noon to 6:00 p.m.
- Reggae Play Day, Friday, May 11; 5:00 p.m. to 9:00 p.m.
- Small Town Throw Down – September 8; 1 pm to 6 pm
- Fiddlers Convention, Friday, September 21; 7:00 p.m. to 10:00 p.m.
Saturday, September 22; 12 noon to 5:00 p.m.
- Octoberfest/Fall Sidewalk Sale, Saturday, October 13; 12:00 noon to 5:00 p.m.
- New Year's Eve Ball Drop – Saturday, December 31; 10 p.m. – 1 a.m.

We are formally requesting the Board of License Commissioners to allow requested exemptions for Worcester County Beverage License Holders in Berlin, who apply for approval permits allowing patrons to leave their licensed establishments and enter into our designated area during the times stated above. As in the past all licensees' approvals will prohibit off sale of alcoholic beverages in "glass" containers.

We respectfully ask for the Board's approval of this request as we have had few, if any, major problems in the past and realize the on-going economic benefit for our local businesses participating in this program.

Thank you for your consideration.

Sincerely,

Wm. Gee Williams, III
Mayor

**MOTION OF MAYOR AND COUNCIL – 2017-37
2018 EVENT SCHEDULE**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE PARK EVENTS LISTED ON THE ATTACHED SCHEDULE AND ACCEPTING THE 2018 EVET SCHEDULE.

STATE HIGHWAY AND TOWN SERVICES PAPERWORK WILL BE SUBMITTED TO PARTICIPATING DEPARTMENTS AT LEAST SIX (6) WEEKS PRIOR TO THE EVENT. THE PURPOSE OF THIS MOTION IS TO APPROVE THE PROVISION OF TOWN SERVICES TO THESE EVENTS FOR THE CALENDAR YEAR.

ADOPTED THIS ____ DAY OF _____, 2017 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED WITH ____ ABSTAINING AND ____ ABSENT.

ELROY BRITTINGHAM, SR., VICE PRESIDENT

APPROVED THIS ____ DAY OF _____, 2017 BY THE MAYOR OF THE TOWN OF BERLIN.


WM. GEE WILLIAMS, III, MAYOR

ATTEST: _____

LAURA ALLEN
TOWN ADMINISTRATOR



Memorandum

To: Mayor and Members of the Town Council
From: Town Administrator Laura Allen 
Date: October 18, 2017
Subject: 2018 Event Schedule

Staff is requesting approval of the 2018 park events and acceptance of the 2018 event schedule at the October 23, 2017 Mayor and Council meeting.

The proposed schedule is attached for your review (Attachment A). The park events are highlighted in yellow. Mayor and Council approval is required for these events. Event organizers submitted their applications early to ensure they were on the Town's schedule and event promotion rack card.

The downtown events do not require the approval of the Mayor and Council. The Downtown Event Application Policy (Attachment B) grants the Town Administrator the authority to approve the downtown events that do not require an alcohol permit. The events that require an alcohol permit are listed under a separate agenda item for your consideration. The approved downtown events were included with the others to enable the Mayor, Council and public to have one list of all events to be held in Town during 2018.

A single list should make it easier to keep track of our events and enable business owners and residents to see our event commitment at a glance.

Date	Event	Time	Meeting Date	Contact
January 8-12, 2018	Restaurant Week		No Mtg needed	Ivy
March 31, 2018	Spring Celebration	10 AM - 5 PM	03/15/17	Larnet
April 7, 2018	Little League Parade	8:00 AM		
April 21, 2018	Clean-Up Day	9:00 AM	04/05/18	Mary B
April 21-28, 2018	Take Pride in Berlin Week		04/05/18	Mary B
May 5, 2018	Jazz & Blues Bash	10 AM - 5 PM	04/19/18	Larnet
May 5, 2018	Spring Just Walk	9-11 AM	04/19/18	Mary B
May 11, 2018	Reggae Play Day	5 PM - 9 PM	04/26/18	Ivy/Sharon
May 17, 2018	3rd Thursday Lunchtime Concert	11:30 - 1:30 PM	05/03/18	Ivy/Sharon
May 19, 2018	Spring Cruisers	10 AM - 2 PM	05/03/18	Larnet
May 27, 2018	Memorial Day at Monument	8:00 AM	05/17/18	Ivy/Sharon
TBD	Musical on Main Street	7:30 PM		
May 28, 2018	Memorial Day Parade	11 AM - 5 PM	05/17/18	Gabe Purnell
June 10, 2018	Afternoon on the Lawn	2 PM - 5 PM	05/31/18	Carol R/Susan T
June 10, 2018	Concert on the Lawn	6:00 PM	05/31/18	Susan Taylor
June 16, 2018	Zennafest	10 AM - 5 PM	05/31/18	Chrissy Ehrart
June 16, 2018	Movies on Main Street	8:30 PM	05/13/18	Mary/Heather/Robin
June 21, 2018	3rd Thursday Lunchtime Concert	11:30 - 1:30 PM	06/07/19	Ivy/Sharon
June 23, 2018	Bathtub Races & Believe in Tomorrow	10 - 8 PM	06/07/18	Larnet/Donna C
June 30, 2018	Outdoor Movie - SD Park	8:30 PM	06/21/18	Mary/Heather/Robin
July 3, 2018	Historic July 4th Celebration	1 PM - 5 PM	06/21/18	Susan T/Jan Quick
July 3, 2018	Fireworks	9 PM - 10 PM	06/21/18	Ivy/Nicki Chavis
July 8, 2018	Concert on the Lawn	6 PM - 9 PM	06/21/18	Susan Taylor
July 14, 2018	Outdoor Movie - Henry Park	8:30 PM	06/28/18	Mary/Heather/Robin
July 19, 2018	3rd Thursday Lunchtime Concert	11:30 - 1:30 PM	06/28/18	Ivy/Sharon
July 28, 2018	Outdoor Movie - SD Park	8:30 PM	07/12/18	Mary/Heather/Robin
August 4, 2018	Peach Festival	11 AM - 4 PM	07/19/18	Susan T/Jan Quick
August 7, 2018	National Night Out - Henry Park	4-7 PM	07/19/18	Arnold
August 10-12, 2018	Sidewalk Sale	10 AM - 5PM	07/26/18	Steve Frene
August 11, 2018	Outdoor Movie - Henry Park	8:30 PM	07/26/18	Mary/Heather/Robin
August 12, 2018	Concert on the Lawn	6 - 9 PM	07/26/18	Susan Taylor
August 16, 2018	3rd Thursday Lunchtime Concert	11:30 - 1:30 PM	08/02/18	Ivy/Sharon
August 25, 2018	Movies on Main Street	8:30 PM	08/16/18	Mary/Heather/Robin
September 1, 2018	Shakespeare on Main Street	7:30 PM	08/16/18	Ivy/Sharon
September 8, 2018	Small Town Throw Down	1 - 6 PM	08/23/18	Ivy/Sharon/John Fager
September 9, 2018	5K 10K Run	8 AM - 10:30 AM	08/30/18	Jim Corron - Fire Dept
September 9, 2018	Concert on the Lawn	6:00 PM	08/30/18	Susan Taylor
September 20, 2018	3rd Thursday Lunchtime Concert	11:30 - 1:30 PM	09/06/18	Ivy/Sharon
September 19-22, 2018	Paint Berlin Plein Air	All Day	09/06/18	Anna Mullis
September 21-23, 2018	Fiddlers Convention	10 AM - 5 PM	09/06/18	Larnet/Steve Frene
October 6, 2018	Fall Cruisers	10 AM - 2PM	09/20/18	Larnet
October 6, 2018	Touch A Truck	10 AM - 12 PM	09/20/18	Tim Lawrence
October 13, 2018	Oktoberfest/Fall Sidewalk Sale	12 - 6 PM	09/27/18	Ivy/Sharon

Date	Event	Time		
November 3, 2018	Bark for Life	12 - 5 PM	10/18/18	DJ Thompson
November 10, 2018	Berlin Fall Just Walk	8:00 AM	10/25/18	Mary B
November 23, 2018	Tree Lighting/Holiday Open House	6 PM - 9 PM	11/18/18	Ivy/Sharon
December 3, 2018	Classical Christmas		11/15/18	Susan Taylor
December 6, 2018	Christmas Parade	7 PM - 9 PM	11/15/18	Ivy/Sharon
December 31, 2018	New Year's Eve Ball Drop (Children)	5 PM - 7PM	12/20/18	Ivy/Sharon
	New Year's Eve Ball Drop (Adults)	8 PM - 1 AM	12/20/18	Ivy/Sharon
January - December	2nd Friday Art Strolls with Makers	5 PM - 8 PM		Heather/Robin
	Markets May - December			

Town of Berlin **Downtown** Event Application Policy

FORM MUST BE COMPLETED IN FULL AND INCLUDE CERTIFICATE OF INSURANCE AND DETAILED DESCRIPTION OF EVENT.

- All downtown events for the following year must be submitted between July 1-September 1. (Example: Submit by September 1, 2017 for event taking place in 2018).
- Only 1 event that requires Town services will be scheduled per day. Event organizers are encouraged to check the Town calendar and coordinate with Economic Development staff in advance of submitting their application.
- Events will be reviewed by staff for compliance with this policy:
 - Organizers are required to meet with staff to discuss the event in detail prior to application approval and 2-3 weeks before the event.
 - Town Administrator may authorize non-alcohol events that have a good track record with the Town.
- New events and events that include alcohol will be submitted to the Mayor and Council for their approval in September for events to be held in the following calendar year.

Restrictions:

- Loud generators will not be permitted. Generators are not to be louder than 58dB.
- Vendors must be out of the road by the end of event time that's approved by the Mayor and Council.
- Vendors must remove their own trash.
- Food vendors must remove all grease and food waste. Dumping grease onto the road, into the sewer or any trash receptacle/dumpster is not allowed per Town Code.

Approval of event will be determined by the Town of Berlin. We will notify you if you have been selected to present your event for approval by the Mayor and Council. Your appearance for approval by Mayor and Council is mandatory.



MOTION OF THE MAYOR AND COUNCIL 2017-39

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE GAY STREET WATER MAIN UPGRADE PROPOSAL FOR THE DESIGN AND CONSTRUCTION PHASE AS PROPOSED BY DAVIS, BOWEN & FRIEDEL, INC.

APPROVED THIS ____ DAY OF _____, 2017 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

ELROY BRITTINGHAM, SR. VICE PRESIDENT

APPROVED THIS ____ DAY OF _____, 2017 BY THE MAYOR OF THE TOWN OF BERLIN.


WM. GEE WILLIAMS, III, MAYOR

ATTEST: _____
LAURA ALLEN
TOWN ADMINISTRATOR



STAFF REPORT

To: Mayor and Members of the Town Council

From: Town Administrator Laura Allen 

Meeting Date: October 23, 2017

Subject: Gay Street Water Main Upgrade – Design and Construction Phase Services

RECOMMENDATION

Staff recommends the Council approve the proposal from Davis Bowen and Friedel (DBF) for the design and construction phase services for the Gay Street Water Main Upgrade Project in the amount of \$36,000.

EXECUTIVE SUMMARY

In reviewing the water system in the Gay St. area, staff determined upgrades need to be made to accommodate new development. Staff is recommending the Mayor and Council approve the attached proposal from DBF to perform the necessary design and construction phase services associated with this project. Construction costs are estimated to be \$250,000.

FISCAL IMPACT

The FY 2018 Adopted Budget contains \$40,000 for street and sidewalk work on Gay St. The majority of the water main upgrade work will be funded from contingency in the water fund which currently has a balance of \$265,000.

BACKGROUND

The Mayor and Council appropriated \$40,000 for paving and sidewalk improvements on Gay Street in the FY 2017-18 Adopted Budget. Upon further review, staff has determined the water main needs to be upgraded to support development in the area.

ANALYSIS

Staff recommends approving the DBF proposal for design and construction phase services. The Town does not have inhouse engineering expertise which is needed to complete this project effectively.

CONCLUSION

Staff recommends the Council approve the proposal from Davis Bowen and Friedel (DBF) for the design and construction phase services for the Gay Street Water Main Upgrade Project in the amount of \$36,000.

October 18, 2017

Town of Berlin
10 Williams Street
Berlin, MD 21811

*Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.*

Attn: Ms. Laura Allen
Town Administrator

Re: Gay Street Watermain Upgrades
Proposal for Design and Construction Phase Services
Berlin, Maryland
DBF # P0050A17.031

Dear Ms. Allen:

Davis, Bowen & Friedel, Inc., (DBF) is pleased to offer the following proposal for professional design and construction phase engineering services associated with water service improvements on Branch Street from Broad Street (MD RT 374) to Jefferson Street. It is our understanding that you desire design, permitting and construction phase services for installation of a new 6" PVC watermain along Gay Street with improvements for existing and proposed water services.

The proposed watermain will connect to the existing hydrant lead near Broad Street and extend south to tie into the existing 4" watermain on Jefferson Street. We will coordinate with the Town to determine improvements to residential and commercial water services, as well as fire services for existing and proposed structures for reach property served off Gay Street. Additionally, our design will include ADA compliant sidewalk installation along the west side of Gay Street to extend the pedestrian facilities from Broad Street to Jefferson Street. We will also look at the storm drainage system in this area to see if improvements are necessary. Our design will also include full width mill and overlay of the roadway once the water service, sidewalk, and storm drain work is completed.

Based on this understanding, our scope of work will be to develop site and utility plans and details for permitting and construction of the proposed work. A breakdown of services and fees are as follows.

DESIGN PHASE SERVICES

Topographic Survey

We will locate all existing surface features within the proposed project area, as are visible from the surface, including roadway, swales, drainage structures, utilities, manholes, cleanouts, valves, fences, landscaping, mailboxes, signs, exposed property corners and other natural and man-made features pertinent to the design of the project. We will determine the elevations of all storm drain piping, and the inverts of sewer mains that might be effected, within the project area.

DBF will request a Miss Utility locate to mark underground utilities within the project area. DBF will coordinate the locate areas with the Town prior to the survey. Our topographic survey will include location of all Miss Utility markings and flagging.

We will determine the existing Gay Street Right-of-way. All proposed work is anticipated to be in the existing road Right-of-way. Excluded from this contract is the acquisition of easements within the project area. At this time we do not anticipate the need for any easements, however, DBF can perform deed research and prepare easement documentation if required and requested by the Town as additional services.

Excluded from this contract is the determination of the depths of underground utilities which require test pitting. If determination of the depth of these services is critical to avoid a conflict with proposed work, we can perform this work under additional services, with excavation and test pitting to be done by the Town or contractor, to determine conflict potentials.

Lump Sum Fee \$3,600

Design & Construction Drawings

We will provide construction drawings, technical specifications, and bidding documents necessary for the proposed water service, sidewalk, storm drain work, and paving. Storm drain design, if required, will be limited to local drainage, and does not include downstream conveyance systems. Two additional field visits and/or meetings with Town staff and officials are included in this design cost.

Geotechnical sampling, testing and evaluation will be provided by an outside consultant for trench restoration design and roadway paving design. It is anticipated that 2 soil borings will be required and the cost of those borings and associated testing and analysis is included in our design cost.

Lump Sum Fee \$6,700

Erosion & Sediment Control

We will prepare Erosion & Sediment Control plans, and will submit those plans to the Worcester Soil Conservation District for review and comment. We will address those comments and resubmit for approval.

Lump Sum Fee \$2,200

Stormwater Management

We will prepare site plans, and waiver request forms and submit to the Town's SWM reviewer, EA Engineering, Science & Technology, Inc., for a SWM waiver.

Lump Sum Fee \$1,100

CONSTRUCTION PHASE SERVICES

Bidding

DBF will provide Bidding and Award Administration including assisting with advertising, soliciting interest from contractors, responding to bidder questions, preparation of addenda, attendance at the Pre-Bid Meeting and Bid Opening, reviewing Bids received and recommendation of award. Actual cost for advertising shall be paid by the Town, or if requested, can be handled as a direct expense by DBF. Newspaper advertising costs are not included in the Lump Sum fee.

Lump Sum Fee \$6,000

Construction Administration Services

Construction Administration Services will be provided throughout the project construction and will include the following:

- Coordinate between the Town of Berlin and Contractor when appropriate.
- Conducting the Pre-Construction Conference and progress meetings for the project on behalf of the Town of Berlin including preparation and distribution of meeting minutes.
- Review of submittals by the Contractor on materials proposed for use in the construction project.
- Answer Contractor and Town of Berlin questions regarding project materials, equipment, and construction processes.
- Supervision of Resident Project Representative (RPR) monitoring and reporting activities, and distribution of Daily Field Reports generated by the RPR.
- Evaluate and track the construction schedule with notice provided to the Town of Berlin as scheduling issues arise.
- Coordinate any necessary quality control on behalf of the Town of Berlin as required by the Contract Documents or testing that may be in addition to that already provided by the Contractor.
- Review Contractor progress payment applications, make recommendations, and submit to the Town of Berlin.
- Communication with the Contractor pertaining to conflict resolution and any other issues relevant to construction activity.
- Review and recommendations for Contractor Change Order requests.
- Schedule and participate in the final inspection of the completed work to result in preparation of a punch-list.
- Verification that punch-list items have been completed and recommendations regarding acceptance to the Town of Berlin.
- Schedule, conduct, and report the results of the end-of-warranty inspection of constructed improvements.
- Construction Administration fees are based on 60 day construction period.

Lump Sum Fee \$7,000

Inspection Services

RPR Services will be provided as necessary throughout the project construction and will include the following:

- Full-time time inspection of underground water system and Stormdrain improvements to verify compliance with project specifications.
- Part-time time inspection of above-ground and accessible improvements to verify compliance with project specifications.
- Inspection of materials provided by the Contractor for use in the construction project.
- Preparation of Daily Field Reports to summarize the Contractor's activities and field conditions.
- Maintain project record of field reports, meeting minutes, and construction correspondence.
- Monitoring any testing activities to confirm compliance with requirements of project specifications.
- Informing the Engineer as to the progress and quality of work.
- Review changes observed to accommodate field conditions and maintain RPR field as-built set, as well as review Contractor As-builts for preparation of Record Drawings/
- Informing the Contract Administrator of any conflicts and formulation of punch-list at conclusion of constructed improvements.

Inspection fees assume one inspector covering full-time and part-time duties for a total of 100 hours over the 60 day construction period. Estimated inspection hours for construction meetings and final inspection are also included in the estimated fee.

Estimated Fee \$8,000

Record Drawings

Services associated with providing record drawings will include the following: obtain contractor and RPR as-built drawings, incorporate any revisions from as-built drawings, addenda and any approved change orders, coordinate preparation of record drawings and furnish to the Town of Berlin. Hard copies of the Record drawings will be provided to the Town digital copy retained for future incorporation into the Town's GIS system.

Lump Sum Fee \$1,400

We are anticipating that the design will be completed as a Town infrastructure maintenance replacement project. No detailed stormwater management, or other permitting services are anticipated or included in this estimate. If stormwater management design is required, permitting can be provided as additional services. No specific funding agency requirements or coordination are anticipated by DBF. No specific public hearing services are included beyond the two site visits specified in design and attendance at a Mayor & Council Meeting if desired by the Town. It is understood that the scope of work and associated fees described herein shall exclude any permit application fees, agency review fees, recordation fees, and any other fees assessed by any government or regulatory agency for the purpose of reviewing and/or permitting the plan.

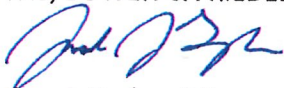
Proposal: Gay Street Watermain Upgrades
Town of Berlin
October 18, 2017
Page 5

We will provide the design and construction phase services described above for a lump sum fee of \$28,000 plus an estimated fee of \$8,000 for inspection services. Any work authorized by the Town beyond the scope of this proposal can be billed as additional services on an hourly basis. Invoices for all services will be rendered monthly based upon actual work completed during the previous month. Payment terms and any authorized additional services will be in accordance with the attached Schedule of Rates No. 46.

We will complete the design and submit to the Town for review within 30 days of authorization to proceed.

We appreciate the opportunity of providing this proposal and look forward to working with the Town to successfully complete this project. If this proposal is acceptable to you, please sign on the space provided and return one copy for our files. This proposal is valid for 30 days.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Joshua J. Taylor, P.E.
Associate

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Enclosure

CC: Jane Kreiter, Water Resources Director

Accepted By: _____

Date: _____

Town of Berlin



Safety Award

This award recognizes municipal electric systems for their safety performance and encourages municipalities to improve their present safety program.

Eligibility:

- Safety Awards will be given to systems with no time loss due to reportable accidents.
- Safety Commendations will be given to systems with less than one percent time loss.
- Reporting period runs from June 1, 2016 through May 31, 2017.
- To determine time loss, divide the total number of hours away from work and restricted by the total work hours of exposure for the period of June 1, 2016- May 31, 2017.

$$\text{Time Loss} = \frac{\text{Total number of hours away from work and restricted}}{\text{Total work hours of exposure for the period}}$$

Criteria:

- There are two categories:
 - Transmission/Distribution
 - Generation

Recognition:

- More than one award can be given each year.
- Recipients announced and recognized with an award at the Safety Lunch during the 2017 AMP/OMEA Conference in September.

Deadline:

- Entry must be received by July 21, 2017.
- Form available electronically on the Member Extranet of the AMP web site.
- Email, mail or fax completed form to:
 - Jodi Allalen
Awards Program
AMP
1111 Schrock Road, Suite 100
Columbus, Ohio 43229
jallalen@amppartners.org
614.540.0916 - direct
614.540.6926 - fax



Nomination Form – Safety Award

1. Utility: Berlin electric
2. Nomination is for: **Transmission/Distribution** OR Generation (highlight one)
3. Your Name: Laura Allen
4. Title: Town Administrator
5. Address: 10 William St.
6. City, State and Zip: Berlin, MD 21811
7. Phone: 410-641-4144
8. Email address: lallen@berlinmd.gov

Annual Statistics

Summary of information for the period June 1, 2016 – May 31, 2017:
Important: Please show all information applicable to your system

A. Work Hours and Number of Employees		
1.	Total work hours of exposure for the period June 1, 2016- May 31, 2017	11,768
2.	Number of full-time employees	8
B. Reportable work-related injuries and accidents		
1.	Number of fatality cases	0
2.	Number of days-away-from-work cases	0
3.	Number of restricted or light-duty days	0
4.	Number of medical treatment cases	0
5.	Total number of cases (total of 1, 2, 3 & 4)	0
C. Time charges (work hours only)		
1.	Number of hours away from work	0
2.	Number of hours restricted to light duty work, injuries/accidents	0
3.	Total number of hours away from work and restricted (total of 1 & 2)	0



Hard Hat Safety Award

AMP established a hard hat safety program to recognize an employee in each member community who demonstrates safety at all times.

Eligibility:

- Members can nominate one employee from their electric distribution department.
- Members with generation can also nominate one employee from their electric generating division.

Criteria:

- An electric utility employee who:
 - adheres to on-the-job safety procedures
 - promotes electric safety within their department
 - is 100% safety conscious

Recognition:

- Recipients are nominated by the municipal electric system's director or superintendent and approved by the AMP safety staff.
- More than one award can be given each year.
- Each member community with a recipient will be announced during the Safety Awards luncheon at the 2017 AMP/OMEA Conference in September.
- A plaque will be presented to the individual recipient at a safety meeting in their community.

Deadline:

- Entry must be received by July 21, 2017.
- Form available electronically on the Member Extranet of the AMP web site.
- Email, mail or fax completed form to:
 - Jodi Allalen
Awards Program
AMP
1111 Schrock Road, Suite 100
Columbus, Ohio 43229
jallalen@amppartners.org
614.540.0916 - direct
614.540.6926 - fax



Nomination Form – Hard Hat Safety Award

1. Utility: Berlin Electric
2. Name of employee being nominated: Tim Lawrence
3. Title of employee being nominated: Electric Utility Director
4. Explain how the nominee has contributed to safety:

Mr. Lawrence joined Berlin Electric on August 3, 2010. He recognized immediately the need for appropriate safety equipment and apparel for the electric crew and moved quickly to obtain the approval of the Mayor and Council for those purchases.

Berlin Electric's RP3 designation reflects Mr. Lawrence's professionalism and commitment to safety. He enforces a culture of safety consistently across the department. He holds monthly safety meetings, based on the current APPA Safety Manual, which are well documented. When the utility purchases new equipment, Mr. Lawrence holds a safety meeting to ensure all employees understand how to use it prior to deploying it. He ensures all employees have the certifications they need to do their jobs safely and effectively. Berlin Electric holds daily safety briefings and performs pre and post job safety analyses. Mr. Lawrence is the reason Berlin Electric has an extremely low number of accidents.

It is for these reasons that I'm nominating him for the Hard Hat Safety Award.

5. Your name: Laura Allen
6. Title: Town Administrator
7. Address: 10 William St.
8. City, State and Zip: Berlin, MD 21811
9. Phone: 410-641-4144
10. Email address: lallen@berlinmd.gov