



**BERLIN MAYOR AND COUNCIL**  
**Meeting Agenda**

**Berlin Town Hall**  
**10 William Street**  
**Monday, February 25, 2019**

**6:30 PM EXECUTIVE SESSION – Conference Room**

- a. Pursuant to Section §3-305(b)(3) To consider the acquisition of real property for a public purpose and matters directly related thereto

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

1. Approval of the Minutes for:
  - a. Executive Session of 02/11/19
  - b. Statement of Closure for Executive Session of 02/11/19
  - c. Regular Session of 02/11/19
  - d. Work Session of 02/21/19
2. Atlantic General Hospital Presentation – President Michael Franklin
3. Departmental Reports:
  - a. Administrative Services Director – Mary Bohlen
  - b. Water Resources/Public Works – Jane Kreiter
  - c. Electric – Tim Lawrence
  - d. Chief – Arnold Downing
  - e. Planning – Dave Engelhart
  - f. Economic and Community Development – Ivy Wells
  - g. Managing Director – Jeff Fleetwood
4. Town Administrator’s Report – Managing Director Jeffrey Fleetwood on behalf of Laura Allen
5. Comments from the Mayor
6. Comments from the Council
7. Comments from the Public
8. Comments from the Press
9. 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**  
**Monday, February 11, 2019**

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

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

**Absent:** Councilmember Dean Burrell.

**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 Lieutenant Robert Fisher, Electric Utility Director Tim Lawrence, 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 7:15 PM.

1. Approval of the Minutes for:

a. Regular Session of 01/28/19:

On the motion of Councilmember Gulyas, the Regular Session Minutes of January 28, 2019 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>	3		1		1

2. Public Works Update on Republic Services

Public Works Superintendent David Wheaton presented photos and information on Republic Services, and new garbage truck. Mayor Williams asked how often it is emptied; Mr. Wheaton said once per week. Councilmember Tyndall asked about the green dumpster on the property; Mr. Wheaton said that is for cardboard only and the County picks that one up. Councilmember Gulyas asked when the recycling gets picked up and how long is it gone to be emptied; Mr. Wheaton said they typically pick up on Thursday mornings, and the dumpster may be gone for an hour at a time, sometimes they run a day or two behind and may pick up on Friday or Saturday.

3. Motion 2019-04: Motion approving adult drop-in tennis on Wednesdays from 10:00 AM to 12:00 PM from April 3, 2019 to May 29, 2019 at Stephen Decatur park to be conducted by Worcester County Department of Recreation & Parks

Administrative Services Director Mary Bohlen explained the drop-in tennis. Councilmember Tyndall asked why they would approve this and not something like tinker garden; Ms. Bohlen said the difference is a non-profit versus a for profit organization. Councilmember Gulyas asked if they will use all four courts; Ms. Bohlen said that is the plan. Councilmember Gulyas said Councilmember Burrell expressed concerns about that and would like one to remain open for

public use; Mary said that can be changed. Vice-President Brittingham asked if you need to be a County resident to play; Ms. Bohlen said no.

On the motion of Vice-President Brittingham, Motion 2019-04 with the amendment that one court remain open, 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>	4				1

- 4. Motion 2019-05: Motion approving Ocean’s East to purchase forty-eight (48) new equivalent dwelling units (EDU)

Blair Rinnier explained that the EDU request for forty-eight (48) EDU’s are for buildings two and seven which are the last 48 buildings the 180 buildings in phase one. He indicated that construction will begin when the weather allows. Councilmember Tyndall asked about the occupation thus far; Mr. Rinnier said they have all but five of 108 units occupied.

On the motion of Councilmember Purnell, Motion 2019-05 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>	4				1

- 5. Departmental Reports:

- a. Finance Director – Natalie Saleh

Ms. Saleh reported that she is meeting with department heads to discuss expenses and projections and preparing budget scenarios for fiscal year 2020.

- b. Water Resources/Public Works Director – Jane Kreiter

Ms. Kreiter reported that they are gearing up for budgets and spring time at the spray sites. Also, the Stormwater project on Graham Avenue will start in the next month or so.

- c. Electric Utility Director – Tim Lawrence

Mr. Lawrence reported that they have replaced rotten utility poles, installed new underground service, had their first peak shaving event, completed the powerplant LED project, and they will be completing the mandated annual stack testing tomorrow.

- d. Planning and Zoning Director – David Engelhart

Mr. Engelhart reported that Ocean’s East met to revise entrance features and sent their plans to the Town; DBF has them and is currently reviewing them; they will also fix the pavement in warmer weather. Councilmember Gulyas asked him to forward DBF’s comments when he receives them. Planning Commission will meet on Wednesday to discuss changes to the Barbeque restaurant’s floor plans.

e. Economic and Community Development Director – Ivy Wells

Ms. Wells reported that the Valentines event was a success and thanked Councilmember Gulyas for printing the flyers. She reported that Berlin was named top 26 romantic Towns. She had leftover façade grant funds for new signage for the Welcome Center. Her assistant Allison Early attended the Main Street meeting. Ms. Wells will be attending Taste of the Eastern Shore and a Bike Maryland Meeting.

6. Town Administrator’s Report – Laura Allen

Ms. Allen discussed the Community Center and YMCA Survey. She and Project Coordinator David Deutsch spoke with Triangle2, the firm that works with YMCA. If the Town chooses to move forward with this, it would start with a paper survey, focus groups, and then phone surveys and would cost approximately \$20,000-\$25,000 and take approximately four to six months. Mayor Williams asked if it would still be necessary to use a surveying firm if we wanted a survey for the general interests of the Town, or if that can be done in house. Ms. Allen would suggest the Town put out an RFP and use a surveying firm to do that for the expertise they have with the topic. Mayor Williams asked if it would be helpful to do a community wide survey first through paper surveys and online to see what interests the Town may have or what organizations the Town may want to see; if we put out an RFP for this we could hopefully pick a firm to work with by March. Councilmember Tyndall said if we use focus groups he would like to see them broken into two different locations for meetings. Ms. Allen asked if this is the group consensus to move forward with this; the Council agreed that it was.

7. Comments from the Mayor – none.

8. Comments from the Council – none.

9. Comments from the Audience – none.

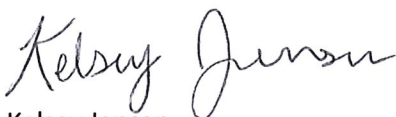
10. Comments from the Press – none.

11. Adjournment:

On the motion of Councilmember Burrell, the Mayor and Council meeting was adjourned at approximately 7:45PM.

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,



Kelsey Jensen  
Town Clerk



**BERLIN MAYOR AND COUNCIL**  
**BUDGET WORK SESSION**  
**Meeting Minutes**  
**Monday, February 21, 2019**

**4:30 PM BUDGET WORK SESSION**  
**Berlin Town Hall Council Chambers**

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

**Staff Present:** Town Administrator Laura Allen, Managing Director Jeff Fleetwood, Administrative Services Director Mary Bohlen, Finance Director Natalie Saleh, Water Resources and Public Works Director Jane Kreiter, Police Chief Arnold Downing, Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells, and Town Clerk Kelsey Jensen.

Mayor Williams called the Budget Work Session to order at 4:30 PM. Mayor Williams gave opening remarks and explained the purpose of the work session.

1. Real Estate Property Tax Rates

Town Administrator Laura Allen discussed the proposed rate options for taxes and recommended option three or four to address the general fund issues. Councilmember Tyndall asked Ms. Allen to send where the inflation rate amounts came from; she said she would. Councilmember Tyndall asked if any other local municipalities or counties have different rates for commercial and residential; Finance Director Natalie Salah said other counties do, just none locally. She did mention that Pocomoke has different rates for residential occupied and non-occupied homes.

2. Water and Sewer Rates

Finance Director Natalie Salah and Town Administrator Laura Allen discussed the proposed water and sewer rate options and said DBFs rate study will not be completed for a few weeks.

3. Stormwater Fee Rates

Finance Director Natalie Salah and Town Administrator Laura Allen discussed the proposed stormwater rate changes.

Finance Director Natalie Salah then went over the total rate increase Projections for FY 2020. Councilmember Tyndall asked how we came up with the average cost for a home and business and Ms. Salah said she looked at residential and commercial costs and just used an average.

Ms. Allen said the Town Staff is also working on decreasing their overall budget by 10% which would be about \$700,000. Ms. Salah stated that we are to be reassessed in 2020 and those new rates would go into effect in 2021.

Councilmember Burrell said it would be negligent for the Town not to address these issues as soon as possible and the water and sewer increases should include all residents not just residents who use over a specific number of gallons per month.

Councilmember Tyndall asked if there is a restriction on how high our rates can go; Ms. Allen said there are no legal restrictions. Natalie said last year we fell below the constant yield rate and so there was a requirement to advertise for that.

Councilmember Purnell asked why there is such a large deficit in sewer; Water Resources and Public Works Director Jane Kreiter said when the rate study was done years ago they did not know what would be required for the new spray site facility and costs increases; Mayor Williams said it also didn't account for the fact that every time we open a road to fix something we have a large cost to repair items underground as well.

Councilmember Burrell asked what can be done in year one to balance out on water and sewer rates; Ms. Salah would have to re-run numbers. He asked that she send all this information in excel and not the PDF. Ms. Allen asked if he was looking to compress the water sewer increases to three years instead of five and he said yes.

Councilmember Tyndall said he thinks it is important to come up with some system to let us know when we should be concerned with reserves; he wants to be sure we always have a significant amount of reserves. He also said that cutting 10% from the budget shouldn't take away from something that may cause bigger issues down the road if we were to cutback now. He wants to see what the departments cut too so that we can determine if it will have any affect in the long run; Councilmember Burrell agreed and did not want to see the quality of services deteriorate from any budget cuts. Managing Director Jeffrey Fleetwood asked if Ms. Allen wanted budget cuts to be from operational or total and Ms. Allen said total. Councilmember Tyndall said he didn't think that should include personnel and Councilmember Burrell said it should be up to each department where they want to cut from including personnel. Ms. Allen said she also told the Department Directors that this year is not the year to ask for new positions.

Mayor Williams said they Council should give Ms. Allen some direction on these increases. He also said think about it they would like one rate increase for commercial and residential or separate the two into a two-tier system. Councilmember Tyndall said he does not think we should do a two-tier system and single out the business owners since no one else locally does it. Councilmember Burrell feels that the commercial properties should see a higher rate in his opinion.

Councilmember Gulyas asked how much the Town spends on events in a year; Ms. Allen said about \$100,000.

Councilmember Purnell said he thinks option three or four would be best for tax scenarios or we should pick a rate in between commercial and residential and charge them the same. Mayor Williams asked when the rates need to be decided; Ms. Salah said they must report the rates in May.

Councilmember Burrell mentioned that Showell Street looks terrible; Ms. Kreiter said they are soliciting bids on that and will fill them temporarily in the meantime.

The Council asked that we run the rates at \$.91 for both commercial and residential and run them at \$.98 commercial and \$.88 residential, show a compressed three year increase for water and sewer, and run the stormwater rates as proposed and report those numbers to the Council.

The Budget Work Session adjourned at 6:10 PM.

Respectfully Submitted,



Kelsey Jensen  
Town Clerk