



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
www.berlinmd.gov



Mayor
Wm. Gee Williams, III

Vice President
Elroy Brittingham, Sr.

Council Members
Dean Burrell, Sr.
Lisa Hall
Paula Lynch
Troy Purnell

Town Attorney
David Gaskill

Town Administrator
Laura Allen

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, FEBRUARY 24, 2014

**COUNCIL CHAMBERS – BERLIN TOWN HALL
10 WILLIAM STREET
BERLIN, MD 21811**

EXECUTIVE SESSION.....6:00 PM

REGULAR SESSION7:00 PM

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
COUNCIL MEETING
AGENDA
Monday, February 24, 2014**

6:00 PM EXECUTIVE SESSION - Berlin Conference Room

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

1. Steve Frene – A Musical Tribute to Berlin
2. Approval of the Minutes for:
Regular Session of the Mayor and Council on February 10, 2014
Executive Session of the Mayor and Council on February 10, 2014
Statement of Closure for Mayor and Council on February 10, 2014
Worksession Minutes of Mayor and Council on February 19, 2014
3. Request for Transfer of EDU – Ernest Gerardi
4. Stormwater Update – Darl Kolar of EA Engineering, Science & Technology
5. Request for Financial Plan for payment of EDUs and Impact Fees – Carmello Solito of Twisters Gymnastics
6. Motion to Approve – Cost and participation in Mosquito Control Work with Maryland Department of Agriculture
7. Motion to Approve – Contract with Dovetail Cabinetry for Cabinetry work in Customer Service Area
8. Departmental Reports
 - a. Finance – Natalie Saleh
 - b. Deputy Town Administrator – Mary Bohlen
 - c. Public Works – Mike Gibbons
 - d. Water Resources – Jane Kreiter
 - e. Electric – Tim Lawrence
 - f. Police – Arnold Downing
 - g. Planning – Dave Engelhart
 - h. Human Resources – Jeff Fleetwood
9. Town Administrator's Report
10. Comments from the Mayor
11. Comments from the Council
12. Comments from the Public

13. Comments from the Press

14. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday, February 10, 2014

The meeting of the Mayor and Council for Monday, February 10, 2014 was called to order by Mayor Williams at approximately 7:05 p.m. Councilmembers Brittingham, Hall, Burrell, Purnell, and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Planning Director Dave Engelhart, Police Chief Arnold Downing, Economic and Community Development Director Michael Day, Public Works Director Mike Gibbons, Human Resources Director Jeff Fleetwood and Administrative Assistant Sharon Timmons. Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh and Water Resources Director Jane Kreiter were absent.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Mayor Williams asked for a motion to approve the Regular Session minutes of January 27, 2014. Councilmember Lynch made a motion to approve the minutes and council voted unanimously to approve 5-0.

Ms. Mary Henderson, Office Coordinator for Women Supporting Women came before the council requesting approval of the event known as the "High Heel Race" to be held on Friday, June 6, 2014 at 6:00 p.m. on Main Street. Discussion continued. Councilmember Burrell made a motion to approve the event and council voted unanimously to approve 5-0.

Mrs. Patricia Dufendach of the Berlin Pedestrian Safety Committee updated the Mayor and Council on the issues and actions that would be implemented in the area of Route 113 between the intersections of Route 346 and Germantown Road. Ms. Dufendach presented a powerpoint slide show which reviewed the improved signage, countdown crosswalks, additional sidewalks and a reduced speed limit of 45 mph. Mayor Williams commended and thanked Ms. Dufendach and the committee for the great amount of progress and work that has been completed thus far.

Town Attorney David Gaskill stated that Item 4, request from G2 Properties for a temporary waiver of the EDU deposit would be withdrawn as the Mayor and Council did not have the authority to grant a waiver. Mr. Gaskill stated that Mr. Gillis would pay the deposit and would be refunded the deposit amount plus a \$400 administrative fee if the project did not come to fruition.

Town Administrator Laura Allen explained the motion to ratify Berlin's Electric Service Tariff with the Public Service Commission which would ensure a clear public record regarding the Town's electric charges. Councilmember Burrell made a motion to approve the ratification of Berlin's Electric Service Tariff and council voted unanimously to approve 5-0.

Department Head reports began with Public Works Director Mike Gibbons reporting that he would be advertising for sealed bids for the replacement of the roof at the Visitor's center. He also explained the process for the pretreating of the streets prior to the snow storm on January 28th.

Electric Utility Director Tim Lawrence reported that the installation of the wind turbine had been completed and that the generators at the Power Plant were being prepped for the summer peak shaving runs. Mr. Lawrence announced that he, August Wienhold and Claude Littleton had traveled to Odenton, Maryland for 3 days to assist BGE in the restoration of electric service to over 80,000 customers after a large storm had struck the area. He also spoke on the educational coloring book that he had purchased for the customer service department to hand out to children 6-9 years of age.

Police Chief Arnold Downing reported on the discussions held with the Superintendent of the Maryland State Police and other executive officers regarding new task force concepts to attack drug dealing on a higher level.

Planning Director David Engelhart reported that plans had been received from the Tractor Supply Company and the G2 Properties and that he was anticipating the issuance of permits in the next few days.

Human Resources Director Jeff Fleetwood reported that representatives from LGIT would be on site February 18th for their annual hazard awareness site visit.

Economic and Community Development Director Michael Day reported that they were preparing the booth for the Home and Condo Show and the Maryland Municipal League events. Mr. Day also spoke on the Cool Berlin competition and encouraged people to vote.

Town Administrator Laura Allen reminded the Mayor and Council that there would be a joint worksession with the Board of Election Supervisors on Wednesday, February 19th at 4:30 p.m. She then presented 8 purchase orders for approval (201402180, 201402223, 201402239, 201402245, 201401852, 201401985, 201402292 and 201402128). Councilmember Brittingham made a motion to approve the 8 purchase orders as submitted and council voted unanimously to approve 5-0.

Mayor Williams announced that Public Works Director Mike Gibbons had accepted a position with another town and wished him well in his new venture.

Mayor Williams asked for comments from the council. All councilmembers thanked Mr. Gibbons for his service and wished him well.

Mayor Williams asked for comments from the public or the press. There being no comments from either, Councilmember Lynch made a motion to adjourn the meeting and the meeting ended at 8:10 p.m.

Respectfully submitted


Sharon Timmons
Administrative Assistant

BERLIN MAYOR AND COUNCIL
RE-DISTRICTING
WORKSESSION MINUTES
FEBRUARY 19, 2014

The Work session of the Berlin Mayor and Council was called to order by Mayor Williams at 4:30 p.m. The purpose of the work session was to discuss the issue of election re-districting. In attendance were Ms. Nasrin Rahman, a representative from the Maryland Department of Planning State Clearinghouse re-districting office, Councilmembers Dean Burrell, Elroy Brittingham, Paula Lynch, Lisa Hall and Troy Purnell. Also in attendance were Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen and Town Attorney David Gaskill and Board of Supervisors of Elections members John Briddell, Lou Creter, Milton Schul and Tony Bowen.

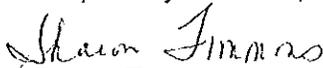
The existing district configuration populations according to the 2010 census are as follows: District 1: 1,038, District 2: 1,292, District 3: 1,383 and District 4: 783. Ms. Bohlen reported that the 2010 census had shown an adjustment in the town's population from 4,385 to 4,496, therefore the ideal district size would be 1,124 or within 5% of each other.

Utilizing the software that Ms. Rahman had brought with her, she manipulated the different district boundaries at the direction of the Mayor and Council to arrive at the desired numbers while maintaining the incumbents' seat on the council. The final numbers resulting from the manipulation of the district boundaries were: District 1: 1128, District 2: 1120, District 3: 1166 and District 4: 1082.

Ms. Bohlen stated that the next step would be to pass a Resolution including a map showing the boundary changes at a public meeting for approval. She also indicated that the Worcester County Board of Elections would have some input as to when the proposed changes would be effective.

Mayor Williams closed the Work session at 5:30 p.m.

Respectfully submitted,


Sharon Timmons
Administrative Assistant

TOWN ADMINISTRATOR'S REPORT
February 24, 2014

Purchase Orders

PO# 201402306 in the amount of \$1,000.00 to Worcester County Economic Development for matching fund for Hotel Feasibility Study. (01-4115-4060)

PO# 201402372 in the amount of \$1,025.28 to Pittsville Motors for repairs to Vehicle #74 at Electric department. (-10-4230-4031)

PO# 201402401 in the amount of \$1,129.46 to Chip's Repair and Towing for tubes and tires for Bucket truck. (10-4230-4031)

PO# 201402403 in the amount of \$5,023.00 to Dovetail Custom Cabinetry to work to be done in the Customer Service area. (01-4120-4060, 01-4125-4060)

PO# 201402408 in the amount of \$2,456.70 to Water Testing Labs for water testing for bacteria and nitrates. (20-4330-4073)

Updates