



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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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

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, DECEMBER 9, 2013

Town Administrator

Laura Allen

COUNCIL CHAMBERS – BERLIN TOWN HALL

10 WILLIAM STREET

BERLIN, MD 21811

EXECUTIVE SESSION.....6:00 PM

REGULAR SESSION7:00 PM

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**BERLIN MAYOR AND COUNCIL
COUNCIL MEETING
AGENDA
Monday, December 9, 2013**

6:00 PM EXECUTIVE SESSION - Berlin Conference Room

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

1. Approval of the Minutes for:
Regular Session of the Mayor and Council on November 25, 2013
2. PKS Audit – Leslie Michalik & Mike Kleger
3. Berlin Pedestrian Safety Committee
4. Motion to Approve – Amendment to Stormwater Management Contract with EA Engineering
5. Motion to Approve – Authorization for Mayor to sign agreement with Betts and Holt
6. Public Hearing – Application to Close Abandoned Street and Request for Conveyance of Property
7. 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
 - i. Economic and Community Development – Michael Day
8. Town Administrator's Report
9. Comments from the Mayor
10. Comments from the Council
11. Comments from the Public
12. Comments from the Press
13. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday, November 25, 2013

The meeting of the Mayor and Council for Monday, November 25, 2013 was called to order by Mayor Williams at approximately 7:02 p.m. Councilmembers Hall, Burrell, Purnell, and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen, Planning Director Dave Engelhart, Corporal Michael O'Connor, Water Resources Director Jane Kreiter, Public Works Director Mike Gibbons, Human Resources Director Jeff Fleetwood, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing and Administrative Assistant Sharon Timmons. Finance Director Natalie Saleh was absent. Councilmember Brittingham arrived late.

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 November 12, 2013. Councilmember Lynch made a motion to approve the minutes and council voted to approve 4-0 with Councilmember Brittingham absent. Mayor Williams then asked for a motion to approve the Executive Session minutes of November 12, 2013. Councilmember Lynch made a motion to approve the Executive session minutes of November 12, 2013 and council voted to approve 4-0 with Councilmember Brittingham absent. Mayor Williams stated that the Executive Session was closed for two reasons: (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction and (2) discuss a matter directly related to a negotiation strategy. Councilmember Brittingham arrived to the meeting at 7:06 p.m.

Mayor Williams asked Merle Bragg to come forward so that he could present him with Proclamation 2013-21, recognizing Mr. Bragg's service to his country. Mayor Williams read the Proclamation in its entirety and the audience responded by standing and applauding Mr. Bragg.

Mayor Williams announced the Public Hearing for Ordinance 2013-06, an ordinance amending Chapter 20, Parks. Mayor Williams opened the Public Hearing and asked for comments from anyone from the State or County. There being no comments, Mayor Williams asked for comments from anyone from the public. There being no comments, Mayor Williams closed the public hearing and asked for comments from the council. Councilmember Brittingham made a motion to approve Ordinance 2013-06 and council voted unanimously to approve 5-0.

Ms. Patricia Dufendach came before the Mayor and Council with a powerpoint presentation showing bullet points resulting from the Pedestrian Safety meeting which was held on Tuesday, November 19th at the Multipurpose Building on Flower Street. Ms. Dufendach spoke and expanded on the ideas from the community to improve safety in the areas of lighting, decreased speed limits, roadway improvements, signage, education, outreach and enforcement. Ms. Dufendach read a petition which requested that (1) the Maryland State Highway Administration reduce the speed limit on US Rt. 113 through Berlin, MD., and (2) that countdown crosswalks be installed at the intersections of Bay Street (Rt. 376)/US Rt. 113 and Old Ocean City Boulevard (Rt. 346)/US Rt. 113. Mayor Williams recommended that the information be placed on the Town's website and that the Pedestrian Safety committee meet with State Highway representatives and have a presentation similar to the one presented tonight. He commended the committee for looking at the entire corridor, not just one specific intersection and stated that the Town was willing to be an active partner. Ms. Dufendach stated that the petitions were due December 9th. Councilmember Lynch commented that the key from State Highway was to install a stop light at Germantown Road.

Department Head reports began with Deputy Town Administrator Mary Bohlen reporting that Worcester County would be holding an Open House on January 16th from the hours of 6:00 p.m. to 9:00 p.m. in which FEMA would be present to give the public an opportunity to review the revised floodplain information. The Town will be holding an Open House of its own, but FEMA would not be present. She stated that she had met with a representative from the Maryland Department of Planning to review the re-districting plans for 2014 so that she could discuss the plans with the Board of Elections. Ms. Bohlen requested that the Mayor, Council and Board of Elections hold a worksession on December 16th at 6:00 p.m. to review the plans to formalize for adoption and submission to the County in mid-January. Council agreed in consensus to meet on December 16th for the worksession regarding the re-districting plans. Discussion continued.

Public Works Director Mike Gibbons presented powerpoint photos on the Submerged Gravel Wetland project on Flower Street and the completion of the paving project on Maple Avenue and Elizabeth Street. Councilmember Brittingham inquired if the area would be surrounded by fencing. Discussion continued. Mayor Williams asked Public Works to keep an eye on the area for potential problems.

Water Resources Director Jane Kreiter reported that her department had completed a water and sewer connection for a new home on Powellton Avenue and were in the process of meter reading. She also reported that this week would be the last week of spraying at the Libertytown site.

Electric Utility Director Tim Lawrence reported that 2 Victorian street lights at the Atlantic Hotel had been relocated inside of the fenced area. Mr. Lawrence also reported that the foundation for the wind turbine had been installed and that his department had set up and decorated the Town Christmas tree and was in the process of meter reading.

Police Chief Arnold Downing reported his officers had completed in-service training and that he was speaking with State Highway regarding many issues including crosswalks and lighting on Route 113.

Planning Director Dave Engelhart reported that he had attended a meeting in Snow Hill with the GIS and assessments departments regarding maintenance on town maps.

Human Resources Director Jeff Fleetwood reported that the department heads would be receiving Ethics training on January 13, 2014. He also reported that interviews had been completed for the Main Street Coordinator and Megan Houston was the selected candidate.

Economic and Community Development Director Michael Day reported that Ms. Joya Canfield had begun her employment this week as the new Executive Director for the Berlin Chamber of Commerce. He continued that the Town was preparing for the tree lighting and Christmas Parade. Mr. Day then spoke on the contest located on Budget Travel.com to vote for Berlin as Maryland's Coolest Small Town. Mr. Day stated that the business owners on Main Street were elated with the professionalism and courtesies shown to them by the crew installing the new sidewalks along Main Street.

Town Administrator Laura Allen presented 8 purchase orders for approval (201401600, 201401234, 201401539, 201401618, 201401338, 201401532, 201401643 and 201401642). Councilmember Lynch inquired about the paint spill and Water Resources Jane Kreiter explained what had occurred. Councilmember Burrell made a motion to approve the 8 purchase orders as submitted and council voted unanimously to approve 5-0.

Mayor Williams asked for comments from the council. Councilmembers Hall and Brittingham spoke of different organizations which were doing fundraisers to benefit the family of Tymier Dennis. Councilmember Burrell also reported that the business owners along Main Street had spoken to him on the professionalism of the crews who installed the sidewalks.

Mayor Williams asked for comments from the public or the press. There being no comments from either, Councilmember Burrell made a motion to adjourn the meeting and the meeting ended at 8:30 p.m.

Respectfully submitted


Sharon Timmons
Administrative Assistant

TOWN ADMINISTRATOR'S REPORT
December 9, 2013

Purchase Orders

PO# 201401694 in the amount of \$2,080.32 to Hardin-Kight Associates for testing on Maple Avenue road repair and mileage. (01-4320-4020)

PO# 201401626 in the amount of \$300,755.00 to Maryland State Retirement for Town's contribution.

PO# 201401769 in the amount of \$26,800.00 to J&R Sheds & Equipment for lawn mower to cut berm around new spray site due to steep slope. (24-4380-4092)

Updates

MINUTES – PARKS COMMISSION
November 5, 2013

A meeting of the Berlin Parks Commission was held on Tuesday, November 5, 2013 at 5:30 PM. Board members Loretta Brown-Briddell, Patricia Dufendach, Sarah Hooper and Mike Wiley were present as well as Deputy Town Administrator Mary Bohlen. Youth Coordinator Melanie Windsor was present as was Town Administrator Laura Allen.

Ms. Bohlen brought the Commission's attention to the draft "Parks Use by Business" form included in their packets. She indicated that the form would not be presented to the Mayor and Council until that body decided whether or not to proceed with passage of Ordinance 2013-06, which was to be presented for first reading on Tuesday, November 12, 2013. She asked the Commission members to plan to attend that meeting, and also to review the form and make any suggestions for changes, etc.

Ms. Bohlen provided an update to the Commission on the mural contest. As per a memo included in the packet, Ms. Bohlen reviewed the list of judges and donations received and indicated that she had received a call from one of the art teachers at Stephen Decatur High School who had indicated that she knew of at least one, and possibly more, students who were planning to enter. Ms. Bohlen also reviewed the information she had received from the muralist who would be working on the project.

Ms. Bohlen brought the Commission's attention to two grant applications included in the packet. She indicated that the Mayor and Council would be reviewing them for approval at the November 12 meeting. Without formal motion or vote, consensus was to proceed with the application pending the Mayor and Council's review.

Ms. Bohlen reminded the Commission to be at Stephen Decatur Park on Saturday, November 9 for the "Just Walk" event held in conjunction with the Worcester County Health Department. She noted that the event ran from 9:00 to 11:00 AM, but that the Parks Commission members should plan to be there at 8:30 to do some sprucing up of the pathways.

Ms. Windsor provided an update on the recent and upcoming activities of the youth club, including a visit to the Nursing Home and plans for craft events, both for participants to take home crafts and to make items to be given to other organizations/individuals.

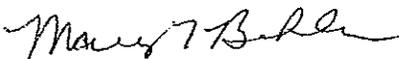
Ms. Dufendach asked Ms. Bohlen if she had any update on the Middle School's project in Stephen Decatur Park. It was thought that they planned to be working in the park later in the same week. Ms. Bohlen also indicated that she would like to have an article in the newsletter about the project.

Ms. Briddell asked if there were continuing plans for horseshoe pits and/or game tables for Henry Park. Brief discussion followed and Ms. Bohlen indicated that she would speak to the Public Works Director and put this topic on the agenda for the next meeting.

General discussion followed regarding the water fountains in the parks and the repeated occasions on which they were clogged with dirt. Ms. Bohlen also noted that the Mayor and Council had placing permanent restrooms in the parks high on their priority list for the parks. Brief discussion also followed regarding the recent visits that several members of the Town staff, as well as Ms. Dufendach had made to the Ocean Pines and Ocean City skate parks. It was noted that the biggest barrier to a Berlin skate park at this time was a suitable location.

Ms. Dufendach moved to adjourn and the meeting adjourned at approximately 6:20 PM.

Respectfully Submitted,



Mary T. Bohlen
Deputy Town Administrator
Liaison to the Parks Commission