



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

Town Administrator

Laura Allen

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, FEBRUARY 10, 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.

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**BERLIN MAYOR AND COUNCIL
COUNCIL MEETING
AGENDA
Monday, February 10, 2014**

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 January 27, 2014
2. Special Event Request – Women Supporting Women
High Heel Race; Friday, June 6, 2014; 6:00 p.m.
3. Berlin Pedestrian Safety Committee Update – Patricia Dufendach
4. G2 Properties – Request for Temporary EDU Waiver
5. Motion to Approve – Ratification of the Electric Service Tariff Filing
7. Departmental Reports
 - a. Public Works – Mike Gibbons
 - b. Electric – Tim Lawrence
 - c. Police – Arnold Downing
 - d. Planning – Dave Engelhart
 - e. Human Resources – Jeff Fleetwood
 - f. 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

REMINDER: JOINT MAYOR/COUNCIL & BOARD OF ELECTION SUPERVISORS
WORKSESSION ON REDISTRICTING – WEDNESDAY, FEBRUARY 19TH AT 4:30 P.M.

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday, January 27, 2014

The meeting of the Mayor and Council for Monday, January 27, 2014 was called to order by Mayor Williams at approximately 7:03 p.m. Councilmembers Brittingham, 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, Police Chief Arnold Downing, Finance Director Natalie Saleh, Economic and Community Development Director Michael Day, Public Works Director Mike Gibbons, Human Resources Director Jeff Fleetwood and Administrative Assistant Sharon Timmons. Water Resources Director Jane Kreiter was 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 13, 2014. Councilmember Lynch made a motion to approve the minutes and council voted unanimously to approve 5-0. Mayor Williams then asked for a motion to approve the Executive Session minutes of January 13, 2014. Councilmember Lynch made a motion to approve the Executive session minutes of January 13, 2014 and council unanimously voted to approve 5-0. Mayor Williams stated that the Executive Session was closed to discuss any other personnel matter that affects one or more specific individuals.

Ms. Cindy Ilardi and Mr. Steve Taylor, Executive Director of Worcester Youth and Family Counseling Services came before the council to give an update on the Berlin Youth Club. Ms. Ilardi presented a powerpoint slide show on the various activities and field trips which the youth club participated in. Some of the activities included making scarves for the senior center, cards for the troops and creating holiday ornaments. Ms. Ilardi thanked the community partners for their generosity and assistance with funding for the activities and trips.

Human Resources Director Jeff Fleetwood explained the requested amendment to the employee handbook which would implement a vacation buy back policy and remove the authority of the Town Administrator to extend any carryover of vacation time from one fiscal year to the next. Mr. Fleetwood explained the eligibility requirements and discussion continued. Councilmember Lynch requested the following corrections; (1) Section 6.12 E, add the words "of the year of request" after June 30; (2) Section 6.12 F, delete the word "off" from the sentence and add "prior to April 30" at the end of the sentence; (3) Page 6 (B), add the wording "in the year of request" after the word June and add the wording "in the year following the year of request" after the word July. Councilmember Burrell requested that the word "consecutive" be removed from Section 6.12 F. Councilmember Burrell then made a motion to approve the amendments to the Personnel policy contingent on the incorporation of the changes requested by council. Council voted unanimously to approve 5-0. Mr. Fleetwood stated that he would incorporate the requested changes and forward to council for their approval.

Agenda item #4, the motion to approve the contract with Delmarva Contracting Service in the amount of \$ 35,700.00 for replacement of the roof at the Visitor's center was tabled to allow time for additional information to be obtained.

Economic and Community Development Director Michael Day explained the request for a motion to approve the Special Event Exception for the suspension of the open container law for alcohol at the following 2014 town events: Jazz and Blues, May Day Play Day, Fiddlers Convention, Octoberfest and the New Year's Eve Celebration and Ball Drop. Mr. Day presented powerpoint slides showing the current designated areas for alcohol and the requested enlarged area which would incorporate new businesses and allow other areas the ability to participate in the events. Discussion followed. Councilmember Purnell made a motion to approve the suspension of the open container law for alcohol in the newly designated areas for the Jazz and Blues, May Day Play Day, Fiddlers Convention, Octoberfest and the New Year's Celebration and Ball Drop events and council voted unanimously to approve 5-0.

Mr. Day introduced newly elected Berlin Chamber of Commerce President Tom Sholtis. Mr. Sholtis and Mr. Day requested approval of a motion which allows the sale of beer/wine by the Berlin Chamber of Commerce at the following events: Jazz and Blues, May Day Play Day, Fiddler's Convention and Octoberfest. Mr. Sholtis stated that the beer sold would exclusively support our local brewery, Burley Oak. Councilmember Purnell made a motion to approve the sale of beer/wine by the Berlin Chamber of Commerce at the four events of Jazz and Blues, May Day Play Day, Fiddler's Convention and Octoberfest and council voted unanimously to approve 5-0.

Department Head reports began with Finance Director Natalie Saleh reporting that the Finance and Billing departments were working on the monthly reports for the Public Service Commission, preparing the 1099's and reviewing all utility accounts for housekeeping issues. She also reported that a meeting had been scheduled with another vendor regarding research on the possible new phone system. Ms. Saleh also reported on the GFOA conference that she and Town Administrator Laura Allen attended January 24th.

Deputy Town Administrator Mary Bohlen reported that the Parks Commission had received a \$500 grant from the Worcester County Arts Council towards the mural in Stephen Decatur Park.

Public Works Director Mike Gibbons reported Public Works had used 7 tons of salt in regards to the pre-treatment of the streets prior to the snow storm on January 21st. Mr. Gibbons also reported that he was working with Mr. Day to obtain new bids for the roof replacement at the Visitor' Center and was hopeful to have them available for the next council meeting.

Electric Utility Director Tim Lawrence reported that the town had reached 2-3 new winter peaks over the last few weeks due to the extreme cold temperatures. Mr. Lawrence then presented a powerpoint show on the installation of the wind turbine.

Planning Director David Engelhart reported that the Historic District had approved signage on two new businesses, Burleigh Inn Tavern and The Blacksmith. He also reported that he had received stormwater management plans for the proposed Tractor Supply at the former Ames Plaza site and had received plans for the permitting for the next building at the Berlin Main Place.

Human Resources Director Jeff Fleetwood reported that there had been no accidents or incidents reported from employees during the snow storm on January 21st, compensation statements would be given to the employees in their paychecks on Friday and there would be an Ergonomics seminar on Thursday, February 6th in the Council Chambers.

Economic and Community Development Director Michael Day spoke on the "Coolest Small Town in America" Contest and stated that currently Berlin was in first place. Mr. Day announced that there would be an International Tapas night at the Atlantic Hotel on February 6th which helps to fund the Main Street Victorian Christmas.

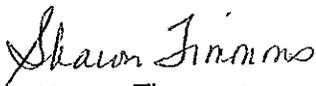
Town Administrator Laura Allen commended staff on the wonderful job they did during the January 21st snow storm event. She then presented 5 purchase orders for approval (201402064, 201401776, 201402098, 201402087 and 201401131). Councilmember Brittingham made a motion to approve the 5 purchase orders as submitted and council voted unanimously to approve 5-0.

Mayor Williams announced that EA Engineering and the Water Resources department would be making a presentation on February 24th at the regular Mayor and Council on the current updates and status of the Stormwater Utility and future phases of infrastructure improvements.

Mayor Williams asked for comments from the council. Councilmember Brittingham expressed his appreciation to Public Works for the great condition of the roads during the snow event.

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 8:37 p.m.

Respectfully submitted



Sharon Timmons
Administrative Assistant

TOWN ADMINISTRATOR'S REPORT
February 10, 2014

Purchase Orders

PO# 201402180 in the amount of \$1,847.66 to Rubber Cal for rubber blades for snow plow. (01-4320-4053)

PO# 201402223 in the amount of \$2,524.98 to Maryland Unemployment Insurance Fund for unemployment insurance. (01-4260-4011, 01-4310-4011)

PO# 201402239 in the amount of \$2,530.00 to Chemsearch for coolant for Power Plant Generators. (10-4220-4049)

PO# 201402245 in the amount of \$1,697.50 to Feedwater Treatment Systems for FTS-933 microbiocide for Power Plant cooling towers. (10-4220-4049)

PO# 201401852 in the amount of \$2,773.84 to Ferguson Waterworks for Emergency pump for non-potable water system. (24-4370-4041)

PO# 201401985 in the amount of \$1,328.74 to Berlin Farm & Home Center for salt. (01-4320-4053)

PO# 201402292 in the amount of \$1,274.00 to Lawmen Supply Company for ammunition. (01-4200-4053)

PO# 201402128 in the amount of \$1,126.30 to Worcester County for sludge disposal. (24-4370-4121)

Updates