



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, JANUARY 27, 2014

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

EXECUTIVE SESSION.....NONE SCHEDULED

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, January 27, 2014**

NO EXECUTIVE SESSION SCHEDULED

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 13, 2014
 Executive Session of the Mayor and Council on January 13, 2014
 Statement of Closure for Mayor and Council on January 13, 2014
2. Worcester Youth and Family Counseling Services
 Presentation on Berlin Youth Club - Cindy Ilard
3. Motion to Approve – Amendment to Employee Handbook
4. Motion to Approve – Contract for Visitor's Center Roof Replacement
5. Motion to Approve – Special Event Exception for Consumption of Alcohol
6. Motion to Approve – Sale of Beer/Wine by Berlin Chamber of Commerce
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, January 13, 2014

The meeting of the Mayor and Council for Monday, January 13, 2014 was called to order by Mayor Williams at approximately 7:05 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, Police Chief Arnold Downing, Finance Director Natalie Saleh, Economic and Community Development Director Michael Day, Water Resources Director Jane Kreiter, Public Works Director Mike Gibbons, Human Resources Director Jeff Fleetwood and Administrative Assistant Sharon Timmons. Vice President Elroy Brittingham and Planning Director Dave Engelhart 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 December 9, 2013. Councilmember Lynch noted that Ms. Michalik's name was misspelled in paragraph 3. Councilmember Lynch made a motion to approve the minutes as corrected 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 December 9, 2013. Councilmember Lynch made a motion to approve the Executive session minutes of December 9, 2013 and council voted to approve 4-0 with Councilmember Brittingham absent. Mayor Williams stated that the Executive Session of December 9, 2013 was closed to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employee, or officials over whom it has jurisdiction. Mayor Williams asked for a motion to approve the Worksession minutes of December 16, 2013. Councilmember Lynch made a motion to approve the Worksession minutes of December 16, 2013 and council voted to approve 4-0 with Councilmember Brittingham absent.

Mr. Joseph Moore of 319 S. Main Street came before the Mayor and Council to discuss the issue of a Class "D" Beer/Wine/Liquor outlet within the Town limits of Berlin. Mr. Moore stated that since the Worcester County Wine and Liquor Outlet had been relocated from the Town of Berlin to three miles east on Route 50, residents of the Town have been inconvenienced as they are not able to access the new facility by way of walking, biking or a short drive and are required to travel one of the busiest highways in Worcester County. Mr. Moore requested a letter of support from the Mayor and Council asking for Article 2B of the legislature to be amended to allow for the sale of beer/wine/liquor within the corporate limits of the Town of Berlin at a location determined to be appropriate by the Worcester County Board of License Commissioners. Discussion continued. Councilmember Hall made a motion for the Town to write a letter of support to authorize Worcester County to be able to issue a license for a Class "D" Beer/Wine/Liquor Store within the town limits of Berlin. Council voted to approve 4-0 with Councilmember Brittingham absent.

Mayor Williams announced the request for a Special Sunday permit by Boggs Disharoon American Legion Post 123 for February 2, 2014 to hold its annual Super Bowl Party. Councilmember Burrell made a motion to approve the request for the Special Sunday permit and council voted to approve 4-0 with Councilmember Brittingham absent.

Economic and Community Development Director Michael Day spoke to the council requesting the approval of a contract with DCS, Inc. in the amount of \$39,270.00 for replacement of the roof at the Visitor's center. Mr. Day explained that the Town would be receiving grant monies in the amount of \$20,000, but that the funding was contingent on using "Energy Efficient" materials in the construction of the roof. Mr. Day explained the justification for the selection of the contractor. Discussion continued. Councilmember Burrell requested that Mr. Day request updated bids from all of the contractors using the same bid requirements.

Town Administrator Laura Allen summarized the facts surrounding the stipulation and settlement agreement with the Public Service Commission which would allow the Town to recover the PJM Interconnection membership fee through the Actual Cost Adjustment process until the Town files a base rate case. The approval of this agreement will not affect the ratepayers in any way. Councilmember Purnell made a motion for the Town to approve the stipulation and settlement agreement with the Public Service Commission and council voted to approve 4-0 with Councilmember Brittingham absent.

Department Head reports began with Finance Director Natalie Saleh reporting that the scheduled utility disconnects did not occur due to the weather. She stated that the Town was in the process of researching and speaking with different companies regarding a new telephone system. Ms. Saleh also reported that \$2800.00 had been received from the Energy Assistance mailings. The Town matches the amount received and had mailed a check to Shore Up in the amount of \$5,600.00.

Deputy Town Administrator Mary Bohlen reminded everyone of the FEMA meeting to be held on January 16th from the hours of 6 p.m. to 9 p.m. at Stephen Decatur Middle School. She also reported that the Mural Committee had met and reviewed the 9 entries which had been received. Ms. Bohlen announced that a meeting would be held this week with D3 Corp regarding the revamping of the Town's website. Mayor Williams requested that Ms. Bohlen investigate new technology available for the distribution of information on both the website and phone system during emergencies.

Public Works Director Mike Gibbons reported that the last Christmas tree pickup would be on Wednesday and that they were in the process of performing winter maintenance on the vehicles.

Water Resources Director Jane Kreiter reported that her department had responded to 35 incidents of frozen pipes and/or leaks due to the weather. She reminded residents to also winterize their irrigation systems.

Electric Utility Director Tim Lawrence reported that the outage during the ice storm was the result of a failed insulator. Mr. Lawrence also reported that the outage which occurred on Saturday, January 11th was due to storm damage to five (5) transmission poles in the area of Atlantic General Hospital and trees which had fallen on South Main Street and Franklin Avenue. Mr. Lawrence stated that a planned outage would be taking place this evening around midnight for about 10-15 minutes. Mayor Williams thanked the Electric department for all of their hard work. Councilmember Burrell asked Mr. Lawrence to supply him with a list of the electric circuits and the associated streets.

Police Chief Arnold Downing thanked the agencies which partnered with them to assist at the New Year's Eve event. Chief Downing also thanked town staff and the other agencies which provided assistance Saturday evening.

Human Resources Director Jeff Fleetwood reported that the W-2 forms had been mailed out, town staff had attended an Ethics class today and that an Ergonomics class would be held on February 6th. Mr. Fleetwood stated that he would be contacting council regarding potential dates in February to hold pre-planning work-sessions on FY15 benefits.

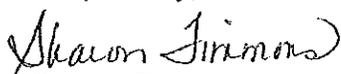
Economic and Community Development Director Michael Day reported on a successful New Year's Eve event and also announced that the Town had partnered with Worcester County Tourism for Birding Weekend with the tally rally to be held at the Burley Oak Brewery instead of Dog Fish Head Brewery. The Town will also be partnering with Fort Whaley and Frontier Town for the summer camping season. Mr. Day announced that the voting for Berlin as "Maryland's Smallest Cool Town" begins again on Wednesday, January 15th and that the installation dinner for the Berlin Chamber will be held on January 30th at Waterman's Seafood.

Town Administrator Laura Allen thanked the Police department, Electric department and Ms. Timmons for their assistance during the outage Saturday evening. She then presented 6 purchase orders for approval (201401656, 201401916, 201401862, 201400516, 201401853 and 201402056). Councilmember Burrell made a motion to approve the 6 purchase orders as submitted and council voted to approve 4-0 with Councilmember Brittingham absent.

Mayor Williams asked for comments from the council. Councilmember Hall spoke on highway user revenues and support needed for legislature on mental health laws.

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 8:25 p.m.

Respectfully submitted



Sharon Timmons
Administrative Assistant

TOWN ADMINISTRATOR'S REPORT
January 27, 2014

Purchase Orders

PO# 201402064 in the amount of \$4,981.50 to Reliable Meter Service for 2014 Electric meter testing required by Public Service Commission. (10-4230-4060)

PO# 201401776 in the amount of \$1,550.00 to John W. Tieder for maintenance on scada which helps to operate wastewater treatment plant. (24-4370-4041)

PO# 201402098 in the amount not to exceed \$4,500.00 to Hill's Electric Motor Service for emergency repair of pump at Route 346 West lift station. (24-4365-4041)

PO# 201402087 in the amount of \$2,328.03 to Pep-Up for diesel fuel for generator at wastewater plant. (24-4370-4066)

PO# 201401131 in the amount of \$1,649.01 to Worcester Youth and Family Counseling for 2nd Quarter expenses. (01-4500-4113)

Updates