



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

Anthony J. Carson, Jr.

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, JANUARY 9, 2012

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

EXECUTIVE SESSION6:30 PM

REGULAR SESSION7:00 PM

*Anyone having questions about the meetings mentioned above or needing special accommodations should contact Tony Carson, Town Administrator at (410) 641-4144
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, January 9, 2012

6:30 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 December 27, 2011
2. Presentation – Mr. Michael Franklin, Atlantic General Hospital
3. Motion to Approve – Net Metering Rider approved by the Public Service Commission.
4. Motion to Approve – Bond reduction for Purnell Crossing South
5. Motion to Approve – Designation of No Parking area and signage for Pitts Street
6. Motion to Approve – Mayor to sign the joint funding agreement with the U.S. Geological Survey Water Science Center.
7. Departmental Reports
 - a. Finance – Lynn Musgrave
 - 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 and Zoning - Chuck Ward
 - 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
Tuesday, December 27, 2011

The meeting of the Mayor and Council for Tuesday, December 27, 2011 was called to order by Mayor Williams at approximately 7:00 p.m. Council members Lynch, Brittingham, Burrell and Purnell were present, as well as Town Administrator Tony Carson, Administrative Assistant Sharon Timmons, Human Resources Director Jeff Fleetwood, Finance Director Lynn Musgrave, Town Attorney David Gaskill, Deputy Town Administrator Mary Bohlen, Water Resources Director Jane Kreiter, Economic Community Development Director Michael Day, Director of Public Works Michael Gibbons and Electric Utility Director Tim Lawrence. Councilmember Hall, Police Chief Arnold Downing and Planning and Zoning Director Chuck Ward 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 12, 2011. Councilmember Lynch made a motion to approve the minutes and the council voted to approve 4-0 with 1 absent.

Town Administrator Tony Carson updated the Mayor and Council on the discussion between the State Highway Administration and the Town regarding the extension of street closures further south on Main Street per the request of Mr. & Mrs. Lloyd Lewis. Mr. Carson explained that he and Chief Downing had counted parking spaces and over 80 spaces would be lost if the street were closed at Tripoli with a detour at Washington. State Highway had been contacted regarding the request and had stated that closing the street "to increase foot traffic" was not a reason and that they were not in favor of the closures. Councilmember Lynch inquired if the street could be closed at Tripoli, to allow for parking, but not thru traffic. Mr. Carson stated that State Highway's concern was the flow of traffic and the allowance for emergency vehicles. Mr. Carson noted that not closing the street allows people to park in that area, which requires them to walk past the businesses. Mayor Williams inquired if banners could be hung across the street at the Chamber to show that there were more businesses in that area. Economic and Community Director Michael Day stated that foot traffic has increased due to the relocation of the Chamber of Commerce. Council agreed to allow Mr. Carson, Public Works Director Mike Gibbons, Tim Lawrence and Michael Day to investigate the possibility of the addition of banners at that location. Mr. Carson will write a letter to the Lewis's with the details of the discussion.

Town Administrator Tony Carson explained that council had a list before them with the final bid numbers regarding the contract for the new Spray Site Addition. Both the Town and URS recommended that the contract be given to A.P. Croll who was the low bidder at \$3,932,434.00. Mayor Williams inquired as to the start and completion dates. Ms. Kreiter and Mr. Carson stated that the contractor was hoping to begin early spring with completion of the project by December 2012. Ms. Kreiter stated that the Stormwater Discharge permit which expires in December 2012 will not affect construction since the construction of lagoon is slated to be constructed first and operational by summer. Councilmember Brittingham made a motion to approve the contract with A.P. Croll for \$3,932,434.00 and council voted to approve 4-0 with 1 absent.

Discussion began on the Net metering rider approved by the Public Service Commission. This rider would allow for credits towards the electric bills for residents which have certain types of energy efficiency equipment in their home. The devices must be on the resident's premises to offset all or part of the customer's electric and those devices could include biomass, heat and power, generator, solar or wind device. Electric Utility Director stated that a study may be required to determine if the device would cause a negative effect on the system dependent on the type of service and size and any additional costs would be incurred by the customer. Discussion continued. Councilmembers Lynch and Purnell abstained. Mr. Carson requested council to table this item until the next meeting since council did not have a quorum for voting.

Departmental reports began with Finance Director Lynn Musgrave reporting that council should have received their financials today via email and that she would be forwarding the requested accounts receivable information on Wednesday. Discussion continued on the arrearages. Ms. Musgrave stated that no commercial account was past 60 days and that the residential arrearages were around \$319,000.00 without the current billing included. Councilmember Burrell asked Ms. Musgrave to give him a total of customers past due.

Public Works Director Mike Gibbons reported that the road work on Buckingham Lane would be completed on Thursday and that he had passed his re-certification test regarding playground safety inspections.

Water Resources Director Jane Kreiter reported that her department would be reading meters this week and that the submissions for Sustainable Maryland Certified had been completed and evaluations would be taking place sometime in January.

Electric Utility Director Tim Lawrence reported that work on the cooling towers would be completed once the insulation had been secured. He continued reporting that 2 of the 3 breakers had been installed at the Savage substation and would be complete next week. Mr. Lawrence also stated that the ball for the New Year's Eve was ready and acknowledged Barb Stack for all of her hard work regarding the event.

Human Resources Jeff Fleetwood reported that a representative from Huron had met with Ms. Kreiter and himself. Huron will be preparing a footprint analysis regarding an appraisal for insurance for the Wastewater Treatment Plant.

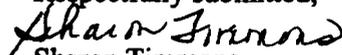
Economic and Community Development Director Michael Day reported that the Town was better prepared for the upcoming New Year's Eve event.

Town Administrator Tony Carson presented and requested approval of 4 purchase orders (201201516, 201201651, 201201627 and 201201768). Discussion continued on the purchase orders. Councilmember Burrell made a motion to approve all 4 purchase orders and council voted to approve 4-0 with 1 absent.

Mayor Williams thanked all the department heads and employees for their hard work over the past year. Councilmember Lynch inquired regarding the start of registrations for rental properties. Ms. Musgrave stated that she would obtain and forward that information to the council. Councilmember Burrell asked Ms. Musgrave how many employees she had in her department and she replied 3 upstairs and 3 downstairs.

Mayor Williams asked for comments from the public and the press. There being no other questions, Councilmember Burrell made a motion to adjourn and the meeting ended at 7:50 p.m.

Respectfully submitted,


Sharon Timmons
Administrative Assistant

TOWN ADMINISTRATOR'S REPORT
01-09-12

Purchase Orders

PO# 201201818 in the amount of \$8,242.07 to DDU Magnetics for labor and expenses associated with Savage Substation breaker replacement project. To be submitted for bid bond proceeds.

PO# 201201652 in the amount of \$5,500.00 to L/B Water for 50 replacement water meters.

Updates