



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
WEDNESDAY, OCTOBER 10, 2012
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
Wednesday, October 10, 2012**

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 September 24, 2012
2. Request for Special Event – Berlin Christmas Parade
Thursday, December 6, 2012; 7:00 p.m.
3. Presentation by Worcester Youth and Family Counseling Services
4. Motion to Approve Proposal from Terra Firma for the removal and replacement of
Basketball Courts
5. Citizen Participation – Community Development Block Grant
 - a. Public Hearing
 - b. Resolution 2012-08
6. Motion to Approve – Proposal by Beacon Engineering and Consulting for the
architectural/engineering design of the renovations of the public restrooms.
7. Motion to Approve – Settlement Agreement for decrease in non-residential electric
rates.
8. Approval of Halloween Hours; Wednesday, October 31st, 5:00 p.m to 7:00 p.m.
9. Motion to Approve – Schedule for Mayor and Council meetings and Town Holidays
for 2013.
10. 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
11. Town Administrator's Report
12. Comments from the Mayor

13. Comments from the Council
14. Comments from the Public
15. Comments from the Press
16. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday, September 24, 2012

The meeting of the Mayor and Council for Monday, September 24, 2012 was called to order by Mayor Williams at approximately 7:00 p.m. Councilmembers Purnell, Hall, Brittingham and Burrell were present, as well as Town Administrator Tony Carson, Human Resources Director Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Town Attorney David Gaskill, Finance Director Lynn Musgrave, Water Resources Director Jane Kreiter, Public Works Director Mike Gibbons, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing, Planning and Zoning Director Chuck Ward, Economic and Community Development Director Michael Day and Administrative Assistant Sharon Timmons. Councilmember Lynch arrived at 7:02 p.m.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Mayor Williams asked for the regular minutes of September 10, 2012 to reflect the change of wording on page 2, paragraph 2 from owned to "owed". Councilmember Brittingham made a motion to approve the minutes as corrected and council voted unanimously to approve 5-0. Mayor Williams then asked for a motion to approve the Executive Session minutes of September 10, 2012 and Councilmember Burrell made a motion to approve and council voted unanimously to approve 5-0. Mayor Williams stated that the Executive Session was closed to consult with counsel on a legal matter and litigation.

Ms. Mary Henderson of Women Supporting Women came before the council to request approval of the event known as Paint the Town Pink to be held on Friday, October 12th beginning at 6:30 p.m. The event consists of a candlelight walk beginning at the Farmer's Market parking lot and ending at the Atlantic Hotel. The group would also like to hang 2 banners in town and tie pink ribbons on the Victorian street lights. Councilmember Burrell made a motion to approve the event and council voted unanimously to approve 5-0.

Teresa Owens, Director of Emergency Services for Worcester County and Eddie Werkheiser, Emergency Management for Worcester County came before the council to speak about the guidelines for assistance from FEMA due to intense flooding in town during the last two rainstorms. Ms. Owens explained the county wide threshold to qualify for public assistance and stated that FEMA guidelines state that 40% of a structure must be damaged to be considered major and that funds are not distributed for the replacement of property. Individual assistance had no threshold, but the guidelines state that a minimum of 25 homes must sustain structural damage and that a presidential declaration must be declared. Discussion continued on organizations to contact for assistance.

Mayor Williams explained that the extension of the Town's Water and Sewer to be constructed along Route 818's road bed would not require residents living in that area to be annexed into the town or hook up to the system. The financing for this project was based on commercial hook-ups, not residential. Ann Vessey of 9943 North Main Street stated that she wanted reassurance that her property would not be annexed into the town and asked to review the Comprehensive Plan. Discussion continued. Town Administrator Tony Carson stated that the project was slated to begin mid-October and should be complete by mid to late February. Mayor Williams asked for a motion to approve the construction contract with David Bramble for the amount of \$1,235,403.00. Councilmember Burrell made a motion to approve the contract

with David Bramble for construction of the Route 818 Water and Sewer Extension and council voted unanimously to approve 5-0.

Discussion continued on the contract with Davis, Bowen & Friedel in the amount of \$19,980.00 for the contract administration services associated with the Route 818 Water and Sewer Extension project. Councilmember Brittingham made a motion to approve the contract with Davis, Bowen & Friedel in the amount of \$19,980.00 and council voted unanimously to approve 5-0.

Town Administrator Tony Carson explained the motion to approve the RPR (inspection) services by Beacon Engineering and Consulting at the rate of \$50 per hour for approximately 520 hours for the Route 818 project. Councilmember Purnell made a motion to approve the contract with Beacon Engineering at the rate of \$50 per hour for approximately 520 hours and council voted unanimously to approve 5-0.

Departmental reports began with Finance Director Lynn Musgrave reporting that the auditors had completed the FY12 audit and she was expecting a good report.

Public Works Director Mike Gibbons reported that the Town's portion of the Broad Street sidewalk project had been completed and the final inspection would take place on Wednesday. He stated that State Highway would soon begin their portion from 214 Broad to Main Street. Mr. Gibbons reported that the removal of asbestos at 210 Flower Street structure had been completed. The demolition of the structure will take about 5-7 days.

Water Resources Director Jane Kreiter reported that several employees and officials would be attending the MML Fall Convention in Hagerstown next week where the Town would be receiving an award for being the 1st municipality to become certified as Sustainable Maryland Certified.

Electric Utility Director Tim Lawrence reported that his department had relocated a pole at 210 Broad Street and participated in flagging duties as part of the Broad Street sidewalk project. He explained the outage which occurred last week.

Economic and Community Development Director Michael Day reported on the success of the Romeo and Juliet Street performance and the Fiddlers Convention. He reported that the Say I Do in Berlin Bridal Show would be taking place on September 29th and the Fall Cruisers on October 6th. He stated that the downtown merchants were working on a Fall Sidewalk Sale for October 27th, but would not require any street closures. He continued his report stating that he had spoken with Ms. Henderson of Women Supporting Women regarding the date for their memory walk and was asking to have the date moved from October 12th to October 19th due to the event Rocktober on the 12th. Council agreed in consensus to approve the date change from the 12th to the 19th for the Women Supporting Women Candlelight Walk.

Town Administrator Tony Carson commended the Electric, Water Resources and Public Works departments for their assistance in flagging duties for the Broad Street Sidewalk project which resulted in a savings of around \$25,000.00. He then requested approval of 7 purchase orders (201300758, 201300707, 201300769, 201300747, 201300779, 201300789 and 201300854). Councilmember Burrell made a motion to approve all 7 purchase orders and council voted unanimously to approve 5-0.

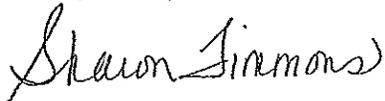
Mayor Williams stated that a request had been made for use of the town stage for the Radcliffe House fundraiser to be held on October 7th in Assateague. Discussion continued on transportation of the stage. Council agreed in consensus to allow use of the stage for the fundraiser.

Councilmember Purnell commented on the great job of the Broad Street sidewalk.

Mayor Williams asked for comments from the public. Mr. Jerome Wharton inquired when the new Police Station would be built. Mayor Williams replied that the town would need to finish paying for the property and then begin on the design phase.

Mayor Williams asked for comments from the press. There being no comments from the press, Councilmember Lynch made a motion to adjourn the meeting and the meeting ended at 8:46 pm.

Respectfully submitted

A handwritten signature in cursive script that reads "Sharon Timmons".

Sharon Timmons
Administrative Assistant



Mayor & Council of Berlin



RESOLUTION 2012-08

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION IN AN AMOUNT NOT TO EXCEED \$66,000.00 FOR THE PURPOSE OF REMOVAL AND REPLACEMENT OF BASKETBALL COURTYNS IN THE TOWN OF BERLIN.

WHEREAS, State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant (CDBG) Program; and

WHEREAS, The Mayor and Council of the Town of Berlin is eligible to apply for funds from the Maryland CDBG program through the Maryland Department of Housing and Community Development; and

WHEREAS, the Mayor and Council of the Town of Berlin have held the required public hearing(s) related to the formulation of the Town of Berlin's Block Grant Application;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Town of Berlin authorize the submittal of an application for Community Development Block Grant funds for the Removal and Replacement of Public Restrooms in an amount not to exceed \$66,000.00 this 10th day of October, 2012; and

BE IT FURTHER RESOLVED, that Mayor Wm. G. Williams, III is authorized and empowered to execute any and all documents required for the submission of the application.

ADOPTED THIS _____ DAY OF OCTOBER, 2012 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED WITH ____ ABSTAINING.

Wm. G. Williams, III, Mayor

Elroy Brittingham, Sr. Vice President

ATTEST: _____
Anthony J. Carson, Jr.
Town Administrator

TOWN ADMINISTRATOR'S REPORT
October 10, 2012

Purchase Orders

PO# 201300974 in the amount of \$1,500.00 to Michael Surratt for the Polka Band for Octoberfest event.

PO# 201301032 in the amount of \$4,598.00 to National Transformer Sales for (2) 25 KVA underground transformers and associated materials.

PO# 201301034 in the amount of \$49,333.00 to Terra Firma for the removal and replacement of the Basketball Courts in William Henry Park.

Updates