



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov



## BERLIN, MARYLAND

### MAYOR AND COUNCIL MEETING

**MONDAY, APRIL 28, 2014**

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

**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

EXECUTIVE SESSION..... 6:00 PM

REGULAR SESSION .....7:00 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.*

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, April 28, 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:  
Revised Regular Session Minutes of Mayor and Council on March 10, 2014  
Regular Session of the Mayor and Council on April 14, 2014  
Executive Session of the Mayor and Council on April 14, 2014  
Statement of Closure for Mayor and Council on April 14, 2014  
General Fund Budget Worksession Minutes on April 21, 2014
2. Kate Patton – Lower Shore Land Trust  
Federal Lands Access Program (FLAP)
3. Motion to Approve – Budget Amendment
4. Departmental Reports
  - a. Finance – Natalie Saleh
  - b. Deputy Town Administrator – Mary Bohlen
  - c. Water Resources & Public Works – Jane Kreiter
  - d. Electric – Tim Lawrence
  - e. Police – Arnold Downing
  - f. Planning – Dave Engelhart
  - g. Human Resources – Jeff Fleetwood
  - h. Economic and Community Development – Michael Day
5. Town Administrator's Report
6. Comments from the Mayor
7. Comments from the Council
8. Comments from the Public
9. Comments from the Press
10. Adjournment

**REVISED**  
**MAYOR AND COUNCIL OF BERLIN, MARYLAND**  
Regular Session Council Minutes  
Monday, March 10, 2014

The meeting of the Mayor and Council for Monday, March 10, 2014 was called to order by Mayor Williams at approximately 7:00 p.m. Councilmembers Brittingham, Hall, Purnell, Burrell and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Planning Director Dave Engelhart, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Water Resources and Public Works Director Jane Kreiter, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing, Economic and Community Development Director Michael Day, and Administrative Assistant Sharon Timmons. Human Resources Director Jeff Fleetwood 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 February 24, 2014. Councilmember Brittingham 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 revised Executive Session minutes of February 24, 2014 which had been placed on the dias prior to the meeting. Councilmember Lynch made a motion to approve the revised Executive minutes and council voted unanimously to approve 5-0. Mayor Williams stated that the Executive Session was closed 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 to also discuss any other personnel matter that affects one or more specific individuals.

Pastor Tim Robinson of SonRise Church came before the council to request approval for their church to hold a backyard vacation bible school open to the public at Henry Park on June 23<sup>rd</sup> through June 25<sup>th</sup> from the hours of 5:30 p.m. to 8:00 p.m. Councilmember Burrell asked Mr. Robinson if the church was aware that St. Paul's Methodist Church would be holding their bible school at the same time. Discussion continued. Mayor Williams asked Sonrise Church if they would be willing to change the dates of their bible school as to not conflict with other local churches in the area and come back before the council in two weeks. Council agreed by consensus to approve the basic plan and request, but to come back with revised paperwork showing a new date and a copy of their 501-3C.

Ms. Donna Compher came before the council requesting approval to "Paint the Town Purple" to promote Cancer Awareness for the month of April. Ms. Compher requested that they be allowed to wrap the Victorian street poles with purple ribbons and hang a banner in town from the dates of April 11<sup>th</sup> through May 11<sup>th</sup>. Ms. Compher also requested approval of a scavenger hunt named "Request for Hope" to be held on April 11<sup>th</sup>. Councilmember Burrell made a motion to approve the "Paint the Town Purple" event and council voted unanimously to approve 5-0.

Economic and Community Development Director Michael Day came before council to request approval and town services for the Coolest Small Town in America Party to be held Saturday, March 29, 2014 from the hours of 1:00 p.m. to 6:00 p.m. Mr. Day explained that there would be music, food vendors and a youth parade led by the Stephen Decatur High School Marching Band. Discussion continued. Mayor Williams thanked Ocean City Mayor Meehan for the invitation for the Town of Berlin to participate in the St. Patrick's Day parade.

Mayor Williams spoke on recommendations for future improvements regarding social media. Town Administrator Laura Allen reviewed some of the expenses associated with the event. **Ms. Allen stated that the Town would be purchasing decals, bumper stickers, magnets, balloons and t-shirts which incorporated the Coolest Small Town design. Additional key chains and 7 banners were also being purchased. Expenses were currently estimated at \$11,200. Ms. Allen stated that 500 t-shirts had been purchased and if the Town were to sell each shirt for \$15, the revenues from T-shirts sales and the additional items would be around \$8,280.00. The revenues versus the expenses would leave an amount of \$2,920.00 to be funded by the Town. Mayor Williams asked Ms. Allen if the net expenses needed from the Town would therefore be in the \$3,000 to \$5,000 range and she stated yes. Councilmember Purnell stated that he felt that was a reasonable request.** Discussion continued. Councilmember Hall suggested contacting the Casino for assistance with marketing. Councilmember Purnell made a motion to approve the Coolest Small Town in America Party and the underwriting of expenses associated with the event up to \$5,000. Council voted unanimously to approve 5-0. No action was taken on the request for the budget amendment for marketing.

Berlin Chamber of Commerce Director Joya Matte came before the council to request approval for the event Spring Celebration to be held on Saturday, April 19, 2014 from the hours of 9:00 a.m. to 5:00 p.m. Ms. Matte summarized the events that would be taking place throughout the day. Councilmember Hall made a motion to approve the event Spring Celebration and council voted unanimously to approve 5-0.

Mr. Day spoke on the motion to approve the contract with Peninsula Roofing in the amount of \$37,500 for the replacement of the roof at the Visitor's Center. Mr. Day stated that the scope of work meets with the requirements of the State and that the Town would be receiving \$20,000 towards the cost from a Community Legacy grant. The balance of \$17,500 would come from the contingency fund. Councilmember Purnell made a motion to approve the contract with Peninsula Roofing for replacement of the roof at the Visitor's Center in the amount of \$37,500.00 and council voted unanimously to approve 5-0.

Deputy Town Administrator Mary Bohlen summarized the final numbers associated with the re-districting of the election districts from the Maryland Department of Planning. Ms. Bohlen stated that maps, press releases and service announcements would be posted throughout various locations in town and on the town website to allow residents to view the changes. Councilmember Lynch made a motion to approve Resolution 2014-01 which approves the Meters and Bounds of the restructure of the election district to satisfy the new 2010 census numbers. Council voted unanimously to approve 5-0.

Departmental reports began with Finance Director Natalie Saleh reporting that utility bills had been mailed out and that she was preparing for the FY15 budget and worksessions.

Deputy Town Administrator Mary Bohlen reported that the student entries for the mural would be displayed at the Arts Council building this Friday from 5:00 p.m. to 8:00 p.m. Ms. Bohlen announced that Spring Celebration would be the kick-off for Take Pride in Berlin week.

Public Works Director Jane Kreiter thanked the employees from Public Works for their support as she embarked in her new position.

Water Resource Director Jane Kreiter reported that the leak on William Street had been repaired.

Electric Utility Director Tim Lawrence reported that a transformer on Jefferson Street had been relocated due to a split load issue and an overhead service located at #8 Burley Street had been removed.

Police Chief Arnold Downing reported that he was preparing for the upcoming budget and working on the scheduling of staff for the upcoming events. He also announced that the Police department would be vacating the substation located at Quail Run I.

Planning Director David Engelhart reported that he, Kate Patton and Patricia Dufendach had attended a workshop in Centreville given by the Maryland Department of Transportation, State Highway and the Maryland Department of the Environment. The workshop discussed grant funding for pedestrian and bike projects. Mr. Engelhart also stated that his department had been receiving an increase in calls on enforcement issues and announced that Mr. Andrew Hanson would be making a presentation to the Planning Commission on the Cannery Village project on Wednesday, March 12<sup>th</sup>.

Economic and Community Development Director Michael Day reported that Main Street had raised \$1,600 at the fundraiser held at Burley Oak. The next fundraiser will be a Yard Sale held on April 12th at the Visitor's Center.

Town Administrator Laura Allen presented 2 purchase orders for approval (201402422 and 201402545). Ms. Allen stated that training dates associated with Purchase Order 201402422 had been changed from March to May. Councilmember Brittingham made a motion to approve the 2 purchase orders as submitted and council voted unanimously to approve 5-0.

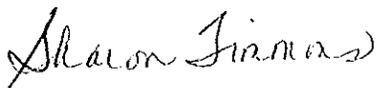
Mayor Williams acknowledged that the leadership and dedication of staff is one of the reasons that Berlin has become the cool town that it is.

Mayor Williams asked for comments from the council. Councilmember Hall thanked staff for all of their hard work during the winter regarding the clean up around town and on the roads. She announced that she would be testifying at the Senate on Wednesday regarding the House Bill for highways and crosswalks. Councilmember Burrell expressed how impressed he was regarding the clean up after the snow storm. Councilmember Brittingham expressed the same sentiments. Councilmember Lynch asked Ms. Kreiter to inquire with State Highway on two areas of roadway on South Main Street.

Mayor Williams asked for comments from the public. Jerome Wharton Jr. of 218 Branch Street inquired about the status of the new Police building and community center. Mayor Williams stated that the Town would be concentrating on the design and engineering work first, but the Police building was first on the list for use of slot money and applications for grant funding.

There being no comments or questions from the press, Councilmember Burrell made a motion to adjourn the meeting and the meeting ended at 8:44 p.m.

Respectfully submitted,



Sharon Timmons  
Administrative Assistant

MAYOR AND COUNCIL OF BERLIN, MARYLAND  
Regular Session Council Minutes  
Monday, April 14, 2014

The meeting of the Mayor and Council for Monday, April 14, 2014 was called to order by Mayor Williams at approximately 7:16 p.m. Councilmembers Brittingham, Hall, Purnell, Burrell and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Planning Director Dave Engelhart, Finance Director Natalie Saleh, Wastewater Superintendent Jamey Latchum, Deputy Town Administrator Mary Bohlen, Human Resources Director Jeff Fleetwood, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing, Economic and Community Development Director Michael Day and Administrative Assistant Sharon Timmons. Water Resources and Public Works 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 March 24, 2014. Councilmember Lynch made a motion to approve the minutes and council voted unanimously to approve 5-0. Mayor Williams asked for a motion to approve the Executive Session minutes of March 24, 2013. Councilmember Lynch made a motion to approve the minutes and council voted unanimously to approve 5-0. Mayor Williams stated that Executive Session was closed to consult with counsel to obtain legal advice on a legal matter.

Debbie Frene came before the council requesting the closure of Commerce Street on Friday, May 2<sup>nd</sup> from the hours of 6 p.m. to 9 p.m. Victorian Charm will be celebrating their 20<sup>th</sup> anniversary and they would like to play jazz music in the closed off area to tie in with the Jazz and Blues Festival to be held on Saturday, May 3<sup>rd</sup>. Councilmember Hall made a motion to approve the closure of Commerce Street for Friday, May 2<sup>nd</sup> from 6:00 p.m. to 9:00 p.m. and council voted unanimously to approve 5-0.

Joya Mattie and Mr. Tom Sholtis of the Berlin Chamber of Commerce came before the council requesting approval of the event Jazz and Blues to be held on Saturday, May 3<sup>rd</sup> from 12 noon to 8:00 p.m. Mr. Sholtis explained that there would be no changes from years past regarding the services requested from the town. Councilmember Brittingham made a motion to approve the request for the event Jazz and Blues for Saturday, May 3<sup>rd</sup> and council voted unanimously to approve 5-0.

Mr. Sholtis then asked for approval of the event Spring Cruisers to be held Saturday, May 17<sup>th</sup> from 10:00 a.m. to 2:00 p.m. stating that only barricades and trash cans would be needed. Councilmember Brittingham made a motion to approve the request for the Spring Cruisers event for May 17<sup>th</sup> and council voted unanimously to approve 5-0.

Economic and Community Development Director Michael Day joined Mr. Sholtis to make the request for approval of the event May Day Play Day to be held on Saturday, May 10<sup>th</sup> from 12 noon to 9:00 p.m. WOCM will be partnering with the town and was requesting to add a 5K run at the beginning of the event. The 5K route would begin at the Worcester Youth & Family parking lot and end at the stage located at Rayne's Reef and be completed by 12:30 p.m. Councilmember Purnell made a motion to approve the event with the addition of the 5K race and council voted unanimously to approve 5-0.

Mr. Jesse Turner, Chairperson for the Old Fashioned Memorial Day event came before the council to seek approval for the date of Monday, May 26<sup>th</sup> from 8:00 a.m. to 6:00 p.m. The parade will begin at the Stephen Decatur Middle School at 10:00 a.m. and Mr. Turner requested that Mayor Williams lead the parade again this year. Councilmember Burrell made a motion to approve the Old Fashioned Memorial Day event and council voted unanimously to approve 5-0.

Ms. Lisa Long came before the council requesting approval for the 5K Reindeer Run to be held on December 6<sup>th</sup>. The race will begin at 9:00 a.m. at the Atlantic Hotel and cover the same course as in years past. Councilmember Burrell made a motion to approve the event and council voted unanimously to approve 5-0.

Wastewater Superintendent Jamey Latchum summarized the dates and acceptable items for the 2014 Special Spring Trash and Yard Waste Collection. Yard waste dates are Wednesday, April 23<sup>rd</sup> and 30<sup>th</sup> with Bulk Pickup dates May 7<sup>th</sup> and May 14<sup>th</sup>. Councilmember Purnell made a motion to accept the dates for the Special Spring Trash and Yard Waste Collection and council voted unanimously to approve 5-0.

Town Administrator Laura Allen explained the motion to approve restating the PJM management policy, procedures and controls dated September 12, 2011 and to re-authorize the Town Administrator to represent the town in hearings before the Maryland Public Service Commission and take actions there on its behalf related to the proceedings. Ms. Allen stated that this administrative process would need to be addressed each year. Councilmember Hall made the motion to approve the PJM Risk Management Policy, procedures and controls and council voted unanimously to approve 5-0.

Departmental reports began as Finance Director Natalie Saleh reported that preliminary budgets meetings had been held with the department heads to prepare for the budget worksessions to be held on April 21<sup>st</sup> and May 5<sup>th</sup> at 6:00 p.m. Councilmember Lynch asked Ms. Saleh to include year-to-date numbers as well as plus or minus (+ or -) monies and percentages (%) from year to year. Ms. Saleh also reported she was hoping to begin receiving proposals from the various vendors regarding the upgrade of the new phone system. She also reported that the renovation of the Customer Service area would begin this Friday.

Deputy Town Administrator Mary Bohlen reported that Spring Celebration would be held this Saturday and would be the kick off to Take Pride in Berlin Week, beginning April 19<sup>th</sup> and ending on April 26<sup>th</sup> with Berlin Clean-Up Day.

Wastewater Superintendent Jamey Latchum reported that the Public Works department had been in the park chipping branches and repairing potholes throughout town. Water Resources had been replacing water meters and repairing manholes.

Electric Utility Director Tim Lawrence reported that his department had been working on pole maintenance, pulling the panels and banners down from the Coolest Small Town event and pulling oil samples from the transformers at the Power Plant and Substation. Mr. Lawrence publicly thanked the Town of Ocean City for the use of their stage for the 5K event at St. Paul's Methodist Church.

Police Chief Arnold Downing thanked the Maryland State Police, Fire Police and Berlin Fire Company for their assistance with the Coolest Small Town event. The omission of an ordinance relating to public urination was discussed and Chief Downing stated that he and Attorney David Gaskill would be drafting a document for the council to review.

Planning Director David Engelhart reported that the Historic District had approved signage for the Town Center Antiques building. He also reported that a permit has been issued for the new roof at the Visitor's Center with the requested guidelines on windows and paint. Mr. Engelhart also reported that the Planning Commission had approved the preliminary site plan for the Cannery Village. Councilmember Brittingham stated that he had concerns regarding the proposed entrance leading into the Cannery Village project and that with the proposed increase in vehicular and foot traffic, that area could become a dangerous spot.

Human Resources Director Jeff Fleetwood reported that the new lineman apprentice had begun employment today and that the Town had received reimbursement from BGE regarding the mutual aid that the Town had provided during the snow storms in that area. Mr. Fleetwood stated that he would be attending a Risk Management seminar in Salisbury on April 24<sup>th</sup>.

Economic and Community Development Director Michael Day thanked all of the departments for their assistance with the Coolest Small Town events and also those businesses who supplied the shuttle buses. Mr. Day stated that WBOC would be in town filming for Delmarva Life to be broadcast Tuesday at 5:00 p.m, and that the Baltimore Sun newspaper and Budget Travel would be here promoting Berlin. Megan Houston will be attending Main Street training in Baltimore and a luncheon would be held at the Atlantic Hotel on the 23<sup>rd</sup> hosting the tour bus operators.

Jamey Latchum thanked staff for all of the support shown to Allan Ludlam and his wife Shirley. Mr. Ludlam, a 25 year employee with the Town of Berlin passed away on April 3<sup>rd</sup>.

Town Administrator Laura Allen presented 10 purchase orders for approval (201402730, 201402754, 201402789, 201402693, 201402805, 201402787, 201402806, 201401527, 201402870 and 201402876). Discussion continued on PO# 201402806. Councilmember Brittingham made a motion to approve the 9 purchase orders excluding PO# 201402806 as submitted and council voted unanimously to approve 5-0. Councilmember Burrell then made a motion to approve PO# 201402806 and have staff explain the justification at the next meeting. Council voted 4 to 1 in favor of the motion with Councilmember Lynch opposed.

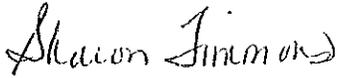
Mayor Williams thanked everyone involved with the Coolest Small Town event for their assistance and stated that now the town needs to focus on the many opportunities that are possible. Mayor Williams recommended that strategic planning sessions need to be held where the town could get guidelines from the public on how to prioritize.

Mayor Williams asked for comments from the council. Councilmember Hall expressed her appreciation to staff for their assistance with the events. Councilmember Burrell thanked Michael Day for his vision, but thought it would be REALLY COOL if the town could win 2 years in a row. He then asked Ms. Allen if council could receive the PJM quarterly reports the month following the end of the quarter and Ms. Allen replied yes. Councilmember Lynch acknowledged the quick response from staff cleaning up the town after events and commented on the professionalism of the new Berlin brochure. Councilmember Purnell stated that the Little League parade was awesome.

Town Administrator Laura Allen commented on the pictures shown on the screen reviewing the new crosswalks at the RT 113 and Bay Street intersection which includes a speed limit decrease. A few pictures from the Coolest Small Town party were also shown.

Mayor Williams asked for comments from the press and the public. There being no comments or questions from either, Councilmember Lynch made a motion to adjourn the meeting and the meeting ended at 8:28 p.m.

Respectfully submitted,

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

Sharon Timmons  
Administrative Assistant

MAYOR AND COUNCIL OF BERLIN, MARYLAND  
GENERAL FUND BUDGET WORKSHOP MINUTES  
APRIL 21, 2014

The General Fund Budget Worksession for Monday, April 21, 2014 was called to order by Mayor Williams at approximately 6:10 p.m. In attendance were Councilmembers Lynch, Purnell, Hall and Burrell as well as Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Planning and Zoning Director Dave Engelhart, Public Works Director Jane Kreiter, Public Works Superintendent Wendell Purnell, Human Resources Director Jeff Fleetwood, Economic and Community Development Director Michael Day, Police Chief Arnold Downing and Administrative Assistant Sharon Timmons. Councilmember Brittingham was absent.

Mayor Williams stated that the regularly scheduled council would be held next Monday, April 28<sup>th</sup> and the budget worksession for the Enterprise funds would be held on Monday, May 5<sup>th</sup>.

Finance Director Natalie Saleh reviewed the General Fund revenues and items under the Administration and Finance departments for the capital budget expenditures. Ms. Saleh explained the need for software for a new finance and billing system and Mr. Fleetwood explained the need for new carpeting. Both expenditures will be split between the water, sewer, electric and general funds. Sam Card from Cards Computers came before the council and explained the upgrades which are needed to the IT server and associated equipment since the current system is close to reaching its life expectancy. The \$26,000.00 capital budget item only covers the IT Server, not the computers. Ms. Saleh noted that the new phone system was not in the FY15 budget, but would probably be in the FY16 budget.

Councilmember Burrell inquired about the street and sidewalk projects for West Branch Street and stated that he had the understanding that East Branch Street was to be repaired first. Ms. Kreiter stated that she would switch the scheduling. Ms. Kreiter summarized the sidewalk and street work to be performed on several streets throughout town. Ms. Kreiter and Mr. Purnell explained the need for a refurbished garbage truck due to age.

Councilmember Lynch inquired if the town would be incurring a surplus in our reserves and Ms. Saleh stated probably around \$50,000.00.

Economic and Community Development Director Michael Day explained that he had some increases to his budget due to billboard rental increases and the salary and benefits associated with the hiring of his assistant Megan Houston. He then reviewed Ms. Houston's accomplishments since her employment with the Town.

Town Administrator Laura Allen reported that there were no significant changes to the Elected Officials budget other than the add-in of the vacation buy back line item.

Deputy Town Administrator Mary Bohlen reported an overall 6 % increase in the Administration budget due to increases in inflation.

Ms. Bohlen reported that the Building and Grounds budget had a 2% increase due to employee benefits.

Ms. Bohlen reported that the Parks and Recreation department budget had a 9% increase due to payment of the utilities at the Little League ball park, mosquito spraying in the Town and the contracted services of Worcester Youth and Family.

Finance Director Natalie Saleh reported that the budget for Finance had increased slightly due to additional professional services from PKS and the anticipated addition of the finance software. The Customer Service budget had a slight increase in training, but a decrease in the contracted services line item.

Police Chief Arnold Downing reported that the brunt of the increase in expenses for his budget was the need for 3 vehicles, an E-Tix printer and card reader and fingerprint system. Chief Downing explained that the department would be receiving a \$50,000 grant from USDA to partially fund the vehicle purchase. He also explained the need for an E-Tix printer and card reader as all reports will be required to be documented digitally instead of hand written as of 2015 and the fingerprint system is currently out of warranty.

Public Works Director Jane Kreiter reported that the budgets for the Public Works, Sanitation and Streets departments have increases due to enhanced employee training, vehicle maintenance and tires, street and sidewalk repairs and the capital budget items.

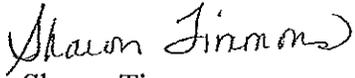
Human Resources Director Jeff Fleetwood reported the following numbers regarding insurance. Liability insurance may incur a 2-3% increase and Worker's Compensation insurance an increase of 1%. There should be no change in the Health insurance premiums as the town is proposing to change carriers from United Healthcare to Cigna. Mr. Fleetwood summarized the proposed HRA card plan with Cigna. Mr. Fleetwood stated he anticipated a 7% increase in dental rates and no change in vision rates. Councilmember Burrell asked Mr. Fleetwood to forward him a list of those providers that are in the network and out of network.

Planning and Zoning Director Dave Engelhart reported the budget for the Planning and Zoning department actually decreased 4%. The budget increase in travel and employee training is due to Mr. Engelhart's desire to participate in American Planning Association conferences and certifications.

Ms. Saleh reviewed the debt service numbers. Councilmember Lynch inquired if salary increases were projected in the budget. Ms. Saleh stated no. Mayor Williams stated that he was not proposing a tax rate increase.

The General Fund Budget workshop adjourned at 8:37 p.m. and council convened to Executive Session.

Respectfully submitted,

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

Sharon Timmons  
Administrative Assistant

## TOWN ADMINISTRATOR'S REPORT

April 28, 2014

### Purchase Orders

PO# 201402175 in the amount of \$1,073.87 to Worcester Youth & Family Counseling for 3<sup>rd</sup> Quarter Expenses. (Jan 1 – Mar 31, 2014) 01-4500-4113

PO# 201402584 in the amount of \$1,155.00 to Envirocorp for monitoring of wells at Five Mile Branch Site. (24-4380-4073)

PO# 201402901 in the amount of \$1,293.50 to Special Fleet Services for primary jumpers for Electric department. (10-4230-4053)

PO# 201402921 in the amount of \$1,050.00 to TJ/H2B Analytical Services for annual oil sampling at Savage Substation and Power Plant. (10-4220-4060 & 10-4230-4060)

PO# 201402944 in the amount of \$1,329.69 to Curtis Engine for equipment repairs to generator at Savage substation. (10-4230-4060)

PO# 201402908 in the amount of \$20,620.65 to HD Supply Power Solutions for in line disconnects and extension links. Does not include freight charges. (10-4230-4092)

PO# 201402928 in the amount of \$3,536.00 to Stuart Irby for Deadend shoes used to install in-line disconnects. (10-4230-4092)

PO# 201402946 in the amount of \$2,079.00 to Stuart Irby for 2 hole compression lugs used to install in-line disconnects. (10-4230-4092)

PO# 201402557 in the amount of \$3,415.85 to The Paper People for cups, stickers, magnets and decals for Coolest Small Town in America event. (01-4115-4057)

PO# 201402556 in the amount of \$2,497.86 to Action Island Graphics for t-shirts for Coolest Small Town in America event. (01-4115-4057)

PO# 201402592 in the amount of \$2,469.00 to ABC Printers for 30,000 Berlin brochures for Toth Distribution. (01-4115-4104)

### Updates