



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811  
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## BERLIN, MARYLAND

**Mayor**  
Wm. Gee Williams, III

## MAYOR AND COUNCIL MEETING

**Vice President**  
Elroy Brittingham, Sr.

**MONDAY, JUNE 9, 2014**

**Council Members**  
Dean Burrell, Sr.  
Lisa Hall  
Paula Lynch  
Troy Purnell

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

**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.*

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**REVISED  
BERLIN MAYOR AND COUNCIL  
COUNCIL MEETING  
AGENDA  
Monday, June 9, 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 May 27, 2014  
Executive Session of the Mayor and Council on May 27, 2014  
Statement of Closure for Mayor and Council on May 27, 2014
2. Public Hearing – Ordinance 2014-01, FY15 Budget
3. Swearing in of new members and renewals for Boards and Commissions
4. Request for Special Event – Pastor Michelle Parks, One Way Pentecostal Ministries  
Dr. William Henry Park - Wednesday–Friday, July 23<sup>rd</sup> – 25<sup>th</sup>; 6 p.m. to 8 p.m.
5. Request for Business Use of Park on July 15<sup>th</sup> from 6:00 p.m. to 8:00 p.m.  
Gina Servant & Kate Russell of Seashell Sweets
6. Request for Special Event - Berlin Bathtub Races on Main Street  
Friday, July 18<sup>th</sup>; 6:00 p.m. – 9:00 p.m.
7. Request for Special Event – Berlin Peach Festival at Taylor House Museum  
Saturday, August 2<sup>nd</sup>, 11:00 a.m. – 4:00 p.m.
8. 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
9. Town Administrator's Report
10. Comments from the Mayor
11. Comments from the Council
12. Comments from the Public
13. Comments from the Press
14. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND  
Regular Session Council Minutes  
Tuesday, May 27, 2014

The meeting of the Mayor and Council for Tuesday, May 27, 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, Finance Director Natalie Saleh, Deputy Town Administrator Mary Bohlen, Human Resources Director Jeff Fleetwood, Wastewater Superintendent Jamey Latchum, 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 May 12, 2014. Councilmember Lynch made a motion to approve the Regular session minutes of May 12, 2014 and council voted unanimously to approve 5-0. Mayor Williams asked for a motion to approve the Executive Session minutes of May 12, 2013. Councilmember Lynch made a motion to approve the Executive minutes of May 12, 2014 and council voted unanimously to approve 5-0. Mayor Williams read the Statement of Closure for the May 12, 2014 Executive Session.

Mayor Williams asked for Ms. Aerial Zane to come forward so that he could publicly thank her and acknowledge the book she had written and presented to the Mayor entitled "If I were Mayor".

Mayor Williams stated that he would be swearing in the new members of the Boards and Commission as well as those members whose terms were being renewed as a whole group. Those persons who were not able to be in attendance will be sworn in at another time.

Deputy Town Administrator Mary Bohlen announced the Citizen Participation and Public hearing for the Community Development Block Grant Application for the Hudson Branch Stormwater Project and Resolution 2014-04. Mayor Williams opened the Public Hearing. Ms. Bohlen explained that the purpose of the Public Hearing was to make citizens aware of what the Town had done in the past and was preparing to do in the future with Block Grant monies. Ms. Bohlen presented a powerpoint slide show, summarized the past use of funds and explained the allocation of available FY15 CDBG funding. The Town would be submitting an application in the amount of \$800,000 for the Hudson Branch Stormwater Project. The funds will be used for the design, engineering and construction of the culverts on Flower Street and William Street, bank stabilization and improvements to stormwater collection piping in the Graham, Grice and Nelson Street areas. Ms. Bohlen reviewed the breakdown of funding sources and asked for any questions or comments from the public. A member of the audience asked if there was a timeline when the work would be done in the Nelson Street area and voiced her concern regarding continued flooding and mosquitos. Ms. Bohlen indicated that notification of award was expected in September. Councilmember Purnell told the resident that the work had to begin downstream first. Mayor Williams closed the public hearing and Town Attorney David Gaskill read Resolution 2014-04 in its entirety. Councilmember Burrell made a motion to approve Resolution 2014-04 which authorizes the Town to submit a Community Development Block Grant application in the amount of \$800,000.00 for the purpose of the Hudson Branch Stormwater project and council voted unanimously to approve 5-0.

Mr. Bryan Brushmiller came before the council requesting approval and support for the Explore Berlin Festival to be held on Saturday, September 27<sup>th</sup> from 2:00 p.m. to 8:00 p.m. at the Burley Oak Brewery property. Mr. Brushmiller reviewed the rules and regulations surrounding the event and reported that they had been approved by both the Chamber of Commerce and the Liquor Control board. Councilmember Hall made a motion to approve the Explore Berlin Festival on September 27<sup>th</sup> and council voted unanimously to approve 5-0.

Ms. Carmello Solito, owner and operator of Twisters and Carmello's Kids and Learning Center came before the council to request payment plans for the financing of the impact fees and the phase in of the property taxes over a 5 year period for her new venture. Councilmember Purnell recused himself and left the dias. Discussion continued. As his opinion, Mayor Williams supported the financing of the impact fees, but not the property taxes. Councilmember Lynch asked how much the current taxes were on the unimproved property and the response was \$2,500 per year. Ms. Lynch stated that she supported the phase in of the taxes, but not the impact fees. Discussion continued. Mayor Williams requested that Finance Director Natalie Saleh, Town Administrator Laura Allen and Town Attorney Gaskill look into alternatives and/or arrangements regarding financing options for new projects not only for now, but in the future. Councilmembers Brittingham, Burrell and Hall agreed to support the phasing in of the taxes only. Mayor Williams suggested that staff put some numbers together and look into the legal ramifications. He also suggested that Ms. Allen and Ms. Saleh research what is working in other similar economically viable towns. Councilmember Hall asked if a motion needed to be made to table the issue until the figures come together and Ms. Allen asked for clarification if they wanted them to look at both impact fees or property taxes or mainly focus on property taxes. No motion was made and the issue was not tabled. Mayor Williams stated that the consensus was to look at the phasing in of property taxes and that staff will take under advisement and hopefully have some specific numbers by the second council meeting in June. Councilmember Purnell returned to the dias.

Ms. Patricia Dufendach presented a powerpoint slide and reported on the updates that have been completed at the Route 113 and Bay Street intersection and other areas along Route 113. Ms. Dufendach spoke on the new crosswalks, the reduced speed limit and the countdown signal which is scheduled to be installed in September. Long term plans include a bike lane pavement markup, signage and a shared use path from Route 376 to Route 346.

Mayor Williams introduced Ordinance 2014-01, the FY15 budget. The public hearing will be held on June 9, 2014. Mayor Williams stated that the proposed FY15 budget totaled \$15.1 million which represented an overall increase of \$1,933,721 over the current fiscal year and includes grant funding. The proposed budget includes a 3% salary increase for all town employees, plus a \$500 one-time payment at Thanksgiving and would have a contingency fund of \$207,476.00. Mayor Williams stated that it was still the intent of the Mayor and Council to provide funding for the Berlin Fire Company, but could not make a fully formed decision until they received an audit of the fire company's prior year income and expenditures. Once that information is received, the proposed budget will be amended to include funding for FY15. The proposed budget also is based on holding the current property tax rate at 68 cents per \$100 of valuation of real estate as it has been for the last three years.

Mr. Gaskill read Resolution 2014-02, the 2015 Fiscal Year Tax Rate in its entirety. Councilmember Burrell made a motion to approve Resolution 2014-02 and council voted unanimously to approve 5-0.

Having completed the items on the Regular Agenda, Mayor Williams asked for Departmental Reports. Finance Director Natalie Saleh reported that the Customer Service department was in the process of updating the Electric Utility Consumer Pamphlet. She also reported that she had attended the GFOA conference in Minnesota with Ms. Allen and had obtained information from vendors regarding billing software. Councilmember Burrell indicated that he would like to be involved when the presentations from the vendors were made.

Deputy Town Administrator Mary Bohlen reported that she had included a letter in the correspondence portion of the packet from the Department of Natural Resources Community Parks and Playgrounds Program stating that the Town would not be receiving funding for the tennis courts in Stephen Decatur Park. Ms. Bohlen stated that the Town would be re-applying for the funding at the next round.

Wastewater Superintendent Jamey Latchum reported that Public Works would begin their new summer hours of 6 a.m. to 2:30 p.m. this week. He also spoke on the repairs of a sewer line on Flower Street and a water leak on Franklin Avenue. Mr. Latchum reminded everyone of Touch a Truck Day on Saturday, May 31<sup>st</sup>.

Electric Utility Director Tim Lawrence reported his department was continuing tree trimming throughout town, preparing for the Touch a Truck Day and continuing maintenance work at the Power Plant to prepare for the summer peak runs.

Police Chief Arnold Downing reported on the success of all of the events held in May and the upcoming graduation activities.

Planning Director David Engelhart reported that 45 enforcement letters had been mailed out.

Human Resources Director Jeff Fleetwood reported that he was in the process of finishing up the open enrollments for employee benefits and would be conducting an employee audit through ADP. Mr. Fleetwood also announced that he would be attending a State Retirement seminar in Salisbury next week.

Economic and Community Development Director Michael Day reported that the Shore Transit trolley began running May 23<sup>rd</sup>. He also reported that the Ambassador Program had begun and that he would be attending an enterprise zone workshop. He reminded everyone that WMDT would be in town on June 5<sup>th</sup> to update their Sunday morning commercial and that the Maryland Municipal League Conference would begin on June 8<sup>th</sup> and that the town would be displaying their modernized booth.

Town Administrator Laura Allen presented 10 purchase orders to the council for approval. Councilmember Brittingham made a motion to approve the 10 purchase orders as submitted and the council voted unanimously to approve 5-0.

Councilmember Hall reminded that CASA would be holding their annual Pirate Party this Friday at Sunset Grille. Councilmembers Burrell and Brittingham thanked the Public Works department for the outstanding job they did cleaning up after the Memorial Day event at Henry Park. Councilmember Lynch asked for an updated copy of the Boards and Commissions list including phone numbers and emails. Mrs. Lynch questioned the budget numbers of the stormwater account.

Mayor Williams asked for comments from the press and the public. There being no comments or questions from either, Councilmember Burrell made a motion to adjourn the meeting and the meeting ended at 9:08 p.m.

Respectfully submitted,

  
Sharon Timmons  
Administrative Assistant

ORDINANCE 2014-01

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE THE FY15 BUDGET AS SUBMITTED.

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_, 2014 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED.

\_\_\_\_\_  
Elroy Brittingham, Sr., Vice President

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_, 2014

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen  
Town Administrator

## TOWN ADMINISTRATOR'S REPORT

June 9, 2014

### Purchase Orders

PO# 201403173 in the amount of \$2,394.34 to Harris Corporation for annual service and maintenance contract for police radios. To be submitted for bid bond proceeds. (01-4200-4060)

PO# 201403344 in the amount of \$2,060.00 to Beacon Electric for installation of control wires and electric to serve transformer cooling fans at Savage Substation (10-4230-4060)

PO# 201403419 in the amount of \$7,200.00 to Ermco for (1) 150KV a three phase pad mounted transformer. Town to be reimbursed by developer. (10-4230-4092)

PO# 201403379 in the amount of \$3,023.72 to Roy Case for emergency repair to engine #5, replace coolant in heat pump. (10-4220-4041)

PO# 201403359 in the amount of \$1,008.00 to Lawmen Supply Company for tactical armor. (01-4200-4053)

### Updates