



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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www.berlinmd.gov



BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, JUNE 23, 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 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, June 23, 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 June 9, 2014
Executive Session of the Mayor and Council on June 9, 2014
Statement of Closure for Mayor and Council on June 9, 2014
2. Request for Special Event – Berlin Sidewalk Sale
Friday, August 8th, 10 a.m. – 8 p.m.; Saturday, August 9th, 10 a.m. – 6 p.m.
3. Request for Special Event – 229th Army Band Concert
Tuesday, July 15th, Stephen Decatur Park 6:00 p.m. – 7:30 p.m.
4. Introduction Ordinance 2014-02; Public Hearing to be held July 14, 2014
An ordinance amending Chapter 12, Elections
5. Introduction Ordinance 2014-03 ; Public Hearing to be held July 14, 2014
An ordinance amending Chapter 26, establishing a stormwater fee credit policy.
6. Approval of Contract – Cards Computers
7. Approval of Contract – Worcester Youth & Family Counseling Services
8. Departmental Reports
 - a. Finance – Natalie Saleh
 - b. Water Resources & Public Works – Jane Kreiter
 - c. Electric – Tim Lawrence
 - d. Police – Arnold Downing
 - e. Planning – Dave Engelhart
 - f. 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
Monday, June 9, 2014

The meeting of the Mayor and Council for Monday, June 9, 2014 was called to order by Mayor Williams at approximately 7:00 p.m. Councilmembers Brittingham, Burrell and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Planning Director Dave Engelhart, Finance Director Natalie Saleh, Human Resources Director Jeff Fleetwood, 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. Councilmember Troy Purnell and Deputy Town Administrator Mary Bohlen were absent from the meeting. Councilmember Lisa Hall arrived late to the meeting.

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 27, 2014. Councilmember Lynch made a motion to approve the Regular session minutes of May 27, 2014 and council voted 3-0 to approve the minutes with Councilmembers Hall and Purnell absent. Mayor Williams asked for a motion to approve the Executive Session minutes of May 27, 2013. Councilmember Lynch made a motion to approve the Executive minutes of May 27, 2014 and council voted to approve 3-0 to approve the minutes with Councilmembers Hall and Purnell absent. Mayor Williams read the Statement of Closure for the May 27, 2014 Executive Session.

Mayor Williams gave the Oath of Office to those persons in attendance to be sworn in as renewing or new members of the various Boards and Commissions.

Pastor Michelle Harris Parks of One Way Pentecostal Ministries located in Delmar and Pastor Shelton of Mount Calvary Church located in Salisbury came before the council to request approval to host an outdoor community event, "Old Time Tent Revival" from 6:00 p.m. to 8:00 p.m. on July 23rd, 24th and 25th at Dr. William Henry Park. The event will focus on gospel singing and fellowship. Mayor Williams requested that the group contact and work with other ministerial organizations in the community. Discussion continued. Councilmember Burrell stated that the music would be required to end at 8:00 p.m. Councilmember Brittingham made a motion to approve the event "Old Time Tent Revival" to be held at Henry Park on July 23rd, 24th and 25th from the hours of 6:00 p.m. to 8:00 p.m. Council voted to approve 3-0 with Councilmembers Hall and Purnell absent.

Ms. Gina Servant and Ms. Kate Russell of Seashell Sweets came before the council to request business use of Stephen Decatur Park on July 15th from 6:00 p.m. to 8:00 p.m. in conjunction with the 229th Army Band concert. Mr. Mike Wiley, Parks Commission Chairman spoke on their behalf stating that the Parks Commission was in favor of the idea and that Seashell Sweets wanted to sell ice cream, snow cones and beverages from their food truck. Mayor Williams requested that beverages not be sold in glass containers. Councilmember Lynch expressed her approval of the idea, but not the waiver of the \$5.00 permit fee and stated that the business needed to obtain the proper licensing and permits. Discussion continued. Councilmember Lynch made a motion to approve Seashell Sweets business use of the park provided they obtain the proper licensing and approval from the health department and payment of the \$5.00 vendor fee. Council voted 3-0 to approve the request with Councilmember Hall and Purnell absent.

Joya Mattie, Executive Director of the Berlin Chamber of Commerce and Tonya Giles came before the council to request approval of the event, "Bathtub Races" to be held on Friday, July 18th from 6:00 p.m. to 9:00 p.m. Ms. Giles explained that hay bales would be placed along both sides of the street and that each entry would be required to go through a safety check the day prior to the race for additional safety measures. Councilmember Brittingham made a motion to approve the event "Bathtub Races" and council voted to approve 3-0 with Councilmember Hall and Purnell absent.

Ms. Susan Taylor and Ms. Jan Quick came before the council to request approval of the Berlin Peach Festival to be held Saturday, August 2nd from 11 a.m. to 4:00 p.m. at the Taylor House Museum. The rain date will be Sunday, August 3rd. Ms. Quick requested that No Parking Signs be placed on Main Street at the museum and that handicap parking be made available. Councilmember Burrell made a motion to approve the Berlin Peach Festival event on August 2nd and council voted to approve 3-0 with Councilmember Hall and Purnell absent. Ms. Taylor presented the 2014 Peach Festival poster to Mayor Williams.

Mayor Williams announced the public hearing for Ordinance 2014-01, the FY15 budget. Mayor Williams reported that the proposed FY15 budget totaled \$15.1 million which represented an overall increase of 15% or \$1,933,721.00 over the current fiscal year and included \$989,000.00 funded from grants. The proposed budget includes a 3% salary increase for all town employees, plus a \$500 one-time payment around the Thanksgiving period. Mayor Williams stated that the council had received a copy of the audit from the Berlin Fire Company and that the budget had been amended to allocate the Fire Company \$250,000.00 towards operating expenses and another \$150,000.00 to be held in reserve for purchase of fire fighting vehicles and ambulance. The proposed budget is also 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. Mayor Williams opened the public hearing and asked for comments from anyone in the audience. There being no comments, Mayor Williams closed the Public Hearing. Councilmember Lynch spoke out against the recent spending activity in the general fund and stated that the Town could not continue in this manner. Councilmember Hall arrived at the meeting. Councilmember Burrell made a motion to approve Ordinance 2014-01, FY15 Budget and council voted in favor 4-0 with Councilmember Purnell absent.

Having completed the items on the Regular Agenda, Mayor Williams asked for Departmental Reports. Finance Director Natalie Saleh reported that the auditors would be at the Town July 30th and 31st for the preliminary collection of data and would return during a week in September for the final audit. Ms. Saleh announced that she would be attending the Maryland GFOA conference June 18th through the 20th and was hoping to be able to search for vendors for the new billing software.

Water Resources and Public Works Director Jane Kreiter reported on the success of the Touch a Truck event, the repair of the planter and replacement of bushes at Henry Park. Councilmember Lynch inquired about the status of the Tripoli sidewalk project. Ms. Kreiter replied that the design had been completed and that she was waiting on the right of entry from the three (3) property owners.

Electric Utility Director Tim Lawrence reported that the Fire Company had given out 225 children's fire hats at the Touch a Truck event. He also reported that the department was working on the installation of capacitor banks and tree trimming throughout town. Mr. Lawrence stated that a temporary service had been installed at the construction site of Main Place and a new underground service had been put in at 415 West Street.

Police Chief Arnold Downing reported on the Torch Run for the Maryland Special Olympics and that there would be additional patrols out for graduation and DWI's.

Planning Director David Engelhart reported that the Historic District Commission had approved a sign for the Karate studio, a new roof at 407 South Main Street and that the Planning Commission was working on commercial design standards. Mr. Engelhart stated that the County had closed on the property next to the Waystead Inn for the proposed library.

Human Resources Director Jeff Fleetwood thanked everyone who assisted with the Touch A Truck event. He reported that he had conducted interviews for the vacancy at the Water Resources department and would begin interviews for the seasonal hires and attending a State Retirement seminar on Thursday.

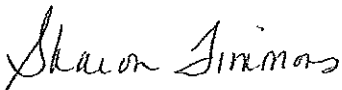
Economic and Community Development Director Michael Day reported on the MML flag parade, the success of the High Heel Race and that Baltimore Live would be broadcasting at the Atlantic Hotel on June 12th from 9 a.m. to 12 noon.

Town Administrator Laura Allen presented 5 purchase orders to the council for approval. Councilmember Hall inquired about the status of future water and sewer connections along Route 818. Councilmember Brittingham made a motion to approve the 5 purchase orders as submitted and the council voted unanimously to approve 5-0.

Mayor Williams congratulated the departments involved with the Touch a Truck event. Councilmember Hall suggested an Open House event for the public at the new Wastewater facility. Councilmember Burrell requested that Public Works investigate high grass at the east side of Route 113 and Branch Street.

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 8:25 p.m.

Respectfully submitted,



Sharon Timmons
Administrative Assistant

ORDINANCE 2014-02

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE
TOWN OF BERLIN, A MARYLAND MUNICIPAL CORPORATION,
AMENDING CHAPTER 12, ELECTIONS.

BE IT ORDAINED AND ENACTED, by the Mayor and Council of the Town of Berlin as follows:

That sub-section (6) be added to Chapter 12 Section 56 as follows:

(6) ANY CANDIDATE OR COMMITTEE FORMED TO SUPPORT A CANDIDATE OR A REFERENDUM QUESTION THAT IS REQUIRED TO REGISTER WITH THE TOWN SHALL FILE A CAMPAIGN FINANCE REPORT WITHIN 10 DAYS AFTER THE TOWN ELECTION ON A FORM PROVIDED BY THE TOWN. THE FAILURE OR REFUSAL TO PROVIDE SAID CAMPAIGN FINANCE REPORT SHALL CONSTITUTE A MISDEMEANOR SUBJECT TO THE PENALTIES IN SECTION 12-3 OF THIS CHAPTER.

Adopted this ____ day of _____, 2014 by the Council of the Town of Berlin, Maryland, by affirmative vote of ____ to ____ opposed, with ____ abstaining.

Elroy Brittingham, Sr. Vice-President

Approved this ____ day of _____, 2014 by the Mayor of the Town of Berlin, Maryland.

Wm. Gee Williams, III, Mayor

ATTEST:

Laura Allen Town Administrator

Effective the ____ day of _____, 20 ____.

ORDINANCE 2014-3

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 26, ARTICLE V OF THE TOWN CODE BY ENACTING SECTION 26-273, WHICH ESTABLISHES A STORMWATER FEE CREDIT POLICY

BE IT ENACTED AS FOLLOWS:

CHAPTER 26, Article V, Section 26-273, titled Fee Credit Policy

Definitions:

"Stormwater Management System" or *"System"* means the existing stormwater management of the Town and all improvements thereto which by this chapter are constituted as the property and responsibility of the Town or private owner, to be operated as a **Special Revenue Fund** to, among other things, conserve water, control discharges necessitated by rainfall events, incorporate methods to collect, convey, store, absorb, inhibit, treat, use or reuse water to prevent or reduce flooding, over-drainage, environmental degradation and water pollution or otherwise affect the quality and quantity of discharge from such system.

A. Credit Concept.

Stormwater Management Utility Fees calculated on the basis of impervious surface cover may be adjusted through the use of credits when an additional investment is made to properly maintained on-site stormwater management systems results in a reduced water quality and/or quantity impact on the public Stormwater Management System.

B. Credit Eligibility.

- (1) Only owners of property designated for non-residential, non-profit use under Chapter XX of the Town of Berlin Code, are eligible for a credit. Previous payment of stormwater management waivers or monetary contributions in lieu of on-site stormwater controls does not confer eligibility to receive a credit. The construction of and dedication to the Town of a Stormwater Management System does not confer eligibility to receive a credit.

- (2) The following Stormwater Management Systems are eligible for a Stormwater Utility Fee Credit.
- (a) Structural Stormwater Management Systems;
 - (b) Environmental Site Design systems categorized by the Design Manual as alternative surfaces;
 - (c) The following Environmental Site Design systems categorized by the Design Manual as microscale practices: cisterns, rain barrels, submerged gravel wetlands, landscape infiltration, infiltration berms, dry wells, micro-bioretenion, rain gardens, swales;
 - (d) Any other Stormwater Management System deemed eligible by the Town Administrator.
- (3) The following Stormwater Management Systems are not eligible for a credit: disconnection of rooftop runoff, disconnection of non-rooftop runoff, sheet flow to conservation areas, and any other system determined ineligible by the Town Administrator. Any pre-existing improvements, retrofits, upgrades of any Stormwater Management System dated prior to the effective date of this fee credit policy.
- (4) Structural Stormwater Management Systems that are eligible for a credit are subject to routine structural inspections and maintenance.
- (5) A property owner that provides only aesthetic maintenance of a Stormwater Management System is not eligible for a credit. Aesthetic maintenance includes activities that are not essential to the proper operation or function of the system or are considered part of routine property maintenance. Examples of aesthetic maintenance include, but are not limited to, routine trash or leaf removal, mowing, roof gutter cleaning, replacement plantings and enhanced landscaping.
- (6) Only Stormwater Management Systems that are certified and functioning as originally designed are eligible for a credit. Functioning as originally designed means that the system is functioning in accordance with the original design specifications, regardless of whether it meets the standards established in the most recent version of the Maryland Stormwater Design Manual.

- (7) The Town reserves the right to inspect any Stormwater Management System listed on a fee credit application on a routine or non-routine basis. If a system is found by the Town inspector to be non-functioning, the Town shall issue to the owner a report of needed maintenance. The inspection may also include direction to correct site conditions adversely affecting the system, such as uncontrolled soil erosion or contamination.
- (8) The Town may revoke a previously approved fee credit at any time for failure to properly maintain a Stormwater Management System, or for unapproved changes made to the system, or for changed site conditions that adversely impact the system. The owner is responsible for correcting problems at his own expense. Where a Stormwater Management System ceases to function due to the Owner's failure to provide proper maintenance, the system will be ineligible for a fee credit for a period of two (2) years after the date that the system is restored to functioning condition.
- (9) Any approved credit will be applied only to bills for the owner of the Stormwater Management System. Credit may be given to a single owner for impervious surface areas on multiple parcels that drain to a system on a separate parcel, provided all parcels are owned by the same entity as the system itself.

C. Credit Application Requirements and Certification Reports.

- (1) To apply for a Stormwater Management Utility Credit, the owner must submit, at his own expense, the following information for the approval of the Town Administrator:
 - (a) Completed Stormwater Management Utility Fee - Private System Credit application form supplied by the Town Administrator and application fee;
 - (b) Description of the type of system(s), including water quality control and/or water quantity control design criteria and performance standard, and year built;
 - (c) Drainage area map for the system showing the boundaries and acreages for impervious areas that are treated in the system;
 - (d) As-built engineering plans for the system. Stormwater Management Systems are not eligible for fee credits until the as-built plans have been accepted by the Town Administrator. As-built engineering plans shall be prepared by a

Maryland Professional Engineer or Registered Land Surveyor. For Stormwater Management Systems subject to Maryland Pond Code 378 requirements, confirmation of as-built acceptance by the Worcester Soil Conservation Service must be obtained and provided to the Town. If as-built plans do not exist for a system, the applicant must develop and submit these for review and acceptance to qualify for the credit;

- (e) A narrative of the known maintenance history of the system, including routine maintenance and significant structural maintenance and repair;
 - (f) Information on any public funds used to repair, upgrade or retrofit the system, including the amount and the date the repair, upgrade or retrofit was made;
 - (g) Completed calculation sheet, on a form provided by the Town Administrator, to determine the monetary amount of the claimed credit;
 - (h) Initial Certification Report. An initial certification report shall be prepared by a Maryland Professional Engineer or Registered Land Surveyor.
 - 1. Initial certification shall include an inspection report pursuant to Article II, Division 5.D. of these Regulations, or other format approved by the Town Administrator. The report must certify that the Stormwater Management System is functioning as originally designed, is operational, and has been adequately maintained.
 - 2. The initial certification report shall be signed and sealed by the responsible Professional Engineer or Registered Land Surveyor. The certification inspection shall not be more than one year old at time of application.
- (2) Credit Recertification for Continued Credit. In order to remain eligible for a credit, a property owner must submit to the Town, every three years or more frequent if required by applicable regulations and at his own expense, a Private Stormwater Management System Credit Recertification application and report for approval by the Town Administrator.

- (a) The recertification report shall include photographs of each Stormwater Management System listed on the recertification form, a description of maintenance performed since the last recertification request, and a copy of any maintenance records or invoices. The owner shall certify that the system(s) continues to be operational and has been adequately maintained.
 - (b) The recertification application shall include an inspection report pursuant to Article II, Division 5.D. of these Regulations, or other format approved by the Town Administrator. The recertification inspection shall be performed by a Professional Engineer, under the guidance of a Professional Engineer, or by a person approved in accordance with Article II, Division 5.D. of these Regulations.
 - (c) The report shall include information on any public funds used to upgrade or retrofit the system, including the amount and the date the upgrade or retrofit was made.
- (3) Any maintenance or functional deficiencies must be remedied at the owner's expense before the system may qualify or be recertified for a Stormwater Management Utility Fee credit. In addition, maintenance or safety deficiencies will be addressed by the Town Administrator in accordance with terms of the system's Stormwater Management Easement and Maintenance Agreement.

D. Credits for Private Stormwater Management Retrofits Under Cost-Share Program.

- (1) The Town, at its sole discretion, may consider sharing the retrofit construction costs, by paying the lesser of 50% of the cost of the improvement or \$5,000.00 for a private Stormwater Management System that has been identified as a priority stormwater improvement in a Town watershed study, or if the Town Administrator determines the retrofit will make a significant improvement to meeting current water quality and/or quantity controls for the watershed. Any privately owned system that has been retrofitted to meet current stormwater standards using public funding shall be eligible for a subsequent Stormwater Management Utility Fee credit only in accordance with the following:
 - (a) The retrofit project must be approved by the Town Administrator for the cost-share program;

- (b) The construction of the retrofit must be completed to the satisfaction of the Town Administrator and all Town permits for the retrofit must be released at least 6 months prior to receiving credit;
 - (c) The Stormwater Management System's ownership and structural and aesthetic maintenance must remain the responsibility of the private owner;
 - (d) If the System was functioning as originally designed prior to the retrofit, the owner is still eligible for a credit based on Article IV, Division 3(E)(2) of these Regulations, Previous Standards Credit. After the retrofit, the owner shall be eligible for a credit based on Article IV, Division 3(E)(3) of these Regulations, Current Standards Credit, once the cumulative difference between the credit provided in Previous Standards Credit and Current Standards Credit (i.e., the difference between credit provided in Article IV, Division 3(E)(2) and Article IV, Division 3(E)(3) of these Regulations) equals or exceeds the Town's investment in the retrofit.
 - (e) All necessary approvals and permits must be obtained for retrofits before commencing disturbance or construction.
- (2) Nothing in this Article shall prohibit a property owner from upgrading or retrofitting a practice at his/her expense in accordance with the provisions of these Regulations to qualify for credit, or to qualify for a higher credit.

E. Credit Amounts.

- (1) The credit amount is calculated as a reduction in site impervious surface area. The credit is prorated based on the amount of impervious surface area located on the property draining to the stormwater management practice, and not the total amount of impervious surface cover on the site, and may also be prorated based on the percentage of stormwater management treatment volume provided in a practice as compared to the target treatment standard.
- (2) Previous Standards Credit. A stormwater management practice that is certified as functioning as originally designed, but does not meet the standards established in the most recent version of the Maryland Stormwater Design Manual, may be modified to make the contributing impervious surface area eligible for a maximum cumulative credit

of 20% against the Stormwater Management Utility Fee. All proposed modifications shall be in accordance with the most recent version of the Maryland Stormwater Design Manual. Credits are allocated as follows:

- (a) A maximum of 10% credit is provided if the practice provides stormwater quality control. .
 - (b) A maximum of 10% credit is provided if the practice provides stormwater quantity control.
- (3) Current Standards Credit. Current standards reflect a project that is either installed and functioning as designed or obtained final plan approval prior to May 4, 2013. A stormwater management practice that is certified as functioning as originally designed, and meets the standards established in the most recent version of the Maryland Stormwater Design Manual, may be enhanced to make the contributing impervious surface area eligible for a maximum cumulative credit of 50% against the Stormwater Management Utility Fee. Credits are allocated as follows:
- (a) A maximum of 25% credit is provided if the system provides stormwater quality control for Water Quality Volume (WQv).
 - (b) A maximum of 25% credit is provided if the system provides stormwater quantity control for Channel Protection Storage Volume (CPv).
 - (c) A maximum of 10% credit is provided if the system provides only stormwater control for Recharge Volume (REv), and is a structural stormwater management system.
- (4) Where an eligible stormwater management system meets the standards established in the most recent version of the Maryland Stormwater Design Manual for quality, but not quantity, or vice versa, it is acceptable to combine (2) and (3) above accordingly. For example, impervious surface area draining to a system that provides quality control in accordance with the Maryland Stormwater Design Manual, but provides quantity control under an older standard, would be eligible for a maximum of 35% credit (25% for quality plus 10% for quantity). However, the cumulative credit may not exceed fifty percent (50%).

F. Affirmative Duty and Timing.

- (1) It is the sole responsibility of the property owner to apply for a credit.
- (2) A property owner may apply for a credit at any time in accordance with the following:
 - (a) Credit applications must be submitted before March 1 and approved before May 1 to qualify for credit on the current year's bill. Any credit application approved on or after May 1 shall be applied to the following year's bill.
 - (b) The Stormwater Management Utility Fee shall not be prorated for a credit approved by the Town during the billing year. Any approved credits will be applied to the next billing cycle.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2014, and thereafter a statement of the substance of the Ordinance having been published as required by law was finally passed by the Town Council on the _____ day of _____, 2014.

Adopted and effective this _____ day of _____, 2014 by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Elroy Brittingham, Vice-President

Approved and effective this _____ day of _____, 2014 by the Mayor of the Town of Berlin.

Wm. Gee Williams, Mayor

ATTEST: Laura Allen, Town Administrator

TOWN ADMINISTRATOR'S REPORT

June 23, 2014

Purchase Orders

PO# 201403268 in the amount of \$1,196.30 to Worcester County for sludge disposal. (24-4370-4121)

PO# 201403250 in the amount of \$1,495.00 to Envirocorp for monitoring of wells at Lee Road for month of May. (24-4380-4073)

PO# TBD Request for FY15 in the amount of \$18,000.00 (\$1,500.00 monthly) to Fort Whaley Sign Company for billboard sign. (01-4115-4105)

PO# 201403474 in the amount of \$1,820.00 to East Coast Underground for boring of conduit to Fire Company for siren repair. To be billed to Fire Company. (10-4230-4060)

PO# 201402893 in the amount of \$3,760.23 to Worcester Youth & Family Counseling for expenses for 4th quarter and unspent from 3rd quarter. (01-4500-4113)

PO# 201403511 in the amount of \$1,698.08 to The Daily Times for advertisement of Berlin's Annual Drinking Water Quality Report which is required by MDE. (20-4310-4056)

PO# 201403521 in the amount of \$12,500.00 to Security Equipment Company for Kubota mower with 72" deck. State Contract discounted 34%. (01-4320-4092)

PO# 201403519 in the amount of \$5,456.62 to David Alveberg for replacement of tile flooring at 113 Schoolfield Street. (10-4230-4040)

PO# 201403520 in the amount of \$7,955.00 to Hancock Gate Operator Systems for pedestrian gate, keypad and safety loop at 113 Schoolfield Street. (10-4230-4092)

Po# 201403527 in the amount of \$1,500.00 to Double LL Construction for replacement of gutter at 113 Schoolfield Street. (10-4230-4040)

PO# 201403532 in the amount of \$1,847.47 to Special Fleet Services for in line press tool. (10-4230-4053)

Updates