



# 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

## BERLIN, MARYLAND

### MAYOR AND COUNCIL MEETING

**MONDAY, SEPTEMBER 8, 2014**

**Town Attorney**

David Gaskill

**Town Administrator**

Laura Allen

**COUNCIL CHAMBERS – BERLIN TOWN HALL**

**10 WILLIAM STREET**

**BERLIN, MD 21811**

EXECUTIVE SESSION.....NONE SCHEDULED

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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**BERLIN MAYOR AND COUNCIL  
COUNCIL MEETING  
AGENDA  
Monday, September 8, 2014**

**NO EXECUTIVE SESSION**

**7:00 PM      REGULAR SESSION – Berlin Town Hall Council Chambers**

1.      Approval of the Minutes for:  
        Regular Session of the Mayor and Council on August 25, 2014  
        6:00 P.M. Executive Session of the Mayor and Council on August 25, 2014  
        8:00 P.M. Executive Session of the Mayor and Council on August 25, 2014  
        Statement of Closure for 6:00 P.M. Executive Session on August 25, 2014  
        Statement of Closure for 8:00 P.M. Executive Session on August 25, 2014
2.      Request for Special Event – Fall Cruisers  
        Saturday, October 11, 2014; 10 a.m. – 2 p.m.
3.      Delmarva Power & Light – Replacement of Transmission Poles
4.      Request for EDU's – Davita Healthcare Partners; Chuck Cooper & Jason Hafer
5.      Departmental Reports
  - a.      Finance – Natalie Saleh
  - b.      Deputy Town Administrator – Mary Bohlen
  - c.      Electric – Tim Lawrence
  - d.      Police – Arnold Downing
  - e.      Planning – Dave Engelhart
  - f.      Human Resources – Jeff Fleetwood
6.      Town Administrator's Report
7.      Comments from the Mayor
8.      Comments from the Council
9.      Comments from the Public
10.     Comments from the Press
11.     Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND  
Regular Session Council Minutes  
Monday, August 25, 2014

The meeting of the Mayor and Council for Monday, August 25, 2014 was called to order by Mayor Williams at approximately 7:06 p.m. Councilmembers Burrell, Brittingham, Purnell, Hall and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen, Human Resources Director Jeff Fleetwood, 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. Planning Director Dave Engelhart 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 August 11, 2014. Councilmember Lynch made a motion to approve the Regular session minutes of August 11, 2014 and council voted unanimously to approve 5-0.

Mr. Jack Ferry, Director of the Worcester County Developmental Center gave a powerpoint presentation on the center, clients and the variety of programs and services that they provide to the community. Some of these services include laundry, food service, greenhouse and janitorial. Councilmember Burrell announced that the Town of Berlin would be providing a grant of \$7,500 to the Worcester County Developmental Center and noted that the Town would be the first municipality in the county to offer such a grant.

Main Street Coordinator Megan Houston and Economic and Community Development Director Michael Day came before the council to request approval of the event "OctoberFest" to be held on Saturday, October 18, 2014 from the hours of 11 a.m. to 7 p.m. Ms. Houston described the activities associated with the event. Councilmember Hall made a motion to approve the OctoberFest event and council unanimously approved 5-0.

Mr. Day continued with a request for the approval for the Berlin Little League Parade to be held Friday, October 10, 2014 at 6:00 p.m. to be held in conjunction with the 2<sup>nd</sup> Friday Art Stroll. The parade would begin at the Firehouse and end at the stage located in front of the hotel. Councilmember Burrell made a motion to approve the event and council voted unanimously to approve 5-0.

Having completed the items on the Regular Agenda, Mayor Williams asked for the Departmental Reports. Finance Director Natalie Saleh reported that a proposal had been received from GFOA for distribution to interested vendors regarding the new financial system. Ms. Saleh also reported that the monthly reports had been filed with the Public Service Commission.

Water Resources and Public Works Director Jane Kreiter reported that Public Works was in the process of removing the overgrown bushes at Henry Park and inquired of council if the hedge row by the fence should also be removed. Council agreed in consensus to allow for the removal of the hedge row. Councilmember Burrell requested that the shrubbery around the sign also be cut. Ms. Kreiter also reported that the Visitor's Center would be power washed and painted, that the Water Resources department would be hosting 3 classes involving snow plow training, emergency management and basic water and wastewater math and that she and Jamey Latchum would be attending a Rural Water Conference next week.

Electric Utility Director Tim Lawrence reported on the continuation of installation of in-line disconnects, tree trimming, the replacement of a rotten pole on Purnell Ave and the upgrades made to the computer relays at the substation.

Police Chief Arnold Downing reported that he had been meeting with the principals at the various schools to prepare for the start of the school year. He also reported that the Jeep Jam was a success and that no problems had been reported.

Economic and Community Development Director Michael Day reported that he had enjoyed assisting with the Berlin Police Golf Tournament and would be attending a LESHC meeting on Wednesday. He also announced that he, Megan Houston, Anna Mullis and Heather Layton would be hosting the Tourism Arts and Downtown Development on October 8<sup>th</sup>.

Mayor Williams thanked staff for their assistance with the 40<sup>th</sup> anniversary celebration for the Department of Housing and Community Development. Mayor Williams also announced that the fall and winter season would also be busy with many events.

Town Administrator Laura Allen presented 12 purchase orders (201500430, 201500549, 201500558, 201500081, 201500572, 201500576, 201500334, 201500608, 201500385, 201500589, 201500621 and 201500631) to the council for approval. Councilmember Brittingham made a motion to approve the 12 purchase orders as submitted and the council voted unanimously to approve 5-0.

Mayor Williams asked for comments from the council. Councilmember Hall spoke on the Legislative meeting she had attended and the upcoming changes from the State. Councilmember Lynch inquired about the easement needed for the Tripoli Street sidewalk project.

Mayor Williams asked for comments from the press and the public. Ms. Pam Hay brought to the council's attention an incident where she and her dog were attacked by another dog and stressed that she felt the Town should have stricter leash laws. Discussion continued. Mayor Williams asked Town Attorney Gaskill to research the limits of the law and report back to the council.

There being no comments or questions from either, Councilmember Hall made a motion to adjourn the meeting and the meeting ended at 7:57 p.m.

Respectfully submitted,

  
Sharon Timmons  
Administrative Assistant

**TOWN ADMINISTRATOR'S REPORT**  
**September 8, 2014**

**Purchase Orders**

PO# 201500333 in the amount of \$1,149.96 to Curtis Engine for repair to Rt. 346 East Generator. (24-4365-4041)

PO# 201403395 in the amount not to exceed \$2,000.00 to Hill's Electric Service for repair of Graham Ave pump. (24-4365-4053)

PO# 201500695 in the amount of \$12,128.73 to Mosha Design for Poinsettia and Silhouette Winterfest Skyline Christmas decorations. Shipping charges not included. (10-4210-4092)

PO# 201500699 in the amount of \$10,457.00 to Ermco for (1) 500 KVA padmount transformer. (10-4230-4092)

PO# 201500730 in the amount of \$1,680.00 to 1<sup>st</sup> Service Refrigeration Air Condition and Heating Service for maintenance agreement for the HVAC and Geothermal units. (01-4330-4060)