



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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## BERLIN, MARYLAND

### MAYOR AND COUNCIL MEETING

MONDAY, NOVEMBER 24, 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

Troy Purnell

Thomas L. Gulyas

**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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**BERLIN MAYOR AND COUNCIL  
COUNCIL MEETING  
AGENDA  
Monday, November 24, 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 November 10, 2014  
Executive Session of the Mayor and Council on November 10, 2014  
Statement of Closure for Mayor and Council on November 10, 2014
2. Berlin Pedestrian Safety Committee- Patricia Dufendach
3. PKS Audit Presentation – Leslie Michalik & Mike Kleger
4. Approval of Contract for Purchase and Installation of Bleachers and Benches at Henry Park.
5. Train Excursion Study Update
6. 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
  - g. Human Resources – Jeff Fleetwood
  - h. Economic & Community Development – Ivy Wells
7. Town Administrator's Report
8. Comments from the Mayor
9. Comments from the Council
10. Comments from the Public
11. Comments from the Press
12. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND  
Regular Session Council Minutes  
Monday, November 10, 2014

The meeting of the Mayor and Council for Monday, November 10, 2014 was called to order by Mayor Williams at approximately 7:14 p.m. Councilmembers Brittingham, Purnell, Burrell, Hall and Gulyas were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Human Resources Director Jeff Fleetwood, Police Chief Arnold Downing, Economic and Community Development Director Michael Day, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart 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 swore Councilmember Troy Purnell into office.

Mayor Williams proceeded to ask for a motion to approve the Regular Session minutes of October 27, 2014. Councilmember Gulyas asked for a correction to the minutes stating that he was the one who had made the motion regarding the closure of Washington Street for Halloween. Councilmember Brittingham made a motion to approve the Regular session minutes of October 27, 2014 and council voted to approve 4-0 with Councilmember Purnell abstaining. Mayor Williams asked for approval of the Executive Session minutes of October 27, 2014 and Councilmember Hall made a motion to approve the Executive Session minutes and council voted to approve 4-0 with Councilmember Purnell abstaining. Mayor Williams stated that the Executive Session was closed to consider the acquisition of real property for a public purpose and matters directly related thereto.

Mr. Andrew Hanson of Osprey Properties came before the council to request approval for Cannery Village LLC to enter into an agreement with the Town for payment in lieu of applicable Town property taxes for a period of 15 years following the issuance of the certificate of occupancy for the project and contingent that the property remains as housing for lower income persons for a term of at least 40 years. Mr. Hanson gave an update on the project and stated that he was hopeful that they would be able to break ground in January. Councilmember Burrell made a motion to approve the Payment in Lieu of Tax agreement and council voted to approve 4-0 with Councilmember Brittingham abstaining.

Andrea Bowland of Habitat for Humanity came before the council to request approval for use of the Town riser for the Habitat for Humanity Gala to be held on Saturday, November 15, 2014. Councilmember Burrell made a motion to approve the request and council voted unanimously to approve 5-0.

Economic and Community Development Director Michael Day came before the council to request approval for the special event New Year's Eve Ball Drop to be held on Wednesday, December 31, 2014 from the hours of 10 PM to 1 AM. Councilmember Gulyas recommended that the Town look into the possibility of having two Ball Drops in the future, with one earlier in the evening for those families with small children. Councilmember Burrell made a motion to approve the New Year's Eve Ball Drop and council voted unanimously to approve 5-0.

The agenda item regarding the purchase and installation of bleachers and benches for Henry Park was postponed to the meeting to be held on November 24<sup>th</sup>.

Mayor Williams announced the motion to approve the cell phone reimbursement for a Councilmember in the amount of \$1,400.00. Discussion continued. Councilmember Gulyas made a motion to approve the cell phone reimbursement in the amount of \$1,400 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 she was working on reports to be sent to the Public Service Commission regarding the PCA and ACA rates and the December hearing. Town Administrator Laura Allen and Terry Bergey from Booth and Associates will be attending the hearing.

Deputy Town Administrator Mary Bohlen reported a good turnout for the Walk Berlin event and ribbon cutting for the mural.

Electric Utility Director Tim Lawrence reported that his department was busy hanging the Christmas lights throughout town, working on the PLC project for the Power Plant and the removal and re-installation of a street light at Taylor Bank for replacement of the sidewalk.

Police Chief Arnold Downing reported that PFC Collins has been assigned to the Worcester County Bureau of Investigations and that SO Jason Burnett would be promoted to Corporal and assigned back to the station. Chief Downing reported an incident free Halloween and thanked the Maryland State Police and Worcester County Sheriff's department for their assistance.

Planning Director Dave Engelhart reported that the Historic District Commission had approved a vinyl fence for the Burbage property, but the Board of Zoning Appeals had denied the installation of a pool and shed at a property on Burley Street due to set back issues. Mr. Engelhart also reported that he had completed the ADA Architectural Accessibility training and that he and Ms. Allen would be meeting on Thursday with ISO, an Insurance Service organization who will complete surveys on processes in the planning department.

Human Resources Director Jeff Fleetwood reported that new Economic and Community Development Director Ivy Wells would begin her employment on November 24<sup>th</sup>. He also emphasized for the employees as well as the public to exhibit awareness while driving due to the abundance of deer.

Economic and Community Development Director Michael Day reported that Main Street Coordinator Megan Houston had set up a display featuring Berlin at the Savage Welcome Center on Route 95. Mr. Day also noted that the Governor's Tourism Conference would be taking place in Ocean City on Friday and that one of the workshops would be held in Berlin.

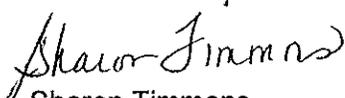
Town Administrator Laura Allen updated the council on the proposed sidewalks for East Branch Street, the Christmas parade and the results from the Request for Qualifications for the Strategic Plan. She then presented 6 purchase orders (201501107, 201501172, 201501173, 201501216, 201501083 and 201501182) to the council for approval. Councilmember Brittingham made a motion to approve the 6 purchase orders as submitted and council voted unanimously to approve 5-0.

Mayor Williams asked for comments from the press and the public. Councilmember Hall stated there seemed to be a lot of confusion among residents regarding the location of the polling places for them to vote in the Worcester County election last week. Mayor Williams asked the council for permission to write a letter to the Board of Elections regarding the issue and there was consensus of the council to do so. Councilmember Burrell remarked how nice Henry Park looked since the removal of the bushes and rebuilding of the planter.

Mayor Williams asked for comments from the public. Beth Gourley, Patrick Truitt and two other residents came forward to discuss the status of a temporary location for the skateboarders and bikers. Mr. Chad Joynes expressed his wishes for a bike facility as well as the skatepark. Discussion continued.

There being no further comments, Councilmember Burrell made a motion to adjourn the meeting and the meeting ended at 8:56 p.m.

Respectfully submitted,

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

Sharon Timmons  
Administrative Assistant

**TOWN ADMINISTRATOR'S REPORT**  
**November 24, 2014**

**Purchase Orders**

PO# 201501227 in the amount of \$27,439.00 to Green Site LLC for purchase and installation of bleachers and benches for Henry Park: (01-4500-4092)

PO# 201501302 in the amount of \$26,930.00 to Apple Ford for new pick-up for Public Works to be purchased through State Contract. (01-4300-4092)

PO# 201501303 in the amount of \$140,428.00 to Johnson Truck Center for new trash truck to piggyback off the City of Greenbelt. (01-4300-4092)

PO# 201501295 in the amount of \$4,625.00 to Curtis Engine for service contracts for 7 generators. (01-4330-4041, 10-4230-4041, and 24-4360-4060)

PO# 201501314 in the amount of \$2,694.39 to Pittsville Motors for emergency repair to transmission of truck #37. (20-4330-4031)