



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



**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

## BERLIN, MARYLAND

### MAYOR AND COUNCIL MEETING

**MONDAY, DECEMBER 8, 2014**

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

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, December 8, 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 24, 2014  
Executive Session of the Mayor and Council on November 24, 2014  
Statement of Closure for Mayor and Council on November 24, 2014
2. Mr. & Mrs. Soon Ae Park & Bryan Brushmiller – Request for Financing Agreement for Additional EDU's
3. Request for Waiver of Fee – Small Miracles Foundation
4. Motion to Approve – Contract with Christine Becker Associates
5. 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 – Ivy Wells
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 to Executive Session pursuant to Section 10-508 (1)(i) of the Annotated Code of the State of Maryland, 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.

MAYOR AND COUNCIL OF BERLIN, MARYLAND  
Regular Session Council Minutes  
Monday, November 24, 2014

The meeting of the Mayor and Council for Monday, November 24, 2014 was called to order by Mayor Williams at approximately 7:09 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, Electric Utility Director Tim Lawrence, Water Resources and Public Works Director Jane Kreiter, new Economic and Community Development Director Ivy Wells and Administrative Assistant Sharon Timmons. Economic and Community Development Director Michael Day and Planning Director Dave Engelhart were 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 November 10, 2014. Councilmember Gulyas made a motion to approve the Regular session minutes of November 10, 2014 and council voted unanimously to approve 5-0. Mayor Williams asked for approval of the Executive Session minutes of November 10, 2014 and Councilmember Hall made a motion to approve the Executive Session 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 this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals and to consult with counsel to obtain legal advice on a legal matter.

Patricia Dufendach came before the council to give an update on the efforts of the Berlin Pedestrian Safety Committee on its first year. Ms. Dufendach spoke on the improvements which have already been implemented and those which are coming in the future. Discussion was held on any changes that may affect the intersection at Route 346 and US 113. Mr. Gabe Purnell stated that he did not feel that people were slowing down to the new speed limit of 45. Chief Downing responded that there had been both an increase in patrols and citations written in the area between Route 818 and Choptank Utilities on US 113 and that the reduced speed limit has led to reduced accidents.

Ms. Leslie Michalik and Mr. Mike Kleger from Pigg, Krahl and Stern came before the council to formally present the FY14 Audit Report. Mr. Kleger stated that they found no compliance matters or weaknesses and no issues regarding internal controls. Ms. Michalik summarized the revenues and expenditures portions of the financial statements. Mr. Kleger reported that he felt the Town showed a healthy fund balance.

Deputy Town Administrator Mary Bohlen requested approval of the contract with Green Site LLC in the amount of \$27,439.00 for the purchase and installation of bleachers and benches for Henry Park. Councilmember Burrell made a motion to approve the contract with Green Site LLC for the purchase of the bleachers and benches in the amount of \$27,439.00 and council voted unanimously to approve 5-0.

Mayor Williams gave an update on the Train Excursion Study. Mayor Williams reported that the while Phase I of the study conducted by Stone Consulting establishes that there was more than enough necessary market for profitability for the train excursion project, it also stated that significant investments would need to be made by proposed operators or owners in regards to infrastructure and portions of the tracks from Berlin to Snow Hill. Mayor Williams stated that Mayor and Council supported Worcester County pursuing Phase II of the study and that the consultant had already heard from 3 train excursion companies requesting the RFQ's when they are ready.

Having completed the items on the Regular Agenda, Mayor Williams asked for the Departmental Reports. Finance Director Natalie Saleh reported that members of the Finance Department had attended a Fraud Seminar last week. She also reported that 2 proposals had been received for the new Financial System and that those vendors would be making presentations on December 8<sup>th</sup> & 9<sup>th</sup>.

Deputy Town Administrator Mary Bohlen reported that the Code Red Notification System was ready to go and would be installed on the Town website tomorrow.

Water Resources and Public Works Director Jane Kreiter reported that the Town Bulk pickups had been one of the largest. She also reported that her departments were gearing up their vehicles for the winter months.

Electric Utility Director Tim Lawrence reported that the Electric Department had been busy installing holiday lights throughout town and preparing the Christmas tree. Mr. Lawrence gave an update on the Delmarva Power Transmission Pole project and reported that the outage for the Town should take place on Saturday, December 13<sup>th</sup> from 12 a.m. to 4 a.m. Mr. Lawrence also showed a powerpoint photo of the new sign for the Electric Department.

Police Chief Arnold Downing reported that his department was finishing the in service and mandated training for their officers and that he had visited several of the schools during American Education Week.

Human Resources Director Jeff Fleetwood reported that he had been meeting with the various departments to discuss retirement and healthcare. Mr. Fleetwood also welcomed new Economic and Community Development Director Ivy Wells.

Economic and Community Development Director Ivy Wells thanked everyone for the warm welcome.

Town Administrator Laura Allen presented a powerpoint photo taken from the Maryland Tourism and Travel Summit where the Town of Berlin won awards for the Best Social Media Campaign, the Visit Maryland Award and the Best Product or Event Award for Historic Horse Trails. Ms. Allen then presented 5 purchase orders (201501227, 201501302, 201501303, 201501295 and 201501314) to the council for approval. Councilmember Brittingham made a motion to approve the 5 purchase orders as submitted and council voted to approve 5-0.

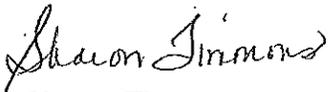
Mayor Williams wished everyone a Happy Thanksgiving and invited them to the tree lighting on Friday, November 28<sup>th</sup> at 5:30 p.m.

Mayor Williams asked for comments from the press and the public. Councilmember Gulyas acknowledged the great job by Ms. Kreiter on the State Contract purchase of the trash truck. Councilmember Hall suggested that the Town look into the idea of solar panels and Councilmember Brittingham inquired on the status of the Branch Street sidewalk project.

Mr. Larry Smith of 1 Cape Circle came before the council stating his concern about a line of Leyland Cypress tree limbs that hang over Meadow Street which were in dire need of trimming. Mr. Smith stated that he had contacted the Town several times over the past 6 months and that the issue had not been resolved. Discussion continued. Town Administrator Allen stated she would look into the matter and have it resolved.

There being no comments, Councilmember Burrell made a motion to adjourn the meeting and the meeting ended at 8:37 p.m.

Respectfully submitted,



Sharon Timmons  
Administrative Assistant

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

**Purchase Orders**

PO# 201501305 in the amount of \$2,275.58 to Maryland State Retirement for administrative fees. (To be distributed among all departments)

PO# 201501378 in the amount of \$1,158.00 to S&C Electric Company for 6 replacement fuses for Savage Substation. Shipping charges not included. (10-4230-4053)

PO# 201501383 in the amount of \$1,704.94 to Card's Computers for 2 Dell computers for Finance department. Had been budgeted in FY15. (01-4120-4050)

PO# 201501391 in the amount of \$7,000.00 to United States Postal Service for Utility bulk mailing. (01-4110-4023)

PO#201500999 in the amount of \$1,155.42 to Belair Road Supply for pvc pipe and miscellaneous restocking items. (24-4380-4041)

PO# 201501413 in the amount of \$1,800.00 to L/B Water Service for restock of water meters. (20-4330-4053)

MINUTES – PARKS COMMISSION  
November 4, 2014

A meeting of the Berlin Parks Commission was held on Tuesday, November 4, 2014 at 5:30 PM. Board members Patricia Dufendach, Sarah Hooper, Bruce Hyder and Mike Wiley were present as well as Deputy Town Administrator Mary Bohlen. Town Administrator Laura Allen was also present. Commission member Loretta Briddell was absent.

The Commission reviewed the Minutes of October 7, 2014. Ms. Dufendach moved to approve the Minutes as written and approval was unanimous.

Ms. Bohlen informed the Commission that the bid opening for the Henry Park Bleachers had been on Friday, October 31, 2014 and that she intended to present the recommended bidder to the Mayor and Council on Monday, November 10, 2014.

Ms. Bohlen reminded the Commission that the Just Walk Berlin event would be held on Saturday, November 8, 2014 from 9-10 AM and that it would be appreciated if the Commission members arrived at 8:30 AM to tidy up the paths. Mr. Wiley indicated that he would have cones and signs for the parking areas. Following the Just Walk event, the mural ribbon-cutting would be held at 11:00 AM. There would be light refreshments for the ribbon-cutting.

Mr. Ben Smith appeared before the Parks Commission to discuss the issue of a skate park for Berlin. Through the course of the discussion it was noted that Berlin did not currently have an appropriate location for a park. Mr. Smith indicated that, while a large park was an ultimate goal, a temporary, small facility could be developed fairly quickly. Lengthy discussion followed including the need to find a suitable location, perform preliminary engineering and other site assessment and to secure funding. It was noted that the most suitable location at this time might be the Worcester County Athletic Fields. Mr. Smith indicated that the interested parties may approach the County.

Ms. Beth Gourley asked about the possibility of biking trails. Discussion continued with the note that, again, location was the primary obstacle.

Ms. Bohlen reviewed an email sent by Mayor Williams regarding several areas of Stephen Decatur Park. It was indicated that the Commission members could take a closer look at some of the areas on Saturday.

Mr. Wiley made a motion to adjourn and the meeting adjourned at approximately 6:25 PM.

Respectfully Submitted,



Mary T. Bohlen  
Deputy Town Administrator  
Liaison to the Parks Commission