



**BERLIN MAYOR AND COUNCIL
MEETING AGENDA
Monday, April 27, 2015**

6:00 PM EXECUTIVE SESSION - Berlin Conference Room

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

1. Approval of the Minutes for:
 - a. Executive Session of the Mayor and Council on April 13, 2015, part 1.
 - b. Executive Session of the Mayor and Council on April 13, 2015, part 2.
 - c. Statement of Closure for Mayor and Council on April 13, 2015 part 1.
 - d. Statement of Closure for Mayor and Council on April 13, 2015 part 2.
 - e. Regular Session of the Mayor and Council on April 13, 2015
 - f. General Fund Work Session on April 20, 2015
 - g. Executive Session of the Mayor and Council on April 20, 2015
 - h. Statement of Closure for Mayor and Council on April 20, 2015
2. Lindley Hill – Winner of “If I were Mayor I would” contest.
3. Non-Profit Presentations:
 - a. The Cricket Center – Wendy Myers
 - b. Worcester Development Center – Jack Ferry
 - c. Worcester Youth and Family Counseling – Steven Taylor
4. Business Use of Park Application – Yoga in the Park (Emily Keen)
5. Approval of Special Event – Touch-a-Truck May 30, 2015
6. Motion to Approve – PJM Risk Management Policy
7. Motion to Approve – Town of Berlin 2016-2018 Strategic Plan

6. Departmental Reports
 - a. Finance – Natalie Saleh
 - b. Administrative Services Director Mary Bohlen – Mary Bohlen
 - c. Water Resources & Public Works – Jane Kreiter
 - d. Electric – Tim Lawrence
 - e. Police – Arnold Downing
 - f. Planning – Dave Engelhart
 - g. Building Maintenance/ Human Resources – Jeff Fleetwood
 - h. Economic and Community Development – Ivy Wells
5. Town Administrator’s Report
6. Comments from the Mayor
 - a. Spring Bulk Collection Wednesday, May 6, 2015
7. Comments from the Council
8. Comments from the Public
9. Comments from the Press
10. Adjournment

Town Hall, 10 William Street
 Berlin, MD 21811
April 13, 2015
7:00 PM

CALL TO ORDER – 7:00 PM

Mayor Gee Williams called the Regular Meeting of the Town Council to order at 7:08 p.m.

Council Present – Mayor Gee Williams, Councilmembers Troy Purnell, Thom Gulyas, Dean Burrell, Lisa Hall, Elroy Brittingham

Staff Present – Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen, Economic Development Director Ivy Wells, Planning Director Dave Engelhart, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing.

1. Approval of Minutes for Regular Session of the Mayor and Council on March 23, 2015

On the motion of Councilmember Gulyas, the minutes were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

1a. Approval of Minutes for Executive Session of the Mayor and Council on March 23, 2015

On the motion of Councilmember Gulyas, the minutes were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

Statement of closure:

Reason for closure: pursuant to Article 10-508(a).

(3) To consider the acquisition of real property for a public purpose and matters directly related thereto.

(7) To consult with counsel to obtain legal advice on a legal matter.

(12) To conduct or discuss and investigate proceeding on actual possible criminal conduct.

(14) Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would be adversely impact the ability of the public body to participate in the competitive budding or proposed bidding or proposal process.

2. Request for Special Events:

A. Heather Layton, Robin Tomaseli and Mike Wiley presented Movies in the Park. There will be three movies total: April 25, 2015 Henry Park (Lego Movie), May 30, 2015; Stephen Decatur Park (FernGully); June 27, 2015 (Runaway Bride) on Jefferson Street. These are free, family- friendly movies. (Children must be accompanied by a parent). These events are open to the public and were two years in the making via grants. The Fun Flicks Theatre Company will bring a 21-ft inflatable screen; it will be weighted or staked depending on location. Movie –goers should bring their own chairs or whatever they would like to sit on. The Company will bring everything an hour prior, set- up and take away after. Chief Downing noted there should be an exemption to the park closing time of one hour after movie ends on both evenings.

On the motion of Councilmember Dean Burrell, the events were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

B. Jim Volk from The Chamber of Commerce requested approval for the Spring Cruisers event on May 16, 2015. 10 a.m. – 2 p.m. Mr. Volk stated he was waiting for State Highway approval (paperwork submitted). Tonya Giles from D3 will be running the event.

On the motion of Councilmember Elroy Brittingham, this event was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

C. Jesse Turner of the Berlin Community Improvement Association requested approval for the 23rd Annual Old Fashioned Memorial Day Parade and Celebration. This event is being held on May 25, 2015, from 8 a.m. until 6 p.m.; there will be a kick off parade at 11 a.m. The parade will start at Stephen Decatur Middle School and proceed down Flower Street ending at Henry Park.

On the motion of Councilmember Dean Burrell, this event was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

D. Lisa Long requested approval for the 8th Annual Reindeer Run from 9 a.m. to 11 a.m. on December 5, 2015. The layout is same as last year and no street closures are needed. There are close to 300 participants. Benefits from this race are donated to Worcester Youth and Family.

On the motion of Councilmember Elroy Brittingham, this event was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

3. American Legion Post #231 requested a Special Sunday Permit (alcohol exemption) for April 19, 2015.

On the motion of Councilmember Thom Gulyas, this permit was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

4. Mary Bohlen presented two Proclamations for approval:
 A. 2015-07 Recognizing April as Fair Housing Month. This is a nationwide initiative and a requirement for recipients of the Community Development Block Grant.

On the motion of Councilmember Lisa Hall, this Proclamation was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

- B. 2015-08 Recognizing April 18th-25th as the 4th Annual Take Pride in Berlin Week encouraging citizens to take pride in Berlin and all that it means. This is a showcase for what makes Town that we call home so wonderful.

The Mayor asked about the Annual Clean-up day on April 11, 2015. Ms. Bohlen reported that turnout was light as there were several other Town activities that same day. However, those that were able to make clean-up day accomplished many things. It was a day of fun, food and fellowship.

The Mayor also asked about Special/Bulk Trash pickup days.

	<u>Normal Trash Day</u>	<u>Special Collection Date</u>
Spring Bulk Trash collection	Tuesday or Wednesday	Wednesday, May 6
Spring Bulk Trash collection	Thursday	Wednesday, May 20

On the motion of Councilmember Dean Burrell, this proclamation was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

5. Introduction of Resolution 2015-04: Opposing the reduction or repeal of tax-exempt municipal bonds.

The Town of Berlin has gone on record- The Mayor presented the Resolution and talked about the importance of maintaining tax-exempt bonds for cities and towns. He emphasized the need for tax-exempt bonds to help counties pay for capital projects.

On the motion of Councilmember Dean Burrell, this opposition was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

6. Reading and Introduction of Annexation Resolution 2015-03

Mr. Dave Engelhart stated that this is the annexation of the parcels on Rt. 50 & intersection of Friendship Road. This is actually two parcels that will need to be connected to the Town water and wastewater. This will go under Rt. 50 to hook up water and wastewater; at the expense of the developer. For the record if annexation goes thru, we will have water and sewer on both the North and South sides of Rt. 50. Councilmember Gulyas confirmed that Attorney Joe Moore was here on behalf of Mr. & Mrs. Black (current property owners). Councilmember Gulyas inquired when services go under Rt. 50 will it allow for growth as the situation determines. Mr. Engelhart stated that was correct. Mr. Moore stated that the property owner would be responsible for the impact for that

property and not the entire process. In the proposed annexation, the developer will pay for services for his intended uses. Mr. Moore stated that he had conferred with neighbors of the annexation area if they wanted to be included in the expansion. At this time the answer is no. This is a first reading, and no motion is required.

Weekly Reports

Mary Bohlen – Reported on earlier on clean-up day. Mayor Williams noted that Movies in the Parks were an excellent example of departments and sectors of the community working together.

Tim Lawrence – There was a house fire at 545 #6 Bay Street, with an immediate disconnect. There were several squirrel protectors installed. Mr. Lawrence stated he spent April 8 and 9, 2015 in Ohio with AMP and was impressed with the entire facility. He also noted that Monday, April 13, 2015 was National Lineman's Day. This prompted Councilmember Hall to ask how many days without an accident, Mr. Lawrence noted that according to Jeff Fleetwood (Human Resources Director), there had been zero accidents. Councilmember Hall recognized that notable accomplishment.

Arnold Downing – Chief Downing said that all Special Events to date have been well attended with no incidents. On Good Friday April 3, 2015, there was a house fire that Berlin and Ocean City Fire Departments responded to; both the Electric and Water Departments were called out. Both departments acted quickly and professionally. Chief Downing reminded everyone that preparation for Special Events included having them provide notice in a timely manner and stay on task.

Councilmember Burrell said there seemed to be more traffic stops on Rt. 113. Chief Downing said the trend has been fewer locals and more pass-thru traffic. Enforcement in that area has been increased. More driver education is planned with more speed limit signs going up, both larger and further out.

The preparations have begun for the count-down crosswalk ribbon cutting on May 8, 2015 at 11 a.m. According to Ms. Allen, a press release will be going out in the near future.

Dave Engelhart –The Worcester County Library Board had invited Berlin to a presentation for Passivhaus on March 30, 2015 and Mr. Engelhart attended. They introduced a method to reduce energy costs and encourage sustainability. The new Berlin Library intends to use this system. This would be excellent technology to use in Town of Berlin future buildings. On April 1, 2015, The Historic Commission met approved signage for new restaurant Leaky Pete's. Bustle signage was approved and they have relocated beside Wainwrights. The Historic Commission also approved exterior painting by The Tea Room and where Bustle used to be and a shed on 501 S. Main Street.

The Planning Commission approved a sub division on West Street. These are the last lots on West Street prior to the warehouses.

Mr. Engelhart has been to two ADA training sessions in Salisbury. The Independent Living Association wants to come to survey to determine how ADA settings we are. Berlin is a good size and the National Coordinator would like to have third session here in Berlin. He indicated that Ms. Kreiter would like to have public works staff included. It will become part of the regional training. Mayor Williams stated that more education is better and the more people understand it, the more accepting they will be.

Ivy Wells-

Ms. Wells has been working with Jessie Turner and Gabe Purnell with on the Memorial Day parade. The Town of Berlin is working together with the association and are financial sponsors as well.

Ms. Wells said staff is gearing up for the Cool Berlin Party on Saturday April 18, from 1 p.m. to 6 p.m. Sunday April 19, 2015 the first of Antique Art Mart being held in the parking lot across from the Visitors Center. This event is from 10 am. to 4 p.m. and will continue on the 3rd Sunday of every month April to October.

She is working on a grant with Worcester County Arts Council for ‘Musicians on Main’ allowing musicians to play on Main Street during Second Friday Art Stroll.

Ms. Wells stated she will be unable to attend the next Council meeting, will be at a MEDA (Maryland Economic Development Association). She also stated she would be in Cambridge on Sunday, Monday and Tuesday of next week.

It was just announced this afternoon that 601 South Main Street (Pain Management Building) has been sold. This will eventually become an art gallery. Ms. Wells will be working with new owners about Façade Grant money.

7. Ms. Allen provided the dates for the budget work sessions- April 20, 2015 at 6 p.m. General Fund Work Session and May 4, 2015 at 6 p.m.

She reported the following purchase orders for approval

201502288	201502309
201502219	201502326
201502317	

On the motion of Councilmember Elroy Brittingham all purchase orders were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

Mayor’s Comments – Mayor Williams encouraged everyone, -Town resident or no-t to come out and enjoy all upcoming and ongoing Town of Berlin events.

Council Comments - Councilmember Gulyas inquired about chemical storage at the new Tom's pool care location. Mr. Engelhart assured him there would be no chemical storage there only equipment storage. Councilmember Gulyas also expressed concern about the number of vehicles passing stopped school buses by Decatur Apartments. Police Chief Downing stated that any traffic violations should immediately be called into the Berlin Police Department.

Councilmember Hall inquired about a covered bus stop so drivers would know that is a marked bus stop location. Chief Downing said the shelter itself was free. Location of where to put it is the question at hand.

This boils down to a County issue, which will probably be managed by the municipality. Councilmember Hall also said that the Governor was considering extending school summer vacation to the Tuesday after Labor Day. This has a direct impact on our economy. She indicated that , upcoming with the executive board in Annapolis, was discussion of Program Open Space. This was in alignment with previous discussions that this program has had very little attention.

She also asked that everyone observe Wednesday, April 22, 2015 as Earth Day.

Councilmember Elroy Brittingham asked The Chief Downing to continue to have a Police presence on Flower Street during non-school hours. This is in conjunction with the policing of vehicles passing buses.

Councilmember Dean Burrell –indicated his support of Councilmember Brittingham's comments about monitoring the after school hours on Flower Street.

Councilmember Purnell had no comments.

Councilmember Burrell motioned to adjourn the meeting at 8:06pm

Respectfully Submitted,

**Vicki Magin
Administrative Assistant**

**MAYOR AND COUNCIL OF BERLIN, MARYLAND
GENERAL FUND BUDGET WORKSESSION MINUTES
APRIL 20, 2015**

CALL TO ORDER – 6:12 p.m.

Mayor Gee Williams called the General Fund Budget Worksession of the Town of Berlin to order at 6:12 p.m.

Council Present – Mayor Gee Williams, Councilmembers Troy Purnell, Thom Gulyas, Dean Burrell, Lisa Hall, Elroy Brittingham

Staff Present – Town Administrator Laura Allen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Public Works Director Jane Kreiter, Public Works Superintendent Wendell Purnell, Human Resources/Building Maintenance Jeff Fleetwood, Planning Director Dave Engelhart, Deputy Town Administrator Director Mary Bohlen

Mayor Williams stated the budget schedule is as follows:

Regular Council Session	Monday April 27, 2015
Utilities/Enterprise Fund Budget Work Session	Monday May 4, 2015
Regular Council Session	Monday May 11, 2105
Final Overall Work session	Monday May 18, 2015
Regular Council Session (Budget introduced)	Tuesday May 26, 2015
	Meeting after Memorial Day
Regular Council Meeting (Expected adoption of Budget)	Monday June 8, 2015

Finance Director, Natalie Saleh: Ms. Saleh presented the General Fund operating revenue and noted that overall, there were no significant changes from FY15. Ms. Saleh highlighted the line items that would see significant change in FY16: Corporation Taxes, Highway User Revenue, State Income Tax, and Impact fees (residential). The impact fees revenue increase is due to the Seahawk Road project.

Ms. Saleh explained the five line items are subject to change: Water Fund Contribution, Wastewater Fund Contribution, Electric Fund Contribution, Stormwater Contribution and prior year surplus.

The Slots Revenue budget, (received from County) was based on monthly receipts received thus far multiplied by twelve.

The contribution from the General Fund to the Stormwater Fund has been reduced to \$200,000.

The Mayor noted there was a 16% increase in revenue, approximately \$715,910. This is the largest revenue increase in recent years. This is largely due to the impact fees on upcoming construction projects. Going forward, it is expected to level out. Ms. Saleh noted that in comparison to 2010 FY16 revenue numbers are down by 8%.

Elected Officials and Administration - Laura Allen:

The health insurance figure reflected an increase of about 10%; Ms. Allen indicated that will be discussed in Executive Session. There is also increased workers comp and liability costs, which are reflected in these numbers.

She went on and further explained that postage was consolidated with office equipment. Administration Equipment rental was rolled into Finance/ Customer Service. These were costs borne by Administration, but shared by all departments. The Customer Services item was split, general fund – 40% electric 20% general, then 10 10 10.

Professional services is budgeted for the same amount in case the Council wants to refresh the strategic plan for FY16.

Special appropriation changes. These are typical non-profit contributions including Atlantic General Hospital, Diakonia, Worcester County Developmental Center and The Cricket Center (new this year). \$5,000 has been allotted for other worthy causes that may appear during the year such as Little League.

The Fire Company allocation was the same as last year pending discussions with them.

Slots Revenues figures are allocated at \$200,000.

Councilmember Brittingham stated The Multipurpose building noted was a typically standing item. Those funds were used for some maintenance. A new roof is needed, but has not been budgeted yet.

Proposed capital expenditures included the replacement of one vehicle, new financial software, Tyson Plant Feasibility Study, and Architectural Design Standards.

The telephone charges have been added in with administration. Once we get billings from Comcast, it will be split by location not department.

Economic Development - Laura Allen (For Ivy Wells)

The Visitors Center budget includes a proposed upgrade for HVAC system of \$30,000.

The Façade Grant would be used for new art gallery on Main Street. Some new phone lines have been added creating some additional expense to accommodate staffing changes. Changes in advertising and contracted services have increased those line items.

The additional health insurance fees were credited to a major change in staffing coverage from last year to this year.

Finance - Natalie Saleh

The increase in employee training is to accommodate new software training hours. Office supplies include a scanner for each employee for the new software. This will be a centralized and safe system. Councilmember Burrell, suggests visiting scanning department at Atlantic General Hospital. He will have that department call Ms. Saleh.

Customer Service – Natalie Saleh

Expenses are allocated funds throughout the various equipment including postage and rental of office equipment. Other items are the mail stuffer, date machine, postage machine, and copier lease.

Ms. Saleh stated that credit card fee's will be increasing fee by going with Tyler Technologies, this item has been budgeted in case we have to absorb this cost.

Councilmember Gulyas asked if the Town picks up the expense for any credit card transaction? Mr. Gulyas suggests some type of pass on to customer. It was questioned if this needs Maryland Public Service Commission approval, due to electric. Ms. Saleh stated she was open to discussion and Mr. Gulyas will get information her. This includes water/sewer and any transaction paid by credit card. Ms. Allen said there may be a requirement for this charge to go in our base rate. Staff will look into it. Councilmember Hall suggests calling Easton to see what they are doing. Overall, the department is basically even, with the exception of the \$80,000 due to centralized expenses.

Police - Arnold Downing

The overall budget will be lower due to cell phone expense, travel for training and vehicle maintenance, if proposed vehicles are approved. Tuition has gone up in the past year. The most notable expense was a pass thru of fingerprinting. Chief Downing stated that convenience has been a large part of the increase versus a trip to Annapolis to be fingerprinted.

It was stated that the department can only store so much data that has been recorded. Councilmember Hall asked about body cameras for officers. Chief Downing states they are trying to learn from other jurisdictions what works best. At this point, in- car cameras have provided additional safety and data for officers.

Capital Outlay: The Police Department is looking at two replacement vehicles.

Chief Downing stated that car camera systems will go in new vehicles. Scheduled to be replaced are two Crown Victorias. Four of the Town vehicles are beyond budgeted five years.

Public Works, Sanitation and Streets – Jane Kreiter and Wendell Purnell

Ms. Kreiter noted that the biggest reduction was in capital expense and that the department is asking for one new employee in sanitation; current staff members are not able to take vacations due to weather issues and events.

She indicated that there will be a restructuring of commercial collection fees effective July 1, pending approval.

Buildings & Grounds – Jeff Fleetwood

Mr. Fleetwood indicated that contracted services would be budgeted at \$45,000 for a contractual cleaning service. Proposals are currently being solicited and all information is on the Town of Berlin webpage. He also indicated that the capital outlay line item is for a HVAC system for the Welcome Center.

He also noted that for FY16 the workers compensation expense increases for every department.

Planning – Dave Engelhart

Biggest 4060 contracted services. MBIA, Middle we have had increased activity this year and will continue, footers foundations, framing. As we get into FY16, MBIA will be out in field. Building permits will go up.

Parks and Recreation – Mary Bohlen

Bottom line stays the same. Zero change from last year, numbers have been moved around to be better aligning in with the actual spending.

Councilmember Hall questioned faded street signs. Councilmember Purnell pointed out that the sign by The Wastewater Treatment Plant was in special need of attention. If we do not have a replacement schedule Ms. Allen states we will start the process of making one.

Community Capital Improvements – Mayor Williams

We are going to budget for success!

These are what the public has said is important to them in the Strategic Planning Sessions. Let's hope we can include the sales agreement for the Tyson property, that will be 2.5 million. Another goal for this year is a public parking area we can look at an investment of \$500,000 for more walkable downtown Berlin. A request was received from the Worcester County Library Foundation, they have a proposal for the Humphries Foundation, where they can get \$150,000, need to raise another \$75,000. At this point we have not been asked to invest anything, is asking for \$75,000 over 3 years at \$25,000 per year.

Market is favorable for bonds so they we can get a very competitive rate. No one knows, but eventually those rates will go up.

Tyson: Recreation complex both indoor and out in feasibility study, does not exclude something from happening. Also talked about multi-purpose building, we are keeping it maintained but it has a limited shelf life.

Meeting adjourned 7:50 p.m.

Respectfully Submitted,

Vicki Magin
Administrative Assistant

TOWN ADMINISTRATOR'S REPORT
April 27, 2015

Purchase Orders

201501892

Toth Distribution Service – Brochure Dist & Printing \$6,096.00
01-4115-4104

201502289

Worcester Youth & Family Counseling \$2,600.41
01-4500-4113

201502321

Ferguson Waterwork \$1317.75
EMERGENCY - equipment maintenance
20-4330-4041

201502374

Hertrich Fleet Services, Inc. \$36,388.00
Capital Outlay- Equipment (2016 F250, 3/4Ton, 2WD, Type 7)
20-4320-4092

201502349

Atlantic Hotel \$1,470.29
Building Maintenance
10-4230-4040

201502377

Storage Battery Systems, Inc. \$3288.00
Equipment Maintenance
10-4230-4041

201502180

Dover Plumbing \$1602.51
Supplies & Operations
20-4310-4053

20150243

Card's Computers \$1012.61
EMERGENCY - Lt. Fisher
Office Supplies
01-4200-4050

(continued)

TOWN ADMINISTRATOR'S REPORT

April 27, 2015

201502286

Hill's Electric Motor Service Inc.

\$6969.82

EMERGENCY - equipment maintenance

24-4380-4041

201501424

Roy Case Electric

\$47,720.00

Branch Street Generator, will be reimbursed by FEMA grant

20-4320-4092

2015 SPECIAL COLLECTIONS SCHEDULE

These collections are for occupied residential properties only.

	Normal Trash Day	Special Collection Date
Christmas tree collection-Trees must be free of all decoration and at the curb by 7:00 AM.	Any	Wednesdays, January 7 & 14, 2015
Spring Yard Waste collection	Tuesday or Wednesday	Wednesday, April 8
	Thursday	Wednesday, April 22
Spring Bulk Trash collection	Tuesday or Wednesday	Wednesday, May 6
	Thursday	Wednesday, May 20
Fall Bulk Trash collection	Tuesdays or Wednesdays	Wednesday, November 4
	Thursdays	Wednesday, November 18
Fall Yard Waste Collection	Tuesdays or Wednesdays	Wednesday, December 2
	Thursdays	Wednesday, December 16
Christmas tree collection-Trees must be free of all decoration and at the curb by 7:00 AM.	Any	Wednesdays, January 6 & 13, 2016

SPECIAL COLLECTIONS – What you need to know.

Regular household garbage is not part of these collections. Collection is for residential properties only; commercial and industrial properties are not included. Vacant lots are also not included. Items must be at the curb by 6:00 AM; materials placed for pickup at any other time may not be collected.

BULK ITEM COLLECTION

DO:

Include items such as: Furniture - Toilets and Sinks – Carpet – Mattresses - Tables and Chairs – Refrigerators - Washers & Dryers - Small appliances – Televisions – Microwaves – Computer Components

Small items must be placed in a container at the curb and weigh no more than 100 lbs.

DON'T:

Include items such as: Hazardous Waste - Construction materials – Paint - Yard waste/brush - Propane tanks – Tires – Chemicals - Insecticides

YARD WASTE COLLECTION

DO:

Place leaves, grass clippings, pine needles and cones, and garden waste in a paper bag, plastic bag, or (maximum) 30 gallon container.

Cut brush into 4 ft. lengths and bundles no larger than 18 inches in diameter.

DON'T:

Mix in stones, rocks, metal, other inorganic matter, dirt, sod or other materials.

For more information about acceptable items for either collection, please call the Public Works Department at 410-641-4001 or email Public Works Superintendent Wendell Purnell at wpurnell@berlinmd.gov.