



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



## BERLIN, MARYLAND

**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

## MAYOR AND COUNCIL MEETING

**MONDAY MAY JULY 27, 2015**

**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  
MEETING AGENDA  
Monday, July 27, 2015**

- 6:00 PM EXECUTIVE SESSION - Berlin Town Hall Conference Room**
- a. Pursuant to Section §3-305(b)(7) of the Annotated Code of the State of Maryland, to consult with counsel to obtain legal advice on a legal matter.
  - b. Pursuant to Section §3-305(b)(3) of the Annotated Code of the State of Maryland, to consider the acquisition of real property for a public purpose and matters directly related thereto.
- 7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers**
1. Approval of the Minutes for:
    - a. Executive Session of 7/13/15
    - b. Statement of Closure of 7/13/15
    - c. Regular Session of 7/13/15
  2. Request for Special Event: BLOC (Berlin Library Our Community) Party Worcester County Library Foundation 9/26/15 2:00 p.m.-6:00 p.m.
  3. Motion to Approve: Contract with Crosby and Associates for Architecture, Engineering and Design of New Police Department
  4. 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. Managing Director – Jeff Fleetwood
  5. Town Administrator’s Report
  6. Comments from the Mayor
  7. Comments from the Council
  8. Comments from the Public
  9. Comments from the Press
  10. Adjournment



**BERLIN MAYOR AND COUNCIL  
MEETING MINUTES  
Monday, July 13, 2015**

Mayor Gee Williams called the Regular Meeting of the Town Council to order at 7:00p.m.

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

Absent – Councilmember Dean Burrell

Staff Present – Town Administrator Laura Allen, Administrative Services Director Mary Bohlen, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Economic Development Director Ivy Wells, Managing Director Jeff Fleetwood, Chief of Police Arnold Downing.

Absent- Finance Director Natalie Saleh

After the Pledge of Allegiance and the Lord’s Prayer, Managing Director Jeff Fleetwood offered a presentation to the Council from all Town employees. The Council was equally appreciative of the hard and sometime, unsung work of all Town employees. Cake and soft-drinks were served as the meeting began.

**Approval of Executive Session minutes**

Pursuant to Section §3-304(b)(7) of the Annotated Code of the State of Maryland, to consult with counsel to obtain legal advice on a legal matter.

**1. Approval of Minutes for Executive Session Minutes of the Mayor and Council on June 22, 2015**

On the motion of Councilmember Gulyas, the minutes for June 22, 2015 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>	4				1

**1b. Mayor Ready Statement of Closure**

Pursuant to Section §3-304(b)(7) of the Annotated Code of the State of Maryland, to consult with counsel to obtain legal advice on a legal matter.

**1c. Approval of Minutes for Regular Council Session of the Mayor and Council on June 22, 2015**

On the motion of Councilmember Gulyas, the minutes for June 22, 2015 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>	4				1

**2. Presentation by Robert J. Duma – Project Engineer for Davis, Bowen, Friedel Inc. Regarding Cannery Village Soil Improvement.**

Mr. Duma’s presentation was concentrated on the explanation of soil cementing and its processes. There will be a 2% addition of cement added to the existing soil. This will not affect the foundation of homes being built; they will still be built to standard code. Mr. Duma did add that an additional warranty of five years would be required from the contractor to guarantee work.

**3. Approval of Special Events**

- a. National Night Out 8/4/15, 4p.m-7p.m: This is the fifteenth year at least of participation by the Town of Berlin. Chief Downing expressed that this is the night where all communities come together as one.

On the motion of Councilmember Brittingham, the National Night Out 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>	4				1

- b. Berlin Summer Sidewalk Sale weekend of 8/14/15: Economic Director Ivy Wells presented the Berlin Summer Sidewalk Sale as a Berlin Main Street Event. This event includes side streets. All merchants will be invited to participate. This event will not replace the Annual Berlin sidewalk sale that is held in conjunction with Octoberfest when Main Street is already closed for that event.

On the motion of Councilmember Brittingham, the Berlin Summer Sidewalk Sale 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>	4				1

- c. Back to School Event 8/22/15: Ty Waters(on behalf of Nathan Marshall) Mr. Waters spoke on behalf of the event and has been working in conjunction with Nathan Marshall to get the 'Back to School' Event underway. Originally, the group was scheduled to work with Head Start; however, Councilmember Brittingham noted that the Board of Directors of Head Start does not meet in the summertime. Berlin Chief of Police Arnold Downing volunteered that if Mr. Waters and Mr. Marshall were willing to amend the event to a smaller size (fewer hours and no road closures and no vendors). The Berlin Police Department would be happy to be a co-sponsor of the event. Chief Downing will update on the progress of this event at the 7/23/15 Council Meeting.

- d. Fiddlers Convention 9/18/15 6pm-10pm and 9/19/15 10am-10pm. Larnet St. Amant (Executive Director of the Berlin Chamber of Commerce). Ms. St. Amant brought before the Council for approval of the twenty-third Annual Fiddlers Convention.

On the motion of Councilmember Purnell, the twenty third Annual Fiddlers Convention 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>	4				1

**4a. Public Hearing Ordinance 2015-04, Adoption of FEMA Floodplain:**

Mayor Williams opened the Public Hearing at 7:45p.m., asking for comments or questions from State or County, hearing none, Public Hearing was closed at 7:46.

On the motion of Councilmember Gulyas Ordinance 2015-04 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>	4				1

**4b. Public Hearing Ordinance 2015-05, Adoption of Building and Building Regulation:**

Mayor Williams opened the Public Hearing at 7:47p.m., asking for comments or questions from State or County, hearing none, Public Hearing was closed at 7:48p.m.

On the motion of Councilmember Purnell, Ordinance 2015-05 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>	4				1

5. **Approval of Resolution 2015-09 Community Legacy Grant:** Ivy Well, Economic Development Director stated that this Resolution is permission to continue writing the grant for \$50,000.

On the motion of Councilmember Hall, Ordinance 2015-09 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>	4				1

6. **Departmental Reports:**

**Administrative Services Director – Mary Bohlen:** Ms. Bohlen reported that she is in the process of refining the CodeRED system to personalize the greeting to say, “This is The Town of Berlin with an important message.” The message can be pre-written so it can be sent out electronically. Ms. Bohlen also reported that she would not be at the next Council Meeting. Ms. Bohlen shared that the Parks Committee would be at the 8/4/15 National Night Out taking place at Henry Park in lieu of their meeting.

**Water Resources/Public Works Director – Jane Kreiter:** Ms. Kreiter stated that Stormwater Easements were moving forward; it may take some more door knocking and off hours visits. Seasonal workers are out in full force and the department is grateful to have all staff on hand and working together. Upcoming will be the semi-annual cleaning of the water tanks.

**Electric – Tim Lawrence:** There have been seven light poles removed adjacent to Leaky Petes, while working in tandem with the State Highway Administration. There have been three new solar customers in the last two weeks. There was an outage in Buttercup Ct. on 7/3/15, for approximately three hours. The cause was an underground secondary.

**Police Department – Chief Arnold Downing:** Aaron Titerance’s probation has been completed, he is now a Patrolman 1<sup>st</sup> class; he has been with the Town of Berlin for approximately seven months. Participating staff from the department are chaperoning twenty kids in conjunction with Worcester Youth and Family to Jolly Roger Amusement Park. It is hopeful that this will become an annual tradition. Councilmember Hall asked about delivery trucks on the sidewalks, and could anything be done with commercial delivery vehicles parking elsewhere instead of blocking the sidewalks during business hours. Discussion followed. The chief will follow-up on this request.

**Planning – Dave Engelhart:** Mr. Engelhart reported that at the last meeting of Planning and Zoning on 7/8/15, there was a presentation of the Arby’s concept drawings. This style was more suited to the image of Berlin. The Rinnier Group has named the Seahawk Road project “Ocean’s East.” A concept plan was presented and well received.

**Managing Director - Jeff Fleetwood:** Nothing to report

**Economic and Community Development Director – Ivy Wells:** Ms. Wells thanked staff for getting the Town bulletin board painted and glass replaced with plexi-glass. It is located across the corner from the Ambassador’s stand. The department has been working on some exciting and cool changes for Octoberfest.

In a variance from the agenda, Mayor Williams deviated from the prepared agenda out of respect for guests in the audience. Neighbors of Venables Cleaners are concerned about potential accidents. The Town of Berlin will pay for the design and placement of two caution signs to be placed on The Venables property. Mayor Williams indicated that the key is to continue aggressive speed enforcement in that area.

7. **Town Administrators Report- Laura Allen:** Ms. Allen said that in concurrence with Town Attorney David Gaskill the proposed purchase orders would not be read aloud as they were provided as part of the Council Packet as well as the large number being presented.

On the motion of Councilmember Brittingham, twenty-seven 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>	4				1

Ms. Allen added that the PSC (Public Service Commission) was very complimentary on the efforts of the Town of Berlin’s Beat the Peak initiative.

8. **Comments from the Mayor:** The Mayor thanked staff for the all hard work done.

9. **Comments from the Council:**

**Thom Gulyas:** Mr. Gulyas thanked Councilmember Purnell for time he donated for a Hovercraft display for the students of Cedar Chapel.

**Lisa Hall:** Ms. Hall noted it was a nice presentation by staff to Council and to keep the Governor in their good thoughts.

**Elroy Brittingham:** Mr. Brittingham agreed with Councilmember Hall.

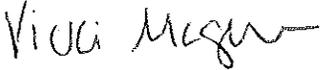
**Troy Purnell:** Mr. Purnell would like to see a new sign on Broad Street. Something along the lines of “Things go slower here in Berlin.” Mayor Williams added that he would like this to be a project sooner than later. Economic Direct Ivy Wells, Councilmembers Hall and Purnell along with Town Administrator Laura Allen will work on the sign project.

10. **No comments from the Public**

11. **No comments from the Press**

12. Councilmember Brittingham made a motion to adjourn the meeting at 8:30p.m.

Respectfully submitted,



Vicki Magin  
Administrative Assistant



SPECIAL EVENT  
TOWN STREET CLOSURE/REQUEST FOR SERVICES



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

FORM MUST BE COMPLETED AND SUBMITTED:

JUL 22 '15 PM 1:48

NO LESS THAN 60 DAYS IN ADVANCE OF THE EVENT IF STATE ROADS ARE TO BE CLOSED (SEE PAGE 2)

NO LESS THAN 30 DAYS IN ADVANCE OF ANY OTHER EVENT

Today's Date: 7/22/15

Event Start time: 2 pm Road Closure Start: N/A

Requested Date(s) of the event: 9/26/15

End time: 6 pm End: N/A

Name of Event: BLOC Party

Location of Event: empty lot next to waystead Inn

Estimated number of attendees: 1 to 2 hundred

\*If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.

Applicant Name: Worcester Co. Library Foundation Applicant Cell Phone: 410 726-1764

Sponsoring Organization or Business Name: Worcester Co Library Foundation

Email: Lstanta@worcesterlibrary.org

Person(s) to Contact Day of Event: Name: Lisa Stant Cell # 410-726-1764  
Name: \_\_\_\_\_ Cell # \_\_\_\_\_

Description of event: awareness event on site of new library  
festival type event for families to kick off capital  
campaign

- The event sponsor hereby agrees to the following conditions:
1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
  2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
  3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
  4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
  5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

Signature: Lisa O. Stant Date: 7/22/15

Printed Name: Lisa O. Stant

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.

**DETAILS OF EVENT:**

Shaded areas for office use only

<b>Street Closure</b>	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Will event require the closure of street(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time: <i>N/A</i>	Start:	End:	If streets to be closed are Main Street, Bay Street, Broad Street, Old Ocean City Blvd., or William Street, for more than one hour, State Highway Administration Road Closure Form must be completed.  State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades _____	No-Parking signs to be placed: _____ Time/date
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: _____ Time/Date	Must be placed 24 hours prior to event.

<b>Electric</b>	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. <i>Generators only</i>	Request for Electric Form submitted? <input type="checkbox"/>
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input checked="" type="checkbox"/>	

<b>Other Items/Services:</b>	If applicable, items listed are in addition to those normally in place.		
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>8</u>	Trash cans to be placed: <u>9-25 2pm</u> Time/date
Picnic Tables and/or Chairs	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required <u>3 or 4</u>	To be placed: <u>9-25 2pm</u> Time/date
Stage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Location to be placed must be marked on map.	Stage to be placed: <u>9-25 2pm</u> Time/date
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: <u>9-25 2pm</u> Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	If signs are for the promotion of the event (yard signs, temporary billboards, banners other than those hung by the Town Electric Department, etc.) a Sign Permit may be required. Planning Office review _____ Date  Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.	Vendor's Permit(s) needed/submitted? <input type="checkbox"/>

Additional Forms Required:	Yes	No	Date Rec'd	Initials
State Highway Administration Request for Road Closure				
Park Reservation Application and Permit				
Request for Electric Service				
Request for Banner Placement				
Sign Permit				
Vendor's Application and Certification for Peddling and Soliciting				
Business Use of Park Application				
Proof of Insurance				
Other:				

## SPECIAL EVENT GUIDELINES

### IMPORTANT: PLEASE READ

This form has been prepared to assist you and Town staff in planning and meeting the necessary requirements to hold a Special Event in the Town of Berlin. There may be other forms required of you and/or your participants (vendors).

All events are subject to approval by the Mayor and Council of the Town of Berlin at a public meeting of that body. Approval of a Special Event does not authorize the organizers to violate any applicable Town, County or State codes, ordinances, rules or regulations; open-container laws are strictly enforced. Additional restrictions or requirements may be put in place by the Town of Berlin or its authorized agent(s). Additional regulations imposed by Worcester County and/or the State of Maryland may apply; applicant is responsible for all applications to the appropriate agencies of the county or state, payment of any fees to those agencies and adherence to all rules, regulations and requirements of those agencies.

The staff of the Town of Berlin will assist you as much as possible in the completion of any documents required by the Town of Berlin and in making the arrangements for Town services required for your event. A pre-event meeting - separate from any appearance before the Mayor and Council - will be required. Town staff will contact you to make arrangements for this meeting. Separate meetings and/or communication may be received from individual departments of the Town to clarify event details.

All events are on a first-come-first-served basis. You are encouraged to submit your application as far in advance of your event as possible. You will be required to make your request to the Mayor and Council at least 60-days in advance of your event. Your forms must be submitted no later than 5:00 PM on the Monday prior to a regularly scheduled Mayor and Council Meeting (held the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month, subject to change). Other agencies of the county or state may have separate deadlines for submission; it is your responsibility to ensure that those deadlines are met.

The responsible party's signature on the first page signifies understanding and acceptance of the information contained within this document.



SPECIAL EVENT  
REQUEST TO HANG BANNER



This form is in addition to the "Town Street Closure/Request for Services form". Banners to be hung must meet the specifications listed below. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 7/22/15

Dates banners to be hung: 9/21/15 to 9/26/15

Date(s) of the event: 9/26/15

Please note: Hanging of banners is dependent on a number of factors, including weather, availability of personnel/equipment, and placement of banners for other events.

Berlin Library and Community

Name of Event: BLOC Party

Contact Name: Lisa Start

Contact Phone (Day): Lisa Start

Sponsoring Organization: W. Co. Library Foundation

Email: lstart@worcesterlibrary.org

Signature: Lisa O. Start

Date: 7/22/15

Printed Name: Lisa O. Start

Banner Specifications:

- 1. Must be made of a strong, durable material with wind stabilizing holes cut into it.
- 2. Must have grommets every 2' along the top and bottom
- 3. Must not exceed 22' in length and be between 34" and 36" in width.

Available Locations: please check desired location(s)

- North Main & Harrison Ave (near Fire Company)
- South Main & Buckingham (near Worcester Preparatory)
- Bay & Flower Street

NOTE:

- 1. Suitable locations for banners are limited; the Town of Berlin cannot hang banners on private property/privately owned structures, poles, etc.
- 1. The Berlin Electric Department reserves the right to refuse to hang any banner for any reason within their discretion.
- 2. It is the responsibility of the organization to purchase and supply the banner(s).
- 3. The organization is responsible for delivering the banner to the Berlin Electric Department and for picking-up the banner after display. Banners not picked up within 30 days following the date of the event may be destroyed/disposed of.

Questions:

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MOTION TO APPROVE

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE CONTRACT WITH CROSBY AND ASSOCIATES FOR ARCHITECTURE, ENGINEERING AND DESIGN OF NEW POLICE FACILITY IN THE AMOUNT OF \$136,800.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_\_ TO \_\_\_\_\_ OPPOSED, WITH \_\_\_\_\_ ABSTAINING.

\_\_\_\_\_  
Elroy Brittingham, Sr. Vice President

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen, Town Administrator

# TOWN ADMINISTRATOR'S REPORT

July 27, 2015

## Purchase Orders (numeric order)

<u>No PO issued</u>	\$1,500.00
Parker Family (T/A Fort Whaley Sign Company) July Lease for Billboard 01-4115-4105	
<u>No PO issued</u>	\$5,000.00
Tri-County Council – Shore Transit Summer Tourist Trolley Route (Berlin and West Ocean City) 01-4115-4060	
<u>No PO issued</u>	\$1,500.00
Worcester County Arts Council Sponsorship for Air Plain Berlin 01-4115-4119	
<u>201600098</u>	\$5,720.00
G&K Services Yearly Contract of Power Plant cleaning of doormats & Rags (52x110) 10-4220-4060	
<u>201600122</u>	\$1,299.53
ED Supply Starters for lift-station, Emergency 24-4365-4041	
<u>201600127</u>	\$1,692.24
ED Supply Co. Starters for pumps, Emergency 24-4365-4041	
<u>201600132</u>	\$16,500.00
Whaley Sign Company Monthly lease for Rt. 50 billboard for 11 months (11x1,500) 01-4115-4105	
<u>201600134</u>	\$5,200.00
Flag Publications Weekly banner ad in Bayside Gazette Newspaper 01-4115-4056	
<u>201600136</u>	\$1,900.00
GE Capitol Lease for copier at P&Z building Multiple accounts	
<u>201600137</u>	\$2,000.00

Affordable Business Systems  
Base rate for color for copier at P&Z building  
Multiple accounts

<u>201600138</u> IRIE Radio, Inc. Advertising for Town of Berlin and events for the year 01-4115-4060	\$10,800.00
<u>201600144</u> The Daily Times Weekly Advertising in the Beachcomber Magazine 01-4115-4056	\$5,200.00
<u>201600183</u> Pep-Up, Inc. Diesel Fuel for Generator 24-4370-4066	\$1,429.16
<u>201600202</u> Fisher Scientific Emergency Replacement Testing Equipment 24-4370-4092	\$8,771.77
<u>201600206</u> Middle Department Inspection Agency Inspection Services 01-4400-4060	\$15,000.00
<u>201600210</u> NO. 10 Window Envelopes w/ Inside Tint w/ Permit Laser Utility Bills Shipping and Handling	\$2318.00
<u>201600212</u> Logics Contract Services 01-4120-4060	\$12,540.00
<u>201600219</u> Apple Ford, Inc. State Contract F150 24-4360-4092	\$33,569.00