



**BERLIN MAYOR AND COUNCIL  
MEETING AGENDA  
Monday, August 10, 2015**

**REVISED**

**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 7/27/15
  - b. Statement of Closure of 7/27/15
  - c. Regular Session of 7/27/15
2. Approval of Special Events:
  - a. Berlin Fall Cruisers: Berlin Chamber of Commerce: 10/10/15, 7:00a.m – 3:00p.m.
  - b. Oktoberfest: Berlin Main Street: 10/17/15, 12p.m – 6:00p.m
3. Purchasing Policy
  - a. Resolution 2015-11, Repealing and re-enacting section C7-23 of the Town Charter titled “Purchasing and Contracts”
  - b. Motion to Approve Purchasing Policy
4. **Motion to Approve authorizing a contract with EDSA to complete Feasibility Study and Land Use Study of the Tyson Property**
5. Departmental Reports
  - a. Finance – Natalie Saleh
  - b. Water Resources/Public Works – Jane Kreiter
  - c. Administrative Services- Mary Bohlen
  - d. Electric – Tim Lawrence
  - e. Police – Arnold Downing
  - f. Planning – Dave Engelhart
  - g. Managing Director – Jeff Fleetwood
  - h. Ivy Wells – Economic Development
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



**BERLIN MAYOR AND COUNCIL  
MEETING MINUTES  
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.

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

**Staff present:** Laura Allen Town Administrator, Jeff Fleetwood Managing Director, Jane Kreiter Water Resources and Public Works Director, Natalie Saleh Finance Manager, Dave Engelhart Planning Director, Time Lawrence Utilities Director, Arnold Downing Chief of Police and Dave Gaskill Town Attorney.

**Absent:** Mary Bohlen, Administrative Services Director, Ivy Wells, Economic Development Director

**7:06 PM REGULAR SESSION – Berlin Town Hall Council Chambers**

**1a. Approval of Minutes for Executive Session Minutes of the Mayor and Council on June 13, 2015**

On the motion of Councilmember Gulyas, the minutes for July 13, 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>	5	0			

**b. Statement of Closure of 7/13/15**

Mayor read statement of closure.

**c. Approval of Minutes for Regular Session Minutes of the Mayor and Council on July 13, 2015**

On the motion of Councilmember Gulyas, the minutes for July 13, 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>	5	0			

**2. Request for Special Event**

a. BLOC (Berlin Library Our Community) Party

Worcester County Library Foundation 9/26/15 2:00 p.m.-6:00 p.m.

Ron Casio and Lisa Stant were present on behalf of the Worcester County Library Foundation. Ms. Stant was especially grateful to Economic Development Director Ivy Wells, Administrative Assistant Sharon Timmons and Town Administrator Laura Allen for their patience and guidance in filling out and submitting event paperwork. This party is a kick-off for the Capital Campaign. There will be bricks for sale (fundraiser), activities for children and music. Alcohol will be served at the Waystead Inn and must be kept on that property. Parking was raised as an issue, Chief Downing did not foresee any problems and said they would have an officer on site – Mayor Williams noted that shuttles from BIS (Berlin Intermediate School) could be a possibility. Ms. Allen and Ms. Stant will talk about how the shuttle works.

On the motion of Councilmember Burrell, the BLOC party Special Event for 9/26/15 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. Motion to Approve**

a. Contract with Crosby and Associates for Architecture, Engineering and Design of New Police Department.

Mayor Williams stated that this was a plan three years in the making. The property is located at 376 and Bay Street extended, directly across from Uncle Willies. The lot is paid for. The Town has been using slots revenue as part of the financing process.

Mayor Williams stated this is the beginning of very exciting things. Hopefully, occupancy can be within two years.

On the motion of Councilmember Burrell the contract with Crosby and Associates for Architecture, Engineering and Design of the new Police Department, 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. Departmental Reports

##### a. Finance – Natalie Saleh

The Department is in the final stages of refinancing the 2004 Electric Bonds. Currently staff is working with Tyler Technologies to move forward with implementation dates. Auditors will be on site this week as well as in September. Staff is ready.

##### b. Water Resources/Public Works – Jane Kreiter

The Water Resources team of Sean Cooper and Ryan Showell won first place in the annual Berlin Bathtub races. The team has spent the week reading meters and preparing for this weekend's upcoming Peach Festival.

##### c. Electric – Tim Lawrence

The Electric Department staff has been working with State Highway Administration on Main Street. The next area to have work completed is the East Side of Pitts Street, South down Main Street to Bay Street. The streetlights are being removed.

##### d. Police – Arnold Downing

The Berlin Police Department is moving forward with Nathan Marshall and Ty Waters on the Berlin Back to School Event on 8/22/15 (this group will be together after Council meeting). Homes at Berlin are willing to help sponsor this event as well and the Chief has been in contact with their site Manager. Chief Downing has been in communication with delivery trucks i.e., Sysco, FedEx and UPS and business owners about side street parking and non-primetime deliveries. The Department recently chaperoned twenty-two children from Worcester County Youth to the Jolly Roger Water Park. The next trip hopefully to the trampoline park in Delmar is being planned.

**e. Planning – Dave Engelhart**

8/5/15 Board of Appeals will rule on a variance (for oversized signs) for Arby's and Royal Farms. Ms. Allen Town Administrator and Ms. Bohlen Administrative Services Director were both instrumental in getting the RFQ (Request for Qualifications) for Municipal Planning Consulting Services completed. This moves the Town one-step closer to goals established in the Strategic Plan. On 7/27/15, Cannery Village began setting up an office in the Visitors Center. There was a slight MDE delay with runoff, however Ms. Kreiter Water Resources and Public Works Director paved the way for corrections. Framing inspections are up there were recently six in one day. Single Family housing permits have increased, there were three in Walnut Hill plus the forty-five in Cannery Village, this is vs. the four total last calendar year. Councilmember Brittingham noted that all seemed to go well with the modular home move at 29 Branch Street, and Mr. Engelhart confirmed this.

**f. Managing Director – Jeff Fleetwood**

Mr. Fleetwood welcomed aboard the Town's newest Full-time employee Earlest Satchel. He will be a Public Works employee. The annual Workman's Compensation audit will be coming up in the next few weeks.

**5. Town Administrator's Report**

Town Administrator, Laura Allen presented eighteen purchase orders for approval.

On the motion of Councilmember 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			

Ms. Allen also mentioned 'Beat the Peak' alert was issued on 7/27/15 for 7/28/15 and 7/29/15 from 2 P.M. until 6 P.M.

**6. Comments from the Mayor**

Mayor Williams recognized the forethought of Councilmember Gulyas for the Jolly Roger Trip and Councilmember Hall for being proactive with truck deliveries. In addition, he noted all the painting and maintenance that has been done in the Town Hall has been an overall improvement.

**7. Comments from the Council**

**Thom Gulyas** – Mr. Gulyas thanked Chief Downing and his officers for their aid in the recent car fire in the municipal parking lot. Quick reactions helped to prevent a bad situation from turning worse.

**Lisa Hall** – Ms. Hall thanked Jeff and the team of summer help for all the painting. The suggested having the Shore-Up Energy Assistance Program use the Council Chambers for a sign-up area. Councilmember Brittingham agreed that it would be a good idea and would be voted on by the Board of Directors at Shore Up, where he and Ms. Allen are both Directors.

**Elroy Brittingham** – Mr. Brittingham thanked Mr. Fleetwood for all the efforts of painting Town Hall.

**Dean Burrell** – Mr. Burrell reported there was a large pothole at the end of Flower Street and asked Public Works to check into fixing it. As part of the revitalization of both parks (Henry and Stephen Decatur) continues, Mr. Burrell would like to make sure that bathrooms with real plumbing to replace the port-a-potties, are not forgotten. Lastly, Mr. Burrell thanked the Council and staff for flowers that were sent while his wife was in the hospital. They were greatly appreciated.

**Troy Purnell** – Mr. Purnell thanked Chief Downing for the speed reminders on Broad Street. They have certainly been a help.

**8. Comments from the Public**

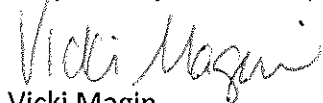
None

**9. Comments from the Press**

None

**10. Motion for Adjournment: Councilmember Burrell at 7:48 P.M.**

Respectfully Submitted,



Vicki Magin  
Administrative Assistant

RESOLUTION NO. 2015-11

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, REPEALING AND RE-ENACTING SECTION C7-23 OF THE TOWN CHARTER TITLED "PURCHASING AND CONTRACTS".

WHEREAS §C7-23 as currently written does not reflect modern practices in purchasing; and

WHEREAS the Mayor and Council desire to adopt a Purchasing Policy, to be maintained and available in the office of the Town Administrator and/or designee, as amended from time-to-time.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT §C7-23 OF THE TOWN CHARTER BE REPEALED AND REPLACED AS FOLLOWS:

Sec. C7-23. - Purchasing and contracts.

~~All purchases and contracts for the town government shall be made by the administrative director [town administrator]. The council may provide, by ordinance, for rules and regulations regarding the use of competitive bidding for all town purchases and contracts. All expenditures for supplies, materials, equipment, construction of public improvements or contractual service involving more than \$1,000[.00] shall be made on written contract. The administrative director [town administrator] shall be required to advertise for sealed bids, in such manner as may be prescribed by ordinance, for all such written contracts in excess of \$10,000.[00]. The administrative director [town administrator] shall be required to solicit bids (advertising and sealed bids not required) for all such written contracts in excess of \$1,000[.00] but less than or equal to \$10,000.[00]. Such written contracts shall be awarded to the bidder who offers the lowest bid or best quality of goods and work and best time of delivery or completion. The responsibility of bidders shall also be considered. All such written contracts shall be approved by the council before becoming effective. The administrative director [town administrator] shall have the right to reject all bids and readvertise. The town at any time, in its discretion, may employ its own forces for the construction or reconstruction of public improvements without advertising for or readvertising for or receiving bids. All written contracts may be protected by such bonds, penalties and conditions as the town may require. Upon obtaining the prior approval of the council, the town, acting through the mayor and administrative director [town administrator], may enter into the following contracts without solicitation of competitive bids:~~

- ~~A. Contracts of lease or purchase of real estate.~~
- ~~B. Contracts of lease or purchase of motor vehicles.~~
- ~~C. Accounting service contracts.~~
- ~~D. Insurance contracts.~~



- E. ~~Architectural services contracts.~~
- F. ~~Engineering services contracts.~~
- G. ~~Surveying services contracts.~~
- H. ~~Legal services contracts.~~
- I. ~~Computer hardware and software contracts.~~
- J. ~~Interior design and decorating contracts.~~

All purchases and contracts for the Town of Berlin shall be made according to the Purchasing Policy as approved by the Mayor and Council and as amended from time-to-time. Said Policy shall be maintained in the office of the Town Administrator and/or designee and shall be available for inspection upon request, subject to the provision of the Maryland Public Information Act.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Town of Berlin, Maryland held on the \_\_\_\_ day of \_\_\_\_\_, 2015 and is to become effective fifty (50) days from passage on the \_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Laura Allen, Town Administrator

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

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

MOTION TO APPROVE

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE AND ENACT A PURCHASING POLICY AS ATTACHED.

THE PURCHASING POLICY WILL NOT BE IN EFFECT UNTIL SUCH TIME AS RESOLUTION 2015-11 IS PASSED AND BECOMES EFFECTIVE AMENDING THE CHARTER OF THE TOWN OF BERLIN, SECTION C7-23, "PURCHASING AND CONTRACTS".

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

## PURCHASING POLICY

### 1. INTRODUCTION

This policy is intended to provide the guidance, requirements and procedures necessary for the conduct of purchasing activities for the Town of Berlin. The policy is designed to:

- a) Encourage maximum competition through fair and equal opportunity to those qualified and interested bidders;
- b) Provide a uniform procedure for the procurement of material, equipment, supplies, and services;
- c) Ensure that the taxpayers are getting the “best overall value” for their dollars;
- d) Promote transparency by requiring additional reporting to the Mayor, Council and the public;
- e) Foster green purchasing that considers materials (including energy and water to manufacture products), production, packaging/distribution, and distance of transport; and
- f) Ensure the purchase of recycled and other environmentally preferable products whenever practicable.

### 2. PURCHASING PROCEDURES

- a) Purchase orders shall be issued prior to purchase unless:
  - i. the purchase is made by Credit Card, or
  - ii. the purchase is one of the following:
    1. Administrative payroll and health care fees
    2. Debt related transactions
    3. Utility services
    4. Oil and gasoline purchases
    5. Telephone and internet services
    6. Annual fire inspections
    7. Employee reimbursements
    8. Landfill charges
    9. Planning and building inspections
    10. Park fee refunds
- b) All purchases require prior approval of the Department Director.
- c) Additional approval authority is required as follows:
  - i. Purchases valued at \$5,000 or less – Department Director
  - ii. Purchases valued at \$5,000.01 to \$10,000 – Town Administrator
  - iii. New purchases<sup>1</sup> or purchases valued at \$10,000.01 and higher - Town Council.

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<sup>1</sup> The Town recognizes the following categories of expenditures: routine, ongoing operations, emergency, budgeted purchases and new purchases. New purchases are considered goods or services that have not been purchased before and do not hinder the Town's ability to deliver services to citizens or hinder day to day operations. Based on this definition, new purchases made by the Town in the past several years would be limited to the Power Town display.

- d) Blanket purchase orders should be used for contracts related to professional services and construction, as well as recurring purchases from the same vendor.
- e) Town issued credit cards are:
  - i. Limited to the following positions:
    - 1. Town Administrator
    - 2. Department Directors
    - 3. Superintendents, with the approval of the Department Director
    - 4. Administrative Assistant in Town Hall
  - ii. Subject to the following financial limits:
    - 1. Town Administrator - \$5,000
    - 2. Department Directors - \$5,000
    - 3. Superintendents and Town Hall Administrative Assistant - \$1,500
  - iii. Encouraged for purchases under \$500.
- f) Sustainability factors for incorporation when writing specifications for, or procuring, materials, products, or services.
  - i. Environmental factors to consider include: toxicity, waste generation, greenhouse gas emissions, energy consumption, and depletion of natural resources.
  - ii. Social factors to consider are human health impacts, use of local businesses, and use of State of MD Minority, Women, and Emerging Small Businesses.
  - iii. Fiscal factors include: use reduction (buy only what you really need), product performance and quality, life cycle cost assessment, leveraging buying power, and long term financial/market changes.
  - iv. Some of the factors considered when determining the “best overall value” are:
    - Price
    - Quality
    - Warranty
    - Service
    - Availability
    - Past Performance with Town of Berlin
    - References
- g) Reports shall be provided as follows:
  - i. Staff will provide a weekly check report to the Mayor and Council including the date, name of vendor, PO number, description of the purchase and amount.
  - ii. Staff will provide a check run report for the Mayor and Council’s review as part of the Council meeting packet at least once a month.

V. **COMPETITIVE BIDDING REQUIREMENTS** – The Department Directors are responsible for ensuring that the Town staff members follow best practices that

comply with the policies and procedures. The Town Administrator shall be responsible for dissemination and enforcement of the policy as well as its incorporation into routine training sessions.

- a. **Under \$1,000:** Department Directors are encouraged to do whatever is practical to secure competitive pricing from multiple sources.
- b. **Between \$1,000 and \$5,000:** Quotes should be attached to the purchase order.
- c. **Between \$5,000.01 and \$10,000:** Informal bids from at least three sources must be obtained. Bids should be documented by written quotations from vendors. This documentation should be attached to the purchase order.
- d. **Over \$10,000:** The formal sealed bid is used for major purchases. An invitation to bid must be publicly advertised in the legal paper of record at least fourteen (14) days prior to the date set for opening. Bid specifications require the approval of the Town Administrator. Formal bids must be received, in sealed envelopes by a posted deadline. Original signatures are required; email submissions are not allowed.

All bids shall be opened before the public at a date, time and place designated in the bid request. The Town Administrator, Public Works Director, Finance Director, Administrative Service Director, or their designee shall open all bids under dual control. Late bids will not be accepted.

If at least three bids are not received the Town Administrator may require a re-bid.

An invitation to bid, request for proposal, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or part, when it is in the best interest of the Town. For example, the Town will not consider bids from a vendor who has an overdue balance on a Town account. The reason for the rejection shall be made part of the formal bid file.

The Town at any time, in its discretion, may employ its own forces for the construction or reconstruction of public improvements without advertising for or re-advertising for or receiving bids.

Upon obtaining the prior approval of the Council, the Town, acting through the Mayor and Town Administrator may enter into the following contracts without solicitation of competitive bids:

1. Contracts of lease or purchase of real estate.
2. Contracts of lease or purchase of motor vehicles.
3. Accounting service contracts.
4. Insurance contracts.

5. Architectural services contracts.
6. Engineering services contracts.
7. Surveying services contracts.
8. Legal services contracts.
9. Computer hardware and software contracts.
10. Interior design and decorating contracts.

## **VI. PROFESSIONAL SERVICE CONTRACTS**

The Request for Proposal (RFP) or Request for Qualifications (RFQ) process is used. The proposal includes a scope of work and a cost proposal.

The RFP/RFQ must be:

- Approved by the Town Administrator,
- In writing and
- Posted in the Town's official posting place, and publicly advertised in the legal paper of record at least fourteen (14) days prior to the date set for opening.

Proposals shall be opened before the public at a date, time and place designated in the RFP/RFQ. All proposals shall be opened under dual control by the Town Administrator, Public Works Director, Finance Director (or their designee) and other pertinent Town staff. The proposals shall be analyzed (based upon the "best overall value" to the Town) and documented including staff recommendation. Award shall be made by the Town Administrator or the Town Council based on the dollar limits described in this policy.

## **VII. PUBLIC AUCTION**

With the approval of the Town Administrator, purchases may be made through public auction. The Department must provide to the Town Administrator in writing, quotes from like products in order to provide a realistic price comparison. Upon receiving this information, and verifying budget availability, written authorization indicating the amount "not to exceed" may be granted allowing the department head or their designee to attend the auction and bid on that particular product.

If a purchase is made through a public auction, all documentation must be retained and submitted to the Finance Department.

## **VIII. EMERGENCY PROCUREMENTS**

Emergency procurements may be made when a threat exists to public health, welfare or safety, provided that such emergency procurement shall be made with such competition as is practical under the circumstances.

In case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Town Administrator hereby authorizes the Department

Heads to approve such emergency purchase if the situation permits. The Town Administrator shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or vendor shall accompany the purchase order. As soon as is practicable, standard purchasing procedures will be reinstated.

**IX. ARTIFICIAL DIVISION PROHIBITED**

Purchases shall not be artificially divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division shall be determined by the Town Administrator.

**X. EXCEPTIONS**

Exceptions to the policy will be determined on a case-by-case basis by the Town Administrator.

**XI. ETHICS IN PUBLIC PURCHASING AND CONTRACTING**

All purchases and contracts are subject to the Town's Code of Ethics.

## **APPENDIX A: DEFINITIONS**

“Biodiversity”: the total diversity of all organisms and ecosystems at various spatial scales (genes, populations, species, ecosystems, and biomes). Biodiversity is often used as a measure of the health of biological systems.

“Environmentally Preferable”: products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

“Life Cycle Assessment or Life Cycle Analysis (LCA)”: the comprehensive examination of a product’s environmental and economic effects throughout its lifetime including new material extraction, transportation, manufacturing, use, and disposal.

“Life Cycle Cost Assessment (LCCA)”: the comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service, and disposal costs.

“Sustainable Procurement”: purchasing materials, products, and services in a manner that integrates fiscal responsibility, social equity, and community and environmental stewardship.

“Toxicity”: the quality, relative degree, or specific degree of being toxic or poisonous.



MOTION TO APPROVE

A motion of the Mayor and Council of the Town of Berlin authorizing a contract with EDSA, INC. for \$34,500 to complete a Feasibility and Land Use Study of the Tyson Property.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ 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 \_\_\_\_\_, 20\_\_ by the Mayor of the Town of Berlin.

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

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

# TOWN ADMINISTRATOR'S REPORT

August 10, 2015

## Purchase Orders (numeric order)

<b><u>FY15 Expense (Payment Request)</u></b>	<b>\$7,475.06</b>
SHA Salt and Materials for Winter 2014/2015 01-4320-4053	
<b>Balance are FY16 Expenses</b>	
<u>201600066</u>	<b>\$2,078.77</b>
Hill's Electric Motor Service Equipment Maintenance ( Replace Bearing in Motor at Well #2 20-320-4041	
<u>201600260</u>	<b>\$49,000.00</b>
Intercoastal Trading Inc. Blanket PO for Chemicals 20-4320-4049	
<u>201600262</u>	<b>\$7,400.00</b>
L/B Water Services, Inc. Watermeters for Cannery Village 20-4310-4092	
<u>201600271</u>	<b>\$12,936.00</b>
Pep-Up, Inc. Dyed Ultra Low Sulfur Diesel Fuel for Fuel Tanks at Powerplant substation 10-4220-4066	
<u>201600291</u>	<b>\$1,720.00</b>
American Test Center Annual Visual, Operational and Die Electrical testing on vehicles, hand tools and equipment 10-4230-4060	
<u>201600298</u>	<b>\$5,625.00</b>
Curtis Engine Contract for generator (2@\$620.00) Service contract for generators (4385.00) Various	
<u>201600306</u>	<b>\$1,658.12</b>
Nock's Auto & Truck Collison #33, Emergency Tire replacement 01-4310-4031	