



**BERLIN MAYOR AND COUNCIL  
MEETING AGENDA  
Monday, September 28, 2015**

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

1. Approval of the Minutes for:
  - a. Executive Session of 9/14/15
  - b. Statement of Closure of 9/14/15
  - c. Regular Session of 9/14/15
2. Public Hearing – Ordinance 2015-06 Text Amendment to the Town Zoning Ordinance Section 108-715(2)a
3. First reading Ordinance 2015-07. Amending Chapter 102, Section 8.3 of the Floodplain Management Code.
4. Motion to Approve 2015-06, HVAC system at Visitors Center (bid review) - Jeff Fleetwood
5. 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
  - g. Economic and Business Development – Ivy Wells
6. Town Administrator’s Report as read by Managing Director
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, September 14, 2015**

**6:00 PM EXECUTIVE SESSION - Berlin Town Hall Conference Room**

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

**Staff present:** Laura Allen Town Administrator, Jeff Fleetwood Managing Director, Natalie Saleh Finance Manager, Mary Bohlen, Administrative Services Director and Jane Kreiter Public Works and Water Resources Director, Dave Engelhart Planning Director, Time Lawrence Utilities Director, Ivy Wells, Economic and Business Development Director

**Absent:** Arnold Downing, Chief of Police

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

1. Approval of the Minutes for:
  - a. Executive Session of 8/24/15
  - b. Statement of Closure of 8/24/15
  - c. Regular Session of 8/24/15

**1a. Approval of Minutes for Executive Session Minutes of the Mayor and Council on August 24, 2015**

With a correction to page two, paragraph four; on the motion of Councilmember Gulyas, the minutes for the Executive Session of August 24, 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			

**1b. Mayor read statement of closure**

**1c. Approval of Minutes for Regular Session Minutes of the Mayor and Council on August 24, 2015**

On the motion of Councilmember Gulyas, the minutes for August 24, 2015 of the Regular Session 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. **Motion to Approve: 2015-02, Little Free Library – Ellie Zollinger**

Seven-year old Ellie Zollinger presented her concept of the Little Free Library at Henry Park to the Mayor and Council. Ms. Zollinger stated that it would be a lending library in a permanent small weatherproof housing structure constructed by a family friend. People could take books; read and return, donations would also be accepted. Once built and registered it will be similar to the Little Library at Ben's Red Swings in Salisbury, MD.

There will be a dedication of the Dr. William Henry, Memorial on October 24, 2015 at 11:00AM at Henry Park. That will also be the target date for completion of the construction and placement of the Little Free Library. The Little Free Library will be promoted internally on the Town Website.

On the motion of Councilmember Brittingham, Motion to approve 2015-02 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. **Eagle Scout Recognition – Mr. Cole Norman**

Mayor Williams presented Mr. Cole Norman with a plaque showing the Town's appreciation for completion of the almost two-thousand homes that were numbered on the sidewalk. The Mayor went on to say this was an enhancement the entire Town could appreciate, especially EMS staff. Mr. Norman took the opportunity to thank the Council for the opportunity to earn his Eagle Scout badge, but added that he had a lot of help from other scouts, both boys and girls, family and friends.

**4. Approval of Special Events:**

- a. Just Walk Berlin, 11/14/15, 9 AM - Mary Bohlen

This event as explained by Mary Bohlen, Administrative Director welcomes everyone to this years 4<sup>th</sup> Annual 'Just Walk Berlin. The distance will be expanded this year from one mile to approximately two miles. This family friendly event is open to the public; (moms with strollers, leash friendly dogs, all are welcome). This year's event will include, in conjunction with the Worcester County Health Department, various health screenings.

On the motion of Councilmember Hall, "Just Walk Berlin" 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. Tree Lighting and Holiday Arts Night, 11/27/15, Ivy Wells

Ivy Wells, Economic and Business Development Director introduced this event. It will be held on the traditional black Friday, the day after Thanksgiving from 5:30PM-9:30PM. The tree has been donated by Mike Pennington this year. With the help of many volunteers and a bucket truck from Electric, the tree will be decorated. The tentative plan is to have the Mayor on the balcony of the Atlantic Hotel to preside over the lighting. Costumed characters will be walking around the event as an added feature this year.

On the motion of Councilmember Purnell 'Tree Lighting & Holiday Arts Night' 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. Berlin Christmas Parade 12/3/15, 7PM-9PM - Sharon Timmons

Sharon Timmons, Administrative Assistant in the Economic and Business Development office explained that the theme for the 2015 Berlin Christmas Parade would be Toyland in

Berlin. Rain date for this event is 12/10/15. Hooper's Crab House and the Casino have both been contacted regarding use of their shuttles. Entries in the parade will be limited to eighty to eighty-three maximum. Every effort will be made to accommodate participants while keeping with the time schedule, which is so important to the families that participate in the parade. The Mayor thanked Ms. Timmons for her efforts in the annual parade and appreciated all the assistance other town employees give her.

On the motion of Councilmember Burrell, the Berlin Christmas Parade 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. Motion to Approve: 2015-03, Contract Renewal CodeRED – Mary Bohlen**

Ms. Bohlen, reminded the Council that CodeRED is the Town's Emergency Notification System. In October, the system will have been in place for one-year. At a cost of \$3352.50, same as last year the contract can be renewed. (Councilmember Hall noted a date error of 2015 in the Council copy of motion 2015-03, the signed copy will say 2016, which is correct). Discussion followed about tornado warnings and the announcements thereof.

On the motion of Councilmember Purnell, the motion to approve 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. Motion to Approve: 2015-04, MSEC (Maryland Smart Energy Communities) Policies – Mary Bohlen**

Part of our designation as a Maryland Smart Energy Community requires a policy of Energy Efficiency Program to reduce our energy usage by fifteen percent over five years and a

Renewable Energy Policy to get fifteen percent of our energy from renewable sources. This usage only this will include Town Buildings, streetlights. There is a meeting with program representatives September 15, 2015. They will have suggestions; the plan will be presented at a future meeting.

On the motion of Councilmember Hall, the motion to approve 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			

**7. Motion to Approve : 2015-05, Mayor and Council and Holiday Schedule 2016 – Mary Bohlen**

There are no changes in schedule for 2016. These holidays are accounted for in the Personnel handbook. There are two Council meetings that will have to be moved to a Tuesday due to holidays.

On the motion of Councilmember Burrell, the motion to approve 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			

**8. Introduction of Ordinance 2015-06, Text Amendment to the Town Zoning Ordinance Section 108-715(2)a. - Dave Engelhart**

a. Letter of support

This is first reading, no action is required. Public Hearing will be held September 28, 2015.

**9. Contract Modification – EA Engineering, Science, and Technology Inc. – Laura Allen**

Laura Allen, Town Administrator noted there have been a number of contract modifications since 2010. There have been excellent relationships with staff and a great deal more activity than in past times. The contract modification would be for \$57,500. Councilmember Burrell was questioning how much of the \$57,500 can be reimbursable. Darl Kolar of EA Engineering and Ms. Allen both agreed that the reimbursable amount could be close to 50%.

On the motion of Councilmember Brittingham, the contract modification in the amount of \$57,500 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			

**10. Departmental Reports**

**a. Finance – Natalie Saleh**

The PKS audit has been completed. Ms. Allen, Ms. Saleh and the managing auditor have met and the preliminary audit summary was it was a very good audit with final reports due within thirty to forty days. Another phone call with Tyler Technologies took place and the 'go live' date is tentatively scheduled for May of 2016. This day must be flexible depending on data conversion from Logics. Utility billing is planned for July 1, 2016, staff will be reviewing billing schedule. The goal is not to overlap disconnects. Both systems will run concurrently and be ready perhaps by August 1, 2016. With Tyler Technologies we will be assigned a Program Manager to help review the chart of accounts and perhaps come up with better accounts. Councilmember Burrell would like to be involved in listening to that conversation (scheduled for November 2015). Discussion followed regarding entering existing data reports and matching results, creating ties and matches. There would be multiple amounts of proof reading and running two systems for a short period of time.

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

The backup generator on Branch Street is complete; this was made possible thru a MEMA grant. This means that now during outages we can get potable water thru

the town. The staff is in the process of power washing the Franklin Street water tower, and then it will be painted. Now that sidewalks in Town are done the State Highway Administration indicated that sidewalk edges should be painted blue for handicap and red for no parking. Mayor Williams said that topic would be discussed later with Ms. Kreiter. Councilmember Burrell asked about the status of easements. Ms. Kreiter noted the department has collected approximately half of those needed and is in negotiations with others needed. Councilmember Burrell asked to be kept up to date on the progress of this process.

**c. Administrative Services Director – Mary Bohlen**

Ms. Bohlen announced to Council, public, press and staff that the dedication for the Dr. William Henry monument would be October 24, 2015 at 11am. More advertisement and details to follow. Ms. Bohlen also added that she would be out of the office on leave from September 24<sup>th</sup> until October 13, 2015. She will have access to voicemail and email during her absence from the office.

**d. Electric – Tim Lawrence**

The Schoolfield Street asphalt project has been scheduled for next week. Vehicles will be stored at the Waste Water Treatment Plant Pole Barn and the Field next to lot. The department has been doing extensive trimming. This past Saturday there was an unplanned outage due to damage at the entrance to Cannery Village. The Town handled the outage without issue. Mr. Barry Jarmon, a private citizen helped neighbors during this outage and a Thank you letter will be sent. Councilmember Hall stated that she would like to see Main Street speakers from Worcester Youth and Family Services to the Visitors Center. This type of undertaking will take be a project after easements are completed. This type of activity will require some background work by the Electric Department, it is a matter of seeing where speakers would like to be placed and then who owns property. Mayor Williams said this portion of the project could be completed by end of the year.

**e. Planning – Dave Engelhart**

No updates to report

**f. Managing Director – Jeff Fleetwood**

Upcoming presentations include, Eastern Shore Safety Council, Eastern Shore Workers Compensation, and LGIT regarding Tyson. Anti-Harassment training in early October, 2015.

**g. Economic and Business Development – Ivy Wells**

Ms. Wells states that the department has been very busy working on three grants and many upcoming events; including Plein Air, Fiddlers Convention, OctoberFest. and Restaurant Week. New Year's Eve plans will vary a bit this year, it is planned to not be called the ball drop, but another title yet to be announced. Ms. Wells is working with the Chamber of Commerce to get their 2016 events to put them in the Que. There are currently three grants in process. Notable, is the Berlin Coffee House is going to become a Maryland with pride shop, selling all products made in Maryland. Proprietor Peggy Hagey is very excited about the upcoming adventure.

**11. Town Administrator's Report**

There are Seven Purchase Orders to approve for this session.

Purchase order number 201600521 will be changed from two 'Welcome to Berlin, Slow Down in Our Town' signs to three signs. There was positive feedback from The Mayor and Council on design and colors.

**12. Comments from the Mayor**

No comments from Mayor Williams

**13. Comments from the Council**

**GULYAS** –No comments

**HALL** –No comments

**BRITTINGHAM**-Councilmember Brittingham has gotten complaints about not having a flagger at Cannery Village; this was turned over to Planning Director, Dave Engelhart.

**BURRELL**-Councilmember Burrell asked Ms. Kreiter, Public Works Director to give him weekly status reports on Branch Street Easements. At this point, David Gaskill, Town Counsel stated that there was a legal option to not getting signatures from residents. It would require noting public safety issues and proper noticing. This was simply a statement from Town Counsel, no action was taken.

**PURNELL** – No comments

**14. Comments from the Public**

No comments from the public

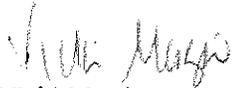
**15. Comments from the Press**

No comments from the press

**16. Adjournment**

On the motion of Councilmember Burrell, the meeting was adjourned at 8:20PM.

Respectfully submitted,



Vicki Magin

Administrative Assistant



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811  
Phone 410-641-2770 Fax 410-641-2316



## ORDINANCE NO. 2015-06

**Mayor**  
Wm. Gee Williams, III

**Vice President**  
Elroy Brittingham, Sr.

**Council Members**  
Dean Burrell, Sr.  
Thomas Gulyas  
Lisa Hall  
Troy Purnell

**Town Attorney**  
David Gaskill

**Town Administrator**  
Laura Allen

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MUNICIPAL CORPORATION, AMENDING CHAPTER 108 "ZONING", SECTION 108 -715, ITEM (2), SUBITEM (a), "MULTIFAMILY BUILDINGS".  
BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT CHAPTER 108, SECTION 108-715(2) a. BE AMENDED AS FOLLOWS:

~~108-715 (2) a. Multifamily buildings shall consist of a group of not more than 12 dwelling units.~~

108-715 (2) a. Multifamily buildings shall consist of a group of not more than 12 dwelling units unless the Planning Commission finds that an improved development plan can be achieved and that public necessity, convenience, general welfare and good zoning practice will be better served, in which case, the Planning Commission may allow a multifamily building to consist of any number of dwelling units as determined on a case by case basis.  
THIS ORDINANCE was introduced and read at a meeting of the Town Council on the \_\_\_ day of \_\_\_\_\_

2015, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this ordinance was adopted this \_\_\_ day of \_\_\_\_\_, 2015, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of \_\_\_\_\_ in favor to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham, Vice President

This Ordinance was approved this \_\_\_ day of \_\_\_\_\_, 2015 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the \_\_\_ day of \_\_\_\_\_, 2015.

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

ATTEST:

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



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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



## ORDINANCE NO. 2015-07

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 102, "FLOODPLAIN MANAGEMENT", SECTION 8.3, "VIOLATIONS AND PENALTIES".

**Mayor**  
Wm. Gee Williams, III

**Vice President**  
Elroy Brittingham, Sr.

**Council Members**  
Dean Burrell, Sr.  
Thomas Gulyas  
Lisa Hall  
Troy Purnell

**Town Attorney**  
David Gaskill

**Town Administrator**  
Laura Allen

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT CHAPTER 102, SECTION 8.3 BE AMENDED TO READ AS FOLLOWS:

### 8.3 Violations and Penalties

Violations of these regulations or failure to comply with the requirements of these regulations or any conditions attached to a permit or variance shall constitute a misdemeanor. Any person responsible for a violation shall comply with the notice of violation or stop work order. Failure to comply shall be punishable as a misdemeanor, the penalty for which shall not exceed a fine of \$ 1,000.00 and/or imprisonment for a term not to exceed six months. Each day a violation continues shall be considered a separate offense. Nothing herein contained shall prevent the Town of Berlin from taking such other lawful action as is necessary to prevent or remedy any violation.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the \_\_\_\_ day of \_\_\_\_\_, 2015, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this \_\_\_\_ day of \_\_\_\_\_, 2015, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of \_\_\_\_ in favor to \_\_\_\_ opposed, with \_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham SR, Vice President

This Ordinance was approved this \_\_\_\_ day of \_\_\_\_\_, 2015 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the \_\_\_\_ day of \_\_\_\_\_, 2015.

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

ATTEST:

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



**MOTION TO APPROVE No. 2015-06**

A motion of the Mayor and Council of the Town of Berlin authorizing the purchase and installation of the Visitors Center HVAC system from Artic Air in the amount of \$16,176.00.

Approved 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

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

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

## Visitor Center HVAC Replacement-FY 2016

<u>Ocean Air</u>	18 Seer HP \$15,850.00	Elect Work \$1,700	Water Heater \$875	Demo Old \$1,750	Total \$20,175.00
<u>Artic Air</u>	\$11,800.00	\$2,787	\$689	\$900	\$16,176.00
<u>A&amp;A</u>	\$28,130	\$2,787	No Quote	Included	\$30,917.00
<u>1st Service</u>	\$20,950.00	\$2,787	No Quote	Not included	\$23,737.00

9/16/2015

OCEAN AIR

\$20,175



11317 Lydia St. Bishopville, MD 21813  
 Phone (410) 723-0767 / (800) 370-0601

Air Conditioning  
 Refrigeration  
 Heating  
 Ventilation

No: 2379

**Quote**

7/29/2015

Quote To: **Town of Berlin**  
 Attn: Jeff Fleetwood

Home phone \_\_\_\_\_ Work \_\_\_\_\_

Job site Address: **Berlin Visitor Center**

Street \_\_\_\_\_

City/State **Berlin, MD**

Phone \_\_\_\_\_ Problem Description: **New HVAC System and Water Heater**

Qty	Materials & Services	Unit Price	Amount
	<b>Option 2 Upgrades</b>		
1	18 Seer Heat Pump System: Price includes American Standard 5 ton Heat Pump. Matching airhandler with 15 KW electric backup heat. New Duct plenums to connect to existing duct. Extension of existing duct into front visitor area. New duct to tee to each side. Diffusers added to distribute more conditioned air to front area. Outdoor Heat pump to be mounted on new stand where existing unit sits. New thermostat controls. Airhandler variable speed	\$15,850.00	\$15,850.00
	<b>Option 3 Upgrades</b>		
1	18 Seer A/C system with Gas furnace heat. Price includes American Standard 18 Seer A/C unit with matching coil box. 95 + efficiency Gas furnace. Duct and plenums same as above. Price does not include gas piping service to building. Price includes gas stub from disconnect to furnace. Multi stage furnace with variable speed motors	\$17,250.00	\$17,250.00
1	Electrical work for heat pump system or gas furnace. Includes all materials, labor and breakers required for new systems heat pump or gas furnace	\$1,700.00	\$1,700.00
1	Demo existing boiler, ceiling heat box radiators and oil tank. Includes removal of boiler, radiators, oil tank, and pipe stubs. Main water lines to remain	\$1,750.00	\$1,750.00
<b>Job Completion time approx. 12 days</b>			
<b>Quote Valid 30 days</b>			
<b>Total Material &amp; Services</b>			

Environmental Checklist			HRS.	Labor	Rate	Amount
Work Performed	Qty	Type / Disposition				
Recovered						
Recycled						
Reclaimed						
Returned						
Disposal						
<b>Total</b>						

<b>Payment Due at time of Service</b>  <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Other	<b>Total Summary</b>	
	Total Materials	
	Total Labor	
	Shipping	
	Key Charge	
	Environmental Charge	
Maryland Sales Tax approx.		
<b>TOTAL QUOTE</b>		

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

**Thank You**



Air Conditioning  
Refrigeration  
Heating  
Ventilation

No: 2379-A

**Quote**

8/28/2015

11317 Lydia St. Bishopville, MD 21813  
Phone (410) 723-0767 / (800) 370-0601

Quote To: **Town of Berlin**  
Attn: Jeff Fleetwood

Home phone \_\_\_\_\_ Work \_\_\_\_\_

Job site Address: **Berlin Visitor Center**

Street \_\_\_\_\_

City/State **Berlin, MD**

Phone \_\_\_\_\_ Problem \_\_\_\_\_  
Description: \_\_\_\_\_

**Mini Hot Water Tank for Visitor Center**

Qty	Materials & Services	Unit Price	Amount
	<b>We are pleased to quote the following:</b>		
1	15 Gallon Mini Hot Water Tank Heater	\$875.00	\$875.00
	Price includes the following: 15 Gallon 15000 BTU Hot water tank. 115 Volt		
	Installation of plumbing fixtures to connect to existing hot water lines. Electrical connections.		
	Labor and Misc. materials.		
	<b>Please Note:</b>		
	This price is an additional charge for the Installation of Hot water tank Only. Cost to Demo existing boiler and Hot water heat system remains as price in original quote.		
	The mini Hot Water tank is a substitute for the Rinnai tankless hot water heater that was previously quoted.		
	<b>Job Completion time approx. 10 days</b>		
	<b>Quote Valid 30 days</b>		
	<b>Total Material &amp; Services</b>		<b>\$875.00</b>

Environmental Checklist			HRS.	Labor	Rate	Amount
Work Performed	Qty	Type / Disposition				
Recovered						
Recycled						
Reclaimed						
Returned						
Disposal						
<b>Total</b>						

Payment Method		Total Summary	
<input type="checkbox"/> Visa	Total Materials		\$875.00
<input type="checkbox"/> Master Card	Total Labor		
<input type="checkbox"/> Cash	Shipping		
<input type="checkbox"/> Check	Key Charge		
<input type="checkbox"/> Other	Environmental Charge		
	Maryland Sales Tax approx.		
<b>Thank You</b>		<b>TOTAL QUOTE</b>	<b>\$875.00</b>

Payment Due at time of Service

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

ARTIC AIR

\$16,176

Arctic Heating & Air Conditioning  
301 Washington Street  
Berlin, MD 21811

Berlin Town Hall  
Attn: Jeff Fleetwood  
14 S. Main St.  
Berlin, MD 21811

In accordance with our recent conversation and survey we are pleased to quote the following:

Furnish and completely install one Lennox Elite XP16060 5 ton 2 stage heat pump with CBX40UHV060 variable speed indoor air handler with built in 5" merv16 filter cabinet.

20kw auxiliary heat kit to be installed in air handler and will require 2-60amp 230volt branch circuits installed by others.

Outdoor unit to be placed on rear of building on precast pad. Snow feet are built into outdoor unit.

All refrigerant piping to be remote, custom, copper piping with Armaflex pipe insulation and shall have no less than a full vacuum pulled in the refrigerant line with a pump capable of reducing down to 500 microns, therefore, guaranteeing cleanliness and dryness prior to charging.

Condensate line to have overflow safety cut off included.

Duct to be modified at plenum to accept 5 tons of air flow and existing trunk to be utilized.

Furnish and install one Lennox MS8-HO-30 2 ½ ton ductless mini split to service front area.

All refrigerant piping to be remote, custom, copper piping with Armaflex pipe insulation and shall have no less than a full vacuum pulled in the refrigerant line with a pump capable of reducing down to 500 microns, therefore, guaranteeing cleanliness and dryness prior to charging.

Branch circuit to new outdoor unit not included in price.

Price Complete: \$11,800.00

Furnish and completely install one 6 gallon water heater tied into the existing bathroom and kitchen.

\$689.00

Option: Remove unit heaters suspended from ceiling.

\$900.00

In the event of failure of any aforesaid payments the purchaser agrees to pay all cost of collection including attorney fees if placed in the hands of an attorney for collection, plus 1.5% per month on the unpaid balance.

Any and all warranties and/or guarantees as set forth in the contract by the company pertaining to any and all equipment, material, and/or labor provided as part of this contract shall become null and void in the event of failure of payments as outlined herein. Said warranties and/or guarantees shall remain null and void until such time as appropriate payments are satisfied in full This shall not be construed to pertain to warranties and/or guarantees as provided and honored by the manufacturer of said equipment and material.

THIS CONTRACT REPRESENTS THE FULL AGREEMENT BETWEEN THE PURCHASER AND SELLER. NO VERBAL CONDITIONS TO BE ADDED, PLEASE ENTER HERE AND INITIAL.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We wish to thank you for the opportunity to quote and hope that we may be of further service to you.

Date Accepted \_\_\_\_\_

Arctic Heating & Air Conditioning

By: \_\_\_\_\_

\_\_\_\_\_  
Russell Queen

A&A

\$30,917



35130 BENNETT ROAD  
FRANKFORD, DE 19945  
(302) 436-4800 FAX (302) 436-2027  
aacompanies.com

Page 1 of 3  
June 10, 2015

Town of Berlin  
10 Williams Street  
Berlin, MD 21811  
Jeff: 443-614-8338

RE: Visitors Center  
Berlin, MD 21811

JUN 15 '15 PM 1:10

We hereby submit a proposal for the installation of one Trane heat pump to condition approximately 2,484 sq. ft. building, complete as follows:

**Existing System:** *Remove/Recycle/Dispose of existing package air conditioner  
Remove/Recycle/Dispose of existing boiler and piping in boiler room only  
Remove/Recycle/Dispose of two existing ceiling hung heaters  
Remove/Recycle/Dispose of existing air distribution system*

**First Floor:**

Model # TWA073D30RA, Heat Pump  
6.0 ton, Single Capacity Compressor, 410A Refrigerant System, 230/3  
Model # TWE090D300A, Single Speed Air Handler, 230/3  
Model # TBAYHTRL325A, 23 kw emergency heat with breaker 230/3  
One (1) Digital Programmable Thermostat Model # TCONT802AS3  
One (1) 1" MERV - 11 Pleated air filter  
Model # NRC661 Noritz tank less water heater  
**Location:** Air handler in mechanical room, water heater in mechanical room, heat pump outside on prefabricated pad

Refrigerant line set insulated between indoor and outdoor units  
¾" PVC condensate drain to spill on grade

**Returns:** Centrals with one in each section  
**Supplies:** Ceiling registers

**Plumbing:** Provide water piping and gas piping to Noritz tank less water heater

Customer Initials: \_\_\_\_\_

*"Quality, Comfort & Efficiency last long after the expense is forgotten."*

***In addition to the above detailed scope of work proposed all of the following to be included:***

- Drain pans and emergency wet-switch cut-off controls for attic units
- Low voltage wiring
- Galvanized steel duct material for supply duct extensions with Foil-Faced, R-6 Insulation
- Galvanized steel take-offs, with, R-6 Insulation
- R-6 rated foil-faced flex connected to hard duct, for supply leads
- R-8 insulation in attics as code requires
- Final check and balancing of all systems
- All other heating, cooling and ventilation systems install to ASHRAE standards
- Removal/Recycling/Disposal off all equipment removed and materials waste
- Removal of debris/trash associated with this installation
- General clean-up of areas worked in
- **Does not include duct blast test if required**
- **First year annual maintenance provided at no additional charge**

***Warranties***

- 100% FIRST YEAR PARTS & LABOR warranty
  - 1 YEAR limited warranty on, Outdoor Coil & Internal Functional Parts with registration\*
  - 5 YEAR limited warranty on compressor
- \*Registered Limited Warranty terms are available when you register within 60 days of installation. Otherwise Trane Base Limited Warranty terms will apply.*

***General Exclusions (unless otherwise noted on page 1):***

- ANY SUB – TERRAIN DUCT WORK TO ACCOMMODATE SLAB ON GRADE
  - FIRE PROTECTION / SPRINKLER SYSTEM
  - CONCRETE EQUIPMENT PADS / FOUNDATIONS
  - DUMPSTER OR DUMPING FEES
  - PATCHING, PAINTING, BONDS
  - TEMPORARY HEATING, COOLING, OR WATER
  - BLACKTOP OR CONCRETE CUTTING OR PATCHING
  - ROOF WORK (CUTTING, PATCHING, OR FLASHING)
  - ARCHITECTURAL LOUVERS OR ACCESS DOORS
  - SITE UTILITIES (SITE WORK AS SHOWN ON M & P DRAWINGS ONLY)
  - STRUCTURAL STEEL SUPPORT SYSTEMS FOR ANY MECHANICAL EQUIP.
  - REMOVAL OR REPLACEMENT OF ANY EXISTING CEILINGS
  - DEWATERING OR WELLPOINTING FOR GROUNDWORK IF REQUIRED
  - ASBESTOS REMOVAL OR DISPOSAL
  - NEW SOIL FOR BACKFILLING-EXCAVATED SOIL WILL BE RE-USED
  - STONE IF REQUIRED FOR UNFORESEEN WET GROUND CONDITIONS
  - CONCRETE FLOOR CUTTING, REMOVAL, OR PATCHING
  - STARTERS OR DISCONNECTS FOR MECHANICAL EQUIPMENT
  - SILT FENCING/SEDIMENT CONTROL, SAFETY FENCINGREMOVAL/REPLACEMENT OF TOP SOILLANDSCAPING, FINE GRADING AND SEEDING, SOILS TESTING
- Should any damage occur that is found to e the fault of A&A Air Services, Inc., we will make or have made repairs*

TERMS: NET 10 DAYS. All invoices not paid within thirty days of invoice date are subject to 2% interest charged monthly on balance. Any alteration or deviation from specifications involving extra cost will become an extra charge over and above the proposed price. All agreements are contingent upon strikes, accidents, or delays beyond our control. Property owner is to carry fire, tornado, and all necessary insurance. Our workers are fully covered by workman's compensation insurance. All equipment, supplies, materials and or tools used for or left on this job remain the property of A&A Air Services, Inc., until paid in full. All work to be done in a professional manner. We may withdraw this proposal if not accepted within 30 days. Credit card payments are accepted as payment for installation projects. However, credit card fees are additional to proposed price. Should A&A Air Services, Inc. employ an attorney to institute suit to enforce payment of any provision contained herein, we shall be entitled to recover in addition to any unpaid balance, reasonable attorney's fees, costs, charges and expenses incurred as a result of such action.

Warranty: One year parts and labor warranty from A & A Air Services, Inc., in addition to manufacturer's parts and labor allowance warranties. Years two through five parts and labor warranty with annually renewed Gold Club Membership preventative maintenance agreement.

Please read and initial your understanding of the following clause:

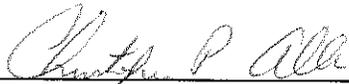
- This proposal does not include high voltage electrical wiring* (Initial: \_\_\_\_\_)
- This proposal does include gas piping from meter to new water heater* (Initial: \_\_\_\_\_)
- This proposal does not include patching or repairing wall from removal of package unit* (Initial: \_\_\_\_\_)

We propose hereby to furnish material and labor complete in accordance with the above specifications for the sum of:

Twenty eight thousand one hundred thirty dollars and ----- 00/100 \$ 28,130.00

Payment to be made as follows:

- \$ 9,210.00 upon acceptance
- \$ 18,420.00 upon start up of equipment
- \$ 500.00 upon completion

Authorized Signature:   
 Christopher P. Allen, VP  
 Gregory P. Allen, President  
 DE. Master License #05  
 MD. Master License #01-2723

Acceptance of proposal: The above prices, specifications, and conditions, as described and detailed in all three pages herein, are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as specified above.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> SERVICE

\$23,737



Refrigeration, Air Conditioning, Heating  
 Service Company, Inc.  
 P.O. Box 1560 Berlin, MD 21811  
 MD Master License # 01-8828  
 410-208-3220 866-990-HVAC FAX 410-208-0056

080315-JH1

**PROPOSAL**



*It's Hard To Stop A Trane.*

SUBMITTED TO		PHONE	DATE
Town of Berlin		443-614-8338	August 5, 2015
STREET		JOB NUMBER OR NAME	
10 William St.		Attn. Jeff Fleetwood	
CITY	STATE	JOB LOCATION	
Berlin	M.D.	Chamber Commerce Building 14 S.Main	
ZIP		MAIN CONTACT	JOB PHONE
21811			

**1<sup>st</sup> Service proposes to furnish and install the following equipment:**

- We propose to remove the existing air conditioning package unit. Several options for replacement.
- Install a new 95+ efficient gas furnace with 2-stage heat with variable speed blower. The new furnace will be located either in closet area where existing boiler is or against the inside wall where existing package unit is located. (Openings in wall will have to be closed up by others, not included).
  - The new outdoor unit will be a 5-ton XR-17 seer heat pump to make the system a duel fuel system. The heat pump will heat space in milder temperatures and the gas furnace will come on in colder temperatures. This outdoor Trane XR-17 unit will be located on the backside of building on new pad with 6" snow legs or add \$350.00 for pressure wood treated platform.
  - There will be additional duct installed as well as using some existing.
  - 5-year limited warranty on all parts / 1-year labor / 20-years on the heat exchanger on gas furnace.
  - Cost for above work is \$16,300.00, Same cost for a Trane 16-seer duel fuel package unit (heat pump with gas heat built into all one unit) installed on a new platform on backside of building.
  - All gas piping and high to equipment by others.
  - Would not be a bad idea to install a Mitsubishi ductless split heat pump in the front are of building for additional a/c on hotter days. This would be an 18,000 btu unit. Seer is 21. Cost is \$4650.00. 12-year warranty on all parts / 1-year labor.
  - Old boiler removed by others.

WE OFFER TO FURNISH MATERIAL AND LABOR AND COMPLETE THE ABOVE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF: SEE ABOVE

PAYMENT TO BE MADE AS FOLLOWS: 1/3 due at signing, 1/3 due at start, 1/3 due at completion \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

Unless otherwise noted, all electrical, structural, and plumbing is extra. We will NOT be held responsible for sweating ductwork.

All work to be completed in a workmanlike manner according to standard practices. Material and equipment of alternate but equal make & quality may be substituted when necessary. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance and our company carries other liability insurance.

AUTHORIZED SIGNATURE: \_\_\_\_\_

*[Signature]*

OFFER MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to work as specified. Payment will be made as outlined above.

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 DATE OF ACCEPTANCE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

# ELECTRICAL WORK

Beacon Electric

\$2,787

## Jeffrey Fleetwood

---

**From:** mkbeacon@gmail.com  
**Sent:** Wednesday, September 16, 2015 8:16 AM  
**To:** Jeffrey Fleetwood  
**Subject:** HVAC load at #14 South Main Street

Good Morning Mr. Fleetwood,

I am writing to you in regards to the proposed HVAC additions to #14 South Main Street. The building currently has a 200 amp single phase service. The service is fairly new and in great shape. According to my calculations, the new HVAC load will add 163 amps to the 200 amp service with all equipment running. That leaves you with only 37 amps to run the rest of the building.

The simple solution is to tell you that you need a larger service. This would involve installing a larger meter (320 amp) socket, and another panel. The price to upgrade your service to a 320 amp rated service is \$1,200.00. We will need to find wall space inside to mount the additional panel.

It may be possible to cycle the heat pump off while the back up heat is running. This should only be when it is very cold outside and the heat pump is not that efficient. This would need to be addressed by the HVAC installer. If the heat pump is cycled off, my calculation shows that it would give you an additional 48 amps of power. If this could be done, you would not have to increase the service at this time.

If you need additional information, please do not hesitate to call. My cellular number is 443-497-4062.  
Thank you for your time on this.

Sincerely,

Michael A. Konoski  
Beacon Electric, Inc.

For the few times that  
ent from Windows Mail

Beacon Electric, Inc.

P.O. Box 4225

Ocean City, Maryland 21843

Town Of Berlin

Mr. Jeff Fleetwood

10 William Street

Berlin, Maryland 21811

Mr. Fleetwood,

9 September 2015

Please find the following to be the electrical proposal that you had requested for #14 South Main Street. The work will involve installing circuits for two new HVAC units. The HVAC unit to be installed in the rear of the building will require two 60 amp 240 volt circuits for the indoor air handler. The outside heat pump will require a single 60 amp 240 volt circuit. It will be necessary to install a convenience receptacle within 25' of the outside unit. It is understood that the heat pump will not run when the emergency heat is on.

The front HVAC unit will require a single 40 amp 240 volt circuit. It too will require a convenience receptacle within 25' of the outside unit.

It is planned to install the additional circuits in EMT conduit and utilize THHN for the wire. This proposal has allowed for an electrical permit through the county as well as an electrical inspection.

The cost for the above described materials and labor is ~~\$1,587.00~~ (One Thousand Five Hundred Eighty Seven Dollars).

If you have any questions regarding this proposal, please feel free to call at any time. My cellular number is 443-497-4062. Thank you for the opportunity to submit this proposal.

Sincerely,

Michael A. Konoski

**TOWN ADMINISTRATOR'S REPORT**

September 28, 2015

Purchase Orders (numeric order)

201600516

Cato Oil, Co.

Diesel Fuel

10-4220-4066

\$12,372.60