



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, JANUARY 11, 2016

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

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

EXECUTIVE SESSION.....6:00 PM

REGULAR SESSION7:00 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.

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**BERLIN MAYOR AND COUNCIL
MEETING AGENDA
Monday, January 11, 2016**

6:00 PM

EXECUTIVE SESSION – BERLIN TOWN HALL

- a. Pursuant to Section §3-305(b)(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees or officials over whom the public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.
- b. Pursuant to Section §3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposals process
- c. Pursuant to Section §3-305(b)(7) To consult with counsel to obtain legal advice on a legal matter.

7:00 PM

REGULAR SESSION – Berlin Town Hall Council Chambers

1. Approval of the Minutes for:
 - a. Executive Session of 11/23/15
 - b. Statement of Closure 11/23/15
 - c. Regular Session of 11/23/15
2. FY2015 Financial Audit - PKS & Company
 - a. FY 2015 Audit presentation
 - b. Motion of the Mayor and Council 2016-01: Approving FY15 Audit
3. Resolution 2016-01: Issuing General Obligation Bond for acquiring the former Tyson Property
4. Motion of the Mayor and Council 2016-02: Adopting Maryland Smart Energy Community (MSEC) Energy Efficiency and Renewal Energy Plan – Administrative Services Director, Mary Bohlen
5. Motion of the Mayor and Council 2016-03: Authorizing Davis, Bowen, Friedel Engineering Proposal Tennis Court Replacement Project - Administrative Services Director, Mary Bohlen
6. Motion of the Mayor and Council 2016-04: Granting Alcohol Exemptions for Special Events - Economic and Community Development Director, Ivy Wells
 - a. 5/13/16 – Mayday Playday / America’s Coolest Small Town

- b. 6/4/16 – Jazz and Blues Bash
- c. 8/6/16 – Heritage Fair
- d. 9/23/16 and 9/24/16 Fiddlers Convention
- e. 10/15/16 – Octoberfest / Fall Sidewalk Sale / Hobbyhorse Race
- f. 12/31/16 – New Year’s Eve

7. Departmental Reports

- a. Finance Director – Natalie Saleh
- b. Water Resources/Public Works – Jamey Latchum
- c. Administrative Services Director – Mary Bohlen
- d. Electric – Tim Lawrence
- e. Police – Arnold Downing
- f. Planning – Dave Engelhart
- g. Managing Director – Jeff Fleetwood
- h. Economic and Community Development– Ivy Wells

8. Town Administrator’s Report

9. Comments from the Mayor

10. Comments from the Council

11. Comments from the Public

12. Comments from the Press

13. Adjournment



**BERLIN MAYOR AND COUNCIL
MEETING MINUTES
Monday, November 23, 2015**

6:30 PM EXECUTIVE SESSION – BERLIN TOWN HALL

- a. Pursuant to Section §3-305(b)(3) to consider the acquisition of real property for a public purpose and matters directly related thereto.
- b. Pursuant to Section §3-305(b)(7) to consult with counsel to obtain legal advice on a legal matter.

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

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

Council Absent Council Vice President Elroy Brittingham

Staff Present: Town Administrator Laura Allen, Managing Director Jeff Fleetwood, Planning Director Dave Engelhart, Chief of Police Arnold Downing, Utilities Director Tim Lawrence, Public Works and Water Resources Director Jane Kreiter, Administrative Services Director Mary Bohlen, Economic and Community Development Director Ivy Wells

Staff Absent: Finance Director Natalie Saleh, Town Attorney Dave Gaskill

1. Approval of the Minutes for:

- a. Executive Session for 11/9/15

On the motion of Councilmember Gulyas, the Executive Session minutes of November 9, 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	0			1

1.b. The Mayor read the statement of closure.

1.c. Approval of the Minutes of:
Regular Session of 11/9/15

On the motion of Councilmember Gulyas, the Regular Session minutes of November 9, 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	0			1

2. Atlantic General Hospital – Proclamation 2015-16: Giving Tuesday
Mayor Williams presented Michael Franklin and Todd Ferrante the Giving Tuesday Proclamation. Both gentlemen accepted on behalf of Atlantic General Hospital. Tuesday, December 1, 2015 has been proclaimed as Giving Tuesday. Giving Tuesday is an opportunity to encourage citizens to serve others throughout this holiday season and during other times of the year.
3. Motion of the Mayor and Council 2015-09: Canceling 12/28/15 meeting
Mayor Williams noted the time of year of the 12/28/15 meeting and the upcoming holidays and the fact that there are not any major issues pressing. Regular meetings will resume on January 11, 2016.

Councilmember Purnell, moved to approve Motion 2015-09, canceling the 12/28/15 meeting. The motion 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	0			1

4. Motion of the Mayor and Council 2015-10: Disposal of Vehicles, Chief Arnold Downing
Chief Downing addressed the Mayor and Council about the seven vehicles in need of disposal. These vehicles have been damaged for several years and used for parts when able. They have been stored at Racetrack Auto with no storage fee charged to the Town of Berlin for multiple years.

On the motion of Councilmember Burrell, the motion to dispose of seven Police vehicles 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	0			1

5. Departmental Reports

a. Water Resources/Public Works – Jane Kreiter

The staff in both departments are preparing for winter weather. Plows have been attached, spreaders are also attached. The Wastewater Treatment Plant staff is in the process of winterizing plant.

b. Administrative Services Director – Mary Bohlen

Just Walk Berlin, on November 14, 2015 had a record turnout of sixty-three (63) participants. Ms. Bohlen credits the increased crowd to the bounce house, health screenings and an increase in the course from one mile to two miles. Additionally, Ms. Bohlen was pleased to announce that Town had been awarded a Public Works grant of \$218,000 for the tennis courts. Construction should be able to begin Spring of FY16. The existing tennis courts will be torn out completely and replaced with a porous surface if the budget allows. Mayor Williams asked to be kept up to date on the status of the project. Currently, the Town is working with DBF (Davis, Bowen and Friedel) on getting bid specifications.

c. Electric – Tim Lawrence

The Christmas light are up and ready to work downtown. The Christmas Tree downtown was put up today (11/23/15) and decorated with bows. Cannery Village has approximately ten homes that are energized and have power to them.

d. Police – Arnold Downing

Chief Downing reported that Dollar General wanted to put a donation box in their store for toys for Worcester GOLD and after one day of the box being there it was in need of emptying. We are very grateful for the store's support. This year's holiday charitable events also include 'shop with a cop' via The Cricket Center. At this point Town Administrator, Ms. Allen asked Chief Downing to speak in reference to Purchase Order 20160080 for \$25,401.00 to Pittsville Motors for a new Police vehicle. This is in packet to be approved. This was a Purchase Order to Pittsville Motors for a replacement vehicle. Ocean Pines, Ocean City and Pocomoke all have used these new Interceptor/Explorers; they are the preferred Police Vehicle over the Tahoe's. There are approximately five Crown Victoria's left in the fleet. They will be phased out within three years. As a FYI, the delivery time for the Explorer is approximately two and half months. As a comparison, delivery time on the Tahoe's were approximately sixteen months. Chief also noted kudos to Pittsville Motors for consistently being below contract price. Future disposals will be handled on a case-by-case-basis. The Council approved the PO as part of the chief's report. On the motion of Councilmember Hall, this purchase order 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	0			1

e. Planning – Dave Engelhart

The department has received the Stormwater and Site Engineering plans and are compiling figures now. Mr. Engelhart stated that he knew the Planning Department had been busy. The following numbers help solidify that:

- 2013 – 145 Total building permits
- 2014 – 161 Total building permits
- YTD 2015 – 253 Total building permits

Mr. Engelhart noted that there have been eleven new home permits. Since the passage of ordinance requiring sprinklers, there have been five permits issued and two more are being processed. Mayor Williams noted that since the Wastewater Treatment Plant upgrade, it was expected that we would issue thirty (30) EDU's annually. Mayor Williams would like Water Resources and Public Works Director Ms. Kreiter and Finance Director Ms. Saleh to work together to see how close to the number we really are.

f. Managing Director – Jeff Fleetwood

Mr. Fleetwood informed The Council that there would be another new vehicle on the horizon. The Electric Utility had a vehicle totaled recently. He explained that the insurance company is paying more than the value of the vehicle.

g. Economic and Community Development– Ivy Wells

Ms. Wells had several updates and events for the upcoming Holiday Season:

11/24 – Visitors Center decorating party

11/27 – Holiday Arts Night and Tree Lighting Ceremony featuring the Peaches and Mayor Williams on the balcony of the Atlantic Hotel; there will be carriage rides with Santa driving the carriage. Mr. and Mrs. Claus will be at the Visitors Center. Piano legend Eric Byrd will be playing the piano at the Visitors Center.

11/27/15 - Downtown activities will include; Ice Corn Hole, melt-away treat tree for the children (as the tree melts children get the toys) , six ice sculptures sponsored by Ocean Downs Casino. The decorator of the tree this year was Autumn from Bleached Butterfly. WBOC filmed portions of the tree decoration, that will be aired on 12/2/15, WBOC's episode of Delmarva Life.

Saturday: 12/5/15 - Santa is being sponsored by Cannery Village and this particular Santa has local and national ties. He is the Ed France, grandson of local legendary storeowner 'Uncle Ned'. He was also the Santa in the White House when the Carter's were in administration. He will be on site 12 noon to 4 p.m.

12/12/15–Santa and Mrs. Claus 12 noon to 4 p.m.

12/19/15–Santa and Mrs. Claus 12 noon to 4 p.m

On a final note, Ms. Wells stated that the Germantown School application which Ms. Wells volunteered her personal time to help with obtaining the grant was successful.

6. Town Administrator's Report

Ms. Allen shared on behalf of Finance Director, Natalie Saleh that the second data pull with Tyler went well. There will be a chart of accounts meeting on December 3, 2016 between Ms. Allen, Ms. Saleh and Councilmember Burrell. Ms. Allen mentioned that there would be a series of Community Wide meetings in January to discuss incremental growth. The meetings will take place during the last weekend of January 2016, with a bad weather date of the weekend of February 19, 2016.

7. Comments from the Mayor – The Mayor noted that all of the time, but especially this time of the year with all of the world- wide events that we should work towards and look out for each other. Safe travels and a Happy Thanksgiving.

8. Comments from the Council

Gulyas – Councilmember Gulyas echoed Mayor Williams sentiments. Councilmember Gulyas gave kudos to the Electric Department's 'bulb eating machine'.

Hall – Councilmember Hall recently attended a Sustainable Maryland workshop in Cambridge, Maryland. Ms. Hall noted there are numerous new programs and funds that are being released by the Department of Commerce. Another seminar she attended in Salisbury was devoted to Economic Development. After seeing a news program on Television, Ms. Hall suggested that there should be cameras or shields of some sort in our customer service areas. Discussion followed and Mayor Williams summarized as it all begins with discussion.

Burrell – no comment

Purnell – no comment

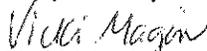
9. Comments from the Public

Mitchell David a resident of Berlin expressed concerns about where are the architectural design standards, in the Town. Mayor Williams responded by saying that in the Planning and Zoning commission three years ago determined that they didn't have the expertise. Consultants have been hired to work on the design standards. Mayor Williams explained that this process will take place in calendar year 2016. Who initiates the consultants, community growth and design standards will come as part of a drill down from the strategic plan and will be discussed in upcoming meetings in January.

10. Comments from the Press - None

11. Adjournment – 7:55 p.m. on the Motion of Councilmember Burrell

Respectfully Submitted,


Vicki Magin

Administrative Assistant

PKS Presentation



MOTION OF THE MAYOR AND COUNCIL No. 2016-01

A motion of the Mayor and Council of the Town of Berlin approving the FY15 Financial Audit as presented by Pigg, Krahl, Stern and Co.

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

Resolution 2016-01

To be provided at the meeting



MOTION OF THE MAYOR AND COUNCIL No. 2016-02

A motion of the Mayor and Council of the Town of Berlin adopting the **Energy Reduction and Renewable Energy Assessment Plan** as part of the requirements of being a Maryland Smart Energy Community.

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

TOWN OF BERLIN
Energy Reduction and Renewable Energy Assessment Plan
for Maryland Smart Energy Communities



Maryland Energy
ADMINISTRATION
Powering Maryland's Future

I. ENERGY REDUCTION POLICY/RENEWABLE ENERGY POLICY

The Mayor and Council approved and enacted both policies at their meeting of September 14, 2015 by unanimous vote. The policies are attached as Exhibit A-1 and A-2 respectively.

II. EXECUTIVE SUMMARY

A. Summary of Municipal Energy Uses:

In Fiscal Year 2015 (July 1, 2014 to June 30, 2015), the Town of Berlin consumed 3,013,760 kWh of electricity across 77,292 gross square feet of space (11 buildings, including the entire wastewater treatment operation and two spray irrigation facilities, 22 water and sewer pumps and lift stations, and streetlights). The Town therefore consumed approximately 38.992 kWh per square foot (see Table 1 below).

The Town currently has a 5kW prototype wind turbine installed at one town building; unfortunately the turbine has not been functioning, but is scheduled for repair. This is the only renewable energy source currently in place. Plans for achieving the MSEC energy efficiency and renewable energy goals for the upcoming years are described in Section IV of this report.

B. Summary of Energy Use Baseline and Plans for Reductions

TABLE 1 Baseline and Reductions

Total Electricity in Baseline Year FY2015 (kWh)	3,013,760
Total Gross Square Feet (SQFT)	77292
Electricity/SQFT Baseline (kWh/sqft per year)	38.992
15% (kWh/sqft per year)	5.849
Reductions 15% by 2020 (kWh – assuming building sqft constant)	452,064
Renewable Energy Goal 20% by 2022 (kWh)	602,752

III. ENERGY USE BASELINE INVENTORY

A. Local Government Energy Consumption for the Baseline Year

TABLE 2 Energy Consumption for Baseline Year FY2015

Building Type and Address	Building Age	Building Size	Electricity Conventional (purchased)	Electricity Renewable Energy (produced on site)	Electricity Total	Electricity Consumption Intensity
	Year Built	Gross Square Feet	kWh	kWh	kWh	Total kWh/SF
Visitor's Center	1950	2804	19,364	0	19,364	6.906
POLE BARN	0	3500	5,900	0	5,900	1.686
PUBLIC WORKS	1970	790	25,397	0	25,397	32.148
TOWN HALL	1924	5220	128,880	0	128,880	24.690
PLANNING & ZONING	1924	1140	16,171	0	16,171	14.185
Savage Substation	1988	6136	62,864	0	62,864	10.245
POLE BARN WWTP	2011	2400	15,994	0	15,994	6.664
WASTEWATER PLANT	2011	44398	1,500,400	0	1,500,400	33.794
POWER PLANT	1907	9700	369,600	0	369,600	38.103
(Choptank) New Spray Site	2013	720	93,874	0	93,874	130.381
(Choptank) Lee Rd. Spray Site	1994	484	93,874	0	93,874	193.955
Subtotal for Buildings		77292	2,332,318	0	2,332,318	30.175
Subtotal for Other		0	308,897	0	308,897	N/A
Subtotal Streetlights		0	372,545	0	372,545	N/A
Total		77292	3,013,760	0	3,013,760	38.992

IV. ELECTRICITY REDUCTION PLAN

A. Narrative Summary

As the first Sustainable Maryland Community, Berlin has an excellent record of implementing innovative, environmentally sensitive programs. We consider responsible energy use by employees in our organization to be one of them.

The Town of Berlin has, for several years, worked toward improving its energy efficiency and reducing energy use. In 2010 Berlin was the recipient of a Maryland Energy Administration EmPOWER Energy Efficiency and Conservation Block Grant (EECBG). Under this grant a field audit was performed on the Town's primary business offices, Town Hall and Police Department and Planning & Zoning Department and several improvements made based on the recommendations of the audit report. High efficiency lighting, room occupancy sensors, solar window film and an exterior door were installed either to upgrade existing fixtures (lighting and door) or as new items (occupancy sensors and solar film) to improve efficiency. Work was completed in 2012.

Since that time, and outside the grant program, Berlin has continued to replace light fixtures with energy efficient fixtures as needed and purchased energy efficient items (such as refrigerators, printers, etc.) to replace existing equipment as needed.

In calendar year 2015, Berlin has implemented a peak-shaving program for our municipal electric customers, including Town-owned buildings and facilities. Each Town facility has an employee assigned to take energy-saving steps when a peak-shaving alert is issued; these employees are responsible for ensuring that unnecessary lights and equipment are turned off during the peak-shaving period. Our Wastewater Treatment Plant also switches to generator power during these times.

While not directly applicable to the energy reduction intended to result from this program, Berlin, through our municipal electric utility provides free home energy audits to our customers, offers ideas and suggestions for electric energy reduction to our customers through direct contact, our website, and our quarterly Town newsletter, and has, in past years, provided energy saving products directly to our customers. By encouraging and facilitating energy conservation by our customers, we reduce the overall electric usage of the Town as a whole.

Berlin has recently implemented a formal purchasing policy which incorporates environmental awareness into our procurement process.

By continuing the initiatives described above, particularly those put into place within the last 12-18 months, we hope to see a reduction in our electric consumption become apparent within the next 12-18 months. Additionally, we hope to undertake the following initiatives or projects to further reduce electric consumption:

- Ongoing/Completed within the last 12-18 months:
 - Upgrading of lighting within Town facilities.
 - Implementation of a "Peak-Shaving" program as described above.
 - Encouragement of responsible electricity use by Town employees; turning off office lights and equipment when away from the desk for a period of time and particularly overnight/weekends.

- Within the upcoming 12 months:
 - Complete upgrade of the lighting at the Town Welcome Center from the existing T-12 bulbs to more efficient T-8 bulbs. This will involve the replacement of 126 units.
 - Phase I of the replacement of bulbs in the Victorian streetlights from the existing 100 watt HPS (high-pressure sodium) bulbs to more efficient 27 watt LED bulbs. This will involve the replacement of 62 units in the downtown area.

- Phase II of the replacement of bulbs in the Victorian streetlights from the existing 100 watt HPS (high-pressure sodium) bulbs to more efficient 27 watt LED bulbs in residential areas of the Town.
 - Incorporation into the Town Standards of a requirement for installation of LED lighting in new developments or for other new installation.
 - Replacement of lighting at Stephen Decatur Park tennis courts with solar powered lights (this is part of a Community Parks and Playgrounds grant project).
 - Replacement of 8 lights throughout Stephen Decatur Park with solar powered lights.
 - Replacement of lighting at Town facilities not completed to date. Facilities would include the Public Works office building, Power Plant and Lee Road Spray Facility. The Wastewater Treatment Plant and Five Mile Branch Spray Facility will be evaluated, but lighting should be up to modern standards as these buildings were built within the last four years.
 - Replacement of outdated appliances, such as refrigerators, at Town facilities.
 - Elimination of radiant-type space heaters in individual offices.
- Within four years:
 - Installation of a Community Solar Garden allowing customers to “buy” a panel or shares in a panel and receive a credit to their electric utility bill. Town facilities are metered and billed as any other customer of the municipal electric utility, therefore the Town may also purchase shares in the garden as a customer, however, the Town’s residential and commercial customers would be the priority for share availability. The solar garden will result in an overall reduction of community electric usage.
 - Connection of the Town’s Electric Utility Substation to the Community Solar Garden array. This will result in a direct reduction of Town electric use.
 - Installation of smart-meters throughout Town, both at Town owned and operated facilities and for our electric utility customers. This will make energy use reduction more easily attainable and will make tracking energy consumption more efficient.
 - Substation Level-Regulator voltage reduction. The installation of these regulators is part of the Electric Utility’s capital improvement plan and will result in an overall reduction of community electric usage.

IV. ELECTRICITY REDUCTION PLAN

A. Narrative Summary

Berlin is actively seeking the development of renewable energy projects both for Town facilities and for use by our Electric Utility customers.

- Ongoing:
 - The Town of Berlin operates its municipal electric plant in a manner consistent with state law which requires the Town to purchase Renewable Energy Credits (RECs) from a renewable source connected with the electric distribution grid serving Maryland.
 - In January 2014, the Town permitted the installation of a prototype wind turbine which is designed to have a 5kW capacity. While the turbine has not been operational, it is under

repair and expected to begin regular operation. Based on a commonly accepted capacity factor for wind generation of 30 percent, meaning a wind turbine should be generating electricity for 30 percent of the year or 2,630 hours, the Town's wind turbine should generate about 13,148 kWh per year.

- Within the upcoming 12 months:
 - Community Solar Garden (see Section IV)
 - Installation of solar lighting in Stephen Decatur Park (see Section IV)
 - Further exploration of solar power options, such as parking shelters.

B. Renewable Energy Goal

TABLE 3: Projected Renewable Energy

Total Electricity in Baseline Year (kWh)		3,013,760	
20 % RE Goal (kWh)		602,752	
Project/Type	Status	Projected RE kWh	% of Goal
Community Solar Garden Array	Projected	TBD	TBD
Wind-Turbine	Installed/Under Repair	13,148	2 %
*Purchase of RECs	Ongoing		5.33%
Installation of Solar Lighting in SDP	Pending/Projected		

*Note: The Town's purchase of RECs is an offset to our Municipal Electric Utility; therefore the percent indicated is representative of the percent of overall purchased power. Source: Booth & Associates consulting engineers.

ATTACHMENTS

- A-1-Energy Efficiency Policy
- A-2- Renewable Energy Policy



TOWN OF BERLIN
ENERGY EFFICIENCY POLICY

A POLICY DECLARING THE MAYOR AND COUNCIL'S INTENT TO TAKE A LEADERSHIP ROLE IN REDUCING ELECTRICITY CONSUMPTION WITHIN THE TOWN OF BERLIN, PARTNERING WITH THE MARYLAND ENERGY ADMINISTRATION, AND ENROLLING AS A MARYLAND SMART ENERGY COMMUNITY.

WHEREAS, by adhering to the Maryland Energy Administration's Smart Energy Communities Program the Town of Berlin has committed to being a socially responsible leader by decreasing its electricity consumption; and

WHEREAS, the Town of Berlin recognizes that by smartly investing in energy efficiency, it can have significant monetary savings in the long term;

NOW, THEREFORE, THE TOWN OF BERLIN MAYOR AND COUNCIL RESOLVES TO ADOPT THE FOLLOWING GOALS AND COMPLETE THE FOLLOWING INITIATIVES LISTED BELOW:

Section 1: PURPOSE. The purpose of this policy is:

- To become a Maryland Smart Energy Community by enrolling within the program and following the instructions provided by the State of Maryland.
- To establish the goal of reducing per-square-foot electricity consumption by 15 percent relative to the baseline within 5 years of the baseline year.
- To report electricity consumption and progress towards the goal annually to the Maryland Energy Administration in order to assure that the Town of Berlin accomplishes said goals in a timely fashion.

Section 2: DEFINITION. For the purpose of this policy, the following terms shall have the meaning given:

- a) *Electricity Consumption* – The amount of kilowatt-hours (kWhs) consumed by the Town of Berlin on an annual basis including electricity generated and consumed on-site and electricity purchased from a utility.
- b) *Building Space* – The amount of gross square feet (GSF) of building space owned by the Town of Berlin AND for which electricity is paid by the Town of Berlin.
- c) *Per-square-foot-electricity consumption* – Electricity consumption (in kWhs) divided by building space (in GSF) calculated on an annual basis.
- d) *Baseline* – Per-square-foot-electricity consumption (kWhs/GSF) in a pre-determined baseline year. May include streetlights, but is not mandatory. Must include all buildings as well as sewer and water facilities.

e) *Baseline Year* – The 12-month period selected by the Town of Berlin as the baseline.

Section 3: BASELINE DOCUMENTATION

The baseline including data related to the specific time period, electricity consumption, building size, and results will be completed by November 2, 2015 and can be found as an appendix to later be attached to this document titled, "MSEC_Baseline_BERLIN"

Section 4: GUIDELINES

The Town of Berlin will maintain an annual electricity consumption inventory for all Berlin owned buildings and other entities captured in the initial baseline. This annual inventory will be conducted using Energy Star Portfolio Manager or similar tool.

Plans and Implementation

The Town of Berlin will additionally establish an Energy Reduction Plan. The plan will outline the process and include a timetable of execution by which the Town of Berlin will accomplish designated tasks in order to reach their goal. Berlin will implement the necessary projects laid out in their Energy Reduction Plan in order to meet the goal outlined in this policy.

Questions/Enforcement

All inquiries should be directed to the person responsible for implementing this policy. The Community Energy Manager and/or their designee will implement this policy.

Applicability

This policy applies to all departments of the Town of Berlin with the exception of the exclusions outlined in the definitions above.

Section 5: EFFECTIVE DATE

This policy shall be effective immediately.

9/14/15
Date


Wm G. Williams, III, Mayor.

Town/City/County Energy Efficiency Policy	
Original Proposal Date	
Revision Date	
Adoption Date	
Effective Date	



TOWN OF BERLIN
RENEWABLE ENERGY POLICY

A POLICY DECLARING THE MAYOR AND COUNCIL'S INTENT TO TAKE A LEADERSHIP ROLE IN RENEWABLE ENERGY GENERATION WITHIN THE TOWN OF BERLIN, PARTNERING WITH THE MARYLAND ENERGY ADMINISTRATION, AND ENROLLING AS A MARYLAND SMART ENERGY COMMUNITY.

WHEREAS, by adhering to the Maryland Energy Administration's Smart Energy Communities Program the Town of Berlin has committed to being a socially responsible leader by increasing control of its own renewable energy production; and

WHEREAS, the Town of Berlin recognizes that by smartly investing in renewable energy, it can have significant monetary savings in the long term;

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN RESOLVES TO ADOPT THE FOLLOWING GOALS AND COMPLETE THE FOLLOWING INITIATIVES LISTED BELOW:

Section 1: PURPOSE. The purpose of this policy is:

- To become a Maryland Smart Energy Community by enrolling within the program and following the instructions provided by the State of Maryland.
- To reduce conventional centralized electricity generation serving local government buildings by meeting 20 percent of those buildings' electricity demand with distributed, renewable energy generation by 2022.
- To develop and initiate a Renewable Energy Action Plan to map out how the community will reach its Renewable Energy Goal.
- To report electricity consumption and renewable generation capacity annually to the Maryland Energy Administration in order to assure that the Town of Berlin accomplishes said goals in a timely fashion.

Section 2: DEFINITION. For the purpose of this policy, the following terms shall have the meaning given:

- a) *Renewable Energy* – Energy generated from anyone of the following sources: solar, wind, biomass (excluding saw dust), methane from anaerobic digestion of organic materials, geothermal, ocean, fuel cells powered by methane or biomass, poultry litter, and waste-to-energy facilities.
- b) *Electricity Consumption* – The amount of kilowatt-hours (kWhs) consumed by Berlin on an annual basis including electricity generated and used on-site and electricity purchased from a utility.

- c) *Renewable Energy Action Plan* – Provides details on current and future electricity consumption, estimates required renewable energy production to meet 20 percent of said energy consumption, and designs plans with detailed installation measures and time tables that enable the Town of Berlin to reach its 2022 goal.
- d) *Baseline* – Total electricity consumption (kWhs) in a pre-determined baseline year. May include streetlights, but is not mandatory. Must include all buildings as well as sewer and water facilities.

Section 3: BASELINE DOCUMENTATION

The baseline including data related to the specific time period, electricity consumption, building size, and results will be completed by November 2, 2015 and can be found as an appendix to later be attached to this document titled, "MSEC_Baseline_BERLIN"

Section 4: GUIDELINES.

The Town of Berlin will maintain an annual electricity consumption inventory for all BERLIN owned buildings and energy consuming entities. This annual inventory will be conducted using Energy Star Portfolio Manager (or equivalent energy management program previously approved by the Maryland Energy Administration).

Plans and Implementation

The Town of Berlin will additionally conduct a Renewable Energy Action Plan to assess the amount of renewable energy that currently exists within Berlin. Any currently existing renewable energy will be included within the 20 percent reduction goal. For example, if the city determines from the Renewable Energy Action Plan that it already meets 3 percent of its energy consumption needs with renewable energy, only an additional 17 percent of renewable energy production would be required in order to meet the city's final goal.

Finally, the city will implement the necessary projects in order to ensure that a minimum of 20 percent of local government building's energy consumption is supplemented by locally generated renewable energy sources by the year 2022.

Questions/Enforcement

All inquiries should be directed to the person responsible for implementing this policy. The Community Energy Manager and/or their designee will implement this policy.

Applicability

This policy applies to all departments of the Town of Berlin with the exception of the exclusions outlined in the definitions above.

Section 5: EFFECTIVE DATE

This policy shall be effective immediately.

9/14/15
Date

W. G. Williams, III
Wm. G. Williams, III, Mayor

Town/City/County Energy Efficiency Policy	
Original Proposal Date	
Revision Date	
Adoption Date	
Effective Date	



MOTION OF THE MAYOR AND COUNCIL 2016-03

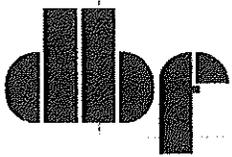
A motion of the Mayor and Council of the Town of Berlin authorizing a contract with **Davis, Bowen and Friedel, Inc.** in the amount of **\$27,740.00** for Design Phase Services, Bidding and Award Administration, and Construction Phase Services for the Stephen Decatur Park Tennis Courts Replacement Project.

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



December 9, 2015

Town of Berlin
10 Williams Street
Berlin, MD 21811

Attn: Ms. Mary Bohlen
Deputy Town Administrator

Re: Stephen Decatur Park - Tennis Courts
Proposal for Design Phase Services
Berlin, Maryland
DBF # P0050A15.019

*Michael P. Wgley, AIA, LEED AP
Randy B. Duplechain, P.E.
Charles P. Woodward, Jr., LS
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Lorr, P.E.
Ring W. Lardner, P.E.
Gerald G. Friedel, P.E.*

Dear Ms. Bohlen:

Davis, Bowen & Friedel, Inc., (DBF) is pleased to offer the following proposal for design and construction phase engineering services associated with Stephen Decatur Park Tennis Court Replacement Project. It is our understanding that you desire design and construction specifications for improvements to the tennis courts at the Stephen Decatur Park. Bids will include standard court material replacement with an alternate bid for a porous court material. Based on this understanding, our scope of work will be to develop technical specifications and site plans for permitting and construction of the proposed work. A breakdown of services and fees are as follows.

DESIGN PHASE SERVICES

Survey

We will locate all existing visible surface features in the immediate area of the tennis courts and fence, as pertinent to the design of the project. We will determine the grades of the existing courts and adjacent ditches or swales for drainage design.

DBF will coordinate with the Town and Miss Utility for utility locates to mark all underground utilities within the project area prior to survey. Our topographic survey will include location of all Miss Utility markings and flagging.

Lump Sum Fee \$1,980

Design & Construction Drawings

We will provide construction drawings, technical specifications, and bidding documents necessary for the proposed work. We will also include drainage design, as necessitated by the porous or standard court surface drainage system. Storm drain design is limited to drainage from the porous or standard pavement runoff, and does not include downstream conveyance systems. Two additional field visits and/or meetings with Town staff and officials are included in this design cost.

The Town will be purchasing and installing the proposed lighting system. The Town will provide lighting locations and other information pertinent to construction coordination. The Town will also provide a list

of any tennis court accessories desired (e.g., nets, benches, signs). Geotechnical sampling, testing and evaluation will be provided by an outside consultant. It is anticipated that 2 soil borings will be required and the cost of those borings and associated testing and analysis is included in our design cost.

Lump Sum Fee \$6,600

Erosion & Sediment Control

We will prepare Erosion & Sediment Control plans, and will submit those plans to the Worcester Soil Conservation District for review and comment. We will address those comments and resubmit for approval.

Lump Sum Fee \$2,160

Stormwater Management

We will prepare site plans, and waiver request forms and submit to the Town's SWM reviewer, EA Engineering, Science & Technology, Inc., for a SWM waiver.

Lump Sum Fee \$1,080

CONSTRUCTION PHASE SERVICES

Bidding

DBF will provide Bidding and Award Administration including assisting with advertising, soliciting interest from contractors, responding to bidder questions, preparation of addenda, attendance at the Pre-Bid Meeting and Bid Opening, reviewing Bids received and recommendation of award. Actual cost for advertising shall be paid by the Town, or if requested, can be handled as a direct expense by DBF. Newspaper advertising costs are not included in the Lump Sum fee.

Lump Sum Fee \$6,000

Construction Administration Services

Construction Administration Services will be provided throughout the project construction and will include the following:

- Coordinate between the Town of Berlin and Contractor when appropriate.
- Conducting the Pre-Construction Conference and progress meetings for the project on behalf of the Town of Berlin including preparation and distribution of meeting minutes.
- Review of submittals by the Contractor on materials proposed for use in the construction project.
- Answer Contractor and Town of Berlin questions regarding project materials, equipment, and construction processes.
- Supervision of part time Resident Project Representative (RPR) monitoring and reporting activities, and distribution of Daily Field Reports generated by the RPR.
- Evaluate and track the construction schedule with notice provided to the Town of Berlin as scheduling issues arise.
- Coordinate any necessary quality control on behalf of the Town of Berlin as required by the Contract Documents or testing that may be in addition to that already provided by the Contractor.
- Review Contractor progress payment applications, make recommendations, and submit to the Town of Berlin.
- Communication with the Contractor pertaining to conflict resolution and any other issues relevant to construction activity.

- Review and recommendations for Contractor Change Order requests.
- Schedule and participate in the final inspection of the completed work to result in preparation of a punch-list.
- Verification that punch-list items have been completed and recommendations regarding acceptance to the Town of Berlin.
- Schedule, conduct, and report the results of the end-of-warranty inspection of constructed improvements.
- Construction Administration fees are based on 60 day construction period.

Lump Sum Fee \$6,720

Inspection Services

RPR Services will be provided as necessary throughout the project construction and will include the following:

- Part-time time inspection of above-ground and accessible improvements to verify compliance with project specifications.
- Inspection of materials provided by the Contractor for use in the construction project.
- Preparation of Daily Field Reports to summarize the Contractor's activities and field conditions.
- Maintain project record of field reports, meeting minutes, and construction correspondence.
- Monitoring any testing activities to confirm compliance with requirements of project specifications.
- Informing the Engineer as to the progress and quality of work.
- Review changes observed to accommodate field conditions and maintain RPR field as-built set, as well as review Contractor As-builts for preparation of Record Drawings/
- Informing the Contract Administrator of any conflicts and formulation of punch-list at conclusion of constructed improvements.

Inspection fees assume one inspector part-time for a total of 40 hours over the 60 day construction period. Estimated inspection hours for construction meetings and final inspection are also included in the estimated fee.

Estimated Fee \$3,200

We are anticipating that the design will be completed as a Town infrastructure maintenance replacement project. No detailed stormwater management, or other permitting services are anticipated or included in this estimate. If stormwater management design is required, permitting can be provided as additional services. No specific funding agency requirements or coordination are anticipated by DBF. No specific public hearing services are included beyond the two site visits specified in design. It is understood that the scope of work and associated fees described herein shall exclude any permit application fees, agency review fees, recordation fees, and any other fees assessed by any government or regulatory agency for the purpose of reviewing and/or permitting the plan.

We will provide the design and construction phase services described above for a lump sum fee of \$24,540 plus an estimated fee of \$3,200 for inspection services. Any work authorized by the Town beyond the scope of this proposal can be billed as additional services on an hourly basis. Invoices for all services will be rendered monthly based upon actual work completed during the previous month. Payment terms and any authorized additional services will be in accordance with the attached Schedule of Rates No. 46.

Proposal: Stephen Decatur Park – Tennis Courts
Town of Berlin
December 9, 2015
Page 4

We will complete the design and submit to the Town for review within 60 days of authorization to proceed.

We appreciate the opportunity of providing this proposal and look forward to working with the Town to successfully complete this project. If this proposal is acceptable to you, please sign on the space provided and return one copy for our files. This proposal is valid for 30 days.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Joshua J. Taylor, P.E.
Associate

N:\promotional\proposals\2015\P0050A15\P0050A15.019\P0050A15.019 12.09.15,jjt.doc

Enclosure

Accepted By: _____

Town of Berlin

Date: _____

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES AND GENERAL CONDITIONS
 SCHEDULE NO. 46
 Effective June 1, 2015

CLASSIFICATION

Principal
 Senior Architect
 Architect
 Senior Landscape Architect
 Landscape Architect
 Senior Engineer
 Engineer
 Construction Administrator
 Senior Traffic Engineer
 Traffic Engineer
 Geologist
 GIS Specialist
 Senior Surveyor
 Associate Surveyor
 Surveyor
 Senior Designer
 Computer Graphics Designer
 Designer
 CADD I
 CADD II
 Computer Administrator
 2 Man Field Crew
 3 Man Field Crew
 GPS Unit (1 man)
 GPS Unit (2 man Crew)
 GPS Unit (3 man Crew)
 Resident Project Representative
 Water/Wastewater Operator
 Clerical
 Travel
 Direct Expense
 Prints (In-house Reproduction)

HOURLY RATE

\$170.00
 \$150.00
 \$120.00
 \$150.00
 \$120.00
 \$150.00
 \$120.00
 \$120.00
 \$150.00
 \$120.00
 \$120.00
 \$110.00
 \$150.00
 \$120.00
 \$115.00
 \$115.00
 \$100.00
 \$105.00
 \$95.00
 \$85.00
 \$100.00
 \$140.00
 \$175.00
 \$110.00
 \$150.00
 \$200.00
 \$80.00
 \$120.00
 \$60.00
 \$0.50
 Cost + 10%
 \$2.50/sheet

GENERAL CONDITIONS

INVOICES & PAYMENT

Invoices are sent monthly or sooner if project is complete. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, DBF shall be entitled to recover also its costs of collection, including counsel fees and expenses. DBF reserves the right to adjust its schedule of rates annually. Any such adjustments will be effective within 30 days after written notification to the client.

TERMINATION OF CONTRACT

Client may terminate this agreement upon seven days' prior written notice to DBF for convenience or cause. DBF may terminate this Agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at DBF's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice.

LIMITATION OF LIABILITY

Client agrees to limit DBF's liability related to any errors or omissions to a sum that shall not exceed the total professional fee for the project.

INDEMNIFICATION

Client and DBF each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees caused by the other's negligence. To the extent such claims, losses, damages or expenses are caused by the joint or concurrent negligence of client and DBF, the same shall be borne by each party in proportion to its negligence. This shall in no way affect the limitation of DBF's liability expressed in the preceding paragraph.

FORCE MAJEURE

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

CONSTRUCTION PHASE SERVICES

If this Agreement provides for any construction phase services by DBF, it is understood that the contractor, not DBF, is solely responsible for the construction of the project, and that DBF shall not be responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor, its subcontractors or suppliers.

OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by DBF pursuant to this Agreement, including electronic media, are instruments of DBF's professional service, and DBF shall retain an ownership and property interest therein. DBF grants client, during the period of DBF's service, a license to use such documents for the purpose of constructing, occupying and maintaining the project. Reuse or modification of any such documents by client or client's agents, without DBF's written permission, shall be at client's sole risk; and client agrees to indemnify and hold DBF harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client.

USE OF ELECTRONIC MEDIA

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by DBF. Files in electronic media format or text, data, graphic or other types that are furnished by DBF to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, DBF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, computer hardware or of a protocol differing from those in use by DBF during the period of this agreement.

SUCCESSORS & ASSIGNS

The client and DBF bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

MISCELLANEOUS PROVISIONS

Unless otherwise specified, this Agreement shall be governed by laws of the State in which the work is performed, and the courts of such State shall have exclusive jurisdiction over any disputes hereunder. Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. If this schedule is incorporated or referenced in an agreement with client, the terms of this schedule shall prevail in the event of any conflict with the terms of such agreement.

REIMBURSABLE EXPENSES

Other expenses known as direct expenses incurred in the interest of the project (including travel, toll communications, postage, delivery, photographs, subcontract engineering, testing or other consultants, renderings, models, etc.) will be billed monthly at DBF's actual cost plus ten percent.



MOTION OF THE MAYOR AND COUNCIL No. 2016-04

**2016 SPECIAL EVENT EXCEPTION FOR
CONSUMPTION OF ALCOHOL**

A motion of the Mayor and Council approving an exception to Ordinance 2011-11, Chapter 30-1 to allow the consumption of alcohol in non-glass containers within the closed areas of Main Street and Stevenson Lane to 14 South Main Street, 104 Pitts Street to the intersection of Broad and Commerce Street, Main Street to the intersection of Broad and Gay Street and 4 Bay Street to the back of the parking lot at the Atlantic Hotel for the events listed below.

May Day Play Day – Friday, May 13, 2016; 5:00pm to 9:00 pm

Berlin Jazz and Blues – Saturday, June 4, 2016; 12 noon to 9:00 pm

Heritage Fair – Saturday, August 6, 2016; 12 noon to 4:00 p.m.

**Fiddlers Convention – Friday, September 23, 2016; 6:00 pm to 10:00 pm
Saturday, September 24, 2016; 12 noon to 5:00 pm**

**Octoberfest / Fall Sidewalk Sale / Hobby Horse Race - Saturday, October 15, 2016; 12
noon to 6:00 pm**

New Year's Eve Ball Drop – Saturday, December 31, 2016; 10 pm to 1 am

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



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



January 12, 2016

Ms. April R. Payne, Administrator
Board of License Commissioners of Worcester County
One West Market Street – Room 1201
Snow Hill, MD 21863

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for consumption of alcohol during 6 events during our 2016 event schedule.

- May Day Play Day, Friday, May 13; 5:00 p.m. to 9:00 p.m.
- Berlin Jazz and Blues, Saturday, June 4; 12 noon to 8:00 p.m.
- Heritage Fair – Saturday, August 6; 12 noon to 4:00 p.m.
- Fiddlers Convention, Friday, September 23; 7:00 p.m. to 10:00 p.m.
Saturday, September 24; 12 noon to 5:00 p.m.
- Octoberfest/Fall Sidewalk Sale/Hobby Horse Race, Saturday, October 15; 12:00 a.m. to 6:00 p.m.
- New Year's Eve Ball Drop – Saturday, December 31; 10 p.m. – 1 a.m.

We are formally requesting the Board of License Commissioners to allow requested exemptions for Worcester County Beverage License Holders in Berlin, who apply for approval permits allowing patrons to leave their licensed establishments and enter into our designated area during the times stated above. As in the past all licensees' approvals will prohibit off sale of alcoholic beverages in "glass" containers.

We respectfully ask for the Board's approval of this request as we have had few, if any, major problems in the past and realize the on-going economic benefit for our local businesses participating in this program.

Thank you for your consideration.

Sincerely,

Wm. Gee Williams, III
Mayor

ESSEY TRAVEL

2014 Winner
Berlin, MD

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

Request for Suspension of the Open Container Ordinance in Designated Areas

Six (6) 2016 Events – with no bottles or glass allowed

Mayday Playday / America's Coolest Small Town 5/13/16

Berlin Jazz & Blues Bash 6/4/16

Berlin Heritage Fair 8/6/16

Fiddlers Convention 9/23 thru 9/25/16

Octoberfest / Fall Sidewalk Sale / Hobbyhorse Race 10/15/16

New Year's Eve Ball Drop – December 31, 2016

Council Copies of Correspondence



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



December 18, 2015



Diane Germann, Manager
Jeff Latchum, Sales Associate
Dollar General Store
10136 Old Ocean City Blvd
Berlin, MD 21811

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

Dear Diane and Jeff:

On behalf of the Mayor and Council and the citizens of the Town of Berlin, I would like to personally express my sincere thanks to you for your generous donations to the Berlin Police Department for distribution to the children of the community.

Your responsiveness to this project is greatly appreciated; proving once again that the Town of Berlin is fortunate to have so many business people who are supportive in so many ways.

Many thanks again for your act of kindness and willingness to help make this Holiday Season truly happy for those less fortunate.

Sincerely,

Wm. Gee Williams, III

Mayor

CC: Chief Arnold Downing

Dear Mayor:

I want to personally thank you and the city Council for your generous support and attending the "Hel Blick Award". It turned out to be a special night for me, and the pinnacle event of my life. I am so happy that you, Troy, Lisa & others were able to share it with me. The churches, especially Diakonie, really needed the support. God Bless All of You.

Kindly,
Jack Rindner

NOTICE

This is a notice informing customers of door hangers change:

DOOR HANGER NOTICE

All Utility Customers:

Berlin will soon be implementing a change in the way customers are notified of pending utility termination for non-payment. For many years customers who were delinquent in paying their Electric and/or Water/Sewer bills received final notice via a yellow door-hanger, informing them of the amount owed and the date that service would be terminated for non-payment. We've received some complaints that the door hangers were damaged by the rain or blown off by the wind. We're changing the process to ensure those customers with overdue bills receive their final notice. Starting January 1st, customers facing termination will begin receiving these notices by mail in a yellow envelope; door-hangers will no longer be delivered.



Mayor & Council of Berlin

10 William Street
 Berlin, MD 21811
 410-641-2770
 www.berlinmd.gov



2016 Holiday and Special Trash and Recycling Collection Schedule

To: All Residents/Businesses

For your convenience, we are providing the following information for Berlin's holiday trash and recycling schedule and special collections for 2016. Trash and Recycling must be placed at the curb by 6:00 AM on collection day; items placed after 6:00 may not be collected. It is acceptable to put items at the curb the night before collection.

<u>Date</u>	<u>Holiday</u>	<u>Trash/Recycling Collection Changes & Special Collections</u>
Wednesday, January 6 & 13		Live-Cut Christmas Tree curbside collection - see reverse
Monday, January 18	Martin Luther King, Jr. Day	No recycling collection
Monday, February 15	President's Day	No recycling collection
Friday, March 25	Good Friday	No recycling collection. Friday trash collection will be on Monday, Mar. 30.
April 20 & 27		Spring Yard Waste Collections-See reverse
May 4 & 11		Spring Bulk Collections-See reverse
Monday, May 30	Memorial Day	No recycling collection
Monday, July 4	Independence Day	No recycling collection
Monday, September 5	Labor Day	No recycling collection
Monday, October 10	Columbus Day	No recycling collection
Friday, November 11	Veterans' Day	Friday trash collection will be on Monday, Nov. 14.
November 16 & 30		Fall Bulk Collections – See Reverse
Thursday, November 24 & Friday, November 25	Thanksgiving	If your normal trash day would be Thursday, Nov. 24 or Fri., Nov. 25, your trash will be collected on Wed., Nov. 23. There will be no recycling collection on Fri., Nov. 25.
December 7 & 14		Fall Yard Waste Collections – See Reverse
Friday, December 23 (offices close at noon) & Monday, December 26	Christmas Holiday	Trash for Fri., Dec. 23- no change Recycling for Fri., Dec. 23-no change Recycling for Mon., Dec. 26 – will be on Fri., Dec. 30
Friday, December 30 (offices close at noon) & Monday, January 2, 2017	New Year Holiday	Trash for Fri., Dec. 30 – no change Recycling for Fri., Dec. 30 – no recycling collection Recycling for Mon., Jan. 2 – will be on Fri., Dec. 30
Wednesday, January 4 & 11, 2017		Live-Cut Christmas Tree curbside collection - see reverse

If there are any questions about trash or recycling collection in the Town of Berlin, please contact the Public Works Department at 410-641-4001 or email wpurnell@berlinmd.gov.

Please see reverse for information on Special Collections of Yard Waste, Bulk Items and Christmas Trees.

JAN 7 '16 AM 9:41

MEMO FROM
Berlin Parks Commission

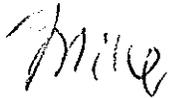
Thursday Jan 7, 2015⁶

TO: Mayor Gee Williams

FROM: Michael Wiley, Chairman Berlin Parks Commission

Mayor Williams:

At the regular meeting of the Berlin Parks Commission on Tuesday Jan 5, 2015⁶ the members of the Parks Commission agreed that we are in support of the purchase of the former Tyson Plant on Old Ocean City Blvd. We believe there is great potential in the property to meet the needs for additional Parks and Recreation in the far reaching future. We realize that a lot of work needs to take place once purchased, and that this is a long process and will not happen overnight.



MICHAEL WILEY

Chairman