



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



## BERLIN, MARYLAND

**Mayor**  
Wm. Gee Williams, III

## MAYOR AND COUNCIL MEETING

**Vice President**  
Elroy Brittingham, Sr.

**MONDAY - MAY 23, 2016**

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

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

**Town Attorney**  
David Gaskill

**Town Administrator**  
Laura Allen

EXECUTIVE SESSION.....6:00 PM

REGULAR SESSION .....7:00 PM

*Anyone having questions about the meetings mentioned above or needing special accommodations should contact Laura Allen, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.*

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TTY users outside Maryland dial 1-800-735-2258



**BERLIN MAYOR AND COUNCIL**  
**Meeting Agenda**  
**Berlin Town Hall**  
**10 William Street**

**Monday, May 23, 2016**

**6:00 PM EXECUTIVE SESSION – Conference Room**

- a. 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 proposal process.
- b. Pursuant to Section §3-305(b)(7) To consult with the counsel to obtain legal advice on a legal matter.

**7:00 PM REGULAR SESSION – Council Chambers**

1. Approval of the Minutes for:
  - a. Executive Session of 5/9/16
  - b. Statement of Closure for Executive Session of 5/9/16
  - c. Regular Session of 5/9/16
2. Motion of Mayor and Council 2016-24  
Approving the request for waiver of a \$65.00 application fee for a wheelchair ramp at 233 Branch Street -Planning Director, David Engelhart
3. Motion of Mayor and Council 2016-25  
Requesting authorization of expenditure for MDOT (Maryland Department of Transportation) Bikeways Program Grant.
4. Final presentation from International Professionals
  - a. Zalikha Zaharuddin, Centre Officer – Malaysian Nature Society
  - b. Crisanta Rodriguez, Assistant Regional Director for Technical Services - Philippines
5. Departmental Reports:
  - a. Administrative Services Director – Mary Bohlen
  - b. Water Resources/Public Works – Jane Kreiter
  - c. Electric – Tim Lawrence
  - d. Police – Arnold Downing
  - e. Planning – Dave Engelhart
  - f. Managing Director – Jeff Fleetwood
6. Town Administrator's Report

7. Comments from the Mayor
8. Comments from the Council
9. Comments from the Public
10. Comments from the Press
11. Adjournment



**BERLIN MAYOR AND COUNCIL**  
Meeting MINUTES  
Berlin Town Hall  
10 William Street

**Monday, May 9, 2016**

**6:00 PM EXECUTIVE SESSION – Conference Room**

- 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, or officials over whom this 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 proposal process.
- c. Pursuant to Section §3-305(b)(3) To consider the acquisition of real property for a public purpose and matters directly related thereto.
- d. Pursuant to Section §3-305(b)(7) To consult with the counsel to obtain legal advice on a legal matter.

**Mayor and Council Present:** Mayor Wm. Gee Williams, Thom Gulyas, Lisa Hall, Elroy Brittingham Sr., Dean Burrell, Troy Purnell

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

**Staff Absent:** Finance Director Natalie Saleh

**7:00 PM REGULAR SESSION – Council Chambers**

1. Approval of the Minutes for:

The Mayor read statement of closure for May 9, 2016.

On the motion of Councilmember Gulyas, the Executive Session minutes of 4/25/16 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			

On the motion of Councilmember Gulyas, the Regular Session minutes of 4/25/16 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			

On the motion of Councilmember Gulyas, the Utility Fund Budget Work Session minutes of 5/2/16 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			

On the motion of Councilmember Gulyas, the Berlin Fire Company Budget Work Session minutes of 5/2/16 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 of Mayor and Council 2016-21

Approving the financing of two (2) EDU's by Stephen Black, Owner of 10621 Ocean Gateway (also known as Arby's)-Planning Director, David Engelhart

Mr. Engelhart presented the request to finance two (2) EDU's on behalf of Stephen Black. Mr. Black has provided proof of metering for the last nine (9) months and his water usage has decreased consistently. The Town of Berlin has collected 10% of the balance due as is Town procedure, while the customer is requesting five (5) year financing of the balance due.

On the motion of Councilmember Burrell, Motion of Mayor and Council 2016-21 was approved by the following vote:

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

3. Motion of Mayor and Council 2016-22

Fireworks Contract (July 3, 2016)-Director of Economic and Community Development Ivy Wells

Ms. Wells presented to Council the contract for upcoming fireworks to be held at Berlin Falls Park on July 3, 2016. Ms. Wells said that tailgating is encouraged. She is in the process of raising funds to lower the cost to the Town of the contracted price of \$10,000. Ms. Wells is hoping to raise at least \$5,000, thus lower the bottom line cost to the Town to \$5,000. Discussion followed, including the time of the display. Display will be approximately 10-15 minutes. The liability of the insurance waiver is 9 million dollars and, Ms. Wells has already had her first meeting with the Fire Marshall. This is a single year plan for 2016; multiple year agreements may be considered in the future.

On the motion of Councilmember Brittingham, the Motion of the Mayor and Council 2016-22, not to exceed \$10,000 was approved by the following vote:

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

4. Motion of Mayor and Council 2016-23

Request from SonRise Church to leave a well in operation at 10026 Main Street (former Merial Select location).

Pastor Jerry Wade of SonRise Church came before the Council to request that a well be left operational for Fire Prevention until May 9, 2018. Jane Kreiter, Director of Public Works and Water Resources said this is the wellheads only. According to Ms. Kreiter, It has been the practice in the past that once a property becomes part of the Town, wells are abandoned. This is a two-year temporary situation until SonRise Church is able to raise funds to become operational.

On the motion of Councilmember Hall, the Motion of Mayor and Council was approved by the following vote:

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

5. Introduction of Ordinance 2016-03

Stormwater Code Clarification, Public Hearing to be held June 13, 2016-Town Administrator Laura Allen

Ms. Allen presented this Introduction of the Ordinance as a matter of closing some loops in the current Ordinance. It clarifies language regarding acceptable inspections. The public hearing for this Ordinance will be on June 13, 2016. The advertising process has already begun.

6. Introduction of Ordinance 2016-04

FY17 Budget, Public Hearing to be held June 13, 2016-Town Administrator Laura Allen

Mayor Williams thanked all the Department Heads and staff for hard work on budget and diligent attendance at the last three (3) budget work sessions. The introduction of the budget for FY17 began. The Mayor read budget totals as presented in the Council packets, including raises for Councilmembers from \$2,000 to \$7,500 and the Mayor from \$5,000 to \$15,000. Effective, following the next regular election in October . Some Councilmembers have had the same salary for twenty (20) years. The budget contains a 3% pay increase for staff. The Public Hearing being will be held on June 13, 2016. The advertising process has begun.

Councilmember Gulyas expressed two (2) concerns with the budget. The first being the Police Department purchasing Inceptors instead of Tahoe SUV's. Chief of Police, Arnold Downing stated to Council that the Tahoe's were the best of the best, but also had a long waiting period for purchase. The Tahoe's were expressed to be bigger and somewhat safer (not that the Inceptors were not safe). There are four in the pool already for the Police Department. Councilmember Gulyas asked for an additional \$20,000 to be put in the budget for vehicle purchases. The second concern was the credit card fee that was being absorbed by the Town. Councilmember Gulyas and Councilmember Hall agreed that in this age of technology it is not uncommon for convenience fees to be passed to the customer that pays with a credit card. This change will not affect customers that pay by check or cash; only credit card customers. A flat 3% fee on credit card payments only is what was proposed. The public hearing on the budget will be held on June 13, 2016 and the adverting process has been started.

7. Resolution 2016-08

FY17 Property Tax Rate-Town Administrator Laura Allen

There is no change from the previous year, therefore no advertisement is needed.

On the motion of Councilmember Burrell, Resolution 2016-08was 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. Departmental Reports:

a. Administrative Services Director – Mary Bohlen

The 1<sup>st</sup> annual Spring 'Just Walk' campaign was held on Saturday May 7, 2016. The weather held out for a nice morning . There were approximately 20 people in attendance. Ms. Bohlen noted that participants seemed to enjoy the longer route. This will become a

part of the two times a year event. The next 'Just Walk' event will be held in November. The next Parks Commission meeting will be held on May 10, 2016 at 5:30 P.M.

b. Water Resources/Public Works – Jane Kreiter

Ms. Kreiter reiterated what a great job of teamwork and fast response time happened during the water main break on Friday May 6, 2016. Ms. Kreiter happened to be out of Town during the event, however was able to manage and coordinate her staff over the phone. Water service was restored within 30 minutes of break. A CodeRED announcement was made as well. Citizens are encouraged to sign up for alerts via email, text or phone call. It will alert them when situations such as this happen. Town Hall received a high volume of calls during the incident. CodeRED is a way for customers to be alerted more quickly. Councilmember Hall noted that there was a high volume of traffic and they did not appear to be slowing down to ensure safety of workers on the road. Ms. Kreiter noted that the department was going to look at fine-tuning their procedures to perhaps put up more traffic safety items. Ms. Kreiter also announced with pride that Wastewater Superintendent Jamey Latchum had been elected to the Maryland Rural Water Association's Board of Directors. A press release will go out this week.

c. Electric – Tim Lawrence

Mr. Lawrence reported that at Cannery Village, all units have electric service and meters installed and all have been energized. The Victorian street lights are in the process of being installed (weather permitting). Touch-A-Truck day scheduled for May 7, 2016 was cancelled and rescheduled for May 14, 2016. The weather and ground conditions will be the deciding factor. Emissions testing for units 2, 4 and 5 are complete. The test company will be coming back to retest unit 1. All filters have been replaced in the cooling towers.

d. Police – Arnold Downing

May 7, 2016 was Stephen Decatur prom weekend, it was a quiet and successful weekend with officers at the after prom parties as well. With the ongoing heroin epidemic, the department is working on awareness and has been in contact with the press. There will be more upcoming training. The Department recently received a \$500 grant from the Worcester County Health Department for officer training.

e. Planning – Dave Engelhart

At Cannery Village as of last tally, eleven units were occupied; this encompasses the first of 22 Certificates of Occupancy. Prior to the last Department Head meeting there was a pre-construction meeting regarding Dollar General. The Arby's silt fencing is up and the site has been partially demolished. At the May 11, 2016 Planning Commission meeting the Habitat for Humanity site plan was approved, there was also a concept presentation by the Worcester County Library. Councilmember Brittingham wanted to clarify that Dollar General would be vacating its current location in the Food Lion Plaza once the new location was complete. There would not be two Dollar General stores in Berlin. This had been a citizen concern. The Dollar General site plan is sizing up to be a 9,100 square foot store.

f. Managing Director – Jeff Fleetwood

Mr. Fleetwood updated the Council on his schedule. On May 10<sup>th</sup>, he would be at Salisbury University with our International Guests. On May 20, Mr. Fleetwood will be attending at Risk Management seminar in Kent Island. Mr. Fleetwood also reported on May 24, 25, and 26<sup>th</sup> he would need to see all employees for Health Benefits Renewal.

g. Economic and Community Development– Ivy Wells

Ms. Wells reported the Mayday Play Day is scheduled for Friday, May 13, 2016. This event is being sponsored by Ocean 98.1. There is not a rain date scheduled for this event. Berlin Farm Supply is opening across from Moore’s Landscaping. The new Welcome to Berlin billboard sign is under design. Ms. Wells is looking for input from as many sources as possible. Updating her schedule for Council, she noted that she would not be at the next Council meeting due to a meeting in Wisconsin. Several businesses have applied and received façade grants, including the Berlin Visitors Center. The Visitors Center is also scheduled for window repair. Ms. Wells will be issuing a press release that the Peach Festival will happen this year. Unfortunately, the usual source, Bennett Orchards lost their entire peach crop due to a late frost. However, Ms. Wells assured the Council there would be a peach festival, simply with another source.

9. Town Administrator’s Report

There was one purchase order to be approved it was for \$23,099.00 to Sauber Mfg. Company for a Single Reel Turret Trailer for the Electric Department. Mr. Lawrence explained the function of the trailer.

On the motion of Councilmember Hall, the 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>	5	0			

10. Comments from the Mayor

Mayor Williams asked that each Department Manager pass on to their staff the importance of the work each and every one does; whether it be fixing water main breaks or working on budget numbers. Each team member’s contribution is greatly appreciated.

11. Comments from the Council

Gulyas – No comment

Hall – No comment

Brittingham – No Comment

Burrell – Councilmember Burrell asked to address three items.

The Cannery Village bus stop is working the way the Chief Downing and the school board intended it to. Thanks were extended to Ms. Kreiter Director of Public Works and Water Resources for repairing the hole in the road at the end of Cannery Village. Lastly, Councilmember Burrell questioned Ms. Allen Town Administrator about the checklist for the developer. Ms. Allen noted this is a work in progress and a 'punch-list' is needed. A ballpark date would be the end of June. Ms. Allen will provide updates as needed.

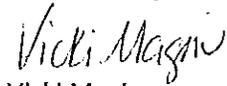
Purnell – No Comment

12. Comments from the Public – None

13. Comments from the Press – None

14. Adjournment – On the motion of Councilmember Burrell, the meeting was adjourned at 8:20 P.M. The Mayor and Council resumed Executive Session at 8:25 P.M.

Minutes Respectfully Submitted,

  
Vicki Magin



**MOTION OF THE MAYOR AND COUNCIL No. 2016-24**

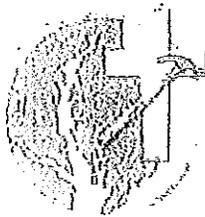
A motion of the Mayor and Council of the Town of Berlin approving the request to waive the fee on the building permit application of \$25.00 for Permit Review, and \$40.00 for permit for a total waiver of \$65.00. The permit is for a wheelchair ramp located 233 Branch Street, a property belonging to Nadia Shockley.

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



CHESAPEAKE  
HOUSING  
MISSION

30754 Fox Chase Drive  
Salisbury, MD 21804  
Phone: 410-546-4534

Email: [chmed@chesapeakehousingmission.org](mailto:chmed@chesapeakehousingmission.org)  
Website: [www.chesapeakehousingmission.org](http://www.chesapeakehousingmission.org)

April 28, 2016

David Engelhart  
Planning Director  
City of Berlin  
Department of Public Works  
Berlin, MD 21811

Dear David,

The Chesapeake Housing Mission organization was formed in 2009 to provide vital housing repair services through Christian Mission to low-income families living in the Chesapeake Region and has been recognized by the IRS as a 501(c)(3) in July 2009. We work with youth and adults from local churches in their preparation for youth missions out of the area and allow them to help families in need in our lower four counties. We also work with corporations and civic groups such as Rotary Clubs to form volunteer work teams.

We run a very low overhead operation with no paid employees with a goal to keep operating expenses at no more than 20% of building material cost.

Build Permit fees can be a large cost to us as we completed 58 projects in 2015 and are planning 65 in 2016.

We have been asked to build a wheelchair ramp for Nadia Shockley who lives at 233 Branch Road in your city.

We ask that the city of Berlin waiver the building permit fee for this project.

We look forward to being of service to the needy and physically challenged in our communities and to working with the City. Thank you for your help and your directions.

Blessings,

Don Taylor,

Executive Director

Town of Berlin, MD  
Construction Plan Approval

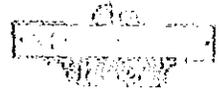
Authorized by

5/10/16  
Date



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811  
Phone 410-641-2770 Fax 410-641-2916  
www.berlinmd.gov



## BUILDING PERMIT APPLICATION

DATE: 04/27/2016

MAP/PARCEL: 301/0236

ESTIMATED COST: \$ 1500

PERMIT # 2016-58

LOCATION ADDRESS: 233 Branch St

ZONING: R-2

TYPE OF CONSTRUCTION: Ramp

BRIEF DESCRIPTION OF WORK: Construction of a wheelchair ramp

OWNER'S NAME: Nadia Shockley

ADDRESS: 233 Branch St Berlin Md 21811

SIGNATURE OF OWNER/APPLICANT: Nadia Shockley

DATE: 4/29/16

OWNER/APPLICANT PHONE NUMBER: (410) 641-0255

ALTERNATE PHONE NUMBER: \_\_\_\_\_

Construction plan(s) and site plan(s) must be submitted as part of this application. Any deviation from approved plans must be authorized by the Town. It is the responsibility of the owner/applicant to schedule all required inspections.

The cost of the actual Water and Sewer connection is billed separately to include time and materials.

This permit authorizes the contractor to construct only within the building envelope as indicated on the submitted site plan. This permit DOES NOT provide authorization to construct or install utilities within Town rights-of-way or easements.

### FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: 5/2/16

DATE APPLICATION ISSUED: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

### FEES:

	AMOUNT
PERMIT REVIEW	\$ <u>25.00</u>
PERMIT	\$ <u>40.00</u>
IMPACT	\$ _____
SEWER SPECIAL CONNECTION	\$ _____
WATER SPECIAL CONNECTION	\$ _____
OTHER	\$ _____
TOTAL	\$ <u>65.00</u>

### APPROVALS REQUIRED:

	REVIEWED BY	DATE
WATER DEPARTMENT	<u>MS</u>	<u>5/16/16</u>
WASTEWATER DEPARTMENT	<u>JL</u>	<u>5/11/16</u>
STORMWATER MANAGEMENT	<u>Dr</u>	<u>5/10</u>
PUBLIC WORKS DEPARTMENT	<u>WCF</u>	<u>5-12-16</u>
ELECTRIC DEPARTMENT	<u>Dr</u>	<u>5/13/16</u>
PLANNING AND ZONING	<u>Tracy</u>	<u>5/16/16</u>
PLAN REVIEWER/INSPECTOR	<u>Dr</u>	<u>5/16/16</u>



**MOTION OF THE MAYOR AND COUNCIL No. 2016-25**

A motion of the Mayor and Council of the Town of Berlin authorizing the expenditure no more than \$20,000 in matching funds and in kind contributions for the MDOT (Maryland Department of Transportation) Bikeways Program Grant.

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

### Project Categories and Required Match Contributions

There are three categories of projects eligible for Bikeways Program funding.

Bikeways Program Category Overview			
Project Category	Overview	Maximum Bikeways Funding (as percentage of total project cost)	
		Bikeways Priority Projects	All Other Projects
Minor Retrofit	<p>Up to \$100,000 grant awards for low-cost bicycle treatments, such as bicycle route signing, pavement markings, parking, and drainage grate replacement to create safe, visible bicycle routes between many destinations, especially:</p> <ul style="list-style-type: none"> <li>- Access to transit and business districts,</li> <li>- Connections to trails, and</li> <li>- Wayfinding and safety enhancements</li> </ul> <p>Up to 15% of grant award may support final design for the project.</p>	100%	50%
Design	<p>Feasibility assessment and design of proposed bikeways, including alternatives analysis, to develop feasible, cost-effective concepts for bikeway connections that are key to a connected state bikeway system, such as:</p> <ul style="list-style-type: none"> <li>- Missing links in the statewide trail system and</li> <li>- Off-road connections where on-road bicycle facilities cannot provide an adequate alternative</li> </ul> <p>Design funding may <u>not</u> be used for general bicycle planning, but may be used to investigate the feasibility of bicycle improvements on specific routes serving specific objectives.</p>	80%	50%
Construction	<p>Construction of key bikeway projects with demonstrated local commitment and regional or statewide significance such as:</p> <ul style="list-style-type: none"> <li>- Missing links in the statewide trail system,</li> <li>- Links where on-road bicycle facilities cannot provide an adequate alternative, and</li> <li>- Links to business districts and priority investment areas.</li> </ul> <p>Bikeways funding requests in this category will exceed \$100,000.</p>	80%	50%

Note: Funding match contributions may include funds expended in support of the project no more than 24 months prior to the application submission deadline through the project completion. Match may include direct cash expenditures and in-kind contributions, such as staff time. For more detail please see the [Bikeways Program Procedures and Guidelines](#).

Final presentation from

a. Zalikha Zaharuddin

b. Crisanta Rodriguez

**TOWN ADMINISTRATOR'S REPORT**

May 23, 2016

Requisitions to be approved (numeric order)

Requisition number

201600004	\$20,277.40
Anixter Power Solutions	
10-5620-5255 (Capital Outlay Equipment)	
Switch Gear Pad 25KV	

201600005	\$13,604.00
ERMCO	
10-5620-5255 (Capital Outlay Equipment)	
ERMCO 750 KVA Transformer	