



**BERLIN, MARYLAND**

**MAYOR AND COUNCIL MEETING**

**TUESDAY – OCTOBER 11, 2016**

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

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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**BERLIN MAYOR AND COUNCIL**  
**Meeting Agenda**

**Berlin Town Hall**  
**10 William Street**

**Tuesday, October 11, 2016**

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

1. Approval of the Minutes for:
  - a. Executive Session of 09/26/16
  - b. Statement of Closure for Executive Session of 09/26/16
  - c. Regular Session of 09/26/16
2. Introduction of the new K9 Team, Pfc. Aaron Titerence and Cyrus – Arnold Downing
3. Resolutions for Approval:
  - a. Resolution 2016-13: Resolution consenting to the re-designation of an enterprise zone in Berlin – Ivy Wells
4. Departmental Reports:
  - a. Finance Director – Natalie Saleh
  - b. Water Resources/Public Works – Jane Kreiter
  - c. Electric – Tim Lawrence
  - d. Police – Arnold Downing
  - e. Planning – Dave Engelhart
  - f. Economic and Community Development – Ivy Wells
  - g. Managing Director – Jeff Fleetwood
5. Town Administrator's Report
6. Comments from the Mayor
7. Comments from the Council
8. Comments from the Public
9. Comments from the Press
10. Adjournment



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, September 26, 2016**

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

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

**Staff Present:** Administrative Services Director Mary Bohlen, Water Resources/Public Works Director Jane Kreiter, Finance Director Natalie Saleh, Managing Director Jeff Fleetwood, Town Attorney David Gaskill, Chief of Police Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells and Administrative Assistant Kelsey Jensen.

Following the Lord’s Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:05 PM.

1. Approval of the Minutes for:
  - a. Executive Session of 9/12/16:

On the motion of Councilmember Gulyas, the Executive Session minutes of September 12, 2016 were approved by the following vote:

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

- b. Statement of Closure for Executive Session of 9/12/16:

Mayor Williams read the Statement of Closure.

- c. Regular Session of 9/12/16:

Councilmember Gulyas noted two mistakes; a missed word on page three, it should read “behind” the multi-purpose building and on page five it should read “Philippines” not “Philippians”. Councilmember Hall noted that there was one typo on page three of the minutes where “Purdue” should be corrected to “Perdue”. Kelsey Jensen said that the corrections will be made.

On the motion of Councilmember Gulyas, the Regular Session Minutes of September 12, 2016 with the corrections noted were approved by the following vote:

Name	Counted toward Quorum			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	0	0	0

2. Presentations:

- a. Proclamation 2016-15: Establishing October 2-8, 2016 as National 4-H Week – 4-H Representatives

Administrative Assistant, University of Maryland Extension Worcester County Office, Kathy Decker and 4-H Representatives thanked the Mayor and Council and explained the purpose and history of the 4-H Group. Mayor Williams thanked the organization and recognized what they do. Mayor Williams then read the proclamation on the record.

- b. Proclamation 2016-13: Establishing October as Shore Craft Beer Month – Ann Hillyer

CEO, Shore Craft Beer, Ann Hillyer explained Shore Craft Beer on the Eastern Shore. She said there were 19 breweries when they started and now they have 26 breweries. Ms. Hillyer is hopeful that in 2017 the Eastern Shore will be a craft beer destination. Mayor Williams read the proclamation on the record.

3. Resolutions for Approval:

- a. Resolution 2016-12 approving the application and receipt of financing for a Strategic Demolition Fund Project(s) located at 21 Jefferson Street, Berlin, MD (the "Project") further described in the Application dated JULY 15, 2016 (the "Application"), to be financed either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through other departments or agencies of the State of Maryland. Habitat for Humanity Executive Director – Andrea Bowland

Executive Director, Habitat for Humanity of Worcester County, Andrea Bowland requested that the Resolution be approved so she may submit the Resolution to the Department of Housing and Community Development to obtain the funds to purchase the property and move forward with the project. Mayor Williams asked when this project should conclude. Ms. Bowland stated in the fall. Councilmember Hall suggested that there be progress photos for the Town's site.

On the motion of Councilmember Hall Local Resolution 2016-12 was approved by the following vote:

Name	Counted toward Quorum			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	0	0	0

4. Welcome Center Façade Grant bids (2) – Ivy Wells

Ms. Wells explained the differences between the two bids for the façade grant which will enable the redesign to the front of The Welcome Center. The two bids are from Harper & Sons at \$26,500 and K.B. Coldiron, Inc. at \$29,665. Ms. Wells suggested to the Mayor and Council that we use Harper & Sons, the lower bid. Audience member Jan Quick asked if this has been in front of the Historic Commission and if there were photos provided. Ms. Wells stated it had been in front of the Historic Commission where pictures were provided. Mayor Williams asked Ms. Wells to provide pictures to the media and post to the website so the public may see.

On the motion of Councilmember Hall the Harper & Sons bid at \$26,500 to redesign the Welcome Center Façade was approved by the following vote:

Name	Counted toward Quorum			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	0	0	0

5. Special Event Requests:

a. "Afternoon On The Lawn" – Berlin Heritage Foundation

Jan Quick, President of the Berlin Heritage Foundation and Carol Rose on the Board of Directors explained "Afternoon On The Lawn". They would like the event to take place on Sunday, June 4, 2017 from 3:00 p.m. to 6:00 p.m., a one-day beer and wine permit and for it to be the only event in town on that day.

On the motion of Councilmember Brittingham "Afternoon On The Lawn" was approved by the following vote:

Name	Counted toward Quorum			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	0	0	0

b. "Get Ramped" – Tres Denk

Tres Denk with Eastern Shore International Mountain Bike Association and the Berlin Skate/Bike Unite requested the Mayor and Council to approve his special event, he would like to promote biking in Berlin and explains his plan. Jeffrey Fleetwood asks about electric if they want to use the stage, costs, and if there will be first aide and EMS. Mr. Denk said he will be using a generator for the stage, there is no admission fee and both he and his staff are certified in EMS. Councilmember Hall asked if he has insurance and a Certificate of Liability. Mr. Denk stated he has already provided this information to the town.

On the motion of Councilmember Purnell "Get Ramped" was approved by the following vote:

Name	Counted toward Quorum			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	0	0	0

6. Departmental Reports:

a. Finance Director – Natalie Saleh

Ms. Saleh reported that the audit was finished on Friday last week and she is expecting the report in November and the presentation will be sometime in December. They are moving forward with the miscellaneous receivables and property tax receivables modules which will

be live in 2 weeks, Rondell Wise and Shirley White are working with Tyler on this. Ms. Saleh is hopeful that in December all Tyler modules will be up and running.

b. Administrative Services Director – Mary Bohlen

Ms. Bohlen had nothing to report.

c. Water Resources/Public Works Director – Jane Kreiter

Ms. Kreiter reported that the offline wetlands behind the multi-purpose building are just about complete, Maryland Coastal Bays will be helping with plant selection and installation to improve the look of the area. The West Street Stormwater project is out for bid and the bid opening is on October 4, 2016. The water and sewer is complete at the new police department. The Branch Street Sidewalks are ready to move forward and should begin this week. The State Police Barracks will be tying into the Town's water and sewer. Councilmember Hall stated that a few individuals that live on Williams street are present and want to see when their street project will occur. Ms. Kreiter stated that they started Downstream first, they had a few priority areas on Hudson branch. Williams Street will be after Flower Street, but completing Flower will make a huge difference for Williams street because Flower backs up to Williams Street. Mayor Williams asked how many phases there were. Ms. Kreiter stated that there are 5 phases. Councilmember Brittingham asked from 113 to Flower Street if the ditch banks will be address because of erosion. Ms. Kreiter said it will be addressed. Councilmember Burrell asked if there will be permanent fencing around the area. Ms. Kreiter stated that they will be putting in a permanent fence, the current fence is just for safety. Mayor Williams stated that we are not just moving water, we are improving water quality for our coastal bay and thanked everyone for their patience during this project.

d. Electric Utility Director – Tim Lawrence

Mr. Lawrence reported that at 619 Franklin Avenue they replaced two electric utility poles for an electrical upgrade to bring them up to code. At 102 South Main Street they added a large addition to the home and needed to put in separate service. They began installing the LED Christmas lights in the downtown area. Also, at the Power Plant in April they had a company come in to x-ray the air tanks for insurance purposes; they need to replace five drain pipes and one tank needs completely replaced. The department is removing dead trees in Stephen Decatur Park and completing meter reads this week.

e. Police Chief – Arnold Downing

Chief Downing had nothing to report.

f. Planning Director – Dave Engelhart

Dave Engelhart reported that this past week they had the weekly development review meeting with all the Department Heads and it was pretty much a preconstruction meeting with developers for Ocean East Apartment Complex at Seahawk Road. They have an excavation permit, but the other permitting hasn't taken place yet but they're close. Also, in June they applied for the bikeways grant from the Maryland Department of Transportation Bikeways Program, but there still has not been a decision made on the grant, hopefully they will hear this week.

g. Economic and Community Development Director – Ivy Wells

Ms. Wells reported that Berlin was selected by Main Street America as a top ten finalist for the Great American Main Street. Ms. Wells also reminded everyone about Crab Feast this weekend and Oktoberfest/Fall sidewalk sale on October 15<sup>th</sup>, both of which are open to the public. Ms. Wells also thanked Jan Poli for decorating the flower pots and Dave Engelhart for

helping her with planning for the Great American Main Street Award. Ms. Wells stated that the Butcher Shop should be opening soon and that the Town is getting Island Creamery where the Cupcakes in Bloom was and this has brought a lot more attention to the Town's page on Social Media.

h. Managing Director – Jeff Fleetwood:

Mr. Fleetwood advised that the Town will host a flu clinic at 10:00 a.m. tomorrow, September 27, 2016 for Town Employees. He also stated that he and Ms. Bohlen will be meeting with a representative from the Worcester County Health Department regarding Healthy Maryland Business. Thursday representatives will be here from the Maryland State Retirement System for their semi-annual audit. Lastly, Friday there will be cleaners in Town Hall to clean the carpets.

7. Town Administrator's Report – Jeffrey Fleetwood on behalf of Laura Allen  
Mr. Fleetwood had nothing to report.

8. Comments from the Mayor:  
Mayor Williams had no comments.

9. Comments from the Council:  
Councilmember Gulyas had one question for Ms. Kreiter that he received from an individual that lives on West Street asking if it is the East Side that will be getting pipes replaced and Ms. Kreiter said it is the side with the house.

Councilmember Hall had no comments.

Councilmember Brittingham had no comments.

Councilmember Burrell stated that he is glad to hear the sidewalk work on Branch Street is going to start.

Councilmember Purnell had no comments.

8. Comments from the Audience  
Larry Smith that lives at 1 Cape Circle said he is very disappointed with the vacant house across the street from him and he wants the town to do something about the tall grass and pool on the property. He also stated that he would like the road to be repaved not continually patched. Mayor Williams asked Mr. Smith to send the pictures he has taken to Ms. Bohlen for review. The Mayor and Council said his concerns with the property and road have been heard and they will do anything they can to assist with the issues.

9. Comments from the Press – none

10. On the motion of Councilmember Burrell, Council meeting was adjourned at approximately 8:35 pm.

Name	Counted toward Quorum			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	0		

Respectfully Submitted,  
  
Kelsey Jensen  
Administrative Assistant



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov

Agenda item #3



## 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

## RESOLUTION 2016-13

### RESOLUTION CONSENTING TO THE RE-DESIGNATION OF AN ENTERPRISE ZONE IN BERLIN

WHEREAS, the State of Maryland has passed legislation codified under the Economic Development Article of the Annotated Code of Maryland, Title 5, Subtitle 7 (Enterprise Zones), providing for the designation of Enterprise Zones in political subdivisions of the State; and

WHEREAS, the purpose of such a zone is to focus local and state resources of the encouragement of economic growth in economically distressed areas of the State; and

WHEREAS, an "Enterprise Zone" was re-established in the Town of Berlin as referenced in the Town of Berlin's Resolution No. 2006-08 adopted on September 25, 2006; and

WHEREAS, the Town of Berlin will make application to the Maryland Department of Commerce to re-designate the existing "Enterprise Zone" which totals approximately 1,184 acres (as designated on the map attached hereto) in the Town of Berlin, Maryland; and

WHEREAS, the Mayor and Council of the Town of Berlin desire to consent to the re-establishment and expansion of said "Enterprise Zone" and to consent to the application filed by the Town of Berlin to the Maryland Department of Commerce to designate said areas as an "Enterprise Zone".

### SECTION ONE

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin that the Town hereby consents to the application of the Town of Berlin to the Maryland Department of Commerce to re-designate approximately 1,184 acres in Berlin, Worcester County, Maryland as an "Enterprise Zone".

### SECTION TWO

AND, BE IT FURTHER RESOLVED by the Mayor and Council of the Town of Berlin that this resolution shall take effect upon its passage.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor and Council of the Town of Berlin by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ with \_\_\_\_\_ abstaining.

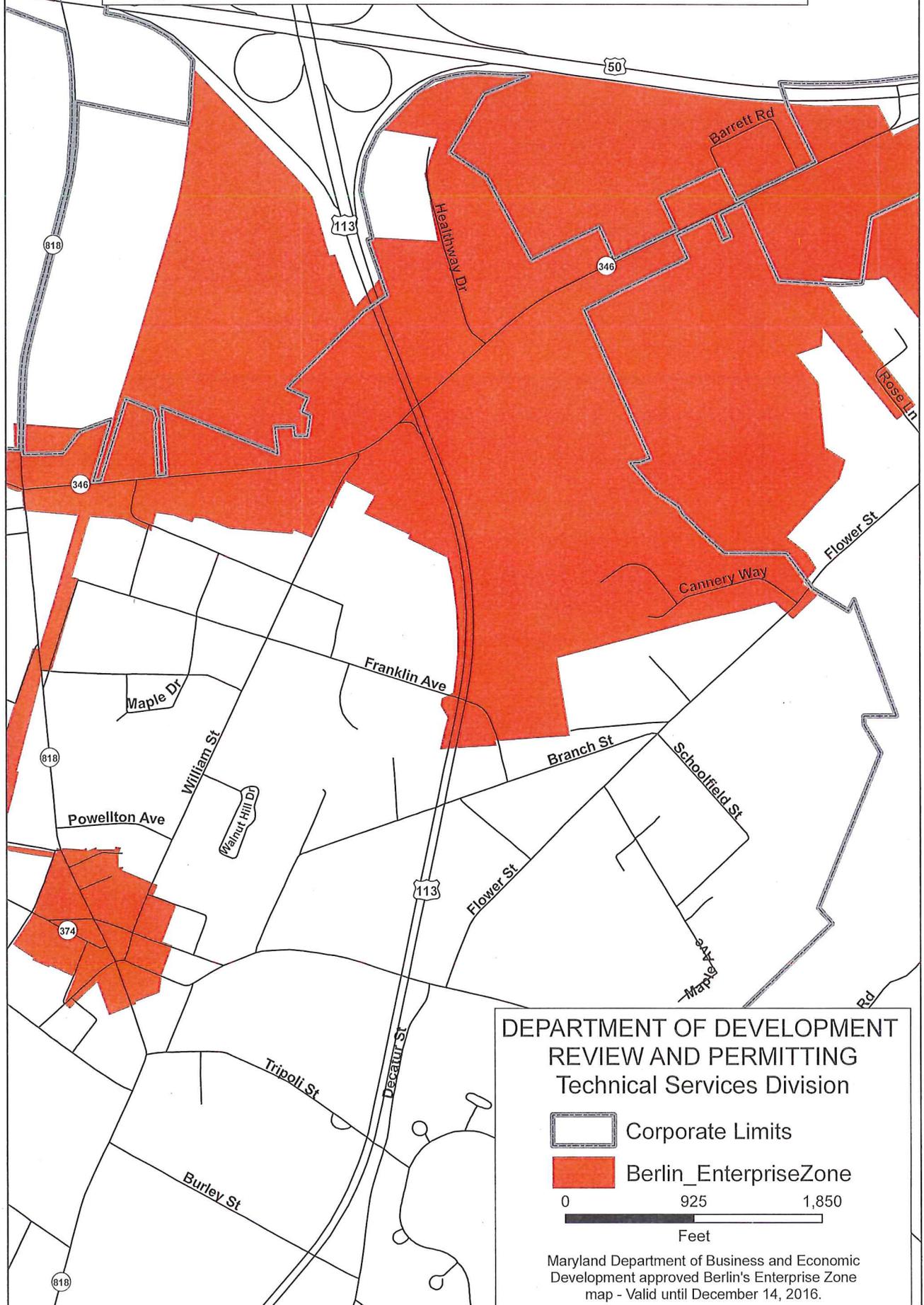
\_\_\_\_\_  
William G. Williams, III, Mayor

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

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

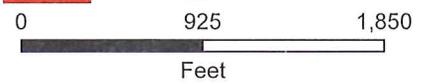


# ENTERPRISE ZONE Berlin Area



DEPARTMENT OF DEVELOPMENT  
REVIEW AND PERMITTING  
Technical Services Division

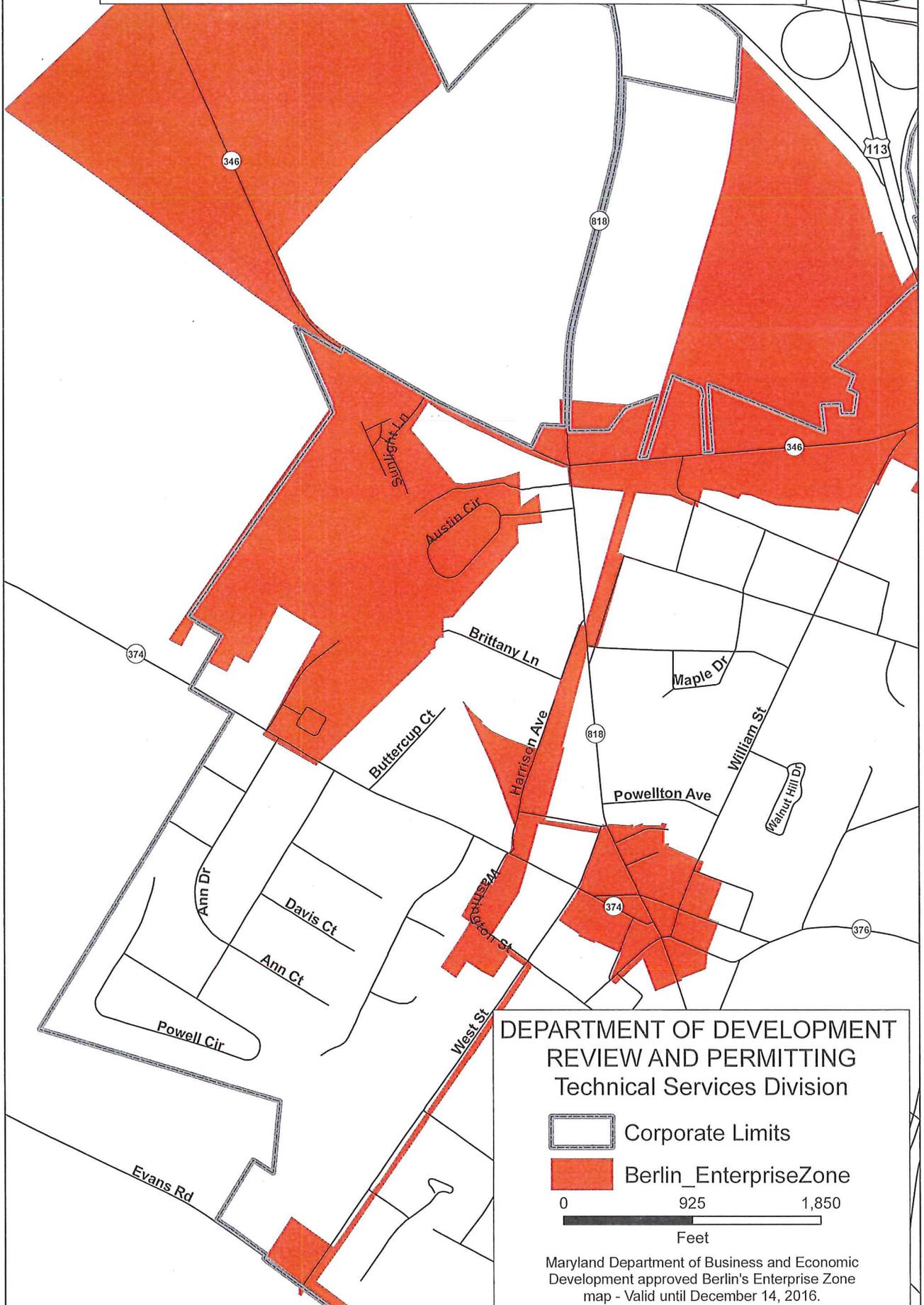
-  Corporate Limits
-  Berlin\_EnterpriseZone



Maryland Department of Business and Economic  
Development approved Berlin's Enterprise Zone  
map - Valid until December 14, 2016.

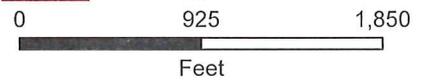


# ENTERPRISE ZONE Berlin Area



DEPARTMENT OF DEVELOPMENT  
REVIEW AND PERMITTING  
Technical Services Division

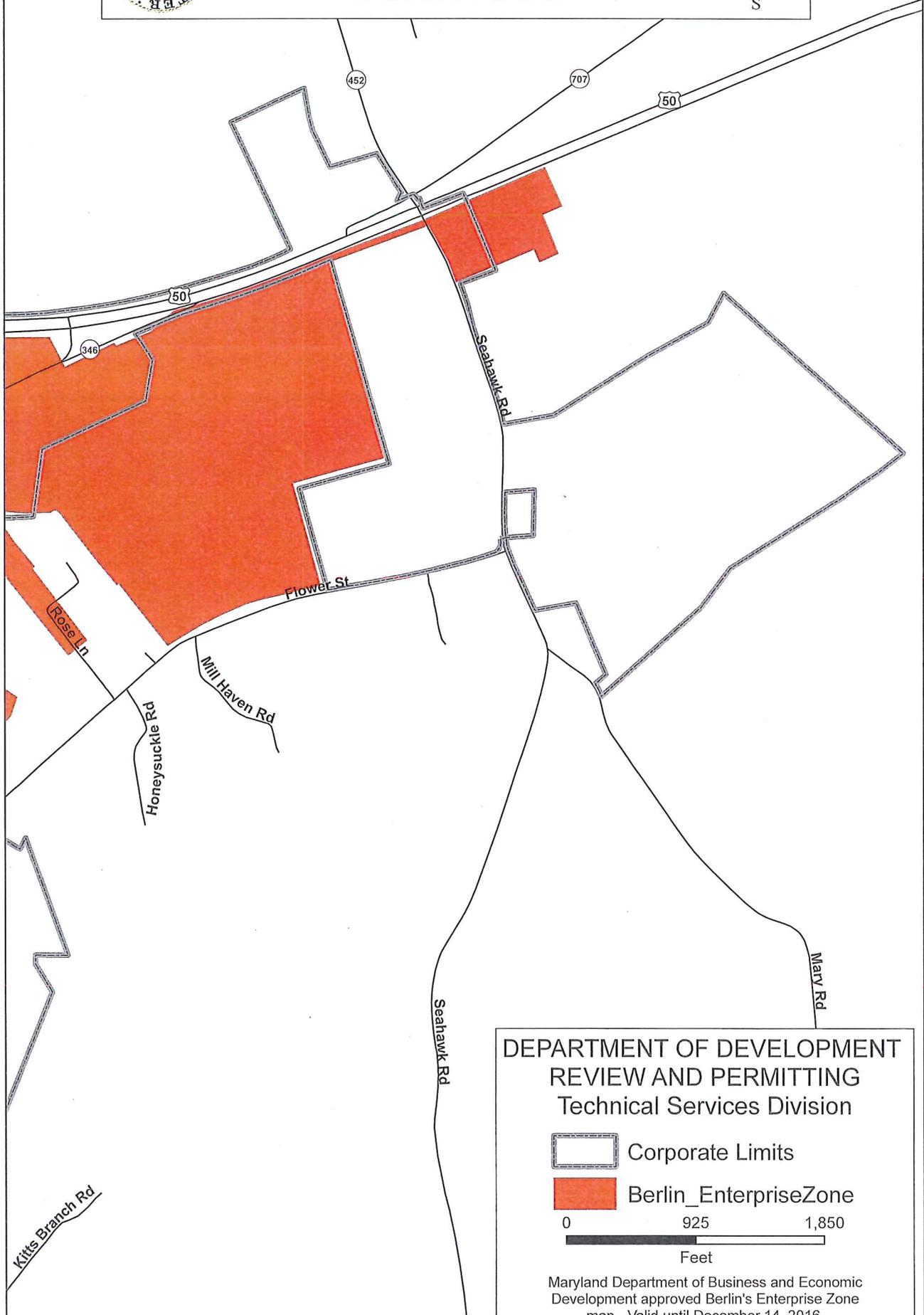
-  Corporate Limits
-  Berlin\_EnterpriseZone



Maryland Department of Business and Economic  
Development approved Berlin's Enterprise Zone  
map - Valid until December 14, 2016.



# ENTERPRISE ZONE Berlin Area



DEPARTMENT OF DEVELOPMENT  
REVIEW AND PERMITTING  
Technical Services Division



Corporate Limits



Berlin\_EnterpriseZone

0 925 1,850

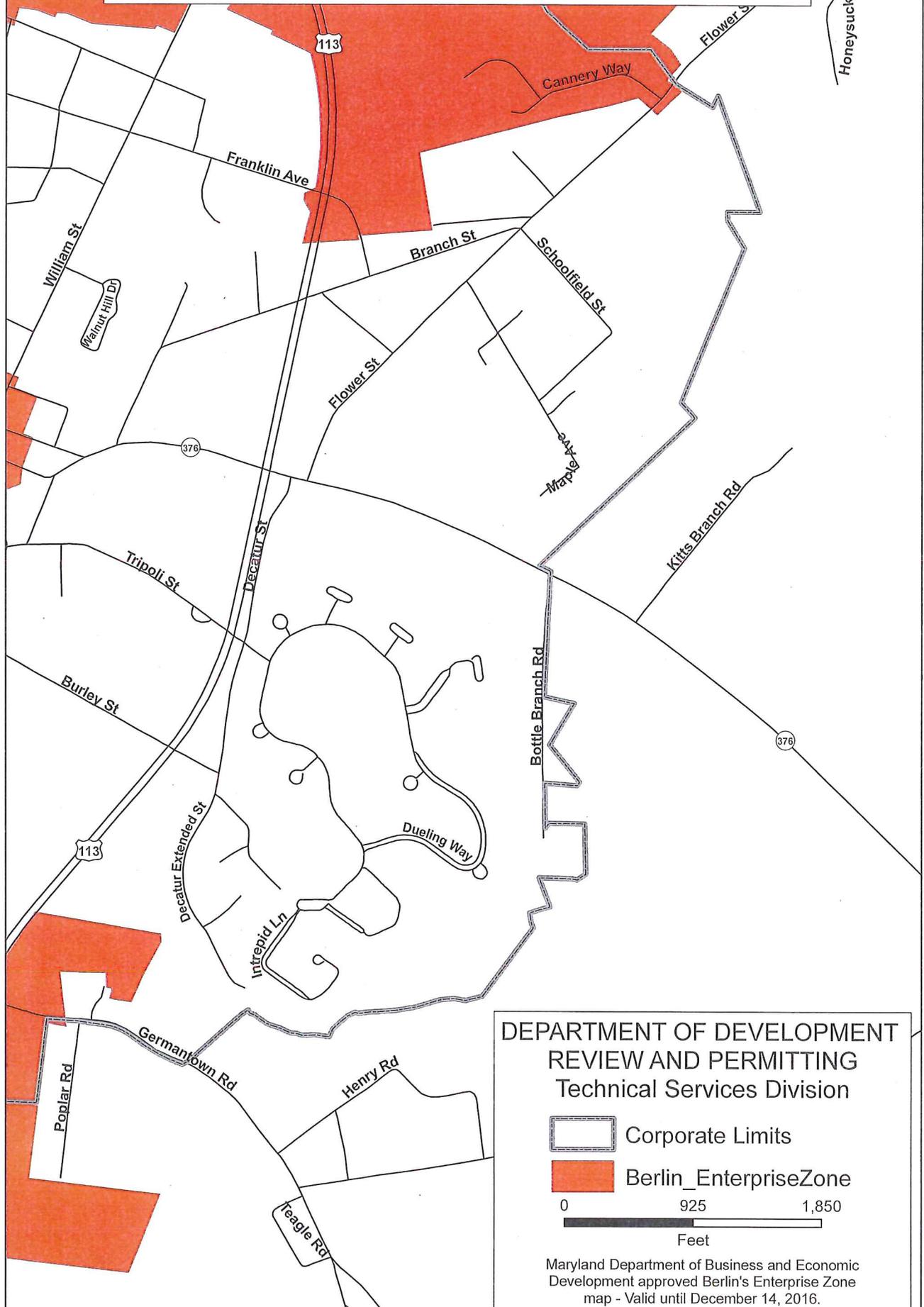


Feet

Maryland Department of Business and Economic  
Development approved Berlin's Enterprise Zone  
map - Valid until December 14, 2016.



# ENTERPRISE ZONE Berlin Area



DEPARTMENT OF DEVELOPMENT  
REVIEW AND PERMITTING  
Technical Services Division



Maryland Department of Business and Economic  
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