



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



Mayor

Wm. Gee Williams, III

Vice President

Elroy Brittingham, Sr.

Council Members

Dean Burrell, Sr.

Lisa Hall

Paula Lynch

Troy Purnell

Town Attorney

David Gaskill

Town Administrator

Anthony J. Carson, Jr.

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, APRIL 23, 2012

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

EXECUTIVE SESSION6:00 PM

REGULAR SESSION7:00 PM

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Tony Carson, Town Administrator at (410) 641-4144

TTY users dial 7-1-1 in the State of Maryland

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

**BERLIN MAYOR AND COUNCIL
COUNCIL MEETING
AGENDA
Monday, April 23, 2012**

6:00 PM EXECUTIVE SESSION - Berlin Conference Room

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

1. Approval of the Minutes for:
Executive Session of the Mayor and Council on April 9, 2012
Statement of Closure for Mayor and Council on April 9, 2012
Regular Session of the Mayor and Council on April 9, 2012
Special Executive Session of the Mayor and Council on April 16, 2012
Statement of Closure for Mayor and Council on April 16, 2012
Budget Worksession Minutes of April 16, 2012
2. Request for Special Event – Memorial Day Event – Sonny Adkins
War Memorial on Main Street – Sunday; May 27th, 8:00 a.m.
3. Proclamation 2012-11
A Proclamation proclaiming May 11th as WOCM-98.1 Day
4. Public Hearing – Ordinance 2012-02 (Bed & Breakfast)
An Ordinance amending § 107-34, District Regulations R-1 Residence District.
5. Public Hearing – Ordinance 2012-03
Residential Structure Height Limits
6. Departmental Reports
 - a. Finance – Lynn Musgrave
 - b. Deputy Town Administrator – Mary Bohlen
 - c. Water Resources – Jane Kreiter
 - d. Electric – Tim Lawrence
 - e. Police – Arnold Downing
 - f. Planning and Zoning - Chuck Ward
 - g. Human Resources – Jeff Fleetwood
 - h. Economic and Community Development – Michael Day
7. Town Administrator's Report
8. Comments from the Mayor
9. Comments from the Council
10. Comments from the Public
11. Comments from the Press
12. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday, April 9, 2012

The meeting of the Mayor and Council for Monday, April 9, 2012 was called to order by Mayor Williams at approximately 7:10 p.m. Councilmembers Lynch, Hall, Burrell and Brittingham were present, as well as Town Administrator Tony Carson, Human Resources Director Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Finance Director Lynn Musgrave, Economic and Community Development Director Michael Day, Electric Utility Director Tim Lawrence, Water Resources Director Jane Kreiter, Police Chief Arnold Downing, Planning & Zoning Director Chuck Ward, Public Works Director Mike Gibbons, and Administrative Assistant Sharon Timmons. Town Attorney David Gaskill and Councilmember Troy Purnell were absent.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Mayor Williams asked for a motion to approve the Executive Session Minutes of March 27, 2012. Councilmember Lynch made a motion to approve the minutes and the council voted to approve 4-0 with Councilmember Purnell absent. Mayor Williams stated that the Executive Session was closed to consider a matter directly related to a negotiation of a contract. Mayor Williams asked for a motion to approve the Regular Session Minutes of March 27, 2012. Councilmember Brittingham made a motion to approve the minutes and council voted to approve 4-0 with Councilmember Purnell absent.

Mr. Jesse Turner came before the council requesting approval for the event known as Old Fashioned Memorial Day to be held at Dr. William Henry Park on Monday, May 28th from 8 a.m. to 6 p.m. The parade will begin at 11 a.m. from Stephen Decatur High School and move up Flower Street ending at Henry Park. Mr. Turner requested the Town provide portable toilets, trash cans, stage and barricades for the event and electric at the American Legion and Multipurpose Building. He also gave the locations for 3 banners to be hung. Mr. Turner thanked Mr. Michael Day for his assistance. Councilmember Burrell made a motion to approve the event and council voted to approve 4-0 with Councilmember Purnell absent.

Deputy Town Administrator Mary Bohlen spoke to the Mayor and Council regarding the services needed for the event known as Trail Mix 2012 to be held at Berlin Intermediate School on Saturday, April 28th from 8:30 a.m. to 12 noon. Ms. Bohlen requested that trash cans and portable toilets be provided. Councilmember Burrell made a motion to approve the event and council voted to approve 4-0 with Councilmember Purnell absent.

Town Administrator Tony Carson requested that Item #4, approval of 7 additional EDU's for 104 North Main Street be moved further down the agenda until the applicant arrived.

Water Resources Director Jane Kreiter and Town Administrator Tony Carson explained the request from Atlantic General Hospital for an additional 4 EDU's for the expansion of the cafeteria. Ms. Kreiter stated that the hospital would like to expand the cafeteria by an additional 40 seats and Mr. Carson stated that the application had been completed and the 10% deposit had been received. Councilmember Brittingham made a motion to approve the 4 additional EDU's and council voted to approve 4-0 with Councilmember Purnell absent.

Ordinance 2012-03, Residential Structure Height Limits was introduced. This ordinance would allow the Board of Zoning Appeals to grant a conditional use for a principal structure to exceed the height restriction by no more than five feet. The public hearing will be held on April 23, 2012. Councilmember Lynch requested that Section 107-34 D. (1) be revised from 250 feet to 500 feet radius. Discussion continued. Town Administrator Carson read the ordinance implementing the changes.

The applicant, Mr. Ernest Gerardi arrived and Mr. Carson asked to return to Item 4 on the agenda. Mr. Gerardi came before the council requesting the addition of 7 EDU's to the location of 104 North Main Street. This location will be an Italian restaurant with 80 seats and currently has 2 EDU's assigned to the property. Mr. Carson stated that the EDU calculation had been based on the serving of alcohol and that the 10% deposit had been paid. Mr. Gerardi requested that he be allowed to spread the payment of the

balance due over a 5 year period. Councilmember Hall made a motion to approve the addition of 7 EDU's for 104 North Main Street, the payment plan of 5 years for the EDU's and the exception to the Town Standards for the 3 grease traps that are required. Mr. Carson asked that the two exceptions noted by DBF requiring a monthly cleaning of the grease traps and that all three grease traps intercept wastewater from all kitchen sinks and floor drains be implemented. Council voted to approve 4-0 with Councilmember Purnell absent. Mayor Williams thanked Mr. Gerardi on behalf of the council and citizens of the Town for the investments he had made in Berlin with outstanding results. Councilmember Brittingham inquired on the estimated time of openings for both restaurants. Mr. Gerardi responded that he was hoping for the end of June for the Italian restaurant and shortly thereafter for the Tex Mex restaurant.

Water Resources Director Jane Kreiter explained that the request for the award of the contract to Davis, Bowen & Friedel in the amount of \$28,500.00 was for the design, permitting and bidding for the extension of water and wastewater on Route 818 from Cheers to Route 50 and north of Route 50. Discussion continued. Councilmember Burrell made a motion to award the contract to Davis, Bowen & Friedel and council voted to approve 4-0 with Councilmember Purnell absent.

Mayor Williams presented Proclamation 2012-09, a proclamation proclaiming April 21-28 to be Take Pride in Berlin week to Mary Bohlen. Mayor Williams read the proclamation.

Town Administrator Tony Carson read the schedule for the Yard Waste Pickup which will be held on April 25th and May 2nd and the Large Item Bulk Pickup which will be held on May 9th and May 16th. Councilmember Hall made a motion to approve the dates for the Yard Waste and Bulk Pickup and council voted to approve 4-0 with Councilmember Purnell absent.

Mayor Williams spoke on the reduction of funding by the State for the mosquito control spraying throughout town. Administrative Assistant Sharon Timmons stated that in the past the State had contributed around 55% towards the cost, but now the State was asking each municipality to help defray the costs by cooperating with an agreement with the Maryland Department of Agriculture to pay for this service which would be \$4,000.00 and would be budgeted in the FY13 budget. Councilmember Brittingham made a motion to approve the agreement with the Maryland Department of Agriculture and the cost of \$4,000.00 and council voted to approve 4-0 with Councilmember Purnell absent.

Deputy Town Administrator Mary Bohlen explained the motion to approve the Award of Contract to Atlantic Group & Associates for the design of the walking path at Henry Park in the amount of \$3,800.00. Ms. Bohlen stated the bid opening had been held on March 27th. Ms. Bohlen stated that their bid indicated that a lump sum could be negotiated for the services of survey and stakeout of the walking path. Mr. Carson anticipated that the path would be of a basic design and that the Public Works department could possibly do a majority of the work once the design was finalized. Discussion continued on references and the materials to be used for the path. Councilmember Burrell made a motion to approve the award of contract for the walking path to Atlantic Group & Associates in the amount of \$3,800.00 and council voted to approve 4-0 with Councilmember Purnell absent.

Departmental reports began with Finance Director Lynn Musgrave reporting the budget work was being finalized for the General Fund budget worksession to be held on April 16th and the Enterprise Funds on April 30th.

Deputy Town Administrator Mary Bohlen reported on the events taking place during Take Pride in Berlin week April 21st through April 28th.

Public Works Director Mike Gibbons reported that the work on the Flower Street Drainage project had been completed logging 300 hours. Mr. Gibbons thanked the Electric and Water Resources departments for their assistance. Councilmember Brittingham complimented Mr. Gibbons and everyone involved on a very professional job.

Water Resources Director Jane Kreiter reviewed and explained the numbers associated with the Capacity Management Plan which had been given to the council in their packet.

Electric Utility Director Tim Lawrence reported that the replacement of the relays at Savage Substation had been completed, the Barrett property at 113 North Main Street had been energized and the replacement of the low sodium lights on South Main Street would be completed by Thursday. Light replacement would then begin on Bay Street. He continued his report stating that his department would be assisting at the pole barn at Public works and thanked Claude Littleton for his assistance on the removal of trees at the Flower Street Drainage project.

Police Chief Arnold Downing reported on a busy Easter weekend and thanked Michael Day and Olive Mawyer for their assistance.

Planning & Zoning Director Chuck Ward reported that his department had been lending support to his Boards and Commissions, working on the timeline for the Comprehensive rezoning and code enforcement issues.

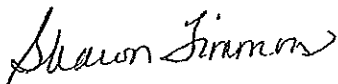
Human Resources Director Jeff Fleetwood reported that he would be meeting on Tuesday with a representative from LGIT for the annual risk assessment and traveling to Federalsburg on Friday for Risk Assessment Training. He then read a plaque given to the Town from IWIF regarding Worker's Compensation.

Economic and Community Development Director Michael Day reported on a great turnout for the Easter weekend and record sales by the businesses. He stated that Maryland Life would be in town on Thursday to present Worcester County with 16 awards and Berlin with 11 awards.

Town Administrator Tony Carson presented and requested approval of 5 purchase orders (201202262, 201202598, 201202647, 201202290 and 201202473). Councilmember Brittingham made a motion to approve all 5 purchase orders and council voted unanimously to approve 4-0 with Councilmember Purnell absent. Mr. Carson with the assistance of Mr. Gibbons and Ms. Kreiter gave a power point presentation on the Flower Street Drainage Project. Mayor Williams thanked all persons associated with the project.

Mayor Williams asked for comments and/or questions from the council, public and press. Being no questions or comments were raised, Councilmember Lynch made a motion to adjourn and the meeting ended at 8:29p.m.

Respectfully submitted,



Sharon Timmons
Administrative Assistant

MAYOR AND COUNCIL OF BERLIN, MARYLAND
GENERAL FUND BUDGET WORKSHOP MINUTES
APRIL 16, 2012

The General Fund Budget Worksession for Monday, April 16, 2012 was called to order by Mayor Williams at approximately 6:34 p.m. In attendance were Councilmembers Lynch, Purnell, Hall, Burrell and Brittingham as well as Town Administrator Tony Carson, Deputy Town Administrator Mary Bohlen, Economic and Community Director Michael Day, Finance Director Lynn Musgrave, Planning and Zoning Director Chuck Ward, Public Works Director Mike Gibbons, Human Resources Director Jeff Fleetwood, Police Chief Arnold Downing and Administrative Assistant Sharon Timmons.

Mayor Williams announced that the tentative schedule for the budget would be to formally introduce the budget on May 14th with the public hearing and possible passage on May 29th or June 11th. Mayor Williams stated that the FY13 budget was \$13,333,164.00 which was a 2% reduction or \$328,680.00 from the FY12 budget. The proposed General Fund budget is a 2% decrease in expenditures providing the same levels of services to businesses and residents while allowing for continuing investments for community infrastructure and general improvements to the Town. The contingency fund budget is \$157,694.00 which is \$25,136.00 less than the current year's budget and has remained untouched for the first 10 months of the year. This year's budget also funds the capital expenditures of which the general fund will be funded by prior year's surplus, the electric department will use existing bond money, the water department will be funded by special connection fee revenues and the sewer department by grants and loans through previous years already in place. The General Fund budget is \$4.8 million which is a decrease of \$107,902.00 or 2% and allows the Town to preserve new line items which allows the Town to follow through on initiatives which have support from the Town citizens. Mayor Williams stated that budget includes a proposed decrease in property taxes by 5 cents from 73 cents per hundred dollars to 68 cents per hundred dollars. This is made possible by a budget surplus for the last three years and also investments made in the Town's community and infrastructure are paying dividends by continued growth.

Finance Director Lynn Musgrave reported on the revenues and expenditures. Ms. Musgrave reported that the FY13 expenditures and revenues would be reduced by 2% from the FY12 budget and that for the revenues budgeted, 98% has already been collected. The biggest reduction in the revenues will be from the proposed decrease in the tax rate. Ms. Musgrave stated that the asterisks next to the Health, Worker's Comp and Insurance were due to the fact that concrete numbers have not been received. The figures are the same as last years, but allowances have been made for an increase. Human Resources Director Jeff Fleetwood explained the liability insurance would be either flat or a decrease, but increased from last year's numbers due to the new wastewater plant.

Mayor Williams stated that the FY13 budget does not allow for any salary increases for employees, but asked the council to consider a one-time payment of \$500 to each employee at the beginning of the new fiscal year. Town Administrator Carson explained the concept stating that the \$500 was built into the fringe benefit line item. The new line item for Information Technology was originally under contracted services.

Finance Director Lynn Musgrave and Deputy Town Administrator Mary Bohlen reported on the Administration budget. Ms. Bohlen explained that the budget was relatively the same as last year's, with the exception of the capital expense item of the replacement of the Town Administrator's vehicle in the amount of \$25,000.00.

Finance Director Lynn Musgrave and Economic and Community Development Director Michael Day reported that funds currently budgeted in capital outlay would be re-distributed to contracted services and advertising to focus on the revitalization from downtown to the Ocean City Boulevard corridor and Main Street 818 out to Route 50. Mr. Day explained the partnerships with the county and the state regarding promotions, grant matches and sponsorships. Councilmember Burrell inquired about the increase in contracted services and Mr. Day stated those funds would be used for promotions on the new corridors and realtor tours. Councilmember Burrell noted that some of the accounts do not have a utilities fund and Ms. Musgrave replied that expense is included in the administration budget. Councilmember Lynch requested a list of the promotions, sponsorships and grants matches for the FY12 fiscal year.

Finance Director Lynn Musgrave reported that the budget for Finance and Customer Service was the same as last year's. She had made adjustments in the Professional Services and Contracted Services lines items, but the final total had not changed.

Lynn Musgrave needed to leave the meeting to handle a utility issue. Police Chief Arnold Downing reported his budget was the same as last year's. Chief Downing explained the need for a voice stress analyzer which was one of the items on his capital expense list and continued with an explanation of the balance of the items listed those being a replacement vehicle, in car camera, radar unit, tac shield, 2 tasers and 2 MDT car computers. Discussion continued on the replacement and warranties on the vehicles. Councilmember Burrell inquired about the comp time balances. Mr. Fleetwood replied that the balances are much lower than that of last year and he would send the list to Councilmember Burrell tomorrow.

Ms. Musgrave returned to the meeting. Public Works Director Mike Gibbons and Ms. Musgrave reported on the budget regarding the Public Works, Sanitation and Streets departments. Mr. Gibbons stated that his overall budget numbers had decreased slightly. There were increases in fuel and contracted services for tipping fees for the sanitation department, but those increases were absorbed by the decreases in the streets department. Mr. Gibbons stated that the capital outlay budget had increased about \$5,000.00 for road work and explained the need for the balance of those items listed being concrete/sidewalk and thermoplastic crosswalks. Discussion continued on the various roads in town

requiring work. Councilmember Burrell asked Mr. Gibbons to investigate the condition of Maple Avenue.

Planning and Zoning Director Chuck Ward and Ms. Musgrave reported that the Planning and Zoning department showed a slight decrease in his budget. He stated that his department had been discussing and may propose the addition of an out of town contractor's license fee to help create additional revenue. The only businesses that may be excluded would be taxis and delivery vehicles. The property owner would not be required to obtain the license, only the service personnel. Discussion continued. Councilmember Brittingham asked Mr. Ward to investigate how other towns handle this fee and report back.

Ms. Musgrave and Ms. Bohlen reported that the Building and Grounds budget is essentially the same budget as last year.

Ms. Musgrave and Ms. Bohlen continued by reporting that the Parks and Recreation department budget had no changes in the bottom line of the budget from last year. Mayor Williams stated that he was very pleased with the appearance and maintenance of the parks.

Ms. Musgrave reported on the Local Slots Grants. Ms. Musgrave reported that the Town has collected \$124,000.00 in slot revenues through January funds and expects revenues to exceed the budgeted amount of \$200,000.00.

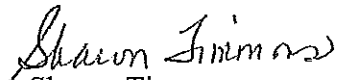
Human Resources Director Jeff Fleetwood reported that he did not have concrete numbers at this time, but was expecting to have the Health insurance numbers by Wednesday and the Liability and Workers Compensation numbers by the end of April. He stated that he was hopeful for favorable numbers.

Mayor Williams commented that Monday, April 23rd would be the regular council meeting with the Utility Budget work session to be held on Monday, April 30th.

Mayor Williams announced that the Town of Berlin had become the first municipality to be certified under the Sustainable Maryland Certified Program.

The General Fund Budget workshop ended at 8:17 p.m.

Respectfully submitted,


Sharon Timmons
Administrative Assistant



Mayor & Council of Berlin, Maryland

April 23, 2012

PROCLAMATION 2012-12

A PROCLAMATION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN RECOGNIZING MAY 11, 2012 AS WOCM—98.1 DAY

WHEREAS, WOCM, has always been involved in the community; the radio station, 98.1 FM, has an open door policy to people in the community allowing their message to be heard; and

WHEREAS, OCEAN 98.1 personalities have generously donated their own time for local charities, hosting radio-thons for area hospitals, a winter coat drive for Diakonia and the Worcester County Sheriff's Department, an annual listener appreciation party, giving away many prizes such as CD's, lottery tickets, gift certificates, including big items such as, a pontoon boat, a trip to Las Vegas and a trip to the Grammy Awards; and

WHEREAS, OCEAN 98.1 has started a scholarship fund; provides public service announcements for breast cancer awareness, a Harmon Family benefit, DFRS Benefit, Zumba-thon for ALS, St. Baldrick's Foundation, Give an Hour, and High School Sports Promotions; and

NOW THEREFORE, BE IT KNOWN that I, Wm. Gee Williams, III by the virtue of the authority vested in me as Mayor of the Town of Berlin, MD do hereby proclaim MAY 11, 2012 as WOCM - 98.1 DAY and does commend this observance to all our citizens.

THANK YOU FOR BELIEVING IN BERLIN

WITNESS MY HAND AND SEAL, THIS 23RD DAY OF APRIL, 2012



Wm. Gee Williams III - Mayor



Anthony J. Carson, Town Administrator

ORDINANCE 2012-02

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, A
MARYLAND MUNICIPAL CORPORATION, AMENDING § 107-34, DISTRICT
REGULATIONS R-1 RESIDENCE DISTRICT.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the Town of Berlin as follows:

- B. Conditional uses requiring Board authorization in accordance with §§ 107-69 and 107-70 of this chapter and site plan review pursuant to §107-61:
- (4) The new construction of a dwelling or the conversion of an existing dwelling ~~as of the effective date hereof~~ into a bed-and-breakfast facility, which shall be a single-family owner-occupied dwelling in which overnight sleeping rooms are rented on a short-term basis to transients subject to the following restrictions:
 - (a) No bed-and-breakfast facility shall contain more than four guest sleeping rooms.
 - (b) Only designated rooms shall be used for sleeping.
 - (c) A minimum of one full bathroom with lavatory, toilet and shower or tub or combination thereof shall be available for every two guest rooms as well as one for the owner-occupant.
 - (d) No guestroom shall contain more than two beds.
 - (e) On-site off-street parking in the rear or side yard in accordance with the code shall be provided at the rate of one space per guestroom and two spaces for the owner-occupant.
 - (f) No cooking facilities shall be permitted in any guestroom.
 - (g) Upon conversion of an existing dwelling to a bed-and-breakfast facility no additional entrance shall be permitted in the front facade.
 - (h) No guest shall be permitted in a bed-and-breakfast facility for more than 10 consecutive nights.
 - (i) No more than four persons shall simultaneously occupy any one guest room in a bed-and-breakfast facility.
 - (j) There shall be no more than two nonresident employees in or about the bed-and-breakfast facility.
 - (k) There may be only one on-premises advertising sign, which shall not exceed more than four square feet. The sign shall not be self-illuminated.
 - (l) Breakfast only shall be served only to overnight guest.
 - (m) Where a bed and breakfast facility is proposed on a single lot greater than one (1) acre in size, the Board shall have the authority to modify the above criteria, provided that such modification does not substantially impair the purpose of this chapter as stated in § 107-1.

Adopted and effective this _____ day of _____, 2012 by the Council of the
Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____
abstaining.

Elroy Brittingham, Sr. Vice-President
Approved and effective this _____ day of _____, 2012 by the Mayor of the
Town of Berlin, Maryland.

Wm. Gee Williams III, Mayor

ATTEST:

Anthony Carson, Jr. Town Administrator

ORDINANCE 2012-03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN
OF BERLIN, A MARYLAND MUNICIPAL CORPORATION,
AMENDING CHAPTER 107, Zoning,

WHEREAS The Mayor and Council of Berlin have determined that in certain circumstances, reasonable deviations from residential structure height restrictions may be appropriate, AND

WHEREAS, the Mayor and Council agree that the allowance of reasonable deviation from height restrictions in the R-1 and R-2 Residential Zoning Districts may provide for harmonious construction and redevelopment,

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the Town of Berlin that Chapter 107 be amended as follows:

§ 107-34. R-1 Residence District.

D. Height regulations. No principal structure or part thereof, except as provided in § 107-55 or (1) below, shall exceed 2 ½ stories or 30 feet in height, and no accessory structure shall exceed 1 ½ stories or 25 feet in height.

(1) In the R-1 and R-2 Districts, a Conditional Use may be granted from the Board of Appeals to allow a principal structure to exceed the height restriction in (D) above by a maximum of five feet. The Board shall consider the height of structures, as measured from the average grade, on adjoining properties as well as those within five hundred (500) feet of the proposed building. The Board shall not permit a Conditional Use for such a proposed building unless the applicant can provide certifiable documentation that adjacent structures or existing structures in the immediate vicinity currently exceed the height regulations in 107-34-D. The Board must find that the granting of such Conditional Use will not significantly impact the general architectural composition of the neighborhood.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2012, and thereafter a statement of the substance of the Ordinance having been published as required by law was finally passed by the Town Council on the _____ day of _____, 2012.

Adopted and effective this _____ day of _____, 2012 by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Elroy Brittingham, Sr., Vice-President

Approved and effective this _____ day of _____, 2012 by the
Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: Anthony J. Carson, Jr., Town Administrator

TOWN ADMINISTRATOR'S REPORT
04-23-12

Purchase Orders

PO# 201202680 in the amount of \$1,485.00 to Pigg, Krahl, Stern & Company for services rendered for Electric department capital assets and depreciation.

PO# 201202522 in the amount of \$1,440.00 to Sun Signs for banners for Take Pride in Berlin week.

PO# 201202718 in the amount of \$5,300.00 to Atlantic Group & Associates for design of Henry park walking path and survey/stakeout work. \$3,800.00 of this cost for design work approved by Mayor and Council on April 9, 2012. Balance of \$1,500.00 for survey/stakeout work.

PO# 201202754 in the amount of \$1,206.22 to Belson Outdoors for 2 picnic tables for use in park and special events.

PO# 201202763 in the amount of \$1,520.00 to Assateague Coastal Trust for portion of purchase of giveaway bags for Take Pride in Berlin event.

PO# 201202329 in the amount of \$2,360.54 to Adkins Company for improvements to new bay at Public Works.

PO# 201202768 in the amount of \$3,267.00 to Utility Lines Construction Services for directional boring at 119 North Main Street. Developer has agreed to pay \$1,795.00 of total cost.

PO# 201202769 in the amount of \$1,140.66 to National Transformer Sales for 3 net meters for 10026 Old Ocean City Blvd. Flexera will pay for the new meters.

PO# 201202776 in the amount of \$6,662.00 to Maryland Unemployment Insurance Fund for unemployment insurance.

Updates