



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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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

Laura Allen

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, JANUARY 13, 2014

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

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
COUNCIL MEETING
AGENDA
Monday, January 13, 2014**

6:00 PM EXECUTIVE SESSION - Berlin Conference Room

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

1. Approval of the Minutes for:
Regular Session of the Mayor and Council on December 9, 2013
Executive Session of the Mayor and Council on December 9, 2013
Statement of Closure for Mayor and Council on December 9, 2013
Worksession of the Mayor and Council on December 16, 2013
2. Discussion – Joe Moore, Class “D” Beer/Wine/Liquor within Berlin
3. Application for Special Sunday Permit – Boggs Disharoon A.L. Post 123
Sunday, February 2, 2014; Super Bowl Party
4. Approval of Contract – Visitor's Center Roof Replacement
5. Approval – Stipulation and Settlement Agreement with PSC
6. Departmental Reports
 - a. Finance – Natalie Saleh
 - b. Deputy Town Administrator – Mary Bohlen
 - c. Public Works – Mike Gibbons
 - d. Water Resources – Jane Kreiter
 - e. Police – Arnold Downing
 - f. Human Resources – Jeff Fleetwood
 - g. 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, December 9, 2013

The meeting of the Mayor and Council for Monday, December 9, 2013 was called to order by Mayor Williams at approximately 7:11 p.m. Councilmembers Hall, Brittingham, Burrell, Purnell, and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen, Planning Director Dave Engelhart, Police Chief Arnold Downing, Finance Director Natalie Saleh, Economic and Community Development Director Michael Day, Water Resources Director Jane Kreiter, Public Works Director Mike Gibbons, Human Resources Director Jeff Fleetwood, Electric Utility Director Tim Lawrence and Administrative Assistant Sharon Timmons.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Mayor Williams asked for a motion to approve the Regular Session minutes of November 25, 2013. Councilmember Lynch made a motion to approve the minutes and council voted unanimously to approve 5-0.

Ms. Leslie Mchalik and Mr. Mike Kleger from Pigg, Krahl and Stern came before the council to formally present the FY13 Audit Report. Mr. Kleger stated that there were no compliance matters or weaknesses found and no issues regarding internal controls. Ms. Michalik summarized the revenues and expenditures portions of the financial statements. Mr. Kleger reported that he felt the Town showed a healthy fund balance.

Ms. Patricia Dufendach came before the Mayor and Council to give an update on the activities of the Berlin Pedestrian Safety Committee. Ms. Dufendach reported that she and the other committee members had received positive responses from the community and had obtained 1,032 signatures for the petition. Ms. Dufendach also reported on the actions and proposed timelines that were being initiated on several of the issues brought forth to the State Highway Administration. Ms. Dufendach explained the proposed "Slow Down in our Town" program and read the Resolution proposed by the Worcester Board of Education. All of the letters of support and petition signatures will be submitted to the State Highway Administration.

Town Administrator Laura Allen explained the request for the motion to approve an amendment to the contract with EA Engineering, Science and Technology in the amount of \$45,000.00 for on-call services relating to Stormwater management. Discussion continued. Councilmember Burrell made a motion to approve the amendment to the contract with EA Engineering in the amount of \$45,000.00 and council voted unanimously to approve 5-0.

Mayor Williams read the motion to approve signing the agreement with Betts and Holt to continue to represent the Town for legal services concerning the electric utility department. Councilmember Hall made a motion to approve the Mayor to sign the agreement and council voted unanimously to approve 5-0.

Mr. Joseph Moore came before the council requesting the closure of a paper street known as Commodore Street and conveyance of the property. The property is located between Burley and Tripoli Street adjacent to Stephen Decatur Park. Discussion continued. Councilmember Brittingham made a motion to approve the closure of the paper street known as Commodore Street and allow for conveyance of the property and council voted unanimously to approve 5-0.

Department Head reports began with Finance Director Natalie Saleh reporting that the front office was re-organizing and refreshing its look. She also reported that they were collecting proposals and speaking with vendors regarding a new phone system and that she had recently completed a webinar on account updating.

Deputy Town Administrator Mary Bohlen reminded everyone that the worksession between the Mayor and Council and the Board of Supervisors of Elections on the re-districting proposals would take place on Monday, December 16th at 6:00 p.m. She also reported that the meeting between Worcester County and FEMA would be held on January 16th from 6:00 p.m. to 9:00 p.m. at Stephen Decatur Middle School.

Public Works Director Mike Gibbons reported that the last yard waste pickup would be held on Wednesday, December 11th. He stated that the department was also in the process of street sweeping on the roads and parks to eliminate the leaves. Mayor Williams commended Public Works on the great clean-up job after the Tree Lighting Ceremony and Christmas Parade.

Water Resources Director Jane Kreiter reported on a water leak to the service line located at Route 346 East. Ms. Kreiter stated that there was also a small leak on William Street and that a specialist would be on-site to help pin point the location.

Electric Utility Director Tim Lawrence reported that the Electric department had installed an underground service to a home at 12A Powellton Avenue and that he was working with Nexgrid on upgrades to the AMI meters. He also reported that the department had assisted with the set-up and tear down for the Christmas parade.

Police Chief Arnold Downing publicly thanked all of the law enforcement agencies for their assistance with the parade and that his department would be assisting other towns with their events. He stated that they were preparing for the New Year's Eve Ball Drop event in Berlin.

Planning Director Dave Engelhart reported that he should be receiving the updates from the county to the GIS maps this week. Councilmember Lynch commended Mr. Engelhart on his progress regarding the property located on South Main Street.

Human Resources Director Jeff Fleetwood reported that he was working on W-2's and benefit renewals for next year.

Economic and Community Development Director Michael Day thanked the departments involved in the Tree lighting and reported that Megan Houston, the new Main Street Coordinator had begun her employment this week. He reported that 13 S. Main Street would be converted into an Antiques Mall and that the Economic Development Director from Painesville, Ohio would be visiting the town next Wednesday. He proudly announced that Berlin had achieved 3rd place in the preliminary voting for Budget Travel's Coolest Small Town in America.

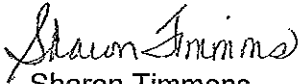
Town Administrator Laura Allen presented 3 purchase orders for approval (201401694, 201401626 and 201401769). Councilmember Brittingham made a motion to approve the 3 purchase orders as submitted and council voted unanimously to approve 5-0.

Mayor Williams spoke on correspondence received from Mr. Joe Moore requesting a letter of support from the Mayor and Council to amend Article 2B of the Annotated Code of Maryland to allow for the sale of beer/wine/liquor within the corporate limits of Berlin. Mayor Williams suggested that Mr. Moore come before the council at the January 13th meeting to discuss. Mayor Williams announced that the meeting scheduled for December 23rd had been cancelled and wished everyone a safe and happy holiday.

Mayor Williams asked for comments from the council. Councilmember Hall thanked staff for all of their support and help during the year. Councilmember Brittingham asked Mr. Gibbons to investigate a pot hole at the end of Flower Street near the bridge.

Mayor Williams asked for comments from the public or the press. Mr. Jerome Wharton asked about water at the submerged gravel wetland on Flower Street. There being no comments from either, Councilmember Lynch made a motion to adjourn the meeting and the meeting ended at 8:52 p.m.

Respectfully submitted



Sharon Timmons
Administrative Assistant

BERLIN MAYOR AND COUNCIL
RE-DISTRICTING
WORKSESSION MINUTES
DECEMBER 16, 2013

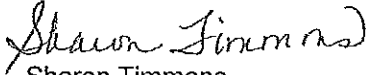
The Work session of the Berlin Mayor and Council was called to order by Mayor Williams at 6:05 p.m. The purpose of the work session was to discuss the issue of election re-districting. In attendance were Councilmembers Dean Burrell, Paula Lynch, Lisa Hall and Troy Purnell. Also in attendance were Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen and Town Attorney David Gaskill and Board of Supervisors of Elections members John Briddell, Milton Schul and Tony Bowen. Councilmember Brittingham was absent.

Ms. Bohlen reported that the 2010 census had shown an adjustment in the town's population from 4,385 to 4,496. Worcester County Board of Elections has requested that the Town submit the re-districting plan to them by mid-January. The ideal population numbers for each district should be within 5% of each other. The proposed plans would also preserve the incumbents' seats for all districts. Ms. Bohlen stated that she had met with Ms. Rahman, a representative from the MDP State Clearinghouse re-districting office and they were able to formulate three plans. Ms. Bohlen explained the three plans and how each district would be affected. Discussion continued including proposed manipulation of the districts to demonstrate the impact on district populations according to the re-configurations.

Council stated by consensus that they were not comfortable with any of the plans submitted and requested that Ms. Rahman be invited back to meet with the Board of Elections and Mayor and Council to try to formulate additional options. However, with the holidays and the availability of Ms. Rahman, it is doubtful that the Town will be able to meet the mid-January suggested deadline.

Mayor Williams closed the Work session at 7:10 p.m.

Respectfully submitted,



Sharon Timmons
Administrative Assistant

TOWN ADMINISTRATOR'S REPORT

January 13, 2014

Purchase Orders

PO# 201401656 in the amount of \$1,485.00 to Envirocorp for monitoring of wells at spray site located on Lee Road. (24-4380-4073)

PO# 201401916 in the amount of \$1,525.00 to Overhead Crane Equipment for testing on overhead crane beams and installation of safety latches at Power Plant. (10-4220-4060)

PO# 201401862 in the amount of \$11,200.00 to Intercoastal Trading for Soda Ash. (20-4320-4049)

PO# 201400516 in the amount of \$1,225.35 to Hill's Electric Motor Service for emergency repair of motor at Graham Avenue. (24-4365-4041)

PO# 201401853 in the amount of \$1,175.00 to Envirocorp for December monitoring of wells at Five Mile Branch Site. (24-4380-4073)

PO# 201402056 in the amount of \$2,995.00 to NITV, Inc. for pre-owned Dell D620 Computer Voice Stress Analyzer. (01-4200-4092)

Updates