



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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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, JULY 9, 2012

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

EXECUTIVE SESSION.....6:00 PM

REGULAR SESSION7:00 PM

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**BERLIN MAYOR AND COUNCIL
COUNCIL MEETING
AGENDA
Monday, July 9, 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:
Regular Session of the Mayor and Council on June 27, 2012
Executive Session of the Mayor and Council on June 27, 2012
Statement of Closure for Mayor and Council on June 27, 2012
2. Request for Special Event – Berlin Peach Festival
August 4, 2012, 11 a.m. to 5 p.m. at Calvin B. Taylor House Museum
3. Request for Special Event – National Night Out
August 7, 2012, 4 pm to 7 pm at Dr. William Henry Park
4. Request for Payment Plan for EDU's at 119 North Main Street (Paco's Tex Mex and Beyond) – Ernest Gerardi
5. Motion to Approve – Thermaco Grease Trap at Waystead Inn
6. EMS Standard Operating Procedures (SOP)
 - A) Adoption of S.O.P.
 - B) Hiring of Full Time EMS Employee
 - C) Ambulance Allocation Budget
7. Change date of next Council meeting to July 30th.
8. Departmental Reports
 - a. Deputy Town Administrator – Mary Bohlen
 - b. Public Works – Mike Gibbons
 - 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
9. Town Administrator's Report
10. Comments from the Mayor
11. Comments from the Council

12. Comments from the Public
13. Comments from the Press
14. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Wednesday, June 27, 2012

The meeting of the Mayor and Council for Wednesday, June 27, 2012 was called to order by Mayor Williams at approximately 7:06 p.m. Councilmembers Lynch, Purnell and Burrell were present, as well as Town Administrator Tony Carson, Town Attorney David Gaskill, Human Resources Director Jeff Fleetwood, Finance Director Lynn Musgrave, Electric Utility Director Tim Lawrence, Deputy Town Administrator Mary Bohlen, Water Resources Director Jane Kreiter, Public Works Director Mike Gibbons, Police Chief Arnold Downing, Planning & Zoning Director Chuck Ward and Administrative Assistant Sharon Timmons. Councilmembers Brittingham and Hall were absent. Economic and Community Development Director Michael Day was also absent.

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 June 11, 2012. Councilmember Lynch made a motion to approve the minutes and council voted to approve 3-0 with Councilmembers Hall and Brittingham absent.

Ms. Alane Capen, President and Ms. Maureen McNeill, Development Director of Coastal Hospice gave a powerpoint presentation on the Coastal Hospice at the Ocean facility which will be located off of Broad Street behind the Cottages of Berlin. Ms. McNeill spoke of the various programs offered to the patients and their families and briefed the council on the design and layout of the facility. Mayor Williams requested that the facility maximize the stormwater management areas and minimize the impervious surfaces. Ms. McNeill requested the possibility of a partnership between the Town and Coastal Hospice regarding financial support or assistance from other entities to help reach their goal of 5 million dollars. Mayor Williams suggested that Ms. McNeill speak with Deputy Town Administrator Mary Bohlen to investigate the possibility of financial assistance through grants.

Town Administrator Tony Carson requested that Item 3 regarding the request for a payment plan for the balance due on the EDU's for Pacco's Tex Mex and Beyond restaurant located at 119 North Main Street be moved to the meeting of July 9th.

Deputy Town Administrator Mary Bohlen explained the request for a motion to approve the proposal for the renewal of the warranty and licensing subscriptions between Card's Computer and the Town in the amount of \$9,671.40. Discussion continued. Councilmember Burrell made a motion to approve the contract renewal in the amount of \$9,671.40 and council voted to approve 3-0 with councilmembers Hall and Brittingham absent.

Electric Utility Director Tim Lawrence explained the need for the purchase of 3 additional repeaters for the WIFI project at a total cost of \$1,200.00. Mr. Lawrence stated that he had been testing the signal quality throughout town and that some areas were receiving poor signals. The project had originally been approved for \$3,000 of which \$2,596.00 had been spent, therefore the additional amount needed would only be \$800. Councilmember Purnell made a motion to approve the purchase of the 3 additional repeaters and the additional cost of \$800.00. Council voted to approve 3-0 with Councilmembers Hall and Brittingham absent. Mayor Williams requested that icons showing the location of the WIFI transmitters be placed on the maps and stores listings that the ambassadors hand out.

Departmental reports began with Finance Director Lynn Musgrave reporting that the council would be receiving their financials tomorrow and stated that the dates for the preliminary audit would be August 28-29th and the field work would be September 10th-14th.

Deputy Town Administrator Mary Bohlen reported the Henry Park sub-committee had attended the June meeting of the Parks Commission and that the Commission would be getting the final information from the architect regarding the walking path. She continued stating that the Parks Commission would have a

display available at the National Night Out in August. Councilmember Burrell requested that the sub-committee provide minutes from their meetings.

Public Works Director Mike Gibbons reported that the new 65 gallon trash containers for the Main Street area were received today. Mayor Williams requested that Mr. Gibbons meet with Mr. Carson and himself to discuss recommendations for work to be done on the various streets and sidewalks throughout town.

Water Resources Director Jane Kreiter reported that the water tap for the apartments and Tex Mex restaurant had been made and that both businesses should be open sometime in July.

Electric Utility Director Tim Lawrence reported that the installation of induction lights on Assateague Road had been completed, the underground service had been installed on the third Habitat Home and that the town had run the generators 2 days this month.

Police Chief Arnold Downing reported that the new police officer had been sworn in. He continued his report stating that he had spoken with 95% of the businesses regarding tips on counterfeiting, checks and safety. Chief Downing spoke of the good experience he had working the Ambassador booth.

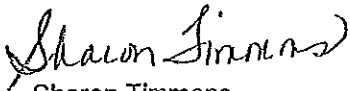
Planning & Zoning Director Chuck Ward reported that the Historic District training had been well attended and that the code enforcement department was in full force including the demolition of the home on Old Ocean City Boulevard. Mr. Ward commended Mary Bohlen on her work regarding the updating of the town code through Municode. Mr. Ward stated he had also enjoying his experience working as an Ambassador.

Human Resources Director Jeff Fleetwood reported that he had been making the necessary changes regarding the employee benefits for the new fiscal year. He also reported that 2 new seasonal employees for the Water Resources department would be starting on July 2nd and another on July 9th for the Electric department.

Town Administrator Tony Carson presented and requested approval of 9 purchase orders (201203204, 201203206, 201203078, 201203292, 201203300, 201203322, 201203072, 201203346 and 201203345). Councilmember Burrell made a motion to approve all 9 purchase orders and council voted unanimously to approve 3-0 with Councilmembers Hall and Brittingham absent.

There being no comments from the Mayor and the council, Mayor Williams asked for questions from the public or press. There being no questions, Councilmember Burrell made a motion to adjourn and the meeting ended at 8:00 p.m.

Respectfully submitted,



Sharon Timmons
Administrative Assistant

TOWN ADMINISTRATOR'S REPORT
July 9, 2012

Purchase Orders

PO# 201300021 in the amount of \$2,070.00 to Devin Systems for annual purchase of Utility envelopes.

PO# 201300023 in the amount of \$5,000.00 to Purchase Power for postage for postage meter for FY13.

PO# 201300029 in the amount of \$4,722.40 to Maryland Municipal League for FY13 membership dues and subscriptions.

PO# 201300075 in the amount of \$1,500.00 to D3 Corp for web service from July 1, 2012 to June 30, 2013.

PO# 201300077 in the amount of \$9,671.40 to Card's Computers for annual warranty and subscription renewals. Council approved proposal on June 27, 2012.

PO# 201300078 in the amount of \$23,400.00 to Card's Computers for Gold IT Services contract from July 1, 2012 to June 30, 2013.

PO# 201300077 in the amount of \$24,000.00 to Worcester Youth & Family Counseling for Youth Program contract from July 1, 2012 through June 30, 2013.

PO# 201300082 in the amount of \$2,000.00 to Worcester Youth & Family Counseling for 1st Quarter expenses from July 1, 2012 to September 30, 2012.

PO# 201300033 in the amount of \$1,740.00 to Flint Trading for thermoplastic for crosswalks.

PO# 201300017 in the amount of \$2,195.00 to Water Testing Labs for lead and copper testing.

PO# 201300101 in the amount of \$24,583.79 to Pittsville Motors for new Escape for Town Administrator. State Contract.

Updates