



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, APRIL 14, 2014

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

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

EXECUTIVE SESSION..... 6:30 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, April 14, 2014**

6:30 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 March 24, 2014
Executive Session of the Mayor and Council on March 24, 2014
Statement of Closure for Mayor and Council on March 24, 2014
2. Request for Street Closure to celebrate Victorian Charm's 20th Anniversary
Friday, May 2nd, Closure of Commerce Street from 6:00 p.m. to 9:00 p.m.
3. Request for Special Events – Berlin Chamber of Commerce.
 - a. Jazz and Blues Festival, May 3, 2014; 12 – 8 p.m.
 - b. Spring Cruisers, May 17, 2014; 10 a.m. – 2 p.m.
4. Request for Special Event – May Day Play Day
Saturday, May 10th, 2014; Main Street 12 noon to 9:00 p.m.
5. Request for Special Event – Memorial Day Celebration
Monday, May 26, 2014; 8:00 a.m. to 6:00 p.m., Flower Street
6. Request for Special Event – Reindeer Run
Saturday, December 6, 2014; Atlantic Hotel 8:00 a.m.
7. Town of Berlin 2014 Special Spring Trash and Yard Waste Collections
 - a. Yard Waste – April 23 & April 30
 - b. Bulk Waste – May 7 & May 14
8. Motion to Approve – Restating PJM Risk Management Policy, Procedure and Controls.
9. Departmental Reports
 - a. Finance – Natalie Saleh
 - b. Deputy Town Administrator – Mary Bohlen
 - c. Water Resources & Public Works – Jamey Latchum
 - d. Electric – Tim Lawrence
 - e. Police – Arnold Downing
 - f. Planning – Dave Engelhart
 - g. Human Resources – Jeff Fleetwood
 - h. Economic and Community Development – Michael Day

10. Town Administrator's Report
11. Comments from the Mayor
12. Comments from the Council
13. Comments from the Public
14. Comments from the Press
15. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday, March 24, 2014

The meeting of the Mayor and Council for Monday, March 24, 2014 was called to order by Mayor Williams at approximately 7:00 p.m. Councilmembers Brittingham, Hall, Purnell, Burrell and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Planning Director Dave Engelhart, Deputy Town Administrator Mary Bohlen, Human Resources Director Jeff Fleetwood, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing, Economic and Community Development Director Michael Day, and Administrative Assistant Sharon Timmons. Finance Director Natalie Saleh and Water Resources and Public Works Director Jane Kreiter were 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 March 10, 2014. Councilmember Lynch made a motion to approve the minutes and council voted unanimously to approve 5-0.

Ms. Michelle Kosin and the Worcester County Beach Bots Robotics team presented a short video on their latest robot creation which has received many competition awards over the last two years. The group requested financial support from the community to assist them with the opportunity to attend the Global Championship in St. Louis in April. Chief Downing presented the group with a check for \$400.00 from the Berlin Police Department and wished them good luck.

Mr. Steve Tull, Manager of the Chesapeake Utilities Conversion to Natural Gas team came before the council to give an update on the natural gas conversion throughout town. Mr. Tull stated that 185 businesses and residences have been converted so far and they were anticipating the entire town to be completed by early to mid-summer. Mr. Tull also reported that each pipe is leak tested and surveyed every 3 years as part of a maintenance and monitoring system.

Mr. John Dale Smack came before the council requesting approval of the 5K Memorial Walk to be held on Saturday, April 12th at St. Paul's United Methodist Church on Flower Street. Mr. Smack reported that their volunteers would be handling traffic control with the assistance of the Berlin Police department and Sheriff's department. Councilmember Burrell made a motion to approve the event and council voted unanimously to approve 5-0.

Electric Utility Director Tim Lawrence spoke to the council requesting approval for an event called "Public Works/Utility Day" or "Touch a Truck Day" to be held on Saturday, May 31st at Stephen Decatur Park from 10:00 a.m. to 2:00 p.m. This event would involve demonstrations from the various town departments of Water Resources, Public Works, Electric and Police and would be both educational and informative for all ages of the community. Councilmember Hall made a motion to approve the event "Public Works/Utility Day" and council voted unanimously to approve 5-0.

Mayor Williams read Proclamation 2014-06 which proclaims April to be Fair Housing Month.

Mayor Williams read Proclamation 2014-07 which proclaims April 19-26th to be Take Pride in Berlin week. Mayor Williams thanked Ms. Bohlen for her leadership surrounding the event and thanked BAMU and Sonrise Church for partnering with the Town.

Deputy Town Administrator Mary Bohlen summarized the Annual Allocation Wish List for Program Open Space which is presented to Worcester County. The FY15 request from the Town is \$5,000 for the development of complete specs for improvements at the John Howard Burbage Park. An additional \$50,000 is being requested for the development of the area at Burbage Park into a neighborhood park and \$10,000 towards the expansion of the Tot Lot area in Stephen Decatur Park. Ms. Bohlen reported that due to the economy, the Town has not received any allocations for several years. Councilmember Burrell made a motion to approve Ms. Bohlen to submit the Annual Allocation Wish List to Worcester County for Program Open Space and council voted unanimously to approve 5-0.

Mayor Williams announced the motion to approve the Power Purchase Auction. Mayor Williams explained that the Town has worked to have templates and agreements in place ahead of time to expedite the work in the case that a potential supplier wishes to participate in the auction which is held in the spring or fall when power costs are lower. Councilmember Hall made a motion to approve the purchase power auction and council voted unanimously to approve 5-0. Mayor Williams then asked council to approve the authorization for him to sign any sale agreements that they find acceptable. Councilmember Brittingham made a motion to approve the authorization of the Mayor to sign any acceptable agreements and council voted unanimously to approve 5-0. Mayor Williams then asked for a motion to confirm the World Energy contract as recommended by Jill Barker, our legal representative with Betts & Holt. Councilmember Burrell made a motion to approve the confirmation of the World Energy contract and council voted unanimously to approve 5-0.

Departmental reports began as Deputy Town Administrator Mary Bohlen reported that Public Works would be investigating alternatives to repair damage sustained to the railroad ties at the entrance of Henry Park. She also reported that she would be obtaining quotes to repair the damaged sections of the iron fence at that park.

Electric Utility Director Tim Lawrence reported on various locations throughout town where electric work was being done. He also presented pictures of the fans which were installed on the transformers at the substation. These fans will increase the life span and capacity of the transformers.

Police Chief Arnold Downing reported that his department was preparing for the Coolest Small Town parade and party. He also reported that the officers have been participating in Active Shooter training and SWAT team assessments at the schools.

Planning Director David Engelhart reported that he had represented the Town on Friday at the Home and Condo Show. Mr. Engelhart reported that Mr. Andrew Hanson had received good feedback on the presentation of his Cannery Village project to the Planning Commission on March 12th and was hoping to receive preliminary site approval in April. Mr. Engelhart spoke on the idea of revisiting the commercial district design standards for the town and announced the open house at Snow Hill Intermediate School on March 26th which would cover information on the continued dualization of Route 113.

Human Resources Director Jeff Fleetwood reported that he had attended a LGIT workshop regarding liability insurance and would be attending another workshop on Wednesday regarding Worker's Comp insurance. Mr. Fleetwood reported that he anticipated no increases in the costs for vision insurance or workers comp insurance and a flat rate or 2% increase for liability insurance. Mr. Fleetwood did not offer any numbers at this time for health insurance.

Economic and Community Development Director Michael Day reported on the success of the condo show, announced that Comcast would be filming in Berlin during the Coolest Small Town party on the 29th and that WMDT would be installing a webcam in Berlin to help promote tourism. Mr. Day also announced the Berlin Heritage Foundation's fundraiser would be held Friday, March 28th at Harrison's Harborwatch.

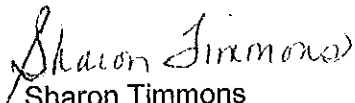
Town Administrator Laura Allen presented 9 purchase orders for approval (201402030, 201402615, 201402558, 201402692, 201402591, 201402642, 201402643, 201402398 and 201402703). Councilmember Brittingham made a motion to approve the 9 purchase orders as submitted and council voted unanimously to approve 5-0.

Mayor Williams thanked Councilmember Hall for the use of her car to drive them in the St. Patrick's Day parade and to Michael Day and Mark Huey for carrying the banner. He then introduced Mayor P.J. Purnell of Crisfield who was in attendance for the meeting. Mayor Williams read a letter to be sent to the Maryland Transportation Commission requesting to re-name the section of US 113 between Berlin to Snow Hill in memory of the late Delegate K. Bennett Bozman and Councilmember Burrell made a motion for the Mayor to send the letter.

Mayor Williams asked for comments from the council. Councilmember Brittingham suggested that the Town send a letter of congratulations to the Girl's and Boys' basketball teams at Stephen Decatur High School for an outstanding year and making the playoffs.

Mayor Williams asked for comments from the press and the public. There being no comments or questions from either, Councilmember Lynch made a motion to adjourn the meeting and the meeting ended at 8:35 p.m.

Respectfully submitted,


Sharon Timmons
Administrative Assistant

TOWN OF BERLIN SPRING 2014 SPECIAL TRASH & YARD WASTE COLLECTIONS

Please see below for information about what will be collected and what dates apply to your neighborhood.

If your <u>NORMAL TRASH DAY</u> is	then your <u>YARD WASTE PICKUP DAY</u> will be	and your <u>BULK WASTE PICKUP DAY</u> will be
Tuesday or Wednesday	Wednesday, April 23	Wednesday, May 7
Thursdays	Wednesday, April 30	Wednesday, May 14

Regular household garbage is not part of these collections. Collection is for residential properties only; commercial and industrial properties are not included. Items must be at the curb by 7:00 AM; materials placed for pickup at any other time may not be collected.

BULK ITEM COLLECTION

DO:

Include items such as: Furniture - Toilets and Sinks – Carpet – Mattresses - Tables and Chairs – Refrigerators - Washers & Dryers - Small appliances – Televisions – Microwaves – Computer Components

Small items must be placed in a container at the curb and weigh no more than 100 lbs.

DON'T:

Include items such as: Hazardous Waste - Construction materials – Paint - Yard waste/brush - Propane tanks – Tires – Chemicals - Insecticides

YARD WASTE COLLECTION

DO:

Place leaves, grass clippings, pine needles and cones, and garden waste in a paper bag, plastic bag, or (maximum) 30 gallon container.

Cut brush into 4 ft. lengths and bundles no larger than 18 inches in diameter.

DON'T:

Mix in stones, rocks, metal, other inorganic matter, dirt, sod or other materials.

For more information about acceptable items for either collection, please call the Public Works Department at 410-641-4001.

MOTION TO APPROVE

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE RESTATING PJM MANAGEMENT POLICY, PROCEDURES AND CONTROLS DATED SEPTEMBER 12, 2011 AND RE-AUTHORIZING THE TOWN ADMINISTRATOR TO REPRESENT THE TOWN IN HEARINGS BEFORE THE MARYLAND PUBLIC SERVICE COMMISSION AND TAKE ACTIONS THERE ON ITS BEHALF RELATED TO THE PROCEEDINGS.

ADOPTED THIS ____ DAY OF _____, 2014 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 this ____ day of _____, 2014 by the Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: _____
Laura Allen
Town Administrator

TOWN ADMINISTRATOR'S REPORT
April 14, 2014

Purchase Orders

PO# 201402730 in the amount of \$1,739.20 to Special Fleet Services for chain saw for Bucket Truck for Electric department. (10-4230-4092)

PO# 201402754 in the amount of \$2,480.00 to Goody Hill Ground Work for emergency repair of water main at Homes of Berlin II on Bay Street. (20-4330-4060)

PO# 201402789 in the amount of \$5,299.00 to Eastern Water Blast System for steam power washer to clean vehicles, buildings and tanks. Cost to be split between Public Works and Water Resources. (01-4320-4092, 24-4380-4092)

PO# 201402693 in the amount of \$4,623.40 to Hill's Electric Motor Service for emergency repair to electrical cabinet. (24-4365-4041)

PO# 201402805 in the amount of \$2,750.00 to Peninsula Water Conditioning for water conditioner for spray site #2 due to high iron and nitrates. (24-4380-4092)

PO# 201402787 in the amount of \$2,500.00 to Hill's Electric Motor Service for emergency repair due to broken impellor, not to exceed \$2,500. (24-4365-4041)

PO# 201402806 in the amount of \$1,524.95 to Edgemoor Inc. for fencing to replace damaged sections at Henry Park. (01-4500-4060)

PO# 201401527 in the amount of \$10,673.30 to Goody Hill Ground Work for emergency repair of water leak located on William Street. (20-4330-4060)

PO# 201402870 in the amount not to exceed \$3,800.00 to Terra Firma for repair of 24 x 45 foot section of roadway that was destroyed by last winter storm. (01-4320-4043)

PO# 201402876 in the amount of \$8,500.00 to Southern States Milford Co-Op for zero turn mower. (20-4310-4092)

Updates