



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



## BERLIN, MARYLAND

### MAYOR AND COUNCIL MEETING

MONDAY, MAY 12, 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..... 6:00 PM

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.*

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, May 12, 2014**

**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 April 28, 2014  
Executive Session of the Mayor and Council on April 28, 2014  
Statement of Closure for Mayor and Council on April 28, 2014  
Utilities Budget Worksession of Mayor and Council on May 5, 2014  
Special Executive Session of Mayor and Council on May 5, 2014  
Statement of Closure for Mayor and Council on May 5, 2014
2. Request for Special Event – Memorial Day at Veteran’s Memorial  
May 25<sup>th</sup>, 8:00 a.m. Main Street
3. Bill Badger – Worcester County Economic Development  
Excursion Train Opportunity
4. Motion to Approve – FY15 Policy renewal for Worker’s Compensation Insurance
5. Motion to Approve – Health Care Proposal for FY15
6. Departmental Reports
  - a. Finance – Natalie Saleh
  - b. Water Resources & Public Works – Jane Kreiter
  - c. Electric – Tim Lawrence
  - d. Police – Arnold Downing
  - e. Planning – Dave Engelhart
  - 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

REGULAR SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, April 28, 2014

The Regular Meeting of the Berlin Mayor and Council for Monday, April 28, 2014 was called to order by Mayor Williams at 7:10 PM. Councilmembers Elroy Brittingham, Dean Burrell, Lisa Hall, Paula Lynch and Troy Purnell were present as well as Town Administrator Laura Allen and Town Attorney David Gaskill. Deputy Town Administrator Mary Bohlen, Water Resources/Public Works Director Jane Kreiter, Finance Director Natalie Saleh, Human Resources Director Jeffrey Fleetwood and Economic and Community Development Director Michael Day were also present as well as Police Chief Arnold Downing, Electric Utility Director Tim Lawrence and Director of Planning Dave Engelhart.

Councilmember Lynch moved to approve the revised Minutes of the March 10, 2014 Regular Session Minutes and approval was unanimous. Councilmember Lynch moved to approve the Minutes of the April 14, 2014 Regular Session and approval was unanimous. Councilmember Lynch moved to approve the Minutes of the April 14, 2014 Executive Session and approval was unanimous. Mayor Williams read the Statement of Closure for the April 14, 2014 Executive Session. Councilmember Lynch moved to approve the Minutes of the April 21, 2014 General Fund Budget Worksession and approval was unanimous. Mayor Williams noted that the Minutes needed to be re-titled "Worksession" instead of "Workshop".

Kate Patton of the Lower Shore Land Trust (LSLT) appeared before the Mayor and Council to request the Town's support in an application to the Federal Lands Access Program (FLAP) which was due for submission by May 15, 2014. Ms. Patton reviewed the actions taken to date toward the "Walkable-Bikeable Berlin" plan and the creation of trails outside Berlin along and in the area of the Berlin-Assateague corridor. She explained that the plan being submitted under the FLAP program would include negotiation/purchase of easements, creation of a logo, placement of amenities in Burbage Park to create a trailhead, and continuing planning and development of the trail system. LSLT was requesting support from the Town in the form of approximately 16-20 hours of in-kind services, including staff review and installation of amenities, a cash match of \$2,000.00 and a letter of support for the application. Discussion of the concept and project followed. It was noted that the notification of award was expected in September of 2014 and that the in-kind and cash support would not be required until that time. Councilmember Hall moved to have a letter of support drafted, outlining the cash and in-kind support and approval was unanimous. Ms. Patton thanked the Mayor and Council for their support.

Finance Director Natalie Saleh presented a Motion to Approve for an FY14 Budget Amendment. Following discussion of the purposes of the amendment, Councilmember Burrell moved to approve as presented and approval was unanimous.

Having completed the items on the Regular Agenda, Mayor Williams asked for Departmental Reports. Finance Director Natalie Saleh indicated that the Finance Department was working with the Enterprise Fund Departments in preparation for the Monday, May 5, 2014 Budget Worksession.

Deputy Town Administrator Mary Bohlen noted that the previous Saturday, April 26, 2014 had been Clean-Up Day. She indicated that there had been a lower turn-out of volunteers than in previous years, but indicated that the switch in dates— with Clean-Up Day being the end of Take Pride in Berlin Week, rather than the beginning – and the large number of other events occurring in the area may have caused the decline. She also noted that Steve Farr of Assateague Coastal Trust had sent her a text late that morning indicating that the group clearing Hudson Branch had found "1,000 bottles, 10 basketballs, 2

beds and a Buddha". Mr. Farr, who was in the audience, spoke regarding the frustration voiced by previous years' volunteers in having to clean the same area year-after-year without apparent affect. He suggested additional outreach in the neighborhoods impacting Hudson Branch. Brief discussion of changes to the Worcester County Landfills' policies followed.

Water Resources/Public Works Director Jane Kreiter provided a slide with a photograph of a tree planted at the new Five Mile Branch Spray Site in honor of recently-deceased employee Alan Ludlum. She also reported on recent activities of the Water Resources Department including meter reading, repairs in Henry's Mill, work on the Buttercup Court stormwater conveyance and patching on Flower Street. She also noted that there was severe weather anticipated for the upcoming week and that therefore, the Public Works Department was considering postponing the planned yard waste collection to a later date. She commented on questions raised at the previous meeting regarding the fence at Henry Park and noted that the fence material was hollow aluminum, not solid as it may appear, thus explaining the lower-than-anticipated cost of repairs. Councilmember Hall suggested that an open house be scheduled for the Five Mile Branch facility. Ms. Kreiter also announced that, through a MD Department of Natural Resources Program, the Water Resources Department would be working with local school children to plant trees.

Electric Utility Director Tim Lawrence reported that the Electric Department had recently installed a capacitor bank, worked on tree-trimming throughout Town and installed in-line disconnects, which permit more localization of outages in the event of an outage. Discussion followed. He also reported on preparations for "Touch-a-Truck" Day scheduled for Saturday, May 31, 2014 in Stephen Decatur Park. Discussion regarding a leaning tree on S. Main Street followed. The potential hazards and assignment of liability followed.

Police Chief Arnold Downing reported that, in cooperation with other agencies, Berlin Police Department was working on an awareness campaign for the newly lowered speed limits on Rt. 113 and that police personnel were continuing involvement in the weekend events.

Planning Director Dave Engelhart noted an increase in various permits and in code enforcement notifications as is typical in the spring following the cold weather.

Human Resources Director Jeff Fleetwood noted that he was continuing to work on insurance renewals for FY15.

Economic and Community Development Director Michael Day reported that he had recently met with Mayor's Assistant JoAnn Unger, Main Street Coordinator Megan Houston and Chamber member Mike Wiley regarding increasing volunteer recruitment, particularly for the Ambassadors' Program and manning the Visitor's Center. He also reminded the Mayor and Council that Jazz-n-Blues was scheduled for the upcoming Saturday, May 3, 2014 and that May Day Play Day would be held on Saturday, May 10, 2014 and reported on several businesses moving within the Town.

Town Administrator Laura Allen presented 13 purchase orders to the Council for approval. Councilmember Burrell asked for clarification from Mr. Lawrence regarding the "dead-end shoes" on PO 02928 and Mr. Lawrence explained. Councilmember Brittingham moved to approve the purchase orders as presented and approval was unanimous.

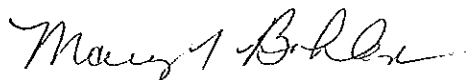
Mayor Williams had no comments.

Councilmember Burrell asked about the status of the retaining wall at the entrance of Henry Park and Ms. Kreiter indicated that she would be presenting several options to the Parks Commission at their next meeting on May 6, 2014.

Councilmember Lynch asked Councilmember Burrell if he had received follow-up information regarding a previous discussion on health insurance. Councilmember Burrell indicated that he had and Mr. Fleetwood indicated that the information had been emailed to the entire Council. Ms. Lynch also reported that the kindergarten class at Worcester Preparatory School had recently had a video-conference with the Space Station and that the children had been thrilled when the astronaut asked them about living in the "Coolest Small Town".

With no further comments from the Council, Mayor Williams asked for questions or comments from the audience or press. Hearing none, he asked for a motion to adjourn. Councilmember Burrell so moved and the meeting was unanimously adjourned at 8:20 PM.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Mary T. Bohlen".

Mary T. Bohlen  
Deputy Town Administrator

MAYOR AND COUNCIL OF BERLIN, MARYLAND  
BUDGET WORKSESSION MINUTES  
UTILITIES FUNDS  
MAY 5, 2014

The Utilities Fund Budget Worksession for Monday, May 5, 2014 was called to order by Mayor Williams at approximately 6:00 p.m. In attendance were Council members Lynch, Purnell, Hall, Burrell and Brittingham as well as Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen and Human Resources Director Jeff Fleetwood. Also present were Water Resources Director Jane Kreiter, Water Superintendent Marvin Smith, Wastewater Superintendent Jamey Latchum, Assistant Stormwater Superintendent Jocelyn Aydelotte, Electric Utility Director Tim Lawrence, Finance Director Natalie Saleh and Administrative Assistant Sharon Timmons.

Jane Kreiter and Marvin Smith reviewed the budget for the Water department. Ms. Kreiter stated that she anticipated a 6% increase in the revenues due to the addition of at least 50 water EDU's at the Main Place building. Ms. Kreiter explained the need for a new box truck under the proposed capital budget.

Ms. Kreiter and Jamey Latchum reviewed the budget for the Sewer department. Ms. Kreiter stated that she anticipated a 17% increase in revenues due to the addition of 50 sewer EDU's at the Main Place building and the implementation of the last of the sewer charge increases. Mr. Latchum explained the need for a new tractor at Spray Site #1 as the old tractor was showing wear and tear.

Ms. Kreiter and Jocelyn Aydelotte reviewed the budget for the Stormwater department. Ms. Kreiter reported that the General Fund contribution had been reduced due to impending grant funding from FEMA in the amount of at least \$124,000.00. Discussion continued on the scheduling of stormwater improvements in the areas of the Flower Street culvert, Hudson Branch and on William Street near the Power Plant and Ms. Kreiter reported on the status of grant applications. Ms. Kreiter stated that \$30,000.00 would be budgeted each year for the next 10 years for the Vac truck.

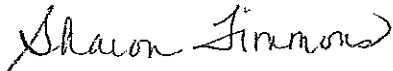
Town Administrator Laura Allen requested that the budgeted monies allocated for the smart meters remain in FY15 and that the monies allocated for FY14 go back to the fund. Ms. Allen noted that the town was still committed to the project, but was still looking for a vendor which would more closely meet the needs of both the water and the electric departments and that the Town would not be entering into an agreement in FY14.

Electric Utility Director Tim Lawrence stated that he anticipated a 3% increase in the Electric department. Mr. Lawrence reported that the increases shown under Electric Administration were due to the consolidation of line items 4020, 4021, 4022, 4025 and 4050 from the Power Plant and Power Distribution into one account. Mr. Lawrence reviewed the proposed Capital Budget items for the replacement of rotten utility poles, the installation of new services, replacement of 3 trans closures and the mercury vapor lights. Mr. Lawrence explained the idea for a downtown area audio system.

Mayor Williams suggested that the town look down the road into the possibility of the installation of the electric underground area by area throughout town. Brief discussion regarding the comparison of electric rates continued.

There being no further discussion, Mayor Williams adjourned the meeting at 7:24 p.m. for the council to go into Executive Session.

Respectfully submitted,



Sharon Timmons  
Administrative Assistant

## TOWN ADMINISTRATOR'S REPORT

May 12, 2014

### Purchase Orders

PO# 201403130 in the amount of \$12,849.11 to Maryland & Delaware Railroad for annual license agreement. Costs split between Electric, Water & Sewer. (10-4210-4094, 20-4310-4091, 24-4360-4091)

PO# 201403104 in the amount of \$14,374.23 to Card's Computers for service and support, workstations and back-ups, firewall appliance, software subscriptions and IT services. (01-4110-4050, 01-4110-4092, 01-4110-4122, and 01-4120-4050)

PO# 201402995 in the amount of \$2,041.66 to Card's Computers for new workstations and back-ups. (01-4115-4050, 01-4500-4050)

PO# 201403115 in the amount of \$2,041.66 to Card's Computers for replacement of 2 computers at generation plant and back-ups. (10-4220-4053)

PO# 201403114 in the amount of \$1,596.46 to Card's Computers for replacement computer and e-port replicator. (10-4230-4053)

PO# 201403132 in the amount of \$1,200.00 to MD DC Utility Association for 2014 membership dues. (10-4210-4026, 20-4310-4026, 24-4360-4026)

PO# 201402540 in the amount of \$12,319.00 to John W. Tieder for emergency repair to headworks building, hit by septage hauler. To be reimbursed by insurance. (24-4370-4041)

PO# 201403007 in the amount of \$1,000.00 to Parkel Corporation for matching funds with Worcester County Tourism Camp Ground Promotion. (01-4115-4056)

PO# 201403158 in the amount of \$3,594.00 to Air Monitoring Specialists for emissions testing at Power Plant. (10-4220-4060)

PO# 201402926 in the amount of \$1,776.00 to L/B Water Service for 12 meters. (20-4330-4053)

PO# 201402863 in the amount of \$3,587.80 to Hill's Electric Motor Service for rebuilding pump at digester. (24-4370-4041)

PO# 201402973 in the amount of \$1,803.90 to Worcester County for sludge hauling. (24-4370-4121)

PO# 201403124 in the amount of \$2,922.96 to Card's Computers for workstation, IT services and antivirus protection. (01-4200-4020, 01-4200-4053)



PO# 201402948 in the amount of \$1,734.96 to Hill's Electric Motor Service for emergency repair to lift station pump at Schoolfield Street. (24-4365-4041)

PO# 201403111 in the amount of \$1,055.00 to Crown Pointe Technologies for annual support and maintenance on Skills Manager training software. (01-4200-4060)

MINUTES – PARKS COMMISSION  
April 1, 2014

A meeting of the Berlin Parks Commission was held on Tuesday, April 1, 2014 at 5:30 PM. Board members Patricia Dufendach, Bruce Hyder and Mike Wiley were present as well as Deputy Town Administrator Mary Bohlen. Water Resources/Public Works Director Jane Kreiter and Youth Coordinator Melanie Windsor were present as well as Ann Ashman, the muralist for the Stephen Decatur Park mural and Kate Patton of the Lower Shore Land Trust.

The Commission reviewed the Minutes of March 11, 2014. Ms. Dufendach moved to approve the Minutes as written and approval was unanimous. Commission member Sarah Hooper and Councilmember Lisa Hall joined the meeting in progress.

Ms. Bohlen noted that the next event scheduled for the Parks Commission was the Spring Celebration set for Saturday, April 19. The group would meet behind Town Hall at 9:30 to begin setting up. She also noted that she would have a sign-up sheet for Clean-Up Day.

The Commission discussed Take Pride in Berlin Week and Clean-Up Day. Ms. Patton noted that she had had discussions with Food Lion about their participation in Take Pride in Berlin Week/Clean-Up Day. Details would be forthcoming. Ms. Patton asked if the Town would have an item to contribute if giveaway bags were put together. Ms. Bohlen indicated that she believed she would have something to contribute. Ms. Kreiter indicated that the Public Works and Stormwater Utility Department would be working with the management of the apartment complex immediately adjacent to Hudson Branch to replace a portion of their parking lot with a rain garden. It was not sure if the work, or some other activity, could be incorporated into Take Pride in Berlin Week.

Ms. Kreiter discussed the recent damage done to the Henry Park entrance and asked for input on what type of material the Parks Commission would like to see used to replace the existing railroad ties. Discussion followed. It was noted that, at some point, it was hoped that the parking area for Henry Park would be re-done and improved; therefore, it was prudent not to put too much expense into repairs at this time. Ms. Kreiter indicated that she would have more information at the next meeting.

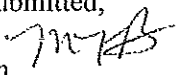
Ms. Melanie Windsor provided an update on the Berlin Youth Program. They would be participating in the America's Coolest Party scheduled for April 12, and with Clean-Up Day, and were starting to gear-up for summer programs.

Ms. Dufendach initiated a discussion regarding the striving of the Parks Commission toward developing more of a true recreation program. Lengthy discussion followed regarding the potential for more consideration along these lines when the proposed Community Center is built (though a timeframe is not known).

Councilmember Hall initiated a discussion regarding a piece of property that may be of interest to the Town. A discussion of the possibilities afforded by the property followed. Ms. Dufendach made a motion to have Ms. Bohlen draft a letter of support to be held until such time as it was appropriate to provide to the Mayor and Council. Approval was unanimous.

Ms. Dufendach moved to adjourn and the meeting adjourned at approximately 6:30 PM.

Respectfully Submitted,

  
Mary T. Bohlen  
Deputy Town Administrator  
Liaison to the Parks Commission