



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
Laura Allen

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, OCTOBER 14, 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.

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, October 14, 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:
 - a) Regular Session of the Mayor and Council on September 22, 2014
 - b) Part 1 of Executive Session of the Mayor and Council on September 22, 2014
Part 1 of Statement of Closure for Mayor and Council on September 22, 2014
 - c) Part 2 of Executive Session of the Mayor and Council on September 22, 2014
Part 2 of Statement of Closure for Mayor and Council on September 22, 2014
2. Application for Special Sunday Permit-Boggs Disharoon A.L. Post 123
Sunday, November 23, 2014 for District Meeting
3. Resolution 2014-03
Adoption of the 2014 Worcester County Hazard Mitigation Plan
4. Motion to Approve – Memorandum of Understanding with Lower Shore Land Trust
5. Motion to Approve – Contract with Worth Construction for construction of Tripoli
Street Sidewalk
6. Motion to Approve – Mass Notification System
7. Motion to Approve – Date and Hours for Halloween Trick or Treating
8. Motion to Approve – Schedule for Mayor and Council Meetings and Town Holidays
for 2015
9. Departmental Reports
 - a. Deputy Town Administrator – Mary Bohlen
 - 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
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, September 22, 2014

The meeting of the Mayor and Council for Monday, September 22, 2014 was called to order by Mayor Williams at approximately 7:06 p.m. Councilmembers Brittingham, Burrell, Purnell, Hall and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen, Human Resources Director Jeff Fleetwood, Police Chief Arnold Downing, Water Resources and Public Works Director Jane Kreiter, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart and Administrative Assistant Sharon Timmons. Finance Director Natalie Saleh and Economic and Community Development Director Michael Day 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 September 8, 2014. Councilmember Lynch made a motion to approve the Regular session minutes of September 8, 2014 and council voted unanimously to approve 5-0.

Main Street Coordinator Megan Houston, Mayor's Assistant JoAnn Unger and Administrative Assistant Sharon Timmons came before the council to request approval for the Berlin Christmas Parade to be held on Thursday, December 4th at 7:00 p.m. Ms. Houston reported that street closure forms had been sent to State Highway, reviewed the estimated budget for this year's parade and stated that letters requesting donations and entries would be mailed out this week. Councilmember Burrell made a motion to approve the Berlin Christmas Parade and council voted unanimously to approve 5-0.

Darl Kolar of EA Engineering, Science and Technology gave a powerpoint presentation on the Hudson Branch Stormwater project. Mr. Kolar reviewed the three sources of grant funding that had been confirmed; \$165,000 from FEMA, \$964,000 from the Maryland Department of Natural Resources and \$800,000 from the Department of Housing and Community Development. Mr. Kolar reviewed the three phases of the project; Phase I being Flower Street, Phase II would be Hudson Branch near William Street and the Berlin Electric Plant and Phase III would be Hudson Branch along Cedar, Pine, Franklin, Maple, Grice and Nelson Streets. Mayor Williams stated the residents on Showell Street had been promised that a solution to the erosion and stabilization of the land behind the homes would be included in Phase I. Discussion continued on the creation of offline wetlands in the Flower Street area. Mayor Williams asked Mr. Kolar to develop a practical type of barrier that would discourage persons from disposing of large items such as mattresses and furniture in the wetland area and ditch. Discussion continued on the required timeline and Mary Bohlen stated that all 3 projects should be near completion by the summer of 2016. Councilmember Burrell asked when Mr. Kolar could present a plan back to council on the issues regarding the stabilization of the lands behind Showell Street and Mr. Kolar replied that he would have an answer in 3 weeks.

Having completed the items on the Regular Agenda, Mayor Williams asked for the Departmental Reports. Deputy Town Administrator Mary Bohlen reported that the Requests for Proposals on the Mass Notification System had been received and were in the beginning process of being reviewed with the plan to be able to present them to the council by the end of October. Ms. Bohlen also reported they were starting the process for bidding on the bleachers and benches for Henry Park with a bid deadline of October 24th.

Water Resources and Public Works Director Jane Kreiter reported that her departments were working on completion of the fencing surrounding the tot lot in Stephen Decatur Park, painting of the Visitor's Center and preparing for the Open House at the new Spray Site on Friday, October 3rd from 12 noon to 2 p.m. Ms. Kreiter also reported that the bid opening for the sidewalks on Tripoli Street would be held this Thursday and a Request for Proposal for sidewalks on East Branch Street would be advertised next week.

Electric Utility Director Tim Lawrence reported that a net meter had been installed on Upshur Lane for a solar system, lightning protection stands had been installed throughout town and that the electric department had installed a new service at the new Davita facility.

Police Chief Arnold Downing reported that the new police officer had begun his employment with the town today and that interviews for the corporal position had been held. Chief Downing stated that this weekend would be extremely busy with events such as the Seagull Century, Drug Drop-off and the Unity Walk.

Planning Director Dave Engelhart reported that a meeting had been held between State Highway and the Library Board at the proposed site for the new library for any access obstacles.

Human Resources Director Jeff Fleetwood reported that Mr. Fred Webster and Mr. Tom Kane from Worcester County would be in attendance at the October 14th council meeting to give an overview of the Hazard Mitigation Plan for the council's approval. Mr. Fleetwood also announced that the two candidates for the Economic Development position would be on site Thursday, September 25th for interviews.

Town Administrator Laura Allen presented 7 purchase orders (201500777, 201500766, 201500765, 201500764, 201500427, 201500783 and 201500838) to the council for approval. Councilmember Brittingham made a motion to approve the other 7 purchase orders and council voted unanimously to approve 5-0.

Councilmember Purnell and Lynch asked Public Works to look into the patching of potholes located on Harrison Avenue and the entrance of Kenwood Court.

Mayor Williams asked for comments from the press and the public. There being no comments, Councilmember Burrell made a motion to adjourn the meeting and the meeting ended at 8:22 p.m.

Respectfully submitted,


Sharon Timmons
Administrative Assistant



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
Laura Allen

RESOLUTION 2014-03

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN ADOPTING THE 2014 WORCESTER COUNTY HAZARD MITIGATION PLAN AS THE TOWN 2014 HAZARD MITIGATION PLAN.

WHEREAS, the Town of Berlin, a municipality of Worcester County recognizes the federal Disaster Act of 2000 requiring that all States and local jurisdictions develop, submit, and update hazard mitigation plans that may reduce the impacts of hazards; and

WHEREAS, an adopted hazard mitigation plan is required as a condition of future federal funding for hazard mitigation projects; and

WHEREAS, the Town of Berlin's participation in the planning process along with other units of local government within the County to prepare the 2014 WORCESTER COUNTY HAZARD MITIGATION PLAN;

NOW, THEREFORE BE IT RESOLVED, that the Town of Berlin, hereby adopts the 2014 WORCESTER COUNTY HAZARD MITIGATION PLAN as an official plan; and

BE IT FURTHER RESOLVED, that the Worcester County Emergency Services is authorized to submit on behalf of the participating municipalities the adopted 2014 WORCESTER COUNTY HAZARD MITIGATION PLAN to the Federal Emergency Management Agency for final review and approval.

ADOPTED AND APPROVED by the Mayor and Council of the Town of Berlin on the _____ day of _____, 2014.

William G. Williams, III, Mayor

ATTEST: _____
Laura Allen, Town Administrator

Elroy Brittingham, Sr.
Vice President of Council

MOTION TO APPROVE

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVE THE HOURS FOR HALLOWEEN TRICK OR TREATING FOR FRIDAY, OCTOBER 31 FROM 5:00 P.M. TO 7:00 P.M.

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, 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



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



2015 HOLIDAY SCHEDULE

<u>Holiday</u>	<u>Day</u>	<u>Date</u>
New Year Holiday	Wednesday	December 31- ½ day
	Thursday	January 1, 2015
Martin Luther King, Jr. Day	Monday	January 19
Presidents' Day	Monday	February 16
Good Friday	Friday	April 3
Memorial Day	Monday	May 25
Independence Day	Friday	July 3
Labor Day	Monday	September 7
Columbus Day	Monday	October 12
Veterans' Day	Wednesday	November 11
Thanksgiving	Thurs. & Fri.	November 26 & 27
Christmas Holiday	Thursday	December 24- ½ day
	Friday	December 25
New Year Holiday	Thursday	December 31- ½ day
	Friday	January 1, 2016

2015 MAYOR AND COUNCIL SCHEDULE

January 12	January 26
February 9	February 23
March 9	March 23
April 13	April 27
May 11	*Tuesday, May 26
June 8	June 22
July 13	July 27
August 10	August 24
September 14	September 28
*Tuesday, October 13	October 26
November 9	November 23
December 14	December 28

*The normal Monday date falls on a holiday.

TOWN ADMINISTRATOR'S REPORT
October 14, 2014

Purchase Orders

PO# 201500863 in the amount of \$22,400.00 to Pep-Up for Diesel Fuel for Power Plant. (10-4220-4066)

PO# 201500902 in the amount of \$2,159.64 to HD Supply Waterworks for valves for Well House #2, Emergency repair. (20-4320-4041)

PO# 201500899 in the amount of \$2,006.30 to Laura Allen for reimbursement for expenses associated with attendance at ICMA Conference in Charlotte, North Carolina September 13th through September 17th. (01-4110-4021, 01-4110-4025)

PO# 201500967 in the amount of \$2,000.00 to Worcester Youth & Family Counseling for 2nd quarter expenses for October 1st to December 31, 2014. (01-4500-4113)

PO# 201500961 in the amount of \$2,868.50 to Nock's Auto & Truck Collison for tires for Public Works truck #33. (01-4320-4031)

PO# 201501004 in the amount of \$1,100.00 to Maryland Department of the Environment for Administrative fees for overflows. (24-4360-4080)

PO# 201501021 in the amount of \$3,352.50 to Emergency Management Network for the CodeRed Mass Notification System. (10-4210-4060, 10-4230-4060)

PO# 201501008 in the amount of \$3,700.00 to Nesco for monthly rental charges for 60' Bucket Truck. (10-4230-4045)

PO# 201501027 in the amount not to exceed \$100,000.00 to Utility Fleet Sales for purchase of refurbished 55' bucket truck. (10-4230-4092)

3rd Annual

Just Walk Berlin!

November 8, 2014

(rain date November 15)

Stephen Decatur Park

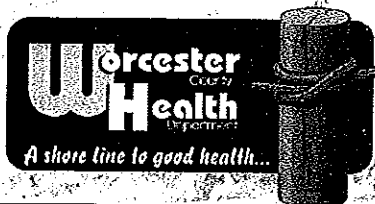
Registration starts at 9 AM

Warm-Up: 9:30-9:45

Walk: 9:45-10:00 AM

Join us for a walk around Stephen
Decatur Park to promote walking
for exercise and fun!

Mural Ribbon Cutting to follow at 11 AM!



Sponsored by the Worcester County Health Department
and the Town of Berlin Parks Commission.

MINUTES – PARKS COMMISSION
September 2, 2014

A meeting of the Berlin Parks Commission was held on Tuesday, September 2, 2014 at 5:30 PM. Board members Loretta Briddell, Patricia Dufendach, Sarah Hooper, Bruce Hyder and Mike Wiley were present as well as Deputy Town Administrator Mary Bohlen. Councilmember Lisa Hall was also present.

The Commission reviewed the Minutes of June 3, 2014. Ms. Hooper moved to approve the Minutes as written and approval was unanimous.

Ms. Bohlen reported that the wall surrounding the landscaping at the entrance to William Henry Park had been replaced. A brief discussion regarding National Night Out followed. Commission members indicated that the event had been very successful. Ms. Bohlen noted that she had volunteered Commission members to assist the Police Department at next year's event. Ms. Bohlen also noted that the bushes along the sidewalk at Henry Park had been removed. Discussion about whether or not to replace them with another planting followed. It was decided to see what feedback the community had before making a decision. Discussion of replacing the water fountain with another style followed. It was noted that the current fountain was turned off because dirt and other items kept being placed in the fountain causing the drain to become clogged. Additional discussion regarding the need for access to water for landscaping purposes followed.

Ms. Bohlen also noted that she was still waiting for final word from the muralist regarding whether or not the mural was fully complete. Once complete a ribbon-cutting would be scheduled. Ms. Bohlen suggested that perhaps the ribbon cutting could be done the same day as the "Just Walk Berlin" event, which was to be discussed later in the meeting.

Ms. Bohlen also noted that the tot-lot fence in Stephen Decatur Park was being replaced and that the Community Parks and Playgrounds application for the replacement of the tennis courts had been resubmitted.

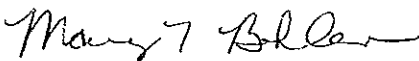
Ms. Bohlen also indicated that she had met with the Worcester County Health Department and a date of November 8th, (rain date Nov. 15th) had been set. Alternate/additional routes were being discussed as well as a change in the time frame.

Discussion regarding a "movie in the park" followed. This idea was still under consideration.

Ms. Dufendach initiated a discussion of the status of the Commodore Street property. Ms. Bohlen was directed to seek clarification of the status and determination of whether or not the remainder of the property could be used in stormwater management.

Mr. Wiley moved to adjourn and the meeting adjourned at approximately 6:10 PM.

Respectfully Submitted,



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

Board of Elections Supervisors
September 9, 2014

A Meeting of the Board of Elections Supervisors was held on Tuesday, September 9, 2014 at 5:30 PM. Board members Tony Bowen, Linda Bowen, John Briddell, Louis Creter, and Milton Schul were present as well as Deputy Town Administrator Mary Bohlen.

The Board reviewed the Minutes of the August 12, 2014 Meeting. Mr. Schul moved to approve the Minutes as written and approval was unanimous.

Ms. Bohlen provided the candidates' filing documents to the Board for review. She indicated that she had reviewed the residency and voter registration status to confirm eligibility. Following review, the Board members signed the Certification of Candidates as follows:

COUNCILMEMBER DISTRICT 1:

George Troy Purnell, 411 Broad Street

COUNCILMEMBER DISTRICT 4:

Dean Jonathian Burrell, 112 Showell Street

COUNCILMEMBER AT-LARGE:

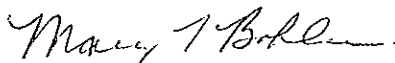
Thomas Gulyas, 110 Thomas Court

Ms. Bohlen reminded the Board that the deadline for write-in filing was September 30, 2014. The Board would meet on that date to a) certify any person who may file between this time and that date as a write-in, or b) to cancel the election.

Brief discussion followed.

The Meeting adjourned at approximately 5:55 PM.

Respectfully submitted,



Mary T. Bohlen
Deputy Town Administrator

Board of Elections Supervisors
September 30, 2014

A Meeting of the Board of Elections Supervisors was held on Tuesday, September 30, 2014 at 5:30 PM. Board members Linda Bowen, John Briddell, Louis Creter, and Milton Schul were present as well as Deputy Town Administrator Mary Bohlen.

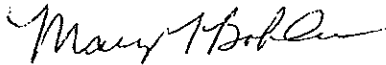
The Board reviewed the Minutes of the September 9, 2014 Meeting. Mr. Schul moved to approve the Minutes as written and approval was unanimous.

Ms. Bohlen noted that no additional candidates had filed as of 5:00 PM, which was the deadline for write-in filing. Therefore, per the Charter and Code of the Town, the Election Board had the authority to cancel the election and declare the individuals who had filed as the winners. She provided a certification to cancel the election and each Board member signed.

Ms. Bohlen noted that the swearing-in ceremony would take place on Monday, October 27, 2014 at 7:00 PM at the regular Meeting of the Mayor and Council.

The Meeting adjourned at approximately 5:45 PM.

Respectfully submitted,



Mary T. Bohlen
Deputy Town Administrator