



**BERLIN, MARYLAND**  
**MAYOR AND COUNCIL MEETING**  
**MONDAY, NOVEMBER 28, 2016**

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

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  
Meeting Agenda**

**Berlin Town Hall  
10 William Street**

**Monday, November 28, 2016**

**6:00 PM EXECUTIVE SESSION – Conference Room**

- a. Pursuant to Section §3-305(b)(1) – To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals

**7:00 PM REGULAR SESSION – Council Chambers**

1. Approval of the Minutes for:
  - a. Executive Session of 11/14/16
  - b. Statement of Closure for Executive Session of 11/14/16
  - c. Regular Session of 11/14/16
2. Presentation: Cricket Center – Wendy Myers, Executive Director
3. Arts and Entertainment Updates – Arts and Entertainment Committee
4. Public Works Agreement – Oceans East (moved to the December 12<sup>th</sup> Mayor and Council meeting)
5. Community Development Block Grant (CDBG) Citizen Participation Public Hearing: Hudson Branch Stormwater Projects – Mary Bohlen
6. Motions to Approve:
  - a. Motion to approve a Proposal in the amount of \$90,200.00 from Green Flush Technologies for a Prefabricated Outdoor Restroom Building for Dr. William Henry Park. Motion 2016-39.
  - b. Motion approving SonRise Church to finance three (3) EDU's for a period of 60 months/5years interest free at \$750.87 a month after an initial deposit of \$5,005.80. Motion 2016-40.
7. Departmental Reports:

- a. Finance Director – Natalie Saleh
- b. Administrative Services Director – Mary Bohlen
- c. Water Resources/Public Works – Jane Kreiter
- d. Electric – Tim Lawrence
- e. Police – Arnold Downing
- f. Planning – Dave Engelhart
- g. Economic and Community Development – Ivy Wells
- h. Managing Director – Jeff Fleetwood

8. Town Administrator's Report

9. Comments from the Mayor

10. Comments from the Council

11. Comments from the Public

12. Comments from the Press

13. Adjournment



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, November 14, 2016**

**7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers**

**Present:** Mayor Gee Williams, Councilmembers Thom Gulyas, Zackery Tyndall, Dean Burrell, Troy Purnell.

**Absent:** Councilmember Elroy Brittingham.

**Staff Present:** Town Administrator Laura Allen, Administrative Services Director Mary Bohlen, Managing Director Jeff Fleetwood, Town Attorney David Gaskill, Chief of Police Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, and Administrative Assistant Kelsey Jensen.

Following the Lord's Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:15 PM.

Mayor Williams thanked Jeffrey Fleetwood on behalf of the Mayor and Council for completing the Council Chamber renovations. He said that they are hopeful that the audio/visual renovations will be completed by January.

1. Approval of the Minutes for:
  - a. Regular Session of 10/24/16:

On the motion of Councilmember Gulyas, the Regular Session Minutes of October 24, 2016 were approved by the following vote:

| Name                  | Counted toward Quorum |    |         | Recused | Absent |
|-----------------------|-----------------------|----|---------|---------|--------|
|                       | Aye                   | No | Abstain |         |        |
| Elroy Brittingham, VP |                       |    |         |         | X      |
| Dean Burrell          | X                     |    |         |         |        |
| Zackery Tyndall       | X                     |    |         |         |        |
| Troy Purnell          |                       |    | X       |         |        |
| Thom Gulyas           | X                     |    |         |         |        |
| <i>Voting Tally</i>   | 3                     | 0  | 1       | 0       | 1      |

2. Presentation: Proclamation 2016-16: Proclaiming November to be Municipal Government Works Month – Maryland Municipal League  
 Town Administrator Laura Allen read Proclamation 2016-16 into the record.

3. Special Event Request: "Small Town Throw Down" – John Fager  
 John Fager explained his event in detail. He wants it held on September 9, 2017 and he would like the money raised to be given to Main Street Berlin. Councilmember Burrell asked Mr. Fager if he has talked with the Merchants about the event; he said he has spoken to some, he was waiting to see if it was approved, but had no negative comments so far. Councilmember Tyndall asked where the stage would be set up; he said it would be the same set up as Fiddlers Convention. Councilmember Burrell asked if as Mr. Fager gets more information if he can share it with Ivy Wells; he stated that Ms. Wells is also on the application and will remain informed.

On the motion of Councilmember Purnell, the Special Event Request “Small Town Throw Down” was approved by the following vote:

| Name                  | Counted toward Quorum |    |         | Recused | Absent |
|-----------------------|-----------------------|----|---------|---------|--------|
|                       | Aye                   | No | Abstain |         |        |
| Elroy Brittingham, VP |                       |    |         |         | X      |
| Dean Burrell          | X                     |    |         |         |        |
| Zackery Tyndall       | X                     |    |         |         |        |
| Troy Purnell          | X                     |    |         |         |        |
| Thom Gulyas           | X                     |    |         |         |        |
| <i>Voting Tally</i>   | 4                     | 0  | 0       | 0       | 1      |

4. Arts and Entertainment Updates – Robin Tomaselli (moved to the November 28, 2016 Mayor and Council meeting).

5. Contract Modification: Hudson Branch/Flower St. Culvert Replacement Project – Town Administrator Laura Allen

Ms. Allen explained that the contract modification will cost \$111,201.62 and changes the original 13’x3’ box culvert to two, side by side 7’x2’-8” box culverts. Ms. Allen asked Darl Kolar, Project Manager, EA Engineering, Science, and Technology, Inc., to explain the modification request. Mr. Kolar explained that the height of the original culvert would interfere with the road base, so Southside Land Management reevaluated and decided this would be the better option. EA reviewed this and said it will meet the project requirements, be grant reimbursable, and still be considerably less than the next lowest bidder. Ms. Allen recommended that the Mayor and Council approve the contract modification.

On the motion of Councilmember Burrell, the contract modification for \$111,201.62 was approved by the following vote:

| Name                  | Counted toward Quorum |    |         | Recused | Absent |
|-----------------------|-----------------------|----|---------|---------|--------|
|                       | Aye                   | No | Abstain |         |        |
| Elroy Brittingham, VP |                       |    |         |         | X      |
| Dean Burrell          | X                     |    |         |         |        |
| Zackery Tyndall       | X                     |    |         |         |        |
| Troy Purnell          | X                     |    |         |         |        |
| Thom Gulyas           | X                     |    |         |         |        |
| <i>Voting Tally</i>   | 4                     | 0  | 0       |         | 1      |

6. Departmental Reports:

a. Administrative Services Director – Mary Bohlen

Ms. Bohlen stated that the Parks Commission hosted the Fall Just Walk Berlin Event with the Health Department on Saturday, there were about 35 participants. She also stated that at the November 28<sup>th</sup> Mayor and Council Meeting there will be a Community Development Block Grant (CDBG) Citizen Participation Public Hearing, the purpose of this meeting will be to give information about the Hudson Branch Stormwater Projects. She also stated that the prefab restroom proposals are due tomorrow by the end of business, so there should be a recommendation at the next meeting.

b. Electric Utility Director – Tim Lawrence

Mr. Lawrence reported that they removed generator one using a special crane and it should be back within the next few weeks. Another company is coming in to install the groundwater pump system to prevent this from happening again. They will also be installing an alarm

system that will notify whomever he decides should be notified if something has malfunctioned. They're also installing an oil/water separator. The Electric Department installed two underground services for 202 & 204 Broad Street. They also installed all of the LED lights in the trees. On the 16<sup>th</sup> they will pick up the tree for downtown; they will install it and decorate it on the 17<sup>th</sup>. Mayor Williams thanked the Electric Department and said decorating has been much more feasible with the town having its own Electric Department.

c. Police Chief – Arnold Downing

Chief Downing stated that the Halloween Trick or Treating was a huge success with over 3,000 guests. All of the restaurants were packed and he was pleased to see Island Creamery there giving out samples. The faith based groups hosted Trunk or Treat and had about 500+ participants. Chief Downing thanked the Worcester County Sheriff's Department and the Maryland State Police, Berlin Barrack, for their assistance. He also thanked the volunteers who checked candy. He stated that he has been working with Sharon Timmons and JoAnn Unger on getting volunteers for the Christmas Parade, they will also be requesting extra police assistance for the parade. They had a nice Groundbreaking Ceremony for the new Police Facility and expect it to open in about a year. He thanked everyone who made the Groundbreaking possible. Chief Downing stated that he will be working with the Phillips Family so they can give the history of the property; this was the original homestead of the Phillips family. Mayor Williams congratulated the Police Department on the Groundbreaking.

d. Planning Director – Dave Engelhart

Mr. Engelhart reported that since the last meeting they have been granted the Maryland Department of Transportation Bikeways Grant at 100%. He has been talking with a representative from the Maryland Department of Transportation and they are hopeful they will have more information on access and right-of-ways on November 30<sup>th</sup>. The Planning Commission met and discussed the commercial architectural design standards. The County is also making changes on their design standards and will give a draft copy to the town. On October 18<sup>th</sup> the State Highway Administration had a meeting regarding installing a new cell tower on Old Ocean City Boulevard, to which the Mayor stated he was opposed, so Mr. Engelhart expressed that at the meeting. The State Highway Garage on 113 was suggested as a good location and agreed upon. There are some delays with the Arby's/Royal Farms wastewater, they will be putting in their own lift station and the town will not be responsible for maintaining it. They will provide the town with their design plans for the lift station; other than that they are close to opening.

e. Managing Director – Jeff Fleetwood:

Mr. Fleetwood advised that at the end of this week he will be meeting with two different vendors for health, vision and dental for next open enrollment in July. He encourages the Mayor and Council to use the town's benefits.

7. Town Administrator's Report –Laura Allen

Ms. Allen stated that on the Branch Street sidewalks the contractors repaired several driveways and are addressing a few small issues on the sidewalks. They have begun work on the submerged gravel wetland and getting prices for a roadway repair we committed to fixing. The Welcome Center windows have been installed and look great, they still plan to be finished by Thanksgiving. There was a road closure on West Street today for the sewer repair and it will probably be closed again tomorrow. She and Natalie Salah had a good meeting with PKS; PKS will be here on the 12<sup>th</sup> of December to give a presentation on financial statements and the state of the town's financial health, copies will be given to the Council in advance. Energy

Assistance letters went out with bills last week. Mary has put together a survey for the residents surrounding Henry Park for their opinion on lighting at the basketball courts.

8. Comments from the Mayor:  
Mayor Williams had no comments.

9. Comments from the Council:  
Councilmember Gulyas had no comments.

Councilmember Tyndall thanked the Electric Department for installing the new LED lights and the Public Works Department for the new trashcans.

Councilmember Burrell had no comments.

Councilmember Purnell stated that the LED lights look great in the trees.

8. Comments from the Audience – none.

9. Comments from the Press – none

10. On the motion of Councilmember Burrell, Council meeting was adjourned at approximately 7:50 pm.

| Name                  | Counted toward Quorum |    |         | Recused | Absent |
|-----------------------|-----------------------|----|---------|---------|--------|
|                       | Aye                   | No | Abstain |         |        |
| Elroy Brittingham, VP |                       |    |         |         | X      |
| Dean Burrell          | X                     |    |         |         |        |
| Zackery Tyndall       | X                     |    |         |         |        |
| Troy Purnell          | X                     |    |         |         |        |
| Thom Gulyas           | X                     |    |         |         |        |
| <i>Voting Tally</i>   | 4                     | 0  | 0       |         | 1      |

Respectfully Submitted,

Kelsey Jensen  
Administrative Assistant

2. Presentation: Cricket Center – Wendy Myers, Executive Director
3. Arts and Entertainment Updates – Arts and Entertainment Committee
4. Public Works Agreement – Oceans East (moved to the December 12<sup>th</sup> Mayor and Council meeting)

**TOWN OF BERLIN  
PUBLIC HEARING  
for the purpose of  
CITIZEN PARTICIPATION  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**MONDAY, November 28, 2016  
OUTLINE & AGENDA**

The purpose of this Citizen Participation Public Hearing is to review and to obtain citizen input for the Hudson Branch Stormwater Project(s), which include \$800,000 of CDBG funds for State Fiscal Year (SFY)15. These improvements will reduce backwater effects during significant storm events along with the added benefit of a reduction in negative impact on natural water quality.

**I. PROJECT ACTIVITIES AS PROPOSED**

The projects included in the overall Hudson Branch Stormwater Project included:

Priority I: Flower Street Stormwater Improvements

Priority II: William Street Stormwater Improvements

Priority III: Graham, Grice & Nelson Stormwater Improvements

Engineering and some other Administrative Costs were also included in the overall project.

**II. PROJECT BUDGET AS PROPOSED**

The initial budget proposed in the CDBG grant application was as follows:

| <b>Overall Hudson Branch Stormwater Project</b>  | <b>BUDGET</b>      | <b>CDBG</b>      | <b>TOWN</b>     | <b>FEMA/MEMA DNR</b> |
|--|--------------------|------------------|-----------------|----------------------|
| Priority I: Flower Street Construction           | \$635,600          | \$385,600        |                 | \$250,000            |
| Priority II: William Street Construction         | \$364,500          | \$40,452         |                 | \$324,048            |
| Priority III Graham, Grice & Nelson Construction | \$688,844          | \$373,948        |                 | \$314,896            |
| <b>TOTAL CONSTRUCTION</b>                        | <b>\$1,688,944</b> | <b>\$800,000</b> |                 | <b>\$888,944</b>     |
| Engineering and Design                           | \$250,007          |                  | \$45,000        | \$205,007            |
| Administration                                   | \$10,000           |                  | \$10,000        |                      |
| <b>TOTAL PROJECT</b>                             | <b>\$1,948,951</b> | <b>\$800,000</b> | <b>\$55,000</b> | <b>\$1,093,951</b>   |

**III. CDBG GRANT: MD-15-CD-27 HUDSON BRANCH AT FLOWER STREET**

**1. Project Activity to Date**

Priority I: Flower Street Construction has been divided into two parts:

- a) Flower Street and Hudson Branch Offline Wetlands: Substantially complete with one punchlist item remaining. Expected completion date is November 25, 2016, and
- b) Flower Street and Hudson Branch Culvert: Contract awarded and scheduled to begin December 5, 2016.

**2. Project Expenditures to Date:**

| <b>Hudson Branch and Flower Street Stormwater Project</b> | <b>EXPENDED</b>  | <b>PENDING</b>   | <b>TOTAL</b>     |
|---|------------------|------------------|------------------|
| Phase I(a): Offline Wetlands                              | \$315,022        | \$87,937         | \$396,959        |
| Phase I(b): Flower Street Culvert                         | \$0              | \$282,483        | \$282,483        |
| Engineering and Design (for all three priority areas)     | \$99,602         | \$54,534         | \$154,136        |
| Property Surveys & Easements                              | \$36,933         | \$0              | \$36,933         |
| Other (Administrative)                                    | \$414            | \$62             | \$476            |
| <b>TOTAL PROJECT</b>                                      | <b>\$451,972</b> | <b>\$418,954</b> | <b>\$870,987</b> |

**IV. PUBLIC COMMENT**

Citizens interested in commenting on any of the information discussed during this Public Hearing can do so at this time or submit written comments to:

|  |    |   |
|--|----|---|
| Town of Berlin<br>Attn: CDBG Comments<br>10 William Street<br>Berlin, MD 21811 | Or | Email: mbohlen@berlinmd.gov<br>Phone: 410-641-4314<br>Fax: 410-641-2316 |
|--|----|---|



**MOTION OF THE MAYOR AND COUNCIL 2016-39**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE A PROPOSAL IN THE AMOUNT OF \$90,200.00 FROM GREEN FLUSH TECHNOLOGIES FOR A PREFABRICATED OUTDOOR RESTROOM BUILDING FOR DR. WILLIAM HENRY PARK.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016 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 \_\_\_\_\_, 2016 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen  
Town Administrator



# STAFF REPORT

To: Mayor and Members of the Town Council

VIA: Town Administrator Laura Allen

FROM: Administrative Services Director Mary Bohlen *mb*

MEETING DATE: November 28, 2016

SUBJECT: Dr. William Henry Park Permanent Restrooms

---

## RECOMMENDATION

Staff recommends approval of the proposal submitted by Green Flush Technologies for the provision and installation of a Prefabricated Outdoor Restroom.

## EXECUTIVE SUMMARY

Two proposals were received in response to a Request for Pricing, which requested product specifications, manufacture, delivery and installation. One was from Hunter Knepshield Company in the amount of \$59,267.00 and included only the manufacture and delivery of the unit. The second was from Green Flush Technologies in the amount of \$90,200.00 and included manufacture, delivery and full installation.

When compared, the manufactured units from either vendor appear comparable, however the Hunter Knepshield proposal is not considered to be complete, as it does not include installation.

## FISCAL IMPACT

This project is primarily funded by a grant from Community Parks and Playgrounds (CPP). The total project estimate is \$106,550.00 with \$95,895.00 (or 90%) from CPP and \$10,655.00 (or 10%) match either cash or in-kind from the Town. Town forces will be used to extend water/sewer and electric service to the site, as with any new building project; the cost for labor and equipment will be applicable to the Town's in-kind match. There will be an increase in our contract with Angel's Touch Cleaning for cleaning of the restroom, as well as an increase in water, sewer and electric cost, which is unknown at this time.

## BACKGROUND

There have been requests to replace the current chemical toilets in both Henry and Stephen Decatur Parks with permanent facilities. As a result, the Town sought grant funds through the Department of Natural Resources, Community Parks and Playground facilities for permanent

restrooms in both parks, but was awarded funding only for Henry Park in the amount discussed in the previous paragraph. Six companies were contacted with an invitation to submit a proposal; two responded.

Various departments of the Town have reviewed the submissions of both proposals and found either manufactured unit to be acceptable, however the Hunter Kneppshield proposal is not considered to be complete, as it does not include installation.

### **ALTERNATIVES**

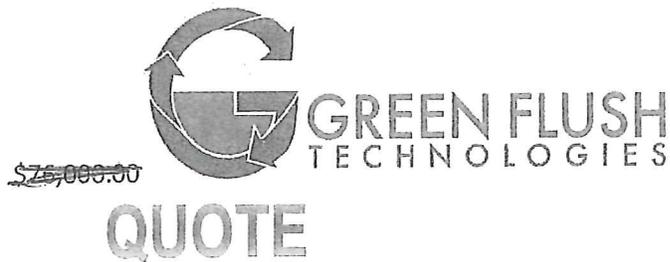
1. The Town can seek a bid from a local contractor for installation of the Hunter Kneppshield unit and then compare to the Green Flush proposal. This would add the cost of staff time and resources and delay the project.
2. The Town can continue to provide chemical toilets in the parks. In such case the grant funding for this project would be forfeited.

### **NEXT STEPS**

Following contract execution Green Flush indicates that the restroom will be on site and fully operational with 10 weeks from the notice to proceed.

### **CONCLUSION**

In conclusion, staff recommendation is for approval of the Green Flush Technologies proposal in the amount of \$90,200.00



November 15, 2016

PREFABRICATED OUTDOOR RESTROOM BUILDING  
DR. WILLIAM HENRY PARK  
BERLIN, MARYLAND

Green Flush Technologies is please to quote the new double Men's / Women's restroom building with the following features:

- Fully compliant with local building codes and current federal and state accessibility standards
- Connected to on-site municipal water and sewer service, and electricity
- 8' x 16' building footprint
- Male cabin, female cabin, and mechanical room
- Toilets and sinks equipped with automatic controls
- Automatic timed door locks on cabins
- Automatic restroom fans in each cabin and electric thermostat controlled heating panels (cove heaters) in all three rooms.
- Skylights in both cabins.
- Automatic photocell and motion activated interior lights in cabins, manual operated light in mechanical room, exterior lights at cabin doors controlled by photocells

**Specifications:**

The building shall be similar in its dimensions, materials and equipment to the Green Mill Sportsman's Club Durango, as shown on the attached drawings, except:

- The Berlin restroom shall have site built concrete and block foundations as shown on the attached foundation sectional detail, and shall not be equipped with a precast vault underneath it.
- The waste plumbing shall be different than shown and shall be conventionally plumbed
- The toilets and sinks will back up to the mechanical room wall
- There shall be no urinal
- Detail 8 and "Slab Plan" on sheet A-4 do not apply
- Drawings S-1 and S-2 do not apply

**Schedule:**

Drawings will be submitted for approval to the state modular building office within 2 months of award. Immediately upon approval by that office, a building permit will be applied for. Once the building permit is approved, the restroom will be on site and fully operational within 10 weeks.

PREFABRICATED OUTDOOR RESTROOM BUILDING  
DR. WILLIAM HENRY PARK  
BERLIN, MARYLAND  
Page 2 of 2

**Included in bid prices:**

- Cost of state modular building tags
- Factory inspections
- Local building permit fees
- Stamped drawings by a Maryland professional engineer or architect

**Not included in bid prices:**

- Federal, state, and local taxes
- Utility trenching and lines more than 5 feet from the building
- Sidewalks
- Final grading around building
- Landscaping
- Local business license

**Subcontractors/Vendors:**

NRB Inc.: Modular Building

Brian Schwartz Contracting: Site excavation, foundations, connection to site utilities, testing systems

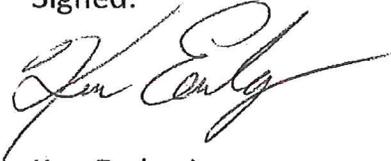
Trucking: To be determined

Crane service: Knoll Bros Crane Service

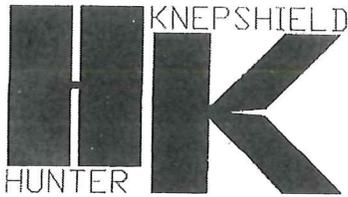
**Prices:**

|  |             |
|--|-------------|
| Item 1: 8' x 16' "Durango" restroom building, set and delivered: | \$76,000.00 |
| Item 2: Site footings, walls, base under floor, backfill:        | \$14,200.00 |
| Items 1 & 2  | \$90,200.00 |

Signed:



Ken Earlywine,  
Green Flush Technologies



# HUNTER KNEPSHIELD COMPANY

10 Hunters Trail  
 P.O. Box 499  
 LaGrange, Ky 40031  
 Phone: (800) 626-6530  
 Fax: (502) 225-9335  
 Knepsilr@iglou.com  
 www.HunterKnepsield.com

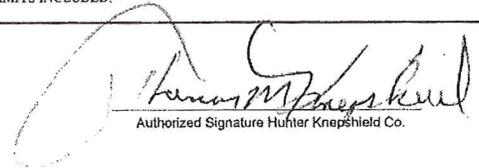
TO: \_\_\_\_\_  
 AGENCY: Township of Berlin  
 \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_  
 PROJECT: Pre-Fabricated Outdoor Restroom Building  
 SHIP TO: \_\_\_\_\_

DATE: 10-Nov-16  
 \_\_\_\_\_  
 FOB: SHIPPING POINT  
 VIA: TRUCK  
 FREIGHT: PREPAY ADD  
 VALID THRU: 9-Jan-17  
 QUOTE NO. 426841001

| QUANTITY | ITEM NUMBER | QUOTATION  | UNIT PRICE  | EXTENDED PRICE |
|----------|-------------|--|-------------|----------------|
| 1        | R22-916     | 9' x 16' Dual Single Use Restroom Building. Building is Complete with Concrete Floor. See Material List and Drawing For More Features. Price Is Delivered. | \$59,267.00 | \$59,267.00    |

IF INSTALLATION IS INCLUDED: THE ABOVE QUOTATION IS BASED UPON SITE ACCESS FOR HEAVY EQUIPMENT AND NORMAL SOIL CONDITIONS OF 2000 PSF. IF DURING EXCAVATION OF FOUNDATIONS NECESSARY PER MANUFACTURERS SPECIFICATIONS, CONDITIONS EXCEED NORMAL OUR CONTRACTOR SHALL NOTIFY THE OWNER IMMEDIATELY. THIS SHALL INCLUDE ALL TYPES OF ROCK VEGETATION AND/OR ANY UNFORESEEN HAZARDS. THERE WILL BE ADDITIONAL CHARGES INCURRED TO CLEAR THE AREA AND/OR THE ABUTMENT HOLE SO THAT INSTALLATION CAN BE COMPLETED. NO SOIL TESTS, LICENSES OR PERMITS INCLUDED. COPY OF TAX EXEMPT CERTIFICATES MUST ACCOMPANY ALL EXEMPT ORDERS.

**\*\*NOTE: IF APPLICABLE SALES TAX IS NOT INCLUDED.**  
 CUSTOMER IS RESPONSIBLE FOR PAYING APPLICABLE SALES TAX DIRECT TO THEIR STATE, OR SUBMIT COPY OF TAX EXEMPT CERTIFICATE WITH ORDER.  
**TERMS: 10% DOWN WITH ORDER, 35% UPON RECEIPT OF SHOP DRAWINGS, 45% BEFORE COMPLETION OF PRODUCT, AND 10% NET 30 AFTER SHIPPING.**  
 SERVICE CHARGE OF 2% PER MONTH ADDED TO ALL UNPAID BILLS AFTER 30 DAYS. SHOULD COLLECTION BE NECESSARY, CUSTOMER AGREES TO PAY ALL COSTS, INCLUDING ATTORNEY FEES.

  
 Authorized Signature Hunter Knepsield Co.

\_\_\_\_\_  
 Authorized Signature of Purchaser/DATE



**MOTION OF THE MAYOR AND COUNCIL No. 2016-40**

A motion of the Mayor and Council of the Town of Berlin approving SonRise Church to finance three (3) EDU's for a period of 60 months/5years interest free at \$750.87 a month after an initial deposit of \$5,005.80.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham, Sr. Vice President

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen, Town Administrator



---

November 21, 2016

Town of Berlin  
10 William Street  
Berlin, MD 21811

Re: 10026 Main Street, Berlin, MD

Dear Mayor Williams and Town Council Members,

On behalf of the SonRise Church family, I want to thank you for your faithful service to our Town of Berlin. I hope that this letter finds you all well and looking forward to enjoying a refreshing holiday season together with family and friends.

We have recently received confirmation for the EDU requirement (3) related to the first phase of our construction project at our new church property located at 10026 Main Street.

We would like to respectfully request your approval to take advantage of the Town's financing plan in order to structure and spread the payment for these EDUs over time (interest free for 60 month/5 year term as we understand it). This program will enable us to be able to better manage our ongoing expenses and insure a successful project with all of the other ongoing related construction costs that we are bearing.

Thank you for your consideration of this request. Know that you remain in our ongoing prayers.

Sincerely,

A handwritten signature in black ink that reads "Keith Hammer". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Keith Hammer  
Executive Pastor  
Cell: 443-994-9897