



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, March 12, 2018

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;
- b. Pursuant to Section §3-305(b) (7) – To consult with counsel to obtain legal advice on a legal matter.

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Executive Session of 02/26/18
 - b. Statement of Closure for Executive Session of 02/26/18
 - c. Regular Session of 02/26/18
2. Presentation – Arts and Entertainment Updates – President Heather Layton and Secretary Stephanie Fowler
3. Berlin Heritage Foundation Events – Committee Member Carol Rose and Vice President Melissa Reid
 - a. One Day Alcohol Permit for Afternoon on the Lawn
 - b. Request to serve alcohol at the Business After Hours
4. Presentation – Hope 4 Recovery Inc. request for support of group home – Executive Director Patrice Hamilton-Ottey
5. 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. Chief – Arnold Downing
 - f. Planning – Dave Engelhart
 - g. Managing Director – Jeff Fleetwood
6. Town Administrator’s Report

7. Comments from the Mayor
8. Comments from the Council
9. Comments from the Public
10. Comments from the Press
11. Adjournment

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 Minutes
Monday, February 26, 2018

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

Present: Mayor Gee Williams, Vice-President Elroy Brittingham, Councilmembers Thom Gulyas, Zackery Tyndall, and Dean Burrell.

Absent: Councilmember Troy Purnell.

Staff Present: Town Administrator Laura Allen, Managing Director Jeff Fleetwood, Administrative Services Director Mary Bohlen, Finance Director Natalie Saleh, Water Resources/Public Works Director Jane Kreiter, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells, Town Attorney David Gaskill, and Administrative Assistant Kelsey Jensen.

Following the Lord’s Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:10 PM.

1. Approval of the Minutes for:

a. Regular Session of 02/12/18:

On the motion of Councilmember Gulyas, the Regular Session Minutes of February 12, 2018 were approved by the following vote:

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

2. Motion 2018-06 – Motion approving Burley Oak Holdings, LLC to purchase and finance five (5) new Equivalent dwelling units – Owner Bryan Brushmiller

Bryan Brushmiller, Owner of Burley Oak, requested that Motion 2018-06 be approved for him to purchase and finance five EDU’s. Councilmember Tyndall asked Town Administrator Laura Allen if he was current with all of his Town payments and if his request is compliant with our financing policy; she replied that he was current and it does comply with our policy.

On the motion of Councilmember Gulyas, Motion 2018-06 approved by the following vote:

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

3. Stormwater Project Updates – Presentation by Darl Kolar, EA Engineering Science and Technology, Inc., PBC

Darl Kolar was present to answer any questions or clarify information if needed. Town Administrator Laura Allen presented the stormwater presentation. Mayor Williams asked Mr. Kolar if the culverts have proven to be successful; he said they had. Mayor Williams asked for a total amount of all the projects; Mr. Kolar said it would be about 3.5 million dollars. Councilmember Tyndall asked to put the PowerPoint on the website. Councilmember Gulyas said he would like to ride along with Mr. Kolar to see all of the proposed project sites. Councilmember Tyndall said he would like to as well when DNR is present.

On the motion of Councilmember Burrell, the Stormwater priorities as presented were approved by the following vote:

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

Councilmember Burrell also asked that the Town proceed with all grant applications; approved by consensus.

Vice-President Brittingham asked if the holding ponds are holding up and working as designed; Mr. Kolar said they were. Councilmember Burrell said he noticed a lot of standing water in the field along Hudson Branch; Water Resources Director Jane Kreiter said it is a low-lying area and has a lot of clay, but she will look at it to see if there is anything that can be done.

4. Motion 2018-05 – Motion approving Resolution 2018-01 – A resolution establishing a non-profit grant process

Town Administrator Laura Allen explained the proposed grant process. Mayor Williams said the policy is in place to protect the non-profits. Ms. Allen stated that a few non-profit groups were here and Mayor Williams asked if anyone wanted to give any feedback on the policy; no one did.

On the motion of Vice-President Brittingham, Motion 2018-05 which approves Resolution 2018-01 was approved by the following vote:

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

5. Departmental Reports:

- a. Finance Director – Natalie Saleh

Ms. Saleh provided a budget overview print out to the Mayor and Council and gave an overview thus far. Mayor Williams asked if there were any concerns thus far in the budget; she said there were not.

b. Administrative Services Director – Mary Bohlen

Ms. Bohlen reported that DBF would like to schedule a pre-construction meeting this week for the tennis courts and believes work will begin late march and last approximately 90-days.

c. Water Resources/Public Works Director – Jane Kreiter

Ms. Kreiter said they are working on the budget. The Flower Street to Cannery Village walkway is complete, they just need to replace some plants. They are reading meters this week. The Henry Park restrooms should be complete in about two weeks; Mayor Williams asked if they had signage; she said they are unisex, but one is designated as a handicap stall.

d. Electric Utility Director – Tim Lawrence

Mr. Lawrence reported that they energized the Henry Park restrooms. They undergrounded the overhead lines on Schooner Lane and installed the switch. At the Power Plant they have been doing some shop maintenance. Lastly, they are doing meter reads this week too.

e. Police Chief – Arnold Downing

Chief Downing reported that they are almost fully out of the old police department and into the new one. He said they are working closely with the Worcester County Schools and Sheriffs Department to make the schools safer.

f. Planning and Zoning Director – David Engelhart

Mr. Engelhart stated that the new Henry Park Restrooms are almost complete, but a punch list needs to be approved first.

g. Economic and Community Development Director – Ivy Wells

Ms. Wells thanks AGH for sponsoring the 150th anniversary and that they will assist the Hospital with their 25th anniversary. The shoe donation in honor of Mr. Jess Turner to Diakonia has been very successful. She said the Shriners and Lady Shriners will be making a public donation as well. She is still working on the Wayfinding signs, and the new billboard. And lastly, two new shops will be opening in the Donoway Building: Attics of my Life and the Backyard Shop.

h. Managing Director – Jeffrey Fleetwood

Mr. Fleetwood stated that health renewal time is coming up and he went to the Healthcare Co-op on Friday in Dover and will send out information regarding when a sit down for insurance will be. He also reminded everyone that the employee recognition will take place on March 23rd at noon in the Council Chambers.

6. Town Administrator's Report – Laura Allen

Ms. Allen had nothing to report.

7. Comments from the Mayor:

Mayor Williams was honored that Buckingham Elementary included him in their Title One Ceremony, he said that had excellent performance and they were the only school in Maryland to receive this honor.

8. Comments from the Council:

Councilmember Tyndall said he would like the Town to research the old police department parking spots to see if they can become electric car charging station spots.

Vice-President Brittingham congratulated the Buckingham Bears on their honor.

9. Comments from the Audience:

Marie VeLong stated that she is disappointed that West street was so far down on the stormwater priorities list. Mayor Williams stated that it was based on need and the number of homes affected, but they will keep that in mind and that she is welcomed to join when they look at the locations with Darl. She also stated that she had issues with how bright the lights are on the radio tower near the electric plant; Chief Downing stated that it is County property and Fred Webster should be contacted. Councilmember Tyndall asked if the Community resilience grant is only for design; Ms. Allen said it was. He asked if the 1.2 million for West street is all encompassing for fixing flooding concerns; Ms. Allen and Ms. Kreiter said it was. He asked if we can see if we have the priorities correct and follow-up with Darl or see if we can fit it in as a new project under the grant; Ms. Allen said it was based on the number of people, and the letter of intent has already been submitted and the grant is due Friday, so the timing is not the best. Mayor Williams asked if we are looking at other funding sources for projects four and five and Ms. Allen said we are always looking for new funding sources. Mr. Tyndall said when he meets with Mr. Kolar, Ms. Allen, and DNR he was ask if our priorities are correct.

Jack Orris asked if the Wayfinding signs are being covered by a grant; Ms. Wells said they are. He asked if this means the sandwich boards will go away; she said the wayfinding signs are more for public places and not businesses, so each business is allowed one form of outside advertising still. He asked if the FY2018 budget can be posted online; Ms. Allen said it will, but there are formatting issues. Lastly, he asked if the grants don't come through for the stormwater projects will the town still move forward with them; Mayor Williams said if we do not get grants we will not forget about them we will assess all options.

10. Comments from the Press – none.

11. Adjournment:

On the motion of Councilmember Burrell, the Mayor and Council meeting was adjourned at approximately 8:20PM.

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

Respectfully Submitted,



Kelsey Jensen

Administrative Assistant



Presentation:

Arts and Entertainment Updates

– President Heather Layton and Secretary
Stephanie Fowler



SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: <u>2/21/18</u>	Event Start time: <u>2:00 pm</u>	Road Closure Start: <u>/</u>
Requested Date(s) of the event: <u>6/10/18</u>	End time: <u>5:00 pm</u>	End: <u>/</u>
Name of Event: <u>Afternoon on the LAWN</u>	Location of Event: <u>Calvin B Taylor House Museum LAWN</u> *If activity is in a Town park, a Parks Reservation form must be complete.	
Estimated number of attendees: <u>100 - 150</u>	Applicant Cell Phone: <u>410-430-7540</u>	
Applicant Name: <u>Carol P Rose</u>	Email: <u>C.ROSE.307@nomcast.net</u>	
Sponsoring Organization or Business Name: <u>Berlin Heritage Foundation</u>	Person(s) to Contact Day of Event: Name: <u>Melissa A Reid</u> , Cell # <u>443-365-0014</u> Name: <u>Carol Rose</u> , Cell # <u>410-430-7540</u>	
Description of event: <u>ANNUAL FUNDRAISER - Tent on LAWN - music - food - drink - celebrate Berlin's 150th</u>		
If fundraiser, please indicate the beneficiary: <u>Calvin B Taylor House Museum</u>		
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.) <u>no vendors</u> <u>Food + drinks donated</u>		
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music _____		
What is your plan for the following: Marketing/Advertising: <u>Press Release Posters</u>		
Parking/Shuttle: <u>would like 4 COVERS ON Baker St from MAIN St to museum driveway for handicap</u>		
Inclement weather: <u>panels for tent</u>		
<p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none"> 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street. <p>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.</p>		
Signature: <u>Carol Parker Rose</u>	Date: <u>2/21/18</u>	
Printed Name: <u>CAROL PARKER ROSE</u>		

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Street closure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____ End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date _____	No-Parking signs to be placed: _____ Time/date _____ Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Electric		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>3</u>	Trash cans to be placed: <u>6-8</u> Time/date <u>10am</u>
Picnic Tables and/or Chairs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ # Required _____	To be placed: _____ Time/date _____
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____ Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date _____ <input type="checkbox"/>
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>0</u> # Accessible <u>1</u>	Porta-potties will be placed in the <u>drive way</u> . Time/date <u>1 Handicap</u>
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure		✓		2-21-18	SI
Park Reservation Application and Permit		✓			
Request for Electric Service		✓			
Request for Banner Placement		✓			
Sign Permit		✓			
Vendor's Application and Certification for Peddling and Soliciting		✓			
Business Use of Park Application		✓			
Proof of Insurance		✓			
Other:		✓			

Approved by the Mayor and Council on the _____ day of _____, 20____. For _____ Opposed _____ Abstain.



BOARD OF LICENSE COMMISSIONERS
FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET – ROOM 1201
SNOW HILL, MARYLAND 21863
PHONE: 410-632-1908, EXTENSION 1120
Email: apayne@co.worcester.md.us

APPLICATION FOR SPECIAL ONE DAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE PROVISIONS OF THE ACTS
OF THE GENERAL ASSEMBLY OF MARYLAND AT ITS 1967 SESSION

Date of Application: _____

Name of Applicant: BERLIN HERITAGE Foundation, Inc

Address of Applicant: 208 N MAIN ST PO Box 351 Berlin md 21811

Telephone: 410-641-1019 Email: taylorhousemuseum@verizon.net

Location for which Permit is sought: 208 N Main St Berlin md 21811

Hours Requested: 2:00 pm - 5:00 pm

Election District No.: _____

Convention or Group for which Permit sought: BERLIN HERITAGE Foundation, Inc

Date for which Permit sought: 6/10/18

If within incorporated town, has the Mayor & Council approved issuance of Permit? _____

() Beer: \$100 per day () Beer-Wine: \$100 per day () Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

Jan Quirk, President

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)

APPLICATION FOR SPECIAL ONE DAY PERMIT

1. Must purchase beer & wine from licensed **WHOLESALERS**.
2. No other person or entity, including licensed retailers and/or distributors, and/or breweries, and/or manufacturers may bring ANY alcoholic beverages on the premises.
3. Only the beer and wine that the organization has purchased from licensed Maryland Wholesalers is permitted on the premises—PERIOD. This is written in the State law and the Maryland Comptroller's rules and regulations (which carry the same weight as law). No person can make exceptions to these laws. Only the Maryland legislature can change the law.

As the applicant for the foregoing APPLICATION FOR SPECIAL ONE DAY PERMIT; I certify that I have read the foregoing guidelines and agree to abide by them; and that I understand that a violation of these rules and laws could result in a fine up to \$4,000.00 levied against the organization named in the application, and that any future applications on behalf of this group may be denied.

Jan Quick, President

PRINTED NAME OF APPLICANT

Jan Quick

SIGNATURE OF APPLICANT

DATE

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)

BERLIN HERITAGE FOUNDATION, INC.
208 N Main Street
Berlin, Maryland 21811

February 14, 2018

Mayor & Council of Berlin
10 Williams Street
Berlin, Maryland 21811

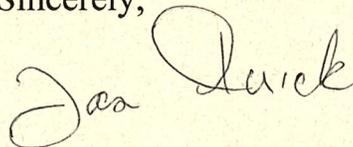
RE: Calvin B. Taylor House Museum Event

Gentlemen:

The Berlin Heritage Foundation, Inc. is planning to host the Berlin Chamber of Commerce After Hours on Thursday, April 26th from 5:00 pm – 7:00 pm.

We are seeking permission to serve wine in the Harrison Meeting Room during this event.

Sincerely,

A handwritten signature in cursive script that reads "Jan Quick". The signature is written in dark ink and is positioned above the printed name.

Jan Quick, President

JQ:cpr

March 2, 2018

Hope4Recovery Inc
384 Dueling Way
Berlin, MD21811
Hope4Recovery 2017@gmail.com

Berlin Mayor Gee Williams
Berlin Council Members
10 Williams Street
Berlin, MD 21811

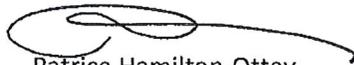
Dear Mayor Williams and City Council,

Hope4Recovery Inc. respectfully requests to be placed on the agenda for the May 12, 2018 Council Meeting.

Hope4Recovery Inc. is dedicated to providing a safe, sober and structured recovery home for those suffering from the disability of addiction. Hope4Recovery Inc. understands that there is a lack in the continuum of care within in Worcester County Maryland related to those in early recovery from addiction whom transition out of in-patient facilities. Through research and education, Hope4Recovery Inc. is aware that certified recovery homes fill that gap.

Hope4Recovery Inc. is requesting support for their mission from the Berlin Mayor and City Council. Hope4Recovery Inc. looks forwarding to a partnership with the Berlin community in near future and for years to come.

Thank you for your time and consideration in this matter.



Patrice Hamilton-Otley
Executive Director