



# 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

## BERLIN, MARYLAND

### MAYOR AND COUNCIL MEETING

**Town Attorney**

David Gaskill

**MONDAY, AUGUST 25, 2014**

**Town Administrator**

Laura Allen

**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.*

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**BERLIN MAYOR AND COUNCIL  
COUNCIL MEETING  
AGENDA  
Monday, August 25, 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 August 11, 2014
2. Worcester County Developmental Center – Jack Ferry
3. Request for EDU's – Bryan Brushmiller, Burley Oak Brewery
4. Request for Special Event – OctoberFest  
Saturday, October 18, 2014; 11 a.m. – 7 p.m.
5. Request for Special Event – Berlin Little League Parade  
Friday, October 10, 2014; 6:00 p.m.
6. Departmental Reports
  - a. Finance – Natalie Saleh
  - b. Deputy Town Administrator – Mary Bohlen
  - c. Water Resources & Public Works – Jane Kreiter
  - d. Electric – Tim Lawrence
  - e. Police – Arnold Downing
  - 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

MAYOR AND COUNCIL OF BERLIN, MARYLAND  
Regular Session Council Minutes  
Monday, August 11, 2014

The meeting of the Mayor and Council for Monday, August 11, 2014 was called to order by Council Vice President Brittingham at approximately 7:01 p.m. Councilmembers 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, Finance Director Natalie Saleh, Water Resources and Public Works Director Jane Kreiter, Planning Director Dave Engelhart, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing, Economic and Community Development Director Michael Day and Administrative Assistant Sharon Timmons. Mayor Williams was absent.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Vice President Brittingham asked for a motion to approve the Regular Session minutes of July 28, 2014. Councilmember Lynch made a motion to approve the Regular session minutes of July 28, 2014 and council voted to approve 4-0.

Mr. Brittingham requested that Item #2, "Presentation of Ribbons" be moved further down on the agenda to allow for the arrival of several of the guests associated with this item.

The resident for Item #3 was not present, but Police Chief Arnold Downing stated that a citation had been issued to the owner of the dog and that the dog had been deemed dangerous and deadly. It has been removed from the property and was being handled by Animal Control. Chief Downing will continue to follow up with the situation.

Senior Pastor Robert Brooks, Jr. of Solid Rock Outreach Ministries came before the council requesting the approval of the Special Event, "Unity in the Community" to be held on Saturday, September 27, 2014 from 8:30 a.m. to 3:00 p.m. at both Dr. William Henry Park and Stephen Decatur Park. Pastor Brooks described that the event was being held in memory of Tymeir Dennis and to honor Tyheim Bowen and to raise funds to assist the families with associated expenses for his medical, therapy and prosthesis. The event will begin with a Highway Clean Up at Route 113 and Assateague Road and continue with a basketball tournament at Henry Park and children's activities and food at Stephen Decatur Park. Chief Downing expressed his concern regarding the foot traffic crossing the highway to access both parks. Discussion continued. Councilmember Burrell made a motion to approve the "Unity in the Community" event and council voted to approve 4-0.

Mr. Curtis Mercer and Sharon Williams from Calvary Pentecostal Church came before the council to request approval for the event "Calvary Outreach" to be held on Saturday, September 13<sup>th</sup> at Dr. William Henry Park from the hours of 10 a.m. to 7:00 p.m. The church will be giving away free food and school supplies, hold a youth basketball tournament and enjoy gospel singing. Councilmember Brittingham requested that Mr. Mercer involve the local churches and respect the residents in the area in regards to the volume and playing of the music. Councilmember Burrell made a motion to approve the event and council voted to approve 4-0.

Police Chief Arnold Downing spoke on the fire that occurred on April 17<sup>th</sup> at 117 Branch Street and how Senior Officers Merle Bragg and Edward Carmean became heroes that evening by pulling Mia Mackenzie from the burning home and assisted the Fire Company with the rescue of her mother Tocarra Derrickson. Chief Downing then read the Life Saving Award Commendations for both officers and presented them with ribbons. Councilmember Brittingham introduced the guests who were present for both officers. Chief Downing introduced Mr. and Mrs. Gerald Derrickson and their family whom expressed their heartfelt gratitude to the officers. A standing ovation by the audience was given to both officers.

Councilmember Troy Purnell recused himself and stepped away from the dais. Ms. Amanda Cropper and Mr. Rafael Correa came before the council to request a letter of support from the Mayor and Council for their application to the County for an alcohol permit for a Beer Garden at the Jeep Jam to be held Saturday, August 23<sup>rd</sup>, from 7:00 a.m. to 10 p.m. on the old Tyson property. The Beer Garden is in Town limits, but not on Town property. Ms. Cropper stated that the event will have paid security staff to ID attendees as well as the presence of the Maryland State and Berlin Police departments and alcohol would only be served from the hours of 5 p.m. to 9 p.m. Discussion continued. Councilmember Hall made a motion to support the request of the Jeep Jam to the County to have a beer garden from the hours of 5 p.m. to 9 p.m. on Saturday, August 23<sup>rd</sup> at the old Tyson property. Council voted 3 to 1 in favor of the motion, with Councilmembers Hall, Burrell and Brittingham in favor, Councilmember Lynch opposed and Councilmember abstaining from the vote. Councilmember Purnell returned to the dais.

Having completed the items on the Regular Agenda, Vice President Brittingham asked for the Departmental Reports. Finance Director Natalie Saleh reported that the representative from GFOA had met with the Finance and various other employees regarding their requests for the new financial system. Ms. Saleh also reported that her department was preparing for the audit which is scheduled September 9<sup>th</sup> through 12<sup>th</sup>.

Deputy Town Administrator Mary Bohlen reported that the Election Board of Supervisors would be holding a preliminary meeting on Tuesday, August 12<sup>th</sup> to prepare for the upcoming election.

Water Resources and Public Works Director Jane Kreiter reported that her department had been cleaning the stormdrains and ditches in the Bay Street and Vine Street area, mulching beds in the parks and replacing meters.

Electric Utility Director Tim Lawrence reported that they were continuing to install in-line disconnects, that they had replaced a transclosure at the Food Lion and would have a scheduled outage to replace a rotten pole on Assateague Road. Mr. Lawrence also reported that the Town had generated 5 times thus far to meet the peaks.

Police Chief Arnold Downing reported that a conditional offer had been made to one of the police officer applicants and that they were currently testing for the corporal position.

Planning Director Dave Engelhart reported that the Historic District Commission had approved the exterior paint colors at Rainbow Florists and that Megan Houston and Michael Day had made presentations regarding windows and paint for the Visitor's Center. Discussions are in process regarding the renovations to the 2<sup>nd</sup> floor of the Burley Inn Tavern building. Mr. Engelhart also reported that a presentation would be made at a future department head meeting regarding the Cobblestone Hotel project. Councilmember Brittingham asked if there were any new developments regarding the Seahawk Road project and Mr. Engelhart stated no.

Human Resources Director Jeff Fleetwood reported that the installation of the new carpet should be completed by the end of the week. He also thanked the various departments for the loaning out of their seasonal help to assist with the project.

Economic and Community Development Director Michael Day thanked Councilmember Hall for her hard work on the Little Mr. & Miss Peach Pageant. He continued his report by announcing that 14 Broad Street had been rented, that there would be a State Destination meeting at the hotel and that he would be attending an Ocean City Tourism Round Table on Thursday.

Chief Arnold Downing thanked everyone for the success of National Night Out.

Town Administrator Laura Allen presented 8 purchase orders (201500466, 201500474, 201500416, 201500406, 201500485, 201500065, 201500490 and 201500238) to the council for approval. Councilmember Purnell made a motion to approve the 8 purchase orders as submitted and the council voted to approve 4-0.

Vice President Brittingham asked for staff to investigate the crumbling of the blacktop in the area of 223 Branch Street and also two abandoned houses along the same street. Mr. Engelhart stated that enforcement letters had been sent to the homeowners of the abandoned homes.

Councilmember Hall thanked employees Sean Cooper and Ryan Showell for their assistance with the Little Mr. & Miss Peach Pageant.

Councilmember Burrell asked Ms. Kreiter to remove the large hedgerow located by the sidewalk and the apartment complex next to Henry Park. Ms. Kreiter stated she would take care of it.

Councilmember Lynch asked if we had received all of the easements needed for the Tripoli Street sidewalk project. Ms. Kreiter stated that they were still waiting on one resident and Councilmember Lynch asked Mr. Gaskill to contact the resident.

Vice President Brittingham asked for comments from the press and the public. Mr. Dave DeFranks of Jefferson Street stated that the parking space at Jefferson and Gay Streets needed to be removed due to traffic jams in that area. Discussion continued and staff was instructed to bring suggestions back at the next meeting.

There being no comments or questions from either, Councilmember Burrell made a motion to adjourn the meeting and the meeting ended at 8:36 p.m.

Respectfully submitted,



Sharon Timmons  
Administrative Assistant

## TOWN ADMINISTRATOR'S REPORT

August 25, 2014

### Purchase Orders

PO# 201500430 in the amount of \$7,500.00 to Worcester County Developmental Center for FY15 donation. (01-4110-4076)

PO# 201500549 in the amount of \$2,924.00 to Ermco for (1) 75 KVA Padmount Low Profile Transformer for inventory. (10-4230-4092)

PO# 201500558 in the amount of \$2,320.00 to Municipal Code Corporation or Supplement No. 2 to Code Book. (01-4110-4060)

PO# 201500081 in the amount of \$5,356.06 to Cody Computer Services for annual support for Records Management System. (01-4200-4060)

PO# 201500572 in the amount of \$6,838.00 to Anderson Fence Company for vinyl fencing to replace wooden fence in Stephen Decatur Park. (01-4500-4060)

PO# 201500576 in the amount of \$1,500.00 to Middle Department Inspection Agency for inspection services at 10452 Old Ocean City Blvd. (01-4400-4060)

PO# 201500334 in the amount of \$1,538.97 to Game Time for replacement parts and surfacing for Stephen Decatur Park. (01-4500-4053)

PO# 201500608 in the amount of \$4,620.00 to G&K Services for monthly cleaning services of Power Plant. (10-4220-4060)

PO# 201500385 in the amount of \$2,503.00 to Devin Systems for utility bills, blank checks and window envelopes for Finance and Customer Service department. (01-4120-4050, 01-4125-4050)

PO# 201500589 in the amount of \$1,800.00 to L/B Water Service for 12 water meters. (20-4330-4053)

PO# 201500621 in the amount of \$1,566.00 to American Test Center for testing on Bucket Trucks and Digger Trucks. (10-4230-4060)

PO# 201500631 in the amount of \$2,012.40 to Choptank Electric Cooperative for 65 foot Class 1 Utility pole to replace siren pole behind Berlin Police Department. (10-4230-4053)