



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, FEBRUARY 23, 2015

**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

Troy Purnell

Thomas L. Gulyas

Town Attorney

David Gaskill

Town Administrator

Laura Allen

NO EXECUTIVE SESSION SCHEDULED

REGULAR SESSION7:00 PM

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**BERLIN MAYOR AND COUNCIL
COUNCIL MEETING
AGENDA
Monday, February 23, 2015**

NO EXECUTIVE SESSION TO BE HELD

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

1. Approval of the Minutes for:
 Regular Session of the Mayor and Council on February 9, 2015
 Executive Session of the Mayor and Council on February 9, 2015
 Statement of Closure for Mayor and Council on February 9, 2015
2. Request for Special Event – Mary Henderson, Women Supporting Women
 High Heel Race – Friday, June 5, 2014; 5:00 p.m. – 9:00 p.m.
3. Worcester County Gold Presentation – Carol Jacobs
4. 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. Planning – Dave Engelhart
 - g. Human Resources – Jeff Fleetwood
 - h. Economic and Community Development – Ivy Wells
5. Town Administrator's Report
6. Comments from the Mayor
7. Comments from the Council
8. Comments from the Public
9. Comments from the Press
10. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Monday, February 9, 2015

The meeting of the Mayor and Council for Monday, February 9, 2015 was called to order by Mayor Williams at approximately 7:05 p.m. Councilmembers Burrell, Brittingham, Hall and Gulyas were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Human Resources Director Jeff Fleetwood, Police Chief Arnold Downing, Economic and Community Development Director Ivy Wells, Planning Director Dave Engelhart, Electric Utility Director Tim Lawrence and Administrative Assistant Sharon Timmons. Councilmember Troy Purnell, Water Resources and Public Works Director Jane Kreiter, Finance Director Natalie Saleh and Deputy Town Administrator Mary Bohlen 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 January 26, 2015. Councilmember Gulyas made a motion to approve the Regular session minutes of January 26, 2015 and council voted to approve 4-0 with Councilmember Purnell absent. Mayor Williams asked for approval of the Executive Session minutes of January 26, 2015 and Councilmember Brittingham made a motion to approve the Executive Session minutes and council voted to approve 4-0 with Councilmember Purnell absent. Mayor Williams stated that the Executive Session was closed for Article 10-508 (a) (7), to consult with counsel to obtain legal advice on a legal matter.

Jim Volk, Director of the Berlin Chamber and Ivy Wells, Economic and Community Development Director came before the council to request approval for the Spring Celebration event to be held on Saturday, April 4, 2015 from 10:00 a.m. to 5:00 p.m. Mr. Volk stated that this year's event would be unique and in line with the Coolest Small Town theme. Chief Downing stated that he had no concerns regarding the street closures and that State Highway had already granted their approval. Councilmember Burrell made a motion to approve the Spring Celebration event for Saturday, April 4, 2015 and council voted to approve 4-0 with Councilmember Purnell absent.

Mr. Joseph Moore, attorney representing Steven and Karen Black came before the council requesting approval of Resolution 2014-06, which amends of Growth Area 1 (GA1) into the 2010 Comprehensive Plan for the Town of Berlin. Mr. Moore stated that a favorable recommendation had been received from the Planning Commission to add the requested area and that the Maryland Department of Planning and Ed Tudor from Worcester County Permitting Department had expressed no concerns. The next step is for the Blacks to present the request for Annexation to the Mayor and Council and if successful the project will go to the Planning Commission for site plan approval. Councilmember Hall inquired if the intent was to expand water and sewer to the property and Mr. Moore stated that water and sewer would be extended under Route 50 at the Blacks' expense. Councilmember Gulyas made a motion to approve Resolution 2014-06 which amends the Growth Area (GA1) to the 2010 Comprehensive Plan for the Town of Berlin and council voted in favor 4-0 with Councilmember Purnell absent.

Town Administrator Laura Allen spoke on the motion to approve the allocation of \$5,000.00 to Worcester County Economic Development for Phase II of the Tourist Train Study. Councilmember Burrell made a motion to approve the allocation of \$5,000.00 to Worcester County Economic Development for Phase II of the Tourist Train Study and council voted to approve 4-0 with Councilmember Purnell absent.

Mr. Jeff Fleetwood and Mr. Steve Farr came before the council to request the approval of a grant for \$5,000.00 through Assateague Coastal Trust for the assistance of Grow Berlin Green with the Sustainable Maryland Program's certification program. Mr. Farr explained the points system and actions required for the recertification deadline of June 30th. Councilmember Hall made a motion to approve the grant of \$5,000.00 to Assateague Coastal Trust for Grow Berlin Green to assist with the Sustainable Maryland Program and council voted to approve 4-0 with Councilmember Purnell absent.

Town Administrator Laura Allen stated that an RFQ had been sent out to 4 firms regarding the appraisal of the Tyson property and that three proposals had been received back. Berlin Properties North and the Town of Berlin jointly selected the contract in the amount of \$3,400 from The Trice Group and will split the cost. The Town should have the appraisal back within a month. Councilmember Brittingham made a motion to approve the contract in the amount of \$3,400 on purchase order 201501897 with The Trice Group for the appraisals services of the Tyson property and council voted to approve 4-0 with Councilmember Purnell absent.

Town Administrator Laura Allen explained that the Town's purchased power agreement was due to expire in May 2015 and that staff was recommending that the Town authorize membership with American Municipal Power (AMP) and to adopt a resolution authorizing the execution of the Berlin 2015 Power Supply schedule. The membership fee is based on a percentage of megawatts hours purchased and the cost is around \$10,000.00. The other two fees are currently included in our current power agreement. The contract is for an eighteen month period which runs from June 2015 through December 31, 2017. Some of the benefits of joining AMP are training, environmental services, mutual aid, lobbyist needs, power supply through larger volume purchases and general safety and OSHA compliance programs. Ms. Allen reviewed the alternative options, but stated that staff recommended that the Town authorize going with the AMP contract. Councilmember Burrell stated his appreciation of staff working to lessen the impact of an energy increase on our citizens and then made a motion to enter into the contract with American Municipal Power and council voted to approve 4-0 with Councilmember Purnell absent. Councilmember Gulyas made a motion to approve Resolution 2015-01 which authorizes the execution of the power supply schedule with American Municipal Power and council voted to approve 4-0 with Councilmember Purnell absent.

Having completed the items on the Regular Agenda, Mayor Williams asked for Departmental Reports. Electric Utility Director Tim Lawrence reported that his department had completed backup generation services for a customer, installed squirrel guards on overhead switches and replaced a rotten pole. Mr. Lawrence also reported on the new Comcast phone services which had been installed at the Wastewater, Electric, Planning, Public Works departments as well as at the Welcome Center.

Police Chief Arnold Downing gave an update on the recent vandalism activity and stated the some persons may be charged in the next few days. Chief Downing thanked the businesses and community for their assistance with the investigation.

Human Resources Director Jeff Fleetwood reported that the Administrative Assistant position had been filled and the candidate would begin employment on February 23rd and that the employee which had been on maternity leave had returned back to work. He also has been meeting with insurance vendors.

Economic and Community Development Director Ivy Wells thanked everyone for their attendance at the Black History event held at the Welcome Center. Ms. Wells spoke on the upcoming 2nd Friday event "Indulge Berlin" and stated she was looking for photos for the Berlin Main Street.com site. Ms. Wells announced that the Health Fair would be held in the parking lot of the Welcome Center from 3 pm to 7 pm in conjunction with the High Heel race held on June 5th.

Town Administrator Laura Allen relayed the success of the first two Strategic Planning meetings and announced the dates and times for the last two meetings. She then presented 5 purchase orders (201501808, 201501788, 201501875, 201501881 and 201501896) to the council for approval. Councilmember Brittingham made a motion to approve the 5 purchase orders as submitted and council voted unanimously to approve 4-0 with Councilmember Purnell absent. Councilmember Gulyas spoke on the issue of drivers running stop signs in areas of town. Chief Downing stated that many of the drivers live in those same communities and asked residents to relay descriptions of the vehicles committing the offense to the Police.

Councilmember Burrell inquired if a letter had been sent in support of the Worcester County Developmental Center and Mayor Williams stated he had and would email a copy to the council.

There being no comments from the public or press, Councilmember Burrell made a motion to adjourn and the meeting ended at 8:06 p.m.

Respectfully submitted,



Sharon Timmons
Administrative Assistant

TOWN ADMINISTRATOR'S REPORT
February 23, 2015

Purchase Orders

PO# 201501909 in the amount of \$2,502.30 to Water Testing Labs for Bac T testing and nitrates. (20-4330-4073)

PO# 201501925 in the amount of \$2,618.50 to Feedwater Treatment Systems for Coolant for Power Plant Cooling Towers. (10-4220-4049)

PO# 201501943 in the amount of \$6,900.00 to L/B Water Service for Meter Reading Device and Charging Stand. (10-4230-4092)