



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 MAY JULY 13, 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

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.

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**BERLIN MAYOR AND COUNCIL
MEETING AGENDA
Monday, July 13, 2015**

- 6:00 PM EXECUTIVE SESSION - Berlin Town Hall Conference Room**
Pursuant to Section §3-305(b)(7) of the Annotated Code of the State of Maryland, to consult with counsel to obtain legal advice on a legal matter
- 7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers**
1. Approval of the Minutes for:
 - a. Executive Session of 6/22/15
 - b. Statement of Closure of 6/22/15
 - c. Regular Session of 6/22/15
 2. Presentation by: Robert J. Duma – Project Engineer, Davis, Bowen, Friedel, Inc.
Cannery Village – Soil Improvement
 3. Approval of Special Events
 - a. National Night Out 8/4/15 – Chief Downing
 - b. Berlin Summer Sidewalk Sale 8/14/15 – Ivy Wells
 - i. Motion to Approve Summer Sidewalk Sale with Specific Provisions
 - c. Back to School Event 8/22/15 – Nathan Marshall
 - d. Fiddlers Convention 9/18/15 6pm-10pm
9/19/15 10am-10pm – Larnet St. Amant
 4. Public Hearing
 - a. Ordinance 2015-04 Adoption of FEMA Floodplain - Planning Director, Dave Engelhart
 - b. Ordinance 2015-05 Amending Chapter 6, "BUILDING AND BUILDING REGULATION" – Planning Director, Dave Engelhart
 5. Approval of Resolution 2015-09 Community Legacy Grant
 6. Departmental Reports
 - a. Administrative Services Director – Mary Bohlen
 - b. Water Resources/Public Works – Jane Kreiter
 - c. Electric – Tim Lawrence
 - d. Police – Arnold Downing
 - e. Planning – Dave Engelhart
 - f. Managing Director – Jeff Fleetwood
 - g. Economic and Community Development – Ivy Wells

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 Adjournment

Council Meeting Minutes
Town Hall
10 William Street, Berlin, MD 21811
June 22, 2015
7:00 PM

CALL TO ORDER – 7:00 PM

Mayor Gee Williams called the Regular Meeting of the Town Council to order at 7:00p.m.

Council Present – Mayor Gee Williams, Councilmembers Elroy Brittingham, Troy Purnell, Thom Gulyas, Dean Burrell, Lisa Hall

Staff Present – Town Administrator Laura Allen, Finance Director Natalie Saleh, Administrative Services Director Mary Bohlen, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Economic Development Director Ivy Wells, Managing Director Jeff Fleetwood

1. **Approval of Minutes for Regular Council Session of the Mayor and Council on June 8, 2015**
On the motion of Councilmember Gulyas, the minutes for June 8, 2015 were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

2. **Special Event Presentations**

- a. Homes at Berlin Summer Event – 6/27/15, Doretta Williams

Ms. Williams presented the Third annual ‘Summer Event’ to be held at Henry Park on 6/27/15. This event is scheduled in conjunction with the Worcester County Health Department; there will also be free HIV testing to be done on the property of Homes at Berlin.

On the motion of Councilmember Brittingham, this event was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

b. Berlin Sidewalk Sale – 8/14 & 8/15/15 – Economic and Community Development Director Ivy Wells

Ms. Wells presented on behalf of Debbie Frene of Victorian Charm. The goal of the Berlin Sidewalk Sales is to allow Town merchants to clear summer inventory. Patty Falck a local merchant read a statement (see statement attached). She also read a letter from the owners of TA-DA, stating similar information. In summary, the statement indicated this is not a Town sidewalk sale, it is a sale of a few merchants. Ms. Falck went on to say the name is misleading to Town shoppers, who may come looking for an entire Town of sales. Traditionally, the Town sidewalk sale has been held in October in tandem with the Octoberfest. This sale includes the majority of merchants in the Town not just a few. Discussion followed including: Town Attorney, Dave Gaskill said that our code does not allow merchants to have merchandise on the sidewalk. Mayor Williams noted this presented ADA concerns, Councilmember Gulyas agreed with the Mayor. Councilmember Burrell noted that the street must be closed if sidewalks are blocked. Councilmember Hall suggested that Ms. Wells work with merchants to come up with a more feasible solution to the Town sidewalk sale in August. Ms. Wells agreed that there were several workable scenarios that could work for all Town merchants.

On the motion of Councilmember Hall, this special event was tabled by the following vote until further research can be done:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

- c. Shakespeare on the Street - 9/5/15 – Economic and Community Development Director Ivy Wells presented on behalf of Berlin Main Street. This event is the same as previous years. The only needs from Public Works are the barricade where the play is being held in front of Pitts street.

On the motion of Councilmember Hall, the special event was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

- d. Back to School Celebration – 8/22/15 – Nathan Marshall
Mr. Marshall presented the first Back to School Celebration application. Councilmember Burrell was the first to note that the organization sponsoring this event is Pressed to Perfection which is a for profit business. Mayor Williams applauded the idea of a Back to School Event, but stated that it is and has always been the Town’s position to not permit business for profit events in the Park; a partnership with a 501C3 must be involved. Councilmember Burrell suggested that Mr. Marshall partner with a non-profit that is based in this community. The suggested partner was Head Start. Councilmembers Brittingham and Hall both agreed that the event needed to be partnered with a non-profit before it came back to the Council. No action was taken on this Special Event.

3. Annual Contract Renewals – Mary Bohlen, Administrative Services Director

- a. Berlin Youth Program (Worcester Youth and Family Counseling)
This year’s contract is a bit different from past years as the contract has been awarded in one whole sum verses a breakdown of \$24,0000, \$8,000 and \$2,500. Per Steven Taylor, Executive Director of Berlin Youth Program they have partnered this year with Assateague Coastal Kids program to get children outside to become more familiar with their environment. This gives the option of saving most of the craft programs for rainy or overly hot days.
On the motion of Councilmember Hall, this contract renewal was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

b. Cards Computers

a. Town of Berlin

b. Town of Berlin Police Department

For FY2016 there are two contracts for the Town of Berlin. Councilmember Gulyas asked Ms. Bohlen if the Town was satisfied with services received, Ms. Bohlen confirmed that they were indeed pleased with service at the rate of \$2,435 per month.

On the motion of Councilmember Gulyas, the renewal of both contracts was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

c. D3Corp

D3Corp is the company that manages the website for the Town of Berlin at a cost of \$125 per month. There is no change in this contract from last year. Councilmember Burrell noted that the look, feel and user friendliness of the website was a good fit for the town.

On the motion of Councilmember Burrell, this contract renewal was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

4. Application for HEAL grant 2015

Administrative Director Mary Bohlen presented the Council with the HEAL grant application. There are approximately \$40,000 total monies available. The Town of Berlin is hoping for a grant of \$9,000 to be awarded. On the retail side, there will be a restaurant and food program, offering shelf tours. This program will collaborate with the Worcester County Health Department, and offer individuals a chance to see and learn nutrition values of foods they may not normally be exposed to. This would be accomplished via school tours. Part of the grant could possibly go to fund decals to go on participating businesses windows. Another initiative would be the creation of casual walking groups with common themes and like interests, i.e., strollers, dogs. There is also the venue of Councilmember walks, where the public can interact with Councilmembers in a more casual environment, all while keeping healthy. Custom bike racks in the parks and downtown are a possibility, along with having a 'fix-it' station with tools on a cord to each station. Lastly Ms. Bohlen shared that we are looking into a water bottle refill station downtown. The Town would have a match of \$9,000, cash or in kind.

On the motion of Councilmember Brittingham this grant was approved by the following vote;

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

5. Introduction of Ordinance 2015-04; FEMA Floodplain adoption

This repeals and replaces in its entirety Chapter 102, "Floodplain Management" by adopting the Maryland model floodplain management ordinance (nontidal). This ordinance brings the Town into compliance with FEMA Floodplain Management regulations by adopting the new standards and maps. Public Hearing set to be held July 13, 2015.

6. Introduction of Ordinance 2015-05; Amending Chapter 6, 'BUILDING AND BUILDING REGULATIONS'

The Ordinance eliminates the Town's previous exception to the International Building Code; going forward new single-family homes will require automatic sprinkler systems. Public Hearing set to be held July 13, 2015.

7. Service agreement for NITS (Network Integration Transmission Services) – Town Administrator Laura Allen

We get electricity from PJM, we have agreement that allows us to generate electric and put on grid for sale. AMP is our agent with PJM; documentation has been reviewed by Utilities Counsel Ms. Jill Barker. The end- result is that we continue doing what we have been doing all along according to Mayor Williams.

On the motion of Councilmember Hall, the NITS agreement was passed by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

8. Motion to Approve Tax Abatements FY 2015/2016 – Finance Director Natalie Saleh

Tax ID# 03-034534 Berlin Housing Corporation – 100%

Tax ID# 03-034542 Berlin Community Improvement Association – 100%

Also included in the motion was an abatement for Tax ID# 03-144805, John & Nancy Taylor, however this duplicates an agreement from December 1999; therefore a vote was not needed.

On the motion of Councilmember Burrell, this Motion to Approve with changes was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

9. Departmental Reports

Finance Department: Natalie Saleh, The accounting department went to a GFOA seminar in Ocean City last week. The team found it informative and ideal time to network. Staff is working on year-end rollover. Councilmember Burrell request a column for percentages is included on summary pages of budget reports. Ms. Saleh said this would not be a problem.

Administrative Services – Mary Bohlen, The Community Newsletter went online 6/19/15 and was mailed out 6/22/15. Ms. Saleh and Ms. Bohlen are working on a more formal budget presentation on the website. Ms. Bohlen will send out email when that feature is added to website. The first CodeRED for the 'Beat the Peak' was issued today 6/22/15.

Water Resources and Public Works – Jane Kreiter, Ms. Kreiter reported that there has been a lot of activity in those two departments. The Tripoli Street sidewalk and paving project is complete. The submerged gravel wetland has been installed and was well received by neighbors. The Branch Street project will be going out to bid in a few weeks. Cannery Village infrastructure is moving along, there are three foundations in. There has been much progress in sidewalk repair. There have been several crews working with the State Highway Administration. A few leaks at the spray site have been fixed. Ms. Kreiter took this opportunity to discuss PO# 201502814 to Affordable Business Systems for a blue print scanner. This piece of equipment has been a long-standing need for Planning, Electric and Water Resources/Public Works departments. Water Resources alone has to get several plans a month copied and the expense keeps growing. This piece of equipment is on a thirty-six month lease. Managing Director Jeff Fleetwood answered Mayor Williams's question that the savings could be as much as \$600 per year. The copy can be stored on machine or to a PC. Councilmember Hall inquired if the tattered edges could be copied and Mr. Fleetwood said yes, it would make a copy look like new again. The machine will be housed in Planning where they have some additional room and proper storage space allotted. Councilmember Burrell expressed concern about a digital backup and to make sure the documents were stored on the network as well as the machine, perhaps even making the network a default.

Electric – Tim Lawrence, The Electric Department has had its hands full assisting State Highway Administration with the sidewalk replacement on South Main Street. The east side is done with the exception of handrails at PNC Bank. There had been some concern about the street

markings not coming off. Mayor Williams and Ms. Kreiter said this was a temporary paint and would come up in two to three weeks. Councilmember Hall expressed concerns about lack of back-up generators in local Doctor's office that perform ambulatory surgeries. Councilmember Burrell stated that the Town does not want to take on the liability of not having a backup generator. Planning Director Dave Engelhart explained that there were building codes about that very subject and they were listed by 'use group'; for less intrusive procedures the generators are not required. Proactive would be ideal but not mandatory. Councilmember Purnell noted that costs of generators are all dependent on size.

Planning – Dave Engelhart, no updates.

Managing Director – Jeff Fleetwood, Russ Goehringer has been at lineman's school, currently he is an apprentice. Mayor Williams noted this is a four-year program, classes plus 8,000 of on-the-job training. Seasonal workers have been hired and are starting in staggered weeks. Pay increases become effective 7/1/15. Earlier in the week new insurance cards were mailed. Mr. Fleetwood requests that all participants keep the old card for a period of time, and to please see him, if you have a bill for a June service. Mayor Williams requested a reminder email to sent to everyone.

Economic and Community Development – Ivy Wells, Ms. Wells discussed the success of the continuing Ambassador Program. On that note, Mayor Williams shared that the Berlin Bathtub Races have caught the eye of the United Kingdom media. Ms. Wells noted that artist Jim Adcock has been hired to submit a rendering for the Town's new 'Head in Character' models. Which will be a runaway bride and The Mayor; along with Mr. and Miss Peach for the children. The next upcoming event is the Mr. and Miss Peach contest. Berlin's newest restaurant, The Crush and Crab is scheduled to open July 1, 2015 at 2pm, with a ribbon cutting by Mayor Williams, and Maryland's Secretary Holt will be there as well.

Town Administrators Report – Laura Allen, Ms. Allen presented eight purchase orders for approval: 201502693, 201502714, 201502718, 201502727, 201502787, 201502814, 201502816, 201502821.

On the motion of Councilmember Brittingham all of these purchase orders were approved by the following vote;

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell	X				
Thom Gulyas	X				
<i>Voting Tally</i>	5	0			

10. Comments from the Mayor

Mayor Williams noted that there was some incorrect information regarding the sentencing of the teen vandals in the January 2015 incidents. The correct information is all three suspects were charged. There were 66 separate violations, \$9,000 in restitution and 450 hours of Community Service to be performed in Berlin. The Mayor thanked Councilmembers for attending the Sprout Web Designs grand opening and well as many other events that take time, especially when asked to do so many.

11. Comments from the Council

Thom Gulyas – How far up Rt. 818 does the sewer go – Ms. Kreiter replied that it extends across Rt. 50 to Merial Select.

Lisa Hall – Everyone, please remember to pick up your trash.

Elroy Brittingham – No comments

Dean Burrell – The CodeRED program serves the public well, and wishes there was a way to make the program a mandatory sign up. Upon recently reviewing the Town of Berlin’s website, Councilmember Burrell found the demographics on education, housing and age to be very worthwhile.

Troy Purnell – No comments

12. Comments from the Public

There were no comments from the Public

13. Comments from the Press

There were no comments from the Press.

Councilmember Burrell made the motion at 8:55pm that the meeting was adjourned; the meeting was adjourned at 8:55pm.

Minutes respectfully submitted,

Vicki Magin
Administrative Assistant

In the 63 years that the Berlin Sidewalk Sale has been in existence, the town has drastically changed. Our events are bigger and better and the town is consistently busy year round. Anyone who walked up and down Main Street last July or August can tell you there were days when it seemed like you could barely fit another person in town. The days of old when Jack Burbage would pull a rack out of the attic of Style Guide to try to drum up business in August when most of the crowds were in Ocean City are long gone.

It is our understanding that of the 32 retail stores downtown, only two or three are planning on participating in the August Sidewalk Sale while the majority of stores will be participating in the Berlin Sidewalk Sale to be held during Oktoberfest. We are only asking that if these few stores are to be the only ones participating that the sale not be labeled the Annual Berlin Sidewalk Sale.

We as a community work so hard to make the events in town as great as possible and to try to put our best faces forward for all of the visitors to town, new and old. Why then would we want an event where only a tiny fraction of the businesses are participating to be advertised and marketed as a town wide event? Imagine the frustration of visitors and locals alike who would come to town that weekend expecting a town full of sale items only to be greeted with a few items from two or three stores? Imagine if it was your first time attending an event in downtown and this is what you saw? Would you come back for the other events?

There are plenty of other options to allow these stores room for a sidewalk sale that would not result in closing Main Street and would not create a major loss of parking and a hindrance to the other businesses, such as the use of Commerce Street or the parking lot behind Victorian Charm and Si Culi.

We are not asking you to deny the few stores who do want this event the chance to schedule something, only that the title the Annual Berlin Sidewalk Sale be reserved for a time when most of Berlin is actually participating.

Davis, Bowen, Friedel, Inc. – Robert J. Duma – Project Engineer

ORDINANCE NO. 2015-04

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, REPEALING AND REPLACING IN ITS ENTIRETY CHAPTER 102 "FLOODPLAIN MANAGEMENT" BY ADOPTING THE MARYLAND MODEL FLOODPLAIN MANAGEMENT ORDINANCE (NONTIDAL) AS ATTACHED.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 20_____, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this _____ day of _____, 20_____, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ in favor to _____ opposed, with _____ abstaining.

Elroy Brittingham, Vice President

This Ordinance was approved this _____ day of _____, 20_____ by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar later on _____ day of _____, 20_____.

Wm. G. Williams, III, Mayor

ATTEST:

Laura Allen, Town Administrator

ORDINANCE NO. 2015-05

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 6," BUILDINGS AND BUILDING REGULATIONS", SECTION 6-23, "INTERNATIONAL RESIDENTIAL CODE AMENDMENTS".

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT CHAPTER 6, ARTICLE II, SECTION 6-23 BE AMENDED AS FOLLOWS:

Eliminate the final deletion contained in Section 6-23 as follows:

~~Section R313.2. Single family dwellings automatic fire systems. Automatic residential fire sprinkler systems shall not be required to be installed in one- and two-family dwellings. Notwithstanding, the foregoing, such systems may be installed at the option of the property owner of a single family dwelling. For all other residential dwellings, including multi-family dwellings, automatic residential fire sprinkler systems shall be required.~~

~~Section R313.2.1. Design and installation. Where applicable, automatic residential fire sprinkler systems shall be designed and installed in accordance with Section P2904 or NFPA 13D.~~

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 20_____, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this _____ day of _____, 20_____, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ in favor to _____ opposed, with _____ abstaining.

Elroy Brittingham, Vice President

This Ordinance was approved this _____ day of _____, 20_____ by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar later on _____ day of _____, 20_____.

Wm. G. 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



RESOLUTION 2015-09

Resolution of TOWN OF BERLIN MAYOR & COUNCIL has approved/is approving the application and receipt of financing for a[Community Legacy, Community Legacy-Neighborhood Intervention, Strategic Demolition and Smart Growth Impact Fund, Baltimore Regional Neighborhoods Initiative or other State Revitalization Programs Project(s)] (the "Project") further described in the Application dated July 8, 2015 (the "Application"), to be financed either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, TOWN OF BERLIN MAYOR AND COUNCIL recognizes that there is a significant need for reinvestment and revitalization of the communities in WORCESTER COUNTY and,

WHEREAS, the Department, either through Community Legacy, Community Legacy-Neighborhood Intervention, Strategic Demolition and Smart Growth Impact Fund, Baltimore Regional Neighborhoods Initiative [or other State Revitalization Programs] or through other Programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Project and the Project Financing by TOWN OF BERLIN MAYOR AND COUNCIL, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, TOWN OF BERLIN MAYOR AND COUNCIL hereby endorses the Project in the Sustainable Community Area; and, HEREBY approves the request for financial assistance in the form of a grant or loan, up to the amount of \$ 50,000.00; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating [his or her] approval thereof; and,

ELC20150909.0

2014 Winner
Berlin, MD

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

BE IT FURTHER RESOLVED THAT, William Gee Williams, III is hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

ADOPTED, made this ___ day of _____, 2015, by THE MAYOR & COUNCIL OF BERLIN, WITNESSETH:

Wm. Gee Williams, III, Mayor

Elroy Brittingham, Vice President

Attest: Laura Allen, Town Administrator

TOWN ADMINISTRATOR'S REPORT

July 13, 2015

Purchase Orders (numeric order)

<u>No PO issued</u> (during FY transition) GranTurk Recycling Truck Repair – Emergency 01-4310-4031	FY15	1,103.43
<u>201502752</u> Goody Hill Ground Work, Inc. Install sewer and water for new house, to be reimbursed 24-4365-4060	FY15	\$8,325.00
<u>201502678</u> Freemire & Associates Replace Auto Dialer 24-4365-4041	FY15	\$7,780.00
Remainder of PO's will be for FY16		
<u>201600007</u> Ashton Gardens Annual maintenance of Memorial Garden, Main and West Streets (Invoices quarterly) 01-4110-4076		\$3,200.00
<u>201600008</u> Card's Technology Licensing/Subscription Renewals and purchases Appliance to bring Police Department online for contract maintenance Customer Service Computers Firewall Appliance Wiring/Cabling Various Accounts		\$14,852.80
<u>201600012</u> Comcast Cable Downtown Wi-Fi (invoices monthly) 01-4110-4024		\$1,300.00
<u>201600018</u> Berlin Chevrolet 2015 Chevy Traverse – Piggyback MD State Contract 01-4110-4092		\$24,798.00

TOWN ADMINISTRATOR'S REPORT

July 13, 2015

<u>201600025</u> Cues Yearly Contract for camera truck 24-4360-4060	\$1,800.00
<u>201600042</u> Envirocorp, Inc. Lab testing for treatment plant per MDE 24-4370-4073	\$8,000.000
<u>201600043</u> Envirocorp, Inc. Monitoring wells per MDE 24-4380-4073	\$12,000.00
<u>201600044</u> Intercoastal Trading Chemicals for Plant 24-4370-4049	\$18,000.00
<u>201600045</u> Hercules Incorporated Polymer for Press 24-4370-4049	\$10,000.00
<u>201600046</u> Worcester County Sludge disposal 24-4370-4121	\$7,500.00
<u>201600053</u> The Alliance Innovation Membership for Town of Berlin/Laura Allen 01-4110-4026	\$1,000.00
<u>201600056</u> Great American Leasing Copier Leasing 01-4200-4060	\$1,248.00

TOWN ADMINISTRATOR'S REPORT

July 13, 2015

<u>201600059</u> Verizon Wireless MDT Wireless Fees 01-4200-4060	\$5,760.00
<u>201600060</u> Dept. of Public Safety & Correctional Service METERS Logon Fees 01-4200-4060	\$1,680.00
<u>201600067</u> Pitney Bowes Prepaid Postage by phone 01-4125-4023	\$10,000.00
<u>201600088</u> Public Service Commission Assessment of Expenses 10-4210-4026	\$11,456.36
<u>201600096</u> DDU Magnetics Install and commission communications link from RTAC to 2431 Savage substation voltage reduction and Travel Expense- flight, hotel and rental car 10-4230-4060	\$2,400.00
<u>201600102</u> HD Supply Solutions North Main Street – SHA sidewalk replacement project. Street Light foundations (to be reimbursed by SHA to the Town of Berlin), Freight 10-4230-4053	\$2,801.00
<u>201600103</u> L.E. Bunting Surveys, Inc Survey Work for off-line wetlands/to be reimbursed by grant money 30-4300-4060	\$1,800.00
<u>201600105</u> Diakonia Special Appropriations – Donation FY16 01-4110-4076	\$7,500.00

TOWN ADMINISTRATOR'S REPORT

July 13, 2015

<u>201600106</u> Worcester County Developmental Center Special Appropriations – Donation FY16 01-4110-4076	\$7,500.00
<u>201600107</u> Atlantic General Hospital Special Appropriations – Donation FY16 01-4110-4076	\$10,000.00
<u>201600108</u> The Cricket Center Special Appropriations – Donation FY16 01-4110-4076	5,000.00
<u>201600116</u> Maryland Municipal League Annual Dues 01-4110-4026	\$4,967.23