



BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, APRIL 24, 2017

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

EXECUTIVE SESSION6:00 PM
REGULAR SESSION7:00 PM

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BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, April 24, 2017

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 04/10/17
 - b. Statement of Closure for Executive Session of 04/10/17
 - c. Regular Session of 04/10/17
 - d. General Fund Work Session 04/17/17
2. Request for Funding:
 - a. Worcester Youth and Family, Berlin Youth Club – Amanda Chaffee
 - b. Worcester County Developmental Center, Inc. – Jack Ferry
3. Temporary Skateboard Services and Facility Use Agreement – Sean McLaren
4. Ordinance 2017-01 – An Ordinance of the Mayor and Council of The Town of Berlin, Maryland Amending Chapter 32, Article II, Section 32-21 of The Town Code Re-defining the Term “Truck.” – First Reading – Town Administrator Laura Allen
5. Departmental Reports:
 - a. Finance Director – Natalie Saleh
 - b. Water Resources/Public Works – Jane Kreiter
 - c. Electric – Tim Lawrence
 - d. Police – Chief Arnold Downing
 - e. Planning – Dave Engelhart
 - f. Economic and Community Development – Ivy Wells
 - 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



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, April 10, 2017

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

Present: Vice-President Elroy Brittingham, Councilmembers Thom Gulyas, Zackery Tyndall, Dean Burrell, Troy Purnell.

Absent: Mayor Gee Williams.

Staff Present: Town Administrator Laura Allen, Managing Director Jeff Fleetwood, Administrative Services director Mary Bohlen, Finance Director Natalie Saleh, Police Lieutenant Robert Fisher, Electric Utility Director Tim Lawrence, Economic and Community Development Director Ivy Wells, Planning Director Dave Engelhart, Town Attorney David Gaskill and Administrative Assistant Kelsey Jensen.

Following the Lord’s Prayer and Pledge of Allegiance, Vice-President Brittingham, serving as Mayor, called the meeting to order at approximately 7:00 PM.

1. Approval of the Minutes for:

a. Executive Session of 03/27/17:

Councilmember Gulyas moved to approve the Executive Session minutes of March 27, 2017. Councilmember Tyndall seconded and the Motion was approved by the following vote:

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

b. Statement of Closure for Executive Session of 03/27/17:

Vice-President Brittingham read the Statement of Closure.

c. Regular Session of 03/27/17:

Councilmember Gulyas made a correction to the minutes on page four, Section 8e, “stolen from” should read “broken into”.

Councilmember Gulyas moved to approve the Regular Session minutes of March 27, 2017 with the correction on page four. Councilmember Tyndall seconded and the Motion was approved by the following vote:

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

2. Request for Funding:

a. The Cricket Center’s funding letter – Wendy Myers, Program Manager Wendy Myers, Cricket Center Program Director and Roberta Baldwin, Worcester County Social Services Director presented information on the Cricket Center and requested funding

from the town in the amount of \$7,500. Councilmember Burrell thanked them for the services they provide to our children, and for making them feel safe. Councilmember Tyndall and Vice-President Brittingham thanked them and said they hear nothing but positive remarks about the center. Ms. Myers invited everyone to come to the center for a tour and stated that Councilmember Tyndall has already stopped in for a tour.

b. Worcester County Commission on Aging – Rob Hart, Executive Director
Rob Hart, Executive Director presented information on the Senior Center and what services the Commission on Aging provides to senior citizens. He requested funding from the town in the amount of \$2,500. Vice-President Brittingham thanked Mr. Hart and said he thought it was a good program. Councilmember Tyndall asked for a tour of the facility some time; Mr. Hart said anytime. Town Administrator Laura Allen, advised Mr. Hart that there will be a general fund work session on April 17th and they will consider the request.

3. Resolution 2017-03: prohibiting truck traffic on Baker St. – First Reading – Town Administrator, Laura Allen

Town Administrator Laura Allen, gave a brief explanation of Resolution 2017-03 and explained that this is the first reading and there will be another reading and public hearing on the resolution at the next Council Meeting on April 24, 2017. Councilmember Gulyas stated that in paragraph two he has issues with the weight restriction being one ton, he said most vehicles are over one ton. Town Attorney David Gaskill stated that the wording is directly from our code, and to change this, we would need to amend the ordinance, but direction is needed from the Council. Ms. Allen asked if cars would be able to travel on this road with how this resolution is currently written? Mr. Gaskill stated that if it exceeds one ton it would not be able to, he then suggested it read commercial vehicles. Councilmember Tyndall stated he would be more comfortable changing the ordinance first then the resolution. Councilmember Gulyas stated that he wants the code changed. Mr. Gaskill asked if this will be withdrawn; the Council agrees that this resolution will be withdrawn. Ms. Allen asked about a time frame for the new resolution; Mr. Gaskill said the ordinance will be first and then the resolution after that, we may be looking at a meeting in May to bring the resolution back in front of the Council.

4. Motion of Mayor and Council 2017-15: Motion requesting approval of the Baker Street Roadway Improvements Proposal for Design and Construction Phase Services – Town Administrator, Laura Allen

Town Administrator Laura Allen, explained Motion 2017-15 and advised that Rob Duma with Davis, Bowen and Friedel, Inc. (DBF), is here to answer any technical questions. Ms. Allen recommended that the Council approve the contract as proposed with DBF for design and construction services to Baker Street in the amount of \$20,000. The estimated total cost of the repaving would be approximately \$120,000-\$130,000. Ms. Allen stated that they have placed money in the FY2018 budget for this project, so are hopeful that if this contract is approved today, then they can begin construction in July. Councilmember Burrell asked what happens with the concrete portion in the center. Ms. Allen stated that DBF is researching getting it repaired. Councilmember Tyndall asked if the reason for prohibiting truck traffic is to maintain the aesthetic look and integrity of the concrete and if the public is aware that this is the reason why we are trying to prohibit trucks from traveling on this road. Ms. Allen said that is correct, that is why they want to prohibit truck traffic and this came up during the Historic District Commission meeting. Councilmember Burrell asked if anyone is here from Baker Street and Councilmember Tyndall asked if anyone from Baker Street would like to speak about this. Robert Poli stated that he is not a resident of Baker street, but he is here to support them and feels that when it comes to streets in the Historic District that the Town should get approval from the Historic District Commission before any work is done. Councilmember Tyndall stated that Ms. Allen researched concreting the road and said that it would double the cost of the project and they are unsure if companies still do concrete work with oyster shells in it. Ms. Allen asked Mr. Duma how long the asphalt would last; he said usually about 15-20 years. Councilmember Tyndall asked Ms. Bohlen if she could find any grant opportunities in connection with repairing the roadways in a historic aspect. John Taylor stated that he has a business at the end of Baker and would like

to know if the exclusion of truck traffic will include trucks going to his business; Town Attorney David Gaskill stated that it would. Mr. Taylor also stated that he feels the Council should consider the fact that trucks cannot make the turn on West Street and Broad Street. Ms. Allen stated that as a reminder the resolution has been pulled that this time. Susanne Parks shared some historic information about Baker Street and stated that she has lived on Baker for forty years and has not seen any road improvements. Vice-President Brittingham stated that they know there has not been work on Baker in many years, but they have a long list of streets that need improvement and Baker is a priority. Todd Dehart thanked the council for looking at Baker street and trying to preserve the integrity of the historic aspect of the road. Vice-President Brittingham advised the public that if they have any questions or suggestions between now and the time it is fixed to please bring them to their attention, they want to get it right.

Councilmember Tyndall moved to approve Motion 2017-15. Councilmember Gulyas seconded and the Motion was approved by the following vote:

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

- 5. Motion of Mayor and Council 2017-16: Motion requesting the Deed of Dedication Purnell Crossing Community Association, Inc. and the Bond Reduction be accepted—
Town Administrator, Laura Allen

Town Administrator Laura Allen asked Councilmember Purnell to recuse himself; Councilmember Purnell excused himself and left the Dias. Ms. Allen explained the Deed of Dedication and the reduction of the bond to zero. Ruby Halligan, president of Purnell Crossing, requested that the Motion be approved. Councilmember Tyndall asked if the Deed would include signage for the development; Ms. Allen stated it reads just the roadways. On the Motion of Councilmember Gulyas, Motion 2017-16 was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell	X				
Troy Purnell				X	
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	3			1	

- 6. Plans and Policies Required by Community Development Block Grant – Administrative Services Director, Mary Bohlen

Administrative Services Director, Mary Bohlen, explained the information about the Community Development Block Grant (CDBG) and explained that these are annual forms. Vice-President Brittingham asked if these forms maintain our eligibility to apply for CDBG grants; Ms. Bohlen stated that without these forms in place, we would not be able to apply for any of the CDBG grants.

Councilmember Burrell moved to approve Motion 2017-17 and Proclamation 2017-08. Councilmember Tyndall seconded and the Motion and Proclamation were approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell	X				

Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	4				

7. Proclamation 2017-07: A Proclamation of the Mayor and Council of the Town of Berlin recognizing the week of April 22-29, 2017 as Take Pride in Berlin Week – Administrative Services Director, Mary Bohlen

Administrative Services Director, Mary Bohlen, explained Proclamation 2017-07 and Take Pride in Berlin week. Ms. Bohlen stated if you wear your “I have pride in Berlin” bracelet, which would be available starting on Cleanup Day, local shops and restaurants will be offering incentives. Economic and Community Development Director, Ivy Wells, explained that they will be using #betterinberlin and if you use this hashtag on Facebook or Instagram along with a photo of you doing something good in the community you will be entered to win a prize.

Councilmember Purnell moved to approve Proclamation 2017-07. Councilmember Burrell seconded and the Proclamation was approved by the following vote:

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

8. Departmental Reports:

a. Finance Director – Natalie Saleh

Ms. Saleh reported that she and Ms. Allen have been working on the budget and have submitted the reports to the Council for review. She wanted to remind everyone that on Monday at 5:30pm there will be a work session for the general fund in the Council Chambers. They are also reviewing the inventory for metering, this is to look at the meter numbers and compare them to what is in the Tyler system to ensure we have all the correct information, they will do electric meters first, then water meters.

b. Administrative Services Director – Mary Bohlen

Ms. Bohlen advised that they are trying to win a contest for the National Recreation and Parks Association, the winning town will receive \$20,000 to use towards park improvements. She asked that everyone vote, the information is posted on the town’s website and Facebook page and the website to vote is meetmeatthepark.org. April 22, 2017 will be cleanup day, registration will take place in both parks at 8:30am and there will be kids crafts at 11am and Students from Salisbury University, will be there, they have visited in the past and met with staff members and will be presenting a green initiative.

c. Electric Utility Director – Tim Lawrence

Mr. Lawrence reported that when the ponds at Berlin Falls Park were tested, the Electric Department helped to launch a boat for that to take place. At the Power Plant MDE performed a fuel tank inspection and we passed. The #5 breaker replacement will start Monday and take two weeks. Goodyhill ran into some issues on West Street with the piping, the old electric will need to be moved to accommodate the new pipes. At Intrepid Lane, they will be installing new service soon. Lastly, they will be completing the meter inventory and trying to phase out the old dial meters.

d. Police Lieutenant – Robert Fisher

Lieutenant Fisher reported that Sargent O'Connor was awarded the Officer of the year award by Ocean City Office Club. He stated that he will have some comments about events after Ms. Wells does her report.

e. Planning Director – Dave Engelhart

Mr. Engelhart reported that there are currently three site plan applications before them: Shoreline Auto, used car lot, they will replace the building by Arby's; Berlin Main Place was approved for an additional building, they will build a shell building, that will be fitted to the owner/tenant; Burley Oak's second building, they will make alterations and additions. The Historic District Commission met on Wednesday and approved lighting for the Butcher Shop's sign and exterior lighting at the Island Creamery and the sign and façade for the Berlin Shoe Box, the new owner will make changes.

f. Economic and Community Development – Ivy Wells

Vice-President Brittingham asked when Island Creamery will be opening; Ms. Wells reported that they are hopeful to open next week, they are waiting for the certificate of occupancy. Salvaged has opened by Go Organics. She is working on new history and map displays for the Town. She is working with the Salisbury University students on a recycling campaign and they will be creating Berlin reusable bags; the shops with a logo on the bag will offer discounts for using it. Spring Celebration is from 10-5pm. Ms. Wells stated that at Berlin Falls Park there are a lot of nested geese and she will be working with Project Coordinator David Deutsch on coming up with signs for people to avoid those areas at that time. Lastly, she has been working with Lieutenant Fisher on security procedures for the alcohol events in Berlin, per Councilmember Gulyas' suggestion. Lieutenant Fisher stated they do not have the man power for additional officers to work the event, but they can have them focus more on the perimeters. Councilmember Gulyas asked when the next alcohol event will be taking place, Ms. Wells stated May Day Play Day will be the next event on May 19th. Councilmember Gulyas thanked them for trying to try to help with the situation.

g. Managing Director – Jeffrey Fleetwood

Mr. Fleetwood had nothing to report.

9. Town Administrator's Report –Laura Allen

Ms. Allen stated that Jamey Latchum and his crew repaired 12 roadways patches. She also stated that Goodyhill put in about 100 feet of stormdrain for the West Street project.

10. Comments from the Mayor:

Mayor Williams was not present.

11. Comments from the Council:

Councilmember Gulyas had no comments.

Councilmember Tyndall attended the Worcester County Public Health Conference in Ocean City and Jack Orris will provide Worcester County's Heroin/Opiate Community Response Plan to the Council.

Vice-President Brittingham stated that the wetlands behind the multipurpose building has a three-sided fence and suggests we fence the entire area to provide safety. Town

Administrator, Laura Allen, stated she will look into it and speak with Ms. Kreiter regarding the fencing.

Councilmember Purnell had no comments.

12. Comments from the Audience:

Susanne Parks stated that they have a speed limit sign for 25mph, but people typically go about 45mph and asked if the police can monitor it. Lieutenant Fisher said they will work on monitoring the speed there better. Doug Parks stated that the town needs to do something about Harrison Avenue to get the road open.

13. Comments from the Press – none

14. On the motion of Councilmember Burrell, the Mayor and Council meeting was adjourned at approximately 7:55pm.

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

Respectfully Submitted,

Kelsey Jensen
Administrative Assistant



BERLIN MAYOR AND COUNCIL
GENERAL FUND BUDGET WORK SESSION
Meeting Minutes
Monday, April 17, 2017

5:30 PM WORK SESSION – General Fund Budget Work Session
Berlin Town Hall Council Chambers

Present: Mayor William Gee Williams, III, Vice-President Brittingham, Councilmembers Thom Gulyas, Zackery Tyndall, Dean Burrell, and Troy Purnell.

Staff Present: Town Administrator Laura Allen, Managing Director Jeff Fleetwood, Administrative Services Director Mary Bohlen, Finance Director Natalie Saleh, Water Resources and Public Works Director Jane Kreiter, Police Chief Arnold Downing, Police Lieutenant Robert Fisher, Economic and Community Development Director Ivy Wells, Planning Director Dave Engelhart, and Administrative Assistant Kelsey Jensen.

Mayor Williams called the General Fund Work Session of the Town of Berlin to order at 5:40 PM.

Mayor Williams explained that the Utility Funds Budget Work Session is a separate work session and will be held on May 1, 2017. The new budget will be introduced on May 8, 2017, and after advertising, the Public Hearing for the budget will be held on June 12, 2017, after this hearing the Council will then vote on the budget. Where the preliminary budget stands in relation to last year has decreased by approximately 10%, due to the capital fund decreasing. The Police Facility will be built using funds from the Worcester County Impact Slots Revenues Grant over the next 10-12 years. The budget will include two studies being done this year, one is updates of water and sewer rates and the other is ranking road improvements. The budget includes a three percent increase to employees' salaries and a one time \$500 payment. Mayor Williams then asked Natalie Saleh to speak on the budget.

1. Finance Director Natalie Saleh went through the highlights for the FY18 proposed budget for the general fund. Mayor Williams stated that it is our practice to estimate high on expenditures and low on revenue to be on the safe side. Ms. Saleh said we are hoping to receive The Maryland Bikeways Grant in FY2018; Mayor Williams asked if the Bikeways money in the budget is dependent on receiving the grant, Ms. Saleh stated that in the proposed budget we are proceeding either way and hoping to receive the grant to cover the expenses. Town Administrator Laura Allen stated that we have secured a grant for the design phase and are currently trying to work out an agreement with the Railroad around a reservation fee and deed of easement. Mayor Williams asked if we have approval for the grant; Ms. Allen said we do. Mayor Williams stated that the current budget is at \$8,976,389 and preliminary proposed budget is \$8,060,970, a 10% drop or \$915,419. Councilmember Tyndall asked if Ms. Saleh can explain the Utility Reimbursements in the budget. Ms. Saleh stated that this is for overhead costs for each utility, it reimburses the general fund. Councilmember Tyndall asked what the "In Lieu of Tax" in the amount of \$157,000 was for; Ms. Saleh said the electric fund solely reimburses the general fund for furniture, building, and fixtures of the Power Plant at the assessed value. Councilmember Burrell asked if he were to remove the decrease in prior surplus, the budget has gone up by \$50,000; Ms. Saleh stated that she would have to do the calculations, she is not positive off hand.

2. Managing Director Jeffrey Fleetwood introduced Laura Deeley and Kimberly Schmit with Atlantic/Smith Cropper & Deeley (ASCD). They presented information on United Healthcare and

Evergreen Insurance. They went into detail on the new provider, Evergreen, they stated that if your physician was out of network there will be a \$1,000 out of network "rider", that will allow you to use an out of network provider up to \$1,000. Mayor Williams asked if the rider is only good for one year; Mr. Fleetwood stated that it was a 12-month contract; Ms. Deeley stated that Evergreen is constantly growing and is planning to pick up more providers. Councilmember Tyndall asked if they can look into a longer contract with any of the insurance companies rather than a 12-month contract; Laura Deeley stated that most companies do not offer a longer contract. Mr. Fleetwood stated that the dental and vision insurance is willing to offer a two-year contract, they have not put it in writing yet, but have verbally said they will lock in the rates for two-years. Councilmember Burrell asked if the new insurance would only allow them to use a health care provider that they have been with for two-years; Ms. Deeley stated that it would be for any provider you had seen within the past two-years. Councilmember Burrell asked what Mr. Fleetwood means by two networks. Mr. Fleetwood stated that there are three options a basic plan, middle plan and high-end plan, the high-end plan would have no money out of the employee's pocket, besides the premium. Evergreen has their network and a contract network with PHCS, so employees can utilize either network without going out of network. Councilmember Gulyas and Mayor Williams asked if ASCD will work with the employees in small groups to help staff better understand if we switch providers; Ms. Schmit said they will certainly be here to answer any questions staff may have. Ms. Deeley explained that they will prepare the employees as much as they can ahead of time in the beginning, but the biggest disruptions are typically seen with prescriptions. Councilmember Burrell asked about HRA funds and who is eligible. Ms. Deeley stated that the \$1,000 is if you already had a doctor that you had a prior relationship with, but they are not in network, this will allow you to continue to see them up to \$1,000. Councilmember Tyndall asked if whatever plan we choose, if there is anything we can do to work towards reducing the premium without sacrificing benefits going forward. Mr. Fleetwood stated that we previously had the County look into this. Ms. Deeley said they can work with Mr. Fleetwood and the County to work on a better wellness plan. Councilmember Burrell asked if the Town can look at a policy saying that everyone had to have a primary care physician and see if that would improve the plan; Ms. Deeley said she will need to defer to Chris Carroll as the expert. Mr. Fleetwood stated that years ago UHC came in and said if you joined a gym you saved X amount of dollars, so maybe with the new police facility having a gym, that may help with the future. Councilmember Burrell asked if Mr. Fleetwood could give his opinion on the overall satisfaction of the current plan. Mr. Fleetwood explained that he thinks most employees recognize that they have a solid plan, if you use it as you're supposed to you shouldn't have an issue. Councilmember Tyndall asked if ASCD could give their opinion on the best option; Ms. Deeley stated they will support the town with any decision made.

Vice-President Brittingham arrived at 6:40 PM.

3. Department Budget Requests:

a) Town Administrator Laura Allen – Elected Officials and Administration

Ms. Allen presented the proposed budget for Elected Officials and Administration. Ms. Allen noted that they increased the Berlin Falls Park Project Coordinator salary to \$50,000. Councilmember Tyndall asked if that position was still part-time; Ms. Allen stated that it was. Mark Shaw and Sam Card spoke on behalf of Cards Technology and explained their proposed contract. Councilmember Burrell asked if they will be doing the set-up for the new Police Department. Police Chief Arnold Downing stated that they are reaching out to the County for their setup, so they can be on the same system as the County and the State. Councilmember Tyndall asked what the miscellaneous funds in the budget are for; Ms. Allen stated that they are for various items, Worcester County Commission on Aging has requested \$2,500 of these funds. Councilmember Tyndall asked if we will be hearing from the Fire Department for funds; Ms. Allen stated they are waiting on the PKS audit, PKS said they are still waiting on a few items, it would be ideal to hear from them before the budget introduction.

b) Ivy Wells – Economic and Community Development

Ms. Wells explained her budget needs. She described new way-finding signs that she has included in the budget and showed an example of what she would like the signs to look like. She is hopeful to receive grant funds for this, but is putting it in the budget in case she doesn't receive any funding. Mayor Williams asked if there were any other new signs, and if any come up, can she bring them to the Council.

c) Natalie Saleh – Finance

Ms. Saleh presented her proposed budget. Mayor Williams asked if we are completely pushed out with Tyler; Ms. Saleh said they are almost complete, but are working on net metering for solar power. Mayor Williams asked if we can push out information on Facebook about the option for online bill pay. Councilmember Burrell asked if it's possible to get a breakdown of percentages for each account, a chart of accounts; Ms. Saleh said she will get that out tomorrow. Councilmember Gulyas asked about recouping credit card fees; Ms. Saleh stated that they put money in the budget for those fees, but are working towards getting in front of the Public Service Commission.

d) Chief Arnold Downing – Police

Mr. Downing presented their proposed budget information and thanked Lieutenant Fisher for his work on the budget. Councilmember Burrell asked if we are still working towards getting body cameras; Chief Downing stated that he and Mr. Fleetwood are in the process of talking with LGIT in hopes to get a grant for them. Mr. Fleetwood stated that at the LGIT workshop, the Denton Police stated that they received a grant from LGIT for body cameras, but they had issues with their cameras. Chief Downing stated that they are trying to do research on different camera options and are hoping to have them in place by Fall 2018. Councilmember Gulyas asked how the cameras would work as far as turning them on; Chief Downing stated that they will need the Council to dictate when they would use the cameras, but they need to be turned on manually. Councilmember Tyndall asked if we currently have a policy for car cameras and if we are able to change that policy; Chief Downing stated that they are able to change that policy, it currently only talks about traffic stops.

e) Jane Kreiter – Public Works

Ms. Kreiter presented changes in the Public Works Budget and advised that Wendell Purnell is present to answer any questions the Council may have. Councilmember Burrell asked if Ms. Kreiter thinks there is enough funds in the overtime budget because we have gone over the last two-years. Mayor Williams stated that we should be aggressive in the proposed budget to be sure we have enough. Ms. Kreiter stated that they will consider it.

f) Jeffrey Fleetwood – Building and Grounds

Mr. Fleetwood presented the proposed budget and explained that they put funds in the budget for renovating Town Hall. Mayor Williams asked if these are just estimates until they get an assessment and project plans done; Mr. Fleetwood said that is correct. Councilmember Burrell stated that we should use this opportunity to modernize the space in Town Hall.

g) Dave Engelhart – Planning and Zoning

Mr. Engelhart presented his proposed budget.

h) Mary Bohlen – Parks and Recreation

Ms. Bohlen presented her proposed budget. Ms. Bohlen stated that every capital outlay equipment item has either already been awarded a grant, or they anticipate a grant will be awarded. The cost of the Tennis Courts project has increased because when the project was previously done, it wasn't built properly. Ms. Allen asked for Ms. Bohlen to give a breakdown of the grant amounts for the tennis

courts. Ms. Bohlen gave the figures and stated that they are hoping the US Tennis Association will be able to provide them with another grant for the courts. Mayor Williams asked if we do not receive any more grant funds, do we still plan to move forward on the project. Ms. Bohlen stated that we have been awarded a significant amount in grants for the courts, but if they are not awarded any more grant funds then they will have to come to the Council and decide at that point. Ms. Allen asked Ms. Bohlen to explain why the estimate has increased from the initial estimate; Ms. Bohlen stated that it has increased so much because they were poorly constructed to begin with and they didn't know until they began the project. Councilmember Tyndall asked if there were any other options aside from re-surfacing the courts; Ms. Bohlen said they could just repaint them, but it wouldn't last long. Vice-President Brittingham asked when the last time the courts were re-surfaced; she said about 20-25 years ago. Ms. Allen stated that they will let the Council know when they hear about grant funds. Ms. Bohlen stated that she is hopeful to hear something back from the USTA soon. Mayor Williams asked if right now the plan is to just wait and hear from Ms. Bohlen regarding grant funds; Ms. Allen stated that it is in the budget right now, and the decision will be made later once they hear about grant opportunities. Ms. Saleh stated that on page three there is more information about grant matches. Councilmember Burrell mentioned that if we approve this proposed budget then the surplus revenue will go towards tennis courts essentially.

Ms. Allen stated that the Utility Fund work session will be held on May 1, 2017.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kelsey Jensen". The signature is written in a cursive, flowing style.

Kelsey Jensen

Administrative Assistant

Worcester Youth and Family Counseling Services

April 2017

PROJECT PROPOSAL

Berlin Youth Program

1. Executive Summary

WYFCS is seeking an increase in funding from the Town of Berlin in the amount of \$5,356 to expand youth programming. This modest financial increase will enable WYFCS to nearly double the number of children served by enhancing transportation capability and hiring a full-time seasonal employee.

Enrollment in youth programs is limited by our ability to transport youth. The agency has two 15-passenger vans and can transport a maximum of 26 youth to events and activities. The requested funding will allow the agency to contract with the Board of Education to use bus services to transport approximately 50 children. Over the course of the summer, five events will include all three program participants and require the use of a school bus to transport the Berlin Youth Club and the SAGES and SABERS adolescent programs.

The seasonal employee will help the program coordinator and other volunteers with supervision and serve as a second driver for one of the WYFCS 15-passenger vans when traveling in groups less than 26. More than 95% of group travel is to in-county locations like Assateague Island, Ocean City, Shad Landing, Furnace Town, Pocomoke and other local attractions.

2. Needs/Problems

Since summer 2015, there has been an increase in the number of children interested in participating in the Berlin Youth Club (BYC). BYC can accommodate 26-children when using two 15-passenger vans. In summer 2016, we had 31 active participants and for several events, parents had to provide their own transportation or children were not able to attend due to limited travel capacity.

As participants age out of BYC, they are being transitioned in the Strengthening Adolescent Girls through Education and Support (SAGES) and Strengthening Adolescent Boys with Education and Resources (SABERS) programs. Since BYC is predominately a summer program and SAGES and SABERS are predominately school year programs, the older adolescent kids do not have any summer activities. Both the adolescent children and their families have expressed interest in continuing during the summer months.

In addition to not being able to accommodate all of our interested youth participants, we struggle to have a consistent and reliable driver to assist with daily activities during the summer months. The need of a driver who is willing to be a consistent person through the summer is vital to the growth of the program. Consistency is vital for program management and effectiveness and is important to youth who value and need consistency in their lives.

Combining adolescent programs with the Berlin Youth Club during the summer and securing a consistent driver will enable us to provide enhanced programming and serve more youth and to meet the needs of the community.

3. Goals/Objectives

- Provide a 9-week summer program that encompasses all youth programs at WYFCS
 - The youth program would offer all children a different environment in which to grow their social skills and expand their friendship circle
 - Offers cultural, educational, and recreation in a structured environment reducing the downtime to just hang out
- Improve relationships with peers and adults
 - A positive adult-child relationship built on trust, understanding, and caring will foster children's cooperation and motivation and increase their positive outcomes at school
- Increase community support of youth
 - Youth who have developed meaningful positive relationships with other adults in the community have demonstrated better social and emotional development

4. Scope of Work

Worcester Youth and Family Counseling Services manages three youth programs. The Berlin Youth Club is an activity based program open to Berlin residents between the ages of 6-11 years old. The youth club is designed to offer meaningful, cultural, and wellness experiences to children during their time outside of school. The Berlin Youth Club's mission is to encourage children to realize their full potential as productive, responsible, caring citizens as they grow and learn in their community. The Berlin Youth Club meets during out of school time but mostly during the summer months.

The second program is entitled SAGES which is an acronym for Strengthening Adolescent Girls with Education and Support. The program identifies issues adolescent girls are struggling with and provides helpful coping skills and resolution tools to reduce conflict in their lives. The girls are encouraged to develop their sense of community while identifying how to live healthy and productive lives. The program was created in 2002 and has helped many young women and their families achieve their goals by making positive life decisions. SAGES meets weekly during the school year with very limited summer activities.

The third program is entitled SABERS which is an acronym for Strengthening Adolescent Boys with Education and Resources. It is an empowerment program that works with boys to develop strong character and leadership skills. This life changing program works with boys, and their families, empowering them to change their lives by instilling patience, diligence, commitment, kindness, generosity, and gratitude. Through counseling, peer group discussions, culturally driven field trips, education and service projects boys learn to gain new perspectives on their lives. SABERS meets weekly during the school year and has not participated in summer activities.

WYFCS is proposing to include SAGES and SABERS in summer activities. Some of these activities will be in coordination with the Berlin Youth Club to encompass all agency youth programs. The purpose of this proposal is to include the adolescent children to provide them the opportunity to have safe, structured, meaningful activities throughout the summer months. Without the structure and stability that is often provided in school, the youth in our adolescent programs struggle due to their home life possibly being less than ideal. The activities designed and implemented during the summer months would provide both the youth and adolescents the opportunity to learn and expand on cultural, educational, and wellness concepts which promotes healthy living while establishing bonds with trusted adults and members of the community.

5. Timetable

Description of Work	Start and End Dates
Designing the program curriculum	April - June
Hiring additional staff & acquiring interns	April 1 - June 1
Implementation of summer activities	July 5 - August 31
Evaluating program success	September

6. Budget

Funding Description	Amount	Funding Commitment
Program Coordinator	\$24,000	Existing Berlin Contract
Program Coordinator match	\$10,500	WYFCS Matching Dollars
Program expenses	\$8,000	Existing Berlin Contract
Berlin Town Intern	\$2,500	Existing Berlin Contract
Board of Education Intern(s)	In-kind match	Board of Education
Total Town of Berlin Contribution	\$34,500	
Total current cost of youth program	\$45,000	
New Funds		
Summer Staff	\$4056	
Bus Service	\$1,300	New funds
Total in new funds	\$5,356	

7. Key Personnel

Program Coordinator	Amanda Chaffee, MSW
Program Director	Brigitte Southworth
Town Intern	Dierra Smith
Bd of Ed Intern(s)	To be determined
College Interns	To be determined

8. Evaluation

The program will be evaluated throughout and at the end of the project based on the following:

- Retention of participants and transition to SAGES and SABERS
- Number of children and parents that attend WYFCS sponsored events
- Parent involvement in youth activities
- Relationship with community partnerships and local businesses
- Amanda Chaffee will carry out the project evaluation under supervision of Brigitte Southworth

9. Next Steps

- Propose program to elected officials to obtain necessary funding
- Initiate hiring process for summer intern
- Enter into contract with Worcester County Board of Education for bus service



March 27, 2017
Mayor Gee Williams
Town Council
Town of Berlin
Bay and William Streets
Berlin, MD 21811

Worcester County
Developmental Center, Inc.
P.O. Box 70
Newark, MD 21841

410-632-2382 MAIN
410-632-2809 FAX

www.wcdcservices.org

Dear Mayor Williams and Town Council:

This letter is a request to the Town of Berlin to again grant funding to the Worcester County Developmental Center (WCDC).

For the past 43 years, WCDC has been providing employment opportunities, residential services and community-based supports for adults who live with an intellectual disability. A number of our clients, as well as their families, reside in Berlin.

Berlin's support has allowed us to expand our services to more clients and help them become more integrated into the community.

We are asking for the town's support in at least the same amount as last year: \$7500.00. This will help us continue to grow and bring more clients and their families to the area.

We thank you for your past support and hope you will continue to find our mission worthy of your support. If you have any questions, please let me know. I can be contacted by email: ferry@wcdcservices.org; or by phone: 410.632.2382, ext. 117.

Sincerely,

Jack Ferry
Executive Director

TEMPORARY SKATEBOARD SERVICES AND FACILITY USE AGREEMENT

THIS AGREEMENT is made this _____ day of April, 2017, by and between the Mayor and Council of the Town of Berlin and Sean McLaren.

WHEREAS the Mayor and Council are the owners of Berlin Falls Park; and

WHEREAS Sean McLaren is the owner of skateboard ramps and is desirous of utilizing same for public use at Berlin Falls Park; and

WHEREAS the Mayor and Council are supportive of such activity being provided at Berlin Falls Park subject to certain conditions.

NOW THEREFORE, the parties hereto agree as follows:

1. The Mayor and Council agree to allow McLaren to set up skateboard ramps on the East and North sides of the main building at Berlin Falls Park based upon the drawing provided by McLaren which is attached hereto and incorporated herein.
2. McLaren may host a skateboarding event at Berlin Falls Park on the last Sunday of each month beginning on May 28, 2017 and ending on October 29, 2017. Said events shall be open to the public free of charge.
3. The events allowed may begin at 9:00am on the designated Sundays and shall end at 3:00pm.
4. The events shall be supervised by a minimum of two (2) adults at all times.
5. McLaren shall provide twelve (12) traffic cones for the event and ensure the parking lot is restored to the same condition following the event to include storing all ramps and picking up all trash.
6. The Mayor and Council shall allow the ramps to be stored at Berlin Falls Park after each event free of charge until this Agreement terminates.
7. McLaren shall provide a policy of general liability insurance, listing the Mayor and Council as an additional insured, in the amount of One Million Dollars (\$1,000,000.00) per occurrence of general liability.

Wm. Gee Williams, Mayor

Sean McLaren

Get Ramed 2017

Registration

Parking

Cropper



ORDINANCE 2017-01

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND AMENDING CHAPTER 32, ARTICLE II, SECTION 32-21 OF THE TOWN CODE RE-DEFINING THE TERM "TRUCK."

BE IT ENACTED BY THE MAYOR AND COUNCIL THAT CHAPTER 32, ARTICLE II, SECTION 32-21 BE AMENDED AS FOLLOWS:

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Truck means any vehicle, regardless of the number of axles thereon, with a ~~gross weight~~ Gross Vehicle Weight Rating (GVWR) exceeding one ton-10,000 lbs (5 ton). The term "truck" shall exclude any vehicle otherwise prohibited making local deliveries to any business or residence located on the street prohibited.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2017, and thereafter a statement of the substance of the Ordinance having been published as required by law was finally passed by the Town Council on the _____ day of _____, 2017.

Adopted and effective this _____ day of _____, 2017 by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Elroy Brittingham, Vice-President

Approved and effective this _____ day of _____, 2017 by the Mayor of the Town of Berlin.

Wm. Gee Williams, Mayor

ATTEST: Laura Allen, Town Administrator

TOWN ADMINISTRATOR'S REPORT
April 24, 2017

Requisitions (numeric order)

Requisition 201701018	\$117,818.79
Worcester County Emergency Services Potable and Mobile Radios 01-5200-5255 Capital Outlay Equipment	

Vendor Name: WORCESTER COUNTY EMERGENCY... 1 WEST MARKET STREET [Change Business Address](#) Amount: \$117,816.79
Vendor Number: 0002370 RM 1002
Vendor Set: 01 SNOW HILL MD 21863
Approval Status: No Path Found U.S.A.

- General
- Item Entry
- Shipping Entry
- Items Distributions
- Item Approvals
- Item Approval History
- Items Transferred
- Notes
- PO Notices
- TCM

Number: 201701018

Description: PORTABLE AND MOBILE RADIOS

Department: POLICE - POLICE DEPARTMENT

Issue Date: 1/20/2017

On Hold:

Requested By: ARNOLD DOWNING

Auto Approve:

Ship To: Police Department - Town of Berl

Vendor: 0002370 • WORCESTER COU

Detailed Description

REPLACE MENT DISPATCHER, MOBILE AND PORTABLE RADIOS WITH RELATED EQUIPMENT AND SUPPLIES FUNDING WAS APPROVED IN FY17 CAPITAL IMPROVEMENT BUDGET. THE PURCHASE CAME IN UNDER BUDGET

PO # 201701018

Vendor Name: WORCESTER COUNTY EMERGENCY... 1 WEST MARKET STREET [Change Business Address](#) Amount: 5117,818.79
 Vendor Number: 0002370 RM 1002
 Vendor Set: 01 SNOW HILL MD 21863
 Approval Status: No Path Found U.S.A.

- General
- Item Entry
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- Item Approval History
- Items Transferred
- Notes
- PO Notices
- TCM

Commodity: [Load Commodity Defaults](#)

Item Description:

Ship To:

Vendor:

Ordered	Units	Price	Amount
	1.000000	6,793.510000	6,793.51
Shipping			0.00
Sales Tax			0.00
Total Item			\$6,793.51
Trade Discount			\$0.00

Account: [CAPITAL OUTLAY EQUIPMENT](#) Vendor Part Number:

Project Account:

Split Distribution:

Need By Date:

Special Instructions:

Sequence	Commodity Code	Item Description	Vendor	Transferred Fro	Is Taxed	Units	Price	Amount	Shipping	Tax	Total	Needed
1	GOODS	DESKTOP RADIO	WORCESTER COUNTY E			1.00	6,793.51	6,793.51	0.00	0.00	6,793.51	
2	GOODS	DESKTOP RADIO INSTAL	WORCESTER COUNTY E			1.00	350.00	350.00	0.00	0.00	350.00	
3	GOODS	MOBILE VEHICLE RADIO	WORCESTER COUNTY E			13.00	3,783.51	49,185.63	0.00	0.00	49,185.63	
4	GOODS	PORTABLE RADIOS	WORCESTER COUNTY E			15.00	3,878.01	58,170.15	0.00	0.00	58,170.15	
5	GOODS	PORTABLE RADIO CHAR	WORCESTER COUNTY E			15.00	84.00	1,260.00	0.00	0.00	1,260.00	
6	GOODS	PORTABLE RADIO MICR	WORCESTER COUNTY E			15.00	94.50	1,417.50	0.00	0.00	1,417.50	
7	GOODS	PORTABLE RADIO VEHIC	WORCESTER COUNTY E			2.00	125.00	250.00	0.00	0.00	250.00	
8	GOODS	PORTABLE RADIO BATTE	WORCESTER COUNTY E			4.00	98.00	392.00	0.00	0.00	392.00	

Totals:								\$117,818.79	\$0.00	\$0.00	\$117,818.79
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Automatically Add Rows



Worcester County Emergency Services

1 West Market Street
Snow Hill, MD 21863

Phone # 410-632-1311

Fax # 410-632-2141

Estimate

Date	Estimate #
1/21/2016	32

Name / Address
Berlin Police Department 10 William St. Berlin, Maryland 21811

Project

Description	Qty	Cost	Total
CS7000 Desktop local/remote with XG-75m FEATURES: 1 Conventional Priority Scan, 4 EDACS Group Scan, 6 EDACS/P25 ProScan, 7 EDACS/P25 Dynamic Regroup, 8 EDACS/P25 Emergency, 10 Conventional Emergency, 12 Digital Voice, 14 DES Encryption, 22 ProFile, 29 ProVoice, 33 P25 CAI, 35 P25 OTAR, 37 AES Encryption, 39 P25 Trunking, 47 Phase 2 TDMA, 55 Link Layer Authentication	1	6,793.51	6,793.51
Installation Supplies & Materials for CS7000 desktop radio DM-M78B XG-25m	1	350.00	350.00
with microphone & installation kit. FEATURES: 1 Conventional Priority Scan, 4 EDACS Group Scan, 6 EDACS/P25 ProScan, 7 EDACS/P25 Dynamic Regroup, 8 EDACS/P25 Emergency, 10 Conventional Emergency, 12 Digital Voice, 14 DES Encryption, 22 ProFile, 29 ProVoice, 33 P25 CAI, 35 P25 OTAR, 37 AES Encryption, 39 P25 Trunking, 47 Phase 2 TDMA, 55 Link Layer Authentication	13	3,783.51	49,185.63
XG-75p Law Enforcement System Model with Antenna & LiPo Battery	15	3,878.01	58,170.15
MAEV-NCH9T Charger, Multi-Chemistry Single	15	84.00	1,260.00
XG75/25 Standard Speaker Microphone	15	94.50	1,417.50
VC4000 Charger, Vehicular Tri-Chemistry, XG-75/P7300	2	125.00	250.00
XG75/25 Lithium Polymer Battery	4	98.00	392.00
		Total	\$117,818.79