



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, September 24, 2018

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Executive Session of 08/27/18
 - b. Statement of Closure for Executive Session of 08/27/18
 - c. Regular Session of 08/27/18

2. Swearing in the new or re-appointed Boards and Commission Members – Mayor Williams

3. Departmental Reports:
 - a. Finance Director – Natalie Saleh
 - b. Administrative Services Director – Mary Bohlen
 - c. Water Resources/Public Works – Jane Kreiter
 - d. Electric – Tim Lawrence
 - e. Chief – Arnold Downing
 - f. Planning – Dave Engelhart
 - g. Economic and Community Development – Ivy Wells
 - h. Managing Director – Jeff Fleetwood

4. Town Administrator's Report – Jeffrey Fleetwood on behalf of Laura Allen

5. Comments from the Mayor

6. Comments from the Council

7. Comments from the Public

8. Comments from the Press

9. Adjournment

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Laura Allen, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.

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BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, August 27, 2018

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

Present: Mayor Gee Williams, 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, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, and Town Attorney David Gaskill,

Absent: Council Vice-President Elroy Brittingham, Water Resources/Public Works Director Jane Kreiter, Economic and Community Development Director Ivy Wells, and Town Clerk Kelsey Jensen were absent.

Following the Lord's Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:00 PM.

1. Approval of the Minutes for:
 - a. Special Executive Session of 08/10/18
 - b. Statement of Closure for Special Executive Session of 08/10/18
 - c. Executive Session of 08/13/18
 - d. Statement of Closure for Executive Session of 08/13/18
 - e. Regular Session of 08/13/18
 - f. Special Executive Session of 08/20/18
 - g. Statement of Closure for Special Executive Session of 08/20/18

In separate motions, Councilmember Gulyas moved to approve each set of Minutes and approval was as follows:

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

Mayor Williams read each Statement of Closure.

2. Swearing-In of Board and Commission Members.
 Mayor Williams conducted the swearing-in of the following Board and Commission Members:

Ethics Commission:

Jane Briddell
 Bill Burke
 Milt Warren

Housing Board of Review:

Leslie Gebhart

3. State’s Attorney Kristin Heiser Presentation

Ms. Heiser spoke to the Mayor and Council regarding several programs she plans to implement upon taking office. Programs include initiatives to assist veterans, public/private partnerships to identify those needing assistance and the assigning of a prosecutor dedicated to cases originating in Berlin. She asked the Mayor and Council and all in attendance to contact her with any questions and concerns. The Mayor and all Councilmembers thanked Ms. Heiser for coming.

4. Motion of the Mayor and Council 2018-18-Berlin Fire Company Request for Waiver of Building Permit Fee.

With no representative of the Fire Company present, Mayor Williams read the Motion. Councilmember Purnell moved to approve the request and approval was as follows:

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

5. American Public Power Association (APPA) Mutual Aid Commendation to the Berlin Electric Utility Department.

Mayor Williams explained that the Electric Utility was receiving this Commendation for their work during Hurricane Irma. Utility Director Tim Lawrence, Chief Linesman Alan Parkinson and Lineman Claude Littleton had traveled to Orlando, FL in the aftermath of the storm to help restore power. Also present at this meeting, and recognized by Mayor Williams, were Superintendent Augie Wienhold, Chief Lineman Jim Higgason and Meter Technician Barry Daniels, who oversaw the electric department during the aforementioned employees’ absence.

6. Departmental Reports:

a. Finance Director – Natalie Saleh

Ms. Saleh indicated that utility meters were being read and the Finance Department was preparing for the upcoming audit.

b. Administrative Services Director – Mary Bohlen

Ms. Bohlen indicated that, to the best of her knowledge, the tennis courts were still on track for completion by August 31st.

c. Electric Utility Director – Tim Lawrence

Mr. Lawrence noted that the replacement lighting project at the Savage Substation and Power Plant was nearing completion. This project was funded by a Maryland Smart Energy Community grant. The Electric Department was also working on the installation of LED lighting at Schooner and Intrepid and completing work at the new development at Purnell crossing. Town electric Utility customers were also advised that the Town expected to “Tweak Our Peak” throughout the week and asked to conserve usage between 2 and 6 PM daily.

d. Police Chief – Arnold Downing

Chief Downing noted that the Police Department had accompanied 40 children with the Worcester Youth and Family Counseling Berlin Youth Program to the trampoline Park in Delmar, DE and thanked Delmar Pizza for their donation of pizza for the group. He indicated that the

Police Department was working with a number of groups gearing up for back to school and indicated that the Department was looking forward to working with States Attorney Heiser.

e. Planning and Zoning Director – David Engelhart
Mr. Engelhart had nothing to report.

f. Managing Director – Jeffrey Fleetwood
Mr. Fleetwood announced that there was a routine workers compensation audit coming up on August 30, 2018 and that the Lower Shore Safety Council would be holding their meeting in Berlin on September 12, 2018.

7. Town Administrator’s Report – Laura Allen
Ms. Allen had nothing to report.

8. Comments from the Mayor:
Mayor Williams had no comments.

9. Comments from the Council:
Councilmember Gulyas had no comments.

Councilmember Tyndall had no comments.

Councilmember Burrell had no comments.

Councilmember Purnell had no comments.

10. Comments from the Audience – none.

11. Comments from the Press – none.

12. Adjournment:

On the motion of Councilmember Burrell, the Mayor and Council meeting was adjourned at approximately 7:43 PM.

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

Respectfully Submitted,

Mary T. Bohlen
Administrative Services Director

Swearing in the new or re-appointed Boards and
Commission Members
– Mayor Williams