



**BERLIN, MARYLAND**

**MAYOR AND COUNCIL MEETING**

**MONDAY, OCTOBER 24, 2016**

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

REGULAR SESSION .....7:00 PM

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## **BERLIN MAYOR AND COUNCIL Meeting Agenda**

**Berlin Town Hall  
10 William Street**

**Monday, October 24, 2016**

### **7:00 PM      REGULAR SESSION – Council Chambers**

1. Swearing-In of Mayor and Councilmembers for Districts 2 and 3
  - a. Mayor Williams – Susan Braniecki, Clerk of Court
  - b. Councilmembers Elroy Brittingham and Zackery Tyndall – Mayor Williams
2. Nomination and Selection of Vice-President of Council
3. Approval of the Minutes for:
  - a. Regular Session of 10/11/16
4. Motion 2016-38: Approving the schedule of Mayor and Council Meetings and Town Holidays for 2017.
5. 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. Police – Arnold Downing
  - f. Planning – Dave Engelhart
  - g. Economic and Community Development – Ivy Wells
  - h. Managing Director – Jeff Fleetwood
6. Town Administrator's Report
  - a. New Berlin Branch Library
  - b. Requisition 201700442 for approval
7. Comments from the Mayor
8. Comments from the Council
9. Comments from the Public
10. Comments from the Press
11. Adjournment

1. Swearing-In of Mayor and Councilmembers for Districts 2 and 3
  - a. Mayor Williams – Susan Braniecki, Clerk of Court
  - b. Councilmembers Elroy Brittingham and Zackery Tyndall – Mayor Williams

2. Nomination and Selection of Vice-President of Council



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Tuesday, October 11, 2016**

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

**Present:** Mayor Gee Williams, Councilmembers Thom Gulyas, Lisa Hall, Elroy Brittingham, Dean Burrell, Troy Purnell.

**Staff Present:** Water Resources/Public Works Director Jane Kreiter, Finance Director Natalie Saleh, Managing Director Jeff Fleetwood, Town Attorney David Gaskill, Chief of Police Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart and Administrative Assistant Kelsey Jensen.

Following the Lord's Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:05 PM.

1. Approval of the Minutes for:

a. Executive Session of 9/26/16:

On the motion of Councilmember Gulyas, the Executive Session minutes of September 26, 2016 were approved by the following vote:

Name	Counted toward Quorum			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. Statement of Closure for Executive Session of 9/26/16:

Mayor Williams read the Statement of Closure.

c. Regular Session of 9/26/16:

Councilmember Gulyas noted two mistakes; both on page four; in section d it should read "one tank needs to be completely replaced" not "one tank needs completely replaced" and in section f it should read "Ocean's East" not "Ocean East".

On the motion of Councilmember Gulyas, the Regular Session Minutes of September 26, 2016 with the corrections noted were approved by the following vote:

Name	Counted toward Quorum			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	0	0	0

2. Introduction of the new K9 Team, Pfc. Aaron Titerence and Cyrus – Arnold Downing



Pfc. Aaron Titerance introduced three-year-old K9 Cyrus and touched on his background information. Councilmember Hall asked how long he will be in service. Chief Downing stated that they are typically in service for about seven years. Chief Downing thanked Pfc. Titerance for taking the time to work with Cyrus and stated that Pfc. Titerance has been with the Berlin Police Department for two years now. Chief Downing informed the Council that Cyrus will be a better demonstration dog because he is better with people.

3. Resolutions for Approval:

- a. Resolution 2016-13: Resolution consenting to the re-designation of an enterprise zone in Berlin – Ivy Wells

Jeffrey Fleetwood spoke on behalf of Ivy Wells. Mr. Fleetwood stated that the current enterprise zone designation expires at the end of 2016; they are only good for 10 years. The renewal application is due back by mid-October. This designation renewal will include Sonrise Church, and Twisters has made application. Mayor Williams asked if the actual territory with the zone has changed. Mr. Fleetwood stated that it has not, it is just a renewal for our current zone boundaries.

On the motion of Councilmember Hall Resolution 2016-13 was approved by the following vote:

Name	Counted toward Quorum			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	0	0	0

4. Departmental Reports:

- a. Finance Director – Natalie Saleh

Ms. Saleh reported that she received the draft for the FY16 audit, numbers only, they are still waiting on the draft of the management letter. They are still working on the miscellaneous receivables module; it is taking longer than anticipated. Ms. Saleh stated that she is hopeful that the module will be complete by the end of December. Mayor Williams asked when to expect the auditor’s presentation to be complete. Ms. Saleh said she thinks early December.

- b. Water Resources/Public Works Director – Jane Kreiter

Ms. Kreiter reported that with Hurricane Matthew they rented two pumps from New Jersey to assist with pumping in the town. They had a small overflow in their effluent water, the treated water, they will try harder next time to be sure that doesn’t happen again. Ms. Kreiter stated that the town fared well compared to neighboring towns. Councilmember Brittingham asked how the holding ponds stood up. Ms. Kreiter said the water went to the holding ponds as they hoped it would, and stopped it from going further downtown. Councilmember Brittingham asked what the pump was on Showell Street. Ms. Kreiter stated it was a bottleneck pump and they’re hopeful that when the storm drain projects are complete they will not need to use bottleneck pumps in the future. Councilmember Hall thanked the Water Resources department and told them that they did a great job through the storm. Ms. Kreiter said the plant was manned 24 hours. Councilmember Brittingham said he was happy to see the sidewalk work underway. Councilmember Gulyas and Mayor Williams also thanked Ms. Kreiter’s staff.

- c. Electric Utility Director – Tim Lawrence

Mr. Lawrence and Mr. Fleetwood explained that during the storm, water got into Power Plant number one generator’s pit. They will need to repair the generator, add three larger pumps, and a 2-inch larger discharge pipe. Mr. Fleetwood explained that insurance will reimburse the town all but the \$10,000 deductible. Mr. Lawrence asked that the Council approve requisition #201700362 for \$60,500.

On the motion of Councilmember Gulyas Requisition #201700362 was approved by the following vote:

Name	Counted toward Quorum			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	0	0	0

Mr. Lawrence then stated that installation for the previously approved new regulators for the substation will begin tomorrow; there should be no rain and we are in the shoulder months, so the load is down. Mr. Lawrence notified Delmarva Power that the town will be under regulation of transmission voltage so they will need Delmarva Power to provide good transmission voltage while they’re replacing the regulators. Mayor Williams thanked Mr. Lawrence’s staff for their hard work through the recent weather.

d. Police Chief – Arnold Downing

Chief Downing stated that during the storm on September 29<sup>th</sup> the Berlin Police Department put their military vehicles to use and were able to drive anywhere in town. They provided transportation to people who were unable to access their roads. Chief Downing also thanked Public Works, Water Resources and Electric for their hard work through the weather. He stated that a tree came down on some power lines and the Electric Department was there within 15 minutes. Chief Downing stated that this past Saturday was Homecoming, Seagull Century and Cruisers, but everything went very smoothly.

e. Planning Director – Dave Engelhart

Dave Engelhart reported that the Planning Commission will meet tomorrow to discuss a revision of the site plans for Atlantic General Hospitals Cancer Center with State Highway Administration due to roadway issues with Healthway Drive. Mayor Williams asked if SHA would be responsible for fixing the roadways or coordinating the fix. Mr. Engelhart stated that the applicant is responsible for fixing the roadways and SHA will be the ones to approve. Mr. Engelhart also stated that they had a walkthrough of Cannery Village with DBF and Ms. Kreiter’s staff to put together a punch list for Cannery Village; these are items that need to be completed before the final paving. Dollar General was awarded their final Certificate of Occupancy. Mr. Engelhart said he will attend the Monthly Technical Review Committee meeting in Snow Hill tomorrow where they will discuss the new Berlin Fire Department on Route 50 before it goes to the Planning Commission. He will also attend the Task Force Meeting that Worcester County has for the access road on route 50 for Samuel Bowen Blvd that will eventually connect Seahawk Road to the Walmart area. Mayor Williams stated that he did not feel that Seahawk Road was the appropriate end point for the western access. Councilmember Brittingham asked about the break in the sidewalk at Dollar General. Mayor Williams asked if Mr. Engelhart can look into working with SHA towards a continuous sidewalk on the southern side and inform the Council of their response. Councilmember Burrell asked

about a timeline for Cannery to complete their punch list. Mr. Engelhart said he is still waiting to hear from Steve Bell and when he does he will share the timeline with the Council.

f. Managing Director – Jeff Fleetwood:

Mr. Fleetwood advised that he will be attending the Fall MML meeting conference this week. He also stated that Corporal Bragg with the Berlin Police Department is in The National Guard and has been called to active duty and will be stationed in Kuwait for the next nine months and wished him the best of luck. The Council also wished him well.

5. Town Administrator’s Report – Jeffrey Fleetwood on behalf of Laura Allen  
Mr. Fleetwood had nothing to report.

6. Comments from the Mayor:

Mayor Williams thanked Councilmember Hall for her 8 years of service and dedication with the Town of Berlin and stated that they made a very productive team and he wished her luck with her new business and her grandchildren.

7. Comments from the Council:

Councilmember Hall touched on past memories and thanked the Mayor and Council for her time on the board; she hopes the Council and staff continue the relationships she’s made.

Councilmember Gulyas thanked Councilmember Hall for all of her knowledge and said she will be missed, but wished her luck in her future.

Councilmember Brittingham thanked Councilmember Hall.

Councilmember Burrell thanked Councilmember Hall.

Councilmember Purnell thanked Councilmember Hall.

8. Comments from the Audience – none

9. Comments from the Press – none

10. On the motion of Councilmember Burrell, Council meeting was adjourned at approximately 8:00 pm.

Name	Counted toward Quorum			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	0		

Respectfully Submitted,

Kelsey Jensen  
Administrative Assistant





MOTION OF THE MAYOR AND COUNCIL 2016-38

Mayor and Council and Holiday Schedules for 2017

A motion of the Mayor and Council of the Town of Berlin to approve the attached schedule of Mayor and Council Meetings and Town Holidays for 2017.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham, Sr. Vice President

\_\_\_\_\_  
Wm. Gee 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



## 2017 HOLIDAY SCHEDULE

<u>Holiday</u>	<u>Day</u>	<u>Date</u>
New Year Holiday	Friday	December 30- ½ day
	Monday	January 2, 2017
Martin Luther King, Jr. Day	Monday	January 16
Presidents' Day	Monday	February 20
Good Friday	Friday	April 14
Memorial Day	Monday	May 29
Independence Day	Tuesday	July 4
Labor Day	Monday	September 4
Columbus Day	Monday	October 9
Veterans' Day	Friday	November 10
Thanksgiving	Thurs. & Fri.	November 23 & 24
Christmas Holiday	Friday	December 22- ½ day
	Monday	December 25
New Year Holiday	Friday	December 29- ½ day
	Monday	January 1, 2018

## 2017 MAYOR AND COUNCIL SCHEDULE

January 9	January 23
February 13	February 27
March 13	March 27
April 10	April 24
May 8	May 22
June 12	June 26
July 10	July 24
August 14	August 28
September 11	September 25
*Tuesday, October 10	October 23
November 13	November 27
December 11	*Tuesday, December 26

\*The normal Monday date falls on a holiday.

**TOWN ADMINISTRATOR'S REPORT**  
**October 24, 2016**

**New Berlin Branch Library**

**Requisitions (numeric order)**

Requisition 201700442	\$91,489
Musco Sports Lighting LLC	
Stephen Decatur Park – Tennis Court LED Lights	
01-5500-5255	

# NEW BERLIN BRANCH LIBRARY

WORCESTER COUNTY LIBRARY

October 2016

www.WorcesterLibrary.org

## PROJECT UPDATE

Construction documents will be completed by mid-October. Final plans and cost estimates will be presented to the County Commissioners for their approval in late Fall. Currently, our plan is to bid the project in January of 2017 and begin construction Spring 2017. Construction is estimated to take fourteen months.

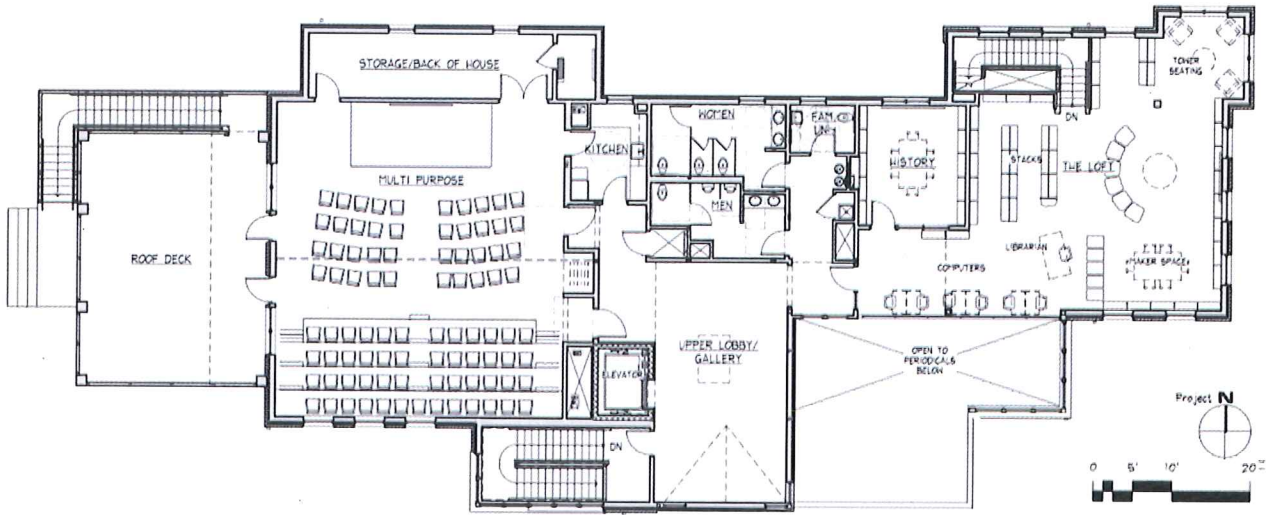


## FUNDING

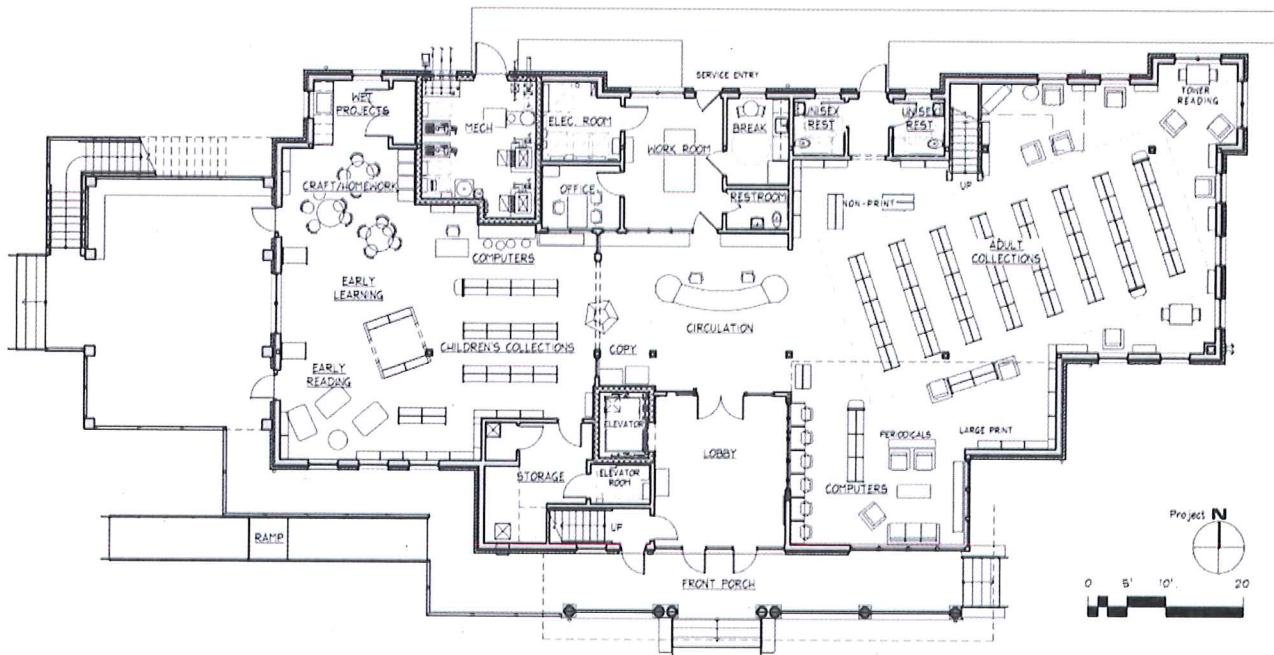
- Worcester County has budgeted an initial \$2 million, part of which was used to purchase property.
- The Worcester County Library Foundation has raised the funds to complete the design phase of the project through a grant from the Humphreys Foundation and a contribution from the Town of Berlin.
- The library is eligible to receive up to 50% towards construction through the State of Maryland; the library received an FY 16 grant for \$1,083,000 and an FY 17 grant for \$704,000. The library has applied for a final \$1,019,000 grant in FY 18 to complete construction.
- The Humphreys Foundation has generously awarded the Worcester County Library Foundation, Inc. a second grant and pledged to match each dollar donated to the Berlin Library Project up to \$100,000. We are working hard to meet this goal before May 2017.
- Donors who give more than \$500 hundred dollars will be acknowledged on a plaque and several naming opportunities are available for various rooms and sections of the new building.
- A Bricks to Books Program campaign has been launched for library supporters to purchase an engraved brick to be installed during construction. Forms are available at the Berlin Branch and online, [www.WorcesterLibrary.org](http://www.WorcesterLibrary.org).
- The new Berlin Library Fundraising Committee organized a wonderful event on Friday, September 16 at the Atlantic Hotel, "The Roaring '20s: A Grand Affair." The Library is amazed by the community's support of this project and looks forward to building space that will serve the needs of the Town of Berlin and the surrounding area for years to come.

## PROJECT GOALS

- Increase the facility space from 3,038 SF to 11,500 SF
- Construct a "High Performance Building" that will consume less energy and be more cost-effective to operate and maintain
- Design a library that will complement the historic architecture of the town of Berlin
- Provide community meeting and performance space
- Expand children and teen reading areas
- Create an interactive children's area that encourages learning and creativity and promotes school readiness
- Increase the number of public computers and supply adequate space for laptops and other wireless devices
- Meet ADA preferred guidelines
- Improve building functionality and staff work space
- Incorporate the natural setting and expand the community garden options



**Level Two Plan**



**Level One Plan**





Floor Plans and Renderings provided by Jeff Schoellkopf, AIA/ The Design Group

October 2016