



**BERLIN MAYOR AND COUNCIL
Meeting Agenda**

**Berlin Town Hall
10 William Street
Monday, August 13, 2018**

5:30 PM EXECUTIVE SESSION – Conference Room

- a. Pursuant to Section §3-305(b)(1) – To discuss the appointment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over who this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.
- b. Pursuant to Section §3-305(b)(10) – To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff, and (ii) the development and implementation of emergency plans.
- c. Pursuant to Section §3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Executive Session of 07/23/18
 - b. Statement of Closure for Executive Session of 07/23/18
 - c. Regular Session of 07/23/18
2. Appointments to Boards and Commissions. Staff Contact: Laura Allen, Town Administrator
3. Motions of the Mayor and Council:
 - a. Motion 2018-17; Request to use Dr. William Henry Park after-hours for Summer Revival Monday, August 27 to Saturday, September 1, 2018, 7:30 to 10:00 PM; Pastor Lyonell Purnell, God's Leading Church Transformation Ministry. Staff Contact: Mary Bohlen, Administrative Services Director
 - b. Motion 2018-18; Requesting approval of the placement of café tables and chairs in front of Difebos and the Globe. Staff Contact: Dave Engelhart, Planning Director
 - c. Motion 2018-19; Community Parks and Playgrounds Grant Application for Basketball Court Lighting for Dr. William Henry Park. Staff Contact: Mary Bohlen, Administrative Services Director

4. 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
5. Town Administrator's Report
6. Comments from the Mayor
7. Comments from the Council
8. Comments from the Public
9. Comments from the Press
10. Adjournment

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.

*TTY users dial 7-1-1 in the State of Maryland.
TTY users outside Maryland dial 1-800-735-2258*

**WRITTEN STATEMENT FOR CLOSING A MEETING
UNDER THE OPEN MEETINGS ACT**

Date: 07/23/18 Time: 6:00 pm Location: Conf. Room Motion to close meeting made by: Purnell

Seconded by _____, Members voting in favor: Brittingham, Burrell, and Tyndall

Opposed: 0 Abstaining 0 Absent 1

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- (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;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

- §3-305(b) (1) A personnel matter
- §3-305(b) (8) Pending or Potential Litigation
- §3-305(b) (10) A matter of Public Security

This statement is made by Wm. Gee Williams, III, Presiding Officer: _____
SIGNATURE

WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING- NOT A PART OF THE CLOSING STATEMENT)

PERSONS ATTENDING CLOSED SESSION: Mayor, Councilmembers Brittingham, Burrell, Purnell, Tyndall, L. Allen, J. Fleetwood, M. Bohlen, D. Gaskill, J. Kreiter

TOPICS ACTUALLY DISCUSSED Revisions to the Personnel Policy; Notice of Violation; Berlin Fire Company Agreements

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: _____
Councilmember Tyndall moved to approve the revisions to the personnel policy - approval was unanimous.

TIME CLOSED SESSION ADJOURNED: 7:08 PM to Regular Session; 8:55 PM final adjournment

PLACE OF CLOSED SESSION Town Hall, 2nd Floor Conference Room

PURPOSE OF CLOSED SESSION: Personnel Matter; Pending or Potential Litigation; Public Security

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (1) ; (8) ; (10)

MEMBERS WHO VOTED TO CLOSE: Brittingham, Burrell, Purnell and Tyndall



BERLIN MAYOR AND COUNCIL

Meeting Minutes

Monday, July, 23, 2018

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

Present: Mayor Gee Williams, Vice-President Elroy Brittingham, Councilmembers 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/Public Works Director Jane Kreiter, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells, and Town Attorney David Gaskill.

Councilmember Thom Gulyas was absent.

Following the Lord's Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:10 PM.

Following the tradition of several years, Managing Director Jeff Fleetwood announced that a number of Town employees were present at the meeting to express their appreciation for the Mayor and Council. Several employees spoke including new Police Officer Kevin Lloyd, Administrative Assistant Sharon Timmons and Water Superintendent Marvin Smith. Mayor Williams thanked all for their service. Councilmember Burrell commented on the conscientiousness of the Town employees. Councilmember Tyndall noted the role the Town employees play in making Berlin one of the coolest small Towns in America. Mr. Fleetwood noted that there was cake and bottled water and invited all present to enjoy.

1. Approval of the Minutes for:

a. Executive Session of 06/25/18:

On the motion of Councilmember Brittingham, the Executive Session minutes of June 25 2018 were approved by the following vote:

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

b. Statement of Closure for Executive Session of 06/25/18:

Mayor Williams read the Statement of Closure.

c. Regular Session of 06/25/18:

On the motion of Councilmember Brittingham, the Regular Session Minutes of June 23, 2018 were approved by the following vote:

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				
Voting Tally	4				1

2. Berlin Falls Advisory Committee Update – Amy Field, Chair and Jack Orris, Vice-Chair

Ms. Field and Mr. Orris reviewed the Committee report, discussing the work the Committee had done to date, including discussions of potential development of the park, the disposition of the existing building(s), community input and long-term goals. Mayor Williams thanked the Committee for all of the work done acknowledging the volume of information discussed and the thoughtfulness applied to narrowing that information down. Councilmember Burrell asked if other Committee members were present; they include Kate Patton, Bruce Hyder, David Deutsch (consultant), Zack Tyndall and Dave Engelhart.

3. Special Event Request - Bark for Life, Saturday, September 29, 2018, American Cancer Society, DJ Thompson

Mr. Thompson appeared before the Mayor and Council on behalf of the American Cancer Society to request permission to hold the event in Stephen Decatur Park. Following Mr. Thompson's description of the event, which is a fundraiser for the Cancer Society, and brief discussion, Councilmember Brittingham moved to approve the request and approval was unanimous.

4. Board and Commission appointments

Mayor Williams brought the Council's attention to a list of Board and Commission members he was proposing for appointment. Following discussion, Councilmember Burrell moved to appoint the nominees as discussed. 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				
Voting Tally	4				1

5. Motion to Approve 2018-16: Reprioritizing Parks' projects for Community Parks and Playgrounds Grant Application

Administrative Services Director Mary Bohlen presented the motion and staff report regarding staff's recommendation to re-prioritize the Program Open Space Development plan (traditionally referred to as the "Wishlist"). The plan for the current year had listed the Decatur Park permanent restrooms as the first priority, with the lighting for the Henry Park basketball courts as second. Ms. Bohlen indicated that staff wished to apply for the Henry Park lighting in the current funding round to allow staff additional time to assess the issues experienced with both installation and maintenance of the Henry Park and William Street

public restrooms. Discussion followed. Ms. Bohlen indicated that the actual application for Community Parks and Playgrounds would be discussed at the next Regular Meeting. Councilmember Burrell 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				
Voting Tally	4				1

6. Departmental Reports:

a. Finance Director – Natalie Saleh

Ms. Saleh indicated that the Finance Department was preparing for the annual audit.

b. Administrative Services Director – Mary Bohlen

Ms. Bohlen noted that, since the last Mayor and Council Meeting at the end of June, she and Mr. Engelhart had been working on updating the 2020 Census data, which involved the verification of every residential address in Town. She noted that there was now a comprehensive listing of residential addresses, including multi-unit structures and latitude and longitude for every address. She also noted that the tennis courts were now paved, with painting and installation of the fence to be completed as soon as weather allowed and that "Lion King" would be shown in Stephen Decatur Park on July 28th and that the Parks Commission would be participating in National Night Out on August 7th.

c. Water Resources/Public Works Director – Jane Kreiter

Ms. Kreiter noted that staff was conducting a complete meter inventory and assessment throughout Town and working on ditch maintenance, noting that the wet weather in the spring had delayed this project. She also noted that the buildings at both spray sites were being painted. Councilmember Brittingham asked about spraying for weeds on sidewalks and Ms. Kreiter indicated that they would be working with Worcester County and on getting someone on staff certified for spraying. She also noted that the current wet weather did not allow for spraying. In response to another question by Councilmember Brittingham, she indicated that work had been contracted to fix sidewalks in disrepair, particularly on Flower Street, downtown on Main Street and the monument area at Stephen Decatur Park.

d. Electric Utility Director – Tim Lawrence

Mr. Lawrence noted the photos in the presentation of the ditch line along the Power Plant property, which had recently been cleaned out. He thanked the Water Resources and Public Works departments for their assistance. He also reported on several projects of the Electric Department including the installation of devices on Rt. 818 to prevent power surges, tree trimming and the installation of streetlights on Schooner and Intrepid Lanes. He also indicated that the lighting contractor would be completing the set-up of the lighting at the Stephen Decatur Park tennis courts upon completion of construction.

e. Police Chief – Arnold Downing

Chief Downing brought the Mayor and Council's attention to photos of the recent Worcester Youth and Family Counseling Jolly Roger Day, at which several members of the Police Department and other community members volunteered as chaperones. They would also be assisting with an upcoming trip to a

trampoline park. WYFCS was providing a “snack shack” at William Henry Park to assist children who may need nutritional assistance during the summer months. He reminded all that National Night Out was scheduled for August 7, 2018 from 4-7 PM in Henry Park and that several organizations were providing school supplies. Mayor Williams congratulated the Police Department on all of their Community Policing Activities. Chief Downing also noted that Police Department’s recent participation in a “Blessing Bags” program.

f. Planning and Zoning Director – David Engelhart

Mr. Engelhart noted that the Historic District Commission Meeting had been moved from August 1 to August 8, 2018 and that the Planning Commission Meeting scheduled for the 8th would be a public hearing regarding recommending to the Mayor and Council the inclusion of a property in the growth area. He noted that on August 1st Ms. Bohlen, Ms. Wells, and he would be attending Brownfields training.

Mr. Engelhart also noted Town employee’s enthusiastic support for the Police Department’s participation in a Lip-synch Challenge for law enforcement currently trending on Social Media. Chief Downing was noncommittal.

g. Economic and Community Development Director – Ivy Wells

Ms. Wells announced the award of an AARP grant for the purchase of café tables for use at events. She noted the success that the Farmer’s Market was having and that a “Yappy Hour” was going to be incorporated. Additional vendors were being added and the public was very enthusiastic about the market. She also noted her planned attendance at the training Mr. Engelhart had mentioned, along with additional sessions she would be attending.

Councilmember Burrell noted that the Farmer’s Market hours were in the same time frame as many church services. Ms. Wells noted that the question of hours had been put to the community, but that changes could be considered.

h. Managing Director – Jeffrey Fleetwood

Mr. Fleetwood brought the Mayor and Council’s attention to the slogan which had recently been completed on the wall behind the dais. He also noted that the recertification as a Maryland Sustainable Community had recently been submitted.

7. Town Administrator’s Report – Laura Allen

Ms. Allen indicated that the deadline for the Non-profit Grant process was August 1, 2018 and that one application had been received.

8. Comments from the Mayor:

Mayor Williams had no comments.

9. Comments from the Council:

Councilmember Tyndall mentioned recent assistance with trash at the (new) Library and Mayor Williams reminded everyone of the ribbon cutting scheduled for August 7, 2018 at 2:00 PM.

Vice-President Brittingham 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 8:25PM.

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 Bohlen
Administrative Services Director



MOTION OF THE MAYOR AND COUNCIL 2018-17

AFTER-HOURS USE OF DR. WILLIAM HENRY PARK

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE USE OF DR. WILLIAM HENRY PARK FROM 7:30 PM TO 10:00 PM NIGHTLY FROM MONDAY, AUGUST 27, 2018 TO SATURDAY, SEPTEMBER 1, 2018 BY GOD'S LEADING CHURCH TRANSFORMATIONAL MINISTRY FOR A SUMMER REVIVAL.

APPROVED THIS _____ DAY OF _____, 2018 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF _____ TO _____ OPPOSED, WITH _____ ABSTAINING.

Elroy Brittingham, Sr. Vice President

Approved this _____ day of _____, 2018 by the Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: _____
Laura Allen
Town Administrator



SPECIAL EVENT APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: <u>7/31/18</u>		Event Start time: <u>7:30 p.m.</u>	Road Closure Start: <u>N/A</u>
Requested Date(s) of the event: <u>8/27/18 to 9/1/2018</u>		End time: <u>10:00 p.m.</u>	End: <u>N/A</u>
Name of Event: <u>Summer Revival</u>		Location of Event: <u>Flower Street, Berlin *</u>	
Estimated number of attendees: <u>30-150</u>		*If activity is in a Town park, a Parks Reservation form must be complete. <u>Empty lot across from park</u>	
Applicant Name: <u>God's Leading Church Transformational Ministry</u>		Applicant Cell Phone: _____	
Sponsoring Organization or Business Name: <u>God's Leading Church, Transformational</u>		Email: <u>ipurnell25@icloud.com</u>	
Person(s) to Contact Day of Event:	Name: <u>Pastor Lyonell Purnell, Cell # 410-430-9555</u>		
	Name: <u>Minister S. Brooke, Cell # 443-397-6440</u>		
Description of event: <u>The teaching, preaching and singing of the Gospel to the edification of the people.</u>			
If fundraiser, please indicate the beneficiary: <u>All proceeds of offerings & Donations will go to assisting to pay for cost of event.</u>			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.) <u>N/A</u>			
<u>NONE</u>			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music <u>Gospel</u>			
What is your plan for the following: Marketing/Advertising: <u>Advertise on local Access Station and various posters.</u>			
Parking/Shuttle: <u>N/A</u>			
Inclement weather: <u>Rain or shine, event will be under a tent.</u>			

The event sponsor hereby agrees to the following conditions:

1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

Signature: <u>[Handwritten Signature]</u>	Date: <u>7/29/18</u>
Printed Name: <u>lyonell Purnell Sr</u>	

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____	End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date	No-Parking signs to be placed: _____ Time/date Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services: _____ If applicable, items listed are in addition to those normally in place.

Trash cans	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date
Picnic Tables and/or Chairs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ # Required _____	To be placed: _____ Time/date
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date <input type="checkbox"/>
Porta-potties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure		✓	✓	8-2-18	ST
Park Reservation Application and Permit	✓				
Request for Electric Service		✓	✓		
Request for Banner Placement		✓	✓		
Sign Permit		✓	✓		
Vendor's Application and Certification for Peddling and Soliciting		✓	✓		
Business Use of Park Application		✓			
Proof of Insurance	✓			8/9/18	MJB
Other:		✓	✓		

Approved by the Mayor and Council on the _____ day of _____, 20____. For _____ Opposed _____ Abstain.



TOWN OF BERLIN PARK FACILITY RESERVATION FORM



THIS FORM MUST BE COMPLETED AND DELIVERED TO TOWN HALL WITH DEPOSIT IN ORDER TO CONFIRM RESERVATION. NO VERBAL RESERVATIONS WILL BE ACCEPTED.

TODAY'S DATE: 7/31/18 EVENT/ACTIVITY DATE: 8/27-28/18 TIME FROM: 7³⁰ pm TO: 10 pm
 Anticipated # of attendees _____

NAME: God's Leading Church Transformation Ministries ADDRESS: 9928 Old Ocean City Blvd - Bldg #13
Berlin, MD 21811

PHONE: 410-430-9555 EMAIL: GLCTM@gmail.com

ORGANIZATION: Church WILL EVENT INVOLVE SALE OF GOODS OR SERVICES: YES NO
 (IF APPLICABLE) If yes, Business Use of Park Application must be completed and approved by the Mayor and Council. Form must be submitted no less than 60 days prior to the event.

DESCRIPTION OF EVENT/ACTIVITY: Revival

FACILITY REQUESTED-Check all that apply

Dr. William Edward Henry Park, Flower Street:	Stephen Decatur Park, Tripoli Street:
<input type="checkbox"/> Pavilion: # days <u>0</u> X \$50.00 = \$ <u>0</u>	<input type="checkbox"/> Pavilion: # days _____ X \$50.00 = \$ _____
<input type="checkbox"/> Electric: # days <u>0</u> X \$10.00 = \$ <u>0</u> (pavillion only)	<input type="checkbox"/> Electric: # days _____ X \$10.00 = \$ _____ (pavillion only)
<input type="checkbox"/> Basketball Courts: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 #courts <u>0</u> X # days <u>0</u> X \$50.00 = \$ <u>0</u>	<input type="checkbox"/> Tennis Courts: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 #courts _____ X # days _____ X \$50.00 = \$ _____
TOTAL DUE: \$ <u>EMPTY LOT ONLY</u>	TOTAL DUE: \$ _____

Note \$25.00 per facility/per day will be returned to user if left in good condition after use.

All individuals and organizations are responsible for payment of this fee in full to hold the requested date. A waiver of this fee can only be granted by the Mayor and Council; request must be submitted no later than the close of business the Wednesday preceding a Mayor and Council Meeting prior to the reservation date.

Notes/Comments: _____

I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s). I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS. I understand that this reservation is only for the facility indicated above; all other areas of the park are open to the public and may be in use during my event. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

Signature: [Signature] Date: 8/2/18

Office Use:
 Clerk: _____ Deposit Pd: \$ _____ Date: \$ _____ Refund: YES NO Date: _____



MOTION OF THE MAYOR AND COUNCIL 2018-18

CAFÉ SEATING FOR TWO DOWNTOWN BUSINESSES

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE PLACEMENT OF "CAFÉ TABLES AND SEATING" FOR THE DOWNTOWN BUSINESSES SPECIFIED:

A. The Globe, 12 Broad Street. See attachment A.

B. Difebos, 104 N. Main Street. See attachment B.

APPROVED THIS ____ DAY OF _____, 2018 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING.

Elroy Brittingham, Sr. Vice President

Approved this ____ day of _____, 2018 by the Mayor of the Town of Berlin.

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



'America's Coolest Small Town'

Planning Department Staff Report to the Mayor and Council

Meeting Date: August 13, 2018

RE: Request for placement of tables and chairs on public sidewalks

As per Town Code Chapter 28, Division #, Section 28-73 (a), it is unlawful except with the permission of the Mayor and Council to place items including tables and chairs on the sidewalks in Town.

The placement of such items on the sidewalk must also meet minimum standards and guidelines for pedestrian accessibility.

The requests received from the Globe, located at 12 Broad Street, and Di Febo's, 104 North Main Street, both requesting two additional tables and accompanying chairs, are in compliance with applicable codes and Americans with Disabilities Act (ADA) accessibility standards. Photos have been provided showing each proposed location. Each surpasses the 36 inches of clear sidewalk pedestrian travel area required.

Respectfully submitted,

David H. Engelhart, CFM

Planning Director



12 Broad Street Inc.
T/A The Globe
12 Broad Street
Berlin, MD 21811

To the Berlin Mayor & City Council:

Thank you for the opportunity to request permission to place tables and chairs outside The Globe at 12 Broad Street in historic downtown Berlin Md. I understand the placement of tables and chairs needs to meet ADA requirements along with your approval.

We are proposing placing four, four seat tables on the sidewalk directly in front of The Globe. If permitted our intention would be to serve food and nonalcoholic beverages at these tables at the same time of service as the current restaurant which is Sunday 10 AM – 9 PM, Tuesday – Thursday 11 AM – 9 PM, Friday and Saturday 11 AM – 10 PM.

We are currently not permitted to serve alcohol at these tables and we will not serve anything in glass bottles, for example root beer.

If the permitted, once the tables are place there is still an excess of 50 inches of space for guests to navigate the sidewalk. The requirement is 36”.

Please find pictures attached for your reference as suggested by the Planning Director.

We are aware of the need to keep a clear pathway on the sidewalk for Berlin foot traffic and ADA accessibility and will maintain and monitor access at all time, as we have done in the past.

At this time we do not intend to remove the tables and chairs during Town Events.

I am available for further questions if needed and appreciate your prompt attention to this matter.

Please feel free to reach me at 443 614 7049 for further questions or information.

Sincerely,

Jennifer Dawicki
Owner/Operator

August 6, 2018

Berlin Mayor, Mr. Gee Williams & Berlin Town Council
ATTN: Laura Allen
10 William Street
Berlin, Md
21811

I am writing you to request permission to put two more small Bistro tables out front of Our Restaurant, DiFebo's Berlin 104 North Main Street, Berlin Md 21811. We have had many inquiries from our guests to sit outside on the cooler days to enjoy the weather or dine with their pets. We now have two tables on the right side of our entrance and our asking to identically replicate the tables on the left side of our dining room entrance. We drape them with fresh white Linens and silverware roll ups every day to ensure a very classy and clean look for the Town Of Berlin.

The two tables out front of our establishment have been a wonderful asset to our restaurant other than not having enough seats for the entire family to dine outside. My staff and I promise to always keep tables clean, beautiful and close to the building. There will be no obstruction to Guests walking buy the front of the restaurant and plenty of room for the public to pass by safely at all time.

Thank you so Much for your Consideration,

Cassie Stuart
General Manager
DiFebo's Berlin
104 N. Main Street
21811
443-944-1398



MOTION OF THE MAYOR AND COUNCIL 2018-19

COMMUNITY PARKS AND PLAYGROUNDS GRANT APPLICATION

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE APPLICATION TO THE COMMUNITY PARKS AND PLAYGROUNDS PROGRAM FOR THE LIGHTING OF DR. WILLIAM HENRY PARK BASKETBALL COURTS IN THE AMOUNT OF \$105,500 (MATCHING FUNDS OF \$9,000 FOR TOTAL ESTIMATED PROJECT COST OF \$114,500).

APPROVED THIS ____ DAY OF _____, 2018 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING.

Elroy Brittingham, Sr. Vice President

Approved this ____ day of _____, 2018 by the Mayor of the Town of Berlin.

Wm. Gee Williams, III, Mayor

ATTEST: _____
Laura Allen
Town Administrator

**Maryland Department of Natural Resources
Community Parks and Playgrounds (CP&P) Program**

**Community Parks and Playgrounds
Application and Project Agreement**

Shaded Areas For
State Use Only.

CP&P PROJECT #

1. PROJECT TITLE: Dr. William Henry Park Basketball Court Lighting

2. APPLICANT: Town of Berlin / Worcester
(Municipality or Baltimore City) (Specify County)

3. APPLICANT'S FEDERAL ID #: 52-6000776 LAST CP&P GRANT ISSUED ON THIS SITE # 6114-23-228

4. PROJECT LOCATION: Street Address: 123 Flower Street

City/Town: Berlin Zip Code: 21811

LEGISLATIVE DISTRICT: 38 ADC Road Map Edition # 5 Map # 7 Grid Ltr F

County Tax Map # 0307 Grid 0073 Parcel # 0692

5. PROJECT DESCRIPTION: Descriptions are written into the agenda item, which is presented to the Maryland Board of Public Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development or does it build upon an existing facility? Provide all of the information that you feel is necessary to explain and justify the project and to convince the approving agencies that it is a worthwhile project. Attach a separate sheet, if necessary.

This project will be for the purchase and complete installation of lighting for the basketball courts at William Henry Park in Berlin. The Henry Park basketball courts were completely removed and replaced, including the addition of benches and bleachers with Community Parks and Playgrounds funding in 2015. Completion of the lighting project will greatly enhance that project and Henry Park overall.

6. a. CP&P FUNDS REQUESTED:	\$	<u>105,500</u>	<u>92%</u>
b. LOCAL FUNDS:	\$	<u>9,000</u>	<u>8 %</u> (Specify Source/Type) <u>Town In-kind Personnel/Equip.</u>
c. OTHER FUNDS:	\$		<u>%</u> (Specify Source/Type)
d. TOTAL PROJECT COST:	\$	<u>114,500</u>	<u>100 %</u>

7. LOCAL PROJECT COORDINATOR:

<u>Mary T. Bohlen</u>	<u>Administrative Svcs. Dir.</u>	<u>mbohlen@berlinmd.gov</u>
<small>(Print Name)</small>	<small>(Print Title)</small>	<small>(E-mail Address)</small>
<u>10 William Street</u>	<u>Berlin</u>	<u>MD 21811</u>
<small>(Mailing Address)</small>	<small>(City)</small>	<small>(State) (Zip)</small>
		<u>410-641-4314</u>
		<small>(Telephone Number)</small>

8. PROJECT PERIOD: From: _____ (Date of Letter of Acknowledgement)
 To: Sept. 30, 2020 (Estimated Date of Completion)

