



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, September 11, 2023

Please note that the times indicated below are approximate and that additional timing protocols may be indicated for specific agenda items.

7:00 PM CALL TO ORDER, REGULAR SESSION – Council Chambers

1. 7:05 PM CONSENT AGENDA:

- a) Approval of Minutes for:
 - 1. Regular Session of 8.21.23
 - 2. Work Session of 8.28.23
 - 3. Regular Session of 8.28.23

2. 7:10 PM DISCUSSION:

- a) Stormwater Ditch Maintenance – Mayor Zack Tyndall
- b) Open Letter to the Council regarding Heron Park from Mayor Zack and Councilmembers Green and Orris – Mayor Zack Tyndall

3. 8:00 PM ITEM(S) FOR APPROVAL:

- a) Motion 2023-37: Town of Berlin Naming Policy – Mayor Zack Tyndall & Town Administrator Mary Bohlen
- b) Motion 2023-38: Annual Event Approval – Economic & Community Development Director Ivy Wells
- c) Motion 2023-39: Decatur Farms Pump Repair – Water Resources Director Jamey Latchum
- d) Motion 2023-40: Harrison Avenue Water Main Relocation – Water Resources Director Jamey Latchum
- e) Motion 2023-41: Declare Property Surplus – Town Administrator Mary Bohlen

4. 8:25 PM REPORTS: Town Administrator's Report, Departmental Reports

5. 8:30 PM COMMENTS FROM THE PUBLIC

Any person who may wish to speak on a matter at the Regular Session may be heard during COMMENTS FROM THE PUBLIC for a period of five (5) minutes or such time as may be deemed appropriate by the Mayor. Anyone wishing to be heard shall state their name, street name, and subject on which they wish to speak.

6. 8:40 PM COMMENTS FROM THE COUNCIL

7. 8:50 PM COMMENTS FROM THE MAYOR

8. 8:55 PM COMMENTS FROM THE PRESS

9. 9:00 PM ADJOURNMENT

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on www.berlinmd.gov, or type @townofberlinmd in the Facebook search bar. QR code links to online packet. Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats





BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, August 21, 2023

5:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

Present: Mayor Zackery Tyndall, Vice President Dean Burrell, Councilmembers Steve Green, Jay Knerr, Jack Orris, and Shaneka Nichols.

Staff Present: Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Public Works Director Jimmy Charles, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Administrative Assistant Kate Daub, and Executive Administrative Assistant Sara Gorfinkel.

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 5:00 PM.

1. Updates:

a) Poll-Vote Updates:

i. Town Hall Brick Work

Mayor Tyndall shared the updates concerning the northern-facing wall of the Council Chambers. Public Works Director Jimmy Charles said many of the bricks within the structure of the northern-facing wall have deteriorated. He said the water damage was likely caused by pockets that had formed in the brick which needs to be repaired. Mr. Charles stated the remaining three walls also have brick damage, however, he said it is not as severe as the northern wall.

As a result, Mayor Tyndall said a poll vote of the Council was conducted in the event that funds needed to be pulled from the General Fund to cover the cost of repairs; he said the Council voted in consensus to move forward if the repairs are not covered by insurance.

ii. Electric Utility Meter Truck Purchase – Electric Utility Director Tim Lawrence

Electric Utility Director Tim Lawrence reported he emailed the Council on August 14, 2023, seeking approval to reallocate money from the Capital Fund to purchase a new meter truck for his department. He said he received two quotes, one from IG Burton Chevrolet in the amount of \$44,178, and the other from Pittsville Ford in the amount of \$53,058. Mr. Lawrence said he opted to go with the quote from IG Burton, adding the reallocation of money per his email request was \$4,178 to cover the balance of the purchase. He clarified that \$40,000 was an approved line item in the Fiscal Year 2024 budget.

b) Council Chambers Water Damage Remediation

Mayor Tyndall provided an update on the Council Chambers following the discovery of water damage and mold behind the northern-facing wall. He said Royal Plus, Inc. came

on-site to assess the damage and determined there was no further extension of damage beyond the wall and stated there are not believed to be any health or environmental risks present as a result of the damage. Mayor Tyndall continued by saying most of the repairs have been completed, however, they are waiting on a response from the insurance company, Local Government Insurance Trust (LGIT), to determine how to move forward with other restorations that may be needed.

2. Item(s) For Approval:

- a) Motion 2023-25: RFP 2024-1 Powellton Avenue Well Building Addition Project
Water Resources Director Jamey Latchum explained he is seeking approval to go out to bid with a Request for Proposal (RFP) for the rebuilding of well-house number one. He said the building is quickly deteriorating and is in need of an upgrade. Councilmember Orris asked if they can expect to see a Broad Street Lift Station RFP soon; Mr. Latchum said the RFP has been approved, adding he is working with Davis, Bowen, and Friedel, Inc. to finalize dates. He said he hopes to have a recommendation letter for Council approval by mid-October.

On the motion of Councilmember Orris, second by Vice President Burrell, Motion 2023-25: Powellton Avenue Well Building Addition Project was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				

- b) Motion 2023-26: Approval of RFP 2023-07 Bid Award Stormwater Management Upgrades Phase II: Pine St., Franklin Ave., and Nelson St.
Mr. Latchum reported the stormwater management upgrade project has been in the works since 2014. He clarified he is requesting approval to finish the Phase Two portion which includes Pine Street, Franklin Avenue, and Nelson Street. Councilmember Knerr asked if the project would help eliminate the flooding problems in this part of town; Mr. Latchum answered he was hopeful the project would help solve most of the flooding problems.

Councilmember Orris referred to Mr. Latchum's letter included in the meeting packet regarding his request to transfer funds to cover the cost of the stormwater project; he asked for more information regarding the plan for the upcoming Well Four project should the Council approve the transfer. Mayor Tyndall explained there is a possibility that the town will be receiving grant funds to help with the costs of other projects; he confirmed the town has not received official notification to this point, however, he said there is reason to believe the grant funding will come through. Town Administrator Mary Bohlen provided further clarification that the financial assistance would come in the form of a grant and loan if awarded. Mayor Tyndall continued by saying the theory is

that if they do come through it would free up some of the capital that would be moved in the direction of the Well Four project.

Councilmember Orris asked if there would be a match associated; Mr. Latchum clarified the award would be a 50% loan and 50% grant. Ms. Bohlen said they are reluctant to discuss the details because the town has not received official notification of the award. Councilmember Orris said he would support the transfer; however, he wants to ensure there will be funding available for the Well Four project. Mayor Tyndall explained there would still be a plan to move forward. Vice President Burrell asked if the grant portion had a monetary match; Ms. Bohlen said they did not have the full details, but she said that the Council would have final approval prior to accepting any funds or entering into any grant agreement. She continued by saying the town has been notified of its strong eligibility for these funds, but she emphasized they do not have the final details.

On the motion of Councilmember Knerr, second by Vice President Burrell, Motion 2023-26: Approval of RFP 2023-07 Bid Award Stormwater Management Upgrades Phase II: Pine St., Franklin Ave., and Nelson St. was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				

Councilmember Orris requested to be provided with an updated version of the ARPA spending plan once the transfer of funds has been made.

- c) Motion 2023-27: Community Parks and Playgrounds Program Application for the Complete Replacement of Large Play Unit at Dr. William Henry Park
- Ms. Bohlen said the town applied for a significant amount of funding last year for the Inclusive Playground project at Stephen Decatur Park. She explained that in subsequent conversations with Community Parks and Playgrounds staff, she was told one of the main factors as to why the town was not awarded funding for the project was because they simply could not commit that much funding to one town. She said they determined it would be best to move forward with replacing the larger playground unit at Henry Park which would allow the town to take advantage of a potential grant opportunity to replace an aging unit that is inevitably going to need replacement sooner than later.

Mayor Tyndall recognized Cody Chesser from the Public Works Department for the recommendation to upgrade the Henry Park play unit and thanked the Public Works and Administrative Departments for working diligently to compile the grant information needed for the application. He said he believes the Henry Park playground project fits squarely within the available grant funds for the 2025 Fiscal Year. Mayor Tyndall reported that some of the items on the Land Preservation, Parks, and Recreation

(LPPRP) list approved by the Council such as Automated External Defibrillators (AEDs) and life rings were not capital enough to embark on as part of the application. Ms. Bohlen added that the Community, Parks, and Playground Program advised the town that if the item did not have a life expectancy of at least twenty years it would likely not be considered for funding.

Councilmember Green referenced the quote submitted by GameTime for a new multi-age play structure and said the \$51,000 discount GameTime is offering is significant. Vice President Burrell said he would like to see some type of schedule developed that would put the skatepark project at the top of the list for potential grant funding opportunities. Ms. Bohlen confirmed the skatepark remains on the priority list, however, she said it is a matter of readiness to proceed.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2023-27: Community Parks and Playgrounds Program Application for the Complete Replacement of Large Play Unit at Dr. William Henry Park was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				

d) Motion 2023-28: Berlin Skatepark Site Recommendation

Mayor Tyndall reported that a workgroup meeting was held which included representatives of the Council, as well as Parks Commission members and Department Heads to determine a pathway forward for the skatepark in Berlin. He said the discussion focused on trying to understand what the best location may be for a skate park, which he said included a review of site location studies that We Heart Berlin had done. He continued by saying the group agreed to make a favorable recommendation to the Council for the inclusion of a skatepark in the area of parcel 410 on Heron Park. He said they do not want to commit fully to an exact location on parcel 410, but he said the group believes that the most favorable place may be some of the concrete that is already on site.

Mayor Tyndall said the idea came up at the last Mayor and Council meeting to include a new Public Works facility within parcel 57; he said he does not believe it will be feasible, however, he said the idea led to other discussions about the potential of including a Public Works or joint department facility spanning parcel 191 and 410. He said they cannot fully commit to an exact location for the skatepark because of this, but he said they hope to further identify the location when the workgroup reconvenes in October. Mayor Tyndall said the hope is that the decision to designate parcel 410 as the site for

the skatepark will put the project on a pathway to ensure that it will be eligible for potential Community, Parks, and Playground grant funding for the next cycle.

Councilmember Orris noted the Council had agreed to an extended negotiation period with Coastal Ventures until the end of the year; he asked if the decision to designate parcel 410 as the site for the skatepark would impact the negotiations. Mayor Tyndall answered that he has articulated to Palmer Gillis and Coastal Ventures properties that 191 and 410 are off the table based on public comment. By doing so, he clarified that any sale would narrowly focus on parcel 57 and does not believe it creates any breach of contract or negotiation.

Councilmember Knerr asked if the motion could remain more generic and not identify the specifics; he said it is his understanding that there may be another person coming in with a potential project proposal and he would like to see how it pans out. Ms. Bohlen clarified that the motion presented would commit the town to Heron Park, however, she said it does not necessarily commit to a specific location within the park despite parcel 410 being mentioned.

Mr. Tony Weeg with We Heart Berlin said parcel 410 would be the most logical space because the ground is already compacted and is impervious land. He said the skatepark would not affect the sledding hill and would be in full view of any sort of entertainment venue that may exist at the park one day in the future.

Councilmember Orris asked if We Heart Berlin would be willing to work with a land use design committee within the Planning Commission should one be developed; Mr. Weeg confirmed the group would be interested. Councilmember Knerr expressed that he does not want problems to arise down the road should the location within Heron Park have to change, but he said it seems parcel 410 may be the perfect location for a skatepark. Town Attorney David Gaskill clarified the location can be changed by a motion if needed.

On the motion of Councilmember Nichols, second by Councilmember Green, Motion 2023-28: Berlin Skatepark Site Recommendation was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

e) Motion 2023-29: Building & Grounds Laborer Position

Ms. Bohlen explained they have tried several different iterations to have cleaning duties and basic maintenance shared by town-hired contractors and staff, but it has been

determined it would be more efficient to have someone on board in the building to receive direct instruction and supervision. She clarified that they have no complaints about the current contractor, however, she stated they are only contracted to do restrooms and a few kitchens. She added there is a greater need for cleaning and feels it would be more beneficial to bring back a full-time custodial laborer position; she said the position was filled years ago.

Vice President Burrell asked to confirm the position was not included in the adopted budget; Ms. Bohlen confirmed it was not included. Vice President Burrell asked how the position would be paid for; Ms. Bohlen answered it would be paid for in part through the contract with the existing cleaners as well as other contractual savings such as the delay in hiring a Special Projects Administrator. Human Resources Director Kelsey Jensen added not all the town's seasonal vacancies were filled and there is some wiggle room in salary funds. Councilmember Orris asked if the salary would come out of the approximately \$70,000 allocated for the Special Projects Coordinator; Ms. Bohlen said a portion of the salary would be.

Councilmember Orris said he is not opposed to the position, but he requested to table the motion to get clarity on the help needed in the Planning Department. He said he would like to see the financial impact the new position will have before moving forward. Ms. Bohlen clarified the new position would be under Administration, however, she explained one of the functions of the Special Projects Administrator would be to provide assistance to the Planning Department. Councilmember Orris said he feels it is important to note that a goal of the Council was for the new position to engage in enforcement activities; Mayor Tyndall said they are still working to shape the job scope of the position.

Councilmember Orris asked if the motion could be tabled until the first Mayor and Council Regular Session meeting in September; Ms. Bohlen said yes, adding the current contractor is still in place and working. Mr. Charles said his department spends roughly eight to sixteen hours cleaning the bathrooms. He said the current cleaning contract requires the bathrooms to be cleaned once per day between 7 a.m. and 8 a.m. and emphasized that much of the cleaning is done by Public Works which has taken away from other duties and responsibilities.

Finance Director Natalie Saleh clarified that the hiring of a Special Projects Administrator is in the budget for Administration and not the Planning Department. She said there is a current contract in place for \$40,000 on the budget to allocate contractual services for the cleaning crew; she continued by saying that \$1,500 has been expensed thus far which leaves \$38,500 remaining to allocate to the new position being proposed.

Vice President Burrell shared that he was in favor of tabling the motion to September until he heard that the desire of the current cleaning contractor is to separate from the town. Ms. Bohlen clarified that the contractor is not asking to be removed entirely, however, she said they have expressed that they do not wish to continue with cleaning the Henry Park restrooms. She said from an overall perspective of getting the job done they feel it is in the best interest of the town to move to an on-staff position.

Councilmember Orris said he agrees with Ms. Bohlen, but he would like to table the motion until the first meeting of September.

Councilmember Nichols acknowledged the difficulty of predicting the budget for the future, but she said the new position would fall in line with what has been allocated should the budget stay relatively the same. Councilmember Knerr said he believed the cleaning services line item in the budget also includes supplies; Ms. Bohlen confirmed and said it would be safe to estimate that \$10,000 of the \$40,000 is for supplies, although she stated the number is probably high. Ms. Jensen added that a rough estimate of fringe benefits for the position would be dependent on what the person selects, however, she said it would range between \$7,000 to approximately \$25,000 for a family plan. Councilmember Nichols asked to confirm whether the cost of benefits would be in addition to the \$37,500 salary that was previously discussed; Ms. Jensen answered yes.

Councilmember Green said he does not feel the motion needs to be tabled. He said it bothers him to hear that quality staff members are doing things they should not be doing; Vice President Burrell agreed.

On the motion of Councilmember Green, second by Vice President Burrell, Motion 2023-29: Building & Grounds Laborer Position was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris		X			
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4	1			

Councilmember Nichols noted for the record she believes it would be best to revisit how the town will continue to afford \$50,000 for the position in the future. She said the decision to hire a Building and Grounds Laborer was needed due to the safety concerns of the current contractor and said she does not want to see anyone feeling as though their safety is jeopardized because of a job. Mayor Tyndall emphasized they do not believe Henry Park to be unsafe, adding that the Police Department regularly patrols Henry Park as they do other public spaces.

3. Comment from the Public – none.

4. Comments from the Council

Vice President Burrell said he spoke with town resident Mr. Wallace Purnell who informed him that it is Mr. Purnell's responsibility to clean the stormwater ditch behind his home. Vice President Burrell said Mr. Purnell does not have the physical capacity or financial support to do so and said he does not believe it should be the responsibility of a senior citizen to

maintain the ditch. He asked the Mayor and Council to re-examine his concern at a future meeting in hopes of discussing other ways the town can help residents in need of assistance.

Mayor Tyndall reported that staff has been asked to compile a better understanding of how many private ditches are in town to look at the issue more comprehensively; Ms. Bohlen said they can add the discussion item to the meeting agenda on September 11, 2023.

Councilmember Nichols asked if photos could be made available for the discussion to show the current condition of the ditches. Mayor Tyndall said EA Engineering has been asked to perform a comprehensive analysis to better understand what the visual may look like.

Ms. Bohlen said she feels it is her responsibility to note if the town goes down the road of taking care of private property, they will have to extend the same services to all residents. Town Attorney David Gaskill said it is not something the town can do. Councilmember Nichols said she would like to get a better sense as to what the maintenance would entail. Councilmember Knerr said he believes the town could easily set up a program for hardship cases that would allow residents to apply for assistance and seek help cutting their ditches. Mayor Tyndall agreed that the town could explore options and apply for micro-grant funding to help prevent the town from doing things on private property. Ms. Bohlen proposed the idea of forming a committee made up of citizens to look at hardship cases.

Councilmember Knerr suggested the quarterly Work Session meetings with the Berlin Fire Company be scheduled on non-council meeting days to accommodate the Fire Company's schedule; Mayor Tyndall agreed it was a good idea. Councilmember Knerr revisited his recommendation to schedule a meeting with members of the Local Development Council (LDC) to review items that will be included as part of the town's Casino Fund plan.

Mayor Tyndall reported that the LDC declined to come before the Mayor and Council prior to receiving answers to questions the LDC had requested; he said the information has been compiled and will be provided to the LDC in September. Finance Director Natalie Saleh clarified that the information to be submitted in September is the Annual Report the town is obligated to provide as well as what the future year allocation is for the Law Enforcement Officers Pension System (LEOPS); she said she does not believe the report the LDC is requesting is the town's multi-year plan. Councilmember Orris said he spoke with the Chairperson of the LDC and was told they are looking for the town's plan for FY24 so that the LDC can have their vote and public hearing to determine whether they can move on it; he said he agrees with Councilmember Knerr's recommendation to revisit the multi-year plan.

Councilmember Orris said he attended the Berlin Fire Company's grant receipt press conference and said members of the Fire Company expressed concern that the town would be cutting its funding of \$400,000 due to the grant award. Mayor Tyndall said he does not know where the belief would come from, but he confirmed there is no proposal coming from the town to cut funding. Vice President Burrell shared that he would like future discussions with the Fire Company to be centered on their budget and spending, as well as where they are projected to be at the end of the year. He continued by saying the financial information would help the town to determine how it can assist the organization in going forward.

Councilmember Nichols said she would like to explore options for the town to partner with an agency to help make it feasible for residents to maintain their stormwater ditches.

Councilmember Orris clarified he is not against the hiring of a Building and Grounds Laborer position, but said he does not want the town to overextend itself financially. He said he would like to explore other options regarding the requirement for Department Heads to be physically present at Council meetings and proposed alternatives for the Council to consider. Mayor Tyndall stated a recommendation was made that would require Department Heads to only attend meetings if there were any requests the Council had based on a concern from a constituent or from the departmental reports. Councilmember Green said he supports the idea, adding he would like to see discretion used when requesting a Department Head to be present at a meeting. Ms. Jensen said a concern that has been raised to her is that some Department Heads may not get home until late in the evening following a meeting. Vice President Burrell said he would hate to stifle a discussion because a Department Head may not be present at a meeting. Councilmember Knerr commented that questions often revolve around what is on the agenda and a Department Head would be present for that. Mayor Tyndall suggested piloting a new policy that Department Heads are only required to attend meetings when a topic concerning their department is on the agenda or if they are requested to attend. Lastly, Councilmember Orris made Ms. Bohlen aware that the Department of Natural Resources had opened their grant gateway for Fiscal Year 2025 with a deadline date of December 13, 2023.

Councilmember Orris continued by saying he had prepared items to discuss for the Heron Park work session that was canceled on August 14, 2023. In summary, he said he believes they need to address and describe the EDUs assigned to parcel 57 and he asked if there was a status on the updated appraisal for the property. Ms. Bohlen said she sent the appraisal via email very late in the afternoon but has not had a chance to review it. She said it will be included in the packet for the next meeting on August 28, 2023.

Councilmember Green said the recent Peach Festival in town was something to be proud of and a source of pride for the town. He said he was concerned that he was notified of the Short-Term Rental court decision by reading it in the newspaper once he returned from vacation. He said he is also concerned about the town's ability to fine retroactively for violations that occurred for extended periods of time because of the decision. Mr. Gaskill said he did not feel there was an issue with the ordinance; Ms. Bohlen added it was the judge's opinion that the violations were no longer an issue because the activity had ceased. Councilmember Knerr said he thinks the town should pursue an appeal of the decision if possible.

Councilmember Green asked Mr. Gaskill if the Council should revisit the way in which email votes are taking place; Mr. Gaskill answered he disagreed with the Open Meetings Compliance Board's decision. He said the Board determined the email vote was a meeting because the Reply All feature was used despite there being no discussion among the group. He advised the Council to not select Reply All when responding to an email vote going forward.

5. Comments from the Mayor

Mayor Tyndall thanked all those who attended the Senate Field Hearing held at Town Hall on August 17, 2023; he said there were many tangible topics discussed and hopes to address some of them going forward. He said he had a meeting with the Secretary of Transportation regarding the town's consolidated transportation plan requests to discuss and review a pathway for getting some of the projects completed. He thanked Sara Gorfinkel for coordinating the Verizon Survey and said he shared the results with Verizon in hopes of improving cell service in town.

6. Comments from the Press – none.

7. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 6:29 PM.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Work Session
Monday, August 28, 2023

5:00 PM WORK SESSION – Berlin Town Hall Council Chambers

Present: Mayor Zack Tyndall, Vice-President Dean Burrell, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris.

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Economic and Community Development Director Ivy Wells, Finance Director Natalie Saleh, Planning Director David Engelhart, Public Works Director Jimmy Charles, Human Resources Director Kelsey Jensen, Administrative Assistant Kate Daub, and Executive Administrative Assistant Sara Gorfinkel.

Others Present: Palmer and Sandy Gillis

This meeting was broadcast live via Facebook. Mayor Tyndall called the meeting to order at approximately 5:00 PM.

1. Opening Statement:

Mayor Tyndall announced the purpose of the work session is to further review the Heron Park proposal and draft contract with Coastal Ventures Properties, LLC.

2. Discussion – Heron Park Proposal

a) Review Updated Appraisal

Ms. Jill Jeffrey and Ms. Kayla Miller were present on behalf of Opteon USA. Ms. Jeffrey explained that Opteon was given a set of parameters by the town to explore different development options for the Heron Park property. In 2022, Ms. Jeffrey stated that Opteon appraised parcel 57 as a 9.35-acre piece of land with an R1 zone; she clarified that the property was appraised for residential development. She continued by saying the data and comparables used in the appraisal looked specifically at what the property would be worth with R1 zoning and the permitted uses allowable under that zone. However, in 2023, Ms. Jeffrey said the town requested that Opteon reappraise the parcel as a B2 zone, which is commercial zoning in Berlin. She said they used the most comparable commercial sales as part of the appraisal and the main difference in the two appraisals were the change in zoning and change in market conditions; she confirmed these factors would account for the differences between the two values. Ms. Jeffrey said the value of the property as an R1 zone was \$800,000 and the value as a B2 zone was \$1.2 million.

Councilmember Green asked for clarity regarding the mention of extraordinary assumptions in the appraisal and read the section aloud. He asked if it is the

assumption that the demolition grant the town has been awarded will take the existing building down to grade. Ms. Jeffrey answered that when they do an appraisal for a municipality using Maryland Department of General Services guidelines, they would appraise it based on market value. She said market value is what a typical investor would pay to purchase property and said it was Opteon's belief that an investor would consider the cost to demolish the existing improvements in their offering price. She clarified that they can reasonably assume the town will use the \$500,000 grant to take away the existing improvements.

Councilmember Green shared his only concern with the appraisal is that the Council has been told they will not be able to demolish the whole building for \$500,000. Ms. Jeffrey acknowledged they are not construction experts, however, she said they base their findings on published sources and other materials from past assignments. She said it did not seem completely unreasonable to believe the entire building could be taken down for \$500,000.

Councilmember Orris asked to confirm there is no difference between the two appraisals apart from the hypothetical condition given that the property has been rezoned from R1 (Residence District) to B2 (Shopping District); Ms. Jeffrey confirmed. Councilmember Orris asked if Opteon felt the \$500,000 grant falls within the price range to demo the building; Ms. Jeffrey clarified that they referred to Marshall and Swift, a renowned cost estimator she said is used by all appraisers as well as construction and insurance companies and determined that the \$500,000 falls within the range of published sources.

Mayor Tyndall asked Planning Director David Engelhart to review the setbacks for B2 zoning. Mr. Engelhart said front setbacks are ten feet, rear setbacks are thirty-five feet, and the sides are zero. Mayor Tyndall asked to confirm the necessary parking space regulations; Mr. Engelhart said it is two hundred percent of the square footage of the area, adding it is a sliding scale based on the size of the area.

Councilmember Nichols asked if the Marshall and Swift data that was used to compare demolition costs was current; Ms. Jeffrey answered the information is updated regularly.

b) Review RFP Scoring Document

Mayor Tyndall reviewed the RFP scoring document included in the meeting packet and explained the RFP's submitted for the Heron Park project were graded using the outline provided.

c) Review Department of Housing and Community Development (DHCD) Grant Parameters

Mayor Tyndall noted that the DHCD grant parameters were included in the meeting packet and outlined the specifics of all the categories within the Strategic Demolition Fund. He confirmed the \$500,000 demolition grant came from this fund.

d) Review the updated contract for ONLY parcel 57

Mayor Tyndall reviewed the updated draft contract included in the meeting packet concerning the sale of parcel 57. He said he worked with Town Attorney David Gaskill and Town Administrator Mary Bohlen to consolidate the contract of sale for parcels 57, 410, and 191, adding that the focus of sale remained on parcel 57. Mayor Tyndall noted that a line item missing from the draft contract which should be included involved a right-of-way use that was retained for access to the back of the property. Mayor Tyndall also referenced line item II which noted that there are thirty-six sewer Equivalent Dwelling Units (EDUs) and 36 water EDUs associated with parcel 57. However, he stated that any unused sewer EDUs based on a twenty-four-month analysis which is already cited in the Town Code following the certificate of occupancy will revert to the Town of Berlin without further monetary consideration. Ms. Bohlen stated it was her recollection that the language pertaining to the right-of-way was included to make sure the town had access to the back of the property for the park.

e) Review the updated drawing with the Skatepark delineated

Mayor Tyndall said the delineated skatepark drawing in the meeting packet was included because the buyer agrees that parcel 410 shall be precluded from the sale.

Councilmember Orris asked Economic Community and Development Director Ivy Wells if she has heard any feedback from the businesses in town regarding how they feel about the Heron Park proposal. Ms. Wells answered there are mixed feelings from the downtown businesses. She reminded the Council that there are two-hundred forty total businesses in the town of Berlin. Ms. Wells continued by saying that she has spoken with Palmer and Sandy Gillis and they agree that any new business included in the new development should complement downtown.

Councilmember Orris returned to the topic of EDUs; he asked if any unused EDUs could be transferred to the other parcels should the group decide to sell parcel 57 only. Mayor Tyndall explained that the sewer EDUs conveyed with the sale of parcel 57 are non-transferrable for the buyer, however, he said any unused sewer EDUs are based on a 24-month analysis. He continued by saying at the end of the twenty-four months and full occupancy, any unused EDUS would revert to the town of Berlin with no additional cost to the buyer. Mayor Tyndall added that the buyer would be responsible for the water share of each one of the units. Councilmember Knerr said it is important to mention that the value of the units would total over \$421,000 which he said is a substantial amount of money.

Mayor Tyndall agreed but said they do not know what the uses of the property are going to be, and they can only guess how many of the units are going to transfer. He emphasized that he would like the Council to determine whether they want to move down the pathway with Coastal Ventures Properties or whether they would like to take a different course. Mayor Tyndall added there are ten months remaining on the

demolition grant timeline, which he said is not a lot of time; he said the town is almost past the needle.

Vice President Burrell asked Ms. Wells how she felt the limited uses defined in the contract would impact downtown; Ms. Wells said she has been involved in Economic Development for nearly twenty years, and in her experience, businesses do not like competition. She continued by saying she looks at it in a broader picture, adding that it gives residents and visitors more options to choose from. She said they have run out of space in the downtown area, which is why she believes it is important to add businesses to the new development that will complement the downtown.

Councilmember Green said it is important to have a buyer who is cognizant and aware of the things that will make the community better. He said he wholeheartedly embraces the concept of not hurting downtown, but said he favors the competition aspect. He stated he believes the addition of different options in town would help the community. Mayor Tyndall said he thinks diversifying the offerings the town has could go a long way; he said the two locations can exist together with the appropriate uses.

He asked the Council if there were any line items in the draft contract that needed to be adjusted or discussed further; Councilmember Orris said he could not answer that until he had had an opportunity to hear from Coastal Ventures Properties. Councilmember Green said he has already articulated that he prefers a mixed-use development, adding that precluding the property from residential use is an undue burden in his mind. Councilmember Orris echoed Councilmember Green's willingness to consider a B2 mixed-use development. Councilmember Nichols said she would like to see options that would complement downtown but said it is hard to predict the businesses that would be interested. Councilmember Knerr asked what the zoning designation would be for a true mixed-use property that included some townhomes, retail establishments, and restaurants; Mr. Engelhart said the town does not currently have any overlay district that would allow for that type of development. He said an amendment would need to be made to the zoning ordinance.

3. Discuss the sale price and future uses with Coastal Ventures Properties LLC. Mr. Palmer Gillis and Ms. Sandy Gillis were present on behalf of Coastal Ventures Properties, LLC. Mr. Gillis said he does not want the Council to lose sight of the demolition work the property will require. He said there are several structures in the area between the building and the lagoons, which is why he has budgeted another \$500,000 for the demolition. He said he questions whether the appraisal report took this into consideration. Mr. Gillis also referenced the 2022 appraisal which he said referenced an extraordinary assumption that the entire subject property was commercial or residential. Ms. Jeffrey answered that they had multiple scenarios in the appraisal, adding some scenarios were commercial and some were residential, so they did not parse it out in that statement.

Mr. Gillis said he spoke with Mr. Engelhart about the town's perspective on demolition costs. He acknowledged the question becomes risk tolerance and how risk tolerant the town is. Mr. Engelhart said the town believed the demolition costs would exceed \$1 million dollars to completely clear the site. Mr. Gillis said he estimates the demolition costs to be beyond the \$460,000 worth of the \$500,000 grant based on what he has seen and discussed with experts. Councilmember Green asked Mr. Gillis if his intention was to only take out the middle part of the existing building; Mr. Gillis said doing something by hand would cost more than demoing the whole building, adding that he does not know how to answer the question. He continued by saying he has had contractors on site and strongly believes the cost of demolition will far exceed the \$500,000 grant but said he is willing to take that risk.

Mr. Gillis commented that he believes the town may be at risk of losing the grant because the State is running out of money. He said he read an article in the paper that noted all the COVID relief funds and financial assistance funds are drying up; he urged the town to get clarity on the language in the grant because he believes it is very unlikely the town will see the sort of award again if it were to lose the funds or not meet the guidelines of the grant.

Councilmember Knerr said it has repeatedly been mentioned that the development restrictions have handicapped the planning and uses of the property; he asked Mr. Gillis how his concept would change should the restrictions be lifted. Mr. Gillis said the good news is that both appraisals validate everything he has been saying to the committee in that the restrictions put an impediment on the project. He said he believes the property value presented in the updated appraisal is reasonable if he were to be given a clear site and unlimited zoning. He reminded the Council that they have asked for municipal public parking for the park, adding he is under the assumption they would be providing that. Mayor Tyndall answered it is his understanding through subcommittee meetings that the parking delineated on the site plan would be open to the building as well as open for public use. Mr. Gillis said the conversation circles back to the uses of the property and the number of EDUs that will be needed.

Councilmember Knerr commented that he heard speculation the intent was to incorporate thirty new businesses as part of the project and asked to revisit the uses for clarity. Mr. Gillis apologized for misspeaking at a previous meeting and said the space they would be working with would not allow that to happen. Councilmember Knerr asked Mr. Gillis what type of businesses he would like to include. Mr. Gillis answered that his intent from day one was to do something great for the town, adding the second priority was to not lose money and hopefully make money; he asked the Council to provide him with a list of uses they would like to see included. Councilmember Orris asked if Mr. Gillis would hypothetically accept the value of the property outlined in the proposal for parcel 57 as is with EDUs, with no restrictions as a B2 zone; Mr. Gillis confirmed, however, he brought attention to the EDU factor in the current agreement that states he will revert any unused EDUs back to the town. He clarified that he cannot answer that until he knows what the uses will be.

Councilmember Orris said it was his understanding that whoever buys parcel 57 would be allotted thirty-six EDUs, adding that any unused EDUs will come back to the town per the Town Code. Ms. Bohlen answered it is not the case unless it is outlined in the contract. She said the town can reevaluate the use after a certain period of time, adding it is primarily intended to make sure that if EDUs were under-purchased, the town could require the owner of the property to buy more. Ms. Bohlen added that she is uncertain of whether the Town Code reads that they can take back unused EDUs. Mayor Tyndall said he believes the town cannot take back or reimburse for any unused EDUs unless it is written in the contract. Councilmember Knerr asked to clarify that it is in the current draft contract that any unused EDUs after a twenty-four-month period would revert back to the town. Mr. Gillis commented that twenty-four months is not enough time to evaluate the usage and said he sees it as a five-year project. Mayor Tyndall said he believes the discussion would be resolved once a site plan is agreed upon and a calculation is done to determine how many EDUs may be needed. Mr. Gillis shared that he is concerned the project will not be built out in twenty-four months; Ms. Bohlen answered the town would examine how many months of actual use will be needed to make a determination.

Vice President Burrell asked what Mr. Gillis's proposal would look like should all limitations be removed. Mr. Gillis answered that at one time the sale included parcels 57, 410, and 191, adding that it now only includes parcel 57 and the amount of space they will have remaining will limit their options. Vice President Burrell asked what the proposal would look like if more land was available other than what is provided under parcel 57; Mr. Gillis said he believed he had presented a proposal that was not part of the discussion as it had limitations and did not include housing.

Ms. Sandy Gillis asked Ms. Jeffrey to clarify the meaning of a sentence in the appraisal that noted there is an extraordinary assumption the land will be cleared of all existing improvements; she asked if it implies the land will be entirely cleared for the \$1.2 million beyond the demolition grant funds. Ms. Jeffrey answered that they believe all of the building will be gone. Ms. Gillis asked if it means the land will be worth \$1.2 million once the demolition of all of parcel 57 is complete; Ms. Jeffrey confirmed.

Public Works Director Jimmy Charles stated that the town would need to further explore the possibility of obtaining EDUs should a new Public Works facility be added to parcel 410. Finance Director Natalie Saleh confirmed that any developer would be required to purchase water EDUs because water cannot go without sewer.

Vice President Burrell asked if they should move forward with proceeding with the project if the Council does not know what it wants; he said they have not decided on it and questioned if they should be having discussions without knowing what the community wants. Mayor Tyndall said the town is against the needle regarding timeline; he clarified that the town has ten months remaining on the grant and it would require several months of creating scopes of demolition work which also requires going to bid before any work can be done. Ms. Wells shared that it is crucial the town stays within

the guidelines concerning what they wanted to accomplish with the grant. Mayor Tyndall asked Ms. Wells if she felt the town would be granted an extension on expending the grant funds awarded; Ms. Wells answered the likelihood is very low. Councilmember Nichols emphasized that the town is not at risk of losing the grant if funds are used within the remaining ten months, adding that the grant is not affected by whether the town chooses to move forward with Coastal Ventures Properties.

Councilmember Orris said he is very concerned the town will get into a position where it cannot do anything to demo the existing building; he said he does not believe the town is in a position financially to take on what the project will require. He said he would not be comfortable with telling residents that money needed to come out of reserves or the general fund to cover the cost. He continued by saying the town has a possible opportunity to rid itself of the environmental and demo issues and thinks the Council should strongly consider the proposal that has been presented by Coastal Ventures Properties.

A lengthy discussion followed regarding a breakdown of line items in the proposed draft contract included in the meeting packet with Coastal Ventures Properties. As part of the discussion, Mr. Gaskill noted that any reference to a right-of-way should be included in line item 2A and written as all parties shall agree to the site plan to limit real property to include a right-of-way or right-of-way easement for public access and easement for a public park. Mayor Tyndall said he is not hearing a consensus to include a roadbed in the site plan; the Council agreed a roadbed should not be included. Mr. Gillis asked to note for reference purposes that in the negotiation process the buyer would be incurring all settlement costs.

4. Discuss how we will move forward with expending DHCD Strategic Demolition Funds
Vice President Burrell asked for clarification regarding the difference in timelines between the town moving forward with the demolition versus Coastal Ventures Properties taking on that portion of the project. Mayor Tyndall explained the pathways are different which would mean there are two separate RFPs that need to be created. He added that a decision on whether the town wants to pursue the draft contract with Coastal Ventures Properties or whether the town goes in its own direction is needed by the end of the Regular Session meeting. Ms. Bohlen clarified the Council must decide whether to proceed with the demolition on its own or try to consider what the future planned development is and proceed with the demolition taking a site plan into consideration.

5. Comments from the Public

Mayor Tyndall opened the work session meeting to public comment at 7:09 PM.

Mr. Jack Burbage of Main Street distributed a handout to the Mayor and Council which outlined an alternative site plan for the Heron Park property. He said he took Mr. Gillis's plan into consideration and came up with a new layout with a focus on not hurting downtown Berlin. He said his plan would include affordable housing and consisted of fifty-nine units that would be individually sold. After providing a brief description of his

recommendations, Mr. Burbage said he believes his idea would work into Mr. Gillis's proposal perfectly.

Resident Marie Velong of West Street said she feels Mr. Burbage's plan is the best she has heard of for the property. She said the fact the town would be resolving its debt is much more than what it would be getting with Mr. Gillis's proposal. She said she thinks it is silly to believe the new development would not compete with downtown. Ms. Velong added that she does not like the idea that the town would be conveying sewer EDUs without a cost and said she thinks the objection to the inclusion of residential units was blown out of proportion. She said she does not understand why the property was never re-parceled.

Ms. Shelby Tomlinson of Forest Lane disclosed that she is affiliated with Coastal Ventures Properties. She said the timeline the project is up against is challenging given the demolition grant deadline. She shared that there are a lot of commonalities between the proposed project and the new shopping center project in Seaford, Delaware, adding it took twelve months from the date of settlement for demolition to begin. Ms. Tomlinson said she believes Coastal Ventures Properties has a symbiotic relationship with everything the town wants and said one of the biggest things she has heard is that the town cannot afford to put its new Public Works facility anywhere else; she asked that the Mayor and Council take her points into consideration.

Resident Connie Pena of Powell Circle said the discussion of the debt has dropped off and believes the elected body is responsible for making the best financial decisions for the town. However, she said there is nothing in the current contract that binds the town to that.

Resident Ron Cascio of Walnut Hill questioned how it would be possible to restrict the types of restaurants that were to come into the new development. He said he believes the cost of the EDUs should be added to the value of the appraisal and the purchaser should be required to pay for the fees. Mr. Cascio said he sees a lot of confusion and lack of understanding about what the town wants and suggested it would be best to stop negotiations to determine what the town wants on the site.

Following no further comments from the public, Mayor Tyndall adjourned the work session meeting at approximately 7:32 PM.

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, August 28, 2023

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

Present: Mayor Zackery Tyndall, Vice President Dean Burrell, Councilmembers Steve Green, Jay Knerr, Jack Orris, and Shaneka Nichols.

Staff Present: Town Administrator Mary Bohlen, Economic & Community Development Director Ivy Wells, Electric Utility Director Tim Lawrence, Finance Director Natalie Saleh, Planning Director David Englehart, Public Works Director Jimmy Charles, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Administrative Assistant Kate Daub, and Executive Administrative Assistant Sara Gorfinkel.

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 7:40 PM.

1. Consent Agenda:

A) Approval of Minutes for:

1. Work Session of 7.24.23
2. Regular Session of 7.24.23

Councilmember Orris noted a spelling error on page six of the Regular Session minutes of July 24, 2023; he said Councilmember Knerr's name is spelled incorrectly.

On the motion of Councilmember Orris, second by Councilmember Nichols, the Consent Agenda with corrections was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

2. Presentation: Business, Economic, and Community Outreach Network (BEACON) Strategic Plan

Present at the meeting on behalf of BEACON were Associate Director Ms. Jessica Iacona and Director Mr. John Hickman. Mayor Tyndall noted that the town has an outdated strategic plan dating back to 2018. He said the Council has recognized the need for and importance of a strategic plan for the town, adding that funding has been placed in the ARPA Spending Plan. He explained that the BEACON proposal was included in the meeting packet and is an action item on the agenda that falls within the available funds of the ARPA Spending Plan. Mayor Tyndall said a strategic plan would help the town get closer to aligning its spending

for strategic outcomes or get closer to the Government Finance Officers Association's (GFOA) Distinguished Budget Award.

Mr. Hickman shared that BEACON has been a research entity of the Business School at Salisbury University for over thirty years and said the program has performed a range of strategic planning projects for community entities, businesses, and municipalities during that time. He clarified that the purpose of a strategic plan is to look at the strengths, weaknesses, and opportunities the town faces, as well as what strategies the town can implement to address them. Mr. Hickman said it is important to be able to set a way of measuring progress and the process they have proposed is a three-part process that includes a feedback group for the Council.

He continued by saying they cast a wide net for views as part of their research approach, which would be made up of a survey of town citizens, key informant calls, and interviews with the Council and Department Heads to better understand what their focus is and what their pressure points are. He said they understand complying with open meeting laws and make it part of the phasing process. Mr. Hickman estimated that each of the three phases will take two to three months to complete; he acknowledged there will be some holiday interruptions during that time, however, he said their goal is to stay on a two to three-month schedule per phase and said they will do their best to keep on pace.

Councilmember Orris asked what a constituent stakeholder would be considered, which he says is noted in the Phase Two portion of the BEACON proposal. Mayor Tyndall answered that the classification of the constituent group has not been determined, adding they believed stakeholders could include industry leaders in the medical field, education, and faith-based groups. Mr. Hickman added that stakeholders can also include members of the nonprofit sector, Public Safety, and the Chamber of Commerce; he emphasized that it is important to include voices that will offer a good representation of the town. Councilmember Orris asked where residents would fit into the proposal; Mr. Hickman said they would be represented through the constituent groups. Ms. Iacona added that residents are also asked to complete the survey. Mr. Hickman suggested sending out the survey to residents who receive utility bills electronically; Town Administrator Mary Bohlen clarified that the town does not have an email address for every utility customer. She said they can include a paper survey along with utility bills sent through regular mail.

Councilmember Orris asked if line item eight in Phase Two could include members of the Council to develop a subgroup; he said it is important to have all council members involved with this type of plan. Mayor Tyndall confirmed it would be possible. Councilmember Orris asked if the project should have been put out as a Request for Proposal; he said he does not want a project like the town's strategic plan to be a graduate study project. Mr. Hickman responded by saying it would not be a graduate study project. He confirmed graduate students will be involved in the process and are part of the labor force, however, he said they will not be driving the project.

Mayor Tyndall asked for further clarification regarding the projected fees and payment schedule for the study; he said a study would ordinarily cost \$40,000. Ms. Bohlen commented that she may have made an error in the motion when listing the cost breakdown. Mayor Tyndall confirmed the cost of each phase is \$9,300. Mr. Hickman added that their ability to offer the project at that rate is because part of their labor force is graduate students. Ms. Iacona made the Council aware there are three full-time staff members plus faculty who are working on the projects. She said the graduate assistants are acting as the individuals who may take the surveys and compile data.

Councilmember Green said he likes the aftercare aspect of the deliverable; he said he knows of a few governments that have the strategic plan before them at meetings and their agendas are coded to what line item it is. He asked if this feature is one that BEACON incorporates into their deliverable. Mr. Hickman stated the deliverable may be one sheet that has the main points listed and gives five to six strategic initiatives, which he said can be tracked to action items on an agenda. Councilmember Green asked to confirm what six months of aftercare would look like; Mr. Hickman answered they would check in with the town after five to six months to make sure the plan was on track. He said the goal is to ensure the town will not need their maintenance as part of the plan.

Councilmember Knerr asked Mr. Hickman to explain what on-campus engagement would entail. Mr. Hickman explained that they often ask for a member of the Council or a Department Head to share the experience of executing the plan with a business class at the university. He said it allows students the opportunity to see how a plan may be implemented.

Mayor Tyndall asked how BEACON handles the payment made for the study. Mr. Hickman said it transactionally goes to Salisbury University and then into the BEACON account. Councilmember Knerr asked what would happen if the town did not address all three phases of the study. Mayor Tyndall answered they have segmented it out to meet the needs of the town for streamlining the project. Ms. Bohlen added that page nineteen of the proposal states that Phases Two and Three would come into play if it becomes appropriate.

3. Item(s) For Approval:

a) Motion 2023-31: BEACON Strategic Plan

Ms. Bohlen made the Council aware that she will need to amend the motion and clarified it should read the motion to approve Phase One of the proposed strategic plan in the amount of \$9,300.

On the motion of Councilmember Orris, second by Vice President Burrell, Motion 2023-31: BEACON Strategic Plan as amended was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

b) Special Event Permit Application: Taylor House Museum Event

Dr. Melissa Reid was present at the meeting on behalf of the Taylor House Museum. She said the Special Event Permit Application submitted is for a continuation of a Sunday Evening at the Museum event that was held in July 2023. She added that bad weather had come through the night of the original event and the band scheduled to perform said they would like to come back.

On the motion of Councilmember Green, second by Councilmember Nichols, the Special Event Permit Application: Taylor House Museum Event on Sunday, September 24, 2023, from 6 PM to 7:30 PM was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

Councilmember Orris disclosed he serves on the Board of the Taylor House Museum and said he does not get any monetary compensation out of the event.

Dr. Reid said she was supposed to submit paperwork for a different event they are hoping to have on the lawn at the museum in October; she said she thought she attached the paperwork for the event when she submitted the application included in the meeting packet. She asked for permission to present the event at the meeting and provided a copy of the new application to Ms. Bohlen for review.

Dr. Reid said the request is to hold a fundraising event that would take the place of Harvest Homecoming; she said it is a cornhole tournament on Saturday, October 21, 2023, from 1 PM to 4 PM. Ms. Bohlen asked if there would be live music; Dr. Reid confirmed there would be no live music. Ms. Bohlen noted that a page of the Special One-Day Permit application was left blank; Dr. Reid apologized and said she would resubmit the application the following day. Public Works Director Jimmy Charles asked if additional trash cans would be needed; Dr. Reid answered they did not need trash cans but said they would need porta-potties.

Mayor Tyndall requested to assign a new motion number to the new Special Event Application, which he noted would be Motion 2023-36.

On the motion of Councilmember Knerr, second by Councilmember Nichols, the Special Event Permit Application: Taylor House Museum Event on Saturday, October 24, 2023, from 1 PM to 4 PM was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

c) Motion 2023-33: Appointment of Board, Commission & Committee Members

Mayor Tyndall reviewed his recommendations for appointments to fill the vacant positions within the Town of Berlin Boards, Commissions, and Committees.

Councilmember Nichols asked if all boards, commissions, and committees would be at capacity with the appointments; Mayor Tyndall said there would still be vacancies, however, he said his office would send out a revised list of the vacant positions once the current recommendations are approved.

Councilmember Knerr asked Mayor Tyndall to explain the appointment process; Mayor Tyndall said the Town Charter states the Mayor is to make the appointment recommendation to the Council for approval. He said that when he took office in 2020, he implemented a new process that anyone living in town limits can apply for a vacant position, at which time the applicant is brought in for an interview. He said he discussed the applicant pool with the appropriate staff members involved with the interview process to come to a formal recommendation.

Councilmember Orris asked if the applicants who are not selected for an appointment are notified of the decision and if they are offered a different position; Mayor Tyndall said he may consider applicants for a different appointment than the one applied for given the outcome of the interview.

Vice President Burrell shared that a town citizen expressed their concern about the diversity among the groups; Mayor Tyndall said they are equal opportunity and do not discriminate against any individual. Mayor's Executive Assistant Sara Gorfinkel confirmed that all individuals who applied for a vacant position were asked to interview. Ms. Bohlen acknowledged they are limited to who applies.

Councilmember Green asked if the assigned terms were the applicant's personal choice; Mayor Tyndall answered there are three different term options outlined in the town code. He continued by saying Mr. Mike Wiley and Ms. Sarah Hooper of the Parks Commission said they did not want to continue for a three-year term, adding they shared their desire to help with succession planning for their potential replacements. Councilmember Nichols asked if there was a fostering of possible replacements when a member decides to step down or if it is determined through the application phase; Mayor Tyndall answered if a current member volunteers the information that they are looking to step down they will try to work with them on succession planning.

Councilmember Orris indicated the motion noted the wrong calendar year and should be listed as 2023.

On the motion of Councilmember Orris, second by Councilmember Green, Motion 2023-33: Appointment of Board, Commission & Committee Members was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

Councilmember Orris stated some acting committees are newly formed and not included in the town code; he asked if the assigned terms can be re-evaluated so that they can be staggered in the future as well as increase the number of positions available within each group. Ms. Bohlen said most of the code speaks to staggering terms, however, she acknowledged that some may have gotten off track. She added that the Board of Elections needs a new member to fill one vacancy. Councilmember Green asked if there was a stipend for serving on the Board of Elections; Ms. Bohlen confirmed. Mayor Tyndall suggested they add the stipend information to the town website.

d) Motion 2023-34: FirstNet Contract

Mayor Tyndall explained that he has explored transitioning to town-owned cellular devices in an effort to protect town employees' privacy and increase the availability of public information. He said he met with AT&T FirstNet, which is a communication network built for first responders and critical infrastructure personnel and provides backups to stay connected during planned events and in emergency situations.

He continued by reviewing the staff report he prepared and included in the meeting packet; he said the devices that town staff has agreed upon include push-to-talk capabilities that can integrate with Worcester County Emergency Services county-wide radio system. He added that the integration of push-to-talk capabilities will increase the town of Berlin's emergency preparedness, increase communication within operational departments, and allow staff to communicate with mutual aid agencies during disasters. Using federal and state contracts such as the one presented with AT&T FirstNet, Mayor Tyndall said the town of Berlin would be able to acquire Sonim XP10 devices at \$0.99 per device. He stated that within the adopted Fiscal Year 2024 budget, the town of Berlin is reimbursing seventy-two employees for town business on private devices; he noted that he anticipates the town will need to acquire sixty-two town-owned devices with AT&T FirstNet and fifty-four of them will be equipped with push-to-talk capabilities. After outlining the additional capabilities and features of the devices, Mayor Tyndall said the town anticipates a net savings of \$5,600 per year across all the funds.

As the review continued, Mayor Tyndall noted an error in the second bullet point under option three of his report. He said the amount for the Vocality Interoperability Box, as well as the cables, power source, and licensing fee that would be needed costs \$12,050. He clarified that the box would eliminate the need for the town of Berlin to acquire radios. Vice President Burrell asked which employees would require integrating with County Emergency Services; Mayor Tyndall answered all employees under Public Works, Electric, Water, and the Police Department would have one device at dispatch. Councilmember Green asked if the phones would have email capability; Mayor Tyndall confirmed. Vice President Burrell asked if he would be expected to carry two cell phones; Mayor Tyndall said the calls from the town device could be forwarded to his personal cell phone. Councilmember Orris asked for clarity regarding the timeline of the transition; Mayor Tyndall said he hopes to have AT&T on site to assist with the setup of new devices in the second week of September.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2023-34: FirstNet Contract Option Three as amended was approved by the following vote:

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

Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

Ms. Bohlen stated that the FirstNet system came about following September 11th; she said the federal government indicated they felt the need for a nationwide emergency cellular system, and they put it out to bid. She noted that FirstNet AT&T won the bid and has developed very specific parameters, adding the system is very regulated.

Councilmember Knerr asked if there have been any connectivity issues reported with AT&T; Mayor Tyndall said AT&T has very good service in the county.

e) Motion 2023-35: Speed Camera Contract

Police Chief Arnold Downing reported the proposed contract is with RedSpeed USA. He said RedSpeed's technology is different than most other companies because they use video versus camera photos. He said this will allow them to capture more than just speed violations. Chief Downing highlighted RedSpeed's payment structure by saying they issue a payment of \$14 to the vendor and \$26 on each citation, adding that citation fees are set by the State and the town cannot change those fees. He said the Police Department must have an authorized officer that is trained to review all violations and the department will be responsible for executing all citations that are sent out. Chief Downing added that RedSpeed will fix any operational problems with the equipment other than issues caused by the department's negligence. He continued by saying the site locations for the cameras must be mutually agreed upon between the town and RedSpeed; he said the sites have to be maintained for one year unless they mutually agree a location is not appropriate at which time they can choose another site.

Councilmember Green said it is his understanding that RedSpeed has not done a site analysis yet; Chief Downing answered they will not do one until a contract is signed. Councilmember Green asked if there was a possibility that RedSpeed would not want to do business with the town should they find there is not enough opportunity to fine speeders. Chief Downing said RedSpeed is aware of the number of schools within the town of Berlin and does not foresee it being a concern.

Councilmember Knerr asked what would happen in the event a person contests a charge and wants to go to court; Chief Downing said RedSpeed calibrates the machine and will go to court to defend its technology. Mayor Tyndall asked if the contract includes the kiosk that allows people to pay their citations; Chief Downing stated that RedSpeed will determine if a kiosk is needed but said customer service can take payment.

Councilmember Orris asked for further clarification on the collection of delinquent payments that will be the sole responsibility and expense of the municipality; Chief Downing answered that nothing will be sent to a collection agency. He said once flagged, the Maryland Motor Vehicle Administration (MVA) is notified, and they will not renew the tags. Vice President Burrell asked if a person would be required to come to Town Hall to pay the fine; Chief Downing confirmed.

Mr. Gaskill said he has read through the contract several times and does not see any problems with it from a legal standpoint.

On the motion of Councilmember Green, second by Councilmember Nichols, Motion 2023-35 Speed Camera Contract with RedSpeed USA was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

f) Motion 2023-XX: Employee Handbook Section 6 and 7, Review and Approval

Human Resources Director Kelsey Jensen reviewed the changes made to Sections 6 and 7 of the Employee Handbook. She said the way in which the town currently handles Worker Compensation claims is not practical, adding it has been done on a case-by-case basis in the past. She said they have worked hard to make the process less confusing. She said they removed the section about the state employee credit union; she said employees can make a direct deposit to any bank. Ms. Jensen said they clarified the vacation buyback policy, stating that employees must submit their buybacks by May 15th. She continued by saying she would like to implement the Maryland State Sick and Safe Leave Act, which would award employees forty hours of sick leave at the beginning of each year. She shared that she manually calculates hours, particularly for part-time staff and the State's policy would make it easier.

Councilmember Orris asked if employees are required to provide a doctor's note if they were to leave work for a medical appointment; Ms. Jensen said notes are only required if an employee misses three consecutive days of work. Councilmember Knerr asked if the line should be omitted from the handbook that states sick leave may be accrued and transferred over from year to year; Ms. Jensen said full-time employees are able to roll the time over as much as they want because it goes into their Maryland State Retirement. Ms. Bohlen added that employees do not get paid out for sick leave.

Ms. Jensen highlighted a change in Section 7 of the handbook and said it currently reads any disciplinary action can be removed from an employee's file after six months. She disputed the length of time listed and said it needs to be longer than a year, adding she would recommend that files be kept for two years. Mayor Tyndall said they can amend the length of time when the motion is made. Lastly, Ms. Jensen noted that they revised the Retirement notification policy which now requires employees to notify their department of their decision to retire at the time they file.

On the motion of Councilmember Nichols, second by Councilmember Knerr, Motion 2023-XX: Employee Handbook, Sections 6 & 7 with amendments was approved by the following vote:

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

Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

g) (Placeholder) Work Session Items Needing Approval by the Mayor and Council

Ms. Bohlen said she is very concerned about the timeline they are up against to expend the Demolition Grant funds, adding ten months is not a lot of time. Mayor Tyndall said he believes the decision that must be made is whether the town should move forward with the demolition of the building or whether the town has a partner involved with the plan to do it in a strategic way. Ms. Bohlen said she is not confident the town will be guaranteed that the State is going to extend the timeline of the grant and said the town would be bound by a contract should it enter one for the demolition.

A lengthy debate followed regarding whether to move forward with the proposed Coastal Ventures Properties contract. Councilmember Knerr stated he could not support a contract that would mean the town gives up \$400,000 worth of EDUs. Councilmember Green said the cost of thirty-six EDUs at the rate that has been stipulated is \$441,000. He said the water EDUs at the rate that has been stipulated is \$159,000 and clarified that they are talking about a difference of roughly \$281,736. He shared that the amount the town may be giving up is worth it to him considering the risk of the property and the demolition, adding he does not see parcel 57 as a land of opportunity for the Town of Berlin. Vice President Burrell stated he does not want to move forward with Coastal Ventures Properties and said Mr. Gillis would be getting \$400,000 of EDUs and half a million dollars of grant funding. He said he believed the town would be giving the property away. Councilmember Knerr echoed Vice President Burrell's comment and said he does not want to move forward.

Councilmember Nichols said she feels Mr. Gillis is very intelligent and knows what he wants; she said she does not want to agree to the proposed contract. Mayor Tyndall acknowledged there were three members of the Council in opposition and asked how to move forward with the action item; he asked to confirm that those in opposition do not want to continue with the contract with Coastal Ventures Properties.

Councilmember Nichols confirmed. She recommended that the town pursue the demolition and start with the back of the building in hopes the cost would fit within the parameters of the available grant funding. Councilmember Orris said he sees nothing but the risk associated with the property and would not feel comfortable taking money out of reserves the town has worked hard to establish.

Councilmember Green said he does not agree with the direction of the discussion and said he feels they have violated the extended negotiation agreement by entertaining bids and thoughts from the competing developer. He said the process has been disturbing from the very beginning and feels like they are back to where they started when the town purchased the property in 2016. Vice President Burrell said he hopes the next time the town goes to bid or a proposal for the property the town knows what it wants to do.

On the motion of Vice President Burrell, second by Councilmember Nichols, motion to end negotiations with Coastal Ventures Properties, LLC, and proceed with the Demolition Grant to the fullest extent for parcel 57 was approved by the following vote:

Name	Counted toward Quorum	
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	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green		X			
Jack Orris		X			
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	3	2			

Resident Mary Hedlesky asked if the parameters noted in the guidelines of the grant mean the town must have a plan of use in effect for the property or if it can use the demo grant and leave the parcel underdeveloped. Mayor Tyndall said Ms. Hedlesky interpreted the information accurately. Vice President Burrell said Mr. Gillis would be under the same timeframe as the town regarding the grant. Councilmember Orris said according to the guidelines of the grant the town applied for, the town is not following the guidelines it agreed to. Councilmember Nichols said the town applied for the grant to make the space economically viable for either sale or park use. Councilmember Orris stated the town should get every single dollar it can for the property to close the debt and move forward.

4. Discussion: Council Chambers Audio & Visual Upgrade

Ms. Bohlen said many communities use a program called Granicus for audio and visual equipment. She said the system is robust and user-friendly, however, she said the town was quoted \$84,000 for the equipment, adding the annual subscription is roughly \$51,000. Ms. Bohlen continued by saying Granicus is willing to come on-site to provide a demonstration of their system at which time they can consider trimming out certain features that may not be needed but said eliminating a camera or two will not drastically change the price. Councilmember Orris said he feels it is a little too much compared to what he had in mind for the upgrade. Mayor Tyndall said he would like to explore other alternatives and the possibility of getting a fixed-point camera to clean up the line of view and tie in with the audio system.

5. PJM Quarterly Report

Electric Utility Director Tim Lawrence presented the quarterly report for PJM activities from April through June 2023. He noted the total energy sold (kWh) was \$9,149,820 and the AMP bill was a total of \$437,325. He said the PJM ARR Credit, which he clarified is a credit that goes back to the town is \$54,006. To conclude, Mr. Lawrence reported that the total power cost for the three months was \$657,255 and the cost per kWh sold was \$.07183.

6. Reports: Town Administrator's Report, Departmental Reports – none.

7. Comments from the Public – none.

8. Comments from the Council

Vice President Burrell asked to correct a statement he made earlier in the meeting by saying he thinks they should let the Heron Park property sit until the town decides what it wants to do with it.

Councilmember Orris clarified that Vice President Burrell's motion regarding Heron Park was to cease contract talks with Coastal Ventures Properties and move forward with the RFP for demolition; he confirmed his no vote was in opposition to cease talks, however, he said he supports moving forward with an RFP for demolition. Councilmember Green echoed Councilmember Orris's comment.

9. Comments from the Mayor

Mayor Tyndall said despite sharing different views regarding how to proceed with Heron Park he does not want anyone to believe the town will not move forward with demolition to the best of its ability within the parameters of the grant. He said the next Mayor and Council meeting will be business-professional attire and provided a reminder that most town offices will be closed on Monday, September 4, 2023, for Labor Day. He thanked Councilmember Knerr and Mayor's Executive Assistant Sara Gorfinkel for coordinating the new Town of Berlin flag that is flying at the War Memorial and hanging in the Council Chambers.

Mayor Tyndall presented the Council with a letter he wrote to the Humphreys Foundation requesting funding for the skatepark project.

On the motion of Vice President Burrell, second by Councilmember Orris, motion to approve Mayor Tyndall's letter to the Humphrey's Foundation requesting funding for the Berlin Skatepark was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

10. Comments from the Press – none.

11. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 9:55 PM.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

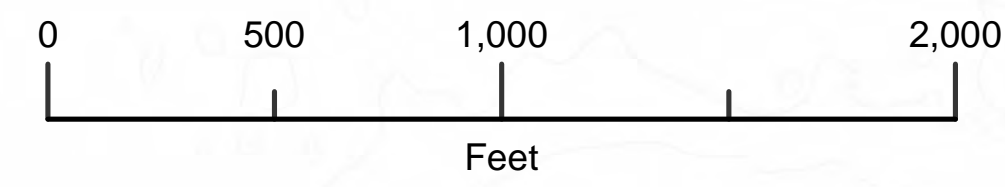
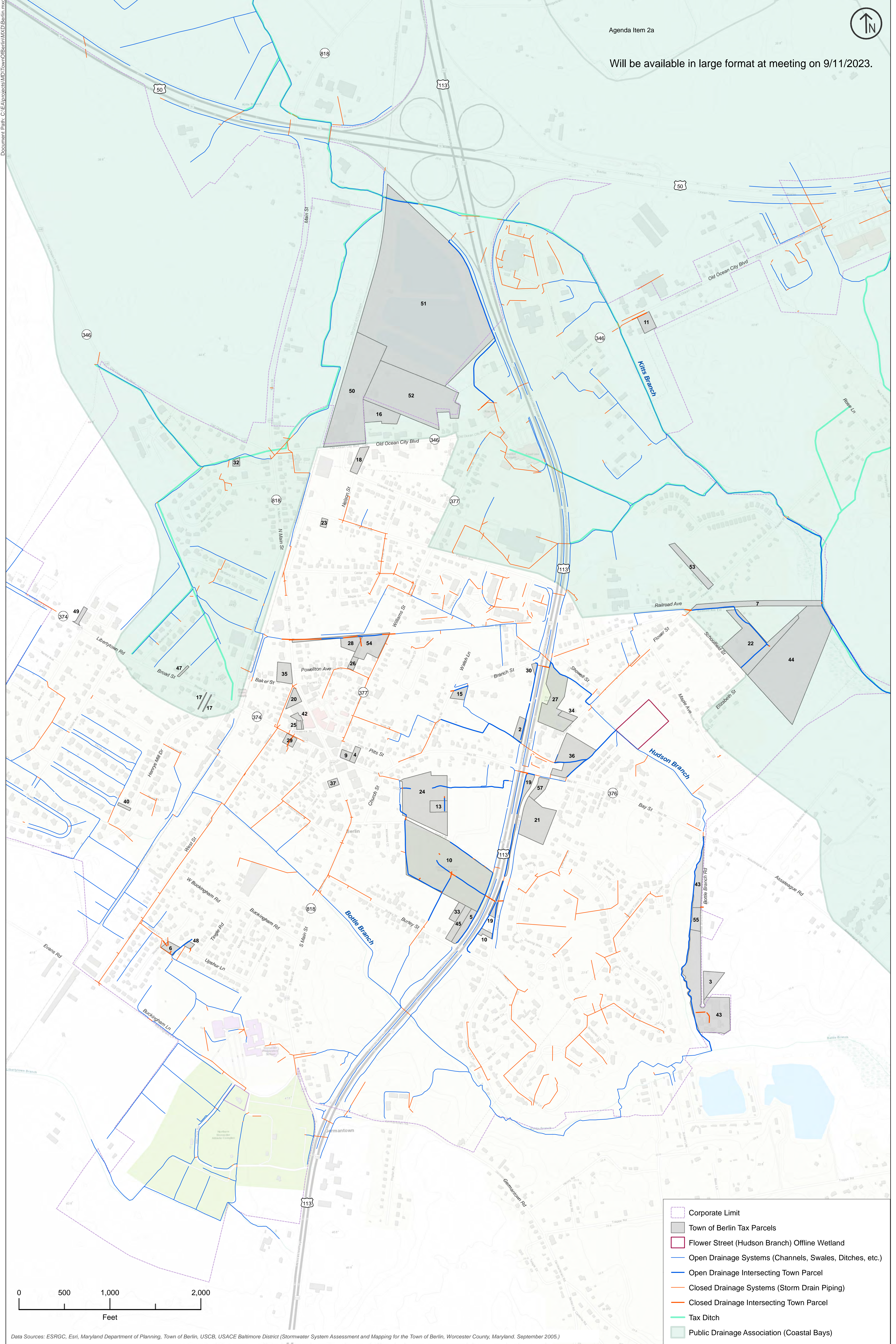
Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant



Will be available in large format at meeting on 9/11/2023.



Data Sources: ESRCG, Esri, Maryland Department of Planning, Town of Berlin, USCB, USACE Baltimore District (Stormwater System Assessment and Mapping for the Town of Berlin, Worcester County, Maryland. September 2005.)

- Corporate Limit
- Town of Berlin Tax Parcels
- Flower Street (Hudson Branch) Offline Wetland
- Open Drainage Systems (Channels, Swales, Ditches, etc.)
- Open Drainage Intersecting Town Parcel
- Closed Drainage Systems (Storm Drain Piping)
- Closed Drainage Intersecting Town Parcel
- Tax Ditch
- Public Drainage Association (Coastal Bays)



TOWN OF BERLIN, MARYLAND

September 6, 2023

Councilmembers Burrell, Knerr, and Nichols:

We respectfully request that you reconsider your vote to end the negotiations with Coastal Ventures Properties (CVP) regarding the sale of Parcel 57 at Heron Park. During our Work Session meeting on Monday, August 28th, the majority of the Council reached a consensus on the draft contract. Following the meeting, at least one of you reached out to the Mayor's Office to express the items you would like to see in a future contract and stated that you would be interested in reexploring the potential sale of Parcel 57 to CVP. Attached to this letter is a draft contract with incorporated discussion points from our Work Session. We have also included a summary of the changes listed below:

- The sale price reflects the most recent appraised value of Parcel 57 (\$1,200,000.00)
- Item 2.c. indicates that Parcel 57 will have a rear setback in perpetuity to protect the feeling of the walking path around the lagoons. It also states that a residential component will be incorporated into the redevelopment of the property.
- Item 2.f. includes the transfer of two (2) sewer EDUs from Parcel 57 to Parcel 410 (one sewer EDU) and Parcel 191 (one sewer EDU).
- Item 2.g. states that thirty-four (34) sewer EDUs will convey with the sale and that the buyer will be responsible for the purchase of any additional EDUs.

We also ask you to re-evaluate the risk that the Town of Berlin is taking on by moving forward with the demolition ourselves. The engineers from DBF have been on-site to evaluate the building following our meeting on August 28th to begin preparing documents to take the demolition of the building to bid. DBF believes that it is "unlikely" that the Town will be able to demolish the entire building. DBF also believes that the Town "will have to spend money to secure and stabilize" the remaining portion of the building if the entire demolition cannot be accomplished with the available funding.

Additionally, it is difficult to pinpoint precisely where the demolition will end if the cost to demo exceeds the available grant funding. DBF will work with the awarded demolition contractor to try and maintain the "more robust buildings" so "collateral damage is minimized," however, there could be an additional cost to the Town if something does not go as planned.

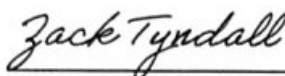
We believe that the Town of Berlin is not in a financial position to take on these potential additional costs and caution the Council that there may be unknown issues that arise during the

demolition that the Town would have to resolve immediately, potentially further eroding our available reserve funds.

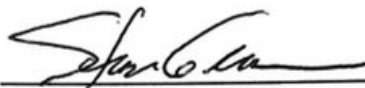
In addition to the attached draft contract, we have asked CVP to provide a conceptual drawing showing the items we discussed during our Work Session on Monday, August 28th. This information from CVP is included as an attachment to this letter.

We respect the decision of the Council. However, since at least one of you have expressed a willingness to reconsider your position to the Mayor, we would be remiss if we did not bring this information to your attention again.

Respectfully,



Zack Tyndall, Mayor



Steve Green, Councilmember



Jack Orris, Councilmember

CC: Mary Bohlen, Town Administrator



Contract under review
by legal counsel
and will be uploaded upon approval.

September 5, 2023

Town of Berlin – Heron Park. Conceptual uses.

BUILDING A :

1. Up to 7,500 square feet of restaurant(s) eateries.
2. Professional offices. Medical offices.,
3. Retail is mostly limited to ancillary use. Such as tee shirts for restaurants or skin care products for an Estheticians office.
4. Other retail users that are not competing with the Downtown Merchants. Skate shop, bike shop, garden center (could be in B). Made in Worcester County/Berlin.

BUILDING B:

1. Large scale users
2. Warehouse/storage/ministorage.
3. Central kitchen/event space/activities space.
4. Brewery, but not included in the restaurant square footage.
5. Light residential. Considering 2 to 10 units with first floor entrance. (First floor is raised due to the building being loading dock height). This is shown in red hash marked area on the east side of building B.

NOTE:

1. Please understand that these are conceptual uses.
2. We will provide a right of way and parking for the Lagoon/Heron Park area for community use.





MOTION OF THE MAYOR AND COUNCIL 2023-37

A Motion of the Mayor and Council of the Town of Berlin to approve a NAMING POLICY for Town buildings, facilities, and more.

Approved this _____ day of _____, 2023 by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of _____ to _____ Opposed, with _____ Abstaining and _____ absent.

Dean Burrell Sr., Vice President of the Council

Approved this _____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



TOWN OF BERLIN POLICY NAMING AND RE-NAMING PUBLIC FACILITIES

SECTION 1 - Purpose

The purpose of this policy is to provide criteria for the Town of Berlin to use when it wishes to confer a specific name on a Town owned property.

SECTION 2 - Scope

1. This policy applies to Town of Berlin:
 - A. Structures
 - B. Real property, including open space, parks, and recreational facilities
2. The process and criteria included in this policy do not apply to the following:
 - A. Town buildings
 - B. Historically registered properties for which a name has been indicated on a nomination form and accepted for use on a historic register
 - C. Public art installations that have been commissioned with a title that serves as the name of the piece
 - D. Town, County, State, or Federal roads and highways.

SECTION 3 - Procedures for Considering Names

1. Individuals or organizations may request a name for an existing facility by submitting a written request to the Town Administrator. Staff will review the request for consistency with this policy and if it is consistent, will process the consideration in accordance with the procedures contained herein.
2. To develop a broad array of ideas and to encourage community participation in the naming process, the Mayor and Council shall direct the Town Administrator to publicly solicit ideas for naming new facilities as soon as practical in the development or purchase process.
3. The Town Administrator shall:
 - A. Review existing facility names to avoid duplication, confusion, or inappropriateness.
 - B. Confer with the local 911 authority for consistency with Emergency 911 requirements.

- C. Refer requests to name or re-name parks to the Parks Commission for a recommendation to the Mayor and Council.
- D. The Mayor and Council shall hold a minimum of one public meeting to receive comments on all naming or re-naming requests and shall name items subject to this policy by resolution. This does not preclude the use of additional means to gather public input.
- E. Upon Mayor and Council approval Town staff shall design the appropriate plaque, sign, or other identification.

SECTION 4 - Criteria for Names

1. The Mayor and Council shall use the following criteria when considering name proposals:
 - A. Context and geographical location
 - i. Sites and facilities should be given names that directly reflect or are contextually related to the history of the site.
 - ii. Common usage names that have developed over time shall be favored.
 - B. Natural or geological features

Names may be based on distinctive, predominant, and defining natural features of an area.
 - C. Historical significance
 - i. The name could be one associated with a historically significant event or for events reflecting broad patterns of the Town of Berlin history.
 - ii. The name could be one associated with the lives of persons of Town wide significance in Berlin's past.
 - iii. The name may reflect a distinctive architectural, engineering, or technological achievement.
 - iv. The name may be related to an existing or proposed registered historic property or district.
 - D. Contributions
 - i. Facilities may be named for an individual or organization if that individual or organization has made a significant direct property or monetary contribution to the Town of Berlin for the construction and/or development of the facility, especially if the naming is a stipulation of the donation.
 - ii. Facilities may be named for an individual if that individual has made a recognized, outstanding public service contribution.
2. Portions of a property may have another name than that of the entire property.
3. Items subject to this policy shall not ordinarily be named for living individuals.
4. Length of name and/or number of characters shall be considered when approving a proposed name.

5. The name cannot be:
 - A. Already in use
 - B. Similar to a name or names already in use
6. The Mayor and Council shall have final approval on all naming or re-naming.

SECTION 5 - Renaming

The Mayor and Council shall not generally change the name of an existing facility unless there is documented overwhelming community support for the new name and/or a recognized public health, safety, and welfare need for the change.

Organizations and individuals are encouraged to consider the following alternatives to re-naming facilities to commemorate the lives of important community members or historical figures and events:

1. Interpretive plaques at key locations
2. Sidewalk bricks or inserts
3. Benches
4. Other features that can be incorporated into the existing facility, building, park, etc.



MOTION OF MAYOR AND COUNCIL 2023-38

A motion of the Mayor and Council of the Town of Berlin APPROVING THE 2024 EVENT SCHEDULE.

State Highway and Town services paperwork will be submitted to participating departments at least six (6) weeks prior to the event. The purpose of this Motion is to approve the provision of Town services to these events for the calendar year.

Approved this ____ day of _____, 2023 by the Council of the Town of Berlin, Maryland by affirmative vote of ____ to ____ opposed with ____ abstaining and ____ absent.

Dean Burrell Sr., Vice President of the Council

Approved this ____ day of _____, 2023 by the mayor of the town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator

2024 Events

*Alcohol Event

Event	Date	Sponsor	Time
Berlin Restaurant Week	1/12-18/2024	Cam Bunting	10am-9pm
Spring Celebration	3/30/2024	Chamber of Commerce	10 am - 5 pm
Take Pride in Berlin/Clean up	4/22/2024	Town of Berlin	9:00 AM
Spring Just Walk	TBD	Parks Commission	9am
Berlin Jazz & Blues Wine & Brews	5/4/2024	Chamber of Commerce	10 am - 6 pm
Berlin Little League Parade	TBD	Berlin Little league	8:00 AM
Spring Cruisers	5/18/2024	Chamber of Commerce	10 am - 2 pm
Memorial Day at Monument	5/26/2024	American Legion	8 am - 9 am
Memorial Day Parade	5/27/2024	Berlin Improvement Assoc.	11 am - 5 pm
Sundays at the Museum	6/9/2024	Heritage Foundation	6 pm - 7:30 pm
Bathtub Races	6/14/2024	Chamber of Commerce	6 pm - 8 pm
Berlin Fireworks	7/3/2024	Town of Berlin	DUSK
Sundays at the Museum	7/14/2024	Heritage Foundation	6 pm - 7:30 pm
Peach Festival	8/3/2024	Heritage Foundation	10 am - 3pm
National Night Out	8/6/2024	Town/Police Dept	4 pm - 7 pm
Sundays at the Museum	8/11/2024	Heritage Foundation	6 pm - 7:30 pm
Back to School Movie in the Park	TBD	Briddell Family Foundation	7:30pm-9:30pm
Small Town Throw Down	9/7/2024	John Fager/Atlantic Hotel	1 pm - 6 pm
Sundays at the Museum	9/8/2024	Heritage Foundation	6 pm - 7:30 pm

Event	Date	Sponsor Entity	Time
Fiddlers Convention	9/20/2024	Chamber of Commerce	5 pm - 10 pm
Fiddlers Convention	9/21/2024	Chamber of Commerce	10 am - 6 pm
Fiddlers Jam during Farmers Mkt	9/22/2024	Chamber of Commerce	10am-1pm
Fall Cruisers	10/5/2024	Chamber of Commerce	10 am - 2pm
Homecoming Harvest	TBD	Heritage Foundation	2 pm - 5 pm
Oktoberfest	10/12/2024	Town of Berlin	11am-4pm
Fall Just Walk	TBD	Parks Commission	8:30 AM
Truck-N-Treat	10/26/2024	Town of Berlin	10 am - 1pm
Ice Ice Berlin & Tree Lighting	11/29/2024	Town of Berlin	5:00 pm - 9 pm
Christmas Parade	12/5/2024	Town of Berlin	7 pm - 9 pm
New Years Eve	12/31/2024	Town of Berlin	6 pm - 12:30 am
Berlin Farmers Market	Sundays May-September	Town of Berlin	9 am - 1 pm

2024 BERLIN EVENT SCHEDULE

****Indicates Alcohol Permitted Event**

Chamber Events

Berlin Restaurant Week

January 12-18, 2024

Visit the restaurants in town for specials for breakfast, lunch and dinner.

Event sponsored by Cam Bunting and Berlin Main Street.

Berlin Little League Parade

TBD

8 am – 9 am

Main Street

Berlin Little League baseball teams parades down Main Street from the Berlin Fire Department to the ball fields.

Berlin Spring Celebration

Saturday, March 30th, 2024

10 am – 5 pm

Come to Downtown Berlin for games, crafts, face painting, egg hunt, Bonnet Parade and more. The Egg Hunt at the Taylor House Museum starts at 1pm. Sponsored by the Berlin Chamber of Commerce.

Take Pride in Berlin Week & Berlin Clean-Up Day

April 14th – April 20th, 2024

Celebrate the Town of Berlin all week. Berlin's Clean-Up Day on Saturday, April 20th beginning at 9 am.

Volunteer to help clean up or beautify downtown and our parks. Town of Berlin event.

Spring Just Walk

tbd

8:30 am – 11 am

Stephen Decatur Park

Walk together at Stephen Decatur Park in cooperation with the Worcester County Health Department to promote a healthy community. Event by the Berlin Parks Commission.

****Berlin Jazz & Blues Wine & Brews**

Saturday, May 4th, 2024

10 am – 6 pm

Downtown Berlin

Two stages filled with talented Jazz & Blues musicians near The Sterling Tavern and the Atlantic Hotel. Local art vendors too. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino.

Sponsored by the Berlin Chamber of Commerce and the Berlin Arts and Entertainment District.

Berlin Spring Cruisers

Saturday, May 18th, 2024

10 am – 2 pm

Downtown Berlin

Classic cars and cruisers line the streets of downtown Berlin.

Sponsored by the Berlin Chamber of Commerce.

Memorial Day at the Monument

Sunday, May 26th, 2024

Veterans Monument

Join our local American Legions at the Veterans Monument on the corner of Main and West Streets for a special ceremony to honor our veterans. Sponsored by the American Legions.

Berlin Memorial Day Parade at Henry Park

Monday, May 27th, 2024

11 am – 5 pm

Dr. William Henry Park

Parade begins at 11am at Stephen Decatur Middle School ending at Henry Park with music, food, vendors and games. Sponsored by the Berlin Community Improvement Association.

****Sundays at the Museum**

Sunday, June 9th, 2024

6 pm – 7:30 pm

Monthly event at the Calvin B. Taylor House Museum.

Sponsored by the Berlin Heritage Foundation who will be requesting the alcohol permit.

Berlin Bathtub Races

Friday, June 14th, 2024

6 pm – 8 pm

Local businesses race down Main Street in their homemade rolling tubs. Event by the Berlin Chamber of Commerce.

Berlin Fireworks

Tuesday, July 3rd, 2024

9:15pm

Fireworks beginning at dusk at Heron Park to celebrate Independence Day.

****Sundays at the Museum**

Sunday, July 14th, 2024

6 pm – 7:30 pm

Event on the lawn of the Calvin B. Taylor House Museum

Sponsored by the Berlin Heritage Foundation who will be requesting the alcohol permit.

National Night Out

Tuesday, August 6th, 2024

4 pm – 7 pm

William Henry Park

Family fun back to school event at William Henry Park with music, games, and local vendors.

Sponsored by the Berlin Police Department.

Berlin Peach Festival

Saturday, August 3rd, 2024

10 am – 3pm

Calvin B. Taylor House Museum

Community festival with pie-baking contests, music, art and food vendors. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino.

Sponsored by Berlin Heritage Foundation.

****Sundays at the Museum**

Sunday, August 11th, 2024

6 pm – 7:30 pm

Monthly event on the lawn of the Calvin B. Taylor House Museum

Sponsored by the Berlin Heritage Foundation who will be applying for their own alcohol permit.

Back to School Movie in the Park

Saturday, August 31, 2024

7:30p - 9:30p

Henry Park

Bring a blanket or lawn chair and enjoy a movie in the park with popcorn, soda and school supplies! This is a Briddell Family Foundation event.

****Small Town Throw Down**

Saturday, September 7th, 2024

1pm – 6 pm

Enjoy live country music on Main Street in front of the Atlantic Hotel with food and beer. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino. Sponsored by the Atlantic Hotel, Berlin Arts and Entertainment District and the Berlin Chamber of Commerce.

****Sundays at the Museum**

Sunday, September 8th, 2024

6 pm – 7:30 pm

Monthly event on the lawn of the Calvin B. Taylor House Museum

Sponsored by the Berlin Heritage Foundation who will be applying for their own alcohol permit.

****Berlin Fiddlers Convention**

Friday, September 20th - Sunday September 22nd, 2024

Friday – 5 pm – 10 pm; Saturday 10 pm – 6 pm

Sunday 10 pm – 1 pm

Live music, contests, art, food, beer, and wine. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino. Sponsored by the Berlin Chamber of Commerce and the Berlin Arts and Entertainment District.

Berlin Fall Cruisers

Saturday, October 5th, 2024

10 am – 2 pm

Downtown Berlin

Watch as classic cars and cruisers line downtown Main Street.

Sponsored by the Berlin Chamber of Commerce

****Berlin Oktoberfest**

Saturday, October 12th, 2024

11 am – 4 pm

Downtown Berlin

Two stages of live music on Main Street. Also offering Berlin's Annual Fall Sidewalk Sale, Food, Beer, Scales-n-Tails & more! Free shuttle available from Berlin Intermediate School provided by the Ocean Downs Casino.

Sponsored by Berlin Main Street, Berlin Arts and Entertainment District.

Berlin Truck or Treat

Saturday, October 26th, 2024

10 am – 1 pm

Stephen Decatur Park

Check out vehicles used by the Electric, Water Resources, Public Works, and Police Departments with costumes and candy! Sponsored by the Town of Berlin Utilities Department

Berlin Homecoming Harvest

tbd

2 pm- 5pm

Taylor House Museum

Family fun event on the lawn of the Taylor House Museum. Enjoy music, kids' activities, crafts, art and food vendors. Sponsored by the Berlin Heritage Foundation.

Fall Just Walk Berlin

tbd

8:30 am – 11 am

Stephen Decatur Park

Walk together at Stephen Decatur Park in cooperation with the Worcester County Health Department to promote a healthy community. Sponsored by the Berlin Parks Commission.

Ice Ice Berlin / Tree Lighting

Friday, November 29th, 2024

5:00 pm – 9pm

Downtown Berlin

Ice carvings line the sidewalks in front of our local businesses and the town Christmas tree will be lit at 6pm in front of the Atlantic Hotel. Shops and restaurants open late.

Sponsored by Town of Berlin and Berlin Main Street

Berlin Christmas Parade

Thursday, December 5th, 2024

7 pm – 9pm

Downtown Main Street

Celebrate the holiday season as people fill the streets to watch marching bands, dance teams, fire companies and local organizations floats while awaiting the arrival of Santa. Shuttle available from Berlin Intermediate School courtesy of Ocean Downs Casino. Sponsored by the Town of Berlin and Berlin Main Street.

****Berlin New Year's Eve Celebrations**

Tuesday, December 31, 2024

5:00 pm – 6:30pm Kids

9 pm – 12:30am Adults

Downtown Berlin

Kids Ball Drop at 6pm on the corner of Pitts and Main Streets. Adult celebration starts at 10pm Laser show and DJ. Event by Town of Berlin and Berlin Main Street, Berlin Arts and Entertainment.

Berlin Farmers Market

Each Sunday from May thru September

9 am – 1pm

Main Street, Pitts Street, Commerce Street

Producers only market featuring fresh, locally grown fruits and vegetable, breads, flowers, jams, desserts, meats, seafood, brunch and more. Live music from 10 am – 12:30pm.

Sponsored by Town of Berlin and Berlin Main Street



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

September 11, 2023

Mayor

Zack Tyndall

Vice President

Dean Burrell

Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

Town Attorney

David Gaskill

Acting Town

Administrator

Mary Bohlen



Ms. April R. Payne, Administrator

Board of License Commissioners of Worcester County

One West Market Street – Room 1201

Snow Hill, MD 21863

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for consumption of alcohol during 5 events during our 2024 event schedule.

- Berlin Jazz and Blues, Saturday, May 4; 11a.m. to 6 p.m.
- Small Town Throw Down, Saturday, September 7; 1 p.m. to 6 p.m.
- Fiddlers Convention, Friday, September 20; 5 p.m. to 10 p.m.
Saturday, September 21; 11a.m. to 6 p.m.
- Octoberfest/Fall Sidewalk Sale, Saturday, October 12; 11a.m. to 4 p.m.
- New Year's Eve Ball Drop – Tuesday, December 31; 9 p.m. – 12:30 a.m.

We are formally requesting the Board of License Commissioners to allow requested exemptions for Worcester County Beverage License Holders in Berlin, who apply for approval permits allowing patrons to leave their licensed establishments and enter into our designated area during the times stated above. As in the past all licensees' approvals will prohibit off sale of alcoholic beverages in "glass" containers.

We respectfully ask for the Board's approval of this request as we have had few, if any, major problems in the past and realize the on-going economic benefit for our local businesses participating in this program.

Thank you for your consideration.

Sincerely,

Zack Tyndall

Mayor



MOTION OF THE MAYOR AND COUNCIL 2023-39

A Motion of the Mayor and Council of the Town of Berlin to AUTHORIZE THE DECATUR FARM SEWAGE PUMP REPAIR and APPROVE THE QUOTE SUBMITTED BY SHAFER, TROXELL, & HOWE INC. IN THE AMOUNT OF \$11,125.00.

APPROVED THIS ____ DAY OF _____, 2023 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO _____ OPPOSED, WITH ____ ABSTAINING AND _____ ABSENT.

Dean Burrell, Sr. Vice President of the Council

APPROVED THIS ____ DAY OF _____, 2023 BY THE MAYOR OF THE TOWN OF BERLIN.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



Shafer, Troxell & Howe, Inc
97 D Monocacy Blvd
Frederick MD 21701
United States
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE22018

Date 8/25/2023

Bill To

Town of Berlin-Mayor & Council
10 William Street
Berlin MD 21811
United States

Ship To

Town of Berlin
9210 Bottle Branch Road
Berlin MD 21811
United States

TOTAL

\$11,125.00

Expires: 9/25/2023

Job Number	Job Name	Job Address
60851	Town of Berlin, Decatur Farms PS - Myers Pump	Town of Berlin

Account Rep	Bid Date	Engineer	Job Drawings	Terms
Wayne A Emerick				Net 30

Item	Quantity	Rate	Amount
STH Proposal	1	\$10,875.00	\$10,875.00
Myers 4VHSX750M4-23 Submersible Sewage Pump			
7.5HP, 1750RPM, 230//3PH/60Hz			
Dual Mechanical Seals, Oil-Filled Motor			
35' Power/Control Cables			
8.75" Impeller Trim			
Rated at 209GPM @ 58' TDH			
Lead Time 8-10 Weeks			
Note:			
-Pump selection will perform as data plate indicates			
-Motor, at design, will run at 6.5HP.			
-Motor does overload the 7.5HP motor rating further out on the curve. However, motor has a service factor of 1.2.			
Freight Allowed	1	\$250.00	\$250.00
Freight allowed - prepaid transportation charges which are included in the contract price			

Subtotal	\$11,125.00
Tax Total (%)	\$0.00
Total	\$11,125.00



Shafer, Troxell & Howe, Inc
97 D Monocacy Blvd
Frederick MD 21701
United States
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE22018

Date 8/25/2023

Terms and Conditions:

Dear Valued Customer,

*****Quoted price does not include Federal, State, or Local Sales Tax.*****

Unless specified otherwise, quoted price does not include shipping or freight charges. FOB Shipping Point. Start-up and Warranty will not be provided until complete payment has been received. All terms subject to credit approval. Past due accounts are subject to 2% per month service charge. APR of 24%. All attorney fees and court costs incurred in collection of past due accounts will be added to amount due. The above is accepted subject to the terms as stated. Payment will be issued in accordance with STH terms. I accept a fax or e-mail of this agreement to be as legally binding as an original document. If tax exempt, include a copy of your tax certificate. State law requires us to have a copy on file. Quotes Valid for 30 days.

If, during the performance of the contract, the price of the material significantly increases, through no fault of STH, Inc, the price shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases.

PO #: _____ Date: _____ STH Authorization: _____ Date: _____

Company Name: _____ Date: _____

Authorized: _____ Title: _____



MOTION OF THE MAYOR AND COUNCIL 2023-40

A Motion of the Mayor and Council of the Town of Berlin to approve PROCEEDING WITH THE RELOCATION OF THE WATER MAIN UNDER 115 BROAD STREET.

On August 21, 2023, a transfer of \$120,000 from the William Street Lead Lines and Valves Replacement project to Broad Street was requested to create adequate funding for the water main relocation. There will be no additional financial impact on the Town of Berlin upon approval.

Approved this _____ day of _____, 2023 by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of _____ to _____ Opposed, with _____ Abstaining and _____ absent.

Dean Burrell, Sr., Vice President of the Council

Approved this _____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Jamey Latchum, Water Resources Director

MEETING DATE: September 11, 2023

SUBJECT: Harrison Avenue Water Main

SUMMARY

The Town of Berlin Water Resources Department is seeking approval from the Mayor and Council to begin the relocation of the water main under 115 Broad Street. Based on the current infrastructure of the Berlin Beer Company building, we estimate the building dates back to 1935. As the water main was installed prior to the construction of the building, this would indicate the water main is approximately 88 years old and is reaching the end of its useful life.

As discussed during the Regular Session meeting on August 21, 2023, and per my letter which you will find enclosed with this report, a transfer of \$120,000 from the William Street Lead Lines and Valves Replacement project to Broad Street was requested. This would create adequate funding to make necessary upgrades to the water main from underneath the new brewery, which feeds water service to Harrison Avenue and the 115 Broad Street location.

FINANCIAL IMPACT

There would be no financial impact on the Town of Berlin.

OPTIONS FOR CONSIDERATION

None.

STAFF RECOMMENDATION

Approve the Relocation of the Harrison Avenue Water Main.

Jamey Latchum
Town of Berlin, MD



MOTION OF THE MAYOR AND COUNCIL 2023-41

A Motion of the Mayor and Council of the Town of Berlin to declare the following items as SURPLUS PROPERTY AND AUTHORIZE THE DISPOSAL through sale or other means.

Department	Item Description	Make/Model	ID/Serial Number
Water	Pickup; 57,684 miles; 5 cylinders; 3.7	2007 Chevy Colorado	VIN: 1GCDDT14E578228866
Water	Pickup; 75,170 miles; v-8 4.6	2009 Ford F-150	VIN: 1FTMF1EM4BFC21344
Water	Pickup; 115,889 miles; v-6 3.7	2011 Ford F-150	VIN: 1FTMF1EM4BFC21344
Water	Rotary Cutter; 72"	1996 Land Pride Bush Hog	
Water	Chainsaw	Stihl Saw TS-460: 1 pc. Stihl Saw TS-420: 1 pc.	
Water	Weed Wacker	Stihl Weed Eater FS-110R: 1 pc. Stihl Weed Eater FS-70R: 1 pc. Echo Weed Eater SRM-210: 1 pc. Echo Weed Eater SRM-230: 2 pcs. Husqvarna 326-LS: 1 pc. Husqvarna 345-F: 1 pc.	

Approved this _____ day of _____, 2023 by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of _____ to _____ Opposed, with _____ Abstaining and _____ absent.

Dean Burrell, Sr.; Vice President of the Council

Approved this _____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



**September 11, 2023
Weekly Report**

Departments this Week:

Town Administrator

- The rep for Granicus (Council Chambers AV) is providing additional quotes/information for agenda management and scaled-down meeting/video management. Staff will be reviewing for further consideration.
- Moving forward with FirstNet for Town-issued mobile devices. Expectation is by the end of the month.
- Sidewalk/road work being done on the corner of Broad and Ann – this was SHA and not a town project.
- Following the Mayor & Council meeting on Aug. 28th, DBF has been given the go-ahead to proceed with the RFP for the demolition of the processing plant at Heron Park. Staff met with the engineer on-site on Tuesday, Sep. 5th.

Economic and Community Development

- Working on quarterly reports for our Demo grant and Main Street Improvement Grant.
- Christmas Parade entry forms have been distributed to those returning from last year plus those on our waiting list
- Dreamfest Meeting for Martin Luther King Jr. Holiday weekend
- Small Town Throw Down is Saturday. Main Street will be closed at 6:30 am. Event sponsored by The Atlantic Hotel

Electric

- Downtown-Repair Clock & Tree Lights
- Willows of Berlin-Repaired faulted primary
- Various Locations-Tree Trimming & Street Light Repairs
- Demands & Meter Reading
- William Street Lift Station-Install Utility pole, transformers & secondary
- Westview Development-Installed two directional bores & utility pole
- Power Plant-Prep Work for Peak Shaving

Finance Director

- FY 2023 Audit week of September 5-9
- FY 2023-year-end closing, reporting to the auditors.
- Customer service representative position interviews
- DBF invoices review and processing.
- Credit card payments and processing- Shirley
- Credit card merchant processing

- Bank reconciliations and journal entries - Melissa
- Water and electric meter readings, billing, printing bills- Michelle
- Smart metering project planning and Tyler integration
- Check processing and credit card payments, review registers, checks, and Town's cards payments - Shirley.
- Department meetings scheduled, projects, and planning.
- Debt reconciliations

Human Resources Director

- Was on vacation from 08/30-09/03. Then out sick/working from home on 09/05.
- Submitted all requested documents for the Workers Compensation Audit – Chesapeake Employers Insurance. They usually request supplemental information once they review what has been submitted.
- Submitted all I could ahead of time for the Financial Audit – PKS. Will assist with anything else when they are on site.
- Incorporated all approved changes to the handbook in sections six and seven and will distribute to staff. Only portions remaining are, section three, supplemental memos, or appendix, and then a new intro section and signature page.
- Held six interviews for CSR.

Planning Department

- Issued 3 Certificates of Occupancy.
- Issued 7 Permits including 2 sign permits, one demolition permit, and 4 permits for alterations and remodeling.
- Issued 2 Notices of Violation for overgrowth of grass.
- The Historic District Commission will meet Wednesday, September 6, 2023, at 5:30 PM.
- The Board of Zoning Appeals will meet on Wednesday, September 13, 2023, at 5:30 PM.
- The Planning Commission will meet on Wednesday, September 13, 2023, at 6:30 PM.

Public Works

- Masons report brick work at Town Hall is going well.
- Prepping for Small Town Throw Down event this weekend.
- Purchased new plants to fill baskets and pots downtown - will be planted this week.
- New spinners and swing packages for Stephen Decatur Park should be here next week.
- Routinely checking town restrooms for cleanliness, and cleaning when needed.
- Normal trash and recycling collection.
- Grass cutting and maintenance in parks and town-owned areas.

Water Resources

- Meter Reading
- Shamar Briddell passed the Class B CDL License exam.
- Two employees sat for MDE examination (Distribution / Collection exams)
- Lywood worked on SCADA

- Preparing for Digester Mixer motor replacement
 - Replaced bad mixer motor and rewired.
- Repaired pump put back in service for Franklin Knoll lift station.
- Reinstalled repaired fan for SBR building.
- Troubleshooting drying bed moles
- Troubleshooting PistaGrit failure, replaced bad part.
 - Cleaned PistaGrit chamber.



CHECK RUN REPORT
WILL BE ADDED AS
ADDITIONAL ATTACHMENT
WHEN AVAILABLE.