



**BERLIN MAYOR AND COUNCIL
Meeting Agenda**

**Berlin Town Hall
10 William Street
Monday, November 24, 2025**

6:00 PM CALL TO ORDER, REGULAR SESSION – Council Chambers

1. 6:05 PM APPROVAL OF MINUTES: (*Strategic Plan: DS1*)

- a) Regular Session Minutes of 11.10.25

2. 6:20 PM ITEM(S) FOR APPROVAL:

A public comment period will now be offered after discussion by the Mayor and Council for each Item For Approval. Any person who may wish to speak will be given two (2) minutes or such time as may be deemed appropriate by the Mayor.

- a) Special One-Day Permit Application: Boggs Disharoon Post 123 Private Member Party on Sunday, January 18, 2026 – Event Organizer Billy Greenwood (*Strategic Plan: DS1, AS1*)
- b) Request for Reduction in Stormwater Review Fees: Soltage Solar Project – Vista Design Steven Engel (*Strategic Plan: DS4*)
- c) Motion 2025-67: Approve Sludge Press Pump Stator – Water Resources Director Jamey Latchum (*Strategic Plan: DS3, AS3*)

3. 6:50 PM REPORTS: Town Administrator’s Report, Departmental Reports (*Strategic Plan: DS1; DS4*)

4. 7:00 PM COMMENTS FROM THE PUBLIC (*Strategic Plan: DS4; DS5*)

Anyone wishing to speak during COMMENTS FROM THE PUBLIC at the Regular Session may do so for up to five (5) minutes, or as determined by the Mayor. Please state your name, street, and the subject you wish to address.

5. 7:10 PM COMMENTS FROM THE COUNCIL

6. 7:40 PM COMMENTS FROM THE MAYOR’S OFFICE

7. 7:55 PM COMMENTS FROM THE PRESS

8. 8:00 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 and Strategic Plan. 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 for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.





BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, November 10, 2025

6:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

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

Absent: Councilmember Shaneka Nichols

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Finance Director Natalie Saleh, Accountant Linda Johnston, Acting Planning Director Ryan Hardesty, Director of Public Works Jimmy Charles, Chief of Police Arnold Downing, Mayor's Executive Administrative Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

This meeting was also broadcast live via Facebook. After the moment of silence and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:13 PM.

1. Approval of Minutes (*Strategic Plan: DS1*):

- a. Closed Session of 10.27.25
- b. Regular Session of 10.27.25

On the motion of Councilmember Orris, second by Councilmember Green, the Closed Session of 10.27.25 minutes and Regular Session of 10.27.25 were approved by the following vote:

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

2. Discussions: Berlin License Plates Benefiting New Community Center & Fire Pits Discussion – Mayor Zack Tyndall, Finance Director Natalie Saleh, & Acting Planning Director Ryan Hardesty (*Strategic Plan: DS1, AS4; DS4, AS1*)

Finance Director Natalie Saleh and Accountant Linda Johnston discussed the Berlin License Plate fundraising initiative in support of the future Community Center. Ms. Johnston explained that the license plate could be customized with the Town's logo and three letters. Once the design was

approved by the Maryland Motor Vehicle Administration (MVA), it would be added to the MVA's form. The MVA would also handle the mailing of the custom license plates.

Ms. Johnston informed the Mayor and Council that each custom license plate would cost \$30, with no expense to the Town. All proceeds from the initiative would benefit the future Community Center. Discussion ensued regarding whether to use "TOB" or "BER" on the license plate, with the majority of the Mayor and Council expressing support for "BER." Mayor Tyndall asked if there was consensus to move forward, and there was.

Councilmember Orris asked for confirmation that a minimum of 25 license plates would need to be ordered. Ms. Saleh confirmed this requirement and noted that applications would be available downstairs once the design was finalized.

Regarding the use of fire pits within Town limits, Acting Planning Director Ryan Hardesty stated that the Town Code currently prohibits outside or open fires unless permitted with special approval from the Planning Department. She added that surrounding municipalities were surveyed, with 43% not allowing fire pits, 33% allowing them without a permit, and 14% allowing them with a permit. Councilmember Orris explained the topic arose after receiving resident inquiries and felt the Town Code lacked clarity. He supported the use of fire pits but recommended establishing guidelines.

In response to a question from Councilmember Green, Councilmember Orris confirmed the discussion stemmed from a citation issued for burning. Mayor Tyndall noted that during his tenure, citations and complaints had only been related to burning, not for recreational use such as roasting marshmallows. He stated he supported allowing small recreational fires but prohibiting all other burning. Town Administrator Mary Bohlen added that the current Code language could technically include barbecue grills, highlighting the need for clearer definitions and parameters. The Mayor and Council agreed that clarification and updates to the Code were necessary, with personal recreational use to remain permitted.

Additional information, as well as suggested legislation, would be forthcoming at a later meeting.

3. Public Hearing: Ordinance 2025-05 Amending Chapter 32, § 266 Speed Cameras Violations and Penalties – Town Attorney David Gaskill & Chief of Police Arnold Downing (*Strategic Plan: DS2, AS1*)

Mayor Tyndall reiterated that these speed camera updates were mandated by the State. Town Attorney Dave Gaskill emphasized that the changes were not initiated by the Mayor and Council but were required by State law, with the Town's legislation being amended to align with the updates effective October 1, 2025.

Mayor Tyndall opened the Public Hearing at 6:28 PM. With no comments from the Council or the public, the hearing was closed at 6:28 PM.

On the motion of Councilmember Green, second by Councilmember Knerr, Ordinance 2025-05 Amending Chapter 32, § 266 Speed Cameras Violations and Penalties was adopted by the following vote:

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

Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

4. Items for Approval:

- a. Motion 2025-61: Town Hall Renovations Bidding – Mayor Zack Tyndall & Architect Daniele Haley (*Strategic Plan: DS1*)

Daniele Haley of Haley Architecture discussed the construction documents and project schedule with the Mayor and Council. Mayor Tyndall noted that the project had been in development over several years and highlighted the building's current deficiencies, including staff working in small spaces, a chairlift instead of an elevator, and approximately one-third of the building (the former police department) being unusable or lacking climate control. He emphasized the need for the building to be ADA-compliant.

Ms. Haley described the aging condition of the building and the necessity of energy-efficient upgrades. She noted that the fire system is nonfunctional, security improvements are required, lead and asbestos need testing, and HVAC and lighting systems require updates. Mayor Tyndall and Ms. Haley discussed the importance of centralizing Customer Service and Planning and Zoning services within one building. Mayor Tyndall also noted that mold and other issues would likely be discovered during the renovation. Mayor's Executive Assistant Sara Gorfinkel and Electric Utility Director Tim Lawrence identified potential Maryland Department of the Environment grants to support energy efficiency improvements. Ms. Gorfinkel added that Mr. Lawrence was still exploring the rooftop area for potential solar installation.

Ms. Haley reviewed façade and door modifications, including the relocation of the former double window at the front of the building. She stated that three contractors had reviewed the 75% completed construction plans and indicated that the project could likely be completed within the budgeted amount. Councilmember Orris asked whether the budget was on the lower side, and Ms. Haley responded that it was not. Regarding the façade and double-door entrance, she emphasized that the design goal was to restore the building's historical appearance.

Councilmember Green expressed enthusiasm for the flagpoles, and Ms. Haley noted that four additional flagpoles would be installed on the façade. Councilmember Green asked if the double-door entrance would lead to a stairwell, and Ms. Haley confirmed it would lead to a lobby with access-controlled doors. Councilmember Orris questioned the addition of a second entrance, given security concerns. Mayor Tyndall explained that the new secondary entrance would only be utilized during business hours (8 a.m.–4 p.m.) by "buzzing in" visitors or during public meetings. Ms. Haley added that Customer Service staff would monitor access via a security camera system and buzz individuals in as needed.

Councilmember Orris inquired about the condition of the façade bricks. Ms. Haley stated they were in good condition, and Human Resources Director Kelsey Jensen noted several bricks had been replaced three years ago. Councilmember Knerr asked whether the vestibule was redundant and how safe it was. Mayor Tyndall explained that a 24/7 vestibule has been in place at the Welcome Center, making this feature consistent with existing practices. Councilmember Knerr requested clarification on the logic of relocating the Welcome Center. Mayor Tyndall stressed the importance of centralizing staff for Planning, Economic Development, and Finance purposes, with volunteers operating a forward-facing Welcome Center in the annex.

Councilmember Green commented that the Mayor and Council had previously paused discussion on the Welcome Center location. Mayor Tyndall confirmed this but noted the goal remained to move the Welcome Center to the annex. Ms. Haley added that the annex represents a clear budgetary break point if needed. Ms. Bohlen noted that, regardless of the annex renovation timing, the Planning Department would be relocated to Town Hall. Councilmember Orris expressed discomfort with the term “Welcome Center” appearing on plan documents. Mayor Tyndall explained the label was for staff planning purposes and could be changed at the discretion of the Mayor and Council. Ms. Bohlen added that the label could easily be updated to “Lobby.”

Ms. Haley reviewed the proposed project schedule, including presentation to the Berlin Historic Commission on December 3, 2025; advertisement for bids on December 8, 2025; bid opening on January 5, 2026; Mayor and Council approval on January 12, 2026; tentative construction start on January 13, 2026; and proposed move-in date of September 14, 2026. Councilmember Orris inquired about staff preparations for moving. Ms. Bohlen stated that documents were being organized and moved, spaces were being cleared, and the Welcome Center was being prepared for staff.

Mayor Tyndall opened the floor to public comment. Sara Hambury, Washington Street, read a letter she prepared for the Mayor and Council, expressing concern that wants should not be conflated with needs. She questioned whether costs had been estimated for the door and façade and emphasized prioritizing limited resources for infrastructure and essential projects. Mayor Tyndall responded that the renovation was an essential project. Ms. Haley noted the façade and door relocation would be separate line items, and the new signage was not strictly necessary and could be a separate consideration. Ms. Hambury asked whether a new door was necessary, and Mayor Tyndall explained that similar considerations applied to other improvements, such as the elevator, which is not strictly required but considered a significant improvement.

Dr. Melissa Reid, Executive Director of the Taylor House Museum, expressed concern about the “Welcome Center” labeling, noting it gave the impression that the decision was final. Mayor Tyndall explained the label is used for staff planning purposes. Dr. Reid expressed a preference for the Welcome Center to remain where it was, but if it didn’t, she hoped the space could be used as a hybrid historical center. Councilmember Orris respectfully recalled the Welcome Center decision differently, noting that the Mayor had just now indicated it was his decision, whereas Councilmember Orris believed it should be a Mayor and Council

decision. Mayor Tyndall clarified that his comment referred to staff planning rather than a Welcome Center location decision.

On the motion of Councilmember Knerr, second by Councilmember Green, Motion 2025-61: Town Hall Renovations Bidding was adopted by the following vote:

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

- b. Motion 2025-62: Motion for Award of Contract for Comprehensive Plan Update – Town Administrator Mary Bohlen & Acting Planning Director Ryan Hardesty (*Strategic Plan: DS3; DS4, AS1*)

Mayor Tyndall thanked Town staff, Planning Commission members, and Councilmembers Green and Orris for their time and effort on the Comprehensive Plan Update selection process. Ms. Bohlen reported that the Town received eight proposals, and following review, interviews, and follow-up evaluations by the selection committee, Mead & Hunt was recommended for award. The proposed contract amount is \$99,075, within the \$100,000 project budget.

Councilmember Green noted the process was extensive and highlighted the importance of engagement and education for the community, opportunities for citizen feedback, and a dedicated project website to track progress. He added that the budget was appropriate and expressed enthusiasm for moving forward. Councilmember Orris remarked that it was a difficult decision due to the quality of submissions and interviews, emphasizing the value of local connections and broad involvement. Ms. Hardesty commented that selecting between the top two firms was challenging but praised the community engagement aspects of Mead & Hunt's proposal, expressing confidence in the firm's selection.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2025-62: Motion for Award of Contract for Comprehensive Plan Update was adopted by the following vote:

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

Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

- c. Motion 2025-63: Land Swap Agreement – Mayor Zack Tyndall & EKM Law Emily Morris
(*Strategic Plan: DS4, AS1*)

EKM Law Emily Morris summarized the Land Swap Agreement between the Town of Berlin, private property owners Oak Kwang Park and Soon-Ae Park (land currently leased by Cropper's Towing), and Coastal Ventures Properties LLC owned by Palmer Gillis. The agreement facilitated a land swap to allow construction of an access road to the Town of Berlin's future Department of Public Works facility and skate park.

Under the terms, the Parks will convey the Access Easement Area to the Town, and the Town will convey approximately 4,250 sq. ft. from Parcel 191 (Parcel 405 Extension Area) to the Parks. Mr. Gillis was stated to pay the Town \$9,485 for the Parcel 405 Extension Area. Transfers would be by special warranty deed free of liens, and the closing was said to occur simultaneously with the Parcel 57 Land Disposition Agreement.

Mr. Gillis was deemed responsible for all associated costs (except subdivision), including curb cuts, stormwater facilities, and approvals. The Town would prepare the subdivision plat and coordinate access road planning. The agreement would become null and void if the Parcel 57 LDA was terminated, and it would preserve the Town's permitting authority while protecting officials from personal liability.

Mark Cropper, Ayres, Jenkins, Gordy & Almand, P.A., agreed with everything Ms. Morris represented this evening. He appreciated the Mayor and Council and agreed with moving forward. Councilmember Knerr asked Mr. Cropper to explain why the road needed to be moved, and Mr. Cropper stated it would largely improve the entering and exiting of the vicinity. Councilmember Orris believed it made sense, was mutually beneficial, and more accessible. Ms. Morris and Mr. Cropper noted the signing of the agreement would happen when all parties were back in town.

On the motion of Councilmember Knerr, second by Councilmember Orris, Motion 2025-63: Land Swap Agreement was adopted by the following vote:

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

- d. Motion 2025-64: Approve Valve Replacement Invoice for Payment – Water Resources Director Jamey Latchum (*Strategic Plan: DS3, AS3*)

On behalf of the Director of Water Resources Jamey Latchum, Ms. Bohlen discussed the retroactive approval that was needed for a valve replacement at the Water Resources plant. Retroactive approval was sought due to the urgency of the matter.

On the motion of Councilmember Green, second by Vice President Burrell, Motion 2025-64: Approve Valve Replacement Invoice for Payment was adopted by the following vote:

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

- e. Motion 2025-65: Approve Outsourcing Utility Billing, Vendor Selection – Finance Director Natalie Saleh (*Strategic Plan: DS4*)

Finance Director Natalie Saleh reported that staff evaluated vendors for outsourcing the Town's utility bill printing and mailing. Nine municipalities and several vendors were contacted, and MailMovers, who currently served Ocean City, Millsboro, Georgetown, and Bethany Beach, was recommended based on cost, reliability, and technical compliance.

MailMovers offered a per-piece cost of \$1.10 (approx. \$2,888 monthly), with no setup fee and a one to three business day turnaround timeframe. While in-house printing costs \$0.70 per piece, it requires four days of staff time, including driving statements to Ocean City, the only location handling bulk mailings. The in-house equipment costs approximately \$1,000 quarterly, not including staff labor. Vice President Burrell asked how the additional staff time would be used, and Ms. Saleh stated it could be allocated to other projects.

Mary Hedlesky, Westminster Drive, asked if the \$1,000 increase in cost for outsourcing would affect staff positions. Ms. Saleh stated that no positions would be lost, as staff would continue to work on other tasks and projects. Mayor Tyndall added that, similar to the Water Resources and Electric Utilities Departments' smart meter initiatives, the time saved allows smaller staff teams to use their time more efficiently.

On the motion of Vice President Burrell, second by Councilmember Orris, Motion 2025-65: Approve Outsourcing Utility Billing, Vendor Selection was adopted by the following vote:

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

- f. Motion 2025-66: Approve Tyler Migration to Cloud - Finance Director Natalie Saleh
(*Strategic Plan: DS4*)

Finance Director Natalie Saleh reported that the Town's Tyler Software can no longer accept updates on the existing Town Hall server. After review, she recommended migrating to Tyler's cloud-hosted solution to improve performance, enhance security, ensure automatic backups, and allow immediate system updates. She requested approval of the Software as a Service Agreement with Tyler Technologies and payment of \$16,000 for the first year of cloud-hosting fees.

Ms. Saleh outlined the cost comparison between upgrading the current server (\$10,100 one-time and \$33,450 annually) and moving to the cloud (\$49,450 annually, inclusive of existing software support). She recommended cloud migration as the more cost-effective long-term option, noting that it reduces the need for staff oversight of updates. Mayor Tyndall added that the Town's recent IT audit recommended transitioning to a cloud-based environment for cybersecurity purposes.

In response to Vice President Burrell and Councilmember Knerr's questions, Ms. Saleh confirmed the Town's server was backed up annually and that Tyler Software was the largest program on it. Mayor Tyndall inquired how quickly the migration could happen, and she stated the goal was to complete the migration before the Town Hall renovation began. Once migrated, the system would perform and update more efficiently.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2025-66: Approve Tyler Migration to Cloud was adopted by the following vote:

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

5. Presentation: Eagle Scout Nature Trail Walking Bridges – Parker Gill (*Strategic Plan: DS6, AS4*)

Parker Gill presented the completed work for his Eagle Scout project and requested Mayor Tyndall's signature confirming the project was finished to the Town's satisfaction. Mr. Gill shared before-and-after photos and explained that the footbridges were rebuilt with new wood, widened by six inches, and remained safe and accessible for pedestrians and landscaping equipment.

6. Reports: Town Administrator's Report, Departmental Reports (*Strategic Plan: DS3, DS4*)

Town Administrator Mary Bohlen reminded the public that most Town offices would be closed on Tuesday, November 11, 2025, in observance of Veterans Day. She noted that green lights were displayed in the downtown area as part of Operation Green Light to honor veterans. Ms. Bohlen also shared that she and Human Resources Director Kelsey Jensen would be attending the LGIT 38th Annual Meeting in Annapolis on Thursday, November 13th.

Director of Public Works Jimmy Charles reported that 60 bulk pickups were completed on November 5th, with an additional 20 scheduled for November 12th, marking the final free bulk pickup. Mayor Tyndall asked whether the Town was on track with tonnage fees, and Mr. Charles believed it was, noting the 6 or 7 paid pickups completed in October.

Councilmember Orris asked whether yard waste collection could be expanded in FY27 and sought Mr. Charles' recommendation on scheduling and costs. Mayor Tyndall referenced prior discussions about offering smaller yard waste containers for a fee. Vice President Burrell reminded residents not to place yard waste in regular trash cans, as it can damage the trucks' arms and gears. Additional discussion took place regarding the option for residents to purchase extra trash cans. Mayor Tyndall emphasized the need to remain mindful of tipping fees.

7. Comments from the Public (*Strategic Plan: DS4; DS5*)

Mary Hedlesky, Westminster Drive, expressed concern regarding the Town's enforcement of the prohibition on placing chairs on sidewalks before 5 PM on the day of the Holiday Parade. She stated that while she understood the policy as written in the Town Code, she felt it disproportionately affected residents, noting that businesses were still permitted to place sandwich boards, tables, benches, and other items along the sidewalks.

Councilmember Knerr questioned why, if this had been a longstanding policy, it had not been previously enforced and why the Council had not been consulted before the announcement was made. Mayor Tyndall explained the enforcement was prompted by accessibility concerns, as unattended chairs had impeded individuals in wheelchairs, and the Town must remain ADA compliant. He acknowledged Ms. Hedlesky's point regarding business-related sidewalk obstructions and noted this would also be reviewed for compliance. Chief of Police Arnold Downing added that unattended chairs often blew into the street or fell into pedestrian walkways, contributing to safety concerns.

Regarding the retrieval of removed chairs, Councilmember Green believed residents should be allowed to pick up their chairs the same day, rather than returning the following day. Chief Downing indicated that the message was not intended to be for the following day, and that he would review the information put out. Ms. Bohlen explained that Holiday Parade Day required all available staff, and managing unattended chairs kept staff from performing essential duties. Councilmember Knerr

asked whether a compromise time earlier than 5 PM, such as 2 PM or 3 PM, could be considered. Councilmember Orris asked whether chairs could be allowed once road closures were in place and whether the roads could be closed earlier, but Ms. Bohlen clarified that Main Street is a state road, so any adjustment would require State Highway Administration approval. Councilmember Orris added that earlier closures could also negatively impact businesses, so he saw both sides of the unique situation.

Vice President Burrell stated that enforcement must be consistent and that sidewalks should remain clear at all times, emphasizing that all items, not just chairs, should be removed to maintain accessibility and safety.

8. Comments from the Council

Vice President Burrell noted that construction appeared to be occurring on the north side of Route 113 near Franklin Avenue and that the project seemed to be drawing power from a Town utility pole. Acting Planning Director Ryan Hardesty confirmed the work was for the Microtel sign installation and that the appropriate permits had been obtained from both the Town and Worcester County.

Councilmember Knerr commented that his only planned remark concerned the chair placement issue, which had already been discussed.

Councilmember Orris asked whether four of the six unbid Holiday Parade Auction parking spaces could be reserved for individuals utilizing the ADA seating area in front of the Taylor House Museum lawn. Mayor Tyndall agreed the suggestion was reasonable. Director of Public Works Jimmy Charles expressed concern regarding the width of the existing spaces. Additional options were discussed, including creating a designated drop-off area, directing parking to Washington Street, or temporarily resizing the parking spaces for the event to ensure proper ADA accommodation.

Councilmember Orris also asked Chief Downing and Mr. Charles to review visibility issues at school drop-off locations in the area of Purnell Street, Middle Street, and Tingle Road near Buckingham Elementary. Chief Downing recommended reaching out to the school directly, as communications sent to parents have been effective in the past.

Councilmember Green asked for an update on the uplighting project. Mayor Tyndall stated that Electric Utility Director Tim Lawrence had been instructed to pause the project until the end of FY26 in case the funds were needed for other priorities. He added that although the initial cost would be higher, the upgraded lighting would be more cost-effective in the long term.

9. Comments from the Mayor's Office

Mayor's Executive Assistant Sara Gorfinkel reported that nearly 800 oyster shells had been distributed for the community art project and would be treated and hung on the Town's Christmas tree by staff the following week. She noted the positive feedback received and added that an oyster shell painting station was available in Town Hall for those wishing to participate. Ms. Gorfinkel also reminded the public of the upcoming Parking Subcommittee meeting on Wednesday, November 12th at 8:30 AM and reported that the auction to support the future Community Center had launched, raising \$500 so far, with bidding open through November 18, 2025.

Mayor Tyndall highlighted the green lights displayed throughout Town in recognition of Operation Green Light for veterans and expressed his appreciation for all who have served. He reported that

the State Highway Administration (SHA) would conduct a traffic study at Route 818 and Old Ocean City Boulevard to determine whether a four-way stop was warranted, noting the Mayor and Council's support should SHA recommend the change. Mayor Tyndall added that SHA had shifted the Old Ocean City Boulevard sidewalk feasibility study from late 2025 to spring 2026, and emphasized that a study did not guarantee approval. Councilmember Green expressed disappointment in the delayed timeline.

10. Comments from the Press – None.

11. Adjournment:

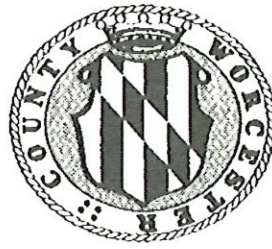
On the motion of Vice President Burrell, second by Councilmember Knerr, the Mayor and Council meeting was adjourned at approximately 8:38 PM.

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

Respectfully submitted,



Laura Brown
Administrative Assistant



BOARD OF LICENSE COMMISSIONERS FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET - ROOM 1201
SNOW HILL, MARYLAND 21863
PHONE: 410-632-1908, EXTENSION 1120
e-mail: apayne@co.worcester.md.us

APPLICATION FOR SPECIAL SUNDAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS
UNDER THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF
MARYLAND AT ITS 1967 SESSION

Date of Application: November 17, 2025

Name of Applicant: Billy Greenwood
 Address of Applicant: 218 Henrys Mill Drive
 Telephone: 301-787-1575 E-Mail: _____
 Class and Number of License now held: Class C
 Location for which Permit is sought: Boggs-Disharoon American Legion Post 123
10111 Ocean City Blvd, Berlin, Md. 21811
 Election District No.: ONE
 Convention or Group for which Permit sought: Private Member Party
 Date for which Permit sought: January 18, 2026
 If within incorporated town, has Mayor & Council approved issuance of Permit? _____

FEE: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

Billy Greenwood



STAFF REPORT

TO: Mayor and Council

FROM: Mary Bohlen, Town Administrator

MEETING DATE: November 24, 2025

SUBJECT: Soltage Request for Reduction of Stormwater Review Fee

SUMMARY

Vista Design, on behalf of their client Soltage, has requested consideration of a reduction to the Stormwater Review Fee for their proposed project on Route 818. Their written explanation is attached for review.

Any reduction of a Review Fee is at the discretion of the Mayor and Council.

Based on the Town's current fee schedule, the Stormwater Review Fee for this project is calculated as follows:

- $112.36 \text{ acres} \times 43,560 \text{ sq. ft./acre} = 4,894,401.6 \text{ sq. ft.}$
- $4,894,401.6 \text{ sq. ft.} \div 1,000 \text{ sq. ft. disturbance units} = 4,894.4 \text{ units}$
- $4,894.4 \text{ units} \times \$4.00 \text{ per } 1,000 \text{ sq. ft.} = \underline{\$19,577.60}$

Finance Director Natalie Saleh notes that the fee schedule is intended to include approximately a 5% administrative cost above the professional consultant's charges. Historically, however, this formula has not always covered those professional fees, particularly when additional reviews or extended hours are required. Because Stormwater Review Fees are collected prior to permit issuance, there have been multiple occasions where the Town has needed to issue supplemental invoices to developers after EA's final billing. Review of these formulas is part of the planned Fee Schedule update.

For this project, EA has estimated that the fee for the review will be less than the calculation of the fee above.

Staff recommends exercising caution, as the reduction of fees by request may create a precedent.

OPTIONS FOR CONSIDERATION

1. Maintain the full Review Fee as calculated (no reduction).
2. Approve a reduction, by percentage, flat amount, or some other calculation.
3. Assess the fee based on EA Engineering's estimated cost plus 10% administrative.
4. Set another amount as determined by the Mayor and Council.

Also recommended is the consideration of language for the Town Code and/or the Fee Schedule specifically to address solar projects of this nature. Though not likely to occur on this scale within Town limits again (simply a matter of limited open land for such a project), it may be worthwhile to consider.

Attachments:

Request from Vista Design (letter and attachments)

Brendan S. Mullaney
bmullaney@mdswlaw.com
(410) 820-0250 (Direct)

November 18, 2025

VIA ELECTRONIC MAIL (*rhardesty@berlinmd.gov and mbohlen@berlinmd.gov*)

Town of Berlin
Mayor and Town Council
10 William Street
Berlin, Maryland 21811

Re: Berlin Main Solar Development Process; Stormwater Management Review Fee

To the Town of Berlin Mayor and Town Council:

As you know, my office represents Soltage, an experienced renewable energy producer that develops, finances, and operates distributed solar projects across the United States and around the Eastern Shore of Maryland. Soltage's entity Soltage MD DevCo, LLC, is under lease with Berlin Living, LLC (Soltage MD DevCo, LLC and Berlin Living, LLC collectively being the "**Applicant**"), with Berlin Living, LLC as the owner of Parcels 49 and 54 of Tax Map 20 (the "**Property**") for installation of community solar projects up to eighteen (18) MWac. Using the schedule of fees on the website of the Town of Berlin (the "**Town**"), the review fee for processing the Stormwater Management Plan lands on a dollar amount that we assert is excessive for stormwater permitting and review.

The standard fee based the Town of Berlin General Fee Schedule (copy attached) would be as follows:
 $112.36 \text{ acres} \times 43,560 \text{ sq.ft.} = 4,894,401.6 \text{ sq.ft}$ divided by $1,000 \text{ sq.ft. disturbance} = 4,894.4 \times \$4.00 \text{ per } 1000 \text{ sq.ft.} = \$19,577.60$.

Additionally, here are the calculations of the proposed impervious surface:

Gravel Access Road	±2.78 Ac
Inverter Pads	±0.07 Ac
Equipment Pads	±0.14 Ac
<u>Total Proposed Imp.</u>	<u>±2.99 Ac</u>

In Vista Design's professional opinion, they believe that to complete a review of this nature should take somewhere around 40 hours to complete.

This letter is meant to amicably question the reasonableness of the fee and provide our legal analysis as to how the fee has to be calculated and imposed. While the Applicant expects to pay a fee related to the Town's stormwater plan review and approval, the \$19,577.60 fee is not appropriate so we are requesting reevaluation of the fee and a reduced assessment.

Code of the Town of Berlin, Maryland (the "**Code**") Section 26-127 grants authority for stormwater management permit fees:

A nonrefundable permit fee will be collected at each phase of stormwater management plan submittal or application for waiver is submitted. The permit fee *will provide for the cost of plan review, administration of the permitting process, and inspection of all projects subject to this article.* A permit fee schedule shall be established by the town *based upon the relative complexity of the project* and may be amended from time to time.

(emphasis added).

The most recent Town of Berlin, Maryland permit fee schedule is found in the “Town of Berlin General Fee Schedule” per Resolution 2025-04 approved June 9, 2025, attached hereto as **Exhibit A**. The schedule includes Stormwater Management Review Fees for Multi-Family, Agricultural, Commercial, Industrial and Institutional Structures and Uses. The minimum fee for this category is \$1375.00. Up to 220,000 sq. ft. of disturbance requires a fee of \$15.00 per 1,000 square feet of disturbance. Greater than 220,000 sq. ft. of disturbance requires a fee of \$4.00 per 1,000 square feet of disturbance. Review fees include one review each of the Concept Plan, Site Development Plan and Final Plan for a total of three (3) reviews. Additional reviews are \$425 each. Minor revisions to approved plans are \$425.00.

The fee schedule as applied to Applicant is unreasonable because the fee is more than necessary to “**provide for the cost of plan review, administration of the permitting process, and inspection**” of the proposed project. Here, we find it unlikely that the money expended by the Town to review, permit, and inspect Applicant’s stormwater management plan is consistent with the fee demanded by the Town. Accordingly, the Town’s calculation for Stormwater Management Review Fees is outside the guardrails of Code Section 26-127.

Additionally, the method of calculating the Stormwater Management Review Fee is unreasonable under Maryland law. Code Section 26-261(b) states in full:

Authority for the adoption of a system of charges and fees to fund the implementation of stormwater management programs is conferred on the mayor and council by Ann. Code of Md., environmental article § 4-204(d), as amended.

Each county or municipality in Maryland may provide by ordinance for the review and approval of stormwater management plans by the local soil conservation district.¹ Furthermore, each governing body of a county or municipality may adopt a system of charges to fund the implementation of stormwater management programs, including reviewing stormwater management plans.² However, the charges shall be assessed in a manner consistent with § 4-202.1(e)(3) and (f) of the Environmental subtitle.³ EN § 4-202.1(e)(3) provides in part:

(ii) A county or municipality may set a stormwater remediation fee under this paragraph based on:

1. A flat rate;
2. An amount that is graduated, based on the amount of impervious surface on each property; or
3. Another method of calculation selected by the county or municipality.

¹ Md. Code Ann., Envir. (“EN”) § 4-204(c).

² *Id.* § 4-204(d)(1).

³ *Id.* § 4-204(d)(4).

However, EN § 4-202.1(e)(4) provides that “the stormwater remediation fee established under this section is *separate* from any charges that a county or municipality establishes related to stormwater management for new developments under § 4-204 of this subtitle, including fees for permitting, review of stormwater management plans, inspections, or monitoring.” (emphasis added). Although EN § 4-204(d)(1) grants authority to the Town to adopt a system of charges to fund the implementation of stormwater management programs, including reviewing stormwater management plans, the charges as assessed in the Town’s General Fee Schedule are akin to the methods of calculation for “stormwater remediation fees” found in EN § 4-202.1(e)(3).

Accordingly, the Town has implemented a method of calculation for its Stormwater Management Review Fee based on the disturbance area of properties. Although this method of calculation makes sense for a standard stormwater remediation fee, it does not make sense for *review, permitting, and inspection* of stormwater management plans. Such a calculation should be based on fees that are necessary to issue building permits and site plan approvals, not the total disturbance area of the properties. Where building permit and site plan review fees are in the nature of or part of a regulatory measure, as opposed to a revenue-raising act, the correct test in determining the validity of the fee schedule is whether the amount collected under the fee schedule is reasonable, and not more than necessary to issue building permits and site plan approvals. See *Mayor & City Council of Ocean City v. Purnell-Jarvis Ltd.*, 86 Md. App. 390, 416 (1991). In *Purnell-Jarvis*, the Ocean City fee schedule was regulatory, and the fee was required to be limited to what was necessary to fund the regulation being enforced. *Id.* at 405. Because the fees in that matter far exceeded the costs of the review and implementation of the regulations, the Court upheld the lower court’s ruling that they were excessive. *Id.* at 406.

A municipality may not impose any type of charge without the authority to do so from the General Assembly. A local law that fails to adhere to the directives of the state enabling legislation, like the Stormwater Management Review Fee in this instance, is unauthorized and invalid.

Additionally, note that the Applicant will prepare the Stormwater Management Plan in accordance with Maryland Department of Environment standards.

On behalf of the Applicant, we respectfully request that the Town reevaluate and recalculate the requested fee for plan review and approval. If there is any information or documentation that Soltage, the property owner, or my office can provide to further this discussion please contact me at 410.820.0250 or bmullaney@mdswlaw.com.

Sincerely,

Brendan S. Mullaney



Stormwater Design Guidance – Solar Panel Installations

Revisions to Maryland's stormwater management regulations in 2010 require that environmental site design (ESD) be used to the maximum extent practicable (MEP) to mimic natural hydrology, reduce runoff to reflect forested wooded conditions, and minimize the impact of land development on water resources. This applies to any residential, commercial, industrial, or institutional development where more than 5,000 square feet of land area is disturbed. Consequently, stormwater management must be addressed even when permeable features like solar panel installations exceed 5,000 square feet of land disturbance.

Depending on local soil conditions and proposed imperviousness, the amount of rainfall that stormwater requirements are based on varies from 1.0 to 2.6 inches. However, addressing stormwater management does not mean that structural or micro-scale practices must be constructed to capture and treat large volumes of runoff. Using nonstructural techniques like disconnecting impervious cover reduces runoff by promoting overland filtering and infiltration. Commonly used with smaller or narrower impervious areas like driveways or open roads, the Disconnection of Non-Rooftop Runoff technique (see pp. 5.61 to 5.65 of the **2000 Maryland Stormwater Design Manual**¹) is a low cost alternative for treating runoff in situations like rows of solar panels.

When non-rooftop disconnection is used to treat runoff, the following factors should be considered:

- The vegetated area receiving runoff must be equal to or greater in length than the disconnected surface (e.g., width of the row of solar panels)
- Runoff must sheet flow onto and across vegetated areas to maintain the disconnection
- Disconnections should be located on gradual slopes ($\leq 5\%$) to maintain sheetflow. Level spreaders, terraces, or berms may be used to maintain sheetflow conditions if the average slope is steeper than 5%. However, installations on slopes greater than 10% will require an engineered plan that ensures adequate treatment and the safe and non-erosive conveyance of runoff to the property line or downstream stormwater management practice.
- Disconnecting impervious surfaces works best in undisturbed soils. To minimize disturbance and compaction, construction vehicles and equipment should avoid areas used for disconnection during installation of the solar panels.
- Groundcover vegetation must be maintained in good condition in those areas receiving disconnected runoff. Typically this maintenance is no different than other lawn or landscaped areas. However, areas receiving runoff should be protected (e.g., planting shrubs or trees along the perimeter) from future compaction.

Depending on the layout and number of panels installed, the disconnection of non-rooftop runoff technique may address some or all of the stormwater management requirements for an individual project. Where the imperviousness is high or there is other infrastructure (e.g., access roads, transformers), additional runoff may need to be treated. In these situations, other ESD techniques or micro-scale practices may be needed to provide stormwater management for these features.

Example 1 – Using Non-Rooftop Disconnection Where the Average Slope $\leq 5\%$

Several rows of solar panels will be installed in an existing meadow. The soils within the meadow are hydrologic soil group (HSG) B and the average slope does not exceed 5%. Each row of panels is 10 feet wide and the distance between rows is 20 feet. The rows of solar panels will be installed according to Figure 1 below. In this scenario, the disconnection length is the same as the distance between rows (20 feet) and is greater than the width of each row (10 feet). Therefore, each row of panels is adequately disconnected and the runoff from 1.0 inch of rainfall is treated.

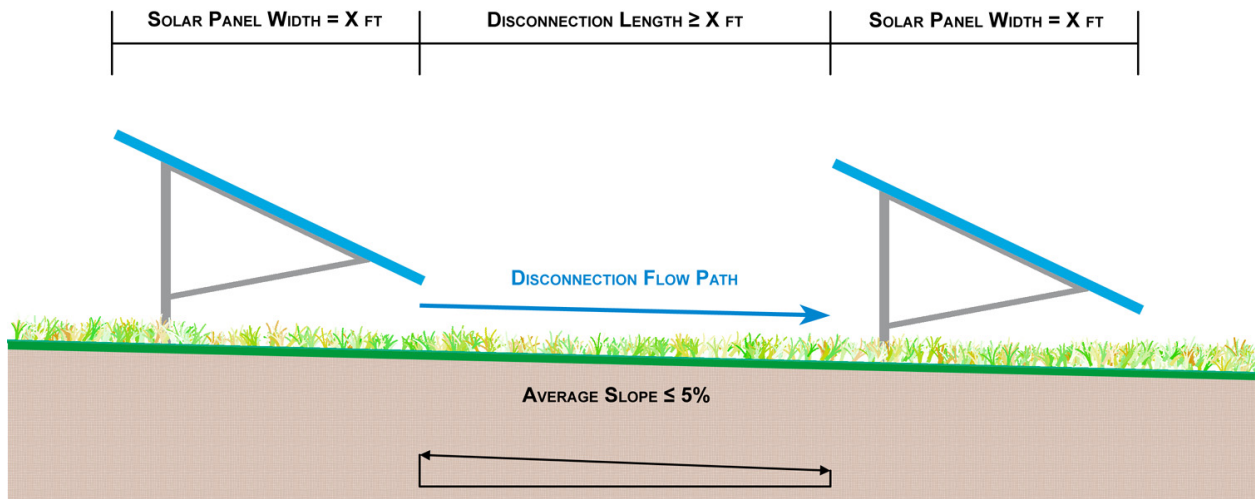


Figure 1. Typical Installation - Slope $\leq 5\%$

Example 2 – Using Non-Rooftop Disconnection Where the Average Slope $\geq 5\%$ but $\leq 10\%$

Several rows of solar panels will be installed in an existing meadow. The soils within the meadow are hydrologic soil group (HSG) B and the average slope is greater than 5% but less than 10%. Each row of panels is 10 feet wide and the distance between rows is 20 feet. The rows of solar panels will be installed as shown in Figure 2 below. The disconnection length is the same as the distance between rows (20 feet) and is greater than the width of each row (10 feet). However, in this example, a level spreader (typically 1 to 2-foot wide and 1 foot deep) has been located at the drip edge of each row of panels to dissipate energy and maintain sheetflow.

Discussion

To meet State and local stormwater management requirements, ESD must be used to the MEP to reduce runoff to reflect forested conditions. While all reasonable options for implementing ESD must be investigated, minimally, the runoff from 1 inch of rainfall must be treated. In each of the examples above, there may be additional opportunities to implement ESD techniques or practices and reduce runoff that should be explored. However, simply disconnecting the runoff from the solar panel arrays captures and treats the runoff from 1.0 inch of rainfall. Where imperviousness is low and soil conditions less optimal (e.g., HSG C or D), this may be sufficient to completely address stormwater management requirements. In more dense applications or in sandy soils, additional stormwater management may be required.

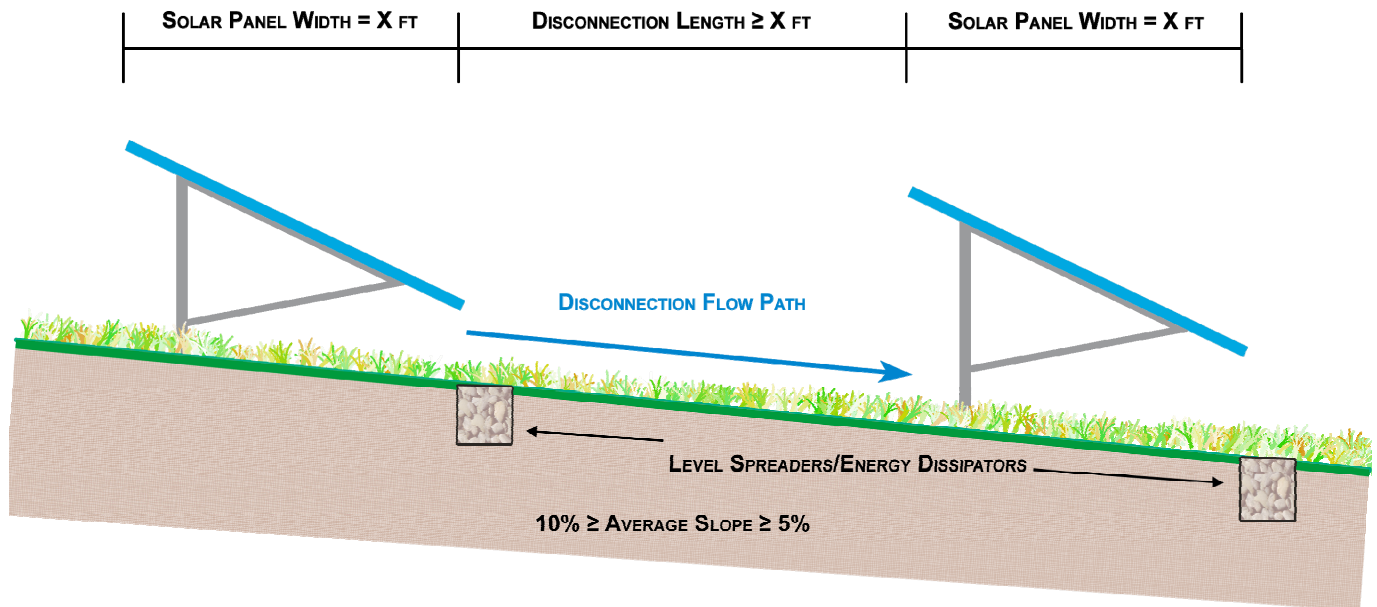


Figure 2. Typical Installation – Slope $\geq 5\%$ but $\leq 10\%$

Conclusion

The primary purpose of Maryland's stormwater management program is to mimic natural hydrologic runoff characteristics and minimize the impact of land development on water resources. Any land development project that exceeds 5,000 square feet of disturbance, including solar panel projects, must address stormwater management. However, for solar panels, stormwater management may be provided in a cost-effective manner by disconnecting each row of panels and directing runoff over the vegetated areas between the individual rows.

Resources

¹ 2000 Maryland Stormwater Design Manual, Volumes I and II, MDE, October 2000
http://www.mde.state.md.us/programs/Water/StormwaterManagementProgram/MarylandStormwaterDesignManual/Pages/Programs/WaterPrograms/SedimentandStormwater/stormwater_design/index.aspx

TOWN OF BERLIN GENERAL FEE SCHEDULE

		FY2026	FY 2027	FY 2028	FY 2029	FY 2030
		effective 7/1/2025	effective 7/1/2026	effective 7/1/2027	effective 7/1/2028	effective 74/1/2029
Board of Zoning Appeals Fees						
Hearing Fee - plus advertising costs		\$525.00	\$550	\$575	\$600	\$625
HDC Fee						
HDC Appearance/Review		\$100.00	\$110	\$120	\$130	\$140
Other Planning Dept. Fees						
Excavation/Grading Permit		\$350.00	\$360	\$375	\$400	\$450
Demolition Permit		\$210.00	\$250	\$275	\$300	\$350
Burn Permit		\$40.00	\$45	\$50	\$55	\$60
Zoning Certificate for change of use		\$145.00	\$150	\$155	\$160	\$165
Annexation Request - plus advertising costs*		\$525.00	\$550	\$575	\$600	\$625
Stormwater Management Review Fees	Review fees include one review each of the Concept Plan, Site Development Plan and Final Plan for a total of three (3) reviews.					
Single Family Dwellings		Minimum fee of \$850.00	Minimum fee of \$875	Minimum fee of \$900.00	Minimum fee of \$925.00	Minimum fee of \$950.00
Up to 130,000 sq. ft. of disturbance		\$10.50 per 1,000 square feet of disturbance	\$11.00 per 1,000 square feet of disturbance	\$11.50 per 1,000 square feet of disturbance	\$12.00 per 1,000 square feet of disturbance	\$14.00 per 1,000 square feet of disturbance
Greater than 130,000 sq. ft. of disturbance		\$3.00 per 1,000 square feet of disturbance	\$3.25 per 1,000 square feet of disturbance	\$3.50 per 1,000 square feet of disturbance	\$3.75 per 1,000 square feet of disturbance	\$4.00 per 1,000 square feet of disturbance
Additional reviews - each		\$275.00	\$300.00	\$325.00	\$350.00	\$375.00
Minor revisions to approved plans		\$275.00	\$300.00	\$325.00	\$350.00	\$375.00
Multi-Family, Agricultural, Commercial, Industrial and Institutional Structures and Uses		Minimum fee of \$1375.00	Minimum fee of \$1400.00	Minimum fee of \$1450.00	Minimum fee of \$1475.00	Minimum fee of \$1500.00
Up to 220,000 sq. ft. of disturbance		\$15.00 per 1,000 square feet of disturbance	\$15.50 per 1,000 square feet of disturbance	\$16.00 per 1,000 square feet of disturbance	\$16.50 per 1,000 square feet of disturbance	\$17.00 per 1,000 square feet of disturbance
Greater than 220,000 sq. ft. of disturbance		\$4.00 per 1,000 square feet of disturbance	\$4.50 per 1,000 square feet of disturbance	\$5.00 per 1,000 square feet of disturbance	\$5.50 per 1,000 square feet of disturbance	\$6.00 per 1,000 square feet of disturbance
Review fees include one review each of the Concept Plan, Site Development Plan and Final Plan for a total of three (3) reviews.		Additional reviews: \$425 each	Additional reviews: \$450 each	Additional reviews: \$475 each	Additional reviews: \$500 each	Additional reviews: \$525 each
Minor revisions to approved plans		\$425.00	\$450.00	\$475.00	\$500.00	\$525.00
Waiver Requests		\$275.00 flat fee	\$300.00 flat fee	\$325.00 flat fee	\$350.00 flat fee	\$375.00 flat fee
Impact Fees (est. 2005)						
Residential per dwelling unit		\$2,000.00	PENDING REVIEW			
Commercial		\$1 per sq. foot of bldg.				
Note: Impact Fees are currently set by Town Code. Revision would require an Ordinance. A formal fee study is proposed for FY26.						

*Advertising Costs billed to applicant when invoiced to the Town.



MOTION OF THE MAYOR AND COUNCIL 2025-67

A motion of the Mayor and Council of the Town of Berlin, REQUESTING RETROACTIVE APPROVAL FOR PAYMENT TO PYRZ WATER SUPPLY CO. INC., FOR EMERGENCY SERVICES RENDERED IN THE AMOUNT OF \$30,194.65 FOR NETZSCH STATOR.

This payment will be expensed as a part of the Wastewater Capital Fund (24-5820-5255).

APPROVED this ____ day of _____, 2025, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

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

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2025, by the Mayor of the Town of Berlin.

Zack 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: Monday, November 24, 2025

SUBJECT: Approve the Sludge Press Pump Stator

SUMMARY

On November 6, 2025, we discovered that the sludge press pump stopped working. During our investigation, we figured out that the stator was swelled up and stopped the motor/pump.

BACKGROUND

The morning of November 6, 2025, we discovered that the sludge press was not working. During our investigation to determine the issue, we discovered that the stator was swelled and stopped working. Pyrzs Water Supply Co. Inc. was immediately contacted to have the stator replaced.

In order to have this replaced, Pyrzs Water Supply Co. Inc. had to send us a new stator.

Financial Overview

Scope of Repairs (per detailed invoice):

The invoice includes labor, equipment, and materials used:

Netzsch Stator

- **Total: \$30,194.65**

These costs would be charged to the Wastewater Capital Fund (24-5820-5255) under Requisition No. 202600142, which has been created to cover all Pyrzs Water Supply Co. Inc. invoice(s) to date.

RECOMMENDATIONS

Staff is requesting retroactive approval from the Mayor and Council for payment of \$30,194.65, under Requisition No. 202600142, to Pyrzs Water Supply Co. Inc. for emergency services rendered. The emergency nature of the event necessitated immediate response and action in the interest of public health and infrastructure protection.

Pyrz Water Supply Co., Inc.**Invoice**

PO Box 107
 Harleysville, PA 19438
 215-256-8430 sales@pyrzwater.com

Date	Invoice #
11/3/2025	50557

Bill To
TOWN OF BERLIN 10 WILLIAM STREET BERLIN, MD 21811

Ship To
TOWN OF BERLIN STP 9210 BOTTLE BRANCH ROAD BERLIN, MD 21811 ATTN: JAMEY LATCHUM 410-641-3845

			TERMS	P.O. NUMBER	SHIPPED VIA	
QUANTITY			Net 30	202600142	FedEx	
ORD	BKO	SHIP	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1		1	Stator	Netzsch 4637686 Stator f.STP-3	29,754.65	29,754.65
			FedEx	FedEx Ground 10/30/2025 7118078553	440.00	440.00
MD Sales Tax Exempt					Sales Tax (6.0%)	\$0.00
					TOTAL	\$30,194.65



November 24, 2025 Weekly Report

Departments This Week:

Town Administration

- **SAVE-THE-DATE**
 - Thursday & Friday, November 27 & 28: Most Town offices closed for the Thanksgiving Holiday
 - Friday, November 28: Tree Lighting and Ice-Ice Berlin
 - Thursday, December 4: Christmas Parade
 - Wednesdays, December 3 & 10: Yard Waste Collection dates. For details: <https://berlinmd.gov/trash-recycling-and-special-collection/>
 - Monday, December 8: Closed Session TBD; 6:00 PM Regular Session (no 2nd Meeting in December)
 - Thursday, December 18, 5:00 PM at Inn at Berlin: Menorah Lighting
 - Friday, December 19: Most Town offices close at 11:30 AM so that our staff can attend the Town Holiday Party
 - Wednesday & Thursday, December 24 & 25: Most Town offices closed for the Christmas Holiday
 - Wednesday & Thursday, December 31 & January 1: Most Town offices closed for the New Year Holiday
- Interviews with select firms for the General On-call Engineering and On-call Stormwater Engineering RFQs are scheduled for Friday, Nov. 21. Intent is to make a recommendation at the December 8 Council Meeting.
- Ongoing for Town Hall Renovations:
 - Haley Architecture is moving forward with bidding the project as discussed at the November 10th Mayor & Council meeting.
 - Staff continues to work on records and planning to move to the Visitor Center.

Economic and Community Development

- We are in full swing holiday event mode!
- There will be 45 ice sculptures (all sponsored by local businesses), OC Pipes & Drums, Santa will be at Kringle Kottage on Artisans Green, the Taylor House Museum will be selling hot chocolate all for Ice Ice Berlin. Tree will be lit by the Mayor at 6pm.
- Thank you to Charles and Alan for picking out and making the trip all the way to Western Maryland to bring back the Christmas tree.
- Merry Marketplace Is hosted by the OC Berlin Rotary club and will have freshly roasted chestnuts, hot chocolate, and many of the farmers market vendors. Located in the parking lot at 14 S. Main St., Saturdays 10am to 3pm.
- Santa will have a meet and greets at Kringle Kottage, weekends until Christmas 10am-1pm And free carriage rides return on weekends 11am-3pm this year will include small business Saturday, but no Carriage Rides on Sat, Dec 13.
- Santa's mailbox will be in the foyer of the welcome center for kids to drop off their letters to Santa and each child will receive a letter back with a coupon for a free treat.
- Dec 18, 4pm-6pm Hanukkah celebration at the Inn Berlin. 4 PM will have kids crafts and live music and the menorah will be lit at 5 PM. This event is put on by The Inn Berlin.

- The Storybook Walk is back - Kids can stroll through downtown and read a story page-by-page at 13 different businesses. They'll also get a chance to color a page and enter a \$100 drawing. Start the walk at 14 South Main St.

Electric

- Maple Dr-Squirrel Outage
- Installed Skylines and Decorations
- North Main Street-Relocated underground service
- Jefferson, Grace & Washington-Installed AMI meters
- Swanton, PA-Picked up Christmas Tree
- Atlantic Hotel-Installed Christmas Tree & Decorated
- North Main Street-Rescued a Squirrel. Stuck in the wires
- South Main Street-Replaced overhead secondary service
- Various Locations-Street Light Repairs
- AMI Meter Testing
- Cutoffs-(Non-Payment)
- Demands & Meter Reads
- Power Plant-Maintenance

Finance Director

Continues to work on:

- Finalizing the FY 2025 Audit.
- FY 2025 end-of-year performance. Preparation of financial highlights.
- FY 2025 capital projects for fixed assets.
- ChargePoint station contract review and billing reconciliations.
- Tyler's new server migration and discussion on the possibility On on-cloud hosting.
- New credit card processing discussions.
- Grants, water loans, public works bond, electric AMI meters bond.
- Opioid settlements, outstanding plan, and questions. Program implementation with Hope 4 Recovery.
- Bank accounts review, collateral coverage, positive pay implementation.
- CDA Bond paperwork, year-end information for USDA office.
- Delinquent accounts review.
- Public Service Commissioner's reports and submissions, PCA calculations – Michelle.
- DBF invoices review and processing.
- EA invoices review and processing.
- Credit card payments and processing- Shirley.
- Bank reconciliations – Melissa.
- Journal entries and invoices – Linda.
- Electric rate study paperwork and necessary reports for evaluation.
- Working with Booth and Assoc-in process.
- Water and electric meter readings- Michelle.
- Smart metering project planning and Tyler integration.
- Check processing and credit card payments, review registers, checks, and the Town's card payments – Shirley.
- Department meetings scheduled, projects, and planning.
- Employees' training.

- MD GFOA Conference is upcoming in October.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting.

Human Resources Department

- Attended the LGIT Annual Meeting in Annapolis with Mary Bohlen on 11/13/25.
- Processed payroll and all related reports on 11/17/25.
- Attended the SHRM Monthly Meeting on 11/18/25. The topic was Employee Handbooks: What to include, what to avoid, and why it matters.
- Still working with the SHRM Handbook builder tool, once I finish "building" the handbook and have it reviewed by their legal team, I will be presenting it to the Mayor and Council.
- Continuing to dress casually on Fridays to move and sort old and current HR files.
- I have been attending One Digital retirement series on Wednesday evenings every other week and sharing that information with staff. The last one is 11/19/25.
- Save the Date:
 - Civility in the Workplace and Harassment Training for December 16th - please notify Laura Brown of which session you plan to attend, A.M. or P.M.
 - Town Holiday gathering on December 19th - more information to follow.
- Open positions:
 - Chief Plant Operator - Wastewater
 - Police Communications Officer (part-time) - Police
 - Police Officer - Police

Planning Department

- Historic District meeting 11/5/25 - 2 cases.
- Planning Commission meeting 11/12/25 - 1 case.
- Attended the parking subcommittee meeting
- Led the Monthly Project Review meeting.
- Completed the Planning Commissioner course.
- Ongoing review of development projects.
- Received permits for: Roof- 2, Renovation - 2, Burn - 1, Shed – 1.
- Released permits for: Roof- 3, Renovation - 1, Deck - 1, Sign - 2, Burn - 1, Solar – 1.
- Received applications for: Business License – 4.
- Received 2 PIA requests.
- Issued door tags/corrective action letters for: Delinquent Business Licenses- 21, Temporary feather flags – 1.
- Researching Railroad easements/leases.
- Finished creating interactive zoning web map.
- Identified unlicensed businesses using GIS imagery.
- Researched plats for easements for several developments.

Police Department

- 11/4-7, Cpl Marshall and Pfc Shockley completed Peer Support Training at the Eastern Shore Justice Academy Salisbury, MD.
- 11/12, Chief Downing attended the Law Enforcement Agencies Statewide Sexual Assault Evidence Kit meeting in an effort to ensure all sexual assault kits in Maryland tested and placed in (CODIS) the Combined DNA Index System.
- 11/12, Cpl J. Collins completed the annual certification for Taser (ECD) for Cpl Bratten, Senior Officer Engelbrecht, Pfc R. Collins and Ptl N. Rickards.

- 11/12, Pfc Shockley assisted by Cpl Lloyd instructed Use of Force and Defensive Tactics to Cpl Bratten, Senior Officer Engelbrecht, Ptl Rickards, and Pfc R. Collins.
- 11/13-14, Pfc Shockley assisted with the Defensive Tactics Practical certification with entry-level Eastern Shore Criminal Justice Class in Salisbury, MD.
- 11/14, Chief Downing attended the recognition and celebration of Worcester County Drug Court's Twentieth Anniversary.
- **Cpl Avery Marshall and Pfc Matthew Ebke saved a young man who was attempting to commit suicide.**
- Collisions – 4
- Arrest – 2

Public Works

- We finished up our last free bulk collection last week, totaling approximately 75 stops, 4 tons of trash, and 1.25 tons of metal scrap between the two pickups. Our next yard waste collection is coming up soon, with pickup days on 12/3 and 12/10.
- PW assisted with the Christmas tree arrival on 11/17. We provided traffic control to ensure a safe arrival and presentation for the tree.
- We will be assisting with the coming Ice Ice and tree lighting event as well. PW will help with street closures, trash collection, and event setup.
- Trash and recycling collection continues as normal.
- Street sweeping is being done weekly all throughout town streets.

Water Resources

- Checked lagoon levels at Spray Site 002.
- MDE Visit for Sanitary Survey (Water) 11/13.
- Bearing Construction installed new stator on sludge press pump.
- Hill's Electric came to trouble shoot the sludge press pump.
- Fixed water leak on 4 Washington St and installed new meter pit.
- Installed a new meter pit for a fire suppression system on Old Oc Blvd new construction.
- Started installing new meter pit lids on Main Street.
- Staff attended some trainings - JL, RP, SB, SC, MM, DD, HB.
- Still collecting LSLR Consent Forms for William St, Broad St, Bay St (Please send consent forms to hbrittingham@berlinmd.gov or turn in form to Town Hall).



Check Run Report
will be posted when available.