



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

**Berlin Town Hall**  
**10 William Street**  
**Monday, January 12, 2026**

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

- 1. 6:05 PM APPROVAL OF MINUTES: (*Strategic Plan: DS1*)**
  - a) Closed Session Minutes of 12.08.25
  - b) Regular Session Minutes of 12.08.25
  - c) Closed Session Minutes of 12.23.25
- 2. 6:10 PM PRESENTATION:** Rick Prouse's National Rural Water Apprenticeship Program – Apprenticeship Development Coordinator Patty Shreves and Water Resources Director Jamey Latchum (*Strategic Plan: DS3, AS3 & AS4*)
- 3. 6:15 PM FY25 Audit –** PKS & Company, P.A. and Finance Director Natalie Saleh (*Strategic Plan: DS1 – DS6*)
- 4. 6:50 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) Motion 2026-01: Special Event Request, Brittingham Family Reunion at SDP, Sat 8/15/26 – Event Organizer Michael Fooks (*Strategic Plan: DS1, AS1*)
  - b) Motion 2026-02: MD State Firefighters Assoc. Special Event Request, Sat 6/20/26 – Berlin Fire Company President David Fitzgerald (*Strategic Plan: DS1, AS1*)
  - c) Discussion & Motion 2026-03: Tattoo Moratorium – Mayor Zack Tyndall (*Strategic Plan: DS4, AS1*)
  - d) Resolution 2026-01: Fee Schedule Amendment – Town Administrator Mary Bohlen and Acting Planning Director Ryan Hardesty (*Strategic Plan: DS4*)
- 5. 7:10 PM DISCUSSION: Local Development Council Updates to Multi-Year Plan Request for Slot Revenue Utilization –** Finance Director Natalie Saleh (*Strategic Plan: DS1 – DS6*)
- 6. 7:20 PM ANNOUNCEMENT:** State of Maryland ADU Bill (SB0891/HB1466) Requiring Every County and Municipality Adopt a Local Law Authorizing ADUs – Mayor Tyndall and Acting Planning Director Ryan Hardesty (*Strategic Plan: DS4*)
- 7. 7:25 PM REPORTS:** Town Administrator's Report, Departmental Reports (*Strategic Plan: DS1; DS4*)
- 8. 7:30 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.*
- 9. 7:40 PM COMMENTS FROM THE COUNCIL**
- 10. 7:45 PM COMMENTS FROM THE MAYOR'S OFFICE**
- 11. 7:55 PM COMMENTS FROM THE PRESS**
- 12. 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](http://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.



CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, December 8, 2025

**Present:** Mayor Zack Tyndall, V-P Dean Burrell, Councilmembers Steve Green, Jay Knerr, and Jack Orris  
**Staff Present:** Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney Dave Gaskill

**Absent:** none

**Others present:** none

**Authority to close session:** Pursuant to Maryland General Provisions Article; Sec 3-305(b):

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and

Beginning at approximately 5:30 PM, the motion and vote to go into Closed Session were held in the Council Chambers and streamed live via Facebook. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. With no questions or comments from the public and following a motion by Councilmember Orris and second by Councilmember Knerr, approval was unanimous to go into Closed Session.

The Facebook feed was ended and the group moved to the Conference Room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
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Following a motion by Councilmember Orris, second by Councilmember Knerr, the Meeting adjourned at approximately 6:02 PM.

Respectfully Submitted,

**MTB**

Mary T. Bohlen  
Town Administrator

Attachment: Closed Session Summary of December 8, 2025



### Closed Session Summary

To be included in the minutes in the next Open Meeting

#### 1. Statement of the time, place, and purpose of the closed session:

- a. Time of closed session: Monday, December 8, 2025, 5:30 PM.
- b. Place (location) of closed session: Vote to Close: Mayor and Council Chambers.  
Meeting: 2<sup>nd</sup> Floor Conference Room
- c. Purpose of the closed session: Regarding a personnel matter.
- d. Date and time that we will return to public meeting: Monday, December 8, 2025, 6:00 PM

#### 2. Record of the vote of each member as to closing the session:

- a. Motion to close meeting made by: Orris
- b. Second by: Knerr
- c. Members voting in favor: Burrell and Green
- d. Members opposed: none
- e. Members abstaining: none
- f. Members absent: Nichols

#### 3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Article § 3-305(b)

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

#### Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action taken/each recorded vote
Personnel matter	Z. Tyndall, D. Burrell, S. Green, J. Knerr, J. Orris M. Bohlen, K. Jensen, D. Gaskill	No formal motion or vote

**This statement was made by: Mayor Zack Tyndall, presiding officer**

**List members who have received open meetings training (at least one member must be in attendance during closed session):** Mayor Zack Tyndall, Councilmember Jack Orris, Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, Town Attorney David Gaskill, Special Projects Administrator Kate Daub.



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, December 8, 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, Economic and Community Development Director Ivy Wells, Director of Public Works Jimmy Charles, Electric Utility Director Tim Lawrence, Chief of Police Arnold Downing, Mayor’s Executive 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 6:10 PM.

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

- a. Closed Session of 11.10.25
- b. Regular Session of 11.24.25

On the motion of Councilmember Orris, second by Councilmember Green, the Closed Session of 11.10.25 and Regular Session of 11.10.25 minutes 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. Items for Approval:

- a. Motion 2025-68: Award of On-call General Engineering and Stormwater Engineering Contracts – Town Administrator Mary Bohlen (*Strategic Plan: DS3, AS3 & AS4*)

Mayor Tyndall emphasized the importance of contracts going out to bid and noted it reflected positively when recommendations supported continuing partnerships with current contractors. Town Administrator Mary Bohlen reviewed the staff report and the Request for Qualifications process, explaining that the committee recommended remaining with the

previously selected contractors. Councilmember Orris stated it was an informative process, particularly regarding stormwater, and noted the strong submissions made the decision difficult, but stated staying with the incumbents was best. Councilmember Knerr added that there was considerable interaction between applicants and the committee and agreed continuing the current partnerships was a good decision.

On the motion of Councilmember Knerr, second by Councilmember Orris, Motion 2025-68: Award of On-call General Engineering and Stormwater Engineering Contracts was 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

- b. Motion 2025-69: Declaration of Surplus Property – Chief of Police Arnold Downing, Electric Utility Director Tim Lawrence, & Director of Water Resources Jamey Latchum (*Strategic Plan: DS2; DS3*)

Chief of Police Arnold Downing explained that the vehicle the police department chose to surplus had not been in use on the road for the past two months. Electric Utility Director Tim Lawrence noted that the bucket truck listed for surplus was the one slated for replacement 2½ years ago. The department waited until the new truck was fully operational before listing the old truck for surplus. He added that, although the truck had only 59,396 miles, this did not account for its run-time, which was approximately 15,000 hours, and that the hydraulics were worn out. Ms. Bohlen added that Director of Water Resources Jamey Latchum would follow the same approach with the vacuum truck, keeping the old truck until the new one was fully operational. Mayor Tyndall added that the gas meters were also at the end of their service life.

On the motion of Vice President Burrell, second by Councilmember Orris, the Declaration of Surplus Property 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				

Voting Tally	4				1
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3. Reports: Town Administrator's Report, Departmental Reports (Strategic Plan: DS3, DS4)

Town Administrator Mary Bohlen reminded the public that this was the final Mayor and Council meeting of the year and noted the next meeting would be held on Monday, January 12, 2026. She stated most Town offices would be closed on December 24<sup>th</sup>, 25<sup>th</sup>, December 31<sup>st</sup>, and January 1<sup>st</sup>. Ms. Bohlen reported that Town Hall staff continued records preparation ahead of the renovation and confirmed the renovation project went out to bid earlier in the day, with a bid presentation expected on February 9, 2026.

Councilmember Orris referenced the Planning Department's Weekly Report and asked for clarification regarding the digitization of easements in the Henry Mills area. Special Projects Administrator Kate Daub explained that the Planning Department was undergoing the same records process as Town Hall and would be digitizing all paper documents.

Councilmember Green requested a review of parade day and evening. Economic and Community Development Director Ivy Wells reported that no chairs were removed from sidewalks, and her office received no complaints. Ms. Bohlen noted Town Hall received two calls only to confirm permitted chair placement times. Ms. Wells and Chief Downing both stated the event was smooth and uneventful, and pre-planning decisions were effective.

Director of Public Works Jimmy Charles reported the West Street and Washington Street parking lot operated smoothly on parade day, and once full, staff were able to assist in other areas. He stated the absence of chairs on sidewalks improved safety and cleanliness during the day. Ms. Wells added that merchants experienced one of the busiest parade days in years. In response to Councilmember Orris, she reported that merchants also had a successful Thanksgiving weekend and that the earlier road closures for Ice Ice Berlin did not negatively impact businesses.

Regarding the new parking lot, Councilmember Green noted residents and visitors appeared to use the lot automatically rather than searching for the closest street parking and said he was proud of its success. Chief Downing noted parking operations were much smoother overall. Ms. Wells added that the continuous shuttle service was helpful and thanked Ocean Downs Casino for providing the shuttle.

The Mayor's Executive Assistant, Sara Gorfinkel, thanked Mr. Charles, his department, and Mayor's Office Intern Arusa Islam for their assistance with the parade parking spot auction, which raised nearly \$10,000 for the future Community Center. She reported that winners enjoyed the experience, and the process went smoothly.

4. Comments from the Public (Strategic Plan: DS4; DS5) – None.

5. Comments from the Council

Vice President Burrell raised concerns about traffic congestion during Berlin Intermediate School's drop-off and pickup periods, noting it created unsafe conditions. Councilmember Green confirmed the congestion was typical and difficult to resolve. Ms. Bohlen added that more students being driven rather than walking has contributed to increased traffic. Discussion followed on potential studies or solutions. Chief Downing noted traffic engineering would be required and that staffing

impacts, such as longer teacher shifts, would create additional costs. Ms. Bohlen noted that the heaviest congestion generally lasts for 15–20 minutes twice a day, and, while inconvenient for those caught in it, the associated time and expense to seek a solution might outweigh that inconvenience.

Councilmember Knerr reported receiving a call from a local builder who received a stop-work order after being told a permit was required, which he said had not been required in the past. Mayor Tyndall stated the requirement was in the Town Code and was now being enforced through Code Enforcement. Ms. Bohlen noted that past non-enforcement did not mean the requirement was incorrect and added that business licenses do not indicate the full range of services someone may perform. She said the Town could review the permitting process if desired. Councilmember Green commented that Code Enforcement had moved from a “gray area” to “black and white” and asked about offering grace. Councilmember Orris asked what the process was for citations and if warnings were given. Ms. Bohlen informed him that the process depended on the language in the Town Code, which changed depending on the issue at hand. Ms. Daub confirmed that warnings were given prior to citations being distributed. Mayor Tyndall explained that Code Enforcement practices had historically been cyclical and were tied to community feedback, and that Code Enforcement Officer Chanita Lewis-Watson works with residents when possible. He noted further conversation could take place regarding changes.

Councilmember Orris asked for confirmation that West Street had no parking at any time, and Chief Downing confirmed this. Councilmember Orris again thanked Chief Downing for his service and congratulated him on his upcoming retirement. He recognized all staff who worked at the parade, noting it was the smoothest one yet, and added that Ice Ice Berlin was also successful. He wished Councilmember Green a happy early birthday and wished all a happy holiday season.

Councilmember Green provided an update from the Parking Subcommittee, noting the group has been working extensively with private property owners and exploring multiple creative ideas. He stated some business owners were willing to develop a survey with assistance from Ms. Wells and Ms. Gorfinkel to gather public feedback. He noted that approximately \$1 million in infrastructure improvements were needed and that concerns about paid parking were consistently raised by business owners. Mayor Tyndall announced a public meeting on parking scheduled for January 14th at 8:30 AM for business owners and the press to discuss feedback and next steps.

#### 6. Comments from the Mayor’s Office

Mayor Tyndall thanked Chief Downing for his decades of service, noting it had been an honor to work with him both as a volunteer firefighter and now as Mayor. Chief Downing expressed his gratitude, stating he could not have completed his 34½-year career without God and the support of the community. He added that Berlin had the best schools, healthcare, and police department, and while he was retiring from his position, he was not retiring from the community. Mayor Tyndall announced that Lieutenant Fisher would serve as Interim Chief of Police and reiterated his appreciation for Chief Downing’s service.

Mayor Tyndall reported that the Historic District Commission approved the façade for the Town Hall renovation on December 3rd. The Commission supported the double-door design but removed the molding around the doors, approved the cornice work, and favored shifting from a metal sign to a historic wood-like appearance. He noted the façade would proceed if funding allowed.

Mayor Tyndall discussed a proposal from Berlin Fire Company President David Fitzgerald for the Town to host the Maryland State Firemen's Association parade on Saturday, June 20, 2026. He emphasized the need for the event to be net-positive for the Town and for the primary workload to fall on the organization and its volunteers. A proposed route would begin at the athletic fields and end at Route 50 and Route 818. Ms. Bohlen asked Ms. Wells to ensure that the MSFA was aware that they would need to coordinate with Worcester County regarding use of the County Athletic fields grounds. Councilmember Orris requested additional information regarding event staffing and logistics. Mr. Fitzgerald will present the proposal at the January 12, 2026 Mayor and Council meeting.

Mayor Tyndall thanked staff for their efforts during the parade, noting it was a great kickoff to the holiday season. Mr. Charles added that 2026 would mark the 250th anniversary of the United States, and the Mayor and Council agreed to discuss commemorative downtown flags further.

7. Comments from the Press – None.

8. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Orris, the Mayor and Council meeting was adjourned at approximately 7:11 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				1

Respectfully submitted,



Laura Brown  
Administrative Assistant



CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, December 23, 2025

**Present:** Mayor Zack Tyndall, V-P Dean Burrell, Councilmembers Steve Green, Jay Knerr, and Jack Orris, and Shaneka Nichols (joined meeting in progress by phone)

**Staff Present:** Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney Dave Gaskill

**Absent:** none

**Others present:** none

**Authority to close session:** Pursuant to Maryland General Provisions Article; Sec 3-305(b):

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.

Beginning at approximately 5:00 PM, the motion and vote to go into Closed Session were held in the Council Chambers and streamed live via Facebook. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. Mayor Tyndall invited anyone with any objection to indicate such at this time. Councilmember Orris objected to the Closed Session being cited under Sec 3-305(b)(1) indicating that he believed the discussion to be a possible deviation from established protocols and procedures, which he believed to be inappropriate. Councilmember Burrell asked him to elaborate on what he believed to be the deviation and Councilmember Orris indicated that he believed that it was possible that there had been communication from the executive in a possibly inappropriate timeline for things related to that exception. Mayor Tyndall indicated that he objected to the basis of the objection. With no further discussion, the Mayor asked for a motion and vote. Councilmember Knerr moved to adjourn to Closed Session and Councilmember Green seconded. The vote to proceed into Closed Session was as follows:

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>	3	1			1

The Facebook feed was ended and the group moved to the Conference Room.

Councilmember Shaneka Nichols joined the meeting in progress by phone.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD

Following a motion by Councilmember Orris, second by Councilmember Knerr, the Meeting adjourned at approximately 7:00 PM.

Respectfully Submitted,

**MTB**

Mary T. Bohlen  
Town Administrator

Attachment: Closed Session Summary of December 23, 2025



### Closed Session Summary

To be included in the minutes in the next Open Meeting

#### 1. Statement of the time, place, and purpose of the closed session:

- a. Time of closed session: Tuesday, December 23, 2025, 5:00 PM.
- b. Place (location) of closed session: Vote to Close: Mayor and Council Chambers.  
Meeting: 2<sup>nd</sup> Floor Conference Room
- c. Purpose of the closed session: Regarding a personnel matter and public safety.
- d. Date and time that we will return to public meeting: Monday, January 12, 2025, 6:00 PM

#### 2. Record of the vote of each member as to closing the session:

- a. Motion to close meeting made by: Knerr
- b. Second by: Green
- c. Members voting in favor: Burrell
- d. Members opposed: Orris
- e. Members abstaining: none
- f. Members absent: Nichols (absent for vote to close; joined meeting by phone in the Conference Room.

#### 3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Article § 3-305(b)

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;

#### Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action taken/each recorded vote
Personnel matter Public Safety	Z. Tyndall, D. Burrell, S. Green, J. Knerr, S. Nichols (by phone), J. Orris, M. Bohlen, K. Jensen, D. Gaskill	No formal motion or vote

This statement was made by: **Mayor Zack Tyndall, presiding officer**

**List members who have received open meetings training (at least one member must be in attendance during closed session):** Mayor Zack Tyndall, Councilmember Jack Orris, Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, Town Attorney David Gaskill, Special Projects Administrator Kate Daub.

# TOWN OF BERLIN, MARYLAND

## OVERVIEW OF FINANCIAL HIGHLIGHTS

YEAR ENDED JUNE 30, 2025



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## Independent Auditors' Report

In our opinion, the financial statements **present fairly, in all material respects** the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Berlin, Maryland as of June 30, 2025 and for the year then ended in accordance with accounting principles generally accepted in the United States of America (GAAP).

**Clean or unmodified opinion.**

**Highest level of assurance that we can give.**

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## *Government Auditing Standards Report*

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Report on internal control over financial reporting and on compliance and other matters

- Not an opinion report
- We did not identify any material weaknesses in internal control over financial reporting
- We did not identify any instances of noncompliance that we were required to report under *Government Auditing Standards*

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## *Uniform Guidance Reports*

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The Town expended over \$750,000 of federal funds during the year ended June 30, 2025, which requires an additional audit to be performed

- Schedule of expenditures of federal awards is fairly stated in relation to the financial statements as a whole
- The Town complied with the types of compliance requirements that could have a direct and material impact on the major federal program tested

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**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**

	2025		2024
	Budget	Actual	Actual
Revenues	\$ 9,150,807	\$ 10,799,267	\$ 9,677,460
Expenditures	14,063,182	9,774,245	7,622,968
Revenues over (under) expenditures	(4,912,375)	1,025,022	2,054,492
Other financing sources			
Proceeds from disposal of fixed assets		10,666	
Proceeds from issuance of long-term debt	2,800,000	449,786	
Prior year surplus	1,762,375		
Contributions from sewer & stormwater	350,000		
Net other financing sources	4,912,375	460,452	-
Net change in fund balance	\$ -	\$ 1,485,474	\$ 2,054,492

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## General Fund - Fund Balance

	2025	2024
Fund balances, end of year		
Nonspendable (due from other funds)	\$ 102,850	\$ 847,445
Restricted (slots)	1,037,676	547,753
Committed (disaster recovery, debt service, impact fees)	1,985,616	1,722,744
Assigned (insurance, LEOPS, community center, police forfeitures, stabilization, and capital reserves)	6,632,911	4,024,731
Unassigned	3,692,981	4,893,155
Total fund balances	<u>\$ 13,452,034</u>	<u>\$ 12,035,828</u>

Unrestricted (Committed, assigned, and unassigned) = \$12,311,508

Represents 15 months of operating expenditures.

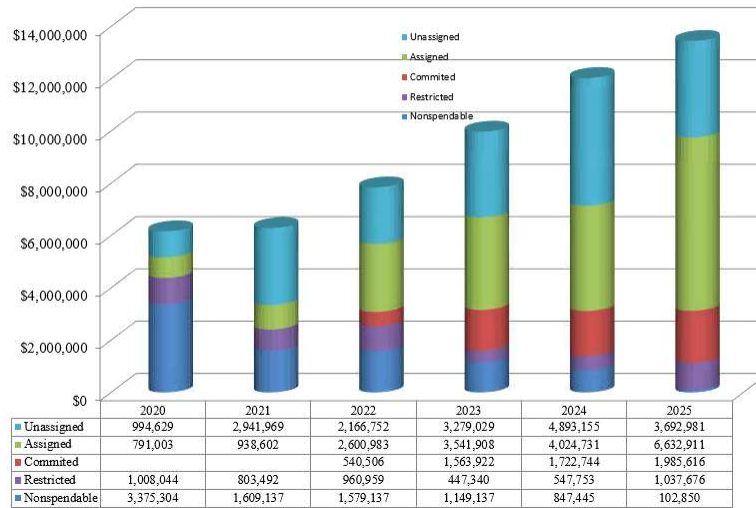
Unassigned of \$3,692,981 = 5 months

GFOA recommends an unassigned fund balance of no less than 60 days (2 months) of operating expenses.

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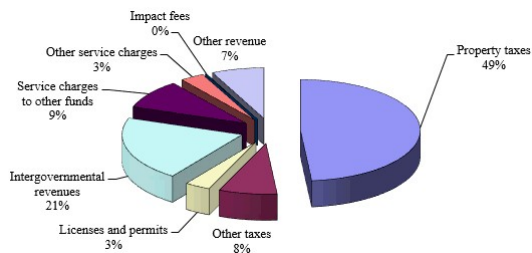
### Town of Berlin, Maryland General Fund Balance



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### General Fund – Revenues By Source

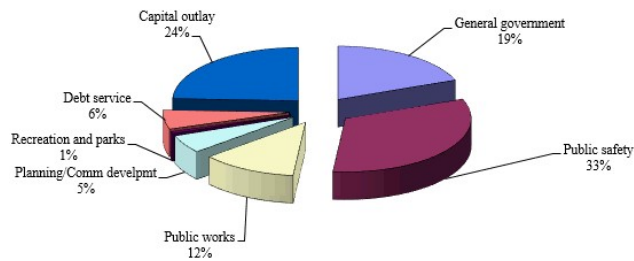


	2025		2024	
	\$	%	\$	%
Property taxes	\$ 5,237,620	48.50%	\$ 4,783,666	49.43%
Other taxes	849,404	7.87%	878,133	9.07%
Licenses and permits	373,339	3.46%	393,893	4.07%
Intergovernmental revenues	2,213,124	20.49%	1,886,678	19.50%
Service charges to other funds	1,001,381	9.27%	972,085	10.04%
Other service charges	348,982	3.23%	70,690	0.73%
Impact fees	12,919	0.12%	120,096	1.24%
Other revenue	762,498	7.06%	572,219	5.90%
Totals	\$ 10,799,267	100.00%	\$ 9,677,460	100.00%

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### General Fund - Expenditures by Category



	2025		2024	
	\$	%	\$	%
General government	\$ 1,863,763	19.07%	\$ 1,758,759	23.07%
Public safety	3,177,386	32.51%	2,970,804	38.97%
Public works	1,197,382	12.25%	1,219,603	16.00%
Planning/Comm developmt	533,201	5.46%	591,782	7.76%
Recreation and parks	63,062	0.65%	73,743	0.97%
Debt service	562,167	5.75%	293,385	3.85%
Capital outlay	2,377,284	24.30%	714,892	9.38%
Totals	\$ 9,774,245	100.00%	\$ 7,622,968	100.00%

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### Electric Fund Statement of Activities

	2025	2024
Operating revenues	\$ 6,422,158	\$ 6,509,102
Operating expenses	6,061,444	5,870,956
Operating income	360,714	638,146
Non-operating revenues (expenses)		
Capital grants		425,000
Interest income	34,451	
Interest expense	(163,025)	(105,053)
Net non-operating revenues (expenses)	(128,574)	319,947
Net change in net position	\$ 232,140	\$ 958,093

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## Water Fund Statement of Activities

	2025	2024
Operating revenues	\$ 933,043	\$ 919,862
Operating expenses	1,011,925	991,288
Operating loss	<u>(78,882)</u>	<u>(71,426)</u>
Non-operating revenues		
Capital grants and service fees	432,501	723,618
Interest income	27,144	22,746
Gain on disposal of assets	14,801	599
Special connection fees	26,574	138,182
Net non-operating revenues	<u>501,020</u>	<u>885,145</u>
Net change in net position	<u>\$ 422,138</u>	<u>\$ 813,719</u>

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## Sewer Fund Statement of Activities

	2025	2024
Operating revenues	\$ 3,260,458	\$ 3,377,846
Operating expenses	2,780,690	2,673,420
Operating income	<u>479,768</u>	<u>704,426</u>
Non-operating revenues (expenses)		
Capital grants and service fees	1,195,718	539,504
Interest income	29,301	22,746
Interest expense	(149,623)	(155,720)
Gain on disposal of assets	2,826	8,400
Special connection fees	73,520	380,283
Net non-operating revenues	<u>1,151,742</u>	<u>795,213</u>
Net change in net position	<u>\$ 1,631,510</u>	<u>\$ 1,499,639</u>

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## Stormwater Fund Statement of Activities

	2025	2024
Operating revenues	\$ 315,560	\$ 314,170
Operating expenses	<u>386,756</u>	<u>321,628</u>
Operating income (loss)	<u>(71,196)</u>	<u>(7,458)</u>
Non-operating revenues		
Capital grants		1,023,596
Net non-operating revenues	<u>-</u>	<u>1,023,596</u>
Net change in net position	<u>\$ (71,196)</u>	<u>\$ 1,016,138</u>

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## Enterprise Funds Net Position

Net position at the end of the year was \$37,906,725 broken down as follows:

	Electric Fund	Water Fund	Sewer Fund	Stormwater Fund	Total
Invested in capital assets, net of debt	\$ 4,067,157	3,929,155	16,302,229	3,763,447	\$ 28,061,988
Restricted for capital projects		471,559	639,987		1,111,546
Unrestricted	<u>2,682,414</u>	<u>1,981,353</u>	<u>4,053,481</u>	<u>15,943</u>	<u>8,733,191</u>
Total net position	<u>\$ 6,749,571</u>	<u>\$ 6,382,067</u>	<u>\$ 20,995,697</u>	<u>\$ 3,779,390</u>	<u>\$ 37,906,725</u>

Balances due to/from other funds at June 30, 2025 consist of the following:

	June 30, 2024	Increase (Decrease)	June 30, 2025
Due to the general fund from the sewer fund	<u>\$ 694,595</u>	<u>\$ (694,595)</u>	<u>\$</u>
Due to the general fund from the stormwater fund	<u>\$ 152,850</u>	<u>\$ (50,000)</u>	<u>\$ 102,850</u>

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## Enterprise Funds Working Capital

	Electric Fund	Water Fund	Sewer Fund	Stormwater Fund
Current assets	5,044,546	2,379,280	4,729,634	216,065
Current liabilities	(938,717)	(129,721)	(587,782)	(36,242)
Working capital	4,105,829	2,249,559	4,141,852	179,823
Annual operating expenses	6,061,443	1,011,925	2,780,690	386,756
# days working capital	247	811	544	170

GFOA recommendation is not less than 45 days of working capital

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## New Accounting Pronouncements – Implemented

GASB Statement No. 101 *Compensated Absences* was effective for the Town beginning with the year ending June 30, 2025. This statement updates the recognition and measurement guidance for compensated absences.

- IMPLEMENTED IN FY25 WHICH LEAD TO AN INCREASE IN ACCRUED COMPENSATED AT JUNE 30, 2025 and JUNE 30, 2024
- Footnote on page 30 explaining in detail the adoption of GASB 101 and the increases to June 30, 2024 balances
- June 30, 2024 Accrued Compensated Absences increased by \$308,130 in the government-wide statements to \$643,001
- June 30, 2025 Accrued Compensated Absences increased to \$689,195

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## New Accounting Pronouncements - Upcoming

GASB Statement No. 103, *Financial Reporting Model Improvements*, will be effective for the Town beginning with the year ending June 30, 2026. This statement improves key components of the financial reporting model to enhance its effectiveness in providing information that is essential in decision making and assessing a governments accountability.

GASB Statement No. 104, *Disclosure of Certain Capital Assets*, will be effective for the Town beginning with the year ending June 30, 2026. This statement requires certain information regarding capital assets to be presented by major class.

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## Auditor Communications

- No Material Weaknesses or Significant Deficiencies
- Management letter:
  - Information on pledged collateral at June 30th
  - Additional information on the new GASB 101 Compensated Absences
  - Remaining unspent funds for ARPA monies
- Communications with Those Charged with Governance
  - No Significant Difficulties during the Audit
  - No disagreements with management
  - We have reviewed and agree with the estimates used in the financial statements.
  - Implemented GASB 101 in FY25
  - No other matters of Non-Compliance required to be reported.

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In Conclusion ...

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Questions?



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## MOTION OF THE MAYOR AND COUNCIL 2026-01

A motion of the Mayor and Council of the Town of Berlin APPROVING THE SPECIAL EVENT PERMIT FOR THE BRITTINGHAM FAMILY REUNION AT STEPHEN DECATUR PARK ON SATURDAY, AUGUST 15, 2026, FROM 9:00 AM TO 8:00 PM.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
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 \_\_\_\_\_, 2026, 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:** Kate Daub, Special Projects Administrator

**MEETING DATE:** January 12, 2026

**SUBJECT:** Special Event Approval – Brittingham Family Reunion

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## SUMMARY

The Town has received a Special Use of Park and Pavilion Reservation request on behalf of Mr. Michael Fooks for the Brittingham Family Reunion, proposed for Saturday, August 15, 2026, at Stephen Decatur Park. According to the application, the event anticipates approximately 75 attendees, with the park reserved from 9:00 a.m. to 8:00 p.m.

## BACKGROUND

This event was previously held in August 2025. Following that event, the Department of Public Works reported several violations of park rules, including trash left throughout the event area, vehicles driven into the park while towing grills, and picnic tables moved from under the pavilion and not returned to their original locations.

As outlined in the Town's Special Event and Park Reservation applications, park facilities are required to be restored as close as possible to their original condition following any event, and vehicles are prohibited from entering park areas beyond designated parking lots. Under Town regulations, events that do not comply with these requirements are typically not permitted to return in future years. However, at the applicant's request, this matter is being presented to the Mayor and Council for reconsideration.

## RECOMMENDATION

The applicant was notified of the violations of Park Rules following last year's event. Staff recommends that the Mayor and Council approve the Special Event Request for the Brittingham Family Reunion with the clear understanding that failure to comply with all applicable park rules and regulations will result in the event not being permitted at Town of Berlin parks in the future and the forfeiture of any deposit customarily returned to the applicant following the event.



## TOWN OF BERLIN SPECIAL USE OF PARK FORM

Note: This form is to be completed by/with Town staff. It will be the determination of Town staff if additional services are required for the event/activity. Based on that determination additional forms and meetings with Town staff may be required to insure a successful event. FORM MUST BE SUBMITTED SIXTY (60) DAYS AHEAD OF EVENT DATE.

TODAY'S DATE: 12/05/2025

EVENT/ACTIVITY DATE: 8/15/2026 TIME FROM: 0900 TO: 8:00 PM

NAME: Michael Fooks

Anticipated # of attendees 75  
ADDRESS: 9239 Seahawk Rd  
Berlin Maryland 21811

PHONE: 520-304-6967

EMAIL: MLFooks@gmail.com

ORGANIZATION: \_\_\_\_\_  
(IF APPLICABLE)

WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR SERVICES? ☐ YES ☒ NO

DESCRIPTION OF EVENT/ACTIVITY: Brittingham Family Reunion

### PARK REQUESTED

<input checked="" type="checkbox"/> Stephen Decatur Park, Tripoli Street <input checked="" type="checkbox"/> Pavilion <input type="checkbox"/> # of _____ Tennis Courts (max 3) <input type="checkbox"/> Other _____	<input type="checkbox"/> Dr. William Edward Henry Park, Flower Street <input type="checkbox"/> Pavilion <input type="checkbox"/> # of _____ Basketball Courts (max 2) <input type="checkbox"/> Other _____
<input type="checkbox"/> Heron Park	

PLEASE CHECK ALL THAT APPLY BELOW:

- ☐ More than one consecutive date;
- ☒ More than 50 people;
- ☐ Any event/activity that charges attendees a fee and/or involves the sale or goods or services;
- ☐ Use of areas other than the pavilion

Fees: \$70 per day per amenity, plus \$15 for electric (if applicable). \$35 will be refunded when facility is left in good condition. Failure to adhere to the parks rules and/or leave the facility in good condition may result in the forfeiture of that \$35 and/or refusal by the Town of Berlin to permit the user to reserve the park in the future.

Office Use Only:

Fee calculation:

\$70 X 1 (number of facilities requested) = \$ 70 X 1 (number of days) = (a) \$ 70  
\$15 for electric X 1 (number of days) = (b) \$ \$15

(a) + (b) = \$ \$85 Total fee to be paid

Does activity require any additional Town services?

- ☐ Additional trash cans
- ☐ Additional picnic tables
- ☐ Road Closure
- ☐ Other \_\_\_\_\_
- ☐ Referral to another department/additional forms to be completed \_\_\_\_\_

Notes/Comments: \_\_\_\_\_



I, the undersigned acknowledge and agree to the following:

1. This form is being submitted at least sixty(60) days prior to the requested Event/Activity date indicated on page one and I understand that requests submitted less than sixty(60) days prior to that date will not be accepted.
2. PARKS RULES: I have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s).
3. VEHICLES STRICTLY PROHIBITED ON PARKS' GROUNDS. I understand that vehicles are not permitted in the parks beyond the parking lots. ABSOLUTELY NO EXCEPTIONS without prior express authorization.
4. RESERVATION OF FACILITY(IES). I understand that this reservation is only for the facility(ies) indicated above; all other areas of the park are open to the public and may be in use during my event.
5. LIABILITY INSURANCE/RELEASE OF LIABILITY: I certify that I or the organization which I represent possesses appropriate liability insurance and that, upon request, I will provide the Town of Berlin with verification of such insurance. If I do not possess such insurance, I understand that purchase of insurance may be required for this event/activity. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

Signature: Michael Hooks

Date: 12-05-2025

Clerk: \_\_\_\_\_ Fee Pd: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Refund: ☐ YES ☐ NO Date: \_\_\_\_\_



## TOWN OF BERLIN PARK PAVILION RESERVATION FORM

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

TODAY'S DATE: 12-05-2025

EVENT/ACTIVITY DATE: 8/15/2026 TIME FROM: 0900AM TO: 8:00 PM

NAME: Michael Fooks

Anticipated # of attendees 75  
ADDRESS: 9239 Seehawk Road

Berlin, Maryland 21811

PHONE: 520-304-6967

EMAIL: MLFooks@gmail.com

ORGANIZATION: \_\_\_\_\_  
(IF APPLICABLE)

WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR SERVICES? ☐ YES ☒ NO

DESCRIPTION OF EVENT/ACTIVITY: Family Reunion

### PARK REQUESTED

☒ Stephen Decatur Park, Tripoli Street

☐ Dr. William Edward Henry Park, Flower Street

Use this form for:

- a) One-day pavilion use; and
- b) Gatherings of 50 or fewer people

Individuals/Organizations meeting any of the criteria below must meet with Town Staff. Call 410-641-2770 for information.

- a) More than one consecutive date;
- b) More than 50 people;
- c) Any event/activity that charges attendees a fee and/or involves the sale of goods or services;
- d) Use of any other areas of the park, such as athletic courts;
- e) Use of Heron Park.

Fees: \$70.00 per day plus \$15 for electric (if applicable). \$35.00 will be refunded when facility is left in good condition. Failure to adhere to the parks rules and/or leave the facility in good condition may result in the forfeit of that \$35.00 and/or refusal by the Town of Berlin to permit the user to reserve the park in the future.

Notes/Comments: \_\_\_\_\_

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

Signature: Michael Fooks

Date: 12/05/2025

Office Use: Clerk: \_\_\_\_\_ Fee Pd: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Refund: ☐ YES ☐ NO Date: \_\_\_\_\_



## MOTION OF THE MAYOR AND COUNCIL 2026-02

A motion of the Mayor and Council of the Town of Berlin APPROVING THE SPECIAL EVENT PERMIT FOR THE MARYLAND STATE FIREFIGHTERS ASSOCIATION'S PARADE OF FIRE APPARATUS ON SATURDAY, JUNE 20, 2026, FROM 1:30 PM TO 5:00 PM.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
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 \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zack Tyndall, Mayor, President of the Council

Attest: \_\_\_\_\_  
Mary Bohlen, Town Administrator

# MARYLAND STATE FIREFIGHTERS ASSOCIATION, INC.

*-a 501(c)(3) organization*

*Representing the Volunteer Fire, Rescue and Emergency Medical Services Personnel*



**Robbie Blackiston**  
Convention & Conference Chair  
2138 Priest Bridge Court  
Suite 9

Crofton, MD 21114

(C):410-490-8234

Email: [t.r.blackiston@gmail.com](mailto:t.r.blackiston@gmail.com)

[www.msfa.org](http://www.msfa.org)

December 8, 2025

Mayor and Council of Berlin  
[10 William Street](#)  
[Berlin, MD 21811](#)

Dear Mayor and Council:

The Maryland State Firefighters Association (MSFA) holds its annual convention each year in Ocean City. After last year's convention, we polled our membership to determine how to improve the convention and parade. From this poll, it was determined to move the parade from its traditional Wednesday date to the Saturday prior to the convention. This would be Saturday, June 20, 2026. Due to changing to a weekend day, a change in location needs to occur. The parade would start at 2 pm and would plan to conclude no later than 4-5 pm.

We have visited Berlin with members of our executive team, parade, and convention committee members and determined Berlin would be a great fit for the parade. We have researched how other parades have operated in Berlin, such as the Berlin Fire Company 100-year anniversary parade, past and current Christmas parades. We are very excited at the opportunity to bring the MSFA parade to Berlin for our members and spectators. The town businesses would have the opportunity to receive the economic impact of the influx of participants and spectators.

We will be prepared in the next week to submit our event forms as required and would respectfully request to be placed on the next available agenda for consideration for approval. Time is of the essence for us to continue the detailed logistical planning for a successful event and notify all of our membership. The concept of having the parade in Berlin received a positive consensus from the MSFA Executive Committee at their meeting this past weekend.

With the help of several partner agencies, our Statewide Fire Police Committee, we are confident we would require minimal assistance from town staff or town equipment for this event. The finite details can be further completed after we receive conceptional approval of the event from the Mayor and Council. Our parade committee has operated successful parades in Ocean City for many years.

We are fortunate that Committee Member Roger Steger from Ocean City is also familiar with Berlin, its parades, and is an active fire police member that continues to help with the Berlin Christmas parade.

Thank you for your consideration to our request.

Sincerely,

A handwritten signature in black ink, appearing to read "Robbie Blackiston". The signature is written in a cursive, flowing style.

Robbie Blackiston  
Convention and Conference Chair

# MARYLAND STATE FIREFIGHTERS ASSOCIATION, INC.

*-a 501(c)(3) organization*

*Representing the Volunteer Fire, Rescue and Emergency Medical Services Personnel*



**Robbie Blackiston**

Convention and Conference Chair

2138 Priest Bridge Court

Suite 9

Crofton, MD 21114

(C):410-490-8234

Email: [t.r.blackiston@gmail.com](mailto:t.r.blackiston@gmail.com)

[www.msfa.org](http://www.msfa.org)

December 29, 2025

Mayor and Council of Berlin  
10 William Street  
Berlin, MD 21811

Dear Mayor and Council:

Please find attached the following applications and forms for our meeting on Monday, January 12, 2026 at 6 pm.

We have enclosed the following:

General Summary of Event

Town of Berlin Special Events Application

Draft Map of Traffic Control Points, Staging Areas, and Stage

Town of Berlin Request for Electric

Town of Berlin Special Event Request to Hang Banner

Town of Berlin Special Use of Park Form

MDOT-SHA Special Event Permit-Data Sheet

MDOT-SHA Map of Affected Routes

MDOT-SHA Traffic Control Plan

Certificate of Liability and Property Damage Insurance

We look forward to meeting with you for your consideration to approve this event and bring the Association's annual parade to Berlin for Saturday, June 20, 2026.

Thank you for your consideration to approve this event.

Sincerely,

Robbie Blackiston

Convention and Conference Chair

**MARYLAND STATE FIREFIGHTERS ASSOCIATION  
ANNUAL PARADE  
TENTATIVE IN DOWNTOWN BERLIN  
SATURDAY, JUNE 20, 2026**

**SUMMARY OF EVENTS—PRE-PLANNING**

Parade of Fire Apparatus and related items such as fire prevention floats, fire prevention Kings/Queens, Association Officers, Local Elected Officials. Possibly one or two bands.  
Intend to invite Stephen Decatur High School band.

Encouraging first time “pre-registration” of fire company attendees to plan for staging areas

Staging approved at Worcester Preparatory School—Front and Rear Lots  
Discussion with Worcester County Parks and Recreation—awaiting their review of 2026 scheduling

Secondary staging at Stephen Decatur Park—Tripoli Street  
request form to Town of Berlin in packet—if additional space needed  
No staging on Main Street to allow free flow of traffic until parade is ready to begin.

Parade route will be northbound on Main Street in lane of travel until approaching Jefferson Street then will move to centerline. Continue northbound until Powellton Avenue then return to lane of travel. Judges stand with announcing at West/Baker/N Main.

Parade participants with any mechanical issues will go or be towed to Berlin Fire Company HQ. Parade participants that need to load onto buses or load apparatus to a trailer will use lot at corner of N Main Street and Old Ocean City Blvd. Permission from lot owner received.

Several unique fire apparatuses staged at parking lot next to Artisans Way for a “touch a truck” event prior to parade 10 am until 1:30 pm to encourage visitors earlier to Downtown businesses.

Shuttle for participants arriving early from staging area to Downtown Berlin to encourage participants to visit Berlin businesses.

Shuttle for attendees from Berlin Intermediate School to Downtown Berlin for parade viewing and availability to visit Berlin businesses.

Partnership with Berlin Chamber of Commerce and Berlin businesses for promotion of their unique shops for positive economic impact.

**Minimize impact on Town of Berlin staff due to holiday weekend.**

Traffic control plan with sworn fire police to eliminate need for law enforcement for traffic control.

Met with Public Works Director---need staff day of event to move stage and to check for any full trash cans after event—LED sign can be placed before event and left until after event.

Porta Toilets can be placed before event and left until after event.

Electric requirements---plug located at West/Baker/N Main for PA system

Banner install is well before event and can stay until Monday after event





**SPECIAL EVENT  
APPLICATION**



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

Today's Date: <b>12/29/25</b>		<u>Event</u> Start time: <b>2 pm</b> End time: <b>4-5 pm est</b>	<u>Road Closure</u> Start: <b>1:30-1:45 pm</b> End: <b>4-5 pm est</b>
Requested Date(s) of the event: <b>6/20/26</b>			
Name of Event: <b>Maryland State Firefighters Association Parade</b>		*Location of Event: S. Main from south of Jefferson St to N. Main at Powellton Ave *If activity is in a Town park, a Parks Reservation form must be complete.	
Estimated number of attendees:			
Applicant Name: <b>Maryland State Firefighters Association</b>		Applicant Cell Phone: <b>443.302.2911</b>	
Sponsoring Organization or Business Name: <b>Maryland State Firefighters Association</b>		Email: <b>convention@msfa.org</b>	
Person(s) to Contact Day of Event:			
		Name: <u>Roger Steger</u> , Cell # <u>443.944.1910</u>	
		Name: _____, Cell # _____	
Description of event: <b>parade</b> If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, what type of music			
What is your plan for the following: <u>Marketing/Advertising:</u> <b>print, website, social media, direct mail, TV-radio</b> <u>Parking/Shuttle:</u> <b>Berlin Intermediate School</b> <u>Inclement weather:</u> <b>will cancel</b>			
<p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none"><li>1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.</li><li>2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.</li><li>3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.</li><li>4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.</li><li>5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.</li></ol>			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: <u><i>Robbie Blackiston</i></u>		Date: <b>12/29/25</b>	
Printed Name: <b>Robbie Blackiston</b>			



**DETAILS OF EVENT:**

Shaded areas for office use only

<b>Street Closure</b>	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.
Blockage/Closure Time:	Start: 11:30 - 1:45 pm End: 9:50 pm PST	State Highway Form submitted if applicable? <input checked="" type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____ No-Parking signs to be placed: _____ Time/date _____
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: _____ Time/Date _____ Must be placed 24 hours prior to event.

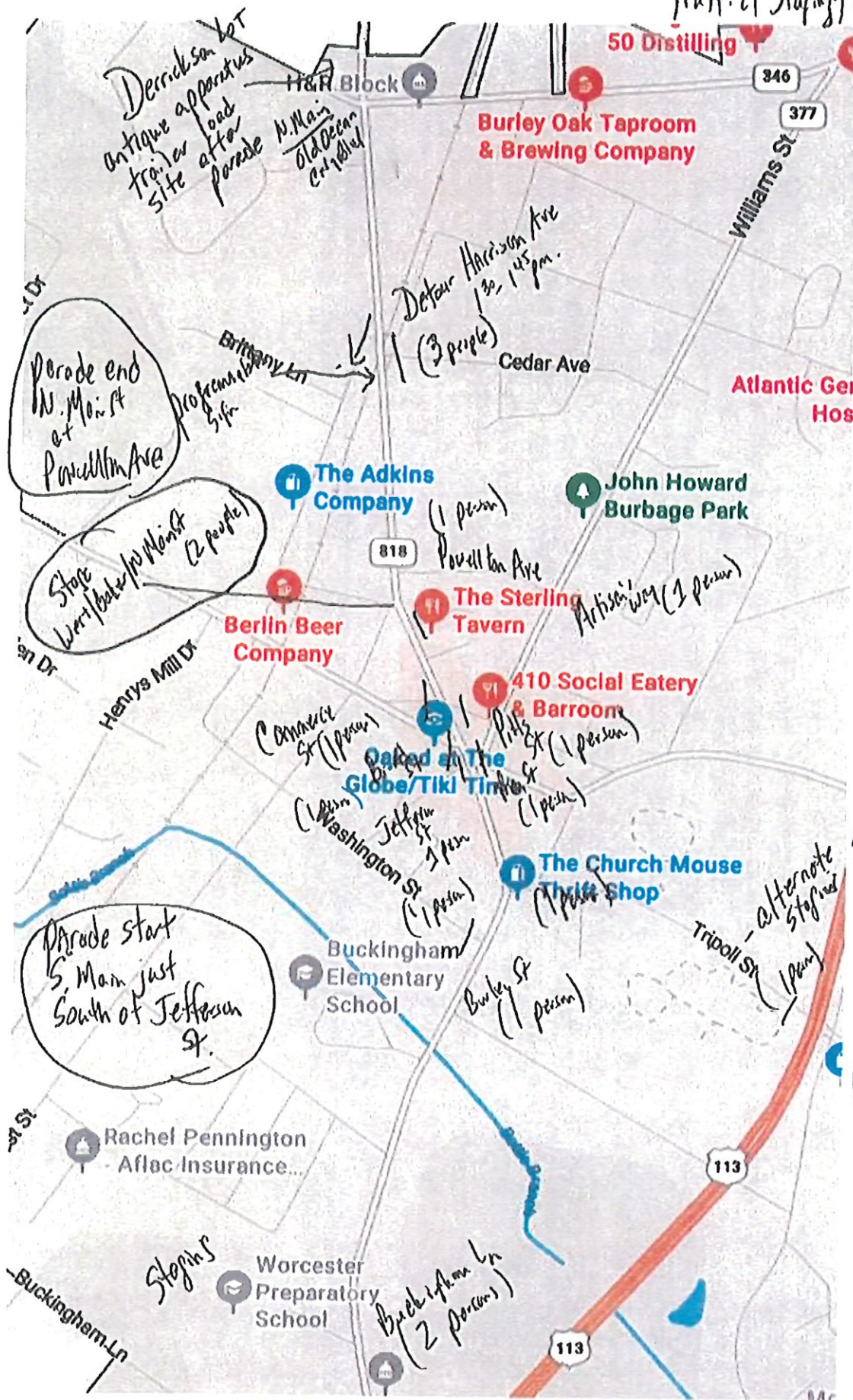
<b>Electric</b>	Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity? <i>NGFA only - PA System</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required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

<b>Other Items/Services:</b>		If applicable, items listed are in addition to those normally in place.				
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <i>per discretion</i>	Trash cans to be placed:	Time/date		
Picnic Tables	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ Maximum: 5	To be placed:	Time/date		
Stage <i>Date/Went/W. Main St.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Location must be marked on map.	Stage to be placed:	<i>04/16/2026</i> Time/date <i>1:00pm</i>		
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Extensions needed:	<input type="checkbox"/>		
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street:	Time/date		
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required.	Planning Office review _____ Date _____		
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting.	Sign Permit needed/submitted?	<input type="checkbox"/>		
Vendor's Permit(s) needed/submitted?		<input type="checkbox"/>				
Additional Forms Required:		Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure						
Park Reservation Application and Permit						
Request for Electric Service						
Request for Banner Placement						
Sign Permit						
Vendor's Application and Certification for Peddling and Soliciting						
Business Use of Park Application						
Proof of Insurance						
Other:						
Approved by the Mayor and Council on the _____ day of _____, 20____. For _____ Opposed _____ Abstain.						



Traffic / Staging / Staffing

12/2025



Review List of Caves Barricades

Banners & available Locations are 4

Traffic 10 persons

Staging:  
1) Worcester Prep  
2) Worcester Ath  
3) SD Park





**SPECIAL EVENT  
REQUEST FOR ELECTRIC**

This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 12/29/2025

Event start time: 2 pm

Date(s) of the event: 06/20/2026

Event end time: 4 to 5 pm estimated

Name of Event: Maryland State Firefighters Association Parade

Number of vendors/activities needing electric service: Maryland State Firefighters Association

Contact Name: Chris May

Contact Phone (Day): 443.302.2911

Sponsoring Organization Maryland State Firefighters Association

Email: convention@msfa.org

Signature: *Robbie Blackiston*

Date: 12/29/2025

Printed Name: Robbie Blackiston

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETAILS OF EVENT: Please copy this page as needed.**

<p>Vendor: <u>Maryland State Firefighters Association</u> Phone: <u>410.458.1901</u></p> <p>Primary Contact: <u>Chris May</u></p> <p>Vendor Type: <u>peride sponsor—electric for PA system at Judges stand</u></p> <p>Load Information</p> <table style="width: 100%;"> <tr><td>Lighting</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Cooking</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Water Heating</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Miscellaneous</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Specify Unusual Motors</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Other: _____</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Total Load</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Specify Voltage</td><td style="text-align: right;">_____ KW</td></tr> </table> <p>Location of Service: <u>West/Broad/N Main at stage for PA system</u> (determined w/Electric Department)</p>	Lighting	_____ KW	Cooking	_____ KW	Water Heating	_____ KW	Miscellaneous	_____ KW	Specify Unusual Motors	_____ KW	Other: _____	_____ KW	Total Load	_____ KW	Specify Voltage	_____ KW	<p>Vendor: _____ Phone: _____</p> <p>Primary Contact: _____</p> <p>Vendor Type: _____</p> <p>Load Information</p> <table style="width: 100%;"> <tr><td>Lighting</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Cooking</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Water Heating</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Miscellaneous</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Specify Unusual Motors</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Other: _____</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Total Load</td><td style="text-align: right;">_____ KW</td></tr> <tr><td>Specify Voltage</td><td style="text-align: right;">_____ KW</td></tr> </table> <p>Location of Service: _____ (determined w/Electric Department)</p>	Lighting	_____ KW	Cooking	_____ KW	Water Heating	_____ KW	Miscellaneous	_____ KW	Specify Unusual Motors	_____ KW	Other: _____	_____ KW	Total Load	_____ KW	Specify Voltage	_____ KW
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**SPECIAL EVENT  
REQUEST TO HANG BANNER**

This form is in addition to the "Town Street Closure/Request for Services form ". Banners to be hung must meet the specifications listed below. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 12/29/2025

Dates banners to be hung: 05/25/2026 to 06/23/2026

Date(s) of the event: 06/20/2026  
and placement of banners for other events.

Please note: Hanging of banners is dependent on a number of factors, including weather, availability of personnel/equipment,

**Purpose of Event:**

Name of Event: Maryland State Firefighters Association Parade to promote volunteer firefighters dedication to public safety

Contact Name: Robbie Blackiston Contact Phone (Day): 443.302.2911

Sponsoring Organization: Maryland State Firefighters Association Email: convention@msfa.org

**Banner Specifications:**

Available Locations: please check desired location(s) **ALL FOUR LOCATIONS PLEASE**

1. Proof must be submitted at least 2 weeks prior to hang-date.  
→ North Main & Harrison Ave (near Fire Company)  
→ South Main & Buckingham (near Worcester Preparatory)
2. Must be made of a strong, durable material with wind stabilizing holes cut into it.  
→ Bay & Flower Street
3. Must have grommets every 2' along the top and bottom  
→ William Street
4. Must not exceed 25' in length and be between 34" and 36" in width.

**NOTE:**

1. Banners hung by the Town of Berlin will advertise events/activities/programs held by or for the benefit of non-profit organizations and/or government entities only. Commercial or other for-profit purposes are prohibited.
2. The Berlin Electric Department reserves the right to refuse to hang any banner for any reason within their discretion.
3. Suitable locations for banners are limited; the Town of Berlin will not hang banners on private property/privately owned structures, poles, etc.
4. It is the responsibility of the organization to purchase and supply the banner(s).
5. The organization is responsible for delivering the banner to the Berlin Electric Department and for picking-up the banner after display. Banners not picked up within 30 days following the date of the event may be destroyed/disposed of.

I, the undersigned, understand and accept the conditions above.

Signature: Shirley M. White Chair Date: 12-29-25





## TOWN OF BERLIN SPECIAL USE OF PARK FORM

Note: This form is to be completed by/with Town staff. It will be the determination of Town staff if additional services are required for the event/activity. Based on that determination additional forms and meetings with Town staff may be required to insure a successful event. FORM MUST BE SUBMITTED SIXTY (60) DAYS AHEAD OF EVENT DATE.

TODAY'S DATE: 12/29/25

EVENT/ACTIVITY DATE: 8/20/26

TIME FROM: 10 AM TO: 2 PM

NAME: Maryland State Firefighters Association

Anticipated # of attendees at park 50

ADDRESS: 2138 Preist Bridge Rd Ste 9 Crofton MD 21114

PHONE: (443) 302-2911

EMAIL: convention@msfa.org

ORGANIZATION: Maryland State Firefighters Association  
(IF APPLICABLE)

WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR SERVICES? ☐ YES ☒ NO

DESCRIPTION OF EVENT/ACTIVITY: staging for parade if needed--secondary location

### PARK REQUESTED

☒ **Stephen Decatur Park, Tripoli Street**

☐ **Pavilion**

☐ **# of \_\_\_\_\_ Tennis Courts (max 3)**

☐ **Other** parking lots

☐ **Dr. William Edward Henry Park, Flower Street**

☐ **Pavilion**

☐ **# of \_\_\_\_\_ Basketball Courts (max 2)**

☐ **Other** \_\_\_\_\_

☐ **Heron Park**

PLEASE CHECK ALL THAT APPLY BELOW:

☐ More than one consecutive date;

☐ More than 50 people;

☐ Any event/activity that charges attendees a fee and/or involves the sale of goods or services;

☐ Use of areas other than the pavilion

Fees: \$70 per day per amenity, plus \$15 for electric (if applicable). \$35 will be refunded when facility is left in good condition. Failure to adhere to the parks rules and/or leave the facility in good condition may result in the forfeit of that \$35 and/or refusal by the Town of Berlin to permit the user to reserve the park in the future.

Office Use Only:

Fee calculation:

\$70 X \_\_\_\_\_ (number of facilities requested) = \$ \_\_\_\_\_ X \_\_\_\_\_ (number of days) = (a) \$ \_\_\_\_\_

\$15 for electric X \_\_\_\_\_ (number of days) = (b) \$ \_\_\_\_\_

(a) + (b) = \$ \_\_\_\_\_ Total fee to be paid

Does activity require any additional Town services?

☐ Additional trash cans

☐ Additional picnic tables

☐ Road Closure

☐ Other \_\_\_\_\_

☐ Referral to another department/additional forms to be completed \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

I, the undersigned acknowledge and agree to the following:

1. This form is being submitted at least sixty(60) days prior to the requested Event/Activity date indicated on page one and I understand that requests submitted less than sixty(60) days prior to that date will not be accepted.
2. PARKS RULES: I have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s).
3. VEHICLES STRICTLY PROHIBITED ON PARKS' GROUNDS. I understand that vehicles are not permitted in the parks beyond the parking lots. ABSOLUTELY NO EXCEPTIONS without prior express authorization.
4. RESERVATION OF FACILITY(IES). I understand that this reservation is only for the facility(ies) indicated above; all other areas of the park are open to the public and may be in use during my event.
5. LIABILITY INSURANCE/RELEASE OF LIABILITY: I certify that I or the organization which I represent possesses appropriate liability insurance and that, upon request, I will provide the Town of Berlin with verification of such insurance. If I do not possess such insurance, I understand that purchase of insurance may be required for this event/activity. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Clerk: \_\_\_\_\_ Fee Pd: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Refund: ☐ YES ☐ NO

Date: \_\_\_\_\_



STATE HIGHWAY  
ADMINISTRATION

# Maryland Department of Transportation

## Special Event Permit - Data Sheet

Event Name: Maryland State Firefighters Association Parade  
 Submittal Date: 1/13/26  
 Start Date: 6/20/26 End Date: 6/20/26  
 Start Time: 13:30 End Time: 16:00  
 Purpose/Type: Annual Parade  
 Organizer: Maryland State Firefighters Association  
 Contact Person: Roger Steger Daytime Phone: 443.302.2911  
 Address: 2138 Priest Bridge Ct Ste 9 Evening Phone: 443.944.1910  
Crofton MD 21114 Email Address: convention@msfa.org  
 Number of Participants: 200 Number of Vehicles: 200 Rain/Snow Date: NONE

### Proposed Route (Written Description)

Parade Start---MD RT 818--S Main Street just south of Jefferson St traveling north-  
 Parade End--N Main St at Powellton Ave  
 Southbound traffic will detour from North Main Street to Harrison Avenue  
 Northbound traffic will detour from South Main Street to Buckingham Lane

Will you be occupying all or part of a travel lane? Yes  
 Will you be closing all or part of a roadway? Yes  
 Have you enlisted local police assistance? Yes Number \_\_\_\_\_  
 Have you enlisted Maryland State Police assistance? No Number \_\_\_\_\_

### THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR MARYLAND STATE POLICE ASSISTANCE AND APPROVAL SIGNATURES

Place an "X" on the line next to the MDOT SHA District(s) your event will take place in.

District 1 Dorchester / Somerset / Wicomico / Worcester  
 District 2 Caroline / Cecil / Kent / Queen Anne's / Talbot  
 District 3 Montgomery / Prince George's  
 District 4 Baltimore / Harford  
 District 5 Anne Arundel / Calvert / Charles / St. Mary's  
 District 6 Allegany / Garrett / Washington  
 District 7 Carroll / Howard / Frederick

✓

### Attach The Following

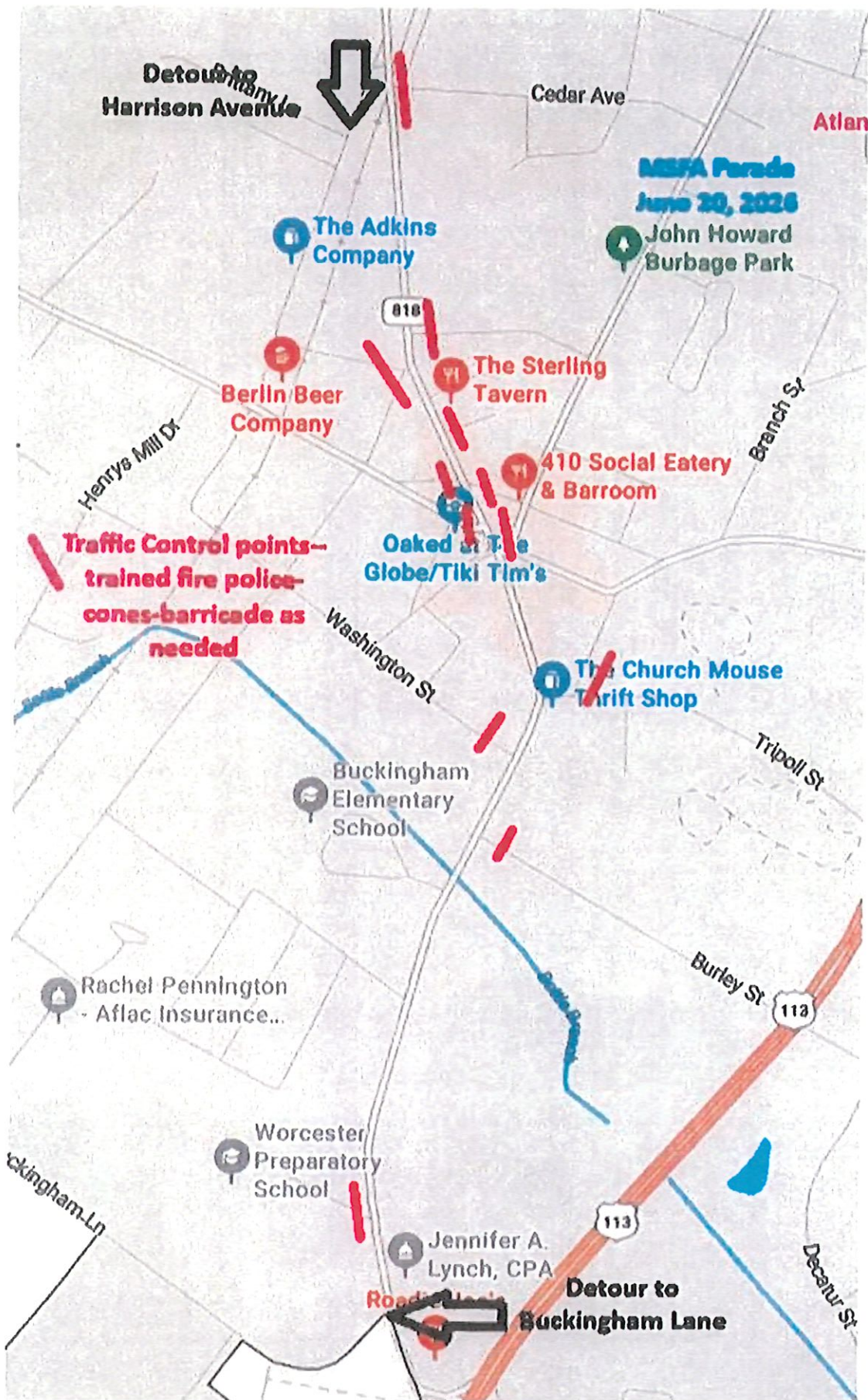
- ☒ Map of affected routes  
☐ Cue sheets (If Available)  
☒ **TRAFFIC CONTROL PLAN** - Including details on how intersections will be controlled and by whom, a detour plan, locations of police officers, locations of marshals/volunteers, and locations of traffic control devices.  
☒ **Other Event Details:**

same parade detours as used for Berlin Christmas Parade-  
 Units will NOT be staging on Main Street--therefore Main Street can stay open until just  
 before parade starting and will reopen quickly at parade end

(Contact the MDOT SHA District Office in which the majority of your event takes place to  
 determine if any additional information is required.)

Submit completed DATA SHEET and SIGNATURE SHEET to the MDOT SHA - NO LATER THAN 60 DAYS PRIOR TO YOUR EVENT





**TRAFFIC CONTROL PLAN  
MARYLAND STATE FIREFIGHTERS ASSOCIATION**

**PARADE—JUNE 20, 2026  
1330-1700 HRS**

**STATE ROUTE 818—MAIN STREET—WORCESTER COUNTY—BERLIN**

Personnel used will be fire police that have been trained in traffic direction and approved by the local Sheriff. They will have protective vests, reflective cones, and barricades as needed. Vehicles equipped with emergency lighting as needed. Staffing is projected to be approximately 20 persons.

All activities will be during the daylight hours.

Berlin Police will be requested as needed for emergency situations, but are not being utilized for traffic control as all of our personnel are authorized, trained, and equipped for such activities.

Traffic will only be affected during the parade activities. Staging is off site of state highways.

Southbound traffic on Rt 818-North Main Street will be detoured onto Harrison Avenue. This is same detour that is used for other parades.

Southbound traffic on Rt 818—South Main Street will be detoured onto Buckingham Lane.

All cross streets will be staffed as above and have traffic assistance devices as necessary.



# CERTIFICATE OF LIABILITY INSURANCE

C03335-

OP ID: EE

DATE (MM/DD/YYYY)

12/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
VFIS  
183 Leader Heights Road  
York, PA 17405  
Volunteer Fireman's Ins Svcs

CONTACT NAME: **Edi Enfield**  
PHONE (A/C No. Ext): **800-233-1957** FAX (A/C No.): **800-728-8347**  
E-MAIL ADDRESS: **eenfield@glatfelters.com**

INSURED **Maryland State Firemens Assoc Inc.**  
**2130 Priest Bridge Drive**  
**Suite 4**  
**Crofton, MD 21114**

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: <b>Nat'l Union Fire Ins Co of PA</b>	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Incl PHCL GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		VFNU-TR-0024485	11/01/2025	10/31/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		VFNU-CM-0024486	11/01/2025	11/02/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		VFNU-TR-0024485	11/01/2025	10/31/2026	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 6,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in IH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property		VFNU-TR-0024485	11/01/2025	11/01/2026	blanket 341,006 deductible 250

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town for the event

**CERTIFICATE HOLDER****CANCELLATION**

Proof of Insurance  
Mayor and Council of the Town  
of Berlin  
10 William Street  
Berlin, MD 21811

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01)

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## MOTION OF THE MAYOR AND COUNCIL 2026-03

A motion of the Mayor and Council of the Town of Berlin approving the EXTENSION OF THE TATTOO MORATORIUM TO JANUARY 31, 2027.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026, 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 \_\_\_\_\_, 2026, by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zack Tyndall, Mayor, President of the Council

Attest: \_\_\_\_\_  
Mary Bohlen, Town Administrator

**RESOLUTION NO. 2026-01**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF BERLIN UPDATING AND  
AMENDING THE GENERAL FEE SCHEDULE.**

WHEREAS, The Mayor and Council of the Town of Berlin amends the General Fee Schedule which includes Building Permit Fees from time to time; and

WHEREAS, it is the recommendation of the Acting Planning Director to add a sub-category of Building Permit Fee to address building Repairs and Maintenance that do not alter the size, shape, or other material aspect of a building.

NOW, THEREFORE, BE IT RESOLVED that the Town of Berlin hereby amends the Fee Schedule attached hereto as Attachment A to add a category described as follows:

Repair/Maintenance Work which does not alter the structure, size, or other material aspect of a building. Examples: Replacement of windows like-to-like, replacement of roof.

The fee for such described work will be set at a flat rate, not contingent upon dollar amount or other defined formulary for the calculation of Building Permit fees.

BE IT FURTHER RESOLVED, that this Resolution does not preclude the Mayor and Council from consideration of further adjustment to the fee schedule as required or recommended from time-to-time.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Council of the Town of Berlin, Maryland, by the following vote.

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 \_\_\_\_\_, 20\_\_\_\_ by the Mayor of the Town of Berlin.

ATTEST:

\_\_\_\_\_  
Zackery Tyndall, Mayor and President of Council

\_\_\_\_\_  
Mary Bohlen, Town Administrator



# STAFF REPORT

**TO:** Mayor and Council

**FROM:** Ryan Hardesty, Acting Planning Director

**MEETING DATE:** January 12, 2026

**SUBJECT:** Recommendation of Fee Schedule revision

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## **SUMMARY:**

Staff is requesting Council consideration of an amendment to the Town's adopted building permit fee schedule to add a specific line item for like-to-like residential repair permits. The intent of this amendment is to establish a reduced, flat permit fee for residential repair projects that involve replacement of existing components with no change in size, configuration, or scope, such as window replacement and roof replacement. This adjustment would balance homeowner affordability with departmental cost recovery while maintaining required code compliance.

## **BACKGROUND:**

Under the current fee schedule, many residential repair projects are assessed permit fees similar to larger alteration or improvement projects, even when the work is strictly like-to-like in nature. While these projects are commonly viewed by homeowners as maintenance, they are still regulated construction activities under the building code and require permits.

Staff has observed that like-to-like residential repair permits typically involve:

- No structural modifications
- No changes to building footprint or layout
- No changes to egress, use, or occupancy

Despite the limited scope, these permits are currently processed under the same fee structure as more complex projects, which can create a financial burden for homeowners and discourage permit compliance.

## **FINDINGS:**

- Like-to-like residential repair permit applications require significantly less review time by staff when compared to new construction or major remodels.
  - Establishing a reduced, flat fee for like-to-like residential repairs would more accurately reflect the actual administrative costs incurred by the Town.
-

- A clearly defined fee category promotes consistency, transparency, and fairness in permit processing and enforcement.
- Providing a lower fee for these permits encourages homeowners to obtain required permits, improving overall code compliance and safety.

**RECOMMENDATIONS:**

Staff recommends that Council approve the addition of a new line item to the permit fee schedule for like-to-like residential repair permits. This category should apply to projects such as window replacement, roof replacement, siding replacement, and similar repairs where no structural changes or modifications to building dimensions are proposed.

**CONCLUSION:**

The proposed fee schedule amendment provides a practical and equitable approach to permitting like-to-like residential repairs. By aligning permit fees with the reduced level of staff review required for these projects, the Town can support homeowner affordability while continuing to ensure compliance with adopted building codes. Staff believes this change represents a sound policy decision and recommends Council approval.



TOWN OF BERLIN GENERAL FEE SCHEDULE

PER RESOLUTION 2026-01 APPROVED JANUARY 12, 2026						
All fees subject to change by Resolution of the Mayor and Council.						
		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
PLANNING DEPARTMENT						
Building Permits		PLAN REVIEW FEE	PLAN REVIEW FEE	PLAN REVIEW FEE	PLAN REVIEW FEE	PLAN REVIEW FEE
Construction Cost						
\$1.00 - \$3,000.00		\$40.00	\$45.00	\$50.00	\$55.00	\$60.00
\$3,001.00 - \$100,000.00		\$75.00	\$80.00	\$85.00	\$90.00	\$95.00
\$100,001.00 - \$500,000.00		\$180.00	\$190.00	\$200.00	\$225.00	\$250.00
\$500,001.00 - \$1,000,000.00		\$250.00	\$275.00	\$300.00	\$300.00	\$325.00
Over \$1,000,000.00		\$300.00	\$350.00	\$400.00	\$425.00	\$450.00
		PERMIT FEE	PERMIT FEE	PERMIT FEE	PERMIT FEE	PERMIT FEE
Repair/Maintenance Work which does not alter the structure, size, or other material aspect of a building. Examples: Replacement of windows like-to-like, replacement of roof.		\$60	\$65.00	\$70.00	\$75.00	\$80.00
\$1.00 - \$3,000.00		\$60	\$65.00	\$70.00	\$75.00	\$80.00
\$3,001.00 - \$100,000.00		\$75.00 + 1% construction cost	\$80.00 + 1% construction cost	\$85.00 + 1% construction cost	\$90.00 + 1% construction cost	\$95.00 + 1% construction cost
\$100,001.00 - \$500,000.00		\$1,410.00 for first \$100,000 construction cost plus \$14.00/\$1,000.00 additional	\$1,450.00 for first \$100,000 construction cost plus \$16.00/\$1,000.00 additional	\$1,525.00 for first \$100,000 construction cost plus \$18.00/\$1,000.00 additional	\$1,600.00 for first \$100,000 construction cost plus \$20.00/\$1,000.00 additional	\$1,675.00 for first \$100,000 construction cost plus \$22.00/\$1,000.00 additional
\$500,001.00 - \$1,000,000.00		\$5,700.00 for first \$500,000 construction cost plus \$12.00/\$1,000.00 additional	\$5,800.00 for first \$500,000 construction cost plus \$14.00/\$1,000.00 additional	\$5,900.00 for first \$500,000 construction cost plus \$16.00/\$1,000.00 additional	\$6,000.00 for first \$500,000 construction cost plus \$18.00/\$1,000.00 additional	\$6,250.00 for first \$500,000 construction cost plus \$20.00/\$1,000.00 additional
Over \$1,000,000.00		\$10,200.00 for first \$1,000,000 construction cost plus \$4.50/\$1,000.00 additional	\$10,500.00 for first \$1,000,000 construction cost plus \$5.00/\$1,000.00 additional	\$11,000.00 for first \$1,000,000 construction cost plus \$6.00/\$1,000.00 additional	\$11,500.00 for first \$1,000,000 construction cost plus \$7.00/\$1,000.00 additional	\$12,000.00 for first \$1,000,000 construction cost plus \$8.00/\$1,000.00 additional
Sign Permit Fees						
Residential Development, commercial, institutional and church signs		\$6.00/sq. ft. - Min. \$120.00	\$7.00/sq. ft. - Min. \$140.00	\$8.00/sq. ft. - Min. \$160.00	\$9.00/sq. ft. - Min. \$180.00	\$10.00/sq. ft. - Min. \$200.00
Sidewalk Signs		\$75.00	\$80	\$85	\$90	\$100
All other signs including temporary signs		\$80.00	\$85	\$90	\$95	\$125
Planning Commission Fees						
Minor subdivision creating fewer than 6 lots		\$750.00	\$775	\$800	\$825	\$850
Major subdivision of 6 or more lots		\$750.00 plus \$80.00/lot	\$775.00 plus \$85.00/lot	\$800.00 plus \$90.00/lot	\$825.00 plus \$50.00/lot	\$850.00 plus \$100.00/lot
Residential Site Plan review: \$720.00 plus \$35.00 per residential unit and/or lot.		\$750.00 plus \$35.00/residential unit and/or lot	\$775.00 plus \$40.00/residential unit and/or lot	\$800.00 plus \$45.00/residential unit and/or lot	\$850.00 plus \$50.00/residential unit and/or lot	\$900.00 plus \$55.00/residential unit and/or lot
Commercial Site Plan review:		\$0.25/sq. ft. - min. \$800.00	\$0.30/sq. ft. - min. \$875.00	\$0.35/sq. ft. - min. \$950.00	\$0.40/sq. ft. - min. \$1100.00	\$0.50/sq. ft. - min. \$1200.00
Zoning Change/Rezoning Hearing- plus advertising costs*		\$525.00	\$550	\$575	\$600	\$625



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 7/1/2029
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.

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
OTHER FEES						
Parks Fees						
Park Facility Reservation		\$75.00 (\$35 returned)	\$80.00 (\$35 returned)	\$85.00 (\$35 returned)	\$90.00 (\$35 returned)	\$100.00 (\$35 returned)
Park Electric		\$18.00	\$20.00	\$22.00	\$24.00	\$26.00
Business License/Permit Fees (annual)						
Business License Fee		\$150.00	No increase recommended at time of approval of Res. '25-04			
Long-term Rental License Fee		\$75.00/unit				
#Peddlers and Solicitors		\$150/Company plus \$75/person	To follow Business License Fee increases (exact per company/proportionate per person)			
#Fee for individual is for EACH registered individual conducting the peddling/soliciting. Each individual must be seperately registered with the Berlin Police Department and registration is non-transferable between individuals.						
+Short-Term Rental License Fees						
STR License Application Fee-1st issuance		\$350.00	PENDING REVIEW			
License fee after first year (first year is application fee + lic. fee)		\$200.00				
+Short-Term Rental License Fees are stated in Code Art. II, Sec. 8-30(d); changes would require amending Ordinance.						
Commercial Trash Collection						
Solid Waste						
95-Gal. Waste Wheeler: Cost per additional can (to purchase)		\$105.00	\$110.00	\$115.00	\$120.00	\$125.00
Residential-1 can/Commercial-2 provided at no cost						
COMMERCIAL COLLECTION (billed quarterly)						
COMMERCIAL CAN Price per each additional **		\$160.00	\$170.00	\$180.00	\$190.00	\$200.00
**Commercial collected 1X week. If customer requests multiple per week, charge will be accordingly.						
Police Department						
Report Fees						
Reports		\$10.00	No increase recommended at time of approval of Res. '25-04			
Pictures		\$50.00				
Video		\$75.00				
Advanced Collision Reports		\$10.00				
Fingerprint Fees:						
State and Federal Cards		\$60.00				
State Only		\$45.00				
FBI Card		\$25.00				

# Local Impact Grant Itemization Sheet

Agenda Item 5

**Town of Berlin  
10 William Street  
Berlin, MD 21811**

To: Local Reporting Agency – Town of Berlin

From Requesting Agency - Local Development Council for the Ocean Downs Casino

Local Impact Grant language from Senate Bill 3 in the 2007 Special Session - approved by Maryland voters in the 2008 General Election: "Local impact grants.... shall be used for improvements in the communities in immediate proximity to the video lottery facilities and may be used for the following purposes."

1. Infrastructure improvements
2. Facilities
3. Public Safety
4. Sanitation
5. Economic and Community Development, including housing
6. Other public services and improvement

**A. Please complete the following Local Impact Grant Fund Expenditure Report:**

<b>Fiscal Year of Expenditure</b>	<b>Purpose of improvement (from the list above)</b>	<b>Detailed itemized list</b>	<b>Cost of Project</b>
2025	Public Safety	Berlin Police Department LEOPS funding.	\$268,434
2025	Facilities	Development of engineering plans and construction for the Public Works facility.	\$159,987
2025	Public Safety	Berlin Fire Co EMS ambulance allocation.	\$15,000

**B. Local impact grant funds remaining 06/30/2025: \$502,033**

**C. Anticipated use of remaining and future local impact grant fund expenditures:**

<b>Fiscal Year of Expenditure</b>	<b>Purpose of improvement (from the list above)</b>	<b>Detailed itemized list</b>	<b>Cost of Project</b>
2026	Facilities	Development of engineering plans and construction for the Public Works facility.	\$385,000
2026	Facilities	Construction of Stephen Decatur Park Comfort Station.	\$59,000
2026	Public Safety	Berlin Police Department LEOPS funding.	\$250,000
2026	Public Safety	Berlin Fire Co EMS ambulance allocation.	\$15,000
2026	Facilities	Development of engineering plans and construction for the Community Center.	\$175,000

<b>Town of Berlin</b>	
<b>LDC Multi-Year Plan (FY24-FY26)</b>	
LIG Grant Actual	
FY23 CF	\$ 439,336
FY24	\$ 468,581
FY25	\$ 469,609
FY26 LIG Grant Projected	\$ 468,000
<b>Total LIG Grant</b>	<b>\$ 1,845,526</b>
LIG Expenditures	
FY24 LEOPS Stabilization Fund	\$ 425,000
FY25 LEOPS	\$ 268,434
FY25 Public Works Building	\$ 159,987
FY26 LEOPS	\$ 250,000
FY 26 SDP Restrooms	\$ 59,000
FY 26 Public Works Building	\$ 385,000
BFCEMS Apparatus Replacement	\$ 45,000
Community Center	\$ 175,000
<b>Total Projected LIG Expenditures</b>	<b>\$ 1,767,421</b>
LIG Revenues exceeding projections for FY26 will be applied to the Community Center expenditure and Public Works Building as identified on the Town of Berlin's annual expenditure report to the LDC	



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## Accessory Dwelling Unit (ADU) - Legislative Update and Effective Date

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**From** Michelle Koenig -MDP- <michelle.koenig@maryland.gov>

**Date** Fri 9/5/2025 15:45

**To** Joseph Griffiths -MDP- <joseph.griffiths@maryland.gov>; Carter Reitman -MDP- <carter.reitman2@maryland.gov>

Good afternoon,

I am sending along important information regarding Accessory Dwelling Units (ADUs) for your consideration. If you have any questions please don't hesitate to contact me.

Governor Moore recently approved [an act \(SB0891/HB1466\)](#) regarding accessory dwelling units, or ADUs, that the Maryland General Assembly passed at its 2025 legislative session. The act itself is effective October 1, 2025, but the act's requirement that every county and municipality adopt a local law authorizing the development of ADUs on land with a single-family detached dwelling won't go into effect until October 1, 2026. It is MDP's goal to publish guidance regarding local ADU laws well in advance of the October 1, 2026, effective date.

MDP also seeks to notify local planning departments regarding two pressing aspects of the law so that you have time to consider them in advance: (1) the act's prohibition of restrictive covenants and (2) the act's requirements for parking studies. Regarding restrictive covenants, the act reads, "If a property owner has the exclusive right to use the property and abides by all applicable laws and regulations, a restriction on use regarding land use may not impose or act to impose an unreasonable limitation on the ability of the property owner to develop or offer to rent an accessory dwelling unit." This language seems to preclude HOAs and other such entities from establishing restrictions on ADUs that would effectively prohibit the development of ADUs. (The bill exempts historic properties and short-term rental of ADUs from this requirement.) Please notify your staff and update your development review procedures to respond accordingly.

Regarding the act's provisions with respect to parking, the act enables local governments to include requirements in their ADU laws regarding off-street parking considering construction costs, curb area, impervious surfaces, and variability due to lot and parcel size. However, a local government seeking to require off-street parking spaces for ADUs must first complete a parking study to determine parking needs in the jurisdiction. Before localities create a local law with additional parking requirements for ADUs, local planning departments may want to consider the time and budget demands for such a study. Also, the local law must provide a waiver process for any such parking requirements established for the jurisdiction. MDP's [Accessory Dwelling Unit Policy Task Force Report](#) recommends that parking requirements should not represent an "unreasonable barrier" to development of ADUs.

The act itself includes additional details regarding both these items, and we encourage you to work with your legal counsel to understand its requirements. Please let us know if you have any questions

or concerns regarding the information above. MDP will continue to release ADU guidance over the next year, and our team is, as always, ready to assist.

Thank you,

**Michelle Koenig**  
**Director, Eastern Maryland Planning Region**  
Maryland Department of Planning  
201 Baptist Street, Suite 24  
Salisbury, MD 21801  
(410) 713-3462 office  
[michelle.koenig@maryland.gov](mailto:michelle.koenig@maryland.gov)  
  
[Planning.Maryland.gov](http://Planning.Maryland.gov)



## January 12, 2026 Weekly Report

### Departments This Week:

#### Town Administration

- Please note that 2026 is shaping up to be a very busy year with many opportunities for public engagement on a variety of topics: Work Sessions and Workshops will be scheduled starting in February for Comprehensive Plan Updates, Reconnecting Communities discussions, Accessory Dwelling Units Legislation as required by the State of Maryland, and other topics. Please note that, because Town Hall will be closed to the public for renovations, meeting locations will likely vary. Please keep an eye out for announcements of dates and topics on the Town's Facebook page, Website, Public Access Channel, and elsewhere.
- SAVE-THE-DATE
  - Monday, January 12: Regular Session 6:00 PM
  - Wednesday, January 14: Planning Commission, 5:30 PM
  - Monday, January 19: Most Town offices closed in observance of Dr. Martin Luther King, Jr. Day
  - Monday, January 26: Closed Session 5:00 PM; Regular Session 6:00 PM
- Lead-service Line Inventory and Replacement: MDE has approved re-bidding the William Street portion of the project, with additional areas to be revisited later. Bidding should move forward soon, pending MDE review and approval of the bid documents.
- Comprehensive Plan Update: Working on scheduling the first joint M&C/PC Work Session with Mead & Hunt. More to come.
- Ongoing for Town Hall Renovations:
  - Bid opening is scheduled for Monday, January 12th.
  - Some work in the Visitor Center is being done to prepare for Finance, Admin, and Planning staff. Once complete we will begin moving customer service to that building. Most staff will remain in Town Hall/Planning until at least the anticipated award of contract at the M&C meeting on February 9th.
  - Staff is continuing to work on the contents of their individual offices as well as records, and determining what furniture will be kept and moved to storage and/or the Visitor Center and what will be declared surplus and disposed of. The intent is to hold a "Fire Sale" and offer the opportunity for the public to obtain items that will not be kept.
- Due to a need for clarification on certain information provided for the Town's Electric Utility Rate Hearing scheduled for December 18th, the hearing has been rescheduled for January 26th. The required public notifications will be issued in advance of the hearing date by publication in the newspaper and notification on the Town's website.

#### Economic and Community Development

- Updated berlinmainstreet.com and designed event marketing materials, including a postcard mailer.
- Working with D3 on new event submission forms to be accessed directly through the website for both general events and the Christmas Parade.
- Completed the 2025 Main Street America Assessment and am currently working on the Maryland Main Street 2025 Assessment.
- Designing 2026 event flyers, postcards, and related promotional materials.

- Royal Plus has been working in the Welcome Center building to remove mold; however, the underlying cause of the mold still needs to be addressed.
- The owners of Coconut Bay, Leslie and Wes, have officially retired and the shop has closed.
- The Art Collective is scheduled to open in Spring/Summer in the building behind the Welcome Center (previously used for church services). The business will operate as an art co-op with studios, classes, and gallery space and will have an informative open to the public meeting on January 24, 10am-12noon at 16 S. Main Street.
- The owner of Dream Weaver is planning to open a breakfast restaurant in her current location (Dream Weaver has relocated to the former Goldcrafts space).
- A new hair salon will be opening in the space next to Sound Storm Records on Stevenson Lane.
- Berlin Restaurant Week will take place January 19–26.

#### **Electric**

- Meter & Solar Reads.
- Re-Reads.
- NYE Ball Drop Event.
- Remove Christmas Decorations.
- Remove Christmas Tree.
- AMI Meter Installations.
- Locates & Transfer Reads.
- Tree Trimming & Street Light Repairs.
- Installed & Connected New Ice Machine.
- Power Plant-Engine Maintenance.
- Pole Top Maintenance-Various Locations.

#### **Finance Director**

Continues to work on:

- FY 2025 Audit presentation 01/12
- FY 2026 half-year performance. Preparation of financial highlights.
- FY 2026 capital projects water resources.
- FY 2025, 2026 Slots revenues reports submission and discussions.
- Tyler's on-cloud hosting migration, credit card processing software.
- Tyler credit card processing discussions.
- Grants, water loans, public works bond, electric AMI meters bond
- Bank accounts review, positive pay submissions.
- 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.
- GFOA standing committee meeting upcoming in January.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting, January.
- Records keeping, cleaning, shredding, moving out from Town Hall.

#### **Human Resources Department**

- Processed payroll and all related reports on 12/15/25 & 12/26/25.
- 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.
- Hired a Wastewater Plant Operator who is scheduled to start on 01/20/26.
- Packing for the renovations.
- Reviewing applications received thus far for several vacancies.
- Complete the MSRA annual payment for EPS and LEOPS.
- Working on the OSHA annual reporting.
- Working on the MSRA Wage File annual requirement.
- Open positions:
  - Police Communications Officer (part-time) – Police
  - Two Police Officers – Police
  - Chief of Police – Police
  - Customer Service Representative - Customer Service

#### **Planning Department**

- Attended HDC meeting 12/3/25 – 1 case.
- Attended Planning Commission meeting 12/16/25 – 1 case.
- Preparing for the 1/7/26 HDC meeting – 3 cases.
- Preparing for the 1/14/26 Planning Commission meeting – 3 cases.
- Attended the Technical Review meeting.
- Attended the LGIT in-person training.
- Attended the Parking Subcommittee meeting.
- Ongoing review of development projects.
- In-person meetings with developers/business owners.
- Preparing for the upcoming Project Review meeting.
- Received permits for: Fence – 1, Renovation – 2, Sign – 1, Shed – 2, Addition – 1, Repair – 2, Encapsulation – 1.
- Released permits for: Roof – 2, Renovation – 2, Addition – 1, New build – 1, Repair – 1, Shed – 1, Sign – 1, Encapsulation – 1.
- Received applications for: Business License – 3, Contractors License – 6.
- Received 2 PIA requests.
- Issued door tags/corrective action letters for: Sidewalk signs – 7, Advertising signs on residential properties – 2, Stop work order – 1, Prohibited banner signs – 1, Removed illegal advertising signs – 2.
- Researched for easements, downloaded plats, converted the file format, georeferenced the files, and digitized easements for Ocean's East, Seahawk Rd, Old Ocean City Blvd, West View

- Digitized easements for Cannery Village.
- Researching Census/ACS data.
- Created data for Election Districts and published web mapping application.

#### **Police Department**

- 12/4: Berlin Christmas Parade – Chief Downing, Lt. Fisher, Sgt. Bragg, Sgt. Collins, Cpl. Bratten, Cpl. Marshall, Cpl. Lloyd, S.O. Engelbrecht, Pfc. Shockley, Pfc. Collins, Ofc. Ebke, Ofc. Duncan.
- 12/5: PAC Committee Meeting (Wor-Wic) – Chief Downing, Lt. Fisher.
- 12/5: 5 Day CIT Training (Wor-Wic) – Pfc. Shockley, Pfc. Collins, Ofc. Duncan.
- 12/8: Snow Hill Parade – Lt. Fisher, Pfc. Collins.
- 12/11: ESCJSA Graduation Ceremony (O.C. Convention Center) – Chief Downing.
- 12/12: Chief Downing final call.
- 12/13: Shop with a Cop (Maryland State Police) – Cpl. Lloyd, Pfc. Shockley.
- 12/16: LGIT Training – Lt. Fisher, Sgt. Collins, Cpl. Bratten, Cpl. Lloyd, S.O. Engelbrecht, Pfc. Shockley, Pfc. Collins, Ofc. Ebke, Ofc. Duncan, Pco. Purnell, Pco. Choma, Pco. Antypas, Bernita Downing.
- 12/18: Hanukkah Service – Lt. Fisher, S.O. Engelbrecht, Pfc. Shockley.
- 12/31: New Years Eve Ball Drop – Lt. Fisher, Pfc. Shockley, Pfc. Collins, Ofc. Ebke.
- 1/6: LEEMCC Training (Wor-Wic) – Lt. Fisher, Sgt. Collins.
- Collisions – 12.
- Arrest – 4.

#### **Public Works**

- PW assisted with the NYE Ball Drop, providing traffic control, trash collection, and crewing throughout the event.
- With the assistance of a contractor, we've worked to remove trees deemed hazardous on the pond side of SDP. These trees were close to the property boundaries of residents, and cleaning them up will help keep both private property and park property safe in the future.
- Christmas tree pickup begins on 1/7 and continues on 1/14. We will pickup on all town streets each day, and the trees will be put to good use at farms local to Berlin.
- Trash and recycling collection continues as normal.
- Parks maintenance and trash collection in parks is taking place daily.
- Street sweeping and routine street maintenance is taking place weekly.

#### **Water Resources**

- Fixed Water Leaks on:
  - Branch St
  - Railroad Ave
  - Flower St
  - West St
  - Old Ocean City Blvd
  - N Main St
- Turned water off at 116 Railroad Ave.
- Received many calls regarding frozen pipes and leaks.
- Replaced heaters in the WWTP pole barn.
- Worked on PFAS Monitoring reports for WWTP, Wells, Spray Sites.
- LSLR Meeting with MDE for rebid restructure.
- Interview for plant operator position.
- Terra Ferma patch paving- Bay St, West St, Branch St, Abbey.

- Installed cleanout on N Main St due to sewer issues.
- Installed cleanout on West St due to sewer issues.
- Decatur Farms lift station pump pulled and cleaned.
- Branch St lift station pump pulled and cleaned.
- Preparation for NYE Ball Drop event.
- EDU Reporting.
- Read water meters on Williams St.
- Replaced water main on S Main.



Check Run Report  
will be posted when available.