MAYOR AND COUNCIL
Meeting Agenda
Worcester County Library – Berlin Branch
13 Harrison Ave
Monday, September 14, 2026

5:00 PM **WORK SESSION – Worcester County Library – Berlin Branch, 2nd Floor**
Joint work session of the Mayor and Council & Planning Commission to continue discussion of accessory dwelling unit (ADU) requirements. Public participation may be permitted at the Mayor's discretion.

6:00 PM **REGULAR SESSION – Worcester County Library – Berlin Branch, 2nd Floor**

1. **6:05 PM** **CALL TO ORDER**
2. **6:10 PM** **APPROVAL OF MINUTES:** Mayor Zack Tyndall (*Strategic Plan: DS1)*
   a) (*) Public Service Commission Case No. 9879 Summary
   b) Regular Session Minutes of 8.24.26
   c) Closed Session Minutes of 8.24.26
   (*) This item is for informational purposes only; no approval or action is required.
3. **6:15 PM** **PRESENTATION:** Charles McWilliams, Lineworker Apprenticeship Program – Mayor Zack Tyndall and Electric Utility Director Alan Parkinson *(Strategic Plan: DS3)*
4. **6:20 PM** **FIRST READING(S):** *(Public Hearings on Monday, September 28, 2026)*
   a) Ordinance 2026-06: Amending Chapter 16, Entitled Fire Prevention and Protection, Article II, Entitled Outdoor Burning – Acting Planning Director Ryan Hardesty (Strategic Plan: DS2, AS2)
   b) Ordinance 2027-07: Amending Chapter 108, by adding a new Section 88 in Section of Article II, Entitled "Accessory Dwelling Units" – Town Legal Consultant Emily Morris & Mayor Zack Tyndall *(Strategic Plan: DS4, AS2)*
5. **6:55 PM** **DISCUSSION**(S):
   a) Resolution 2026-07: Updated Town Fee Schedule to include addition of ADU-related permit fees – Town Legal Consultant Emily Morris *(Strategic Plan: DS4, AS2)*
   b) EDU Financing Resolution and Policy – Mayor Zack Tyndall & Town Administrator Mary Bohlen *(Strategic Plan: DS4, AS2)*
6. **7:15 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 2026-49: EDU Transfer Request from Triple D Rentals, LLC to Derrickson Enterprises, LLC – Town Administrator Mary Bohlen *(Strategic Plan: DS4, AS2)*
   b) Motion 2026-50: Award of Contract, Bid 2026-06 Westminster, Abbey, and Upshur Stormwater Management Upgrades – EA Engineering Steven Lemasters *(Strategic Plan: DS3, AS4)*

c) Motion 2026-51: Award of Contract, RFP 2026-07 Bottle Branch Sewer Lining – DBF Engineering Nick Bradley & Water Resources Director Jamey Latchum *(Strategic Plan: DS3, AS3)*
d) Motion 2026-52: Approval for Purchase of AMI Field Support Equipment and Vehicle – Electric Utility Director Alan Parkinson *(Strategic Plan: DS3, AS1)*
e) Motion 2026-53: Recommendation for Appointment to Board/Commission – Mayor Zack Tyndall *(Strategic Plan: DS1, AS2)*
f) Motion 2026-54: Authorizing Utilization of Funds to Enter Agreement with PowerDMS – Chief of Police Howard Drewer *(Strategic Plan: DS2, AS1)*

7. 7:30 PM **ANNOUNCEMENT:** Motion 2026-55: Taylor House Museum Grading/Excavation Fee Waiver Poll Vote Results – Associate Town Administrator Kate Daub *(Strategic Plan: DS1, AS1)*

8. 7:35 PM **REPORT(S):**
a) PJM Quarterly Report – Electric Utility Director Alan Parkinson *(Strategic Plan: DS3, AS1)*
b) Town Administrator's Report, Departmental Reports (*Strategic Plan: DS1, DS4*)

9. 8:00 PM **COMMENTS FROM THE PUBLIC** (*Strategic Plan: DS4; DS5*)
Anyone wishing to speak during COMMENTS FROM THE PUBLIC at the Regular Session may do so for up to five (5) minutes or as determined by the Mayor. Please state your name, street, and the subject you wish to address.

10. 8:15 PM **COMMENTS FROM THE COUNCIL**

11. 8:20 PM **COMMENTS FROM THE MAYOR'S OFFICE**

12. 8:25 PM **COMMENTS FROM THE PRESS**

13. 8:30 PM **ADJOURNMENT**

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on www.berlinmd.gov, or type @townofberlinmd in the Facebook search bar. QR code links to online packet and Strategic Plan. Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.

Public Service Commission Hearing
Case No. 9879
Worcester County Library - Berlin Branch
13 Harrison Ave.

Monday, August 24, 2026
6:10 PM

Summary of Proceedings

The hearing concerning Maryland Public Service Commission Case No. 9879 was conducted by the Maryland Public Service Commission (PSC) and was not a meeting or hearing of the Town of Berlin. Accordingly, the Town of Berlin did not conduct the proceedings, and formal meeting minutes were not produced by the Town.

The hearing concerned proposed new rates under Case No. 9879 and provided an opportunity for the matter to be addressed through the Public Service Commission's formal case process. The hearing handout advised that the application, testimony, and other filings associated with the case are maintained by the Maryland Public Service Commission as part of the official case docket.

Members of the public were also provided information regarding the opportunity to submit written comments on the proposed rates. The handout stated that comments could be submitted electronically through the Commission's filing system or by first-class mail and were required to reference Case No. 9879. The deadline identified for written comments was August 28, 2026.

Because this proceeding was conducted under the authority and procedures of the Maryland Public Service Commission, rather than as an official meeting of the Town of Berlin, this summary is provided for informational and recordkeeping purposes in lieu of Town meeting minutes. The Maryland Public Service Commission maintains the official record of the proceeding, including the application, testimony, filings, and other case materials, under Case No. 9879.

BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, August 24, 2026

6:00 PM REGULAR SESSION – Worcester County Library – Berlin Branch

Present: Mayor Zackery Tyndall, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris.
Absent: Vice President Dean Burrell
Staff Present: Town Administrator Mary Bohlen, Associate Town Administrator Kate Daub, Town Attorney David Gaskill, Finance Director Natalie Saleh, Captain Robert Fisher, Acting Planning Director Ryan Hardesty, and Human Resources Director Kelsey Jensen.

This meeting was also broadcast live via Facebook. After the moment of silence and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 6:37 PM.

1. Approval of Minutes: Regular Session Minutes of 8.10.26 – Mayor Tyndall *(Strategic Plan: DS1)*

   Councilmember Orris noted a correction to page 13 of the meeting packet, stating that the independent research referenced in the fourth paragraph of the minutes regarding the new Town Hall furniture proposal was conducted by Councilmember Green, not by Councilmember Orris.

   On the motion of Councilmember Orris, second by Councilmember Knerr, the Regular Session Minutes of 8.10.26 were approved as corrected 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

2. Proclamation 2026-10: National Preparedness Month

   Mayor Tyndall presented Proclamation 2026-10 recognizing September 2026 as National Preparedness Month. The proclamation highlighted FEMA's theme, “Americans Stand Ready,” and encouraged residents to develop emergency plans, assemble disaster supply kits, understand local risks, and sign up for emergency notifications.

   Mayor Tyndall reminded residents that emergency notifications are available through CodeRED on the Town website and encouraged registration for both Town of Berlin and Worcester County emergency alerts. He also noted the monthly Worcester County Emergency Services siren test.

3. Public Hearing: Ordinance 2026-06: Amending Chapter 16, Entitled Fire Prevention and Protection, Article II, Entitled Outdoor Burning (First Reading held on Monday, August 10, 2026)

Mayor Tyndall introduced Ordinance 2026-06, amending Chapter 16, "Fire Prevention and Protection," Article II, "Outdoor Burning," following its first reading on August 10, 2026. Town Attorney David Gaskill and Acting Planning Director Ryan Hardesty presented a revised draft incorporating changes discussed after the first reading. Mr. Gaskill explained that permit-fee provisions were removed in response to Council's direction to prohibit, rather than regulate, open burning. Because a permit process would conflict with that approach, he advised that Section 16-21 and other provisions describing open burning as a regulated activity required further revision. He specifically identified Section 16-19, "Purpose and Intent," as needing clearer language distinguishing prohibited open burning from permissible recreational burning and questioned whether the ordinance should be tabled and redrafted.

Mayor Tyndall recommended a section-by-section review of the draft. Revisions to Sections 16-19 clarified that the article's purpose is to protect public health, safety, and welfare by regulating outdoor burning within the Town of Berlin. References to "improper open burning" were revised to "improper burning," and language concerning activities prohibited by Worcester County, COMAR, Maryland Forest Service regulations, the Maryland State Fire Prevention Code, or any county or state burn ban was reviewed to ensure broader applicability. The Council then reviewed the definitions section. Members expressed concern that the proposed definition of "open burning," as burning in the open or in an open receptacle, could inadvertently encompass recreational fire pits. The definition was therefore flagged for further revision to clearly distinguish prohibited burning from permissible recreational fires. The definitions of "recreational fire" and "cooking fire" were reviewed without objection.

Definitions relating to vegetative materials were also revised. "Yard waste" remained defined as leaves, grass clippings, weeds, and similar vegetative matter. The Council agreed to remove language limiting "yard debris" to material resulting from routine landscape maintenance and to remove language restricting "land-clearing debris" to material generated from clearing land for development or agricultural purposes. Members agreed that such limitations were unnecessarily restrictive and failed to account for other legitimate land management activities.

The Council reviewed Section 16-21 on permit exemptions and determined that the section would require additional revisions if the underlying permit process were eliminated. The Council then considered Section 16-22, governing recreational burning. The draft required recreational fires to be located at least 15 feet from buildings, structures, and flammable materials, remain attended until extinguished, and limit bonfires to three feet in height and four feet in diameter. The Council also discussed proposed operating hours for bonfires between 6:00 p.m. and 10:00 p.m. Councilmember Green expressed concern that a 6:00 p.m. start time was unnecessarily restrictive, particularly during cooler months when residents may wish to enjoy recreational fires earlier in the day. Councilmember Nichols discussed the relationship between recreational fires and existing Town noise regulations. Mayor Tyndall questioned the effectiveness and enforceability of imposing an ending time without a corresponding start time. Following discussion, the Council reached consensus to remove the proposed time restrictions entirely and revisit the issue only if recreational fires later generated nuisance complaints.

Next, the Council reviewed Section 16-23, “Prohibited Burning,” which prohibited the burning of yard waste, yard debris, land-clearing debris, household trash, hazardous materials, treated wood, plastics, and rubber. Consistent with previous revisions, staff identified language tying prohibited materials to property maintenance or clearing for removal. Councilmembers also agreed that provisions requiring automatic suspension of open-burning permits during county or state burn bans needed revision because the ordinance is moving away from a permit-based framework. Section 16-24, “Enforcement and Penalties,” was reviewed without substantive change. Violations would remain municipal infractions subject to a $100 fine for an initial violation and $200 for repeat or continuing violations.

The Council subsequently returned to Section 16-21 and considered alternatives to the existing permit structure. Rather than deleting the section entirely, Mayor Tyndall suggested restructuring it to identify the types of outdoor fires that would remain permissible. Councilmember Orris proposed retitling the section “Authorized Burning,” providing that recreational fires and outdoor cooking fires using grills, smokers, barbecue pits, or similar devices used solely for food preparation would be permitted, subject to the requirements of Section 16-22. Correspondingly, Mayor Tyndall clarified that Section 16-22 was retitled “Requirements for Authorized Burning.”

During the review, resident Edward Hammond raised a procedural concern that the Council appeared to be revising the ordinance extensively before receiving public comment. Mayor Tyndall acknowledged the concern and advised that, per the protocol for public hearings, public participation would occur after the Council completed its review, but prior to Council action. The Council then returned to the definition of “open burning,” expressing continued concern that the phrase “open receptacle” remained overly broad and could unintentionally encompass otherwise authorized recreational fire pits. The Council considered alternative approaches, including defining prohibited materials directly within Section 16-23.

Mayor Tyndall suggested replacing the definition of “open burning” with a broader definition of “unauthorized burning.” Councilmember Knerr supported defining unauthorized burning to include both open burning and the burning of yard waste, yard debris, land-clearing debris, household trash, hazardous materials, treated wood, plastics, and rubber. Members agreed that this approach would eliminate ambiguity regarding the type of receptacle used while preserving the ordinance’s public health and safety objectives. Following continued discussion, the Council reached consensus to remove the definition of “open burning” and replace it with “unauthorized burning,” defined as open burning and all burning prohibited under Section 16-23. Members also determined that language regarding county and state burn bans was already adequately addressed in Section 16-19 and removed redundant permit-related references.

The Council then conducted a final review of the ordinance. The Council revised Section 16-19 to emphasize protecting public health, safety, and welfare and complying with applicable state and county regulations. The Council updated definitions, and Ms. Bohlen asked that they be listed alphabetically. Section 16-21 was confirmed as “Authorized Burning,” and Section 16-22 was confirmed as “Requirements for Authorized Burning,” retaining safety setback requirements, attendance requirements, bonfire size limitations, and nuisance provisions while eliminating the previously proposed time restrictions. Section 16-23 continued to prohibit the burning of yard waste, yard debris, land-clearing debris, household trash, hazardous materials, treated wood, plastics, and rubber. Section 16-24 remained unchanged.

Upon completion of the Council's review, Mayor Tyndall opened the public hearing at 7:18 pm.

Mr. Hammond addressed the Council regarding the ordinance's potential impact on his approximately 30-acre agricultural and forestry-managed property. He explained that prohibiting the burning of vegetative and land-clearing debris would create a significant practical and financial burden. He described the challenges of processing large quantities of storm and land-management debris and noted that he had exhausted multiple chippers over the years and currently used an approximately $8,000 chipper that still lacked the capacity of larger commercial equipment. Mr. Hammond stated that accumulated wood debris could contribute to the spread of invasive species, including wisteria and porcelain berry, and that controlled burning remained an important management tool. He reported that burning was used only when necessary, generally occurring approximately once per year, and that no prior burns had resulted in safety incidents. Mr. Hammond requested that the Council consider an exception or accommodation for large agricultural or forestry properties and emphasized the environmental benefits associated with responsible invasive species management.

Beverly Wright, Upshur Lane, requested clarification regarding the frequency of burning on Mr. Hammond's property and expressed support for a limited permit process recognizing the property's unique circumstances. She suggested possible conditions such as limiting burns to once or twice annually and requiring advance notice to neighboring property owners. It was clarified that controlled burning typically occurs about once per year and that prior references to multiple burns related to the number of smaller fires required if burn size were restricted.

Dawn Sher, 305 North Main Street, expressed support for removing the proposed 6:00 p.m. to 10:00 p.m. restriction on recreational fires. Given the extent of the revisions made during the meeting, she requested that the Council consider restarting the ordinance process with a new first reading to give the public an opportunity to review the substantially revised text. Ms. Sher also requested additional review of Section 16-22 as it applied to cooking fires, noting that the proposed 15-foot setback could affect many residential grills, fences, patios, and existing commercial fire features. She additionally recommended retaining a permit mechanism for unusually large or agricultural properties and suggested that such a process could also be useful following major storm events requiring extraordinary debris management.

Following an additional call for public comment, Mayor Tyndall closed the Public Hearing at 7:30 pm.

Councilmembers revisited the proposed 15-foot setback requirement and acknowledged concerns regarding its application to ordinary gas and charcoal grills. While the setback was viewed as an appropriate safety measure, questions remained regarding its practical enforcement. The Council also discussed the number and significance of revisions made during the meeting and considered whether fairness to the public warranted restarting the ordinance process with a revised first reading, despite the accompanying costs of additional legal advertising.

Councilmember Orris then read written comments submitted by resident Tony Weeg into the record. Mr. Weeg supported prohibiting routine burning of yard waste and household trash in a densely developed community while opposing a blanket prohibition that treated large wooded properties the same as typical residential lots. His comments referenced information from a prior meeting indicating that only two open-burning permits had recently been issued, both involving unusually large parcels. He proposed a special land-clearing and storm-debris permit for larger properties, potentially requiring a minimum parcel size, site review by the Fire Marshal or Berlin Fire Department, and limitations on the number of permits issued annually. The proposal was intended to address legitimate land-management and storm-recovery needs while preventing routine open burning.

The Council discussed Mr. Hammond's property, historical permitting practices, and applicable Worcester County regulations. Members referenced county setback requirements and questioned how controlled burns had historically been authorized. Mr. Hammond explained that permit applications had been submitted through the applicable process and included aerial imagery identifying proposed burn locations. He noted that previous burn sites had been selected based on safety considerations, including proximity to available water sources. Discussion continued regarding the County Fire Marshal's discretionary review of controlled burns and the relationship between Town and County requirements. Members observed that the County Fire Marshal had not previously identified safety concerns with burns conducted on the property and distinguished those permitted burns from other nuisance-burning complaints received within Town limits.

The Council then discussed creating a limited exception or permit pathway for larger agricultural and forestry properties. Potential eligibility criteria included parcel size, agricultural use, participation in an approved forest management program, and applicability of Worcester County Right-to-Farm provisions. Mr. Hammond indicated that one controlled burn annually would generally meet the property's needs and stated that he would comply with reasonable operational and safety requirements. The Council emphasized that any exception would require appropriate limitations on burn size, location, and available suppression resources.

At the conclusion of the discussion, Mayor Tyndall asked Mr. Hammond to submit a concise written proposal outlining the minimum provisions necessary to address the management needs of large agricultural or forested properties. He stated that Mr. Gaskill would review the proposal in conjunction with the revisions discussed by the Council. Mayor Tyndall and the Council agreed that Ordinance 2026-06 should be revised and returned through the legislative process, with the next draft incorporating the changes discussed during the meeting and including, for consideration, a potential controlled-burning provision for qualifying larger properties.

On the motion of Councilmember Orris, seconded by Councilmember Knerr, motion was made to table Ordinance 2026-06 and restart the legislative process with a new first reading at the next meeting on Monday, September 14, 2026:

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

4. Items for Approval:
   a. Motion 2026-48: Funding for Lead Service Line Project

Finance Director Natalie Saleh provided an overview of the funding requirements for the Town's ongoing Lead Service Line Project. Ms. Saleh explained that the project has been underway for several years and has involved multiple phases, including inventorying and identifying service lines and, eventually, replacing qualifying lead service lines. As the project progressed, she noted that actual and projected costs exceeded earlier estimates. She stated that the Town subsequently returned to the Maryland Department of the Environment (MDE) to request revisions to the project's funding allocation. Ms. Saleh explained that available funding includes financing through loans and loan components that may qualify for principal forgiveness upon satisfaction of applicable program requirements. Discussion continued on the revised funding package and the project's overall status, and it was clarified that the Lead Service Line Project is not unique to the Town of Berlin but is part of a broader mandated program affecting communities throughout the state and nation.

The Town's engineering consultant, Nick Bradley of DBF Engineering, provided additional background regarding the project. Mr. Bradley said the project began in 2023, when the Town initially requested about $1 million in funding for work in the William Street, Broad Street, and Bay Street areas. He explained that, as state regulations and program requirements continued to evolve, the scope of work expanded and associated costs increased beyond the original estimates. In 2024, he said the Town successfully applied for and received approximately $500,000 in additional funding to support the project.

Mr. Bradley reported that, after completing project design and permitting, the project was advertised for bids. He stated that only one bid was received and that the bid amount exceeded the funding available at the time. As a result, the Town sought additional financial assistance from the State. He advised that the request was approved and that Council action was required to formally accept the additional funding. Mr. Bradley reported that the State's total funding package was $2,286,773. He explained that the financing consists of loan funding, a portion of which is eligible for principal forgiveness, and added that final details on the loan structure, repayment terms, and interest rate would be determined as the project advances toward settlement. Mr. Bradley stated that approximately 44% of the total funding will ultimately require repayment, while the remaining balance is anticipated to qualify for principal forgiveness, subject to applicable program requirements, conditions, and associated costs.

Mr. Bradley also clarified the project phases. He explained that Phase 1A consists of work on William Street, while Phase 1B includes work on Bay Street and Broad Street. The discussion concluded with Council consideration of the funding package and its role in advancing the required Lead Service Line Project.

On the motion of Councilmember Green, seconded by Councilmember Nichols, motion to approve Motion 2026-48: Funding for Lead Service Line Project 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				
Voting Tally	4				1

5. Reports: Town Administrator's Report, Departmental Reports

   Ms. Bohlen announced that the Planning Commission would hold a public work session on the Comprehensive Plan Update on Monday, August 31, 2026, at 5:00 p.m. She explained that the work session would be held as a Planning Commission meeting and encouraged Council members and the public to attend and participate. Ms. Bohlen also provided a reminder that Town offices would be closed on Monday, September 7, 2026, in observance of Labor Day.

   During her report, Ms. Bohlen formally announced her retirement after 35 years of service to the Town of Berlin, with her final day of employment scheduled for October 9, 2026. Ms. Bohlen described her decision as bittersweet, noting that while she looked forward to retirement, it was difficult to leave an organization and community that had been such an important part of her life and career. She expressed pride in the accomplishments achieved during her tenure and in the role she played in helping position the Town for continued success.

   Reflecting on her years of service, Ms. Bohlen acknowledged that differing opinions and perspectives were an inevitable part of public service. She said that, regardless of the issue or outcome, her decisions and recommendations had always been guided by what she believed was in the best interests of the Town and its residents. She emphasized that responsible growth, fiscal stewardship, sustainability, and long-term resiliency had remained central priorities throughout her career and had shaped the approach she brought to local government.

   Ms. Bohlen expressed her sincere appreciation to Town employees for their dedication, professionalism, and commitment to public service. She recognized the collective efforts of staff, elected officials, volunteers, businesses, and residents in making Berlin a safe, vibrant, and welcoming community. In closing, she thanked the Mayor, Council, Town staff, and the community for the opportunity to serve Berlin for more than three decades and stated that it had been both a privilege and an honor to contribute to the Town's history, growth, and success.

   Mayor Tyndall thanked Ms. Bohlen for her service and reflected on her long and distinguished career with the Town. He noted that she served Berlin in numerous customer service, administrative, and leadership roles before ultimately being appointed Town Administrator, giving her a depth of institutional knowledge unmatched by many municipal professionals. He also recognized her willingness to step into leadership positions when needed, including serving in acting administrative capacities prior to accepting the permanent appointment as Town Administrator. Mayor Tyndall praised Ms. Bohlen's professionalism, dedication, expertise, and unwavering commitment to the Town of Berlin and expressed his gratitude for her many years of service to the community.

6. Comments from the Public – None.

7. Comments from the Council

Councilmember Knerr congratulated Ms. Bohlen on her retirement and thanked her for thirty-five years of dedicated service to the Town of Berlin. He recognized her commitment to the community, her instrumental role in the Town's growth and success, and the guidance and institutional knowledge she has provided to generations of elected officials. Councilmember Knerr expressed his appreciation for her professionalism, leadership, and unwavering dedication to public service and wished her all the best in retirement.

Councilmembers Orris and Nichols also offered congratulations and well wishes.

Councilmember Green reflected on his decision to run for Council and recalled meeting with Ms. Bohlen at the time. He said he asked her what qualities make a good Councilmember and what makes someone less effective in the role. Councilmember Green said he took her advice to heart and has kept it in mind throughout his service on the Council. He thanked Ms. Bohlen for her guidance and for everything she has done for the Town of Berlin.

Councilmember Orris revisited a previously discussed topic concerning data centers and whether the Town should proactively evaluate such uses and consider regulatory standards before receiving a formal development proposal. He said he wanted to gauge Council's interest in continuing to research the issue and explore whether amendments to the Town Code may be warranted.

The Council discussed the evolving nature of data-center development and the challenges local governments face when emerging land uses outpace existing regulations. Councilmembers referenced the Town's experience with solar-energy facilities as an example of the importance of establishing regulatory standards before submitting development proposals. Members noted that several jurisdictions throughout Maryland have recently adopted or considered regulations and temporary moratoriums related to data-center development while evaluating their potential impacts on surrounding communities and local infrastructure.

Discussion focused on the wide range of facilities that may be classified as data centers. Councilmembers observed that the term encompasses a broad spectrum of uses, ranging from relatively small facilities supporting telecommunications and information technology operations to large-scale developments dedicated to data storage, cloud computing, and artificial intelligence processing. The Council acknowledged that the size, operational characteristics, and infrastructure demands of these facilities can vary significantly, making it important to define them clearly before considering any regulatory framework.

Councilmembers discussed whether properties within the Town limits could reasonably accommodate data-center development and noted that certain commercially designated parcels may suit some types of facilities, depending on scale and operational requirements. The Council also reflected on previous inquiries regarding potential data-center projects within Berlin. It was confirmed that, while prospective developers had expressed interest in the past, those inquiries did not advance beyond preliminary discussions, and no formal applications were submitted.

As the discussion progressed, Councilmembers agreed that additional information would help determine whether to pursue regulatory action. Members expressed interest in better understanding the potential economic benefits, operational characteristics, infrastructure requirements, and community impacts associated with data-center development. Particular attention focused on noise generation, compatibility with surrounding land uses, electrical demand, water consumption, environmental considerations, and the capacity of existing utility systems to support such facilities without negatively affecting current customers.

The Council also noted that certain state regulations and industry standards may address aspects of facility operation and infrastructure planning. Members recognized that municipal organizations, planning associations, and local governments throughout Maryland continue to monitor industry developments and evaluate potential regulatory responses. Worcester County and other jurisdictions were cited as examples of communities that have explored temporary moratoriums and other planning tools while researching appropriate long-term regulatory approaches.

The Council discussed using a temporary moratorium to give the Town adequate time to evaluate data-center development and determine whether local standards are needed before receiving a formal application. Councilmembers compared the issue to other emerging land-use trends that have required municipalities to study, define, and regulate new uses before they became established within the community.

Following discussion, the Council reached consensus to continue examining the matter at a future meeting. Members requested that information, model ordinances, and educational materials developed by municipal organizations and other jurisdictions be provided for review. The Council directed that data centers be included as a discussion item on the September 28 agenda and expressed interest in receiving an educational presentation outlining the characteristics of data-center development, potential community impacts, infrastructure demands, and regulatory considerations to assist with future policy discussions.

8. Comments from the Mayor’s Office

   Mayor Tyndall provided an update regarding proposed auxiliary dwelling unit regulations. He stated that a joint work session of the Mayor, Council, and Planning Commission is scheduled for September 14th to review and discuss the proposed regulations and draft ordinance. Mayor Tyndall explained that the purpose of the work session is to develop consensus and identify any necessary revisions before the ordinance is introduced for first reading during the regular Mayor and Council meeting later that evening.

   Mayor Tyndall stated that the anticipated schedule calls for a public hearing on September 28th, with the goal of having regulations in place by the state’s October 1st deadline. He clarified that the September 14th joint work session will not include a public-comment period; however, members of the public may comment on the auxiliary dwelling unit proposal during the regular public-comment portion of the September 14 Mayor and Council meeting. He reiterated that the formal public hearing on the proposed ordinance is scheduled for September 28, 2026.

9. Comments from the Press – None.
10. Adjournment:

On the motion of Councilmember Orris, seconded by Councilmember Knerr, the meeting was adjourned at approximately 8:14 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				
Voting Tally	4				1

Respectfully submitted,

Kate Daub

Kate Daub
Associate Town Administrator

CLOSED SESSION
MAYOR AND COUNCIL OF BERLIN, MARYLAND
Monday, August 24, 2026

Present: Mayor Zack Tyndall, Councilmembers Steve Green, Jay Knerr, Jack Orris and Shaneka Nichols
Absent: Vice President Burrell
Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen and Associate Town Administrator Kate Daub
Others Present: None
Location: Berlin Branch Library, 13 Harrison Avenue, Berlin, MD 21811
Authority to close session: Pursuant to Maryland 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; b. Personnel matter

At the conclusion of the Regular Session Mayor and Council meeting, the motion and vote to go into Closed Session were held in the 2nd floor meeting room and streamed live via Facebook at approximately 8:24 pm. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these minutes upon approval. With no questions or comments, Councilmember Orris moved to adjourn to Closed Session, and Councilmember Knerr 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				
Voting Tally	4				1

The Facebook feed ended, and all others left the room.

REMAINDER OF MINUTES REDACTED FOR OPEN RECORD

Following a motion by Councilmember Orris, seconded by Councilmember Knerr, the meeting adjourned at approximately 9:37 PM.

Respectfully submitted,

Kate Daub

Kate Daub
Associate Town Administrator
Attachments: Closed Session Summary of August 24, 2026

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, August 24, 2026, 8:00 PM (immediately following Regular Meeting
   b. Place (location) of closed session: Worcester County Library, Berlin Branch, 13 Harrison Avenue, Berlin, MD 21811, 2nd floor
   c. Purpose of the closed session: Personnel Matter
   d. Date and time that we will return to public meeting: Monday, September 14, 2026, 6:00 PM

2. **Record of the vote of each member as to closing the session:**
   a. Motion to close meeting made by: Councilmember Orris
   b. Second by: Councilmember Knerr
   c. Members voting in favor: 4
   d. Members opposed: 0
   e. Members abstaining: 0
   f. Members absent: 1

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;
   b. Personnel Matter

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, S. Green, J. Knerr, J. Orris, S. Nichols, M. Bohlen, D. Gaskill, K. Jensen, K. Daub	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, Associate Town Administrator Kate Daub.

ORDINANCE 2026-06

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION AMENDING CHAPTER 16, ENTITLED FIRE PREVENTION AND PROTECTION, ARTICLE II, ENTITLED OUTDOOR BURNING.

NOW, THEREFORE, BE IT RESOLVED that Chapter 16, entitled Fire Prevention and Protection, Article II, entitled Outdoor Burning, be amended as follows:

ARTICLE II. - OUTDOOR BURNING

~~Sec. 16-19. - Purpose.~~

~~The purpose of this article shall be to prevent the danger to the public health and safety posed by uncontrolled or unregulated outdoor burning.~~

~~(Code 1977, § 50-1; Ord. No. 92-10, 9-14-1992)~~

SEC. 16-19. PURPOSE AND INTENT

THE PURPOSE OF THIS ARTICLE IS TO PROTECT THE PUBLIC HEALTH, SAFETY, AND WELFARE BY REGULATING OPEN BURNING AND RECREATIONAL BURNING WITHIN THE TOWN OF BERLIN. IMPROPER BURNING CAN CREATE FIRE HAZARDS, AIR POLLUTION, AND PUBLIC NUISANCES. THIS ARTICLE IS INTENDED TO ENSURE COMPLIANCE WITH APPLICABLE STATE LAWS AND REGULATIONS, INCLUDING COMAR 26.11.07. NOTHING WITHIN THIS ORDINANCE SHALL AUTHORIZE BURNING THAT IS PROHIBITED BY THE WORCESTER COUNTY CODE OF PUBLIC LAWS, COMAR, MARYLAND FOREST SERVICE REGULATIONS, THE MARYLAND STATE FIRE PREVENTION CODE, OR ANY COUNTY OR STATE BURN BAN

~~Sec. 16-20. - Permit required.~~

~~Within the corporate limits of the town, except by special permit from the director of the planning and zoning commission, no outside or open fires or burnings of any kind shall be permitted.~~

~~(Code 1977, § 50-2; Ord. No. 92-10, 9-14-1992; Ord. No. 2011-04, 6-12-2011)~~

SEC. 16-20. DEFINITIONS

THE FOLLOWING WORDS, TERMS AND PHRASES, WHEN USED IN THIS CHAPTER, SHALL HAVE THE MEANINGS ASCRIBED TO THEM IN THIS SECTION, EXCEPT WHERE THE CONTEXT CLEARLY INDICATES A DIFFERENT MEANING:

COOKING FIRE MEANS A FIRE USED SOLELY FOR FOOD PREPARATION IN GRILLS, SMOKERS, OR SIMILAR APPLIANCES.

LAND-CLEARING DEBRIS MEANS TREES, STUMPS, BRUSH, AND OTHER NATURAL VEGETATIVE MATERIAL.

RECREATIONAL FIRE MEANS A SMALL, CONTROLLED FIRE (EITHER GAS OR WOOD BURNING) USED FOR WARMTH OR RECREATION, NOT INTENDED FOR WASTE DISPOSAL.

UNAUTHORIZED BURNING INCLUDES OPEN BURNING AND ALL BURNING DESCRIBED IN SECTION 16-23 ENTITLED PROHIBITED BURNING.

YARD DEBRIS MEANS BRUSH, LIMBS, BRANCHES, SHRUBS AND TREE TRIMMINGS.

YARD WASTE MEANS LEAVES, GRASS CLIPPINGS, WEEDS AND SIMILAR VEGETATIVE MATERIAL.

~~Sec. 16-21. - Fees.~~

~~The fees for all permits issued under this chapter shall be in accordance with a fee schedule adopted by resolution of the Mayor and Council, or as such schedule shall be amended from time to time.~~

~~(Code 1977, § 50-3; Ord. No. 92-10, 9-14-1992)~~

SEC. 16-21. AUTHORIZED BURNING.

RECREATIONAL FIRES AS WELL AS OUTDOOR COOKING FIRES USING GRILLS, SMOKERS, BARBECUE PITS, OR SIMILAR DEVICES SOLELY FOR FOOD PREPARATION ARE AUTHORIZED WITH THE FOLLOWING REQUIREMENTS OF SECTION 16-22.

~~Sec. 16-22. - Violations.~~

~~Any person who shall violate any provision of this article shall be guilty of a municipal infraction and shall be subject to a fine in the amount of $100.00 for any single or initial violation and a fine in the amount of $200.00 for each repeat or continuing violation.~~

~~(Code 1977, § 50-4; Ord. No. 92-10, 9-14-1992)~~

SEC. 16-22. REQUIREMENTS FOR AUTHORIZED BURNING

1. MUST BE A MINIMUM OF 15 FEET FROM ANY BUILDING, STRUCTURE OR FLAMMABLE MATERIALS.
2. MUST BE ATTENDED UNTIL COMPLETELY EXTINGUISHED.
3. BONFIRES MAY BE NO LARGER THAN THREE (3) FEET HIGH AND FOUR (4) FEET IN DIAMETER.
4. NO HAZARDOUS CONDITIONS, AIR POLLUTION OR NUISANCE WILL BE CREATED.

SEC. 16-23. PROHIBITED BURNING

THE BURNING OF YARD WASTE, YARD DEBRIS, LAND-CLEARING DEBRIS GENERATED FROM THE MAINTENANCE OR CLEANING OF PROPERTY, HOUSEHOLD TRASH, HAZARDOUS MATERIALS, TREATED WOOD, PLASTICS, OR RUBBER IS PROHIBITED.

SEC. 16-24. ENFORCEMENT AND PENALTIES

ANY PERSON WHO SHALL VIOLATE ANY PROVISION OF THIS ARTICLE SHALL BE GUILTY OF A MUNICIPAL INFRACTION AND SHALL BE SUBJECT TO A FINE IN THE AMOUNT OF $100.00 FOR ANY SINGLE OR INITIAL INFRACTION AND A FINE IN THE AMOUNT OF $200.00 FOR EACH REPEAT OR CONTINUING VIOLATION.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _______ day of ____________________, 2026, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING waS held and this Ordinance was adopted this _____________ day of _____________________, 2026, by the Mayor and 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					
Voting Tally					

____
Dean Burrell Sr., Vice President of the Council

This Ordinance was approved this ________ day of ____________________, 2026 by the Mayor of the Town of Berlin and is effective at the start of the 2027 Fiscal Year on July 1, 2026.

____
Zackery Tyndall, Mayor, President of the Council

ATTEST:

____
Mary Bohlen, Town Administrator

ORDINANCE 2026-07

AN ORDINANCE to amend Chapter 108 (“Zoning”) of the Code of the Town of Berlin, Maryland, by adding a new Section 719 in Section of Article VIII, entitled “Supplemental District Regulations,” to authorize and regulate the development of accessory dwelling units on land zoned for single-family detached residential use, as required by Title 4, Subtitle 5 of the Land Use Article, Annotated Code of Maryland, enacted by Chapter 197 of the Laws of Maryland 2025 (House Bill 1466); establishing definitions, applicability, development and design standards, permit review procedures, limitations on development impact fees, and requirements governing utility connections for accessory dwelling units; and generally relating to the development and use of accessory dwelling units within the Town of Berlin.

WHEREAS, Title 4, Subtitle 5 of the Land Use Article, Annotated Code of Maryland (“State ADU Law”), requires the legislative body of each Maryland county and municipal corporation to adopt, on or before October 1, 2026, a local law authorizing the development of accessory dwelling units on land zoned for a single-family detached dwelling unit as the primary use; and

WHEREAS, the State ADU Law establishes certain requirements that a local law must include and certain limitations that a local law may not impose, while preserving local discretion over other aspects of accessory dwelling unit regulation; and

WHEREAS, the Mayor and Council of the Town of Berlin find that adoption of this Article is necessary to bring the Town Code into compliance with the State ADU Law and to provide clear, administrable standards for the development of accessory dwelling units within the Town with consideration of the Town’s public health, safety, welfare standards, and adequacy of the public facilities, including the Town’s electric, water, sewer, and other Town resource capacity.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Berlin, Maryland, that Chapter 108 of the Code of the Town of Berlin is hereby amended by adding a new §108-719 of Article VIII to read as follows:

SECTION 108-719, ARTICLE VIII. ACCESSORY DWELLING UNITS IN R-1 AND R-2 ZONES

§ 108-719.01 Purpose and authority.

A. This Article is adopted pursuant to, and is intended to satisfy, the requirement of Md. Code Ann., Land Use § 4-504(a) that the Town adopt a local law authorizing the development of accessory dwelling units on or before October 1, 2026. Except as expressly provided in this Article, nothing in this Article alters or abrogates the Town's zoning authority under Chapter 108 or the Land Use Article.

B. The purpose of this Article is not to establish two-unit rental units or multi-family residential uses in single-family residential zones, which are expressly prohibited by Town zoning requirements.

§ 108-719.02 Definitions.

As used in this Article, the following terms have the meanings indicated. Terms not defined in this Article have the meanings given in § 100-95 (Definitions) and Article V (Housing Standards) of the Town Code.

ACCESSORY DWELLING UNIT (ADU) — A secondary subordinate dwelling unit that is: (1) located on the same lot, parcel, or tract as a primary single-family detached dwelling unit; (2) of a height of no more than one and half stories for stand-alone Accessory Dwelling Unit structures or 25 feet in height if the ADU is constructed above an Accessory Structure garage used for storage of vehicles, workshop, or other permissible use containing that contains no Livable Space; and (3) not greater than 800 net square feet of net Livable Space or the Accessory Structure is 35% of the net Livable Floor Space of the Primary Dwelling Unit (whichever is lesser), and (4) subordinate in use to the primary single-family detached dwelling unit. An Accessory Dwelling Unit is constructed:

(i) attached to, or through the conversion of, a portion of the primary dwelling unit;

(ii) attached to, or through the full or partial conversion of, an existing Accessory Structure located on the same lot, parcel, or tract as the primary dwelling unit; or

(iii) as a new building, detached from the primary dwelling unit and any existing accessory structure;

An Accessory Dwelling Unit includes an Accessory Structure that is separate from the primary single-family detached dwelling unit or attached as an addition to the primary single-family detached dwelling unit.

ACCESSORY STRUCTURE — shall mean a building or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal structure that is permanently affixed to a foundation and constructed concurrently with or after the Primary Dwelling Unit and subject to the location requirements set forth in § 108-702 [1]of the Town Code.

DOMESTIC PARTNER – means a domestic partner pursuant to a Declaration of Domestic Partnership filed with the Worcester County Register of Wills.

DWELLING UNIT — for the purpose of this Chapter, a single unit providing complete, independent living facilities for no more than three adult persons or two adult persons with two minor Immediate Family members, including, at a minimum, permanent provisions for sanitation, cooking, eating, and sleeping, toilet, bathing, and other activities routinely

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[1] ***Sec. 108-702. Accessory buildings in residence districts. [foot note Included for context purposes, to be removed for final ordinance]***

(a) No accessory building shall be located in any required court or in any yard other than a rear yard except as provided hereinafter. Accessory buildings shall be distant at least six feet from alley lines and from any other building on the same lot and at least six feet from lot lines of adjoining lots, which are in any R District.

(b) Accessory buildings, except stables, may be erected as a part of the principal building or, if at least six feet therefrom, may be connected thereto by a breezeway or similar structure, provided that all yard requirements for a principal building are complied with.

(c) In any R District, where a corner lot adjoins in the rear a lot fronting on the side street and located in an R District, no part of any accessory building on such corner lot shall be nearer the side street lot line than the least depth of the front yard required along such side street for a dwelling on such adjoining lot; and in no case shall any part of such accessory building be nearer to the common lot line than the least width of a side yard required for the principal building.

(Code 1977, § 107-17; Ord. No. 2000-10, 9-25-2000)

associated with daily life. "Dwelling unit" in the context of Accessory Structure does not include a unit in a multifamily residential building, manufactured homes not attached to permanent foundation systems or containing chassis, mobile homes, RVs, trailers, or any structure on wheels or otherwise designed to be relocated.

ELDERLY OR DISABLED OWNERS — means an Owner or Domestic Partner of record (or their spouse, partner, parent, or child) of the subject property who, as of the date of application, either:

(a) has attained the age of 65 years; or
(b) has been determined to have a permanent and total disability, as evidenced by:
(i) an award of disability benefits from the Social Security Administration; or
(ii) an award of disability benefits from the U.S. Department of Veterans Affairs, the Railroad Retirement Board, or a federal, state, or local government retirement or disability system.

IMMEDIATE FAMILY MEMBERS — means the spouse, a domestic partner, children or grandchildren (including step-children of the Owner's current legal spouse or domestic partner), parents of the Owner or their current legal spouse or domestic partner, siblings, nieces, nephews, and grandparents of the Owner or their current legal spouse or domestic partner. Immediate Family Members does not include friends or people that the Owner otherwise considers Immediate Family.

LIVABLE SPACE — shall mean any indoor area of any structure on a residential property in R-1 or R-2 zone that is designed, constructed, or configured to be occupied by persons for living, sleeping, eating, cooking, or sanitation purposes, and shall include without limitation living rooms, dining rooms, kitchens, bedrooms, bathrooms, dens, family rooms, and finished basements or attics meeting the minimum ceiling height, egress, light, ventilation, and heating requirements of the applicable building code.

Livable Space shall not include garages, carports, unfinished basements, unfinished attics, crawl spaces, storage rooms, utility or mechanical rooms, breezeways, porches, or other accessory or ancillary spaces not intended for human occupancy, provided that any such space shall be deemed Livable Space, notwithstanding its designation on approved plans or its stated use, if it:

(a) contains, or is constructed or plumbed in a manner that would readily allow the installation of, permanent heating, plumbing, or cooking facilities beyond what is customary for its stated accessory use;

(b) has a finished floor, wall, and ceiling surface comparable to that of adjoining Livable Space and that is of sufficient size and dimensions to be classified as Livable Space under applicable building codes, including pool houses or workshops;

(c) is directly accessible from Livable Space by a standard interior doorway without passing through a garage door, overhead door, or other opening not used or customarily used for pedestrian ingress and egress to habitable rooms; or

(d) otherwise exhibits physical characteristics indicating that the space is designed, adapted, or intended for use — whether immediately or upon minor, non-structural alteration — as a living, sleeping, or other habitable area, regardless of the space's classification on any building permit, plat, or certificate of occupancy.

Any determination that a garage, storage area, or other accessory space constitutes Livable Space under subsection (d) shall be made by the Code Enforcement Officer, Building Official, or Planning Director based on the totality of the physical evidence when applying the relevant Town and Worcester County building code standards, and such space shall thereafter be subject to all applicable requirements for Livable Space, including but not limited to minimum square footage, egress, and parking or setback calculations tied to habitable floor area.

OWNER – means a natural person or persons (including a revocable living trust established for a natural person and/or his or her spouse), but not a corporate entity, including, without limitation, a single-member limited liability company.

ONE AND HALF STORIES — an area above the first story whose Livable Space does not exceed one-half of the usable floor space of the story directly below it.

PERMANENT RESIDENCE — the owner resides on the subject property for an aggregate of at least 180 days annually and the subject property's official designation as the owner's principal residence in accordance with the criteria governing the State of Maryland Department of Assessment and Taxation Homestead Tax Credit Program.

PRIMARY DWELLING UNIT — the primary single-family detached dwelling unit on a lot, parcel, or tract to which an accessory dwelling unit is, or is proposed to be, accessory and subordinate.

ZONING CERTIFICATE and CERTIFICATE OF OCCUPANCY — The zoning certificate and/or certificate of occupancy required under Division 3 of Subpart B (Land Development Regulations) as a condition of establishing a use and authorized occupancy, including the development and use of an Accessory Dwelling Unit.

§ 108-719.03 Applicability.

A. This Article applies to the development of Accessory Dwelling Units on all land within the Town zoned as R-1 or R-2.

B. This Article applies to a lot, parcel, or tract only if:

(1) the Owner is personally developing or contracting for construction or conversion of the Accessory Dwelling Unit for his or her personal use or occupancy, and has the exclusive right to use the lot, parcel, or tract on which the Accessory Dwelling Unit is to be developed; and

(2) the use of an existing Accessory Structure or the development of new Dwelling Units on the lot, parcel, or tract is not otherwise prohibited due to limitations on available safe drinking water, public health risks arising from limitations on sewage disposal, or risks associated with fire, floodplain limitations set forth in Chapter 102 of the Town Code, or landslide.

C. This Article does not apply to a restriction on use affecting property listed in the Historic District, or determined by the Director of the Maryland Historical Trust to be eligible for inclusion on the Maryland Register of Historic Properties under MD Land Use Code § 8-301 *et seq*., as further authorized and addressed under Town Code § 104 (Historic District).

§ 108-719.04 General requirements.

A. A single Accessory Dwelling Unit (whether attached or detached) is permitted by right on any lot, parcel, or tract meeting the applicability requirements of § 108-719.03 and subject to the standards of this Article.

B. An Accessory Dwelling Unit, and the lot on which it is located, shall at all times satisfy all applicable public health, safety, and welfare standards, including the Town's applicable Town and Worcester County building codes; Berlin and Worcester County fire codes and best practices; life-safety codes; Historic District requirements, regulations, reviews under Town Code § 104, and any applicable requirements of this Chapter.

C. The Owner shall occupy either the Accessory Dwelling Unit and/or the Primary Dwelling Unit as his or her Primary Residence. If the Owner does not occupy the property as his or her Primary Residence, the Owner may not rent or permit any persons who are not Immediate Family Members to occupy the ADU for any period of time, including any tenants occupying the primary residence. An Owner may seek a time-limited special exception from the Board of Appeals to this § 108-719.04(c) for good cause shown and so long as the special exception does not create a de facto two-unit or multi-family property (i.e., the primary dwelling and the Accessory Dwelling Unit are rented and occupied by a single-family unit of Immediate Family).

D. The final design and construction of an Accessory Dwelling Unit shall satisfy all relevant building code requirements before a zoning certificate, building permit, or certificate of occupancy may be issued.

E. Construction, occupancy, or use of an Accessory Dwelling Unit shall not be authorized before or during construction of the primary dwelling unit.

F. Subject to the applicable minimum open space requirements, no more than two Accessory Structures may be constructed or used on a single residential R-1 or R-2 lot, which includes a single allowed Accessory Dwelling Unit. Provided, however, one additional storage shed is allowed so long as the shed is less than 12x12 feet in width and no taller than 14 feet, and meets all other Town Code requirements.

G. The full or partial conversion of an Accessory Structure into an accessory dwelling unit is prohibited if the only pedestrian or vehicular access to the Accessory Structure is from an alley or through another lot.

§ 108-719.05 Development and Design Standards.

A. Size. The total square footage of Livable Space of an Accessory Dwelling Unit (whether newly constructed or converted from existing Accessory Structure) shall be: (1) the total square footage of the of Livable Space shall not exceed 800 net square feet and the Accessory Structure shall be less than 35% of the net square footage of Livable Space of the

Primary Dwelling Unit, whichever is less; (2) not contain more than one kitchen facility, toilet and shower; and (3) does not contain more than two bedrooms.

B. Number. In no event shall more than one Accessory Dwelling Unit, whether attached or detached, be located on a single lot.

C. Conversion of Existing Accessory Structures. If a lot contained more than one Accessory Structure on or before October 1, 2025 as evidenced by historic photography or evidence, the Owner may convert one of the existing Accessory Structures into an Accessory Dwelling Unit as a matter-of-right so long as the existing structure is not enlarged or expanded beyond its existing footprint and height and subject to the other requirements set forth in this chapter, including the limitations as square footage of the Livable Space and number of bedrooms and bathrooms.

D. Lot size. No lot, parcel, or tract shall be required to exceed the minimum lot size required for a primary dwelling unit in the applicable R-1 or R-2 zoning district as a condition of developing an accessory dwelling unit.

E. Setbacks. Accessory Dwelling Units shall be subject to the same setback requirements set for other Accessory Structures required by the applicable residential section of the Town Code.

F. Massing and subordination. An Accessory Dwelling Unit and other Accessory Structures shall be designed and massed so as to be visibly subordinate to the primary dwelling unit, located in the rear yard, and in conformance with the open space requirements for applicable residential zone.

G. Design. Newly constructed Accessory Dwelling Structures or modifications to the exterior of existing Accessory Structures should be to the greatest extent possible: (i) designed and built with materials that are in character with Town and neighboring properties; (ii) exterior finish material (e.g. siding, trim, eves) be same or visually match or blend in type, size, and placement to the exterior finish materials of the Principal Dwelling; (iii) the roof pitch should be same as the predominant roof pitch of the Principal Dwelling; (iv) the windows should match Principal Dwelling in proportion and location; and (v) positioned to maximize the privacy of the adjacent property owner's property (such as appropriate screening, fencing, and window placement), and to not impact the air and light of the neighboring properties. Except as provided under § 108 –719.07(B) for properties located in the Historic District, a building permit, zoning certificate, or certificate of occupancy cannot be withheld for a matter-of-right Accessory Dwelling Structure if the Applicant's design does not strictly meet the criteria above.

H. Mail. An Accessory Dwelling Unit shall not be given a separate street or mailing address.

§ 108-719.06 Off-street Parking Requirements.

Per State ADU Law, no parking requirements or restrictions may be imposed as a condition of issuance of a building permit, zoning certificate, or, if applicable, certificate of occupancy for an Accessory Dwelling Unit unless and until the Town conducts requisite parking study. Unless and until the Town conducts a parking study, Applicants are strongly encouraged to provide at least one dedicated off-street parking space per Accessory Dwelling Unit.

§ 108-719.07 <u>Review procedure for New Construction or Conversions.</u>

A. An application for a building permit, zoning certificate or certificate of occupancy for an Accessory Dwelling Unit shall be submitted to the Planning Department in the form prescribed by the Planning Department along with all information required by the Planning Department.

B. If the subject property is located within the Historic District and involves changes to the exterior of the existing Accessory Structure, the Applicant shall also submit an application for the Historic District Commission review as required under Town Code §104-26 of the Town Code and shall be considered pursuant to the terms and requirements of Town Code § 104. The Historic District Commission shall also review and, as a condition of approval of the Accessory Dwelling Structure, make the following affirmative determinations:

(i) the design and proposed materials are in character with the historic nature of the Town and, specifically, the subject property and neighboring properties;

(ii) exterior finish material (e.g. siding, trim, eaves) is the same or visually matches or blends in type, size, and placement to the exterior finish materials of the Principal Dwelling;

(iii) the roof pitch shall be the same as the predominant roof pitch of the Principal Dwelling;

(iv) the windows must match the Principal Dwelling Unit in proportion and location;

(v) positioned to maximize the privacy and air/light of the adjacent property owner's property (such as appropriate screening, fencing, and window placement so long such screening, fencing, and window placement do not impede the historic nature of the Historic District); and

(vi) do not otherwise impact the historic nature of the Historic District or the historic nature of structures and properties listed on the Maryland Register of Historic Properties, including historically significant yards and old growth trees.

C. The Historic Commission shall deny an Applicant's request for an Accessory Dwelling Unit if it determines that an Applicant has not met all requirements set forth in (B) above. The Historic Commission shall give great weight to the historic nature of the subject property and the neighboring properties when evaluating an Applicant's request to construct a new Accessory Dwelling Structure and shall deny an Applicant's request if the proposed Accessory Dwelling Structure would materially impact the historic nature of the subject property and neighboring properties.

§ 108-719.08 Development impact fees; Fee Waivers.

A. For Accessory Structures granted amnesty pursuant to § 108-719.10, no development impact fee or building excise tax will be charged on an Accessory Dwelling Unit with a total Livable Space square footage of less than 800 net square feet or 35% of the primary structure.

B. For new construction or conversions, the development impact fee shall be: (1) assessed proportionately in relation to the square footage of the primary dwelling unit (i.e. if the Applicant is seeking Accessory Dwelling Structure that is 35% of the size of the Primary

Structure, the impact fee will be 35% of the published impact fee for primary structures); or (2) as otherwise published in an updated General Fee Schedule published by Town Council.

C. Town Council may waive or reduce an impact fee, utility connection or EDU fees, or any application fee charged under this section for Accessory Dwelling Units designed to accommodate Elderly or Disabled Owners for good cause shown, as determined by the Town Council in its sole and absolute discretion.

§ 108-719.09 Utility connections and EDUs.

A. No separate connection between an Accessory Dwelling Unit and the water or sewer main of the existing primary structure is required if the existing connection between the primary dwelling unit and the water or sewer main is determined by the Building Official to be sufficient to support the addition of the Accessory Dwelling Unit that contains one shower facility and one toilet facility.

B. As a condition of the issuance of a building permit, zoning certificate, or, if applicable, certificate of occupancy, an Applicant must purchase additional water EDUs and sewer EDUs for a Accessory Dwelling Unit at the amount set by the General EDU Fee Schedule and as may be later adjusted by Town based upon actual water and sewage usage if any of the following applies:

(i) site topography requires separate water and/or sewer connections as determined by the Building Official;

(ii) the existing capacity of the water and sewer lines located in the space servicing the applicable property at the time of the passage of this chapter necessitates upgrades by the Town in size or locations to accommodate the Accessory Dwelling Unit; or

(iii) the Accessory Dwelling Unit structure includes more than one toilet or shower as may be authorized by a hardship variance granted by the Board of Zoning Appeals.

C. If an Accessory Dwelling Unit is integrated into the existing connection between the Primary Dwelling Unit and the water or sewer main as of October 1, 2025 or structurally attached to the Primary Structure, no additional connection fee associated with the integration of the accessory dwelling unit may be charged by the Town so long as water annual average usage for the subject property remains at 250 gallons or less per day.

D. For all new construction or conversion of Accessory Dwelling Units, an Accessory Dwelling Unit shall use a separate meter or submeter from the Primary Dwelling Unit to track the delivery of water from a utility to the Accessory Dwelling Structure.

§ 108-719.10 Amnesty for Accessory Dwelling Units Constructed and Used Prior to October 1, 2026.

A. Purpose. The Mayor and Council recognize that Accessory Dwelling Units may exist within the Town that were constructed, converted, or established prior to October 1, 2025, without the benefit of a building permit, zoning certificate, or other authorization, and that requiring such units to meet all current code requirements applicable to new construction may impose an undue hardship where the unit has been safely occupied for a substantial period. This § 108-719.10 establishes a limited amnesty program allowing such ADUs to obtain legal, non-conforming status upon a showing of (1) the date of original construction and continuous use, and (2) verified compliance with applicable electrical and plumbing safety standards.

B. Eligibility. An Accessory Dwelling Unit is eligible for amnesty under this § 108-719.10 if:

(i) The Accessory Structure was physically constructed and in use as a Dwelling Unit prior to October 1, 2025;
(ii) The application for amnesty is submitted to the Planning Director no later than April 1, 2027 with accompanying photographs of the existing conditions of the exterior and interior of the Accessory Dwelling Unit;
(iii) The Accessory Dwelling otherwise complies, or is brought into compliance with the structural, electrical and plumbing safety requirements of this § 108-719.10 within the period set by the Building Official, which shall not be later than January 1, 2028; and

C. Evidence of Pre-October 1, 2025, Construction and Use. An applicant shall establish the construction date and continuous use of the ADU by submitting at least two of the following, at least one of which must be independently verifiable through a third-party source not created or controlled by the applicant:

(i) Photographs bearing a machine-generated date stamp, metadata timestamp, or other embedded date data showing the ADU's exterior and/or interior condition prior to October 1, 2025 (such as photos from previous MRIS listings), together with an affidavit from the applicant attesting to the authenticity and circumstances of the photographs;
(ii) Insurance policies, riders, or declarations pages referencing the ADU and predating October 1, 2025;
(iii) Aerial or satellite imagery (including Google Earth historical imagery, County GIS historical imagery, or comparable services) showing the structure's footprint as of a date prior to October 1, 2025;
(iv) A permit, inspection record, or other official document issued by the Town, Worcester County, or the State of Maryland referencing the structure prior to October 1, 2025, even if such permit did not authorize the ADU use itself (e.g., a building permit for an unrelated addition that depicts the ADU on an accompanying plan); or
(v) Sworn affidavits from two or more disinterested third parties (e.g., neighbors, contractors, former tenants) with personal knowledge attesting to the ADU's existence and use prior to October 1, 2025, provided that affidavit evidence alone, absent any documentary corroboration under § 108-719.10 subsections (i)–(iv), shall not be sufficient to establish eligibility.

The Housing Inspector and Planning Director shall have discretion to request additional evidence where the evidence submitted is inconsistent, incomplete, or insufficient to establish a reliable construction and use date.

D. Electrical and Plumbing Compliance.

(i) *Documentary compliance*. An applicant may establish electrical and plumbing compliance by submitting:

(a) A copy of an electrical and/or plumbing permit issued by the Town or Worcester County for the ADU's electrical or plumbing systems, together with evidence of final inspection or approval (if available); or

(b) A written agreement, contract, or invoice from a Maryland-licensed electrician and master plumber reflecting installation, alteration, or repair of the ADU's electrical or plumbing systems, together with such additional evidence as the Planning Director may require to confirm the scope of work performed.

(ii) *Inspection in lieu of documentation*. Where an applicant cannot produce documentation under § 108-719.10(D)(i), or where the Planning Director determines that the documentation produced is insufficient to confirm current safety compliance, the applicant shall have the ADU's electrical and plumbing systems inspected by a Maryland-licensed electrician and/or master plumber, at the applicant's sole expense. The inspection shall assess the electrical and plumbing systems against the safety provisions of the electrical and plumbing codes currently in effect in Worcester County, provided that:

(a) The inspection shall be limited to health and life-safety elements of the electrical and plumbing systems (including but not limited to service capacity and grounding, GFCI/AFCI protection where required for the systems' use, absence of unsafe wiring methods, water supply and drain-waste-vent integrity, and absence of cross-connection or backflow hazards), and shall not require full compliance with dimensional, cosmetic, or non-safety-related provisions of the current code applicable to new construction;

(b) Any deficiencies identified shall be corrected by the applicant within 90 days of the inspection, or such longer period as the Building Official may allow for good cause, and shall be subject to re-inspection and applicable re-inspection fees; and

(c) Nothing in this § 108-719.10(D) shall be construed to require strict compliance with ceiling height, room area, or other habitability provisions of the building code as a condition of amnesty under this § 108-719.10 (D), except as separately required under § 108-719.10(E) below.

E. Effect of Amnesty; Continued Applicability of Other Standards. An ADU granted amnesty under this § 108-719.10 shall be deemed a legal, nonconforming accessory dwelling unit for zoning purposes as of its documented construction date, and shall not be required to meet dimensional or use standards applicable to new ADU construction under Chapter 108, ADU ordinance above, provided that:

(i) The ADU shall at all times comply with minimum life-safety standards, including but not limited to structural integrity, smoke and carbon monoxide alarm requirements and emergency egress, regardless of the ADU's status under this § 108-719.10;

(ii) Amnesty granted under this §108-719.10 addresses electrical, plumbing, and zoning nonconformity only, and does not constitute a determination that any room within the ADU satisfies other habitability requirements; and

(iii) Amnesty under this § 108-719.10 is personal to the ADU as documented and does not authorize expansion; structural alteration; or rental or use of an ADU that exceeds the two bedrooms and one bathroom (inclusive of one toilet and one shower); use of more than 800 net Livable Square Feet or 35% of the Livable Space of the Primary Dwelling;

(iv) Before the issuance of a rental license for a detached ADU that exceeds the maximum square footage, bedroom, and bathroom count, the Owner must obtain a BZA variance if the existing ADU exceeds the maximum square footage, bathroom, and bedroom restrictions.

(v) Failure to file an amnesty application on or before April 1, 2027 shall require Owner to meet all requirements, filings, and approvals required for newly constructed or converted ADUs under this § 108-719, including payment of fees and any applicable fee multipliers and any applicable fines or other applicable enforcement penalties.

F. Fees. The application fee for amnesty under this § 108-719.10 shall be set forth on the "Town of Berlin General Fee Schedule." No penalty or retroactive permit-fee multiplier otherwise applicable to unpermitted work shall be assessed against an ADU granted amnesty under this Section, provided the application is submitted to the Planning Department on or before April 1, 2027, as may be extended by Town Council.

G. Denial; Appeal. A denial of amnesty under this § 108-719.10 may be appealed to the Housing Board of Review in accordance with § 108-719.10.

§ 108-719.11 Record Covenant

A. Amnesty Certificate. An Applicant may request the Town to issue a zoning certificate or amnesty certificate in the form prescribed by the Planning Director that may be recorded in the land records of Worcester County. Such certificate shall detail the estimated square footage of Livable Space; number and type of cooking facilities; number of bedrooms, bathrooms (including number of toilets and showers); maximum occupancy under applicable Town and Worcester County code; any other conditions deemed relevant to be listed on the certificate, such as limitations on expansion of the Accessory Structure's Livable Space without further Town authorization.

B. Non-Conforming Certificate. As a condition of the issuance of a zoning certificate and, if applicable, certificate of occupancy for Accessory Unit Dwelling is located in the Historic District or receive a variance from the Board of Zoning Appeals under § 108-719.13, the issuance of such zoning certificate or certificate of occupancy shall be conditioned upon recording of a covenant in the land records that states the specific conditions upon which Board of Appeals or Historic Commission authorized their approvals, including the maximum authorized square footage of Livable Space, number of bathrooms, maximum occupancy, and statement that any further modifications to the interior or exterior of the Accessory Structure used as Accessory Dwelling Unit are not authorized without additional required approvals.

§ 108-719.12 Enforcement; Penalties; Appeals

A. Inspections. If the Housing Inspector has reason to believe that Accessory Structure is being utilized as a Dwelling Unit without the issuance of a zoning certificate or certificate of occupancy authorizing such use after April 1, 2027 or otherwise in violation of this § 108-719 and other applicable Town Codes, the Housing Inspector shall provide the Owner notice of inspection, which shall be delivered via first class mail return receipt requested or posted on the front door of the Primary Dwelling. If the Housing Inspector determines that the Accessory Structure is being utilized or capable of being utilized as a Dwelling Unit, the Owner shall have 30-days to file the required application and pay the necessary fees for such Accessory Structure to be permitted as an Accessory Dwelling Structure under this §108-719 or provide a written statement that such Accessory Structure is not and will not be utilized as an Accessory Dwelling Unit. If it is later determined that the Accessory Dwelling Structure is being utilized as a dwelling unit without a zoning certificate or certificate of occupancy (as applicable), the Owner shall be subject to fines (and fine multipliers) as may be published by the Town Council and the other remedies set forth in § 108-719.12(B) below.

B. Enforcement. In addition to the remedies under § 108-118 or § 108-119, failure to meet the applicable public health, safety or welfare standards or any applicable Town noise ordinance shall entitle the Building Official or Housing Inspector to issue a cease and desist order; impose fines set by the Town Council in the General and seek a judicial lien to be recorded in the land records Worcester County for any fines imposed; and seek civil and injunctive relief against the Owner and any occupants of the Accessory Dwelling Unit, including court order requiring the removal of habitable structures within Accessory Structure (such as bathrooms, kitchens, etc) or as otherwise provided in the Town Code.

C. Appeals.

(i) Any person denied a building permit, zoning certificate, or certificate or otherwise aggrieved by the action of the Building Official or Housing Inspector under this § 108-719 or other applicable provisions of the Town Code, within ten days of receipt of written notice of such action, appeal such action to the town Housing Board of Review by filing a notice of appeal to the Building Official or Housing Inspector. The Housing Board of Review shall meet within 30 days of such notice and conduct a hearing according to its regulations as established under Article 5 of the Town Code (Housing Standards). Except in incidents involving the life, safety or an immediate neighbor's peaceful enjoyment of their property, all fines, penalties, suspensions or revocations shall be stayed pending the board of review hearing and the decision of the Housing Board of Review.

(ii) Any person aggrieved by an action of the Housing Board of Review may appeal such action to the circuit court for the county pursuant to the Maryland Rules of Procedure.

§ 108-719.13 Hardship Variances.

A. General prohibition. Except for previously permitted attached ADUs granted amnesty hereunder, an Accessory Dwelling Unit shall exceed 800 net square feet of net Livable Space, or 35% of the Livable Space of the Principal Dwelling, whichever is less, except upon grant of a variance sought and granted by the Board of Zoning Appeals under this § 108-719.13.

B. Burden of proof. The Applicant bears the burden of proving each element below by clear and convincing evidence. Failure to satisfy any single element shall result in denial. The Board of Appeals shall not grant a variance based on the cumulative weight of partial showings.

C. Mandatory findings. The Board of Appeals may grant a size variance only upon written findings that:

(i) *Unique physical circumstance*. The lot possesses an exceptional physical condition — topography, large lot size, lot configuration, easement, or environmental constraint — not shared generally by other lots in the same zoning district, and that condition is determined to lessen the impact of the additional square footage and need for additional bedrooms and bathrooms;

(ii) *Not self-created*. The condition necessitating the variance was not created by the Applicant, a prior owner, or any voluntary act (including subdivision, prior construction, or lot-line adjustment) undertaken after October 1, 2025;

(iii) *Minimum necessary relief*. The requested square footage is the minimum necessary to afford relief, supported by a floor-plan analysis demonstrating that the stated functional need cannot reasonably be met within the base size cap or, in the case of existing Accessory Dwelling Units seeking amnesty, would cause the Owner significant financial hardship should the Owner be required to convert the Accessory Structure to a non-habitable space or significantly small habitable space;

(iv) *No substantial detriment.* The increased size, number of bedrooms, bathrooms will not (i) alter the essential character of the neighborhood, (ii) substantially diminish or impair the use, privacy, or value of adjacent properties, or (iii) result in an ADU exceeding the footprint or height of the principal dwelling;

(v) *Consistency with purpose.* The variance is consistent with the stated purpose of this Article — to provide supplemental, subordinate housing — and does not result in an ADU that functions as a co-equal or competing dwelling unit; and

(vi) *No economic hardship alone.* Desire for increased rental income, resale value, or general convenience shall not, standing alone or in combination with other non-physical factors, constitute grounds for granting the variance;

(vii) *Massing and Design Considerations*. The Board of Appeals shall consider, and may decline a variance, if the massing or design requirements under § 108-719.05(E) and (F) are not appropriately addressed or, if applicable, the Applicant has not received all required approvals of the Historic Commission; and

(viii) *Impact on Neighbors*. Any variance granted under this § 108-719.10 shall be conditioned on the Board of Zoning Appeals giving great weight to the impact of granting the relief on the immediately adjacent neighbors (within 100 feet of the subject properties' lines), including the potential need for additional on- or off-street parking to support the ADU.

D. Additional conditions on any variance granted. The granting of variance shall not relieve an Applicant from the requirements to pay additional Town fees, including any applicable impact fees or EDUs fees.

E. No self-perpetuation. A variance granted under this § 108-719.10 runs with the specific approved plans only. Any subsequent modification, expansion, or reconstruction of the ADU requires a new variance application under this § 108-719.10 in its entirety.

F. Limitations on Relief. In no event shall the Board of Appeals grant a variance for an Accessory Dwelling Structure that is greater than 1,200 square feet of Livable Space or 75% of net square footage of Livable Space of the Primary Dwelling Unit (whichever is less); authorize more than three toilets and two showers; or for more than one Accessory Dwelling Unit to be located on a single lot or property.

§ 108-719.14 Relationship to restrictive covenants and to other Town Code provisions; severability.

A. Except as expressly modified by this Article, all other applicable requirements of the Town Code and this Chapter, including nonconforming use and structure provisions under Chapters 104 and 108 shall continue to apply. In the event of a conflict between this §108-719 and other provisions of this chapter regarding Accessory Structures or Accessory Dwelling Structures, this Chapter 108-719 shall govern.

C. If any provision of this Article or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Article that can be given effect without the invalid provision or application, and to this end the provisions of this Article are declared severable.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the

________ day of ______________________, 2026, and thereafter a statement of the substance of

the Ordinance was published as required by law.

A PUBLIC HEARING was held, and this Ordinance was adopted this ____________ day of

________________________2026, by the Mayor and 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					
Voting Tally					

____
Dean Burrell Sr., Vice President of the Council

This Ordinance was approved this ________ day of _______________________, 2026 by the Mayor of the Town of Berlin and is effective at the start of the 2027 Fiscal Year on July 1, 2026.

____
Zackery Tyndall, Mayor, President of the Council

ATTEST:

____
Mary Bohlen, Town Administrator

MEMORANDUM

TO: Mayor, Councilmembers, and Planning Commission Members

DATE: September 14, 2026

RE: Summary of Town of Berlin Accessory Dwelling Unit Ordinance (New Chapter 108, § 108-719)

I. Executive Summary

This draft adds a new Article to Chapter 108 of the Berlin Town Code (new § 108-719, "Accessory Dwelling Units in R-1 and R-2 Zones") to implement the State ADU Law, which requires every Maryland county and municipal corporation to adopt, by October 1, 2026, a local law authorizing accessory dwelling units ("ADUs") on land zoned for single-family detached residential use. The State ADU Law sets certain floors and ceilings on local regulation (e.g., limits on parking conditions) while leaving other design, procedural, and administrative choices to the municipalities' "reasonable" discretion, including not placing "unreasonable" restrictions on the rental of ADUs. The draft is deliberately framed as a compliance measure rather than a broader land-use liberalization: § 108-719.01(B) expressly states the Article is not intended to authorize two-unit rental housing or multi-family use in single-family zones and provides a framework to enable matter-of-right ADUs in a manner that preserves the Town's historic character and in consideration of the Town's public facilities, including its limited electric, water, sewer capacity, and other Town resources.

The Article is organized into twelve substantive sections covering purpose, definitions, applicability, general and design standards, parking, permit review, impact fees, utility connections, a one-time amnesty program for pre-existing unpermitted ADUs, a recordable covenant mechanism, enforcement, and severability/relationship to other law.

II. Section-by-Section Summary

§ 108-719.01 — Purpose and Authority

The Maryland State ADU Law (Md. Code Ann., Land Use § 4-504 et seq.) requires local legislative bodies to adopt, by October 1, 2026, an ordinance authorizing ADU development on land zoned for single-family detached dwellings as the primary use. The state law sets certain floors that local ordinances must meet (e.g., ADUs permitted by right (except for properties on the Maryland historic registry or eligible for inclusion in the historic registry), no separate parking mandate absent a parking study) and ceilings on what a locality may restrict, while otherwise preserving local discretion over design, permitting, and fee structures. The draft's recitals tie the ordinance directly to this mandate and to the Town's interest in public-facility capacity (electric, water, sewer, general Town infrastructure).

§ 108-719.02 — Definitions

- Accessory Dwelling Unit (ADU): A subordinate dwelling unit on the same lot as a primary single-family detached dwelling, capped at 1.5 stories (or 25 ft. if built above a garage/accessory structure with no livable space), and capped at 800 net sq. ft. of livable space or 35% of the primary dwelling's net livable floor space, whichever is less. May be created by attachment/conversion of the primary dwelling, attachment/conversion of an existing accessory structure, or new detached construction. <u>*Note*</u>*: In order for an ADU to be 800 net sq. ft., the Primary Dwelling would need to be greater than 2286 net sq. ft. If the primary house was 1800 square feet, the size of ADU would be limited to 630 net sq. ft.*
- Dwelling Unit — capped at three adult persons or two adult persons with two minor Immediate Family Members, absent a BZA variance or special exception. Dwelling units cannot be manufactured homes[1] not permanently attached to a foundation, such as mobile homes, RVs, or any structures designed to be relocated. Note:
- Immediate Family Members — means the spouse, a domestic partner, children or grandchildren (including step-children of the Owner's current legal spouse or domestic partner), parents of the Owner or their current legal spouse or domestic

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[1] <u>Note</u>: Town Code related to "flood plains" indicates that "manufactured homes" are allowed – but the zoning code does not specify allowance in any zoning district. Town Code 108-844 - Recreational vehicles and recreational vehicle parks. The parking of a recreational vehicle in any district shall be prohibited, except as provided in <u>section 108-713</u> [temporary for construction use] and except that one recreational vehicle may be parked or stored in an accessory building or in the rear yard of a principal use, provided that no living quarters shall be maintained or any business conducted in such recreational vehicle while it is parked or stored.

partner, siblings, nieces, nephews, and grandparents of the Owner or their current legal spouse or domestic partner. Immediate Family Members does not include friends or people that the Owner otherwise considers Immediate Family. Relevant to the owner-occupancy/rental restriction in § 108-719.04(C).

- Livable Space — defined affirmatively (living rooms, kitchens, bedrooms, finished basements/attics meeting code, etc. Also includes: a space nominally excluded (garage, storage room, unfinished basement) can still be deemed Livable Space if it has rough-in plumbing/heating capacity beyond its stated use, finish quality comparable to adjoining living space, direct interior access without passing through a garage/overhead door, or otherwise "exhibits physical characteristics" suggesting habitability. The ultimate call on subsection (d) is committed to the discretion of the Code Enforcement Officer, Building Official, or Planning Director based on the totality of the physical evidence when applying the Worcester County and Town building code requirements. *Note: This definition is detailed to capture the common practice of constructing plumbing and unfinished space that allow for expansion outside of post-construction permit process.*
- Owner: A natural person (or a revocable living trust for a natural person/spouse) — expressly excludes corporate entities and single-member LLCs.
- Permanent Residence: Owner-occupancy for an aggregate of 180+ days annually, tied to Homestead Tax Credit eligibility criteria. Relevant to the owner-occupancy/rental restriction in § 108-719.04(C).
- Elderly or Disabled Owners: Owners 65+ or with a qualifying permanent/total disability determination (SSA, VA, or other government retirement/disability system) — relevant to the impact-fee waiver in § 108-719.08(C).

§ 108-719.03 — Applicability

Limited to R-1 and R-2 zoned land. Conditioned on: (1) the Owner personally developing or contracting for the ADU for the owner's own use, with exclusive right to the lot; and (2) no disqualifying constraint on the lot (inadequate safe drinking water, sewage-related public health risk, fire risk, floodplain limitation under Chapter 102, or landslide risk). As authorized by the State ADU law, properties in the Historic District are carved out and routed to Town Code § 104 review instead.

§ 108-719.04 — General Requirements

- One ADU permitted by right per qualifying lot.
- ADU must satisfy all applicable Town/Worcester County building, fire, and life-safety codes, and Historic District review where applicable.
- Owner-occupancy requirement: the owner must occupy either the ADU or the primary dwelling as a Primary Residence. If the owner does not occupy the property, the ADU cannot be rented to or occupied by anyone other than Immediate Family Members — including tenants of the primary residence. A time-limited special exception is available from the Board of Appeals for good cause, so long as it does not create a de facto two-unit/multi-family use.
- ADU construction/occupancy cannot precede or occur during construction of the primary dwelling.
- No more than two accessory structures (including the ADU) per lot, plus one small storage shed (under 12x12 ft., 14 ft. height cap).
- Conversion of an accessory structure into an ADU is barred if the structure's only access is via an alley or another lot.

§ 108-719.05 — Development and Design Standards

- Size: 800 net sq. ft. of net livable space or 35% of the primary dwelling's net livable space, whichever is less; no more than one kitchen, one toilet, and one shower; no more than two bedrooms.
- Number: One ADU (whether attached or detached) maximum per lot.
- Grandfathered multi-structure lots: If a lot had two or more than accessory structures as of October 1, 2025, the owner may convert one as-of-right into an ADU without expanding the footprint or height, but cannot seek to build another Accessory Structure to be an ADU.
- No minimum-lot-size increase may be imposed as a condition of ADU development beyond what applies to the primary dwelling. *Note: This is required by State ADU Law.*
- Setbacks: Same as other accessory structures under the applicable residential provisions. *Note: This is required by State ADU Law.*

- Massing/subordination: ADU must be visibly subordinate to and sited behind the primary dwelling, consistent with open-space requirements.
- Design compatibility (materials, exterior finish, roof pitch, window proportion/placement, privacy screening) is stated as aspirational ("to the greatest extent possible") — critically, a permit or certificate cannot be withheld from a matter-of-right ADU solely for failing to strictly meet these design criteria, except for Historic District properties under § 108-719.07(B) or for variance relief under § 108-719.13.
- No separate street address or mailing address may be assigned to an ADU. *Note: This is to prevent de facto two units.*

§ 108-719.07 — Off-Street Parking

Consistent with the State ADU Law, no off-street parking requirement or restriction may be imposed as a permit condition unless and until the Town conducts a parking study. Until then, dedicated off-street parking (one space per ADU) is only "strongly encouraged," not required.

§ 108-719.07 — Review Procedure

- Standard applications go to the Planning Department in the prescribed form.
- Historic District properties involving exterior changes require a separate Historic District Commission (HDC) application under Town Code § 104-26. Unlike the general design standards, the HDC review is mandatory and enforceable — the HDC must make affirmative findings on materials, exterior finish, roof pitch, window match, privacy/screening, and preservation of historically significant features (including old-growth trees), and must deny the application if the standards are not met, giving "great weight" to historic character.

§ 108-719.08 — Development Impact Fees; Fee Waivers

- No impact fee or building excise tax on ADUs granted amnesty under § 108-719.10.
- New construction/conversions above size limitations: fee assessed proportionately to the ADU's size relative to the primary dwelling, or as otherwise set by the Town's General Fee Schedule.
- Council may waive or reduce fees (including EDU fees) for ADUs serving Elderly or Disabled Owners (65+ or receiving Social Security or veteran disability benefits), in the Council's sole discretion, for good cause shown.

§ 108-719.09 — Utility Connections and EDUs

- No separate water/sewer connection is required if the Building Official finds the existing connection existed as of October 1, 2026 or if the connection is sufficient to support one additional shower and toilet.
- Additional water/sewer EDUs must be purchased at the General EDU Fee Schedule rate if: separate connections are required by topography; existing line capacity is insufficient; or the ADU includes more than one toilet/shower (as may be authorized by hardship variance).
- No additional connection fee applies where the ADU is integrated into the existing connection as of October 1, 2025 (or the ADU structurally attached) and average daily usage stays at or under 250 gallons/day.
- A separate meter or submeter is required for all new construction/conversions to track ADU water delivery independently of the primary dwelling.

§ 108-719.10 — Amnesty for ADUs Constructed and Used Prior to October 1, 2025

This section creates a limited window for ADUs built or converted before October 1, 2025[2] without permits to obtain legal nonconforming status:

- Application deadline: April 1, 2027, with photographic evidence of existing conditions.
- Proof of pre-October 1, 2025 construction/use requires at least two forms of evidence, at least one independently verifiable through a third-party source (e.g., dated/metadata photographs with owner affidavit, predating insurance

[2] The October 1, 2025 date was inserted because the State ADU law was enacted as of October 1, 2025 and, thus, to exclude any ADU constructed or converted in anticipation of the passage of the ADU ordinance.

records, historical aerial/satellite/GIS imagery, prior official permits/inspection records referencing the structure, or sworn third-party affidavits — though affidavits alone are insufficient without documentary corroboration).

- Electrical/plumbing safety compliance may be shown documentarily (existing permits, licensed-contractor records) or, failing that, through an inspection by a Maryland-licensed electrician/master plumber at the applicant's expense, limited to life-safety elements (service capacity, grounding, GFCI/AFCI, wiring safety, water supply/DWV integrity, backflow prevention) — not full code compliance with dimensional or cosmetic standards. Deficiencies must be corrected within 90 days (extendable for good cause).
- Effect: An amnestied ADU becomes a legal nonconforming use as of its documented construction date, but must still meet ongoing life-safety standards (structural integrity, smoke/CO alarms, egress) and is capped going forward at two bedrooms, one bathroom (one toilet, one shower), and 800 net sq. ft. unless it was a permitted attached ADU on or before October 1, 2025— any expansion requires a new standard permit. BZA variance required for rental of amnesty detached ADU exceeding bedroom, bathroom, or size requirements, but not for oversized attached ADUs granted amnesty.
- No amnesty-related penalty or retroactive fee multiplier applies if timely filed by April 1, 2027 (extendable by Council); missing the deadline requires full standard-permit compliance, including any needed BZA variance relief (i.e., variance required for oversized detached ADUs; larger attached ADUs grandfathered).
- Denials are appealable to the Housing Board of Review.

§ 108-719.11— Record Covenant

Establishes a recordable amnesty certificate (for existing ADUs) and a certificate for the future ADU mechanism. An applicant may request a certificate documenting estimated Livable Space square footage, bedroom/bathroom count, maximum occupancy, and other conditions (e.g., limits on future expansion) for recording in the Worcester County land records so as to document legal status of the ADU and current conditions for owner's resale, if desired. Recording is mandatory — as a condition of permit/certificate issuance — for any ADU that required a BZA variance or is located in the Historic District; the covenant must memorialize the specific conditions on which the variance or Historic Commission approval was granted, including maximum square footage, bathroom count, occupancy, and a statement that further interior or exterior modification requires additional approval. The requirement for recording of BZA variance or Historic District conditions is to memorialize the conditions by which Owner and future owners must maintain in order to have a legal ADU.

§ 108-719.12 — Enforcement; Penalties; Appeals

- Inspections/Notice: Where the Housing Inspector suspects an unpermitted ADU (after the April 1, 2027 amnesty deadline), notice must be given by certified mail or posting; the owner then has 30 days to apply for a permit, pay fees, or certify the space is not being used as an ADU.
- Remedies: Cease-and-desist orders, Council-set fines and fine multipliers, judicial liens recorded against the property, and civil/injunctive relief (including court-ordered removal of habitable improvements such as kitchens or bathrooms).
- Appeals: Aggrieved parties have 10 days to appeal Building Official/Housing Inspector decisions to the Housing Board of Review (hearing within 30 days); further appeal lies to the Circuit Court under the Maryland Rules. Penalties are generally stayed pending appeal, except in life-safety or immediate-neighbor-impact cases.

§ 108-719.13 — Hardship Variances

- The Board of Zoning Appeals may grant relief above the 800 net sq. ft./35% cap — up to a hard ceiling of 1,200 sq. ft. or 75% of the primary dwelling's livable space (whichever is less), with a maximum of three toilets and two showers, and never more than one ADU per lot.
- The applicant bears a clear-and-convincing burden on each of several mandatory findings: a unique, non-self-created physical circumstance; that the requested relief is the minimum necessary; no substantial detriment to neighborhood character or adjacent property use/value/privacy; consistency with the ADU's subordinate purpose; and that economic motives alone (rental income, resale value, convenience) cannot support a variance.
- The Board must also weigh design/massing compliance, Historic Commission approval status, and impact on neighbors within 100 feet, including parking impacts.
- Variances run with the specific approved plans only — any later modification requires a new variance application in full.

§ 108-719.13 — Relationship to Restrictive Covenants and Other Code Provisions; Severability

- Other Chapter 108 requirements (nonconforming use/structure provisions under Chapters 104 and 108, Article V site plan review) continue to apply except as expressly modified; § 108-719 controls in the event of a direct conflict specific to accessory structures/ADUs.
- Standard severability clause.

TO BE ESTABLISHED BY RESOLUTION

ADU Fee Schedule

		FY 2027	FY 2028	FY 2029	FY 2030
		effective 7/1/2026	effective 7/1/2027	effective 7/1/2028	effective 74/1/2029
ADU Fees (in addition to any other applicable fees, including fee multipliers, review fees, license fees)					
Amnesty Fee Application		$300 (filing deadline 4/1/27)	N/A	N/A	N/A
Amnesty Fee Application - Long Term Owners (applicant owner's deed filed before October 1, 2006)	-=-	Waived (filing deadline 4/1/27)	N/A	N/A	N/A
New Construction ADUs		$500	$525	$550	$575
Existing Accessory Structure Conversions (limited to 110% of structure existing on October 1, 2025 otherwise deemed new construction)		$350	$375	$400	$425
Issuance of ADU Certificate of Zoning/Occupancy/Covenant		$150	$155	$160	$165
New Construction or Conversion Accessory Structure greater than 35% of primary structure		If greater than 35% of Primary Structure, then calculated as percentage of the then set residential dwelling unit fee			

ADU Fine Schedule

	Notice to Correct	**Failure to Correct within Correction Stated Period**
Non-Registered ADU	30-day Warning	$100 per month
ADU Housing Code Violations	30-day Warning	$100 per week

TOWN OF BERLIN GENERAL FEE SCHEDULE

Agenda Item 5 a

	PER RESOLUTION 2026-01 APPROVED JANUARY 12, 2026				
All fees subject to change by Resolution of the Mayor and Council.					
	FY2026 effective 7/1/2025	FY 2027 effective 7/1/2026	FY 2028 effective 7/1/2027	FY 2029 effective 7/1/2028	FY 2030 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 or Lot Line Adjustment Plats	**$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**

NOTE: Fees go into effect July 1 of each year. Schedule does not reflect all fees, charges, usage rates, etc. charged by the Town of Berlin. Please contact the appropriate Department for additional information.

Zoning Change/Rezoning Hearing- plus advertising costs*		$525.00	$550	$575	$600	$625

		FY2026 effective 7/1/2025	FY 2027 effective 7/1/2026	FY 2028 effective 7/1/2027	FY 2029 effective 7/1/2028	FY 2030 effective 74/1/2029
ADU Fees (in addition to any other applicable fees, including fee multipliers, review fees, license fees)						
Amnesty Fee Application			$300 (filing deadline 4/1/27)	N/A	N/A	N/A
Amnesty Fee Application - Long Term Owners (applicant owner's deed filed before October 1, 2006)			Waived (filing deadline 4/1/27)	N/A	N/A	N/A
New Construction ADUs			$500	$525	$550	$575
Existing Accessory Structure Conversions (limited to 110% of structure existing on October 1, 2025 otherwise deemed new construction)			$350	$375	$400	$425
Third-Party Electrician and Plumber Inspection Fees			Contractors Rates	Contractors Rates	Contractors Rates	Contractors Rates
Issuance of ADU Certificate of Zoning/Occupancy/Covenant			$150	$155	$160	$165
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.				
New Construction or Conversion Accessory Structure greater than 35% of primary structure			If greater than 35% of Primary Structure, then calculated as			

NOTE: Fees go into effect July 1 of each year. Schedule does not reflect all fees, charges, usage rates, etc. charged by the Town of Berlin. Please contact the appropriate Department for additional information.

			percentage of the then set residential dwelling unit fee			
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 effective 7/1/2025	FY 2027 effective 7/1/2026	FY 2028 effective 7/1/2027	FY 2029 effective 7/1/2028	FY 2030 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**				

NOTE: Fees go into effect July 1 of each year. Schedule does not reflect all fees, charges, usage rates, etc. charged by the Town of Berlin. Please contact the appropriate Department for additional information.

STAFF REPORT

TO: Mayor and Council

FROM: Mary Bohlen, Town Administrator
Natalie Saleh, Finance Director

MEETING DATE: September 14, 2026

SUBJECT: Discussion: EDU Financing Resolution and Policy

SUMMARY

The Water Resources Department is preparing to send correspondence to a number of property owners whose current metered flow is in excess of their current EDU Allocation. Per the Town of Berlin Code Chapter 30. UTILITIES; Article IV. §30-246. Calculation of EDU Requirements, the Town shall monitor flow and assess the need for the purchase of additional EDUs as required. The installation of Smart Meters has enabled the Town to perform accurate assessments of usage in recent months.

There are several commercial/non-residential properties which will be required to purchase a significant number of EDU's and expectation is that requests for Financing those purchases will be forthcoming.

On March 24, 2025, The Mayor and Council revoked the previously approved Motion 2017-01 which allowed for the Financing of EDUs.

A draft Resolution is attached to allow your discussion and consideration prior to those anticipated requests.

RECOMMENDATION FOR SEPTEMBER 14, 2026

It is not standard practice for municipal or county entities to enter into financing agreements with private entities. Doing so creates competition between the local government entity and private financial institutions from which property owners could directly seek such financing.

No action is needed at this meeting. Should the Council elect to move forward with consideration of Resolution 2026-XX EDU Financing Policy, it will be placed on the agenda for September 28, 2026.

ATTACHMENTS

(Draft) Resolution 2026-XX Equivalent Dwelling Unit (EDU) Financing Policy

RESOLUTION NO. 2026-XX

EQUIVALENT DWELLING UNIT (EDU) FINANCING POLICY

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND RE-ESTABLISHING AN EQUIVALENT DWELLING UNIT (EDU) FINANCING POLICY FOR NONRESIDENTIAL PROJECTS

WHEREAS, the Mayor and Council of the Town of Berlin had, by Resolution 2017-01, established an EDU Financing Policy. Resolution 2017-01 was revoked in its entirety on March 24, 2025. By this Resolution, 2026-XX, the Mayor and Council seeks to re-establish and modify the previously enacted EDU Financing Policy.

WHEREAS, the Mayor and Council wish to encourage connection to public water and sewer services for existing developed properties which are currently served by private well and/or septic systems where treatment and disposal capacity is available and has been allocated for connection of such properties; and

WHEREAS, the Mayor and Council of the Town of Berlin, Maryland also wish to encourage connection to public water and sewer services for undeveloped properties seeking to be developed and connected to the public water and sewer system; and

WHEREAS, pursuant to the Code of the Town of Berlin, Chapter 30-Utilities; Article IV. Water and Sewer Allocation; Special Connection, Connection and Ready to Service Charges, §30-246.g through i., the Town of Berlin shall require nonresidential properties to purchase additional EDUs upon determination of planned use or upon having been determined to exceed previously allocated EDUs; and

WHEREAS, the Mayor and Council have determined that it is desirable and serves an important public purpose to allow financing of the purchase of EDU costs on a case-by-case basis for properties wishing to connect to Town water and sewer services, or which are required to purchase additional EDU's; and

WHEREAS, the Mayor and Council of the Town of Berlin recognize the community benefits that come from small, infill projects and wish to encourage more of them, and

WHEREAS, the Mayor and Council of the Town of Berlin, Maryland have, in the past, and subject to certain conditions, periodically approved financing of the EDU charges, and wish to continue to do so subject to this policy, and on a case-by-case basis.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin, Maryland that the following regulation is hereby established regarding financing of the Equivalent Dwelling Unit (EDU) charge for developed properties which are currently being served by private well and/or septic systems and undeveloped properties, which are subsequently connected to public water and sewer services.

PURPOSE

The purpose of this resolution is to re-establish a policy for financing, subject to certain conditions, the EDU charge for developed properties which are currently served by private well and/or septic services, and to nonresidential properties required to purchase additional EDUs per Town of Berlin Code Chapter 30; Article IV. §30-246.

For the purpose of this policy multi-unit residential projects, consisting of existing or post-development residential unit counts of two (2) or more, are defined as commercial, or nonresidential projects.

CONDITIONS

Where there is an existing developed property currently served by a private well and/or septic system or an undeveloped property, whereby the property owner desires or is required to connect to the public water and sewer facilities, and for properties with existing EDU allocations and determined to be required by Town Code to purchase additional EDUs, the property owner may request financing terms to be extended by the Town. The following conditions shall apply:

1. The property owner must submit a written application to the Town Administrator requesting financing of the EDU charge(s). Said application shall be signed by the legal owner(s) of the property to be served, and other documentation as required by the Town Administrator shall be provided upon request.
2. The property owner may request to finance up to a maximum of five (5) EDUs per project over a period of up to five years. Said financing shall carry an annual financing and administrative fee of 3% of the balance of the amount to be paid at the time of assessment of the 3% financing and administrative fee.
3. If ownership of the property is transferred to another person prior to full payment of the finance agreement, the remaining balance shall be paid in full at the time of transfer.
4. The property owner is responsible for all costs related to the physical connection of their property to the existing public water and sewer infrastructure and for proper capping and closure or removal of their previous well and/or septic system as applicable.
5. When using a Public Works Agreement (PWA), a property owner pursuing construction of water or sewer lines or facilities must pay actual construction inspection fees and charges. The terms for financing the EDU charge shall be added to the final Public Works Agreement.
6. The Town Administrator shall coordinate review of the application by appropriate Town Departments and if it is found favorable and in accordance with the conditions of this

policy, recommendation shall be made to the Mayor and Council for approval. The Mayor and Council shall review the application at a regularly scheduled meeting of that body, and the applicant shall appear before them at that time.

7. If the application is not in accordance with the conditions of this policy, it shall not be recommended to the Mayor and Council for approval.
8. If an application for Financing is recommended for approval to the Mayor and Council, and that body denies approval, there shall be no appeal to any court and there shall be no right of review of appeal by any other person, board, commission, or other entity.

The Town Administrator shall maintain a record of all applications for financing of EDUs and all decisions made on each application.

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					
Voting Tally					

____
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

MOTION OF THE MAYOR AND COUNCIL 2026-49

A motion of the Mayor and Council of the Town of Berlin APPROVING THE REQUEST FOR TRANSFER OF Equivalent Dwelling Units (EDU) FROM TRIPLE D RENTALS, LLC TO DERRICKSON ENTERPRISES, LLC AS DESCRIBED BELOW.

TRIPLE D RENTALS, LLC, of 9913 Old Ocean City Boulevard (9913) and currently assigned twenty-one (21) EDUs, and DERRICKSON ENTERPRISES, LLC of the property known as 9040 Worcester Highway (9040) and currently assigned twelve (12) EDUs, are requesting the transfer of seventeen (17) EDUs from 9913 to 9040.

Upon transfer, 9913 will retain four (4) EDU's and 9040 will be allocated a total of twenty-nine (29) EDU's. Following transfer, each respective account's billing will be adjusted accordingly.

Both entities are owned by the same individual(s) and are identified in the utility account system of the Town of Berlin as follows:
TRIPLE D RENTALS, LLC, 9913 Old Ocean City Boulevard, account number 77-0390002-04
DERRICKSON ENTERPRISES, LLC, 9028 Worcester Highway, account number 11-1020502-00

The properties are further identified in the Real Property Tax records as follows:
TRIPLE D RENTALS, LLC, 9913 Old Ocean City Boulevard: Tax Account #03-016471; Map 0025, Parcel 0147
DERRICKSON ENTERPRISES, LLC, 9028 Worcester Highway: Tax Account #03-020312; Map 0032, Parcel 0319

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					
Voting Tally					

____
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: Mary Bohlen, Town Administrator

MEETING DATE: September 14, 2026

SUBJECT: Transfer of EDUs from Triple D Rentals, LLC to Derrickson Enterprises, LLC

SUMMARY
As described in Motion 2026-49 the owner of the properties identified as Triple D Rentals, 9913 Old Ocean City Boulevard and Derrickson Enterprises, LLC, 9040 Worcester Highway seeks to transfer seventeen (17) EDU's from 9913 to 9040.

Recommendation for September 14, 2026
Town Attorney David Gaskill has discussed with the property owner's representative as well as staff and it is recommended to permit the transfer as requested and described.

9940 is currently using the equivalent of eighteen (18) EDU's, but has only twelve (12) allocated, which would require the purchase or transfer of additional EDUs to ensure appropriate allocation. 9913 is not currently using flow, therefore any EDU's allocated are in excess of what is required.

It is understand that, should additional EDUs be required by either property at a later date, those EDUs would need to be purchased at the time of need and at the full rate in effect at that time.

ATTACHMENTS
Motion 2026-49 Approving the request for EDU transfer
Information packet and formal request from Peter Buas as representative of Triple D Rentals and Derrickson Enterprises, LLC

COASTAL
LAW OFFICE

3509 COASTAL HIGHWAY
OCEAN CITY, MARYLAND 21842

PHONE (410) 289-3900
FAX (410) 921-1005
WWW.OCMDLEGAL.COM

ATTORNEYS
PETER S. BUAS
MIRANDA K. BUAS

OF COUNSEL
RAYMOND C. SHOCKLEY

July 31, 2026

Town of Berlin, Maryland
c/o Zach Tyndall, Mayor
c/o Mary Bohlen, Town Administrator
10 William Street
Berlin, Maryland 21811

Re: Request to Transfer Equivalent Dwelling Units

Mayor & Council:

This firm represents Triple D Rentals, LLC, the owner of the real property known as 9913 Old Ocean City Boulevard, Berlin, Maryland 21811 (the "9913 Property"), and Derrickson Enterprises, LLC, the owner of the real property known as 9040 Worcester Highway, Berlin, Maryland 21811 (the "9040 Property").

The 9913 Property presently has twenty-one (21) equivalent dwelling units ("EDUs") assigned to it by the Town of Berlin. The assignment of those EDUs is expressly reflected in the deed dated August 19, 2015, and recorded among the Land Records of Worcester County, Maryland, in Liber 6622, folio 461, et seq., and, also, in the Town's recognition of the twenty-one (21) EDUs was memorialized in correspondence dated August 13, 2015, from then-Mayor Wm. Gee Williams, III.

Triple D Rentals, LLC and Derrickson Enterprises, LLC hereby request that seventeen (17) of the twenty-one (21) EDUs presently assigned to the 9913 Property be transferred and/or reallocated to the 9040 Property. Following the requested transfer, four (4) EDUs would remain assigned to the 9913 Property. The 9040 Property presently has twelve (12) EDUs allocated to it. Upon approval of the requested transfer, the 9040 Property would have a total allocation of twenty-nine (29) EDUs.

Section 30-250 of the Berlin Town Code provides:

> Assignability of transferability of water allocation. All allocations established by the town for any applicant either before or after the effective date of the ordinance from which this article is derived shall be for the property specified in the application or for which property the readiness to serve charge was paid and shall

not be transferable to any other property, without the approval of the Mayor and Council.

There exists good cause for the requested transfer. As the Mayor and Council are aware, the number of EDUs required for a non-residential property is determined based upon the property's specific use, and the Town may consider historical and representative usage data in determining the appropriate allocation. The Town also monitors actual water consumption as an indication of sewer flow to ensure that properties maintain an appropriate EDU allocation.

The Director of Water Resources, Jamey Latcham, has recently had discussions with the owner of the 9040 Property concerning its operations and anticipated sewer demand. Based upon those discussions, it appears that the usage associated with the 9040 Property may be trending in a direction that could require additional sewer allocation in the future. In addition, the owner is evaluating the future development of contractor-style shop units on the 9040 Property, which would further increase the need for additional sewer capacity. Accordingly, this request represents prudent advance planning for future needs of the 9040 Property.

At the same time, the requested transfer will leave four (4) EDUs assigned to the 9913 Property, which the owners believe will provide adequate sewer capacity for the any development of that property. Accordingly, the requested transfer appropriately reallocates existing sewer capacity between two properties without increasing the Town's overall allocated capacity.

Accordingly, Triple D Rentals, LLC and Derrickson Enterprises, LLC respectfully request that the Mayor and Council approve the transfer and/or reallocation of seventeen (17) EDUs from the 9913 Property to the 9040 Property.

Attached hereto and incorporated herein in support of this request are the following:

Exhibit A – Letter from Mayor Wm. Gee Williams, III, dated August 13, 2015, confirming the assignment of twenty-one (21) EDUs to the 9913 Property.
Exhibit B – Title Summary for 9913 Old Ocean City Boulevard.
Exhibit C – Title Summary for 9040 Worcester Highway.
Exhibit D – Proposed Assignment and Assumption of Water and Sewer Use and Allocation Agreement.

Thank you for your consideration of this request. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

Peter S. Buas

CC:
Jamey Latchum, Director of Water Resources
Triple D Rentals, LLC
Derrickson Enterprises LLC

Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
www.berlinmd.gov

August 13, 2015

Mr. John Derrickson
9028 Worcester Highway
Berlin, MD 21811

Dear Mr. Derrickson,

This letter is to formally notify you that upon settlement and payment to the Town of Berlin of all past due charges and interests on the property located at 9913 Old Ocean City Boulevard, as part of the process to purchase the property, and the execution of the an EDU Allocation Agreement between your firm and the Town of Berlin, you will have acquired the 21 sewer and water EDUs allocated to the property. No further payment will be owed to the Town for the purchase of the 21 sewer and water EDUs attached to 9913 Old Ocean City Boulevard.

It has been brought to my attention that you may be interested in transferring some of these EDUs to another property. Transferring EDUs is not allowed in our Ordinance but the Town Council has made several exceptions over the past couple of years to encourage development. You can initiate that process by sending a written request to Town Administrator Laura Allen and she will see that it's added to a Mayor and Council meeting agenda for discussion and action.

Your firm will be billed the minimum monthly sewer and water fee of $69.52 for any EDUs that temporarily remain dormant or a total of $834.24 annually, until the property is developed and sewer and water service from the Town of Berlin begins. At any time one or more EDUs is transferred to another one of your properties, or activated for use at the new property across from Cheers, the monthly charges for sewer and water in place at that time will begin for those specific EDUs. There are also stormwater management fees of $18.75 per month attached to the property.

It is my understanding that it is your expectation to be able to complete development of the new property within three to five years. Along with this brief summary of the transfer of Town EDUs that are assigned to your new property, please accept my best wishes for your continued success and vision for 21st Century Berlin.

Sincerely,

W. G. Will III

Wm. Gee Williams, III
Mayor

TITLE SUMMARY

Property Address: 9913 Old Ocean City Boulevard, Berlin, Maryland 21811
Tax Account No.: 03-016471

Property - Legal Description

All that lot or parcel of land lying and being situate in the Town of Berlin, in the Third Election District of Worcester County, Maryland, located at the intersection of, and abutting on, the westerly side of Maryland Route 818 and the northerly side of Maryland Route 346, containing by estimation one (1) acre of land, more or less, and being shown on Tax Map 0025 as Parcel 0147, having Tax Account No. 03-016471; together with twenty-one (21) Equivalent Dwelling Units assigned by the Town of Berlin; and being all and the same property conveyed unto Triple D Rentals, LLC by Deed dated August 19, 2015, and recorded among the Land Records of Worcester County, Maryland in Liber 6622, folio 461, et seq.

Fee Simple Owner: Triple D Rentals, LLC

____
Peter S. Buas

Date: 7/31/26

Real Property Data Search ( )

Search Result for WORCESTER COUNTY

Search Tax Maps **No Ground Rent Redemption on File** **No Ground Rent Registration on File**

Special Tax Recapture: None

Account Number: **District - 03 Account Identifier - 016471**

Owner Information

Owner Name:	TRIPLE D RENTALS LLC	**Use:** **Principal Residence:**	COMMERCIAL NO
Mailing Address:	9028 WORCESTER HWY BERLIN MD 21811-	**Deed Reference:**	/06622/ 00461

Location & Structure Information

Premises Address:	9913 OLD OCEAN CITY BLVD BERLIN 0-0000	**Legal Description:**	LOT W SIDE MAIN ST EXTD CROSS ROADS DINER

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0025	0009	0147	30081.24	0000				2026	**Plat Ref:**

Town: BERLIN

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			1.0000 AC	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements	Pending Permit
					/			None

Value Information

	Base Value	Value	Phase-in Assessments	
		As of 01/01/2026	As of 07/01/2025	As of 07/01/2026
Land:	300,000	330,000		
Improvements	0	0		
Total:	300,000	330,000	300,000	310,000
Preferential Land:	0	0		

Transfer Information

Seller: STEELE SCOTT R	**Date:** 08/27/2015	**Price:** $210,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /06622/ 00461	**Deed2:**
Seller: WELCH NORMAN E &	**Date:** 04/07/2006	**Price:** $850,000
Type: ARMS LENGTH IMPROVED	**Deed1:** SVH /04678/ 00176	**Deed2:**
Seller: MAYCOCK JOSEPH HENRY	**Date:** 06/24/2005	**Price:** $525,000
Type: ARMS LENGTH IMPROVED	**Deed1:** SVH /04466/ 00550	**Deed2:**

Exemption Information

Partial Exempt Assessments:	**Class**	07/01/2025	07/01/2026
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

TITLE SUMMARY

Property Address: 9040 Worcester Highway, Berlin, Maryland 21811
Tax Account No.: 03-020312

Property - Legal Description

All that lot or parcel of land lying and being situate in the Third Election District of Worcester County, Maryland, being designated as Lot 2, containing 7.81 acres, more or less, as shown on the plat entitled "Minor Subdivision – Lot 2, Lands of Bill Hall Ford-Mercury, Inc.," prepared by Frank G. Lynch, Jr. & Associates, Inc., and recorded among the Land Records of Worcester County, Maryland in Plat Book P.H.O. No. 118, folio 59, and being all and the same property conveyed unto Derrickson Enterprises, LLC by Deed dated February 25, 2003, and recorded among the Land Records of Worcester County, Maryland in Liber 3603, folio 175, et seq.

Fee Simple Owner: Derrickson Enterprises, LLC

____
Peter S. Buas

Date: 7/31/26

Real Property Data Search ( )
Search Result for WORCESTER COUNTY

Search Tax Maps	No Ground Rent Redemption on File	No Ground Rent Registration on File

Special Tax Recapture: None
Account Number: District - 03 Account Identifier - 020312

Owner Information

Owner Name:	DERRICKSON ENTERPRISES LLC	**Use:** **Principal Residence:**	COMMERCIAL NO
Mailing Address:	9028 WORCESTER HWY BERLIN MD 21811-3017	**Deed Reference:**	/03603/ 00175

Location & Structure Information

Premises Address:	9040 WORCESTER HWY BERLIN 0-0000	**Legal Description:**	LOT 2 7.81 ACS E SIDE R-113 BILL HALL FORD MIN SUB

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No: 118059
0032	0003	0319	30081.24	0000			2	2026	Plat Ref:

Town: BERLIN

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1961	11,240 SF		7.8100 AC	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements	Pending Permit
		SHOPPING CENTER / NEIGHBORHOOD	/	C3				None

Value Information

	Base Value	Value	Phase-in Assessments	
		As of 01/01/2026	As of 07/01/2025	As of 07/01/2026
Land:	629,600	664,800		
Improvements	268,900	345,300		
Total:	898,500	1,010,100	898,500	935,700
Preferential Land:	0	0		

Transfer Information

Seller: WILLOWDALE LLC	**Date:** 02/25/2003	**Price:** $850,000
Type: ARMS LENGTH IMPROVED	**Deed1:** SVH /03603/ 00175	**Deed2:**
Seller: 5100/5200 YORK ROAD ASSOCIATES	**Date:** 02/26/1998	**Price:** $0
Type: NON-ARMS LENGTH OTHER	**Deed1:** RHO /02486/ 00440	**Deed2:**
Seller: BILL HALL FORD-MERCURY	**Date:** 07/21/1988	**Price:** $600,000
Type: ARMS LENGTH IMPROVED	**Deed1:** RHO /01459/ 00103	**Deed2:**

Exemption Information

Partial Exempt Assessments:	**Class**	07/01/2025	07/01/2026
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

MOTION OF THE MAYOR AND COUNCIL 2026-50

A motion of the Mayor and Council of the Town of Berlin to AWARD INVITATION TO BID 2026-06: WESTMINSTER, ABBEY, AND UPSHUR STORMWATER MANAGEMENT UPGRADES PROJECT TO GROUNDWORK SOLUTIONS, INC. IN THE AMOUNT OF $605,684.

Funding is designated from the established budget of $650,000 through the Town's Agreement with the Maryland Coastal Bays Program.

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					
Voting Tally					

____
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

EA Engineering, Science,
and Technology, Inc. PBC

11200 Racetrack Road Unit 101
Ocean Pines, MD 21811
Telephone: 410-641-5341
www.eaest.com

September 8, 2026

Ms. Mary Bohlen
Town Administrator
Town of Berlin, Maryland
10 William Street
Berlin, Maryland 21811

Subject: **Westminster, Abbey, Upshur Stormwater Management Upgrades**
Bid Package Review, Tabulation and Recommendation

Dear Ms. Bohlen:

Bids were received on August 26, 2026 for the Town of Berlin's Westminster, Upshur, and Abbey Stormwater Management Upgrades Project. Seven (7) bids were received from the following contractors: Groundwork Solutions, Inc., Connor Management, Inc., Kinsley Construction, David A. Bramble Inc., DXI Construction, George & Lynch, Inc. and Bunting and Murray Construction. On behalf of the Town, EA Engineering, Science and Technology, Inc. PBC (EA) has reviewed each of these bids for completeness in accordance with the bid documents, submitted bid cost, and qualifications based on the type of work to be performed. A Bid Tabulation is attached to this letter for reference. The following is a summary of each of the bids received. For the purpose of the evaluation, EA limited the review to only the base bid due to project budget restrictions.

Groundwork Solutions, Inc. submitted a base bid of $624,954.00. The bid package included a completed bid form and proposal bond. EA's independent case bid tabulation found no errors in the proposed bid amount.

Connor Management, Inc. submitted a base bid of $732,429.43. The bid package included a completed bid form, proposal bond, State of Maryland Business License and standing certification, erosion and sediment control certification, subcontractor certification, qualification statements, references, and certificate of insurance. EA's independent base bid tabulation one calculation error on Line Item No. 5 in the amount of $0.50. However, the written price is correct.

Kinsley Construction submitted a base bid of $776,972.00. The bid package included a completed bid form, proposal bond, financial statement, subcontractors list, qualification statement, State of Maryland Business License and standing certification, and present commitment statements. EA's independent bid tabulation found no errors in the proposed base bid amount.

David A. Bramble, Inc. submitted a base bid of $822,709.00. The bid package included a completed bid form, proposal bond, subcontractor and supplier list, and State of Maryland Business License. EA's independent bid tabulation found no errors in the proposed base bid amount.

DXI Construction submitted a base bid of $1,044,855.00. The bid package included a completed bid form, proposal bond, State of Maryland Business License, subcontractor lists, sequence of construction, qualification statement, Certificate of Insurance, and other supplemental supporting documentation. EA's independent bid tabulation found no errors in the proposed base bid amount.

George & Lynch, Inc. submitted a base bid of $1,129,976.25. The bid package included a completed bid form, proposal bond, subcontractors list, material suppliers list, qualification statements, State of Maryland Business License, and corporate resolution. EA's independent bid tabulation found a summation error in the amount of $0.06.

Bunting and Murray Construction submitted a base bid of $1,641,698.70. The bid package included a completed bid form and proposal bond. EA's independent bid tabulation found no errors in the proposed base bid amount.

The low bidder, as presented in the Bid Tabulation, is Groundwork Solutions, Inc. EA understands that the Town has an established working history with Groundwork Solutions, Inc. performing a variety of stormwater, drainage, water, and wastewater projects in recent history.

In reviewing the bids, EA understands that the low bid of Groundwork Solutions slightly exceeded the Town's established budget of $650,000 through their Agreement with the Maryland Coastal Bays Program. This budget consisted of the construction of the project, in addition to EA's effort to perform construction administration and part-time inspection services, leaving a shortfall of $25,046. In review of the scope of work, Line Item No. 18 for the installation of perimeter chain link fences is an independent item and may be descoped, and constructed by the Town at a later date, for a cost saving of $19,270.00 leaving a $5,776 deficit. Town staff and EA discussed this approach with Groundwork Solutions who took no offence of removing it from the scope of work. Finally, due to EA's familiarity with Groundwork Solutions knowledge and ability to perform work in the Town in an efficient and professional manner, EA is offering to adjust the contracted professional services fee by $6,000 to close the remaining deficit.

Based on EA's review of all supplied bid packages, phone discussions, credentials, bid price, and Groundwork Solution's history of successfully completing projects in the Town of Berlin, EA recommends the Town consider Groundwork Solutions, Inc. be awarded the Westminster, Abbey, and Upshur Stormwater Management Upgrades Project in the amount of Project in the amount of $605,684.

Respectfully yours,
EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC. PBC

Steven Lemasters, P.E.,
Project Manager

Cc: Jamey Latchum, Town of Berlin

EA Engineering, Science,
and Technology, Inc. PBC

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Telephone: 410-641-5341
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Respectfully yours,
EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC. PBC

Steven Lemasters, P.E.,
Project Manager

Cc: Jamey Latchum, Town of Berlin

WESTMINSTER, ABBEY, AND UPSHUR STORMWATER MANAGEMENT UPGRADES
TOWN OF BERLIN, MARYLAND
BID TABULATION
BIDS RECEIVED AUGUST 26, 2026

				GROUNDWORK SOLUTIONS, INC.		CONNOR MANAGEMENT, INC.		KINSLEY CONSTRUCTION		DAVID A. BRAMBLE		DXI CONSTRUCTION		GEORGE & LYNCH, INC.		BUNTING AND MURRAY		AVERAGE	
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT COST ($)	LINE ITEM COST ($)	UNIT COST ($)	LINE ITEM COST ($)	UNIT COST ($)	LINE ITEM COST ($)	UNIT COST ($)	LINE ITEM COST ($)	UNIT COST ($)	LINE ITEM COST ($)	UNIT COST ($)	LINE ITEM COST ($)	UNIT COST ($)	LINE ITEM COST ($)	UNIT COST ($)	LINE ITEM COST ($)
1	MOBILIZATION, DEMOBILIZATION, ANCILLARY ITEMS	1	LS	$ 37,690.00	$ 37,690.00	$ 105,073.00	$ 105,073.00	$ 37,322.78	$ 37,322.78	$ 80,617.00	$ 80,617.00	$ 90,000.00	$ 90,000.00	$ 99,554.88	$ 99,554.88	$ 105,152.00	$ 105,152.00	$ 79,344.24	$ 79,344.24
2	EROSION & SEDIMENT CONTROLS AND SITE RESTORATION	1	LS	$ 22,625.00	$ 22,625.00	$ 14,885.00	$ 14,885.00	$ 95,368.13	$ 95,368.13	$ 36,000.00	$ 36,000.00	$ 77,000.00	$ 77,000.00	$ 12,978.46	$ 12,978.46	$ 85,604.00	$ 85,604.00	$ 49,208.66	$ 49,208.66
3	1.5" MILL AND SURFACE OVERLAY	710	SY	$ 40.00	$ 28,400.00	$ 48.08	$ 34,136.80	$ 22.97	$ 16,308.70	$ 30.50	$ 21,655.00	$ 45.00	$ 31,950.00	$ 41.27	$ 29,301.70	$ 53.42	$ 37,928.20	$ 40.18	$ 28,525.77
4	TRENCH PAVEMENT RESTORATION	125	SY	$ 50.00	$ 6,250.00	$ 36.00	$ 4,500.00	$ 102.68	$ 12,835.00	$ 110.00	$ 13,750.00	$ 360.00	$ 45,000.00	$ 104.82	$ 13,102.50	$ 351.00	$ 43,875.00	$ 159.21	$ 19,901.79
5	PRECAST OUTFALL STRUCTURES	2	EA	$ 9,142.00	$ 18,284.00	$ 14,130.50	$ 28,261.00	$ 13,607.92	$ 27,215.84	$ 12,800.00	$ 25,600.00	$ 15,500.00	$ 31,000.00	$ 13,693.48	$ 27,386.96	$ 20,791.00	$ 41,582.00	$ 14,237.84	$ 28,475.69
6	72" DOGHOUSE STRUCTURE (MH-10)	1	EA	$ 9,367.00	$ 9,367.00	$ 6,141.24	$ 6,141.24	$ 16,841.95	$ 16,841.95	$ 17,200.00	$ 17,200.00	$ 14,000.00	$ 14,000.00	$ 11,566.38	$ 11,566.38	$ 15,350.00	$ 15,350.00	$ 12,923.80	$ 12,923.80
7	PRECAST CONCRETE CONFLICT BOX	1	EA	$ 14,522.00	$ 14,522.00	$ 8,394.75	$ 8,394.75	$ 18,489.64	$ 18,489.64	$ 9,125.00	$ 9,125.00	$ 37,000.00	$ 37,000.00	$ 7,695.86	$ 7,695.86	$ 14,991.00	$ 14,991.00	$ 15,745.46	$ 15,745.46
8	TOWN OF BERLIN PRECAST WR INLET	3	EA	$ 16,195.00	$ 48,585.00	$ 11,701.00	$ 35,103.00	$ 8,595.33	$ 25,785.99	$ 9,075.00	$ 27,225.00	$ 10,330.00	$ 30,990.00	$ 7,712.56	$ 23,137.68	$ 13,487.00	$ 40,461.00	$ 11,013.70	$ 33,041.10
9	SWM-1 EXCAVATION AND HAULING	850	CY	$ 20.50	$ 17,425.00	$ 15.00	$ 12,750.00	$ 28.26	$ 24,021.00	$ 35.00	$ 29,750.00	$ 42.50	$ 36,125.00	$ 54.69	$ 46,486.50	$ 20.25	$ 17,212.50	$ 30.89	$ 26,252.86
10	SWM-1 SUBMERGED GRAVEL WETLANDS	1	LS	$ 71,938.00	$ 71,938.00	$ 65,536.75	$ 65,536.75	$ 66,891.05	$ 66,891.05	$ 61,900.00	$ 61,900.00	$ 63,000.00	$ 63,000.00	$ 122,764.57	$ 122,764.57	$ 260,785.00	$ 260,785.00	$ 101,830.77	$ 101,830.77
11	SWM-2 EXCAVATION AND HAULING	2,300	CY	$ 20.50	$ 47,150.00	$ 15.00	$ 34,500.00	$ 31.20	$ 71,760.00	$ 30.50	$ 70,150.00	$ 39.00	$ 89,700.00	$ 37.43	$ 86,089.00	$ 18.86	$ 43,378.00	$ 27.50	$ 63,246.71
12	SWM-2 SUBMERGED GRAVEL WETLANDS	1	LS	$ 181,212.00	$ 181,212.00	$ 186,103.70	$ 186,103.70	$ 142,294.30	$ 142,294.30	$ 145,000.00	$ 145,000.00	$ 145,000.00	$ 145,000.00	$ 285,253.82	$ 285,253.82	$ 654,640.00	$ 654,640.00	$ 248,500.55	$ 248,500.55
13	PRECAST 19"X30" ELLIPTICAL RCP	121	LF	$ 64.00	$ 7,744.00	$ 122.00	$ 14,762.00	$ 120.34	$ 14,561.14	$ 158.00	$ 19,118.00	$ 198.00	$ 23,958.00	$ 106.95	$ 12,940.95	$ 144.00	$ 17,424.00	$ 130.47	$ 15,786.87
14	PRECAST 29"X45" ELLIPTICAL RCP	152	LF	$ 86.25	$ 13,110.00	$ 145.00	$ 22,040.00	$ 118.08	$ 17,948.16	$ 227.00	$ 34,504.00	$ 197.00	$ 29,944.00	$ 130.62	$ 19,854.24	$ 168.50	$ 25,612.00	$ 153.21	$ 23,287.49
15	6" WATERMAIN DEFLECTION	4	EA	$ 1,140.00	$ 4,560.00	$ 5,000.00	$ 20,000.00	$ 5,711.85	$ 22,847.40	$ 8,175.00	$ 32,700.00	$ 14,750.00	$ 59,000.00	$ 5,140.68	$ 20,562.72	$ 2,168.00	$ 8,672.00	$ 6,012.22	$ 24,048.87
16	6" C909 PVC WATERMAIN AND VALVE	155	LF	$ 91.00	$ 14,105.00	$ 65.00	$ 10,075.00	$ 185.88	$ 28,811.40	$ 207.00	$ 32,085.00	$ 181.00	$ 28,055.00	$ 239.50	$ 37,122.50	$ 144.00	$ 22,320.00	$ 159.05	$ 24,653.41
17	TOWN OF BERLIN CURB AND GUTTER	300	LF	$ 51.75	$ 15,525.00	$ 43.00	$ 12,900.00	$ 74.83	$ 22,449.00	$ 55.00	$ 16,500.00	$ 97.00	$ 29,100.00	$ 43.12	$ 12,936.00	$ 35.71	$ 10,713.00	$ 57.20	$ 17,160.43
18	4' TALL VINYL CHAINLINK PERIMETER FENCE WITH GATES	820	LF	$ 23.50	$ 19,270.00	$ 38.00	$ 31,160.00	$ 33.00	$ 27,060.00	$ 26.50	$ 21,730.00	$ 44.00	$ 36,080.00	$ 27.83	$ 22,820.60	$ 49.65	$ 40,713.00	$ 34.64	$ 28,404.80
19	STORMWATER BYPASS OPERATIONS / CLEARWATER DIVERSION	3	EA/MO	$ 1,500.00	$ 4,500.00	$ 18,202.23	$ 54,606.69	$ 7,174.81	$ 21,524.43	$ 9,200.00	$ 27,600.00	$ 12,300.00	$ 36,900.00	$ 5,854.28	$ 17,562.84	$ 19,095.00	$ 57,285.00	$ 10,475.19	$ 31,425.57
20	DEMOLITION AND OFFSITE REMOVAL	1	LS	$ 35,132.00	$ 35,132.00	$ 15,000.00	$ 15,000.00	$ 52,650.09	$ 52,650.09	$ 85,500.00	$ 85,500.00	$ 98,000.00	$ 98,000.00	$ 212,426.95	$ 212,426.95	$ 83,589.00	$ 83,589.00	$ 83,185.43	$ 83,185.43
21	36" HDPE PIPE	60	LF	$ 126.00	$ 7,560.00	$ 275.00	$ 16,500.00	$ 233.10	$ 13,986.00	$ 250.00	$ 15,000.00	$ 217.00	$ 13,020.00	$ 140.52	$ 8,431.20	$ 240.20	$ 14,412.00	$ 211.69	$ 12,701.31
			TOTAL BASE BID	**TOTAL =**	**$ 624,954.00**	**TOTAL =**	**$ 732,428.93**	**TOTAL =**	**$ 776,972.00**	**TOTAL =**	**$ 822,709.00**	**TOTAL =**	**$ 1,044,822.00**	**TOTAL =**	**$ 1,129,976.31**	**TOTAL =**	**$ 1,641,698.70**	**TOTAL =**	**$ 967,651.56**

September 8, 2026

Town of Berlin,
10 William Street
Berlin, Maryland 21811

ATTN: Mary Bohlen
Town Administrator

RE: Bid Opening Recommendation
Bottle Branch Road Sewer Lining
Town of Berlin, Maryland
DBF# 0050A002.102

Ms. Bohlen:

This correspondence is to inform you that the low bidder for the referenced project is Musson Bros. Inc., please note that five bids were received by the project deadline. Musson Bros. Inc. was the low bidder at $275,350.00. Enclosed, please find copy of each bid package provided, as well as a copy of the final Bid Tabulation for the referenced project. Davis, Bowen & Friedel, Inc., (DBF) has reviewed the Bid Package and found all documentation to be properly submitted.

Musson Bros. Inc. is a Construction company headquartered in Wisconsin, however they have regional office in Boyertown PA, and service a large area with extensive project experience in MD, DE, PA, MI, OH, TN, WI and other states. They have extensive experience working for Municipalities on CIPP lining projects of similar and larger scope. While they are headquartered in Wisconsin, they have project managers local to the MD/DE/PA area. Musson Bros. Inc. has listed Advanced Rehabilitation Technology (Manhole Rehabilitation subcontractor) and Reybold Construction Technologies (CCTV subcontractor), as their subcontractors for the project. Both subcontractors are prominent in our region and have extensive experience in this work.

Based on the previous work experience Municipal CIPP Lining projects we are confident that the Contractor has the resources, team, and work experience necessary to successfully complete the project. Provided that the low bid is within the budgeted funds for the project, DBF recommends the Town award the bid to Musson Bros. Inc.

Should the Town of Berlin choose to award the project to Musson Bros Inc, the total award amount for the completion of the referenced project would be Two Hundred Seventy-Five Thousand, Three Hundred and Fifty dollars and Zero cents ($275,350.00). We look forward to hearing the Town's decision.

Should you have any questions, comments, or concerns, please contact us at 410-543-9091.
Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.

NAB
Nicholas S. Bradley Jr. P.E.
Civil Engineer

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TOWN OF BERLIN
BOTTLE BRANCH ROAD SEWER LINING
DBF # 0050A002.102
September 3, 2026

BID TABULATION

Item No.	Description	Size/ Depth	Unit	Est. Qty	Musson Bros. Inc.		Vortex Services LLC*		Premier Service Group		Pleasants Construction		Insituform**	
	Item No. & Description				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization, Bonds, Insurance, and Demobilization (maximum 3% of Base Bid)	--	LS	1	$ 6,000.00	$ 6,000.00	$ 8,000.00	$ 8,000.00	$ 9,200.00	$ 9,200.00	$ 11,481.34	$ 11,481.34	--	--
2	Furnish and Install Traffic Control Measures	--	LS	1	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ 20,000.00	$ 20,000.00	$ 16,472.42	$ 16,472.42	--	--
3	CCTV Inspection	--	LF	1975	$ 8.00	$ 15,800.00	$ 4.40	$ 8,690.00	$ 4.00	$ 7,900.00	$ 4.57	$ 9,025.75	--	--
4	Furnish and Install UV CIPP Sewer Lining and Appurtenances	15”	LF	1975	$ 78.00	$ 154,050.00	$ 98.00	$ 193,550.00	$ 115.00	$ 227,125.00	$ 122.44	$ 241,819.00	--	--
5	Reinstate Existing Sewer Connections	--	EA	5	$ 300.00	$ 1,500.00	$ 260.00	$ 1,300.00	$ 500.00	$ 2,500.00	$ 235.78	$ 1,178.90	--	--
6	Sewer Manhole Rehabilitation	--	EA	9	$ 4,000.00	$ 36,000.00	$ 3,597.00	$ 32,373.00	$ 3,299.00	$ 29,691.00	$ 3,500.00	$ 31,500.00	--	--
	BID ADD ALTERNATE													
7	Furnish and Install Temporary Bypass Pumping	--	LS	1	$ 50,000.00	$ 50,000.00	$ 26,000.00	$ 26,000.00	$ 20,000.00	$ 20,000.00	$ 81,038.87	$ 81,038.87	--	--
	TOTAL BID (ITEMS 1 -7)					**$ 275,350.00**		**$ 281,913.00**		**$ 316,416.00**		**$ 392,516.28**		**$ -**

*The bid package received from Vortex Services LLC was confirmed to be submitted to the Town prior to the bid deadline and followed all bidding requirements, a clerical error in the processing of bids led to the received bid not being presented at the bid open, a seperate location from where bids were recieved. The recieved bid has been included in this tabulation as a valid bid.

**The bid package received from Insituform was submitted with an incomplete bid form and cannot be accepted.

I certify this tabulation is true and accurate based on information compiled from the five bids received on September 3, 2026 at 2:00 PM, for the Bottle Branch Road Sewer Lining Project

NSB

Nicholas S. Bradley Jr. P.E., Civil Engineer, Davis, Bowen & Friedel, Inc.

Agenda Item 6 c

MOTION OF THE MAYOR AND COUNCIL 2026-51

A motion of the Mayor and Council of the Town of Berlin to AWARD RFP 2026-07, BOTTLE BRANCH SEWER LINING PROJECT, TO MUSSON BROS., INC. IN THE AMOUNT OF $275,350.00.

The FY2027 adopted budget included funding for the project under 24-5810-5255.

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					
Voting Tally					

____
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

MOTION OF THE MAYOR AND COUNCIL 2026-52

A motion of the Mayor and Council of the Town of Berlin to APPROVE PURCHASE OF ADVANCED METERING INFRASTRUCTURE (AMI) FIELD SUPPORT EQUIPMENT AND VEHICLE.

Funding for purchase of the following items will be provided from remaining AMI bond proceeds. Each expenditure will be limited to costs directly associated with AMI deployment, verification, maintenance, inventory control, system administration, or related field support:

- Ford Transit van
- Ford Transit van outfitting
- Kubota SCL1000 with attachments
- Three tablets
- One-year cellular service for tablets
- Laptop computer
- AMI tools and equipment

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					
Voting Tally					

____
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

MEMORANDUM

TO: Mayor and Council

FROM: Alan Parkinson, Electric Utility Director

MEETING DATE: Wednesday, September 9, 2026

SUBJECT: Request for Approval for the Purchase of AMI Field Support Equipment and Vehicle

---

SUMMARY

The Electric Utility Department requests approval and bank authorization to use approved AMI bond funds to purchase one Ford Transit van, van storage and strobe-light outfitting, one Kubota SCL1000 with attachments, three tablets with cellular connectivity, one laptop, specialized tools and testers, and AMI meters as needed. These assets are dedicated support components required for the deployment, verification, and long-term operation of the Town's Advanced Metering Infrastructure (AMI) system; they are not general-purpose purchases.

BACKGROUND

Current Challenges:

The Electric Utility Department is continuing implementation of the Town's AMI program and requires a dedicated field vehicle and field support equipment to support installation, maintenance, troubleshooting, material handling, trenching, site preparation, and ongoing operations. Staff currently need a vehicle and equipment capable of transporting AMI meters, conduit, materials, tools, and related equipment to installation locations, as well as mobile technology necessary to provide real-time access to meter data, work orders, mapping information, and system diagnostics while in the field.

As the AMI program expands, the department must ensure field personnel have the equipment necessary to work efficiently, safely, and effectively while supporting the Town's investment in advanced metering technology.
The requested purchases directly protect the AMI investment by improving meter installation safety, real-time field verification, inventory control, and the Town's ability to identify and resolve meters that fail or stop communicating.

PROPOSED CHANGES:

The Electric Utility Department is requesting authorization to purchase:

- **Ford Transit van:** A dedicated AMI field vehicle and mobile warehouse for a full day's supply of boxed meters, tools, and materials. It will reduce return trips, prevent competition with other Electric Department vehicle needs, improve meter chain-of-custody, and speed response to failed or noncommunicating meters.

- **Van storage and strobe lights:** Secure shelving will protect sensitive electronic components, registers, communication modules, barcodes, and meter housings during transport; organize meters by route, customer group, installation status, or follow-up need; reduce breakage, loss, inventory damage, and confusion among installed, uninstalled, defective, and returned meters; and provide a small work area during unfavorable weather. Strobe lights will improve crew and public visibility and reduce safety and liability risks during work along Town streets, shoulders, and residential roads.

- **Kubota SCL1000 with attachments:** A compact, versatile unit for site preparation, conduit repairs, service-line access, trenching, grading, breaking concrete around old meter bases, installing new conduit and lines, moving pallets of conduit, equipment, meter bases and boxes, restoration, and setting AMI communication towers in limited-access areas, including through standard-size fence gates. Ownership will reduce rental scheduling delays, avoid costly fence removal, limit disturbance to customer property, lower manual-lifting risks, and help keep customer AMI project dates on schedule.

- **Three tablets with cellular connectivity:** Field personnel will access AMI work orders, scan meter barcodes, associate meters with the correct customer accounts and service addresses, verify locations, update installation status, capture notes or photos, confirm meter communication, and troubleshoot before leaving a site. This will reduce billing errors, support mapping and routing, improve documentation, and create an electronic audit trail for AMI bond-funded assets.

- **One laptop computer:** A portable device for AMI administration, reporting, inventory reconciliation, diagnostics, communication monitoring, outage and usage review, customer-service research, and documentation for management, auditors, or the bank; it can also be used in the work van.

- **Specialized tools and testers:** Insulated safety equipment, torque tools, voltage testers, load testers, and signal-testing equipment are needed to remove older meters safely, install and torque new meters correctly, repair minor meter-base issues, reduce loose connections, identify potential line problems, standardize installation procedures, verify that each service is safe, and confirm that each meter communicates with the AMI system. Proper testing will reduce repeat visits and support reliable billing and outage data.

- **AMI meters:** Core revenue-generating assets that provide automated and remote readings, improved billing accuracy, fewer estimated bills, outage notification, service-restoration verification, customer usage data, tamper detection, revenue protection, and better load information for future system planning. They will also improve customer service and reduce long-term manual-reading and field-investigation costs.

Benefits:

- Provides dedicated AMI transportation, secure mobile storage, and a weather-protected field workspace.
- Reduces shop trips, rental-equipment delays, repeat visits, manual lifting, and competition for other Electric Department vehicles.
- Supports trenching, conduit and service-line work, concrete removal, material handling, restoration, and communication-tower placement in limited-access areas while minimizing disturbance to customer property.
- Enables real-time work-order access, barcode scanning, account and address verification, communication testing, mapping, routing, and field documentation.
- Improves billing accuracy, outage and restoration information, troubleshooting, inventory security, auditability, revenue protection, and long-term system planning.
- Improves crew and public safety through proper tools, testing equipment, secure transport, and enhanced roadside visibility.
- Supports faster AMI project completion, more responsive customer service, and reliable long-term operation of the Town's AMI system.

FINANCIAL OVERVIEW:

Funding for this purchase will come from the approved AMI bond. Each expenditure will be restricted to AMI deployment, verification, maintenance, inventory control, system administration, or related field support and will be documented as an AMI bond-funded asset.

Current cost estimates are as follows:

- Ford Transit van: Estimated $50,000
- Ford Transit van outfitting: Estimated $10,000
- Kubota SCL1000 with attachments: $41,629.57
- Three tablets: $3,684
- One-year cellular service for tablets: $1,332
- Laptop computer: Approximately $1,500
- AMI tools and equipment: Estimated $43,000

Based on currently available pricing and estimates, the estimated project cost is approximately $151,145.57, plus the cost of remaining AMI tools and equipment that are still being quoted.

Final costs will be presented as quotations are received and purchases will be completed in accordance with the Town's procurement policies.

RECOMMENDATIONS

Recommend that the Mayor and Council approve the purchases described above and authorize the Town to seek and obtain bank approval to use approved AMI bond funds for these dedicated AMI assets. Providing these resources will allow installations to be completed safely and efficiently, reduce rework and delays, maintain accurate inventory and audit records, and deliver the customer-service, billing, revenue-protection, outage-response, and grid-reliability benefits expected from the AMI bond project.

MOTION OF THE MAYOR AND COUNCIL 2026-53

A motion of the Mayor and Council of the Town of Berlin to APPROVE THE FOLLOWING NOMINATION TO THE TOWN OF BERLIN'S BOARDS, COMMISSIONS, AND COMMITTEES:

Planning Commission (5-Year Term)
- Jenelle Gerthoffer *(current member)* – advanced from 1st alternate to full member
- Logan Hall *(current member)* – advanced from 2nd alternate to 1st alternate
- Brian Winter – 2nd alternate member

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					
Voting Tally					

____
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

Agenda Item 6 f

MOTION OF THE MAYOR AND COUNCIL 2026-54

A motion of the Mayor and Council of the Town of Berlin AUTHORIZING THE BERLIN POLICE DEPARTMENT TO UTILIZE $15,952.50 OF THE $28,884.00 (01-5200-5200) CURRENTLY BUDGETED FOR AXON TO ENTER INTO POWERDMS AGREEMENT.

PowerDMS will serve as the digital platform through which the Department will implement and manage its police accreditation program through the Commission on Accreditation for Law Enforcement Agencies (CALEA).

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					
Voting Tally					

____
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

410-641-1333
410-641-4880 (FAX)

Howard S. Drewer
Chief of Police

Berlin Police Department

129 DECATUR STREET
BERLIN, MARYLAND 21811

September 9, 2026

TO: Mayor and Council

FROM: Howard Drewer, Chief of Police

MEETING DATE: September 14, 2026

SUBJECT: PowerDMS / CALEA Accreditation Platform

SUMMARY:

The Berlin Police Department is requesting authorization to utilize funds currently budgeted for the Department's AXON account to enter into a new contract with PowerDMS.

The Department currently has $28,884.00 budgeted and available for AXON. The AXON account is current, and no additional contract payment is anticipated until the FY2028 budget cycle. As a result, these funds are available within the Department's existing budget for other operational needs.

The Department proposes utilizing $15,952.50 of the available AXON funding to enter into a new contract with PowerDMS. PowerDMS will serve as the digital platform through which the Department will implement and manage its police accreditation program through the Commission on Accreditation for Law Enforcement Agencies (CALEA).

In addition to supporting the Department's CALEA accreditation process, PowerDMS will provide the Department with a centralized digital platform for policy management, documentation, and compliance. The platform will also be utilized for the reporting and management of Use of Force incidents and vehicle pursuits, providing a more consistent and organized method for collecting, reviewing, and maintaining this information.

The proposed expenditure does not require any additional funding or increase to the Police Department's current budget. Staff is requesting authorization only to utilize funds already appropriated to the Police Department for AXON for the new PowerDMS contract.

Following the proposed expenditure of $15,952.50, approximately $12,931.50 would remain from the currently available AXON funding.

OPTIONS FOR CONSIDERATION:

Option 1:
Authorize an additional appropriation of $15,952.50 to fund the PowerDMS contract while maintaining the full $28,884.00 currently budgeted for AXON for its originally intended purpose.

Option 2:
Do not authorize the reallocation and maintain the $28,884.00 within the existing AXON budget account.

STAFF RECOMMENDATION:

Staff recommends authorizing the Berlin Police Department to utilize $15,952.50 of the $28,884.00 currently budgeted for AXON to enter into the necessary agreement with PowerDMS.

The implementation of PowerDMS represents an important component of the Department's transition toward CALEA accreditation and will provide the technological platform necessary to organize, distribute, document, and demonstrate compliance with Department policies and applicable accreditation standards.

Additionally, the ability to utilize the platform for Use of Force and pursuit reporting will improve the Department's ability to document, review, analyze, and maintain information associated with these critical incidents. Consolidating these functions within a centralized digital platform will improve accountability, administrative efficiency, and the Department's ability to monitor compliance and identify trends.

Because the Department's current AXON contractual obligations are funded through the next required payment in FY2028, the proposed expenditure can be accomplished entirely within the Department's existing budget. No additional appropriation is being requested.

Staff believes utilizing existing budgeted funds for PowerDMS is a fiscally responsible use of available resources that supports the Department's accreditation goals, strengthens internal accountability, and advances the modernization and professionalization of the Berlin Police Department.

MOTION OF THE MAYOR AND COUNCIL 2026-55

A motion of the Mayor and Council of the Town of Berlin to WAIVE THE FOLLOWING FEES FOR THE TAYLOR HOUSE MUSEUM:

- GRADING/EXCAVATION APPLICATION FEE IN THE AMOUNT OF $360.00 to replace the existing sewer line serving the museum.

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					
Voting Tally					

____
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

Outlook

Re: DO NOT REPLY ALL: TAYLOR HOUSE MUSEUM PERMIT FEE WAIVER

From Jack Orris <jorris@berlinmd.gov>
Date Tue 9/1/2026 5:38 PM
To Kate Daub, CPM <kdaub@berlinmd.gov>

3 - YES
2 - No Response DB, SN

I vote to waive fees.

Usual disclosure: I am also a member of the museum board of directors and receive no compensation or benefit from this affirmative vote.

Jack

Jack Orris - Councilmember
Town of Berlin
10 William Street, Berlin, MD 21811
Office: |
Mobile: 443-614-7174
jorris@berlinmd.gov | berlinmd.gov

From: Kate Daub, CPM <kdaub@berlinmd.gov>
Sent: Tuesday, 01 September 2026 16:03:15
To: Steve Green <sgreen@berlinmd.gov>; Jack Orris <jorris@berlinmd.gov>; Dean Burrell <dburrell@berlinmd.gov>; Shaneka Nichols <snichols@berlinmd.gov>; Jay Knerr <jknerr@berlinmd.gov>
Cc: Zackery Tyndall <ztyndall@berlinmd.gov>; Mary Bohlen <mbohlen@berlinmd.gov>
Subject: DO NOT REPLY ALL: TAYLOR HOUSE MUSEUM PERMIT FEE WAIVER

DO NOT REPLY ALL: TAYLOR HOUSE MUSEUM PERMIT FEE WAIVER

Response requested by 4 PM on Wednesday, September 2, 2026.

All,

Please review the attached Grading/Excavation Permit application submitted by Burley Building Company for the replacement of the sewer service line at the Taylor House Museum. The existing line has failed and requires replacement.

Due to the time-sensitive nature of this repair, we are requesting Council consideration through a poll vote rather than waiting until the September 14, 2026, Mayor and Council meeting. As has been the Council's past practice,

Outlook

Re: DO NOT REPLY ALL: TAYLOR HOUSE MUSEUM PERMIT FEE WAIVER

From Jay Knerr <jknerr@berlinmd.gov>
Date Tue 9/1/2026 4:09 PM
To Kate Daub, CPM <kdaub@berlinmd.gov>; Steve Green <sgreen@berlinmd.gov>; Jack Orris <jorris@berlinmd.gov>; Dean Burrell <dburrell@berlinmd.gov>; Shaneka Nichols <snichols@berlinmd.gov>
Cc Zackery Tyndall <ztyndall@berlinmd.gov>; Mary Bohlen <mbohlen@berlinmd.gov>

I vote to waive the permit fees.
Jay

Get Outlook for iOS

Jay Knerr - Councilmember
Town of Berlin
10 William Street, Berlin, MD 21811
Office: |
Mobile: 410-726-2309
jknerr@berlinmd.gov | berlinmd.gov

From: Kate Daub, CPM <kdaub@berlinmd.gov>
Sent: Tuesday, 01 September 2026 16:03:15
To: Steve Green <sgreen@berlinmd.gov>; Jack Orris <jorris@berlinmd.gov>; Dean Burrell <dburrell@berlinmd.gov>; Shaneka Nichols <snichols@berlinmd.gov>; Jay Knerr <jknerr@berlinmd.gov>
Cc: Zackery Tyndall <ztyndall@berlinmd.gov>; Mary Bohlen <mbohlen@berlinmd.gov>
Subject: DO NOT REPLY ALL: TAYLOR HOUSE MUSEUM PERMIT FEE WAIVER

DO NOT REPLY ALL: TAYLOR HOUSE MUSEUM PERMIT FEE WAIVER

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Due to the time-sensitive nature of this repair, we are requesting Council consideration through a poll vote rather than waiting until the September 14, 2026, Mayor and Council meeting. As has been the Council's past practice, permit fees associated with work at the museum are being requested to be waived because the property is owned by the Town.

Outlook

Re: DO NOT REPLY ALL: TAYLOR HOUSE MUSEUM PERMIT FEE WAIVER

From Steve Green <sgreen@berlinmd.gov>
Date Tue 9/1/2026 4:12 PM
To Kate Daub, CPM <kdaub@berlinmd.gov>

Hi Kate,
I vote to waive the fees for the museum.
Take care!
Steve

Steve Green - Council Member
Town of Berlin
10 William Street, Berlin, MD 21811
Office: |
Mobile: 410-430-6799
sgreen@berlinmd.gov | berlinmd.gov

From: Kate Daub, CPM <kdaub@berlinmd.gov>
Sent: Tuesday, September 1, 2026 4:03 PM
To: Steve Green <sgreen@berlinmd.gov>; Jack Orris <jorris@berlinmd.gov>; Dean Burrell <dburrell@berlinmd.gov>; Shaneka Nichols <snichols@berlinmd.gov>; Jay Knerr <jknerr@berlinmd.gov>
Cc: Zackery Tyndall <ztyndall@berlinmd.gov>; Mary Bohlen <mbohlen@berlinmd.gov>
Subject: DO NOT REPLY ALL: TAYLOR HOUSE MUSEUM PERMIT FEE WAIVER

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Response requested by 4 PM on Wednesday, September 2, 2026.

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Mayor & Council of Berlin
10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
www.berlinmd.gov

received
8/19/26

GRADING/EXCAVATION PERMIT

Date: 08/18/2026

Permit #: 2026-219

Applicant Name: Burley Building Co.

Phone #: (410) 430-3890

Owner Name: Nathaniel Reister

Phone #: (410) 430-3890

Applicant Address: 34 Burley Street, Berlin, MD 21811

Location of Excavation: Taylor House Museum 208 North Main Street, Berlin, MD 21811

Purpose of Excavation: Replacing the existing sewer line serving the Taylor House Museum from the house to the street.

A site plan drawn to scale shall be submitted with this application indicating all aboveground features and corresponding measurements. The applicant must allow forty-eight (48) hours, excluding weekends and holidays, for the Town to mark the locations of underground utilities. This requirement does not relieve the applicant of any notification requirements of other agencies, including notification to Miss Utility at 1-800-441-8355.

Grading permit shall be voided if work is not started within 30 days of issuance.

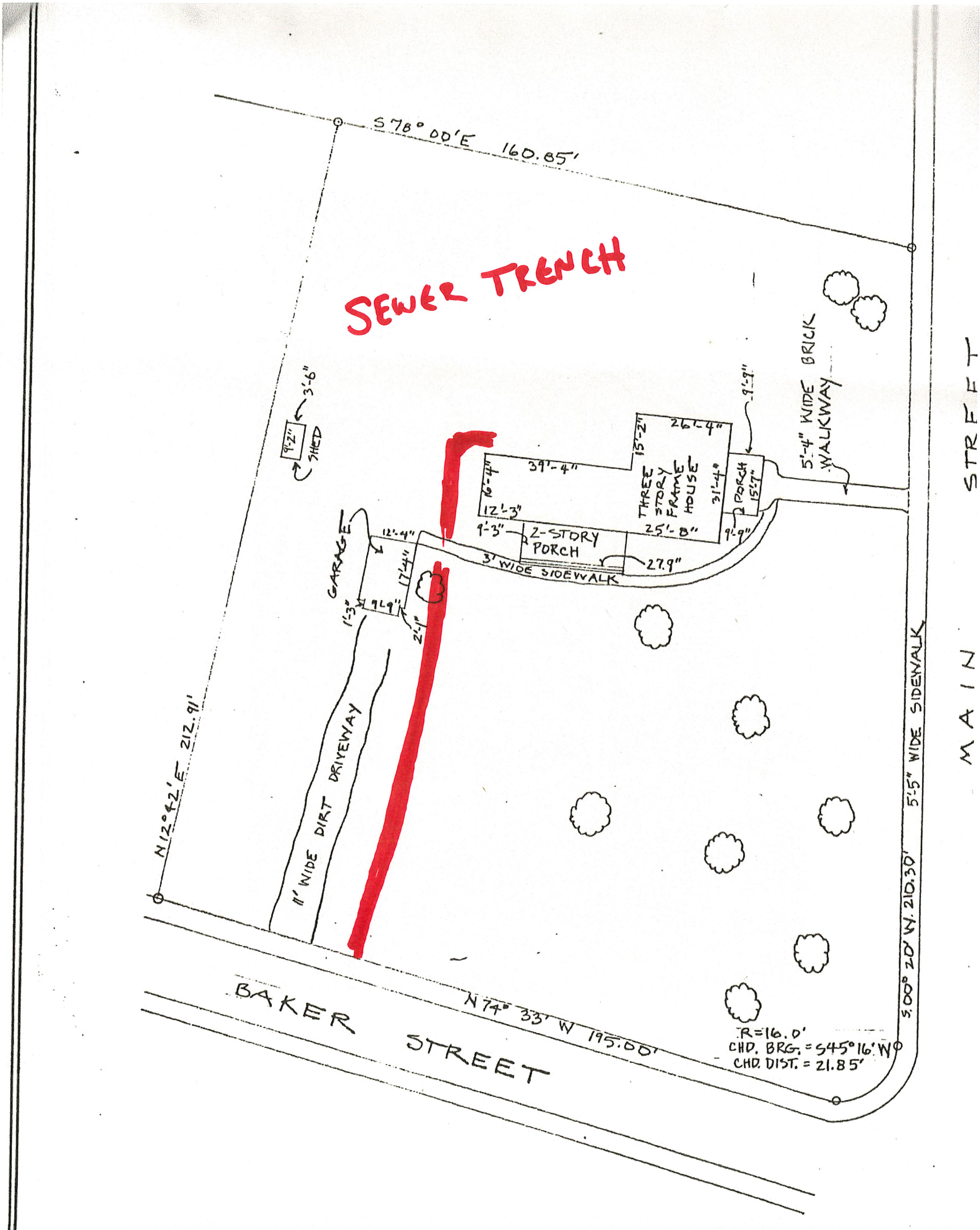
Applicant must obtain any necessary approvals from the Worcester County Soil Conservation District to ensure compliance with Erosion and Sediment Control regulations.

Signature of Applicant

08/18/2026
Date

Approvals:

Water Department: DB	Date: 8/31/26	Wastewater Department: 8/31/26	Date: DB
Electric Department: AP	Date: 8/26/26	Public Works Department: JC	Date: 8/25/26
Stormwater Management: JL	Date: 8/26/26	Planning and Zoning: RH	Date: 8/25/26



S 78° 00'E 160.85'
SEWER TRENCH
3'-6"
9'-2"
SHED
9'-9"
5'-4" WIDE BRICK WALKWAY
26'-4"
15'-2"
39'-4"
16'-4"
12'-3"
THREE STORY FRAME HOUSE
31'-4"
PORCH 15'-7"
25'-8"
9'-9"
9'-3"
2-STORY PORCH
27.9"
3' WIDE SIDEWALK
12'-4"
GARAGE
17'-4"
1'-3"
9'-9"
2'-1"
11' WIDE DIRT DRIVEWAY
N12°42'E 212.91'
MAIN STREET
5'-5" WIDE SIDEWALK
S.00° 20' W. 210.30'
R=16.0'
CHD. BRG. = S45°16' W
CHD. DIST. = 21.85'
N74° 33' W 195.00'
BAKER STREET

Maryland Department of Planning Contact

TOWN OF BERLIN
Quarterly Report of PJM Activities
Fourth Quarter FY 2026

April through June 2026

Month	Energy Sold (kWh)	AMP Bill [1]	PJM Charges	PJM ARR Credit	Fuel, Lube, Other Costs [2]	Total Power Costs	Cost Per kWh Sold
April	3,224,589	$227,554	$167,491	($25,662)	$46,985	$416,369	$0.12912
May	3,263,219	$221,741	-$24,272	($27,582)	$47,173	$217,060	$0.06652
June	3,848,420	$265,063	$119,759	($31,218)	$60,907	$414,510	$0.10771
Total	**10,336,228**	**$714,358**	**$262,978**	**($84,462)**	**$155,065**	**$1,047,938**	**$0.10139**

PJM Capacity Charges			
Period [3]	Obligation	$/kW-day	
2024-25	5,643 kW	$0.16911	
2025-26	4,771 kW	$0.27043	
2026-27	4,281 kW	$0.32908	[4]

PJM Transmission Charges			
Year	Obligation	$/kW-day	
2024	5,300 kW	$0.16145	
2025	5,700 kW	$0.17587	
2026	5,200 kW	$0.18306	[4]

Upcoming Commitments

Long Term FTR Auction Various Times Throughout the Year - AMP to participate on behalf of the Town

FTR Auction (Financial Transmission Rights) -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences. AMP purchased: 2026-2027: 3.6 MW 7x24 & 1.5 MW OP

Annual ARR Allocation March-April 2026 - AMP to participate on behalf of the Town

Transmission credits to offset a portion of Network Integration Transmission Service (NITS) charges. 5.2 MW awarded in the allocation.
Anticipated credit for June 1, 2026 through May 31, 2027: $392,450

Annual FTR Auction April-May 2026 - AMP to participate on behalf of the Town

Financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences.
AMP purchased 2.4 MW 7x24 and 0.5 MW OP for Berlin for June 2026 to May 2027.

Monthly FTR Auctions - AMP to participate on behalf of the Town

FTR Auctions at various times -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences.
AMP purchased various monthly FTRs for Berlin July 2025 through June 2026

PJM Officer Certification Form - PJM's Minimum Participation Requirements due April 30, 2026

[1] Blue Creek Wind ($0.058/kWh purchased, January 1, 2026-December 31, 2029) 0.6 MW 7x24
Remaining Requirements ($0.06585/kWh purchased, January 1, 2026-December 31, 2026), excludes Renewables
[2] Power Plant Fuel & Lube Oil Costs, Annual Net Metering Settlements, and Renewables Costs
[3] June 1 through May 31
[4] Projected

September 14, 2026
Weekly Report

Departments This Week:

Town Administrator

SAVE THE DATE: REMINDER: Unless otherwise noted, meetings will be held at the Berlin Library until Town Hall Renovations are completed.

- ***Monday, September 14: 5:00 PM Joint Work Session with the Planning Commission to discuss the ADU Ordinance; first reading is currently scheduled for the Mayor and Council Meeting immediately following.
- ***Monday, September 14: 6:00 PM Regular Session immediately following the Work Session above; Closed TBD but would immediately follow.
- Monday, September 28: Closed TBD, Regular Session, 6:00 PM
- Tuesday, September 29, 5:30 PM: Board of Elections Meeting
- Tuesday, October 6, 7 AM to 7 PM: Town Election
- Monday, October 12: Most Town offices closed for Indigenous Peoples' Day.
- Newport Bay Partnership, EA, and Town continue to discuss stormwater mitigation possibilities on private property. Plan to discuss further on September 28th, subject to change.
- Reminder to all that if anyone wishes to tour Town Hall, they must arrange with Jimmy so that he can provide sufficient notice to the contractor and arrange or confirm appropriate safety protocols.

Economic and Community Development
- Compiling multiple Maryland Public Information Act (MPIA) requests. This work will continue throughout the month

Electric
- Trimmed trees off the 220 circuit
- Repaired numerous cross arms on the 210 circuit
- Installed AMI meters
- Changed out OH transformer
- Reframed three poles on Bay St
- Fixed broken streetlights
- Read demand meters
- Installed conduit at town hall
- Generated for Peake shaving
- Greased equipment at power plant

Finance Director
Continues to work on:
- FY 2026 Audit completion, outstanding reports for auditors.
- FY 2026 quarter performance. Preparation of financial highlights.
- FY 2026 capital projects for fixed assets.
- ChargePoint station contract review and billing reconciliations.
    - AMI meter opt-out PSC tariff and hearing, meetings, discussions

- Tyler's credit card processing and fees
- New credit card processing discussions.
- Grants, water loans, public works bond, electric AMI meters bond
- Opioid settlements, outstanding plan, and questions. Program implementation with Hope 4 Recovery.
- Bank accounts review, collateral coverage, positive pay implementation.
- CDA Bond paperwork, bond records 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
- Check processing and credit card payments, review registers, checks, and the Town’s card payments - Shirley
- Department meetings scheduled, projects, and planning.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting

Human Resources Department

- Processed payroll and all related reports on 08/24/26 & on 09/04/26.
- Onboarded a full-time PCO on 08/24/26 and two part-time PCO's, one on 08/26/26 and one on 08/28/26.
- Per the Mayor, Administrative Assistant II interviews/hiring has been placed on hold until we have an opportunity to review if we need to restructure any job functions in Administration during other internal changes.
- Completed FMLA paperwork for two employees.
- Responded to a PIA for employee demographics.
- Working on the Worker's Compensation Audit.
- Gathering information for the PKS Audit.
- Completed random quarterly drug screenings for staff on 08/26/26.
- Attended the Summer Staff Gathering on 08/25/26. Thank you to all who contributed to the planning, particularly Jamey, Jimmy, Michelle, and Hannah.
- Working with Natalie to ensure the Town is enrolled in the FAMLI program, we intend to seek a private plan through a consortium with MABE, MML, and MACO, but we are still required to establish an account.
- Working on a Human Resources Succession Guide for my replacement.
- Open positions:
    - Administrative Assistant II - Administration (on hold)
    - Police Officer - entry-level and lateral - Police
    - Distribution and Collection Technician - Water and Wastewater
    - Plant Operator I - Wastewater
    - Human Resources Director - Administration (coming soon)
    - Town Administrator - Administration (coming soon)
    - Customer Service Representative - Customer Service/Finance (coming soon)

Planning Department

- HDC meeting- 9/2/26
- BZA meeting- 9/2/26
- Preparing for the September Planning Commission meeting- 9/15/26
- Attended the Comprehensive Plan Work Session- 8/31/26
- Virtual ADU meeting
- Preparing for the ADU Work Session- 9/14/26
- Plan review meeting with consultant
- Technical Review Meeting
- Revising the Open Burning ordinance
- Revising Town applications- Fence permit application is now available
- Ongoing review of development projects
- Received applications for: Building permits- 12, Grading/Excavation permits- 2, Sign permits- 5, Fence permits- 2, Demolition- 1, Contractors License- 6, Business License- 1, PIA- 2
- Released applications for: Building permits- 7, Fence- 2, Grading- 2, Sign- 1
- Issued door tags/verbal warnings/corrective action letters for: Grass- 7, Sign- 1, Junk- 2, Vehicles- 1, Exterior- 4, Traffic obstruction- 3, Unpermitted work- 2
- Reviewed Sustainable Maryland Initiative and collected data
- ESRI training
- Implementation of Electric Utility Foundation
- Created trash/recycling routes

Police Department

- 8/19 Cpl. Lloyd, Cpl. Bratten, Mental Health training S.O. Shockley, S.O. Staley, Pfc. Collins, Pfc. Duncan, Pfc. Ebke
- 8/20 Sgt. Collins, S.O. Staley Crime Prevention Golf Tournament Pfc. Ebke, Pfc. Collins
- 8/21 S.O. Shockley, Pfc. Duncan Chili festival
- 9/2 Cpl. Lloyd, Cpl. Bratten, Mental Health Training S.O. Shockley, S.O. Staley, Pfc. Collins, Pfc. Duncan, Pfc. Ebke
- 9/2 Sgt. Collins, Cpl. Lloyd Evidence Collection Training Cpl. Bratten, S.O. Shockley, S.O. Staley, Pfc. Collins, Pfc. Duncan, Pfc. Ebke

Public Works

- PW crews have been working to limb up areas around town where trees may pose a roadway hazard or an inconvenience to patrons on the sidewalk. We have completed most areas in town and will continue this work in the coming weeks.
- We will be assisting with the coming Fiddler's Convention on 9/18+9/19. PW will provide crewing for the event, as well as traffic control, trash collection, and setup/teardown help.
- Trash and recycling continues as normal.
- Daily maintenance in parks and town-owned areas

Water Resources

- Staff attended the TriCon Conference in OCMD
- Staff attended an Electroscan technology demo/training
- Held bid openings for the Abbey/Westminster/Upshur stormwater project and the Bottle Branch Sewer Lining project
- Pulled and cleaned lift stations throughout town

- Had an emergency repair on the SBR 1 motor at the WWTP
- Replaced the PLC Communication system at the WWTP
- Pressed Sludge
- Cut grass throughout Town properties
- Prepared and attended the Town Staff Gathering

Check Run Report

7.30.26

8.05.26

8.10.26

8.13.26

8.21.26

Payment Register

APPKT03792 - 20260730SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0004051	BRUCE WAGNER					60.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		07/30/2026	60.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
7/30/26	CHIPS FOR NATIONAL NIGHT OUT	07/30/2026	07/30/2026	0.00	60.00

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		1	1	0.00	60.00
		Packet Totals:	**1**	**1**	**0.00**	**60.00**

Cash Fund Summary

Fund	Name		Amount
98	POOLED CASH		-60.00
		Packet Totals:	**-60.00**

Payment Register

Town of Berlin, MD

APPKT03796 - 20260805SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL					2,626.70
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	2,626.70
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
204688	PROJ 0050A109.G01 POWELLTON AVE WELL BLDG ADDIT	06/30/2026	06/30/2026	0.00	1,500.00	
204689	PROJ 0050A115.B01 STEPHEN DECATUR PK COMF STATIO	06/30/2026	06/30/2026	0.00	739.20	
204690	PROJ 0050A119.A01 BER LEAD SVC LN INVT MDE#DWBL/I	06/30/2026	06/30/2026	0.00	387.50	

Vendor Number	Vendor Name					Total Vendor Amount
0000784	EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC					21,972.50
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	21,972.50
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
2026-00027963	PROJ 16616-01-00 TM ON-CALL SWM SUPPORT	06/30/2026	06/30/2026	0.00	15,722.50	
2026-00027965	PROJ 64371-01-00-LS FLOOD MITIGATION PLAN	06/30/2026	06/30/2026	0.00	6,250.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003170	EASTERN LIFT TRUCK CO, INC					401.05
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	401.05
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
749305	LIFT TRUCK REPAIR	06/30/2026	06/30/2026	0.00	401.05	

Vendor Number	Vendor Name					Total Vendor Amount
0000949	GEORGE S COYNE CHEMICAL					5,328.12
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	5,328.12
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
479237	POLYMER	06/30/2026	06/30/2026	0.00	5,328.12	

Vendor Number	Vendor Name					Total Vendor Amount
0001316	LOCAL GOVERNMENT INSURANCE TRUST					455.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	455.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
7202026	ONLINE CAMPUS OVERUSE	06/30/2026	06/30/2026	0.00	455.00	

Vendor Number	Vendor Name					Total Vendor Amount
0001725	PPC LUBRICANTS					922.35
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	922.35
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
2441300	55 GAL DRYDENE DIESEL ALL DEF	06/30/2026	06/30/2026	0.00	922.35	

Vendor Number	Vendor Name					Total Vendor Amount
0001978	SOUTHEASTERN TRANSFORMER CO, INC					3,039.60
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	3,039.60
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
127819	REPAIR TRANSFORMER	06/30/2026	06/30/2026	0.00	3,039.60	

Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					870.75

Payment Type	Payment Number	Payment Date	Payment Amount
Check		08/05/2026	870.75

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
S014556937.001	ALUM 6FT OVERHEAD STREET LIGHT ARMS	06/30/2026	06/30/2026	0.00	870.75

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		11	8	0.00	35,616.07
		Packet Totals:	**11**	**8**	**0.00**	**35,616.07**

Cash Fund Summary

Fund	Name		Amount
98	POOLED CASH		-35,616.07
		Packet Totals:	**-35,616.07**

Payment Register

Town of Berlin, MD

APPKT03807 - 20260813SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name				Total Vendor Amount
0003737	1NTEGER/TECHMD/ICS				3,200.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	3,200.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
699205	1NTEGER SECURITY SERVICES	08/11/2026	08/11/2026	0.00	3,200.00

Vendor Number	Vendor Name				Total Vendor Amount
0000015	ABC PRINTERS INC				75.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	75.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
67439	TERMINATION/CUT CARDS	08/10/2026	08/10/2026	0.00	75.00

Vendor Number	Vendor Name				Total Vendor Amount
0002406	AE MOORE JANITORIAL INC				213.68
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	213.68
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
137671	TOILET PAPER AND CLEANING SUPPLIES	08/06/2026	08/06/2026	0.00	213.68

Vendor Number	Vendor Name				Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS				3,063.09
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	3,063.09
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
IN306729	ABS CONTRACT TH, PZ & ECO, BILLING SUP & OVERAGES	08/10/2026	08/10/2026	0.00	3,063.09

Vendor Number	Vendor Name				Total Vendor Amount
0000090	AFLAC				936.38
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	936.38
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
854295	FY27 AFLAC EMPLOYEE PAID SUPPLEMENTAL INSURANCE	08/10/2026	08/10/2026	0.00	936.38

Vendor Number	Vendor Name				Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC				136.27
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	136.27
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
6844535-00	8 FT DIGGING SHOVEL (0SHKOSH)	08/05/2026	08/05/2026	0.00	136.27

Vendor Number	Vendor Name				Total Vendor Amount
0002612	AT&T MOBILITY				5,495.25
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	5,495.25
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
AUG FY 27	AT&T TOWN OWNED CELL PHONES & DEVICES FY27	08/13/2026	08/13/2026	0.00	5,495.25

Vendor Number	Vendor Name					Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC					18,433.75
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	18,433.75
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
8282515482	PROJ P.0970431.F.51 NERLIN RATE CASE		08/10/2026	08/10/2026	0.00	197.00
8282515508	PROJ P.0916450.F.50 FINANCIAL SERVICES RATE SVC RE		08/10/2026	08/10/2026	0.00	18,236.75

Vendor Number	Vendor Name					Total Vendor Amount
0000453	CAPITAL ELECTRIC SUPPLY COMPANY					312.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	312.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
S062963289.001	LED RETRO STREET LIGHT BULBS FOR VICTORIAN LIGHTS		08/12/2026	08/12/2026	0.00	312.00

Vendor Number	Vendor Name					Total Vendor Amount
0003577	CAREFLEX LLC					1,205.50
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	1,205.50
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
2607-13306	CAREFLEX HRA & FSA ADMIN FEES		08/10/2026	08/10/2026	0.00	1,205.50

Vendor Number	Vendor Name					Total Vendor Amount
0000480	CATO OIL CO., INC.					14,482.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	14,482.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
CFSI-11090	TOWN VEHICLE GAS		08/05/2026	08/05/2026	0.00	14,482.00

Vendor Number	Vendor Name					Total Vendor Amount
0003914	CHESAPEAKE UTILITIES CORPORATION & SUBS					17,542.13
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	17,542.13
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
200002458210 JULY FY 27	NATURAL GAS SERVICE		08/10/2026	08/10/2026	0.00	126.40
200002458681 JUL FY 27	NATURAL GAS SUPPLY		08/12/2026	08/12/2026	0.00	17,415.73

Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					3,291.73
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	3,291.73
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
414700 JUL FY 27	UTILITY SERVICE FOR SPRAY SITES		08/13/2026	08/13/2026	0.00	3,291.73

Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					302.34
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	302.34
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
17363075 JUL FY 27	RUGS, TOWELS, COVERALL SERVICE		08/13/2026	08/13/2026	0.00	145.08
5352897410	SAFETY SUPPLIES AND REPLENISHMENT		08/11/2026	08/11/2026	0.00	157.26

Vendor Number	Vendor Name					Total Vendor Amount
0003661	COLLIN SHOCKLEY					3,251.50
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	3,251.50
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
8/12	COLLEGE TUITION		08/12/2026	08/12/2026	0.00	3,251.50

Vendor Number	Vendor Name					Total Vendor Amount
0000581	COMPTROLLER OF MARYLAND					656.78
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	656.78
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
JULY FY 27	ENVIRONMENTAL TRUST FUND REPORT		08/11/2026	08/11/2026	0.00	656.78

Vendor Number	Vendor Name					Total Vendor Amount
0000584	COMPTROLLER OF MARYLAND					2,427.24
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	2,427.24
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
JULY FY 2027	ELECTRIC UNIVERSAL SERVICE FUND		08/11/2026	08/11/2026	0.00	2,427.24

Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					137.37
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	137.37
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
093832	DRINKING WATER & COOLER RENTAL FEE		08/06/2026	08/06/2026	0.00	8.75
613819	DRINKING WATER & COOLER RENTAL FEE		08/06/2026	08/06/2026	0.00	93.47
614530	DRINKING WATER & COOLER RENTAL FEE		08/11/2026	08/11/2026	0.00	35.15

Vendor Number	Vendor Name					Total Vendor Amount
0000795	EASTERN SHORE FOREST PRODUCTS INC					236.75
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	236.75
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
298110	DIRT HENRY PARK		08/06/2026	08/06/2026	0.00	88.00
298147	DIRT HENRY PARK		08/06/2026	08/06/2026	0.00	148.75

Vendor Number	Vendor Name					Total Vendor Amount
0000860	ESRI					4,200.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	4,200.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
900305169	ARCGIS ONLINE PROF PLUS ANNUAL SUBSCRIPTION		08/13/2026	08/13/2026	0.00	4,200.00

Vendor Number	Vendor Name					Total Vendor Amount
0000899	FIRE PROTECTIVE SERVICE					139.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	139.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
126618	SEMI-ANNUAL FIRE-ALARM INSPECTION (ELECTRIC DEPT		08/05/2026	08/05/2026	0.00	139.00

Vendor Number	Vendor Name					Total Vendor Amount
0000922	FREEMIRE & ASSOCIATES					4,744.73
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	4,744.73
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
2602965-IN	HIGH TIDE MONITORING 2026 CONTRACT		08/05/2026	08/05/2026	0.00	4,744.73

Vendor Number	Vendor Name					Total Vendor Amount
0000930	GALLS LLC					488.36
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	488.36
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
035820302,035828614	UNIFORM EQUIPMENT FOR NEW HIRE STALEY		08/05/2026	08/05/2026	0.00	488.36

Vendor Number	Vendor Name					Total Vendor Amount
0004059	GARRETT PURNELL					35.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	35.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
REFUND 8/8	PARK RESERVATIION DEPOSIT		08/11/2026	08/11/2026	0.00	35.00

Vendor Number	Vendor Name					Total Vendor Amount
0003720	GEORGE FREDERICK EGGERS					105.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	105.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
7/13 AUG	FARMER'S MARKET MANAGER		08/06/2026	08/06/2026	0.00	105.00

Vendor Number	Vendor Name					Total Vendor Amount
0000971	GRAN TURK EQUIPMENT CO					2,163.43
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	2,163.43
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
240149P	FIX BROKEN TIPPER ON TRUCK 15		08/06/2026	08/06/2026	0.00	2,163.43

Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					530.64
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	530.64
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
42671948	GREAT AMERICA COPIER LEASE SHIRLEY'S MACHINE		08/10/2026	08/10/2026	0.00	75.60
42719173	GREAT AMERICA LEASE COPIERS TH, PZ/ECON, MICHELLE		08/11/2026	08/11/2026	0.00	455.04

Vendor Number	Vendor Name					Total Vendor Amount
0000968	GROUNDWORK SOLUTIONS INC					3,485.86
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	3,485.86
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
2242607	EFFLUENT METER REPLACEMENT		08/05/2026	08/05/2026	0.00	3,485.86

Vendor Number	Vendor Name					Total Vendor Amount
0003746	HALEY ARCHITECTURE					4,947.50
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	4,947.50
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
BERL TOWN HALL - 19	TOWN HALL RENOVATION DESIGN DEVELOP BUILD		08/05/2026	08/05/2026	0.00	4,947.50

Vendor Number	Vendor Name					Total Vendor Amount
0003800	HAWKINS INC					3,110.80
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	3,110.80
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
7519646	HYPOCHLORIDE		08/05/2026	08/05/2026	0.00	3,110.80

Vendor Number	Vendor Name					Total Vendor Amount
0001083	J & A BOTTLELESS WATER COOLERS INC					168.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	168.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
74511	QUARTERLY WATER COOLER		08/05/2026	08/05/2026	0.00	168.00

Vendor Number	Vendor Name				Total Vendor Amount
0003109	JAMES BRADFORD FARM TRUST				2,022.50
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	2,022.50
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
BOUNDS PAYMENT JUL FY 27	JAMES BOUNDS BOND SPRAY SITE	08/13/2026	08/13/2026	0.00	2,022.50

Vendor Number	Vendor Name				Total Vendor Amount
0003110	JESSE JONES FARM TRUST				2,022.50
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	2,022.50
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
BOUNDS PAYMENT JUL FY 27	JAMES BOUNDS BOND SPRAY SITE	08/13/2026	08/13/2026	0.00	2,022.50

Vendor Number	Vendor Name				Total Vendor Amount
0001316	LOCAL GOVERNMENT INSURANCE TRUST				345.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	345.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
127236	LIABILITY INSURANCE ON TRAILERS IN PW	08/05/2026	08/05/2026	0.00	345.00

Vendor Number	Vendor Name				Total Vendor Amount
0001349	MAIL MOVERS				411.80
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	411.80
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
52391	MAILMOVERS OUTSOURCED MAIL	08/13/2026	08/13/2026	0.00	411.80

Vendor Number	Vendor Name				Total Vendor Amount
0004060	MARY MOORE				35.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	35.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
REFUND 8/9	PARK RESERVATIION DEPOSIT	08/11/2026	08/11/2026	0.00	35.00

Vendor Number	Vendor Name				Total Vendor Amount
0001393	MARYLAND DEPT OF THE ENVIRONMENT				593.16
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	593.16
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
AD018904	SLUDGE PERMIT	08/05/2026	08/05/2026	0.00	593.16

Vendor Number	Vendor Name				Total Vendor Amount
0002937	MARYLAND DEPT OF THE ENVIRONMENT				2,000.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	2,000.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
AG15789	EMISSION BASED RATE / CLEAN AIR FUND	08/05/2026	08/05/2026	0.00	2,000.00

Vendor Number	Vendor Name				Total Vendor Amount
0001433	McMASTER-CARR				156.55
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				08/13/2026	156.55
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
69554860, 69328042	PARTS FOR WWTP	08/05/2026	08/05/2026	0.00	156.55

Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/13/2026	3,150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 08/09/2026	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFFER COMP	08/10/2026	08/10/2026	0.00	3,150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003076	NCSI					20.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/13/2026	20.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
71987	PREEMPLOYMENT BACKGROUND FREEMAN	08/05/2026	08/05/2026	0.00	20.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003853	OLD LINE HOLDING COMPANY INC					19,459.06
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/13/2026	19,459.06	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2026-	ANNUAL LEASE AGREEMENT FOR 5/1/26 - 4/30/27	08/11/2026	08/11/2026	0.00	19,459.06	

Vendor Number	Vendor Name					Total Vendor Amount
0001625	ONE CALL CONCEPTS, INC.					38.85
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/13/2026	38.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6076174	MISS UTILITY TICKETS	08/05/2026	08/05/2026	0.00	38.85	

Vendor Number	Vendor Name					Total Vendor Amount
0004026	PARADOX PRINTING CO					1,916.88
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/13/2026	1,916.88	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1353	TWO TAHOE DECAL REMOVAL AND INSTALLATION	08/05/2026	08/05/2026	0.00	1,916.88	

Vendor Number	Vendor Name					Total Vendor Amount
0001677	PENINSULA DRY CLEANERS, INC					35.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/13/2026	35.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3964	DRY CLEANING SERVICE	08/10/2026	08/10/2026	0.00	35.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003297	PHYLLIS G KIMMEL LAW OFFICE PLLC					1,722.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/13/2026	1,722.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
321	ELECTRIC LEGAL SERVICES	08/06/2026	08/06/2026	0.00	1,722.00	

Vendor Number	Vendor Name					Total Vendor Amount
0004058	RAECHAL CUSTER					35.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/13/2026	35.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND 8/9	PARK RESERVATIION DEPOSIT	08/11/2026	08/11/2026	0.00	35.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003040	REAL PROPERTY MAINTENANCE LLC					585.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	585.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
i1044	OUTDOOR A/C UNIT REPAIR INSPECTION		08/10/2026	08/10/2026	0.00	585.00

Vendor Number	Vendor Name					Total Vendor Amount
0003632	RICHARD DUNCAN					75.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	75.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
INV0000573	GYM MEMBERSHIP REIMBURSEMENT DUNCAN		08/05/2026	08/05/2026	0.00	75.00

Vendor Number	Vendor Name					Total Vendor Amount
0003941	SHORITE CONTROLS LLC					1,753.27
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	1,753.27
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
21858,21838	EFFLUENT METER		08/05/2026	08/05/2026	0.00	1,753.27

Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					1,061.88
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	1,061.88
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
S014662551.001	LIGHTING ARRESTOR PDV-100		08/11/2026	08/11/2026	0.00	1,061.88

Vendor Number	Vendor Name					Total Vendor Amount
0003461	TECHMD					1,807.50
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	1,807.50
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
698475	IT SERVICES - MICROSOFT 365 LICENSES		08/11/2026	08/11/2026	0.00	1,699.50
699927	TECHMD LOGMEIN PRO ANNUAL FEE FOR JAMEY L.		08/10/2026	08/10/2026	0.00	108.00

Vendor Number	Vendor Name					Total Vendor Amount
0003453	TONY LAWSON					35.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	35.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
REFUND 8/3	PARK RESERVATION DEPOSIT		08/05/2026	08/05/2026	0.00	35.00

Vendor Number	Vendor Name					Total Vendor Amount
0002163	TOWN OF BERLIN					36,879.60
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	36,879.60
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
AUG FY 27	TOWN UTILITY BILLINGS		08/10/2026	08/10/2026	0.00	36,879.60

Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					359.18
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	359.18
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
1430248445	UNIFORM FOR ALL CREW MEMBERS		08/06/2026	08/06/2026	0.00	172.33
1430249470	UNIFORM FOR ALL CREW MEMBERS		08/11/2026	08/11/2026	0.00	186.85

Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					30.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	30.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 08/09/2026	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	08/10/2026	08/10/2026	0.00	30.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002220	USA BLUEBOOK					2,119.31
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	2,119.31
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV01105286	POLY SEED, ACID, AMMONIA, BOD PROBE, CULTER TUBES	08/05/2026	08/05/2026	0.00	2,119.31	

Vendor Number	Vendor Name					Total Vendor Amount
0002231	VA MD & DE ASSOC OF ELECTRIC COOPERATIVES					1,100.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	1,100.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
36436349	LINEMAN WORKER TRAINING CHARLES MCWILLIAMS	08/05/2026	08/05/2026	0.00	1,100.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002233	VALERIE J MANN					1,100.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	1,100.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8/7/26	GRANTS CONTRACTS WRITING	08/10/2026	08/10/2026	0.00	350.00	
JUL 30 2026	GRANTS CONTRACTS WRITING	08/05/2026	08/05/2026	0.00	750.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					1,071.21
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	1,071.21
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P2665368	WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	08/05/2026	08/05/2026	0.00	1,071.21	

Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					13,699.20
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	13,699.20
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
JULY FY 27	REFUSE, RECYCLE, CAN PULLS AND DEMOLITIONS	08/11/2026	08/11/2026	0.00	13,699.20	

Vendor Number	Vendor Name					Total Vendor Amount
0002384	WORCESTER YOUTH & FAMILY COUNSELING SERVICES					22,617.31
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/13/2026	22,617.31
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8/8/2026 FY 27	FY27 BERLIN YOUTH PROGRAM	08/11/2026	08/11/2026	0.00	22,617.31	

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		72	62	0.00	217,773.84
		Packet Totals:	**72**	**62**	**0.00**	**217,773.84**

Cash Fund Summary

Fund	Name		Amount
98	POOLED CASH		-217,773.84
		Packet Totals:	**-217,773.84**

Payment Register

Town of Berlin, MD

APPKT03813 - 20260821SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0003530	STEVEN COOPER					50.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/21/2026	50.00
Payable Number	**Description**		**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
8/17 REFUND	WASTEWATER 5A EXAM APPLICATION		08/20/2026	08/20/2026	0.00	50.00

Vendor Number	Vendor Name					Total Vendor Amount
0000060	ACTION ISLAND GRAPHICS					1,273.85
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/21/2026	1,273.85
Payable Number	**Description**		**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
INV0000578	SHIRTS FOR GOLF TOURNAMENT		08/20/2026	08/20/2026	0.00	1,273.85

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					781.58
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/21/2026	781.58
Payable Number	**Description**		**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
137653	STAFF SUMMER GATHERING		08/21/2026	08/21/2026	0.00	354.22
138036	TOILET PAPER AND CLEANING SUPPLIES		08/20/2026	08/20/2026	0.00	427.36

Vendor Number	Vendor Name					Total Vendor Amount
0003747	BECKER MORGAN GROUP INC					5,551.84
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/21/2026	5,551.84
Payable Number	**Description**		**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
2026200.00-1	TH RENOVATION TRUSS EVALUATION		08/19/2026	08/19/2026	0.00	5,551.84

Vendor Number	Vendor Name					Total Vendor Amount
0000405	BRASURE'S PEST CONTROL INC					247.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/21/2026	247.00
Payable Number	**Description**		**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
1039991	OUTSIDE SPRAY FOR WELCOME CENTER		08/20/2026	08/20/2026	0.00	247.00

Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					456.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/21/2026	456.00
Payable Number	**Description**		**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
APP-7R-029	FINGERPRINTING		08/19/2026	08/19/2026	0.00	456.00

Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					2,082.16
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/21/2026	281.80
Payable Number	**Description**		**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
41 016 0023325 SEPT FY 27	INTERNET & DIGITAL SERVICES		08/21/2026	08/21/2026	0.00	281.80
Check					08/21/2026	298.94
Payable Number	**Description**		**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
41 016 0041947 SEPT FY 27	INTERNET & DIGITAL SERVICES		08/21/2026	08/21/2026	0.00	298.94

Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/21/2026	271.80

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0042184 SEPT FY 27	INTERNET & DIGITAL SERVICES	08/21/2026	08/21/2026	0.00	271.80

Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/21/2026	637.03

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0043323 SEPT FY 27	INTERNET & DIGITAL SERVICES	08/21/2026	08/21/2026	0.00	637.03

Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/21/2026	246.85

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0043547 SEPT FY 27	INTERNET & DIGITAL SERVICES	08/21/2026	08/21/2026	0.00	246.85

Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/21/2026	298.94

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0149930 SEPT FY 27	INTERNET & DIGITAL SERVICES	08/21/2026	08/21/2026	0.00	298.94

Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/21/2026	46.80

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 053157 AUG FY 27	TELEVISION SERVICE POLICE DEPT 0053157	08/19/2026	08/19/2026	0.00	46.80

Vendor Number	Vendor Name	Total Vendor Amount
0000578	COMPLIANCE ASSURANCE ASSOCIATES INC	550.00

Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/21/2026	550.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
24563	SMOKE SCHOOL TRAINING B FORTUNE, E WEBB	08/21/2026	08/21/2026	0.00	550.00

Vendor Number	Vendor Name	Total Vendor Amount
0003443	CORE & MAIN LP	13,248.62

Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/21/2026	13,248.62

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
Z470610	METER SOFTWARE LICENSE RENEWAL ANNUAL SUBSCRIP	08/20/2026	08/20/2026	0.00	8,436.12
Z486615	ANNUAL NEPTUNE MY360 10 MONTH SUBSCRIPTION	08/20/2026	08/20/2026	0.00	4,812.50

Vendor Number	Vendor Name	Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL	23,650.67

Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/21/2026	23,650.67

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
205342	PROJ 0050A124.002 PURNELL CROSSING PHASE 5	08/20/2026	08/20/2026	0.00	146.25
205343	PROJ 0050A124.003 ON CALL PLANNING SVCS	08/20/2026	08/20/2026	0.00	2,193.75
205344	PROJ 0050A124.008 ON CALL PLANNING WAWA	08/20/2026	08/20/2026	0.00	97.50
205345	PROJ 0050A124.010 HERON PARK	08/20/2026	08/20/2026	0.00	4,124.34
205346	PROJ 0050A124.016 BUCKINGHAM ELEMENTARY SCHOOI	08/20/2026	08/20/2026	0.00	97.50
205347	PROJ 0050A124.017 ON CALL PLANNING	08/20/2026	08/20/2026	0.00	243.75
205445	PROJ 0050A002.001 GEN ON CALL ENGINEERING SVCS	08/21/2026	08/21/2026	0.00	6,120.25
205446	PROJ 0050A002.092 BERLIN SIMPLE FIBER TOWN OF BERI	08/21/2026	08/21/2026	0.00	77.50
205447	PROJ 0050A002.100 HERON PK LOT LINE RECONFIGURATI	08/21/2026	08/21/2026	0.00	992.50
205448	PROJ 0050A002.102 BOTTLE BRANCH RD SEWER LINING	08/21/2026	08/21/2026	0.00	5,158.82
205450	PROJ 0050A122.D01 MULTI-PURPOSE BLDG DEMOLITION	08/21/2026	08/21/2026	0.00	1,250.00
205451	PROJ 0050A122.E01 INSPECTION SVCS 130 FLOWER ST	08/21/2026	08/21/2026	0.00	3,148.51

Vendor Number	Vendor Name	Total Vendor Amount
0002092	DPSCS - ITCD	112.00

Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/21/2026	112.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
AB6-07-420	METER LOG ON	08/19/2026	08/19/2026	0.00	112.00

Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					116.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/21/2026	116.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
615328	DISTILLED WATER	08/20/2026	08/20/2026	0.00	52.49	
615334	DRINKING WATER & COOLER RENTAL FEE	08/20/2026	08/20/2026	0.00	64.31	

Vendor Number	Vendor Name					Total Vendor Amount
0000795	EASTERN SHORE FOREST PRODUCTS INC					232.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/21/2026	232.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
297368	MULCH ANCHOR SDP	08/20/2026	08/20/2026	0.00	144.00	
298478	DIRT GRADEN SOIL PLANTER BOX POND SIDE	08/21/2026	08/21/2026	0.00	88.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					1,708.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/21/2026	1,708.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2602033	WEEKLY DISCHARGE WELL SAMPLES	08/20/2026	08/20/2026	0.00	520.00	
IN2602034	WELL MONITORING	08/20/2026	08/20/2026	0.00	1,188.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003848	FERGUSON ENTERPRISES LLC					1,194.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/21/2026	1,194.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0816394	1" CTS PIPING FOR GRAHAM AVE REPAIR	08/20/2026	08/20/2026	0.00	400.00	
0816543	COUPLINGS 1.5"	08/20/2026	08/20/2026	0.00	794.50	

Vendor Number	Vendor Name					Total Vendor Amount
0000907	FLAG PUBLICATIONS INC					340.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/21/2026	340.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
406143	MISC BERLIN ADS	08/19/2026	08/19/2026	0.00	90.00	
406144	MISC BERLIN ADS	08/19/2026	08/19/2026	0.00	90.00	
406275	MISC BERLIN ADS	08/19/2026	08/19/2026	0.00	30.00	
406276	MISC BERLIN ADS	08/19/2026	08/19/2026	0.00	40.00	
406496	MISC BERLIN ADS	08/20/2026	08/20/2026	0.00	90.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000908	FLEET MAINTENANCE, INC					1,036.33
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/21/2026	1,036.33	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
45796	FIX CHEVY TRAVERSE	08/21/2026	08/21/2026	0.00	1,036.33	

Vendor Number	Vendor Name					Total Vendor Amount
0003842	FLEET SERVICES CO					1,720.81
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/21/2026	1,720.81	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
45702	REPLACE TIRES ON TRUCK #2	08/20/2026	08/20/2026	0.00	1,720.81	

Vendor Number	Vendor Name					Total Vendor Amount
0000930	GALLS LLC					1,012.35
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	1,012.35
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
035961096	UNIFORMS AND EQUIPMENT		08/19/2026	08/19/2026	0.00	1,012.35

Vendor Number	Vendor Name					Total Vendor Amount
0003999	KELLER BROTHERS INC					241,417.61
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	241,417.61
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
APPL #4	TOWN HALL RENOVATION CONTRACT		08/20/2026	08/20/2026	0.00	241,417.61

Vendor Number	Vendor Name					Total Vendor Amount
0001349	MAIL MOVERS					1,755.82
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	1,755.82
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
52403	MAILMOVERS OUTSOURCED MAIL		08/20/2026	08/20/2026	0.00	1,458.86
52432	MAILMOVERS OUTSOURCED MAIL		08/20/2026	08/20/2026	0.00	296.96

Vendor Number	Vendor Name					Total Vendor Amount
0000451	MICHAEL CAMPBELL					200.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	200.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
REIMB 8/17	WORK SAFETY BOOTS		08/20/2026	08/20/2026	0.00	200.00

Vendor Number	Vendor Name					Total Vendor Amount
0004066	MICHAEL FOOKS					35.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	35.00
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
REFUND	PARK RESERVATION DEPOSIT		08/19/2026	08/19/2026	0.00	35.00

Vendor Number	Vendor Name					Total Vendor Amount
0001682	PEP-UP, INC.					1,239.19
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	1,239.19
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
8745814	OFF ROAD FUEL FOR GRASS CUTTERS		08/20/2026	08/20/2026	0.00	1,239.19

Vendor Number	Vendor Name					Total Vendor Amount
0001904	SELBYVILLE TRACTOR & EQUIPMENT INC					107.33
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	107.33
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
72044,043026	PARTS FOR GRASS CUTTERS		08/21/2026	08/21/2026	0.00	107.33

Vendor Number	Vendor Name					Total Vendor Amount
0001932	SHERWIN-WILLIAMS CO.					177.76
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	177.76
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
27721143470826	PAINT AND SUPPLIES		08/20/2026	08/20/2026	0.00	177.76

Vendor Number	Vendor Name					Total Vendor Amount
0003461	TECHMD					4,971.50
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	4,971.50
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
699201	IT SERVICES - CARDS COMPLETE		08/19/2026	08/19/2026	0.00	4,971.50

Vendor Number	Vendor Name					Total Vendor Amount
0002786	THE PETE STORE					1,688.89
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	1,688.89
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
15W179786	REPAIR PARTS FOR TRUCKS		08/21/2026	08/21/2026	0.00	1,688.89

Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					186.85
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	186.85
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
1430250539	UNIFORM FOR ALL CREW MEMBERS		08/20/2026	08/20/2026	0.00	186.85

Vendor Number	Vendor Name					Total Vendor Amount
0002204	UNITED UTILITY SUPPLY					390.43
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	390.43
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
11774332	ZAPSHIELD ANIMAL GUARD GRAY W1526G		08/19/2026	08/19/2026	0.00	390.43

Vendor Number	Vendor Name					Total Vendor Amount
0003950	UNIVAR SOLUTIONS USA LLC					11,767.84
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	11,767.84
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
99276077,99276078	CAUSTIC SODA		08/20/2026	08/20/2026	0.00	11,767.84

Vendor Number	Vendor Name					Total Vendor Amount
0002246	VERIZON-000014448231					973.22
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	973.22
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
14448231 AUG FY 27	TELEPHONE SERVICES		08/19/2026	08/19/2026	0.00	973.22

Vendor Number	Vendor Name					Total Vendor Amount
0002247	VERIZON-000718605643					66.66
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	66.66
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
850-466-066-0001-46 AUG F	TELEPHONE SERVICE 5 MILE BRANCH RD		08/19/2026	08/19/2026	0.00	66.66

Vendor Number	Vendor Name					Total Vendor Amount
0002857	VERIZON-850462866001-13					56.27
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/21/2026	56.27
Payable Number	Description		Payable Date	Due Date	Discount Amount	Payable Amount
850-462-866-0001-13 AUG F	VERIZON TELEPHONE SERVICE		08/19/2026	08/19/2026	0.00	56.27

Vendor Number	Vendor Name	Total Vendor Amount
0002348	WOR WIC COMMUNITY COLLEGE	4,439.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		08/21/2026	4,439.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
14262	MAPP ACADEMY TUITION ESCJA	08/19/2026	08/19/2026	0.00	4,439.00

Vendor Number	Vendor Name	Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL	831.20

Payment Type	Payment Number	Payment Date	Payment Amount
Check		08/21/2026	831.20

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
309 JUL FY 27	SLUDGE DISPOSAL - LANDFILL	08/20/2026	08/20/2026	0.00	831.20

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		64	42	0.00	325,669.08
		Packet Totals:	**64**	**42**	**0.00**	**325,669.08**

Cash Fund Summary

Fund	Name		Amount
98	POOLED CASH		-325,669.08
		Packet Totals:	**-325,669.08**

Payment Register

Town of Berlin, MD

APPKT03794 - 20260805SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name				Total Vendor Amount
0002406	AE MOORE JANITORIAL INC				220.46
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	220.46
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
137141	TOILET PAPER AND CLEANING SUPPLIES	07/28/2026	07/28/2026	0.00	57.83
137141-1	TOILET PAPER AND CLEANING SUPPLIES	07/28/2026	07/28/2026	0.00	162.63

Vendor Number	Vendor Name				Total Vendor Amount
0003925	AMAZON CAPITAL SERVICES				206.93
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	206.93
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
114-3639747-7257835	AMAZON SUPPLIES FOR PARKS COMM NNO CRAFT	07/28/2026	07/28/2026	0.00	206.93

Vendor Number	Vendor Name				Total Vendor Amount
0002612	AT&T MOBILITY				5,485.78
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	5,485.78
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
JUL FY 27	AT&T TOWN OWNED CELL PHONES & DEVICES FY27	08/05/2026	08/05/2026	0.00	5,485.78

Vendor Number	Vendor Name				Total Vendor Amount
0003783	BRIAN WROTEN				4,119.07
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	4,119.07
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1096	EFFLUENT PLC	07/28/2026	07/28/2026	0.00	4,119.07

Vendor Number	Vendor Name				Total Vendor Amount
0003554	BUBBA' PLACE TROPHIES & AWARDS				210.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	210.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0000572	TROPHYS FOR GOLF TOURNAMENT	08/04/2026	08/04/2026	0.00	210.00

Vendor Number	Vendor Name				Total Vendor Amount
0003716	CHIQUITTA POSTLEY				35.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	35.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
REFUND 7/27	PARK RESERVATION DEPOSIT	07/28/2026	07/28/2026	0.00	35.00

Vendor Number	Vendor Name				Total Vendor Amount
0000572	COMCAST				2,734.53
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	563.29
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0023325 JUL AUG FY	INTERNET & DIGITAL SERVICES	07/28/2026	07/28/2026	0.00	563.29
Check				08/05/2026	543.29
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0042184 JUL AUG FY	INTERNET & DIGITAL SERVICES	07/28/2026	07/28/2026	0.00	543.29

Payment Type					Payment Date	Payment Amount
Check					08/05/2026	116.85
	Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
	41 016 0042978 JUL FY 27	DOWNTOWN WIFI	08/04/2026	08/04/2026	0.00	116.85
Check					08/05/2026	493.39
	Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
	41 016 0043547 JUL AUG FY	INTERNET & DIGITAL SERVICES	07/28/2026	07/28/2026	0.00	493.39
Check					08/05/2026	714.36
	Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
	41 016 0052845 AUG FY 27	INTERNET & DIGITAL SERVICES	07/28/2026	07/28/2026	0.00	714.36
Check					08/05/2026	303.35
	Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
	41 0165 0043323 AUG FY 27	INTERNET & DIGITAL SERVICES	07/28/2026	07/28/2026	0.00	303.35

Vendor Number	Vendor Name					Total Vendor Amount
0000571	COMCAST BUSINESS					2,054.17
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	2,054.17
	Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
	277539043	BUSINESS TELEPHONE SERVICES	07/28/2026	07/28/2026	0.00	2,054.17

Vendor Number	Vendor Name					Total Vendor Amount
0000907	FLAG PUBLICATIONS INC					92.50
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	92.50
	Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
	405588	FLAG PUBLICATIONS ADMINISTRATION ADVERTISING	07/30/2026	07/30/2026	0.00	28.75
	405589	FLAG PUBLICATION BZA MEETING AD	07/30/2026	07/30/2026	0.00	23.75
	405590	FLAG PUBLICATION HUDSON BRANCH RENO AD	07/30/2026	07/30/2026	0.00	40.00

Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					299.68
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	299.68
	Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
	42567902	GREAT AMERICA PLOTTING MACHINE FOR P&Z	08/05/2026	08/05/2026	0.00	299.68

Vendor Number	Vendor Name					Total Vendor Amount
0003800	HAWKINS INC					1,135.75
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	1,135.75
	Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
	7510341	CHLORINE AT WELL HOUSES	07/28/2026	07/28/2026	0.00	377.30
	7510343	CHLORINE AT WELL HOUSES	07/28/2026	07/28/2026	0.00	577.50
	7510347	CHLORINE AT WELL HOUSES	07/28/2026	07/28/2026	0.00	180.95

Vendor Number	Vendor Name					Total Vendor Amount
0001083	J & A BOTTLELESS WATER COOLERS INC					156.95
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	156.95
	Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
	74632	WATER COOLER RENTAL & FILTERS	08/05/2026	08/05/2026	0.00	87.00
	74689	WATER COOLER RENTAL & FILTERS	08/05/2026	08/05/2026	0.00	69.95

Vendor Number	Vendor Name					Total Vendor Amount
0001393	MARYLAND DEPT OF THE ENVIRONMENT					350.00
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					08/05/2026	350.00
	Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
	165558	SEWAGE SLUDGE UTILIZATION PERMIT	07/28/2026	07/28/2026	0.00	350.00

Vendor Number	Vendor Name				Total Vendor Amount
0003068	MARYLAND MUNICIPAL CLERKS ASSOCIATION				60.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	60.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2027-03	ANNUAL MEMBERSHIP DUES CLERKS ASSOCIATION	07/28/2026	07/28/2026	0.00	60.00

Vendor Number	Vendor Name				Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS				3,560.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	3,560.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
PPE 7/12/2026	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFFER COMP	07/28/2026	07/28/2026	0.00	3,560.00

Vendor Number	Vendor Name				Total Vendor Amount
0002780	NEW WAVE				30.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	30.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
18213	LOGO APPAREL - ADMINISTRATION	07/30/2026	07/30/2026	0.00	30.00

Vendor Number	Vendor Name				Total Vendor Amount
0001757	RACETRACK AUTO CENTER				1,595.27
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	1,595.27
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
172925	MASS AIR FLOW SENSOR AND BRAKES 6739	07/30/2026	07/30/2026	0.00	1,595.27

Vendor Number	Vendor Name				Total Vendor Amount
0003171	RICKY JARMON				916.67
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	916.67
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
JULY FY 27	JANITORIAL SERVICE	07/28/2026	07/28/2026	0.00	916.67

Vendor Number	Vendor Name				Total Vendor Amount
0003964	ROBERT PATTERSON BAILEY				150.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	150.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1001-01	WCAC GRANT FUNDED FARMERS MARKET MUSIC	07/30/2026	07/30/2026	0.00	150.00

Vendor Number	Vendor Name				Total Vendor Amount
0001932	SHERWIN-WILLIAMS CO.				254.95
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	254.95
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
83785149580726	PAINT FOR WELLS & GAS TANK	07/28/2026	07/28/2026	0.00	254.95

Vendor Number	Vendor Name				Total Vendor Amount
0004046	STACY LOCKWOOD				35.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	35.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
REFUND	PARK RESERVATION DEPOSIT	07/28/2026	07/28/2026	0.00	35.00

Vendor Number	Vendor Name				Total Vendor Amount
0001997	STAPLES BUSINESS CREDIT				1,185.42
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	1,185.42
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
7010705903	JULY STAPLES ORDER	07/30/2026	07/30/2026	0.00	1,185.42

Vendor Number	Vendor Name				Total Vendor Amount
0002022	STUART C IRBY CO				769.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	769.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
S014642650.001	HOMA LUG CONNECTORS 4/0 ALUM. COMPRESSION LUG	08/04/2026	08/04/2026	0.00	769.00

Vendor Number	Vendor Name				Total Vendor Amount
0003149	TRANSAMERICA				137.04
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	137.04
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2506091541	TRANSAMERICA EE PAID SUPPLEMENTAL INS.	07/28/2026	07/28/2026	0.00	137.04

Vendor Number	Vendor Name				Total Vendor Amount
0002928	UNIFIRST CORPORATION				172.33
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	172.33
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1430247414	UNIFORM FOR ALL CREW MEMBERS	07/28/2026	07/28/2026	0.00	172.33

Vendor Number	Vendor Name				Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE				30.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	30.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
PPE 7/26/2026	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	07/28/2026	07/28/2026	0.00	30.00

Vendor Number	Vendor Name				Total Vendor Amount
0002248	VERIZON BUSINESS				110.09
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	110.09
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
09901979	BUSINESS TELEPHONE CALLS	07/28/2026	07/28/2026	0.00	110.09

Vendor Number	Vendor Name				Total Vendor Amount
0002361	WORCESTER COUNTY				915.50
Payment Type	Payment Number			Payment Date	Payment Amount
Check				08/05/2026	915.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
FY 27 DRAINAGE TAX	WO COUNTY DRAINAGE TAX	07/28/2026	07/28/2026	0.00	915.50

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		39	33	0.00	27,022.09
		Packet Totals:	**39**	**33**	**0.00**	**27,022.09**

Cash Fund Summary

Fund	Name		Amount
98	POOLED CASH		-27,022.09
		Packet Totals:	**-27,022.09**

Payment Register

APPKT03801 - 20260810SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name				Total Vendor Amount
0004028	KARA STALEY				5,000.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		08/10/2026	5,000.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0000576	NEW HIRE RETENTION PAYMENT	06/30/2026	06/30/2026	0.00	5,000.00

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		1	1	0.00	5,000.00
		Packet Totals:	**1**	**1**	**0.00**	**5,000.00**

Cash Fund Summary

Fund	Name		Amount
98	POOLED CASH		-5,000.00
		Packet Totals:	**-5,000.00**

Payment Register

Town of Berlin, MD

APPKT03808 - 20260813SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000907	FLAG PUBLICATIONS INC					28.75
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**	
Check				08/13/2026	28.75	
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
405966	ADVERTISING	06/30/2026	06/30/2026	0.00	28.75	

Vendor Number	Vendor Name					Total Vendor Amount
0001083	J & A BOTTLELESS WATER COOLERS INC					93.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**	
Check				08/13/2026	93.00	
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
73732	QUARTERLY WATER COOLER RENTAL	06/30/2026	06/30/2026	0.00	93.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003220	THE GUN SHOP					381.81
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**	
Check				08/13/2026	381.81	
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
-53335C	9MM FEDERAL ROUNDS	06/30/2026	06/30/2026	0.00	381.81	

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		3	3	0.00	503.56
		Packet Totals:	**3**	**3**	**0.00**	**503.56**

Cash Fund Summary

Fund	Name		Amount
98	POOLED CASH		-503.56
		Packet Totals:	**-503.56**

Payment Register

Town of Berlin, MD

APPKT03815 - 20260821SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC					21,458.75
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**	
Check				08/21/2026	21,458.75	
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
8282515205	PROJ P.0970431.F.51 RATE CASE	06/30/2026	06/30/2026	0.00	923.75	
8282515209-	PROJ P.0946485.O.TE MISC ENGINEERING	06/30/2026	06/30/2026	0.00	960.00	
8282515213-	PROJ P.0916450.F.50 RATE SVC,PWR PLT OPER,REG COMI	06/30/2026	06/30/2026	0.00	19,575.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000907	FLAG PUBLICATIONS INC					30.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**	
Check				08/21/2026	30.00	
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
406277	ADVERTISING	06/30/2026	06/30/2026	0.00	30.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003954	MEAD & HUNT INC					35,175.37
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**	
Check				08/21/2026	35,175.37	
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
412656	BERLIN MD COMPREHENSIVE PLAN UPDATE	06/30/2026	06/30/2026	0.00	35,175.37	

Vendor Number	Vendor Name					Total Vendor Amount
0003467	SUNRISE SAFETY SERVICES INC					930.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**	
Check				08/21/2026	930.00	
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
INV0050208	CONE BARS	06/30/2026	06/30/2026	0.00	930.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003220	THE GUN SHOP					10.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**	
Check				08/21/2026	10.00	
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
53335C-	9MM FEDERAL ROUNDS	06/30/2026	06/30/2026	0.00	10.00	

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		7	5	0.00	57,604.12
		Packet Totals:	**7**	**5**	**0.00**	**57,604.12**

Cash Fund Summary

Fund	Name		Amount
98	POOLED CASH		-57,604.12
		Packet Totals:	**-57,604.12**

Town of Berlin, MD

Refund Check Register
Refund Check Detail

UBPKT13190 - 20260708CL

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0472061-28	ELIZABETH, HECTOR YERANDY COMAS MC	8/7/2026	31524	75.14			75.14	Deposit
Total Refunds: 1			**Total Refunded Amount:**	75.14				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	75.14
Revenue Total:	75.14

General Ledger Distribution

Posting Date: 08/10/2026

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-75.14	Yes
	10-2010-2074	UNAPPLIED CREDITS	75.14	
		10 Total:	0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-75.14	
	98-2498-2200	DUE TO OTHER FUNDS	75.14	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	

Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT13157 - Refunds 1 UBPKT13156 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0460841-15	RODRIGUEZ, YERLIN	8/5/2026	31480	115.22			115.22	Generated From Billing
Total Refunds: 1			**Total Refunded Amount:**	115.22				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	115.22
Revenue Total:	115.22

General Ledger Distribution

Posting Date: 07/31/2026

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-115.22	Yes
	10-2010-2074	UNAPPLIED CREDITS	115.22	
		10 Total:	0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-115.22	
	98-2498-2200	DUE TO OTHER FUNDS	115.22	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	