



**BERLIN MAYOR AND COUNCIL
Meeting Agenda**

**Worcester County Library – Berlin Branch
13 Harrison Ave
Monday, March 23, 2026**

- 5:00 PM** **CLOSED SESSION – Worcester County Library – Berlin Branch, 2nd Floor**
STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3- 305(b):
(7) To consult with counsel to obtain legal advice on a legal matter.
- 6:00 PM** **CALL TO ORDER, REGULAR SESSION – Worcester County Library – Berlin Branch, 2nd Floor**
- 1. 6:05 PM** **APPROVAL OF MINUTES:** *(Strategic Plan: DS1)*
 - a) Regular Session Minutes of 03.09.26
 - 2. 6:10 PM** **PROCLAMATION(S):** Mayor Zack Tyndall *(Strategic Plan: DS1, AS1)*
 - a) Proclamation 2026-04: Berlin’s 158th Birthday
 - b) Proclamation 2026-05: World Autism Day
 - c) Proclamation 2026-06: Fair Housing Month
 - 3. 6:15 PM** **FIRST READING:** Ordinance 2026-01: Amending Chapter 6, Section 127 Housing Board Of Review – Town Attorney David Gaskill *(Strategic Plan: DS4, AS4)*
 - 4. 6:20 PM** **ITEM(S) FOR APPROVAL:**

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

 - a) Motion: 2026-11: Special Event Permit, Berlin First Baptist Church Easter Sunrise Service, April 5, 2026 – Event Applicant Dan Mason *(Strategic Plan: DS1, AS1)*
 - b) Motion: 2026-12: Special Event Permit, Mount Calvary Apostolic Church Revival, May 7-9, 2026 – Event Applicant Carla Moore *(Strategic Plan: DS1, AS1)*
 - c) Motion 2026-13: Multipurpose Building Demolition Award of Contract – Davis, Bowen & Friedel, Inc. Nicholas Bradley *(Strategic Plan: DS6)*
 - d) Motion 2026-14: Reallocation of Funds for Henrys Mill Drive – Public Works Director Jimmy Charles *(Strategic Plan: DS3, AS5)*
 - e) Motion 2026-15: Declaration of Surplus Property Town Hall – Town Administrator Mary Bohlen *(Strategic Plan: DS1-DS6)*

ACTIONS REGARDING SMI METERS AND ELECTRIC TARIFF AMENDMENTS:

 - f) Resolution 2026-02: Advanced Metering Opt-Out Program – Town Administrator Mary Bohlen *(Strategic Plan: DS3)*
 - g) Motion 2026-16: Electric Utility Tariff Amendments – Town Administrator Mary Bohlen & Electric Utility Director Tim Lawrence *(Strategic Plan: DS3)*
 - 5. 7:00 PM** **REPORTS:** Town Administrator’s Report, Departmental Reports *(Strategic Plan: DS1; DS4)*
 - 6. 7:10 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.
 - 7. 7:15 PM** **COMMENTS FROM THE COUNCIL**
 - 8. 7:40 PM** **COMMENTS FROM THE MAYOR’S OFFICE**
 - 9. 7:55 PM** **COMMENTS FROM THE PRESS**
 - 10. 8:00 PM** **ADJOURNMENT**





BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, March 9, 2026

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

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

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Interim Chief of Police Robert Fisher, Electric Utility Director Tim Lawrence, Mayor’s Executive Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

This meeting was also broadcast live via Facebook. After the moment of silence and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:07 PM.

1. Approval of Minutes (Strategic Plan: DS1):
 - a. Work Session of 02.09.26
 - b. Regular Session of 02.09.26

On the motion of Councilmember Orris, second by Councilmember Nichols, the Work Session and Regular Session of 02.09.26 minutes were approved by the following vote:

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

2. Proclamation 2026-03: World Down Syndrome Day – Mayor Zack Tyndall (Strategic Plan: DS1, AS1)

Mayor Tyndall noted March 21st was globally recognized as World Down Syndrome Day, a date selected to represent the triplication of the 21st chromosome that causes Down syndrome. First designated by the United Nations General Assembly in 2011, the day serves to increase public education and awareness about Down syndrome and to promote inclusion and opportunities for individuals with disabilities. The Town of Berlin encourages residents to recognize World Down Syndrome Day on March 21st, 2026 by participating in the #LotsOfSocks campaign and supporting awareness efforts, including lighting the North Main Street trees in yellow and blue. Therefore, Mayor Zack Tyndall proclaimed March 21st as World Down Syndrome Awareness Day in the Town of Berlin.

3. Berlin Fire Company and Berlin Fire Company Emergency Services: 6-Month Presentation – President David Fitzgerald (*Strategic Plan: DS2*)

Mayor Tyndall thanked the Berlin Fire Company (BFC) for their assistance during the blizzard a few weeks ago. Fire Chief Andy Grunden and President David Fitzgerald presented the 6-month report to the Mayor and Council. Chief Grunden discussed the fire-rescue data and findings that ranged from July 1, 2025, to December 31, 2025. The report covered such information as the number of in-town and out-of-town calls, busiest days and times of day, response times, and overall response hours. Discussion regarding call-volume impact and volunteer turnout was included.

Councilmember Orris asked for a status update on volunteer recruitment efforts. Chief Grunden reported that increasing volunteer numbers remained a challenge and noted that the BFC planned to present a property tax relief kickback request to Worcester County. Mayor Tyndall indicated the Town's support for the request. Councilmember Knerr asked about current volunteer membership, and Mr. Fitzgerald reported that BFC has 51 active members.

Chief Grunden also noted that one paramedic would begin work the following day, with two paramedic positions still open. He explained that BFC is maintaining four ambulances due to reliability issues from manufacturers, with surrounding municipalities assisting by sharing ambulances when necessary. In response to Councilmember Orris, Chief Grunden stated ambulance run times vary by destination, averaging about 90 minutes for transports to Atlantic General Hospital and three hours or more for transports to Salisbury. Councilmember Knerr asked whether payment was received if transportation did not occur. Mr. Fitzgerald explained a reduced fee was charged, but the County did not provide payment if no transport took place. Mr. Fitzgerald presented the administrative and financial report that ranged from July 1, 2025, to December 31, 2025, noting the total volunteer hours and the division of those hours between emergency and non-emergency calls.

Mr. Fitzgerald discussed revenue and expense highlights. He noted all Worcester County and Town of Berlin fiscal year funds had been received, and the annual drive produced \$2,000 less than the previous year. Regarding expenses, 88.24% of the vehicle budget was expended within 6 months of FY26 to which, as of March 9th he noted was officially 100% over due to the ambulance. Mr. Fitzgerald discussed capital expenses which included an engine and rescue replacement of a 1999 rescue vehicle and a 1998 engine replacement. The new rescue vehicle was received in February 2026 and would be in service around April 2026. BFC's updated capital expense summary was provided to the Town in December 2025.

Next, Mr. Fitzgerald presented the Berlin Fire Department Emergency Medical Services Semi-Annual Update. He discussed the emergency medical services data and findings that ranged from July 1, 2025, to December 31, 2025. As with the Fire report, the EMS report covered such information as the number of in-town and out-of-town calls, busiest days and times of day, response times, and overall response hours.

Mr. Fitzgerald discussed BFCEMS's revenue and expense budget highlights. Revenue highlights included the 2026 EMS Donation Drive and EMS billing. The expense budget highlighted salary expenses due to vacancies as overtime increased but the cost was offset by reduced benefit expenses. He noted 75% of the vehicle maintenance and repairs budget had been expended in the

first six months of FY26. BFCEMS’s updated capital expense summary was provided to the Town in December 2025.

4. Items for Approval:

- a. Motion 2026-10: Waive Taylor House Museum Building Permit Fee – Special Projects Administrator Kate Daub (Strategic Plan: DS1, AS1)

Executive Director Dr. Melissa Reid was unable to attend the meeting so Special Projects Administrator Kate Daub spoke on the museum’s behalf. Ms. Daub stated the building permit request was approved by the Historic District Commission in March 2026 and was presented to the Mayor and Council as a formality.

On the motion of Vice President Burrell, second by Councilmember Knerr, Motion 2026-10: Waive Taylor House Museum Building Permit Fee was adopted by the following vote:

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

- b. Resolution 2026-02: Advanced Metering Opt-Out Program – Town Administrator Mary Bohlen (Strategic Plan: DS3)

Town Administrator Mary Bohlen explained that under Maryland Public Service Commission regulations, electric utilities using smart meters must offer customers the option to opt out of two-way meter communication and may charge a one-time and recurring monthly fee to cover the cost of manual meter readings. She noted these regulations do not apply to water meters, but the Town wanted to have an opt-out policy in place for both meters. Once the opt-out policy parameters are finalized, the Town must complete a tariff amendment process.

Mayor Tyndall asked about the process for customers who opt out and later choose to opt in, including whether installation fees would apply. Ms. Bohlen indicated she would review the matter, and Mayor Tyndall recommended the policy include language stating that reasonable fees may apply. Ms. Bohlen explained that opt-out customers require in-person meter readings, with the monthly fee intended to cover staff time and vehicle costs. Mayor Tyndall commented that the fee should reflect the true cost of labor.

Councilmember Knerr asked about the purpose of the one-time fee, and Ms. Bohlen stated it was modeled after surrounding municipalities and was intended to offset administrative costs. Councilmember Knerr proposed reducing the one-time fee from \$75 to \$25, which Councilmember Green supported. Councilmember Green also asked how many opt-out requests had been received. Ms. Bohlen noted concerns expressed by residents included

radio frequency exposure and privacy issues, and Electric Utility Director Tim Lawrence reported that fewer than five customers had requested to opt out of the AMI smart meter. Mayor Tyndall requested further review of the installation and opt-in process.

The Council reached consensus to reduce the one-time fee to \$25 and agreed to table the motion until the March 23rd Mayor and Council meeting.

c. Resolution 2026-03: Establishing Task Force – Mayor Zack Tyndall
(Strategic Plan: DS2; DS3; DS4)

Mayor Tyndall discussed the Maryland Municipal League’s priority bill to review and study revenue. It was a way to find more stable and diverse revenue sources to support essential Town services, noting increased costs due to inflation, rising material and labor expenses, and additional state requirements. It was noted that municipalities generate significant economic activity but rely heavily on property taxes under an outdated revenue structure. The proposed task force would review the State’s municipal funding system and provide recommendations to improve long-term financial stability without adding burden to local property owners. Councilmember Green emphasized it was a no-brainer to find additional revenue sources.

On the motion of Councilmember Orris, second by Councilmember Nichols, Resolution 2026-03: Establishing Task Force was adopted by the following vote:

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

5. PJM Quarterly Report – Electric Utility Director Tim Lawrence *(Strategic Plan: DS3)*

Mayor Tyndall announced the upcoming retirement of Electric Utility Director Tim Lawrence and thanked him for 16 years of service to the Town. He noted that under Mr. Lawrence’s leadership, the Electric Department made significant improvements in reliability, maintained efficient operations, and kept costs lower than competitors. Mr. Lawrence thanked the Mayor for his remarks and reflected on the power outage challenges that existed when he joined the Town in 2010, stating he was proud of the progress made to improve service reliability, including the Town’s participation in AMP. He credited the Electric Department crew for the department’s success and expressed appreciation to the Town. He stated that after 47 years in the business, he was prepared for retirement.

Mr. Lawrence presented a report on the Town’s electric utility performance for October through December, the second quarter of Fiscal Year 2026. He reported total energy sales of \$11,817,246 during the quarter.

As a member of AMP, the Town was charged \$459,786 for handling Berlin's electricity, while the Pennsylvania–Jersey–Maryland (PJM) Interconnection billed \$456,870. The Town received a credit (ARR) from PJM totaling \$78,784. The Town's power plant recorded expenses of \$7,113 for fuel, lube oil, and related costs. Total power costs for the quarter were \$844,986, with an average cost per kWh sold of \$0.07150.

Vice President Burrell commented that the public's perception of the Town's electric service had greatly improved during Mr. Lawrence's tenure and credited his leadership for modernizing operations and setting strong expectations. He added that Mr. Lawrence's knowledge and leadership would be greatly missed. Mayor Tyndall also recognized Mr. Lawrence for bringing the apprenticeship program to the Town, noting Berlin was the first municipality in the State to sponsor the program. Mr. Lawrence stated that three employees have completed the program, one is expected to graduate in July 2026, and another is currently enrolled.

6. Announcement: Budget and Tax Rate Schedule – Mayor Zack Tyndall (*Strategic Plan: DS1-DS6*)

Mayor Tyndall shared the Fiscal Year 2027 Budget Schedule, which can be found in the 02/23/26 Mayor and Council Meeting Packet as well as on the Finance Department page on the Town's website.

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

Town Administrator Mary Bohlen provided an update on the upcoming Town Hall renovation, noting Customer Service would temporarily relocate to the Berlin Welcome Center during the week of March 16th. Town Hall will be closed to the public during construction, but Customer Service will remain available at the Welcome Center, while the Planning and Zoning building will remain open. Mayor Tyndall noted this would be the final Mayor and Council meeting held at Town Hall until renovations are complete, with the March 23rd meeting scheduled at the Berlin Library and future locations to be announced on social media.

In response to Councilmember Green, Ms. Bohlen reported storm cleanup was ongoing, but free pickup would end after the week due to the significant burden on Town Departments in working to address the special clean-up and maintain regular Town services, as well as noted misuse of the service in some instances. Mayor Tyndall also addressed a recent ICE-related incident within Town limits, stating the Town was not notified in advance and could not obtain details regarding the detentions. He reported contacting the Governor's office for guidance. Councilmembers expressed concern regarding the incident, and consensus was reached to request information about ICE activity that occurred on March 6th.

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

Sandra and Palmer Gillis, under contract to purchase Parcel 57, requested resolution and approval of the plat and distributed supporting materials for review. Mr. Gillis expressed frustration with delays, and Mayor Tyndall indicated the plat would be addressed later in the meeting. Mrs. Gillis asked why direct communication with the Town's engineers was not permitted, and Ms. Bohlen explained outside parties cannot incur expenses on behalf of the Town. Troy Purnell shared similar concerns, stating the Planning Department review process previously took less time and should not be as difficult.

9. Comments from the Council

Vice President Burrell raised concerns about drainage ditches needing maintenance, noting neglected ditches impact the stormwater system, particularly for senior citizen property owners. Councilmember Nichols congratulated Electric Utility Director Tim Lawrence on his retirement, and Councilmember Green also recognized his leadership and the strength of the Electric Department. Councilmember Orris suggested dedicating the room tax increase to parking-related needs, which received support from the Council. Councilmember Orris also asked whether casino funds could be used toward a new Town Hall generator and A/V system for emergency preparedness. Mayor Tyndall recommended further discussion when Finance Director Natalie Saleh returned.

10. Comments from the Mayor’s Office

Mayor Tyndall reviewed a proposed letter requesting congressional funding for the Heron Park roadway and the Public Works facility, which the Council supported. He thanked all department heads, staff, and the National Guard for their efforts during the recent severe winter weather event. Additional letters received from the West View community regarding sidewalk safety would be forwarded to the State Highway Administration, which indicated a study may be reviewed in spring 2026. Mayor Tyndall also noted the Town’s support of House Bill 1101 related to Worcester County Class C per diem and to-go alcohol legislation. He concluded with an update on the Heron Park roadway, stating DBF provided revised drawings identifying the northern property line and correcting the roadway alignment for the plat under review.

On the motion of Vice President Burrell, second by Councilmember Nichols, the revised plat drawings provided by DBF identifying the northern property line and correcting the roadway alignment was adopted by the following vote:

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

11. Comments from the Press – None.

12. Adjournment:

On the motion of Councilmember Knerr, second by Councilmember Nichols, the Regular Session of the Mayor and Council meeting was adjourned at approximately 8:05 PM and reconvened into Closed Session.

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		

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

Respectfully submitted,



Laura Brown
Administrative Assistant

ORDINANCE NO. 2026-01

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 6, ENTITLED BUILDINGS AND BUILDING REGULATIONS, ARTICLE V, ENTITLED HOUSING STANDARDS, SECTION 6-127, ENTITLED ESTABLISHMENT, POWERS AND DUTIES OF HOUSING INSPECTOR AND BOARD OF REVIEW

BE IT RESOLVED, that Section 6-127 be amended as follows:

Sec. 6-127. - Establishment, powers and duties of housing inspector and board of review.

The office of housing inspector and the housing board of review are hereby created to conduct the inspections and hearings authorized by this article. The housing inspector shall be appointed by the mayor and confirmed by the council. ~~The housing board shall consist of five members to be appointed by the mayor and confirmed by the council, for overlapping terms of three years each, except that the members of the first board shall be appointed two for one year, two for two years and one for three years, respectively. Each member of the board shall serve until a successor is appointed. All members of the board shall be citizens of the United States and residents of the town.~~ THE HOUSING BOARD OF REVIEW SHALL CONSIST OF THREE MEMBERS WHO SHALL BE THE RESPECTIVE CHAIRPERSONS OF THE PLANNING COMMISSION, THE BOARD OF APPEALS, AND THE HISTORIC DISTRICT. The housing board of review shall:

- (1) Adopt rules of procedure not inconsistent with this article, elect its own officers and keep a record of all proceedings, including the vote of each member on each case heard. No member of the board shall take part in any hearing or determination in which he has, directly or indirectly, any personal or financial interest. ~~Three~~ TWO members of the board in attendance at any meeting shall constitute a quorum.
- (2) Interpret the intent of this article in specific cases where, upon appeal, it clearly appears that, by reason of special conditions, undue hardship would result from the literal application of any section of this article. Where such undue hardship is clearly demonstrated, the board may permit a variance from the applicable section, provided that the dwelling will vary only a reasonable minimum from the literal provision of this article and will generally comply with the spirit and intent of the regulations as to sanitation, safety and rehabilitation. Any such variance shall be permitted only by the concurring vote of at least three members of the housing board of review.

(Code 1977, § 60-12; Ord. No. 82-2, 5-17-1982)

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 having been 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 affirmative vote of _____ in favor, to ____ opposed, with _____ abstaining and _____ absent.

Dean Burrell, Vice-President

Approved on this _____ day of _____, 2026 by the Mayor of the Town of Berlin and therefore effective twenty (20) calendar days later on the _____ day of _____, 2026.

Zackery Tyndall, Mayor and
President of Council

ATTEST: Mary Bohlen, Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2026-11

A motion of the Mayor and Council of the Town of Berlin APPROVING THE SPECIAL EVENT PERMIT FOR BERLIN BAPTIST CHURCH FOR EASTER SUNRISE SERVICE AT STEPHEN DECATUR PARK ON SUNDAY, APRIL 5, 2026, FROM 6 AM TO 8 AM.

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

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

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Kate Daub, Special Projects Administrator

MEETING DATE: March 23, 2026

SUBJECT: Special Event Approval – Berlin Baptist Easter Sunrise Service

SUMMARY

The Town has received a Special Event Permit application from Berlin First Baptist Church requesting approval to hold an Easter Sunrise Service at Stephen Decatur Park. The event is scheduled for Easter Sunday, April 5, 2026, from approximately 6:00 a.m. to 8:00 a.m. and is expected to draw more than 50 attendees. Because the anticipated attendance exceeds 50 people and the application was not submitted at least 30 days prior to the event date, formal approval by the Mayor and Council is required.

BACKGROUND

Under the Town's Special Event and Park Use regulations, applications are typically approved administratively when they meet all standard criteria, including submission at least 30 days prior to the event and attendance of fewer than 50 participants.

This request requires Mayor and Council approval for the following reasons:

- The anticipated attendance exceeds 50 individuals; and
- The application was submitted fewer than 30 days prior to the requested event date.

The applicant has completed the required forms and acknowledged compliance with the Town Park rules and regulations, including liability requirements and facility-use limitations. The proposed event is consistent with the intended use of Town park facilities and is similar in nature to past community religious gatherings held in Town parks. The event is expected to have minimal impact due to:

- Short duration (early morning hours).
- Limited infrastructure needs.
- No road closures or significant Town services requested; and
- Passive recreational use of the park space.

Staff notes that the applicant has also submitted a fee waiver request and documentation supporting nonprofit status.

RECOMMENDATION

The requested event is a low-impact community gathering that aligns with typical park usage and past practices. Although the application does not meet standard administrative approval criteria, staff finds no concerns that would preclude approval and supports the request for consideration by the Mayor and Council.



TOWN OF BERLIN SPECIAL USE OF PARK FORM

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

TODAY'S DATE: March 12, 2026 EVENT/ACTIVITY DATE: 4/5/2026 TIME FROM: 6 AM TO: 8 AM

NAME: Berlin First Baptist Church Anticipated # of attendees 50+
ADDRESS: _____

613 William St., Berlin, MD 21811

PHONE: 410 641 4306 EMAIL: berlinfirstbaptist@verizon.net

ORGANIZATION: Berlin First Baptist Church WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR SERVICES? YES NO
(IF APPLICABLE)

DESCRIPTION OF EVENT/ACTIVITY: Easter Sunrise Service

PARK REQUESTED

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

PLEASE CHECK ALL THAT APPLY BELOW:

- More than one consecutive date;
- More than 50 people; *-p361*
- Any event/activity that charges attendees a fee and/or involves the sale of goods or services;
- Use of areas other than the pavilion

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

Office Use Only:

Fee calculation:
 \$70 X _____ (number of facilities requested) = \$ _____ X _____ (number of days) = (a) \$ _____
 \$15 for electric X _____ (number of days) = (b) \$ _____

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

Does activity require any additional Town services?
 Additional trash cans
 Additional picnic tables
 Road Closure
 Other _____
 Referral to another department/additional forms to be completed _____

Notes/Comments: N/A, Fee Waiver Form Submitted

I, the undersigned acknowledge and agree to the following:

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

Signature: Sharon A. Parsons

Date: 3/13/24

Clerk: _____ Fee Pd: \$ _____ Date: _____ Refund: YES NO Date: _____



TOWN OF BERLIN PARK PAVILION RESERVATION FORM

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

TODAY'S DATE: Fri, March 12, 2026

EVENT/ACTIVITY DATE: Sun April 5, 2026 TIME FROM: 6:00am TO: 8:00am

NAME: Berlin First Baptist Church

Anticipated # of attendees 50+
ADDRESS: 613 William Street, Berlin, MD 21811

PHONE: 410 641 4306

EMAIL: berlinfirstbaptist@verizon.net

ORGANIZATION: Berlin First Baptist Church
(IF APPLICABLE)

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

DESCRIPTION OF EVENT/ACTIVITY: For Easter Sunrise Service

PARK REQUESTED

<input checked="" type="checkbox"/> Stephen Decatur Park, Tripoli Street	<input type="checkbox"/> Dr. William Edward Henry Park, Flower Street
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Use this form for:

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

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

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

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

Notes/Comments: _____

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

Signature: Sharon A. Parnas Date: 3/13/26

Office Use: Clerk: _____ Fee Pd: \$ _____ Date: _____ Refund: <input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____
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NON-PROFIT ORGANIZATION
REQUEST FOR WAIVER OF PARKS FEES

This Request for Waiver of Parks Fees is only for use by certified Non-Profit Organizations/. PROOF OF NON-PROFIT STATUS IS REQUIRED WITH SUBMISSION. FORM MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT DATE.

Name of Organization: Berlin First Baptist Church

Contact Person: Dan Mason, Worship Ministry Director / Church Ofc Contact Sharon Parsons 443 614 5800 phone

Address: 613 William St Berlin MD 21811
Street Address City State Zip Code

Phone Number: 302 650 4391 Email Address: same as church EIN: n/a

Park where activity or event will occur: Stephen Decatur Park William Henry Park

Requested Days/Times of Use: For Easter Sunday, April 5th 6am - 8am

of Persons Expected to participate in activity/event 50+

With the exception of government entities, Information/Forms which MUST accompany this form:
1. Non-profit (501(c)(3)) Letter of Determination from the IRS; OR
2. Copy of information from irs.gov website.
Request will not be considered without the above information.

AGREEMENT

By signing below, the agent/responsible party understands and acknowledges:

1. That this is a request to waive fees associated with the reservation of the facilities of the Town of Berlin Park indicated above; any other costs or fees associated with the event, including those imposed by other agencies are not part of this waiver.
2. This form does not exempt the organization(s) from the applicability of any Town Code, other rules, regulations or policies associated with use of the parks. He/She further assumes full responsibility for complying with the rules and regulations set forth in the Town of Berlin Code of Ordinances and, specifically, Chapter 22, "Parks and Recreation", Sec. 22.48-50, as well as any additional terms and conditions imposed by the Mayor and Council of the Town of Berlin, as well as any applicable laws, regulations or codes imposed by the State of Maryland or Worcester County.
3. He/She understand that failure to comply may result in:
 - a. The imposition of limitations to use for the organization; and/or
 - b. Withdrawal of approval of this waiver; and/or
 - c. Refusal to authorize future use by the entity.
4. If this Request for Waiver is approved, such approval is applicable only to the date(s) specified above; additional waiver(s) must be requested for any future reservations of a Town of Berlin Park(s) by the organization.

Signature: Sharon A. Parsons Date: 3/13/24

Printed Name: SHARON A. PARSONS

Office Use Only: Date Rec'd: _____ Initials: _____

Verification of Non-Profit Status received. Non-profit ID # _____ OR Government Entity
Request Approved Denied If denied state reason: _____

Comments: _____

7 - 7
JOHN L. FARIS

Director of Finance/Treasurer

jfaris@bcmd.org
Extension 203

April 12, 2002

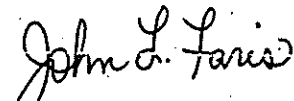
Rev. Berry McCready
First Baptist Church, Berlin
613 Williams Street
Berlin, Maryland 21811

Dear Rev. McCready:

This letter recognizes First Baptist Church, Berlin, as an affiliate of the Baptist Convention of Maryland/Delaware, Inc., therefore qualifies as a 501(c)(3) status organization as a result of this affiliation. The church is listed in the current Annual of the Convention along with other affiliated churches and associations. All of the Convention's affiliates received this status by I.R.S. letter dated October 25, 1963 and Group Exemption #1601.

If you have any questions, please feel free to contact me.

Sincerely,



John L. Faris
Director of Finance

ts

Enclosure: I.R.S. Tax Exempt Status Letter



MOTION OF THE MAYOR AND COUNCIL 2026-12

A motion of the Mayor and Council of the Town of Berlin APPROVING THE SPECIAL EVENT PERMIT FOR MOUNT CALVARY APOSTOLIC CHURCH AT HENRY PARK FROM THURSDAY, MAY 7TH, 2026, THROUGH SATURDAY, MAY 9TH, 2026. THE EVENT WILL TAKE PLACE DURING THE HOURS OF 6 PM TO 8 PM ON THURSDAY, MAY 7TH, AND FRIDAY, MAY 8TH, AND 12 PM TO 4 PM ON SATURDAY, MAY 9TH.

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

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

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



TOWN OF BERLIN SPECIAL USE OF PARK FORM

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

TODAY'S DATE: _____ EVENT/ACTIVITY DATE: _____ TIME FROM: _____ TO: _____ PM on Thurs, 5/7
through 5/9/2026 & Fri, 5/8

Anticipated # of attendees _____ 12 PM TO 4 PM on Sat, 5/9

NAME: _____ ADDRESS: _____

PHONE: _____ EMAIL: _____

ORGANIZATION: _____ WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR SERVICES? YES NO
(IF APPLICABLE)

DESCRIPTION OF EVENT/ACTIVITY: _____

PARK REQUESTED

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

PLEASE CHECK ALL THAT APPLY BELOW:

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

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

Office Use Only:

Fee calculation:

\$70 X 1 (number of facilities requested) = \$ 70 X 3 (number of days) = (a) \$ 210.00
\$15 for electric X 0 (number of days) = (b) \$ 0

(a) + (b) = \$ 210.00 Total fee to be paid

Does activity require any additional Town services?

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

Notes/Comments: _____

I, the undersigned acknowledge and agree to the following:

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

Signature: Carla Moon

Date: 8/23/26

Clerk: _____ Fee Pd: \$ _____ Date: _____ Refund: YES NO Date: _____



TOWN OF BERLIN PARK PAVILION RESERVATION FORM

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

TODAY'S DATE: _____ EVENT/ACTIVITY DATE: May 7-9, 2026 TIME FROM: 6 PM TO: 8 PM on Thurs, 5/7
12 PM TO: 4 PM on Sat, 5/9 & Fri, 5/8

NAME: _____ Anticipated # of attendees _____ ADDRESS: _____

PHONE: _____ EMAIL: _____

ORGANIZATION: _____ WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR SERVICES? YES NO
(IF APPLICABLE)

DESCRIPTION OF EVENT/ACTIVITY: _____

PARK REQUESTED

<input type="checkbox"/> Stephen Decatur Park, Tripoli Street	<input type="checkbox"/> Dr. William Edward Henry Park, Flower Street
---	---

Use this form for:

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

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

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

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

Notes/Comments: _____

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

Signature: *Carla Moore* Date: 2/23/2026

Office Use: Clerk: _____ Fee Pd: \$ _____ Date: _____ Refund: <input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____
--



Due to the upcoming Town Hall Renovation and the transition of IT to the Welcome Center, Motion 2026-13 Multipurpose Building Demolition Award of Contract and supporting materials will be provided on Monday, March 23, 2026.



MOTION OF THE MAYOR AND COUNCIL 2026-14

A Motion of the Mayor and Council of the Town of Berlin APPROVING THE REALLOCATION OF FISCAL YEAR 2026 (FY26) STREET CAPITAL FUNDING (01-5320-5255) IN THE AMOUNT OF \$450,000 TO SUPPORT ROADWAY IMPROVEMENTS ON HENRY’S MILL DRIVE.

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

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

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council



STAFF REPORT

TO: Mayor and Council

FROM: Jimmy Charles, Public Works Director

MEETING DATE: March 23, 2026

SUBJECT: Henry's Mill Drive Roadway

SUMMARY

This report provides an overview of the current roadway conditions on Henry's Mill Drive and recommends reallocating previously approved street capital funding to address critical infrastructure needs. Henry's Mill Drive has deteriorated significantly and is now considered the "worst roadway" in the Town of Berlin. Immediate corrective action is recommended to prevent further deterioration and higher future repair costs.

Existing Conditions—Henry Mill Drive

Multiple sections of Henry's Mill Drive exhibit advanced roadway failure, including but not limited to:

- Extensive potholing
- Elevated and misaligned manhole covers
- Raised water meter covers
- Alligator cracking indicates failure of the roadbed

Based on observed conditions, a grind-and-repave project is required. In addition, localized removal and replacement of unsuitable subgrade material may be necessary in identified soft spots to stabilize the roadway and prevent recurring failures. No underground utility work is required on Henry Mill Drive at this time.

Funding Availability and Constraints

Currently, street capital funds are reserved for roadway projects on the following streets:

- Branch Street
- Schoolfield Street
- Flower Street
- Washington Street

Each of these locations requires underground utility work before roadway improvements. These utility projects are not expected to be completed until the late 2026–2027 budget timeframe, making roadway construction infeasible in the near term.

Recommendation

Given the deterioration on Henry's Mill Drive and the delay associated with utility work on other streets indicated above, it is recommended that:

1. Street capital funding allocated to Branch Street, Schoolfield Street, Flower Street, and Washington Street will be reallocated to Henry's Mill Drive to facilitate immediate roadway reconstruction, with funding for the remaining streets reevaluated as part of the FY27 budget.
2. Any remaining available funds after completing the Henry Mill Drive improvements shall be used to perform paving, concrete gutter work, and storm drain improvements on Henry's Mill Drive.

This reallocation would allow the Town to address the most critical roadway condition while maintaining fiscal efficiency and minimizing deferred maintenance risks.

Conclusion

Reallocating street capital funding to Henry’s Mill Drive is a practical and responsible way to address the Town’s most immediate roadway infrastructure needs while accommodating the longer-term utility schedules on other programmed streets. Direction is requested on whether this funding reallocation requires formal approval by the Mayor and Council, and authorization is also sought to allow DBF to proceed with a roadway evaluation and cost analysis for the proposed work. Prompt action will improve public safety, reduce liability, and help prevent more extensive and costly repairs in the future.

February 19, 2026

Town of Berlin
10 Williams Street
Berlin, MD 21811

Attn: Ms. Mary Bohlen
Town Administrator

Re: Proposal – Henry Mill Drive Roadway Reconstruction
Town of Berlin, Maryland
DBF # P0050A26.057

*Ring W. Lardner, P.E.
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA, LEED GA
Jason P. Loar, P.E.
Jamie L. Sechler, P.E.*

Dear Ms. Bohlen:

Davis, Bowen & Friedel, Inc., (DBF) is pleased to offer the following proposal for professional engineering services associated with the proposed repaving of Henry Mill Drive located in Berlin, MD 21811.

SCOPE OF SERVICES

It is our understanding that the Town desires assistance with design, permitting, bidding, and construction phase services for roadway reconstruction and associated work.

The breakdown of services and fees are as follows.

Topographic and Utility Survey

At the time of this proposal no topographic survey services are requested by the Town. However, if the Town would like to have the property surveyed, we can perform this work on an hourly basis as additional services, based on the attached Schedule of Rates.

Additional Services

Design & Construction Plans and Specifications

We will develop construction level plans and specifications, and additional bidding documents necessary for the proposed paving project. As the Town has not requested topographic survey services, plans will be developed based on GIS, LiDAR, and satellite imagery. Due to the usage of these data sources, grade elevations will not be made available. The proposed project will maintain existing roadway grades with the sole exception being to increase the crown of the road through the uniform application of pavement layers.

Lump Sum Fee \$12,500.00

Permit Acquisition

We will submit for and obtain Erosion & Sediment Control permit approval from the Worcester Soil Conservation District. We will prepare a submission of the project documents for Town's SWM reviewer, EA Engineering, and submit a request for a waiver from the SWM requirements for the project. The development of a SWM plan, design, and report is excluded from this proposal. As Henry Mill Drive intersects MDSHA ROW, we will coordinate with MDSHA for any necessary utility permits, traffic control permits will be the responsibility of the awarded contractor if required by MDSHA.

Lump Sum Fee \$12,500.00

Bidding

DBF will provide Bidding and Award Administration including providing the review of the Town developed RFP, soliciting interest from contractors, responding to bidder questions, preparation and distribution of addenda, chairing & administering the Pre-Bid Meeting and Bid Opening, reviewing Bids received, and recommendation of award. The actual cost for advertising shall be paid by the Town, or if requested, can be handled as a direct expense by DBF. Newspaper advertising costs are not included in the Lump Sum fee.

Lump Sum Fee \$8,000.00

Contract Administration Services

Contract Administration Services will be provided throughout the project demolition and will include the following:

- Coordinate between the Town of Berlin and Contractor when appropriate.
- Conducting a project kick-off meeting and progress meetings for the project on behalf of the Town of Berlin including preparation and distribution of meeting minutes.
- Review of submittals by the Contractor on materials proposed for use in the demolition project.
- Answer Contractor and Town of Berlin questions regarding project materials, equipment, and demolition processes.
- Supervision of Resident Project Representative (RPR) monitoring and reporting activities, and distribution of Daily Field Reports generated by the RPR.
- Evaluate and track the project schedule with notice provided to the Town of Berlin if scheduling issues arise.
- Coordinate any necessary quality control on behalf of the Town of Berlin as required by the Contract Documents or testing that may be in addition to that already provided by the Contractor.
- Review Contractor progress payment applications, make recommendations, and submit to the Town of Berlin.
- Communication with the Contractor pertaining to conflict resolution and any other issues relevant to demolition activity.
- Review and provide recommendations for Contractor Change Order requests.
- Schedule and participate in the final inspection of the completed work to result in preparation of a punch-list.

- Verification that punch-list items have been completed and recommendations regarding acceptance to the Town of Berlin.
- Schedule, conduct, and report the results of the end-of-warranty inspection of constructed improvements.
- Contract Administration fees are based on an estimated 6-week project period.

Lump Sum \$12,500.00

Inspection Services

RPR Services will be provided as necessary throughout the project and will include the following:

- Full-time inspection of below ground and paving work to verify compliance with project specifications.
- Inspection of materials provided by the Contractor for use in the demolition project.
- Preparation of Daily Field Reports to summarize the Contractor's activities and field conditions.
- Maintain project record of field reports, meeting minutes, and correspondence.
- Monitoring any testing activities to confirm compliance with requirements of project specifications.
- Informing the Engineer as to the progress and quality of work.
- Review changes observed to accommodate field conditions and maintain a field red-line set, as well as review Contractor's red-line set.
- Informing the Engineer of any conflicts and formulation of punch-list at conclusion of the project.

Inspection fees assume one inspector covering full-time duties for a total of 240 hours over the estimated 6-week project period. Estimated inspection hours for meetings and final inspection are also included in the estimated fee.

Estimated Fee \$30,000.00

It is understood that the Town plans to pursue CDBG Grant Funds for this project. DBF attendance at a public input meeting, and attendance at a Mayor & Council Meeting are included in our fee, as desired by the Town. It is understood that the scope of work and associated fees described herein shall exclude any permit application fees, agency review fees, recordation fees, and any other fees assessed by any government or regulatory agency for the purpose of reviewing and/or permitting the plan.

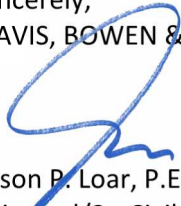
We will provide the services described above, based on the following **Summary Fee Schedule**. Any work requested and authorized by the Town beyond the scope of this proposal can be billed as additional services on an hourly basis. Invoices for all services will be rendered monthly based upon actual work completed during the previous month. Payment terms and any authorized additional services will be in accordance with the attached Schedule of Rates No. 50A.

SUMMARY FEE SCHEDULE:

Design and Specifications	Lump Sum Fee \$ 12,500.00
Permit Acquisition	<u>Lump Sum Fee \$ 12,500.00</u>
Subtotal	\$25,000.00
Bidding	Lump Sum Fee \$ 8,000.00
Contract Administration	Lump Sum Fee \$12,500.00
Inspection Services	<u>Estimated Fee \$ 30,000.00</u>
Subtotal	\$50,500.00
Total	\$75,500.00

We anticipate completing the design and submitting to the Town for review within 60 days after authorization to proceed. We appreciate the opportunity of providing this proposal and look forward to working with the Town to successfully complete this project. If this proposal is acceptable to you, please sign in the space provided and return one copy for our files. This proposal is valid for 60 days.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Jason P. Loar, P.E.
Principal/Sr. Civil Engineer

L:\Proposals\P0050A - BERLIN\2026\P0050A26.057 - Henry Mill Drive Roadway Reconstruction\Proposal - Henry Mill Drive Roadway Reconstruction.docx

CC:

Kate Daub, Special Projects Administrator
James Charles, Director of Public Works
Jamey Latchum, Water Resources Superintendent

Accepted By: _____

Town of Berlin

Date: _____

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES
 SCHEDULE NO. 50A
 Effective September 1, 2025

CLASSIFICATION	HOURLY RATE
Principal	\$230.00
Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor, Sr. Planner	\$195.00
Architect, Landscape Architect, Engineer, Surveyor, Planner	\$155.00
Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$160.00
Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$140.00
Senior Environmental Specialist	\$160.00
Environmental Specialist	\$130.00
Construction Administrator	\$145.00
Senior Designer	\$150.00
Designer	\$130.00
GIS Specialist	\$140.00
Computer Graphics Designer	\$115.00
CAD I	\$115.00
CAD II	\$100.00
1 Person Survey Crew	\$150.00
2 Person Survey Crew	\$190.00
3 Person Survey Crew & UAV Crew (Excluding Equipment Charge)	\$230.00
Resident Project Representative	\$110.00
Computer Administrator	\$110.00
Administrative Support	\$90.00
Travel	\$0.655/mile
Direct Expense	Cost + 10%
UAV Equipment Charge	\$100/mission
Prints (In-house Reproduction)	\$3.50/sheet
Overtime	(1.5xHourly Rate)
24x36 Mounted Prints	\$90 (First Board)/ \$40 (Additional Boards from the Same Order)

Budgetary Construction Estimate
Henry Mill Drive Roadway Reconstruction
City of Berlin, Worcester County, Maryland
DBF #P0050A026.057
February 17th, 2026

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
Base Bid:						
1	Mobilization, Bonds, and Insurance (Max. 3% of Base Bid)	-	LS	1	-	\$ 9,892.56
2	Furnish and Install Erosion & Sediment Control Measures	-	LS	1	-	\$ 10,000.00
3	Milling Existing Roadway	2"	SY	8886	\$ 12.00	\$ 106,632.00
4	Furnish and Install Surface Course Paving	2"	SY	8886	\$ 20.00	\$ 177,720.00
5	Furnish and Install Base Course Paving	3"	SY	500	\$ 35.00	\$ 17,500.00
6	Furnish and Install Graded Aggregate Base	6"	SY	500	\$ 20.00	\$ 10,000.00
7	Furnish and Install Curb and Gutter	8"	LF	158	\$ 50.00	\$ 7,900.00
CONSTRUCTION SUBTOTAL ESTIMATE (ITEMS 1-7)						\$ 339,644.56
CONTINGENCY (10%)						\$ 33,964.46
ENGINEERING SERVICES						\$ 75,500.00
TOTAL CONSTRUCTION COST ESTIMATE						\$ 449,109.02



MOTION OF THE MAYOR AND COUNCIL 2026-15

A Motion of the Mayor and Council of the Town of Berlin TO DECLARE PROPERTY AS SURPLUS AND THE DISPOSAL through sale or other means.

Department	Item Description	Comments
Administration and Finance	Various File Cabinets, Tables, Chairs, Miscellaneous items	Items are in the process of being determined as Town Hall is vacated in preparation for renovation. Items will be cataloged prior to disposal and a one-day “yard” sale will be held to allow for public purchase. Items not sold will be disposed of elsewhere, up to and including destruction.

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

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

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Mary Bohlen, Town Administrator ~~MTB~~

MEETING DATE: March 23, 2026

SUBJECT: Smart Meter Opt-Out Policy and Tariff Amendments

SUMMARY

Please note that there are two separate actions being submitted for consideration this evening. There is overlap between the AMI Meter Opt-Out Policy and Tariff amendment, therefore this staff report references both:

1. Resolution 2026-02 to adopt an AMI Meter Opt-Out Policy
2. Motion 2026-16 to approve two Amendments to the Town's Electric Tariff

Under Maryland Public Service Commission (MPSC) regulations, electric utilities utilizing Smart Meters are required to offer their customers the option to Opt-Out of having two-way communications between their meter and the utility or of not having a smart meter installed, with limitations. The utility is permitted to charge a one-time fee, as well as a monthly recurring fee for this option to offset the cost of the personnel and equipment/resources needed to read the meters without the benefit of remote communication, i.e., in-person, visual meter readings.

MPSC regulations only apply to electric utilities; MPSC regulations do not apply to municipally owned water systems like Berlin's, and therefore no such provision is required for the Town's water meters.

In addition to enacting a policy and procedure for opting out, an amendment to the Town's Electric Utility Tariff will be required. The Town's third-party electric utility consulting firm, Booth & Associates, as well as the Town's legal counsel for electric utility matters are currently reviewing and preparing for the tariff amendment process to address this and at least one other matter.

The policy attached is intended to capture the Smart Meter Opt-Out for both Electric and Water meters and to establish the appropriate fees. The policy attached does not reflect the amount of the monthly recurring charge as discussed at the March 9, 2026 meeting, as additional information follows here for consideration.

Having already had several customers express a desire to opt-out of the smart meter program, staff seeks approval of the Mayor and Council in establishing a policy to accommodate such requests. While we can implement the fees for Water meter opt-outs immediately, it would not be prudent to charge the fees for Electric customers prior to approval by the MPSC. However, the customers' desire to not have a smart meter should be respected and accommodated with the understanding that fees will be charged in the future as appropriate.

Also presented for Mayor and Council approval are two recommended Tariff amendments: one for the AMI Meter Opt-Out Policy as discussed above and the other regarding Electric Vehicle Public Charging.

INFORMATION REGARDING THE OPT-OUT POLICY (updated from March 9, 2026 discussion)

1. Based on the conversation at the March 9th Meeting, research regarding costs to the customer should they, in the future, choose to cancel their request to Opt-out and have a smart meter installed has indicated that:
 - a. The customer would not have to pay for the cost of the actual meter.

- b. As indicated in the policy, if the request is within the defined waiver period, the one-time and monthly fees paid to date would be credited to the account. If the request is after the waiver period, no refund or credit will be due back to the customer.
2. Since the March 9, 2026 meeting, a question was posed regarding the reasoning behind charging the one-time and monthly fees for this service.
 - a. As noted, the Town has invested significant funding, both directly and through grants/bonds, for smart meter programs for both the electric and water utilities. Smart metering increases the accuracy of the metering system, provides real-time information to the Town and to the customer, and creates efficiencies in allocation of resources, including personnel and equipment. It is important to remember that the Town does not employ full-time meter-readers for either the Electric or Water Departments; meters are read by full-time employees in other roles, but who currently manually read meters once a month for 2-3 days.
 - b. Following the manual read of the meters, additional staff on the billing side must then enter the data into the system to generate the bills.
 - c. Not utilizing the technology that this investment provides will incur a cost to the Town that must either be paid by the specific customer(s) choosing to opt-out or paid by the overall customer population.

RECOMMENDATION:

1. It is staff's recommendation to:
 - a. Set the one-time fee to \$50.00. This lines up with the established rates for Service-call fees as set in the existing, MPSC approved tariff language.

OPTIONS:

1. Approve the attached Resolution and Motion as written with the decided upon One-Time Fee following this discussion.
2. Amend the Resolution and Policy to address Water Meters only and amend the policy or adopt a separate policy at a later date following MPSC approval of the tariff amendments and fees to account for Electric Meter Opt-outs. Regardless, the Mayor and Council must agree to the language being presented for tariff amendment, which ties directly to the policy (chicken and egg).
3. Set the one-time fee at \$25.00 per the discussion on March 9th and charge the established \$50.00 Service-Call fee if the customer elects to cancel their Opt-Out request.

Attachments:

Resolution 2026-02 with attached Policy

Steps to Implement Opt-Out Fee

Motion 2026-16: Tariff Amendments

Amendments: Classification #1 Residential Service

Classification #2 Small General Service (Non-Demand)

Classification #7 Electric Vehicle Public Charging

Summary of Tariff Amendments

Timeline for the last tariff amendment in 2012 (for reference)

Please note items highlighted in yellow on the following pages will be updated before final release.

Please ignore any formatting irregularities on the attached as those will adjust with final acceptance of changes.



RESOLUTION NO. 2026-02

**A RESOLUTION OF THE MAYOR AND COUNCIL OF BERLIN
ADOPTING A SMART/AMI METER OPT-OUT POLICY**

WHEREAS, The Mayor and Council of the Town of Berlin has invested significantly in Smart/AMI (Advanced Metering Infrastructure) technology and equipment for both the Electric and Water Utilities for the purposes of increased accuracy and reliability of the metering system, which is ultimately to the benefit the customers of the Town of Berlin;

WHEREAS, it is required by the Maryland Public Service Commission (MPSC) to offer the option for Electric Utility customers to choose not to participate in the Smart/AMI Meter system for their account; and

WHEREAS, in addition to the requirement as pertains to the Electric Utility, the Town of Berlin has also elected to offer the same Opt-Out Program for Smart/AMI Meters under the Water Utility.

NOW, THEREFORE, BE IT RESOLVED that the Town of Berlin hereby adopts the AMI METER OPT-OUT POLICY, INCLUDING THE FEE STRUCTURE INDICATED and with the caveat of MPSC approval for the Electric Utility as further described in the policy and as attached.

Approved this _____ day of _____, 20____ by the Council of the Town of Berlin, Maryland, by the following vote.

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

Dean Burrell, Sr., Vice-President of the Council

Approved this _____ day of _____, 20____ by the Mayor of the Town of Berlin.

ATTEST: _____
Zackery Tyndall, Mayor and President of Council

Mary Bohlen, Town Administrator

DRAFT



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov

Advanced Metering Infrastructure (AMI) / Smart Meter Opt-Out Policy

The Town of Berlin has invested in Advanced Metering Infrastructure (AMI) for both its Electric and Water Utilities. These “smart meters” provide significantly greater accuracy and reliability than older metering technologies and allow meters to be read remotely via secure radio communication. AMI also improves customer access to account information by enabling near real-time viewing of meter activity through designated online portals.

Customer Portals

- **Water Utility:** <https://townofberlin.my360-app.com>
- **Electric Utility:** Portal information will be provided once the program is fully operational

Customer Right to Opt Out

Pursuant to regulations of the Maryland Public Service Commission (MPSC), electric utility customers have the right to decline participation in the AMI metering program. As a courtesy to customers, the Town of Berlin is extending a similar opt-out option to water utility customers.

Smart Meter Opt-Out Program

Customers who elect to opt out of AMI metering (“Opt-Out Customers”) are subject to both a one-time, up-front fee and a recurring monthly fee for each applicable meter.

Opt-Out Fees

- **One-time fee:** \$ [redacted] per meter [TBD]
 - Payable in three (3) equal monthly installments
- **Monthly fee:** \$17.00 per meter, per month

All opt-out charges will appear as separate line items on the customer’s monthly utility bill.

IMPORTANT NOTE: The Town of Berlin must seek approval of the MPSC to impose the above fees for customers choosing to opt-out of Electric Utility AMI Meters. However, the Town is offering the ability to customers to opt-out at this time, **with appropriate fees to be payable upon approval of the MPSC.**

Water Utility Opt-out customers, including those with both Electric and Water meters, will be charged fees for the Water meter opt-out immediately.

Billing and Waiver Provisions

Upon enrollment, Opt-Out Customers will receive an initial bill that includes:

- The first installment of the one-time fee; and
- The applicable monthly opt-out fee.

An Opt-Out Customer may discontinue the opt-out program at any time by electing to have a smart meter installed.

Waiver Period

If the customer agrees to have a smart meter installed **before the end of the fifth (5th) billing cycle** following the first appearance of opt-out charges on the bill—and allows reasonable access for installation—all opt-out charges will be waived and removed from the customer’s account as applicable.

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After the Waiver Period

If the customer elects to have a smart meter installed **after** the waiver period has expired:

- Opt-out charges will continue to be billed; and
- No refunds will be issued for any opt-out charges paid prior to election to have a smart meter installed beyond the waiver period described above.
- Charges will cease upon the earlier of:
 - Installation of a smart meter; or
 - Thirty (30) days after the Town receives customer notification, provided reasonable access is allowed for installation.

Multiple Meters

Customers with multiple meters—whether serving a single property or multiple properties—must specify, by account number, which meters are being enrolled in the AMI/Smart Meter Opt-Out Program. Fees will apply separately to each individual meter enrolled in the opt-out program.

How to Request Opt-Out

Requests to opt out of AMI metering for electric and/or water service must be submitted in writing by one of the following methods:

- Completion of the appropriate opt-out form: [\[link to form\]](#)
- Email: info@berlinmd.gov
- Written correspondence delivered to the Town of Berlin, AMI Opt-Out Program, 10 William Street, Berlin, MD 21811

Additional Information and Meter-Specific Details

- Only the **Electric Utility AMI program** is regulated by the Maryland Public Service Commission. However, the Town of Berlin has chosen to offer opt-out guidelines for the Water Utility.

Electric Meters

If a customer opts out of AMI metering:

- The existing analog, AMR, or ERT* meter will remain in service.
- If that meter fails or requires replacement in the future, it will be replaced with the appropriate metering technology available at that time.

Water Meters

- At the time of the development of this policy, AMI-capable water meters have been or will be installed for all customers.
- For customers who opt out, the two-way communication capability of the water meter will be disabled.

*Meter Definitions

- **Analog Meter:** Requires on-site visual reading
- **AMR:** Automatic Meter Reading
- **ERT:** Encoder/Receiver/Transmitter

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Smart Meter (AMI) Frequently Asked Questions

What is Advanced Metering Infrastructure (AMI)?

Advanced Metering Infrastructure (AMI), also known as “smart meters,” is modern metering technology used by the Town of Berlin for Electric and Water Utilities. AMI meters:

- Provide more accurate and reliable readings
 - Allow meters to be read remotely using secure radio technology
 - Enable customers to view usage information through online portals, often in near real time
-

How can I access my meter information online?

- **Water Utility Portal:** <https://townofberlin.my360-app.com>
 - **Electric Utility Portal:** Information will be provided once the program is fully operational
-

Do I have the right to opt out of a smart meter?

Yes. Under Maryland Public Service Commission (MPSC) regulations, electric utility customers may choose not to participate in the AMI program. Although water utilities are not regulated by the MPSC, the Town of Berlin offers a similar opt-out option for water customers as a courtesy.

What does it mean to opt out?

Opting out means that your electric and/or water meter will not actively use AMI communication technology. Customers who opt out remain responsible for manual meter reading and related administrative costs, which are recovered through opt-out fees.

What are the opt-out fees?

Opt-out fees apply **per meter** and include:

- **One-time fee:** \$ [redacted] per meter [TBD]
 - Payable in three (3) equal monthly installments
- **Monthly fee:** \$17.00 per meter, per month as long as the meter is enrolled in the program.

These charges will appear as separate line items on your utility bill.

When will opt-out charges begin?

For the water utility, after you enroll in the opt-out program, your first bill will include:

- The first installment of the one-time fee, and
- The monthly opt-out fee

For the electric utility, if you enroll in the opt-out program, the first installment of the one-time fee, and the monthly opt-out fee, will appear on the first bill following approval of the charges by the MPSC.

Can I change my mind after opting out?

Yes. You may discontinue the opt-out program at any time by choosing to have a smart meter installed, provided you allow reasonable access for installation.

Is there a fee waiver if I change my mind?

Yes. If you agree to have a smart meter installed **within five (5) billing cycles** of when opt-out charges first appear on your bill:

- All opt-out charges will be waived and removed from your account

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- Reasonable access for installation must be provided
-

What happens if I change my mind after the waiver period?

If you request smart meter installation after the five-billing-cycle waiver period:

- Opt-out charges will stop when:
 - A smart meter is installed, or
 - Within 30 days after the Town receives your request, provided installation access is allowed
-

What if I have more than one meter?

Customers with multiple meters must specify, by account number, which meters are opting out. Opt-out fees apply separately to each meter.

How do I request to opt out?

Opt-out requests must be submitted in writing by one of the following methods:

- Complete the opt-out form: [\[link to form\]](#)
 - Email: info@berlinmd.gov
 - Written correspondence delivered to the Town of Berlin
-

What happens if I opt out of an electric smart meter?

- Your existing analog, AMR, or ERT meter will remain in service
 - If that meter fails or must be replaced in the future, it will be replaced with the appropriate technology available at that time
-

What happens if I opt out of a water smart meter?

- AMI-capable water meters are installed for all customers
 - If you opt out, the two-way communication feature of the water meter will be disabled
-

Are electric and water smart meters regulated the same way?

No. The Electric Utility AMI program is regulated by the Maryland Public Service Commission. The Water Utility is not PSC-regulated; however, the Town applies similar opt-out guidelines for consistency and customer convenience.

What do these meter terms mean?

- **Analog Meter:** Requires on-site visual reading
- **AMR (Automatic Meter Reading):** One-way automated meter reading
- **ERT (Encoder/Receiver/Transmitter):** A device that transmits meter data

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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

AMI/Smart Meter Opt-Out Request form

By submitting the form below, or otherwise requesting in writing, I acknowledge that I have read the Town of Berlin AMI Opt-Out Policy and agree with the terms and conditions described.

- I understand that I will be billed a one-time fee of \$_____, payable in three monthly installments, as well as a \$17.00 monthly fee, until such time as I may inform the Town of Berlin that I no longer wish to participate in the Opt-Out program.
- I understand that the Town of Berlin must receive approval from the Maryland Public Service Commission for fees for the Electric Utility Smart Meter opt-out.
- I further understand that these fees are payable for each meter for the accounts identified.

If the customer is requesting to Opt-Out for multiple accounts, a separate form must be submitted for each account. Or the customer may submit written correspondence listing each applicable account. It is acceptable to attach a separate page listing each applicable account with this signed form, provided the relevant information requested below is included.

Requests must be sent to:

**Town of Berlin
AMI Opt-Out Program
10 William Street
Berlin, MD 21811**

Or by email to: info@berlinmd.gov

Account holder name: _____

Physical Address of account: _____, Berlin, MD 21811

Account number: _____

Type of Account: ___ Electric ___ Water/Sewer

Contact information for questions:

Phone: _____

Email: _____

Signature: _____

Date: _____

Printed Name: _____

Steps to Implement Opt-Out Fee

1. Notice to the PSC:

Once the Town approves the proposed opt-out fee, Berlin must provide notice to the Maryland PSC at least 30 days before the effective date. Md. Code Ann., Pub. Util. § 4-203(a). Berlin's effective date should be 30 days after the filing (for example, file on April 1, 2026, request effective date of May 1, 2026).

The filing with the PSC will need to include the proposed tariff language and some cost justification for the tariff charge in the form of testimony.

2. MD PSC – Suspension of Filing, Establishment of Hearing Proceedings:

The Commission has the authority to suspend the filing initially for up to 180 days after the proposed effective date. Md. Code Ann., Pub. Util. § 4-204(a)(1). If it does, the new charge would not be able to go into effect until the PSC acts on it.

If the PSC is not convinced based on the Town's testimony alone, it may initiate hearing proceedings to determine whether the suspended tariff rate is just and reasonable.

Based on the most recent rate change that Berlin filed in 2012, this could happen very soon after the Town's filing. In Case No. 9300, Berlin filed a rate decrease for commercial customers on August 1, 2012 (seeking a September 1, 2012 effective date), and on August 2, 2012, the PSC issued an order suspending the tariff and setting it for hearing.

3. Prehearing Conference:

The next step would be that the MD PSC would likely schedule a prehearing conference within 30 days or so, for the purpose of determining a schedule for discovery, Staff and OPC testimony, and a hearing – with input from the parties.

4. Notice to Public

The PSC will require Berlin to publish notice in local newspapers of the rate increase.

5. Potential Settlement Discussions:

In Case No. 9300, the Town, Staff and OPC engaged in settlement discussions and did not go to a full hearing. That would be the recommended course of action here. Berlin's technical and legal team would ascertain if Staff or OPC has concerns with the proposed charges and would attempt to address the concerns. These settlement discussions could take place after the filing is made. This could take a month or two, and the goal would be to resolve the rate prior to the hearing date.

6. Evidentiary Hearing:

As noted above, the PSC may set this for a hearing. In the hearing, the Public Utility Law Judge would take evidence and hear testimony on the reasonableness of the charges, or if settlement is reached, an abbreviated hearing on whether the settlement is reasonable. This could be a few months after the filing is made.

7. Public Hearing:

The PSC may require a separate public hearing to be held for customers to provide input on the proposed opt-out charges. This would likely be on or around the same date as the evidentiary hearing.

8. If Applicable, Filing of Settlement:

If the Town, Staff and OPC reach agreement, the stipulation would be filed at the PSC.

9. Order from Public Utility Law Judge:

The Public Utility Law Judge would issue a proposed order, whether addressing a proposed settlement, or the substance of the case if a dispute remains. If there is no dispute among the parties, this would likely happen fairly quickly, within a few weeks. It could take longer if there is disagreement over the charges.

10. Order Finalized

A few weeks after the proposed order from the Public Utility Law Judge, it will become final (unless appealed).

11. If Needed, Filing of Revised Tariff

If there is any change to the tariff charge as a result of this process, Berlin would need to file revised tariff sheets.



MOTION OF THE MAYOR AND COUNCIL 2026-16

A motion of the Mayor and Council of the Town of Berlin APPROVING AMENDMENTS FOR RECOMMENDATION TO THE MARYLAND PUBLIC SERVICE COMMISSION OF CERTAIN SECTIONS OF THE TOWN OF BERLIN ELECTRIC UTILITY TARIFF AS ATTACHED.

- ATTACHMENT A: Classification #1; Residential Service
- ATTACHMENT B: Classification #2: Small General Service (Non-Demand)
- ATTACHMENT C: Classification #7; Electric Vehicle Public Charging

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

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

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator

**CLASSIFICATION #1
RESIDENTIAL SERVICE**

Availability:

This rate applies to all household uses of electricity in one-family residences or one-family apartments.

Service under this Classification may not be used with any other interconnected source of energy without the express written consent of the Town.

Term of Contract:

Open order from month to month, except when special investment is made to provide service, a contract of one year or more may be required.

Minimum Bill:

The minimum monthly bill shall be the Customer Charge.

Customer Charge:

\$4.60 per month

\$75.00 fee indicated to be adjusted according to discussion

Smart Meter / AMI Meter Opt-Out (see Rider AMI)

One-time, up-front Fee: \$75.00 per meter (payable in three monthly installments)

Monthly Fee: \$17.00 per meter (per month)

Energy Charges:

First	500 kWh per billing month @	9.892 ¢ per kWh
All Over	500 kWh per billing month @	8.465 ¢ per kWh

Power Cost Adjustment (PCA) and Conservation Cost Recovery (CCR):

The PCA and CCR apply to all energy use under this Classification.

Taxes:

Any Franchise Tax, Sales Tax, or other governmental charges or credits applicable to the Customer's service will be added to bills rendered.

Terms and Conditions:

All service under this Classification is subject to the terms and conditions in the Town's Electric Service Tariff. The Tariff may be amended from time to time upon application by the Town and approval of the Maryland Public Service Commission.

Issued: November 28, 2012 March 1, 2026
Gege Williams, III

Signed: Zack Tyndall Wm.

Effective: November 28, 2012 March 1, 2026

Title: Mayor

**CLASSIFICATION #2
SMALL GENERAL SERVICE (NON-DEMAND)**

Availability:

This rate is available for non-residential service when monthly energy use does not exceed 3,500 kWh more than once in any twelve (12) consecutive months. This rate will be available for an existing Customer in another Classification, if the Customer's energy usage fails to exceed 3,500 kWh for twelve (12) consecutive months.

Service under this Classification may not be used with any other interconnected source of energy without the express written consent of the Town.

Term of Contract:

Open order from month to month, except when special investment is made to provide service, a contract of one year or more may be required.

Minimum Bill:

The minimum monthly bill shall be the Customer Charge.

Customer Charge:

\$5.50 per month

Smart Meter / AMI Meter Opt-Out (see Rider AMI)

One-time, up-front Fee: \$75.00 per meter (payable in three monthly installments)

Monthly Fee: \$17.00 per meter (per month)

\$75.00 fee indicated to be adjusted according to discussion

Energy Charge:

All billing month kWh @ 10.467 ¢ per kWh

Power Cost Adjustment (PCA) and Conservation Cost Recovery (CCR):

The PCA and CCR apply to all energy use under this Classification.

Taxes:

Any Franchise Tax, Sales Tax, or other governmental charges or credits applicable to the Customer's service will be added to bills rendered.

Terms and Conditions:

All service under this Classification is subject to the terms and conditions in the Town's Electric Service Tariff. The Tariff may be amended from time to time upon application by the Town and approval of the Maryland Public Service Commission.

Issued: November 28, 2012 March 1, 2026
Gee Williams, III

Signed: Zack Tyndall Wm.

Effective: November 28, 2012 March 1, 2026

Title: Mayor

RIDER AMI
SMART METER OPT-OUT

Residential and Small General Service Customers served under Classification 1 and 2 respectively, who elect to opt-out of receiving a smart meter and choose to retain a non-smart meter, are subject to the Smart Meter Opt-Out fees listed in this Rider. A Customer who is non-responsive to Berlin’s attempts to install a smart meter, as detailed in Order No. 86727, shall also be subject to this Rider.

Smart Meter Opt-Out Customers are subject to a one-time, up-front fee upon enrollment, payable in three monthly installments, and a recurring monthly fee after enrollment, regardless of the quantity of meters per premise. The applicable fees for enrolling in Smart Meter Opt-Out will be shown as separate line items on the Customer’s bill and are as follows:

<u>One-time, up-front Fee:</u>	<u>\$75.00 per meter (payable in three monthly installments)</u>
<u>Monthly Fee:</u>	<u>\$17.00 per meter (per month)</u>

Same as previous

Opt-Out Customers will receive an initial bill that includes the first installment of the one-time, up-front fee and ongoing monthly fee. An Opt-Out Customer can elect to discontinue the application of this Rider at any time by electing to have a smart meter installed. The charges shall be waived and removed from the Customer’s bill where the opt-out charges first appear if the customer agrees, before the end of the fifth subsequent billing cycle, to have a smart meter installed, provided the Customer allows reasonable access for installation of the smart meter.

For Customers who elect to have a smart meter installed after the waiver period has expired, the charges shall continue to be billed and shall cease upon the earlier of the installation of a smart meter or within 30 days of receiving customer notification, provided the Customer allows reasonable access for installation of the smart meter.

A Customer with multiple electric premisesmeters shall incur fees for each individual premise-meter that is opted-out of receiving a Smart Meter.

Issued: March 1, 2026

Signed: Zack Tyndall

Effective: March 1, 2026

Title: Mayor

CLASSIFICATION #7
ELECTRIC VEHICLE PUBLIC CHARGING

Availability:

The Town shall own and operate electric vehicle (EV) Level 2 (L2) and/or Direct Current Fast Charge (DCFC) charging stations available for public use in accordance with Commission Order No. 88997 in Case No. 9478. All public EV charging stations will be sited on property either owned by government entities or government associated organizations or controlled by those entities and organizations (such as through easements, right of ways, or similar legal or equitable mechanisms). EV operators who reside within the Town’s service territory or outside the Town’s service territory are eligible to use the Town-owned charging stations. L2 charging stations shall cover all applications at 208/220/240 voltage levels with demand loads ranging from approximately 3 to 13 kW. DCFC charging stations cover applications with demand loads from approximately 50 to 150 kW. All such users must register and maintain an active account with the Town’s network provider and provide all required information, prior to using the charger. Applicable rates are shown below and are subject to change upon approval by the Commission.

Charging Rates:

<u>Level 2 Charging Station</u>	<u>\$0.18 per kWh</u>
<u>DCFC</u>	<u>\$0.34 per kWh</u>

Taxes:

Any Franchise Tax, Sales Tax, or other governmental charges or credits applicable to the Customer’s service will be added to bills rendered.

Terms and Conditions:

All service under this Classification is subject to the terms and conditions in the Town’s Electric Service Tariff. The Tariff may be amended from time to time upon application by the Town and approval of the Maryland Public Service Commission.

Complaints About Public EV Charging Station Meter Accuracy:

A user of a Town-owned public EV charging station may contact the Town or its charging station administrator to discuss any concerns about meter accuracy. A phone number that customers can use to make complaints shall be displayed at the charging station at all times. In the event the Town or its charging system administrator is not able to adequately address the user’s concerns at the time of initial contact, the user may initiate a complaint, and the Town will proceed to investigate the accuracy of the EV charging station metering equipment identified by the user and provide a response to the user as soon as practicable using the contact information provided to the Town by the user.

If the Town determines that the amount actually paid by the user for use of a Town-owned public EV charging station was incorrectly calculated as a result of faulty metering equipment, the Town shall issue initiate a ticket with the network provider to a-process a refund to the user equal to the amount of any overcharges.

Issued: March 1, 2026

Signed: Zack Tyndall

Effective: March 1, 2026

Title: Mayor

Town of Berlin, MD

Tariff Amendments: AMI Opt-Out and EV Public Charging Station

The Town plans to file two new electric tariff amendments to address infrastructural changes currently taking place in Berlin, as well as the Town's public electric vehicle charging station.

AMI Opt-Out

- The Town is in the process of implementing a system-wide upgrade to Advanced Metering Infrastructure (AMI) smart meters, which provide operational efficiencies, improved data access, and long-term benefits to the electric system.
- While participation in the AMI program is expected for most customers, some customers may elect to opt out and retain a non-AMI meter. A dedicated opt-out tariff is necessary to address the costs created by this choice.
- Without an approved amendment, the Town lacks a mechanism to recover the incremental costs associated with serving these customers.
- Customers who opt out of AMI meters could impose additional costs on the electric system, including:
 - Manual meter reading
 - Vehicle and travel expenses
 - Additional field visits and labor
 - Ongoing administrative costs
- The opt-out fees ensure these costs are covered by the customers who choose to opt-out, rather than being shifted to the broader customer base.
- The proposed structure, consisting of a one-time upfront enrollment fee and a recurring monthly charge, practically mirrors the existing opt-out tariffs of other Maryland utilities, such as Delmarva Power.

EV Public Charging Station

- The Town has installed and continues to operate its publicly accessible EV charging station that serve both residents and non-residents.
- The station offers an electric service that differs fundamentally from current retail electric service rates.
- This amendment will allow the Town to recover the costs associated with the charging station, such as:
 - Operational costs
 - Network provider fees
 - Maintenance costs
 - Administrative costs
- The proposed EV charging station tariff amendment helps ensure that these costs are recovered by the users of the station, rather than being shifted to the broader base.
- The proposed pricing structure is aligned with Delmarva Power's public EV charging rates, which are often relied upon as precedent for municipal utilities in the state.
- The tariff clearly defines eligibility, applicable rates, and terms of service, providing transparency to users and an established process for addressing billing or metering concerns.

Prepared by Jon Quitto, Booth & Associates

Case No. 9300

08/01/2012	Mayor and Council of Berlin - an Application for a Decrease in its Electric Rates throughout its Service Territory. Case No. 9300. (ML 141755)	
08/02/2012	The Commission - Letter to Parties noting that it has suspended the proposed tariff revisions for street light offerings including the rates and charges and docketed this matter as Case No. 9300	
08/06/2012	Kirk Betts - Motion for Admission Pro Hac Vice to admit Jill M. Barker. Case No. 9300	
08/08/2012	Hearing Examiner Division - Notice of Pre-Hearing Conference. Case No. 9300 (ML 141879)	Prehearing conf scheduled for 9/6/2012
9/6/2012	Hearing Examiner Division - Notice of Procedural Schedule. Case No. 9300 (ML 142359)	Evidentiary hearing scheduled for 10/15/2012
9/28/2012	Office of Staff Counsel - Request to Alter Procedural Schedule. Case No. 9300 (ML 142863)	Letter informing PSC that a settlement was reached Request (granted) to move hearing to 10/11/2012, in Berlin, and oral testimony only in support of settlement
10/12/2012	Town of Berlin, Maryland - Joint Motion for Approval of Stipulation and Settlement Agreement.	
11/08/2012	Hearing Examiner Division - Proposed Order. Case No. 9300 (ML 143539)	
11/27/2012	Hearing Examiner Division - Letter to Parties finalizing Proposed Order No. 85223.	
11/27/2012	Mayor and Council of Berlin - revised tariff rates in compliance with the Stipulation and Settlement Agreement approved by the Proposed Order of the Public Utility Law Judge dated November 8, 2012. Case No. 9300. (ML 143831)	



**March 23, 2026
Weekly Report**

Departments This Week:

Town Administration

- **SAVE-THE-DATE: REMINDER:** Unless otherwise noted, meetings will be held at the Berlin Library until Town Hall Renovations are completed.
 - Monday, March 23: Regular Session 6:00 PM
 - Friday, April 3: Most Town offices closed in observance of Good Friday.
 - Monday, April 13: Closed Session TBD; Regular Session 6:00 PM
 - Monday, April 20, 5:00 PM: General Fund Budget Work Session, including Berlin Fire/EMS - Police Department Training Room
 - Tuesday, April 21, 6-8 PM: Comprehensive Plan Public Session, 6-8 PM, Berlin Library.
 - Monday, April 27: Closed Session TBD; Regular Session 6:00 PM
 - Monday, May 4, 5:00 PM: Enterprise Fund Budget Work Session- Police Department Training Room
- **Comprehensive Plan Update:** A public session is scheduled with Mead & Hunt at the Berlin Library, 13 Harrison Avenue on Tuesday, April 21st from 6-8 PM. Public input is very important in this process and attendance is strongly encouraged. More information will be available in the coming weeks - keep an eye on social media, public access channel and the Town website.
- **Town Hall Renovations:**
 - On the agenda for Monday evening is a Motion to declare property surplus. As of this writing, we do not have a full list of what will be surplus, but wanted to get this on the agenda so that we can move forward with participating in the Town-wide Yard Sale on Saturday, April 4th.
 - As of Monday, March 23rd, Customer Service will be in the Welcome Center at 14 S. Main Street and Town Hall will be closed to the public. Remaining staff is transitioning to the Welcome Center or to remote work over the next two weeks. Utility bills can be paid at the Welcome Center and there is an after-hours drop-slot located within the small vestibule.
 - The Planning Department offices will remain OPEN throughout the renovation.
 - The parking lot behind Town Hall will be partially closed during renovations.
- **Stephen Decatur Park Restroom:** Construction to begin very soon.
- **The Smart Meter Opt-Out program and the tariff amendments** discussed at the last meeting are on the agenda for Monday, March 23rd.

Economic and Community Development

- Held our annual pre-Farmers Market Meeting - new vendors this year plus on-site roasted corn.
- Completed annual grants for Main Street & A&E District.
- Filmed new Beach & Beyond show & guest on Ocean98 with Worcester County Tourism.
- Working with Worcester Goes Purple on new holiday event for 12/12.
- Updated new merchant map.
- Writing grant for new mobile stage.
- Reviewing budget for FY27.
- **Upcoming Events:**
 - Berlin Chamber Spring Celebration - 4/4
 - Vintage & Vinyl for Record Store Day - 4/18
 - By Town of Berlin Main Street/A&E; Rain date 4/19
 - Community Yard Sale - 4/4; Rain date 4/5

Electric

- AMI Meter-Change Outs.
- Assist Public Works-Brush Cleanup.
- Germantown Rd-Service Upgrade.
- Assateague Rd-Remove Service, Utility Pole & Install Street Light.
- Esham Ave-Meter Base Replacement.
- Baker Street-Repair Uplighting.
- Quillin Dr-Replace Meter Base.
- Town Hall-Assist Public Works-Moving.
- Power Plant-Electrical Equipment-Infrared Red Scan.

Finance Director

Continues to work on:

- FY 2027 Budget projections and department meetings.
- FY 2026 half-year performance. Preparation of financial highlights.
- FY 2026-2027 capital projects, water resources, and lead replacement projects.
- Tyler's on-cloud hosting credit card processing software.
- Tyler credit card processing discussions.
- Grants, water loans, public works bond, MWIFA loans.
- Bank accounts review, positive pay submissions.
- CDA Bond paperwork, requisitions for bond reimbursements.
- 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.
- Employees' training, new customer service representative start date 02/23.
- GFOA standing committee meeting upcoming in January.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting, January.
- Records keeping, cleaning, shredding, and moving out of Town Hall.

Human Resources Department

- Processed payroll and all related reports on 03/09/26.
- Packing, moving, and determining logistics for the renovations as well as coordinating temporary holds on service with vendors such as Brasures Pest Control, Fire Protective Services, and J&A Bottleless. An email was sent to all users outlining my plan for the renovation period as I will be hybrid with some remote work.
- Still working with the SHRM Handbook builder tool, it has been on hold for more time-sensitive duties. Once finished, I will present it to the Mayor and Council.
- Working with LGIT to determine coverage for many storm-related claims for property damage.
- One Workers' Compensation claim filed.

- Beginning stages of budget preparation for all personnel-related costs. Working with all department heads to determine any anticipated changes that will be required for their personnel-related costs.
- Working with One Digital to begin the renewal process for Health Insurance. Also working on determining a date for open enrollment (tentatively May 20th). I am considering scaling back open enrollment during the renovations due to space constraints and may set up separate on-site visits for some of the ancillary benefit vendors.
- Working with Deeley Insurance on budgeting for the Workers' Compensation Insurance.
- Attended (virtually) the FAMLI webinar on March 17th.
- Attended the LGIT Renewal meeting in Salisbury on March 19th.
- Working with Jimmy on potentially bringing on another employee through our partnership with Hope 4 Recovery.
- Completed the annual Clearinghouse review for all CDL employees.
- Open positions:
 - Police Communications Officer (part-time) – Police
 - Police Officers – Police
 - Lab Manager - Wastewater

Planning Department

- Attended 3/4/26 HDC meeting.
- Preparing for the 4/1/26 HDC meeting.
- Preparing for the 4/8/26 Planning Commission meeting.
- Preparing for the April Monthly Project Review meeting.
- Conducted employee performance evaluation.
- Continued online Planning courses.
- Ongoing review of development projects.
- Meeting with project developer.
- Continuous cataloging of completed project plans.
- Received permits for: Fence – 3, Renovation – 3, Windows – 1, Demo – 1, Sign – 1, Repairs – 1, Alteration – 1, Pool Deck – 1, Burn – 1.
- Released permits for: Renovation - 2, Shed – 1, Sign – 1, Fence – 1, Demo – 4, Grading – 1, Fiber optic – 1, Windows – 2, Accessory bldg. – 2, Repairs – 2, Alteration – 1.
- Received applications for: Contractors License – 7, Long Term Rental – 2.
- Issued door tags/corrective action letters for: Complaint investigations – 3, Demo orders – 4, Junk – 2, Expired permit notice – 1, Exterior property maintenance – 3, Eviction – 1.
- Researching RFP needs to SW mapping.
- Reconciling data for LGIT map/town properties.
- Obtained bike path data.
- Cybersecurity training.

Police Department

- 2/17-18Cpl. Bratten, Pfc. Shockley – Force Encounters training OCPD
- 3/10-11Cpl. Bratten, Ofc. Ebke – Simunitions training, hosted by Berlin
- 3/11 Cpl. Lloyd, SO Shockley, Pfc. Collins, Ofc. Duncan – Mental Wellness training at BPD
- 3/12 Sgt. Collins & Dock – K-9 Training
- Collisions – 14
- Arrest – 0

Public Works

- Our primary focus for the last couple of weeks has been on the cleanup of residential storm debris around town. We have been renting a wood chipper with the Water Department, and along with help

from Electric, we've been running two crews of 3-4 people most days of the week. We expect to wrap up this week and switch our focus to the parks, which are in dire need of cleanup.

- The large playground structure at SDP was damaged by a falling tree after heavy rain. We have cleaned up the area and made it safe, and we are working on getting a quote for getting it repaired asap.
- Trash and recycling collection continues as normal.
- Maintenance in parks and town-owned areas continues as weather permits.

Water Resources

- Snow Removal & Clean Up 2/22-2/25.
- Tree Removal & Clean Up at Spray Sites 001 & 002.



- Lead Service Line Replacement Pre-Bid Meeting for Williams Street 3/12/26.
- Preparing FY27 Budget- Water, Sewer, Stormwater.
- Cleaned the Effluent Tank & Septage Station Tanks.
- Generator Maintenance & Repairs at the WWTP & Lift Stations.
- Notifying residents of potential water leaks.



Check Run Report
will be posted when available.