MAYOR AND COUNCIL
Meeting Agenda
Worcester County Library – Berlin Branch
13 Harrison Avenue
Monday, November 23, 2026

5:00 PM **WORK SESSION – Worcester County Library, Berlin Branch**
Update on Impact Fee Study performed by Business Economic & Community Outreach Network (BEACON) at Salisbury University

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

1. **6:00 PM** **CALL TO ORDER**

2. **6:05 PM** **APPROVAL OF MINUTES:** Mayor Zack Tyndall (*Strategic Plan: DS1)*
   a) Regular Session Minutes of 11.09.26

3. **6:15 PM** **PRESENTATION(S):**
   a) Berlin Police Department Honorable Service Awards – Police Chief Howard Drewer
   b) Worcester Youth & Family Annual Report – Executive Director Allysa Gammel & Youth Programs Coordinator Leslie Dixon

4. **6:45 PM** **ITEM(S) FOR APPROVAL:**
   A public comment period will 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 2026-69: Approving BEACON Impact Fee Proposed Scenario B – BEACON Director John Hickman & Associate Director Jessica Iacona
   b) Motion 2026-70: Henry's Mill Paving Project Bid Award – Water Resources Director Jamey Latchum and Acting Town Administrator Kate Daub

5. **7:00 PM** **REPORT(S):**
   a) PJM Quarterly Report – Electric Utility Director Alan Parkinson
   b) Acting Town Administrator, Departmental Reports (*Strategic Plan: DS1, DS4*)

6. **7:15 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. **7:30 PM** **COMMENTS FROM THE COUNCIL**

8. **7:45 PM** **COMMENTS FROM THE MAYOR'S OFFICE**

9. **7:50 PM** **COMMENTS FROM THE PRESS**

10. 7:55 PM ADJOURNMENT

8:00 PM CLOSED SESSION – Worcester County Library, Berlin Branch

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article 3- 305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;

a. Employment matter

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

6:00 PM REGULAR SESSION – Buckingham Presbyterian Church

Present: Mayor Zackery Tyndall, Vice President Jack Orris, Councilmembers Jay Knerr, Shaneka Nichols, Matt Stoehr, and Tony Weeg.
Staff Present: Town Attorney David Gaskill, Acting Town Administrator Kate Daub, Finance Director Natalie Saleh, Police Chief Howard Drewer, Police Captain Robert Fisher, Water Resources Director Jamey Latchum, and Director of Strategic Initiatives Sara Gorfinkel.

1. Call to Order:
   This meeting was also broadcast live via Facebook. After the moment of silence and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 6:00 PM.

2. Approval of Minutes:
   a. Work Session Minutes of 10.19.26
   b. Closed Session Minutes of 10.26.26
   c. Regular Session Minutes of 10.26.26

   On the motion of Vice President Orris, seconded by Councilmember Knerr, the meeting minutes were approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Jack Orris, VP	X				
Jay Knerr	X				
Shaneka Nichols	X				
Matt Stoehr	X				
Tony Weeg	X				
Voting Tally	5	0			

3. Proclamation(s):
   a. 2026-11: Recognizing Veterans & Military Families Month
      Mayor Tyndall read Proclamation 2026-11 designating November 2026 as Veterans and Military Families Month. He said the Town recognized the sacrifices of service members and the essential contributions of their families, particularly during deployments, extended separations, and the approaching holiday season. He expressed appreciation for veterans and families who support the armed forces.

   b. 2026-12: Operation Green Light
      Mayor Tyndall next presented the Operation Green Light recognition for November 4th through November 11th, 2026. He explained that Electric Utility Director Alan Parkinson and

his crew had changed the lights at the War Memorial and in front of Town Hall to green. He encouraged residents to display green lights as a visible expression of support for veterans, including those transitioning from military to civilian life.

c. 2026-13: Municipal Government Works Month
Mayor Tyndall proclaimed November Municipal Government Works Month. He referred to Berlin's incorporation in 1868, the importance of accessible local government, and the work performed by Town employees. He thanked staff for sustaining municipal services.

d. 2026-14: National Stormwater Day, November 16th
Mayor Tyndall then recognized November 16th as National Stormwater Day. He said water quality, drainage infrastructure, and pollution prevention were important to public health and the community's well-being. He thanked the Water Resources Department, Public Works, utility staff, EA Engineering, and residents for their work in maintaining and improving stormwater infrastructure.

4. Presentation: Diakonia's Supportive Living Campus Capital Campaign
Mayor Tyndall welcomed Diakonia representatives Jack Burbage, Amanda Schick, and Ken Argon. Ms. Schick identified herself as Diakonia's development director, Mr. Burbage as a board member and capital campaign fundraising chair, and Mr. Argon as executive director.

Ms. Schick said Diakonia had served the lower Eastern Shore for 54 years, providing assistance to individuals, families, and veterans experiencing homelessness, housing instability, and food insecurity. She reported that in 2025 the organization provided housing stabilization and case management services to 1,175 individuals, identified 381 newly homeless individuals, helped prevent 209 evictions, and provided food assistance to more than 13,000 people. She also described daily meal service, a 68% successful rehousing rate, and a veteran's program with a reported 95% successful rehousing rate.

Ms. Schick explained that Diakonia's existing operations were spread across multiple facilities, making coordination and private client services more difficult. She said the proposed supportive living campus on Route 611 would consolidate an expanded food pantry, veterans' services, mobile outreach, case management, and administrative offices in Phase One. She added that Phase Two would provide more than 42 supportive housing units, including 19 for veterans and their families, while the existing emergency shelter on Old Bridge Road would remain in service. She reported approximately $6.6 million committed toward the $7.9 million Phase One goal.

Mr. Burbage said Diakonia's work often occurred without substantial publicity, even though the need for its services was considerable. He reported that the organization served 687 Berlin residents in 590 households during the preceding year. He further stated that 33 shelter residents, 40 veterans receiving homeless services, and 32 individuals encountered through

mobile outreach were from Berlin. He said those figures illustrated the direct benefit of Diakonia's programs to the Town.

Mr. Burbage requested that Berlin consider contributing $25,000 annually for four years beginning in fiscal year 2027. He explained that the organization needed to raise matching funds for a $2 million State award and described additional support from Worcester County and State resources. He acknowledged the constraints of the Town's budget but said the proposed campus would help meet a growing need and potentially reduce pressure on other community services.

Mayor Tyndall thanked the representatives and said his prior experience in fire and emergency medical services had given him an appreciation of Diakonia's impact. He explained that the Town generally considered nonprofit funding requests during the budget process beginning in January and noted that it was helpful to receive the request early. No motion to approve funding was recorded.

When Vice President Orris asked about the organization's Thanksgiving Turkey Trot, Mr. Argon said it was entering its fifth year and had attracted more than 500 participants the previous year. He described a casual 5K run or walk on the Ocean City boardwalk, with a $35 registration fee. Councilmember Nichols asked where the event would be held, and Mr. Argon described the route near the former tram station. Mayor Tyndall offered to share the event through Town and Economic Development social-media channels if the organization provided a link.

Next, Mayor Tyndall announced a change to the meeting agenda and moved to Agenda Item 5b.

5. Announcement:
   b. Funding for Wastewater Treatment Plant Operations and Maintenance (O&M) Manual Development

      Mayor Tyndall introduced Water Resources Director Jamey Latcham and Finance Director Natalie Saleh as the staff representatives leading the motion. Mr. Latchum explained that new Maryland Department of the Environment (MDE) regulations required an updated manual within six months and that the requirement was issued after the current fiscal budget had been prepared.

      Mr. Latchum requested reallocating $22,500 by delaying the purchase of a chipper or related spray-site equipment until fiscal year 2028. Ms. Saleh explained that postponing a capital purchase to support operating needs was not the usual approach, but that Water Resources did not currently have an available contingency allocation. Mayor Tyndall and Mr. Latchum discussed the practical challenge of continuing spray-site maintenance while the equipment purchase was deferred.

      Councilmember Knerr asked when the manual had last been updated. Mr. Latchum responded that the existing material dated to approximately 2009 or 2010 and that the revised manual would incorporate spray-irrigation operations and new permit

requirements. Discussion turned to the increased regulatory and financial demands associated with Per- and polyfluoroalkyl substances (PFAS) monitoring. Mr. Latchum explained that MDE initially sought testing of all 36 monitoring wells twice annually, but Mayor Tyndall added that the Town successfully negotiated a reduction to approximately ten wells requiring sampling across the applicable sites. Mr. Latchum noted that the reduction would provide substantial cost savings, as individual samples were estimated to cost between $2,000 and $2,500, depending on the required analysis. The monitoring program was described as potentially approaching $100,000 annually even with the reduced requirements.

Councilmember Knerr asked whether the Water Resources Department had adequate staffing to meet the growing regulatory workload. Mayor Tyndall discussed the Town's participation in the Recovery Works program, which provides grant-funded temporary employees to assist with departmental responsibilities. He said two additional workers were anticipated, although participation is limited to approximately 500 hours per employee and requires appropriate training.

At the time of the meeting, the updated O&M Manual had reached approximately 148 pages in its initial development. Mr. Latchum indicated that work was progressing toward completion within the project's required timeframe.

Because the funding discussion was presented as an announcement, the Council took no formal action during this portion of the meeting.

6. Item(s) for Approval:

a) Motion 2026-67: Approve Equivalent Dwelling Unit (EDU) Transfer for Purnell Crossing Phase 5

Mayor Tyndall introduced Motion 2026-67 concerning the transfer of equivalent dwelling units (EDUs) associated with the Purnell Crossing development. Property representative Mr. Troy Purnell explained that he had maintained EDU accounts and paid ready-to-serve fees for many years. He requested the transfer of 20 EDUs from an account holding 28 EDUs to serve 20 lots previously approved by the Planning Commission, leaving eight EDUs in the original account.

Mayor Tyndall repeated the proposed allocation to confirm that 20 units would transfer and 8 would remain. When asked about the parties involved, Mr. Purnell clarified that the transfer would be from Tee Pee LLC, the current property owner, to Hunt Properties, LLC.

On a motion by Vice President Orris, seconded by Councilmember Nichols, Motion 2026-67: Approve Equivalent Dwelling Unit (EDU) Transfer for Purnell Crossing Phase 5, was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Jack Orris, VP	X				
Jay Knerr	X				
Shaneka Nichols	X				
Matt Stoehr	X				
Tony Weeg	X				
Voting Tally	5	0			

b) Motion 2026-68 (i.e. Announcement a): Approve Application of Net Sale Proceeds to Outstanding Principal Balance of Heron Park Taxable Public Improvements Bond

Mayor Tyndall reported that applying the proceeds from the sale of Parcel 57 directly to the bond principal would significantly reduce the Town's long-term debt obligations on the property. Ms. Saleh estimated that an accelerated principal payment would generate approximately $562,000 in interest savings and reduce the repayment period by approximately 11 years. During the discussion, an initial reference to 11 months was clarified and corrected to 11 years. Mayor Tyndall further noted that the sale of Parcel 57 returned the property to private ownership and the municipal tax rolls, creating an additional long-term financial benefit for the Town.

Councilmember Stoehr inquired about the remaining bond balance and the Town's long-term debt retirement strategy. Ms. Saleh explained that the bond was issued in approximately January 2016 and currently carries a fixed interest rate. She further advised that the financing terms are scheduled to change in 2030, at which time the interest rate will become adjustable. She indicated a preference to retire the remaining bond balance prior to the 2030 adjustment date to minimize potential exposure to higher interest rates. Ms. Saleh advised that staff would evaluate the Town's financial position after completing the annual audit, review available fund balances, and present any future debt retirement recommendations for Council consideration.

During the discussion, Ms. Saleh reported that the outstanding bond balance was approximately $2 million before applying the sale proceeds, which would reduce the remaining balance to approximately $800,000.

On a motion by Vice President Orris, seconded by Councilmember Nichols, Motion 2026-68: Approve Application of Net Sale Proceeds to Outstanding Principal Balance of Heron Park Taxable Public Improvements Bond, was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Jack Orris, VP	X				

Jay Knerr	X				
Shaneka Nichols	X				
Matt Stoehr	X				
Tony Weeg	X				
Voting Tally	5	0			

7. Report(s): Acting Town Administrator, Departmental Reports

Acting Town Administrator Kate Daub reported that necessary repairs to the Town's recycling truck were underway, adding that recycling collection would be modified during repairs. She said town crews would continue to collect paper and plastic; however, glass and metal items would need to be brought to a recycling center. She expressed hope that the work could be completed before the holidays.

Ms. Saleh explained that an error had been identified in the calculation of an adjustment factor used in the Town's electric utility billing process. She stated that the factor is incorporated into the power cost adjustment and applied to each customer's monthly electricity usage. She advised that the adjustment factor is reviewed and approved through the Maryland Public Service Commission and is periodically reconciled to reflect differences between projected and actual electricity costs. She explained that delays in the approval process left an older adjustment factor in place at the beginning of the year. Once the updated factor was approved, she said it was intended to reduce customers' power costs; however, it was inadvertently applied as an increase rather than a decrease.

Ms. Saleh reported that the error affected electric bills issued between April and October 2026. She stated that, after the issue was discovered, Town staff notified the Public Service Commission and participated in discussions regarding the appropriate method for correcting the overcharges. According to Ms. Saleh, the Commission advised that the discrepancy could be addressed through the Town's regular year-end reconciliation process in December.

She further explained that staff determined it would be more appropriate to issue credits to customers as soon as possible rather than wait until the annual reconciliation. As a result, the Town elected to recalculate each affected bill for the April through October period and apply individual credits directly to customer accounts. Ms. Saleh noted that each credit would be based on the customer's actual electric consumption during the affected months and would therefore vary among residential and commercial accounts.

Mayor Tyndall clarified for residents viewing the meeting that affected customers would receive credits and would not incur any additional charges as a result of the correction. He acknowledged that the Town had not identified the calculation error during its initial review or the Public Service Commission's review process and said the Town preferred to return the overcharged amounts to

customers as quickly as possible. Ms. Saleh indicated that the billing adjustments were anticipated to appear on electric bills issued in November, subject to any required regulatory approval.

Mayor Tyndall then discussed the Town's ongoing series of scheduled electric utility outages. He reported that the most recent planned outage had proceeded successfully and noted that additional outages were scheduled over the following weekends. Ms. Daub clarified that the outages were part of a sequence spanning three consecutive weekends, including an upcoming outage and another expected on November 21st.

Additionally, Mayor Tyndall announced that Human Resources Director Kelsey Jensen would leave her position at the end of the week. He said Kacey Lingle, from the City of Salisbury, would begin as Human Resources Director the following Monday, and the Town intended to introduce her publicly.

8. Comments from the Public – none.

9. Comments from the Council:
Vice President Orris commended the Public Works Department for installing the pedestrian bridge and directional signage at Heron Park. Ms. Daub explained that the previous wooden bridge had deteriorated and required replacement. She said the new bridge was intended as a temporary solution until a decision is reached on the proposed roadway project. Mayor Tyndall explained that the Town had directed staff to provide safe interim pedestrian access while avoiding significant investment in a permanent structure that could be impacted by future improvements in the area.

Vice President Orris said residents had inquired about the status of the Henry's Mill paving project, and Ms. Daub confirmed the matter would be included on the next meeting agenda for approval.

He then raised questions regarding Halloween operations and suggested that the Town consider adjusting the street-closure hours from 5:00 p.m. to 7:00 p.m. to 6:00 p.m. to 8:00 p.m. He explained that the later schedule could better accommodate family activities and give residents and visitors more time to enjoy evening decorations. Mayor Tyndall discussed the longstanding practice of advertising trick-or-treating hours from 5:00 p.m. to 7:00 p.m. Mayor Tyndall noted that trick-or-treating is not a Town-sponsored event and observed that many families typically remain in the downtown area beyond the posted hours. Police Chief Howard Drewer added that the Police Department and other public-safety personnel expanded street closures along portions of Main Street and West Street as attendance increased throughout the evening. He stated that any future planned expansion of street closures, particularly along Main Street, could require additional permits and coordination of personnel, traffic control measures, and public safety resources.

During the discussion, Councilmember Nichols asked whether barriers could be relocated near Washington Street to prevent vehicles from entering heavily congested areas. Mayor Tyndall

explained the detour routes used during the event and stated that the placement and number of closures were influenced by staffing considerations, traffic-management requirements, and the need to maintain emergency access. He also noted pedestrian-safety concerns along West Street, where sidewalk improvements have not yet been completed.

Councilmember Nichols stated that she appreciated the Veterans and Military Families Month recognition's inclusion of military families, noting that the sacrifices and support provided by family members are often overlooked. She also expressed support for Diakonia's proposal to incorporate housing opportunities for veterans' families, emphasizing the importance of recognizing and addressing their needs.

Councilmember Nichols suggested that department heads attend at least one Mayor and Council meeting each month rather than appearing only when agenda items require their presence. She explained that recent changes in leadership staff positions and the anticipated arrival of a new Town Administrator created a need for additional opportunities for communication, updates, and Council questions. Mayor Tyndall agreed the suggestion had importance and said expectations for meeting participation had been discussed during the recruitment processes for both the Human Resources Director and Town Administrator positions.

Councilmember Nichols also requested an update on the Community Center Committee. Mayor Tyndall advised that a briefing for the full Council was anticipated in early 2027 and would include updates on the schematic design process, committee participation, project next steps, and opportunities for Council input and feedback. He noted that former Worcester County Commissioner Diana Purnell continued to participate in the project and stated that additional Council representation on the committee may need to be considered. He further reported that the design team, including architect Daniele Haley, was continuing to advance the project toward preliminary building dimensions, cost estimates, and material selections that would support future discussions with potential funding partners and grant opportunities.

Councilmember Weeg reported visiting the fire department with another Council member to review equipment and operations. He also reported meeting with D3, the town’s web design firm, about the Town website and said improvements were expected in accessibility, document retrieval, and general functionality. Mayor Tyndall thanked him for contributing technical knowledge to the website redevelopment.

Councilmember Weeg commended Chief Drewer and Mr. Latcham for responding to a safety concern near the Westminster and Abbey area regarding the ongoing stormwater project. Mayor Tyndall reported that construction fencing had been placed around the pond work area and that crews would

be active there. He then asked residents who wished to speak on the topic to wait until the end of council comments.

Councilmember Stoehr also praised the temporary bridge and access work at Heron Park and said he visited the park frequently. He also raised concerns regarding parking congestion during events hosted by Burley Oak Brewing Company. During a recent event, he said vehicles nearly blocked access for other users of the area, making it difficult to maneuver out of the parking area. He suggested that a conversation with event organizers may help improve parking management during future events.

Turning to utilities, he complimented the Electric Department for successfully managing the recent power outage. He joked that he was unaware power had gone out until he noticed the microwave clock blinking afterward.

He also reflected positively on the Halloween celebration. Walking through town with family and friends, he observed large crowds and significant attendance from visitors outside Berlin. He described the event as a showcase of the community and a reminder of how highly regarded the Town has become as a destination. He specifically thanked the Atlantic Hotel for donating large quantities of candy to support one of Berlin's particularly popular trick-or-treat locations on Washington Street.

He then asked for an update on sidewalk improvements and safer pedestrian access along West Street, especially near Buckingham Elementary School and in discussions with the Worcester County Public School system. Mayor Tyndall responded that the Town continues pursuing grant opportunities and transportation planning efforts to improve the corridor. He said work remains underway on a study examining West Street improvements, and officials expect multiple grant requests to support both sidewalk installation and broader safety enhancements. While no construction timetable is yet available, Mayor Tyndall emphasized that progress is continuing and that discussions with the school system regarding traffic flow and pedestrian safety remain active.

Resident Mary Hedlesky raised concerns about the Westminster and Abbey stormwater pond construction area, particularly an exposed vertical pipe that she believed could present a safety hazard. She acknowledged that temporary orange fencing had been installed but asked whether additional protection could be provided while the site remained inactive.

Mr. Scott Savage, with Groundworks Solutions, was present at the meeting and identified himself as the contractor for the project. He explained that survey work, utility checks, approvals, and material procurement were necessary before full construction could begin. He said a temporary cover or other protection for the pipe could be considered and that the site would become an active work area once construction started. Mayor Tyndall asked him to examine whether further reasonable safety

improvements could be made and said the Town should exercise due diligence even though no barrier could completely prevent unauthorized entry.

Another resident, Marie Velong, asked whether a drawing or diagram of the pond improvements was available. Mayor Tyndall said approved plans existed but that he did not have them at the meeting. He suggested that the Town could consider making information available on its website. Ms. Velong also asked about a possible walking path through the area. Mayor Tyndall said the Town had discussed such a path but would need to revisit its status and funding.

10. Comments from the Mayor's Office:

Mayor Tyndall said he and staff were attempting to arrange a Council site visit in early December to review renovation progress at Town Hall. He also anticipated an impact-fee work session with John Hickman and colleagues with the Business Economic and Community Outreach Network (BEACON) at an upcoming council meeting and discussed the possibility of a joint work session with the Planning Commission after the New Year.

Vice President Orris asked about the remaining calendar-year meetings and whether sidewalk and ordinance discussions could be revisited. Mayor Tyndall said those matters remained under review and would likely be added to a meeting agenda in the new year. Vice President Orris also referenced a draft moratorium ordinance and the need to revisit it, which Mayor Tyndall confirmed would likely happen after the new year.

Councilmember Weeg also discussed the practice of placing chairs along parade routes ahead of the Christmas parade. He advocated allowing the longstanding practice; however, Mayor Tyndall cautioned against it, reminding the council of the importance of ADA compliance and of keeping sidewalks accessible to people using wheelchairs and other mobility devices.

Mr. Latchum reminded the council that he and staff were scheduled to meet with the William Street Lead Service Line Replacement project contractor and hoped to provide the group with a project start date and traffic information following the meeting.

11. Comments from the Press: None.

12. Adjournment:

On a motion by Councilmember Knerr, seconded by Councilmember Weeg, the meeting adjourned at approximately 7:20 PM:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Jack Orris, VP	X				
Jay Knerr	X				

Shaneka Nichols	X				
Matt Stoehr	X				
Tony Weeg	X				
Voting Tally	5	0			

Respectfully submitted,

Kate Daub

Kate Daub
Acting Town Administrator

FY26 Annual Report

Worcester Youth and Family Counseling Services
Berlin Youth Club

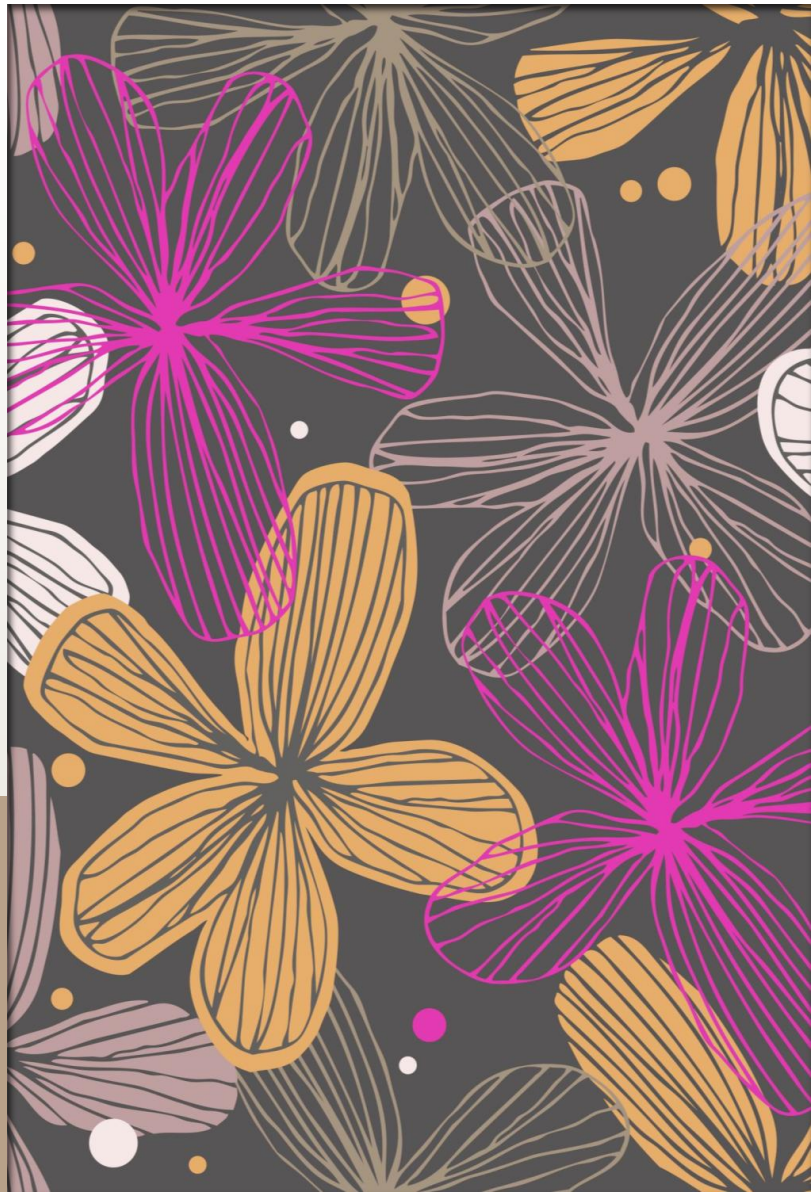
Camp Coordinator

Ms. Leslie Dixon

Camp Counselors

Ms. Steffani Beakley
Mr. Ezekial Lawson

Junior Counselors
Reese
Noah
Alex
Ariah



2025 Berlin Youth Camp



- We served 28 participants who would not have had the opportunity; single parents, grandparents raising grandchildren; lack of transportation, lack of basic needs.
- We were certified with the Maryland Department of Health.
- Each week had a different theme such as art, animal, water, STEM, game, nature, spirit and wrap up week.
- We were able to take more trips this year but continued to allow different speakers, artists, and professionals to come in and do a two-hour lesson with our participants.
- We partnered with Buckingham Presbyterian Church again to use their indoor and outdoor space for the campers.
- We had speakers from Coastal bays, Assateague state park, and Tc Studios conducting 2-hour lessons.
- We went on trips to places such as Altitude trampoline park, Frontier Town, Eastern Shore Lanes, Maui Jacks, Jolly Rogers, Urban Air, and Old Pro Golf, .

Art week









TC Studio's visited us and led an ocean paint experience. They also provided music during the painting experience.

Nature Week

Coastal Bays visited us and led campers in a Nature scavenger hunt and Nature Journaling. They also had to take observational notes and draw picture notes after the hunt and introduction of fossils . During this week, Assateague State Park visited us with a live animal experience.

Water week









Water Games Adventures such as water balloon kickball, fill the bucket , and more.

Water week







Frontier Town Adventures











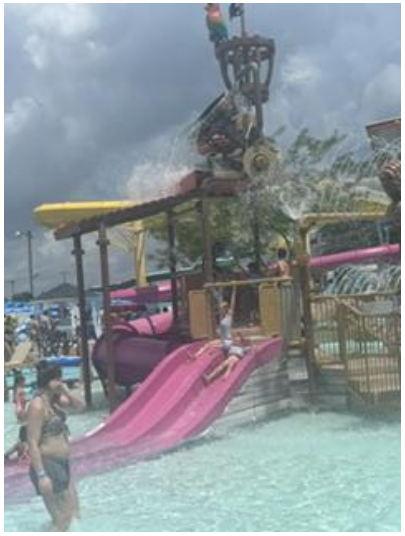


WATER WEEK

Maui Jacks Adventures

Water week







Jolly Rogers Adventures

STEM Week

During this week we focused on testing a variety of science experiments such as forming bubbles, and blowing up a balloon with baking soda.



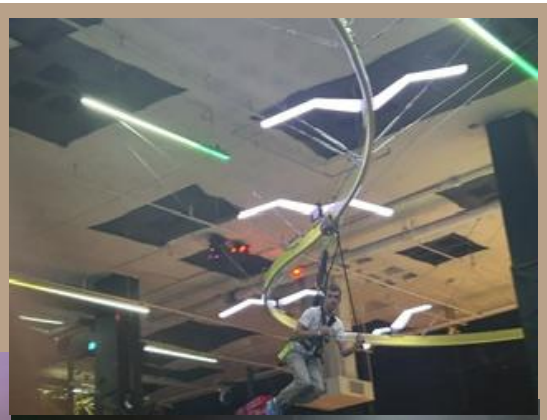
Urban Air

















Game Week

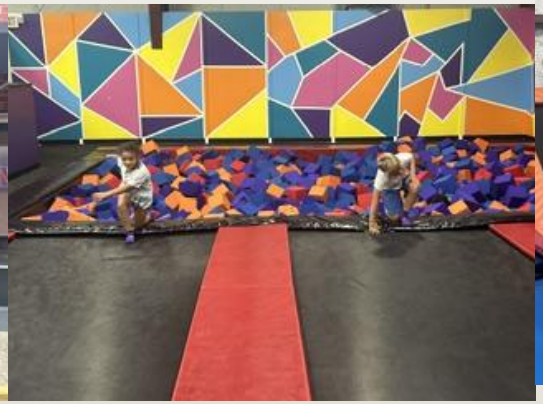
Movies
Adventures







Game Week

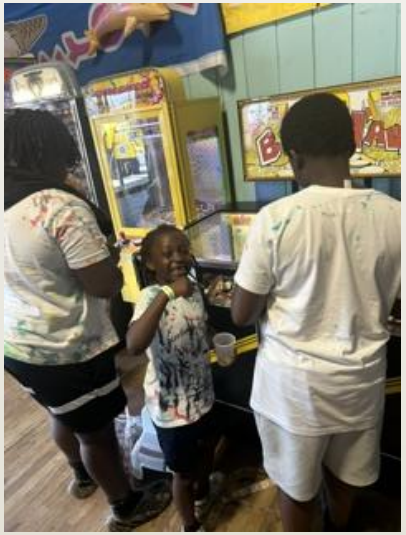

During this week we visited Altitude Trampoline Park and had Delmar Pizza. All sponsored by the Berlin Police Department.













Game Week

Bowling and Golfing Adventures

WRAP-UP WEEK











Wrap-Up Week







Wrap-Up Week



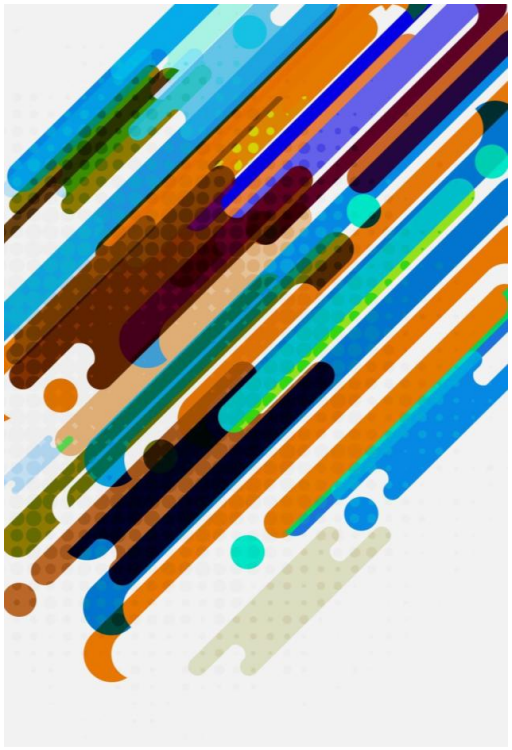
Town Events

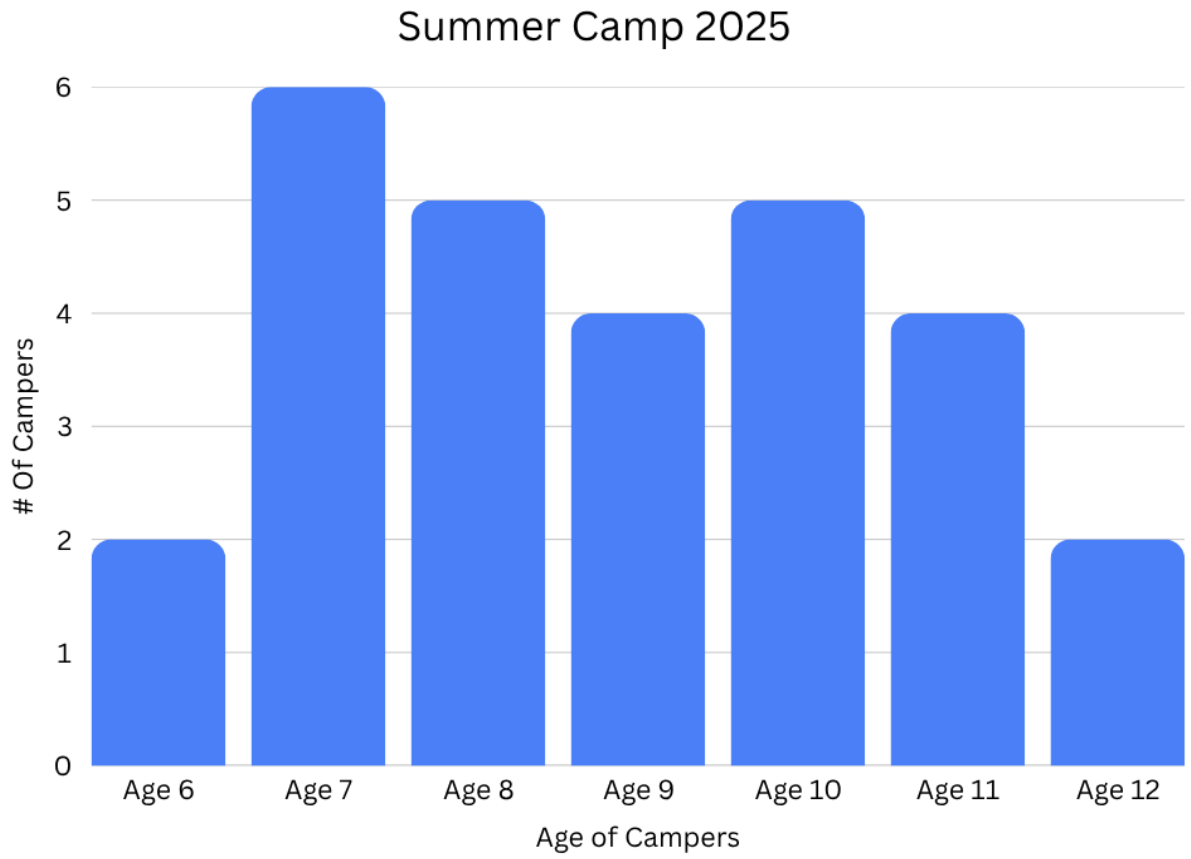


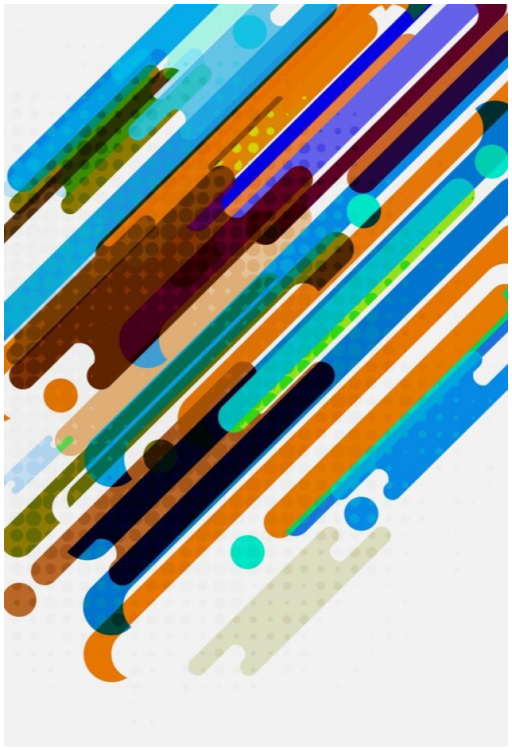
NATIONAL NIGHT OUT
BERLIN PARADE
SCHOOL SUPPLY DRIVE
TRICK OR TRACK
TRUNK OR TREAT
HOLIDAY DINNER AND TOYS FOR TOTS EXCHANGE DECEMBER
SPRING CELEBRATION








Summer Camp 2025
Of Campers
0
1
2
3
4
5
6
Age 6
Age 7
Age 8
Age 9
Age 10
Age 11
Age 12
Age of Campers




Summer Camp 2025
20
15
10
5
0
Of Campers
African American
Caucasian
Hispanic
2 or more
Races

MOTION OF THE MAYOR AND COUNCIL 2026-69

A motion of the Mayor and Council of the Town of Berlin APPROVING SCENARIO B AND RELATED POLICIES OF THE TOWN OF BERLIN DEVELOPMENT IMPACT FEE STUDY PREPARED BY THE BUSINESS ECONOMIC AND COMMUNITY OUTREACH NETWORK (BEACON) AND AUTHORIZING THE NECESSARY ORDINANCE AMENDMENTS TO REVISE THE TOWN'S DEVELOPMENT IMPACT FEE SCHEDULE TO REFLECT THE RECOMMENDED RATES AND FEE STRUCTURE.

- Single-Family Dwelling: $4,350 per unit
- Multi-Family Dwelling: $3,050 per unit
- Retail, Restaurant, and Service Uses: $2.85 per square foot
- Office and Medical Uses: $1.10 per square foot
- Light Industrial Uses: $0.50 per square foot
- Warehouse and Self-Storage Uses: $0.15 per square foot
- Lodging Uses: $805 per room

Scenario B represents 65% of the maximum supportable fee for residential development and 35% of the maximum supportable fee for nonresidential development. The report includes policies on fee collection, disbursement, recalculation, and other processes related to Impact fees, which are also accepted and adopted as part of the revised rate structure. This includes an initial recalculation in 2027, an adjustment in 2028 if necessary, and then every three years.

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

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Jack Orris, VP					
Jay Knerr					
Shaneka Nichols					
Matt Stoehr					
Tony Weeg					
Voting Tally					

_____
Jack Orris, 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: _____
Kate Daub, Acting Town Administrator

Town of Berlin Development Impact Fee Study

October 2026

Written by the BEACON Staff and Dr. Leonard Arvi

Prepared by:

BEACON
Business Economic and Community Outreach Network
At Salisbury University

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Executive Summary

BEACON was engaged in April 2026 to review Berlin's development impact fees, compare them with peer jurisdictions, and recommend a fee structure for the next three years, with a cost allocation plan and expenditure policy. Water, sewer, electric and stormwater fees, tax rates and other utility charges are outside the scope.

Berlin can defensibly charge up to about $6,720 per single-family home, more than three times today's flat $2,000. We recommend a staged level of $4,350 for single-family homes and category-based commercial fees, subject to the open data items in section 10.

The current schedule is a flat $2,000 per dwelling unit and $1.00 per square foot of commercial space. It brought in $792,338 from 114 fees between 2019 and April 2026, but only $23,919 in 2024 and 2025 combined. The Town has never updated these fees since they were added to the Town Code in 2005 (Code 1977, § 42-4; Ord. No. 2005-11, 11-28-2005).[1]

This draft applies the incremental-expansion method used in the Anne Arundel County study[2] to Berlin's own General Fund asset register. It measures the capital already invested per resident in police, streets and sidewalks, public works and Town facilities, parks, and a provisional Fire/EMS component, then converts that to a fee per new home or per 1,000 square feet of commercial space.

Development type	Current	Maximum supportable	Recommended (Scenario B)
Single-family home	$2,000	$6,721	$4,350
Multi-family unit	$2,000	$4,705	$3,050
Retail, restaurant, services (per sq. ft.)	$1.00	$8.10	$2.85
Office and medical (per sq. ft.)	$1.00	$3.12	$1.10
Light industrial (per sq. ft.)	$1.00	$1.40	$0.50
Warehouse and self-storage (per sq. ft.)	$1.00	$0.42	$0.15
Lodging (per room) (prior treated as commercial per sq. ft.)	Prior $1 / sq. ft.	$2,302	$805

At the recommended level and the town's 2019 to 2025 average pace of building, annual collections would be about $182,000, against $113,000 at the current fee. In a slow year like 2024 or 2025 they would be about $19,000; in an active year, about $248,000.

[1] *Berlin, MD municode codification*. (2026). Town of Berlin. https://library.municode.com/md/berlin/codes/code_of_ordinances

[2] Griffin, B. (2023). *Development Impact Fee Study [County development impact fee study]*. Tischler Bise. https://www.aacounty.org/sites/default/files/2024-03/aaco-impact-fee-study_0.pdf

Council is asked to decide four things: the fee level (Scenario A, B or C), whether Fire/EMS is included once the Fire Company supplies its inventory, the waiver and deferral policy in section 9, and whether to adopt the annual index and three-year update cycle in section 10.

Two findings need attention now. The current $1.00 per square foot exceeds the supportable amount for warehouse and self-storage space ($0.42), so it cannot be defended under the rough-proportionality test.

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Background

BEACON was engaged in April 2026 to review Berlin's development impact fees, compare them with peer jurisdictions, and recommend a fee structure for the next three years, with a cost allocation plan and expenditure policy. Water, sewer, electric and stormwater fees, tax rates and other utility charges are outside the scope.

Berlin had 5,335 residents in 2025, up 5.8% from 5,026 in 2020. The 2020 Census counted 2,119 housing units; a 2026 Census Reporter profile shows 1,973, a discrepancy to reconcile before the final report. Building permits for new construction totaled 118 residential and 11 nonresidential between 2019 and 2025.

Berlin has charged impact fees since 2006: $2,000 per equivalent dwelling unit for all residential construction and $1.00 per square foot of commercial building. Fees are paid before the building permit is issued, and proceeds are to fund capital costs of public facilities and equipment needed to serve growth. The town provided the most recent collection data for 2019 through 2025 (town Fiscal Year)

Year	Fees collected	Single-family units	Multi-family units (approx.)	Commercial sq. ft.	Revenue
2019	10	6	48	15,747	$123,747
2020	45	39	84	13,380	$260,268
2021	9	5	72	6,816	$160,816
2022	7	4	34	25,492	$101,492
2023	35	33	0	54,096	$120,096
2024	3	1	4	2,919	$12,919
2025	4	3	0	5,000	$11,000
2026 (to Apr. 24)	1	1	0	0	$2,000

Collections depend on a handful of large projects. Multi-family and commercial counts are derived by dividing revenue by the fee rate, so they are approximate.

General Fund capital outlay ran from $284,554 in FY2020 to $2,377,285 in FY2025, averaging $844,181 a year. FY2025 included $1,080,387 of vehicles (a trash truck, four police Tahoe's, a backhoe, and a dump truck) and $548,462 of land. Impact fees at the current rate covered a small fraction of this. Stakeholder input pointed to the same pressure points: survey respondents ranked roads, police, parking and Fire/EMS as most affected by development and said equipment costs are rising faster than revenue.

The kickoff discussion set the ground rule that the fee covers one-time capital purchases, not operating costs or enterprise funds. Survey comments raised a second concern: that fee revenue sits in an account instead of addressing near-term needs such as sidewalks, trash collection and Fire/EMS coverage. The Proposed Policies section responds to both.

Methodology

BEACON used a multi-method approach to research and evaluate the Town of Berlin's existing impact fee structure. The analysis included benchmarking impact fees and development-related charges in comparable Maryland jurisdictions, reviewing Town financial and development data, conducting a stakeholder survey and key informant interviews, completing quantitative analysis, and examining relevant legal and policy requirements.

The detailed methodology in developing the proposed fees is in Appendix A.

National Guidance on Setting Impact Fees

National guidance identifies several methodologies for establishing impact fees. According to Deborah Galardi et al., three primary pricing approaches are commonly used:[3]

1. System Buy-In (or Reimbursement Fee) Approach

The System Buy-In Approach requires new users to contribute toward the value of existing public facilities and infrastructure that were funded through prior investments. Under this approach, the impact fee is based on the historical or existing cost of available public service capacity. The primary objective is to recover the cost associated with unused capacity in the existing system that becomes available to serve new development.

The basic calculation is:

Existing System Investment ÷ Existing System Demand = Cost per Unit of Demand

This approach is generally most applicable when an existing system has sufficient available capacity to accommodate additional growth without requiring substantial expansion.

2. Capacity Expansion (or Improvement Fee) Approach

The Capacity Expansion Approach is forward-looking and bases impact fees on the anticipated cost of future public facility or infrastructure improvements. Rather than reimbursing the jurisdiction for existing capacity, this approach is intended to fund the additional capacity necessary to accommodate demand generated by new development.

The basic calculation is:

Future Capacity Costs ÷ Growth Units to Be Provided = Cost per Unit of Growth

[3] Galardi, D. (2003). Development fee trends and Tucson case study. Galardi Consulting, LLC. https://www.impactfees.com/publications%20pdf/ImpactFeeTrends.pdf

Under this methodology, new development contributes toward improvements required to maintain the jurisdiction's established level of service as demand increases.

3. Combined Approach

The Combined Approach incorporates elements of both the System Buy-In and Capacity Expansion methodologies. It considers both the value of existing available capacity and the anticipated cost of future improvements needed to serve additional development.

Implementing this methodology requires an assessment of the existing system's capacity as well as an allocation of future improvement costs between existing and new users. This approach can therefore account for circumstances in which new development benefits from existing infrastructure while also creating demand for additional system capacity.

Marginal Cost Pricing

Vicki Been identifies an additional methodology, Marginal Cost Pricing, that aligns particularly well with the principles underlying the Nollan/Dolan standard.[4] Under this approach, the impact fee is designed to approximate the incremental cost of providing the next unit of public service. As a result, new development is charged for the additional cost of maintaining the predetermined level of service attributable to the demand it creates.

Marginal Cost Pricing recognizes that the cost of extending a public good or service to an additional user may differ from the average cost of serving existing users. By focusing on incremental costs, the methodology seeks to ensure that new development bears the costs directly associated with the additional demand it places on public facilities and services, rather than costs attributable to existing users.

Legal and Policy Information

Given the legal framework governing impact fees and the application of the Nollan/Dolan standard, Marginal Cost Pricing may provide a comparatively clear basis for demonstrating the relationship between a fee and the impacts attributable to new development. Because the fee is tied directly to the incremental costs associated with serving additional development, the methodology may make it easier to demonstrate that the amount assessed is proportionate to the development's anticipated impact.

The System Buy-In, Capacity Expansion, and Combined approaches may also satisfy applicable proportionality requirements when supported by reliable data, clearly defined assumptions, and sufficient evidence demonstrating the relationship between the fee imposed and the impacts generated by new development. Regardless of the methodology

[4] Been, V. (2005). *Impact fees and housing affordability.* Cityscape: A Journal of Policy Development and Research 8 (139). https://www.huduser.gov/periodicals/cityscpe/vol8num1/ch4.pdf

selected, the calculation should establish a defensible connection between the costs attributable to growth and the amount charged to new development.

Marginal Cost Pricing is particularly consistent with the concept of rough proportionality articulated in Dolan v. City of Tigard (1994), because it seeks to assign new development only those incremental costs associated with the additional demand it generates.[5] This direct relationship between new demand and the resulting public service costs can provide a transparent and defensible foundation for an impact fee methodology.

Considerations for Establishing Impact Fees

Two primary considerations should guide the Town of Berlin when evaluating changes to its existing impact fee policy: legality and effectiveness.

Legal Framework

Every fee in this draft is designed to pass two tests: an essential nexus between the fee and the impact of the development, and rough proportionality between the amount charged and that impact. This section records what shaped the design.

- **Sheetz v. County of El Dorado (2024)** applies the Nollan/Dolan tests to legislatively adopted impact fees, overruling the part of *Dabbs v. Anne Arundel County* (2018) that exempted them. A fee above the cost attributable to new growth is at risk.
- **Maryland HB 698 (2025)** requires a rational connection between the fee and the actual cost of the facilities the property will use. This is why the model caps every scenario at 100% of the calculated cost and documents each input.
- **Anne Arundel County v. 808 Bestgate Realty (2022)** shows the cost of vague credit rules: the County was forced to grant refund credits because its ordinance did not spell them out. Section 9 therefore defines credits, waivers and refunds in the ordinance itself.
- **Documentation** is the strongest defense. The model, this report, and the data behind them should be posted on the Town website, and the Town should keep the study current so that rates never drift from the cost record.

Expect the four standard developer objections (equity, exclusion of first-time buyers, double billing, and deterrence of growth). Berlin's small pipeline makes the deterrence argument the most likely, which is one reason the recommended scenario stops at 65% of the maximum for homes and 35% for commercial space.

Effectiveness

In addition to meeting applicable legal requirements, the Town's impact fee structure should effectively address the costs associated with growth. Fees should be sufficient to

[5] *Dolan v. City of Tigard, 512 U.S. 374 (1994)*. https://supreme.justia.com/cases/federal/us/512/374/

fund the portion of public facility and service costs attributable to new development while remaining proportionate to the impacts generated.

The methodology should also support the Town's ability to maintain its established levels of service as development increases demand for public facilities and services. This requires identifying the facilities and services affected by growth, estimating the additional costs associated with that demand, and determining an appropriate allocation of those costs to new development.

If the Town modifies how impact fee revenues are allocated, the ordinance should clearly identify the eligible uses of those funds and establish a transparent connection between the revenue collected and the growth-related costs being addressed. Together, these considerations can help ensure that the Town's impact fee policy is legally defensible, financially effective, and transparent to developers, residents, and other stakeholders.

Town of Berlin

The Town of Berlin has a population of approximately 5,335, as of July 1, 2025, up 5.8% from 5,026 in 2020, according to the United States Census Bureau.[6] The population consists of 67.4% who identify as White alone, 21.1% as Black or African American alone, 0.5% as Asian alone, and 10.6% as Two or More Races, according to this data. Hispanic or Latino people make up 4.0% of the population. As far as age, 4.1% of the population were under 5 years old, 26.8% were under 18 years old, and 17.3% were 65 or over, as of 2025. Females made up 58.4% of the population.[7]

There are 114 businesses and organizations, with 40 being restaurant and retail businesses, within the 21811 ZIP code.[8] Between 2020 and 2024, the civilian labor force was made up of 59.5% of the Town's population aged 16 years and older, and females constituted 55.3% of the workforce. In 2022, accommodation and food service sales totaled $29.469 (in thousands), and health care and social assistance revenues totaled $272,363 (in thousands).[9]

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[6] United States Census Bureau > Communications Directorate - Center for New Media and Promotion. "Population." (2025). QuickFacts: Berlin town, Maryland. Census Bureau QuickFacts; United States Census Bureau. https://www.census.gov/quickfacts/fact/table/berlintownmaryland/pst045225

[7] United States Census Bureau > Communications Directorate - Center for New Media and Promotion. "Age and Gender." (2025). QuickFacts: Berlin town, Maryland. Census Bureau QuickFacts; United States Census Bureau. https://www.census.gov/quickfacts/fact/table/berlintownmaryland/pst045225

[8] Berlin MD Chamber of Commerce. (2024, May 9). Berlin MD Chamber of Commerce. https://berlinchamber.org/business-directory/

[9] United States Census Bureau > Communications Directorate - Center for New Media and Promotion. "Economy." (2025). QuickFacts: Berlin town, Maryland. Census Bureau QuickFacts; United States Census Bureau. https://www.census.gov/quickfacts/fact/table/berlintownmaryland/pst045225

The median value of owner-occupied housing units during this period was $423,500, with the median monthly owner costs (with a mortgage) being $1,984. Without a mortgage, the median monthly owner costs amounted to $960. Median gross rent for this same period was $1,091. Median household income (in 2024 dollars) was $81,438, and 18.9% of the population lived in poverty.[10]

Impact Fees in Maryland

Impact fee revenues are closely associated with development activity and broader economic conditions and can fluctuate over time. According to the Maryland Department of Legislative Services, revenues from development impact fees and excise taxes declined significantly during the Great Recession before increasing as economic and development activity recovered.[11] Between 2010 and 2019, combined development impact fee and excise tax revenues among Maryland counties increased from $81.2 million to $201.2 million.

As of 2025, 16 of Maryland's 23 counties had legislation authorizing the collection of impact fees or excise taxes to help address the public infrastructure and service demands associated with new development. Of these counties, nine use impact fees and seven use excise taxes. These approaches vary by jurisdiction based on local authority, development patterns, infrastructure needs, and the specific public services being supported.

Impact Fees	Excise Taxes
Anne Arundel County	Calvert County
Baltimore County	Charles County
Caroline County	Dorchester
Carroll County	Prince George's County
Fredrick County	St. Mary's County
Harford County	Washington County
Queen Anne's County	
Montgomery County	
Talbot	

Impact fees are generally used to offset the additional costs of public infrastructure and services associated with new development. These fees are typically tied to the anticipated impact of development on specific public facilities or services. Excise taxes, by comparison, are generally established as legislatively imposed charges that may be assessed using a set rate or defined basis, such as per dwelling unit or square foot, to

[10] U.S. Census Bureau. "Housing." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S0101, 2025.
[11] Department of Legislative Services. (2025). County Development Impact Fees and Excise Taxes in Maryland: Amounts and Revenues. Office of Policy Analysis, Maryland General Assembly.

support public infrastructure and related needs. An important legal distinction is that impact fees are subject to applicable constitutional requirements governing development exactions, including the principles established through the *Nollan/Dolan* line of cases, while excise taxes are generally treated differently under the law.

Across Maryland, counties use impact fee revenues to support a variety of public infrastructure and service needs. The specific uses vary by jurisdiction, as summarized below.

Public Services Funded Through Impact Fees in Maryland Counties

County	Public Services / Infrastructure Funded
Anne Arundel	Public Schools; Transportation; Public Safety
Caroline	Public Schools; Fire and Emergency Medical Services (EMS)
Carroll	Public Schools; Parks and Recreation
Frederick	Public Schools; Libraries
Harford	Public Schools
Queen Anne's	Parks and Recreation; Fire and EMS; Public Schools
Montgomery	Transportation; Public Schools
Talbot	Libraries; Parks and Recreation; Public Schools; Community College; General Government; Transportation

Public schools are the most common use of impact fee revenues among the counties reviewed, while transportation, public safety, fire and EMS, parks and recreation, libraries, and other governmental facilities are funded in certain jurisdictions based on local needs and enabling authority.

Lower Eastern Shore of Maryland Impact Fees:

At the county level, none of the counties on Maryland's Lower Eastern Shore currently impose impact fees. Wicomico County previously collected impact fees; however, the enabling legislation authorizing those fees was repealed in 2016.

Impact fee practices vary at the municipal level. Among the Lower Eastern Shore municipalities reviewed, five currently impose impact fees, while eight do not.[12]

Impact Fees	No Impact Fees
Crisfield	Hebron
Delmar	Fruitland
Ocean City	Mardela Springs
Pittsville	Pocomoke
Sharptown	Princess Anne
	Salisbury
	Snow Hill
	Willards

Impact fee revenues collected by Lower Eastern Shore municipalities are used to support a variety of public infrastructure and service needs, including water and sewer infrastructure, fire and emergency medical services (EMS), and capital improvements. In some jurisdictions, municipal codes or publicly available fee schedules do not specify the exact allocation of all impact fee revenues.

The structure and amount of impact fees also vary by municipality. In general, the Lower Eastern Shore municipalities reviewed use relatively straightforward fee structures for residential and commercial development. Fees may differ based on the type of development, number of residential units, or other measures established by the municipality.

For additional context, the Town of Easton, although located outside the Lower Eastern Shore comparison area, provides an example of a more detailed categorical approach. Easton establishes different impact fee rates based on the type and intensity of development, including separate rates for residential, commercial, office, industrial, institutional, medical, and hotel uses.[13]

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[12] Department of Legislative Services. (2025). County development impact fees and excise taxes in Maryland: Amounts and revenues. Office of Policy Analysis, Maryland General Assembly. https://mgaleg.maryland.gov/Pubs/BudgetFiscal/2025-Impact-Fees-excise-taxes.pdf

[13] Town Council. *Resolution No. 6188 as amended*. (2024). Town of Easton. Introduced by Mr. Abbatiello. https://www.eastonmd.gov/DocumentCenter/View/2102/2024-2025-Fee-Schedule-Effective-July-1-2024-PDF?bidId=

Town of Easton Impact Fees

Development Category	Impact Fee
Residential - Single Family	$4,120 per unit
Residential - Multi-Family	$3,070 per unit
Retail/ Commercial	$2.48 per sq. ft.
Office	$1.49 per sq. ft.
Warehousing	$0.42 per sq. ft.
Industrial	$0.68 per sq. ft.
Institutional	$0.68 per sq. ft.
Medical	$2.33 per sq. ft.
Hotel	$0.97 per sq. ft.

Easton's structure illustrates how impact fees can be differentiated by development type rather than applying a uniform residential or commercial rate. This approach recognizes that different types of development may generate different demands on public infrastructure and services.

Other municipalities use more standardized fee structures rather than establishing separate rates across numerous development categories. For example, the Town of Ocean City assesses an impact fee of $827 per net new residential unit and $0.75 per net new square foot of commercial development.[14] Similarly, the Town of Delmar assesses a fee of $2,500 per equivalent dwelling unit (EDU) for new residential construction and $1.25 per square foot for new commercial construction within Town limits.[15]

The Town of Pittsville uses a different approach, establishing separate fees for water and sewer infrastructure. New development is assessed a $7,500 water impact fee and a $7,500 sewer impact fee**,** reflecting a fee structure tied directly to specific infrastructure systems.[16]

These examples demonstrate that impact fee structures vary considerably among municipalities based on local infrastructure needs, development patterns, and policy

[14] *Adopted fee schedule 2025*. (2025). Town of Ocean City. https://oceancitymd.gov/oc/wp-content/uploads/Adopted-Fees-for-Web.pdf
[15] *Town of Delmar, MD: Impact fees*. (2024). Town of Delmar, MD Code. https://ecode360.com/45857069
[16] *Town of Pittsville fee schedule, Effective July 1, 2025*. (2025). Town of Pittsville, Resolution #2025-04. https://pittsvillemd.gov/wp-content/uploads/2025/06/FY26-Fee-Schedule-ADOPTED.pdf

decisions. Some municipalities establish fees according to development type or intensity, while others apply standardized rates or assess fees for specific infrastructure systems.

The Town of Berlin currently uses separate residential and commercial impact fee categories, an approach generally similar in structure to Ocean City. Additional comparisons of municipal impact fee structures and rates are provided in Appendix D.

Comparison with Other Jurisdictions

Berlin's current single-family fee of $2,000 sits below the median of comparable Maryland towns ($2,509), and the recommended $4,350 would sit above their mean ($3,185). Worcester County itself charges no impact fee, and no lower-shore county does; Wicomico repealed its enabling law in 2016.

Town	County	Single-family	Multi-family	Commercial	Notes
Berlin (current)	Worcester	$2,000	$2,000	$1.00 / sq. ft.	Flat, no categories
Ocean City	Worcester	$827	$827	$0.75 / sq. ft.	Net new units; water/sewer capacity fees separate
Emmitsburg	Frederick	$1,200	$1,200	none	
Leonardtown	St. Mary's	$2,135	$2,135	none	Schools only
Delmar	Wicomico	$2,500	$2,500	$1.25 / sq. ft.	Town code says $1.25; project sheet says $1.00
Hampstead	Carroll	$2,518	$1,976	none	Townhouse $3,944
Denton	Caroline	$5,000	$5,000	none	County fee; $2,000 age-restricted
Crisfield	Somerset	$5,000	$5,000	$5,000 / unit	Public facilities
Thurmont (non-utility)	Frederick	$6,300	$6,300	per EDU	Roads, parks, public safety; $16,200 with water and sewer
Peer median		**$2,509**	**$2,318**		
Peer mean		**$3,185**	**$3,117**		

Fruitland ($9,800), Pittsville ($16,000) and Sharptown ($7,600) charge per EDU, but their fees are water and sewer capacity charges and are not comparable with a general-infrastructure fee, so they are excluded from the statistics. Berlin's water and sewer charges are outside this study, yet one survey respondent noted they are already very high, so the Council should weigh the combined cost of building in Berlin when choosing a scenario.

Only a few jurisdictions publish commercial rates. Talbot County charges $0.42 to $2.66 per square foot, Queen Anne's County $0.52 to $2.40, Easton $0.42 to $2.48 and Delmar

$1.25. The recommended retail rate of $2.85 is slightly above that range; office ($1.10), industrial ($0.50) and warehouse ($0.15) fall inside it.

County impact fees and excise taxes range widely: $1,600 to $3,533 in Carroll, $5,000 in Caroline, $7,989 to $10,000 in Harford, $5,424 to $22,950 in Anne Arundel, and $18,851 in Frederick. The full county chart is on the Comparables tab of the Excel model.

Maximum Supportable Fees

The maximum supportable fee for a single-family home is $6,721, of which $613 is the provisional Fire/EMS floor; without it the figure is $6,090. A multi-family unit is $4,705.

Component	Cost per resident	Single-family	Multi-family
Police	$604	$1,590	$1,113
Streets and transportation	$805	$2,117	$1,482
Public works and Town facilities	$363	$956	$669
Parks and recreation	$475	$1,249	$874
Fire/EMS (provisional)	$233	$613	$429
Administration and study (3%)		$196	$137
Maximum supportable		**$6,721**	**$4,705**

For commercial space, the residential-side cost works out to $560 per weekday vehicle trip (police $169, transportation $225, facilities $101, Fire/EMS $65). Multiplying by adjusted trips per unit gives:

Land use	Adjusted trips per 1,000 sq. ft.	Maximum fee per unit	Per sq. ft.
Retail, restaurant, services	14.06	$8,105	$8.10
Office and medical	5.42	$3,123	$3.12
Light industrial	2.44	$1,403	$1.40
Warehouse and self-storage	0.73	$418	$0.42
Lodging (per room)	4.00 per room	$2,302	N/A

The relative order matches the Anne Arundel result, where mercantile space carries by far the highest fee and warehousing the lowest. Restaurants are treated as retail; a separate restaurant category can be added if Council wants one.

What could move these numbers

- **Residential share.** Each 5-point change in the 71% residential share moves the single-family maximum by about $370. Berlin data on employment, visitors and second-home occupancy (101 seasonal units in 2020) would sharpen this.

- **Historical versus replacement cost.** Register costs are what the Town paid, some decades ago. Replacement cost would raise the fee, so the current figures are conservative.
- **Credits for outside funding.** Grants, bonds and speed-camera funds paid for part of these assets; at least $497,795 of FY2025 additions (a $239,359 playground grant and four Tahoe's at $64,609) were identified. Debt service on the planned Public Works facility will also need a credit. None of this is netted out yet, which is one reason the recommendation stops short of 100%.
- **Fire/EMS.** The provisional floor will change once the Fire Company supplies its apparatus inventory and service-area boundaries.

Proposed Fee Schedule and Revenue

We recommend Scenario B: 65% of the maximum for residential and 35% for nonresidential development, which yields $4,350 for a single-family home. Any recovery percentage up to 100% is legally supportable; the Council chooses where to set it.

Development type	Unit	Current	Scenario A (40% / 20%)	Scenario B, recommended (65% / 35%)	Scenario C (100%)
Single-family dwelling	unit	$2,000	$2,700	**$4,350**	$6,700
Multi-family dwelling	unit	$2,000	$1,900	**$3,050**	$4,700
Retail, restaurant, services	sq. ft.	$1.00	$1.60	**$2.85**	$8.10
Office and medical	sq. ft.	$1.00	$0.60	**$1.10**	$3.10
Light industrial	sq. ft.	$1.00	$0.30	**$0.50**	$1.40
Warehouse and self-storage	sq. ft.	$1.00	$0.10	**$0.15**	$0.40
Lodging	room	$1/sq. ft.	$460	**$805**	$2,300

Why nonresidential is set lower than residential in Scenario B: retail trips are heavily pass-by and diverted in a small tourist town, the survey and the Salisbury key-informant call both put residential impact above commercial, and peer commercial fees top out near $2.66. Scenario A keeps the single-family fee close to the regional median. Scenario C is the ceiling.

The fee applies to net new dwelling units and net new floor area only. Additions, renovations and replacement buildings pay only on the increase, as in Ocean City. Fees are rounded to the nearest $50 (residential), $0.05 per square foot or $5 per room.

How a single-family payment is divided among accounts (Scenario B)

Account	Amount
Streets and transportation	$1,370
Police	$1,029
Parks and recreation	$808
Public works and Town facilities	$619
Fire/EMS (held for the Fire Company, provisional)	$397
Administration and study	$127
Total	**$4,350**

Projected annual revenue. Volumes come from Berlin's own history: low is the 2024 and 2025 average, mid the 2019 to 2025 average, and high the 2019 to 2023 average.

Fee level	Low	Mid	High
Current fee	$11,960	$112,905	$153,284
Scenario A	$11,774	$112,369	$152,608
Scenario B, recommended	**$19,353**	**$182,467**	**$247,713**
Scenario C	$35,668	$307,200	$415,813

Mid-volume is 13 single-family homes, 35 multi-family units and 17,636 square feet of commercial space a year. Commercial revenue uses the simple average of the four square-foot categories because the mix of future projects is unknown. At Scenario B the mid case equals about 22% of the $844,181 average annual General Fund capital outlay, so impact fees will supplement, not replace, other capital funding.

Two cautions: Revenue depends on a few large projects and could round to nearly nothing in a slow year, so the Town should not budget against it. And the pipeline (Heron Park, Microtel, the Community Center) is not yet in the model; the Planning Department's forecast of expected units and square feet should replace the historical averages in the final report.

Cost Allocation Plan for General Fees and Administration

Impact fees pay for capital only; the staff time that reviews, calculates, collects, and reports them is recovered separately through general (cost-of-service) fees. The unit costs cannot be finalized yet because Town departments have not supplied time-and-activity data. The Excel model includes the calculation template and this section sets out the method.

Cost layers

- **Direct cost:** hours staff spend on the activity times a fully loaded hourly rate (wages plus benefits), plus contract engineering, legal and materials charged to it.
- **Indirect cost:** supervision, training, software, vehicles and supplies shared by the department, applied as a percentage of direct cost.
- **Overhead:** the share of finance, HR, IT, insurance, Town Hall occupancy and executive time that supports the department, allocated from the central pool.
- **Full cost per unit** = (direct + indirect + overhead) / annual volume of that activity.

Cost pools available today. Audited FY2025 General Fund expenditures were Public Safety $3,177,386, Public Works $1,197,382, Planning and Economic Development $533,201 and Recreation and Parks $63,062. The three-year moving-average forecast for FY2026 is $3,074,095, $1,208,493, $562,492 and $68,403. Finance still owes the split of each department's spending between capital and operating, which is needed to keep capital out of the operating pools.

Candidate general fees and recommended cost-recovery targets

Fee	Who performs it	Target recovery	Basis
Impact fee calculation and applicability review	Planning and Zoning	100%	Private benefit to the applicant
Site plan, subdivision and rezoning review	Planning and Zoning, Planning Commission	100% of staff time; outside engineering passed through	Private benefit
Impact fee credit, waiver or deferral application	Planning, Finance, Town Attorney	100%	Case-by-case work
Impact fee program administration and annual report	Finance	Included in the 3% add-on	Recovers study and reporting cost
Affordable, historic or public-benefit projects	Any	Council may subsidize	Public benefit; subsidy shown as a budget line

The impact fee study cost $33,593 in FY2025, about $17 per existing dwelling unit. The 3% administration recovery in the fee is a placeholder at about $196 per single-family home; if the time study shows lower administrative cost, the Town should reduce it, because Sheetz requires the fee to track actual cost.

Staff-time data will be gathered with the activity-reporting tool and interview guides in the appendix. Until then, no general fee changes are recommended.

Proposed Policies

These recommendations draw on the ordinances of Delmar, Fruitland, Crisfield and Ocean City, the Anne Arundel study and the lessons of the Bestgate case. They should be written into the ordinance, not left to practice.

Expenditure policy

1. Fee revenue is deposited in separate interest-bearing accounts for police, streets and transportation, public works and facilities, parks, Fire/EMS, and administration, using the shares in section 7. Interest stays in the same account.
2. Money may be spent only on capital facilities and equipment (land, construction, vehicles, and apparatus with a useful life of at least five years) that add capacity for growth. No operating, maintenance, or replacement of existing assets.
3. Each expenditure must appear in the Town's capital improvement plan and be approved by Council with a short nexus note saying how the item serves new development.
4. Money should be committed within six years and must be spent or encumbered within ten, using first-in first-out tracking. Balances above two years of collections in any account trigger a Council review.
5. Finance publishes an annual report of fees assessed, collected, waived, deferred, spent, and balances by account, and posts it with this study on the Town website.
6. Fire/EMS money is passed to the Berlin Volunteer Fire Company only under a written agreement limiting it to apparatus and equipment identified in the study.

Collection and timing

- The fee is calculated when the building permit application is filed and paid before the permit is issued. The rate in effect on the application date applies for 12 months.
- Applicants may defer up to half the fee to the certificate of occupancy or 12 months, whichever comes first, secured by a lien on the property, as in Delmar's collection rule and Ocean City's 50/50 schedule. Unpaid fees carry the priority and interest of real property taxes.
- Fees apply to net new units and floor area. A change in use that increases demand pays the difference between the new and old category.

Waivers, subsidies and credits

- Council may waive or reduce a fee by resolution after a public hearing, only for affordable ownership or rental housing under a recorded income restriction, rehabilitation of blighted or vacant property, preservation of historic property, or hardship not caused by the owner. These criteria follow Crisfield's ordinance.

- Every waived dollar is repaid to the impact fee account from the General Fund or another eligible source, so growth-related capital is not shortchanged. The waiver appears as a line in the annual budget and the annual report.
- The Fire/EMS component is not waived for age-restricted housing, since the key-informant call indicates it generates more, not less, demand.
- A developer who builds a capital improvement listed in the capital plan may earn a credit, if an agreement is signed before the permit that fixes the cost, schedule, and city standards, as in Fruitland's ordinance. Credits are limited to the fee for that category, may be used only on the same site and ownership, are never paid as cash, and are not granted for on-site facilities the code already requires.

Refunds. A fee not spent or encumbered within ten years is refunded with interest on written petition, and a fee is adjusted or refunded when a project is reduced before completion. Refund claims must be made within one year of the triggering event, with an appeal to Council.

Who does what

Responsible Party	Key Responsibilities
Planning and Zoning	Classify the project, confirm net new units or square feet, calculate the fee
Permit staff	Hold the permit until the fee is paid or deferral is documented
Finance	Collect and record payments, maintain separate accounts, apply the annual index, produce the annual report, process refunds
Public Works, Police, Parks, Town Administrator	Identify eligible projects, certify the growth nexus, keep the capital improvement plan current
Fire Company, Town Administrator	Submit the apparatus plan and manage the pass-through agreement
Town Attorney	Draft the ordinance, credit and deferral agreements and liens
Mayor and Council	Adopt and amend fees, approve waivers, review the annual report
Planning and Zoning with Finance	Update the study every three years and maintain the Excel tool

Adjustment Cycle, Open Data Items, and Next Steps

Adjustment cycle. Adjust fees every three years on July 1 by a construction cost index (ENR Construction Cost Index, or the BLS producer price index for nonresidential building construction), set by ordinance with a stated cap so that each change is mechanical and documented. Re-run the full study every three years to match the fee period, and no later than five, the outer limit the Anne Arundel study calls generally accepted practice. Trigger

an earlier update if a major project such as the Public Works facility, a new fire station, or an annexation changes the capital plan. The Excel model's Tracker tab applies the index and rounds the schedule automatically.

Open items that may change the numbers

Item	Needed from	Effect
Fire Company apparatus inventory, replacement schedule, service area, answers to the equipment questions	Berlin Volunteer Fire Company	Replaces the one-engine, one-ambulance floor; could raise or lower the $613 component
Capital versus operating split of each department's spending	Finance	Confirms the pools and the cost allocation tab
Debt schedules, grant and Highway User Revenue funding of listed assets	Finance, Public Works	Credits that reduce the maximum
Employment, visitor and seasonal-occupancy data	Planning, Chamber of Commerce	Replaces the borrowed 71% residential share
Expected units and square feet for Heron Park, Microtel, the Community Center and other projects	Planning	Replaces historical averages in revenue projections
Staff time and activity logs	All departments	Cost allocation plan and general fees
Multi-family and 55-and-over unit mix	Planning	Confirms the 0.70 factor

Interview and survey evidence is thin, so results are used as context, not as a basis for any fee.

Next steps

1. Circulate this draft to the Mayor and Council and collect feedback on the scenario and on the policies in section 9.
2. Obtain the open items above and re-run the model.
3. Incorporate feedback into the Council presentation and prepare the final report for a vote, with recommended adjustment schedules.
4. After ratification, deliver the finalized Excel adjustment tool and an accessible version of the final report for the Town website, with copies of the materials used.

BEACON has included an Excel spreadsheet which can be used to evaluate the current impact fees, related development costs, and anticipated new rates. The town has targeted

a three-year evaluation cycle. This period will allow a sufficient window of activity from both developers and town expenditures. At the end of each three-year cycle, the town should use the tool to review the activity of the three prior fiscal years. If there appears to be a deficit in collections relative to investments, or a surplus, the Mayor and Council will be presented with a report suggesting new rates and the basis for adjustment.

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Appendix A: Detailed Methodology

The fee is the capital Berlin has already invested per unit of demand, applied to each new unit of growth. This follows the incremental-expansion and cost-recovery methods in the Anne Arundel study: new development receives the same level of service existing residents have, and pays for the capacity it uses.

Steps

1. **Service area and categories.** One Town-wide district with five components: police, streets and transportation, public works and Town facilities, parks and recreation, and Fire/EMS. Water, sewer, electric, and stormwater are excluded.
2. **Existing investment.** Original cost of General Fund assets from the Town's fixed-asset (tax depreciation) register at June 30, 2025, sorted into the five categories.
3. **Proportionate share.** Costs are split between residents and nonresidential users. Anne Arundel used the 2020 Census functional-population split of 71% residential and 29% nonresidential; we use the same 71% for now because Berlin has no comparable employment and visitor count. Parks are 100% residential, as in Anne Arundel.
4. **Service units.** Residential demand is 5,335 residents at 2.63 persons per household (2020 Census: 5,026 residents in 1,910 occupied homes), or about 2,027 equivalent dwelling units. A multi-family unit counts as 0.70 of a single-family home, from the ratio of trip generation (6.74 to 9.43) and persons per unit in the Anne Arundel data.
5. **Nonresidential demand.** Commercial space is converted to weekday vehicle trips using the ITE rates in the Anne Arundel study, with pass-by and diverted-trip adjustments of 0.38 for retail and 0.50 for other uses. Each commercial trip is charged the same cost as a residential trip, so the fee scales with actual traffic and service demand.
6. **Administration.** A 3% add-on recovers the study and program administration cost, pending a staff time study.

Existing capital by category

Component	What it includes	Asset cost	Residential share
Police	Police building (2018), vehicles, radios, cameras, equipment	$4,540,164	71%
Streets and transportation	Streets department assets plus public works road, sidewalk and street-light infrastructure	$6,045,994	71%
Public works and Town facilities	Public works and sanitation fleet, buildings and grounds, public works land	$2,729,987	71%
Parks and recreation	Park land, courts, playgrounds, restrooms, equipment	$2,532,090	100%
Fire/EMS (provisional)	One engine ($1.15M) and one ambulance ($0.6M)	$1,750,000	71%
Total included		**$17,598,234**	

Excluded are $79.0 million in enterprise fund assets and about $5.2 million of General Fund administration, finance, and planning assets, most of it land held for redevelopment (the Tyson property, the Community Center site and Heron Park) that does not deliver a growth-driven level of service.

Fire/EMS. The Berlin Volunteer Fire Company's answers to the equipment questions are not yet in the file. As a placeholder the model uses the cost ranges from the Salisbury key-informant call (engine $1.0 to $1.3 million, ambulance about $600,000, 12- to 20-year life) and assumes only one engine and one ambulance, which understates the true inventory. The same call suggested that age-restricted 55-and-over housing generates more fire and EMS demand than younger households, and that downtown areas near existing stations add little demand; the Fire Company should confirm whether either applies in Berlin.

Appendix B: Lower Shore Municipal Impact Fees

Town	Residential	Res-Fee Amount	Commercial	Comm-Fee Amount
Crisfield[17]	Single, Multifamily	$5,000 Per New Unit	General	$5,000 Per Unit*
Delmar[18]	Single, Multifamily	$2,500 Per EDU	Commercial Construction	$1 Per Sq. Ft.
Ocean City[19]	Single, Multifamily	$827 Per Net New Unit	Commercial General Infrastructure	$0.75 Per Sq. Ft.
Pittsville[20]	Single, Multifamily	$16,000 Per EDU	Commercial Utility	$16,000 Per EDU**
Sharptown[21]	Single, Multifamily	$7,600 Per EDU	General	$7,600 Per EDU***

*-Per EDU is used for development outside town limits.

**-Per EDU measure is available by contacting the Town

***-Fee rates are only available by contacting the Town

[17] City of Crisfield, Maryland. (2024, June 5). *Chapter 45: Fees*. *City of Crisfield Code*. eCode360. https://ecode360.com/11781142

[18] Town of Delmar, Maryland. (n.d.). *Article III: User charges*. *Town of Delmar Code*. eCode360. https://ecode360.com/36490984

[19] Town of Ocean City, Maryland. (n.d.). *Permit fee schedule* [PDF]. https://oceancitymd.gov/pdf/PermitFeeSchedule.pdf

[20] Town of Pittsville, Maryland. (2025). *FY26 fee schedule* [PDF]. https://pittsvillemd.gov/wp-content/uploads/2025/06/FY26-Fee-Schedule-ADOPTED.pdf

[21] Sewer and Water Impact Fee, Ordinance No. 41. (1990). Town of Sharptown. https://townofsharptown.org/wp-content/uploads/2021/12/Water_Impact_Fee_Ord_41.67104642.pdf

Appendix C: Maryland County Impact Fees 2025

County[22]	Residential	Fee Amount	Commercial	Fee Amount	Notes
Anne Arundel	Single-family, multi-family	$5,424-$22,950	Amusement, Hotel/Motel, Industrial, Mini-Warehouse, etc.	$1,062-$10,485	Residential Fee is issued based on certain square foot thresholds; see Impact Fee Data Updated Excel Sheet for fee breakdown. Some categories of commercial fees are measured differently; see Impact Fee Data
Baltimore County	Single-family	$6 Per Sq. Ft	N/A	N/A	There is a single-family detached, single-family attached,
Caroline	Single-family, multi-family	$5,000 Per Unit	N/A	N/A	There is an age restriction (55 and over) in dwellings of $2,000.
Carroll	Single-family, multi-family	$1,600-$3,533	N/A	N/A	The multi-family residential is $1,600 per unit and single-family residential is $3,533 per unit; note there is also a fee of $3,944 for townhouse development and $1,998 for mobile home development.
Frederick	Single-family only	$18,851 Per Unit	N/A	N/A	Single-family detached residential fee only.
Harford	Single-family, multi-family	$7,989-$10,000	N/A	N/A	Single-family residential is $10,000 per unit, and multi-family residential is $7,989 per unit.
Montgomery	Single-family, multi-family	$1,755-$30,190	Low Rise, High Rise, Senior Residential	$1,755-$26,084	This is a range of what the residential or commercial fee could be depending on policy area and type of residential or commercial development (detached, attached, high rise, low rise, etc.).
Queen Anne's	Single-family, multi-family	$5.85 Per Sq. Ft.	Commercial/Shop Ctr, Office, Business Park, Light Industrial, Warehousing, etc	$0.52-$2.40 Per Sq. Ft.	This fee is for both single-family and multi-family developments; Commercial fee depends on type of commercial development.
Talbot	Single-family, multi-family	$5,616-$9,091 Per Unit	Retail, Office, Warehousing, Industrial, etc.	$0.42-$2.66 Per Sq. Ft	Commercial impact fee applies to these developments: Retail, Office, Warehousing, Industrial, Institutional, Medical and Hotel.

[22] Department of Legislative Services. (2025). *County development impact fees and excise taxes in Maryland: Amounts and revenues*. Office of Policy Analysis, Maryland General Assembly. https://mgaleg.maryland.gov/Pubs/BudgetFiscal/2025-Impact-Fees-excise-taxes.pdf

Appendix D: Consolidated Town Comparison

Town	County	Residential	Single-Family	Multi-Family	Commercial	Comm-Fee Amount
Denton[23]	Caroline	Single-family, multi-family	$5,000 Per Dwelling Unit	$5,000 Per Dwelling*	N/A	N/A
Hampstead[24]	Carroll	Single-family, multi-family	$2,518 Per Dwelling	$1,976 Per Dwelling**	N/A	N/A
Ocean City[25]	Worcester	Single-family, multi-family	$827 Per Net New Unit	$827 Per Net New Unit	General Infrastructure	$0.75 Per Square Foot
Emmitsburg[26]	Fredrick	Single-family, multi-family	$1,200 Per Dwelling Unit	$1,200 Per Dwelling Unit	N/A	N/A
Thurmont[27]	Fredrick	Single-family, multi-family	$16,200 Per EDU	$16,200 Per EDU	General Infrastructure	$16,200 Per Dwelling
Leonardtown[28]	St. Mary's	Single-family, multi-family	$2,135 Per New Home	$2,135 Per New Home***	N/A	N/A
Crisfield[29]	Somerset	Single-family, multi-family	$5,000 Per Unit	$5,000 Per Unit	Commercial Impact Fee	$5,000 per sq.ft
Delmar[30]	Wicomico	Single-family, multi-family	$2,500 Per EDU	$2,500 Per EDU	Construction	$1 per sq.ft.
Berlin, MD[31]	Worcester	Single-family, multi-family	$2,000 Per Dwelling Unit	$2,000 Per Dwelling Unit	Commercial Impact Fee	$1 per sq.ft.

*There is an age-restricted (55 and over) dwelling impact fee of $2,000 per unit (for fire protection and emergency medical); Only fees levied at the county level.

**Town also has a townhouse fee of $3,944 and a mobile home fee of $1,998.

***Levied on new residential developments for public school costs; does not apply to 55 and over housing

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[23] Caroline County, Maryland. (2023). *FY2024 department fee schedule* [PDF]. https://www.carolinecounty.org/DocumentCenter/View/220/63_Department-Fee-Schedule

[24] Hampstead, Maryland. (2012, June 12). *Appendix A* [PDF]. eCode360. https://ecode360.com/attachment/319178/HA1081-134a%20Appendix%20A.pdf

[25] Town of Ocean City, Maryland. (2015, September 10). *Building and development fees* [PDF]. https://oceancitymd.gov/pdf/PermitSchedule.pdf

[26] Town of Emmitsburg, Maryland. (n.d.). *Title 3: Revenue and finance, Chapter 3.08: Impact fees. Municipal code*. https://www.emmitsburg.net/towngov/regulations/title_3.htm#Chapter%203.08:%20IMPACT%20FEES

[27] Town of Thurmont, Maryland. (2026, March 18). *Application for water & wastewater connection fees & impact fees* [PDF]. https://www.thurmont.com/DocumentCenter/View/3357/Water-Sewer-Impact-Fee-Application-Effective-3-18-2026

[28] Town of Leonardtown, Maryland. (2026, June). *Fair summary of Ordinance No. 234. Leonardtown Maryland News*. https://news.leonardtown.somd.com/2026/06/?m=0

[29] Town of Crisfield, Maryland. (2024, June 5). *Chapter 45: Fees. Town of Crisfield Code*. eCode360. https://ecode360.com/11781180

[30] Town of Delmar, Maryland. (n.d.). *Article III: User charges. Town of Delmar Code*. eCode360. https://ecode360.com/36490984

[31] Town of Berlin, Maryland. (2025, March 10). *Town of Berlin planning and general fee schedule* [PDF]. https://media.berlinmd.gov/wp-content/uploads/2019/03/17161710/Fee-Revisions-As-approved-FY24-amended-03.10.25.pdf

Appendix E: Other Lower Shore Municipal (Town) Codes on Impact Fees

Town of Crisfield

Ordinance/Code: City of Crisfield Code, Chapter 45 – Fees, § 45-4, Public Facilities Impact Fees[32]
Type of Fee: Public Facilities Impact Fee
Applicable Development: Residential and Nonresidential Development
Established Fee: $5,000 per unit

Impact Fee Purpose

The City of Crisfield imposes a public facilities impact fee to help offset the additional capital costs associated with increased demand for public facilities and services resulting from residential and nonresidential development. The City's ordinance specifies that fees should fund new or expanded capital improvements that reasonably benefit the developments paying the fees and should not require new development to pay more than its proportionate share of costs.

Fee Structure

Component	Crisfield Requirement
Impact Fee	$5,000 per unit
Applicable Development	Residential and nonresidential development
Unit Definition	A dwelling unit or business unit
Payment Timing	Due when the City approves issuance of a building permit
Geographic Applicability	Development within the City and development on land annexed into the City
Fee Adjustment	Fee schedule may be amended by ordinance
Fund Management	Revenues must be maintained in a separate interest-bearing, fully insured account
Permitted Use	Improvements and expansions to City public facilities

[32] Source: City of Crisfield, MD Code, Chapter 45 – Fees, § 45-4, Public Facilities Impact Fees. https://ecode360.com/11781142#11781143

Public Facilities Eligible for Impact Fee Funding

Under § 45-4, public facilities eligible for impact fee funding include:

- Water supply, treatment, and distribution facilities;
- Stormwater, drainage, and flood control facilities;
- Wastewater collection and treatment facilities;
- Municipal power facilities;
- Roadway facilities;
- Parks and recreational facilities; and
- Public safety facilities, including police, fire, and waste collection and disposal.

Fee Adjustments and Exceptions

The City may vary the amount or method used to calculate an impact fee in connection with an annexation ordinance. The City Council may also modify the fee for other development following a public hearing when specified conditions are met.

Consideration may be given to developments that advance important public policy, urban renewal, or planning objectives, including:

- Affordable homeownership;
- Affordable rental housing;
- Housing for older adults;
- Rehabilitation or redevelopment of abandoned or deteriorated property; and
- Preservation of historically or architecturally significant property.

Adjustments may also be considered when imposition of the fee would create an undue hardship that is distinctive to the property or property owner and was not caused or worsened by the owner.

Review Requirements

The Mayor and Council are required to periodically review the condition and needs of the City's public facilities, the adequacy and equity of the impact fees being charged, and the financial effects of those fees.

Town of Delmar

Ordinance/Code: Town of Delmar Code, Chapter 405 – Fees, Charges, and Contributions, Article IV – Impact Fees[33]
Type of Fee: Impact Fee
Applicable Development: New Residential and Commercial Development
Residential Fee: $2,500 per Equivalent Dwelling Unit (EDU)
Commercial Fee: $1.25 per square foot

Impact Fee Purpose

The Town of Delmar imposes impact fees to help finance capital improvements required to accommodate or benefit new growth, construction, and development. The Town's ordinance establishes the principle that new development should pay a proportionate share of the capital costs associated with the additional demand it places on public facilities and services. Impact fees may not exceed the cost of capital improvements for which the need is reasonably attributable to the development or newly annexed area paying the fee. Revenues must be used for new or expanded capital improvements that reasonably benefit the development or annexed area from which the fees were collected.

Fee Structure

Component	Delmar Requirement
Residential Impact Fee	$2,500 per Equivalent Dwelling Unit (EDU)
Commercial Impact Fee	$1.25 per square foot
Applicable Development	New residential and commercial construction requiring a building permit
Geographic Applicability	Development within Town limits and applicable newly annexed areas
Payment Timing	Prior to issuance of a building permit
Fee Determination	Amount is established as of the building permit application date
Fee Adjustment	Mayor and Council/Commission may modify the fee by resolution following a public hearing
Fund Management	Impact fee revenues must be maintained in separate accounts
Unpaid Fees	May become a lien against the applicable real property

[33] Source: Town of Delmar, MD: Impact Fees. (2024). Town of Delmar, MD Code. https://ecode360.com/45857069

Public Facilities Eligible for Impact Fee Funding

Delmar defines capital improvements eligible for impact fee funding to include:

- Parks and recreational facilities;
- Water treatment and distribution facilities;
- Public safety facilities;
- Public works facilities; and
- Other facilities for which costs may be substantially attributed to new development.

Eligible capital costs may include land acquisition, construction, improvements, equipment, installation, and associated administrative, legal, planning, and engineering expenses.

Applicability and Assessment

Delmar's impact fee requirements apply uniformly to applicable development occurring within the Town or areas annexed into the Town. Development with the same impact on capital facilities is intended to be assessed consistently.

The ordinance also provides for impact fees on certain previously developed properties when they are annexed into the Town. The applicable annexation resolution may establish the timing and conditions for payment.

Use and Administration of Funds

Impact fee revenues must be used solely to finance, in whole or in part, the capital costs of public facilities, services, improvements, and equipment needed to accommodate or benefit growth and development.

The Town is required to establish separate accounts and maintain records that allow collected impact fee revenues to be segregated. Payment of an impact fee does not replace a developer's responsibility to finance required on-site or off-site improvements or satisfy other applicable Town fees, assessments, land conveyances, or development requirements.

Town of Ocean City

Ordinance/Code: Town of Ocean City Code, Chapter 10 – Buildings and Building Regulations, Article VIII – Impact Fees[34]
Type of Fee: Infrastructure Impact Fee
Applicable Development: New Residential and Commercial Development
Residential Infrastructure Fee: $827 per net new unit
Commercial Infrastructure Fee: $0.75 per net new square foot
Additional water and sewer capacity fees apply pursuant to the Town's established fee schedule.

Impact Fee Purpose

The Town of Ocean City imposes impact fees to help offset the capital costs associated with providing infrastructure needed to accommodate new growth. The Town's ordinance establishes that infrastructure required to support current and future growth should be funded, at least in part, through fees imposed on new development.

Fee Structure

Ocean City's impact fee structure consists of three components for both residential and commercial development: a water capacity fee, sewer capacity fee, and other municipal infrastructure fee. The Mayor and City Council establish applicable fee amounts by resolution.

Component	Ocean City Requirement
Residential Municipal Infrastructure Fee	$827 per net new residential unit
Commercial Municipal Infrastructure Fee	$0.75 per net new square foot
Additional Components	Water Capacity Fee and Sewer Capacity Fee
Applicable Development	New residential and commercial development, including qualifying replacement development
Residential Assessment Basis	Net new residential units
Commercial Assessment Basis	Net new square footage
Fee Establishment	Mayor and City Council establish fee amounts by resolution
Payment Timing – New Development	50% at building permit issuance; 50% at certificate of occupancy

[34] Municode Library. (2026). Municode.Com. https://library.municode.com/md/ocean_city/codes/code_of_ordinances?nodeid=ptiicoor_ch10bubure_artviiiimfe

Payment Timing – Other Permit Types	Full applicable impact fee due at building permit issuance

Applicability to New and Replacement Development

Ocean City defines new development to include new residential development, commercial development, or a combination of the two. The ordinance also addresses replacement development; however, impact fees apply only to the portion of the replacement project that represents an increase over the existing development.

For replacement development, an impact fee may therefore apply when there is an increase in:

- The number of residential units;
- The number of water and sewer fixtures; and/or
- The square footage of the development.

This approach generally limits the assessment to the net increase in development or infrastructure demand rather than applying the fee to the entirety of an existing development being replaced.

Infrastructure Supported by Impact Fees

Ocean City's impact fee framework identifies three primary components intended to address infrastructure needs associated with development:

- Water system capacity;
- Sewer system capacity; and
- Other municipal infrastructure.

For commercial development, the other municipal infrastructure component is calculated on a per-square-foot basis. Residential development is assessed according to the applicable residential fee structure established by the Town.

Payment and Administration

For new development, one-half of the applicable impact fee is collected when the building permit is issued, with the remaining one-half collected when the certificate of occupancy is issued. For other applicable building permit types, including alterations, the full impact fee is collected when the building permit is issued.

Town of Pittsville

Ordinance/Code: Town of Pittsville Zoning Ordinance No. 2022-04, § 21 – Fees and Costs
Type of Fee: Water and Sewer Impact Fees[35]
Applicable Development: Development subject to applicable Town permitting and fee requirements
Water Impact Fee: $7,500
Sewer Impact Fee: $7,500
Combined Water and Sewer Impact Fees: $15,000, when both apply

Fee Structure

Unlike municipalities that establish impact fee amounts directly within their municipal codes, Pittsville's Zoning Ordinance authorizes the Town to maintain a separate schedule of fees, charges, and expenses associated with development applications and approvals. The Town Commissioners may amend the fee schedule by resolution. Under the Town's current fee schedule, separate impact fees are established for water and sewer infrastructure.

Component	Pittsville Requirement
Water Impact Fee	$7,500
Sewer Impact Fee	$7,500
Combined Impact Fees	$15,000 when both water and sewer fees apply
Infrastructure Supported	Water and sewer
Fee Establishment	Established through the Town's fee schedule
Fee Modification	Town Commissioners may amend the fee schedule by resolution
Payment Requirement	Applicable fees, charges, and expenses must be paid before action is taken on an application or appeal

Administration of Development Fees

Section 21 of Pittsville's Zoning Ordinance authorizes the Town to establish fees and charges associated with zoning certificates, certificates of use or occupancy, building

[35] 2022-04 Zoning Ordinance. (2022). Town of Pittsville, Maryland. https://pittsvillemd.gov/wp-content/uploads/2022/05/2022-04-ZONING-ORDINANCE-FINAL.pdf

permits, zoning appeals and amendments, site plans, sign permits, and other matters governed by the ordinance.

The Town may also assess costs associated with professional consulting services required to review proposed development and improvement plans, including services provided by engineers, architects, landscape architects, land planners, or similar professionals.

All applicable fees, charges, and expenses must be paid in full before the Town takes action on an application or appeal.

Key Distinction

Pittsville's approach differs from the broader public facilities impact fee structures used by municipalities such as Crisfield and Delmar. Rather than identifying multiple categories of public facilities eligible for impact fee funding, Pittsville's current impact fees are specifically associated with water and sewer infrastructure.

Town of Sharptown

Ordinance/Code: Town of Sharptown Ordinance No. 41 – Sewer and Water Impact Fee Ordinance[36]
Type of Fee: Sewer and Water Impact Fees
Applicable Development: Residential, Commercial, and Industrial Development Requiring New or Additional Water and/or Sewer Capacity
Fee Amount: Determined by the Town based on applicable water and sewer capacity requirements

Impact Fee Purpose

The Town of Sharptown imposes water and sewer impact fees to help finance improvements and expansions necessary to provide sufficient system capacity for new and additional development. The ordinance establishes that property owners and developers generating additional demand for water or sewer capacity should contribute a portion of the costs associated with expanding those systems.

Impact fee revenues may support a proportionate share of improvements to the Town's water and sewer infrastructure, including water treatment and distribution facilities, sewage treatment facilities, and sewage collection systems.

Fee Structure

Component	Sharptown Requirement
Type of Fee	Water and Sewer Impact Fees
Applicable Development	Residential, commercial, and industrial
Trigger for Fee	Development requiring new or additional water and/or sewer capacity
Geographic Applicability	Applicable development within or outside Town limits receiving Town water and/or sewer capacity
Fee Calculation	Calculated by the Town based on applicable water and sewer capacity requirements
Calculation Timing	At subdivision approval, water/sewer allocation approval, or building permit request, whichever occurs first
Payment Timing	At final subdivision approval, water/sewer allocation approval, or building permit issuance, whichever occurs first

[36] Source: Sewer and Water Impact Fee, Ordinance No. 41. (1990). Town of Sharptown. https://townofsharptown.org/wp-content/uploads/2021/12/Water_Impact_Fee_Ord_41.67104642.pdf

Infrastructure Supported	Water and sewer system improvements and expansions
Annexed Properties	Subject to fees established through the annexation ordinance or, if not specified, pursuant to Ordinance No. 41

Infrastructure Supported by Impact Fees

Sharptown's impact fees are specifically intended to support the improvement and expansion of its water and sewer systems. Eligible infrastructure identified in the ordinance includes, but is not limited to:

- Water treatment facilities;
- Water distribution lines;
- Sewage treatment facilities; and
- Sewage collection lines.

The ordinance specifies that impact fees are intended to cover a proportionate share of construction costs associated with providing the additional water and sewer capacity required by development.

Assessment and Payment

The Town calculates applicable water and sewer impact fees at the earliest of three development milestones: subdivision approval, sewer and water allocation approval, or a request for a building permit. Payment is similarly required at the earliest applicable point: final subdivision approval, sewer and water allocation approval, or building permit issuance.

Properties annexed into Sharptown may be subject to water and sewer impact fees established as part of the annexation ordinance. When an annexation ordinance does not establish a separate fee, the impact fee requirements of Ordinance No. 41 apply.

Key Distinction

Sharptown's impact fee structure is **capacity- and infrastructure-specific**, focusing exclusively on water and sewer systems rather than funding a broader range of municipal facilities. The ordinance also applies to qualifying development **both within and outside the Town** when the development requires new or additional capacity from Sharptown's water or sewer systems.

Appendix F: Legal Background

Development impact fees are a commonly used mechanism for addressing the public infrastructure and facility costs associated with new development. According to the Federal Highway Administration (FHWA) Center for Innovative Finance Support, development impact fees differ from general taxes or special assessments because they are tied to the cost of constructing or expanding public facilities needed to accommodate demand generated by new development.[37]

Because development impact fees may constitute development exactions, their structure and administration must be considered within the context of the Takings Clause of the Fifth Amendment and applicable federal and state law. Of particular importance are the standards established through *Nollan v. California Coastal Commission* (1987) and *Dolan v. City of Tigard* (1994),[38] commonly referred to as the *Nollan/Dolan* standard.

Federal Legal Framework

The *Nollan/Dolan* framework establishes two related principles: essential nexus and rough proportionality. The essential nexus requirement considers whether there is a connection between a legitimate governmental interest and the condition imposed on development. Rough proportionality considers whether the nature and extent of the exaction are reasonably related to the impacts of the proposed development.

For development impact fees, these principles underscore the importance of establishing a clear relationship among the impacts generated by new development, the public facilities or infrastructure being funded, and the amount charged. A municipality considering an increase or modification to its impact fees should therefore be able to demonstrate how its methodology allocates growth-related costs to new development.

Sheetz v. County of El Dorado (2024)

The U.S. Supreme Court further clarified the application of these principles in *Sheetz v. County of El Dorado* (2024).[39] The Court held that legislatively imposed permit conditions are not categorically exempt from review under the Takings Clause simply because they are established through generally applicable legislation rather than imposed administratively on an individual property.

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[37] *FHWA - Center for Innovative Finance Support - Fact Sheets. (n.d.)*. Www.Fhwa.Dot.Gov. Retrieved July 12, 2026, from https://www.fhwa.dot.gov/ipd/fact_sheets/value_cap_development_impact_fees.aspx

[38] Dolan v. City of Tigard, 512 U.S. 374 (1994)

[39] The Sheetz decision and what it means for impact fees. (2025). Association of Bay Area Governments: Metropolitan Transportation Commission. https://abag.ca.gov/sites/default/files/documents/2026-03/The-Sheetz-Decision-and-What-It-Means-for-Impact-Fees-03-20-2026.pdf

This decision is significant for local governments because impact fee schedules are frequently established through ordinances that apply broadly to categories of development. Following *Sheetz*, the legislative nature of an impact fee does not, by itself, exempt the fee from constitutional scrutiny.

The Court did not determine whether the specific fee imposed in *Sheetz* satisfied the *Nollan/Dolan* requirements. Instead, the decision addressed whether legislatively imposed exactions could be categorically excluded from that analysis. Nevertheless, the case reinforces the importance of developing a transparent and supportable methodology that establishes the relationship between development impacts and the fees imposed to address those impacts.

For the Town of Berlin, any modification to its impact fee structure should therefore be supported by appropriate data and documentation demonstrating how the fee relates to additional public facility or infrastructure costs attributable to new development.

Maryland Legal Context

Maryland case law provides additional context for the administration and legal treatment of development impact fees.

Dabbs v. Anne Arundel County (2018)[40]

Prior to *Sheetz*, *Dabbs v. Anne Arundel County* (2018) addressed the application of *Nollan/Dolan* principles to generally applicable development impact fees in Maryland. The Maryland Court of Appeals concluded that the *Nollan/Dolan* analysis did not apply to the legislatively established impact fee ordinance at issue in the case.

The subsequent *Sheetz* decision rejected the broader proposition that legislatively imposed exactions are categorically exempt from *Nollan/Dolan* scrutiny. Consequently, municipalities should not rely solely on the fact that an impact fee was established through legislation or ordinance when evaluating its legal defensibility.

Maryland Legislation and Reporting Requirements

Maryland law also establishes requirements concerning development impact fees and their administration. In 2025, the Maryland General Assembly enacted HB 698/SB 814, *Local Government – Development Impact Fees, Surcharges, and Excise Taxes – Reporting*.[41] The legislation requires county governments to report specified information concerning the collection, use, and geographic application of development impact fees, surcharges, and excise taxes.

[40] Dabbs v. Anne Arundel County, 458 Md. 331, 182 A.3d 798 (2018).
[41] Legislation - HB0698. (2025). Maryland.Gov. https://mgaleg.maryland.gov/mgawebsite/legislation/details/hb0698?ys=2025rs

Although these reporting requirements apply to county governments, they demonstrate the importance of transparency and documentation in administering development-related fees. For the Town of Berlin, maintaining clear records of how impact fees are calculated, collected, allocated, and expended can similarly strengthen the transparency of its impact fee program.

Importance of Methodology and Documentation

As impact fees have become more widely used, courts and developers have increasingly scrutinized how these fees are calculated and administered. According to the American Planning Association (1997),[42] the expanded use of impact fees has been accompanied by increased state court involvement and legal challenges.

Galardi et al. (2004) emphasize the importance of using a consistent and transparent methodology when establishing impact fee rates.[43] Clearly documenting the methodology, assumptions, data sources, and rationale for a fee or rate change can strengthen a local government's ability to explain and support its impact fee structure.

Similarly, Froelich states that impact fees "must be proportional to the actual cost of providing capital facilities" (p. 7, 2025).[44] This reinforces the importance of establishing a clear relationship among new development, the demand it creates, the additional capital facilities required to accommodate that demand, and the resulting impact fee.

When establishing or revising an impact fee structure, municipalities should clearly document the facilities and infrastructure eligible for funding; the methodology and assumptions used to calculate the fee; existing and projected demand; the costs associated with providing additional capacity; the allocation of costs between existing and new development; and the circumstances under which credits, refunds, or adjustments may be provided.

Stakeholder engagement can also support a transparent and practical impact fee structure. Consultation with developers, property owners, residents, and other affected stakeholders can help identify implementation concerns, improve understanding of the methodology, and provide opportunities to address concerns before changes are adopted.

Impact Fee Credits and Refunds

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[42] APA Policy Guide on Impact Fees. (n.d.). American Planning Association. Retrieved July 12, 2026, from https://www.planning.org/policy/guides/adopted/impactfees.htm
[43] Galardi, D. (2003). Development fee trends and Tucson case study. Galardi Consulting, LLC. https://www.impactfees.com/publications%20pdf/ImpactFeeTrends.pdf
[44] Froelich, C., CPA. (2025). Impact fee primer: March 2025. Launch Development Finance Advisors. https://www.nahb.org/-/media/NAHB/advocacy/docs/industry-issues/land-use-101/infrastructure/impact-fee-primer.pdf?rev=3e7e64e0db16426590ff0649439a6a03

The importance of clearly established impact fee credit provisions is illustrated by *Anne Arundel County v. 808 Bestgate Realty, LLC* (2022).[45] The case concerned whether a developer was entitled to impact fee credits for roadway improvements associated with its development.

The case demonstrates the importance of establishing clear procedures governing circumstances in which developers may receive credits for infrastructure they construct or fund directly. For the Town of Berlin, provisions addressing credits and refunds should clearly identify eligibility requirements, calculation methods, documentation requirements, approval procedures, and the circumstances under which a credit or refund may be granted.

Common Challenges to Impact Fees

Research by Dr. Brian Nakamura identifies four common arguments raised by developers regarding impact fees:[46]

Equity Argument. Developers may argue that impact fees increase development costs and create additional financial risk, particularly when those costs are incorporated into the price of new residential or commercial development.

Exclusion Argument. Impact fees may be criticized for contributing to increased housing costs, potentially creating affordability concerns for lower-income households and first-time homebuyers.

Double-Billing or "Taxation" Argument. Developers may question whether new development is being charged for facilities or improvements that also benefit existing residents and businesses. This concern highlights the importance of distinguishing between costs associated with existing deficiencies and costs attributable to additional demand generated by new development.

Growth Deterrence Argument. Developers may contend that higher impact fees discourage development, increase development costs, or influence the location and pace of future growth.

These arguments do not independently determine whether an impact fee is legally valid. However, they identify important policy and implementation considerations for municipalities when establishing or revising impact fee programs.

The Town of Berlin has maintained impact fees since 2019. A significant change to the Town's existing fee rates, methodology, or eligible uses may receive increased scrutiny from developers and other stakeholders. A clearly documented methodology, transparent allocation of revenues, appropriate provisions for credits and refunds, and demonstrated relationship between

[45] *Anne Arundel Cnty. v. 808 Bestgate Realty, LLC, 479 Md. 404, 278 A.3d 731* (Md. 2022).
[46] Nakamura, B. (2021). Impact fees: The silver bullet? EMPSA Capstone Project for the Bush School of Government & Public Service, Texas A&M University. https://bush.tamu.edu/wp-content/uploads/2022/11/Nakamura-Fall-2021-Capstone_Impact-Fees-The-Silver-Bullet-.pdf

development impacts and the fees assessed can help establish a transparent and supportable impact fee program.

Historical Background

According to Froelich,[47] one of the earliest documented impact fees was implemented in 1947 in Hillsdale, Illinois, to finance expansion of a wastewater treatment facility. The use of impact fees subsequently expanded during the 1970s and 1980s as local governments sought additional mechanisms to finance infrastructure associated with population and development growth.

Historically, impact fees were primarily used to support capital expenditures associated with new development, including roads, parks, public schools, wastewater facilities, and other public infrastructure. Over time, impact fee practices evolved alongside changes in state legislation, local financing needs, and judicial decisions.[37]

The modern constitutional framework for development exactions developed largely through two landmark U.S. Supreme Court cases: *Nollan v. California Coastal Commission* (1987) and *Dolan v. City of Tigard* (1994). Together, these cases established the essential nexus and rough proportionality principles described earlier in this appendix.

During this period, states also increasingly adopted legislation authorizing or regulating local development impact fees. According to the FHWA Center for Innovative Finance Support, Texas adopted impact fee legislation in 1987, followed by Illinois in 1988 and California and New Jersey in 1989.[37]

Prior to the development of the *Nollan/Dolan* framework, local governments frequently defended development requirements through their general police powers.[37] Subsequent court decisions placed greater emphasis on protecting property rights and establishing a relationship between development impacts and government-imposed exactions.

National Context and Practices

Impact fees have become an increasingly common mechanism for financing growth-related public facilities and infrastructure across the United States. According to Kyle Sweetland, the national average impact fee increased from approximately $5,000 in 2004 to $9,000 in 2019.

[47] Froelich, C., CPA. (2025). Impact fee primer: March 2025. Launch Development Finance Advisors. https://www.nahb.org/-/media/NAHB/advocacy/docs/industry-issues/land-use-101/infrastructure/impact-fee-primer.pdf?rev=3e7e64e0db16426590ff0649439a6a03

Sweetland identified California, Oregon, and Maryland among states with comparatively high average impact fees, at approximately $30,000, $17,000, and $13,000, respectively.[48]

As impact fees have become more prevalent, municipalities have also increasingly conducted impact fee studies to establish and periodically update their methodologies. Galardi et al. found that jurisdictions were adopting more differentiated impact fee schedules that use scaling measures and other factors to account for differences among types of development.[43]

Impact fee schedules may vary based on characteristics such as land use, development intensity, location, or anticipated demand on facilities. For example, different development types may generate substantially different demands for transportation, water, wastewater, parks, public safety, or other public facilities. Geographic service areas may also be used when the costs and benefits of infrastructure improvements are concentrated within portions of a jurisdiction.

According to Duncan Associates, 29 states had enacted impact fee enabling legislation as of 2025:

State	Year	State	Year	State	Year
Arizona	1988	Indiana	1991	Pennsylvania	1990
Arkansas	2003	Maine	1988	Rhode Island	2000
California	1989	Maryland	1992	South Carolina	1999
Colorado	2001	Montana	2005	Texas	1987
Delaware	2001	Nevada	1989	Utah	1995
Florida*	2006	New Hampshire	1991	Vermont	1989
Georgia	1990	New Jersey	1989	Virginia	1990
Hawaii	1992	New Mexico	1993	Washington	1991
Idaho	1992	Oklahoma	2011	West Virginia	1990
Illinois	1987	Oregon	1991	Wisconsin	1993

**Florida's statute is not considered a traditional enabling act because local governments previously derived authority to impose impact fees through Florida case law.*

[48] Sweetland, K. (2025, April 7). California has the highest impact fees for homebuilding in the country. Pacific Legal Foundation. https://pacificlegal.org/california-has-the-highest-impact-fees-for-homebuilding-in-the-country/

The specific authority, requirements, eligible expenditures, and limitations applicable to impact fees vary by state. Accordingly, national practices provide useful comparative guidance but should be considered in conjunction with Maryland law and the Town's specific legal authority.

Impact Fee Credits and Offsets

Galardi et al. identify three primary types of impact fee credits or offsets:[43]

Revenue Offsets: Adjustments recognizing capital contributions made through other mechanisms, such as taxes, assessments, or other fees.

On-Site Credits: Credits for eligible facilities or improvements constructed as part of a development that reduce or otherwise address impacts attributable to that development.

Payment In-Kind: Reductions in impact fees when a developer directly constructs or provides an eligible capital improvement that would otherwise be funded through impact fee revenue.

Clearly defining the availability and calculation of credits and offsets is important to avoid charging new development more than its appropriate share of growth-related infrastructure costs.

National Guidance for Structuring Impact Fee Programs

The FHWA Center for Innovative Finance Support identifies several considerations for establishing an impact fee program.[37] These considerations can be organized into four primary components:

1. Define the Service Area. The jurisdiction should establish the geographic area in which the fee applies and identify the public facilities and infrastructure serving that area. Defining the service area helps establish the relationship between the development paying the fee and the improvements funded through fee revenues.

2. Establish Level-of-Service Standards. The jurisdiction should identify the level of service it intends to provide for each applicable facility or service. For example, a public safety standard could address an established emergency response time, while transportation standards could address roadway capacity. The impact fee methodology should identify how additional development affects the established level of service and what improvements are necessary to maintain it.

3. Establish the Basis for the Fee. The jurisdiction should clearly identify the methodology used to calculate the impact fee and communicate that methodology through its ordinance, supporting study, or related policy documents.

4. Establish the Timing of Payment. The impact fee program should specify when fees become due, such as during permitting, plat approval, issuance of a building permit, or another defined stage of the development process.

Transparency and Public Accessibility

Transparency is an important component of an effective impact fee program. The FHWA Center for Innovative Finance Support recommends making impact fee studies and supporting information publicly accessible and maintaining clear, comprehensive, and current information regarding fee requirements.[37]

To improve transparency, municipalities can make impact fee studies available through their websites, publish current fee schedules and supporting documentation, and provide clear guidance explaining how fees are calculated. A step-by-step fee guide or calculator can also help developers estimate potential fees based on the type and scale of proposed development.

For the Town of Berlin, these practices could improve predictability for developers and stakeholders while providing a clear public record of the methodology, assumptions, eligible expenditures, and policy objectives underlying the Town's impact fee program.

Appendix G: Town of Berlin Survey Findings

Survey Overview

The Town of Berlin Impact Fee Survey was conducted in May and June 2026 to gather stakeholder perspectives on the impacts of new development, potential uses and structure of impact fees, infrastructure capacity, and alternatives for funding development-related costs.

A total of **11 respondents** completed the survey. Given the small number of respondents, findings should be interpreted as stakeholder perspectives rather than as representative of the broader Berlin community. Because each respondent represents approximately **9.1%** of the total sample, both the number and percentage of respondents are reported throughout this appendix.

Most respondents had a direct connection to Town government: five were elected officials and four were Town employees or agency heads. Two respondents identified as builders or developers.

Key Findings at a Glance

Several themes emerged from the survey:

- **Infrastructure impacts were concentrated around transportation and public safety.** Roads and transportation, police/public safety, and parking were each selected by eight respondents (72.7%) as areas most affected by new development.
- **Respondents generally supported directing development-related fees toward infrastructure and services affected by growth.** Parking received the most selections (8 respondents), followed by roads/transportation and police/public safety (7 respondents each).
- **Respondents expressed mixed views about whether impacts differ by development type.** Single-family residential, multifamily residential, and “all have similar impact” each received five selections.
- **Nearly half favored distributing fees based on impact.** Five respondents (45.5%) selected an equal distribution based on impact when asked how fees should be structured between development types.
- **Developer agreements were the preferred alternative to impact fees.** Seven respondents (63.6%) selected case-by-case developer agreements as a potential funding source if impact fees were not collected.
- **Concerns about the drawbacks of impact fees were mixed.** Five respondents (45.5%) reported no major drawbacks, while four respondents each identified the potential to discourage development or make projects financially unfeasible.
- **Public safety and staffing capacity emerged as potential capacity concerns.** Five respondents (45.5%) identified each as currently at or near capacity.

Primary Position or Role

Role	Respondents	Percent
Berlin Elected Official	5	45.5%
Town of Berlin Employee/Agency Head	4	36.4%
Builder or Developer	2	18.2%
Total	**11**	**100.0%**

Nine of the 11 respondents (81.8%) were elected officials or Town employees/agency heads. As a result, the findings largely reflect perspectives from individuals directly involved in Town government and administration.

Development Types with the Greatest Infrastructure Impact

Respondents could select up to three development types.

Development Type	Respondents	Percent
Residential – Single-Family	5	45.5%
Residential – Multifamily	5	45.5%
All Have Similar Impact	5	45.5%
Commercial/Retail	3	27.3%
Mixed-Use Development	2	18.2%
Industrial/Warehouse	1	9.1%
Tourism-Related Development	0	0.0%

Respondents did not identify a single development type as having the greatest infrastructure impact. Single-family residential, multifamily residential, and the view that all development types have similar impacts each received five selections. Commercial/retail development received three selections, while fewer respondents selected mixed-use, industrial/warehouse, or tourism-related development.

Infrastructure Areas Most Affected by New Development

Respondents could select up to three infrastructure areas.

Infrastructure Area	Respondents	Percent
Roads and Transportation	8	72.7%
Police/Public Safety	8	72.7%
Parking	8	72.7%
Fire/EMS	6	54.5%
Other	5	45.5%
Parks and Recreation	1	9.1%

Roads and transportation, police/public safety, and parking were the most frequently identified areas, with each selected by eight respondents (72.7%). Fire/EMS was selected by six respondents (54.5%).

Five respondents provided additional comments. These responses referenced **water and sewer, public works/sanitation, trash collection, and public safety services**. Water and sewer were specifically referenced by multiple respondents.

Potential Uses of Development Fees

Respondents were asked which areas development fees should help fund and could select all that applied.

Potential Use	Respondents	Percent
Parking	8	72.7%
Roads and Transportation	7	63.6%
Police/Public Safety	7	63.6%
Fire/EMS	6	54.5%
Other	4	36.4%
Parks and Recreation	2	18.2%

Additional comments identified **public works/sanitation, stormwater, water and sewer, and public safety** as potential areas for funding.

Respondents generally prioritized core infrastructure and public safety functions. Parking received the most selections, followed closely by roads and transportation and police/public safety. The responses also indicate interest in considering utilities and public works infrastructure when evaluating development-related costs.

Preferred Impact Fee Structure

How Should Fees Be Structured Between Development Types?

Approach	Respondents	Percent
Equal Distribution Based on Impact	5	45.5%
Residential Should Pay More	2	18.2%
Commercial Should Pay More	2	18.2%
Case-by-Case Basis	1	9.1%
Not Sure	1	9.1%

The largest group of respondents, five of 11 (45.5%), favored structuring fees based on impact rather than assigning higher fees categorically to residential or commercial development. Opinions among the remaining respondents were divided, with two favoring higher residential

fees, two favoring higher commercial fees, one preferring a case-by-case approach, and one unsure.

Alternatives to Impact Fees

Respondents were asked how development-related costs should be funded if the Town does not collect impact fees and could select up to two options.

Funding Alternative	Respondents	Percent
Developer Agreements – Case-by-Case	7	63.6%
Increased Property Taxes	3	27.3%
General Tax Revenue	2	18.2%
Other	2	18.2%
Grants or External Funding	1	9.1%
Borrowing/Debt Financing	0	0.0%
Reduce or Delay Infrastructure Improvements	0	0.0%

Case-by-case developer agreements were the most frequently selected alternative, identified by seven respondents (63.6%). Increased property taxes were selected by three respondents, while general tax revenue and other approaches were each selected by two.

One respondent emphasized that development-related costs should not be shifted to existing taxpayers, while another referenced efficient delivery of government services.

Perceived Drawbacks of Impact Fees

Respondents could select up to two potential drawbacks.

Potential Drawback	Respondents	Percent
No Major Drawbacks	5	45.5%
May Discourage Development	4	36.4%
Makes Projects Financially Unfeasible	4	36.4%
Increases in Cost of Housing	3	27.3%
Legal Challenges/Defensibility	1	9.1%
Administrative Complexity	0	0.0%
Unfair Burden on Developers	0	0.0%
Other	0	0.0%

Respondents expressed mixed views regarding the potential disadvantages of impact fees. Five respondents (45.5%) indicated that impact fees have no major drawbacks. At the same time, four respondents identified the potential to discourage development, and four identified concerns about project financial feasibility. Three respondents identified increased housing costs as a potential drawback.

Current Infrastructure and Service Capacity

Respondents were asked which Town facilities or services are currently at or near capacity.

Facility or Service	Respondents	Percent
Public Safety Services	5	45.5%
Administrative/Staffing Capacity	5	45.5%
None Currently at Capacity	4	36.4%
Roads/Traffic	3	27.3%
Not Sure	2	18.2%
Parks/Recreational Facilities	1	9.1%
Other	3	27.3%

Public safety services and administrative/staffing capacity were the most frequently identified capacity concerns, each selected by five respondents (45.5%). However, four respondents (36.4%) indicated that no Town facilities or services are currently at capacity, suggesting differing perceptions of existing infrastructure and service constraints.

Open-ended responses raised additional concerns regarding **parking, roadway maintenance funding, increasing equipment costs, deferred maintenance and capital equipment purchases, and the importance of long-term infrastructure planning**.

Additional Stakeholder Comments

Five respondents provided additional comments. Although the comments reflected different perspectives, several recurring themes emerged.

Reasonableness and Proportionality: Respondents emphasized that impact fees should be reasonable, justifiable, and related to the additional demand generated by new development. One respondent noted that impact fees should not necessarily cover the full cost of maintenance or capital improvements but should ensure that new development contributes an appropriate share of growth-related costs.

Transparency and Use of Existing Revenue: Respondents raised questions about the Town's existing impact fee program, including how much revenue has been collected, how funds have been used, and what projects have been supported. One respondent specifically expressed concern that impact fee revenue should be used in a timely manner to address infrastructure and service needs associated with development.

Updating the Fee Structure: One respondent recommended establishing a mechanism for periodically reviewing or updating impact fees following completion of the study so that the fee structure remains current as costs change.

Differences Among Development Types: Comments reflected differing views regarding the relative impacts of residential and commercial development. One respondent suggested considering different rates based on development impacts, while another emphasized that Berlin's existing water and sewer charges should also be considered when evaluating the overall cost imposed on new development.

Alternative Revenue Approaches: One respondent suggested exploring defined tax contributions from commercial properties as a means of providing greater revenue stability. Other comments emphasized the importance of ensuring that existing taxpayers do not disproportionately subsidize costs generated by new development.

Overall Survey Takeaways

The survey results indicate general support for linking development-related charges to the infrastructure and service demands associated with growth. Transportation, parking, public safety, Fire/EMS, and utility/public works infrastructure emerged as recurring areas of concern.

At the same time, respondents expressed differing perspectives regarding the relative impacts of residential and commercial development, the current capacity of Town facilities and services, and the potential drawbacks of impact fees. These differences reinforce the importance of using an impact-based methodology supported by data rather than relying solely on stakeholder perceptions when establishing the Town's fee structure.

The responses also highlight the importance of **transparency, periodic review, clearly defined eligible uses, and documentation of how collected revenues are spent**. Given the survey's small sample size and the concentration of respondents among Town officials and employees, these findings should be considered as stakeholder input that complements, not substitutes for, the broader legal, financial, infrastructure, and comparative analyses included in this study.

Appendix H: Data Collection Instruments

These instruments let BEACON separate development-related work and cost from routine Town activity.

A1. Department activity report (one per department per month (or Quarter), tracked in the Town's time system or a shared sheet)

Field	Description
Department, staff member, date	Who did the work and when
Activity code	Impact fee calculation, site plan review, subdivision or annexation review, permit review, inspection, capital project management for growth, impact fee accounting, public inquiry on development, other
Project or permit number	Links time to a specific development
Development type	Single-family, multi-family, commercial, industrial, lodging, mixed
Hours	Direct staff time, in quarter-hour steps
Non-labor cost	Contract engineering, legal, advertising, materials
Development related?	Yes, no, partly (with percent)

A2. Interview guide, department heads (Public Works, Police, Parks, Planning, Finance)

1. Which assets, vehicles or facilities were requested, approved and denied since 2020, and why?
2. Which of those requests were caused by growth, and which by age or condition of existing assets?
3. What is the current capacity of each facility, and at what level of new development would it need to expand?
4. What level of service does the department aim to maintain (for example, response time, lane miles, park acres per resident)?
5. What capital items are planned in the next five years, with cost and funding source?
6. Which departments' staff time is spent on development review, and how many hours a month?

A3. Interview guide, Berlin Volunteer Fire Company (from the question set already prepared)

1. What apparatus and equipment does the company own today, with age, replacement cost and replacement date?
2. How does equipment need change as residential or commercial development is added, and when is that assessed?
3. What is the district's service area and how much of it is inside Town limits?
4. Which equipment is now funded by impact fees, and what should or should not be?

5. What are the call volumes by land use, including age-restricted housing and commercial parking areas?

A4. Survey additions for the next round. Add builders and developers, business owners and residents, since 82% of the first 11 respondents worked for or were elected to the Town. Ask for expected construction in the next three years and what total fee burden (including water and sewer) would change a project decision.

A5. Comparable jurisdiction interview guide (adapted from the Brunswick question set). Was the fee new or increased? What opposition arose and how was it handled? What was the legal basis and how was the rate set? What triggers a reassessment? What does the fee cover and how is revenue divided?

MOTION OF THE MAYOR AND COUNCIL 2026-70

A motion of the Mayor and Council of the APPROVING THE AWARD OF RFP 2026-04, HENRY'S MILL DRIVE PAVING, TO TERRA FIRMA OF DELMARVA, INC., INCLUDING THE BASE BID AND ALL THREE ALTERNATE BID ITEMS, AUTHORIZING ADDITIONAL PAVING WORK AT THE TOWN HALL PARKING LOT AND BAY STREET, AND APPROVING THE RELATED FUNDING REALLOCATION AND PROJECT DEFERRALS IN AN AMOUNT NOT TO EXCEED $197,544.00.

To fund this work in the current fiscal year, the Mayor and Council approve reallocating $197,544.00 from budget account 01-5320-5255, previously allocated for Branch Street, Flower Street, and Schoolfield Street paving. Those three paving projects shall be deferred to FY2028 pending completion of necessary underlying water infrastructure improvements, subject to any necessary budget adjustments.

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

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Jack Orris, VP					
Jay Knerr					
Shaneka Nichols					
Matt Stoehr					
Tony Weeg					
Voting Tally					

_____
Jack Orris, 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: _____
Kate Daub, Acting Town Administrator

STAFF REPORT

TO: Mayor and Council

FROM: Acting Town Administrator Kate Daub & Water Resources Director Jamey Latchum

MEETING DATE: Monday, November 23, 2026

SUBJECT: Award of RFP 2026-04 – Henry's Mill Drive Paving and Additional Paving Areas

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SUMMARY:
Town staff requests authorization to award RFP 2026-04, Henry's Mill Drive Paving, to Terra Firma of Delmarva, Inc., including the base bid and all three alternate bid items, and to authorize the additional Town Hall parking lot and Bay Street pavement patch work described in Terra Firma's separate November 2, 2026, proposal. The combined quoted amount is $197,544.00, subject to confirmation of funding availability, applicable procurement requirements, and final contract terms.

Terra Firma submitted a base bid of $32,555.00 for four pavement patch locations along Henry's Mill Drive and intersecting streets. The three alternate bid areas total $133,974.00, bringing the RFP bid including alternates to $166,529.00. The separate proposal adds Town Hall parking lot paving for $21,335.00 and a Bay Street patch for $9,680.00, for a total additional cost of $31,015.00.

PROPOSED WORK AND COSTS:

Project area/scope	**Quoted price**
BASE BID – Henry's Mill Drive	
5 Henry's Mill Drive pavement patch (2,210 SF)	$11,492.00
Littleworth Lane & Henry's Mill Drive patch (1,890 SF)	$9,828.00
105 Henry's Mill Drive pavement patch (1,820 SF)	$9,464.00
Penders Court & Henry's Mill Drive patch (322 SF)	$1,771.00
Base bid subtotal	$32,555.00
ALTERNATE BID ITEMS	
Pitts Street, William Street to Main Street (6,175 SF)	$18,278.00
Buckingham Lane (47,880 SF)	$81,396.00
Senators Way (14,000 SF)	$34,300.00
Alternates subtotal	$133,974.00
RFP total (base + alternates)	$166,529.00
ADDITIONAL AREAS – SEPARATE PROPOSAL	
Town Hall parking lot paving (4,398 SF)	$21,335.00
Bay Street pavement patch	$9,680.00
Additional work subtotal	$31,015.00
TOTAL PROPOSED AUTHORIZATION	**$197,544.00**

ADDITIONAL WORK DETAILS:
The Town Hall scope includes milling and resurfacing approximately 4,398 square feet, localized full-depth repairs totaling 638 square feet, resetting parking bumpers, crack filling, and pavement striping. The Bay Street

patch includes traffic control, milling an approximately 30-by-25-foot area, full-depth repairs totaling 200 square feet, asphalt placement, crack filling, and double-yellow centerline striping.

The separate proposal excludes permits and fees and identifies potential asphalt, energy, fuel, aggregate, and transportation price adjustments. It states that prices are valid for 15 days and contains payment, remobilization, and other conditions. Staff should confirm current pricing and negotiate or review these provisions before execution. The additional areas were quoted separately and should be incorporated only after confirming the appropriate procurement authorization.

FUNDING SOURCE:
Funding for the proposed $197,544.00 paving award will be reallocated from the current-year budget in account 01-5320-5255. This account includes $75,000.00 for Branch Street paving, $150,000.00 for Flower Street paving, and $28,000.00 for Schoolfield Street paving, for a combined $253,000.00.

The Branch Street, Flower Street, and Schoolfield Street paving projects require water infrastructure improvements beneath the roadways before paving can proceed. Accordingly, these projects will be deferred to FY2028, and the funds allocated for them in the current fiscal year will instead be used for the proposed Henry's Mill Drive paving, alternate areas, Town Hall parking lot, and Bay Street patching work. Based on the quoted total of $197,544.00, $55,456.00 of the $253,000.00 allocation would remain available, subject to any necessary budget adjustments and final project costs.

OPTIONS FOR CONSIDERATION:
Option 1: Authorize award to Terra Firma of Delmarva, Inc. for the RFP base bid and all three alternates ($166,529.00), together with the separately proposed Town Hall and Bay Street work ($31,015.00), for a combined amount not to exceed $197,544.00, subject to available appropriations, procurement review, and acceptable final contract terms. Fund the proposed award by reallocating $197,544.00 from account 01-5320-5255, with the Branch Street, Flower Street, and Schoolfield Street paving projects deferred to FY2028 pending required water infrastructure improvements.

Option 2: Authorize the RFP base bid only ($32,555.00) or select a reduced combination of alternates and additional work and defer the remaining areas.

Option 3: Decline or defer the proposed award and direct staff to reassess scope, funding, or procurement.

STAFF RECOMMENDATION:
Staff recommends Option 1: Award RFP 2026-04 to Terra Firma of Delmarva, Inc. for the four Henry's Mill base-bid patches and all three alternate paving areas, and authorize the additional Town Hall parking lot and Bay Street pavement patch work, for a total proposed authorization of $197,544.00. Staff further recommends reallocating $197,544.00 from account 01-5320-5255 to fund this work in the current fiscal year, and deferring the previously budgeted Branch Street, Flower Street, and Schoolfield Street paving projects to FY2028 so that necessary underlying water infrastructure improvements can be completed first.

BID FORM

Henry's Mill Pavement Project

Contractor: Terra Firma of Delmarva, Inc.

Address: 38156 Brittingham Rd., Delmar, DE 19940

Phone: 302-846-3350 Email: vicki@terrafirmacorp.com

Contact Person: Vicki J. Pusey

Date: 10/27/2026

Unit Pricing

The undersigned proposes to furnish all labor, materials, equipment, and incidentals necessary to complete the work in accordance with the Town's specifications. Unit prices shall include all costs associated with milling, asphalt paving, localized full-depth pavement reconstruction, curb and gutter installation, erosion and sediment control, maintenance of traffic, mobilization, disposal of materials, restoration, and all other labor, equipment, materials, and incidental work necessary to complete each project area as specified.

A. Base Bid Items

Item No.	Project Area	Estimated Quantity (SF)	Unit Price ($/SF)	Total Bid
1	5 Henry's Mill Drive – Pavement Patch	2,210	$ 5.20	$ 11,492.00
2	Littleworth Lane & Henry's Mill Drive – Pavement Patch	1,890	$ 5.20	$ 9,828.00
3	105 Henry's Mill Drive – Pavement Patch	1,820	$ 5.20	$ 9,464.00
4	Penders Court & Henry's Mill Drive – Pavement Patch	322	$ 5.50	$ 1,771.00

TOTAL BASE BID (Items 1–4): $ 32,555.00

B. Alternate Bid Items *(as requested by the Town)*

Item No.	Project Area	Estimated Quantity (SF)	Unit Price ($/SF)	Total Bid
1	Pitts Street (William St. to Main St.)	6,175	$ 2.96	$ 18,278.00
2	Buckingham Lane	47,880	$ 1.70	$ 81,396.00
3	Senators Way	14,000	$ 2.45	$ 34,300.00

TOTAL ALTERNATE BID Items (1-3): $ 133,974.00

GRAND TOTAL (Base Bid + Alternate Bid)

TOTAL BID INCLUDING ALTERNATES: $ 166,529.00

Contractor Certification
The undersigned certifies that they have examined the project requirements and agree to perform the work in accordance with the Town's specifications and the prices listed above.

Authorized Signature: Vicki J. Pusey

Printed Name: Vicki J. Pusey

Title: President

Date: 10/27/2026

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
Scott's Striping	Parsonsburg, MD	Striping
Straight Line Solutions	Milton, DE	Striping

Please attach additional sheet(s) or continue list on reverse if necessary.

Contractor: Terra Firma of Delmarva, Inc.

SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: Vicki J. Pusey **Date:** 10/27/2026

Printed Name: Vicki J. Pusey

Company Name: Terra Firma of Delmarva, Inc. **Tax/EIN:** 36-4597618

DBA (if different than above): _____

Address: 38156 Brittingham Rd.

City, State, Zip: Delmar, DE 19940

Phone: 302-846-3350

TERRA FIRMA OF DELMARVA, INC.
38156 BRITTINGHAM ROAD | DELMAR, DE 19940
[P] 302-846-3350 [F] 302-846-3517

To:	Town of Berlin	**Contact:**	Jamey Latchum
Address:	10 William Street	**Phone:**	(410) 641-2770
	Berlin, MD 21811	**Email:**	jlatchum@berlinmd.gov
Project Name:	Town Hall Paving	**Bid Number:**	01
Project Location:	10 Williams St., Berlin, MD	**Bid Date:**	11/2/2026

Item Description

Scope Of Work - 4,398 SF

Mobilization

Remove And Reset Existing Parking Bumpers
Roto Mill Existing Asphalt 1.5" And Export Material
Box Out Full Depth Areas An Additional 2" And Export Material
Broom Parking Lot Free From Loose Debris
Provide And Install 2" Base Course Asphalt - Full Depth Areas ONLY - 638 SF

Tack Coat To Ensure Proper Bond
Provide And Install 1.5" Surface Course Asphalt Overlay Machine Laid, Rolled And Compacted
Crack Fill Pavement Edges - +/- 100 LF
Striping - Sherwin Williams Traffic Paint

Total Price for above Scope Of Work - 4,398 SF Items: $21,335.00

Add - Bay St. State Patch

Provide Necessary Traffic Control

Roto Mill Existing Asphalt 2" And Export Material - 30' X 25'
Box Out Full Depth Areas An Additional 8" And Export Material - 5' X 24' ; 4' X 20'
Broom Parking Lot Free From Loose Debris
Provide And Install 8" Base Course Asphalt - Full Depth Areas ONLY - 200 SF

Tack Coat To Ensure Proper Bond
Provide And Install 2" Surface Course Asphalt Overlay Machine Laid, Rolled And Compacted
Crack Fill Pavement Edges - +/- 50 LF
Striping - Double Yellow Centerline W/ Glass Bead

Total Price for above Add - Bay St. State Patch Items: $9,680.00

Notes:

- The above prices do not include cost for any Permits or Fees.
- All quotes and prices are good for fifteen days, which may then be subject to review or change.
- Asphalt paving prices are based on **November 2026** liquid asphalt base index being **$807.50** per metric ton. Hot mix quoted is 64-22/160 unless otherwise specified. Paving will be invoiced to reflect changes in liquid asphalt, energy and fuel escalation costs, aggregate and transportation costs from the time of the proposal.
- Terra Firma does not guarantee drainage from pavement if designed slope is less than 1%.
- If project delays occur, requiring remobilization of our equipment, (due to no fault of our own) a remobilization fee of $1,500.00 will be requested.
- All prices and quotes are based on forty hour work week. If longer daily hours or weekends are specifically required beyond express clarification in our scope, overtime will be charged as an extra.
- All quotes and prices are based on the information received and plans provided for bidding purposes only. Information received post-bid are subject to our review and additional pricing if deemed necessary.
- Information contained herein is proprietary and shall not be disclosed to other vendors, companies or individuals without written permission from Terra Firma of Delmarva, Inc. Receipt of any proposal from Terra Firma of Delmarva, Inc. indicates tacit agreement to abide by the proprietary disclosure conditions defined above.

- New pavement is prone to scuff marks by vehicle traffic. This is normal, and scuff marks will wear off with time.
- **EXCLUSIONS:**

    - All Permits, fees and bonds
    - Stone Base
    - Night time / weekend work
    - Geo-technical / soils testing
    - Undercut and / or refill of soft or yielding material
    - Any work not specifically mentioned in the above scope of work.

- **One Year Warranty:**
  Terra Firma warrants to the Owner that the materials and equipment furnished under this contract will be of good quality and new unless the contract documents require or permit otherwise. Terra Firma further warrants that the work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the work and the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. Terra Firma's warranty excludes remedy for damage or defect caused by abuse, alteration to the work not executed by Terra Firma, improper maintenance, improper operation, or normal wear and tear under normal usage.

Payment Terms:

One third upon acceptance, balance net 15 days from date of invoice. A 1.5% per month service charge will be added to all unpaid balances after 15 days from the date of invoice. If Owner fails to pay Terra Firma of Delmarva Inc. in accordance with the payment terms set forth in this proposal, Terra Firma of Delmarva Inc. shall be entitled to, but not obligated to, suspend its work and / or terminate its contract with the owner, if the Owner fails to pay invoices when due. In the event of such a suspension or termination by Terra Firma of Delmarva Inc., Terra Firma of Delmarva Inc. shall have no obligation to the owner for the resolution of uncompleted work. In the event of such a suspension or termination by Terra Firma of Delmarva Inc., Owner agrees to defend and indemnify Terra Firma Inc. from all claims, causes of action or damages resulting from the suspension or termination. In the event of suspension by Terra Firma of Delmarva Inc., Owner agrees that if Terra Firma of Delmarva Inc. is subsequently directed to remobilize to the project, Terra Firma of Delmarva Inc. shall be entitled to a remobilization fee, which shall be determined by Terra Firma of Delmarva Inc. and is paid prior to any remobilization as well as any impact, delay and / or acceleration damages. Owner agrees to pay Terra Firma of Delmarva Inc. in full, NO retainage withheld; within 30 days after the work set forth in this proposal has been completed. If Terra Firma of Delmarva, Inc. refers to collection of balances due under this contract to an attorney, then reasonable attorney fees of 35% of the balance plus court costs will be charged.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. **Buyer:** _____ **Signature:** _____ **Date of Acceptance:** _____	**CONFIRMED:** **Terra Firma Of Delmarva, Inc.** **Authorized Signature:** _____ **Estimator:** Ryan Cahall 302-846-3350 ryan@terrafirmacorp.com

ADVERTISEMENT

TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP #2026-04
HENRY'S MILL DRIVE PAVING

Due Date: Tuesday, October 27, 2026
Time: 10:30 AM

The Town of Berlin is seeking Proposals for the roadway reconstruction of Henry's Mill Drive in the Town of Berlin. Qualified contractors are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/ or contact Public Works Director Jimmy Charles at 410-641-4001 or jcharles@berlinmd.gov for the official RFP. EEO.

GENERAL INFORMATION

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland, for the Demolition as required and Paving of certain streets in the Henry's Mill community by filing with the Town by the date and time and at the location as indicated herein.

RFP # 2026 – 04
HENRY'S MILL DRIVE PAVING

Due Date: Tuesday, October 27, 2026
Time: 10:30 AM

Deliver submittals to:
Kate Daub, Associate Town Administrator
Town of Berlin
14 S. Main Street
Berlin, MD 21811
Attn: RFP 2026-04

The Town of Berlin (the "Town") is seeking contractor ("Submitter" or "Bidder") proposals for the demolition, as required, and paving of:

Item	Location	Approximate Dimensions
1	5 Henry Mill Drive Patch	85' x 26'
2	Littleworth Rd. & Henry Mill Dr.	70' x 27'
3	105 Henry Mill Drive Patch	70' x 26'
4	Penders Ln. & Henry Mill Dr.	23' x 14'

all located in the Town of Berlin, Maryland 21811. Proposals must be submitted to the address above by the date and time indicated herein and in the format indicated herein.

It is the responsibility of potential bidders to thoroughly review this Request for Proposals and the Contract Documents and ensure their full understanding of the same.

Proposals received after the due date will not be considered. Submitters accept all risks of late delivery of mailed or shipped submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex, or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Contractor") must comply with the Town of Berlin's equal opportunity requirements.

ABOUT BERLIN: The Town of Berlin is a community of approximately 5,000 people located on Maryland's Eastern Shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.

SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified contractor for the demolition as required and paving of certain streets in the Henry's Mill community, including milling, paving, localized full-depth pavement reconstruction, curb and gutter installation, erosion and sediment control, traffic control, and associated work. All work shall be performed in accordance with the Contract Documents, including this RFP, and the applicable general requirements of the *Town of Berlin Design and Construction Standards for Water, Sewer, and Roadway Systems.*

SPECIFICATIONS

The Contractor shall provide all labor, materials, equipment, supervision, traffic control, erosion and sediment control, and incidentals necessary to complete the Henry's Mill Drive Roadway Reconstruction project. Work includes mobilization; saw cutting and milling of the existing roadway; localized full-depth pavement reconstruction, consisting of a graded aggregate base, an asphalt base course, and an asphalt surface course, where directed; installation of curb and gutter in designated locations; restoration of disturbed areas; utility protection; and final cleanup. All work shall comply with the latest MDOT SHA Standard Specifications for Construction and Materials.

The work generally includes the following bid items:

1. **5 Henry Mill Drive Patch** – 85 feet × 26 feet
2. **Littleworth Road & Henry Mill Drive Patch** – 70 feet × 27 feet
3. **105 Henry Mill Drive Patch** – 70 feet × 26 feet
4. **Penders Lane & Henry Mill Drive Patch** – 23 feet × 14 feet

Alternative bid items include:

1. **Pitts Street (William St. to Main St.)** – 247 feet x 25 feet
2. **Buckingham Lane** – 1,330 feet x 36 feet
3. **Senator's Way** — 500 feet x 28 feet

At each location, the Contractor shall install a total pavement section of **3½ inches of hot mix asphalt**, consisting of:

- **2-inch Hot Mix Asphalt Base Course**
- **1½-inch Hot Mix Asphalt Surface (Top) Course**

The Contractor shall restore all disturbed pavement edges, shoulders, and adjacent areas to their original condition upon completion of the work. All work shall include maintenance of traffic, erosion and sediment control (where required), protection of existing utilities and structures, and final site cleanup.

The dimensions provided are approximate and are intended for bidding purposes only. Contractors are responsible for verifying field conditions and quantities prior to submitting their proposal. Any discrepancies or questions shall be brought to the attention of the Town before the bid submission deadline.

Use of Remaining Budgeted Funds: Following award and completion or allocation of funds for the base bid and any alternative bid items selected by the Town, any remaining budgeted funds may, at the Town's sole discretion, be applied toward additional roadway improvements, paving, repairs, or other related work at locations not specifically identified in this RFP. Any such additional work shall be authorized by the Town and performed at mutually agreed-upon quantities and pricing, as applicable, and shall be subject to the terms and conditions of the resulting contract.

A. MINIMUM REQUIREMENTS

1. Work shall be started within 60 (sixty) days of award of contract.
2. Work shall be completed within 90 (ninety) days of start date.
3. Contractor is responsible for, at a minimum:
    a. Notification of appropriate agencies as required by regulation prior to start of work.
    b. Complete traffic control to include physical barricades and flagger personnel as required.
    c. Arrangements for staging of equipment and materials; the Town of Berlin shall assist in determining suitable locations; however, if non-Town-owned property is used for staging, it shall be the full responsibility of the contractor to enter into any agreement(s) with property owners, including negotiation and satisfaction of any compensation required.
4. Contractor shall ensure that personnel working on-site shall be appropriately supervised to ensure the completion of duties per the contract.
5. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of residents and visitors to the Town.
6. Contractor shall take reasonable care to ensure the cleanliness of the streets, sidewalks, parking areas, and other affected areas during the workday and overnight/over non-workdays.
7. Workday hours shall begin no earlier than 8:00 AM and shall end no later than 5:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays.

    Work outside the hours indicated above shall be done only with the express permission of the Town.

8. All work shall comply with the Code of the Town of Berlin, Article III Noise, §14-43(4).
9. In addition to the section indicated above, Contractor shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland, and any other entity or agency with authority over projects of this nature.

10. Contractor shall warranty their work for a minimum period of one year (1-year) from acceptance.

B. ADDITIONAL INFORMATION TO BE CONSIDERED IN CALCULATION OF PROPOSAL

C. CONTACT INFORMATION

Associate Town Administrator Kate Daub
Berlin Welcome Center
14 South Main Street
Berlin, MD 21811
Phone: 410-641-4002
Email: kdaub@berlinmd.gov

All questions and concerns must be submitted to Ms. Daub; information gathered from any other individual, including other employees of the Town, unless specified by Ms. Daub, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors that will influence the appropriate completion and final cost of the project.

MINIMUM REQUIREMENTS FOR CONTRACTORS

- A minimum of five (5) years' experience.
- Appropriate licensure, certifications, and permits are required for completion of the project.

SUBMITTAL REQUIREMENTS

Dates and times applicable to this RFP are on the following page. Responses to this RFP must include the following information:

1. Statement of all relevant licensure, certifications, and qualifications as applicable for the completion of the project. Proof of such shall be required prior to issuance of Notice to Proceed;
2. A minimum of three (3) references relating to the services being requested with full name, title, address, phone, and fax numbers; references from Maryland municipalities are preferred but not required.
3. The completed Cost Proposal as included in this RFP.
4. The completed Signature page as included in this RFP.
5. The completed List of Proposed sub-contractors (if applicable) included on the Cost Proposal page.
6. Additionally, submitters are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
    - Scheduling of work to include a general idea of progression of work.
    - An estimate of the number of personnel expected to be onsite at a given time.
    - Any specific needs the contractor anticipates.
    - Any other information the submitter feels is relevant for consideration.

7. Hard-copy and electronic-copy submittals will be accepted. Regardless of the delivery method, it is the bidder's responsibility to ensure delivery by the deadline. Bid packages submitted electronically shall be emailed to both of the following email addresses: kdaub@berlinmd.gov and info@berlinmd.gov. The Town encourages double-sided printing where appropriate. Hard-copy submissions must be submitted in a sealed envelope addressed to:

    Town of Berlin RFP #2026-04
    Attn: K. Daub
    14 South Main Street
    Berlin, MD 21811

8. The public bid opening will take place at 11:00 a.m. on October 27, 2026, at the Berlin Police Station, located at 129 Decatur Street, Berlin, MD 21811. At that time, all proposals received will be publicly opened and read aloud.

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

DEADLINES AND IMPORTANT DATES:

Thursday, October 1, 2026, by 4:30 PM – Deadline to submit questions: Questions from potential Bidders are due via email to kdaub@berlinmd.gov. Please note: With the exception of questions asked during any site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into a single document and posted as indicated below.

Thursday, October 8, 2026, by 5:00 PM – Posting of responses: Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information http://berlinmd.gov/government/request-for-proposals/.

Tuesday, October 27, 2026, by 10:30 AM – Due Date for Proposals: Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline. A public bid opening will be held at 11:00 am, at which time proposals will be publicly opened and read aloud at the Berlin Police Department, 129 Decatur Street, Berlin, MD 21811. Proposals received after the due date and time of 10:30 am will not be considered. Regardless of the delivery method, it is the bidder's responsibility to ensure delivery by the deadline.

EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of contractor with similar projects
- Overall quality of proposal
- Project understanding
- Anticipated project cost

The Town may select a limited number of submitters for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in preparing and submitting their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and to award the contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The contractor selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder shall prepare its standard agreement for review by the Town. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.

• **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Proposal shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

• **EQUAL OPPORTUNITY EMPLOYMENT:** The successful contractor or contractors must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.

• **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

• **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

a. Commercial/General Liability: Each Occurrence - $1,000,000; medical expenses - $10,000
b. Vehicle Liability: $1,000,000
c. Workers' Compensation: $1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

• **HOLD HARMLESS:** The Town of Berlin shall be held harmless against claims for injuries to persons or damages to property, errors and omissions, or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees, or subcontractors.

• **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the Town.

• **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).

Contractor: _____

COST PROPOSAL

Please Note: The Town of Berlin is exempt from Maryland Sales Tax. Documentation verifying the Town's tax-exempt status will be provided upon request.

Please provide the following, as applicable:

On the Bid Form located on the following page, submit your proposal(s) as follows:

A. Submit a unit price bid based on square footage for each project area. Proposals shall include, at a minimum, the unit price per square foot and the total estimated cost for each project area based on the estimated quantities provided.

The Base Bid shall include pricing for the following project areas:

1. 5 Henry's Mill Drive Patch
2. Littleworth Lane & Henry's Mill Drive Patch
3. 105 Henry's Mill Drive Patch
4. Penders Court & Henry's Mill Drive Patch

B. Provide pricing for any Alternate Bid Items identified in the Bid Form. Alternate Bid Items shall be bid using the same unit price format (price per square foot and total estimated cost) and will be considered separately from the Base Bid. The Town reserves the right to award the Base Bid only, or the Base Bid together with any combination of Alternate Bid Items, as determined to be in the Town's best interest.

1. Pitts Street (William St. to Main St.) – 247 feet x 25 feet
2. Buckingham Lane – 1,330 feet x 36 feet
3. Senator's Way— 500 feet x 28 feet

BID FORM

Henry's Mill Pavement Project

Contractor: _____

Address: _____

Phone: _____ Email: _____

Contact Person: _____

Date: _____

Unit Pricing

The undersigned proposes to furnish all labor, materials, equipment, and incidentals necessary to complete the work in accordance with the Town's specifications. Unit prices shall include all costs associated with milling, asphalt paving, localized full-depth pavement reconstruction, curb and gutter installation, erosion and sediment control, maintenance of traffic, mobilization, disposal of materials, restoration, and all other labor, equipment, materials, and incidental work necessary to complete each project area as specified.

A. Base Bid Items

Item No.	Project Area	Estimated Quantity (SF)	Unit Price ($/SF)	Total Bid
1	5 Henry's Mill Drive – Pavement Patch	_____	$_____	$_____
2	Littleworth Lane & Henry's Mill Drive – Pavement Patch	_____	$_____	$_____
3	105 Henry's Mill Drive – Pavement Patch	_____	$_____	$_____
4	Penders Court & Henry's Mill Drive – Pavement Patch	_____	$_____	$_____

TOTAL BASE BID (Items 1–4): $_____

B. Alternate Bid Items *(as requested by the Town)*

Item No.	Project Area	Estimated Quantity (SF)	Unit Price ($/SF)	Total Bid
1	Pitts Street (William St. to Main St.)	_____	$_____	$_____
2	Buckingham Lane	_____	$_____	$_____
3	Senators Way	_____	$_____	$_____

TOTAL ALTERNATE BID Items (1-3): $_____

GRAND TOTAL (Base Bid + Alternate Bid)

TOTAL BID INCLUDING ALTERNATES: $_____

Contractor Certification
The undersigned certifies that they have examined the project requirements and agree to perform the work in accordance with the Town's specifications and the prices listed above.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

Please attach additional sheet(s) or continue list on reverse if necessary.

Contractor: _____

SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: _____ Date: _____

Printed Name: _____

Company Name:_____ Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State, Zip: _____

Phone: _____

TOWN OF BERLIN
Quarterly Report of PJM Activities
First Quarter FY 2027

July through September 2026

Month	Energy Sold (kWh)	AMP Bill [1]	PJM Charges	PJM ARR Credit	Fuel, Lube, Other Costs [2]	Total Power Costs	Cost Per kWh Sold
July	4,411,218	$294,688	$135,806	($34,494)	$105,320	$501,321	$0.11365
August	4,435,082	$274,082	$205,343	($36,718)	$50,565	$493,272	$0.11122
September	3,641,668	$250,480	-$12,512	($30,710)	$4,040	$211,298	$0.05802
Total	**12,487,968**	**$819,250**	**$328,638**	**($101,922)**	**$159,925**	**$1,205,890**	**$0.09656**

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

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

Upcoming Commitments

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

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

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

Transmission credits to offset a portion of Network Integration Transmission Service (NITS) charges. 5.2 MW awarded in the allocation.

Anticipated credit for June 1, 2026 through May 31, 2027: $392,450

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

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

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

FTR Auctions at various times -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences.

AMP purchased various monthly FTRs for Berlin July 2026 through June 2027

PJM Officer Certification Form - PJM's Minimum Participation Requirements due April 30, 2027

[1] Blue Creek Wind ($0.058/kWh purchased, January 1, 2026-December 31, 2029) 0.6 MW 7x24
Remaining Requirements ($0.06585/kWh purchased, January 1, 2026-December 31, 2026), excludes Renewables

[2] Power Plant Fuel & Lube Oil Costs, Annual Net Metering Settlements, and Renewables Costs

[3] June 1 through May 31

[4] Projected

November 23, 2026
Weekly Report

Departments This Week:

Economic and Community Development

- Holiday Events and Promotions: Final touches on all our holiday events and I will be giving out free Hallmark Christmas Town tote bags on Small Shop Saturday. The bags were funded through a Maryland Main Street grant. I will also include the official Small Shop Saturday bags we received from American Express.
    - List of Events is below:
        - Christmas Tree Arrival: The Christmas tree will arrive in Berlin on Wednesday at 2pm and Santa will be there too.
        - Ice Ice Berlin and Tree Lighting: 11/27. This year's event will feature 30 hand-carved ice sculptures throughout downtown. Santa will be visiting from 5pm-8pm in Kringle Cottage, and the official tree lighting will take place at 6pm by the Mayor, with by a performance from the Pipes and Drums.
        - Holiday Carriage Rides: Free carriage rides 11am-3pm
            1. 11/28
            2. 12/5 and 12/6
            3. 12/13
            4. 12/19 and 12/20
        - No rides are scheduled for 12/12. *The Very Merry Berlin Cookie Crawl (12/12) is sold out (200 tickets). This is a partnership/fundraiser for Worcester Goes Purple.
        - Santa at Kringle Cottage: Santa will be at Kringle Cottage every Saturday and Sunday leading up to Christmas, including Small Shop Saturday, from 10am-1pm. Pets welcome too. Thank you to Garrett Neeb and Mariners Country Downs for their continued sponsorship of this!
        - Merry Marketplace: Saturdays in the Berlin Welcome Center parking lot, 11/28, 12/5, 12/12 and 12/19, 11am-3pm
        - Berlin Christmas Parade: 12/3, 7pm-9pm.
        - Hanukkah Celebration: 12/10, Kids craft at 5pm at The Inn Berlin, with the menorah lighting at 5:30pm
        - New Year's Eve Ball Drop: 12/31, beginning at 5pm, with entertainment by Radio Ocean City, Cascading Carlos and the Shore Boyz Mobile model train display. Ball will be dropped at 6pm and the entertainment continues until 7pm. Free cowbells for the kids* while they last.
- Annual Reports Due: Dept. of Commerce Arts & Entertainment District Annual Report, Maryland Main Street Annual Report and Main Street America Annual Report.
- Grant Updates: We are hoping to hear soon about the façade improvement grant and the Town Hall Community Legacy grant.
- I will be attending the Maryland Tourism Coalition's Annual Conference in Baltimore this week.

Electric

- Installed wreaths on Victorian lights
- Installed garland on Victorian lights

- Installed the skylines throughout town
- Installed new secondary wires for service upgrades
- Worked on powerplant cooling towers
- Assisted with transformer maintenance
- Change out substation transformers for maintenance
- Prepare for Christmas tree
- Repaired streetlights
- Installed new AMI demand meters

Finance Director

Finance Director Continues to work on:

- FY 2026 Audit completion. Finishing outstanding reports for auditors.
- Water MWIFA loans for lead replacement projects.
- FY 2027 budget for website, updating website.
- FY 2026 capital projects for fixed assets.
- Tyler's credit card processing and fees assessment implementation.
- New credit card processing discussions with Core and Tyler-Melissa
- Grants, water loans, public works bond, electric AMI meters bond
- Opioid settlements, outstanding plan, and questions. Program implementation with Hope 4 Recovery.
- Bank accounts review, collateral coverage, positive pay implementation.
- CDA Bond paperwork, bond records information for USDA office.
- Delinquent accounts review
- Public Service Commissioner's reports and submissions, PCA calculations - Michelle
- DBF invoices review and processing
- EA invoices review and processing
- Credit card payments and processing- Shirley
- Bank reconciliations, updating grant information, capital projects, EDU invoices - Melissa
- Journal entries and invoices – Linda
- Electric rate study paperwork and necessary reports for evaluation
- Working with Booth and Assoc.- in process
- Check processing and credit card payments, review registers, checks, and the Town’s card payments – Shirley
- Department meetings scheduled, projects, and planning.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting

Planning Department

- HDC meeting- 11/4/26
- Preparing for the 11/18/26 PC meeting- 2 cases
- Met with new Town Administrator candidates
- Walnut Hill site visit to discuss sidewalks
- Announced the Halloween house decorating contest winner- Congratulations to 9713 Buckingham Ln!
- Updated the Business/Contractor License application- now live on the Towns website
- Ongoing review of development projects

- Received applications for: Building permits- 15, Fence- 1, Demo- 1, Business License- 1, Contractors License- 1PIA- 2
- Released applications for: Building permits- 8, Grading- 1, Sign- 1
- Issued door tags/verbal warnings/corrective action letters for: Vehicle- 5, Junk- 2, Complaint investigations- 2 - Chanita
- Working on infrastructure mapping - Meghan
- Working on stormwater mapping - Meghan

Police Department

- 11/9-10: Cpl. Lloyd Practicals at ESCJA
- 11/17: Sgt Bragg, Sgt Collins ID Theft and Crime Victim class; Cpl. Bratten, Cpl. Lloyd, Spo. Shockley, Spo Staley, Pfc Collins, Pfc Duncan, Pfc. Ebke
- 11/17: Cpl. Bratten, Cpl. Lloyd, Mental Health Training and Chaplain Intro; Spo. Shockley, Spo Staley, Pfc Collins, Pfc Duncan, Pfc. Ebke

Public Works

- Our recycling truck is still down for maintenance. In the meantime, until we get it back, we continue with a modified recycling collection of cardboard and plastic only. We are hopeful to have the truck back in service by December.
- PW will be assisting with several events in the coming weeks. We will provide transportation for the tree upon its arrival this week, and during Ice Ice and the Christmas parade, we will provide setup/teardown, traffic control, and crewing throughout the event.
- The comfort station at SDP is making good progress, and we are hopeful to have it in service in the coming weeks.
- With fall in full swing, we are working hard to keep the paths clear of leaves and debris at the parks and sweep streets around town as time allows.
- Trash collection is continuing as normal.

Water Resources

- Sent out annual MDE-required LSL Inventory letters to residents throughout Town
- Bottle Branch Rd Sewer Lining project has started
- Pre-construction meeting for the Lead Service Line Replacement Project starting on William St
- Annual fire extinguisher inspections at the WWTP, Well Houses, and the Spray Site facilities
- Staff helped the electric department during the town-wide power outage(s)
- Quarter 3 PFAS Testing completed
- Water Leak repair on William St
- Employee training with Bob Chrest
- Virtual Trainings - DB, RP, SC
- Installed new service at Branch St
- Fixed sewer on Franklin Ave
- Hauled sludge

Check Run Report

11.02.26

11.05.26

11.09.26

11.10.26

11.19.26

Payable # / Payable Description	Payable Type / Bank Code	Post Date	Payable Date	Due Date	Discount Date / On Hold	Amount	Tax	Shipping	Discount	Total
Vendor: 0004109 - ART COLLECTIVE AT THE FACTORY									**Vendor Total:**	**500.00**
INV0000596	Invoice	11/2/2026	11/2/2026	11/2/2026	11/2/2026	500.00	0.00	0.00	0.00	500.00
DONATION-HOSTING OCTOBERFEST BAND IN..	BOC AP - BOC AP Checks				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
DONATION-HOSTING OCTOBERFEST BA...	Service	0.00	0.00	500.00	0.00	0.00	0.00	500.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
01-5400-5619	SPONSORSHIPS		500.00	100.00%

Vendor: 0000394 - BOOTH & ASSOCIATES INC									**Vendor Total:**	**402.50**
8282516170	Invoice	10/29/2026	10/29/2026	10/29/2026	10/29/2026	402.50	0.00	0.00	0.00	402.50
PROJ P.0946485.0.TE ENG SVCS WAWA LION...	BOC AP - BOC AP Checks				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PROJ P.0946485.0.TE ENG SVCS WAWA ...	Service	0.00	0.00	402.50	0.00	0.00	0.00	402.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
10-5600-5000	PROFESSIONAL SERVICES		402.50	100.00%

Vendor: 0004110 - CHELSEA CLOYD									**Vendor Total:**	**35.00**
REFUND 10/26	Invoice	10/28/2026	10/28/2026	10/28/2026	10/28/2026	35.00	0.00	0.00	0.00	35.00
PARK RESERVATION DEPOSIT	BOC AP - BOC AP Checks				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PARK RESERVATION DEPOSIT	Service	0.00	0.00	35.00	0.00	0.00	0.00	35.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
01-4001-3800	MISCELLANEOUS INCOME		35.00	100.00%

Vendor: 0003661 - COLLIN SHOCKLEY									**Vendor Total:**	**150.00**
REIMB 10/26	Invoice	10/28/2026	10/28/2026	10/28/2026	10/28/2026	150.00	0.00	0.00	0.00	150.00
BOOTS	BOC AP - BOC AP Checks				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BOOTS	Service	0.00	0.00	150.00	0.00	0.00	0.00	150.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
01-5200-5647	CLOTHING PURCHASE		150.00	100.00%

Vendor: 0003777 - HAYLEY FARLOW									**Vendor Total:**	**35.00**
REFUND 10/26	Invoice	10/28/2026	10/28/2026	10/28/2026	10/28/2026	35.00	0.00	0.00	0.00	35.00
PARK RESERAVTION DEPOSIT	BOC AP - BOC AP Checks				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PARK RESERAVTION DEPOSIT	Service	0.00	0.00	35.00	0.00	0.00	0.00	35.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
01-4001-3800	MISCELLANEOUS INCOME		35.00	100.00%

Vendor: 0002364 - WORCESTER COUNTY ART COUNCIL									**Vendor Total:**	**50.00**

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
INV0000594	Invoice	10/28/2026	10/28/2026	10/28/2026	10/28/2026	50.00	0.00	0.00	0.00	50.00
YOUTH PLEIN AIR WINNER SPONSORSHIP	BOC AP - BOC AP Checks				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
YOUTH PLEIN AIR WINNER SPONSORSHIP	Service	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
01-5400-5619	SPONSORSHIPS		50.00	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	6	1,172.50	0.00	0.00	0.00	1,172.50	0.00	1,172.50
	Grand Total:	**1,172.50**	**0.00**	**0.00**	**0.00**	**1,172.50**	**0.00**	**1,172.50**

Account Summary

Account	Name		Amount
01-4001-3800	MISCELLANEOUS INCOME		70.00
01-5200-5647	CLOTHING PURCHASE		150.00
01-5400-5619	SPONSORSHIPS		550.00
		Total:	**770.00**

Account	Name		Amount
10-5600-5000	PROFESSIONAL SERVICES		402.50
		Total:	**402.50**

Town of Berlin, MD

Payment Register

APPKT03886 - 20261105SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount
0002275	WAINWRIGHTS TIRE CENTER INC	1,600.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/05/2026	1,600.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
191589	TIRES FOR TRASH TRUCK #33	11/05/2026	11/05/2026	0.00	1,600.00

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		1	1	0.00	1,600.00
		Packet Totals:	**1**	**1**	**0.00**	**1,600.00**

Town of Berlin, MD

Payment Register

APPKT03888 - 20261110SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount
0000249	ATLANTIC TRACTOR	91.07

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	91.07

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
P79685,P57741	CHAINS FOR CHAINSAWS	11/05/2026	11/05/2026	0.00	91.07

Vendor Number	Vendor Name	Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC	14,887.26

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	14,887.26

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
8282516475	ELECTRIC ENGINEERING SERVICES	11/05/2026	11/05/2026	0.00	14,604.26
8282516476	COST OF SERVICE RATE STUDY ELECTRIC	11/05/2026	11/05/2026	0.00	283.00

Vendor Number	Vendor Name	Total Vendor Amount
0003317	CARTER MACHINERY COMPANY INC	2,830.10

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	2,830.10

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2523751	HEATER HOSES FOR WWTP GENERATOR	11/06/2026	11/06/2026	0.00	2,191.53
OP06960	FRANKLIN KNOL GENERATOR REPAIR	11/06/2026	11/06/2026	0.00	638.57

Vendor Number	Vendor Name	Total Vendor Amount
0000480	CATO OIL CO., INC.	14,070.43

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	14,070.43

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
CFSI-11689	TOWN VEHICLE GAS	11/05/2026	11/05/2026	0.00	14,070.43

Vendor Number	Vendor Name	Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY	166.59

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	166.59

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
17363075 OCT FY 27	RUGS, TOWELS, COVERALL SERVICE	11/05/2026	11/05/2026	0.00	166.59

Vendor Number	Vendor Name	Total Vendor Amount
0000572	COMCAST	116.85

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	116.85

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0042978 NOV FY 27	DOWNTOWN WIFI	11/04/2026	11/04/2026	0.00	116.85

Vendor Number	Vendor Name	Total Vendor Amount
0004113	DEPARTMENT OF HUMAN SERVICES OHEP	400.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	400.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11/9 REFUND	MEAP PAYMENT M7-000483-09 REFUND	11/09/2026	11/09/2026	0.00	400.00

Vendor Number	Vendor Name	Total Vendor Amount
0000794	EASTERN SHORE COFFEE	138.58

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	138.58

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
202276	DRINKING WATER & COOLER RENTAL FEE	11/05/2026	11/05/2026	0.00	8.75
616929	DRINKING WATER & COOLER RENTAL FEE	11/05/2026	11/05/2026	0.00	71.60
618517	DRINKING WATER & COOLER RENTAL FEE	11/05/2026	11/05/2026	0.00	35.15
619312	DRINKING WATER & COOLER RENTAL FEE	11/05/2026	11/05/2026	0.00	23.08

Vendor Number	Vendor Name	Total Vendor Amount
0000795	EASTERN SHORE FOREST PRODUCTS INC	1,072.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	1,072.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
300157	STONE DIRT AND SAND	11/05/2026	11/05/2026	0.00	268.00
300374	STONE DIRT AND SAND	11/05/2026	11/05/2026	0.00	268.00
300403	STONE DIRT AND SAND	11/05/2026	11/05/2026	0.00	536.00

Vendor Number	Vendor Name	Total Vendor Amount
0003937	ERLE MARSHALL STACY	828.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	828.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11/9	BERLIN CHRISTMAS TREE	11/10/2026	11/10/2026	0.00	828.00

Vendor Number	Vendor Name	Total Vendor Amount
0003848	FERGUSON ENTERPRISES LLC	2,720.52

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	2,720.52

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0828355	FURNCOS	11/06/2026	11/06/2026	0.00	2,720.52

Vendor Number	Vendor Name	Total Vendor Amount
0003962	FLEET TITANS LLC	2,115.85

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	2,115.85

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV-00004169	SKID LOADER REPAIR	11/06/2026	11/06/2026	0.00	2,115.85

Vendor Number	Vendor Name	Total Vendor Amount
0003894	FORTILINE WATERWORKS	1,524.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	1,524.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
7578197	DRAIN DITCH PIPE AT HERON PARK DRIVEWAY	11/05/2026	11/05/2026	0.00	1,524.00

Vendor Number	Vendor Name	Total Vendor Amount
0000968	GROUNDWORK SOLUTIONS INC	3,000.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	3,000.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2512610	TOWN HALL FIRE SURPRESSION CONCRETE	11/06/2026	11/06/2026	0.00	3,000.00

Vendor Number	Vendor Name	Total Vendor Amount
0003746	HALEY ARCHITECTURE	47,410.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	40,410.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
BERL COMM CENT - 2	COMMUNITY CENTER FEASIBILTY AND DESIGN	11/05/2026	11/05/2026	0.00	40,410.00

Check 11/10/2026 7,000.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
BERL COMM CENT -1	COMMUNITY CENTER FEASIBILTY AND DESIGN	11/05/2026	11/05/2026	0.00	7,000.00

Vendor Number 0003800 **Vendor Name** HAWKINS INC **Total Vendor Amount** 1,039.50

Payment Type Check **Payment Number** **Payment Date** 11/10/2026 **Payment Amount** 1,039.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
7607628, 7607629	CHLORINE AT WELLS	11/06/2026	11/06/2026	0.00	1,039.50

Vendor Number 0004091 **Vendor Name** INNOVATIVE UTILITY PRODUCTS CORPORATION **Total Vendor Amount** 15,753.55

Payment Type Check **Payment Number** **Payment Date** 11/10/2026 **Payment Amount** 15,753.55

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
00009715	AMI METERS FAULT FINDER	11/05/2026	11/05/2026	0.00	15,753.55

Vendor Number 0003999 **Vendor Name** KELLER BROTHERS INC **Total Vendor Amount** 218,958.41

Payment Type Check **Payment Number** **Payment Date** 11/10/2026 **Payment Amount** 218,958.41

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
APPLI #7	TOWN HALL RENOVATION CONTRACT	11/05/2026	11/05/2026	0.00	218,958.41

Vendor Number 0003637 **Vendor Name** NAPA AUTO PARTS **Total Vendor Amount** 1,744.87

Payment Type Check **Payment Number** **Payment Date** 11/10/2026 **Payment Amount** 1,744.87

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
560273	REPAIR PARTS STEET TRUCKS	11/05/2026	11/05/2026	0.00	37.70
560635	REPAIR PARTS FOR PLANNING DEPT VEHICLES	11/04/2026	11/04/2026	0.00	199.67
561161	REPAIR PARTS FOR TRUCKS	11/04/2026	11/04/2026	0.00	73.86
561492	REPAIR PARTS FOR EQUIPMENT	11/04/2026	11/04/2026	0.00	66.14
562107	REPAIR PARTS STEET TRUCKS	11/05/2026	11/05/2026	0.00	87.33
562267	REPAIR PARTS FOR PLANNING DEPT VEHICLES	11/04/2026	11/04/2026	0.00	75.71
562372	REPAIR PARTS FOR EQUIPMENT	11/04/2026	11/04/2026	0.00	184.09
563022	REPAIR PARTS STEET TRUCKS	11/05/2026	11/05/2026	0.00	34.14
564285	REPAIR PARTS FOR TRUCKS	11/04/2026	11/04/2026	0.00	146.24
565562	REPAIR PARTS FOR TRUCKS	11/04/2026	11/04/2026	0.00	259.12
565904	REPAIR PARTS FOR TRUCKS	11/04/2026	11/04/2026	0.00	110.98
567085	REPAIR PARTS FOR TRUCKS	11/04/2026	11/04/2026	0.00	305.84
567349	REPAIR PARTS FOR TRUCKS	11/04/2026	11/04/2026	0.00	148.57
567795	REPAIR PARTS FOR PLANNING DEPT VEHICLES	11/04/2026	11/04/2026	0.00	15.48

Vendor Number 0001565 **Vendor Name** NATIONWIDE RETIREMENT SOLUTIONS **Total Vendor Amount** 3,040.00

Payment Type Check **Payment Number** **Payment Date** 11/10/2026 **Payment Amount** 3,040.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
PPE 11/01/2026	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFFER COMP	11/05/2026	11/05/2026	0.00	3,040.00

Vendor Number 0001573 **Vendor Name** NEXGRID **Total Vendor Amount** 239.25

Payment Type Check **Payment Number** **Payment Date** 11/10/2026 **Payment Amount** 239.25

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2026211	PROF SVCS,SUPPORT AGREEMENT AMI SMART METERS	11/10/2026	11/10/2026	0.00	239.25

Vendor Number	Vendor Name	Total Vendor Amount
0001625	ONE CALL CONCEPTS, INC.	48.05

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	48.05

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
6106175	MISS UTILITY TICKETS	11/05/2026	11/05/2026	0.00	48.05

Vendor Number	Vendor Name	Total Vendor Amount
0003774	RADIO OCEAN CITY	650.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	650.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2465	MIP GRANT FUNDED EMCEE FOR ICE ICE BERLIN	11/05/2026	11/05/2026	0.00	650.00

Vendor Number	Vendor Name	Total Vendor Amount
0004111	RINGCENTRAL INC.	1,751.04

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	1,751.04

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
CD_001540057	RING CENTRAL TELEPHONE SERVICE	11/05/2026	11/05/2026	0.00	552.52
CD_001564927	RING CENTRAL TELEPHONE SERVICE	11/05/2026	11/05/2026	0.00	598.16
CD_001593360	RING CENTRAL TELEPHONE SERVICE	11/05/2026	11/05/2026	0.00	600.36

Vendor Number	Vendor Name	Total Vendor Amount
0003811	SCARBOROUGH OIL CO INC	4,156.14

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	4,156.14

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
296753	WWTP FUEL IN GENERATOR & TANK	11/06/2026	11/06/2026	0.00	4,156.14

Vendor Number	Vendor Name	Total Vendor Amount
0001972	SOMERSET WELL DRILLING CO	5,550.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	5,550.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
17937	SEAL ABANDON EXISITING RECHARGE WELLS	11/05/2026	11/05/2026	0.00	5,550.00

Vendor Number	Vendor Name	Total Vendor Amount
0002928	UNIFIRST CORPORATION	363.70

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	363.70

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1430256785	UNIFORM FOR ALL CREW MEMBERS	11/05/2026	11/05/2026	0.00	184.39
1430261934	UNIFORM FOR ALL CREW MEMBERS	11/05/2026	11/05/2026	0.00	179.31

Vendor Number	Vendor Name	Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE	3.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	3.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
PPE 11/801/2026	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	11/05/2026	11/05/2026	0.00	3.00

Vendor Number	Vendor Name	Total Vendor Amount
0002231	VA MD & DE ASSOC OF ELECTRIC COOPERATIVES	3,100.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	3,100.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
38973545	BUCKET TRUCK SAFETY TESTING	11/04/2026	11/04/2026	0.00	2,000.00
38973549	LINEMAN WORKER TRAINING CHARLES MCWILLIAMS	11/04/2026	11/04/2026	0.00	1,100.00

Vendor Number	Vendor Name	Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL	13,486.60

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	13,486.60

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
124 OCT FY 27	REFUSE, RECYCLE, CAN PULLS AND DEMOLITIONS	11/04/2026	11/04/2026	0.00	12,477.00
309 OCT FY 27	SLUDGE DISPOSAL - LANDFILL	11/06/2026	11/06/2026	0.00	1,009.60

Vendor Number	Vendor Name	Total Vendor Amount
0002382	WORCESTER TECHNICAL HIGH SCHOOL	300.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	300.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11/9	HANDMADE ORNAMENTS FOR BERLIN CHRISTMAS TREE	11/10/2026	11/10/2026	0.00	300.00

Vendor Number	Vendor Name	Total Vendor Amount
0002391	YODER OVERHEAD DOOR COMPANY	483.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/10/2026	483.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
66910	OVERHEAD DOORS AT SITE 001	11/06/2026	11/06/2026	0.00	483.00

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		58	33	0.00	362,038.36
		Packet Totals:	**58**	**33**	**0.00**	**362,038.36**

Town of Berlin, MD

Payment Register

APPKT03898 - 20261119SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL	120,679.85

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	120,679.85

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
203096	PROJ 0050A121.A01 WELL #4 WATER SUPPLY PROJECT	11/19/2026	11/19/2026	0.00	4,750.00
204366	PROJ 0050A002.001 ENGINEERING SERVICES	11/19/2026	11/19/2026	0.00	3,270.00
204367	PROJ 0050A002.092 BERLIN SIMPLE FIBER	11/19/2026	11/19/2026	0.00	1,272.50
204368	PROJ 0050A002.098 HERON PK PARCEL 57 UTILITY PLAN	11/19/2026	11/19/2026	0.00	765.00
204369	PROJ 0050A002.100 HERON PK LOT LINE REFIGURATION	11/19/2026	11/19/2026	0.00	640.13
204370	PROJ 0050A002.101 UTILITY PLAN BUCKINGHAM ELEM	11/19/2026	11/19/2026	0.00	465.00
204371	PROJ 0050A121.A01 WELL #4 WATER SUPPLY PROJECT	11/19/2026	11/19/2026	0.00	7,800.00
204372	PRO 0050A122.D01 MULTI PURPOSE DEMOLITION	11/19/2026	11/19/2026	0.00	1,875.00
204373	PROJ 0050A122.E01 INSPECTION SERVICE 130 FLOWER ST	11/19/2026	11/19/2026	0.00	8,250.00
206105	PROJ 0050A124.003 ON CALL PLANNING SRVCS ADU ORD	11/19/2026	11/19/2026	0.00	682.50
206106	PROJ 0050A124.004 534 BAY ST SUB DIVISION PLAN	11/19/2026	11/19/2026	0.00	633.75
206107	PROJ 0050A124.008 PLANNING WAWA	11/19/2026	11/19/2026	0.00	828.75
206108	PROJ 0050A124.016 BUCKINGHAM ELEM SCHOOL	11/19/2026	11/19/2026	0.00	1,538.44
206109	PROJ 0050A124.019 BERLIN AUTO POLE BUILDING	11/19/2026	11/19/2026	0.00	390.00
206140	PROJ 0050A002.001 ON CALL ENGINEERING SERVICES	11/19/2026	11/19/2026	0.00	991.29
206141	PROJ 0050A0002.098 HERON PK PARCEL 57 UTILITY PLAN	11/19/2026	11/19/2026	0.00	1,127.50
206142	PROJ 0050A002.102 BOTTLE BRANCH RD SEWER LINING	11/19/2026	11/19/2026	0.00	2,710.39
206742	PROJ 0050A120.B01 BERLIN LEAD SERVICE LINE REPLACE	11/19/2026	11/19/2026	0.00	49,940.00
206990	PROJ 0050A124.001 FRANKLIN AVE MICROTEL INN & SUIT	11/19/2026	11/19/2026	0.00	1,597.50
206991	PROJ 0050A124.003 ON CALL PLANNING SERVICES	11/19/2026	11/19/2026	0.00	4,533.75
206992	PROJ 0050A124.004 534 BAY STREET	11/19/2026	11/19/2026	0.00	633.75
206993	PROJ 0050A124.008 PLANNING WAWA	11/19/2026	11/19/2026	0.00	292.50
206994	PROJ 0050A124.009 ADKINS COMPANY	11/19/2026	11/19/2026	0.00	780.00
206995	PROJ 0050A124.010 HERON PARK	11/19/2026	11/19/2026	0.00	536.25
206996	PROJ 0050A124.012 10314 OLD OC BLVD WAREHOUSE	11/19/2026	11/19/2026	0.00	48.75
206997	PROJ 0050A124.017 BERLIN SOLAR	11/19/2026	11/19/2026	0.00	292.50
206999	PROJ 0050A124.019 BERLIN AUTO POLE BUILDING	11/19/2026	11/19/2026	0.00	390.00
207033	PROJ 0050A002.001 ON CALL ENGINEERING SERVICES	11/19/2026	11/19/2026	0.00	493.82
207034	PROJ 0050A002.066 ATHENA PLAZA	11/19/2026	11/19/2026	0.00	32.50
207035	PROJ 0050A002.092 BERLIN SIMPLE FIBER	11/19/2026	11/19/2026	0.00	465.00
207036	PROJ 0050A002.096 BERLIN MICROTEL	11/19/2026	11/19/2026	0.00	465.00
207037	PROJ 0050A002.100 HERON PARK LOT LINE RECONFIG	11/19/2026	11/19/2026	0.00	271.25
207038	PROJ 0050A002.102 BOTTLE BRANCH RD SEWER LINING	11/19/2026	11/19/2026	0.00	2,464.24
207039	PROJ 0050A002.103 UTILITY PLAN REVIEW BAY STREET	11/19/2026	11/19/2026	0.00	600.00
207040	PROJ 0050A002.104 UTILITY PLAN REVIEW BERLIN AUTO	11/19/2026	11/19/2026	0.00	271.25
207041	PROJ 0050A002.105 UTILITY PLAN REVIEW ADKINS CO	11/19/2026	11/19/2026	0.00	343.75
207042	PROJ 0050A002.106 WATER SYSTEM IMPORVEMENTS	11/19/2026	11/19/2026	0.00	1,763.75
207504	PROJ 0050A115.B01 STEPHEN DECATUR PARK COMFORT	11/19/2026	11/19/2026	0.00	2,337.96
207505	PROJ 0050A119.A01 BERLIN LEAD SERVICE LINE INVENT	11/19/2026	11/19/2026	0.00	1,036.32
207867	PROJ 0050A002.001 GENERAL ON CALL ENGINEERING SEF	11/19/2026	11/19/2026	0.00	2,813.89
207869	PROJ 0050A002.092 BERLIN SIMPLE FIBER	11/19/2026	11/19/2026	0.00	310.00
207870	PROJ 0050A002.096 BERLIN MICROTEL	11/19/2026	11/19/2026	0.00	638.75
207871	PROJ 0050A002.098 HERON PK PARCEL 57 UTILITY PLAN	11/19/2026	11/19/2026	0.00	310.00
207872	PROJ 0050A002.102 BOTTLE BRANCH RD SEWER LINING	11/19/2026	11/19/2026	0.00	961.59
207873	PROJ 0050A002.105 UTILITY PLAN REVIEW ADKINS CO	11/19/2026	11/19/2026	0.00	653.75
207874	PROJ 0050A002.107 WWTP O&M MANUAL	11/19/2026	11/19/2026	0.00	2,813.29
207914	PROJ 0050A124.001 FRANKLIN AVE MICROTEL INN & SUIT	11/19/2026	11/19/2026	0.00	1,187.50
207915	PROJ 0050A124.002 PURNELL CROSSING PHASE 5	11/19/2026	11/19/2026	0.00	858.49
207916	PROJ 0050A124.003 ON CALL PLANNING SERVICES	11/19/2026	11/19/2026	0.00	1,023.75

207917	PROJ 0050A124.004 534 BAY STREET	11/19/2026	11/19/2026	0.00	146.25
207918	PROJ 0050A124.009 ADKINS COMPANY	11/19/2026	11/19/2026	0.00	1,090.00
207919	PROJ 0050A124.010 HERON PARK	11/19/2026	11/19/2026	0.00	48.75
207920	PROJ 0050A124.017 BERLIN SOLAR	11/19/2026	11/19/2026	0.00	97.50
207921	PROJ 0050A124.019 BERLIN AUTO POLE BUILDING	11/19/2026	11/19/2026	0.00	146.25

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		54	1	0.00	120,679.85
		Packet Totals:	**54**	**1**	**0.00**	**120,679.85**

Town of Berlin, MD

Payment Register

APPKT03897 - 20261119SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount
0000090	AFLAC	936.38

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	936.38

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
792145	FY27 AFLAC EMPLOYEE PAID SUPPLEMENTAL INSURANCE	11/17/2026	11/17/2026	0.00	936.38

Vendor Number	Vendor Name	Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC	3,602.97

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	3,602.97

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
6874253-00	AMI PHASE 3 METER SOCKETS	11/19/2026	11/19/2026	0.00	3,602.97

Vendor Number	Vendor Name	Total Vendor Amount
0003577	CAREFLEX LLC	1,072.50

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	1,072.50

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
2610-14106	CAREFLEX HRA & FSA ADMIN FEES	11/17/2026	11/17/2026	0.00	1,072.50

Vendor Number	Vendor Name	Total Vendor Amount
0000534	CJIS-CR	561.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	561.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
APP-AR-030	FINGERPRINTING	11/18/2026	11/18/2026	0.00	561.00

Vendor Number	Vendor Name	Total Vendor Amount
0000572	COMCAST	1,744.55

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	282.12

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0023325 DEC FY 27	COMCAST INTERNET & DIGITAL SERVICES	11/18/2026	11/18/2026	0.00	282.12

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	272.12

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0041947 DEC FY 27	COMCAST INTERNET & DIGITAL SERVICES	11/18/2026	11/18/2026	0.00	272.12

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	272.13

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0042184 DEC FY 27	COMCAST INTERNET & DIGITAL SERVICES	11/18/2026	11/18/2026	0.00	272.13

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	303.35

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0043323 DEC FY 27	COMCAST INTERNET & DIGITAL SERVICES	11/18/2026	11/18/2026	0.00	303.35

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	247.17

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0043547 DEC FY 27	COMCAST INTERNET & DIGITAL SERVICES	11/18/2026	11/18/2026	0.00	247.17

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	95.54

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0052845 DEC FY 27	COMCAST INTERNET & DIGITAL SERVICES	11/18/2026	11/18/2026	0.00	95.54

Check 11/19/2026 272.12

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0149930 DEC FY 27	COMCAST INTERNET & DIGITAL SERVICES	11/18/2026	11/18/2026	0.00	272.12

Vendor Number 0000581 **Vendor Name** COMPTROLLER OF MARYLAND **Total Vendor Amount** 444.93

Check 11/19/2026 444.93

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
OCT FY 27	ENVIRONMENTAL TRUST FUND REPORT	11/18/2026	11/18/2026	0.00	444.93

Vendor Number 0000584 **Vendor Name** COMPTROLLER OF MARYLAND **Total Vendor Amount** 2,420.42

Check 11/19/2026 2,420.42

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
OCT FY 27	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	11/18/2026	11/18/2026	0.00	2,420.42

Vendor Number 0003896 **Vendor Name** CRC BENEFITS **Total Vendor Amount** 108,122.35

Check 11/19/2026 108,122.35

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
321525 DEC FY 27	DEC FY 2027 CRC BENEFITS MED DENT VIS LIFE DIS	11/18/2026	11/18/2026	0.00	108,122.35

Vendor Number 0002092 **Vendor Name** DPSCS - ITCD **Total Vendor Amount** 119.00

Check 11/19/2026 119.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
AB6-10-421	METER LOG ON	11/18/2026	11/18/2026	0.00	119.00

Vendor Number 0003787 **Vendor Name** EKM LAW, PLLC **Total Vendor Amount** 20,120.00

Check 11/19/2026 20,120.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
20728	ANNEX APPL: SOLDER BEE LLC SVC 5/29 - N6/24	06/30/2026	06/30/2026	0.00	1,060.00
20729	COASTAL VENTURES DISPO PORTION OF PAR 57 (LABOR)	06/30/2026	06/30/2026	0.00	11,520.00
20730	HERON PARK ENVIRONMENTAL (LABOR)	06/30/2026	06/30/2026	0.00	920.00
20731	PLANNING COMMISSION (LABOR)	06/30/2026	06/30/2026	0.00	60.00
20732	PURNELL CROSSING PUB PHS 5 (LABOR)	06/30/2026	06/30/2026	0.00	2,720.00
20733	RE-ZONING APPL PAR 949 LOT 2B 4/23 - 5/05	06/30/2026	06/30/2026	0.00	520.00
20734	TOWN CODE REVISION PLANNING DEPT & COMMISSION	06/30/2026	06/30/2026	0.00	3,320.00

Vendor Number 0000908 **Vendor Name** FLEET MAINTENANCE, INC **Total Vendor Amount** 1,329.25

Check 11/19/2026 1,329.25

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
46636	BUCKET TRUCK #4 OIL CHANGE, OIL & FUEL FILTERS	11/18/2026	11/18/2026	0.00	1,329.25

Vendor Number 0003388 **Vendor Name** ICE CONCEPTS INC **Total Vendor Amount** 8,100.00

Check 11/19/2026 8,100.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
35977	BUSINESS SPONSORED ICE SCULPTURES	11/18/2026	11/18/2026	0.00	8,100.00

Vendor Number	Vendor Name	Total Vendor Amount
0003963	INTEGRIS LLC	4,307.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	4,307.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
695639	TMD EXTEND COMPLETE	11/18/2026	11/18/2026	0.00	1,875.00
715756	TMD EXTEND COMPLETE	11/18/2026	11/18/2026	0.00	500.00
716755	TMD EXTEND COMPLETE	11/18/2026	11/18/2026	0.00	1,875.00
716798	TMD EXTEND COMPLETE	11/18/2026	11/18/2026	0.00	57.00

Vendor Number	Vendor Name	Total Vendor Amount
0001286	LEGAL SHIELD	15.95

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	15.95

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0139007 OCT FY 27	LEGAL SHIELD EMPLOYEE PAID	11/17/2026	11/17/2026	0.00	15.95

Vendor Number	Vendor Name	Total Vendor Amount
0001349	MAIL MOVERS	587.82

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	587.82

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
52861	MAILMOVERS OUTSOURCED MAIL	11/18/2026	11/18/2026	0.00	587.82

Vendor Number	Vendor Name	Total Vendor Amount
0001404	MARYLAND MUNICIPAL LEAGUE	500.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	500.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
8632	MML CONFERENCE MAYOR TYNDALL	11/18/2026	11/18/2026	0.00	500.00

Vendor Number	Vendor Name	Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS	3,040.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	3,040.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
PPE 11/15/2026	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFFER COMP	11/17/2026	11/17/2026	0.00	3,040.00

Vendor Number	Vendor Name	Total Vendor Amount
0001719	POCOMOKE HIGH SCHOOL MARCHING BAND	150.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	150.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
236	TRANSPORTATION REINBURSMENT	11/17/2026	11/17/2026	0.00	150.00

Vendor Number	Vendor Name	Total Vendor Amount
0003171	RICKY JARMON	916.67

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	916.67

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
NOV FY 27	JANITORIAL SERVICE	11/18/2026	11/18/2026	0.00	916.67

Vendor Number	Vendor Name	Total Vendor Amount
0001968	SNOW HILL HIGH SCHOOL MARCHING BAND	150.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	150.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
236	TRANSPORTATION REINBURSMENT	11/17/2026	11/17/2026	0.00	150.00

Vendor Number	Vendor Name	Total Vendor Amount
0002011	STEPHEN DECATUR HIGH SCHOOL MARCHING BAND	150.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	150.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
56	TRANSPORTATION REINBURSMENT	11/17/2026	11/17/2026	0.00	150.00

Vendor Number	Vendor Name	Total Vendor Amount
0002154	TOM SHOLTIS	400.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	400.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
122026	EMCEE FOR CHRISTMAS PARADE	11/17/2026	11/17/2026	0.00	400.00

Vendor Number	Vendor Name	Total Vendor Amount
0002163	TOWN OF BERLIN	590.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	590.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11/16	MID-ATLANTIC JUDGES ASSOC PARADE PAYMENT	11/18/2026	11/18/2026	0.00	590.00

Vendor Number	Vendor Name	Total Vendor Amount
0003383	TRANSFORMER MAINTENANCE & SERVICE INC	32,694.75

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	32,694.75

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
84433	SAVAGE TRANSFORMER REPAIR	11/18/2026	11/18/2026	0.00	32,694.75

Vendor Number	Vendor Name	Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE	3.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	3.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
PPE 11/15/2026	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	11/17/2026	11/17/2026	0.00	3.00

Vendor Number	Vendor Name	Total Vendor Amount
0003950	UNIVAR SOLUTIONS USA LLC	11,745.82

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	11,745.82

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
54287896,54287895	CAUSTIC DELIVERY TO WELLS	11/17/2026	11/17/2026	0.00	11,745.82

Vendor Number	Vendor Name	Total Vendor Amount
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER	590.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		11/19/2026	590.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
11/9 , 11/12	RANDOM DRUG TESTING	11/18/2026	11/18/2026	0.00	400.00
25445048	DOT PHYSICAL MUMFORD	11/17/2026	11/17/2026	0.00	190.00

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		43	33	0.00	204,414.36
		Packet Totals:	**43**	**33**	**0.00**	**204,414.36**

Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT13407 - Generate Refund Checks

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-1900202-01	LLC, SUNSET LAKES	11/5/2026	32036	783.50			783.50	Generated From Billing
Total Refunds: 1			**Total Refunded Amount:**	783.50				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	783.50
Revenue Total:	783.50

General Ledger Distribution

Posting Date: 11/05/2026

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-783.50	Yes
	10-2010-2074	UNAPPLIED CREDITS	783.50	
		10 Total:	0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-783.50	
	98-2498-2200	DUE TO OTHER FUNDS	783.50	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	