MAYOR AND COUNCIL
Meeting Agenda
Worcester County Library – Berlin Branch
13 Harrison Ave
Monday, July 27, 2026

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

1. **6:05 PM** **APPROVAL OF MINUTES:** Regular Session Minutes of 7.13.26 – Mayor Tyndall *(Strategic Plan: DS1)*

2. **6:10 PM** **PRESENTATION: BERLIN FIRE COMPANY & EMS** - President David Fitzgerald *(Strategic Plan: DS2)*
   a) Berlin Fire Company Emergency Medical Services
   b) Berlin Fire Company

3. **6:20 PM** **FIRST READING:** Ordinance 2026-05: Amending Sections of Chapter 28, Streets, Sidewalks, and Certain Other Public Places (*Public Hearing on Monday, August 10, 2026*) – Town Administrator Mary Bohlen (Strategic *Plan: DS5, AS5)*

4. **6:30 PM** **DISCUSSION:** Sidewalks Cost-Sharing Program – Town Administrator Mary Bohlen (*Strategic Plan*: DS5, AS5)

5. **6:45 PM** **FY26 FINANCIAL HIGHLIGHTS** – Finance Director Natalie Saleh (*Strategic Plan*: DS4, AS1)

6. **7:10 PM** **ITEM(S) FOR APPROVAL:**
   A public comment period will now be offered after discussion by the Mayor and Council for each Item for Approval. Any person who may wish to speak will be given two (2) minutes or such time as may be deemed appropriate by the Mayor.
   a) Motion 2026-41: Approval of Town Hall Renovation Furniture – Mayor Zack Tyndall & Architect Daniele Haley *(Strategic Plan: DS1)*
   b) Motion 2026-44: MDOT 3-Year Salt Agreement – Town Administrator Mary Bohlen & Public Works Director Jimmy Charles (*Strategic Plan*: DS2)
   c) Motion 2026-45: DBF Proposal Heron Park Access Road Design and Permitting - Town Administrator Mary Bohlen (*Strategic Plan:* DS5, AS2)

7. **7:30 PM** **REPORT(S):** Town Administrator's Report, Departmental Reports (*Strategic Plan: DS1, DS4*)

8. **7:35 PM** **COMMENTS FROM THE PUBLIC** (*Strategic Plan: DS4; DS5*)
   Anyone wishing to speak during COMMENTS FROM THE PUBLIC at the Regular Session may do so for up to five (5) minutes or as determined by the Mayor. Please state your name, street, and the subject you wish to address.

9. **7:45 PM** **COMMENTS FROM THE COUNCIL**
10. **7:50 PM** **COMMENTS FROM THE MAYOR'S OFFICE**
11. **7:55 PM** **COMMENTS FROM THE PRESS**
12. **8:00 PM** **ADJOURNMENT**

8:05 PM **CLOSED SESSION – Worcester County Library – Berlin Branch, 2nd Floor**

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.

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

BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, July 13, 2026

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

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

Absent: Councilmember Nichols

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Finance Director Natalie Saleh, Economic and Community Development Director Ivy Wells, Director of Public Works Jimmy Charles, Chief of Police Howard Drewer, Captain Robert Fisher, Mayor's Executive Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

This meeting was also broadcast live via Facebook. After the moment of silence for those involved in the serious motor vehicle accident on Route 50 and North Main Street the previous evening, including a Maryland State Trooper and a teenage boy, and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:01 PM.

1. Approval of Minutes: Regular Session Minutes of 06.22.26 – Mayor Tyndall *(Strategic Plan: DS1)*

   On the motion of Councilmember Orris, second by Councilmember Knerr, the Regular Session Minutes of 06.22.26 were approved by the following vote:

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

2. Presentation: Main Street Arts and Entertainment District Advisory Board Annual Report – Director of Economic and Community Development Ivy Wells & Chairperson Cassandra Brown *(Strategic Plan: DS1, AS1)*

   Director of Economic and Community Development Ivy Wells and Arts & Entertainment District Advisory Board Chairperson Cassondra Brown presented the Board's annual report. Ms. Brown reviewed the purpose of the Board and highlighted its efforts to promote arts, culture, tourism, and economic development throughout the Arts & Entertainment District. She discussed Board-supported public art initiatives, including the murals located throughout downtown Berlin, and noted that many local businesses feature artwork by local artists.

Ms. Brown and Ms. Wells reviewed several Board-supported events and programs, including Vintage & Vinyl, the Pumpkin Scavenger Hunt, free children's art projects at Colorful Encounters during Farmers Market days, and the petting farm at the Berlin Farmers Market. Ms. Wells reported that the Board received an $18,000 grant from the Maryland State Arts Council and a $25,000 Main Street Improvement Grant during the previous year. Funding was utilized for community events, stages for Town and Chamber programs, tourism photography, flowers and beautification efforts, and other initiatives designed to enhance the visitor experience.

Ms. Wells noted that Berlin continues to receive statewide and national recognition due to its historic charm and authenticity. She stated that the community's appearance and visitor experience contribute significantly to tourism and economic development.

Ms. Brown and Ms. Wells discussed priorities for the coming year, including promotion of the new To-Go Beverage legislation, continued support of the Farmers Market petting farm, expansion of Vintage & Vinyl, continued children's art programming, the Pumpkin Scavenger Hunt, and support of Town events through grant funding. Ms. Wells announced that the Board recently received a $34,000 Main Street Improvement Grant. Ms. Brown also introduced a new initiative recently approved by the Board to create a self-guided mural walking tour brochure highlighting the murals located throughout Berlin's Arts & Entertainment District.

Vice President Burrell commented that while watching recent coverage of the grant announcement, he was reminded how attractive and well-maintained Berlin's downtown appears and stated that if he did not already live in Berlin, it would be a community he would want to call home. Councilmember Knerr requested clarification regarding the funding for the ice sculptures displayed during Ice Ice Berlin. Ms. Brown explained that businesses sponsor the sculptures while the Arts & Entertainment District provides funding for setup, displays, signage, and event coordination. Mayor Tyndall thanked Ms. Brown, Ms. Wells, and the Board for their service and continued efforts to promote Berlin.

3. Public Hearing: FY27 Maryland Community Development Block Grant Program (CDBG) – Mayor’s Executive Assistant Sara Gorfinkel *(Strategic Plan: DS1 – DS6)*

The Mayor’s Executive Assistant, Sara Gorfinkel presented information regarding the Town's FY25 Maryland Community Development Block Grant (CDBG) Program project, 25-CD-MD-08, for the elimination of slum and blight on a spot basis at 130 Flower Street.

Ms. Gorfinkel explained that the Maryland Community Development Block Grant Program is a federally funded program administered by the Maryland Department of Housing and Community Development and is designed to assist local governments with neighborhood and housing revitalization, economic development, and improved community facilities and services. She noted that CDBG funding supports projects that benefit low- and moderate-income households, prevent or eliminate slums and blight, or address urgent community development needs that pose an immediate threat to public health and welfare.

Ms. Gorfinkel reported that demolition and asbestos abatement activities associated with the project had been completed. She explained that the Maryland Department of the Environment's asbestos permitting requirements took longer than anticipated. However, favorable bid pricing allowed the Town to expand the project scope while remaining within the original grant allocation of approximately $297,000. As a result, demolition activities were expanded to include three additional abandoned structures on the site.

Ms. Gorfinkel stated that all demolition activities were completed on June 30, 2026, and a final inspection with the contractor was conducted on July 1, 2026. The site is now prepared for the next phase of redevelopment, including pre-construction activities that will be funded through a Congressional Directed Spending (CDS) earmark administered by the United States Department of Agriculture (USDA).

Mayor Tyndall noted that through staff diligence and favorable contractor pricing, the Town was able to significantly expand the original project scope. He commended Ms. Gorfinkel and staff for maximizing the value of the grant funding and stated that the expanded demolition efforts greatly improved the site and positioned the project for future redevelopment.

Mayor Tyndall opened the public hearing at 6:22 p.m.

There being no public comment, Mayor Tyndall closed the public hearing at 6:22 p.m.

4. Items for Approval:
    a. Motion 2026-40: Invitation to Bid, 2026-06: Westminster, Abbey, and Upshur Stormwater Management Upgrades – Engineer Steven Lemasters & Newport Bay Partnership Coordinator Jessica McIntosh (Strategic Plan: DS3, AS4)

    Steven Lemasters of EA Engineering provided an overview of the proposed stormwater management project. He explained that the project was designed through funding from Chesapeake Bay Trust, Maryland Coastal Bays, and Maryland Department of Natural Resources Whole Watershed Act grant funding.

    Mr. Lemasters explained that the project would modernize and expand two existing stormwater facilities within the Buckingham Estates and Upshur Street areas by converting them into submerged gravel wetlands similar to the successful Graham Avenue project completed in 2023.

    Mayor Tyndall asked whether the design could accommodate a future pedestrian and bicycle connection between Upshur Street and Abbey Lane. Mr. Lemasters indicated that the possibility could be further explored.

    Councilmember Orris asked whether the project included grading and drainage improvements previously discussed between Westminster Drive and Abbey Lane. Mr. Lemasters stated the summary of work could be reviewed to include this, as it was a small piece of the overall puzzle.

    Councilmember Orris also questioned whether directing additional water into downstream piping could worsen flooding near West Street. Mr. Lemasters explained that the expanded facilities would hold approximately four times the amount of stormwater currently managed and should significantly reduce flooding throughout the area. Councilmember Knerr stated that he understood the work to be the initial phase of a larger-scale project. Mayor Tyndall discussed the challenges associated with the available space, and Ms. Bohlen compared the approach to the phased stormwater improvements undertaken several years ago on Flower Street.

Mary Hedlesky, Westminster Drive, expressed appreciation for efforts to address flooding but voiced concerns that longstanding drainage problems behind homes on Westminster Drive and surrounding neighborhoods would remain unresolved. She stated that historical permitting of sheds, pools, and other structures had obstructed drainage swales and contributed to standing water issues.

Carol Rose, Ann Drive, questioned why the Town continues relying on grant funding to address what she views as emergency infrastructure problems. Mayor Tyndall explained that stormwater operations are funded through an Enterprise Fund and that grant funding provides important opportunities to leverage local resources.

Beverly Wright of Upshur Lane requested information regarding impacts to her property. Mr. Lemasters explained that the project would increase drainage capacity while maintaining current drainage patterns and should create minimal disruption to private property.

Marie Velong, West Street, questioned whether directing additional water through larger piping could recreate flooding conditions near West Street that had previously improved. Mr. Lemasters acknowledged the concern but reiterated that the new facilities were designed to retain significantly larger stormwater volumes before discharge.

Debbie Ritz, Henrys Mill Drive, stated that flooding concerns have existed for decades and urged the Town to continue prioritizing stormwater infrastructure improvements. Corey Davis expressed support for identifying additional funding sources to address stormwater issues. Mayor Tyndall acknowledged residents' frustrations and noted that while all issues cannot be corrected simultaneously, the Town continues making meaningful progress through phased infrastructure projects and strategic grant opportunities.

Councilmember Orris asked what the next step would be if the motion were approved. Mr. Lemasters explained that approval would allow staff to release the Request for Proposals (RFP) and solicit bids for construction of the project. Councilmember Orris then asked whether modifications could be made to the project as presented. Town Administrator Mary Bohlen explained that the primary focus of the grant funding is to improve water quality within the watershed, while also providing stormwater mitigation benefits where possible. Mr. Lemasters stated that the project would improve conditions by retaining and managing more stormwater within the designed facilities rather than allowing water to flood other areas as quickly.

Vice President Burrell stated that the Town should take advantage of the funding opportunity being offered. Mr. Lemasters explained that the Maryland Department of Natural Resources (DNR) reviewed the plans during the grant application process. Ms. Bohlen clarified that the grant award was approved and funded based upon the specific scope presented to DNR.

Councilmember Green stated that although residents may feel unheard, the Council recognizes the severity of the concerns and must continue moving forward with available funding opportunities while pursuing additional solutions. He shared personal experiences with infrastructure failures and flooding and emphasized that the Town was acting with the best intentions.

On the motion of Councilmember Green, second by Vice President Burrell, Motion 2026-40: Invitation to Bid, 2026-06: Westminster, Abbey, and Upshur Stormwater Management Upgrades, was adopted by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris		X			
Voting Tally	3	1			1

b. Motion 2026-41: Approval of Town Hall Renovation Furniture – Mayor Tyndall & Architect Daniele Haley (Strategic Plan: DS1)

Architect Danielle Haley presented the proposed furniture package for the renovated Town Hall. Ms. Haley explained that the proposal included furnishings for 22 offices, three conference rooms, Council Chambers, reception areas, and approximately 10,000 square feet of office space. She emphasized that staff had reduced the estimated cost from approximately $300,000 to $252,773.85 through competitive governmental purchasing programs.

Mayor Tyndall noted that when adjusted for inflation, the furniture budget for the Police Department completed in FY18 would equate to approximately $226,000 today, illustrating how the current costs compare. Captain Fisher added Police Department furniture was tax-payer funded.

Ms. Haley explained that office sizes throughout the renovated Town Hall would vary, requiring furniture layouts and configurations to be tailored to each space. She reviewed the proposed furnishings, including desks, whiteboards, and general office layouts. Ms. Haley noted that every effort had been made to maximize the number of offices within the existing building footprint, resulting in limited centralized storage space. As a result, filing and storage solutions were incorporated into individual office designs. She stated that the office layouts were developed to maximize efficiency and functionality.

Councilmember Orris asked about the condition and availability of the Town's existing conference room tables. Mayor Tyndall responded that the Town still possessed two conference room tables. However, both were too large to fit within the new conference room spaces. Ms. Haley reviewed the proposed ergonomic office seating, and Mayor Tyndall noted that the chairs carry 15-year warranties. Ms. Haley added that investing in furniture with long-term warranties would reduce the need for replacement purchases and could free up funds within future operating budgets. Mayor Tyndall also discussed the recommendation to replace the Council Chamber seating with 45 new chairs that would be easier to maintain and provide improved ergonomic support. Ms. Haley concluded by reviewing the competitive pricing process, as well as the delivery and installation services included within the proposal. Public comment ensued.

Ms. Rose asked whether the itemized furniture list requested by the Council had been provided. Mayor Tyndall confirmed that it had and a copy was made available to her. Ms. Hedlesky questioned the cost of the proposed office chairs, and Councilmember Knerr estimated the cost at approximately $400 per chair. Ms. Haley stated that the cost was reasonable given the anticipated daily use and long-term durability of the seating.

Ms. Hedlesky stated that she did not believe the proposed furniture complemented the historic character of the building and expressed concern that the Town was not spending money wisely. Mayor Tyndall explained that the Town was purchasing the furniture through a cooperative purchasing program that provided pricing at approximately half of the retail cost. He added that the Town was attempting to attract and retain a modern workforce and that features such as standing desks, bright workspaces, and ergonomic furnishings are increasingly important to employee recruitment and retention.

Ms. Rose questioned the need for lobby tables, noting that she did not believe the Town should spend approximately $350 per table for waiting areas. Mayor Tyndall responded that the Town's auditors have consistently reported that the Town remains in a strong financial position. Ms. Hedlesky reiterated her belief that the Town's spending priorities should be reevaluated.

Director of Public Works Jimmy Charles explained that much of the existing furniture was never intended to be repeatedly disassembled, moved, and reassembled. Mayor Tyndall added that many of the furnishings currently in Town Hall are in poor condition and nearing the end of their useful life. Ms. Wells added that many current furnishings do not meet modern ergonomic standards and described the workplace safety and health considerations associated with employee workstations.

Ms. Velong circled back to the audiovisual (AV) system and questioned why the Town appeared to be considering only the bare minimum improvements for Council Chambers. Mayor Tyndall informed her that the audiovisual system proposal was still being evaluated and would be brought back before the Council for further consideration. Ms. Haley added that she did not support pursuing only a bare minimum AV solution and has always been a proponent of appropriately meeting the Town's AV needs.

Councilmember Green stated that while he appreciated the reduction from the original estimate, he still considered the proposal expensive and would like to see additional reductions explored. He acknowledged that employees deserved quality workspaces but questioned whether all proposed furnishings were necessary. Mayor Tyndall encouraged the everyone to consider staff members' office needs. He emphasized the value of available discounts and the importance of supporting employees with appropriate workspaces.

Councilmember Orris questioned delivery and installation costs, art and design expenses, and whether the Town should consider Mayland Correctional Enterprises as a furniture option. Mayor Tyndall commented that he had purchased multiple items from Maryland Correctional Enterprises, and the quality and consistency were lacking.

Ms. Haley explained that delivery and installation costs included receiving, storing, assembling, and installing all furniture and technology components. She further explained that the art and design package included framed historic photographs, artwork, gallery displays, and a custom Town seal.

Councilmember Orris returned to the discussion regarding the furniture inventory and asked what existing furnishings could potentially be reused. Mayor Tyndall stated that staff had completed an inventory and determined that reusable items included furniture from the Welcome Center, approximately 30 Council Chamber chairs, several conference room tables, filing cabinets, and the Mayor's desk, although the top of the desk was deteriorating and separating. Ms. Haley added that the interior designer conducted a room-by-room evaluation of Town Hall and determined that much of the existing furniture would not be suitable for the new layout or survive another move.

Ms. Haley stated that part of investing in a renovated facility is creating a cohesive and functional work environment and balancing those needs against project costs. She explained that all furniture would be delivered to and assembled at the vendor's facility before being installed on site. Ms. Haley also reviewed the art and design component of the proposal, noting that it included framed historic photographs, enlarged reproductions, a gallery display of past mayors, a custom Town seal, and the associated delivery and installation costs.

Councilmember Orris suggested that artwork from the Calvin B. Taylor House Museum could periodically be rotated through Town Hall. Ms. Haley agreed and noted that the Town had preserved numerous photographs and pieces of artwork from Town Hall that would be matted, framed, and displayed in the renovated building. Councilmember Orris also expressed interest in redirecting a portion of the furniture savings toward Alternate 3 –AV System. Ms. Haley explained that discussions regarding the AV package were ongoing, as the original bid pricing had expired and staff were working with consultants to refine the scope and associated costs.

Councilmember Knerr stated that furniture was necessary but questioned whether a premium brand such as Teknion was needed. When asked what budget range the Council would find acceptable, Councilmember Knerr indicated a preference for a cost between $175,000 and $200,000. Mayor Tyndall responded that it would be difficult to furnish the facility at that level given the number of offices and workspaces being equipped.

Director of Public Works Jimmy Charles reminded the Council that the project schedule continued to advance toward a mid-December completion date and noted that procurement timelines were becoming increasingly important. He stated that Public Works staff would not have the capacity to assemble furniture because regular operations, including trash and recycling collection, must continue uninterrupted. At Councilmember Knerr's request, Mr. Charles provided a construction update and reported that framing work was progressing on the upper floor while electrical and other building systems were being roughed in.

Ms. Haley added that, due to the building's historic nature, several unforeseen conditions had been discovered during construction. However, those issues had been addressed without creating significant delays. She noted that Councilmembers were welcome to tour the building at any time with proper coordination for safety purposes. Ms. Haley further stated that the proposed furniture package was considered mid-range and committed to returning to the vendor to explore lower-cost alternatives that would still maintain quality, durability, and ergonomic standards. Finance Director Natalie Saleh cautioned that selecting lower-cost furniture could result in higher long-term costs due to shorter lifespans, more frequent replacements, and reduced warranty coverage.

Vice President Burrell stated that while the overall cost gave him pause, effective leadership requires relying on the expertise of qualified professionals. He noted that Ms. Haley was hired because of her professional experience and presented what she believed was the best solution for the Town. Vice President Burrell stated that the proposed furniture would support employees for years to come through durability and 15-year warranties. He added that employees deserve workspaces and furnishings that support their health and well-being and referenced cases where employers faced liability for failing to provide proper ergonomic accommodations. While acknowledging the substantial cost, he stated that he trusted Ms. Haley's professional judgment and believed both she and Mayor Tyndall were acting in the Town's best interest and not recommending unnecessary expenditures.

Ms. Wright commented on the importance of focusing on the value and longevity of the furniture that Town employees and residents would utilize on a daily basis. She stated that quality furnishings often justify a higher cost and noted that while another vendor might offer a lower price, the quality and warranty coverage may not be comparable. Ms. Wright noted the cost, quality, durability, and warranty protection needed to be taken into account when evaluating options.

Ms. Haley noted that, while she is not a furniture expert, she relies on the expertise of the interior designers and furniture professionals retained for the project to recommend the best combination of quality, functionality, and value. Councilmember Orris asked how quickly an updated furniture proposal could be prepared. Ms. Haley responded that revised pricing and alternative options could be presented at the next Mayor and Council meeting.

On the motion of Councilmember Orris to table Motion 2026-41, second by Councilmember Knerr, Motion 2026-41: Town Hall Renovation Furniture, was tabled by the following vote:

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

c. Motion 2026-42: RFP 2026-04: Henrys Mill Street Paving – Director of Public Works Jimmy Charles (Strategic Plan: DS3, AS5)

Director of Public Works Jimmy Charles reviewed roadway conditions within Henry's Mill and explained that geotechnical testing identified unstable subsurface conditions beneath portions of the roadway. He stated that while a complete reconstruction would be the preferred long-term solution, the cost significantly exceeded available funding. Therefore, he recommended repairing the most severely impacted sections while utilizing remaining funds to address other priority roadway needs.

Councilmember Knerr questioned whether the roadway was originally constructed to accepted standards. Mr. Charles stated that available information suggested the roadway may not have been built consistently with current standards.

Debbie Ritz, Henry's Mill, expressed concern about recurring roadway failures and questioned whether the neighborhood would continue experiencing similar problems in future years. Mayor Tyndall explained that while the proposed repairs would not permanently resolve the underlying issues, they represented the most practical solution given available funding.

Mayor Tyndall requested that the final RFP include pricing for additional linear footage and a pricing validity period should the Town decide to expand the paving scope.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2026-42: RFP 2026-04: Henrys Mill Street Paving, was adopted by the following vote:

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

d. Motion 2026-43: CAD/RMS/MCT System Replacement – Chief Howard Drewer (Strategic Plan: DS2)

Chief Howard Drewer presented a proposal to replace the Police Department's outdated Computer-Aided Dispatch (CAD), Records Management System (RMS), and Mobile Computer Terminal (MCT) software.

Chief Drewer explained that the proposed CentralSquare system is used by Worcester County, Ocean City, and Ocean Pines and would significantly improve information sharing, officer safety, reporting efficiency, and investigative capabilities. He reported that the initial proposal exceeded $99,000 but was successfully negotiated down to approximately $50,503, with annual operating costs of approximately $21,550.

Chief Drewer explained that the system would provide direct access to law enforcement records and data maintained by participating agencies, allowing officers to obtain critical information much more quickly than under the current system. Mayor Tyndall thanked Chief Drewer for conducting extensive due diligence and emphasized that the software represented a critical operational improvement.

Vice President Burrell asked about information sharing, training requirements, and future departmental needs. Chief Drewer discussed his recent 65-day assessment of the department and identified future priorities, including a third-party audit of the property room and pursuit of Police Department accreditation.

Chief Drewer described accreditation as the "gold standard" of professional policing and stated that accreditation would strengthen accountability, reduce liability exposure, and promote best practices throughout the department. Mayor Tyndall asked for the motion to reflect grant funding through the Byrne Justice Assistance Grant program while maintaining the negotiated pricing if grant funding is not awarded.

On the motion of Vice President Burrell, second by Councilmember Orris, Motion 2026-43: CAD/RMS/MCT System Replacement, was adopted by the following vote:

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

5. Reports: Town Administrator's Report, Departmental Reports *(Strategic Plan: DS1; DS4)*

Finance Director Natalie Saleh announced that beginning on a future date, customers utilizing credit cards for payments will be responsible for associated processing fees. She explained that the Town currently absorbs those costs, which have approached $100,000 annually. The surcharge will be paid directly to the payment processor and not retained by the Town. Payments by cash or check will not be impacted.

Mayor Tyndall reported that the Town is pursuing an application to become the setting for a future Hallmark movie. Residents were encouraged to submit supporting information through the application process. Ms. Wells added that applications were due in mid-August and a Hallmark contact had reached out to the Town asking them to apply.

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

Theresa Wise-Foreman, Town resident, requested additional information regarding the proposed Community Center and asked whether it would accommodate community events, gatherings, and recreational programming. Mayor Tyndall noted that the project was still in early development and indicated that Ms. Gorfinkel would provide the Community Center feasibility study and related information.

Ms. Wise-Foreman also raised concerns regarding smoking in Henry Park. Mayor Tyndall stated that all Town parks are smoke-free and that staff would evaluate additional signage opportunities. Ms. Bohlen suggested exploring signage similar to Salisbury's "Young Lungs at Play" initiative.

Mary Hedlesky thanked the Mayor and Council for allowing residents to discuss stormwater concerns and acknowledged the frustrations associated with those issues. Dave Fitzgerald, representing the Maryland State Firemen's Association, presented the Town with a resolution thanking Berlin for hosting the State Firemen's Parade and related activities.

Town Administrator Mary Bohlen announced that this meeting was Administrative Assistant Laura Brown's final Mayor and Council meeting. Ms. Bohlen also proudly announced the promotion of Kate Daub from Special Projects Administrator to Associate Town Administrator. The Mayor and Council congratulated Ms. Daub on her upcoming graduation from the Certified Public Manager (CPM) Program through the University of Baltimore on July 17, 2026.

7. Comments from the Council

Councilmember Orris thanked Chief Drewer for allowing him to participate in a police ride-along and requested a copy of EKM Law's FY27 contract.

Councilmember Green asked for an update regarding the Route 50/Route 818 intersection following the serious accident the previous evening. Mayor Tyndall reported that design work has been completed and the project remains under consideration by the State Highway Administration for future funding.

Vice President Burrell requested an update on the proposed Microtel project. Mayor Tyndall stated that the Planning staff would be best equipped to provide an update.

Councilmember Orris asked when the Town last completed a forensic financial audit. Ms. Saleh stated that no such audit had occurred during her sixteen years with the Town. Mayor Tyndall explained that forensic audits are typically conducted only when specific circumstances or allegations warrant that level of review.

8. Comments from the Mayor’s Office

9. Mayor Tyndall again congratulated Ms. Daub on her promotion and CPM graduation and thanked Ms. Brown for her service to the Town.

10. Comments from the Press – None.

11. Adjournment:

On the motion Vice President Burrell, second by Councilmember Knerr, the meeting was adjourned at approximately 9:42 PM.

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

Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
Voting Tally	4				1

Respectfully submitted,

Laura Brown
Administrative Assistant

Berlin Fire Company
Emergency Medical Services

Semi-Annual Update

January 1 – June 30, 2026

Fiscal Year 25-26

July 1, 2025 to June 30, 2026

OPERATIONAL REPORT

EMS Captain

Emergency Medical Services
January 1 – June 30, 2026

In-Town EMS Call Responses

643

59.1% of calls

(445 Out of Town-40.9%)

(Decrease from Past Six Months 37 in town calls)

Emergency Medical Services
July 1, 2025 – June 30, 2026

In-Town EMS Call Responses

1323

58.67% of calls

(932 Out of Town-41.33%)

(Increase from Past Fiscal Year 109 in town calls)

Emergency Medical Services
January 1 – June 30, 2026

In-Town

TRANSPORTS 511

79.47 %

NON-TRANSPORTS 132

(Past Six Months Out Town-240 transport—205 non-transports)

Increase in Town transports of 54 from past six months

Decrease in town non transports 91 from past six months

Emergency Medical Services
July 1, 2025 – June 30, 2026

In-Town

TRANSPORTS 968

73.17 %

NON-TRANSPORTS 355

(Past Fiscal Year Out Town-856 transport—322 non-transports)

Increase in Town transports of 112 from past fiscal year

Increase in town non transports 33 from past fiscal year

Emergency Medical Services
January 1 – June 30, 2026

Busiest Days

Monday and Wednesday followed by Tuesday

past six months Monday followed by Wednesday

Busiest Times of Day

11 am to 12 noon followed by 1 pm to 2 pm

past six months-- 11 am to 12 noon followed by 12 pm to 1 pm

Emergency Medical Services
July 1, 2025 – June 30, 2026

Busiest Days

Monday followed by Wednesday

past fiscal year Tuesday followed by Wednesday

Busiest Times of Day

11 am to 12 noon followed by 1 pm to 2 pm

past fiscal year-- 11 am to 12 noon followed by 1 pm to 2 pm

Emergency Medical Services
January 1 – June 30, 2026

Station Notified to Responding Time

1.42 minute average (85.2 seconds)

This includes third run calls that may be full volunteer response from home, responses from hospital patient being transferred, etc.

past six months – 1.04 minute (64.8 seconds)

(Increase of 20.4 seconds from last six months)

(page 29-Matrix report—60 seconds for staffed station)

Emergency Medical Services
July 1, 2025 – June 30, 2026

Station Notified to Responding Time

1.25 minute average (75 seconds)

This includes third run calls that may be full volunteer response from home, responses from hospital patient being transferred, etc.

Past fiscal year – 1.12 minute (67.2 seconds)

(page 29-Matrix report—60 seconds for staffed station)

Emergency Medical Services
January 1 – June 30, 2026

Simultaneous calls

State Reporting System Report

Is not functioning for this information

Will provide when available

Number of times where a second or third EMS call has occurred

Past six months 353 times

Emergency Medical Services
July 1, 2025 – June 30, 2026

Simultaneous calls

State Reporting System Report

Is not functioning for this information

Will provide when available

Number of times where a second or third EMS call has occurred

ADMINISTRATIVE AND FINANCIAL REPORT

President

Emergency Medical Services
July 1, 2025 – June 30, 2026
Revenue Budget Highlights

EMS Invoicing Revenue—increases from collection agency revenues and aggressiveness of contracted billing company along with detailed follow-up by administration

Emergency Medical Services
January 1 – June 30, 2026
Revenue Budget Highlights

None Noted

Emergency Medical Services
January 1 – June 30, 2026
Expense Budget Highlights

Vehicle Expenses---fuel price spikes / increases
age of fleet---repairs

Emergency Medical Services
July 1, 2025 – June 30, 2026

Expense Budget Highlights

Medical Supplies—over $1,000 due to increased call volume and inflation

Office Supplies/Postage Computer—over $3,000 due to cost of postage increase, technology repairs, annual donation mailing costs

Salary expense due to vacancies—overtime, offset some by reduced benefit expenses, some funds used to place in the underfunded retirement health insurance account

Vehicle Maintenance and Repairs—$21,400 over due age of EMS units—all nearing replacement cycle

Emergency Medical Services
Capital Expense Summary

Updated plan provided to town in December

<u>2025 Unit Received FY25-26--$463,800</u>

Ambulance Replacements—2027-2029

2027 Ambulance--$462,744

2029 Ambulance--$487,218

(Both ambulances based on contract year chassis pricing—**<u>prices will increase</u>**)

County Providing $75,000 per year ambulance formula

Town $15,000 FY26-27-no further committment

Without additional town financial support next ambulance replacement cycle is not obtainable—2035 unit—order in 2032—(6 years)

Agenda Item 2 b

Berlin Fire Company

Semi-Annual Update

January 1 – June 30, 2026

Fiscal Year 25-26 Totals

Fire-Rescue

January 1 – June 30, 2026

<u>In-Town Fire/Rescue Call Responses</u>

87

37.34% of calls

(Out Town--145---62.66%)

(Past Six months INCREASE 33 total calls)

OPERATIONS RESPONSE REPORT

Fire Chief

Fire-Rescue

July 1, 2025 – June 30, 2026

<u>In-Town Fire/Rescue Call Responses</u>

161

37.27% of calls

(Out Town—271—62.73%)

(Past Fiscal Year—In-Town-122-38.49% Out-Town 195-61.51%)

Fire-Rescue
January 1 – June 30, 2026

Busiest Day

Sunday followed by Friday

(Past Six Months Friday followed by Tuesday)

Busiest Times of Day

3 pm to 4 pm followed by 8 pm to 9 pm

(Past Six Months 3 pm to 4 pm followed by 10 pm to 11 pm)

Fire-Rescue
January 1 – June 30, 2026

Simultaneous Calls

45—TWO fire, rescue calls occurring at the same time

5—THREE fire, rescue calls occuring at the same time

(Past six months—27 times)

Fire-Rescue
July 1, 2025 – June 30, 2026

Busiest Day

Friday followed by Tuesday

(Past Fiscal Year Tuesday followed by Monday)

Busiest Times of Day

3 pm to 4 pm followed by 8 pm to 9 pm

(Past Fiscal Year 5 pm to 6 pm followed by 12 pm to 1 pm)

Fire-Rescue
July 1, 2025 – June 30, 2026

Simultaneous Calls

63—TWO fire, rescue calls occurring at the same time

5—THREE fire, rescue calls occurrung at the same time

(Past fiscal year—44 times)

Fire-Rescue
January 1 – June 30, 2026
Response Time

2 minutes 59 seconds

(Total Decrease in Response Times by 60 seconds from past six months)

County response time standard to respond from station is 6 minutes
pg 29-Matrix report—nine minutes or less to respond

ADMINSTRATIVE and FINANCIAL REPORT

President

Fire-Rescue
July 1, 2025 – June 30, 2026
Response Time

3 minutes 31 seconds

Past Fiscal Year—4 minutes 18 seconds

County response time standard to respond from station is 6 minutes
pg 29-Matrix report—nine minutes or less to respond

Fire-Rescue
January 1 – June 30, 2026
Volunteer Manpower

Emergency Calls---1,753.58 volunteer hours

Non-Emergency—Training, Meetings, Fundraisers, etc.

1,554.75 volunteer hours

TOTAL VOLUNTEER HOURS—3,308.33

Many other items—standby-administrative, etc.

Fire-Rescue
July 1, 2025 – June 30, 2026

Volunteer Manpower

Emergency Calls---3,039.77 volunteer hours

Non-Emergency—Training, Meetings, Fundraisers, etc.

3,053.00 volunteer hours

TOTAL VOLUNTEER HOURS—6,092.77

Past Fiscal Year-Emergency 2,969.44 Non-emergency 2,781.53 Total 5,750.97

Many other items—standby-administrative, etc.

Fire-Rescue
July 1, 2025 – June 30, 2026

Revenue Budget Highlights

Still receive negative comments regarding donation drive as citizens are expecting all funding from tax dollars

Slight increase in event parking--$500

Fire-Rescue
January 1 – June 30, 2026

Revenue Budget Highlights

No significant events

Fire-Rescue
January 1 to June 30, 2026

Expense Budget Highlights

Building Expenses—heat exchanges original to building—increased repairs—due for replacement FY26-27

Fire Apparatus Repairs—due to age of fleet

Reminder--we wait until last quarter for most equipment replacements to ensure funds are available

Balance by savings in other expense categories by reduction of items ordered, etc.

Fire-Rescue
July 1, 2025 to June 30, 2026

Expense Budget Highlights

Vehicle Expenses--$33,000 over budget
Building Expenses--$40,000 over budget

Both due to age of apparatus and building

Fire-Rescue
Capital Expense Summary

Updated plan provided to town in December

Engine and Rescue replacement

Completed in FY25-26

$2.5 million loan--$200,000 annual loan payment for engine and rescue—15 years--Funded by county out of town run funds—pay off August 1, 2037

Next Engine Replacement—1999 which will be 38 years old when replaced!
Additional Capital Replacement Items—Air packs, ropes, utility vehicles, etc.

Without additional town financial support we will not be able to sustain capital replacement schedule—Further budget discussion

Building permit fees—Impact Fees

STAFF REPORT

TO: Mayor and Council

FROM: Mary Bohlen, Town Administrator

MEETING DATE: July 27, 2026

SUBJECT: Sidewalk Cost-Share Program

SUMMARY

As discussed during the budget process, the Town has had language within the Town Code to assist property owners with repair and replacement of existing sidewalks deemed to need repair. This is primarily intended to promote safe pedestrian access.

By Town Code, property owners are responsible for the sidewalks abutting their property; however, the Town utilized a cost-share program in the past to assist with such repairs when funding is available. I do not recall when this program was last funded.

FUNDING AVAILABILITY AND CONSTRAINTS

For the FY27 Budget, $20,000 was allocated for sidewalk repairs under the cost-share program.

An Ordinance is being introduced for first reading at the July 27, 2026 Council meeting to adjust language in Chapter 28 of the Town Code addressing this program. The language proposed clarifies the property owner's responsibilities for maintenance of their abutting sidewalks and addresses enforcement and participation in the cost-share program. Public Hearing for that Ordinance is to be held on Monday, August 10, 2026.

The suggested Code language is clear that the program is not automatically funded from year-to-year and is subject to change or revocation in any given year.

ORDINANCE

Summary of language changes:

Section 28-170. Violations and penalties: Clarification of repeat violations to denote that each day the violation continues constitutes a repeated instance.

Section 28-171. Repairs ordered by town: This section is intended to address property owners that reach the level of enforcement due to noncompliance. (b)(3) clarifies language regarding the owner's rights and the Town's responsibilities for notification

Section 28-172. New sidewalks for public safety: (c) clarification regarding notification. It is important to note that, elsewhere in this Article are several references to the cost-sharing program not being applicable to new sidewalks where none currently exist.

Section 28-173. Enforcement Procedures:

(a) clarifying language regarding hiring of a third party by the Town.

(b) elimination of language that is addressed elsewhere in policy or practice – in this case primarily the Town's purchasing policy.

(c) Renumber to (b) to replace previous paragraph; clarifying language regarding quality of work and payment/billing of costs. Also eliminating eligibility for 50% cost-shared; if the Town must go to the lengths of enforcement, then those property owners should not receive the same benefit as property owners who voluntarily participate in the program. When the enforcement process starts, they will be offered the program, but full cost will be their responsibility if they reach this level without responsiveness.

(d) renumber to (c) as above and clarify legal action for collection.

Section 28-174. Repairs requested by owner: This entire section is rewritten and replaced.

(a) explains the program
(b) (1) and (2) provide the two options – either contracting on their own or participating in a larger Town-sponsored project.

PROGRAM

In addition to the language changes in Town Code, attached is the application form and further direction regarding participation in the program. Applications must be submitted by April 30th in a given year; this is to allow sufficient time for processing and to allow use of leftover funds for general Town projects as applicable.

Item 1 under "The Cost-Sharing program is subject to the following conditions:" sets a limit of 50% to a maximum of $1,000 per applicant. 50% would be set by Code, but the maximum dollar amount, or other considerations, could be implemented within the policy. In the future, the policy is easier to update as needed.

ADDITIONAL CONSIDERATION

The proposed Code language does not provide any differentiation between residential or commercial property. While the overall requirements for sidewalks should not be any different, Council may wish to consider limiting participation in the cost-share program to residential properties only, or to provide different terms of cost-share for commercial properties.

Suggestions:

1. Provide a different cost-split for commercial properties such as 75% owner share and 25% Town share or other.
2. If Council desires to differentiate between residential and commercial properties, for the purpose of this specific Article staff recommendation would be to add language defining such and to include multi-unit rental properties as commercial.

Recommendation for August 10, 2026 Meeting and Public Hearing:

1. Adoption of Ordinance as presented, or with language changes as desired.
    a. Consideration recommended regarding commercial vs. residential property.
2. Approval of the cost-share program as presented or with other changes as applicable.

Though the Ordinance would not be effective until 20 days after passage, or August 31, 2026, assuming passage proceeds as indicated, applications could begin to be accepted immediately, with the caveat that no action can be taken until that time.

ATTACHMENTS

Ordinance 2026-05
Sidewalk Cost Sharing Request Form
Chapter 28, Article V current language

ORDINANCE NO. 2026-05

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CERTAIN SECTIONS OF CHAPTER 28, STREETS, SIDEWALKS, AND CERTAIN OTHER PUBLIC PLACES.

BE IT RESOLVED, that Chapter 28 be amended as follows:

ARTICLE V. - CONSTRUCTION AND MAINTENANCE OF SIDEWALKS AND DRIVEWAYS

Sec. 28-170. - Violations and penalties.

(a) Any person who shall violate any provisions of this article shall be guilty of a municipal infraction and shall be fined the sum of $100.00 for any single initial violation and the sum of $200.00 for each ~~repeat or continuing violation~~ DAY OF FAILURE TO COMPLY WITH SUCH PROVISION.

Sec. 28-171. - Repairs ordered by town.

(a) Whenever it is brought to the attention of the code enforcement officer of the town that a sidewalk, driveway, apron or adjoining sod or a portion thereof abutting any property, private or public, may be in unsatisfactory condition, the code enforcement officer shall conduct an inspection to determine if the condition of that sidewalk, driveway, apron or sod presents a hazard to the public safety or an obstruction to public passage.

(b) If it is determined by the code enforcement officer that said sidewalk, driveway, apron or sod or any portion thereof is in an unsafe, dangerous or hazardous condition, he shall serve notice to the owner of the property abutting the sidewalk, driveway, apron or sod or portion thereof that is in an unsafe condition that such a condition exists. Such notice shall contain, at minimum, the following information:

(1) A description of the unsafe, hazardous or dangerous condition found to exist, including, without limitation, a copy of the field inspection report.

(2) A time limit specified for the correction of the hazardous condition, which shall be a minimum of 20 calendar days for the most dangerous conditions and a maximum of 60 days for any other conditions deemed by the code enforcement officer to be not an immediate or extreme hazard to the safety of the public.

(3) An explanation of the owner's right to appeal the ~~citation~~ NOTICE to the housing board of review PURSUANT TO THE PROVISIONS OF ARTICLE V OF CHAPTER 6, HOUSING STANDARDS within ten calendar days from the date of the ~~citation~~ NOTICE and the procedure for filing such an appeal.

(c) Such notice shall be served ~~by hand delivery~~ to the owner or his agent ~~or~~ by ~~certified~~ REGULAR mail~~, return receipt requested,~~ to the last known address of the property owner or agent AS RECORDED IN THE REAL ESTATE ASSESSMENT RECORDS AND BY POSTING A COPY OF THE NOTICE IN A CONSPICUOUS PLACE ON THE PROPERTY.

Sec. 28-172. - New sidewalks for public safety.

(a) Whenever it is brought to the attention of the code enforcement officer of the town that property abutting on any public way in the town is in need of a sidewalk to protect the public health, safety and welfare of the town, the code enforcement officer shall conduct an inspection to determine if a sidewalk is necessary.

(b) If it is determined by the code enforcement officer that a sidewalk is necessary, he shall serve notice to the owner of the property that a sidewalk needs to be constructed. Such notice shall contain, at minimum, the following information:

(1) A description of the area and location of the sidewalk.

(2) A time limit specified for the construction of the sidewalk which shall be for a minimum of 120 days.

(3) An explanation of the owner's right to appeal the decision to the housing board of review within ten calendar days from the date of the notice and the procedure for filing such an appeal.

(c) Such notice shall be served ~~by hand delivery~~ to the owner or his agent ~~or~~ by ~~certified~~ REGULAR mail~~, return receipt requested,~~ to the last known address of the property owner or agent AS RECORDED IN THE REAL ESTATE ASSESSMENT RECORDS AND BY POSTING A COPY OF THE NOTICE IN A CONSPICUOUS PLACE ON THE PROPERTY.

Sec. 28-173. - Enforcement procedures.

(a) In the event that a property owner has failed to correct the hazardous condition or to construct a sidewalk and failed to file an appeal with the housing board of review within the time limit specified in the notice, the code enforcement officer may order the construction of a sidewalk, repair or replacement of the hazardous sidewalk, driveway, apron or sod or portion thereof that is in an unsafe condition and shall proceed to obtain cost estimates AND ENGAGE WITH AN APPROPRIATE THIRD-PARTY CONTRACTOR for the work so ordered in the manner prescribed by the town's usual purchasing policy and practices.

~~(b) The code enforcement officer shall present the quoted prices to the town administrator for review within ten days of the expiration of the property owner's notice period. Cost estimates in excess of $1,000.00 must be presented to the council in a regular meeting for approval before award of any contract, as specified in section C7-23 of the Town Charter. Contractor proposals with costs of less than $1,000.00 may be accepted by the town administrator and the work may be ordered immediately. All contracting and service procurements are subject to the same rules and regulations as govern all other town activities, as specified in section C7-23 of the Charter.~~

~~(c)~~(b) Upon COMPLETION OF THE WORK AND receipt of a valid invoice from the contractor, and after having inspected the premises and verifying that the work is acceptable to the town AND MEETS TOWN STANDARDS the code enforcement officer will present the invoice ~~to the town administrator~~ THROUGH THE APPROPRIATE TOWN PROCEDURES for payment to the contractor. Concurrent with the final payment to the contractor, ~~50 percent of~~ the total expense incurred for the resulting construction, repair or replacement, plus permit fees AND ANY OTHER ASSOCIATED COSTS shall be billed to the owner in the same manner and under the same collection procedures as are used for ~~grass cutting and refuse collection~~ OTHER CODE-ENFORCEMENT RELATED BILLING on private property. ~~The town shall absorb the remaining 50 percent of the total costs incurred (excluding permit fees).~~

~~(d)~~(c) In the event that the charges incurred have not been paid by the beginning of the town's next regular fiscal year, ~~those charges will be charged against the property and added to the taxes owed on that property for the next taxable levy year and shall constitute a lien on the property~~ THE TOWN SHALL PROCEED WITH LEGAL ACTION TO COLLECT THE AMOUNT OWED TO THE FULLEST EXTENT OF THE LAW.

~~Sec. 28-174. Repairs requested by owner.~~

~~(a) Property owners who desire to repair or replace their own sidewalks or portion thereof may request the town's participation in the repair or replacement by either of the following means:~~

~~(1) Secure contractor's services privately and submit paid invoices upon completion of the work, whereupon the town will reimburse the property owner for 50 percent of the total cost (excluding permit fees). Contract estimates must be approved by the town prior to the commencement of work. The town reserves the right to refuse payment of its 50 percent of total costs if invoices are submitted for payment without such other prior approval.~~

~~(2) Request that the town secure contractor's price quotations in the course of procuring similar services for the town itself, whereupon, the town will forward those estimates to the owner for review. Upon written acceptance of a proposal by the owner, the town will proceed with the necessary contract work and will bill the owner for 50 percent of the total costs plus permit fees.~~

~~(3) Request that the town include the replacement or repair of his property's sidewalk or portion thereof during the course of a town project currently planned or underway at the time of the request. In the event that an owner elects this option, it is specifically understood that the project work will be performed by the contractor chosen by the town for the ancillary project planned or underway and that the owner will not participate in the selection of that contractor. The town will, however, provide the owner electing this option with an estimate of the cost of his replacement or repair, based on the unit price quoted by the contractor performing the town's work. The town will bill the owner for 50 percent of the total costs plus permit fees associated with his property's sidewalk upon completion of the project.~~

~~(b) Subsection (a) of this section shall apply only if moneys are available in the town's budget.~~

~~(c) This section shall not be construed to include the construction of a new sidewalk at the request of an owner.~~

Sec. 28-174. – PARTICIPATION IN A COST-SHARE PROGRAM FOR REPAIRS REQUESTED BY OWNER.

(a) PROPERTY OWNERS WHO DESIRE TO REPAIR OR REPLACE THEIR OWN SIDEWALKS OR PORTION THEREOF MAY REQUEST TO PARTICIPATE IN A COST-SHARE PROGRAM AS FOLLOWS:

(1) THE COST-SHARE PROGRAM SHALL APPLY ONLY IF FUNDING IS ALLOCATED AND AVAILABLE IN THE APPLICABLE FISCAL YEAR BUDGET.

(2) THE PROPERTY OWNER MUST NOT HAVE ANY OTHER OUTSTANDING CODE ENFORCEMENT MATTERS WITH THE TOWN OF BERLIN.

(3) THE PROPERTY OWNER MUST BE CURRENT ON ANY ACCOUNTS OR BILLS WITH THE TOWN OF BERLIN, INCLUDING UTILITIES, MISCELLANEOUS ACCOUNTS RECEIVABLE, FINES OR PENALTIES OR ANY OTHER OUTSTANDING MATTER, INCLUDING REAL OR PERSONAL PROPERTY TAXES WHETHER BILLED DIRECTLY BY THE TOWN OF BERLIN OR THROUGH A THIRD-PARTY ON BEHALF OF THE TOWN.

(4) THE PROPERTY OWNER OR AGENT MUST SUBMIT APPLICATION ON THE PRESCRIBED FORM TO THE TOWN ADMINISTRATOR TO REQUEST PARTICIPATION IN THE COST-SHARE PROGRAM FOR SAID REPAIRS. SUCH APPLICATION IS SUBJECT TO APPROVAL AND THE AVAILABILITY OF BUDGETED FUNDS.

(5) SUBMISSION TO THE APPROPRIATE DEPARTMENT FOR ANY REQUIRED PERMIT AND PAYMENT OF ANY ASSOCIATED FEES.

(6) THIS SECTION IS APPLICABLE FOR REPAIR OR REPLACEMENT OF EXISTING SIDEWALK DETERMINED TO BE IN HAZARDOUS CONDITION AND SHALL NOT BE CONSTRUED TO INCLUDE THE CONSTRUCTION OF A NEW SIDEWALK WHERE NONE EXISTS.

(b) PARTICIPATION IN THE COST-SHARE PROGRAM SHALL BE BY EITHER OF THE FOLLOWING MEANS:

(1) COMPLETION BY THE OWNER OR BY A CONTRACTOR/EMPLOYEE OF THE OWNER.

(A) PRIOR TO COMPLETION OF THE WORK BY THE OWNER OR THE OWNER’S AGENT, APPLY FOR APPROVAL FOR FUNDING REIMBURSEMENT FROM THE TOWN THROUGH A PRESCRIBED AND ACCEPTABLE PROCESS.

(B) SECURE AN APPROPRIATELY LICENSED CONTRACTOR’S SERVICES PRIVATELY AND SUBMIT INVOICES WITH PROOF OF PAYMENT UPON COMPLETION OF THE WORK.

(C) THE TOWN SHALL INSPECT AND VERIFY THAT THE WORK IS ACCEPTABLE TO THE TOWN AND MEETS TOWN STANDARDS.

(D) UPON APPROVAL OF THE COMPLETED WORK, THE TOWN WILL REIMBURSE THE PROPERTY OWNER FOR FIFTY-PERCENT (50%) OF THE TOTAL COST EXCLUDING PERMIT FEES AND TO A MAXIMUM AMOUNT AS DETERMINED BY THE MAYOR AND COUNCIL. THE TOWN RESERVES THE RIGHT TO REFUSE REIMBURSEMENT OF ITS PORTION OF TOTAL COSTS IF INVOICES ARE SUBMITTED FOR PAYMENT WITHOUT SUCH OTHER PRIOR APPROVAL.

(2) INCLUSION IN WORK UNDER A TOWN PROJECT.

(A) REQUEST THAT THE TOWN INCLUDE THE REPLACEMENT OR REPAIR OF THE PROPERTY'S SIDEWALK OR PORTION THEREOF DURING THE COURSE OF A TOWN PROJECT CURRENTLY PLANNED OR UNDERWAY AT THE TIME OF THE REQUEST.

(B) IN THE EVENT THAT AN OWNER ELECTS THIS OPTION, IT IS SPECIFICALLY UNDERSTOOD THAT THE PROJECT WORK WILL PERFORMED BY THE CONTRACTOR CHOSEN BY THE TOWN FOR THE ANCILLARY PROJECT PLANNED OR UNDERWAY AND THAT THE OWNER WILL NOT PARTICIPATE IN THE SELECTION OF THAT CONTRACTOR NOR HAVE DETERMINATION OF THE TIMING OF SUCH WORK.

(C) THE TOWN WILL PROVIDE THE OWNER ELECTING THIS OPTION WITH AN ESTIMATE OF THE COST OF THE APPLICABLE REPLACEMENT OR REPAIR, BASED ON THE UNIT PRICE QUOTED BY THE CONTRACTOR PERFORMING THE TOWN'S WORK AND THE OWNER WILL PROVIDE WRITTEN ACCEPTANCE OF SAID PROPOSAL.

(D) THE OWNER WILL PAY THE TOWN FIFTY-PERCENT (50%) OF THE ESTIMATED COST PLUS APPLICABLE PERMIT FEES.

(E) IN THE EVENT THAT THE FINAL COST FOR REPAIR/REPLACEMENT OF THE APPLICABLE SIDEWALK DIFFERS FROM THE ESTIMATE, THE TOWN SHALL REIMBURSE OR INVOICE THE OWNER THE DIFFERENCE TO MEET THE FIFTY-PERCENT (50%) COST. IF THE OWNER IS INVOICED FOR THE BALANCE AND SAID INVOICE IS NOT PAID WITHIN THE TIMEFRAME INDICATED, THE TOWN SHALL PROCEED WITH LEGAL ACTION TO COLLECT THE AMOUNT OWED TO THE FULLEST EXTENT OF THE LAW.

(3) THIS SECTION SHALL NOT BE CONSTRUED TO INCLUDE THE CONSTRUCTION OF A NEW SIDEWALK AT THE REQUEST OF AN OWNER.

(4) LACK OF THE ABILITY TO PARTICIPATE IN THE COST-SHARE PROGRAM IN A GIVEN BUDGET YEAR DOES NOT ALLEVIATE THE RESPONSIBILITY OF THE PROPERTY OWNER FOR ADHERENCE TO THE REQUIREMENTS OF THIS SECTION OF THE CODE OF THE TOWN, NOR OF THE FINANCIAL BURDEN OF SUCH.

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

A PUBLIC HEARING was held and this Ordinance was adopted this __________ day of ____________________________, 2026, by the Mayor and Council of the Town of Berlin, Maryland, by the vote as indicated below:

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

____
Dean Burrell, Vice-President

Approved on this _____day of ______________, 2026 by the Mayor of the Town of Berlin and therefore effective twenty (20) calendar days later on the ___________day of _______________, 2026.

____
Zackery Tyndall, Mayor and President of Council

____
ATTEST: Mary Bohlen, Town Administrator

Mayor & Council of Berlin

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

SIDEWALK COST SHARING PROGRAM

Property Owner Information:			
Name:			
Phone Number:		Email:	
Property Address:			☐Residential ☐Commercial/Non-Residential
Owner Address (if different than above):			

Pursuant to Chapter 28, Article V of the Code of the Town of Berlin, maintenance and repair of sidewalks abutting to private property is the responsibility of the property owner. The Town offers a cost-sharing program for the repair and replacement of such sidewalks subject to budget appropriation in a given year.

If you would like to be considered for the Cost Sharing Program, please complete the application below. Applications must be submitted <u>no later than April 30 annually.</u>

The Cost-Sharing program is subject to the following conditions:

1. **The Mayor and Council have allocated a set portion of the Fiscal Year budget for this program.**
2. **Cost-Sharing is limited to an amount not to exceed 50% of the cost of the work up to a maximum of $1,000, excluding permit fees per applicant.**
3. **Availability for participation is on a first-come, first-served basis and subject to the approval of appropriate Town Departments and the Town Administrator.**
4. **The Mayor and Council reserves the right to terminate the program at any time and re-allocate available funding, regardless of applications that may be outstanding.**
5. **The Town of Berlin is not a party to any agreements made between the property owner and a private contractor for the completion of any associated work, or any warranty or guarantee of such work.**
6. **Participation in the Cost-Sharing Program does not relieve the property owner of responsibility for any associated or separate provisions of the property maintenance codes of the Town of Berlin, including for portions of sidewalk not funded under the program.**
7. **By signing below, the property owner agrees to the specific conditions applicable to this agreement and further described below and in Chapter 28, Article V of the Code of the Town of Berlin:**

☐**<u>Trees/tree roots:</u>** The owner acknowledges that an existing tree(s) is/are planted within five-feet (5’) of the sidewalk. Such tree shall be removed by the owner fully at their expense within thirty-days of approval for participation in this cost-share program and the owner shall agree to not plant or replant any trees within 5 feet of the repaired section of sidewalk. Failure to remove the tree by [Date]_____________________________ shall be considered a withdrawal of this application.
☐**Other:**

Continues on reverse

Additional Information:
Approx. sq. footage of sidewalk to be repaired: ____________

Signature indicates understanding of the terms of the program:	**Date:**

This area for office use only

Dept.	None	Attached
Utility Billing		
Finance		
Planning		
Taxes (inc. Wor. County)		
Planning		
Other		

Project to be completed:
☐ By owner
☐ Part of Town Project: ____

Permitting:
Application date: __________________________
Fee Paid: $_____________________
Permit Number: __________________________
Issue Date: ________________________________

Inspection/Acceptance:
Inspection performed by: ____________________________________ Date: ____________________

Approved: ☐ Yes ☐ No Inspection Notes: ____

____

Approval for Reimbursement:

Signed: ____

Submitted for Reimbursement:

Date: ______________________________ Account Number: ______________________________
Attach print-out.

Attach pictures/drawings, etc. of the subject project, contractor agreement(s), invoices, etc.

Town of Berlin, Maryland

FY 2026 YEAR END FINANCIAL OVERVIEW

General Fund

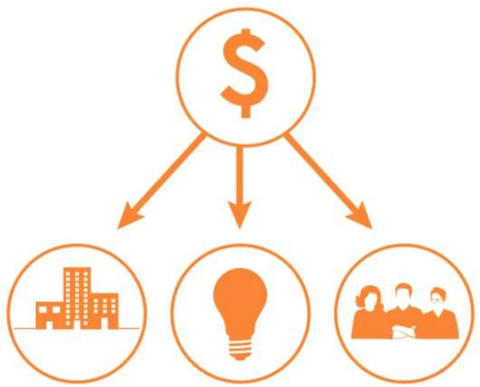
The General Fund is the general operating fund of the Town.

General Fund – used to account and report all the financial resources not accounted for and reported in other funds. It includes all transactions for general governmental services.

Revenues are derived primarily from:

- Taxes, grants, licenses and permit fees, intergovernmental revenues (highway user revenue, slots revenue).

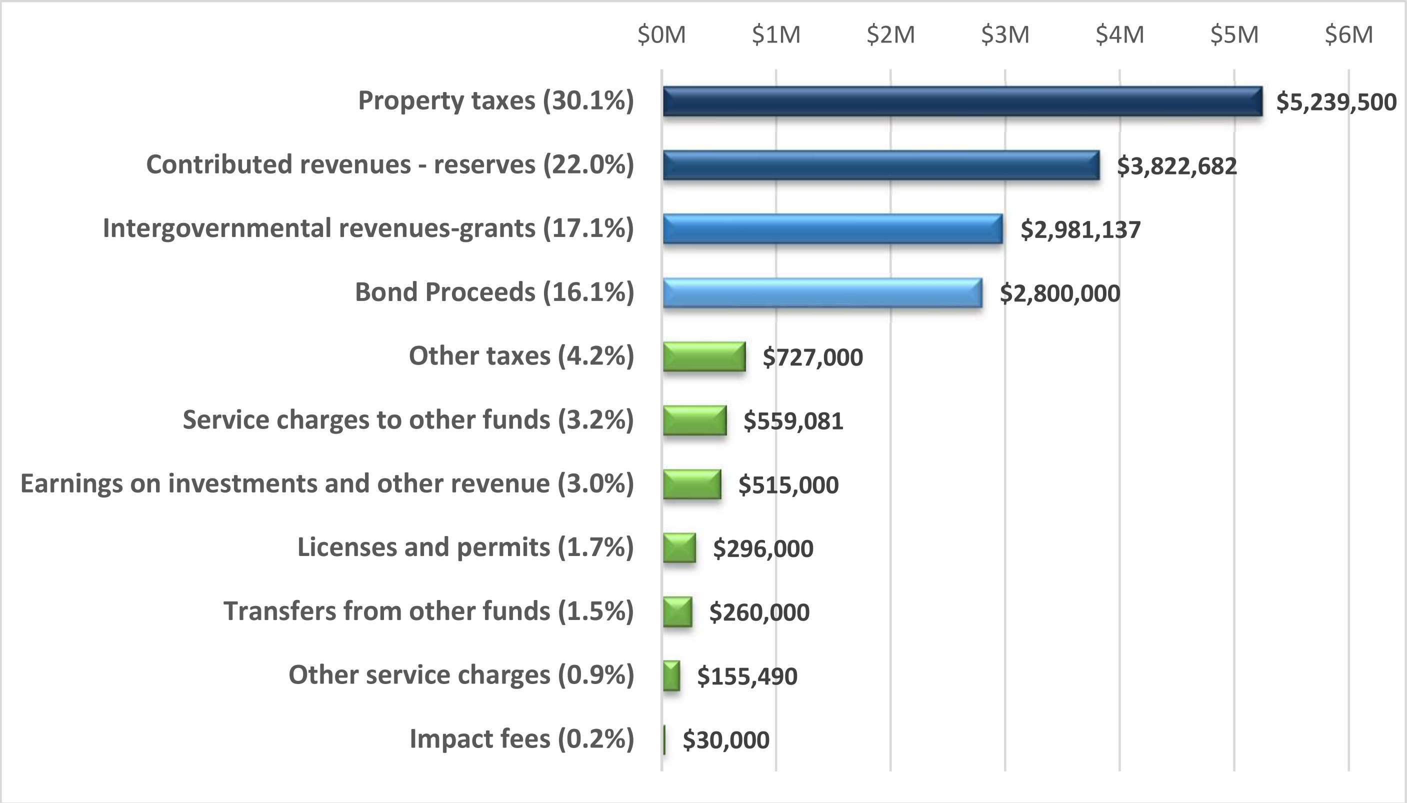
Resources generated by fund are spent for general government and in accordance with the annual appropriated budget approved by Mayor and Council.



FINANCIAL HIGHLIGHTS GENERAL FUND
FY 2026 ENDED JUNE 30, 2026

	FY 2026							FY 2025
		Budget		Actual	Diff $	Diff %		Actual
Revenues								
Property taxes	$	5,239,500	$	5,493,095	(253,595)	5%	$	5,237,620
Other taxes		727,000		1,111,515	(384,515)	53%		849,404
Licenses and permits		296,000		351,759	(55,759)	19%		373,339
Intergovernmental revenues		1,013,000		999,319	13,681	-1%		1,653,124
Contributed revenues - grants		1,968,137		550,000	1,418,137	-72%		560,000
Service charges to other funds		559,081		1,038,633	(479,552)	86%		1,001,381
Other service charges		155,490		338,769	(183,279)	118%		348,982
Impact fees		30,000		9,000	21,000	-70%		12,919
Earnings on investments		500,000		552,358	(52,358)	10%		717,849
Other Revenues Miscellaneous		15,000		60,057	(45,057)	300%		44,649
Bond Loan Proceeds		2,800,000		-	2,800,000	-100%		-
Transfers from other funds		260,000		-	260,000	-100%		-
Contributions from reserves		3,822,682		-	3,822,682	-100%		-
Total revenues	$	17,385,890	$	10,504,505	6,881,385	-40%	$	10,799,267
Expenditures								
General government		2,539,946		1,603,237	936,709	-37%		1,863,763
Public safety		3,512,376		3,088,422	423,954	-12%		3,177,386
Public works		1,566,935		1,298,534	268,401	-17%		1,197,382
Planning and community development		1,010,838		815,197	195,641	-19%		533,201
Recreation and parks		86,835		75,108	11,727	-14%		63,062
Debt service		389,000		267,655	121,345	-31%		562,167
Capital outlay		8,279,960		1,585,726	6,694,234	-81%		2,377,284
Total expenditures	$	17,385,890	$	8,733,878	8,652,012	-50%	$	9,774,245
Net change in fund balance as of 06/30	$		$	1,770,627			$	1,025,022

GENERAL FUND FY 26 BUDGETED REVENUES BY SOURCE



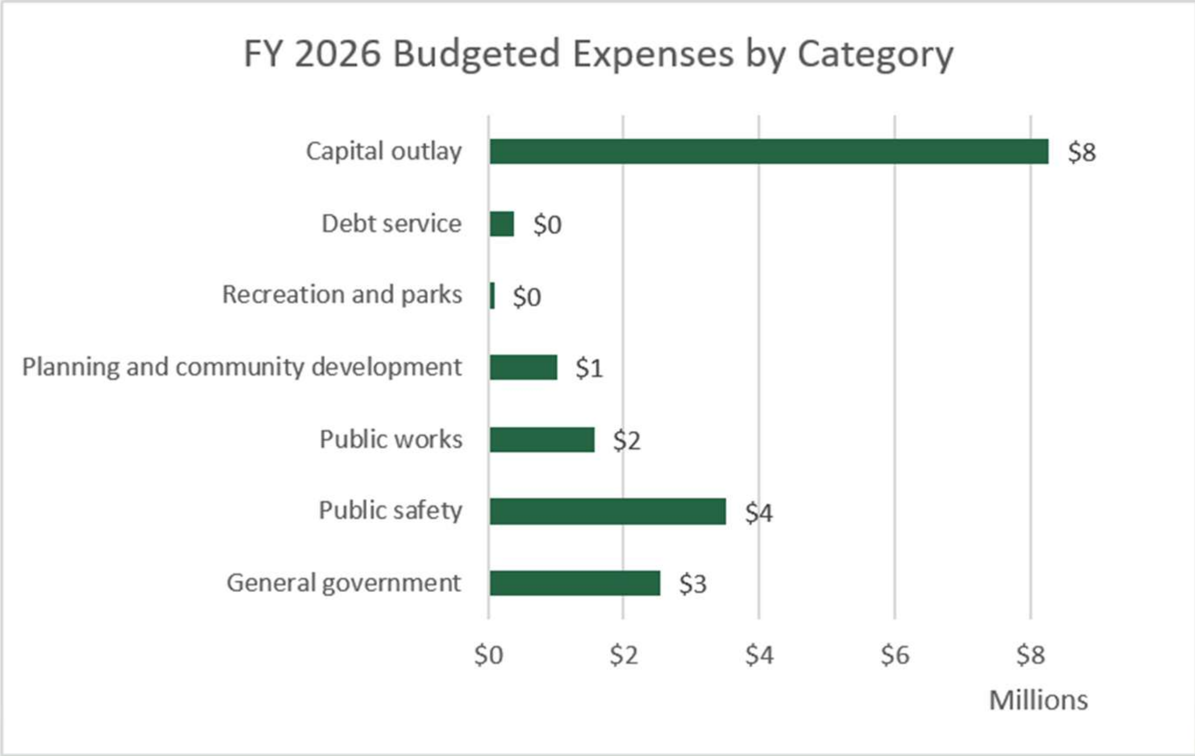
	2026 Budget	
Revenues	$	%
Property taxes	5,239,500	30.1%
Other taxes	727,000	4.2%
Licenses and permits	296,000	1.7%
Intergovernmental revenues-grants	2,981,137	17.1%
Contributed revenues - reserves	3,822,682	22.0%
Service charges to other funds	559,081	3.2%
Other service charges	155,490	0.9%
Impact fees	30,000	0.2%
Earnings on investments and other reve	515,000	3.0%
Transfers from other funds	260,000	1.5%
Bond Proceeds	2,800,000	16.1%
Total revenues	17,385,890	100.0%

FINANCIAL HIGHLIGHTS GENERAL FUND
FY 2026 ENDED JUNE 30, 2026

	FY 2026				FY 2025
	Budget	Actual	Diff $	Diff %	Actual
Expenditures					
General government	2,539,946	1,603,237	936,709	-37%	1,863,763
Public safety	3,512,376	3,088,422	423,954	-12%	3,177,386
Public works	1,566,935	1,298,534	268,401	-17%	1,197,382
Planning and community development	1,010,838	815,197	195,641	-19%	533,201
Recreation and parks	86,835	75,108	11,727	-14%	63,062
Debt service	389,000	267,655	121,345	-31%	562,167
Capital outlay	8,279,960	1,585,726	6,694,234	-81%	2,377,284
Total expenditures	$ 17,385,890	$ 8,733,878	8,652,012	-50%	$ 9,774,245
Net change in fund balance as of 06/30	$	$ 1,770,627			$ 1,025,022
		FY 2026			**FY 2025**
		Actual			**Actual**
Fund balances					
Nonspendable (due to/due from other funds)		$ 102,850			$ 102,850
Restricted (slots revenues)		1,331,565			1,037,676
Committed (impact fees, debt reduction, disaster recovery)		2,048,018			1,985,616
Assigned (insurance, police forfeiture, capital, stabilization and community center)		5,910,906			6,632,911
Unassigned		1,770,627			3,692,981
Total fund balances, end of year		$ 11,163,966			$ 13,452,034

GENERAL FUND FY 26 BUDGETED EXPENSES BY CATEGORY

	2026 Budget	
Expenditures	**$**	**%**
General government	$2,539,946	14.6%
Public safety	$3,512,376	20.2%
Public works	$1,566,935	9.0%
Planning and community development	$1,010,838	5.8%
Recreation and parks	$86,835	0.5%
Debt service	$389,000	2.2%
Capital outlay	$8,279,960	47.6%
Total expenditures	$17,385,890	100.0%



General Fund Balance

Nonspendable fund balance - amounts that cannot be spent because they are either not in a spendable form (such as inventories and prepaid amounts) or are legally or contractually required to be maintained intact.

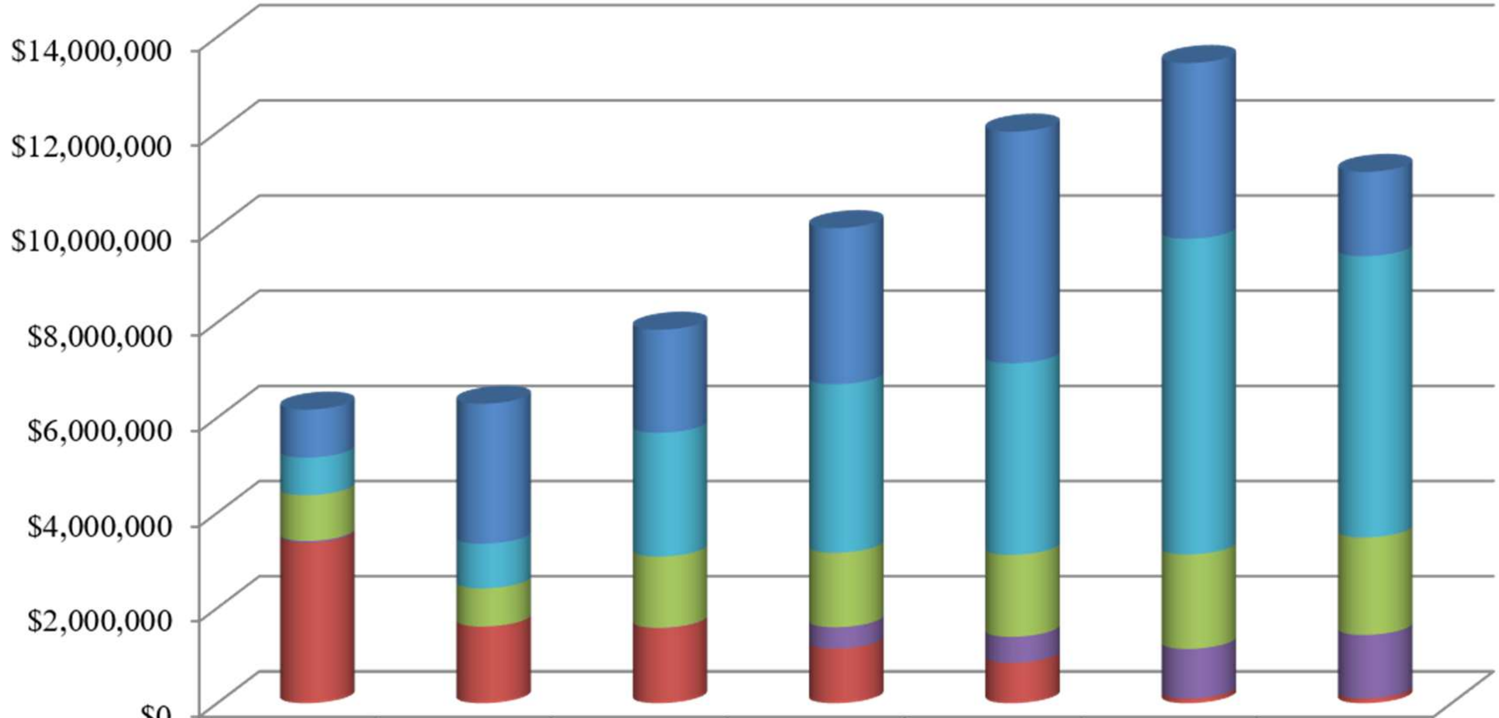
Restricted fund balance - amounts that can be spent only for specific purposes because of constraints imposed by external providers (such as grantors, bondholders, and higher levels of government), or imposed by constitutional provisions or enabling legislation.

Committed fund balance - amounts that can be spent only for specific purposes determined by a formal action of the Mayor and Council.

Assigned fund balance - amounts the Mayor and Council intend to use for specific purposes that do not meet the criteria to be classified as restricted or committed.

Unassigned fund balance - amounts that are available for any purpose; these amounts can be reported only in the Town's General Fund.

GENERAL FUND BALANCES FISCAL YEARS 2020-2026



	2020	2021	2022	2023	2024	2025	2026
Unassigned	1,008,044	2,941,969	2,166,752	3,279,029	4,867,955	3,692,981	1,770,627
Assigned (Health,Comm.Cntr,Stabilization, Police,Capital Reserve)	791,005	938,602	2,600,983	3,541,908	4,024,731	6,632,911	5,910,906
Committed (Impact fees,Debt Reduction, Disaster Recovery)	961,743	802,215	1,496,878	1,563,922	1,722,744	1,985,616	2,048,018
Restricted (Local Impact Grant-Ocean Downs)	32,886	1,277	4,587	447,340	547,753	1,037,675	1,331,565
Nonspendable (Due from other funds)	3,375,304	1,609,137	1,579,137	1,149,137	847,445	102,850	102,850

GENERAL FUND BALANCE OS OF JUNE 30, 2026

- **Nonspendable** $102,850

  Due from Storm Water Fund as of 06/30/2025

- **Restricted** $1,331,565*

  Slot revenues – limitations on how monies can be spent by higher levels of government. *Balance as of 06/30/2026 and subject to change

- **Committed** $2,048,018

  Impact fees, debt reduction, disaster recovery – limitations on how monies can be spent placed by M&C by ordinance.

- **Assigned** $5,910,906

  Health care, LEOPS, community center, police forfeiture, stabilization reserve, capital reserve – M&C assigned specific purposes for the funds. Capital reserve will be reduced by approved capital projects.

- **Unassigned** $1,770,627**

  Amount available for spending in the event of unexpected contingencies. **Unaudited balance as of 06/30/2026 and subject to change

Total fund balance FY 2026 as of June 30, 2026 $ 11,163,966

General Fund
Capital Projects and Assets as of June 30, 2026

Department	Project	Amount
Administration	Portable Radios	$19,814
Building and Grounds	Multi Purpose Building Demolition	$109,319
Building and Grounds	Community Center Feasibility Study	$8,287
Building and Grounds	Town Hall Renovation	$706,437
Building and Grounds	Bikeways	$80
Police Department	Vehicles and Equipment	$188,110
Police Department	Dell Desktops	$19,779
Public Works	Public Works Building Design	$55,384
Sanitation	Trash Cans, Lids	$18,620
Streets	Streets and Paths Paving	$19,591
Streets	CAT Skid Loader	$131,170
Streets	Ford F250	$65,176
Streets	Streets Signs	$2,352
Streets	Kubota RTV	$25,208
Streets	Light Tower Generator	$8,700
Planning	Ford Maverick 2025	$30,789
Planning	Comprehensive Study	$47,432
Planning	impact Fees Study	$33,593
Parks	SD Park Comfort Stations	$55,299
Parks	SD Playground Unit	$40,586
Total		**$1,585,726**

FINANCIAL HIGHLIGHTS ELECTRIC FUND
FY 2026 ENDED JUNE 30, 2026

	FY 2026				FY 2025
	Budget	Actual	Diff $	Diff %	Actual
Revenues					
Operating revenues					
Charges for services	$ 6,277,600	$ 6,257,549	20,051	0%	$ 6,259,323
Sales and Services	365,000	66,684	298,316	-82%	133,040
Interest on delinquent accounts	35,000	33,667	1,333	-4%	29,551
Miscellaneous	1,100	105	995	-90%	244
Total operating revenues	$ 6,678,700	$ 6,358,005	320,695	-5%	$ 6,422,158
Contributed revenues- grants	-	104,428	(104,428)	100%	-
Contribution from reserves	1,131,000	-	1,131,000	-100%	-
Bond Loan Proceeds	1,000,000	-	1,000,000	-100%	-
Total revenues	$ 8,809,700	$ 6,462,433	2,347,267	-27%	$ 6,422,158
Expenditures					
Purchased power	3,421,300	3,759,631	(338,331)	10%	3,250,836
Personnel expenses	1,360,340	1,241,103	119,237	-9%	1,254,421
Supplies and operating	304,434	311,878	(7,444)	2%	395,618
Professional services	300,000	209,794	90,206	-30%	160,366
Contracted services	155,395	98,819	56,576	-36%	80,202
Insurance	35,500	37,326	(1,826)	5%	28,769
Repairs and maintenance	37,500	56,712	(19,212)	51%	24,415
General overhead	498,231	498,231	-	0%	471,315
Debt service	501,000	471,132	29,868	-6%	529,073
Capital outlay	2,196,000	946,168	1,249,832	-57%	454,058
Total expenditures	$ 8,809,700	$ 7,630,795	1,178,905	-13%	$ 6,649,073
Operating income (loss) as of 06/30	$ -	$ (1,168,362)			$ (226,915)

Electric Fund
Capital Projects and Assets
as of June 30, 2026

Department	Project	Amount
Power Plant	Oxidation Filter	$14,762
Power Plant	Power Plant Engine #5 Hotstart	$26,372
Power Plant	Poer Plant Cooling Tower Upgrade	$5,961
Power Distribution	Schoolfield Street Back Up Generator	$30,850
Power Distribution	Chevy Silverado 1500	$46,799
Power Distribution	300KVA Transformer	$19,198
Power Distribution	ALTEC Bucket Truck Parts	$24,980
Power Distribution	NEXGRID AMI Metering	$674,085
Power Distribution	Savage Substation Transformer	$103,162
Total		**$946,169**

ELECTRIC FUND CAPITAL PROJECT COMPLETED FY 2026

AMI SMART METERS PROJECT

FINANCIAL HIGHLIGHTS WATER FUND
FY 2026 ENDED JUNE 30, 2026

	FY 2026					FY 2025
	Budget		Actual	Diff $	Diff %	Actual
Revenues						
Operating revenues						
Water service	$ 800,000	$	735,682	64,318	-8%	$ 820,906
Service charges	155,000		141,618	13,382	-9%	135,045
Special connection fees	221,250		6,225	215,025	-97%	26,574
Sales and Services	20,000		13,784	6,216	-31%	15,503
Interest on delinquent accounts	31,550		35,192	(3,642)	12%	37,399
Miscellaneous	68,100		107,929	(39,829)	58%	101,183
Total operating revenues	$ 1,295,900	$	1,040,430	255,470	-20%	$ 1,136,610
Grant Loan Proceeds	2,166,080		-	2,166,080	-100%	297,456
Contribution from reserves	2,246,000		-	2,246,000	-100%	-
Total revenues	$ 5,707,980	$	1,040,430	4,667,550	-82%	$ 297,456
Expenditures						
Personnel expenses	452,957		400,102	52,855	-12%	424,353
Supplies and operating	203,977		188,697	15,281	-7%	204,563
Contracted services	62,958		19,218	43,740	-69%	18,498
Insurance	18,600		19,923	(1,323)	7%	14,584
Repairs and maintenance	467,850		129,795	338,055	-72%	117,465
General overhead	89,558		89,558	0	0%	64,978
Debt service	50,000		-	50,000	-100%	-
Capital outlay	4,362,080		1,387,030	2,975,050	-68%	530,548
Total expenditures	$ 5,707,980	$	2,234,322	3,473,658	-61%	$ 1,374,989
Operating income (loss) as of 06/30	$ -	$	(1,193,892)			$ 59,078

FINANCIAL HIGHLIGHTS SEWER FUND
FY 2026 ENDED JUNE 30, 2026

	FY 2026				FY 2025
	Budget	Actual	Diff $	Diff %	Actual
Revenues					
Operating revenues					
Sewer service	$ 2,300,000	$ 2,217,881	82,119	-4%	$ 2,411,469
Service charges	470,000	430,228	39,772	-8%	465,843
Special connection fees	613,050	16,261	596,789	-97%	73,520
Hauler fees	400,000	427,918	(27,918)	7%	716,346
Interest on delinquent accounts	50,600	58,344	(7,744)	15%	64,690
Miscellaneous	3,150	1,833	1,317	-42%	5,168
Total operating revenues	$ 3,836,800	$ 3,152,466	684,334	-18%	$ 3,737,036
Grant Loan Proceeds	1,000,000	-	1,000,000	-100%	-
Contribution from reserves	2,424,000	-	2,424,000	-100%	-
Total revenues	$ 7,260,800	$ 3,152,466	4,108,334	-57%	$ 3,737,036
Expenditures					
Personnel expenses	1,147,942	846,316	301,626	-26%	1,026,972
Supplies and operating	574,771	557,445	17,326	-3%	492,004
Contracted services	36,837	16,579	20,258	-55%	32,134
Insurance	36,850	31,826	5,024	-14%	27,344
Repairs and maintenance	112,500	231,806	(119,306)	106%	102,668
General overhead	444,850	444,850	0	0%	425,347
Debt service	468,500	353,358	115,142	-25%	467,310
Capital outlay	3,215,500	767,506	2,447,994	-76%	1,271,605
Total expenditures	$ 6,037,750	$ 3,249,686	2,788,064	-46%	$ 3,845,384
Contribution to capital reserve	993,050	-			-
Transfers to general fund	230,000	-			-
Operating income (loss) as of 06/30	$ -	$ (97,220)			$ (108,348)

WATER & SEWER FUNDS CAPITAL PROJECTS, ASSETS AS OF JUNE 30, 2026

Water Fund

Water Administration Department:		
	Water Capacity Plan	$ 24,271
	Ford 250 Truck	$ 67,405
Water Treatment:		
	Powelton Ave Well #1 House	$ 454,639
	Water Supply Water Well	$ 24,202
Water Distribution:		
	Franklin Ave Water Tower Well#2	$ 243,062
	Smart Meters Project	$ 187,747
	Lead Inventory, Replacement	$ 36,510
	Vac Truck	$ 314,057
	Hydrant Replacement	$ 35,136

Sewer Fund

Collection System:		
	Vac Truck	$ 311,976
	West Street Pump Station	$ 139,048
	CAT Excavator	$ 147,346
	High Tide Lift Station Generator	$ 53,830
Treatment Plant:		
	Agua Aerobics Filters	$ 12,305
	Valves	$ 14,057
	Treatment Plant Actuators	$ 52,703
Spray Site:		
	Zero Turn Mower 24HP	$ 16,898
	Zero Turn Mower Diesel	$ 19,343

WATER RESOURCES CAPITAL PROJECT COMPLETED
FY 2026 ENDED JUNE 30, 2026

SMART METERS PROJECT

FINANCIAL HIGHLIGHTS STORM WATER FUND
FY 2026 ENDED JUNE 30, 2026

	FY 2026						FY 2025	
		Budget		Actual	Diff $	Diff %		Actual
Revenues								
Operating revenues								
Service charges	$	314,500	$	298,004	16,496	-5%	$	313,848
Interest on delinquent accounts		1,200		1,694	(494)	41%		1,662
Miscellaneous		50		50	-	0%		50
Total operating revenues	$	315,750	$	299,748	16,002	-5%	$	315,560
Grant Loan Proceeds		731,100		-	731,100	-100%		-
Total revenues	$	1,046,850	$	299,748	747,102	-71%	$	315,560
Expenditures								
Personnel expenses		147,155		133,999	13,156	-9%		132,885
Supplies and operating		16,371		11,706	4,665	-28%		12,756
Professional services		15,000		15,969	(969)	6%		18,432
Contracted services		880		8,024	(7,144)	812%		12,132
Insurance		2,300		2,570	(270)	12%		1,951
General overhead		5,994		5,994	0	0%		39,741
Capital outlay		829,150		42,765	786,385	-95%		40,902
Total expenditures	$	1,016,850	$	221,027	795,823	-78%	$	258,799
Transfers to general fund		30,000		-				-
Operating income (loss) as of 06/30	$	-	$	78,721			$	56,761

Storm Water Fund Capital Projects and Assets as of June 30, 2026

Hudson Branch Street Stream Restoration		$ 22,500
Westminister and Abbey Strom Drains		$ 7,765
Flood Mitigation Water Capacity Plan		$ 12,500

In Conclusion …

MOTION OF THE MAYOR AND COUNCIL 2026-41

A motion of the Mayor and Council of the Town of Berlin APPROVING THE FURNITURE FOR THE TOWN HALL RENOVATION PROJECT.

This payment will be expensed as a part of the General Fund Building and Grounds Capital Project, line item 01-5130-5255.

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

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

____
Dean Burrell, Sr. Vice President of the Council

Approved this ____day of ______________, 2026, by the Mayor of the Town of Berlin.

____
Zack Tyndall, Mayor, President of the Council

Attest: _____________________________
Mary Bohlen, Town Administrator

Motion 2026-41
Town Hall Furniture Proposal
will be posted when available.

MOTION OF THE MAYOR AND COUNCIL 2026-44

A Motion of the Mayor and Council of the Town of Berlin to approve the attached THREE-YEAR SALT UTILIZATION AGREEMENT with Maryland Department of Transportation (MDOT) in an amount not to exceed $45,000 for a three-year term beginning September 1, 2026, through August 31, 2029.

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

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

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

Approved this ____day of _____________, 2026, by the Mayor of the Town of Berlin.

____
Zack Tyndall, Mayor, President of the Council

Attest: ____________________________
Mary Bohlen, Town Administrator

THREE (3) YEAR SALT UTILIZATION AGREEMENT

by and between

State Highway Administration

and

Town of Berlin, Maryland

This THREE(3) YEAR SALT UTILIZATION AGREEMENT **("Agreement"**) is made as of the 1st day of September 2026, executed in duplicate, by and between the State Highway Administration, a modal agency of the Maryland Department of Transportation (**"SHA"**) acting for, and on the behalf of the State of Maryland and Town of Berlin, located in Worcester County, a political subdivision of the State of Maryland and a body politic and corporate ("**TOWN**"), sometimes collectively referred to as "the **Parties**".

WHEREAS, during certain winter snow emergency operations **("Snow Event")** the TOWN may have a need to obtain additional salt ("**Salt")** to effectively complete their winter snow operations; and

WHEREAS, the TOWN has requested, and SHA has agreed, to allow the TOWN to obtain Salt from SHA stockpiles during a Snow Event in accordance with the terms and conditions contained herein; and

WHEREAS the TOWN shall reimburse SHA for the cost of Salt plus other related expenses; and

WHEREAS SHA and the TOWN agree that this Agreement will benefit both Parties of this Agreement and will promote the safety, health and general welfare of the citizens of the State.

NOW, THEREFORE, in consideration of the premises and of the mutual promises between SHA and the TOWN, as set forth herein, the adequacy of which is hereby acknowledged, the Parties hereby agree to the following:

I. TERM & BUDGET

The term of this Agreement is three (3) years, beginning the first (1st) day of September 2026 and ending on the thirty first (31st) day of August 2029, both dates inclusive, unless sooner terminated as set forth herein (the "**Term**"). For budgeting and planning purposes only, during the Term of this Agreement the total cost for Salt shall not exceed Forty-Five Thousand Dollars ($45,000.00) The TOWN shall be responsible for actual costs incurred at the time of delivery.

II. SALT COSTS

A. The cost of Salt, at the execution of this Agreement is One Hundred Six Dollars and Six Cents ($106.06) per ton, which includes the price of the Salt, a delivery charge and an overhead charge.

B. The Salt price listed herein is subject to change.

C. The "**Delivery Charge**" includes the cost of fuel and mileage to transport the Salt to a SHA Salt dome. The "**Overhead Charge**" is determined by the federally approved Overhead Rate that may be adjusted on October 1st of each year. The current Overhead Rate is eight and twenty-two hundredths percent (8.22%).

D. The cost of the Salt may be adjusted weekly to account for Delivery Charge variances.

III. CHARGE NUMBER

SHA has established a charge number for the TOWN which will be used to document Salt withdrawals from SHA's inventory system. The current charge number for the TOWN is **BY297M84.**

IV. PROCEDURES

A. Salt Loading

1. SHA Shop Locations: For purposes of this Agreement, the SHA shops to be used for Salt for the TOWN, as determined by SHA, are:

   -Berlin Satellite Shop

2. Prior to a Snow Event: The TOWN will contact Tony Turner, SHA's Resident Maintenance Engineer (RME), or designee, of the Snow Hill Shop at 410-632-0511 to arrange for the TOWN's trucks to be loaded with the Salt at the designated location the day before a local forecasted snow if time permits; otherwise SHA and the TOWN will determine which SHA salt storage site is appropriate to use to load the Salt onto the trucks and SHA will provide an operator to facilitate the loading of the Salt.

3. During the Snow Event: The TOWN will contact the appropriate SHA Shop nearest to that truck and request to be loaded at an approximate preferred time of arrival. SHA will then arrange for an operator to meet the TOWN truck at that location as close to the preferred time as possible without negatively affecting SHA operations. In addition, if a TOWN truck is in the vicinity of a specific dome during a Snow Event and a SHA operator is present, the TOWN truck may then be topped off, if desired. In situations where the SHA Snow Event operations are already active when the TOWN operations begin, the TOWN can notify SHA as far in advance as possible and SHA will make every effort to provide an

operator at all the locations requested to begin loading TOWN trucks with Salt.

4. Post Snow Event: The TOWN can contact the appropriate SHA shop to request re-loading after a Snow Event, and SHA will schedule the re-loading at the Parties' convenience.

5. The TOWN shall not return any unused Salt to any SHA shop.

B. Load Records

1. The TOWN shall ensure all vehicles picking up Salt on their behalf are identified by a sticker or placard indicating the TOWN's name.

2. Only a SHA authorized loader operator shall load the TOWN trucks.

3. SHA shall create a written loading record that must be signed by the TOWN driver. A copy shall be given to the TOWN driver to account for every load of Salt that the TOWN receives from SHA. Each load record shall contain the following information:

a. truck number or license tag number,
b. the number of scoops/ buckets loaded,
c. the number of tons loaded based on the scoops / bucket size value multiplied by the number of scoops /buckets.

V. PAYMENT

A. SHA shall provide a detailed invoice to the TOWN by May 31st of each year for all actual costs incurred to provide Salt to the TOWN. The invoice shall be accompanied by normal documentation from SHA to evidence actual costs incurred.

B. Upon request by the TOWN, SHA may provide information to include the number of buckets and estimated tonnage provided to the TOWN for each date of delivery.

C. The estimated cost of the Salt is based on the average amount of Salt used during the previous three (3) years at the prevailing rate at the time of execution of this Agreement and will be subject to future adjustments during the Term according to costs for Salt, delivery and overhead in effect at that time.

D. Reimbursement to SHA for the Salt during the Term, including SHA overhead, is estimated to be Forty-Five Thousand Dollars ($45,000.00) and is based on quantities from the previous term, however, actual costs and tonnage may vary and the TOWN shall reimburse SHA for all actual tonnage (which includes the delivery charge) and overhead costs.

E. In the event of extremely heavy Salt usage, SHA reserves the right to submit progress billings to the TOWN in lieu of an annual invoice.

F. Invoices for Salt are due within thirty (30) days of receipt.

G. In the event SHA does not receive payment of an invoice within thirty (30) days of the TOWN's receipt, SHA will notify the TOWN of the overdue payment and provide the TOWN the opportunity to pay such overdue amounts. If payment of the overdue amount is not received within thirty (30) days following notification, SHA will then notify the TOWN in writing, and the Parties hereby agree that SHA may make a deduction from the TOWN's share of Highway User Revenue equal to the overdue invoice amount(s) or SHA may refer the overdue amount to the Central Collection Unit, at 300 West Preston Street, Room 500, Baltimore MD 21201-2365 for collection of any overdue amount.

VI. GENERAL

A. SHA does not supply brine, a pretreatment salt-based mixture.

B. Title VI Assurances. All Parties to this Agreement shall comply with the requirements of **APPENDIX A** (2 pages) and **APPENDIX E** (1 page) of SHA's Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A which generally set forth non-discrimination regulations and other civil rights related regulations. **APPENDIX A** and **APPENDIX E** are attached hereto and incorporated herein as substantive parts of this Agreement. The term "Acts" in Appendix A refers to 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3. The term "Recipient" in Appendix refers to MDOT SHA.

C. SHA and the TOWN agree to cooperate with each other to accomplish the terms and conditions of this Agreement.

D. The provisions contained in this Agreement shall be binding upon the Parties until the earlier to occur of; (i) three (3) years from the date first written above, (ii) thirty (30) days after written notice has been given by either party to the other that they elect to no longer be bound by the terms and conditions of this Agreement, or (iii) August 31, 2029. However, termination of this Agreement, and any Amendments thereto, is contingent on all outstanding invoices being paid by the TOWN.

E. The TOWN shall indemnify, hold harmless and defend, at SHA's option, the State of Maryland, SHA and the Maryland Department of Transportation, from and against any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses, incurred in connection with the loss of life, personal injury and/or property damage arising from or in connection with the activities performed pursuant to this Agreement by the TOWN or its contractors, agents or assigns.

F. <u>SHA reserves the right to limit or deny Salt to the TOWN to avoid jeopardizing SHA's snow remediation operations.</u>

G. This Agreement shall inure to and be binding upon the Parties, their agents, successors and assigns.

H. This Agreement and the rights and liabilities of the Parties hereto shall be determined in accordance with Maryland law and in Maryland courts.

I. The recitals (WHEREAS clauses) at the beginning of this Agreement are incorporated as substantive provisions of this Agreement.

J. All notices and/or invoices, if to the TOWN, shall be addressed to:

Mary Bohlen
Town Administrator
Berlin, MD 21811
Phone: 410-641-4314
Fax: 410-641-2316
E-mail: mbohlen@berlinmd.gov

And if to SHA:

Tony Turner
Resident Maintenance Engineer, D-1
State Highway Administration
5603 Market Street 1, MD 21863
Phone: 410-632-0511
E-mail: tturner2@mdot.maryland.gov

With copies to:

Mark Crampton
District Engineer, D-1
State Highway Administration
660 West Road D1 Office
Salisbury, MD 21801
Phone: 410-677-4006
Email: mctampton1@mdot.maryland.gov

And,

SHA Agreements Team
Office of Procurement and Contract Management
State Highway Administration
707 N. Calvert Street
Mailstop C-405
Baltimore, MD 21202
Phone: (410) 545-5547
E-mail: shaagreementsteam@mdot.maryland.gov

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective duly authorized officers on the day, month and year first above written.

MARYLAND DEPARTMENT OF TRANSPORTATION

STATE HIGHWAY ADMINISTRATION

____________________________ By: __________________________________ (SEAL)
WITNESS

Andre Futrell
Deputy Administrator for
District Operations

____
Date

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

____
Assistant Attorney General

RECOMMENDED FOR APPROVAL:

____
Tony Turner
Resident Maintenance Engineer, D-1

____
Joyce Feddiman
Director
Office of Finance

CAROLINE TOWN, MARYLAND
a body corporate and politic

BY:__________________________________(Seal)

TOWN Executive

____
WITNESS

____
Date

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

____
TOWN Attorney

APPENDIX A OF THE TITLE VI ASSURANCES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract

sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

a. withholding payments to the Contractor under the contract until the Contractor complies; and/or

b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such. provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction; the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq*., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.),* (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.),* as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.),* (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. § 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP 'persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 741 00);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq*).

MOTION OF THE MAYOR AND COUNCIL 2026-45

A Motion of the Mayor and Council of the Town of Berlin to approve the attached DAVIS, BOWEN, AND FRIEDEL (DBF) HERON PARK ACCESS ROAD DESIGN AND PERMITTING PROPOSAL IN THE AMOUNT OF $35,000.

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

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

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

Approved this _____day of ______________, 2026, by the Mayor of the Town of Berlin.

____
Zack Tyndall, Mayor, President of the Council

Attest: ______________________________
Mary Bohlen, Town Administrator

June 18, 2026

Town of Berlin
10 William Street
Berlin, MD 21811

Attn: Ms. Mary Bohlen
Town Administrator

Re: Proposal – Heron Park Access Road – Design and Permitting Services
Town of Berlin, Maryland
DBF # P0364A25.056

Dear Ms. Bohlen:

Davis, Bowen & Friedel, Inc., (DBF) is pleased to offer the following proposal for professional engineering services associated with the Heron Park Access Road project. It is our understanding that the Town desires assistance with survey, design, permitting, phase services for the proposed new access road, water main extension, gravity sanitary sewer collection system, sanitary pumpstation associated work. Services provided would include the following:

SCOPE OF SERVICES

We will utilize topographic survey data previously collected on site as part of previous projects, acquire additional survey as necessary, and the topographic data as provided by the current site designers for the development of parcel 57. We will assist the Town with the preparation of construction documents, and the application for and acquisition of necessary permits and approvals.

The breakdown of services and fees are as follows.

Topographic Survey
Sufficient topographic survey has been collected from previous projects on the site to allow the design of the proposed roadway. However, additional topographic survey is needed to allow the design of the requested ADA compliant pedestrian access to the existing park and walking path located on Parcel 52. We will perform the necessary topographic survey for the proposed ADA compliant pedestrian access.

Lump Sum Fee: $5,000.00

Preparation of Construction Documents and Permitting
DBF will develop a ready for construction set of plans and specifications. It is understood that this project is in conjunction with several other projects being developed on the site. Our understanding is that Mr. Palmer Gillis is developing a project located on Parcel 57, and that the Town is developing a new public works facility and public skate park near the northeast side of the site. As part of this proposal, we will coordinate with the Design Engineer for the Town Public Works project, Becker Moran Group (BMG), as needed for the design of both Town projects.

We will submit permit applications to the following agencies to obtain the permits necessary to proceed to bidding and construction, the Maryland Department of the Environment, the Maryland State Highway Administration, the Worcester County Soil Conservation District, and plans and specifications will be submitted to the Town of Berlin for review and approval by the Public Works Department, Water Treatment Department, and Planning & Zoning Department. Stormwater Management is anticipated for this project, however based on our discussions with the Town it is our understanding that the stormwater management for the roadway, public works building, and skate park will be handled as part of the Town's Public Works project. The design of the roadway will include conveyance of the runoff generated by the proposed road right of way to a facility as designed by BMG on the Town Public Works project. We will coordinate with BMG as required to accomplish this task.

It is understood that the scope of work and associated fees described herein shall exclude any permit application fees, agency review fees, recordation fees, and any other fees assessed by any government or regulatory agency for the purpose of reviewing and/or permitting the plan.

Excluded from this proposal is the development and design of stormwater management plans, and the submission of plans to the Town's Stormwater Management On-Call Engineer. It is our understanding that BMG and the Private Design Engineer will be handling the SWM permitting for all projects and infrastructure on site.

Lump Sum Fee: $30,000.00

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

SUMMARY FEE SCHEDULE:

Topographic Survey	Lump Sum Fee $ 5,000.00
Preparation of Construction Documents & Permitting	Lump Sum Fee $ 30,000.00
Total	**$35,000.00**

We anticipate completing the design and submitting to the Town for review within 150 days after authorization to proceed. We appreciate the opportunity of providing this proposal and look forward to working with the Town to successfully complete this project. If this proposal is acceptable to you, please sign in the space provided and return one copy for our files. This proposal is valid for 60 days.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.

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

L:\Proposals\P0050A - BERLIN\2025\P0050A25.056 - Heron Park Access Road\Proposal - Heron Park Access Road.docx

Accepted By: ______________________________ Date: ______________
Town of Berlin

July 27, 2026
Weekly Report

Departments This Week:

Town Administrator

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

- Monday, July 27: Regular Session 6:00 PM, Closed to immediately follow
- Tuesday, August 4: National Night Out, Henry Park
- Monday, August 10, 5:15 PM: Town Hall Walkthrough
- Monday, August 10: Closed TBD; Regular Session 6:00 PM
- Monday, August 24: Closed TBD; Regular Session 6:00 PM
- Monday, August 31, 5:00 PM: Planning Commission Work Session regarding the Comprehensive Plan. This is a work session of the Planning Commission to review the first draft but is open to the public. Please advise Kate if you plan to attend as an audience member so that we can issue a notice of quorum.
    - A draft Sidewalk Ordinance amending the existing Code language, as well as a proposed cost-sharing program, will be on the agenda for Monday, July 27th; Ordinance is for 1st reading with the Public Hearing to be scheduled for the August 10th meeting, and the cost-share program is for discussion with the intent to present for approval at the August 10th meeting.
    - Ryan has been working with the Fire Marshall's office on drafting an Ordinance regarding Fire Pits. Once any comments and/or other recommendations are incorporated into the working draft, and Dave Gaskill has had the opportunity to review, the intent is to present for 1st reading on August 10th and Public Hearing on August 27th.

Economic and Community Development

- Writing Community Legacy Grant for Town Hall improvements
- Completed DHCD Façade Improvement Grant application
- Community partner meeting about OC Rock n Ride with stops in Berlin – no staff or police needed
- Filmed Beach and Beyond Show
- Met with business/property owners about potential grant opportunities
- Working to help with the sale of The Globe
- Working to promote the Hallmark Merriest Christmas Movie Town Contest. Apply Here: https://merriestchristmastownscontest.hallmarkchannel.com/
- Held our quarterly merchant meeting
- Asked to speak at the Maryland Economic Development Association/DHCD Econ 101 Class
- Asked to offer 2 sessions at the Maryland Main Street Conference in Hagerstown, October 2026
- The Berlin Farmers Market has won a BEST OF COASTAL STYLE AWARD!

Electric

- Trimmed tree branches away from electric wires 210, 220, and 230 circuits.
- Installed new meters
- AMI meter training
- Transformer change out
- Sprayed numerous right- of- way locations and substations
- Locate underground wires foe Miss Utility
- Generator maintenance
- Generate for peak shaving

Finance Director

- FY 2026 year-end performance. Preparation of financial highlights.
- FY 2027 capital projects, water resources, and lead replacement projects.
- FY 2027 funding allocations for capital projects.
- Tyler credit card processing discussions, fees reallocation.
- Grants, water loans, public works bond, MWIFA loans.
- Bank accounts review, positive pay submissions.
- CDA Bond paperwork, requisitions for bond reimbursements.
- Delinquent accounts review.
- Public Service Commissioner's reports and submissions, PCA calculations – Michelle.
- DBF invoices review and processing.
- EA invoices review and processing.
- Credit card payments and processing – Shirley.
- Bank reconciliations – Melissa.
- Journal entries and invoices – Linda.
- Electric rate study paperwork and necessary reports for evaluation, working with Booth and Assoc-in process.
- Water and electric meter readings - Michelle.
- Check processing and credit card payments, review registers, checks, and the Town's card payments – Shirley.
- Department meetings scheduled, projects, and planning.
- Employees' training, cross-training.
- GFOA standing committee virtual meetings.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting, September- October.

Human Resources Department

- Completed all FY2027 changes, medical enrollments, pay changes, state retirement changes, address updates, beneficiary updates, ancillary changes, and leave balance updates for all staff members.
- Processed payroll and all related reports on 07/13/26.
- Made an offer to an internal candidate for the Administrative Services Coordinator position with the Police Department, Annamarie Evanusa, currently the night shift PCO. She has accepted the position and will begin employment in her new role on 07/27/26. Then followed up with all other applicants.
- Conducted an exit interview for Laura Brown in Administration. Her last day was 07/17/26. She is relocating to be closer to family. Her position has been posted online as of 07/17/26.
- Scheduled to onboard a new police officer, Senior Officer Kara Staley, on 07/27/26.

- Conducted an interview for a seasonal position with Public Works on 07/21/26.
- Still working with LGIT to process/determine any storm-related claims coverage for the storms in February. LGIT removed the exclusion for the playground equipment and provided ACV (minus the deductible) for our playground equipment that was damaged in the February storm.
- Processed the PCORI payment for 2026.
- Passed my SHRM-CP exam on 07/10/26.
- Working on two claims with LGIT for electric - one due to a non-member hitting a pole and one for a lightning strike on a pole, which damaged the transformer.
- Open positions:
    - Administrative Assistant II - Administration
    - Police Communications Officer (part-time & full-time) - Police
    - Police Officers - Police

Planning Department

- Planning Commission meeting—7/8/26
- Preparing for BZA meeting—8/5/26
- Plan review meeting with consultant
- Preliminary walking path meeting
- Rewriting the Open Burning ordinance
- Provided feedback for revision of the sidewalk maintenance ordinance
- Working on Impact Fee questions for Beacon
- Technical Review meeting
- Revising Town applications
- Attended CPM graduation in Baltimore
- Walnut Hill easement research
- Ongoing review of development projects
- Received applications for: Building permits- 8, Grading/Excavation permits- 1, Sign permits- 1, Fence permits- 3, Contractors License- 2, LTR- 1, PIA- 1
- Released applications for: Building permits- 8, Demo- 1, Fence- 2
- Issued door tags/verbal warnings/corrective action letters for: Grass- 7, Mildew- 3, Furniture- 1, Failure to renew business license- 4, Failure to renew rental license- 1, Vehicle- 4, Citations- 2, Investigation of complaints- 2
- Digitizing West View Water and Sewer
- Retirement planning seminar
- Verified locations for West View hydrants
- Collected data for sewer on William St. & Tripoli St
- Virtually attended ESRI User Conference

Police Department

- 7/9 & 7/16: Sgt. Collins K9 Training
- 7/11: SO Collins Assisted with a walk from Henry Park
- 7/16: Capt. Fisher CJIS Audit
- 7/16: Chief Drewer, State's Attorney's Office Chief Qtr. Mtg
- 7/16: Chief Drewer, Capt. Fisher Police Accountability Board Qtr. Mtg

Public Works

- Our newest Sanitation employee, Mike Thompson, has been training with PW employees to get his CDL License for the past several weeks. This Monday, 7/20, he took his driving test and is now a CDL driver. We are proud of Mike's accomplishment and look forward to him working with us for years to come.

- We continue to prepare upcoming events and projects in our parks. PW is prepping the area for the Girl Scouts Sensory Garden that will be installed the first week of August at SDP. We are also working on making sure Henry Park is in tip-top shape for National Night Out on 8/4.
- Trash and recycling continue as normal.
- Weekly street sweeping around town is taking place.
- Daily maintenance in parks and town-owned areas is taking place as well.

Water Resources

- Installed a smart water meter at Stephen Decatur Park for the new Comfort Stations
- Pulled pumps at multiple lift stations
- Gutters were replaced/installed on building from snowstorm damage
- Effluent PLC Programing repair
- Staff assisted during Peak Shave days
- Enrolled staff in annual conferences for yearly training- JL, DB, MM, KE
- Staff cut grass throughout Town and at the WWTP
- Pressed Sludge

Check Run Report

6.25.26
6.30.26
7.10.26
7.13.26
7.16.26

Payment Register

Town of Berlin, MD

APPKT03734 - 20260625SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0003109	JAMES BRADFORD FARM TRUST					2,022.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/25/2026	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BOUNDS PAYMENT JUN FY 2	JAMES BOUNDS BOND SPRAY SITE	06/25/2026	06/25/2026	0.00	2,022.50	

Vendor Number	Vendor Name					Total Vendor Amount
0003110	JESSE JONES FARM TRUST					2,022.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/25/2026	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BOUNDS PAYMENT JUN FY 2	JAMES BOUNDS BOND SPRAY SITE	06/25/2026	06/25/2026	0.00	2,022.50	

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		2	2	0.00	4,045.00
		Packet Totals:	**2**	**2**	**0.00**	**4,045.00**

Payment Register

Town of Berlin, MD

APPKT03742 - 20260630SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000054	ACE PRINTING AND MAILING					855.31
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					06/30/2026	855.31
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
INV A 56483, INV A56384	PRINTING	06/26/2026	06/26/2026	0.00	855.31	

Vendor Number	Vendor Name					Total Vendor Amount
0000060	ACTION ISLAND GRAPHICS					62.79
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					06/30/2026	62.79
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
11820	SHIRTS CHARLES MCWILLIAMS	06/29/2026	06/29/2026	0.00	62.79	

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					501.37
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					06/30/2026	501.37
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
135855	PAPER TOWELS AND CLEANING SUPPLIES	06/30/2026	06/30/2026	0.00	501.37	

Vendor Number	Vendor Name					Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC					945.80
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					06/30/2026	945.80
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
6782531-00	EXTENSION LINKS J6658 STD BOX OF 10	06/29/2026	06/29/2026	0.00	704.00	
6787196-00	SAFETY WORK GLOVES	06/29/2026	06/29/2026	0.00	241.80	

Vendor Number	Vendor Name					Total Vendor Amount
0000224	ASHTON WELDING					1,571.74
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					06/30/2026	1,571.74
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
3634	EXCAVATOR BUCKET - MOUNTING BRACKETS	06/30/2026	06/30/2026	0.00	1,571.74	

Vendor Number	Vendor Name					Total Vendor Amount
0002612	AT&T MOBILITY					5,485.78
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					06/30/2026	5,485.78
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
FY 26 MAY	AT&T MOBILITY TOWN ISSUED DEVICES MAY 2026	06/26/2026	06/26/2026	0.00	5,485.78	

Vendor Number	Vendor Name					Total Vendor Amount
0000298	BEACON ELECTRIC INC					1,075.43
Payment Type	**Payment Number**				**Payment Date**	**Payment Amount**
Check					06/30/2026	1,075.43
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**	
13816	REPAIRS MADE AT SWITCH CABINET COOLING TOWERS	06/29/2026	06/29/2026	0.00	1,075.43	

Vendor Number	Vendor Name				Total Vendor Amount
0003747	BECKER MORGAN GROUP INC				3,539.88
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				06/30/2026	3,539.88
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
2026147.00 -01	STRUCTURAL INSPECTION TH ROOF FOR SOLAR	06/26/2026	06/26/2026	0.00	3,539.88

Vendor Number	Vendor Name				Total Vendor Amount
0003041	BLUE PEAK LOGIC INC				1,330.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				06/30/2026	1,330.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
2936	SKILLS MANAGER SOFTWARE	06/26/2026	06/26/2026	0.00	1,330.00

Vendor Number	Vendor Name				Total Vendor Amount
0003783	BRIAN WROTEN				6,048.68
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				06/30/2026	6,048.68
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
1087,1088	SEPTAGE SCREEN PLC	06/29/2026	06/29/2026	0.00	6,048.68

Vendor Number	Vendor Name				Total Vendor Amount
0003554	BUBBA' PLACE TROPHIES & AWARDS				35.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				06/30/2026	35.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
57738	BERNITA PLAQUE	06/30/2026	06/30/2026	0.00	35.00

Vendor Number	Vendor Name				Total Vendor Amount
0000431	BURKE EQUIPMENT COMPANY				817.88
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				06/30/2026	817.88
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
DEL - 6006407	TIRES KUBOTA 60"	06/26/2026	06/26/2026	0.00	465.34
del - 6006593	BUSHHOG PARTS	06/29/2026	06/29/2026	0.00	352.54

Vendor Number	Vendor Name				Total Vendor Amount
0000453	CAPITAL ELECTRIC SUPPLY COMPANY				3,682.00
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				06/30/2026	3,682.00
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
S061738448.001	OVERHEAD LED LIGHT FIXTURE 50 WATT (INVENTORY)	06/29/2026	06/29/2026	0.00	3,682.00

Vendor Number	Vendor Name				Total Vendor Amount
0000480	CATO OIL CO., INC.				27,506.33
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				06/30/2026	27,506.33
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
IN-177535	DIESEL FUEL POWER PLANT	06/30/2026	06/30/2026	0.00	27,506.33

Vendor Number	Vendor Name				Total Vendor Amount
0000571	COMCAST BUSINESS				2,016.26
Payment Type	**Payment Number**			**Payment Date**	**Payment Amount**
Check				06/30/2026	2,016.26
Payable Number	**Description**	**Payable Date**	**Due Date**	**Discount Amount**	**Payable Amount**
274991095	BUSINESS TELEPHONE SERVICES	06/30/2026	06/30/2026	0.00	2,016.26

Vendor Number	Vendor Name				Total Vendor Amount
0002973	COX MASONRY				2,400.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	2,400.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
379	REPAIR PAVE PITTS AND MAIN ST	06/26/2026	06/26/2026	0.00	2,400.00

Vendor Number	Vendor Name				Total Vendor Amount
0004018	CRIME SCENE INC				1,683.16
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	1,683.16
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
102254-CRIME	CRIME SCENE COLLECTION EQUIPMENT	06/26/2026	06/26/2026	0.00	1,683.16

Vendor Number	Vendor Name				Total Vendor Amount
0002456	CUNNINGHAM ASSOCIATES INC				22,134.04
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	22,134.04
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV-00105856	SDP PLAYGROUND EQUIP REPLACEMENT	06/26/2026	06/26/2026	0.00	22,134.04

Vendor Number	Vendor Name				Total Vendor Amount
0000662	DARRELL TAYLOR				85.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	85.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
REFUND 6/22	PARK RESERVATION DEPOSIT	06/26/2026	06/26/2026	0.00	85.00

Vendor Number	Vendor Name				Total Vendor Amount
0000794	EASTERN SHORE COFFEE				100.76
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	100.76
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
612159	DRINKING WATER & COOLER RENTAL FEES	06/26/2026	06/26/2026	0.00	100.76

Vendor Number	Vendor Name				Total Vendor Amount
0000795	EASTERN SHORE FOREST PRODUCTS INC				4,583.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	4,583.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
296180,424,385,456,454	EWF PLAYGROUND MULCH	06/30/2026	06/30/2026	0.00	4,439.00
296988	MULCH FLOWER BEDS	06/26/2026	06/26/2026	0.00	144.00

Vendor Number	Vendor Name				Total Vendor Amount
0000808	ED SUPPLY CO				248.82
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	248.82
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
6675-1532779	NEMA HEATERS	06/29/2026	06/29/2026	0.00	248.82

Vendor Number	Vendor Name				Total Vendor Amount
0004021	ERIN BARNHART				85.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	85.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
REFUND	PARK RESERVATION DEPOSIT	06/29/2026	06/29/2026	0.00	85.00

Vendor Number	Vendor Name				Total Vendor Amount
0000888	FASTENAL				499.46
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	499.46
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
mdsas150911	MASTER LOCKS FOR LIFT STATION GATES	06/30/2026	06/30/2026	0.00	499.46

Vendor Number	Vendor Name				Total Vendor Amount
0000899	FIRE PROTECTIVE SERVICE				202.25
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	202.25
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
125689	ANNUAL FIRE EXTINQUISHER SERVICE VEHICLES & BLDG	06/29/2026	06/29/2026	0.00	202.25

Vendor Number	Vendor Name				Total Vendor Amount
0000908	FLEET MAINTENANCE, INC				549.83
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	549.83
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
45266,45268	OIL CHANGE TRUCK 89 AND 85	06/29/2026	06/29/2026	0.00	549.83

Vendor Number	Vendor Name				Total Vendor Amount
0003962	FLEET TITANS LLC				840.68
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	840.68
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
TBD	GEHL SKID STEER REPAIR	06/29/2026	06/29/2026	0.00	840.68

Vendor Number	Vendor Name				Total Vendor Amount
0000971	GRAN TURK EQUIPMENT CO				1,115.22
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	1,115.22
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
240112P,240085P	TRUCK 82 BEARING	06/30/2026	06/30/2026	0.00	1,115.22

Vendor Number	Vendor Name				Total Vendor Amount
0003938	HAUN ENVIRONMENTAL CONSULTING INC				740.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	740.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
HEC-T299-26	ASBESTOS TESTING AT TOWN HALL PROJECT	06/26/2026	06/26/2026	0.00	740.00

Vendor Number	Vendor Name				Total Vendor Amount
0003800	HAWKINS INC				2,129.05
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	2,129.05
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
7467599	HYPOCHLORITE	06/29/2026	06/29/2026	0.00	2,129.05

Vendor Number	Vendor Name				Total Vendor Amount
0001083	J & A BOTTLELESS WATER COOLERS INC				93.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	93.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
74413	QUARTERLY RENTAL OF WATER COOLER	06/29/2026	06/29/2026	0.00	93.00

Vendor Number	Vendor Name					Total Vendor Amount
0003999	KELLER BROTHERS INC					202,632.21
Payment Type	Payment Number				Payment Date	Payment Amount
Check					06/30/2026	202,632.21
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APPL #3	TOWN HALL RENOVATIONS CONSTRUCTION CONTRACT	06/30/2026	06/30/2026	0.00	202,632.21	

Vendor Number	Vendor Name					Total Vendor Amount
0002800	KEVIN LLOYD					179.99
Payment Type	Payment Number				Payment Date	Payment Amount
Check					06/30/2026	179.99
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 6/23	CAP CUT PHOTO & VIDEO EDITOR	06/26/2026	06/26/2026	0.00	179.99	

Vendor Number	Vendor Name					Total Vendor Amount
0004033	KYLE EDWARDS					200.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					06/30/2026	200.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	WORK BOOTS	06/30/2026	06/30/2026	0.00	200.00	

Vendor Number	Vendor Name					Total Vendor Amount
0001316	LOCAL GOVERNMENT INSURANCE TRUST					97.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					06/30/2026	97.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
126763, 126881	LGIT INSURANCE FOR LIFT STATION	06/26/2026	06/26/2026	0.00	97.00	

Vendor Number	Vendor Name					Total Vendor Amount
0001349	MAIL MOVERS					1,448.12
Payment Type	Payment Number				Payment Date	Payment Amount
Check					06/30/2026	1,448.12
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
52144	MAILMOVERS OUTSOURCED UTILITY BILLS	06/29/2026	06/29/2026	0.00	1,448.12	

Vendor Number	Vendor Name					Total Vendor Amount
0001390	MARYLAND CHIEFS OF POLICE ASSOC					150.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					06/30/2026	150.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8597	DREWER MEMBERSHIP	06/30/2026	06/30/2026	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0001493	MID-ATLANTIC WASTE SYSTEMS					12,129.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					06/30/2026	12,129.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PSO058830-1,PSO059602-1	LIDS FOR TRASH CARTS REPLACEMNET	06/29/2026	06/29/2026	0.00	12,129.00	

Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					2,351.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					06/30/2026	2,351.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
JUNE FY 26	INSPECTION SERVICES	06/29/2026	06/29/2026	0.00	2,351.00	

Vendor Number	Vendor Name				Total Vendor Amount
0003637	NAPA AUTO PARTS				439.78
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	439.78
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
556901	VEHICLE CLEANING SUPPLIES	06/26/2026	06/26/2026	0.00	439.78

Vendor Number	Vendor Name				Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS				3,805.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	3,805.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
PPE 0/28/2026	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFFERED COI	06/30/2026	06/30/2026	0.00	3,805.00

Vendor Number	Vendor Name				Total Vendor Amount
0004026	PARADOX PRINTING CO				7,517.52
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	7,517.52
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1308	GRAPHICS FOR EIGHT POLICE TAHOES	06/26/2026	06/26/2026	0.00	7,517.52

Vendor Number	Vendor Name				Total Vendor Amount
0001707	PITTSVILLE MOTORS				264.74
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	264.74
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
77990	PITTSVILLE FORD TRUCK REPAIRS	06/26/2026	06/26/2026	0.00	264.74

Vendor Number	Vendor Name				Total Vendor Amount
0003019	PLAYGROUND GUARDIAN LLC				1,075.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	1,075.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
15027	PLAYGROUND INSPECTION	06/26/2026	06/26/2026	0.00	1,075.00

Vendor Number	Vendor Name				Total Vendor Amount
0004027	POLICEAPP.COM, INC				2,600.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	2,600.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
20260601-112520602	POLICE APP.COM CONTRACT	06/26/2026	06/26/2026	0.00	2,600.00

Vendor Number	Vendor Name				Total Vendor Amount
0003897	PYRZ WATER SUPPLY CO INC				10,431.73
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	10,431.73
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
51632	EMERG. REPAIR ON STATOR - SLUDGE BUILDING	06/30/2026	06/30/2026	0.00	6,431.73
51676	REPAIR SLUDGE PUMP	06/30/2026	06/30/2026	0.00	4,000.00

Vendor Number	Vendor Name				Total Vendor Amount
0002781	SALON 16 LLC				1,822.50
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	1,822.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0000563	FACADE GRANT REIMBURSEMENT	06/30/2026	06/30/2026	0.00	1,822.50

Vendor Number	Vendor Name				Total Vendor Amount
0003222	SFS TOOLS AND SAFETY LLC				1,414.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	1,414.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
465473	RUBBER SAFETY TESTING & REPLACEMENTS	06/29/2026	06/29/2026	0.00	1,414.00

Vendor Number	Vendor Name				Total Vendor Amount
0001934	SHERWOOD-LOGAN ASSOCIATION INC.				1,575.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	1,575.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
100881	FINE SCREEN MOTOR	06/29/2026	06/29/2026	0.00	1,575.00

Vendor Number	Vendor Name				Total Vendor Amount
0003941	SHORITE CONTROLS LLC				1,187.37
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	1,187.37
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
21690, 21698	TOUBLE SHOOT VFD	06/29/2026	06/29/2026	0.00	1,187.37

Vendor Number	Vendor Name				Total Vendor Amount
0001966	SMITH & LOVELESS				137,708.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	137,708.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
206040	WEST STREET PUMP STATION	06/29/2026	06/29/2026	0.00	137,708.00

Vendor Number	Vendor Name				Total Vendor Amount
0002001	STATE HIGHWAY ADMINISTRATION				3,990.59
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	3,990.59
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
AC006532	SALT FROM 2026 WINTER	06/26/2026	06/26/2026	0.00	3,990.59

Vendor Number	Vendor Name				Total Vendor Amount
0002022	STUART C IRBY CO				970.50
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	970.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
S014588058.001	HPS GL-410 AUTOMATIC 336.4 SPLICES	06/29/2026	06/29/2026	0.00	970.50

Vendor Number	Vendor Name				Total Vendor Amount
0004032	TARAH THREADGILL				35.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	35.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
REFUND	PARK RESERVATION DEPOSIT	06/29/2026	06/29/2026	0.00	35.00

Vendor Number	Vendor Name				Total Vendor Amount
0003220	THE GUN SHOP				459.06
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	459.06
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
53335B	223 TACTICAL BONDED FEDERAL ROUNDS (200)	06/26/2026	06/26/2026	0.00	459.06

Vendor Number	Vendor Name				Total Vendor Amount
0002928	UNIFIRST CORPORATION				1,529.74
Payment Type	Payment Number			Payment Date	Payment Amount
Check				06/30/2026	1,529.74
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
09201000119	FIRST AID	06/29/2026	06/29/2026	0.00	209.91

1430242022	UNIFORM SERVICES FOR ALL CREWS	06/26/2026	06/26/2026	0.00	171.28
1430243042	UNIFORM SERVICES FOR ALL CREWS	06/29/2026	06/29/2026	0.00	171.28
IN000002534	GLOVES	06/29/2026	06/29/2026	0.00	388.70
IN000004716	GLOVES	06/29/2026	06/29/2026	0.00	588.57

Vendor Number	Vendor Name	Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE	30.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		06/30/2026	30.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
PPE 06/28/2026	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	06/30/2026	06/30/2026	0.00	30.00

Vendor Number	Vendor Name	Total Vendor Amount
0003570	US BANK EQUIPMENT FINANCE	415.26

Payment Type	Payment Number	Payment Date	Payment Amount
Check		06/30/2026	415.26

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
584499347	COPIER LEASE AND CONTRACT JUNE	06/26/2026	06/26/2026	0.00	415.26

Vendor Number	Vendor Name	Total Vendor Amount
0002220	USA BLUEBOOK	3,931.16

Payment Type	Payment Number	Payment Date	Payment Amount
Check		06/30/2026	3,931.16

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV01078565, 78724	LAB SUPPLIES	06/30/2026	06/30/2026	0.00	517.28
INV014078340	GLASS WATER STILL - DISTILLER	06/30/2026	06/30/2026	0.00	3,413.88

Vendor Number	Vendor Name	Total Vendor Amount
0002248	VERIZON BUSINESS	107.55

Payment Type	Payment Number	Payment Date	Payment Amount
Check		06/30/2026	107.55

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
09794061	BUSINESS TELEPHONE CALLS	06/29/2026	06/29/2026	0.00	107.55

Vendor Number	Vendor Name	Total Vendor Amount
0003740	VERSATERM PUBLIC SAFETY US, INC	3,150.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		06/30/2026	3,150.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV41-04483	IA PRO NEXT GEN LICENSE	06/26/2026	06/26/2026	0.00	3,150.00

Vendor Number	Vendor Name	Total Vendor Amount
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER	140.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		06/30/2026	140.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
24957052,,204993027	PRE EMPLOYMENT DRUG SCREENING	06/26/2026	06/26/2026	0.00	140.00

Vendor Number	Vendor Name	Total Vendor Amount
0002348	WOR WIC COMMUNITY COLLEGE	80.00

Payment Type	Payment Number	Payment Date	Payment Amount
Check		06/30/2026	80.00

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
14081	OFFICER AND K-9 TRAINING	06/29/2026	06/29/2026	0.00	80.00

Vendor Number	Vendor Name	Total Vendor Amount
0002384	WORCESTER YOUTH & FAMILY COUNSELING SERVICES	956.52

Payment Type	Payment Number	Payment Date	Payment Amount
Check		06/30/2026	956.52

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
JUNE 25 FY 26	FY26 BERLIN YOUTH PROGRAM	06/26/2026	06/26/2026	0.00	956.52

Vendor Number	Vendor Name				Total Vendor Amount
0002389	XYLEM DEWATERING SOLUTIONS INC				2,022.73

Payment Type	Payment Number	Payment Date	Payment Amount
Check		06/30/2026	2,022.73

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
401499329	HOSES & SERVICE KIT FOR GODWIN PUMP	06/30/2026	06/30/2026	0.00	2,022.73

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		74	65	0.00	499,809.59
		Packet Totals:	**74**	**65**	**0.00**	**499,809.59**

Payment Register

Town of Berlin, MD

APPKT03744 - 20260630SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000571	COMCAST BUSINESS					2,013.59

Payment Type	Payment Number	Payment Date	Payment Amount
Check		06/30/2026	2,013.59

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
271089957-	BUSINESS TELEPHONE SERVICES	06/30/2026	06/30/2026	0.00	2,013.59

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		1	1	0.00	2,013.59
		Packet Totals:	**1**	**1**	**0.00**	**2,013.59**

Payment Register

APPKT03759 - 20260713SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					1,071.21

Payment Type	Payment Number	Payment Date	Payment Amount
Check		07/13/2026	1,071.21

Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
P2658426-	EMPLOYEE PAID SUPPLEMENTAL	07/13/2026	07/13/2026	0.00	1,071.21

Payment Summary

Bank Code	Type		Payable Count	Payment Count	Discount	Payment
BOC AP	Check		1	1	0.00	1,071.21
		Packet Totals:	**1**	**1**	**0.00**	**1,071.21**

Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT13109 - Refunds 1 UBPKT13108 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	7/16/2026	31357	300.63			300.63	Deposit
Total Refunds: 1			**Total Refunded Amount:**	300.63				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	300.63
Revenue Total:	300.63

General Ledger Distribution

Posting Date: 07/14/2026

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-300.63	Yes
	10-2010-2074	UNAPPLIED CREDITS	300.63	
		10 Total:	0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-300.63	
	98-2498-2200	DUE TO OTHER FUNDS	300.63	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	