



BOARD OF ELECTIONS SUPERVISORS

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

NOTICE TO INDIVIDUALS FILING FOR CANDIDACY:

As of _____, the Town of Berlin Board of Supervisors of Elections has not certified the attached documents for the 2026 Municipal Election scheduled for Tuesday, October 6, 2026. These documents were certified for previous years' elections and are unchanged except for information specific to the Election in question.

By signing below, you are indicating your understanding that the Board may choose to make changes/additions to the information requested and that you may therefore be required to amend your filing documents accordingly.

Signature

Date

Printed Name



BOARD OF ELECTIONS SUPERVISORS

Town of Berlin
10 William Street
Berlin, MD 21811

Date: _____

To: Potential Candidate for Election

From: Board of Elections Supervisors

RE: Candidate's Filing Forms

Enclosed please find the packet of information required for filing for the Regular Election of the Town of Berlin to be held on Tuesday, October 6, 2026. The Board of Elections Supervisors has certified the attached as the official forms acceptable for filing for candidacy. The deadlines for filing are as follows:

- 1) Regular Filing: Tuesday, September 8, 2026, 4:30 PM
- 2) Write-In Filing: Friday, September 25, 2026, 4:30 PM

Forms must be received by the deadline indicated. Postmark will NOT be accepted.

You are advised to thoroughly read all sections of this packet. Failure to comply with any requirement may result in rejection of the filing packet, and the Board of Elections may be unable to provide certification of candidacy. Read all questions thoroughly and follow all instructions for completing these forms. The Board of Elections will certify all regular filing submissions no later than the close of business on September 8, 2026, and all write-in filing submissions no later than September 25, 2026.

If there are any questions about filing for Candidacy, please contact Kate Daub, Special Projects Administrator and staff liaison to the Board of Elections. She will either answer your inquiry directly or refer it to the Board of Elections as appropriate. Ms. Daub can be reached at 410-641-4002 or kdaub@berlinmd.gov.

Any persons with questions about the information contained in this document or needing special accommodations should contact Kate Daub at 410-641-4002 or kdaub@berlinmd.gov. Written materials in alternate formats for persons with disabilities are made available upon request with sufficient advance notice. TTY users dial 7-1-1 in the State of Maryland or 1-800-735-2258 outside Maryland.



BOARD OF ELECTIONS SUPERVISORS

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

CANDIDATE'S FILING CHECKLIST 2026 REGULAR ELECTION

NAME: _____

Included in this packet are the following materials. Please read all instructions carefully and complete forms accurately and thoroughly. Failure to fully complete any given form may result in the Board of Supervisors of Elections being unable to certify candidacy.

Deadlines for filing:

- Regular Filing: Tuesday, September 8, 2026, 4:30 PM
- Write-In Filing: Friday, September 25, 2026, 4:30 PM

Please note: Pursuant to the Town of Berlin Charter, Article VI, §8.2, write-in candidates' names will not appear on the ballot presented to voters. Written-in names of individuals who have not filed as such will not be counted in the Election Tally.

Forms to be completed and returned:

- FILING CERTIFICATE – (must be Notarized)
- FINANCIAL DISCLOSURE CERTIFICATE – (must be notarized) Incumbents are to have filed this form by September 8, 2026. New candidates must file form with their Filing Certificate.
- COMMITTEE REGISTRATION FORM - Return only if applicable
- DESIGNATION OF POLL WATCHER – Return only if applicable

In addition to the forms listed above, the following items are provided for your information and reference. Do not return these items when filing for candidacy.

- CHAPTER 2, Article II: Ethics Provisions
- CHAPTER 12: Elections
- CHARTER ARTICLE III: The Council
- CHARTER ARTICLE IV: The Mayor
- CHARTER ARTICLE V: General Powers
- CHARTER ARTICLE VI: Registration, Nominations and Elections
- VOTING DISTRICT MAP
- VOTING DISTRICT STREET INDEX

I, the below signed, agree that I have been provided with copies of the items listed above. I understand that failure to properly execute and return the applicable forms may result in ineligibility to be considered as a candidate for the indicated office. I further understand that, upon receipt of the completed forms by the Town of Berlin, these documents become subject to disclosure under the Freedom of Information Act. Please initial here: _____ if you wish to be informed if someone requests to view your forms.

CANDIDATE'S SIGNATURE

DATE

CLERK'S SIGNATURE

DATE



CANDIDATE'S FILING CERTIFICATE

REGULAR Filing Deadline: **4:30 PM, Tuesday, September 8, 2026**

I, _____, of Berlin, Worcester County Maryland, do hereby file this application for candidacy for the position of:

OFFICE OF CANDIDACY (check only one):

☐ District 1 Councilmember

☐ District 4 Councilmember

☐ At-Large Councilmember

in the Town of Berlin Municipal Election scheduled for **Tuesday, October 6, 2026**.

I do hereby certify, in accordance with the Annotated Code of the State of Maryland, the Public Laws of Worcester County and the Code of the Town of Berlin, as each may be amended, that as of the date of this filing, the information given herein is true and correct, and do further certify as follows:

1. That my full name is _____.

2. That I reside within the district for which I am to be a candidate, at the following address:

Phone: _____

3. That my birthdate is ____/____/____, and my age is _____.
month day year

4. That I have resided within the corporate limits Town of Berlin since ____/____ (MON/YEAR) or, ☐ not less than one (1) year preceding the election **scheduled for October 6, 2026**.

5. That I am a registered voter of the Town of Berlin.

Having certified to the foregoing information, I hereby request that my name be placed on the Official Ballot as a Candidate for the position indicated above during the Town of Berlin Municipal Election scheduled for **Tuesday, October 6, 2026**.

Date of filing

Signature of Candidate

Sworn to before me this ____ day of _____

Signature of Notary Public: _____

Printed/Typed Name of Notary Public: _____

My Commission Expires: _____

Election Board Use Only:

Date: _____	Rec'd by: _____ Clerk
Residency Requirement Met ☐ Yes ☐ No	Registered Voter ☐ Yes ☐ No
Financial Disclosure Submitted: ☐ Yes ☐ No	
Bd. of Supervisors of Elections Review: Date _____	Certified for Candidacy/inclusion on ballot: ☐ Yes ☐ No Circle: Regular Filing or Write-In



WRITE-IN CANDIDATE'S FILING CERTIFICATE

WRITE-IN Candidate Filing Deadline: **4:30 PM, Friday, September 25, 2026**

I, _____, of Berlin, Worcester County Maryland, do hereby file this application for candidacy for the position of:

OFFICE OF CANDIDACY (check only one):

☐ District 1 Councilmember ☐ District 4 Councilmember ☐ At-Large Councilmember

in the Town of Berlin Municipal Election scheduled for **Tuesday, October 6, 2026**.

I do hereby certify, in accordance with the Annotated Code of the State of Maryland, the Public Laws of Worcester County and the Code of the Town of Berlin, as each may be amended, that as of the date of this filing, the information given herein is true and correct, and do further certify as follows:

1. That my full name is _____.
2. That I reside within the district for which I am to be a candidate, at the following address:

Phone: _____
3. That my birthdate is ____/____/____, and my age is _____.
month day year
4. That I have resided within the corporate limits Town of Berlin since ____/____ (MON/YEAR) or, ☐ not less than one (1) year preceding the election **scheduled for October 6, 2026**.
5. That I am a registered voter of the Town of Berlin.

Having certified to the foregoing information, I hereby request that my name be placed on the Official Ballot as a Candidate for the position indicated above during the Town of Berlin Municipal Election scheduled for **Tuesday, October 6, 2026**.

Date of filing Signature of Candidate

Sworn to before me this _____ day of _____

Signature of Notary Public: _____
Printed/Typed Name of Notary Public: _____
My Commission Expires: _____

Election Board Use Only:	
Date: _____	Rec'd by: _____ Clerk
Residency Requirement Met ☐ Yes ☐ No	Registered Voter ☐ Yes ☐ No
Financial Disclosure Submitted: ☐ Yes ☐ No	
Bd. of Supervisors of Elections Review: Date _____	Certified for Candidacy/inclusion on ballot: ☐ Yes ☐ No Circle: Regular Filing or Write-In



BOARD OF ELECTIONS SUPERVISORS

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

Pursuant to the provisions of the Berlin Code Chapter 12 entitled "ELECTIONS" the following groups or persons must register with the Town of Berlin to be lawfully involved in certain campaign activities for Town elections or referenda (please refer to the appropriate Chapter included with filing materials for full text):

1. Any political committee authorized by a candidate to receive contributions or make expenditures. Such committees must be authorized in writing by the candidate.
2. Any committee formed for the sole purpose of supporting a candidate, or for supporting or opposing a referendum issue or question which expends more than fifty dollars (\$50) during any one election on advertisement, literature or campaign materials of any kind must register with the town.
3. Any person or persons, whether in their capacity as individuals or as representatives of a business or organization, which expends more than twenty-five dollars (\$25) during any one election on advertisement, literature or campaign materials of any kind for the purpose of supporting or opposing a referendum issue or question.
4. All campaign literature or materials, whether in support of an individual candidate or in support or opposition to a referendum question, shall state the name of the sponsor or sponsors, that the opinions expressed therein represent the sole views of that sponsor or sponsors and that the statement or advertisement is a paid political advertisement. All provisions of division 3 of this article shall be adhered to.
5. It shall be unlawful for any individual, association, unincorporated association, corporation or any other entity, either directly or indirectly, to contribute in any election cycle any money or thing of value greater than \$1,000.00 to any one candidate or political committee or to contribute any amount in excess of \$100.00, except by check.

The registration form on the reverse of this page must be completed by ALL PERSONS a) Filing for Individual Candidacy; or b) Undertaking any other applicable matter, whether they intend to solicit for or accept any contributions or make any expenditures in the pursuit of elected office or any other matter as described. Form must be completed and submitted prior to commencing any campaign activities in the subject election. Failure to register with the Town prior to commencing campaign activities may constitute a Misdemeanor offense and be subject to the penalties specified in the Code of the Town of Berlin.

In the case of a committee formed to support and campaign for a specific candidate, the attached registration form must be accompanied by a letter of authorization signed by the candidate.



BOARD OF ELECTIONS SUPERVISORS

Town of Berlin
10 William Street
Berlin, MD 21811

CAMPAIGN ACTIVITY REGISTRATION FORM - 2026

Form must be completed by all persons or committees participating in any election of the Town of Berlin and who intend to participate in any campaign activities.

Date of Applicable Election: _____

1. Campaign Information:

- a. Name of candidate: _____; OR
b. Short Title of Referendum Question or Ordinance No. that is the subject of campaign activities:

(complete i. below)

- i. Name of Committee, Group, or Other Entity Registering to conduct campaign activities:

2. TYPES OF CAMPAIGN ACTIVITIES PROPOSED: Check all that may apply. (This listing is intended only to provide a general idea of the intended activities and does not limit the committee or group to those activities alone, so long as those activities are in conformance with all applicable laws.)

☐ Solicitation/Receipt or expenditure of Campaign Contributions	☐ Placement of signs, posters, etc.
☐ Distribution of handbills, circulars or other literature	☐ Placement of paid advertisements
☐ Distribution of campaign buttons, stickers, etc.	☐ Other (Please describe)

Name and Address of Responsible Individual:	Phone No.:
	Email:

I, _____ certify that I have received a copy of Chapter 12 of the Code of the Town of Berlin, outlining the Election Laws for the Town of Berlin.

Signature of person completing form

Date



BOARD OF ELECTIONS SUPERVISORS

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

COMMITTEE REGISTRATION

Pursuant to the provisions of the Berlin Code Chapter 12 entitled "ELECTIONS" the following groups or persons must register with the Town of Berlin to be lawfully involved in certain campaign activities for Town elections or referenda (please refer to the appropriate Chapter for full text):

1. Any political committee authorized by a candidate to receive contributions or make expenditures. Such committees must be authorized in writing by the candidate.
2. Any committee formed for the sole purpose of supporting a candidate, or for supporting or opposing a referendum issue or question that expends more than fifty dollars (\$50) during any one election on advertisement, literature, or campaign materials of any.
3. Any person or persons, whether in their capacity as individuals or as representatives of a business or organization, which expends more than twenty-five dollars (\$25) during any one election on advertisement, literature or campaign materials of any kind for the purpose of supporting or opposing a referendum issue or question.

The registration form on the reverse of this page must be completed by any person or group identified above, prior to commencing any campaign activities in the subject election. Failure to register with the Town prior to commencing campaign activities will constitute a Misdemeanor offense, and be subject to the penalties specified in the Code of the Town of Berlin.

In the case of a committee formed to support and campaign for a specific candidate, the attached registration form must be accompanied by a letter of authorization signed by the candidate.

[Two-sided form; please complete reverse]



BOARD OF ELECTIONS SUPERVISORS

Town of Berlin
10 William Street
Berlin, MD 21811

COMMITTEE REGISTRATION FORM - 2026

DATE OF APPLICABLE ELECTION: _____

NAME OF COMMITTEE/GROUP OR BUSINESS REGISTERING TO CONDUCT CAMPAIGN ACTIVITIES:

NAME OF CANDIDATE (if applicable): _____

--OR--

SHORT TITLE OF REFERENDUM QUESTION OR ORDINANCE NO. THAT IS SUBJECT OF CAMPAIGN ACTIVITIES (where applicable):

Name and Address of Responsible Individual: _____

DAYTIME PHONE NO.: _____

TYPES OF CAMPAIGN ACTIVITIES PROPOSED: (This listing is intended only to provide a general idea of the intended activities, and does not limit the committee or group to those activities alone, so long as those activities are in conformance with all applicable laws.)

☐ Solicitation of Campaign Contributions	☐ Placement of signs, posters, etc.
☐ Distribution of handbills, circulars or other literature	☐ Placement of paid advertisements
☐ Distribution of campaign buttons, stickers, etc.	☐ Other (Please describe)

I, _____ certify that I have received a copy of Chapter 12 of the Code of the Town of Berlin, outlining the Election Laws for the Town of Berlin.

Signature of person completing form

Date



BOARD OF ELECTIONS SUPERVISORS

Town of Berlin
10 William Street
Berlin, MD 21811

DESIGNATION OF POLL WATCHER - 2026

Date of Election: _____

I, _____, the undersigned,

☐ a candidate for the office of _____

--OR--

☐ the responsible person for a duly registered committee

hereby designate the following individual as a Poll Watcher for the Town of Berlin Municipal Election scheduled for the date above. I further understand the provisions of the Town of Berlin Code, Chapter 12-161, regarding poll watchers, and that the Town of Berlin also refers to the Annotated Code of Maryland Election Law §10-311 as a guide on the designation and conduct of poll watchers. It is my responsibility, as the Candidate or responsible party, to make my designee aware of the provisions.

Printed Name of Poll Watcher: _____

Address: _____

Candidate's/Responsible Party's Printed Name: _____

Signature _____ Date _____

*This form may be reproduced as needed. It is requested, but not required, that a copy of this form be submitted prior to the election; however, a copy must be presented upon request on the day of the election. Persons claiming to be designated Poll Watchers, but without this form, or a statement signed by the candidate designating him/her as such, shall not be permitted to function as Poll Watchers.

TOWN OF BERLIN ETHICS COMMISSION

10 William Street
Berlin, Maryland 21811
410-641-2770

FINANCIAL DISCLOSURE STATEMENT

This form is to be completed by Elected Officials and candidates to be Elected Officials of the Town of Berlin.

I Would Like To Be Notified If Someone Looks At My Form _____

Instructions:

1. Fill in the preliminary information requested in the box below. Be sure to correctly identify the reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation before a notary public or other officer authorized to take oaths.

***Note: throughout ... "Town" refers to the Town of Berlin, Maryland.**

Incumbents: Regular Reporting Period: January 1 through December 31, 2025
or

For individuals filing to be candidates, *report: January 1 through* _____, 2026.
(filing date)

PLEASE PRINT OR TYPE

FIRST NAME	INITIAL	LAST NAME
ADDRESS		
CITY, STATE, ZIP		
CURRENT OFFICE HELD		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by Berlin, Maryland Code of Ordinances, Subpart A, Chapter 2, Article II, "Ethics" with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules A through I.

I hereby make an oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true, and correct to the best of my knowledge, information, and belief.

Signature of Person Filing: _____ Date: _____

NOTARY (seal): Sworn to before me this _____ day of _____

Signature of Notary Public: _____

Printed/Typed Name of Notary Public: _____

My Commission Expires: _____

Instructions:

Check the proper block to Questions A through I. Do not leave any questions unanswered. If you check "Yes" to any question, be sure to complete the corresponding Schedule.

Caution: *Please read all instructions on accompanying instruction sheet including all definitions, before completing this form.*

- A. I held interests during reporting period in real property located in or outside the Town of Berlin. (If "Yes," complete Schedule A.)
- B. I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)
- C. I held interests in a non-corporate business entity which did business with the Town, other than a partnership. (If "Yes", complete Schedule C.)
- D. I received gifts during reporting period from persons doing business with the Town, regulated by the Town, or registered or required to register as lobbyists. (If "Yes," complete Schedule D.)
- E. I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the Town. (If "Yes," complete Schedule E.)
- F. I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to persons doing business with the Town. (If "Yes," complete Schedule F.)
- G. A member of my immediate family was employed by the Town of Berlin during reporting period. (If "Yes," complete Schedule G.)
- H. I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (If "Yes," complete Schedule H.)
- I. Is additional information set forth on Schedule I? (If "Yes," complete Schedule I.)

	YES	NO
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		

Schedule A: INTERESTS IN REAL PROPERTY, LEASED OR OWNED

***Note: List of all properties (*not just Town of Berlin properties*). ***

1. Nature of the property; street address, mailing address, or legal description.

2. Interest held. Nature and extent. Conditions and/or encumbrances.

3. Date, manner in which (e.g., gift, purchase), and identity of the person or entity from whom the property was acquired.

4. Amount of consideration, if any, and nature of consideration (e.g., land trade, cash, etc.) or, if acquired other than by purchase, fair market value.

5. Identity of all persons with an interest in property.

TRANSFERS OF REAL PROPERTY IN THE DECLARING YEAR:

1. Nature of property, street address, mailing address, or legal description.

2. Interest transferred.

3. Nature and amount of consideration received.

4. Person/entity to whom transferred.

Initials: _____

COPY OF Page 2 – DISREGARD IF NOT NEEDED

Schedule A: INTERESTS IN REAL PROPERTY, LEASED OR OWNED

Note: List of all properties (not just Town of Berlin properties).

1. Nature of the property: street address, mailing address, or legal description.

2. Interest held. Nature and extent. Conditions and/or encumbrances.

3. Date, manner in which (e.g., gift, purchase), and identity of the person or entity from whom the property was acquired.

4. Amount of consideration, if any, and nature of consideration (e.g., land trade, cash, etc.) or, if acquired other than by purchase, fair market value.

5. Identity of all persons with an interest in property.

TRANSFERS OF REAL PROPERTY IN DECLARING YEAR

1. Nature of property, street address, mailing address, or legal description.

2. Interest transferred.

3. Nature and amount of consideration received.

4. Person/entity to whom transferred.

Initials: _____

Schedule B: SECURITIES

You must report each security (stocks, bonds, and specified mutual funds or exchange-traded funds) you held in a corporation, partnership, limited liability partnership (LLP), or limited liability company (LLC) during the reporting period, **WHETHER OR NOT** that entity did business with the State.

Please answer all questions related to each security disclosed:

You must disclose:

- Shares of stock you own directly or as part of an Individual Retirement Account (IRA), including a Roth IRA
- Bonds issued by corporate entities.
- Mutual funds and exchange-traded funds (ETFs), ONLY IF they consist primarily of holdings and stock interests in a specific sector regulated by your governmental unit.

Example: Department of Labor, Licensing, and Regulation (DLLR) employees must disclose these funds if they are composed primarily of financial-sector stocks, as the Office of the Commissioner of Financial Regulation within DLLR regulates the financial services industry.

You are not required to disclose:

1. A bank account or certificate of deposit (CD)
2. A money market fund
3. An insurance policy or an annuity contract
4. Bonds issued by government entities
5. An IRS-defined pension or profit-sharing plan or college savings plan, such as 401(a), 401(k), 403(b), 457(b), that has more than 25 participants
6. A mutual fund or exchange-traded fund (ETF), **unless** identified as **sector-specific** in relation to an area regulated by your governmental unit
7. An interest held in the capacity of a personal representative, agent, custodian, fiduciary, or trustee, unless you have an equitable interest therein.

1. During the 2025 reporting period, did you own any stocks, bonds, or sector-specific mutual funds or ETFs that satisfy the disclosure requirements described above?

☐ Yes

☐ No

2. What type of Security is this? _____

3. Name of Security: _____

4. Is the Security held by you or attributable to you?

☐ Directly by you

☐ Attributable to you

Initials: _____

Schedule B: SECURITIES (CONTINUED)

5. Is the Security publicly traded?

☐ Yes

☐ No

6. Do you own the security solely, or was it held jointly with another?

7. What is the value of Security?

☐ Dollar Value

☐ Number of Shares

8. Did you hold the Security free and clear of any lien, pledge, charge, interest, claim, or right of another, or any other encumbrance?

☐ Yes

☐ No

9. Did you acquire the security during the reporting period of 2025?

☐ Yes

☐ No

10. Did you sell or transfer all, or part of your security, during the reporting period of 2025?

☐ Yes

☐ No

Initials: _____

Schedule C: INTERESTS IN ANY CORPORATION OR OTHER BUSINESS ENTITY

1. Name and address or principal office of corporation: _____

2. Nature and the amount of interest held and encumbrances thereon (may be dollar amount or number of shares or percentage of equity interest): _____

TRANSFER OF INTEREST IN CORPORATION OR OTHER BUSINESS ENTITY IN DECLARING YEAR

1. Description of interest transferred: _____

2. Nature and amount of consideration received: _____

3. Identity of transferee, if known: _____

Schedule C: INTEREST IN BUSINESS ENTITY DOING BUSINESS WITH THE TOWN

1. Name and address of principal office of the business entity: _____

2. Nature and amount of interest held and encumbrances thereon: _____

3. Describe the type of business being conducted: _____

TRANSFER OF INTEREST IN BUSINESS ENTITY DOING BUSINESS WITH THE TOWN

1. Description of interest transferee _____

2. Nature and amount of consideration received. _____

3. Identity of transferee. _____

Initials: _____

Schedule D: A SCHEDULE OF EACH GIFT, MONEY OR PROPERTY, IN EXCESS OF \$20 IN VALUE OR A SERIES OF GIFTS TOTALING \$100 OR MORE FROM THE SAME DONOR RECEIVED DURING THE REPORTING PERIOD FROM OR ON BEHALF OF, DIRECTLY OR INDIRECTLY, ANY ONE PERSON WHO DOES BUSINESS WITH OR IS REGULATED BY THE TOWN. This schedule, as to each gift, shall include meals at restaurants, tickets, vacations, etc. Campaign contributions, which are otherwise reported on a Statement of Campaign Contributions and Expenditures as required by law, need not be disclosed. *

Note: Gifts received from a member of the immediate family, another child, or a parent of the individual do not need to be disclosed.

1. Nature and value of gift: _____

2. Forgiveness of indebtedness or liability: _____

3. Identity of person from whom or on behalf of whom the gift was received:

Schedule E: OFFICES, DIRECTORSHIPS OR SALARIED EMPLOYMENT HELD DURING DECLARING YEAR, OR PART THEREOF, IN ANY CORPORATION OR OTHER BUSINESS ENTITY DOING BUSINESS WITH THE TOWN.

1. Name and address of principal office of the corporation or business entity:

2. Title and nature of position held: _____

3. Total amount of compensation received from same during declaring year:

Initials: _____

Schedule F: LIABILITIES TO ANY PERSON DOING BUSINESS WITH THE CITY OWED AT ANY TIME DURING THE DECLARING YEAR BY DECLARANT OR OWED BY OTHERS IF DECLARANT WAS INVOLVED IN ONE TRANSACTION GIVING RISE TO THE LIABILITY.

1. Identity of creditor:

2. Amount owed at the end of the declaring year:

3. Terms of payment and extent of liability was increased or decreased during declaring year:

4. Security given, if any:

Schedule G: MEMBERS OF THE IMMEDIATE FAMILY EMPLOYED BY THE TOWN IN ANY CAPACITY. List the relation, name, department, and position.

NAME AND RELATIONSHIP

CAPACITY EMPLOYED

Schedule H: LIST ALL OUTSIDE EMPLOYMENT WITHOUT REGARD TO INCOME FOR YOURSELF AND YOUR IMMEDIATE FAMILY. List the relation, name, employer name, and employment address.

Initials: _____

Schedule I: RELATIONSHIP WITH STATE OR LOCAL GOVERNMENT, QUASI-GOVERNMENTAL ENTITY OR UNIVERSITY OF MARYLAND MEDICAL SYSTEM (UMMS)

You must report any and all relationships with UMMS, a governmental entity of the State or a local government in the State, or a quasi-governmental entity of the State or local government in the State. For each interest disclosed, including any attributable interest, please include the name of the agency, the services performed, and the consideration earned from the financial relationship.

For the purposes of this schedule, a relationship is defined as:

1. Any receipt of compensation for representation of UMMS, a governmental entity of the State or a local government in the State, or a quasi-governmental entity of the State or local government in the State.
2. Any financial or contractual relationship, with UMMS, a governmental entity of the State or a local government in the State, or a quasi-governmental entity of the State or local government in the State.
3. Any transaction with UMMS, a governmental entity of the State or a local government in the State, or a quasi-governmental entity of the State or local government in the State, involving a monetary consideration.

1. During the 2025 reporting period, did you have any relationships with UMMS, a governmental entity of the State, a local government in the State, or a quasi-governmental entity of the State or local government in the State?

☐ Yes

☐ No

2. Identify either the governmental entity of the State, a local government in the State, a quasi-governmental entity of the State or local government in the State, or UMMS with which you have a financial relationship.

3. Describe the position of employment, services performed, the description of the subject matter of the relationship, or details of the transaction entered into.

4. What consideration was received?

Initials: _____

Schedule X: Other (ADDITIONAL INFORMATION OR INTERESTS AS THE DECLARANT MIGHT WISH TO DECLARE)

Is there any additional information or interest you would like to disclose?

Initials: _____

STANDARDS OF CONDUCT

The Berlin Maryland Code of Ordinances, Subpart A, Chapter 2, Article II, "Ethics" includes standards of conduct applicable to financial disclosure filers and other Town employees. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the Town, and procurement specifications assistance restrictions. The Law provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the offices of the Town of Berlin Ethics Commission.

PRIVACY NOTICE

The Berlin, Maryland Code of Ordinances, Subpart A, Chapter 2, Article II, "Ethics" requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Law. The information may be disclosed to any requesting person, including officials of State, local or federal government, who records their name and address, and this record will be provided to the filer upon request. The subject has the right to review, correct and amend the record as set forth in the Chapter 2, Article II "Ethics Provisions" § 2-149. Failure to file or to report information required by Chapter 2, Article II, "Ethics Provisions" can subject you to civil and administrative penalties including termination or other disciplinary action, suspension of pay, a late filing fee up to \$250, and a civil fine of up to \$5,000 per day. Willful and false filing is subject to criminal penalty for perjury pursuant to Criminal Law Article § 9-101, Annotated Code of Maryland.

ARTICLE II. - ETHICS PROVISIONS^[1]

Footnotes:

--- (1) ---

Editor's note— Ord. No. 2018-01, §§ 1—9, adopted Nov. 13, 2018, repealed the former Art. II., §§ 2-19—2-21, 2-46—2-48, 2-70—2-77, 2-98, 2-125, 2-149, 2-150, 2-169—2-177, 2-208, 2-140, 2-259—2-62 and enacted a new Art. II as set out herein. See Code Comparative Table for complete derivation.

State Law reference— Town required to adopt public ethics laws, Md. State Government Code Ann. § 15-803.

Sec. 2-19. - Short title.

This chapter may be cited as the Town of Berlin Public Ethics Ordinance.

(Ord. No. 2018-01, § 1, 11-13-2018)

Sec. 2-20. - Statement of purpose and policy.

- (a) The Town of Berlin, recognizing that our system of representative government is dependent in part upon the people maintaining the highest trust in their public officials and employees, finds and declares that the people have a right to be assured that the impartiality and independent judgment of public officials and employees will be maintained.
- (b) It is evident that this confidence and trust is eroded when the conduct of the Town of Berlin's business is subject to improper influence and even the appearance of improper influence.
- (c) For the purpose of guarding against improper influence, the Mayor and Council enacts this public ethics ordinance to require town elected officials, officials, employees, and individuals appointed to boards and commissions to disclose their financial affairs and to set minimum standards for the conduct of local government business.
- (d) It is the intention of the Mayor and Council that this article, except its provisions for criminal sanctions, be liberally construed to accomplish this purpose.

(Ord. No. 2018-01, § 2, 11-13-2018)

Sec. 2-21. - Definitions.

In this article, the following terms have the meanings indicated.

Business entity means:

- (1) A corporation, general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit.
- (2) "Business entity" does not include a governmental entity.

Commission means the Town of Berlin Ethics Commission established under section 2-21(a) of this article.

Compensation means:

- (1) Any money or thing of value, regardless of form, received or to be received by any individual covered by this article from an employer for service rendered.

- (2) For the purposes of section 2-26 of this article, if lobbying is only a portion of a person's employment, "compensation" means a prorated amount based on the time devoted to lobbying compared to the time devoted to other employment duties.

Designated second home means:

- (1) If an individual owns one second home, the individual's second home; or
- (2) If an individual owns more than one second home, any one second home the individual identifies to the Commission as the individual's designated second home.

Doing business with means:

- (1) Having or negotiating a contract that involves the commitment, either in a single or combination of transactions, of \$5,000.00 or more of town controlled funds;
- (2) Being regulated by or otherwise subject to the authority of the town of Berlin; or
- (3) Being registered as a lobbyist under section 2-26 of this article.

Elected official means:

- (1) Any individual who holds an elective office of the Town of Berlin.
- (2) Elected official does not include the sheriff, state's attorney, register of wills, or clerk of the court.

Employee means:

- (1) An individual who is employed by the Town of Berlin.
- (2) "Employee" does not include an elected local official.
- (3) "Employee" does not include an employee of:
 - a. The offices of the sheriff, state's attorney, register of wills, or clerk of the court;
 - b. The county health department; or
 - c. The county department of social services.

Financial interest means:

- (1) Ownership of any interest as the result of which the owner has received, within the past three years, or is presently receiving, or in the future is entitled to receive, more than \$1,000.00 per year; or
- (2) Ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than three percent of a business entity by a town official or employee, or the spouse of an official or employee.

Gift means:

- (1) The transfer of anything of economic value, regardless of the form, without adequate and lawful consideration.
- (2) "Gift" does not include a contribution as defined in Election Law Article, Annotated Code of Maryland.

Home address means:

- (1) The address of an individual's:
- (2) Principal home; and
- (3) Designated second home, if any.

Immediate family means a spouse and dependent children.

Interest means:

- (1) A legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned or held, in whole or in part, jointly or severally, directly or indirectly.
- (2) For purposes of section 2-24, "interest" includes any interest held at any time during the reporting period.
- (3) "Interest" does not include:
 - a. An interest held in the capacity of a personal agent, custodian, fiduciary, personal representative, or trustee, unless the holder has an equitable interest in the subject matter;
 - b. An interest in a time or demand deposit in a financial institution;
 - c. An interest in an insurance policy, endowment policy, or annuity contract under which an insurer promises to pay a fixed amount of money either in a lump sum or periodically for life or a specified period;
 - d. A common trust fund or a trust which forms part of a pension or profit sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code;
 - e. A college savings plan under the Internal Revenue Code; or
 - f. A mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit.

Lobbyist means a person required to register and report expenses related to lobbying under of this article.

Lobbying means:

- (1) Communicating in the presence of a town official or employee with the intent to influence any official action of that official or employee; or
- (2) Engaging in activities with the express purpose of soliciting others to communicate with a town official or employee with the intent to influence that official or employee.

Official means an elected official, an employee of the town, or a person appointed to or employed by the town or any town agency, board, commission, or similar entity:

- (1) Whether or not paid in whole or in part with town funds; and
- (2) Whether or not compensated.

Person includes an individual or business entity.

Principal home means the sole residential property that an individual occupies as the individual's primary residence, whether owned or rented by the individual.

Qualified relative means a spouse, parent, child, brother, or sister.

Second home means a residential property that:

- (1) An individual occupies for some portion of the filing year; and
- (2) Is not a rental property or a time share.

(Ord. No. 2018-01, § 3, 11-13-2018)

Sec. 2-22. - Administration.

- (a) (1) There is a town ethics commission that consists of three members, appointed by the Mayor with the concurrence of the Council.
- (2) The commission members shall serve three year overlapping terms.

- (3) A commission member may serve until a successor is appointed and qualifies.
- (b) (1) The commission shall elect a chairman from among its members.
 - (2) The term of the chairman is one year.
 - (3) The chairman may be reelected.
- (c) (1) The town attorney shall assist the commission in carrying out the commission's duties.
 - (2) If a conflict of interest under section 2-23 of this article or other conflict prohibits the town attorney from assisting the commission in a matter, the town shall provide sufficient funds for the commission to hire independent counsel for the duration of the conflict.
- (d) The commission is the advisory body responsible for interpreting this article and advising persons subject to this article regarding its application.
- (e) The commission shall hear and decide, with the advice of the town attorney or other legal counsel if appropriate, all complaints filed regarding alleged violations of this article by any person.
- (f) The commission or an office designated by the commission shall retain as a public record all forms submitted by any person under this article for at least four years after receipt by the commission.
- (g) The commission shall conduct a public information and education program regarding the purpose and implementation of this article.
- (h) The commission shall certify to the state ethics commission on or before October 1 of each year that the town is in compliance with the requirements of General Provisions Article, Md. Ann. Code tit. 5, subtl. 8, for elected local officials.
- (i) The commission shall:
 - (1) Determine if changes to this article are required to be in compliance with the requirements of General Provisions Article, Md. Ann. Code tit. 5, subtl. 8; and
 - (2) Shall forward any recommended changes and amendments to the town Council for enactment.
- (j) (1) Any person subject to this article may request an advisory opinion from the commission concerning the application of this article.
 - (2) The commission shall respond promptly to a request for an advisory opinion and shall provide interpretations of this article based on the facts provided or reasonably available to the commission within 60 days of the request.
 - (3) In accordance with all applicable state and town laws regarding public records, the commission shall publish or otherwise make available to the public copies of the advisory opinions, with the identities of the subjects deleted.
 - (4) The commission may adopt additional policies and procedures related to the advisory opinion request process.
- (k) (1) Any person may file a complaint with the commission alleging a violation of any of the provisions of this article.
 - (2) A complaint shall be in writing and under oath.
 - (3) The commission may refer a complaint to the town attorney, or other legal counsel if appropriate, for investigation and review.
 - (4) The commission may dismiss a complaint if, after receiving an investigative report, the commission determines that there are insufficient facts upon which to base a determination of a violation.
 - (5) If there is a reasonable basis for believing a violation has occurred, the subject of the complaint shall be given an opportunity for a hearing conducted in accordance with the applicable town rules of procedure.

- (6) A final determination of a violation resulting from the hearing shall include findings of fact and conclusions of law.
- (7) Upon finding of a violation, the commission may take any enforcement action provided for in section 2-27 of this article.
- (8) a. After a complaint is filed and until a final finding of a violation by the Commission, all actions regarding a complaint are confidential.
b. A finding of a violation is public information.
- (9) The commission may adopt additional policies and procedures related to complaints, complaint hearings, the use of independent investigators and staff, the use of witness and document subpoenas, and cure and settlement agreements.
- (l) The commission may grant exemptions to or modifications of the conflict of interest and financial disclosure provisions of this article to officials or employees serving as members of town boards and commissions, when the commission finds that the exemption or modification would not be contrary to the purposes of this article, and the application of this article would:
 - (1) Constitute an unreasonable invasion of privacy; and
 - (2) Significantly reduce the availability of qualified persons for public service.
- (m) The commission may:
 - (1) Assess a late fee of \$5.00 per day up to a maximum of \$500.00 for a failure to timely file a financial disclosure statement required under sections 2-24 and 2-25 of this article; and
 - (2) Assess a late fee of \$10.00 per day up to a maximum of \$1,000.00 for a failure to file a timely lobbyist registration or lobbyist report required under section 2-26 of this article.

(Ord. No. 2018-01, § 4, 11-13-2018)

Sec. 2-23. - Prohibited conduct and interests.

(a) *Participation prohibitions.*

- (1) Except as permitted by commission regulation or opinion, an official or employee may not participate in:
 - a. Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, the official or employee or a qualified relative of the official or employee has an interest.
 - b. Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:
 - 1. A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;
 - 2. A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;
 - 3. A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment;
 - 4. If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or

which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;

5. An entity, doing business with the town, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or
 6. A business entity that:
 - i. The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and
 - ii. As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.
- (2) A person who is disqualified from participating under paragraph (1) of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:
- a. The disqualification leaves a body with less than a quorum capable of acting;
 - b. The disqualified official or employee is required by law to act; or
 - c. The disqualified official or employee is the only person authorized to act.
- (3) The prohibitions of paragraph (1) of this subsection do not apply if participation is allowed by regulation or opinion of the commission.
- (4) A former regulated lobbyist who is or becomes subject to this article as an employee or official, other than an elected official or an appointed official, may not participate in a case, contract, or other specific matter as an employee or official, other than an elected official or appointed official, for one calendar year after the termination of the registration of the former regulated lobbyist if the former regulated lobbyist previously assisted or represented another party for compensation in the matter.

(b) *Employment and financial interest restrictions.*

- (1) Except as permitted by regulation of the commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:
- a. Be employed by or have a financial interest in any entity:
 1. Subject to the authority of the official or employee or the Town agency, board, or commission with which the official or employee is affiliated; or
 2. That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or
 - b. Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.
- (2) The prohibitions of paragraph (1) of this subsection do not apply to:
- a. An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;
 - b. Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the commission;

- c. An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted and in accordance with regulations adopted by the commission; or
 - d. Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.
- (c) Post-employment limitations and restrictions.
 - (1) A former official or employee may not assist or represent any party other than the town for compensation in a case, contract, or other specific matter involving the town if that matter is one in which the former official or employee significantly participated as an official or employee.
 - (2) A former elected official may not assist or represent another party for compensation in a matter that is the subject of legislative action for one calendar year after the elected official leaves office.
- (d) *Contingent compensation.* Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the Town.
- (e) *Use of prestige of office.*
 - (1)
 - a. An official or employee may not intentionally use the prestige of office or public position:
 - 1. For the private gain of that official or employee or the private gain of another; or
 - 2. To influence, except as part of the official duties of the official or employee or as a usual and customary constituent service without additional compensation, the award of a state or local contract to a specific person.
 - b. An official may not directly or indirectly initiate a solicitation for a person to retain the compensated services of a particular regulated lobbyist or lobbying firm.
 - (2) This subsection does not prohibit the performance of usual and customary constituent services by an elected official without additional compensation.
 - (3)
 - a. An official, other than an elected official, or employee may not use public resources or the title of the official or employee to solicit a contribution as that term is defined in the Election Law Article.
 - b. An elected official may not use public resources to solicit a contribution as that term is defined in the Election Law Article.
- (f) *Solicitation and acceptance of gifts.*
 - (1) An official or employee may not solicit any gift.
 - (2) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.
 - (3) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has reason to know:
 - a. Is doing business with or seeking to do business with the town office, agency, board, or commission with which the official or employee is affiliated;
 - b. Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;
 - c. Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or
 - d. Is a lobbyist with respect to matters within the jurisdiction of the official or employee.

- (4) a. This paragraph does not apply to a gift:
1. That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;
 2. Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or
 3. Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.
- b. Notwithstanding paragraph (3) of this subsection, an official or employee may accept the following:
1. Meals and beverages consumed in the presence of the donor or sponsoring entity;
 2. Ceremonial gifts or awards that have insignificant monetary value;
 3. Unsolicited gifts of nominal value that do not exceed \$20.00 in cost or trivial items of informational value;
 4. Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;
 5. Gifts of tickets or free admission extended to an elected official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;
 6. A specific gift or class of gifts that the commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the town and that the gift is purely personal and private in nature;
 7. Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or
 8. Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in no way related to the official's or employee's official position.
- (g) *Disclosure of confidential information.* Other than in the discharge of official duties, an official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the official's or employee's public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.

(Ord. No. 2018-01, § 5, 11-13-2018)

Sec. 2-24. - Financial disclosure—Elected officials, officials, and employees.

- (a) This section applies to all elected officials, and all candidates to be elected officials.
- (b) Except as provided in subsection (d) of this section, an elected official, or candidate to be an elected official shall file the financial disclosure statement required under this subsection:
- (1) On a form provided by the commission;
 - (2) Under oath or affirmation; and
 - (3) With the commission.
- (c) Deadlines for filing statements.

- (1) An incumbent official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.
- (2) An official who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.
- (3)
 - a. An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office.
 - b. The statement shall cover:
 1. The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and
 2. The portion of the current calendar year during which the individual held the office.
- (d) Candidates to be elected officials.
 - (1) Except for an official who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be an elected official shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.
 - (2) A candidate to be an elected official shall file a statement required under this section:
 - a. In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;
 - b. In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy; and
 - c. In all other years for which a statement is required, on or before April 30.
 - (3) A candidate to be an elected official:
 - a. May file the statement required under section 2-24(d)(2)a. of this article with the town clerk or board of election supervisors with the certificate of candidacy or with the commission prior to filing the certificate of candidacy; and
 - b. Shall file the statements required under section 2-24(d)(2)b. and c. of this article with the commission.
 - (4) If a statement required by a candidate is overdue and not filed within eight days after written notice of the failure to file is provided by the town clerk or board of election supervisors, the candidate is deemed to have withdrawn the candidacy.
 - (5) The town clerk or board of election supervisors may not accept any certificate of candidacy unless a statement required under this section has been filed in proper form.
 - (6) Within 30 days of the receipt of a statement required under this section, the town, clerk or board of election supervisors shall forward the statement to the commission, or an office designated by the commission.
- (e) Public record.
 - (1) The commission or office designated by the commission shall maintain all financial disclosure statements filed under this section.
 - (2) The commission or office designated by the commission shall make financial disclosure statements available during normal office hours for examination and copying by the public, subject to reasonable fees and administrative procedures established by the commission.
 - (3) If an individual examines or copies a financial disclosure statement, the commission or the office designated by the commission shall record:

- a. The name and home address of the individual reviewing or copying the statement; and
 - b. The name of the person whose financial disclosure statement was examined or copied.
- (4) Upon request by the individual whose financial disclosure statement was examined or copied, the commission or the office designated by the commission shall provide the official or employee with a copy of the name and home address of the person who reviewed the official's or employee's financial disclosure statement.
- (5) For statements filed after January 1, 2019, the commission or the office designated by the commission may not provide public access to an individual's home address that the individual has designated as the individual's home address.
- (f) Retention requirements. The commission or the office designated by the Commission shall retain financial disclosure statements for four years from the date of receipt.
- (g) Contents of statement.
- (1) Interests in real property.
- a. A statement filed under this section shall include a schedule of all interests in real property wherever located.
 - b. For each interest in real property, the schedule shall include:
 - 1. The nature of the property and the location by street address, mailing address, or legal description of the property;
 - 2. The nature and extent of the interest held, including any conditions and encumbrances on the interest;
 - 3. The date when, the manner in which, and the identity of the person from whom the interest was acquired;
 - 4. The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
 - 5. If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and
 - 6. The identity of any other person with an interest in the property.
- (2) Interests in corporations and partnerships.
- a. A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the town.
 - b. For each interest reported under this paragraph, the schedule shall include:
 - 1. The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;
 - 2. The nature and amount of the interest held, including any conditions and encumbrances on the interest;
 - 3. With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and
 - 4. With respect to any interest acquired during the reporting period:

- i. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - ii. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
 - c. An individual may satisfy the requirement to report the amount of the interest held under subsection b.2. of this section by reporting, instead of a dollar amount:
 1. For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or
 2. For an equity interest in a partnership, the percentage of equity interest held.
- (3) Interests in business entities doing business with the town.
 - a. A statement filed under this section shall include a schedule of all interests in any business entity that does business with the town, other than interests reported under paragraph (2) of this subsection.
 - b. For each interest reported under this paragraph, the schedule shall include:
 1. The name and address of the principal office of the business entity;
 2. The nature and amount of the interest held, including any conditions to and encumbrances on the interest;
 3. With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and
 4. With respect to any interest acquired during the reporting period:
 - i. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - ii. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
- (4) Gifts.
 - a. A statement filed under this section shall include a schedule of each gift in excess of \$20.00 in value or a series of gifts totaling \$100.00 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with the town.
 - b. For each gift reported, the schedule shall include:
 1. A description of the nature and value of the gift; and
 2. The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.
- (5) Employment with or interests in entities doing business with the town.
 - a. A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the town.
 - b. For each position reported under this paragraph, the schedule shall include:
 1. The name and address of the principal office of the business entity;

2. The title and nature of the office, directorship, or salaried employment held and the date it commenced; and
 3. The name of each Town agency with which the entity is involved as indicated by identifying one or more of the three categories of "doing business", as defined in section 2-21(d) of this article.
- (6) Indebtedness to entities doing business with or regulated by the individual's town unit or department.
 - a. A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with or regulated by the individual's town unit or department owed at any time during the reporting period:
 1. By the individual; or
 2. By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.
 - b. For each liability reported under this paragraph, the schedule shall include:
 1. The identity of the person to whom the liability was owed and the date the liability was incurred;
 2. The amount of the liability owed as of the end of the reporting period;
 3. The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
 4. The security given, if any, for the liability.
- (7) Employment with the town. A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the town in any capacity at any time during the reporting period.
- (8) Sources of earned income.
 - a. A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received earned income, at any time during the reporting period.
 - b. A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.
 - c. For a statement filed on or after January 1, 2019, if the individual's spouse is a lobbyist regulated by the town, the individual shall disclose the entity that has engaged the spouse for lobbying purposes.
- (9) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.
- (h) For the purposes of sections 2-24(g)(1), (2), and (3) of this article, the following interests are considered to be the interests of the individual making the statement:
 - (1) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.
 - (2) An interest held by a business entity in which the individual held a 30 percent or greater interest at any time during the reporting period.
 - (3) An interest held by a trust or an estate in which, at any time during the reporting period:
 - a. The individual held a reversionary interest or was a beneficiary; or

- b. If a revocable trust, the individual was a settlor.
- c. 1. The commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies.
- 2. The town ethics commission may take appropriate enforcement action to ensure compliance with this section.

(Ord. No. 2018-01, § 6, 11-13-2018)

Sec. 2-25. - Financial disclosure—Appointed members of boards and commissions.

- (a) (1) The town appointed officials listed in subsection (b) of this section shall file the statement required by section 2-24 of this article.
- (2) The appointed officials shall be required to disclose the information specified in section 2-24(g) of this article only with respect to those interests, gifts, compensated positions, and liabilities that may create a conflict, as provided in §5 of this article, between the member's personal interests and the member's official local duties.
- (3) An official shall file a statement required under this section annually, not later than April 30 of each calendar year during which the official holds office.
- (b) Appointed officials required to file: All members of boards created by Town of Berlin Ordinances.
- (c) The commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in section 2-24(e) of this article.

(Ord. No. 2018-01, § 7, 11-13-2018)

Sec. 2-26. - Lobbying.

- (a) Except as provided in subsections (b) and (c) of this section, a person or entity who engages in lobbying as defined in section 2-21(l) shall file a lobbying registration with the commission if the person or entity, during the calendar year:
 - (1) Expends, exclusive of personal travel and subsistence expenses, in excess of \$1,000.00 in furtherance of this activity; or
 - (2) Is compensated in excess of \$5,000.00 in connection with this activity.
- (b) The following activities are exempt from regulation under this section:
 - (1) Professional services in drafting bills or in advising and rendering opinions to clients as to the construction and effect of proposed or pending Council actions when these services do not otherwise constitute lobbying activities;
 - (2) Appearances before the Council upon its specific invitation or request if the person or entity engages in no further or other activities in connection with the passage or defeat of Council actions;
 - (3) Appearances before a town agency upon the specific invitation or request of the agency if the person or entity engages in no further or other activities in connection with the passage or defeat of any agency executive action;
 - (4) Appearance as part of the official duties of a duly elected or appointed official or employee of the state or a political subdivision of the state, or of the United States, and not on behalf of any other entity;

- (5) Actions of a publisher or working member of the press, radio, or television in the ordinary course of the business of disseminating news or making editorial comment to the general public who does not engage in further or other lobbying that would directly and specifically benefit the economic, business, or professional interests of the person or entity or the employer of the person or entity;
 - (6) Appearances by an individual before the Council at the specific invitation or request of a registered lobbyist if the person performs no other lobbying act and notifies the Council that the person or entity is testifying at the request of the lobbyist;
 - (7) Appearances by an individual before a government agency at the specific invitation or request of a registered lobbyist if the person or entity performs no other lobbying act and notifies agency that the person or entity is testifying at the request of the lobbyist;
 - (8) The representation of a bona fide religious organization solely for the purpose of protecting the right of its own members to practice the doctrine of the organization; and
 - (9) Appearance as part of the official duties of an officer, director, member, or employee of an association engaged exclusively in lobbying for counties and municipalities and not on behalf of any other entity.
- (c) Limited exemption—Employer of a lobbyist.
- (1) A person or entity who compensates one or more lobbyists and who would otherwise be required to register as a lobbyist is not required to file a registration and submit lobbying reports if the person or entity reasonably believes that all expenses incurred in connection with the lobbying activities will be reported by a properly registered person or entity acting on behalf of the person or entity.
 - (2) A person or entity exempted under this subsection becomes subject to this section immediately upon failure of the lobbyist to report any information required under this section.
- (d) (1) The registration filed under this section shall be filed on or before the later of the beginning of the calendar year in which the person or entity expects to lobby and within five days of first engaging in lobbying activities in the calendar year.
- (2) The registration filed under this section:
- a. Shall be dated and on a form developed by the commission;
 - b. Shall include:
 - 1. The lobbyist's full and legal name and permanent address;
 - 2. The name, address, and nature of business of any person or entity on whose behalf the lobbyist acts; and
 - 3. The written authorization of any person or entity on whose behalf the lobbyist acts or an authorized officer or agent, who is not the lobbyist, of the person or entity on whose behalf the lobbyist acts;
 - c. A statement of whether the person or entity on whose behalf the lobbyist acts is exempt from registration under subsection (c) of this section;
 - d. The identification, by formal designation, if known, of matters on which the lobbyist expects to act;
 - e. Identification of the period of time within a single calendar year during which the lobbyist is authorized to engage in these activities, unless terminated sooner; and
 - f. The full legal signature of the lobbyist and, when appropriate, the person or entity on whose behalf the lobbyist acts or an agent or authorized officer of the person or entity on whose behalf the lobbyist acts.

- (e) A lobbyist shall file a separate registration for each person or entity that has engaged or employed the lobbyist for lobbying purposes.
- (f) A lobbyist may terminate the lobbyist's registration by providing written notice to the commission and submitting all outstanding reports and registrations.
- (g) A person or entity may not engage in lobbying activities on behalf of another person or entity for compensation that is contingent upon the passage or defeat of any action by the Council or the outcome of any executive action.
- (h) Activity report.
 - (1) A lobbyist shall file with the commission or the office designated by the Commission:
 - a. By July 31, one report concerning the lobbyist's lobbying activities covering the period beginning January 1 through June 30; and
 - b. By January 31, one report covering the period beginning July 1 through December 31.
 - (2) A lobbyist shall file a separate activity report for each person or entity on whose behalf the lobbyist acts.
 - (3) If the lobbyist is not an individual, an authorized officer or agent of the entity shall sign the form.
 - (4) The report shall include:
 - a. A complete and current statement of the information required to be supplied with the lobbyist's registration form.
 - b. Total expenditures on lobbying activities in each of the following categories:
 - 1. Total compensation paid to the lobbyist not including expenses reported under items 2.—9. of this subsection;
 - 2. Office expenses of the lobbyist;
 - 3. Professional and technical research and assistance not reported in item a. of this subparagraph;
 - 4. Publications which expressly encourage persons to communicate with town officials or employees;
 - 5. Names of witnesses, and the fees and expenses paid to each witness;
 - 6. Meals and beverages for town officials and employees;
 - 7. Reasonable expenses for food, lodging, and scheduled entertainment of town officials or employees for a meeting which is given in return for participation in a panel or speaking engagement at the meeting;
 - 8. Other gifts to or for officials or employees or their spouses or dependent children; and
 - 9. Other expenses.
- (i) Special gift report.
 - (1) a. With the six-month activity report required under subsection (h) of this section, a lobbyist shall report, except for gifts reported in subsection (h)(4)b.7. of this section, gifts from the lobbyist with a cumulative value of \$75.00 or more during the reporting period to an official, employee, or member of the immediate family of an official or employee.
 - b. The lobbyist shall report gifts under this paragraph regardless of whether the gift was given in connection with lobbying activities.
- (2) The report shall include the date, beneficiary, amount or value, and nature of the gift.
- (j) Notification to official and confidentiality.

- (1) If any report filed under this section contains the name of an official or employee or a member of the immediate family of an official or employee, the commission shall notify the official or employee within 30 days.
- (2) The commission shall keep the report confidential for 60 days following receipt by the commission.
 - (3) Within 30 days of the notice required under subsection (1) of this subsection, the official or employee may file a written exception to the inclusion in the report of the name of the official, employee, or member of the immediate family of the official or employee.
- (k) The commission may require a lobbyist to submit other reports the commission determines to be necessary.
- (l) The commission or office designated by the commission shall maintain all registrations and reports filed under this section.
- (m)
 - (1) The commission shall review the registrations and reports filed under this section for compliance with this section and shall notify persons engaging in lobbying activities of any omissions or deficiencies.
 - (2) The commission may take appropriate enforcement action to ensure compliance with this section.
- (n) Annual report.
 - (1) The commission shall compute and make available a subtotal under each of the ten required categories in subsection (h)(4)b. of this section.
 - (2) The commission shall compute and make available the total amount reported by all lobbyists for their lobbying activities during the reporting period.
- (o) The commission shall make lobbying registrations and reports available during normal business hours for examination and copying subject to reasonable fees and procedures established by the commission.

(Ord. No. 2018-01, § 8, 11-13-2018)

Sec. 2-27. - Enforcement.

- (a)
 - (1) Upon a finding of a violation of any provision of this article, the Commission may:
 - a. Issue an order of compliance directing the respondent to cease and desist from the violation;
 - b. Issue a reprimand; or
 - c. Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.
 - (2) If the commission finds that a respondent has violated section 2-26 of this article, the commission may:
 - a. Require a respondent who is a registered lobbyist to file any additional reports or information that reasonably related to the information that is required under section 2-26 of this article;
 - b. Impose a fine not exceeding \$5,000.00 for each violation; and
 - c. Suspend the registration of an individual registered lobbyist if the commission finds that the lobbyist has knowingly and willfully violated §8 of this article or has been convicted of a criminal offense arising from lobbying activities.

- (b) (1) Upon request of the commission, the town attorney may file a petition for injunctive or other relief in the circuit court of Worcester County, or in any other court having proper venue for the purpose of requiring compliance with the provisions of this article.
- (2) a. The court may:
 - 1. Issue an order to cease and desist from the violation;
 - 2. Except as provided in subsection (b)(2)b. of this section, void an official action taken by an official or employee with a conflict of interest prohibited by this article when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within 90 days of the occurrence of the official action, if the court deems voiding the action to be in the best interest of the public; or
 - 3. Impose a fine of up to \$5,000.00 for any violation of the provisions of this article, with each day upon which the violation occurs constituting a separate offense.
- b. A court may not void any official action appropriating public funds, levying taxes, or providing for the issuance of bonds, notes, or other evidences of public obligations.
- (c) (1) Any person who knowingly and willfully violates the provisions of section 2-26 of this article is guilty of a misdemeanor, and upon conviction, is subject to a fine of not more than \$1,000.00 or imprisonment for not more than one year, or both.
- (2) If the person is a business entity and not a natural person, each officer and partner of the business entity who knowingly authorized or participated in the violation is guilty of a misdemeanor and, upon conviction, is subject to the same penalties as the business entity.
- (d) In addition to any other enforcement provisions in this article, a person who the commission or a court finds has violated this article:
 - (1) Is subject to termination or other disciplinary action; and
 - (2) May be suspended from receiving payment of salary or other compensation pending full compliance with the terms of an order of the commission or a court.
- (e) (1) A person who is subject to the provisions of this article shall obtain and preserve all accounts, bills, receipts, books, papers, and documents necessary to complete and substantiate a report, statement, or record required under this article for three years from the date of filing the report, statement, or record.
- (2) These papers and documents shall be available for inspection upon request by the commission or the Council after reasonable notice.

(Ord. No. 2018-01, § 9, 11-13-2018)

Secs. 2-28—2-287. - Reserved.

Chapter 12 ELECTIONS ⁽¹⁾

ARTICLE I. - IN GENERAL

ARTICLE II. - CAMPAIGNING

ARTICLE III. - VOTING AND ELECTION RESULTS

FOOTNOTE(S):

--- (1) ---*Charter reference*— Registration, nominations and elections, art. VI.

State Law reference— Election laws, Md. Election Law Code Ann. § 1-101 et seq.; voting by absentee ballot, Md. Ann. Code art. 23A, § 47.

ARTICLE I. IN GENERAL

Sec. 12-1. Financial disclosure.

Sec. 12-2. Prohibited practices.

Sec. 12-3. Violations and penalties.

Sec. 12-4. Applicability.

Secs. 12-5—12-26. Reserved.

Sec. 12-1. Financial disclosure.

Candidates for elective offices shall be subject to all applicable provisions of article II of chapter 2, ethics, of the Berlin Code regarding financial disclosure by candidates.

(Code 1977, § 5-1; Ord. No. 1994-9, 7-11-1994; Ord. No. 2010-01, 4-12-2010)

State law reference— Financial disclosure applicable to candidates, Md. State Government Code Ann. § 15-805(d).

Sec. 12-2. Prohibited practices.

The following practices shall be prohibited during the conduct of an election or campaign and shall be punishable under the provisions set forth in section 12-90:

(1) *Offering of a bribe.* Any person who shall, directly or indirectly, by himself or by another, give, offer or promise to any person any money, gift, advantage, preferment, aid, compensation or any valuable thing whatever, whether for the public good or the personal gain of the person to whom such offer is made, for the purpose of inducing or procuring any person to vote or refrain from voting for or against any candidate or for or against any measure or proposition on the ballot during a town election shall be deemed to have offered a bribe.

(2) *Accepting or soliciting a bribe.* Any person who shall, directly or indirectly, receive, accept, request or solicit from any person, candidate, committee, association, organization, corporation or entity, any money, gift, advantage, preferment, aid, compensation or any valuable thing whatsoever, whether for the public good or the personal gain of the person receiving such consideration, for the purpose of inducing or procuring any person to vote or refrain from voting for or against any candidate or for or against any measure or proposition during a town election shall be deemed to have accepted a bribe.

(3) *Acting on a bribe.* Any person who, in consideration of any money, gift, advantage, preferment, aid, compensation or any valuable thing whatsoever paid, received, accepted or promised, whether for the public good or the personal gain of the person receiving such consideration, shall vote or refrain from voting for or against any candidate or for or against any measure or proposition at any town election shall be deemed to have acted on a bribe.

(4) *Political contributions in a false name.* Any person who shall, directly or indirectly, by himself or through another person, make a payment or promise of payment to a treasurer or candidate in any other name than his own and every treasurer or candidate who shall knowingly receive a payment or promise of payment and enters the same or causes the same to be entered in his accounts in any other name than that of the person or persons by whom such payment or promise of payment is made shall be deemed to have violated this provision.

(Code 1977, § 5-4; Ord. No. 1994-9, 7-11-1994; Ord. No. 2010-01, 4-12-2010)

Sec. 12-3. Violations and penalties.

Any person who violates any of the provisions of this article shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$1,000.00 or be imprisoned for not more than six months, or both in the discretion of the court, and shall be ineligible for any public office within the town for a period of four years following the date of such conviction. In the event that any state law pertaining to misdemeanor penalties and convictions is determined by a court of competent jurisdiction to be applicable to a violation of this article, the more restrictive penalty shall apply.

(Code 1977, § 5-9; Ord. No. 1994-9, 7-11-1994; Ord. No. 2010-01, 4-12-2010)

Sec. 12-4. Applicability.

Every act which, by the terms and provisions of this article, is deemed a violation when committed in reference to the election of a candidate, is equally in violation and subject to the same penalties when committed in reference to a proposition, question or measure submitted to the board of elections supervisors for inclusion on any general or special election ballot or for referendum vote.

(Code 1977, § 5-10; Ord. No. 1994-9, 7-11-1994; Ord. No. 2010-01, 4-12-2010)

Secs. 12-5—12-26. Reserved.

ARTICLE II. CAMPAIGNING

DIVISION 1. - GENERALLY

DIVISION 2. - ACTIVITIES

DIVISION 3. - LITERATURE

DIVISION 1. GENERALLY

Secs. 12-27—12-55. Reserved.

DIVISION 2. ACTIVITIES

Sec. 12-56. Campaign regulations.

Sec. 12-57. Electioneering.

Sec. 12-58. Campaign signs.

Secs. 12-59—12-89. Reserved.

Sec. 12-56. Campaign regulations.

In addition to the provisions set forth in division 3 of this article regarding standards for campaign literature, the following provisions shall apply:

- (1) Any political committee authorized by a candidate to receive contributions or make expenditures shall be authorized in writing by the candidate and must register with the town.
- (2) Any committee formed for the sole purpose of supporting a candidate or for supporting or opposing a referendum issue or question which expends more than \$50.00 during any one election on advertisement, literature or campaign materials of any kind must register with the town.
- (3) Any person or persons, whether in their capacity as individuals or as representatives of a business or organization, which expend more than \$25.00 during any one election on advertisement, literature or campaign materials of any kind for the purpose of supporting or opposing a referendum issue or question must register with the town.
- (4) All campaign literature or materials, whether in support of an individual candidate or in support or opposition to a referendum question, shall state the name of the sponsor or sponsors, that the opinions expressed therein represent the sole views of

that sponsor or sponsors and that the statement or advertisement is a paid political advertisement. All provisions of division 3 of this article shall be adhered to.

(5) It shall be unlawful for any individual, association, unincorporated association, corporation or any other entity, either directly or indirectly, to contribute in any election cycle any money or thing of value greater than \$1,000.00 to any one candidate or political committee or to contribute any amount in excess of \$100.00, except by check.

(Code 1977, § 5-2; Ord. No. 1994-9, 7-11-1994; Ord. No. 2010-01, 4-12-2010)

Sec. 12-57. Electioneering.

(a) No person shall canvass, electioneer or post any campaign material in any polling place or within a 100-foot radius of the entrance or exit of the building where ballots are cast. This prohibition shall not apply to a voter who parks a vehicle containing a campaign bumper sticker within the 100-foot radius of the polls, but it shall apply to a vehicle that is posted with more than one campaign sign or sticker.

(b) Any person conducting or assisting in an entrance or exit poll during the hours of the voting polls' operation must wear an identifying badge stating the person's name and candidate or group affiliation.

(c) The Berlin police department shall be responsible for the enforcement of the electioneering prohibitions and shall cite violators under the provisions of section 12-3

(Code 1977, § 5-7; Ord. No. 1994-9, 7-11-1994; Ord. No. 2010-01, 4-12-2010)

Sec. 12-58. Campaign signs.

(a) Campaign signs may be erected or posted, subject to the limitations and provisions of this article, not more than 60 calendar days preceding the applicable election and shall be removed within seven calendar days following the day of the applicable election.

(b) Prior to the posting of any campaign signs, posters or placards, whether for an individual or a measure being supported or opposed, the candidate or committee must have approval for the resident or owner of the property involved.

(c) Campaign signs may not be posted or erected so as to obstruct traffic view from any direction; nor may they obstruct any pedestrian thoroughfare or public way.

(d) Prior to the close of polls on election day, campaign signs which have been lawfully posted or erected may not be removed by persons not authorized by the candidate or group responsible for the posting or erection of those signs.

(Code 1977, § 5-3; Ord. No. 1994-9, 7-11-1994; Ord. No. 2010-01, 4-12-2010)

Secs. 12-59—12-89. Reserved.

DIVISION 3. LITERATURE

Sec. 12-90. Identification of responsible party.

Secs. 12-91—12-108. Reserved.

Sec. 12-90. Identification of responsible party.

Every person who publishes, produces or distributes or causes to be published, produced or distributed any pamphlet, circular, card, sample ballot, dodger, poster, advertisement or any printed, multigraphed, photographed, typewritten or written matter or statement or any matter or statement which may be copied by any device or method now known for printing or copying or which may hereafter be used for making copies or printed or written matter in any form whatever for publication or distribution, including radio, television and computer, or other electronic device advertisements, concerning any candidate, including a write-in candidate, or prospective candidate for public or party office or for the acceptance or defeat of any proposition shall cause such pamphlet, circular, card, sample ballot, dodger, poster or advertisement or other form of publication herein described to clearly indicate the name of the candidate or committee responsible for the publication and contain, but set apart therefrom, an authority line which shall include the words "By Authority of (name)" or "Paid for by (name)," or other such words clearly identifying the responsible individual or group.

(Code 1977, § 38B-1; Ord. No. 88-4, 1-9-1988; Ord. No. 2010-02, 4-12-2010)

State law reference— Authority line requirements, Md. Election Code Ann. § 13-401.

Secs. 12-91—12-108. Reserved.

ARTICLE III. VOTING AND ELECTION RESULTS

DIVISION 1. - GENERALLY

DIVISION 2. - VOTING

DIVISION 3. - ELECTION RESULTS

DIVISION 1. GENERALLY

Secs. 12-109—12-129. Reserved.

DIVISION 2. VOTING

Sec. 12-130. Absentee voting.

Sec. 12-131. Voter assistance.

Secs. 12-132—12-160. Reserved.

Sec. 12-130. Absentee voting.

Any qualified voter may vote by absentee ballot, subject to provisions as follows:

(1) Printed application forms for the request of absentee ballots shall be provided by the board of supervisors of elections. Application deadlines will be advertised by the board of elections supervisors in accordance with the notice provisions of article VI of the Charter.

(2) Applications for absentee ballots may be submitted not more than 30 calendar days and not after the close of business on the Friday preceding a regular or special election. If less than seven calendar days remain prior to the election to which they apply, application must be made in person at the town hall, to the designated representative of the board of supervisors of elections. The signature of the applicant for an absentee ballot must be witnessed and dated. Applications for absentee ballots must be approved by the chairperson of the board of elections supervisors or the chairperson's authorized designee. Should the chairperson or designee determine that an application may not be acceptable or valid for any reason, the application will be reviewed by the entire board of elections supervisors and may be rejected only by majority vote of that body.

(3) Upon approval of the application, absentee ballots will be mailed, except when less than five calendar days remain before the applicable election. After that time, ballots may be obtained in person, at any time, up to and including one hour prior to the close of the polls on election day, provided that the application has been approved.

(4) Upon presentation of a valid application for an absentee ballot and a written authorization signed by the voter, an authorized agent may obtain an absentee ballot for a voter who is unable to pick up a ballot in person.

(5) Postage for mailing of a ballot or application to the voter will be paid by the town, and postage for the return of ballots shall be paid by the voter.

(6) Only those absentee ballots which are physically received by the board of elections supervisors or the town office prior to the close of polls or the day of the applicable election will be counted in the results for that election.

(7) Any absentee ballot showing a vote for a person who is not a valid candidate for any reason will not be counted for that candidate, but such vote will not invalidate the remainder of the ballot.

(Code 1977, § 5-5; Ord. No. 1994-9, 7-11-1994; Ord. No. 2010-01, 4-12-2010; Ord. No. 2020-04, 6-22-2020)

State law reference— Voting by absentee ballot, Md. Ann. Code art. 23A, § 47.

Sec. 12-131. Voter assistance.

(a) Physical assistance shall be provided by election judges, whenever necessary, to any voter who, due to physical infirmity, has difficulty in voting. The board of supervisors of

elections shall make all reasonable appropriate provisions for handicapped voters, including without limitation the provision of handicapped ramps and otherwise making polls accessible.

(b) A voter may be accompanied by his or her designee into the voting machine or balloting stall to provide physical assistance in operating the machine or marking the ballot if the voter is incapable of doing so personally because of physical infirmity or due to an inability to see, read or understand the ballot. If a voter physically incapable of operating the voting machine or marking a ballot personally has no designee, physical assistance may be provided by election judges at the voter's request. In the event that such assistance is requested, one election judge, in the presence or hearing of another election judge, shall mark the ballot or operate the voting machine at the direction of the voter requesting assistance. It shall be unlawful for any person providing such assistance to operate the voting machine or mark a ballot except at the voter's direction, without prompting or suggestion from the person or persons providing such assistance.

(c) If any voter, after entering the voting machine or booth, shall ask for further instructions concerning the manner of voting, then two elections judges shall give him such instructions on the mechanical operation of the machine or the proper method of completing the ballot, including without limitation reading the ballot aloud for the voter to make his desired selection, but no judge shall in any manner request, suggest or otherwise seek to persuade or influence any voter in the individual choices made during the casting of that ballot or vote.

(d) In the event that the physical capability of an otherwise qualified voter appears to be sufficient to operate the voting machine or mark the ballot, even though that person requests accompaniment by election judges or a designee, the ruling of the chairperson of the board of election supervisors, in consultation with the election judges and supervisors present shall apply for the election day in question. Voters denied assistance may provide acceptable evidence, by affidavit or other means, of their physical incapability, illiteracy or language barrier for that election day or for purposes of filing for assistance in future elections.

(e) Except as otherwise provided in this subsection, no voter may be accompanied into a voting booth or machine by any person over the age of five years.

(Code 1977, § 5-6; Ord. No. 1994-9, 7-11-1994; Ord. No. 2010-01, 4-12-2010)

Secs. 12-132—12-160. Reserved.

DIVISION 3. ELECTION RESULTS

Sec. 12-161. Tabulation and announcement of election results.

Sec. 12-161. Tabulation and announcement of election results.

In addition to the provisions set forth in article VI of the Berlin Charter for the conduct of elections, the following provisions shall apply:

(1) The chairperson of the board of election supervisors shall announce the unofficial results of the election as soon as possible after the polls close and results have been tabulated. The chairperson shall post or cause to be posted the unofficial results of the vote on the town hall bulletin board, government access channel or other available means by the next business day following the close of the polls and the tabulation of the vote.

(2) Poll watchers may be selected by duly-nominated individual candidates or by the presiding officer of the chief managing committee of any voluntarily associated group of candidates or proponents or opponents of a measure on the ballot. Such watchers shall have the rights and be subject to the same limitations set forth in Md. Election Law Ann. § 10-311, as amended from time to time.

(3) Each group, organization, corporation or committee duly registered with the town according to section 12-6, may have one representative designated as a poll watcher present during the counting and tabulating of election results. Individual candidates who were duly nominated for placement on the ballot may have one representative designated as a poll watcher present during the counting and tabulating of election results.

(4) The designated individual identified as a poll watcher may not interact with the election judges and may not use any means now known, or available in the future, to communicate with persons outside the room where the results are being tabulated. Poll watchers must remain in the room where the results are being tabulated; if the poll watcher leaves the room, he may not be readmitted.

(5) Poll watchers must have on their person a signed document provided by the candidate, organization, corporation or committee specifically designating that person as a poll watcher. The board of elections supervisors will provide a form for this purpose, or a written statement signed by the appropriate candidate or officer of any organization, corporation or committee may be used in lieu of the form provided by the board of elections supervisors.

(6) The chief of the town police department or his authorized designee shall act as sergeant at arms during the counting and tabulating of the election results and shall, at the request of the chairperson of the board of supervisors of elections, remove any person present during that tabulation who becomes unruly, disorderly or otherwise disruptive to the process of tabulation.

(7) Upon completion of the unofficial count and tabulation, the media and the public will be admitted to the polling place or other site of the tabulation process for the announcement of the unofficial results. Official results will be certified to the town administrator of the town within 48 hours after the close of the polls, in accordance with article VI, section C6-12 of the Charter.

(Code 1977, § 5-8; Ord. No. 1994-9, 7-11-1994; Ord. No. 2010-01, 4-12-2010)

ARTICLE III The Council

§ C3-1. Number; selection; term. [Res. 12-19-1960, sec. 9; 10-15-2013 by Res. No. 2013-10]

All legislative powers of the town shall be vested in a council consisting of five (5) councilmen, who shall be elected on a schedule as further set forth in this Charter, Article VI, Section 9. Councilmen shall hold office for terms of four (4) years or until their successors take office. The regular terms of the Councilmen shall expire on the next Monday on which a regularly scheduled meeting is held following the election of their successors.

§ C3-2. Qualifications. [Res. 12-19-1960, sec. 10; amended 10-12-1993 by Res. No. 1992-13]

Councilmen shall have resided in the town for at least one (1) year immediately preceding their election and shall be registered voters of the Town of Berlin.

§ C3-3. Salary. [Res. 12-19-1960, sec. 11]

Each Councilman shall receive an annual salary which shall be as specified from time to time by an ordinance passed by the Council in the regular course of its business; provided, however, that the salary of any Councilman specified at the time he takes office shall not be changed during his term of office. An ordinance making any change in the salary paid to the several Councilmen, either by way of increase or decrease, shall take effect only as to the member elected to the next succeeding Council.

§ C3-4. Meetings. [Res. 12-19-1960, sec. 12; amended 8-12-1996 by Res. No. 1996-11; 11-4-1996 by Res. No. 1996-15; 10-15-2013 by Res. No. 2013-11]

The Council shall meet at 7:00 p.m. on the next Monday on which a regularly scheduled meeting is held following a municipal election for the purpose of organization, after which the Council shall meet regularly at such times as may be prescribed by its rules but not less frequently than once each month. Special meetings shall be called by the Administrative Director upon the request of the Mayor or a majority of the members of the Council. All meetings of the Council shall be open to the public, and the rules of the Council shall provide that residents of the town shall have a reasonable opportunity to be heard at any meeting in regard to any municipal question. The Council may meet in 12 closed sessions when permitted to do so under the State Open Meetings Law.

§ C3-5. Judgment of members' qualifications. [Res. 12-19-1960, sec. 13]

The Council shall be the judge of the election and qualification of its members.

§ C3-6. President of Council. [Res. 12-19-1960, sec. 14; amended 1-22-1968]

The Mayor shall serve as President of the Council. The Council shall elect a Vice President of the Council from among its members who shall act as President of the Council in the absence of the Mayor. The Mayor may take part in all discussions but he shall have no right to vote, except when the voting members of the Council are evenly divided at two votes per side.

§ C3-7. Quorum. [Res. 12-19-1960, sec. 15; amended 1-22-1968]

A majority of the members of the Council shall constitute a quorum for the transaction of business, but no ordinance shall be approved nor any other action taken without the favorable votes of either three (3) members of the Council or two members of the Council and the Mayor in the event that the Mayor votes in accordance with the preceding section.

§ C3-8. Procedure. [Res. 12-19-1960, sec. 16]

The Council shall determine its own rules and order of business. It shall keep a journal of its proceedings and enter therein the yeas and nays upon final action on any question, resolution or ordinance, or at any other time if required by any one (1) member. The journal shall be open to public inspection.

§ C3-9. Vacancies. [Res. 12-19-1960, sec. 17]

Vacancies in the Council shall be filled as provided in § C6-14 of this Charter.

§ C3-10. Adoption of ordinances. [Res. 12-19-1960, sec. 18]

No ordinance shall be passed at the meeting at which it is introduced. At any regular or special meeting of the Council held not less than six (6) nor more than sixty (60) days after the meeting at which an ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date. In cases of emergency, the above requirement may be suspended by the affirmative votes of four (4) members of the Council. Every ordinance, except the annual ordinance adopting the budget and fixing the tax rate or an emergency ordinance, shall become effective at the expiration of twenty (20) calendar days following approval by the Mayor or passage by the Council over his veto. Each ordinance shall be published by its title at least twice in a newspaper or newspapers having general circulation in the municipality. The annual budget and Tax Rate Ordinance and any emergency ordinance shall become effective on the date specified in the ordinance, but no ordinance shall become effective until approved by the Mayor or passed over his veto by the Council.

§ C3-11. Veto. [Res. 12-19-1960, sec. 19; amended 8-12-1996 by Res. No. 1996-11]

All ordinances passed by the Council shall be promptly delivered by the Administrative Director to the Mayor for his approval or disapproval. If the Mayor approves any ordinance, he shall sign it. If the Mayor disapproves any ordinance, he shall not sign it. The Mayor shall return all ordinances to the Administrative Director within six (6) days after delivery to him (including the days of delivery and return and excluding Sunday) with his approval or disapproval. Any ordinance approved by the Mayor shall be law. Any ordinance disapproved by the Mayor shall be returned with a message stating the reasons for his disapproval. Any disapproved ordinance shall not become a law unless subsequently passed by a favorable vote of four-fifths (4/5) of the whole Council within thirty-five (35) calendar days from the time of the return of the ordinance. If the Mayor fails to return any ordinance within six (6) days of its delivery as aforesaid, it shall be deemed to be approved by the Mayor and shall become law in the same manner as an ordinance signed by him.

§ C3-12. Referendum. [Res. 12-19-1960, sec. 20; amended 8-12-1996 by Res. No. 1996-11]

If, before the expiration of twenty (20) calendar days following approval of any ordinance by the Mayor or passage of any ordinance over the Mayor's veto, a petition is filed with the administrative Director containing the signatures and residence addresses of not less than twenty per centum (20%) of the qualified voters of the town who were registered to vote in the last preceding general or special election held in the town, and requesting that the ordinance be submitted to a vote of the qualified voters of the town for their approval or disapproval, the Council shall have the ordinance submitted to a vote of the qualified voters of the town at the next regular town election or, in the Council's discretion, at a special election occurring before the next regular election. No ordinance shall become effective following the receipt of such petition until and unless approved at the election by a majority of the qualified voters voting on the question. An emergency ordinance shall continue in effect for sixty (60) days following receipt of such petition. If the question of approval or disapproval of any emergency ordinance has not been submitted to the qualified voters within sixty (60) days following receipt of the petition, then the operation of the ordinance shall be suspended until approved by a majority of the qualified voters voting on the question at any election. Any ordinance disapproved by the voters shall stand repealed. The provisions of this section shall not apply to any ordinance adopting the annual budget and making the annual tax levy or levying taxes for the payment of indebtedness of the town, but the provisions of this section shall apply to any ordinance levying special assessment charges under the provisions of §§ C12-1 and C12-2. The provisions of this section shall be self-executing, but the Council may adopt ordinances in furtherance of these provisions and not in conflict with them.

§ C3-13. File of ordinances. [Res. 12-19-1960, sec. 21; amended 8-12-1996 by Res. No. 1996-11]

Ordinances shall be permanently filed by the Administrator Director and shall be kept available for public inspection.

ARTICLE IV

The Mayor

§ C4-1. Selection and term. [Res. 12-19-1960, Sec. 22; amended 10-15-13 by Res. No. 2013-12]

The Mayor shall be elected as hereinafter provided and shall hold office for a term of four (4) years or until his successor is elected and qualified. The newly elected Mayor shall take office on the next Monday on which a regularly scheduled meeting is held following the election.

§ C4-2. Qualifications. [Res. 12-19-1960, sec. 23; amended 10-12-1992 by Res. No. 1992-12]

The Mayor must have resided in the town for at least one (1) year immediately preceding his election and must be a qualified voter of the Town of Berlin.

§ C4-3. Salary. [Res. 12-19-1960, Sec. 24]

The Mayor shall receive an annual salary as set from time to time by an ordinance passed by the Council in the regular course of business. No change shall be made in the salary for any Mayor during the term for which he was elected. The ordinance making any change in the salary paid to the Mayor, either by way of increase or decrease, shall be finally ordained prior to the municipal election to elect the next succeeding Mayor and shall take effect only as to the next succeeding Mayor.

§ C4-4. Powers and duties. [Res. 12-19-1960, Sec. 25]

- A. The Mayor shall see that the ordinances of the town are faithfully executed and shall be the chief executive officer and the head of the administrative branch of the town government. [Amended 11-28-1988 by Res. No. 88-11]
- B. The Mayor, with the approval of the Council, shall appoint the heads of all offices, departments and agencies of the town government as established by this Charter or by ordinance. All office, department and agency heads shall serve at the pleasure of the Mayor and may be terminated by the Mayor with the consent of the majority of the Council. All subordinate officers and employees of the offices, departments and agencies of the town government shall be appointed and removed by the Mayor in accordance with rules and regulations in any merit system which may be adopted by the Council. [Amended 11-28-1988 by Res. No. 88-11]
- C. The Mayor each year shall report to the Council the condition of municipal affairs and make such recommendations as he deems proper for the public good and the welfare of the town.
- D. The Mayor shall have the power to veto ordinances passed by the Council as provided in § C3-11.

- E. The Mayor shall have complete supervision over the financial administration of the town government. He shall prepare or have prepared annually a budget and submit it to the Council. He shall supervise the administration of the budget as adopted by the Council. He shall supervise the disbursement, receipt and investment of all moneys under guidelines as the Council may set from time to time. He shall have control over all expenditures to assure that budget appropriations are not exceeded.
[Amended 11-28-1988 by Res. No. 88-12]

The Mayor shall have such other powers and perform such other duties not inconsistent with this Charter as may be prescribed by this Charter or as may be required of him by the Council.

ARTICLE V
General Powers

§ C5-1. Enumeration of powers. [Res. 12-19-1960, sec. 26]

- A. The Council shall have the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or this Charter as it may deem necessary for the good government of the town; for carrying out any duty or power imposed or conferred on municipal corporations of this state by said Constitution and laws for the protection and preservation of the town's property, rights and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare and happiness of the residents of the town and visitors thereto and sojourners therein.
- B. The Council shall have, in addition, the power to pass ordinances not contrary to the laws and Constitution of this state, for the following specific purposes:
 - 1. Advertising. To provide for advertising for the purposes of the town, for printing and publishing statements as to the business of the town.
 - 2. Aisles. To regulate and prevent the obstruction of aisles in public halls, churches and places of amusement and to regulate the construction and operation of the doors and means of egress therefrom.
 - 3. Amusements. To provide in the interest of the public welfare for licensing, regulating or restraining theatrical or other public amusements.
 - 4. Appropriations. To appropriate municipal moneys for any purpose within the powers of the Council.
 - 5. Auctioneers. To regulate the sale of all kinds of property at auction within the town and to license auctioneers.
 - 6. Band. To establish or contribute to the support of a municipal band, symphony orchestra or other musical organization and to regulate by ordinance the conduct and policies thereof.
 - 7. Billboards. To license, tax and regulate, restrain or prohibit the erection or maintenance of billboards within the town and the placing of signs, bills and posters of every kind and description on any building, fence, post, billboard, pole or other place within the town.
 - 8. Bridges. To erect and maintain bridges.
 - 9. Buildings. To make reasonable regulations in regard to buildings and signs to be erected, constructed or reconstructed in the town and to grant building permits for the same; to formulate a building code and a plumbing code and to appoint a Building Inspector and a Plumbing Inspector and to require reasonable charges for permits and inspections; to authorize and require the inspection of all buildings and structures and to authorize the condemnation thereof in whole or in part when dangerous or insecure and to require that such buildings and structures be made safe or be taken down.
 - 10. Cemeteries. To regulate or prohibit the interment of bodies within the municipality and to regulate cemeteries.
 - 11. Codification. To provide for the codification of all ordinances which have been or may hereafter be passed.

12. Community services. To provide, maintain and operate community and social services for the preservation and promotion of the health, recreation, welfare and enlightenment of the inhabitants of the town.
13. Cooperative activities. To make agreements with other municipalities, counties, districts, bureaus, commissions and governmental authorities for the joint performance of, or for cooperation in, the performance of any governmental functions.
14. Curfew. To prohibit the youth of the town from being in the streets, lanes, alleys or public places at unreasonable hours of the night.
15. Dangerous conditions. To compel persons about to undertake dangerous improvements to execute bonds with sufficient sureties conditioned that the owner or contractor will pay all damages resulting from such work which may be sustained by any persons or property.
16. Departments. To create, change and abolish offices, departments or agencies, other than the offices, departments and agencies established by this Charter; to assign additional functions or duties to offices, departments or agencies established by this Charter, but not including the power to discontinue or assign to any other office, department or agency any function or duty assigned by this Charter to a particular office, department or agency.
17. Disorderly houses. To suppress bawdy houses, disorderly house and houses of ill fame.
18. Dogs. To regulate the keeping of dogs in the town and to provide, wherever the county does not license or tax dogs, for the licensing and taxing of the same; to provide for the disposition of homeless dogs and dogs on which no license fee or taxes are paid.
19. Elevators. To require the inspection and licensing of elevators and to prohibit their use when unsafe or dangerous or without a license.
20. Explosives. To regulate or prevent the storage of gunpowder, oil or any other explosive or combustible matter; to regulate or prevent the use of firearms, fireworks, bonfires, explosives or any other similar things which may endanger persons or property.
21. Filth. To compel the occupant of any premises, building or outhouse situated in the town, when the same has become filthy or unwholesome, to abate or cleanse the condition and, after reasonable notice to the owners or occupants, to authorize such work to be done by the proper officers and to assess the expense thereof against such property making it collectible as taxes or as charges against the occupant or occupants.
22. Finances. To levy, assess and collect ad Valero property taxes; to expend municipal funds for any public purpose; to have general management and control of the finances of the town.
23. Fire. To suppress fires and prevent the dangers thereof and to establish and maintain a fire department; to contribute funds to volunteer fire companies serving the town; to inspect buildings for the purpose of reducing fire hazards, to issue regulations concerning fire hazards and to forbid and prohibit the use of fire-hazardous buildings and structures permanently or until the conditions of the town fire-hazard regulations are met; to install and maintain fireplugs or hydrants where and as necessary and to regulate their use; and to take all other measures necessary to control and prevent fires in the town.

24. Food. To inspect and to require the condemnation of, if unwholesome, and to regulate the sale of any food products.
25. Franchise. To grant and regulate franchises to water companies, electric light companies, gas companies, telegraph and telephone companies, transit companies, taxi-cab companies and any others which may be deemed advantageous and beneficial to the town, subject, however, to the limitations and provisions contained in the Constitution or general laws of the state and to the further limitations that no such franchise shall be granted for any such utility or service which will compete with or duplicate the same utility or service rendered by the town, unless such grant shall be approved by a majority of the qualified voters of the town voting on a referendum of the questions at a special town election, duly called and held for the purpose in accordance with this Charter. No franchise shall be granted for a longer period than twenty-five (25) years.
26. Gambling. To restrain and prohibit gambling.
27. Garbage. To prevent the deposit of any unwholesome substance either on private or public property and to compel its removal to designated points; to require slops, garbage, ashes and other waste or other unwholesome materials to be removed to designated points or to require the occupants of the premises to place them conveniently for removal.
28. Grants-in-aid. To accept gifts and grants of federal or of state funds from the federal or state governments or any agency thereof and to expend the same for any lawful public purpose, agreeably to the conditions under which the gifts or grants were made.
29. Hawkers. Subject to any limitations or restrictions contained in the public general laws of the state, to license, tax, regulate, suppress and prohibit hawkers and itinerant dealers, peddlers, pawnbrokers and all other persons selling any articles on the streets of the town and to revoke such licenses for cause.
30. Health. To protect and preserve the health of the town and its inhabitants; to appoint a Public Health Officer and to define and regulate his powers and duties; to prevent the introduction of contagious diseases into the town; to establish quarantine regulations and to authorize the removal and confinement of persons having contagious or infectious diseases; to prevent and remove all nuisances; to inspect, regulate and abate any buildings, structures or places which cause or may cause unsanitary conditions or conditions detrimental to health; provided that nothing herein shall be construed to affect in any manner any of the powers and duties of the State Board of Health, the County Board of Health or any public general or local law relating to the subject of health.
31. House numbers. To regulate the numbering of houses and lots and to compel owners to renumber the same or in default thereof to authorize and require the same to be done by the town at the owner's expense, such expense to constitute a lien upon the property collectible as tax moneys.
32. Jail. To establish and regulate a station house or lockup for temporary confinement of violators of the laws and ordinances of the town or to use the County Jail for such purpose.
33. Licenses. Subject to any restrictions imposed by the public general laws of the state, to license and regulate all persons beginning or conducting transient or permanent business in the town for the sale of any goods,

wares, merchandise or services; to license and regulate any business, occupation, trade, calling or place of amusement or business; to establish and collect fees and charges for all licenses and permits issued under the authority of this Charter.

34. Liens. To provide that any valid charges, taxes or assessments made against any real property within the town shall be liens upon such property to be collected as municipal taxes are collected.
35. Lights. To provide for the lighting of the town.
36. Livestock. To regulate and prohibit the running at large of cattle, horses, swine, fowl, sheep, goats, dogs or other animals; to authorize the impounding, keeping, sale and redemption of such animals when found in violation of the ordinance in such cases provided.
37. Markets. To obtain by lease or rent or to own, construct, purchase, operate and maintain public markets within the town.
38. Minor privileges. To regulate or prevent the use of public ways, sidewalks and public places for signs, awnings, posts, steps, railings, entrances, racks, posting handbills and advertisements and display of goods, wares and merchandise.
39. Noise. To regulate or prohibit unreasonable ringing of bells, crying of goods or sounding of whistles and horns.
40. Nuisances. To prevent or abate by appropriate ordinance all nuisances in the town which are so defined at common law, by this Charter or by the laws of the State of Maryland, whether the same be herein specifically named or not; to regulate, to prohibit, to control the location of or to require the removal from the town of all trading in, handling of or manufacture of any commodity which is or may become offensive, obnoxious or injurious to the public comfort or health. In this connection, the town may regulate, prohibit and control the location of or require the removal from the town of such things as stockyards, slaughterhouses, cattle or hogpens, tanneries and renderies. This listing is by way of enumeration, not limitation.
41. Obstructions. To remove all nuisances and obstructions from the streets, lanes and alleys and from any lots adjoining thereto or any other places within the limits of the town.
42. Parking facilities. To license and regulate and to establish, obtain by purchase, by lease or by rent or to own, construct, operate, maintain and fix and collect charges for the use of parking lots and other facilities for off-street parking.
43. Parking meters. To install parking meters on said parking facilities and on the streets and public places of the town in such places as shall by ordinance be determined and by ordinance to prescribe rates and provisions for the use thereof, except that the installation of parking meters on any street or road maintained by the State Roads Commission of Maryland must first be approved by the Commission.
44. Parks and recreation. To establish and maintain public parks, gardens, playgrounds and other recreational facilities and programs to promote the health, welfare and enjoyment of the inhabitants of the town.
45. Police force. To establish, operate and maintain a police force. All town policemen shall have, within the municipality, the powers and authority of constables in this state.

46. Police powers. To prohibit, suppress and punish within the town all vice, gambling and games of chance; prostitution and solicitation therefore and the keeping of bawdy houses and houses of ill fame; all tramps and vagrants; all disorder, disturbances, annoyances, disorderly conduct, obscenity, public profanity and drunkenness.
47. Property. To acquire by conveyance, purchase or gift, real or leasehold property for any public purposes; to erect buildings and structures thereon for the benefit of the town and its inhabitants; to convey any real or leasehold property when no longer needed for public use, after having given at least twenty (20) days' public notice of the proposed conveyance; to control, protect and maintain public buildings, grounds and property of the town.
48. Quarantine. To establish quarantine regulations in the interests of the public health.
49. Regulations. To adopt by ordinance and enforce within the corporate limits police, health, sanitary, fire, building, plumbing, traffic, speed, parking and other similar regulations not in conflict with the laws of the State of Maryland or with this Charter.
50. Sidewalks. To regulate the use of sidewalks and all structures in, under or above the same; to require the owner or occupant of a premises to keep the sidewalks in front thereof free from snow or other obstructions; to prescribe hours for cleaning sidewalks.
51. Sweepings. To regulate or prevent the throwing or depositing of sweepings, dust, ashes, offal, garbage, paper, handbills, dirty liquids or other unwholesome materials into any public way or onto any public or private property in the town.
52. Taxicabs. To license, tax and regulate public packmen, Darien, drivers, cabmen, porters and expression, and all other persons pursuing like occupations.
53. Vehicles. To regulate and license wagons and other vehicles not subject to the licensing powers of the State of Maryland.
54. Voting machines. To purchase, lease, borrow, install and maintain voting machines for use in town elections.
55. Zoning. To exercise the powers as to planning and zoning conferred upon municipal corporations generally in Article 66B of the Annotated Code of Maryland, subject, however, to the limitations and provisions of said Article.
56. Commercial or industrial redevelopment projects. To make use of federal or state financial assistance or private financial assistance, upon such terms as the municipal corporation deems advisable, for commercial or industrial redevelopment projects, for the purpose of making grants, loans or guaranteeing loans to private entities, provided that the authority granted by this subsection may be used only for commercial or industrial redevelopment projects and may not be used for residential or housing projects. [Res. 9-21-1981]

C. Saving clause. The enumeration of powers in this section is not to be construed as limiting the powers of the town to the several subjects mentioned.

§ C5-2. Exercise of powers. [Res. 12-19-1960, sec. 27]

For the purpose of carrying out the powers granted in this Article or elsewhere in this Charter, the Council may pass all necessary ordinances. All the powers of the town shall

be exercised in the manner prescribed by this Charter or, if the manner be not prescribed, then in such manner as may be prescribed by ordinance.

§ C5-3. Enforcement. [Res. 12-19-1960, Sec. 28]

To ensure the observance of the ordinances of the town, the Council shall have the power to provide that violation thereof shall be a misdemeanor and shall have the power to affix thereto penalties not exceeding those provided by § C12-1 of this Charter.

ARTICLE VI
Registration, Nominations and Elections

§ C6-1. [Repealed 3-22-10 by Res. No. 2010-01]

§ C6-2. Board of Supervisors of Elections. [Res. 12-19-1960, sec. 30; amended 2-22-1993 by Res. No. 1993-4]

There shall be a Board of Supervisors of Elections consisting of five (5) members who shall be appointed by the Mayor with the approval of the Council on or before the first Monday in March in every second odd-numbered year accounting from the year 1993. The terms of members of the Board of Supervisors of Elections shall begin on the first Monday in March in the year in which they are appointed and shall run for four (4) years. Members of the Board of Supervisors of Elections shall be qualified voters of the town and shall not hold or be candidates for any elective

office during their term of office. The Board shall appoint one (1) of its members as Chairman. Vacancies on the Board shall be filled by the Mayor with the approval of the Council for the remainder of the unexpired term. The compensation of the members of the Board shall be determined by the Council.

§ C6-3. Removal of members of Board. [Res. 12-19-1960, sec. 31]

Any member of the Board of Supervisors of Elections may be removed for good cause by the Council. Before removal, the member of the Board of Supervisors of Elections to be removed shall be given a written copy of the charges against him and shall have a public hearing on them before the Council if he so requests within ten (10) days after receiving the written copy of the charges against him.

§ C6-4. Duties of Board. [Res. 12-19-1960, sec. 32]

The Board of Supervisors of Elections shall be in charge of the registration of voters, nominations and all town elections. The Board may appoint election clerks or other employees to assist it in any of its duties.

§ C6-5. Notice. [Res. 12-19-1960; sec. 33]

The Board of Supervisors of Elections shall give at least two (2) weeks' notice of every registration day and every election by an advertisement published in at least one (1) newspaper of general circulation in the town and by posting a notice thereof in some public place or places in the town.

§ C6-6. Registration. [Res. No. 12-19-1960, sec. 34; amended 6-27-1994 by Res. No. 1994-10; amended 3-24-10 by Res. No. 2010-02]

Registration of voters shall be accomplished by the completion of a registration form approved by the Worcester County Board of Elections Supervisors for county universal registration. Voters qualified to register for Worcester County general elections shall be deemed qualified to vote in Town of Berlin elections, subject to the additional requirement of being domiciled within the Town of Berlin. It shall be the duty of the Board of Supervisors of Elections to keep the registration lists up-to-date by striking from the lists persons known to have died or to have

moved out of the town. Registration shall be closed to new registrants not less than thirty (30) days preceding the next town election.

§ C6-7. Appeals. [Res. 12-19-1960, sec. 35]

If any person shall be aggrieved by the action of the Board of Supervisors of Elections in refusing to register or in striking off the name of any person, or by any other action, such person may appeal to the Council. Any decision or action of the Council upon such appeals may be appealed to the Circuit Court for Worcester County within thirty (30) days of the decision or action of the Council.

§ C6-8. Nominations for elective office. [Res. 12-19-1960, sec. 36; amended 3-11-1964; 3-14-1988 by Res. No. 1988-3; 6-27-1994 by Res. No. 1994-10; amended 3-22-10 by Res. No. 2010-03; amended 10-15-13 by Res. No. 2013-13]

1. Filing for Elective Office. Persons wishing to be placed on the ballot for the office of Mayor or Councilmember must adhere to the following:
 - A. For Town of Berlin Regular Elections persons may be nominated for elective office in the town by filing a certificate of nomination at the office of the Board of Supervisors of Elections on or before the close of business no less than twenty-eight (28) days preceding a town election. No person shall file for nomination to more than one (1) elective public office or hold more than one (1) elective public office at any one (1) time.
 - B. For Town of Berlin Special Elections persons may be nominated for elective office in the Town by filing a certificate of nomination at the office of the Board of Supervisors of Elections on or before the close of business no less than twenty-eight (28) days preceding the date of the Special Election.
2. Write-in Candidates. A certificate of nomination for a write-in candidate shall be filed no less than seven (7) days prior to the scheduled election. The name of the write-in candidate shall not appear on the ballot(s) for the election, except as written-in by the voter at the time of casting of the ballot; write-in names of individuals who have not filed the appropriate certificate of nomination shall not be included in the vote tally conducted by the Board of Supervisors of Elections, however the remainder of such ballot shall not be invalidated.
3. Withdrawal of Candidacy. Persons desiring to withdraw their candidacy for elective office must submit, in writing, a request to withdraw and be removed from the ballot no less than seven (7) days prior to the scheduled election. The written request to withdraw shall be submitted to the office of the Board of Supervisors of Elections. Should the request to withdraw be submitted with less than seven (7) days remaining prior to the election, the candidate's name shall not be removed from the ballot, however information shall be provided to voters regarding the withdrawal at the polling place. Votes cast for that individual shall not be included in the vote tally conducted by the Board of Supervisors of Elections; however the remainder of the ballot shall not be invalidated by such vote.

§ C6-9. Election of Mayor and Councilmembers. [Res. 12-19-1960, sec. 37; amended 3-14-1988 by Res. No. 1988-3; 3-14-1988 by Res. No. 1988-4; amended 3-22-10 by Res. No. 2010-04; 10-15-2013 by Res. No. 2013-09]

A. There shall be within the Town of Berlin four (4) election districts, said election districts being designated on a map of election districts, and said map is on file in the office of the Town Administrator of the Town of Berlin and available for inspection at said office during regular business hours. [Note: One (1) Councilmember shall be elected in the manner set forth in Subsection B hereof from District One; one (1) Councilmember shall be elected from District Two; one (1) Councilmember shall be elected from District Three; and one (1) Councilmember shall be elected from District Four. The Mayor and one (1) Councilmember shall be elected at-large.]

B. On the first Tuesday in October of every second even-numbered year accounting from 2014, the registered voters of the town shall elect one (1) person as Councilmember at-large. The registered voters in District One shall elect one (1) person as Councilmember from District One, which said person shall reside in District One; and the registered voters from District Four shall elect one (1) person as Councilmember from District Four, which said person shall be a resident of District Four. All persons so elected shall serve for terms of four (4) years from said election. On the first Tuesday in October of every second even-numbered year accounting from the year 2016, the registered voters of the town shall elect one (1) person as Mayor. The registered voters in District Two shall elect one (1) person as Councilmember from District Two, which said Councilmember shall reside in said district, and the registered voters in District Three shall elect one (1) person as Councilmember of District Three, which said person shall reside in District Three. All persons so elected shall serve for terms of four (4) years from the date of said election.

C. In the event that only one individual files for candidacy for the office of mayor, the councilmember at-large, or the councilmember of a specific district, up to the deadline for write-in candidates' filing, that individual shall be considered to be the successful candidate for the applicable office and the scheduled Election for that office shall be cancelled. If the Election for one office is cancelled under this provision, the remainder of the ballot, if applicable, shall not be affected and the election for the office remaining on the ballot shall not be cancelled.

§ C6-10. Conduct of elections. [Res. 12-19-1960 sec. 38; amended 6-27-1994 by Res. No. 1994-10]

It shall be the duty of the Board of Supervisors of Elections to provide for each special and general election a suitable place or places for voting and suitable ballot boxes and ballots and/or voting machines. The ballots and/or voting machines shall show the name of each candidate nominated for elective office in accordance with the provisions of this Charter, arranged in alphabetical order by office, with no party designation of any kind. The Board of Supervisors of Elections shall keep the polls open from 7:00 a.m. to 7:00 p.m. on election days.

§ C6-10.1. Referendum. [Added 8-24-1992 by Res. No. 1992-10]

A. This section shall contain the minimum standards for the validation of any petition to referendum received subject to the jurisdiction of the Town of Berlin, or for inclusion on any ballot subject to that jurisdiction.

B. These minimum standards as set forth herein shall apply to any petition filed within the jurisdiction of the Town of Berlin on or after the effective date of this section.

C. All petitions filed on or after the effective date of this section must meet these minimum standards before any such petition shall be considered valid, these standards having been adapted from the State of Maryland standards entitled "Generic Procedures for Petition Verification," State Document Number 10D SBL-89, which document is hereby adopted by reference and made a part of these standards.

D. The procedures for verification set forth in the aforesaid state document shall be followed by the Board of Election Supervisors for the Town of Berlin in evaluating and verifying any petition filed within that jurisdiction.

E. At a minimum, all petitions filed subject to the jurisdiction of the Town of Berlin shall contain the following information and shall be presented in the following format and manner:

(1) Each petition shall contain a statement at the top of each and every page of signatures citing the resolution, ordinance or issue being presented for placement on the election ballot. Such statement shall also contain the appropriate section of state law and the Code of the Town of Berlin authorizing the petition action.

(2) Each and every page of signatures shall be numbered consecutively at the top of the sheet, beginning with a sheet numbered "1."

(3) Each petition page shall contain spaces for the following information to accompany each and every signature:

(a) Printed name of the signer.

(b) Printed residency address of the signer. Mailing addresses, if different from address of residency, are not acceptable.

(c) Signature and date of signing.

(4) Each and every page of signatures shall contain an affidavit at the bottom of the sheet signed by the person collecting the signatures to attest that each and every signature on that page was personally witnessed by that collector.

(5) The omission of any one (1) of the foregoing items shall render the entire sheet from which it has been omitted invalid and may invalidate the entire petition.

F. The procedures and standards set forth herein shall be an addition to the previously established procedures and standards for referenda set forth in the Berlin Town Charter, and all other applicable provisions in effect prior to the effective date of this section shall still apply.

§ C6-11. Special elections. [Res. 12-19-1960, sec. 39]

All special town elections shall be conducted by the Board of Supervisors of Elections in the same manner and with the same personnel, as far as practicable, as regular town elections.

§ C6-12. Vote count [Res. 12-19-1960, sec. 40; amended 6-27-1994 by Res. No. 1994-10]

Within forty-eight (48) hours after the closing of the polls, the Board of Supervisors of Elections shall determine the vote cast for each candidate or question and shall certify the results of the election to the Town Administrator, who shall record the vote in the records of the Council. The candidate for Mayor with the highest number of votes in each election for this office shall be declared to be elected as Mayor; the candidate for Council in each district with the highest number of votes from that district shall be declared elected as Council member representing that district; and the candidate for the at-large Council seat with the highest number of votes shall be declared elected as the Council member at large.

§ C6-13. Preservation of ballots. [Res. 12-19-1960, sec. 41]

All ballots used in any town election shall be preserved for at least six (6) months from the date of the election.

§ C6-14. Vacancies. [Res. 12-19-1960, sec. 42; amended 11-13-1967; 5-11-1992 by Res. No. 1992-4; 3-11-1996 by Res. No. 1996-4]

A. In case of a vacancy in the office of Mayor as hereinafter described in Subsection B, the office shall be filled by the duly elected Vice President of the Council, who shall serve as interim Mayor until a special election is conducted, pursuant to § C6-11 of the Charter. At the next regular meeting, the remaining Council members shall elect one (1) of their members as interim Vice President, who shall serve until a special election shall be held for the office of Mayor. The special election for Mayor shall be held within sixty (60) days of the occurrence of the vacancy, provided that no such election shall be necessary if the regular election date will occur within one hundred eighty (180) days of the occurrence of such vacancy. Persons may be nominated for the office of Mayor by filing a certificate of nomination at the office of the Board of Supervisor of Elections by the advertised deadline to be set by that Board in accordance with the provisions of §§ C6-8 and C6-9 of the Charter.

B. A vacancy in the office of Mayor shall occur if the Mayor:

- (1) Dies;
- (2) Resigns;
- (3) Changes residency to outside the Town of Berlin;
- (4) Is declared by unanimous vote of the Council to be unqualified pursuant to § C4-2 of the Charter;
- (5) Is absent from six (6) consecutive regularly scheduled Council meetings or from nine (9) of twelve (12) consecutive regularly scheduled Council meetings during the Mayor's term of office and, in addition, the Council unanimously votes to declare a vacancy as necessary for the best interests of the Town of Berlin because of the absences; or
- (6) Is declared a disabled person and in need of a guardian of the person by a court pursuant to § 13-705 of the Estates and Trusts Article of the Annotated Code of Maryland, and in addition, the Council unanimously votes to declare a vacancy as necessary for the best interests of the Town of Berlin because of the disability.

C. In the case of a vacancy on the Council as hereinafter described in Subsection D, the vacancy shall be filled by a special election conducted pursuant to § C6-11 of the Charter, by voters from the district represented by the vacating Councilmember. The special election for Councilmember shall be held within sixty (60) days of the occurrence of the vacancy, provided that no such election shall be necessary if the regular election date will occur within one hundred eighty (180) days of the occurrence of such vacancy. Persons may be nominated for the office of Councilmember by filing a certificate of nomination at the office of the Board of Supervisors of Elections by the advertised deadline to be set by that Board in accordance with the provisions of §§ C6-8 and C6-9 of the Charter.

D. A vacancy in the Council shall occur if any Council member:

- (1) Dies;
- (2) Resigns;
- (3) Changes residency to outside the Town of Berlin or outside of the Councilmember's district;
- (4) Is declared by unanimous vote of the remaining Councilmembers and Mayor to be unqualified pursuant to § C3-2 of the Charter;
- (5) Is absent from six (6) consecutive regularly scheduled Council meetings or from nine (9) of twelve (12) consecutive regularly scheduled Council meetings during the Council member's term of office and, in addition, the remaining Councilmembers and Mayor unanimously vote to declare a vacancy as necessary for the best interests of the Town of Berlin because of the absences; or
- (6) Is declared a disabled person and in need of a guardian of the person by a court pursuant to § 13-705 of the Estates and Trusts Article of the Annotated Code of Maryland, and in addition, the remaining Council members and Mayor unanimously vote to declare a vacancy as necessary for the best interests of the Town of Berlin because of the disability.

§ C6-15. [Repealed 4-12-10 by Res. 2010-05]

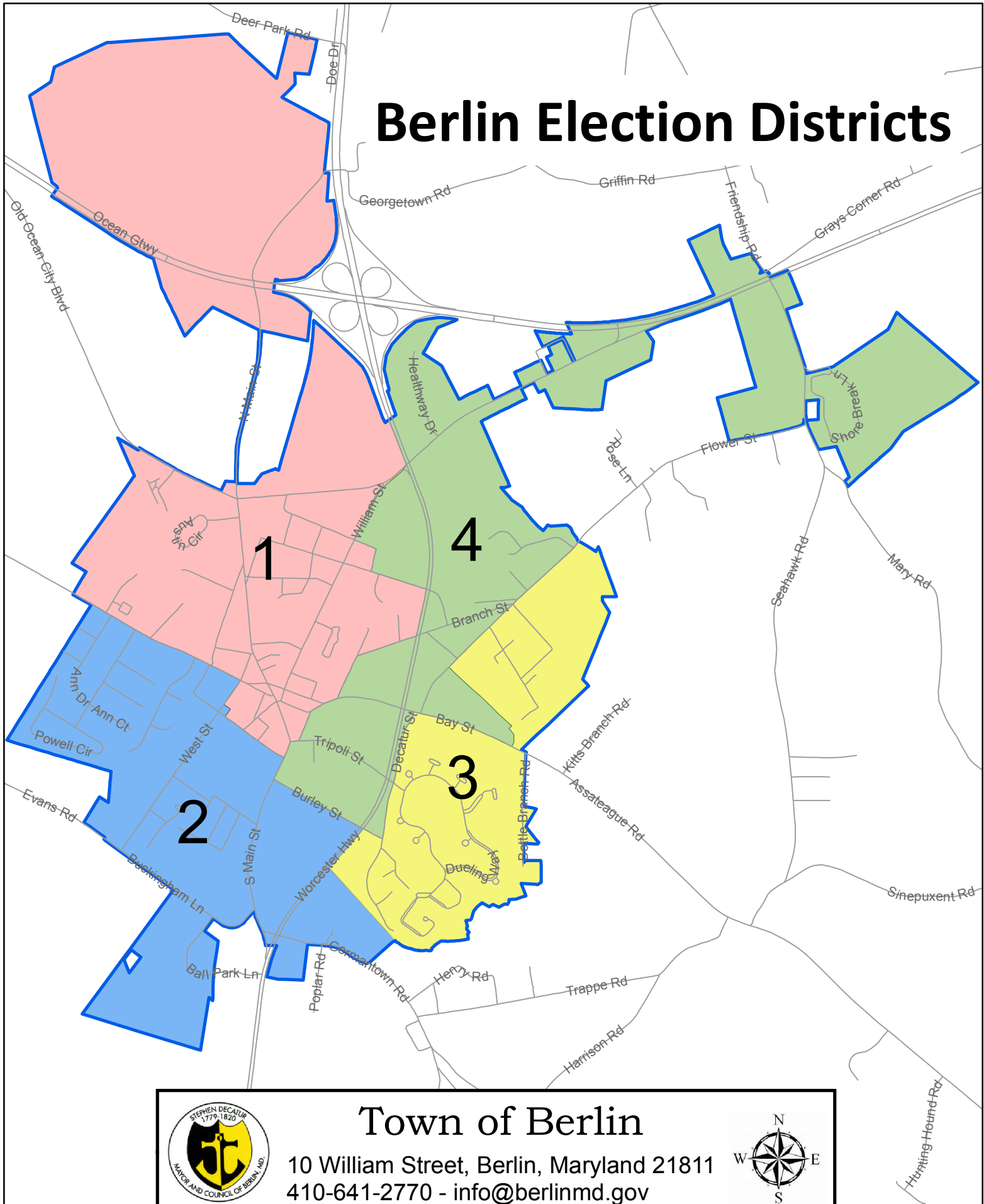
§ C6-16. Regulation and control. [Res. 12-19-1960, sec. 44]

The Council shall have the power to provide by ordinance, in every respect not covered by the provisions of this Charter, for the conduct of registration, nomination and town elections, for the prevention of fraud in connection therewith and for a recount of ballots in case of doubt or fraud.

§ C6-17. Penalty. [Res. 12-19-1960, sec. 45]

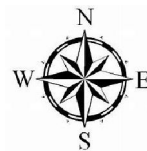
Any person who fails to perform any duty required of him under the provisions of this Article or any ordinances passed thereunder, in any manner willfully or corruptly violates any of the provisions of this Article or any ordinances passed thereunder or willfully or corruptly does anything which will or will tend to affect fraudulently any registration, nomination or town election shall be deemed guilty of a misdemeanor. Any officer or employee of the town government who is convicted of a misdemeanor under the provisions of this section shall immediately upon conviction thereof cease to hold such office or employment, in addition to any other penalty imposed.

Berlin Election Districts



Town of Berlin

10 William Street, Berlin, Maryland 21811
410-641-2770 - info@berlinmd.gov



DISTRICT 1								
Artisans Way	All							
Austin Cir	All							
Baker St	All							
Bay St	5	6	7	9	11	16		
	201	203						
Branch St	101	103	105	107	109	111	113	115
	117	119	121	123	125	127	129	131
Brittany Ln	All							
Broad St	26							
	101	103	105	107	109	111	113	
	203	205	211	213	215	219	225	
	227							
	401	405	407	409	411			
Bryan Ave	All							
Buttercup Ct	All							
Caleb Road	10304 ONLY							
Cedar Ave	All							
Church St	6 ONLY							
Commerce St	7 & 23 ONLY							
Deerpark Ct	ALL							
Farber Lane	All							
Franklin Ave	100	101	102	103	104	106	107	108
	109	110						
	200	202	204	205	207			
	300	302	304	306	308			
Franklin Sq	All							
Gay St	All							
Grace St	All							
Graham Ave	All							
Grice St	All							
Harrison Ave	All							
Hudson St	All							
Jefferson St	All							
N. Main St	2	3	10	13	15			
	103	110	116	119	125			
	201	203	205	207	209	210	211	212
	213	215	217	219				
	300	301	302	303	304	305	306	307
	308	309	310	311	312	313	314	315
	316	317	318	319	321	322	323	324
	325							
	9708	10001	10013	10031	10037			
S Main St	17	18	19	23				
	102	104						
Malone Court	501	502						
Maple Dr	All							
Nelson St	All							
Old Ocean City Blvd	9840	9842	9848	9854	9856			
	9902	9904	9906					
	10035	10038	10045	10050				
	10101							
Pine St	All							
Pitts St	All							

Powellton Ave	All							
Prospect Drive	All							
Stevenson Ln	All							
Sunlight Ln	All							
Vine St	All							
Walnut Hill Dr	All							
Walsh Ln	All							
Washington St	2	4	6					
	100	102						
	200	202	204	206	208			
West St	2	4	6	8	10	12		
	103	105	107	109	111	113	115	
West View Ct	601	602	605	606				
William St	21	22						
	200	201	202	203	205	207	208	209
	211	212						
	301	302	303	304	306	307	308	310
	312	314	317	319	321	322	323	324
	325	326	327	328	329	330	331	332
	400	401	403	405	406	407	408	409
	501	502	504	505	506	509	510	
	601	603	605	607	617	619		

DISTRICT 2								
Abbey Ln	All							
Ann Ct	All							
Ann Dr	All							
Broad St	116							
	200	202	204	208	210	212	214	218
	220	222	224	226				
	300	302	304	306				
	400	402	404					
Buckingham Ln	9709	9711	9713	9715	9727			
Buckingham Rd	All							
Burley St	6	8	10	12	14	16	18	
	20	22	24	26	28			
	30	32	34					
Cheryl Ave	All							
Davis Ct	All							
Esham Ave	All							
Henrys Mill Dr	All							
Littleworth Ct (may be Ln.)	All							
S. Main St.	200	202	204	206				
	300	301	302	303	310	312	313	314
	316	318	319					
	400	404	406	407	408	410	412	413
	414	416	417					
	501	503	505	507	509	511	513	515
	517	521	523					
Middle St	All							
Nancy Ave	All							
Penders Ct	All							
Powell Cir	All							
Purnell Ave	All							
Quillin Dr (may be Quillen)	All							
Reedy Cove Dr (May read Germantown Rd)	9100							
Thomas Ct	All							
Tingle Rd	All							
Upshur Ln	All							
Washington St	1	3	5					
	101	103	105	107				
	201	203	205	207	209	210	211	
	305							
West St	100	104						
	200	202	204	205	206	207	208	209
	210	211	213	218	220	222	223	224
	225	226	227	228	229	230	232	
	300	301	302	303	304	305	306	307
	308	309	310	311	312	313	314	315
	316	318						
	400	401	402	403	405	406	407	409
	411	413	415	417				
Westminster Dr	All							

DISTRICT 3								
Barbary Coast Dr	All							
Bay St	508	514	516	518	520	530	534	542
	544	545	546					
Bottle Branch Rd	9252	9262						
Burley St	100	102						
Cape Cir	All							
Decatur St	1 thru 32							
Dueling Way	All							
Elizabeth St	All							
Ennis Ln	All							
Enterprise Dr	All							
Flagship Cir	All							
Flower St	126							
	300	304	306	308	310	312		
	404	408	410	412	414			
	504	510	512	514	518	520	522	524
	530	532	534	536				
Gunboat Cir	All							
Intrepid Ln	All							
Link Ln	All							
Mainmast Cir	All							
Maple Ave	All							
Meadow St	All							
Mill Rd	All							
Presidents Ct	All							
Schoolfield St	All							
Schooner Ln	All							
Senators Way	All							
Top Deck Ct	All							

DISTRICT 4								
Atlantic Lane (Oceans East)	All							
Bay St	102	104	106					
	200	202	204					
	300	301	302	303	304	305	307	308
	309	310	311	313	314	315	316	317
	318	319	320	321				
	507	509	515	517	525	527	531	
Beach Break Lane (Oceans East)	All							
Bowen Cir	All							
Branch St	102	104	110	116	118	120	122	124
	128	130						
	203	205	206	207	209	210	212	213
	214	215	216	217	218	219	221	223
	225	226	227	229	233			
Burley St	7	9	11	13	15	17	19	21
	23	25	27	33	35			
	101	103						
Cannery Way	All							
Church St	1	5						
Decatur St	200	206	208					
Flower St	102	113	115	118	120	122	127	131
	137							
	207	209	211					
	301	303						
	501	503	507	509	511	513	515	517
	519	521	523	525	527	531		
Franklin Ave	601 Only							
Green Court	All							
Healthway Dr	All							
Kenwood Ct	All							
S. Main St.	101	103	105					
	201	203	205	207				
Mermaid Lane (Oceans East)	All							
Old Ocean City Blvd	10218	10234						
	10314	10328	10339	10343	10345	10336		
	10436							
Railroad Ave	All							
Sandy Lane (Oceans East)	All							
Seahorse Lane (Oceans East)	All							
Shore Break Lane (Oceans East)	All							
Showell St	All							
Wild Pony Lane (Oceans East)	All							
William St	602	604	608	610	614	618	620	622
	624	626	628					