



**BERLIN MAYOR AND COUNCIL**  
 MEETING MINUTES  
 Monday, March 28, 2016

**6:00 PM EXECUTIVE SESSION – BERLIN TOWN HALL**

- a. Pursuant to Section §3-305(b)(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, or officials over whom this public body has jurisdiction or any other personnel matter that affects one or more specific individuals.
- b. Pursuant to Section §3-305(b)(7) To consult with counsel to obtain legal advice on a legal matter
- c. Pursuant to Section §305(b)(8) To consult with staff, consultants or other individuals about pending or potential litigation.

**7:10 PM REGULAR SESSION – Berlin Town Hall Council Chambers**

**Present:** Mayor Gee Williams, Councilmembers Thom Gulyas, Lisa Hall, Elroy Brittingham, Sr., Dean Burrell, Town Attorney Dave Gaskill

**Absent –** Councilmember Troy Purnell

**Staff Present:** Town Administrator Laura Allen, Managing Director Jeff Fleetwood, Planning Director Dave Engelhart, , Electric Utility Director Tim Lawrence, Administrative Services Director Mary Bohlen, Finance Director Natalie Saleh, Economic and Community Development Director Ivy Wells, Chief of Police Arnold Downing

**Staff Absent –** Director of Public Works and Water Resources – Jane Kreiter

- 1. Approval of the Minutes for:
  - a. Executive Session of 3/14/16

On the motion of Councilmember Gulyas, the Executive Session minutes of March 14, 2016 were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

2. Mayor read the Statement of Closure 3/14/16
3. Approval of the Minutes for:
  - a. Regular Session of 3/14/16

On the motion of Councilmember Gulyas, the Regular Session minutes of March 14, 2016 were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

4. Swearing in of Boards and Commissions – Mayor Williams

Mayor Williams, conducted the swearing in of the following members of Boards and Commissions

Carol Rose – Historic District Commission

Robert Poli – Historic District Commission

John Briddell – Board of Supervisors of Elections

Reverend David Briddell – Board of Supervisors of Elections

Unable to attend were: Laura Stearns Historic District Commission, Lou Creter Board of Supervisors of Elections and Newt Chandler Planning and Zoning.

5. Appointments to Boards and Commissions – Mayor Williams

- a. Parks Commission – Lorretta Brown-Briddell, Mike Wiley, Bruce Hyder, Patricia Dufendach and Sarah Hooper

The Mayor is recommending that all five members of the Parks Commission be re-appointed for a two-year term. On the motion of Councilmember Burrell, the recommendation passed by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

Swearing in of these members will take place at the April 11, 2016 Council Meeting.

6. Approval of Special Events:

a. St. Paul UMC 5K Memorial Walk/Run – April 9, 2016

John Dale Smack, JR. appeared on behalf of St. Paul UMC. The event will start at the Church and be 2.1 miles long. All are encouraged and invited to attend. Councilmember Burrell questioned that everything would be the same as last year and Mr. Smack said yes. On the motion of Councilmember Gulyas, the event was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

b. Old Fashioned Memorial Day (Berlin Community Improvement Association) – May 30, 2016

This is an annual, long-standing event in the community going back several decades. On the motion of Councilmember Brittingham, the event was approved by the following vote.

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

c. Afternoon on the Lawn (Berlin Heritage Foundation) – June 11, 2016

Jan Quick and Carol Rose, on behalf of the Berlin Heritage Foundation, came before Council to request approval for the first year of "Afternoon on the Lawn". There will be live musicians and installation of memorial teak benches. Guests will be able to gather under a large tent in the front yard on the grounds of the Calvin B. Taylor Museum. There will be no alcohol allowed off premises, it will be a one-way in/one way out entrance and exit. On the motion of Councilmember Hall, the event was approved by the following vote.

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

7. Street Closure , Marketing Promotion – Ivy Wells

This is a soda promotional event that would take place on Pitts Street from Burley Tavern to Bleached Butterfly. Councilmember Burrell would like to have more details on event. Economic and Community Development Director was expected to have more information by end of business on March 28, 2016. At the time of the Council meeting, no more information was available. There would be a five-thousand dollar donation to the Town along with endless amounts of publicity that the Town would be hard pressed to put a price tag on. At the time of the Council meeting, no more information was available. On the motion of Councilmember Hall, the tentative approval of the soda promotional event was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

8. Proclamation 2016-09, Fair Housing Month, Month of April – Mary Bohlen

This is an annual Proclamation and a requirement for the Town to receive CDBG funding. On the motion of Councilmember Brittingham, the Proclamation was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

9. Proclamation 2016-10, Take Pride in Berlin Week, April 16<sup>th</sup>-23<sup>th</sup>, Mary Bohlen  
 This is the fifth Annual Take Pride in Berlin Week. It starts with clean-up day on April 16<sup>th</sup>, with the clean-up of three parks; Stephen Decatur Park, Henry Park and Berlin Falls Park. Ms. Bohlen stated, that this is a time that people are encouraged to show what makes them proud of Berlin. On the motion of Councilmember Burrell, this Proclamation was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

10. Ordinance No. 2016-01, Text Amendment to Town Ordinance permitting churches as a principal use in a B-2 shopping district. Discussion followed. A Public Hearing is scheduled for April 11, 2016.
11. Ordinance 2016-02, (Revision) Resolution to rezone Tax Map 25, Parcel, 50 (the Merial Select property) from M-1 light industrial district to B-2 shopping district. Discussion followed. A Public Hearing is scheduled for April 11, 2016.
12. Departmental Reports:
- a. Finance Director – Natalie Saleh

The Tyler Technologies conversion is getting closer. Monday, March 28, 2016 was the first phone training session on Purchase Orders and Requisitions. That training is half way completed. The Town will begin moving forward on April 6, 7, and 8<sup>th</sup>, 2016. Logics will be frozen on 4/8/16. Ms. Saleh is asking Department Heads to have their draft budgets to Finance by 4/11/16. Tyler will be leaning towards moving to the end of April for Utility billing.

b. Water Resources/Public Works – Laura Allen

The Water Department has been reading meters. Staff has helped with a tremendous amount of work at the Berlin Falls Park, with safety issues and aesthetics. Sewers are continuing to be flushed at Cannery Village, there are a few issues remaining. Councilmember Hall asked about the progress of the fence issue between residences and one side of Cannery Village. The Mayor said the issue is moving forward. Councilmember Brittingham asked about the potholes in front of Cannery Village, Town Administrator Laura Allen stated that they have been asked to put a metal plate there. The Town is waiting to hear back from the request. The final item for Water Resources and Public Works was that there do not seem to be any problems or holdups to proceed with the Voluntary Clean Up Program at Berlin Falls Park.

c. Administrative Services Director – Mary Bohlen

Ms. Bohlen states that several departments are gearing up for “Take Pride in Berlin Week”, with clean up at three parks. Clean-up starts at 8:30AM and is followed by lunch at Henry Park provided by SonRise Church. The week is rounded up with the Town’s businesses having Open Houses on April 23, 2016. There will be press releases and web updates as the time gets closer. The Berlin Community Newsletter is scheduled to be mailed out this Friday or Monday.

d. Electric – Tim Lawrence

The department has been working steady. Prep work has begun for scheduled outages behind the Subway. Meter reading will continue this week, while getting ready for the upcoming event season. Mr. Lawrence answered questions about the purchase order (201601466) on the Town Administrators report. Mr. Lawrence stated that this company was the more cost effective way to go and that there is already a working relationship established. Councilmember Burrell verified this was a budgeted expense. On the motion of Councilmember Hall the Purchase Order was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

e. Police – Arnold Downing

Chief Downing reported that the Police Department as well as other departments was gearing up for event season. The Chief reminded staff about event paperwork, this is the procedure that notifies EMS, etc. of road closures.

f. Planning – Dave Engelhart

No report

g. Managing Director – Jeff Fleetwood

Wednesday Mr. Fleetwood will be in Cambridge @ LGIT at a seminar for renewal. At this point, he can definitely say there will be zero increase in vision insurance costs. The others are still a work in progress. Mr. Fleetwood noted that there had been many changes at Berlin Falls Park, most of them were aesthetic, but have made a huge difference.

h. Economic and Community Development– Ivy Wells

Ms. Wells wanted to publicly offer her condolences to Councilmember Hall on the loss of her husband Bill Hall.

13. Town Administrator’s Report

Ms. Allen also extended her condolences and support to Councilmember Hall. The purchase order in packet was approved under Electric Utility Director, Tim Lawrence’s report.

14. Comments from the Mayor

15. Comments from the Council

Gulyas – No comment

Hall – Councilmember Hall reminder Council, audience and staff of the recent drug overdoses in our area. Keep your eyes and ears out. Get involved!

Brittingham – No comment

Burrell – There is a large concern with the number and severity of the potholes in the Town of Berlin. Town Administrator Ms. Allen stated that this is an on-going monitoring situation. Mayor Williams, asked that Director of Public Works and Water Resources, Ms. Kreiter to work on a schedule of maintenance plans and share them with the Town Administrator.

16. Comments from the Public

17. Comments from the Press

18. Adjournment

On the motion of Councilmember Burrell, the meeting was adjourned at 8:05PM the motion was approved by the following vote:

19.

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

Minutes respectfully submitted,



Vicki Magin

# Swearing in of Boards and Commission Members

Mayor Williams



SPECIAL EVENT  
TOWN STREET CLOSURE/REQUEST FOR SERVICES

MAR 29 '16 PM 12:03



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

FORM MUST BE COMPLETED AND SUBMITTED:

NO LESS THAN 60 DAYS IN ADVANCE OF THE EVENT IF STATE ROADS ARE TO BE CLOSED (SEE PAGE 2)  
NO LESS THAN 30 DAYS IN ADVANCE OF ANY OTHER EVENT

Today's Date: 3/28/16

Event Start time: 10:00 AM Road Closure Start: \_\_\_\_\_

Requested Date(s) of the event: May 7, 2016

End time: 12:00 PM End: \_\_\_\_\_

Name of Event: Touch-A-Truck

Location of Event: Stephen Decatur Park

Estimated number of attendees: 250

\*If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.

Applicant Name: Tim Lawrence

Applicant Cell Phone: 703-283-0160

Sponsoring Organization or Business Name: Town of Berlin

Email: tlawrence@berlinmd.gov

Person(s) to Contact Day of Event: Name: Tim Lawrence, Cell # 703-283-0160  
Name: \_\_\_\_\_, Cell # \_\_\_\_\_

Description of event: Police, Fire, Electric, Water Resources and Public Works vehicles. Police K9 demonstration. Meter Testing, Power Tower Display.

- The event sponsor hereby agrees to the following conditions:
1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
  2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
  3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
  4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
  5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

Signature: Tim Lawrence

Date: 3/29/16

Printed Name: Tim Lawrence

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.

Handwritten initials and date: TL  
MB  
3/29

**DETAILS OF EVENT:**

Shaded areas for office use only

<b>Street Closure</b>		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Will event require the closure of street(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____ End: _____	If streets to be closed are Main Street, Bay Street, Broad Street, Old Ocean City Blvd., or William Street, for more than one hour, State Highway Administration Road Closure Form must be completed. State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades _____	No-Parking signs to be placed: _____ Time/date
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: _____ Time/Date	Must be placed 24 hours prior to event.

<b>Electric</b>		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	<input checked="" type="checkbox"/>
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Form submitted?	<input checked="" type="checkbox"/>
		If yes, Request to Hang Banner form needed. Banner Form submitted?	<input checked="" type="checkbox"/>

<b>Other Items/Services:</b>		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>2</u>	Trash cans to be placed: <u>9:30AM</u> Time/date <u>5/7/16</u>
Picnic Tables and/or Chairs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____	To be placed: _____ Time/date
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location to be placed must be marked on map.	Stage to be placed: _____ Time/date
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: <u>9:00AM</u> Time/date <u>5/7/16</u>
Signs: Other than banners or parking	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	If signs are for the promotion of the event (yard signs, temporary billboards, banners other than those hung by the Town Electric Department, etc.) a Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input checked="" type="checkbox"/>	

Additional Forms Required:	Yes	No	Date Rec'd	Initials
State Highway Administration Request for Road Closure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Park Reservation Application and Permit	<input checked="" type="checkbox"/>			
Request for Electric Service	<input checked="" type="checkbox"/>			
Request for Banner Placement	<input checked="" type="checkbox"/>			
Sign Permit	<input checked="" type="checkbox"/>			
Vendor's Application and Certification for Peddling and Soliciting	<input checked="" type="checkbox"/>			
Business Use of Park Application		<input checked="" type="checkbox"/>		
Proof of Insurance		<input checked="" type="checkbox"/>		
Other:				

## SPECIAL EVENT GUIDELINES

### IMPORTANT: PLEASE READ

This form has been prepared to assist you and Town staff in planning and meeting the necessary requirements to hold a Special Event in the Town of Berlin. There may be other forms required of you and/or your participants (vendors).

All events are subject to approval by the Mayor and Council of the Town of Berlin at a public meeting of that body. Approval of a Special Event does not authorize the organizers to violate any applicable Town, County or State codes, ordinances, rules or regulations; open-container laws are strictly enforced. Additional restrictions or requirements may be put in place by the Town of Berlin or its authorized agent(s). Additional regulations imposed by Worcester County and/or the State of Maryland may apply; applicant is responsible for all applications to the appropriate agencies of the county or state, payment of any fees to those agencies and adherence to all rules, regulations and requirements of those agencies.

The staff of the Town of Berlin will assist you as much as possible in the completion of any documents required by the Town of Berlin and in making the arrangements for Town services required for your event. A pre-event meeting - separate from any appearance before the Mayor and Council - will be required. Town staff will contact you to make arrangements for this meeting. Separate meetings and/or communication may be received from individual departments of the Town to clarify event details.

All events are on a first-come-first-served basis. You are encouraged to submit your application as far in advance of your event as possible. You will be required to make your request to the Mayor and Council at least 60-days in advance of your event. Your forms must be submitted no later than 5:00 PM on the Monday prior to a regularly scheduled Mayor and Council Meeting (held the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month, subject to change). Other agencies of the county or state may have separate deadlines for submission; it is your responsibility to ensure that those deadlines are met.

The responsible party's signature on the first page signifies understanding and acceptance of the information contained within this document.



SPECIAL EVENT  
REQUEST FOR ELECTRIC



This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 3/29/16

Event start time: 10:00

Date(s) of the event: 5/7/16

Event end time: 12:00

Name of Event: Touch-A-Truck

Number of vendors/activities needing electric service: 1

Contact Name: Tim Lawrence

Contact Phone (Day): 703-283-0160

Sponsoring Organization: San Rise Church

Email: tlawrence@berlinmd.gov

Signature: [Handwritten Signature]

Date: 3/29/16

Printed Name: Tim Lawrence

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: 3/29/16 Initials: [Handwritten Signature]

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETAILS OF EVENT: Please copy this page as needed.**

<p>Vendor: <u>San River Church</u> Phone: <u>203-283-0160</u></p> <p>Primary Contact: <u>Tim Lawrence</u></p> <p>Vendor Type: <u>Food, Drinks</u></p> <p>Load Information</p> <table style="width:100%; border: none;"> <tr><td>Lighting</td><td>_____</td><td>KW</td></tr> <tr><td>Cooking</td><td><u>  /  </u></td><td>KW</td></tr> <tr><td>Water Heating</td><td>_____</td><td>KW</td></tr> <tr><td>Miscellaneous</td><td><u>  /  </u></td><td>KW</td></tr> <tr><td>Specify Unusual Motors</td><td>_____</td><td>KW</td></tr> <tr><td>Other: _____</td><td>_____</td><td>KW</td></tr> <tr><td>Total Load</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Voltage</td><td>_____</td><td>KW</td></tr> </table> <p>Location of Service: <u>120 Volt Service</u> (determined w/Electric Department)</p>	Lighting	_____	KW	Cooking	<u>  /  </u>	KW	Water Heating	_____	KW	Miscellaneous	<u>  /  </u>	KW	Specify Unusual Motors	_____	KW	Other: _____	_____	KW	Total Load	_____	KW	Specify Voltage	_____	KW	<p>Vendor: _____ Phone: _____</p> <p>Primary Contact: _____</p> <p>Vendor Type: _____</p> <p>Load Information</p> <table style="width:100%; border: none;"> <tr><td>Lighting</td><td>_____</td><td>KW</td></tr> <tr><td>Cooking</td><td>_____</td><td>KW</td></tr> <tr><td>Water Heating</td><td>_____</td><td>KW</td></tr> <tr><td>Miscellaneous</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Unusual Motors</td><td>_____</td><td>KW</td></tr> <tr><td>Other: _____</td><td>_____</td><td>KW</td></tr> <tr><td>Total Load</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Voltage</td><td>_____</td><td>KW</td></tr> </table> <p>Location of Service: _____ (determined w/Electric Department)</p>	Lighting	_____	KW	Cooking	_____	KW	Water Heating	_____	KW	Miscellaneous	_____	KW	Specify Unusual Motors	_____	KW	Other: _____	_____	KW	Total Load	_____	KW	Specify Voltage	_____	KW
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SPECIAL EVENT  
REQUEST TO HANG BANNER



This form is in addition to the "Town Street Closure/Request for Services form". Banners to be hung must meet the specifications listed below. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 3/29/16

Dates banners to be hung: 4/25/16 to 5/9/16

Date(s) of the event: 5/7/16

Please note: Hanging of banners is dependent on a number of factors, including weather, availability of personnel/equipment, and placement of banners for other events.

Name of Event: Touch-A-Truck

Contact Name: Tim Lawrence

Contact Phone (Day): 703-283-0160

Sponsoring Organization: Town of Berlin

Email: tlawrence@berlinmd.gov

Signature: [Handwritten Signature]

Date: 3/29/16

Printed Name: Tim Lawrence

Banner Specifications:

1. Must be made of a strong, durable material with wind stabilizing holes cut into it.
2. Must have grommets every 2' along the top and bottom
3. Must not exceed 22' in length and be between 34" and 36" in width.

Available Locations: please check desired location(s)

- North Main & Harrison Ave (near Fire Company)
- South Main & Buckingham (near Worcester Preparatory)
- Bay & Flower Street

NOTE:

1. Suitable locations for banners are limited; the Town of Berlin cannot hang banners on private property/privately owned structures, poles, etc.
1. The Berlin Electric Department reserves the right to refuse to hang any banner for any reason within their discretion.
2. It is the responsibility of the organization to purchase and supply the banner(s).
3. The organization is responsible for delivering the banner to the Berlin Electric Department and for picking-up the banner after display. Banners not picked up within 30 days following the date of the event may be destroyed/disposed of.

Questions:

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: 3/29/16 Initials: T L

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# TOWN OF BERLIN PARK RESERVATION FORM



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

TODAY'S DATE: 5/29/16      EVENT/ACTIVITY DATE: 5/27/16      TIME FROM: 10:00 TO: 12:00  
 Anticipated # of attendees 250

NAME: Tim Lawrence      ADDRESS: 1a William Street  
Berlin, MD 21811

PHONE: 202-283-0160      EMAIL: tlawrence@berlinmd.gov

ORGANIZATION: Town of Berlin      WILL EVENT INVOLVE SALE OF GOODS OR SERVICES:  YES  NO  
 (IF APPLICABLE)  
 If yes, Business Use of Park Application must be completed and approved by the Mayor and Council. Form must be submitted no less than 60 days prior to the event.

DESCRIPTION OF EVENT/ACTIVITY: Touch-A-Truck

### FACILITY REQUESTED-Check all that apply

<input type="checkbox"/> <b>Dr. William Edward Henry Park, Flower Street:</b>		Water needed? (hose bib turned on only by request) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Use _____ Partial Use _____			
<input type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input type="checkbox"/> Basketball Courts #1 _____ #2 _____ #3 _____	<input type="checkbox"/> Picnic Tables # needed _____	<input type="checkbox"/> Play Equipment
<input checked="" type="checkbox"/> <b>Stephen Decatur Park, Tripoli Street:</b>		Water needed? (hose bib turned on only by request) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Full Use _____ Partial Use <input checked="" type="checkbox"/>			
<input type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input type="checkbox"/> Tennis Courts #1 _____ #2 _____ #3 _____ #4 _____	<input type="checkbox"/> Picnic Tables # needed _____	<input type="checkbox"/> Play Equipment

Notes/Comments: \_\_\_\_\_

### FEES:

ELECTRIC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Electric fee will be \$10.00 per day.	Pavilion: \$50 X ___ (# of days) = _____ Electric: \$10 X ___ (# of days) = _____	Total Due: _____ Note Deposit of \$25.00 will be returned to user if park is left in good condition after use.
--	--	---

I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to the same rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. Deposits for use of the pavilion and electric must be paid at time of reservation or date will not be held. I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS.

Signature: TL Lawrence      Date: 5/29/16

Office Use: Clerk: _____ Deposit Pd: \$ _____ Date: \$ _____	Refund: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date: _____ PO #: _____
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4-6-16



SPECIAL EVENT  
TOWN STREET CLOSURE/REQUEST FOR SERVICES



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

APR 6 '16 PM 2:30

FORM MUST BE COMPLETED AND SUBMITTED:

NO LESS THAN 60 DAYS IN ADVANCE OF THE EVENT IF STATE ROADS ARE TO BE CLOSED (SEE PAGE 2)

NO LESS THAN 30 DAYS IN ADVANCE OF ANY OTHER EVENT

Today's Date: 04/06/2016

Event Start time: 8:30 pm Road Closure Start: 7:30 pm

Requested Date(s) of the event: See attached

End time: 10:30 pm End: 11:00 pm

Name of Event: Outdoor Movie Nights

Location of Event: see attached \*

Estimated number of attendees: 100-200

\*If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.

Applicant Name: Mary Bohlen

Applicant Cell Phone: (443) 235-0286

Sponsoring Organization or Business Name: Parks Commission and Arts & Entertainment Committee

Email: mbohlen@berlinmd.gov

Person(s) to Contact Day of Event: Name: Mary Bohlen, Cell # (443) 235-0286  
Name: Mike Wiley, Cell # (443) 995-3122

Description of event: Outdoor movie nights in Stephen Decatur Park, Wm. Henry Park and Downtown - 6 events on alternating Saturdays starting June 18, 2016 and ending August 27, 2016. Street closure requested for downtown and parks use after-hours requested.

The event sponsor hereby agrees to the following conditions:

1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

Signature: Mary T. Bohlen Date: 04/06/2016

Printed Name: Mary T. Bohlen

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.

**DETAILS OF EVENT:**

Shaded areas for office use only

<b>Street Closure</b>		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Will event require the closure of street(s)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Only on June 18 & August 27. <b>Barricade locations must be marked on map.</b>	
Blockage/Closure Time:	Start: 7:00 pm	End: 11:00 pm	If streets to be closed are Main Street, Bay Street, Broad Street, Old Ocean City Blvd., or William Street, for more than one hour, State Highway Administration Road Closure Form must be completed. State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades <u>4</u>	No-Parking signs to be placed: <u>JEFFERSON ST (6)</u>
Will parking areas need to be cleared/closed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricades to be dropped off: <u>6-19 3pm</u> Time/Date	<u>6-17-16</u> Time/date Must be placed 24 hours prior to event.

<b>Electric</b>		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input checked="" type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

<b>Other Items/Services:</b>		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date
Picnic Tables and/or Chairs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ # Required _____	To be placed: _____ Time/date
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location to be placed must be marked on map.	Stage to be placed: _____ Time/date
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Only 6/18 & 8/27	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: <u>6/17/16</u> Time/date
Signs: Other than banners or parking	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	If signs are for the promotion of the event (yard signs, temporary billboards, banners other than those hung by the Town Electric Department, etc.) a Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	Date Rec'd	Initials
State Highway Administration Request for Road Closure		<input checked="" type="checkbox"/>		
Park Reservation Application and Permit	<input checked="" type="checkbox"/>			
Request for Electric Service	<input checked="" type="checkbox"/>			
Request for Banner Placement		<input checked="" type="checkbox"/>		
Sign Permit				
Vendor's Application and Certification for Peddling and Soliciting		<input checked="" type="checkbox"/>		
Business Use of Park Application		<input checked="" type="checkbox"/>		
Proof of Insurance		<input checked="" type="checkbox"/>		
Other:				

Breakdown of Outdoor Movie Nights 2016

*Date	Location	Movie
June 18, 2016	Downtown	<i>Tuck Everlasting</i>
July 2, 2016	Stephen Decatur Park	<i>Wizard of Oz</i>
July 16, 2016	Henry Park	<i>Finding Nemo</i>
July 30, 2016	Stephen Decatur Park	<i>Princess Bride</i>
August 13, 2016	Henry Park	<i>Goonies</i>
August 27, 2016	Downtown	<i>Runaway Bride</i>

\*All dates are Saturdays. Show-times to start at 8:30; set-up 1 1/2 hours before showtime.



# TOWN OF BERLIN PARK RESERVATION FORM



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

TODAY'S DATE: 04/06/2016

EVENT/ACTIVITY DATE: see attached TIME FROM: 8:30 pm TO: 10:00 pm

Anticipated # of attendees 100-200

NAME: Mary Bohlen

ADDRESS: 10 William Street

Berlin, MD 21811

PHONE: (410) 641-4314

EMAIL: mbohlen@berlinmd.gov

ORGANIZATION: Parks Commission  
(IF APPLICABLE)

WILL EVENT INVOLVE SALE OF GOODS OR SERVICES  YES  NO  
If yes, Business Use of Park Application must be completed and approved by the Mayor and Council. Form must be submitted no less than 60 days prior to the event.

DESCRIPTION OF EVENT/ACTIVITY: Outdoor Movie Nights: Stephen Decatur-7/2 & 7/30; Henry Park-7/16 & 8/13. Will use Basketball Courts in Henry Park & area behind pavilion in SDP.

### FACILITY REQUESTED-Check all that apply

<input checked="" type="checkbox"/> <b>Dr. William Edward Henry Park, Flower Street:</b>		Water needed? (hose bib turned on only by request) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Full Use <input type="checkbox"/> Partial Use <input checked="" type="checkbox"/>			
<input type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input checked="" type="checkbox"/> Basketball Courts #1 <input checked="" type="checkbox"/> #2 <input checked="" type="checkbox"/> #3 <input checked="" type="checkbox"/>	<input type="checkbox"/> Picnic Tables # needed _____	<input type="checkbox"/> Play Equipment

<input checked="" type="checkbox"/> <b>Stephen Decatur Park, Tripoli Street:</b>		Water needed? (hose bib turned on only by request) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Full Use <input type="checkbox"/> Partial Use <input checked="" type="checkbox"/>			
<input type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input type="checkbox"/> Tennis Courts #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/>	<input type="checkbox"/> Picnic Tables # needed _____	<input type="checkbox"/> Play Equipment

**Notes/Comments:** Set-up will begin approx. 1 to 1 1/2 hours before movie starts. Deposit/Electric charge N/A as these are town events. Requesting approval for after-hours use.

### FEES:

ELECTRIC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Electric fee will be \$10.00 per day.	Pavilion: \$50 X ___ (# of days) = _____ Electric: \$10 X ___ (# of days) = _____	Total Due: <u>N/A</u> Note Deposit of \$25.00 will be returned to user if park is left in good condition after use.
--	--	--

I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to the same rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. Deposits for use of the pavilion and electric must be paid at time of reservation or date will not be held. I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS.

Signature: Mary Bohlen Date: 04/06/2016

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



SPECIAL EVENT  
REQUEST FOR ELECTRIC



This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 04/06/2016

Event start time: 8:30 pm

Date(s) of the event: See attached

Event end time: 10:00 pm

Name of Event: Outdoor Movie Nights

Number of vendors/activities needing electric service: 1

Contact Name: Mary Bohlen

Contact Phone (Day): (443) 235-0286

Sponsoring Organization Berlin Parks Comm/Arts & Entertainment

Email: mbohlen@berlinmd.gov

Signature: Mary T Bohlen

Date: 04/06/2016

Printed Name: Mary T. Bohlen

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments Requires 2 standard 110volt/20amp outlets-Stephen Decatur Park, Henry Park & Jefferson & Main St. Set-up approx. 1 1/2 hour before event start.

**DETAILS OF EVENT: Please copy this page as needed.**

<p>Vendor: <u>FunFlicks Outdoor Movies</u> Phone: <u>(410) 817-6527</u></p> <p>Primary Contact: <u>Carol Zito</u></p> <p>Vendor Type: <u>Outdoor Movie equipment</u></p> <p>Load Information</p> <table style="width:100%; border: none;"> <tr><td>Lighting</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Cooking</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Water Heating</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Miscellaneous</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Specify Unusual Motors</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Other: _____</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Total Load</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Specify Voltage</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> </table> <p>Location of Service: _____ (determined w/Electric Department)</p>	Lighting	_____	KW	Cooking	_____	KW	Water Heating	_____	KW	Miscellaneous	_____	KW	Specify Unusual Motors	_____	KW	Other: _____	_____	KW	Total Load	_____	KW	Specify Voltage	_____	KW	<p>Vendor: _____ Phone: _____</p> <p>Primary Contact: _____</p> <p>Vendor Type: _____</p> <p>Load Information</p> <table style="width:100%; border: none;"> <tr><td>Lighting</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Cooking</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Water Heating</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Miscellaneous</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Specify Unusual Motors</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Other: _____</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Total Load</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> <tr><td>Specify Voltage</td><td style="text-align: right;">_____</td><td style="text-align: right;">KW</td></tr> </table> <p>Location of Service: _____ (determined w/Electric Department)</p>	Lighting	_____	KW	Cooking	_____	KW	Water Heating	_____	KW	Miscellaneous	_____	KW	Specify Unusual Motors	_____	KW	Other: _____	_____	KW	Total Load	_____	KW	Specify Voltage	_____	KW
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Electric Locations:

REVIEW WITH ELECTRIC DEPARTMENT.  
 Request for Electric Service must be completed. Circle # where electric is needed

1. West/Main Parking
2. Town Parking (Artisan's Way)
3. Taylor Bank (Commerce)
4. Pitt St. (1st Pole)
5. Broad St. (1st Pole)
6. Jefferson St. (1st Pole)
7. Sign post-Town Center (Main/Bay)
8. Secondary Pedestal feed for hotel tree (only after dark)
9. Baker St. (1st Pole)

Office Use only:

Comments: \_\_\_\_\_

1 - universal porta-pottie to be located behind Atlantic Hotel.

Electric hook-up at Jefferson & Main.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

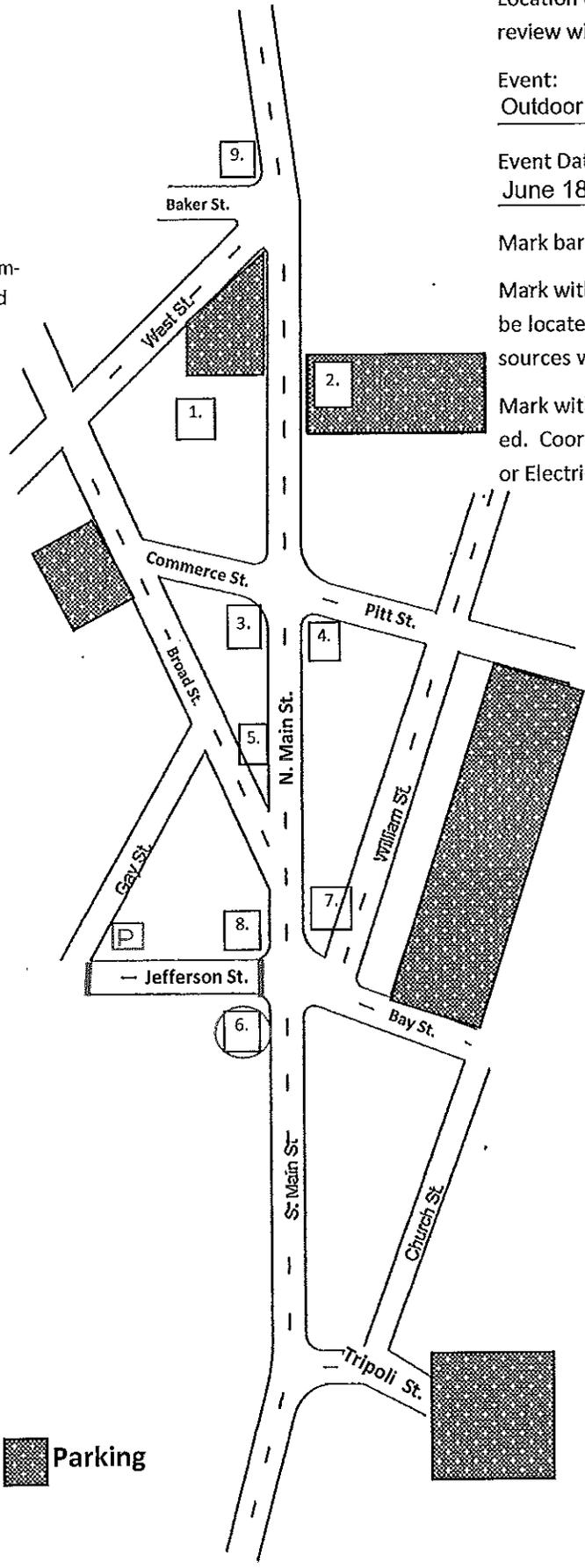
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Parking

MAP FOR STREET CLOSURE AND SERVICES

Location of all services dependent on review with appropriate department.

Event:  
 Outdoor movie nights

Event Date:  
 June 18 & August 27

Mark barricade locations with red line.

Mark with "P" where porta-potties are to be located. Coordination with Water Resources will be required.

Mark with "S" where stage is to be located. Coordination with Public Works and/or Electric Department may be required.

# Presentation

## Diakonia



12747 Old Bridge Road  
Ocean City, MD 21842-9243  
Phone: 410-213-0923  
Fax: 410-213-2499  
diakoniaoc.org

February 8, 2016

Town of Berlin, Mayor and Council  
10 Williams Street  
Berlin, MD 21811

Dear Mayor and Council:

The Town of Berlin has supported Diakonia's mission for many years. Last year the Council provided \$7,500 of funding to directly support the services we provide to our community. This money enabled Diakonia to offer housing, food security and critical resources to Berlin families and individuals. We'd like to tell you about our 2015 and how we were able to support Berlin and its surrounding area.

The emergency housing program consistently operated at capacity. In 2015 we housed over 160 individuals & families experiencing homelessness, and still had many more unmet requests for housing. We see a significant number of housing requests coming from Worcester County. Diakonia is one of only two shelters in the county which provide housing to the homeless, and the only shelter to house families.

Diakonia facilitates the Emergency Solutions Grant for Worcester County, which provides case management and temporary financial assistance to those residents at imminent risk of becoming homeless. **In 2015 this assistance reached 48 families representing over 100 individuals. The average amount of financial assistance per household was \$950. This program is critical because it keeps Worcester County residents in stable housing and prevents the crisis of becoming homeless. This year, 6 Berlin Households totaling 15 people received prevention and rehousing assistance totaling over \$5,000.**

Our food pantry is another critical service that supports those in need in Berlin. Food is available at no cost, seven days a week for Worcester County residents. **Last year**

*"Diakonia: Giving Help for Today and Hope for Tomorrow"*

Services sponsored by Town of Ocean City, Worcester County,  UW of the Lower Shore,  
State of Maryland and surrounding communities.

**households living in Berlin visited the pantry 993 times. To these families we distributed almost 9,000 bags of groceries, which represents approximately 35% of the population we see at the pantry. We also provide meals to the guests of the housing program through the pantry, and in 2015 those meals numbered over 55,000. We are grateful that almost all of our food supply comes from local businesses, farms, events, and school/business food drives. Without this support we would be unable to contribute to the food security of our community.**

You may also know that Diakonia facilitates a grant for assistance to veterans and their families. We are in the third year of operating this program, which last year supported over 70 families locally with an average of \$1700 of financial assistance. **In 2015, 12 Berlin Households equaling 24 people received over \$17,174 for homeless prevention and rehousing services.**

Cooperation with local governments, the Board of Education, the Health Department and other community non-profits and service providers is key to addressing the many needs of those facing homelessness. The connection to these organizations has created a net of resources which assist our guests in areas such as mental and physical wellness, job preparedness and workplace success, and other skills including nutrition, parenting and women's issues.

Diakonia is also connected to many civic organizations and is supported by a large number of committed volunteers. We receive both financial and volunteer support from the Lions Club, Kiwanis, American Legion, Knights of Columbus, and various faith based groups around the area. Our volunteers number over 120. They work in our pantry, thrift store, maintain our facilities and help us around the office. In 2015 their volunteer hours totaled 10,989. The community's support is integral to our programs' success.

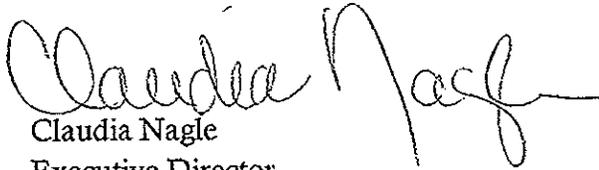
We continue to receive positive results to our financial audits conducted by the accounting firm PKS. Diakonia is grateful for all the support we receive and we sure to carefully manage the community's financial support.

Although our breadth of services has grown to support people with varying needs, we continue to see repeat episodes of homelessness among individuals in our area. In response to this, we plan to create a staff position to follow up with guests who exit the housing program. This individual will provide continued support in order to reduce the chance of these individuals becoming homeless again.

**We are asking the Town of Berlin to continue its support of our services and expansion of necessary services with a contribution of \$10,000. This grant will enable us to continue to provide safe housing and case management support, food security, homelessness prevention for local veterans and people at risk of becoming homeless, and the support to remain in safe, permanent housing.**

We believe that these services are critical and needed by those in living in Berlin and Worcester County.

Sincerely

A handwritten signature in cursive script that reads "Claudia Nagle". The signature is written in black ink and is positioned above the printed name and title.

Claudia Nagle  
Executive Director

# Presentation

## Worcester County Developmental Center



Worcester County  
Developmental Center, Inc.

P.O. Box 70  
Newark, MD 21841

410-632-2382 MAIN  
410-632-2809 FAX

[www.wcdcservices.org](http://www.wcdcservices.org)

March 22, 2016  
Mayor Gee Williams  
Town Council  
Town of Berlin  
Bay and William Streets  
Berlin, MD 21811

Dear Mayor Williams and Town Council:

For the past two years, the Town of Berlin has provided generous financial support for the Worcester County Developmental Center (WCDC). We are most appreciative of your past funding and are hopeful you will be able to work with us again this year.

WCDC is in its 42<sup>nd</sup> year of providing comprehensive services for those who live with an intellectual disability in Worcester County. As the only brick and mortar facility in the county providing these services, it takes a lot of resources to provide the needed supports for our clients.

Our mission is to help our clients achieve their highest level of economic and social independence. Thanks to the Town of Berlin, we have been very successful. You have provided tools and equipment which enabled our clients to work. We have also put your funding into staff who have trained our clients and prepared them to use the tools you have given us.

Our clients have earned paychecks thanks to this work which they have spent enjoying meals at The Atlantic Hotel, Crush and Crab and other Berlin restaurants. They have bought groceries at Food Lion and peach ice cream at the Berlin Peach Festival. You have made it possible for them to participate in the community and know the joy of being a part of something larger than themselves.

We are now being faced with unfunded federal mandates which will strain our already inadequate resources.

Besides our residential home in Berlin, many of our clients and staff reside in the town. In fact nine of our twelve board members are Berlin residents. Berlin has been good to WCDC, and WCDC has supported the town of Berlin. We are asking for the town's support at least at the level you provided last year. But no matter what your decision, we are very thankful for all you have done for us in the past, and we remain committed to helping the town any way we can.

Sincerely,

Jack Ferry  
Executive Director



# Presentation

## Worcester Youth and Family



**ORDINANCE NO. 2016-01**

ON ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MUNICIPAL CORPORATION, AMENDING CHAPTER 108 "ZONING," SECTION 108-464, TO ADD, AS A SUBPART, A PRINCIPAL USE IN THE B-2 SHOPPING DISTRICT

WHEREAS, sections 4-203 and 204 of the Land Use Article of the Maryland Code authorize the legislative body of a municipality to amend its zoning regulations in the manner that the legislative body provides for such action, and Chapter 108, Article III, provides that such action may be initiated by the petition of any owner or contract purchaser of property; and

WHEREAS, such a petition has been submitted for amendment of section 108-464 of Chapter 108 to add a permitted principal use in the B-2 Shopping District, and referred to the Planning and Zoning Commission, which at its meeting on March 9, 2016 considered the petition and information submitted by the petitioner and voted to recommend the amendment by adding the text proposed by the petition with the omission of certain wording; and

WHEREAS, the petitioner has requested that the amendment be made by adding the text that the Planning and Zoning Commission recommended, which is stated below: and

WHEREAS, this ordinance was introduced at the March 28, 2016 meeting of the Mayor and Council, and at its meeting on April 11, 2016 the Mayor and Council held a public hearing on such amendment, having published the notice required by section 4-203 (b)(2) of the Land Use Article and section 108-215(b) of Chapter 108 in the , 2016 editions of the  
; and

WHEREAS, following the events mentioned above, the Council of the Town of Berlin, being its legislative body, finds that such amendment will serve the public necessity, convenience, general welfare and good zoning practice.

NOW, THEREFORE, be it ordained that by vote of \_\_\_\_ members of the Council at its meeting on April 11, 2016 that section 108-464 of Chapter 108, Zoning, is amended by addition of the following subpart as a principal use in the B-2 Shopping District:

- (15) Churches and parish houses, and the cultural, educational and recreational activity of its members, worshipers and their invitees, conducted as the sole principal use on a lot or contiguous lots.

To become effective no sooner than ten (10) days after the public hearing in order to conform to section 4-203(b)(3) of the Land Use Article.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor and the Town of Berlin, Maryland,  
by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham Sr, Vice President

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor and Town of Berlin

ATTEST:

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

\_\_\_\_\_  
Laura Allen, Town Administrator



## ORDINANCE NO. 2016-02

ON ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MUNICIPAL CORPORATION, AMENDING CHAPTER 108 "ZONING," SECTION 108-300, TO REZONE PROPERTY DESIGNATED PARCEL 0050 ON WORCESTER COUNTY TAX MAP 0025 IN THE B-2 SHOPPING DISTRICT

WHEREAS, sections 4-203 and 204 of the Land Use Article of the Maryland Code authorize the legislative body of a municipality to amend its zoning map in the manner that the legislative body shall provide in order to change the classification of property and Chapter 108, Article III, provides for such action, pursuant to petition of any owner or contract purchaser of property; and

WHEREAS, the contract purchaser of the property identified herein has submitted a petition for its reclassification in the B-2 Shopping District, to which the current owner of the property consents, and the petition has been referred to the Planning and Zoning Commission, which at its meeting on March 9, 2016 considered the petition and information submitted by the petitioner and voted to recommend such reclassification based upon a substantial change in the character of the neighborhood in which the property is located; and

WHEREAS, this ordinance was introduced at the March 28, 2016 meeting of the Mayor and Council, and at its meeting on April 11, 2016, the Mayor and Council held a public hearing on such reclassification, having published the notice required by section 4-203(b)(2) of the Land Use Article and section 108-215(b) of Chapter 108 in the , 2016 editions of the ; and

WHEREAS, following the events mentioned above, the Council of the Town of Berlin, being its legislative body, finds that such reclassification will serve the public necessity, convenience, general welfare and good zoning practice for reasons stated in the attached document entitled "Findings of Fact Regarding Rezoning of Parcel 50 on Tax Map 25.

NOW, THEREFORE, be it ordained by vote of \_\_\_\_ members of the Council at its meeting on April 11, 2016 that the zoning map specified in section 108-300 of Chapter 108, is amended to change the boundaries of the districts as thereby established to reclassify that property in the B-2 Shopping District, to become effective no sooner than twenty (20) days after the approval in order to conform to section C3-10 of the Town of Berlin Charter.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor and the Town of Berlin, Maryland, by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham Sr, Vice President

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor and Town of Berlin

ATTEST:

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

\_\_\_\_\_  
Laura Allen, Town Administrator



ANNEXATION RESOLUTION NO. 2016-07

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, PROPOSING THE ANNEXATION TO THE TOWN OF A CERTAIN AREA OF LAND SITUATED AND CONTIGUOUS TO AND ADJOINING UPON THE CORPORATE LIMITS OF THE TOWN OF BERLIN AND PROVIDING FOR THE CONDITIONS AND CIRCUMSTANCES APPLICABLE TO THE PROPOSED CHANGES IN THE BOUNDARY OF THE TOWN OF BERLIN OF THE TOWN OF BERLIN

WHEREAS, The Town, as owner, has petitioned the Worcester County Commissioners to annex certain property parcels known as Worcester County Tax Map Number 25, Parcel 52, Parcel 410 and the Northern portion of Parcel 57.

WHEREAS, Upon annexation the properties are to be zoned **R-1 Residential District.**

WHEREAS, The Town will serve the properties with municipal water, sewer, trash collection, police protection and all other related services afforded to properties within the corporate limits of the Town.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin as follows:

The above described property shall be added to the Town, subject to the provisions of the Berlin Municipal Charter and the conditions referred to herein.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor and the Town of Berlin, Maryland, by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham Sr, Vice President

ATTEST:

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

\_\_\_\_\_  
Laura Allen, Town Administrator

TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
MERRILL W. LOCKFAW, JR., VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
JOSEPH M. MITRECIC  
DIANA PURNELL

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 17, 2016

MAR 21 '16 PM 12:31

Laura Allen, Town Administrator  
Mayor and Council of Berlin  
10 William Street  
Berlin, Maryland 21811

RE: Annexation of Former Tyson Property

Dear Ms. Allen:

Please be advised that at our meeting of March 15, 2016, the Worcester County Commissioners reviewed the proposed annexation of properties located on the northerly side of Maryland Route 346 (Old Ocean City Boulevard) which properties are designated as Parcels 52, 57 and 410 on Worcester County Tax Map 25, more commonly known as the old Tyson chicken plant properties. While these parcels are currently designated on the Worcester County land use map in the Growth Area land use category and are currently zoned I-2 Heavy Industrial District under the Worcester County Zoning Ordinance, the Commissioners understand that these parcels are proposed to be rezoned to R-1 Residential Zoning District under the Berlin Zoning Ordinance. While the proposed zoning is significantly different from the existing zoning and land use category in which this parcel is designated under the County Plan and Regulations, the Commissioners concur with the proposed rezoning of these properties upon annexation.

Thank you for providing us with the opportunity to review and comment on this application. If you should have any additional questions or concerns, please feel free to contact either me or Harold L. Higgins, Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJBjr/KS:dd

cf: Edward A. Tudor, Director of Development Review & Permitting  
CC500/Laura Allen

*Citizens and Government Working Together*



**MOTION OF THE MAYOR AND COUNCIL No. 2016-16**

A motion of the Mayor and Council of the Town of Berlin restating the Town’s PJM Risk Management Policy and reauthorizing the Town Administrator to represent the Town in hearings before the Maryland Public Service Commission and to take actions there on its behalf related to the proceedings.

Adopted this \_\_\_\_\_ of \_\_\_\_\_, 2016 by the Mayor and Town Council of the Town of Berlin, Maryland by the affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ with \_\_\_\_\_ abstaining.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham, Sr. Vice President

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen, Town Administrator

## **Mayor and Council of the Town of Berlin, Maryland**

### **PJM Risk Management Policy**

**Revised April 27, 2015**

#### **Policy:**

Participation on behalf of the Town in PJM markets will be limited to, procurement of financial transmission rights (FTRs) using the annual and monthly auctions with the sole purpose to hedge congestion risk, make arrangements for Network Integration Transmission Service (NITS) and associated Ancillary Service, capacity obligations (Locational Reliability) functions necessary to maintain the Town's membership in PJM in good standing. Such activities will include participation in the annual process for requesting load-serving transmission credits (Auction Revenue Rights) to offset a portion of NITS charges. The Town does not authorize participation on its behalf in any other PJM market activities, unless specifically authorized in writing by the Mayor and Council in advance.

#### **Procedure:**

The Town Administrator is authorized to act on the Town's behalf in transactions with PJM within the limits of the Town's Policy. Assistance may be provided under the Town Administrator's direction by the Town's electrical consultant or through the Town's membership in American Municipal Power (AMP). The Town Administrator will report on PJM activities to the Mayor and Council periodically, but not less than quarterly, including a summary of PJM expenses and outstanding commitments.

#### **Control:**

The Town does not authorize participation in PJM's energy hedging markets in the normal course of operations under this Policy. PJM activities are limited to those transactions necessary to provide for delivery of energy to the Town, satisfy the Town's capacity obligation to PJM, reduce congestion risk, and maintain the Town's membership in PJM in good standing. Such activities will be conducted by or under the direction of the Town Administrator with regular reporting to the Mayor and Council.

# Council Correspondence

The Lower Eastern Shore Heritage Area Council  
cordially invites you to their

16<sup>th</sup> ANNUAL LUNCHEON  
MEETING &  
HERITAGE AWARDS

Wednesday, May 4, 2016

The Eastern Shore During  
The Civil War

Keynote Speaker: Daniel Toomey  
Civil War Expert & Author

Check in & Silent Auction 10:30 am / Meeting starts at 11am - 1:15pm  
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LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lt. Governor

KENNETH C. HOLT  
Secretary

ELLINGTON CHURCHILL, JR.  
Deputy Secretary

April 1, 2016

The Honorable Thomas Cardinale  
Town of Berlin  
10 William Street  
Berlin, MD 21811  
Dept. 11150

APR 4 '16 AM 11:33

Dear Colleague:

Under the guidelines established by the U.S. Department of Housing and Urban Development (HUD), notice is hereby given that the Maryland Department of Housing and Community Development (DHCD) will hold a series of public hearings on, and has opened a 30 public comment period on, its new draft Annual Plan for the 2016 update of the State's Consolidated Plan.

As you may know, the Consolidated Plan is a five-year planning document required by HUD that sets out overall Statewide goals and priorities for housing, community development, and economic development activities. This document is updated every year through a one year Annual Plan. The draft Annual Plan for 2016 is for the second year of the current five year Plan. Special emphasis is given under the Plan to provide assistance for extremely low-, low, and moderate-income persons. In addition to being a planning document, the Consolidated Plan also serves as the State's application to HUD for Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grants (ESG), and Housing Opportunity With AIDS (HOPWA) funding. These funds are used primarily in the State's rural areas, as many communities, including Anne Arundel, Baltimore, Harford, Howard, Montgomery, and Prince George's Counties, as well as the Cities of Annapolis, Baltimore, Bowie, Cumberland, Frederick, Gaithersburg, Hagerstown and Salisbury receive their own funding directly from HUD. DHCD expects to receive about \$4.1 million in HOME funding, \$7.2 million in CDBG funding, \$1 million in ESG funding, and \$1.7 million in HOPWA funding in FFY 2016.

In addition to the above, the Consolidated Plan also makes it possible for DHCD, public housing authorities, local governments, nonprofit organizations, community action agencies and others to apply for funding under HUD's competitive grant programs. Local public housing authority Plans must be consistent with the State's Consolidated Plan, and USDA Farmer's Home housing programs and Federal Low-Income Housing Tax Credits are also coordinated with the Plan. Lastly, while not directly covered by the Consolidated Plan, HUD funding allocations for the Section 8 Certificate and Voucher programs may be made in a way that enables jurisdictions to carry out their Consolidated Plan.

In developing its five-year Plan, the State determined it would focus its resources on four main priorities: Revitalizing Communities, Expanding the Supply of Decent Affordable Housing, Providing Homeownership Opportunities and Reducing Homelessness. The State conducted a series of public hearings earlier this year in developing its Draft Annual Plan. The purpose of this set of public hearings, as well as the 30 day public comment period, is to gather additional input about what should be in the draft Annual Plan to carry out the overall goals of the five-year Plan. The hearings on the development of the draft Annual Plan will be held at the following dates, times, and places:

OFFICE OF THE SECRETARY  
MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
7800 HARKINS ROAD, LANHAM, MD 20706  
301-429-7461, TOLL-FREE 800-756-0119, FAX 240-334-4732



**Friday, April 15, 2016 at 1:30 p.m.**  
Allegany County Office Complex  
701 Kelly Road  
Room 212  
Cumberland, Maryland

**Tuesday April 19, 2016 at 7:00 p.m.**  
Maryland Department of Housing  
and Community Development  
First Floor Conference Room  
7800 Harkins Road  
Lanham, Maryland

**Wednesday April 20, 2016 at 1:30 p.m.**  
Caroline County Central Library  
100 Market Street  
Small Meeting Room  
Denton, Maryland

**Thursday, April 21, 2014 at 10:30 a.m.**  
Fairview Branch Library  
Small Meeting Room  
Rt. 4 and Chaneyville Road  
Owings, Maryland 20736

All of the hearing rooms are accessible to persons with disabilities. Persons requiring a translator should request one at least three days prior to the hearing they plan to attend. Written comments (by both email and standard mail) will also be accepted at the hearings, or may be submitted in writing **through COB Sunday, May 1, 2016**. These should be addressed to me at the address listed below.

The draft Annual Plan is available on-line on DHCD's website at <http://dhcd.maryland.gov/Pages/default.aspx>. It can be found under the "Publications" heading at the bottom of the website. In addition, copies of the draft Annual Plan are available at the following libraries: the Enoch Pratt Free Library in Baltimore, the Blackwell Library in Salisbury, the Washington County Free Library in Hagerstown, the Lewis J. Ort Library in Frostburg, the Frederick Douglas Library in Princess Anne, and the Southern Maryland Regional Library in Charlotte Hall. A large print version is available at the Library for the Blind and Physically Handicapped in Baltimore. Free copies of the draft Annual Plan are also available by calling, writing, or e-mailing me at the address and phone numbers listed below.

JaNai C. Keith  
Housing Policy Analyst  
Maryland Department of Housing and Community Development  
7800 Harkins Road  
Lanham, Maryland 20706  
(301) 429-7445 or Maryland Relay for the Deaf at 1 (800) 735-2258.  
[ja'nai.keith@maryland.gov](mailto:ja'nai.keith@maryland.gov)

Thank you for your interest in the Consolidated Planning process.

Sincerely,

*JaNai C. Keith*

JaNai C. Keith  
Housing Policy Analyst