



**BERLIN MAYOR AND COUNCIL**  
**Meeting Agenda**

**Berlin Town Hall**  
**10 William Street**

**Monday, September 26, 2016**

**6:00 PM EXECUTIVE SESSION – Conference Room**

- A. Pursuant to Section §3-305(b)(7) – To consult with counsel to obtain legal advice on a legal matter.

**7:00 PM REGULAR SESSION – Council Chambers**

1. Approval of the Minutes for:
  - a. Executive Session of 09/12/16
  - b. Statement of Closure for Executive Session of 09/12/16
  - c. Regular Session of 09/12/16
2. Presentations:
  - a. Proclamation 2016-15: Establishing October 2-8, 2016 as National 4-H Week – 4-H Representatives
  - b. Proclamation 2016-13: Establishing October as Shore Craft Beer Month – Ann Hillyer
3. Resolutions for Approval:
  - a. Resolution 2016-12 approving the application and receipt of financing for a Strategic Demolition Fund Project(s) located at 21 Jefferson Street, Berlin, MD (the “Project”) further described in the Application dated JULY 15, 2016 (the “Application”), to be financed either directly by the Department of Housing and Community Development (the “Department”) of the State of Maryland or through other departments or agencies of the State of Maryland. Habitat for Humanity Executive Director – Andrea Bowland
4. Welcome Center Façade Grant bids (2) – Ivy Wells
5. Special Event Requests:
  - a. “Afternoon On The Lawn” – Berlin Heritage Foundation
  - b. “Get Ramped” – Tres Denk
6. Departmental Reports:
  - a. Finance Director – Natalie Saleh
  - b. Administrative Services Director – Mary Bohlen
  - c. Water Resources/Public Works – Jane Kreiter

- d. Electric – Tim Lawrence
- e. Police – Arnold Downing
- f. Planning – Dave Engelhart
- g. Economic and Community Development – Ivy Wells
- h. Managing Director – Jeff Fleetwood

7. Town Administrator's Report

8. Comments from the Mayor

9. Comments from the Council

10. Comments from the Public

11. Comments from the Press

12. Adjournment



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, September 12, 2016**

**6:30 PM EXECUTIVE SESSION - Berlin Town Hall Conference Room**

- a. Pursuant to Section §3-305(b)(7) of the Annotated Code of the State of Maryland, to consult with counsel to obtain legal advice on a legal matter.

**Present:** Mayor Gee Williams, Councilmembers Thom Gulyas, Lisa Hall, Elroy Brittingham, Dean Burrell, Troy Purnell.

**Staff Present:** Town Administrator Laura Allen, Administrative Services Director Mary Bohlen, Managing Director Jeff Fleetwood, Planning Director Dave Engelhart and Town Attorney David Gaskill.

**7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers**

**Present:** Mayor Gee Williams, Councilmembers Thom Gulyas, Lisa Hall, Elroy Brittingham, Dean Burrell, Troy Purnell.

**Staff Present:** Town Administrator Laura Allen, Administrative Services Director Mary Bohlen, Finance Director Natalie Saleh, Managing Director Jeff Fleetwood, Chief of Police Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Town Attorney David Gaskill and Assistant Administrator Kelsey Jensen.

Following the Lord’s Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:05 PM.

- 1. Approval of the Minutes for:
  - a. Regular Session of 8/22/16:

Councilmember Hall noted that there was one typo on page three of the minutes where “Williams” should be corrected to “Williams”. Kelsey Jensen said that the correction will be made.

On the motion of Councilmember Gulyas, the Regular Session Minutes of August 22, 2016 with the correction noted by Councilmember Hall were approved by the following vote:

Name	Counted toward Quorum			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>	5	0	0	0	0

2. Motions for Approval

- a. Motion to approve a Supplemental Letter of Agreement with SHA (State Highway Administration) for an estimated \$15,000 to be invoiced during the winter of 2016-2017. Motion 2016-36

Laura Allen stated that there was a slight increase in overhead costs compared to last year. Jeffrey Fleetwood confirmed that there was a .2% increase. Councilmember Hall asked if

this is an estimate and if we're only charged for what is used, Laura Allen confirmed that is correct.

On the motion of Councilmember Burrell Motion 2016-36 was approved by the following vote:

Name	Counted toward Quorum			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>	5	0	0	0	0

- b. Motion to approve the waiver of the permitting fees for the new Police Department for a total of \$50,169 to include Permit and Permit Review, Impact fees and the EDU fees. Motion 2016-37

On the motion of Councilmember Burrell Motion 2016-37 was approved by the following vote:

Name	Counted toward Quorum			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>	5	0	0	0	0

3. Resolutions for Approval:

- a. Resolution declaring a civil emergency exists if certain criteria are met and authorizing the Worcester County Health Department to abate said emergency to prevent the spread of the Zika Virus in the Town of Berlin. Resolution 2016-14

Mayor Williams explained that this is in an abundance of caution. Councilmember Hall asked if this is more like a Memorandum of Understanding between the Town and the County. David Gaskill said that's correct, the County Commissioners passed the resolution about a month ago under the County code. They did it ahead of time so they will not have to vote when the Health Department states that there's an emergency. So, if the Health Department declares an emergency then the County has already voted that they are allowed to take action, this will enable instant response, so the Health Department can act immediately. Berlin's Resolution authorizes the County to act on Berlin's behalf if there is a Zika-related issue.

Councilmember Hall moved to approve Resolution 2016-14 as presented and approval was as follows:

Name	Counted toward Quorum			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>	5	0	0	0	0

4. Departmental Reports:

a. Finance Director – Natalie Saleh

Ms. Saleh reported that they are continuing with the Tyler implementation and moving forward with miscellaneous receivables and property tax receivables that module will be done together. Rondell Wise will be responsible for the billing of property taxes and miscellaneous invoices; it used to be a split process with separate software, now it will be together and in real time with payments. This process will take a few months, at the end of November Ms. Saleh will be able to give a more detailed report. Mayor Williams asked if they are still on the original timeline with Tyler, which was June-December. Ms. Saleh said we are still on track for the original timeframe.

Ms. Saleh explains that there are two projects they are beginning in December, project accounting and budget accounting. Project Accounting will give each project its own account so we can track spending for that project. Budget Accounting will be so each department head can pull up their departments budgets and see detailed account information. Ms. Saleh stated that in FY18 there will be a different process with the budget because of these changes, but it will make things easier.

Ms. Saleh stated that today was the first day for the audit; tomorrow there will be auditors on site and she will be able to give an update at the next meeting, but the audit should be complete in the November/December timeframe.

b. Administrative Services Director – Mary Bohlen

Ms. Bohlen stated that there is a new page on the website, the projects page. The page is now active on the site, but is not complete. Ms. Bohlen will be updating the page regularly.

The Parks Commission meeting scheduled for September 6, 2016 was cancelled and has been rescheduled for tomorrow, September 13, 2016 at 5:30pm in the conference room.

Councilmember Burrell mentioned that Jane Kreiter is not in attendance today, but he encourages everyone to check out the multi-purpose building if they get a chance. Ms. Bohlen states that she has photos of the site on the new webpage. Councilmember Brittingham asked where all the dirt was going from the site. Ms. Bohlen stated that based off the recommendation of Roman Jesien with The Coastal Bays Program that they have kept the dirt aside and are planning to alter the topography of the land to create small hills so water does not stand, also referred to as Hillocks. Ms. Allen stated that she spoke with Darl Kolar with EA Engineering, Science & Technology and she has asked him to think of ways to prevent sitting water without increasing the costs, she will try and get a sketch or photos.

c. Electric Utility Director – Tim Lawrence

Mr. Lawrence reported that at 301 Washington Street, the Artic Air location, they are relocating the pole line per Artic Airs request. The Electric Department removed the tree that fell during the storm from the museum, as well as the stumps from Main street and the corner of Pitt street. At 414 West Street, the t-shirt printing shop, the transformer failed and was replaced. Mr. Lawrence stated that he thinks the Touch-A-Truck event was successful and that parents and children were very interested in it. He wants to thank the Berlin Fire and Police Departments, Purdue and Sunrise Church for the food they supplied at no cost.

Power plant relay testing will take place once peak shaving stops. There is a 1949 Breaker that will need replaced mid-October and an air tank issue on the number five engine that will

need replaced. Mayor Williams asked how many times we generated this summer, Mr. Lawrence replied 22 times. The highest peaks were July 25<sup>th</sup> and August 11<sup>th</sup> from 3:00pm-4:00pm. In 2017 this will be reflected as credits in the form of reduced capacity and transmissions. Councilmember Burrell asked if the breaker Mr. Lawrence was referring to is the same one in the Town Administrator Report, Mr. Lawrence said it is.

d. Police Chief – Arnold Downing

Chief Downing stated that children are now back in school, so be aware of buses and pedestrians. The department gave out over 100 backpacks on the Friday before school started and they have additional supplies which parents are welcomed to request if they need it for their children; they have also offered the supplies to Berlin Intermediate School and Buckingham Intermediate School if needed. Chief Downing wants to thank Dorian Purnell for giving children free haircuts before school started.

Chief Downing thanked Chris Bireley and K9 Luke and Aaron Titerence and K9 Cryus for their demonstration at Touch-A-Truck. The last couple days the police department has received an outpour of support from the community. Berlin First Baptist hosted the Police Department and the Fire Department for a picnic. Sonrise Church had “Emergency Services Sunday” and invited the Police Department to three services on Sunday. Chief Downing advised that it is bike week and to be on the lookout for bikers in the area. The Police Department reached out to Coastal Early Learning Center and asked them to sign up for CodeRed in case there were any emergencies. Chief Downing would like to thank Victorian Charm and B.R.A.V.E. for cash assistance for the back-to-school project Worcester Youth and SAGES Girls for helping the Department pack all the backpacks.

e. Planning Director – Dave Engelhart

Dave Engelhart had no comments.

f. Managing Director – Jeff Fleetwood:

Mr. Fleetwood advised that the Town will host a flu clinic at 10:00am on September 27<sup>th</sup> for employees on the Town’s insurance and any family members on their plan. If you are unable to make it, you may also go to Rite Aid at any time at no cost to the employee. Anderson fence will begin installing the fence at Cannery Village on September 28<sup>th</sup>. Lastly, Auditors with the Maryland State Retirement System will be here on September 29<sup>th</sup> to ensure everyone is properly enrolled.

5. Town Administrator’s Report – Laura Allen

Ms. Allen presented the following Requisitions:

- Requisition 201700130 – Chriswell Chevrolet for two Chevy Tahoes for the Police Department totaling \$69,900
- Requisition 201700132 – Electric Power Inc. for a replacement breaker totaling \$118,941
- Requisition 201700147 – Goody Hill Ground Work Inc. for the installation of the water and sewer for the new Police Department totaling \$14,000 (the lower of two bids)
- Requisition 201700148 – Intercostal Trading Inc. for chemicals and soda ash totaling \$50,000
- Requisition 201700153 – Davis, Bowen and Friedel for project inspection and contract management totaling \$20,400

Laura Allen explained that this was not originally included but this extra step is for the submerged gravel wetland that’s associated with Branch

Street sidewalks and its recommended that we spend the extra money to ensure that it is installed properly, so they will come and do extra review and work. Mayor Williams agrees that it will be in good faith to ensure it is done correctly.

On the motion of Councilmember Brittingham, requisitions 201700130, 201700132, 201700147, 201700148 and 201700153 were approved by the following vote:

Name	Counted toward Quorum			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>	5	0	0		

Ms. Allen mentioned on behalf of Ivy Wells, who is not present, that the following new businesses have opened in town in the last few months: Patty Jeans Boutique, Berlin Farm Supply, Brooklyn Baking Barons, Gilberts Provisions, Swell and Dharma Seed; Opening soon we have Berlin Butcher Shop, Fins Ale House and Raw Bar and Fathom.

Ms. Allen then touched on her trip to the Philippines that she took with the program sponsored by the State Department through the Young Southeast Asian Leadership Initiative. This was something that President Obama created to build ties between the United States and the emerging leaders of Southeast Asia. A couple of the things Ms. Allen took from her trip that she thinks we could use here in Berlin Falls Park was the floating buildings, which we could use as a nature center, meeting space or education center; another item was the tree walks between canopies tops. Mayor Williams congratulates Ms. Allen on her trip.

6. Comments from the Mayor:

Mayor Williams showed that the Berlin Electric Department was featured in The Magazine of American Municipal Power, Inc. (AMPlifier). They try to visit members that are relatively new, the article was very positive and gave a great overview of Berlin’s Electric Utilities for being so reliable, their average outage time is seventeen (17) minutes, which puts them in the top 25% in the nation as far as outages. Mayor Williams said it would not be possible without the leadership and dedication of the Electric Utility Employees. Mayor Williams would like to thank everyone for backing the Electric Department. This article will be posted to the Town’s website and employees will be given a copy. Mayor Williams also stated that we are being cited by United States Department of Agriculture for being so successful. Historically the Department of Agriculture is only known for grants and loans, but Maryland and Delaware’s Director came to Berlin to see what works and how the Town of Berlin is so successful. They are looking for thriving small towns to use as examples for other towns.

7. Comments from the Council:

Councilmember Gulyas had no comments.

Councilmember Hall wants to thank the Electric Department and let them know if changes hadn’t been made under his leadership she does not feel the town would have been capable of generating twenty-two (22) times.

Councilmember Brittingham commented that he believes Cannery Villages entrance and the portion of road on Flower Street is a problem and needs addressed. Laura Allen states that they are working on this and she will discuss it further with David Gaskill tomorrow, and we still have their bond money. Mayor Williams states if needed, we can use that bond money to fix the street. Councilmember Burrell stated that this has gone on for too long and it is damaging vehicles and is inconvenient to citizens of the town and will only get worse in the fall and winter months. Mayor Williams asked if we can proceed with fixing it. Mr. Gaskill stated he will have to look at the bond and put the insurance company on notice. Councilmember Burrell made a Motion that the Town of Berlin proceed with having that spot repaired by whatever means necessary and that the Town Administrator, Town Attorney and any other department heads do whatever is necessary to have the public road that is adjacent to the entrance of Cannery Village be repaired to the towns standards at Cannery Villages expense, and it was approved by the following vote:

Name	Counted toward Quorum			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>	5	0	0		

Councilmember Burrell had no comments.

Councilmember Purnell had no comments.

8. Comments from the Audience – none

9. Comments from the Press – none

10. On the motion of Councilmember Burrell, Council meeting was adjourned at approximately 8:00 pm.

Name	Counted toward Quorum			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>	5	0	0		

Respectfully Submitted,

*Kelsey Jensen*  
Kelsey Jensen

Administrative Assistant



## **Presentations:**

- a. Proclamation 2016-15: Establishing October 2-8, 2016 as National 4-H Week – 4-H Representatives**
  
- b. Proclamation 2016-13: Establishing October as Shore Craft Beer Month – Ann Hillyer**



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



## Mayor

Wm. Gee Williams, III

## Vice President

Elroy Brittingham, Sr.

## Council Members

Dean Burrell, Sr.

Lisa Hall

Troy Purnell

Thomas L. Gulyas

## Town Attorney

David Gaskill

## Town Administrator

Laura Allen

## PROCLAMATION 2016-13

### *A Proclamation of the Mayor and Council of the Town of Berlin proclaiming October as Shore Craft Beer Month*

**WHEREAS**, Berlin is home to a thriving brewery, Burley Oak Brewing Company, which produces locally sourced and produced craft beer. Berlin is also home to Shore Craft Beer, an organization dedicated to making Berlin and the Shore Craft Beer Destination and to the promotion of breweries and craft beer throughout the Eastern Shore and Worcester County. Craft beer promotion enhances tourism, particularly in the shoulder and off-seasons. We applaud our local craft beer businesses for capturing the flavors of the Eastern Shore and for helping to birth a new tourism market; and

**WHEREAS**, Berlin will host Oktoberfest in Berlin on October 15 with a particular focus on local craft beer, and

**WHEREAS**, Berlin's many restaurants sell these locally produced craft beers and feature them throughout the year.

**NOW THEREFORE, BE IT KNOWN** that we the Mayor and Town Council of the Town of Berlin, Maryland do hereby proclaim October as **Shore Craft Beer Month** and encourage residents and visitors to support Burley Oak Brewing Company, Shore Craft Beer, our many local restaurants and local craft brewers.

**WITNESS MY HAND AND SEAL, THIS 26<sup>TH</sup> DAY OF SEPTEMBER, 2016.**

\_\_\_\_\_  
William G. Williams, III, Mayor

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

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

**LOCAL RESOLUTION – 2016-12**

Resolution of THE TOWN OF BERLIN MAYOR AND COUNCIL approving the application and receipt of financing for a Strategic Demolition Fund Project located at 21 Jefferson Street, Berlin, MD (the “Project”) further described in the Application dated JULY 15, 2016 (the “Application”), to be financed either directly by the Department of Housing and Community Development (the “Department”) of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, THE TOWN OF BERLIN MAYOR AND COUNCIL recognizes that there is a significant need for reinvestment and revitalization of the communities in WORCESTER COUNTY; and,

WHEREAS, the Department, through a Strategic Demolition Fund, may provide some or all of the financing for the Project (the “Project Financing”) in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Project and the Project Financing by THE TOWN OF BERLIN MAYOR AND COUNCIL;

NOW, THEREFORE BE IT RESOLVED THAT, THE TOWN OF BERLIN MAYOR AND COUNCIL hereby endorses the Project in the Sustainable Community Area; and, HEREBY approves the request for financial assistance in the form of a grant, up to the amount of \$222,422.00; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT FURTHER RESOLVED THAT, HABITAT FOR HUMANITY OF WORCESTER COUNTY, INC. is hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

READ AND PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY ORDER: \_\_\_\_\_, I hereby certify that Resolution Number 2016-12 is true and correct and duly adopted by the TOWN OF BERLIN MAYOR AND COUNCIL of WORCESTER COUNTY.

ATTEST/WITNESS:

TOWN OF BERLIN MAYOR AND COUNCIL

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
[Chief elected executive official]  
Date: \_\_\_\_\_



**GENERAL CONTRACTORS**

September 15, 2016

Design Resources  
6 Washington St.  
Berlin, MD 21811  
Attn: Rick Stack

Project Title: Phase 1-Renovations to Berlin Visitor Center  
14 S. Main Street Berlin, MD 21811  
Bid date: September 15 @ 3PM

Mr. Stack:

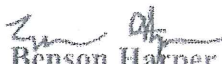
Harper & Sons, Inc., hereby submits a bid on the above project. Please see breakdown below for bid proposal.

Bid Amount-

1. Demolition and Masonry \$5,900. Words: Five thousand, nine hundred dollars.
2. Storefront Materials \$10,200.00 Words: Ten thousand, two-hundred dollars.
3. Storefront Installation \$5,100.00. Words: Five thousand, one hundred dollars.
4. Trim Carpentry & Finishes \$5,300.00 Words: Five thousand, three hundred dollars.
5. Total \$26,500.00 Words: Twenty-six thousand, five hundred dollars.

Alternate for Interior Vestibule Door: Add: \$3,400.00

Sincerely,

  
Benson Harper  
Corporate Secretary  
410-820-2000  
bharper@harperandson.com

*K. B. Coldiron, Inc.*

*Rt. 113 • P.O. Box 297 • Frankford, DE 19945*  
*Complete Wall and Ceiling Systems*

(302) 436-2611  
(302) 436-4224  
Fax (302) 436-4260  
E-Mail  
gary@kbcoldiron.com

*Gary Feeheley*

TO: Design Resources

ATTN: Richard Stack

DATE: 09-15-2016

**-Proposal-**

PROJECT: Phase I Renovations  
Berlin Visitors Center  
Berlin, MD

Labor, Materials and Equipment to perform the following work:

- A) Demolition of existing exterior door and windows (3).
- B) Install temporary protection. Infill windows openings with plywood for security.
- C) Install brick columns with rebar.
- D) Install new storefront windows and storefront door.
- E) Trim out inside of new door and windows. Install new stained window sill.
- F) Paint new brick on outside and disturbed walls on inside.
- G) Install new hardware to interior door.
- H) Clean up and removal of related debris.

Total Price Items A thru H.....\$ 29,665.00

Alternate: Replace interior door with new storefront door to match exterior door.

Total Price for Alternate.....\$ 3,495.00

\_\_\_\_\_  
Gary D. Feeheley  
Senior Estimator  
K.B. Coldiron, Inc.  
302-436-2611 (Office)  
302-436-4260 (Fax)  
302-236-5466 (Cell)  
gary@kbcoldiron.com

— Member —

*Ceilings and Interior Systems Contractors Association*



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.

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: 9/14/16

Requested Date(s) of the event: 6/4/17

Name of Event: Afternoon On The Lawn

Estimated number of attendees: 150

Applicant Name: BERLIN HERITAGE FOUNDATION

Sponsoring Organization or Business Name:  
BERLIN HERITAGE FOUNDATION INC

Person(s) to Contact Day of Event: Name: CAROL ROSE, Cell # 410-430-7540  
Name: MELISSA REID, Cell # 443-865-0014

Description of event: LAWN PARTY ON GROUNDS OF TAYLOR HOUSE MUSEUM (food - drive - music)

Event Start time: 3:00 pm Road Closure Start: MTA

End time: 6:00 pm End: \_\_\_\_\_

Location of Event: 208 N Main St \*

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

Applicant Cell Phone: 410-430-7540

Email: C.ROSE.307@COMCAST.NET

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: JAN QUICK Date: 9/14/16

Printed Name: JAN QUICK BOARD PRESIDENT

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 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: _____
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: _____ Time/Date	_____ 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"/>
		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>6</u>	Trash cans to be placed: <u>6-2-17</u> 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" 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				
Park Reservation Application and Permit				
Request for Electric Service	✓		9-15-16	ST
Request for Banner Placement				
Sign Permit				
Vendor's Application and Certification for Peddling and Soliciting				
Business Use of Park Application				
Proof of Insurance				
Other:				



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.

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: 9.7.16 actual (2pm) — (5pm)  
Requested Date(s) of the event: 10.23.16 Event Start time: 9am Road Closure Start: ~~9am~~  
Name of Event: GET Ramped (set up) End time: 6pm End: \_\_\_\_\_  
Estimated number of attendees: 50 Location of Event: BERLIN FALLS PARK  
Applicant Name: TRES DENK \*If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.  
Applicant Cell Phone: 410.430.4992

Sponsoring Organization or Business Name: \_\_\_\_\_ Email: TRES@ESIMBA.ORG.  
EASTERN SHORE IMBA / BERLIN SKATE BIKE UNIT - BSBU.  
Person(s) to Contact Day of Event: Name: TRES DENK Cell # 410 430 4992  
Name: LISA CHERNUTCH Cell # 443 880 2702

Description of event: WE ARE TEAMING UP WITH LOCAL NON-PROFITS TO PROVIDE MOUNTAIN BIKE INSTRUCTION, HELMET SAFETY, AND RAMPS FOR SKATE BOARDING AND BIKING.

- 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: TRES DENK Date: 9/7/16  
Printed Name: TRES DENK.

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 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 _____ Barricades to be dropped off: _____ Time/Date	No-Parking signs to be placed: _____ Time/date Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>4</u>	Trash cans to be placed: _____ Time/date
Picnic Tables and/or Chairs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>4</u>	To be placed: _____ Time/date
Stage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Location to be placed must be marked on map.	Stage to be placed: _____ Time/date
Porta-potties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" 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 <i>non-profits</i>	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				
Park Reservation Application and Permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>9/19</u>	<u>ST</u>
Request for Electric Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>9/19</u>	<u>ST</u>
Request for Banner Placement				
Sign Permit				
Vendor's Application and Certification for Peddling and Soliciting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>9/19</u>	<u>ST</u>
Business Use of Park Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>9/19</u>	<u>ST</u>
Proof of Insurance				
Other:				