



BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, NOVEMBER 14, 2016

**COUNCIL CHAMBERS – BERLIN TOWN HALL
10 WILLIAM STREET
BERLIN, MD 21811**

EXECUTIVE SESSION6:00 PM
REGULAR SESSION7:00 PM

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Laura Allen, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.

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BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street

Monday, November 14, 2016

6:00 PM EXECUTIVE SESSION – Conference Room

- 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, employees, 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.

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for:
 - a. Regular Session of 10/24/16
2. Presentations:
 - a. Proclamation 2016-16: Proclaiming November to be Municipal Government Works Month – Maryland Municipal League
3. Special Event Request:
 - a. “Small Town Throw Down” – John Fager
4. Arts and Entertainment Updates – Robin Tomaselli
5. Departmental Reports:
 - a. Administrative Services Director – Mary Bohlen
 - b. Electric – Tim Lawrence
 - c. Police – Arnold Downing
 - d. Planning – Dave Engelhart
 - e. Managing Director – Jeff Fleetwood
6. Town Administrator’s Report
7. Comments from the Mayor
8. Comments from the Council

9. Comments from the Public

10. Comments from the Press

11. Adjournment



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, October 24, 2016

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

Present: Mayor Gee Williams, Councilmembers Thom Gulyas, Zackery Tyndall, Elroy Brittingham, Dean Burrell.

Absent: Councilmember Purnell.

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

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

1. Swearing-In of Mayor and Councilmembers for Districts 2 and 3

a. Mayor Williams – Susan Braniecki, Clerk of Court

Susan Braniecki administered the oath to Mayor Williams.

b. Councilmembers Elroy Brittingham and Zackery Tyndall – Mayor Williams

Mayor Williams administered the oath to Councilmember Brittingham and Councilmember Tyndall. Councilmember Tyndall thanked his family, friends and neighbors for their support through the election process. Mayor Williams stated that it is a pleasure to serve the Town of Berlin.

2. Nomination and Selection of Vice-President of Council

Councilmember Burrell nominated Councilmember Brittingham as the Vice President of the Berlin Mayor and Council.

On the motion of Councilmember Burrell, the nomination of Councilmember Brittingham as Vice President of the Berlin Mayor and Council was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Zackery Tyndall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0	0	0	1

Councilmember Brittingham thanked the Council and stated he will always fulfill his duties as Vice President.

3. Approval of the Minutes for:

a. Regular Session of 10/11/16:

On the motion of Councilmember Gulyas, the Regular Session Minutes of October 11, 2016 were approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		

Elroy Brittingham, VP	X				
Dean Burrell	X				
Zackery Tyndall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0	0	0	1

4. Motion 2016-38: Approving the schedule of Berlin Mayor and Council Meetings and Town Holidays for 2017.

On the motion of Councilmember Burrell, the Holiday schedule was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Zackery Tyndall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0	0	0	1

On the motion of Councilmember Brittingham, the Berlin Mayor and Council Meeting schedule was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Zackery Tyndall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0	0	0	1

Mayor Williams stated that the schedule is subject to change based on the amount of matters to discuss. He also stated that the second meeting in December sometimes is cancelled due to it falling during the week between Christmas and New Year's. Mayor Williams stated that they add work sessions as needed, which are open to the public for observation.

5. Departmental Reports:

- a. Finance Director – Natalie Saleh

Ms. Saleh reported that they are still working on the miscellaneous receivables and property tax modules; it is taking longer than anticipated due to pulling the information from two systems. Ms. Saleh stated that she is hopeful that the module will be complete by the end of December and at that point they will be printing invoices and property taxes and sending them out using the new software. Mayor Williams asked if they will be completely done by January; Ms. Saleh said she believes so. They will also be learning the new project accounting and budget accounting, this will allow department heads to see their budget and project accounts live. Ms. Saleh also stated that there was an update in the Tyler software last Monday which caused the credit card function not to work; Tyler fixed it within two hours. Ms. Saleh stated she is also submitting the Power costs calculations to the Public Service Commission for the December 6th meeting that Ms. Allen and Steve Miller will be attending. They are also working on the Solar costs calculations.

b. Administrative Services Director – Mary Bohlen

Ms. Bohlen stated that the Parks Commission will host the Fall Just Walk Berlin Event with the Health Department on November 12th, registration begins at 9am at Stephan Decatur Park. There will be one, two, and three-mile routes available, raffle for a Fitbit, giveaways, and the Health Department will be doing health assessments. Councilmember Burrell asked where we stand on the restrooms in the park. Ms. Bohlen stated that they are waiting on some pricing and need to see what our requirements are. She also stated she is hopeful that these permanent restrooms will be up by Spring.

c. Electric Utility Director – Tim Lawrence

Mr. Lawrence reported that they replaced a broken street light at 503 Flower Street. They are in the process of replacing the downtown lights to 27 watt LED lights; which will pay for themselves in 3 years. We are a part of Maryland Smart Energy Community and this will help to reduce consumption. At 517 Bay Street building A is completed and they began on building C so the Electric Department de-energized the service on Friday. They also energized the new underground service at 102 South Main Street. They did meter reads this past week. And on the 31st of October EMC Chesapeake will be here to remove the #1 generator, they will repair it and bring it back in about 2 weeks. Mr. Lawrence also stated that the engineering class from Worcester Technical School in Snow Hill had a field trip at the Electric Department on October 13th. Lastly a dead tree was removed today on Tripoli Street.

d. Police Chief – Arnold Downing

Chief Downing stated that the Get Ramped bike event took place this past Saturday and was a huge success with approximately 150 participants. Sunday was Apple Festival at the Berlin Nursing Home. The Police Department is beginning to get prepared for Halloween, which will be from 5pm-7pm they will post safety tips online. They are also preparing for the Christmas Parade. Chief Downing has been working with Ms. Kreiter on detours for the West and Flower Street Culverts, and will try to give residents and businesses as much notice as possible. They have already had schools getting prepared for bus routes. Councilmember Gulyas asked if they will be closing Washington and Franklin Street again for Halloween and if they will have extra police presence; Chief Downing said they will be closing those streets and they will have extra police in the area and on bikes.

e. Planning Director – Dave Engelhart

Mr. Engelhart reported that there was an oil spill around 5pm today at 202 Broad Street. An old heating oil tank was tipped over; he wanted to thank the Berlin Fire Company and the Fire Marshall, they came out immediately to clean up the spill. MDE will be out tomorrow to assess the situation, but it is stable for now. Mr. Engelhart attended the Task Force Meeting that Worcester County had for Samuel Bowen Blvd where a draft plan was put in place, they will tweak the plan and hopefully have a final draft at the next meeting. The new Berlin Library's permits and the stormwater plans are under review. There was a pre-construction meeting today at the new Police Department site, work should begin November 7th. Mr. Engelhart also wanted to thank Ms. Wells for her Community Legacy tour. Councilmember Burrell asked how many gallons spilled today during the oil spill; Mr. Engelhart stated it was about 20 gallons.

f. Economic and Community Development Director – Ivy Wells

Ms. Wells was asked by Mayor Williams if it was true that five businesses are considering applying for the façade grant. Ms. Wells stated that she has turned in many applications that total \$25,000 in grant funds. She received word today that the TaDa façade grant was approved. Main Street Deli, Councilmember Purnell and Blacksmith are all interested in

applying. The grant will pay 50% up to \$10,000, and she still has time to use the funds. Ms. Wells stated that the Community Legacy tour went really well and everyone was very impressed with what the funds from the façade grants have accomplished, especially Gilbert’s Provisions. Ms. Wells thanked Councilmember Gulyas and the press for spreading the word about the funds and Mike Wiley for always changing the Town sign on route 50; Ms. Wells will be improving that sign soon with new tracks. Ms. Wells thanked Public Works and Electric for their help with Oktoberfest. Mayor Williams asked if Oktoberfest helped to raise money for the Christmas Parade; Ms. Wells said a lot of money was raised and wanted to thank Burley Oak for their big donation. Ms. Wells stated that all 80 spots in the Christmas Parade are full. She stated that Fins had a soft opening today and will be open 7 days a week for lunch and dinner. Ms. Wells said lastly MSN has chosen Berlin as one of 18 “Best Small Towns in America”. She will be out of the office next week attending Maryland Main Street Meeting and the Tourism Conference.

g. Managing Director – Jeff Fleetwood:

Mr. Fleetwood advised that he will be in Annapolis at the end of the week at the LGIT (Liability Insurance) workshop at the Naval Academy. He will meet with a representative from the Worcester County Health Department for a Healthy Businesses meeting on November 7th. Mr. Fleetwood also stated that renovations for the Council Chamber will begin tomorrow and will hopefully be completed in 2-3 weeks. Mayor Williams asked if the new audio/visual equipment will be installed at the same time and if someone can explain it. Ms. Bohlen explained that the equipment will be more compatible, better and faster than our current equipment; she is hopeful cards will have it installed by the end of the calendar year.

6. Town Administrator’s Report –Laura Allen

Ms. Allen stated that the Branch Street sidewalks are almost complete, with the exception of a few small things. The new Police Facility Project’s Groundbreaking Ceremony has been scheduled for November 9, 2016 at 11am at the facility location. Cannery Village is working on the punch list for the final inspection. Hudson Branch Offline Wetlands are basically complete. The Culvert road closures are being worked on as Chief Downing stated. Councilmember Brittingham asked how long for the fencing; Ms. Allen said the fencing is almost complete. The Berlin Library’s final plans have been submitted to the County Commissioners. She is hopeful they will begin construction in the Spring of 2017. Jennifer Ranck will give a presentation to the Council before they begin. Mayor Williams asked if Ms. Allen can have them keep us up to date with all the project details. Councilmember Burrell asked if Ms. Allen can ask Ms. Ranck to provide a site rendering when she comes out; Mayor Williams said we can put it on the Town’s site if she can provide it in an electronic form. Ms. Allen asked that the Council approve requisition 201700442 for the Musco lighting at the tennis courts. Mr. Lawrence explained that if they wait the pricing will go up by 3% next year. They will not be installing them until the tennis courts are replaced, so they will be held in storage at the Electric Department. Funding will come from the Community Parks and Playground Grant; this should cover the costs, if not the Electric Department will make up the difference. Councilmember Brittingham asked how they will operate, Mr. Lawrence stated that they will be able to set a time frame for their operation. Mr. Burrell asked if they will be getting lights for the Basketball Courts, Ms. Bohlen stated that the Parks Commission spoke with individuals in the neighborhood and decided against lighting there because of the noise. Councilmember Burrell asked if we can look into this again.

On the motion of Councilmember Tyndall Requisition 201700442 was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		

Elroy Brittingham, VP	X				
Dean Burrell	X				
Zackery Tyndall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0	0	0	1

7. Comments from the Mayor:

Mayor Williams thanked everyone who is here tonight and the individuals that come often.

8. Comments from the Council:

Councilmember Gulyas welcomed Councilmember Tyndall and welcomed back Councilmember Brittingham.

Councilmember Tyndall had no comments.

Councilmember Brittingham welcomed Councilmember Tyndall.

Councilmember Burrell stated that the Branch Street Sidewalks went well and he received a lot of positive comments from the public. However, we made a commitment to one resident to do a repair in the street after the sidewalk. Ms. Allen said she will let Ms. Kreiter know.

8. Comments from the Audience

Mike Wiley spoke on behalf of the Cruisers Committee, he wanted to thank Public Works, Jeffrey Fleetwood and Augie Wienhold for their help with the Cruisers event.

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				
Zackery Tyndall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0	0		1

Respectfully Submitted,

Kelsey Jensen
Administrative Assistant



Mayor & Council of Berlin, Maryland

November 14, 2016

PROCLAMATION 2016 - 16

A PROCLAMATION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND PROCLAIMING NOVEMBER TO BE MUNICIPAL GOVERNMENT WORKS MONTH

The Mayor and Council of the Town of Berlin does hereby proclaim November to be Municipal Government Works Month.

WHEREAS, the Town of Berlin was incorporated in 1868; and Maryland is home to 156 other municipalities; and

WHEREAS, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

WHEREAS, in an effort to educate citizens about municipal government and the importance of their participation, the Town of Berlin is proud to promote municipal government awareness; and

WHEREAS, municipalities have enhanced the quality of life for their respective residents maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and Council of the Town of Berlin, Maryland hereby joins the Maryland Municipal League in declaring November to be Municipal Government Works Month in the Town of Berlin.

WITNESS MY HAND AND SEAL, THIS 14TH DAY OF NOVEMBER, 2016

Mayor Wm. Gee Williams, III

Laura Allen Town Administrator



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: 10/27/16

Requested Date(s) of the event: 9/9/17

Name of Event: Small Town Throw Down

Estimated number of attendees: 1000
Applicant Name: John Fager/TryWells

Sponsoring Organization or Business Name: Atlantic Hotel / John Fager

Person(s) to Contact Day of Event: Name: TryWells, Cell # 410-707-4441
Name: John Fager, Cell # 443 497 0705

Event Start time: 1pm Road Closure Start: 10am

End time: 6pm End: 7pm

Location of Event: Main Street *

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

Applicant Cell Phone: 443-497-0705

Email: Fager12@msn.com

Description of event: Nashville style concert with food & Deer vendors plus country western retail vendors.

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: [Signature] Date: _____

Printed Name: TryWells / michelle fager

Approved by the Mayor and Council on the _____ day of _____, 20____. For _____ Opposed _____ Abstain.

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure		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	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <u>10am</u> End: <u>7pm</u>	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 _____ Barricades to be dropped off: _____ Time/Date	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		Must be placed 24 hours prior to event.

Electric		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 type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date
Picnic Tables and/or Chairs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____ # Required _____	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 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: _____ 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	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				
Request for Banner Placement				
Sign Permit				
Vendor's Application and Certification for Peddling and Soliciting				
Business Use of Park Application				
Proof of Insurance				
Other:				



MAP FOR STREET CLOSURE AND SERVICES

Location of all services dependent on review with appropriate department.

Event: Small Town Throw Down

Event Date: 9-9-17

Mark barricade locations with red line.

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

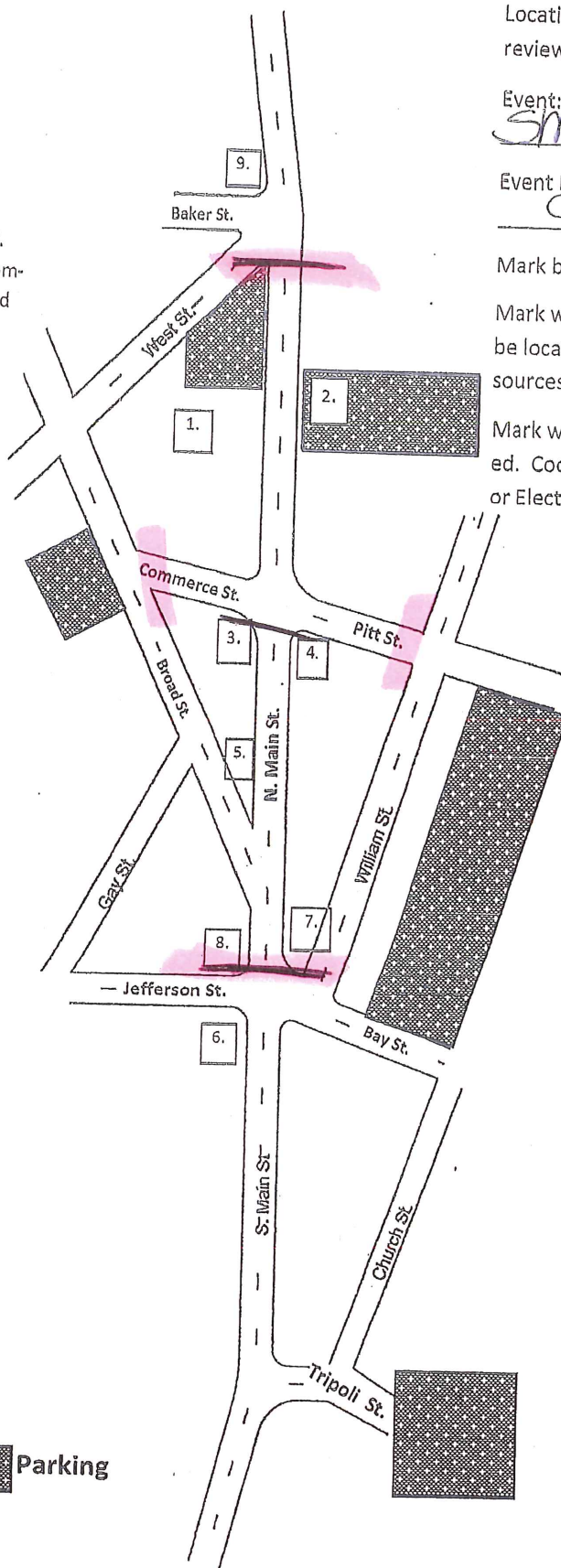
Mark with "S" where stage is to be located. Coordination with Public Works and/or Electric Department may be required.

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)
Baker St. (1st Pole)



Office Use only:

Comments: _____

Parking



**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: 10-27-16 Event start time: 1pm

Date(s) of the event: 9-9-17 Event end time: 6pm

Name of Event: Small Town Throw Down

Number of vendors/activities needing electric service: TBD - Stage & Food vendors

Contact Name: John Fager / Ivy Wells Contact Phone (Day): 443-497-0705 - John
410-707-4441 - Ivy

Sponsoring Organization: Berlin Main Street Atlantic Total Email: Fager12@msn.com / iwells@berlinmd.gov

Signature: Ivy Wells / [Signature] Date: 10-27-16

Printed Name: Ivy Wells / Michelle Fager

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 _____

TBD closer to event

DETAILS OF EVENT: Please copy this page as needed.

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)



**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: 10/27/16

Dates banners to be hung: 8-18-17 to 9-9-17

Date(s) of the event: 9/9/17

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: Small Town Throw Down

Contact Name: John Fager

Contact Phone (Day): 443-497-0705

Sponsoring Organization: Atlantia Hotel / Berlin Main St

Email: Fager12@msn.com

Signature: [Handwritten Signature]

Date: _____

Printed Name: Faywells / Michelle Fager

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: _____ Initials: _____

Comments _____

**Arts and Entertainment Updates
– Robin Tomaselli**