



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, July 10, 2017

6:30 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 06/26/17
 - b. Statement of Closure for Executive Session of 06/26/17
 - c. Regular Session of 06/26/17
2. Special Event Request:
 - a. Heroes Never Forget 5k – September 10, 2017 – 8:00 AM-11:00 AM – Chris Klebe and Jimmy Corran
 - b. National Night Out – August 1, 2017 – 4:00 PM-7:00 PM – Police Chief Arnold Downing
3. Berlin Residents Special Needs Alert Program – Police Chief Arnold Downing
4. Ordinance Public Hearing/Adoption – Mary Bohlen:
 - a. 2017-03 – Amending Chapter 22, “Parks and Recreation”.
 - b. 2017-04 – Amending Chapter 32, “Vehicles and Traffic”, Article III, Division 2 “Bicycles”, Section 32-72.
5. Departmental Reports:
 - a. Administrative Services Director – Mary Bohlen
 - b. Water Resources/Public Works – Jane Kreiter
 - c. Electric – Tim Lawrence
 - d. Chief – Arnold Downing
 - e. Planning – Dave Engelhart
 - f. Economic and Community Development – Ivy Wells
 - g. Managing Director – Jeff Fleetwood
6. Town Administrator’s Report
Requisition 201800036 – Billboard Rental – Sun Trs Frontier LLC/Sun Trs Fort Whaley LLC
01-5400-5267 \$18,000/year \$1,500/month

7. Comments from the Mayor
8. Comments from the Council
9. Comments from the Public
10. Comments from the Press
11. Adjournment

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.

*TTY users dial 7-1-1 in the State of Maryland.
TTY users outside Maryland dial 1-800-735-2258*



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, June 26, 2017

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

Present: Mayor Gee Williams, Vice-President Elroy Brittingham, Councilmembers Thom Gulyas, Zackery Tyndall, Dean Burrell, and Troy Purnell.

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

Following the Lord’s Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:00 PM.

1. Approval of the Minutes for:

a. Executive Session of 06/12/17:

On the motion of Councilmember Gulyas, the Executive Session minutes of June 12, 2017 were approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	5				

b. Statement of Closure for Executive Session of 06/12/17:

Mayor Williams read the Statement of Closure.

c. Regular Session of 06/12/17:

Councilmember Gulyas noted two changes in item eight. The word Playground was repeated and one needs to be removed, the other is “Ms. Saleh said if she could have it by March” it should read “Ms. Saleh said they could have until March”.

On the motion of Councilmember Gulyas with the changes noted, the Regular Session Minutes of June 12, 2017 were approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	5				

2. Atlantic General Hospital Conduit Financing:

a. Public Hearing – Revenue Bonds for Atlantic General Hospital Corporation:

Town Administrator Laura Allen advised that Ms. Lindsey Rader with Funk & Bolton, P.A. of Baltimore, Maryland would be explaining the revenue bonds. Ms. Rader explained the revenue bonds. Mayor Williams asked if this will have any impact on the Town’s credit; Ms. Rader said it would not and we would have no obligations to raise taxes, if there is a default the Town is not responsible for anything, it would be on Atlantic General Hospital. Mayor Williams asked if the only restriction is that we cannot issue any other tax exempt bonds for one year; Ms. Rader said that we cannot for calendar year 2017, but that will go away on January 1, 2018. Councilmember Tyndall stated that we previously discussed tiering the debt, is that still the case; Ms. Rader stated that previously they did discuss that, but now they will do it in one series. Councilmember Gulyas asked how much interest Atlantic General Hospital (AGH) will be saving; Ms. Rader said interest rates change, but they can estimate \$650,000. Mayor Williams asked what the life span of the bonds are; Ms. Rader said typically the bonds are no more than 20-30 year bonds. Ms. Allen stated that the resolution was introduced on June 12, 2017. Town Attorney David Gaskill advised Mayor Williams that we will need to open a public hearing on this matter. Mayor Williams opened the public hearing at 7:14pm, and with no comments, closed the public hearing at 7:15pm.

b. Resolution No. 2017-05: Revenue Bonds for Atlantic General Hospital Corporation:

Councilmember Tyndall asked Town Attorney David Gaskill if he could vote in this matter because his wife works for Atlantic General Hospital; Mr. Gaskill advised him that he can vote. On the motion of Councilmember Gulyas, Resolution 2017-05 was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	5				

c. Resolution No. 2017-06: Post-Issuance Tax Compliance Procedures for Conduit Tax-Exempt Obligations:

Ms. Rader explained Resolution 2017-06. Mayor Williams asked if there is a good time to ensure that we are complying with provisions. Ms. Rader said it is best to include it in an audit checklist that we will go over with the auditors. Mayor Williams said we should come up with something that will make it a standing policy. Ms. Rader said she will add to the documents that we have the authority to finalize procedures to ensure we are complying.

On the motion of Vice President Brittingham, Resolution 2017-06 was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	5				

3. Contract Awards:

a. Worcester Youth and Family Contract for Services:

Administrative Services Director Mary Bohlen explained the contract. Councilmember Tyndall mentioned that he thought the contract was \$40,000; Ms. Bohlen explained that the amount includes \$300 that comes from the Parks Commission budget for the MML summer convention kids party.

On the motion of Councilmember Burrell, the Worcester Youth and Family Contract for Services was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	5				

b. CARDS Technology:

Administrative Services Director Mary Bohlen explained the contract. Mayor Williams asked Ms. Bohlen and Town Administrator Laura Allen if they recommend that the Council approve the contract; Ms. Allen said they do.

On the motion of Councilmember Gulyas, the CARDS Technology Contract was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	5				

c. D3-Corp:

Administrative Services Director Mary Bohlen explained the contract.

On the motion of Councilmember Burrell, the D3-Corp Contract was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	5				

d. William St. Culvert Stormwater Project:

Town Administrator Laura Allen asked Darl Kolar with EA Engineering, Science, and Technology, Inc., PBC to explain this contract. Mr. Kolar explained the contract. Mayor Williams and Councilmember Burrell asked if this will significantly reduce the flooding in the Town; Mr. Kolar

said it will, but they still have a lot to do and it will be an ongoing process. Vice President Brittingham asked if they will still monitor the work after they are complete; Mr. Kolar said they will. Vice President Brittingham asked if the vegetation in the Culverts are to slow down the water flow; Mr. Kolar replied yes. Councilmember Tyndall asked if William Street is completely funded; Mr. Kolar said that FEMA requested a 25% match, but he listed in-kind services that will be provided. Administrative Services Director Mary Bohlen said total of the grants for these projects is \$1.9 million dollars and the Town has had a \$60,000 match. Councilmember Tyndall asked if it's budgeted; Ms. Allen said it is. Ms. Allen requested that the Council approve the contract with Goody Hill in the amount of \$396,470.

On the motion of Councilmember Tyndall, the Contract with Goody Hill Groundwork, Inc. was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	5				

e. West St. Paving:

Town Administrator Laura Allen advised that this has been moved to the July 10, 2017 agenda.

4. Event Policy – Economic and Community Development Director, Ivy Wells:

Ms. Wells explained the new event policy and noted a change under restrictions “Generators can be no louder that 58dB” should read “Generators cannot be any louder than 58dB”. Mayor Williams asked how many alcohol events we had; Ms. Wells said there are six and we can only add another if we drop one of the six. Councilmember Burrell suggested we be more specific about the restrictions on grease; Mayor Williams said vendors should take their grease with them. Councilmember Gulyas asked if this gets passed tonight can we get it out to the businesses as soon as possible; Mayor Williams said to contact vendors and send it out via registered mail. Ms. Wells said she will put out a press release and call the vendors. Police Chief Arnold Downing said they had a meeting with staff, the chambers, and businesses and the consensus was to not have events on top of each other so they can adequately staff and ensure the quality of the events, he thinks this policy will help in that aspect. Town Administrator Laura Allen asked who runs a majority of the events; Ms. Wells stated that the Chamber runs most of them and she discussed the changes with them.

On the motion of Councilmember Gulyas, the Downtown Event Application Policy with the changes noted, was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	5				

5. Ordinance Introduction – Administrative Services Director Mary Bohlen:

a. 2017-03 – Amending Chapter 22, “Parks and Recreation”:

Ms. Bohlen explained the changes in Chapter 22.

- b. 2017-04 – Amending Chapter 32, “Vehicles and Traffic”, Article III, Division 2 “Bicycles”, Section 32-72:

Ms. Bohlen explained the changes in Chapter 32. Councilmember Gulyas asked if we can add something about the use of Drones; Ms. Bohlen said we may want to address drones town wide. Town Administrator Laura Allen stated that the FAA has regulations on drones, and suggested we do a separate policy for drones. Town Attorney David Gaskill stated that these ordinances are up for a public hearing on July 10, 2017. Councilmember Gulyas stated that he wants drones to be addressed before the public hearing. Mayor Williams asked Mr. Gaskill if we alter the ordinance before the July 10, 2017 meeting are we will okay to have the public hearing on July 10th; he stated that we can make changes if needed. Councilmember Tyndall suggested we have a pre-approval process if you want to use them. Mayor Williams asked that we make changes to the ordinance regarding drones, but to reach out to other towns first. Mr. Gaskill suggests we take time to do research and have discussion before we make any changes to an ordinance. Mayor Williams said that is fine, he would like the Town to do research before making any changes. Ms. Bohlen stated that she discussed the ordinance with the Parks Commission and they were agreeable to the changes.

6. Departmental Reports:

- a. Finance Director – Natalie Saleh:

Ms. Saleh said they are doing housekeeping on year end items with the budget and have asked the departments to do an inventory on their accounts. Next week they will discuss solar net metering and are hopeful that by December it will be in use. Councilmember Tyndall asked if Ms. Saleh can send him a copy of the adopted budget; she said she will.

- b. Administrative Services Director – Mary Bohlen:

Ms. Bohlen reported that the movie “Grease” will be shown this Saturday in Stephen Decatur Park. The Parks Commission will not meet on Tuesday, due to the July 4th holiday.

- c. Water Resources/Public Works Director – Jane Kreiter:

Ms. Kreiter stated that they are reading and replacing meters this week. They have seasonal help now, so you may see new faces. Vice President Brittingham asked if someone can use a weed trimmer to clean up the hydrant on Flower Street because it is covered in weeds; she said she will check it out. Councilmember Gulyas said he had an employee come out to fix his sprinkler, the employee was very pleasant and professional.

- d. Electric Utility Director – Tim Lawrence:

Mr. Lawrence reported that they installed the primary and the conduit for Comcast and Verizon, then terminated the primary and energized the transformer to test the voltage at the new police facility. At the library, the superintendent asked that they mark the overhead primary lines with tape, so they did. They are doing meter reads this week. On Monday, June 19, 2017, at Trappe Rd., there was an accident that knocked out power, but they had it back on by that morning. At 324 North Main St., they had a faulty underground electrical service, so it was replaced. At Intrepid Ln., the last primary was installed. Vice President Brittingham thanked him for installing lights at Dollar General.

- e. Police Chief – Arnold Downing:

Chief Downing reported that they will have their Jolly Rogers day with Worcester Youth and Family on July 12, 2017 and the Stratosphere Trampoline Park on August 9, 2017; Main Street Deli and Baked Desserts are helping with food for the event. Tomorrow, at MML, he will be attending the Top Cop breakfast, he will be the secretary this year for that organization. This week the

department will be doing range training. Lastly, he reported that there was an accident at the bank today, it was cleaned up fast and there were no serious injuries.

f. Planning and Zoning Director – David Engelhart:

Mr. Engelhart reported that the road closures on Seahawk and Harrison are now open. They are making great progress at the new Cancer Center, Library, the Police Facility, and Shoreline Auto. They issued permits for five new single family homes this week. Lastly, he and Carolyn Duffy attended the MML summer conference today. Councilmember Tyndall said the flag is at the conference and he will bring it back on Wednesday.

g. Economic and Community Development Director – Ivy Wells:

Ms. Wells shared photos from the lunchtime concert series. She stated we hit 10,000 likes on our Facebook page today. Lastly, she thanked Mr. Lawrence and Ms. Kreiter’s staff for all their help with the Farm to Table event and stated that there were 160 people in attendance, it sold out.

h. Managing Director – Jeffrey Fleetwood:

Mr. Fleetwood had nothing to report.

7. Town Administrator’s Report – Laura Allen:

Ms. Allen had nothing to report.

8. Comments from the Mayor:

Mayor Williams had no comments.

9. Comments from the Council:

The Council had no comments.

10. Comments from the Audience:

Jack Orris asked why there was such a big difference on the contract pricing for the William Street contracts; Town Administrator Laura Allen stated that they do not ask the contractors about their pricing so she is not able to give him an answer. He then asked if we got the water testing results back from Berlin Falls Park yet; Ms. Allen stated we should get them soon. He then asked about the Downtown Event Policy, and if it was first come first serve; Economic and Community Development Director Ivy Wells said it is not. Mr. Orris suggested we give people until October to submit for an event because it is a new policy; Mayor Williams stated that most events are from year to year and it shouldn’t be a problem to do it in September; Ms. Wells said it is just for new events.

11. Comments from the Press:

Josh Davis with the Bayside Gazette asked what the amount was for the Cards Technology contract; Administrative Services Director Mary Bohlen said she will get the information out to the press.

12. Adjournment:

On the motion of Vice President Brittingham, the Mayor and Council meeting was adjourned at approximately 8:35 PM.

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell	X				
Thom Gulyas	X				
Zackery Tyndall	X				

Voting Tally	5				
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Respectfully Submitted,



Kelsey Jensen
Administrative Assistant



**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: 1/24/17 Event: _____ Road Closure: _____
 Start time: 8AM Start: 8AM
 Requested Date(s) of the event: 9/10/17 End time: 11AM End: 8:15 am
 Name of Event: Heroes Never Forget SK Location of Event: Berlin Fire Dept *
 *If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.
 Estimated number of attendees: 400-600 Applicant Cell Phone: 443-497-4324
 Applicant Name: Chris Klebe Email: Dom1414@AOL.com
 Jimmy Corran 410-726-4560
 Sponsoring Organization or Business Name: OC Tri-Running Sports Inc
 Person(s) to Contact Day of Event: Name: Chris Klebe Cell # 443-497-4324
 Name: Jimmy Corran Cell # 410-726-4560

Description of event: The Heroes Run will be a SK run/walk
The Event is in honor of our Military, Police, Medics, Firefighters and all First Responders.

- 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: 1-24-17
 Printed Name: Chris Klebe

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. <i>Partial Closure</i>	
Blockage/Closure Time:	Start: <i>8 AM</i> End: <i>8:15</i>	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.

Electric		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/>	

Other Items/Services:		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 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 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				
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:				



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: 1-24-17

Dates banners to be hung: 8/18/17 to 9/11/17

Date(s) of the event: 9/10/17

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: Heroes Never Forget 5K

Contact Name: Chris Klebe

Contact Phone (Day): 443-497-4324

Sponsoring Organization CC Tri-Running

Email: Dom 1414@aol.com

Signature: [Handwritten Signature]

Date: 1-24-17

Printed Name: Chris Klebe

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/private 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 _____



Berlin Heroes 5k

Distance: 3.10 mi
Elevation Gain: 24 ft
Elevation Max: 55 ft

Notes



- 0.00 mi Head south on N Main St toward Powellton Ave
- 0.12 mi Head south on N Main St toward Stevenson Ln Destination will be on the right
- 0.22 mi Head southeast on N Main St toward Commerce St Destination will be on the right
- 0.34 mi Head south on S Main St toward Tripoli St
- 0.42 mi Head south on S Main St toward Tripoli St

- 0.48 mi Turn right onto Washington St
- 0.48 mi Head southeast on Washington St toward S Main St
- 0.49 mi Turn right onto S Main St Destination will be on the right
- 0.58 mi Head southwest on S Main St
- 0.67 mi Head south on S Main St toward Buckingham Rd
- 0.71 mi Head south on S Main St toward Buckingham Rd
- 0.72 mi Turn right onto Buckingham Rd
- 0.88 mi Head west on Buckingham Rd
- 0.90 mi Continue onto Tingle Rd
- 1.01 mi Head southwest on Tingle Rd toward Upshur Ln
- 1.02 mi Turn left onto Upshur Ln Destination will be on the right
- 1.14 mi Head northeast on Upshur Ln
- 1.14 mi Continue onto Purnell Ave
- 1.26 mi Turn right onto Buckingham Rd
- 1.33 mi Turn right onto S Main St
- 1.34 mi Head south on S Main St Destination will be on the right
- 1.41 mi Head south on S Main St Destination will be on the right
- 1.51 mi Head south on S Main St toward Buckingham Ln Destination will be on the right
- 1.59 mi Head south on S Main St toward Buckingham Ln
- 1.60 mi Turn right onto Buckingham Ln Destination will be on the right
- 1.64 mi Head southwest on Buckingham Ln Destination will be on the right
- Head west on Buckingham Ln Destination will be on the right



Full Back / White & Navy on Red T's





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: 6/28/17

EVENT/ACTIVITY DATE: 8/1/17 TIME FROM: 4pm TO: 7pm
Anticipated # of attendees 400

NAME: CLAUDE HOLLAND

ADDRESS: Beaclin P.D.

10 William St. Berlin 21811

PHONE: 443 783 6053

EMAIL: cholland@berlinmdpd.org

ORGANIZATION: Police Dept
(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: NATIONAL NIGHTS OUT 2017

FACILITY REQUESTED-Check all that apply

<input checked="" type="checkbox"/> Dr. William Edward Henry Park, Flower Street:			
Full Use <input checked="" type="checkbox"/>		Partial Use <input type="checkbox"/>	
<input checked="" type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input type="checkbox"/> Basketball Courts #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>	<input checked="" type="checkbox"/> Picnic Tables # needed <u>10</u>	<input type="checkbox"/> Play Equipment

<input type="checkbox"/> Stephen Decatur Park, Tripoli Street:			
Full Use <input type="checkbox"/>		Partial Use <input 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: _____

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: S.O.C. Holland Date: 6/28/17

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

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>1530</u>	End: <u>1900</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades <u>10</u>	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: <u>8/1/17</u> Time/Date <u>12 pm</u>	<u>N/A</u> Time/date 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 type="checkbox"/> Yes <input checked="" 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 <u>14</u>	Trash cans to be placed: <u>8/1/17 12pm</u> Time/date
Picnic Tables and/or Chairs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>10</u> # Required _____	To be placed: <u>8/1/17 12pm</u> Time/date
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date <input type="checkbox"/>
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>Henry Park</u> <u>8/1/17 12pm</u> Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	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				
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: 6/28/17

Event Start time: 4 pm

Road Closure Start: 3 p.m.

Requested Date(s) of the event: 8/1/17

End time: 7 pm

End: 7 p.m.

Name of Event: NATIONAL NIGHT OUT

Location of Event: Henry Park *

*If activity is in a Town park, a Parks Reservation form must be complete.

Estimated number of attendees: 400

Applicant Name: ofc. C. Holland

Applicant Cell Phone: 443 783 6053

Sponsoring Organization or Business Name: Berlin P.D.

Email: cholland@berlinmdpd.org

Person(s) to Contact Day of Event: Name: ofc. Joe Kern, Cell # 410 603 0868
Name: LT R FISHER, Cell # 443 235 0201

Description of event: NATIONAL NIGHT OUT COMMUNITY EVENT
TO PROVIDE COMMUNITY AWARENESS, FELLOWSHIP,
DISPLAYS, FOOD, ETC.

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: ofc. C. Holland

Date: 6/28/17

Printed Name: C. Holland

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



Berlin Residents of Special Needs
Special Needs Alert Program
(SNAP)

The Berlin Police Department is implementing a program that will aid Law Enforcement Officers in contacting and locating the residents of Berlin with special needs. Law Enforcement agencies across the United States have implemented this program with great success. This program is available for individuals who live, work and regularly frequent in the Town of Berlin.

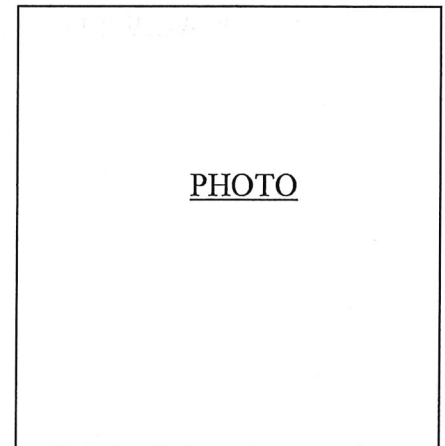
By completing this form, you are providing the Berlin Police Department with the necessary and crucial information that will assist the agency in providing the best care during emergencies. You can provide us with as much information as you deem necessary. The program can assist individuals with all types of special needs to include, but not limited to: Alzheimer's, Autism, Down Syndrome, Dementia, and those with impaired Hearing & Vision.

The Berlin Police Department is striving to maintain our goal for a safer community and feel that SNAP is just another way of accomplishing that goal. If you have any questions concerning this program, please contact the Berlin Police Department at (410)641-1333.

Please complete and return to the Berlin Police Department, 10 William St, Berlin, MD 21811.

Participant Information:

Last _____ First _____ M _____
 Address _____
 Home Phone _____ Cell _____
 DOB _____ Height _____ Weight _____ Sex _____
 Age _____ Race _____ Eyes _____ Hair _____



Parent/Guardian/Caregiver: (Circle One)

Date Photo Taken: _____

Last _____ First _____ M _____
 Address _____
 Home Phone _____ Cell Phone _____ Work Phone _____
 Emergency Contact#1 _____ Phone _____ Relationship _____
 Emergency Contact#2 _____ Phone _____ Relationship _____

Over →

Participant's Special Needs Information

Check All That Apply: () Hearing Impaired () Blind () Alzheimer's () Immobility or Limited mobility () Mute

Diagnosis/Condition(s) _____

Places Known to Frequent _____

Triggers/Dislikes _____

Calming Techniques _____

Distinguishing Marks/Traits _____

Interests/Favorite Things _____

School/Work Locations _____

Glasses/Hearing Aids/Medical Alert Bracelet (etc)? _____

Medications _____

Additional information to aid law enforcement in locating and/or contacting the participant:

For Office Use Only:

Officer _____ ID# _____ Date Submitted _____

Date Entered _____ By Whom _____



ORDINANCE NO. 2017-03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 22, "PARKS AND RECREATION".

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT Chapter 22, Parks and Recreation be amended as follows:

Chapter 22 - PARKS AND RECREATION

ARTICLE I. - IN GENERAL

Secs. 22-1—22-18. - Reserved.

ARTICLE II. - PARKS COMMISSION

Sec. 22-19. - Purpose.

The purpose of the parks commission shall be to:

- (1) Advise the Mayor and Council on the provision of quality recreational facilities for the citizens of the town without regard to age, physical ability or economic circumstance.
- (2) Assist in the provision of well-designed and maintained park facilities that will be utilized to improve the quality of life of citizens through the provision of a variety of recreational, educational, and cultural activities.
- (3) Develop and coordinate cooperative working relationships with town officials and staff, local and state public agencies and civic clubs with a common interest in the development of public recreational facilities.
- (4) Assist the Mayor and Council in the planning and provision of recreational facilities to meet current and projected needs through recommendations for land acquisition, facility development and funding sources.
- (5) Assist the town in maximizing the public use and appeal of existing public recreation facilities through the development of a comprehensive program of facility maintenance and management.

(Code 1977, § 18-1; Ord. No. 1992-1, 1-27-1992)

Sec. 22-20. - Establishment; membership; vacancies; quorum; meetings.

- (a) The Mayor and Council do hereby create a commission to be called the Berlin parks commission, hereinafter referred to as the parks commission.
- (b) The commission shall consist of five voting members appointed by the mayor with the consent of the council and such other ex officio members as shall be deemed necessary by the commission itself from time to time for the ad hoc purposes of obtaining expert advice or volunteer services for individual projects or programs. Of the five voting members, three shall be appointed for two-year terms and two shall be appointed for a one-year term. Thereafter, all members of the commission shall be appointed for terms of two years. Members of the commission are eligible for reappointment.
- (c) No less than three of the voting members of the commission shall reside within the corporate limits of the town, as those corporate boundaries shall exist at the time of the members' appointments. Ad hoc or ex officio members may be residents of any area, so long as, in the

discretion of the commission, they demonstrate a commitment to the best interest of the parks within the town.

- (d) Any vacancy on the commission shall be filled by appointment by the mayor with the consent of the council for the unexpired term of the particular position. It is the express intent of the Mayor and Council to have a majority of voting members representative of residents of the town at all times; thus appointments to fill vacancies must maintain at least three residents.
- (e) The members of the commission shall serve without monetary compensation, except for the reimbursement of bona fide personal expenses that may be incurred in the course of conducting officially sanctioned business.
- (f) Three voting members of the commission shall constitute a quorum for the transaction of business, and a vote of three voting members shall control the action of the commission.
- (g) The commission shall meet at least six times per calendar year, with additional meetings as necessary in the discretion of a majority of the voting members. The absence for three meetings of any member of the commission during the calendar year without excuse shall create a vacancy on the commission.

(Code 1977, § 18-2; Ord. No. 1992-1, 1-27-1992)

Sec. 22-21. - Bylaws; officers.

(a) Bylaws.

- (1) This article shall serve as the bylaws for the parks commission.
- (2) The commission shall establish its own rules of order and procedures, subject to the approval of the Mayor and Council, and not otherwise inconsistent with the terms of this article.
- (3) A copy of the bylaws shall be kept on file with the town administrator, and any amendment proposed thereto shall be presented to the Mayor and Council for approval prior to its adoption and effectiveness.

- (b) ~~The officers of the commission shall consist, at a minimum, of a chairperson, secretary and safety director.~~ At a regular meeting of the commission following the appointment or re-appointment of members by the Mayor and Council, the members of the commission shall nominate one member as chair of the commission and shall approve the nomination by affirmative vote of at least three members, excluding the nominee. Such other offices and standing or ad hoc committees may be created by the commission at its discretion for the purposes of carrying out its duties and responsibilities under the provisions of this article.

(Code 1977, § 18-3; Ord. No. 1992-1, 1-27-1992)

Sec. 22-22. - Powers and duties.

- (a) The parks commission shall be advisory in nature, and all plans, programs and funding applications shall be submitted to the Mayor and Council for approval prior to implementation or submission to any funding agency.
- (b) The commission ~~will~~ may consider, evaluate, advise and recommend to the Mayor and Council on any matter relating to the following:
 - (1) Recreation and parks policies, rules, regulations, programs and finances.
 - (2) The acquisition and disposal of lands and properties related to the community recreation, educational and cultural programs occurring on those lands and properties.
 - (3) The improvement and expansion of public recreational, educational and cultural facilities under the jurisdiction of the Mayor and Council.

- (4) The maintenance of parks and facilities.
- (5) The future plan for recreation and parks development needs outlined in the town comprehensive plan, chapter 108, zoning, or other applicable sections of the Berlin Code relating to recreation and parks.
- (6) The coordination of publicly sponsored activities and events held in or involving public park facilities or privately sponsored activities which are open to the public.
- (7) The seeking of funds, through public and private sources, to establish, develop or improve public parks and recreation facilities within the corporate limits of the town as those boundaries may be amended from time to time.
- ~~(e) The commission will establish, through its own procedures, monthly safety inspections of existing parks facilities and report its findings to the town administrator for corrective action needed to ensure public safety in the public parks.~~
- (cd) The commission will develop and submit to the Mayor and Council an annual park improvement plan prior to the adoption of the annual budget on July 1 of each year.
- (de) The commission may hold such public hearings meetings and solicit public input as may be necessary to develop an adequate representation of all Berlin citizens in the planning and development of parks and recreational facilities.
- (ef) The authority for any final approval, direction to staff or policy decision shall rest with the Mayor and Council or, at the Mayor and Council's direction, with the town administrator or other officially designated representative of the Mayor and Council.
(Code 1977, § 18-4; Ord. No. 1992-1, 1-27-1992)

Secs. 22-23—22-4647. - Reserved.

ARTICLE III. - PARKS

Sec. 22-47. Definitions

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Controlled parking area means a land surface or building structure owned, leased or rented by the town, designated for public parking.

Motor vehicle means any vehicle commonly known as a car or truck as well as any motorized minibikes, motorized bikes, motor scooters, go-carts or other mechanically propelled vehicles of a similar nature, except bicycles as defined herein or in Md. Transportation Code Ann. § 11-104.

Park or Parks means those areas of Town-owned property designated as such by the Mayor and Council.

Special Event means any social occasion or activity occurring on the grounds of a Town park, having more than 50 persons in attendance, including, but not limited to fairs, bazaars and outdoor shows or exhibitions, parades and concerts. For the purposes of this chapter, Special Event shall be further defined as requiring services of the Town of Berlin, including, but not necessarily limited to the provision of additional trash cans, traffic equipment, trash collection and the like. The Town of Berlin

reserves the right to designate an event or activity as a Special Event requiring additional services at its discretion.

Sec. 22-48. - Hours.

The public parks in the town shall not be occupied, except as hereinafter set forth, between the hours of one-half hour after sundown to one-half hour before sunrise in each day.

The lighted tennis courts and handball courts located in the Stephen Decatur Park shall be permitted to be used after sunset up to and including the hour of 11:00 p.m. Any play on said courts after the hour of 11:00 p.m. and prior to sunrise shall be prohibited.

(Code 1977, § 71-1; Ord. No. 80-2, 10-6-1980; Ord. No. 84-5, 6-18-1984)

Sec. 22-49. - Rules and regulations.

The rules and regulations for the use of the parks are as set forth herein:

- (1) The washing, waxing, cleaning or repairing of any type of motor vehicle shall be prohibited in the parks.
- (2) The operation and/or parking of unauthorized motor vehicles as defined herein in any area of the parks not designated as a parking area or otherwise authorized by the police department of the town or its authorized agent shall be prohibited.
- (3) All applicable provisions of chapter 4, animals, shall apply.
- ~~(4) No bicycles or other pedal-operated vehicles shall be allowed in the parks except in the parking lots or in areas designated for the riding of said vehicles.~~
- ~~(45) No motor vehicle shall be parked in the parks, whether in the parking areas or otherwise, overnight.~~
- ~~(56) No mobile home or any other type of structure shall be used for sleeping in the parks, including the parking areas thereof, without permission being obtained from the Mayor and Council.~~
- ~~(67) No open container of alcoholic beverages shall be possessed in any of the parks, unless explicitly approved in advance by the Mayor and Council as part of an organized Special Event. The organizer of said event shall be responsible for obtaining any additional permitting required by Worcester County or the State of Maryland regarding the possession, distribution/sale, and/or consumption of alcohol.~~
- ~~(8) The lighted tennis courts and handball courts located in the Stephen Decatur Park shall be permitted to be used after sunset up to and including the hour of 11:00 p.m. Any play on said courts after the hour of 11:00 p.m. and prior to sunrise shall be prohibited.~~
- ~~(9) The lighted tennis courts and handball courts located in the Stephen Decatur Park shall be permitted to be used after sunset up to and including the hour of 11:00 p.m. upon the prior reservation request's being granted by the police department. Any play on said courts after the hour of 11:00 p.m. and prior to sunrise shall be prohibited.~~
- (7) The following parks facilities are available for reservation upon completion of a Park Reservation Form and by payment of associated fees as established by the Mayor and Council and detailed on the Park Reservation Form:
 - (a) The pavilion at Stephen Decatur Park during regular park hours.
 - (b) One or more of the tennis courts at Stephen Decatur Park during the hours as set forth in Section 22-48.
 - (c) The pavilion at Dr. William Henry Park during regular park hours.
 - (d) One or more of the basketball courts at Dr. William Henry Park during regular park hours.

Individuals or organizations desiring to reserve these facilities must complete a reservation form as provided by the Town of Berlin and make payment of associated fees, which shall be established by the Mayor and Council and set-forth on the reservation form. Fees shall be waived only by the express permission of the Mayor and Council.

Reservation of the above facilities takes precedence over any other use. If no prior reservation of any of the above named facilities exists, all facilities are available on a first-come-first-served basis.

(8) Organizers of Special Events shall file a Special Event Application and any associated documents as appropriate a minimum of sixty (60) days prior to the scheduled event. Such application shall be subject to review and approval by the Mayor and Council.

(9) Special Events must be free to all attendees unless a Business Use of Park form, along with all other appropriate documentation, has been submitted and explicitly authorized by the Mayor and Council.

(Code 1977, § 71-2; Ord. No. 80-2, 10-6-1980; Ord. No. 84-5, 6-18-1984; Ord. No. 2013-06 , 11-25-2013; Ord. No. 2016-06 , 7-11-2016)

Sec. 22-50. - Violations and penalties.

Any violations of the provisions of this chapter shall be punishable, upon conviction, as a municipal infraction as set forth in article IV of chapter 2 of this Code.

Any vehicle violating any rules or regulations as herein set forth shall be removed and towed at the expense of the owner or operator.

(Code 1977, § 71-3; Ord. No. 80-2, 10-6-1980; Ord. No. 84-5, 6-18-1984; Ord. No. 2013-06 , 11-25-2013)

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 20_____, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this _____ day of _____, 20_____, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ in favor to _____ opposed, with _____ abstaining.

Elroy Brittingham, Vice President

THIS ORDINANCE was approved this _____ day of _____, 20_____ by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the _____ day of _____, 20_____.

ATTEST:

Wm. G. Williams, III, Mayor

Laura Allen, Town Administrator



ORDINANCE NO. 2017-04

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 32, "VEHICLES AND TRAFFIC", ARTICLE III, DIVISION 2 "BICYCLES", SECTION 32-72.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT Chapter 32, Vehicles and Traffic, Article III, Division 2, Section 32-72 Bicycles be amended as follows:

Sec. 32-72. - Riding in parks and playgrounds.

~~It shall be unlawful for any person, operator or group of persons to ride or operate a bicycle or motor vehicle as defined in this division in any park or playground owned, operated and maintained by the town, except in those areas designated by the parks commission as "riding areas" or except in such areas as are public ways or public highways or roads, and commonly used as such in said park or playground areas.~~ The rider or operator of a bicycle in the parks and playgrounds owned and operated by the Town of Berlin shall have said vehicle under proper control at all times and shall not operate or propel the bicycle recklessly or at a rate of speed greater than is reasonable and proper and shall not operate the bicycle so as to endanger the well-being or property of any person or the facilities, equipment and property of the Town of Berlin.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 20_____, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this _____ day of _____, 20_____, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ in favor to _____ opposed, with _____ abstaining.

Elroy Brittingham, Vice President

THIS ORDINANCE was approved this _____ day of _____, 20_____, by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the _____ day of _____, 20_____.

Wm. G. Williams, III, Mayor

ATTEST:

Laura Allen, Town Administrator

Vendor Name: SUN TRS FRONTIER LLC/SUN TRS F... 11224 DALE ROAD Change Business Address Amount: \$18,000.00
 Vendor Number: 0002027 WHALEYVILLE, MD 21872-
 Vendor Set: 01 U.S.A.
 Approval Status: Waiting for Approval

General	Number	201800036	Next Number
Item Entry	Description	RT 50 BILLBOARD RENTAL FY18	
Shipping Entry	Department	ECON DEVELOP - ECONOMIC COI	
Items Distributions	Issue Date	7/5/2017	
Item Approvals	On Hold	<input type="checkbox"/>	
Item Approval History	Requested By	SHARON TIMMONS	
Items Transferred	Auto Approve	<input type="checkbox"/>	
Notes	Ship To	Economic Development - Town of	
PO Notices	Vendor	0002027 - SUN TRS FRONTIER	
TCM			

Detailed Description

MONTHLY RENTAL OF BILLBOARD LOCATED AT FORT WHALEY ON RT 50 AT \$1,500/MONTH