



**BERLIN MAYOR AND COUNCIL**  
**Meeting Agenda**  
  
**Berlin Town Hall**  
**10 William Street**  
**Monday, November 28, 2022**

**5:00 PM      Work Session – Conference Room**

Work Session with Berlin Fire Company prior to the Regular Session. Work Session is open to public attendance, but public participation is at the discretion of the Mayor.

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

1. Approval of the Minutes for:
  - a. Work Session of 11.09.22
  - b. Executive Session of 11.14.22
  - c. Statement of Closure for Executive Session 11.14.22
  - d. Regular Session of 11.14.22
2. First Reading - Ordinance 2022-08: Text Amendment requested by the Burley Oak Brewing Company to Section 108-163(b)(8) of the Town Code – Planning Director, David Engelhart (Public Hearing on December 12, 2022)
3. Motions for Approval:
  - a. 2022-18: Approval of Amendments to Employee Handbook – Town Administrator Mary Bohlen and Human Resources Director Kelsey Jensen
  - b. 2022-19: Approval of Security Cameras for Berlin Main Street District RFP Recommendations - Economic and Community Development Director Ivy Wells
  - c. 2022-20: Approval of Modular Vehicle Barriers RFP Recommendations – Economic and Community Development Director Ivy Wells
4. Discussion: Regarding one-time payments for staff
5. Town Administrator's Report
6. Departmental Reports
7. Comments from the Council
8. Comments from the Mayor
9. Comments from the Public
10. Comments from the Press
11. Adjournment

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on [www.berlinmd.gov](http://www.berlinmd.gov), or type @townofberlinmd in the Facebook search bar. QR code links to online packet.

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Acting Town Administrator Mary Bohlen at (410) 641-2770. 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/outside Maryland dial 1-800-735-2258.





**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Work Session with the Delegation from District 38**  
**Wednesday, November 9, 2022**

**6:00 PM      WORK SESSION – Berlin Town Hall Conference Room**

**Present:** Mayor Zackery Tyndall, Vice-President Dean Burrell, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris.

**Staff Present:** Town Administrator Mary Bohlen

**Others Present:** Senator Mary Beth Carozza, Delegate Wayne Hartman, and Delegate Charles Otto

This meeting was also broadcast live via Facebook. Mayor Tyndall called the meeting to order at approximately 6:00 PM.

Mayor Tyndall stated the Work Session was scheduled to allow Council to speak with members of District 38 before the State Legislative Session in January 2023.

Mayor Tyndall said noted that the Delegation is aware the Town of Berlin is working on a community center located on Flower Street. He wanted to discuss bonds and other positions the Delegation would suggest as the project moves forward. He continued by saying that the Delegation has been very supportive of the Town's electric utilities, one of five in the state of Maryland, and its renewable portfolio standards; he hopes to keep this at the forefront as they move into the session. Mayor Tyndall acknowledged that the Delegation, as members of the Senate and House passed and supported the Renewable Portfolio Standards (RPS) legislation to reduce the cost of RPS and solar credits the Town of Berlin must acquire as a small municipal electric utility, which has saved tax and ratepayers a lot of money.

Mayor Tyndall also discussed the Town's aging infrastructure. He said the Town has received ARPA funding at the federal level, which is being used for water, sewer, and stormwater and other projects. He said a challenge lies ahead regarding work needed at West Street, as a lot of the road infrastructure needs to be replaced. Mayor Tyndall said they have received initial project estimates of several million dollars for repair. He asked if there were ever grants or other options for funding that could help position the Town to tackle the financial challenge of this project, he would appreciate being made aware of it.

A lengthy discussion followed regarding the realignment work needed at Flower Street and Decatur Street. Mayor Tyndall said he is grateful to the State for the work done on 376 but acknowledged it is a major thoroughfare in a major neighborhood, and work is needed to improve accessibility in that area. Delegate Hartman asked what the plans were beyond what has already been done. Mayor Tyndall said plans are already drawn up and have been shared with State Highway concerning the Decatur Street and Flower Street alignment which would create a nice pass-through for cars by the Town of Berlin Police Station. He added the easements are in place, but the project is estimated to cost several hundred thousand dollars with crucial implications, such as limiting the ability of emergency vehicles to respond to calls. Delegate Hartman asked what would be done to the road where it is currently located. Mayor Tyndall answered Decatur Street would come closer to Dollar General and align with Flower Street. Delegate Hartman asked what would become of the property between the Dollar General and the Police Station; Mayor Tyndall said he believes it would not have much use outside of green space and hopefully continue to alleviate some of the stormwater impacts. Vice-President Burrell emphasized that the project is ready to go as the easements are in place; he added all that would be needed is the funding.

Senator Carozza asked to confirm that the project being discussed would build on the recent improvements and not jeopardize the work that has already been done. Mayor Tyndall confirmed that State Highway is aware of the plans to align and considered that when doing the work to 376. Vice President Burrell stated there have been concerns over the intersection regarding how it is lined, adding that if a car were to cross 113 it would end up in another line of traffic. Councilmember Knerr added the area can be very confusing as it is currently lined. Senator Carozza said State Highway has been very responsive and hands-on; she believes that if the project were tied to safety improvements it would ensure needed changes could be made. Mayor Tyndall said it is important to note Decatur Street and Flower Street are Town roads, and he does not expect the State to fully absorb the cost of the work which is why he is asking for information regarding funding avenues that may be available. Delegate Hartman said that when pedestrian safety is tied in, he believes there is a lot of push-out for that right now. Senator Carozza asked for clarification, as she thought the area being discussed was the intersection at 376. Mayor Tyndall responded it is a little of both; he stated State Highway has been helpful with some of the additional striking and signage, but they are continuing to work through the issues that remain which is why realignment is being pursued.

Councilmember Nichols added the way State Highway has set up the drainage was as if they prepared for the move so the space would be ready to absorb the shift as part of the alignment. Town Administrator Mary Bohlen stated State Highway recognized throughout the planning that the intention was to align the two roads.

Councilmember Knerr said residents have requested a crosswalk from Flower Street to the sidewalk in front of Dollar General. Mayor Tyndall stated State Highway did this further down on Bay Street where they cross a road midway; however, he added they do not like to do that where roads do not align because it does not meet the need for a crosswalk. Ms. Bohlen said the preference would be to put a crosswalk where cars must stop at stop signs or stop lights rather than in the middle of the road. Councilmember Nichols added that she sees people run across the street constantly trying to get to the sidewalk that leads into Dollar General because it is safe, but they are crossing three lanes in that area to do so.

Delegate Hartman said he is the owner of the property for Dollar General and acknowledged there has been a lot of discussion about this topic. He proposed the idea of adding a raised sidewalk versus a crosswalk so it connects the two sidewalks in hopes that it would slow down traffic and bring attention to the area. Senator Carozza suggested letting State Highway be the professional and recommended asking them what the options are if safety remains the focus of improvements.

Councilmember Nichols began discussing the traffic around Flower Street saying it has become the alternate Route 50. She said traffic is clocked on an average of fifty miles to sixty miles on her end of the street. Senator Carozza asked to clarify Councilmember Nichols is requesting enforcement not a lower speed limit. Councilmember Nichols confirmed. Mayor Tyndall added this issue is one of their many challenges that spur over into the safety side of things; he said that a signal at the north end over by the State Police Barracks on North Main Street and Route 50 was put into the consolidated transportation plan. Mayor Tyndall said the Town was told it does not meet the warrants for a signal, which he adds is challenging given that it has a significant safety implication with not having a traffic signal there. Councilmember Orris said he travels back and forth on Route 50 and pointed out there is no light from Sixty Foot Road until reaching Stephen Decatur High School.

Mayor Tyndall thanked the Delegation for supporting the Rails and Trails for Phase One. He said the grant application is in and they are awaiting a decision. He added the County has been a great partner in the funding portion as it requires a 25% match on behalf of the Town, and the County has agreed to split the cost for two fiscal years. Mayor Tyndall said it will utilize the existing railroad easement from Old Ocean City Boulevard, Heron Park, all the way through Town. He then discussed the proposal of putting the Bike Way down through to 611 so the Town can continue to connect the biking network and trails to the remaining portions of the County and

the State; He asked to be made aware of any ideas that could point the Town in the right direction that would help to further explore the project.

Discussion followed concerning the Community Center project. Mayor Tyndall said the Town has been working with the Berlin Community Improvement Association (BCIA) and Shore Up to build a new community center on the site of the old multipurpose building on Flower Street, as well as new classrooms for Shore Up. He explained the Town has acquired a parcel of property that was being sold by the Booker T. Washington Lodge which is part of the old Flower Street School property. He said Worcester County transferred a portion of the property that has a stormwater retainment pond in the back and is all part of a larger parcel. He added that the BCIA is working with the Town to transition the property. Mayor Tyndall noted he is aware there are Senate and Delegate bonds available throughout the legislative session and asked to be provided with information concerning what the deadlines would be and what would be needed from the Town to explore the possibility of a bond.

Delegate Otto explained he did not believe there was any money available and asked to confirm if the site would be used as a Senior Center. Mayor Tyndall clarified it would be a center for youth and members of the community. Senator Carozza said the Maryland Department of Housing and Community Development (DHCD), especially the current secretary, has been creative in tapping other resources and knows how to leverage federal dollars. She asked if a summary of the community center could be shared so it could be presented to the leadership of the DHCD to discuss a possible bond initiative. Mayor Tyndall confirmed the Town would have matching funds to use as well. Councilmember Orris added he and Councilmember Nichols got an opportunity to briefly speak with the Maryland Department of General Services and understood that to be a possible opportunity as well.

Senator Carozza asked if the County could be a funding partner for the community center. Mayor Tyndall said the County provided money for design work two fiscal years ago in the amount of roughly \$7,000, so they are supporting the project, however, he added he does not know what their financial position is going forward.

Mayor Tyndall transitioned the discussion onto the Town's electric utility. He explained the Town of Berlin is one of five municipalities in the State that has an electric utility. He said going back a year or two, the Town was having to acquire solar Renewable Energy Credits (RECS) at a much greater number. He emphasized that the support the Delegation has provided in reshaping the Renewable Portfolio Standards for the municipalities goes a long way, reiterating he believes it is saving the Town's customer base a couple hundred thousand dollars a year. Mayor Tyndall said the Town is always looking for projects to expand its solar opportunities and asked to be made aware of any others that may become available.

Councilmember Knerr explained the Town transitioned one of its diesel generators to a natural gas generator within the past few years, which has had a huge impact on its ability to generate power. He added that they would like to transition the remaining two generators to natural gas as well, and it would be helpful to find additional funding to transition at least one.

Mayor Tyndall acknowledged the topics on his list had been covered and asked if colleagues on the Council wanted to add anything as it relates to the legislative session ahead. Senator Carozza thanked Mayor Tyndall for the updates. She asked if there were anything as far as mainstream projects the Town of Berlin wanted to share as an update, adding she uses Berlin as an example for other municipalities throughout the District she represents involving the Main Street Program. Mayor Tyndall said the DHCD is a great funder, adding he believed the Delegation wrote letters of support for the Strategic Demolition Grant, which the Town was awarded. He explained that the grant plays a large role in the Tyson project and in revitalizing the Old Ocean City Boulevard area. He added the Town applied for \$100,000, however, because of the competitiveness of the grant, the Town was awarded \$50,000. He explained the hope was to expand that program using the additional funds. Senator Carozza asked to confirm if the \$50,000 was for Façade Improvement. Mayor Tyndall confirmed, adding that it is for commercial properties downtown and requires a match by the property owner.

He continued saying the Town would act as a pass-through. Delegate Hartman asked if it is a 50/50 match. Mayor Tyndall answered he did not know the threshold. Senator Carozza explained that with a new Governor and new Administration, she wants to make sure the priorities that have been worked on transition to the next administration. She explained the programs have been very important not only for Berlin but for many of the municipalities around the three counties.

Mayor Tyndall emphasized that a focus is on how they can expand the reach of Berlin. He said hopes to continue to attract visitors in the shoulder seasons to help with businesses, an economic driver. He acknowledged the Town of Berlin is not a Designated Marketing Organization but said the County is helpful with passing a lot of money in their direction and is very supportive.

Senator Carozza complemented the Worcester County Arts Council and the partnership with Berlin. She said the show Plein Air at the library helps to draw artists from around the region, which is something that has become unique to Berlin and helps bring a regional approach to tourism.

Councilmember Orris asked to touch on the topic of stormwater and asked the Delegation to put it on their radar at the legislative session, specifically regarding how municipalities can effectively integrate their stormwater in cooperation with HOAs that existed in municipalities and private owners. He said he believes it is all connected and affects everything. Senator Carozza suggested leveraging the Maryland Municipal League (MML), adding when MML makes something a priority, it is put in a better position. Mayor Tyndall added that the MML often supports things that have a local impact across the State.

Councilmember Orris continued his topics for discussion and asked for clarification on the definitions outlined in the law for casino revenue usage, as he said the bills are a little broad; he asked what can be used with those funds. Mayor Tyndall added that he has had a conversation with TLS and is narrowing down on a project they would like to see and whether it conforms with legislation; he said the interesting part about the bill is Berlin is not listed as a representative. Delegate Otto said gambling authorization came to a constitutional matter, so any changes to that would have to go to voters. Councilmember Orris clarified that he wanted to see if it was possible to use at least a portion of the casino revenue for leadoff. Mayor Tyndall said the Town is working with LBC, a local development council at the County level, and has projects they would like to fund, specifically LEOPS. Mayor Tyndall explained they are working to determine the best way to make sure it fits within the scope of the legislation. He explained one of the most critical local issues the Town is facing is law enforcement and recruitment and retention. Mayor Tyndall said he understands that LEOPS is something that is going to make the Town more competitive.

Councilmember Orris asked to follow up on the passage of the cannabis question in wake of the election asking what the legislative process is. Delegate Hartman explained it will be discussed at the legislative session, but he believes it will go into effect in July; he added he believes the matter went to vote to satisfy some of the members of the General Assembly but acknowledged it is a complicated issue.

Discussion regarding inflation followed. Councilmember Green said he has read the information concerning Relief Bills and asked if it is something the Delegation sees as an option for foreign municipalities and even private businesses. He said he does not believe Berlin has an expenditure problem but could be looking at one in the future and fears there may not be dollars available to cover projects that we have tapped because of rising costs. Delegate Hartman said as far as some relief to inflation, the Republican caucus pushed very hard for different types of relief, especially through gas tax and other similar items; He acknowledged inflation remains the number one issue. Senator Carozza added there is a new Governor, a new administration, and a new Maryland General Assembly and believes they are going to have to address some of these issues head-on. She continued saying this is where the Town can go to MML to leverage association with those groups and keep pressure on the Maryland General Assembly and the new Governor.

Vice President Burrell revisited a topic Mayor Tyndall addressed concerning electric utility. He explained that the Town Electric Utility Superintendent believes it would be in the Town's best interest to work toward undergrounding the utility bureau of the Town, especially in the aging neighborhoods. He asked that the Delegation keep this in mind during the legislative session.

Councilmember Knerr asked the Delegation if they were aware of any Façade money programs available for residential properties. Senator Carozza said she believed some of the OCDC money went to residential; Councilmember Knerr clarified the money received was strictly for commercial. Mayor Tyndall added the City of Cambridge received some funding; however, he said he believes it was at the federal level. Delegate Hartman said he understood funding was two separate applications, one for state and one for federal, adding a building project could have several different programs and grants incorporated through DHCD.

Councilmember Nichols asked if more conversation could be had regarding Stephen Decatur High School and Decatur Middle School crosswalks. She said as a result of the Oceans East complex that exists; more children are walking to school. She said having some thruways and walkways would be helpful to improve safety. Senator Carozza asked if school leadership or Worcester County Public Schools has raised it as an issue. Councilmember Green confirmed the issues have been raised at the Sheriff's Office level, as the crossing guards present are employed by the Sheriff's Office. Mayor Tyndall said there is no sidewalk infrastructure to put crosswalks in place, which is challenging. Mayor Tyndall added the Town is trying to ensure they keep the roads safe for children, bicycles, and pedestrians. Senator Carozza emphasized that they are more than willing to go to State Highway about the school safety issues to determine if there may be short-term, immediate improvements that can be made.

The work session was adjourned at approximately 7:18 PM.

Respectfully Submitted,

*Kate Daub*

Kate Daub  
Administrative Assistant

CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, November 14, 2022

**Present:** Mayor Zackery Tyndall, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris

**Staff Present:** Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney David Gaskill

**Absent:** Council Vice-President Dean Burrell

**Others present:** None

**Authority to close session:** Pursuant to Maryland General Provisions Article; Sec 3-305(b): (7) To consult with counsel to obtain legal advice on a legal matter: a) Discussion re: Recent criminal charges against former Town Administrator

The start of the meeting and vote to close the session was streamed live via Facebook.

On Monday, November 14, 2022, at approximately 6:30 PM, Mayor Tyndall read the statement of closure and requested a motion to close the session. Councilmember Orris so moved, Councilmember Knerr seconded and the vote to close the session was unanimous. The Facebook livestream ended at approximately 6:32 PM and the Closed Session moved to the Conference Room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
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Mayor Tyndall asked for a motion to adjourn the Closed Session. Councilmember Orris so moved, Councilmember Nichols seconded, and approval was unanimous. The meeting adjourned at approximately 7:10 PM.

Respectfully Submitted,



Mary T. Bohlen  
Town Administrator



### Closed Session Summary

To be included in the minutes in the next Open Meeting

**1. Statement of the time, place, and purpose of the closed session:**

- a. Time of closed session: November 14, 2022, 6:30 PM
- b. Place (location) of closed session: Vote to Close (live on Facebook): Mayor and Council Chambers; Meeting: Conference Room
- c. Purpose of the closed session: Discussion re: Discussion re: Recent criminal charges against former Town Administrator
- d. Date and time that we will return to public meeting: November 14, 2022 at 7:00 PM

**2. Record of the vote of each member as to closing the session:**

- a. Motion to close meeting made by:
- b. Seconded by:
- c. Members voting in favor:
- d. Members opposed:
- e. Members abstaining:
- f. Members absent:

**3. Statutory authority to close session:**

- a. This meeting was closed under the following provisions of General Provisions Article § 3-305(b)(7) To consult with counsel to obtain legal advice on a legal matter

**4. Listing of each topic actually discussed, persons present, and each action taken in the session:**

Topic description	Persons present for discussion	Action taken/each recorded vote
Discussion re: Recent criminal charges against former Town Administrator		

**This statement was made by: Mayor Zack Tyndall, presiding officer**

**List members who have received open meetings training (at least one member must be in attendance during closed session):** Mayor Zack Tyndall, Councilmember Jack Orris, Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney David Gaskill.





**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, November 14, 2022**

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

**Present:** Mayor Zackery Tyndall, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris.

**Absent:** Vice-President Dean Burrell

**Staff Present:** Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Lieutenant Robert Fisher, Electric Utility Director Tim Lawrence, Water Resources Director Jamey Latchum, Public Works Director Jimmy Charles, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, and Administrative Assistant Kate Daub.

**Staff Absent:** Economic and Community Development Director Ivy Wells and Planning Director Dave Engelhart

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 7:00 PM.

1. Approval of the Minutes for:

a. Executive Session Minutes of 10.11.22:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Executive Session Minutes of 10.11.22 were approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

b. Statement of Closure for Executive Session of 10.11.22:

Mayor Tyndall read the Statement of Closure for the Executive Session of 10.11.22.

c. Regular Session Minutes of 10.24.22:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Regular Session Minutes of 10.24.22 were approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

2. Special Sunday Permit OC Cruzers - Sunday, December 4, 2022

Town Administrator Mary Bohlen explained the organization did not have anyone available to attend the meeting on their behalf to request a Special Sunday Permit for an OC Cruiser's event at Boggs Disharoon American Legion Post 123 on Sunday, December 4<sup>th</sup>. In response to a question from Councilmember Orris, Ms. Bohlen clarified that the event is being held at the American Legion and does not require Town approval; the Worcester County Liquor Board wants the Mayor and Council to sign off on Special Sunday Permits to serve alcohol, not to hold the event.

On the motion of Councilmember Orris, second by Councilmember Knerr, the Special Sunday Permit for the OC Cruzers event on Sunday, December 4, 2022, was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

3. Public Hearing - Ordinance 2022-07: Approving the Amendments to Chapter 2 – Administration, Article II Ethics Provisions

Mayor Tyndall opened the Public Hearing at approximately 7:19 PM.

Town Attorney David Gaskill explained the Town of Berlin is required to update its ethics ordinance by State Law. He reviewed the changes and emphasized all revisions are required by Maryland State Legislature, which passed the ordinance in 2021. Mr. Gaskill said he drafted the changes into the Town's ordinance and sent it to the Attorney General which represents the ethics commission for comments and approval. Following the submission, Mr. Gaskill said the revisions were approved.

With no comments, Mayor Tyndall closed the Public Hearing at 7:21 PM.

On the motion of Councilmember Knerr, second by Councilmember Green, the Amendments to Ordinance 2022-07 were approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

4. Motions for Approval

a. 2022-15: Approval of the Tattoo Moratorium Extension

Mayor Tyndall explained that a Tattoo Ordinance was first presented in 2018, and a moratorium was put in place to allow more time for the Tattoo Ordinance Committee to meet and discuss points of consideration to determine the path going forward. Mayor Tyndall said it is being

recommended to extend the moratorium until the end of this fiscal year, which is June 30, 2023. Councilmember Orris asked about the purpose of the moratorium and Mayor Tyndall explained that there were concerns regarding aspects of the proposed Ordinance, including references to microblading. At that time an emergency ordinance was put forward to explore adopting the County's Ordinance, which includes a requirement for microblading to be performed by a medical provider or Doctor. The Mayor continued to clarify the proposed Ordinance and moratorium.

Councilmember Knerr asked why a moratorium was needed if County regulations were in place. Mr. Gaskill said the County regulations do not apply within Town limits. Councilmember Knerr asked if the Town could adopt County regulations; Mayor Tyndall said yes, but the moratorium allows for more time to explore adopting County regulations.

A brief discussion continued, and the consensus was to bring the committee back together to take action on the matter.

On the motion of Councilmember Green, second by Councilmember Orris, Motion 2022-15: Approval of the Tattoo Moratorium extension was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

Councilmember Nichols asked if the committee had been notified; Mayor Tyndall said yes, adding the former committee chair was notified.

**b. 22-16: Wage and Compensation Study RFP**

Human Resources Director Kelsey Jensen explained that Council had expressed interest in completing a wage compensation and classification study during the last budget cycle. She said the study was proposed in two separate parts and put into a Request for Proposal (RFP) to serve as a step and grade system so employees could better understand what they are working towards. Ms. Jensen stated two proposals were received: one from MGT in the amount of \$45,800 and one from Paypoint HR in the amount of \$32,500. She said it is being recommended to award the project to Paypoint HR and include both segments. She added the project would begin immediately and take roughly sixteen weeks to complete. She said she is optimistic it would be done in time to be considered for the next budget process.

Mayor Tyndall explained the project is not a budgeted item and would be covered under the Town's reserves funds. He added the Council recommended filling certain stabilization funds and the Town would be in a comfortable position moving forward to pull from those funds to support the project as it would not impact the reserves.

Councilmember Orris asked the Mayor to clarify what funds are considered part of the reserves, specifically the overages budgeted for employee healthcare; Mayor Tyndall said the money would not come from employee healthcare, those funds are saved for a possible high renewal in the future. Finance Director Natalie Saleh explained that the money could come from stabilization, an assigned or unassigned fund balance. Mayor Tyndall added the stabilization is

designed and meets the policy Council previously recommended. Councilmember Orris asked why funding would not come from the employee fund. Mayor Tyndall said the policy voted on by the Council was designed to help the Town mitigate employee healthcare expenses if needed.

Councilmember Knerr asked to confirm where Paypoint HR is located. Ms. Jensen answered the company is located in Davidsonville, Maryland.

Former Mayor Gee Williams serving as a reporter was present at the meeting and asked Ms. Jensen to clarify the timeframe of the project. Ms. Jensen said Paypoint is estimating it would take sixteen weeks to complete both steps of the study. She added the sooner they can begin the better; if approved this evening, she will contact them in the morning.

On the motion of Councilmember Orris, second by Councilmember Knerr, the recommendation to award motion 2022-16 Salary Study RFP to Paypoint HR in the amount of \$32,500 was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

Councilmember Green added he believes the study is a vitally important process. He said the classification would help staff better understand what is expected of them and what they could look forward to; he said the project is a great effort.

c. 2022-17: Nominate Mayor Zack Tyndall to the Tri-County Council for 2023

Mayor Tyndall explained he has been serving in the capacity for 2022, adding it is a new process to have Council formalize a motion to acknowledge representation. He said the Tri-County Council has municipal representation from Worcester, Wicomico, and Somerset Counties, adding it was determined that more effective representation at the municipal level can be done over the span of two years by active participation. He provided further clarification stating the cycle would start with Berlin in 2023, move on to Snow Hill for a two-year term, then to Pocomoke with the understanding it would be a two-year representation.

Councilmember Knerr asked how often the Tri-County Council would meet. Mayor Tyndall said there are four meetings a year, in addition to sub-committee meetings. Councilmember Knerr asked if Mayor Tyndall would be willing to provide a summary of the meetings; Mayor Tyndall said yes. Councilmember Orris asked to confirm that Snow Hill would be appointed starting January 1, 2023; Mayor Tyndall confirmed.

On the motion of Councilmember Green, second by Councilmember Orris, motion 2022-17 to Nominate Mayor Zack Tyndall to the Tri-County Council for 2023 was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				

Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

5. Recommendation to Terminate National Pollutant Discharge Elimination System (NPDES) Permit – Heron Park

Water Resources Director Jamey Latchum explained they have been communicating with the Maryland Department of the Environment (MDE) for a few years about renewing the existing permit. He said because much of the existing infrastructure at Heron Park has been torn down, a significant permit modification would be needed going forward if a new facility were built. As a result, Mr. Latchum said it is being recommended to close out the permit entirely.

In response to Council questions, Mr. Latchum noted that permits typically need renewal every five years and that the recommendation was to allow the current permit to expire. Councilmember Knerr asked if action needs to be taken. Mayor Tyndall said the Council needs to vote on the record regarding the recommendations.

On the motion of Councilmember Orris, second by Councilmember Nichols, motion to approve the Recommendation to Terminate National Pollutant Discharge Elimination System (NPDES) Permit – Heron Park was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

6. Discussion:

a. Speed Cameras

Chief Arnold Downing delivered a presentation regarding the installation of speed cameras throughout the Town of Berlin. He explained it is important to discuss the three E's: engineering, education, and enforcement. He said the cameras would add an enforcement component without the use of officers or actual manpower; he added the cameras would serve as automated speed enforcement and adhere to the State regulations set in 2009. Chief Downing said the speed required to result in a violation must be twelve miles over the designated speed. He added that the cameras would have to be reviewed daily. He stated the max fine as determined by State Law is \$40, which would be divided between the vendor and the Town, and there are no point violations. Chief Downing said the Town would be responsible for signage that says Camera Enforcement, and the zone must be within a half mile of a school; he noted that a school must be defined by State Law. Chief Downing said the cameras would operate year-round when school is in session from 6 AM to 8 PM, Monday through Friday only. He added any money generated from the fines collected must be spent on public safety. Chief Downing said the Town can recommend locations to which cameras should be placed, however, the vendor has the final determination; he added that a signed contract with a vendor must be signed and is typically valid for three to five years.

Mayor Tyndall thanked Chief Downing for the presentation; he said the discussion item was put on the agenda to gauge Council's interest in moving forward. Chief Downing confirmed an ordinance would be needed before any vendors are chosen. Councilmember Orris asked how the funds generated from the violations get split. Chief Downing said it is roughly a 55/45 split but depends on the individual vendor; he added when the program starts, expenses will be higher, but the vendor takes care of the billing. Councilmember Orris asked how many cameras Chief Downing would like to see; Chief Downing reviewed the list of locations within the proximity of a school where a camera would be proposed.

Councilmember Knerr said it was indicated cameras could not be placed on major highways, however, he added Salisbury has a camera placed on Route 50. Chief Downing confirmed and clarified the camera is near a school. Councilmember Orris said he would like to hear from members of the public and asked if the information presented can go on the Town website; Ms. Bohlen confirmed. Councilmember Green acknowledged speeding is a concern and supports moving forward with the speed cameras. Councilmember Knerr asked what is involved in the calibration of the cameras. Lieutenant Fisher explained that calibration for radar in cars is like the calibration needed for the cameras and it must be done daily.

Ms. Saleh asked if billing collections, invoicing and disputes of calibration will fall on the Town. Chief Downing said some vendors he spoke with confirmed they would handle customer service and billing matters. Councilmember Orris said he would like to get the information up and continue the discussion; Councilmembers Knerr and Nichols agreed.

b. Employee Handbook, Sections 1 and 2 Review

Ms. Jensen said the Council was first approached in June to review minor changes to the employee handbook, however, she explained a more in-depth review was needed. She clarified that Sections one and two have since been updated and these changes were being put before Council. Ms. Jensen said Section one included expanding on general information definitions and Section two involved hiring and employment. She asked that a staff report not be needed each time revisions are made as the language would be the same. Ms. Jensen referred Council to the documents included in the meeting packet for review. She emphasized that many items in the handbook relate to legal matters; she asked that any questions regarding the items be submitted in advance prior to discussion at a Council meeting to ensure an informed answer can be provided. Chief Downing said he wanted to point out that the Police Department handbook may differ from the handbook being discussed.

Mayor Tyndall asked that any comments or questions be submitted prior to the agenda being put out. Councilmember Orris asked what the deadline is for the agenda. Ms. Jensen said they like to have everything by Monday the week before the scheduled council meeting.

7. Community Center

a. Memorandum of Understanding (MOU)

Mayor Tyndall said he was honored to be able to present a draft MOU between the Town and the Berlin Community Improvement Association (BCIA) for the transfer of two parcels as described in the MOU for use as a community center. Mayor Tyndall provided a summary of the MOU and said he is presenting it for consideration and approval so they can start moving forward with securing funding for the project.

Councilmember Nichols provided clarification of the property, adding that the multipurpose building being discussed had been utilized by Shore Up until it was no longer deemed usable, at which time Shore Up needed to relocate their kitchen to feed the children. She added that Shore

Up still utilizes 85% of the site, which is why they remain involved. A brief discussion followed regarding the structure of the committee.

It was noted that the Council was not being asked to approve the BCIA and Shore Up nominations; those entities will appoint their own nominations. Councilmember Orris asked for clarification regarding item four in the MOU, referring to the committee as the Berlin Community Center Board of Directors. Mayor Tyndall stated it was an error and should read Berlin Community Center Advisory Board.

Councilmember Knerr said he had a few proposed recommendations to be made to the existing MOU. He suggested that the proposed committee listed in Phase One research and document the history of the property and learn how to best present that history in a new community center. In Phase Two of the MOU, he recommended that two additional committee members be included, one member from District 1 and one member from District 2. He also recommended that Councilmember Burrell be the chairman of the Advisory Committee and the Mayor be a standing member.

Lengthy discussion followed concerning Councilmember Knerr's recommendations. Town Attorney David Gaskill explained that changes to the current MOU would set back any immediate progress. Mayor Tyndall emphasized that a signed MOU agreement needed to be in place to move the discussion forward. Councilmember Knerr made a motion to amend the current MOU with Phase One and Phase Two as outlined by his recommendations.

On the motion of Councilmember Knerr, second by Councilmember Green, the motion to amend the current MOU with Phase One and Phase Two as outlined in Councilmember Knerr's recommendation was not approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jack Orris		X			
Shaneka Nichols		X			
Jay Knerr	X				
<i>Voting Tally</i>	2	2			1

Mayor Tyndall's vote served as the tie-break, voting against the recommendations.

On the motion of Councilmember Nichols, second by Councilmember Orris, the motion to approve the MOU as it stands was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green		X			
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr		X			
<i>Voting Tally</i>	2	2			1

Mayor Tyndall's vote served as the tie-break, voting to approve the Memorandum of Understanding as it currently stands.

b. Appointments to the Community Members Board of Directors

Mayor Tyndall explained the nominations up for discussion are for two members of the Town Council, Vice President Burrell and Councilmember Nichols. He added that the nominations for appointment to the Berlin Community Center Advisory Board are for a three-year term.

On the motion of Councilmember Orris, second by Councilmember Nichols, motion to appoint Vice President Burrell and Councilmember Nichols to the Community Center Advisory Board was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					X
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

8. PJM Quarterly Report

Electric Utility Director Tim Lawrence explained the Town is mandated to present a full report in a public setting. He said he prefers to compare the current quarter to last year's report to better understand changes in the cost of power. Following a review of the changes, Mr. Lawrence provided a summary, stating total power cost at this time last year was \$679,977 and this year is \$919,141. He said he reached out to Booth Associates to get an idea of what caused the large increase and was told that the major contributing factors are based on location, reliability, capacity, transmission, AR credits, and individual cost. He added the most notable annual change was due to the data head spot market energy charges for July 4<sup>th</sup> through September. He said the cost increase averaged \$97,255 per month over the year, adding that energy is now being purchased on the market at market price. He clarified that this has increased the PJM bill but decreased the AMP bill. He said the data head transmission congestion losses also increased by an average of \$30,000 per month, which is why there are fluctuations in the quarterly reports. He said despite this, the Town's rates are still lower than Choptank and Delmarva Power.

9. Town Administrator's Report

Ms. Bohlen said the second annual Glow Walk was held on November 4<sup>th</sup>, adding the event had a great turnout with eighty walkers that participated. She explained that Economic and Community Development Director Ivy Wells and Planning Director Dave Engelhart were not present at the meeting, so she wanted to report a few items on their behalf. Ms. Bohlen said the Town received the Main Street Improvement Grant for \$25,000, which will be used for amenities, benches, and planters in downtown areas. She added the Planning Commission meets Wednesday, November 16<sup>th</sup>, and will be discussing whether to make a recommendation to the Mayor and Council regarding a text amendment to accommodate a silo installation at Burley Oak. She said she wanted to bring this to Council's attention in case they receive the recommendation following Wednesday's meeting.

Councilmember Orris asked if Ms. Bohlen was aware of any additional information regarding the Burbage building. She said to the best of her knowledge, adding plywood to the windows was the best thing they could do at the moment to further secure the building front.

Mayor Tyndall added that the Economic and Community Development and Planning Department worked together to submit a grant application for the Rails to Trails project. He said they met with the Delegation of District 38 and the State Representatives, to pitch the idea; however, he said they



received notice that the grant was not awarded. He added that they have match components for Phase One and Two, but they will be taking a step back to figure out how to move forward.

#### 10. Departmental Reports:

##### a. Electric Utility Director – Tim Lawrence

Mr. Lawrence said they had transformer testing and painting of the substation transformers last week; it was done to extend the life expectancy of the transformers. Mr. Lawrence stated they reconnected service at Oak Lane and responded to a power outage on Cedar Avenue. He added they removed Touch-A-Truck banners, continued with meter re-reads, and assisted Public Works with Bulk pickup. Mr. Lawrence said they installed and decorated the Christmas Tree, as well as installed garland and wreaths on streetlight poles. He closed his report stating they connected temporary service on Decatur Street and reconnected service on Franklin Avenue.

##### b. Police Department – Chief Arnold Downing

Chief Downing said Cpl. Bireley attended and completed the Field Training Officer re-certification course at the Eastern Shore Police Academy. He added that he and Lieutenant Fisher completed quarterly grant progress and financial reports; he explained that with community policing over the first three months of the year, the Department recouped roughly \$4,000 for the events and projects they held. Chief Downing complimented Mr. Lawrence on the success of the Truck-or-Treat event, adding he did a great job pivoting from the original date.

##### c. Town Attorney – David Gaskill

Mr. Gaskill asked Council to wish him luck, as he is the Chair of the Worcester County Bar Association's Thanksgiving Charity Committee, and they are to provide Thanksgiving dinner to 360 families. He said the turkeys have not arrived, but he is hopeful they will arrive Thursday.

##### d. Finance Director – Natalie Saleh

Ms. Saleh said they have finished the draft for the FY22 audit with PKS company. She said PKS will be attending the Mayor and Council Meeting on December 12<sup>th</sup> to present the audited financial statements and the highlights of FY22. Ms. Saleh asked for Council approval to present her financial highlights for the first quarter of FY23 after that meeting; there were no objections. She added that they have implemented the water and sewer capital service fees into the billing, however, they must remove the graph from the paper bills as the information did not fit on the page. She explained they are still working with Tyler to determine how it may be possible to shift items or downsize text. She encouraged residents to sign up for the E-Bills, adding that 300 customers are now receiving bills electronically. Ms. Saleh said the Electric Energy Assistance letters went out with the current bills; she explained the program began in 2009 and they have matched the contributions that have been received from Town of Berlin residents up to \$10,000. She added since 2009, they have distributed over \$100,000 back to the community to help the lower income customers with electric assistance. Ms. Saleh closed her report stating she and Ms. Bohlen met with Councilmember Orris last week to discuss the possibility of posting financial highlights biannually on the website and in the newsletter.

Councilmember Knerr asked if it is possible to include links on the bill to sign up for Yard Waste Collection or other similar collections. Ms. Saleh said she would investigate the possibility.

##### e. Water Resources Director – Jamey Latchum

Mr. Latchum said they have started on quarterly lift station cleaning. He said the Broad Street Lift Station had a pump pulled due to disposable wipes. He stated that they began to clean the septic tanks at the wastewater treatment plant and hauled dry sludge to the landfill. Mr. Latchum said there was a jet sewer blockage in the lateral on Branch Street and had a new employee begin as

a Wastewater Operator. He added they assisted with the Truck-or-Treat event at Decatur Park and continued with meter readings and re-reads. He closed his report by saying he was able to start up Well Three which has been in the making for about a year but is not pumping into the system yet. He said he is hopeful that it will be completed the week after Thanksgiving and put back online at that time. Mr. Latchum said Goody Hill is just about done with the storm drain replacement at Washington Street, adding that the structure is expected to arrive on Tuesday, November 15<sup>th</sup>.

f. Public Works Director – Jimmy Charles

Mr. Charles said they distributed flyers to residents at the Truck-or-Treat event that included pictures noting proper trash can placement at the curb; he said stress balls were also distributed. He added they finished sodding the Stephen Decatur Walking path and laid grass seed, which they will monitor for settlement around the edges to ensure no drop-off occurs. Mr. Charles provided an update on the November 2<sup>nd</sup> Bulk Pickup; he explained there were 68 stops, three tons of trash, and three-quarters of a ton of metal. He said the next Bulk Pickup date is scheduled for Wednesday, November 16, 2022. Mr. Charles said State Highway installed the X at Flower Street and Bay Street, as well as the Do Not Block the Intersection sign. He explained that State Highway also added two crossbars at the Decatur Park entrance, which were there before the paving was done. Ms. Bohlen asked Mr. Charles to give an update on the Main Street Paving Project; he said he spoke with John Helvig from State Highway and the project seems to be going to plan. Mayor Tyndall added he also spoke with Mr. Helvig and State Highway is expecting the project to be complete by Thanksgiving. Mr. Latchum said they had a water leak on Main Street, but the leak was fixed.

g. Human Resources Director – Kelsey Jensen

Ms. Jensen said she attended the Local Government Insurance Trust (LGIT) Annual Meeting in Annapolis on November 3rd with Ms. Bohlen. She explained a topic of discussion at the meeting was First Amendment Audits, which is something many municipalities are seeing; she added that Lieutenant Lawson has offered to conduct employee training to review the topic further. Ms. Jensen said she emailed information concerning the United Way partnership and has begun collecting annual forms from staff for contributions. She said the deadline for staff to submit enrollment forms was December 1<sup>st</sup>; she added that only four employees currently contribute and encouraged staff to consider participating. Ms. Jensen discussed employment vacancies, including the Mayor's Assistant/Public Information Officer, an Electric Line Worker position, and Police Officer positions. Ms. Jensen praised the Truck-or-Treat event, adding she felt it was well attended. She proposed that it may be beneficial to consider holding the event on the same weekend going forward. She closed her report by thanking the Mayor and Ms. Bohlen for allowing staff to participate in the decorating of the Town Christmas Tree on Thursday, November 10th.

11. Comments from the Council

Councilmember Nichols wished Mr. Gaskill well with the Thanksgiving Dinner Drive. She complimented those that played a role in the planning of the Christmas Tree decorating for Town staff, saying she thought the idea was phenomenal. She directed a comment to Ms. Bohlen regarding the Glow Walk; she stated more accessories could be used at future Glow Walk events, but she praised the success of the walk.

Councilmember Orris asked Ms. Bohlen to follow up with Mr. Engelhart regarding a status update on the Short-Term Rentals. He thanked Ms. Saleh and Ms. Bohlen for meeting with him to discuss the snapshot of the budget and the possibility of developing a Citizen's Report through the next

budget cycle. He added he would like to explore the possibility of holding a Town ceremony on Veteran's Day, one that would not coincide with the Ocean Pines service.

Councilmember Green thanked Jimmy Charles for hosting him onsite at the Public Works Department. He added that he met with members of the Berlin Fire Company on Friday, November 11th to follow up on the matter presented to Council by resident Joe Walsh at the council meeting on October 24th. He said it is important to seek clarification concerning the breach of contract claim by the Fire Company and to see the accountability of the financial numbers the Fire Company is forming. Mayor Tyndall provided further clarification regarding the matter and stated that he asks President Fitzgerald each year before the budget is introduced to see their reports concerning the grouping of funds for the money the Town has allocated. Ms. Saleh added the allocation in the system is two separate companies with two different federal ID numbers. Ms. Bohlen explained that the Berlin Fire Company contracts are public records and are available on the website; she said the contracts indicate the exact allocation, however, she stated the allocation information being discussed came to the Town too late to be incorporated into the actual budget. Mayor Tyndall recommended a landing page on the Town's website so that when the Berlin Fire Company's page is viewed, a person can access the breakdown of contracts which will be listed as separate entities.

12. Comments from the Mayor

Mayor Tyndall acknowledged it was American Education Week and encouraged all to thank a teacher for what they do.

13. Comment from the Public – none.

14. Comments from the Press – none.

15. Adjournment:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Mayor, and Council meeting was adjourned at approximately 9:29 PM.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

Respectfully Submitted,

*Kate Daub*

Kate Daub  
Administrative Assistant



ORDINANCE NO. 2022-08

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND,  
A MARYLAND MUNICIPAL CORPORATION, **TO AMEND SECTION 108-163(b) OF THE  
TOWN CODE.**

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT **THE FOLLOWING  
PROPOSED TEXT AMENDMENT BE ADDED TO SECTION 108-163(b) AS SUBSECTION ITEM (8), AS  
REQUESTED BY BURLEY OAK BREWING COMPANY.**

Sec. 108-163. - Conditional uses, variances, and special exceptions.

(b) In addition to permitting the conditional use and exceptions herein specified, the board shall have the power to permit the following conditional uses and special exceptions:

**(8) "IN THE B-2 SHOPPING DISTRICT OR B-3 GENERAL BUSINESS DISTRICT A SPECIAL EXCEPTION  
TO ALLOW A GRAIN SILO TO BE UTILIZED AS PART OF A BREWERY OPERATION, BUT NOT EXCEEDING  
THIRTY-FIVE (35) FEET IN HEIGHT."**

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.

\_\_\_\_\_  
Dean Burrell, Sr. Vice President of the Council

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\_\_\_\_\_.

\_\_\_\_\_  
Zackery Tyndall, Mayor of the Council

ATTEST:

\_\_\_\_\_  
Mary Bohlen, Town Administrator



### MOTION OF THE MAYOR AND COUNCIL 2022-18

A Motion of the Mayor and Council of the Town of Berlin to approve AMENDMENTS TO THE EMPLOYEE HANDBOOK as indicated below:

SECTION(S)	APPROVED ON (DATE)	FOR	AGAINST	ABSTAIN	ABSENT

\_\_\_\_\_  
Dean Burrell, Sr. Vice President of the Council

Final approval this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zackery Tyndall, Mayor, President of the Council

ATTEST: \_\_\_\_\_  
Mary Bohlen, Town Administrator

## SECTION 1 GENERAL INFORMATION

### 1.01 Authority and Intent

Section C8-3 of the Charter of the Town of Berlin gives the Mayor and Council of Berlin the authority to employ such officers and employees as it deems necessary.

Section C8-4 of the Charter of the Town of Berlin gives the Mayor and Council of Berlin the authority to set such rules and regulations governing the employees of the Town of Berlin as it deems necessary.

It is the intent of the Town of Berlin that this manual be used as an outline of the basic personnel policies, practices, and procedures for the Town organization. **This manual does not constitute a guarantee that employment will continue for any specified period of time or only under certain conditions. Employment at the Town of Berlin is a voluntary relationship or "at-will" and of indefinite duration and nothing in this manual constitutes an expressed or implied contract of employment.** While the Town of Berlin hopes to have a long and mutually beneficial working relationship with its employees, regardless of anything which may appear in this manual or any other Town publication, policy or statement, an employee shall have the right to terminate or resign his employment relationship for any reason at any time and the Town of Berlin reserves the right to dismiss or terminate any employee for any reason at any time.

This Manual contains general statements of Town policy and should not be read as including the fine details of each policy, or as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The Mayor and Council may add to the policies in the Manual or revoke or modify them from time to time. It will try to keep the Manual current, but there may be times when a policy will change before this material can be revised. In the event an amendment, supplement, or revision of the manual is proposed, the proposed change shall be posted in all departments for a period of ten (10) working days prior to the adoption by the Mayor and Council.

All Manuals are the property of the Town of Berlin. The Town Administrator is responsible for the distribution of the Manuals, and all changes to the Manuals, to Department Heads and supervisors who, in turn, are responsible for safeguarding the materials and inserting approved changes.

Department Heads and supervisors should refer to the Manual whenever questions of policy interpretation or implementation arise. Issues needing clarification should be referred to the Town Administrator.

The Town of Berlin retains the sole authority to exercise all managerial functions including, but not limited to, the rights to:

- Dismiss, assign, supervise, and discipline employees;
- Determine and change starting times, quitting times, and shifts;
- Transfer employees within departments or into other departments and other classifications;
- Determine and change the size and qualifications of the workforce;
- Determine and change methods by which its operations are to be carried out;
- Determine and change the nature, location, services rendered, quantity, and continued operation of the business, and;
- Assign duties to employees in accordance with the Town of Berlin's needs and requirements and to carry out all ordinary administrative and management functions.

### 1.02 Application of Policy

The Regulations and policy contained herein shall apply to all employees of the Town of Berlin with the following exceptions:

- Elected officials
- Members of such volunteer boards, commissions, task forces, ad hoc, and standing committees, or other similar bodies shall be appointed by the Mayor and Council from time to time.
- Consultants, professional retainers, or other similar positions.
- Positions filled under a written contract should supersede the regulations herein unless such contract specifically states that the position is subject to these regulations. Applicability to contractual positions shall be at the discretion of the Mayor and Council on an individual basis.

Part-time and Temporary employees shall be subject to these regulations unless specifically stated otherwise in an individual provision or provisions.

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In the event of a conflict between any individual provision or provisions contained in these regulations and any state or federal employment laws, including, without limitation, the Law Enforcement Officers' Bill of Rights, and the Nation Labor Relations Act, the state or federal provision shall take precedence over the individual provision of these regulations. Nothing in these regulations shall be construed as a limitation on an individual's civil rights or recourse under any other applicable law or laws.

These regulations include, by reference and as a matter of policy, the Town of Berlin's Affirmative Action Plan, re-adopted by the Mayor and Council from time to time, and as that plan may be amended and/or re-adopted from time to time.

Any use of gendered terms, such as he/him or she/her, or the use of the pronouns they/them. The masculine gender should be interpreted to include all persons gender the feminine gender.

Shall or Will should be interpreted as mandatory, and the word "may" as permissive.

### 1.03 Definitions

The following terms shall be defined as follows for the purposes of these Regulations:

~~1. Abuse: any use of illegal drugs; intentional misuse of any over the counter drug, in cases where such misuse impairs job performance; use of any prescription drug in a manner inconsistent with its medically prescribed, intended use, or under circumstances where use is not permitted or contrary to law; use of alcohol where such use impairs job performance; or intentional and inappropriate use of any substance, legal or illegal, which impairs job performance.~~

Commented [MB1]: Changed to "Substance Abuse" and moved to the appropriate location in list.

~~2-1.~~ Administrative Vehicle: Vehicles, which are assigned to departments or employees and are used for administrative purposes only.

~~3-2.~~ Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low-weight alcohols including methyl and isopropyl.

~~4-3.~~ Alcohol Use: The consumption of any beverage, mixture or beverage, mixture or preparation including any medication that contains alcohol.

~~5.4.~~ Applicant: An individual applying for employment with the Town of Berlin

~~Controlled Substance~~: Any controlled dangerous substance as defined by criminal law. Also referred to as “drug” from time to time in this handbook.

~~Critical Employee~~: An individual whose position is classified as safety-sensitive. job function affects public safety.

~~6.5.~~

~~7.~~

~~6.~~ Department Head: The highest level employee in a given department. An employee who has responsibility for directing one or more departments consisting of one or more subordinate employees. The Department Head’s title may include the word “Director” or other term denoting the level of position, but the functionality of the Department and supervision of one or more employees denotes the position’s designation as a Department Head.

~~8-7.~~ Director: An employee who has responsibility of an operational function of the organization but does not necessarily directly supervise any other employee.

~~9-8.~~ Discrimination: Under Title I of the ADA includes limiting, segregating, or classifying in any way the opportunity or status of a job applicant or employee because of disability.

~~10-9.~~ Discharge: Termination of town employment as the result of disciplinary action.

~~11-10.~~ Disciplinary Action: As defined in Section seven.

~~12-11.~~ Drug Test: The compulsory production and submission of blood, breath, or urine by an employee in accordance with the procedures for chemical analysis in order to detect prohibited drug usage.

~~13-12.~~ Drugs: Any substance, including controlled dangerous substances, taken into the body, which may impair one’s mental faculties, change one’s mood and/or physical performance.

~~14-13.~~ Emergency Vehicles - Vehicles which are used as police patrol vehicles, crisis and crime respondent vehicles.

~~15-14.~~ Employee: An individual who is employed by the Town of Berlin. This does not include independent contractors unless the contract with the Town explicitly provides that this policy shall apply. In certain matters elected or appointed officials may also be effectively considered to be employees.

~~16-15.~~ Employer: The Mayor and Council of the Town of Berlin, Maryland, and authorized representatives.

~~17-16.~~ Essential Employee: Employees required to report for work as scheduled or requested regardless of weather conditions or Town office closings unless otherwise directed by the employee’s supervisor or designee.

~~18-17.~~ Essential Job Functions – Necessary job duties that an employee must perform with or without reasonable accommodation.

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Commented [KJ2]: Duplicated, be sure corrected when formatted.

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18. Exempt Employee: An employee who is defined by the Fair Labor Standards Act (FLSA) as “exempt” and not eligible for overtime or compensatory time.

**Commented [KJ3]:** No sure where, but we discussed clarifying non exempt, exempt, and departent head or director.

19. Foreman: An employee placed in a supervisory or oversight role, typically for a specific task or project, with supervisory responsibility for one or more employees or functions of the task or project.

**Commented [MB4R3]:** Added info for Department Head, Director and both exempt and non-exempt expanded to specifically reference overtime/comp time.

20. Full-time employee: An individual who is hired for an indefinite period and who works thirty (30) or more hours per week.

**Commented [KJ5]:** Make sure charter C8-5 'classified' & handbook language are in agreement.

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21. Harassment: Unwelcomed or unsolicited verbal, physical, or sexual conduct that interferes with an employee’s job performance or which creates an intimidating, offensive, or hostile work environment.

22. Health and Safety Vehicles: Vehicles, which are used as police traffic vehicles and solid waste vehicles.

23. Human Resources: For the purposes of this document and in the absence of personnel or a department so dedicated, the term “Human Resources” shall refer to the staff member(s) responsible for traditional Human Resources functions including, but not limited to, personnel benefits management, personnel file maintenance and other such functions.

24. Immediate family: Means the employee’s spouse, ~~brother, sister, sibling,~~ parent, stepparent, child, stepchild, grandparent, grandchild, great-grandparent or great-grandchild, or the same relatives for the employee’s spouse ~~’s brother, sister, parent, stepparent, child, stepchild, grandparent, grandchild or great-grandparent or great-grandchild.~~

**Commented [KJ6]:** Included grand and great

25. Leave Balance: Accrued, unused leave that is eligible for use and appears on the Employee’s check stub.

26. Liberal Leave: When a ~~non-essential~~ employee is allowed to take vacation, personal or compensatory leave for an unplanned absence in an event declared eligible for the use of liberal leave as ordered by the Town Administrator or Mayor. ~~due to the closing of Town offices ordered by the Town Administrator or Mayor.~~

27. Non-Essential Employee: Employees who are ~~permitted to use Liberal Leave per the definition of “Liberal Leave” above.~~ required to report to work only if specifically notified by their supervisor or designee when Town offices are officially closed.

28. Non-Exempt Employee: An employee who is defined by the Fair Labor Standards Act (FLSA) as “non-exempt” and is eligible for overtime or compensatory time.

29. On-Call Employee: An employee designated as such by their Department Head and regularly scheduled to be ready and available to report for work when notified.

30. Operational Vehicles: Vehicles, which are used for routine operations (Non-Emergency) of the Public Works, Power Plant, and Water & Wastewater departments and other departments such as Administration, Economic Development and Planning Departments as applicable, of Town Departments.

**Commented [MB7]:** Not sure about this, but thought it should be included.

31. Part-time employee: An individual who is hired for an indefinite period, but who works fewer than thirty (30) hours per week or a maximum of 500 hours per calendar year, as per Federal Labor Standards

**Commented [MB8]:** Include statutory reference if possible.

**Commented [KJ9]:** FLSA & MSRS look into definition

32. Personnel Policies: Mayor and Council of the Town of Berlin Employee Handbook of Personnel Policies.

33. **Probationary Employee:** An individual who has not reached permanent status or a non-new-hire employee who has been placed in a probationary status for disciplinary or evaluation purposes. As a minimum, all new hires will serve a six (6) month probationary period. Internal transfers, full-time re-hires, or promotions require a 90-day probationary period.

Commented [MB10]: new hires?

34. **Qualified Individual with Disability:** Any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of a position that such individual holds or desires.

35. **Random Testing:** Testing of randomly selected employees' urine by a certified third-party vendor to identify prohibited drug use usageances. This means that information identifying employees who are subject to testing will be assigned a number provided to the vendor which the Town has selected for this purpose. These numbers is information will be placed in a computer program randomly selected by the vendors methodology; whenever a random test is aboutscheduled to occur, these numbers will be drawn by the testing facility, using a computer program designed for random selection of employees; the employees so selected will be subject to random drug testing. With the exception of the Mayor and Council, all employees are subject to random selection. Certain employees may be subject to mandated testing according to job function.

36. **Reasonable Accommodation:** Any change in the work environment or in the way things are automatically done that enables an individual with a disability to enjoy equal employment opportunities. Three categories of reasonable accommodations are: (1) accommodations that are made to ensure equal opportunity in the application process, (2) accommodation that allows disabled employees to perform the essential functions of their job, and (3) accommodations that enable employees with disabilities to enjoy employment benefits and privileges equal to those of other, non-disabled employees.

37. **Reasonable Suspicion:** That quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific objective facts and any rationally derived inference from those facts about the conduct of an individual that would lead a reasonable person to suspect that the individual is or has been using drugs or alcohol. Additionally, the following constitutes reasonable suspicion: injury caused by carelessness on the job whether or not such injury requiresing treatment at a medical facility and whether such injury is to the employee or to another; causation of a near accident even though no one is seriously injured; involvement in a careless and avoidable accident where equipment was damaged even though no injuries were reported; or a pattern of abnormal or irrational behavior.

38. **Safety Sensitive Employee:** Any employee who operates a Town-owned vehicle on a regular basis or whose duties involve a substantially significant degree of responsibility for the safety of others and the potential that impaired performance of the employee could result in the death of, or injury to the employee or others including but not limited to the operation of machinery, use of potentially hazardous chemicals, repair of a Town-owned motor vehicle, carrying of a firearm, direct involvement in law enforcement, and daily involvement with public safety. Safety-sensitive positions shall be designated as such on the applicable job description. A list of Safety Sensitive Employees is attached hereto as Appendix A and is subject to revision at any time at the determination of the Human Resources Director or the Town Administrator with the approval of the Mayor. Upon the determination that a position is safety sensitive, the Human Resources Director shall, within 24 hours of determination, so inform the employee performing those duties of such determination and their responsibility for drug and alcohol testing.

Commented [MB11]: Is there such a list?

39. **Stand-by Employee:** An employee who is required to be ready and available for work assignments during emergency conditions and report for work when notified on an occasional or sporadic basis. This does not include regularly scheduled on-call employees.

40. Substance: Alcohol, or drugs, or legal substances used in an illegal manner with the intention of attaining a mind-altered state.

Commented [K12]: Should probably even include the misuse of chemicals or inhalants, not sure if that would fall under drug, but there are people that inhale chemicals to get high

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41. Substance Abuse: Any use of illegal drugs; intentional misuse of any over-the-counter drugs, in cases where such misuse impairs job performance; use of any prescription drugs in a manner inconsistent with its medically prescribed, intended use, or under circumstances where use is not permitted or contrary to law; use of alcohol where such use impairs job performance; or intentional and inappropriate use of any substances, legal or illegal, which impairs job performance.

41-42. Supervisor: An individual with the authority to assign, direct, and review the work of one or more subordinates that is responsible for supervising subordinates, or is responsible for directing a work element.

42-43. Superintendent: An employee who supervises one or more employees under the direct supervision of a Department Head.

43-44. Take-Home Vehicle: Any vehicle, which is owned by the Town of Berlin but is assigned to an employee and may be driven home.

44-45. Temporary Employee: An individual who is hired either part-time or full-time for a specified, limited period of time arising out of special projects, abnormal workloads, or emergencies. Temporary employees are not eligible for Town benefits.

45-46. Town: Town of Berlin, Maryland.

46-47. Town Employee: A person subject to these Personnel Policies.

47-48. Work Place: All Town-owned or leased property; any job site the Town is involved with; and town vehicles used to transport employees before, during, and after working hours.

48-49. Workplace Violence: All threats or acts of violence occurring on Town property regardless of the relationship between the Town and the individual involved in the incident.

#### 1.04 Administrative Responsibilities

The Town Administrator shall be responsible for all other personnel matters including the following, subject whenever applicable to the approval of the Mayor or the Mayor and Council as a body:

- Planning and formulating general personnel policies, including overseeing workforce planning;
- Management of recruiting, interviewing, testing, selection, placement, and orientation of new employees;
- Implementation of special education, counseling, training, and development programs;
- Overseeing the coordination of the appraisal, transfer, promotion, lay-off, recall, demotion, and termination of employees;
- Development of compensation programs for both exempt and nonexempt employees;
- Development and Implementation of appropriate disciplinary and grievance procedures and ensuring that such policies or procedures do not alter the employment-at-will relationship or form a contract or promise that such policies or procedures will be followed in every case;

Commented [K13]: This is HR, a few are actually, but I do not know how specific we want to be

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- Supervision of Section 3.10 of this document, Berlin's approved "Drug and Alcohol Policy"; ~~Drug, Alcohol and Tobacco Policy~~;
- Evaluating personnel programs and policies;
- The Town Administrator shall have approval authority for employee leave requests if leave has been previously denied by the Department Head;
- The Town Administrator shall review and have approval authority regarding all disciplinary actions and advancement of sick or other unearned leave;
- The Town Administrator shall be the first point of appeal of any disciplinary action taken by a Department Head against a subordinate employee and shall be responsible for any disciplinary action against a Department Head;
- The appeal of any decision of the Town Administrator regarding disciplinary action or other personnel issues shall be made first to the Mayor. Appeals of any personnel decision by the Mayor shall be made to the entire Mayor and Council as a body. The Grievance Procedure is more fully described in Section 20 of these regulations.

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The Human Resources Director shall be responsible for personnel matters including the following, subject whenever applicable to the approval of the Town Administrator, Mayor, or the Mayor and Council as a body:

- Working with the applicable Department Head to coordinate management of recruiting, interviewing, testing, selection, placement, and orientation of new employees;
- Implementation of work-related education, counseling, training, and development programs.
- Coordination of the appraisal, transfer, promotion, lay-off, recall, demotion, and termination of employees;
- All personnel record keeping, including personnel files, insurance and benefits records, Worker's Compensation records, employment-related tax records, retirement records, and time/attendance records;
- Compliance with all federal, state, and local employment laws and regulations;
- Administration of compensation programs for both exempt and nonexempt employees;
- Providing staff assistance to supervisors and Department Heads in communicating and carrying out the Town's personnel policies;
- Directing employees to the appropriate resources for benefits management;
- Administration of Section 3.10 of this document, Berlin's approved "Drug, Alcohol and Tobacco Policy"
- ~~Berlin's approved "Drug and Alcohol Policy"~~ Drug, Alcohol, and Tobacco Policy, and all associated personnel records.

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## 1.05 Supervisory Responsibilities

For the purposes of this section, the term "supervisor" or "supervisory personnel" refers to the employee who has direct supervision of an employee or employees on a daily basis or on a given task or project. Under this section the term "Supervisor", may therefore encompass those with titles such as foreman, superintendent, director, and other personnel.

It is the policy of the Town that the work of all employees is to be assigned, directed, and reviewed by supervisory personnel. Employees ordinarily are to have only one supervisor to whom they report. In some cases, employees may report directly to a Department Head, and in other cases, they may report to a foreman, superintendent or supervisor who reports in turn to a Department Head. All Department Heads shall report to the Town Administrator, who in turn, reports to the Mayor as Chief Executive Officer pursuant to the Town Charter.

The primary role of each supervisor is to provide an effective link between management and non-management employees. As such, supervisors are expected to communicate the goals and policies of the Mayor and Council to the employees under them. At the same time, they are expected to communicate back to management the attitudes, suggestions, and complaints of their employees.

Supervisors are responsible for ensuring that the goals regarding employee conduct and performance established by the Mayor and Council and the Town Administrator are achieved and that the personnel policies established by this Manual are implemented. Supervisors are therefore expected to be involved in the various aspects of personnel administration, as the Town Administrator may deem appropriate, and as indicated in applicable sections of this Manual, including:

- Recommending the hiring of personnel and overseeing special job training;
- Keeping employees informed on factors relating to their work assignments, work progress, and opportunities for advancement;
- Evaluating, as deemed necessary by the Town Administrator, the performance of probationary employees, regular employees, and employees who are being terminated;
- Recommending salary adjustments, promotions, transfers, and termination of employees;
- Scheduling vacations, lunch, and rest breaks, subject to the approval of the Town Administrator where applicable;
- Approving meal allowances and reimbursement of employee expenses subject to the approval of the Town Administrator where applicable;
- Controlling absenteeism and tardiness, and approving requests for time off;
- Verifying employee ~~time-cards~~timecards and requesting overtime when necessary;
- Recommending job elimination when appropriate;
- Complying with applicable federal and state laws and regulations concerning employee safety;
- Maintaining neat and orderly work areas;
- Ensuring that all rules and regulations are observed by employees and that their own application of these policies is fair and consistent;

#### **1.06 Employee Responsibilities**

The Town of Berlin expects all employees to:

- Interact with customers, coworkers, and vendors in a professional manner;
- Perform assigned tasks in a timely and efficient manner;
- Be punctual;
- Demonstrate a considerate, friendly, and constructive attitude toward fellow employees and the public;
- Adhere to the policies adopted by the Town of Berlin.

**END OF SECTION**

## SECTION 2     HIRING AND EMPLOYMENT

### 2.01     Equal Opportunity Employment

It is the policy of the Town of Berlin to provide equal opportunity in employment under the law. ~~No person is to be discriminated against in employment because of race, religion, color, sex, age, national origin, or disability. In addition to the federally protected classes, the Town may recognize further harassment protections as defined in section 3.06 "Harassment".~~

This policy applies to all terms, conditions, and privileges of employment including, but not limited to hiring, introductory period, training, placement and employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination, and retirement.

An effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employees who feel they are the victim of discrimination have a responsibility to report this fact to their supervisor, the Town Administrator, and/or the Mayor.

### 2.02     Affirmative Action

The Town of Berlin has established a written affirmative action program, re-adopted from time to time, to achieve prompt and full utilization of minorities, the disabled, disabled veterans, and women at all levels and in all segments of the workforce.

The Town of Berlin is taking affirmative action to employ and advance in employment qualified disabled veterans, veterans, and qualified handicapped individuals. The Town of Berlin is also taking affirmative action to employ and advance in employment qualified individuals without regard to race, sex, religion, or national origin.

The Human Resources Director reports to the Town Administrator on matters relating to this policy and is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. The Human Resources Director's duties may include, but are not necessarily limited to:

1. ~~1.~~ Collecting and analyzing employment data.
2. Developing policy statements, affirmative action programs as required, and recruitment techniques designed to comply with the equal employment policies of the Town of Berlin as set by the Mayor and Council.
3. Complying with various statutory record-keeping and notice requirements in order to ensure full compliance with all employment-related statutes and regulations.
4. Preparing, if required by state or federal law, an annual review and summary of the Town of Berlin's affirmative action programs and the results achieved under these programs for submission to the Mayor and any applicable agency.
5. Keeping the Mayor and Council informed of the latest developments in the entire equal employment opportunity area.

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Any communication regarding an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter is to be referred to the Town Administrator.

The results of the program are to be reviewed annually by the Mayor and Council, and the program is to be modified as necessary to achieve its stated objectives.

### **2.03 Americans with Disabilities Act**

The Town of Berlin is dedicated to the prevention of discrimination against any qualified individual with a disability.

The Americans with Disabilities Act ~~of 1990~~ (ADA) prohibits qualifying employers from discriminating against qualified individuals with a disability. The act outlaws discrimination against individuals with disabilities ~~in State and Local Governments~~. The U.S. Equal Employment Opportunity Commission (EEOC) is the lead federal agency that regulates and enforces the employment provision of the ADA. The law covers a full range of employment activities including but not limited to:

- Job application and recruiting procedures;
- Hiring and discharge;
- Employee compensation and fringe benefits;
- Job assignments;
- Promotion and demotion;
- Annual, sick, or other types of leave benefits;
- Job training;
- Social and recreational activities;
- Other terms, conditions, and privileges of employment.

Discrimination against any qualified individual with a disability will not be tolerated. Disciplinary action will be taken against any employee, supervisor, and/or Department Head, who violate this policy.

All Department Heads and supervisors, as part of their job classification, will be responsible for preventing and eliminating discrimination against qualified individuals with a disability in their department. The Town will analyze each job classification and position to ensure compliance with the ADA.

The Town will actively investigate any allegation of discrimination against any qualified individual with a disability. If the investigation proves that discrimination has occurred, the Town will take the appropriate action to correct the infraction and the appropriate disciplinary action.

Any disabled employee who believes they are being discriminated against in accordance with this policy should promptly:

1. Report discriminatory practices to the Human Resources Director immediately;
2. The Human Resources Director will, in consultation with the Town Administrator and Town Attorney, investigate the complaint (usually done by conferring with parties and witnesses named by complaining employee);

3. ADA discrimination investigations will be handled with care and to the most confidential strictness as is possible;
4. No information concerning a complaint of ADA discrimination shall be released by the Town to third parties or to anyone within the Town who is not involved with the investigation. Information will not be released to the affected employee's family, news media, or prospective employer seeking a reference. The Human Resources Director shall retain all records pertaining to the discrimination complaint;
5. If an investigation reveals a valid complaint, prompt disciplinary action will be taken to stop discriminatory behavior and prevent a recurrence.

**Commented [K16]:** We believe this is re: HIPAA considerations, however, will need clarity on FOIA/PIA requests

#### 2.04 Employment of Relatives and Nepotism

Relatives of Town employees will not normally be considered for employment or reassignment by the Town under the following circumstances:

- Where one of the employees would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
- Where one employee would be responsible for evaluating or auditing the work of the other;
- Other circumstances which might lead to potential conflict among the employees or conflict between the interest of one or both employees and the best interests of the Town.

For purposes of this ~~policy~~ section, the term "relatives" may include an employees' parent, child, spouse, brother, sister, in-laws, aunts, uncles, step-parents, and step-siblings.

In the event any circumstances noted above, and in the Town Administrator and Mayor's judgment, the potential problems noted above exist or reasonably could exist; only one of the employees will be permitted to stay with the Town, unless reasonable accommodations, as determined by the Town Administrator, can be made to eliminate the potential problem. The decision as to which employee will remain with the Town must be made by the two employees within 30 calendar days of the date any of the above-noted circumstances arise. If no decision is made during this time, the Town reserves the right to terminate either employee.

Relatives of Town employees hired, promoted, or transferred prior to this rule under circumstances prohibited in this policy are exempt from the rule only in their current position and may not be transferred or promoted into any position where violation of this section might occur.

The Mayor may waive the provisions of this rule, upon the recommendation of the Town Administrator, when:

- The position to be filled requires a person with specialized training and experience not generally available in the employment market;
- There is a vital need to fill the position;
- Substantial bona fide efforts have been made to locate and employ a person who is not a prohibited relative of an employee; and
- The relationship between the relative and the applicant/employee is unlikely to materially affect their employment.

#### 2.05 Employment Related Medical Examinations



Successful applicants for employment may be required as a condition of employment to pass a medical examination to establish both their fitness to perform the job for which they have applied and their fitness to do so without endangering the health and safety of themselves or others.

All offers of employment will be conditional upon the successful completion of an alcohol and/or drug screening to be administered prior to the first day of work in accordance with the Town's ~~drug and alcohol policy~~[Drug, Alcohol and Tobacco Policy](#) in Section 3.10. All offers of employment shall become null and void if an individual tests positive for drugs or alcohol. Applicants who refuse to consent to drug and alcohol screening shall be considered to have a positive test result. Individuals who test positive or refuse to consent to testing shall be disqualified for future considerations of employment with the Town of Berlin.

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Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity as determined by the Town Administrator and/or the Department Head, or when required by applicable state or federal law.

Medical examinations required by the Town will be paid for by it and must be performed by a physician or licensed medical facility designated or approved by it. Such examinations paid for by the Town are the property of the Town and are to be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law or regulation or warranted by appropriate business practice, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's personal physician.

## 2.06 Driver's License Requirements

Any employee who operates any Town-owned vehicle must have a driver's license that is valid in the state of Maryland and must be of insurable status. In addition, employees who, as a requirement of their job, are required to maintain a Commercial Driver License- (CDL) license must maintain their CDL license in good standing and acquire up-to-date endorsements regularly.

The Town shall periodically verify the status of the driving privileges of employees who are required to operate a Town vehicle; it is the responsibility of the employee to notify the Town immediately upon lapse or revocation.

Any employee who operates Town-owned vehicles or equipment which requires a driver's license and whose driving privileges are suspended or revoked shall notify their Department Head [or supervisor](#) immediately and shall cease operating any Town vehicle or equipment which requires a driver's license. The Human Resources Director shall notify Department Heads of any employee who is placed on an uninsurable status by the Town's insurance carrier.

Employees who operate Town vehicles or equipment requiring a driver's license without a valid driver's license or while on uninsurable status or who falsify information about the status of their driving privileges shall be subject to disciplinary action up to and including termination of employment. Disciplinary action shall depend upon the severity of the incident. Any employee who is unable to perform their duties because of the status of their driver's license is subject to suspension and/or termination of employment.

Employees who possess a valid CDL shall receive additional hourly compensation at a rate to be determined ~~by the Mayor and Council~~ in consultation between the Department Head and Human Resources. Employees whose CDL license lapses or is revoked shall discontinue receiving such compensation; it is the responsibility of the employee to notify the Town immediately upon lapse or revocation.

## 2.07 Full-time Employee Hiring Procedures

~~Supervisors and~~ Department Heads who need to fill an existing, budgeted, job opening shall coordinate the necessary actions with the Human Resources Director.

~~Department Heads or who~~ want to add a new job position should submit a request to the Personnel Action Form to the Town Administrator for approval. All requests will be reviewed and evaluated in greater detail before being proposed to the Mayor and Council for approval.

The Town will normally try to fill job openings above entry-level by promoting from within per Section 2.11 of this document if qualified applicants are available internally. In addition, the Town of Berlin will normally give consideration to any known qualified individuals who are on layoff status before recruiting applicants from outside the organization.

~~If candidates from within the existing Town staff are to be considered for job openings, the Town Administrator~~ Human Resources Director will notify the applicable department(s) of the opening(s) by written or verbal notice as may be appropriate. ~~If a job opening exists that may be appropriately filled from within the organization, existing employees shall be made aware of such opening through email, bulletin board postings, etc.~~ Current employee candidates for the openings will be considered with in light of the same standards and qualifications as would be used for new applicants.

If candidates from outside the existing work forces are to be considered for job openings, the Town Administrator, Human Resources Director, and the Department Head will be responsible for recruiting the candidates and will utilize the recruitment methods and sources deemed appropriate to fill the openings.

During the recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment and no document should be called a contract unless a written employment agreement is approved by the Mayor and Council, to be used.

When candidates from outside the existing workforce are to be considered for job openings, the following procedures will be followed:

- 1 Any candidate for employment must fill out and sign an employment application form.
- 2 The Human Resources Director will arrange for the administering of any pre-employment tests required for the position.
- 3 ~~All newly hired employees~~ An offer of employment may be made contingent on the candidate ~~shall~~ undergoing a background investigation, ~~including, without limitation, all positions within the Police Department, any office or clerical position which involves the handling of payments, and bonding, t~~ The Town will require the applicant to ~~sign an authorization a~~ for release of background information, which will be presented to any individual or organization contacted in the course of that investigation.
- 4 The Human Resources Director will review all applications for the position, including the results of any applicable test scores with the Department Head, and compile a list of applicants to be interviewed.
- 5 Interviews will be conducted by the appropriate Department Head, Human Resources Director, and others as appointed by the Town Administrator, or by the Town Administrator alone if the position is one that does not come directly under a Department Head's supervision.
- 6 The Department Head has the responsibility to determine whether an applicant is technically qualified for the vacant position and if the applicant is compatible with the work environment.
- 7 The Department Head in conjunction with Human Resources will complete a Personnel Action Form which shall be present ~~presented a recommendation~~ to the Town Administrator who will make a recommendation to the Mayor for final approval. For positions that require a background investigation,

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drug screening, and/or medical examination the position may be offered contingent on receipt of acceptable results.

- 8 If the background, drug screening, medical, or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the Town of Berlin, the applicant will be refused employment or, if already employed, may be terminated.
- 9 The Town Administrator and/or Human Resources Director will be responsible for a general orientation of new employees and the processing of their employment forms, and the supervisor or Department Head will be responsible for any necessary job-specific orientation and training.

## 2.08 Temporary and part-time Employee Hiring Procedures

If it is necessary to hire temporary or part-time personnel, the procedures contained in Section 2.07, should be used as applicable.

An employee whose status changes from full-time to part-time may use any days of paid absence or vacation earned as a full-time employee, but will discontinue earning such as appropriate within the conditions of applicable state or federal regulations, such as the Maryland Earned Sick and Safe Leave Policy.

An employee whose status changes from temporary or part-time to full-time will be considered as hired on the date of the change of status for purposes of eligibility for paid absences and vacation.

## 2.09 Rehire

Former employees who left the Town of Berlin in good standing may be considered for re-employment. Former employees who resigned without giving a two (2) week written notice or who were dismissed for cause will may not be considered for re-employment. A former employee who is re-employed will be considered a new employee from the date of re-employment unless the break in service is less than thirty (30) calendar days, in which case the employee will may be eligible to retain accumulated seniority. Length of service for the purposes of benefits is governed by the terms of each benefit plan. Employees who retire may be eligible to be considered for rehire; retirement benefits are subject to the rules of the Maryland State Retirement System.

Former employees who left the Town in good standing, and whose applicable leave benefits were paid out upon termination of employment, shall begin accruing leave as if they are a new employee.

## 2.10 Introductory Period

It is the policy of the Town of Berlin that all new employees with the exception of sworn law enforcement, are to be carefully monitored and evaluated for an initial introductory period on the job of six months. The Town may terminate employment at any time during the introductory period. No later than at the conclusion of the last month of the introductory period, the Department Head will complete a performance appraisal. If an employee receives an unsatisfactory evaluation, they will be subject to termination of employment. At the Department Head's discretion, an employee's introductory status may be extended one or more times not to exceed an introductory period cumulative total of twelve months at which time the employee will be re-evaluated. Should the employee's evaluation be unsatisfactory, employment with the Town shall be terminated. Employees in the introductory period are not afforded any rights under these policies. After satisfactory completion of the introductory evaluation, such employees will be evaluated on an annual basis.

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## 2.11 Employee Transfer

Employees may request a voluntary job transfer for an existing vacancy. However, to be eligible for a voluntary transfer, employees must meet the requirements of the new position, must have a satisfactory performance record, and must have no adverse disciplinary actions during the same time period. Employees who have not concluded the introductory period shall not be considered for transfer unless otherwise approved by the Town Administrator.

Employee requests for transfer normally will be handled as follows:

- Submit a completed application ~~ion~~ for employment to the Human Resources Director indicating the position for which the employee wishes to transfer into;
- If a job opening exists and the employee is eligible, the Department Head with the job opening should arrange an interview with the candidate; and
- The Department Head with the job opening will make the final transfer decision.

Existing employees who are successfully transferred or promoted into a new position within the Town shall be subject to a thirty ~~(30)~~ day evaluation period, during which their original position shall remain unfilled. During the evaluation period, if either the employee or the Department Head find that the transfer is not a successful ~~transition~~; transition, either may request the employee be returned to their original position. After completion of the ~~30-day~~ thirty-30-day evaluation period, transferred or promoted employees will then be subject to complete the remainder of their probationary period, as per section 2.10.

If the transition was successful, the original position may then be filled per standard hiring procedures. be evaluated on an annual basis.

If the employee is not successful in transferring or promoting into a different department, no retaliation or other detrimental action shall be taken against the employee.

## 2.12 Secondary Employment

Any employee of the Town who wishes to engage in secondary employment must recognize that their primary duty, obligation, and responsibility are to the Mayor and Council of the Town of Berlin. Employees are subject to call at any time for emergencies, special assignments, extended work hours, and so forth. Secondary employment will not infringe upon their obligation to the Town. In the event that the employee's secondary employment becomes a conflict with the Town's operations, the secondary employment will be terminated immediately. If secondary employment is not terminated, the employee may be subject to disciplinary action up to and including termination of employment.

Employees of the Berlin Police Department are subject to the provisions and limitations under the Berlin Police Department General Orders 500 S-1.

END OF SECTION

## SECTION 1

## GENERAL INFORMATION

### 1.01 Authority and Intent

Section C8-3 of the Charter of the Town of Berlin gives the Mayor and Council of Berlin the authority to employ such officers and employees as it deems necessary.

Section C8-4 of the Charter of the Town of Berlin gives the Mayor and Council of Berlin the authority to set such rules and regulations governing the employees of the Town of Berlin as it deems necessary.

It is the intent of the Town of Berlin that this manual be used as an outline of the basic personnel policies, practices, and procedures for the Town organization. **This manual does not constitute a guarantee that employment will continue for any specified period of time or only under certain conditions. Employment at the Town of Berlin is a voluntary relationship or “at-will” and of indefinite duration and nothing in this manual constitutes an expressed or implied contract of employment.** While the Town of Berlin hopes to have a long and mutually beneficial working relationship with its employees, regardless of anything which may appear in this manual or any other Town publication, policy or statement, an employee shall have the right to terminate or resign his employment relationship for any reason at any time and the Town of Berlin reserves the right to dismiss or terminate any employee for any reason at any time.

This Manual contains general statements of Town policy and should not be read as including the fine details of each policy, or as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The Mayor and Council may add to the policies in the Manual or revoke or modify them from time to time. It will try to keep the Manual current, but there may be times when a policy will change before this material can be revised. In the event an amendment, supplement, or revision of the manual is proposed, the proposed change shall be posted in all departments for a period of ten (10) working days prior to the adoption by the Mayor and Council.

All Manuals are the property of the Town of Berlin. The Town Administrator is responsible for the distribution of the Manuals, and all changes to the Manuals, to Department Heads and supervisors who, in turn, are responsible for safeguarding the materials and inserting approved changes.

Department Heads and supervisors should refer to the Manual whenever questions of policy interpretation or implementation arise. Issues needing clarification should be referred to the Town Administrator.

The Town of Berlin retains the sole authority to exercise all managerial functions including, but not limited to, the rights to:

- Dismiss, assign, supervise, and discipline employees;
- Determine and change starting times, quitting times, and shifts;
- Transfer employees within departments or into other departments and other classifications;
- Determine and change the size and qualifications of the workforce;
- Determine and change methods by which its operations are to be carried out;
- Determine and change the nature, location, services rendered, quantity, and continued operation of the business, and;
- Assign duties to employees in accordance with the Town of Berlin’s needs and requirements and to carry out all ordinary administrative and management functions.

### 1.02 Application of Policy

The Regulations and policy contained herein shall apply to all employees of the Town of Berlin with the following exceptions:

- Elected officials
- Members of such volunteer boards, commissions, task forces, ad hoc, and standing committees, or other similar bodies shall be appointed by the Mayor and Council from time to time.
- Consultants, professional retainers, or other similar positions.
- Positions filled under a written contract should supersede the regulations herein unless such contract specifically states that the position is subject to these regulations. Applicability to contractual positions shall be at the discretion of the Mayor and Council on an individual basis.

Part-time and Temporary employees shall be subject to these regulations unless specifically stated otherwise in an individual provision or provisions.

In the event of a conflict between any individual provision or provisions contained in these regulations and any state or federal employment laws, including, without limitation, the Law Enforcement Officers' Bill of Rights, and the Nation Labor Relations Act, the state or federal provision shall take precedence over the individual provision of these regulations. Nothing in these regulations shall be construed as a limitation on an individual's civil rights or recourse under any other applicable law or laws.

These regulations include, by reference and as a matter of policy, the Town of Berlin's Affirmative Action Plan, re-adopted by the Mayor and Council from time to time, and as that plan may be amended and/or re-adopted from time to time.

Any use of gendered terms, such as he/him or she/her, or the use of the pronouns they/them should be interpreted to include all persons.

Shall or Will should be interpreted as mandatory, and the word "may" as permissive.

### **1.03 Definitions**

The following terms shall be defined as follows for the purposes of these Regulations:

1. Administrative Vehicle: Vehicles, which are assigned to departments or employees and are used for administrative purposes only.
2. Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low-weight alcohols including methyl and isopropyl.
3. Alcohol Use: The consumption of any beverage, mixture or beverage, mixture or preparation including any medication that contains alcohol.
4. Applicant: An individual applying for employment with the Town of Berlin

Controlled Substance: Any controlled dangerous substance as defined by criminal law. Also referred to as "drug" from time to time in this handbook.

5. Critical Employee: An individual whose position is classified as safety-sensitive.

6. Department Head: The highest level employee in a given department who has responsibility for directing one or more subordinate employees. The Department Head's title may include the word "Director" or other term denoting the level of position, but the functionality of the Department and supervision of one or more employees denotes the position's designation as a Department Head.
7. Director: An employee who has responsibility of an operational function of the organization but does not necessarily directly supervise any other employee.
8. Discrimination: Under Title I of the ADA includes limiting, segregating, or classifying in any way the opportunity or status of a job applicant or employee because of disability.
9. Discharge: Termination of town employment as the result of disciplinary action.
10. Disciplinary Action: As defined in Section seven.
11. Drug Test: The compulsory production and submission of blood, breath, or urine by an employee in accordance with the procedures for chemical analysis in order to detect prohibited drug usage.
12. Drugs: Any substance, including controlled dangerous substances, taken into the body, which may impair one's mental faculties, change one's mood and/or physical performance.
13. Emergency Vehicles - Vehicles which are used as police patrol vehicles, crisis and crime respondent vehicles.
14. Employee: An individual who is employed by the Town of Berlin. This does not include independent contractors unless the contract with the Town explicitly provides that this policy shall apply. In certain matters elected or appointed officials may also be effectively considered to be employees.
15. Employer: The Mayor and Council of the Town of Berlin, Maryland, and authorized representatives.
16. Essential Employee: Employees required to report for work as scheduled or requested regardless of weather conditions or Town office closings unless otherwise directed by the employee's supervisor or designee.
17. Essential Job Functions – Necessary job duties that an employee must perform with or without reasonable accommodation.
18. Exempt Employee: An employee who is defined by the Fair Labor Standards Act (FLSA) as "exempt" and not eligible for overtime or compensatory time.
19. Foreman: An employee placed in a supervisory or oversight role, typically for a specific task or project, with supervisory responsibility for one or more employees or functions of the task or project.
20. Full-time employee: An individual who is hired for an indefinite period and who works thirty (30) or more hours per week.
21. Harassment: Unwelcomed or unsolicited verbal, physical, or sexual conduct that interferes with an employee's job performance or which creates an intimidating, offensive, or hostile work environment.
22. Health and Safety Vehicles: Vehicles, which are used as police traffic vehicles and solid waste vehicles.

23. Human Resources: For the purposes of this document and in the absence of personnel or a department so dedicated, the term “Human Resources” shall refer to the staff member(s) responsible for traditional Human Resources functions including, but not limited to, personnel benefits management, personnel file maintenance and other such functions.
24. Immediate family: Means the employee’s spouse, sibling, parent, stepparent, child, stepchild, grandparent, grandchild, great-grandparent or great-grandchild, or the same relatives for the employee’s spouse...
25. Leave Balance: Accrued, unused leave that is eligible for use and appears on the Employee’s check stub.
26. Liberal Leave: When a non-essential employee is allowed to take vacation, personal or compensatory leave for an unplanned absence in an event declared eligible for the use of liberal leave as ordered by the Town Administrator or Mayor.
27. Non-Essential Employee: Employees who are permitted to use Liberal Leave per the definition of “Liberal Leave” above.
28. Non-Exempt Employee: An employee who is defined by the Fair Labor Standards Act (FLSA) as “non-exempt” and is eligible for overtime or compensatory time.
29. On-Call Employee: An employee designated as such by their Department Head and regularly scheduled to be ready and available to report for work when notified.
30. Operational Vehicles: Vehicles which are used for routine operations of Town Departments.
31. Part-time employee: An individual who is hired for an indefinite period, but who works fewer than thirty (30) hours per week or a maximum of 500 hours per calendar year.
32. Personnel Policies: Mayor and Council of the Town of Berlin Employee Handbook of Personnel Policies.
33. Probationary Employee: An individual who has not reached permanent status or a non-new-hire employee who has been placed in a probationary status for disciplinary or evaluation purposes. As a minimum, all new hires will serve a six (6) month probationary period. Internal transfers, full-time re-hires, or promotions require a 90-day probationary period.
34. Qualified Individual with Disability: Any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of a position that such individual holds or desires.
35. Random Testing: Testing of randomly selected employees’ urine by a certified third-party vendor to identify prohibit drug use.. Information identifying employees who are subject to testing will be provided to the vendor which the Town has selected for this purpose. This information will be randomly selected by the vendors methodology whenever a random test is scheduled to occur. With the exception of the Mayor and Council, all employees are subject to random selection. Certain employees may be subject to mandated testing according to job function.
36. Reasonable Accommodation: Any change in the work environment or in the way things are automatically done that enables an individual with a disability to enjoy equal employment opportunities. Three categories of reasonable accommodations are: (1) accommodations that are made to ensure equal opportunity in the application process, (2) accommodation that allows disabled employees to perform the essential functions



of their job, and (3) accommodations that enable employees with disabilities to enjoy employment benefits and privileges equal to those of other, non-disabled employees.

37. Reasonable Suspicion: That quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific objective facts and any rationally derived inference from those facts about the conduct of an individual that would lead a reasonable person to suspect that the individual is or has been using drugs or alcohol. Additionally, the following constitutes reasonable suspicion: injury on the job whether or not such injury requires treatment at a medical facility and whether such injury is to the employee or to another; causation of a near accident even though no one is seriously injured; involvement in a careless and avoidable accident where equipment was damaged even though no injuries were reported; or a pattern of abnormal or irrational behavior.
38. Safety Sensitive Employee: Any employee who operates a Town-owned vehicle on a regular basis or whose duties involve a substantially significant degree of responsibility for the safety of others and the potential that impaired performance of the employee could result in the death of, or injury to the employee or others including but not limited to the operation of machinery, use of potentially hazardous chemicals, repair of a Town-owned motor vehicle, carrying of a firearm, direct involvement in law enforcement, and daily involvement with public safety. Safety-sensitive positions shall be designated as such on the applicable job description.
39. Stand-by Employee: An employee who is required to be ready and available for work assignments during emergency conditions and report for work when notified on an occasional or sporadic basis. This does not include regularly scheduled on-call employees.
40. Substance: Alcohol, drugs, or legal substances used in an illegal manner with the intention of attaining a mind-altered state.
41. Substance Abuse: Any use of illegal drugs; intentional misuse of any over-the-counter drugs, in cases where such misuse impairs job performance; use of any prescription drugs in a manner inconsistent with its medically prescribed, intended use, or under circumstances where use is not permitted or contrary to law; use of alcohol where such use impairs job performance; or intentional and inappropriate use of any substances, legal or illegal, which impairs job performance.
42. Supervisor: An individual with the authority to assign, direct, and review the work of one or more subordinates that is responsible for supervising subordinates, or is responsible for directing a work element.
43. Superintendent: An employee who supervises one or more employees under the direct supervision of a Department Head.
44. Take-Home Vehicle: Any vehicle which is owned by the Town of Berlin but is assigned to an employee and may be driven home.
45. Temporary Employee: An individual who is hired either part-time or full-time for a specified, limited period of time arising out of special projects, abnormal workloads, or emergencies. Temporary employees are not eligible for Town benefits.
46. Town: Town of Berlin, Maryland.
47. Town Employee: A person subject to these Personnel Policies.

48. Work Place: All Town-owned or leased property; any job site the Town is involved with; and town vehicles used to transport employees before, during, and after working hours.
49. Workplace Violence: All threats or acts of violence occurring on Town property regardless of the relationship between the Town and the individual involved in the incident.

#### **1.04 Administrative Responsibilities**

The Town Administrator shall be responsible for all other personnel matters including the following, subject whenever applicable to the approval of the Mayor or the Mayor and Council as a body:

- Planning and formulating general personnel policies, including overseeing workforce planning;
- Overseeing the coordination of the appraisal, transfer, promotion, lay-off, recall, demotion, and termination of employees;
- Development of compensation programs for both exempt and nonexempt employees;
- Development and Implementation of appropriate disciplinary and grievance procedures and ensuring that such policies or procedures do not alter the employment-at-will relationship or form a contract or promise that such policies or procedures will be followed in every case;
- Supervision of Section 3.10 of this document, Berlin's approved "Drug, Alcohol and Tobacco Policy";
- Evaluating personnel programs and policies;
- The Town Administrator shall have approval authority for employee leave requests if leave has been previously denied by the Department Head;
- The Town Administrator shall review and have approval authority regarding all disciplinary actions and advancement of sick or other unearned leave;
- The Town Administrator shall be the first point of appeal of any disciplinary action taken by a Department Head against a subordinate employee and shall be responsible for any disciplinary action against a Department Head;
- The appeal of any decision of the Town Administrator regarding disciplinary action or other personnel issues shall be made first to the Mayor. Appeals of any personnel decision by the Mayor shall be made to the entire Mayor and Council as a body. The Grievance Procedure is more fully described in Section 20 of these regulations.

The Human Resources Director shall be responsible for personnel matters including the following, subject whenever applicable to the approval of the Town Administrator, Mayor, or the Mayor and Council as a body:

- Working with the applicable Department Head to coordinate recruiting, interviewing, testing, selection, placement, and orientation of new employees;
- Implementation of work-related education, counseling, training, and development programs.
- Coordination of the appraisal, transfer, promotion, lay-off, recall, demotion, and termination of employees;
- All personnel record keeping, including personnel files, insurance and benefits records, Worker's Compensation records, employment-related tax records, retirement records, and time/attendance records;
- Compliance with all federal, state, and local employment laws and regulations.
- Administration of compensation programs for both exempt and nonexempt employees.
- Providing staff assistance to supervisors and Department Heads in communicating and carrying out the Town's personnel policies;
- Directing employees to the appropriate resources for benefits management;
- Administration of Section 3.10 of this document, Berlin's approved "Drug, Alcohol and Tobacco Policy"

- , and all associated personnel records.

### **1.05 Supervisory Responsibilities**

For the purposes of this section, the term “supervisor” or “supervisory personnel” refers to the employee who has direct supervision of an employee or employees on a daily basis or on a given task or project. Under this section the term “Supervisor”, may therefore encompass those with titles such as foreman, superintendent, director, and other personnel.

It is the policy of the Town that the work of all employees is to be assigned, directed, and reviewed by supervisory personnel. Employees ordinarily are to have only one supervisor to whom they report. In some cases, employees may report directly to a Department Head, and in other cases, they may report to a foreman, superintendent or supervisor who reports in turn to a Department Head. All Department Heads shall report to the Town Administrator, who in turn, reports to the Mayor as Chief Executive Officer pursuant to the Town Charter.

The primary role of each supervisor is to provide an effective link between management and non-management employees. As such, supervisors are expected to communicate the goals and policies of the Mayor and Council to the employees under them. At the same time, they are expected to communicate back to management the attitudes, suggestions, and complaints of their employees.

Supervisors are responsible for ensuring that the goals regarding employee conduct and performance established by the Mayor and Council and the Town Administrator are achieved and that the personnel policies established by this Manual are implemented. Supervisors are therefore expected to be involved in the various aspects of personnel administration, as the Town Administrator may deem appropriate, and as indicated in applicable sections of this Manual, including:

- Recommending the hiring of personnel and overseeing special job training;
- Keeping employees informed on factors relating to their work assignments, work progress, and opportunities for advancement;
- Evaluating, as deemed necessary by the Town Administrator, the performance of probationary employees, regular employees, and employees who are being terminated;
- Recommending salary adjustments, promotions, transfers, and termination of employees;
- Scheduling vacations, lunch, and rest breaks, subject to the approval of the Town Administrator where applicable;
- Approving meal allowances and reimbursement of employee expenses subject to the approval of the Town Administrator where applicable;
- Controlling absenteeism and tardiness, and approving requests for time off;
- Verifying employee timecards and requesting overtime when necessary
- Recommending job elimination when appropriate;
- Complying with applicable federal and state laws and regulations concerning employee safety;
- Maintaining neat and orderly work areas;
- Ensuring that all rules and regulations are observed by employees and that their own application of these policies is fair and consistent;

### **1.06 Employee Responsibilities**

The Town of Berlin expects all employees to:

- Interact with customers, coworkers, and vendors in a professional manner;

- Perform assigned tasks in a timely and efficient manner;
- Be punctual;
- Demonstrate a considerate, friendly, and constructive attitude toward fellow employees and the public;
- Adhere to the policies adopted by the Town of Berlin.

**END OF SECTION**

## **SECTION 2      HIRING AND EMPLOYMENT**

### **2.01      Equal Opportunity Employment**

It is the policy of the Town of Berlin to provide equal opportunity in employment under the law.. In addition to the federally protected classes, the Town may recognize further harassment protections as defined in section 3.06 "Harassment".

This policy applies to all terms, conditions, and privileges of employment including, but not limited to hiring, introductory period, training, placement and employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination, and retirement.

An effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employees who feel they are the victim of discrimination have a responsibility to report this fact to their supervisor, the Town Administrator, and/or the Mayor.

### **2.02      Affirmative Action**

The Town of Berlin has established a written affirmative action program, re-adopted from time to time, to achieve prompt and full utilization of minorities, the disabled, disabled veterans, and women at all levels and in all segments of the workforce.

The Town of Berlin is taking affirmative action to employ and advance in employment qualified disabled veterans, veterans, and qualified handicapped individuals. The Town of Berlin is also taking affirmative action to employ and advance in employment qualified individuals without regard to race, sex, religion, or national origin.

The Human Resources Director reports to the Town Administrator on matters relating to this policy and is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. The Human Resources Director's duties may include, but are not necessarily limited to:

1. Collecting and analyzing employment data.
2. Developing policy statements, affirmative action programs as required, and recruitment techniques designed to comply with the equal employment policies of the Town of Berlin as set by the Mayor and Council.
3. Complying with various statutory record-keeping and notice requirements in order to ensure full compliance with all employment-related statutes and regulations.
4. Preparing, if required by state or federal law, an annual review and summary of the Town of Berlin's affirmative action programs and the results achieved under these programs for submission to the Mayor and any applicable agency.
5. Keeping the Mayor and Council informed of the latest developments in the entire equal employment opportunity area.

Any communication regarding an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter is to be referred to the Town Administrator.

The results of the program are to be reviewed annually by the Mayor and Council, and the program is to be modified as necessary to achieve its stated objectives.

### **2.03 Americans with Disabilities Act**

The Town of Berlin is dedicated to the prevention of discrimination against any qualified individual with a disability.

The Americans with Disabilities Act (ADA) prohibits qualifying employers from discriminating against qualified individuals with a disability. The act outlaws discrimination against individuals with disabilities.. The U.S. Equal Employment Opportunity Commission (EEOC) is the lead federal agency that regulates and enforces the employment provision of the ADA. The law covers a full range of employment activities including but not limited to:

- Job application and recruiting procedures;
- Hiring and discharge;
- Employee compensation and fringe benefits;
- Job assignments;
- Promotion and demotion;
- Annual, sick, or other types of leave benefits;
- Job training;
- Social and recreational activities;
- Other terms, conditions, and privileges of employment.

Discrimination against any qualified individual with a disability will not be tolerated. Disciplinary action will be taken against any employee, supervisor, and/or Department Head, who violate this policy.

All Department Heads and supervisors, as part of their job classification, will be responsible for preventing and eliminating discrimination against qualified individuals with a disability in their department. The Town will analyze each job classification and position to ensure compliance with the ADA.

The Town will actively investigate any allegation of discrimination against any qualified individual with a disability. If the investigation proves that discrimination has occurred, the Town will take the appropriate action to correct the infraction and the appropriate disciplinary action.

Any disabled employee who believes they are being discriminated against in accordance with this policy should promptly:

1. Report discriminatory practices to the Human Resources Director immediately;
2. The Human Resources Director will, in consultation with the Town Administrator and Town Attorney, investigate the complaint (usually done by conferring with parties and witnesses named by complaining employee);
3. ADA discrimination investigations will be handled with care and to the most confidential strictness as is possible;

4. No information concerning a complaint of ADA discrimination shall be released by the Town to third parties or to anyone within the Town who is not involved with the investigation. Information will not be released to the affected employee's family, news media, or prospective employer seeking a reference. The Human Resources Director shall retain all records pertaining to the discrimination complaint;
5. If an investigation reveals a valid complaint, prompt disciplinary action will be taken to stop discriminatory behavior and prevent a recurrence.

#### **2.04 Employment of Relatives and Nepotism**

Relatives of Town employees will not normally be considered for employment or reassignment by the Town under the following circumstances:

- Where one of the employees would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
- Where one employee would be responsible for evaluating or auditing the work of the other;
- Other circumstances which might lead to potential conflict among the employees or conflict between the interest of one or both employees and the best interests of the Town.

For purposes of this section, the term "relatives" may include an employees' parent, child, spouse, brother, sister, in-laws, aunts, uncles, step-parents, and step-siblings.

In the event any circumstances noted above, and in the Town Administrator and Mayor's judgment, the potential problems noted above exists or reasonably could exist; only one of the employees will be permitted to stay with the Town, unless reasonable accommodations, as determined by the Town Administrator, can be made to eliminate the potential problem. The decision as to which employee will remain with the Town must be made by the two employees within 30 calendar days of the date any of the above-noted circumstances arise. If no decision is made during this time, the Town reserves the right to terminate either employee.

Relatives of Town employees hired, promoted, or transferred prior to this rule under circumstances prohibited in this policy are exempt from the rule only in their current position and may not be transferred or promoted into any position where violation of this section might occur.

The Mayor may waive the provisions of this rule, upon the recommendation of the Town Administrator, when:

- The position to be filled requires a person with specialized training and experience not generally available in the employment market;
- There is a vital need to fill the position;
- Substantial bona fide efforts have been made to locate and employ a person who is not a prohibited relative of an employee; and
- The relationship between the relative and the applicant/employee is unlikely to materially affect their employment.

#### **2.05 Employment Related Medical Examinations**

Successful applicants for employment may be required as a condition of employment to pass a medical examination to establish both their fitness to perform the job for which they have applied and their fitness to do so without endangering the health and safety of themselves or others.

All offers of employment will be conditional upon the successful completion of an alcohol and/or drug screening to be administered prior to the first day of work in accordance with the Town's Drug, Alcohol and Tobacco Policy in Section 3.10. All offers of employment shall become null and void if an individual tests positive for drugs or alcohol. Applicants who refuse to consent to drug and alcohol screening shall be considered to have a positive test result. Individuals who test positive or refuse to consent to testing shall be disqualified for future considerations of employment with the Town of Berlin.

Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity as determined by the Town Administrator and/or the Department Head, or when required by applicable state or federal law.

Medical examinations required by the Town will be paid for by it and must be performed by a physician or licensed medical facility designated or approved by it. Such examinations paid for by the Town are the property of the Town and are to be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law or regulation or warranted by appropriate business practice, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's personal physician.

## **2.06 Driver's License Requirements**

Any employee who operates any Town-owned vehicle must have a driver's license that is valid in the state of Maryland and must be of insurable status. In addition, employees who, as a requirement of their job, are required to maintain a Commercial Driver License (CDL) license must maintain their CDL license in good standing and acquire up-to-date endorsements regularly.

The Town shall periodically verify the status of the driving privileges of employees who are required to operate a Town vehicle; it is the responsibility of the employee to notify the Town immediately upon lapse or revocation.

Any employee who operates Town-owned vehicles or equipment which requires a driver's license and whose driving privileges are suspended or revoked shall notify their Department Head or supervisor immediately and shall cease operating any Town vehicle or equipment which requires a driver's license. The Human Resources Director shall notify Department Heads of any employee who is placed on an uninsurable status by the Town's insurance carrier.

Employees who operate Town vehicles or equipment requiring a driver's license without a valid driver's license or while on uninsurable status or who falsify information about the status of their driving privileges shall be subject to disciplinary action up to and including termination of employment. Disciplinary action shall depend upon the severity of the incident. Any employee who is unable to perform their duties because of the status of their driver's license is subject to suspension and/or termination of employment.

Employees who possess a valid CDL shall receive additional hourly compensation at a rate to be determined in consultation between the Department Head and Human Resources. Employees whose CDL license lapses or is revoked shall discontinue receiving such compensation; it is the responsibility of the employee to notify the Town immediately upon lapse or revocation.



## **2.07 Full-time Employee Hiring Procedures**

Department Heads who need to fill an existing, budgeted, job opening shall coordinate the necessary actions with the Human Resources Director.

Department Heads who want to add a new job position should submit a request to the Town Administrator. All requests will be reviewed and evaluated in greater detail before being proposed to the Mayor and Council for approval.

The Town will normally try to fill job openings above entry-level by promoting from within per Section 2.11 of this document if qualified applicants are available internally. In addition, the Town of Berlin will normally give consideration to any known qualified individuals who are on layoff status before recruiting applicants from outside the organization.

If a job opening exists that may be appropriately filled from within the organization, existing employees shall be made aware of such opening through email, bulletin board postings, etc. Current employee candidates for the openings will be considered with the same standards and qualifications as would be used for new applicants.

If candidates from outside the existing work forces are to be considered for job openings, the Town Administrator, Human Resources Director, and the Department Head will be responsible for recruiting the candidates and will utilize the recruitment methods and sources deemed appropriate to fill the openings.

During the recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment and no document should be called a contract unless a written employment agreement is approved by the Mayor and Council. When candidates from outside the existing workforce are to be considered for job openings, the following procedures will be followed:

- 1 Any candidate for employment must fill out and sign an employment application form.
- 2 The Human Resources Director will arrange for the administering of any pre-employment tests required for the position.
- 3 An offer of employment may be made contingent on the candidate undergoing a background investigation. The Town will require the applicant to authorize a background investigation.
- 4 The Human Resources Director will review all applications for the position, including the results of any applicable test scores with the Department Head, and compile a list of applicants to be interviewed.
- 5 Interviews will be conducted by the appropriate Department Head, Human Resources Director, and others as appointed by the Town Administrator, or by the Town Administrator alone if the position is one that does not come directly under a Department Head's supervision.
- 6 The Department Head has the responsibility to determine whether an applicant is technically qualified for the vacant position and if the applicant is compatible with the work environment.
- 7 The Department Head in conjunction with Human Resources will complete a Personnel Action Form which shall be presented to the Town Administrator who will make a recommendation to the Mayor for final approval. For positions that require a background investigation, drug screening, and/or medical examination the position may be offered contingent on receipt of acceptable results.
- 8 If the background, drug screening, medical, or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the Town of Berlin, the applicant will be refused employment or, if already employed, may be terminated.
- 9 The Town Administrator and/or Human Resources Director will be responsible for a general orientation of new employees and the processing of their employment forms, and the supervisor or Department Head will be responsible for any necessary job-specific orientation and training.

## **2.08 Temporary and part-time Employee Hiring Procedures**

If it is necessary to hire temporary or part-time personnel, the procedures contained in Section 2.07, should be used as applicable.

An employee whose status changes from full-time to part-time may use any days of paid absence or vacation earned as a full-time employee, but will discontinue earning such as appropriate within the conditions of applicable state or federal regulations, such as the Maryland Earned Sick and Safe Leave Policy.

An employee whose status changes from temporary or part-time to full-time will be considered as hired on the date of the change of status for purposes of eligibility for paid absences and vacation.

## **2.09 Rehire**

Former employees who left the Town of Berlin in good standing may be considered for re-employment. Former employees who resigned without giving a two (2) week written notice or who were dismissed for cause will not be considered for re-employment. A former employee who is re-employed may be eligible to retain accumulated seniority. Length of service for the purposes of benefits is governed by the terms of each benefit plan. Employees who retire may be eligible to be considered for rehire; retirement benefits subject to the rules of the Maryland State Retirement System.

Former employees who left the Town in good standing, and whose applicable leave benefits were paid out upon termination of employment, shall begin accruing leave as if they are a new employee.

## **2.10 Introductory Period**

It is the policy of the Town of Berlin that all new employees with the exception of sworn law enforcement, are to be carefully monitored and evaluated for an initial introductory period on the job of six months. The Town may terminate employment at any time during the introductory period. No later than at the conclusion of the last month of the introductory period, the Department Head will complete a performance appraisal. If an employee receives an unsatisfactory evaluation, they will be subject to termination of employment. At the Department Head's discretion, an employee's introductory status may be extended one or more times not to exceed an introductory period cumulative total of twelve months at which time the employee will be re-evaluated. Should the employee's evaluation be unsatisfactory, employment with the Town shall be terminated. Employees in the introductory period are not afforded any rights under these policies. After satisfactory completion of the introductory evaluation, such employees will be evaluated on an annual basis.

## **2.11 Employee Transfer**

Employees may request a voluntary job transfer for an existing vacancy. However, to be eligible for a voluntary transfer, employees must meet the requirements of the new position, must have a satisfactory performance record, and must have no adverse disciplinary actions during the same time period. Employees who have not concluded the introductory period shall not be considered for transfer unless otherwise approved by the Town Administrator.

Employee requests for transfer normally will be handled as follows:

- Submit a completed application for employment to the Human Resources Director indicating the position for which the employee wishes to transfer into;
- If a job opening exists and the employee is eligible, the Department Head with the job opening should arrange an interview with the candidate; and
- The Department Head with the job opening will make the final transfer decision.

Existing employees who are successfully transferred or promoted into a new position within the Town shall be subject to a thirty day evaluation period, during which their original position shall remain unfilled. During the evaluation period, if either the employee or the Department Head find that the transfer is not a successful transition, either may request the employee be returned to their original position. After completion of the thirty-day evaluation period, transferred or promoted employees will then be subject to complete the remainder of their probationary period, as per section 2.10.

If the transition was successful, the original position may then be filled per standard hiring procedures. .

If the employee is not successful in transferring or promoting into a different department, no retaliation or other detrimental action shall be taken against the employee.

## **2.12 Secondary Employment**

Any employee of the Town who wishes to engage in secondary employment must recognize that their primary duty, obligation, and responsibility are to the Mayor and Council of the Town of Berlin. Employees are subject to call at any time for emergencies, special assignments, extended work hours, and so forth. Secondary employment will not infringe upon their obligation to the Town. In the event that the employee's secondary employment becomes a conflict with the Town's operations, the secondary employment will be terminated immediately. If secondary employment is not terminated, the employee may be subject to disciplinary action up to and including termination of employment.

Employees of the Berlin Police Department are subject to the provisions and limitations under the Berlin Police Department General Orders 500 S-1.

**END OF SECTION**



**MOTION OF THE MAYOR AND COUNCIL 2022-19**

A Motion of the Mayor and Council of the Town of Berlin to AWARD RFP 2022-19 “SECURITY CAMERAS FOR BERLIN MAIN STREET DISTRICT” to B4 SALES LLC in the amount of \$31,098.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2022 by the Mayor and Council of the Town of Berlin, Maryland by AFFIRMATIVE vote of \_\_\_\_\_ to \_\_\_\_\_ OPPOSED, WITH \_\_\_\_\_ ABSTAINING AND \_\_\_\_\_ ABSENT.

\_\_\_\_\_  
Dean Burrell, Sr. Vice President of the Council

Approved this \_\_\_\_ day of \_\_\_\_\_, 2022 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zackery Tyndall, Mayor, President of the Council

ATTEST: \_\_\_\_\_  
Mary Bohlen, Town Administrator



# STAFF REPORT

**TO:** Mayor and Council

**FROM:** Director, Economic & Community Development, Ivy Wells

**MEETING DATE:** November 28, 2022

**SUBJECT:** RFP Recommendation – Downtown Security Cameras

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## SUMMARY

Below are the bids received in response to the RFP the Town posted on August 5, 2022.

All companies presented professional proposals and offered zoom and in-person consultations.

Bids Received Were:

- Okos: \$23,677.34
- B4 Sales: \$31,098
- Stanley: \$45,646.87

B4 Sales had the best presentation and provided good customer service, easily answered our questions and has worked with other municipalities. They are an American company whereas Okos is based in Canada. We are making the recommendation to accept the bid from B4 Sales.

**FINANCIAL IMPACT:** Funded through Maryland DHCD Community Safety Works-Business District Improvements Grant \$76,300; grant balance to be used for Modular Vehicle Barriers purchase.

**STAFF RECOMMENDATION:** Staff recommends the B4 Sales bid of \$31,098.

## ADDITIONAL INFORMATION/ATTACHMENTS

**Attached:** Copy of the B4 Sales Bid.

**Other bids provided upon request.**

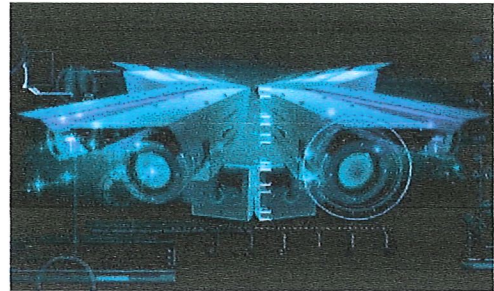


**Date: November 22, 2022**

**B4 Sales LLC D.B.A TGI Cable  
Town of Berlin Surveillance RFP Response**

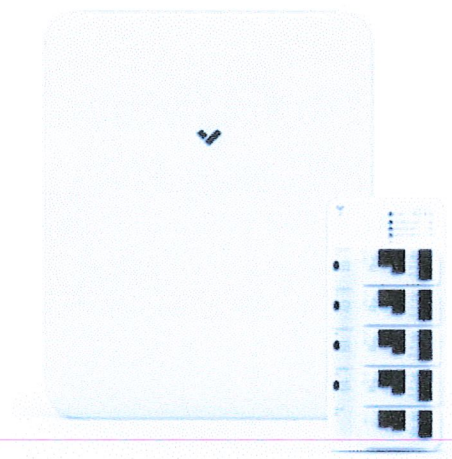
**To:**

**MD-Municipality-Town of Berlin  
10 William St.  
Berlin, MD 21811  
US**



**For Locations:**

**Same as above**



**Verkada**

**Authorized Reseller**

Joshua M. Ballis  
[Joshb@B4sales.com](mailto:Joshb@B4sales.com)  
443-814-1238

This response includes data that shall not be disclosed outside Town of Berlin and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this response.



B4 Sales LLC is submitting an RFP to the town of Berlin to install Verkada Surveillance system on the parameters set by the town as defined below:

- B4 Sales will Provide the Town of Berlin with carefully spec'd Verkada Security cameras and Point to Point solutions for connectivity throughout several street poles at major intersections and points of interest in the town.
- B4 Sales will provide finalized location and coverage maps in a town overview map for the towns records and police usage.
- B4 Sales will provide an intensive project management schedule and will work directly with town employees who will be responsible for hanging the cameras to ensure proper methods are being used.
  - B4 Sales will have a certified Verkada Engineer on site up to 3 times a week until project completion is confirmed.
- B4 Sales will then finalize the installation with confirmed viewpoints and aiming confirmed by 1 or more town executive employees/managers (can include Police for view confirmations if needed.)
- B4 Sales will ensure that all project management will be handled by B4 Sales Management and Certified Verkada Engineers.

## **Statement of Work (Camera Installation)**

B4 SALES will:

- Provide and install (7) Verkada Cameras outside as follows:
  - (3) CF81E Exterior fisheye for town street coverage per survey.
  - (2) CD62E Exterior domes for town street coverage per survey.
  - (1) CH52E Exterior domes for town street coverage per survey.
  - (1) CB61E Exterior bullet for town street coverage per survey.
  - Supply 5-year licensing for all equipment noted above.
- Provide all mounting/cabling for each camera as specified in the above scopes of work.
  - Provide training for IT staff for knowledge of back-end programming.
  - Provide training for administrative staff for knowledge of operations and playback procedures.
  - Provide a single Point of Contact from B4 Sales to coordinate the installation and training to ensure the customer has as seamless of a migration to the upgraded equipment as possible.
- Provide and install (6) point to point turnkey bridges for network connectivity throughout the property.
- Customer to provide all PoE switching for Surveillance network.





## Verkada Equipment Breakdown

<u>Quantity</u>	<u>Description</u>	<u>Description/Part #</u>	<u>Price</u>	<u>Ext. Price</u>
1	Verkada CH52 Outdoor Multi-sensor dome Camera, 1TB, 30 Days Max	CH52-1TBE-HW	\$2,375.34	\$2,375.34
1	Verkada CB61-TE Outdoor Bullet Camera, 4K, Telephoto Zoom Lens, 384GB of Storage, Maximum 30 Days of Retention	CB61-30TE-HW	\$1,253.34	\$1,253.34
2	Verkada CD62-E Outdoor Dome Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention	CD62-30E-HW	\$1,319.34	\$2,638.68
3	Verkada CF81-E Outdoor Fisheye Camera, 12MP, Fixed Lens, 512GB of Storage, Maximum 30 Days of Retention	CF81-30E-HW	\$1,121.34	\$3,364.02
6	5-Year Camera License	LIC-5Y	\$593.34	\$3,560.04
1	VX52 Viewing Station	VX52-HW	\$329.34	\$329.34
1	5-Year Viewing Station License	LIC-VX-5Y	\$1,319.34	\$1,319.34
3	Verkada Arm Mount	ACC-MNT-2	\$58.74	\$176.22
3	Verkada Angle Mount	ACC-MNT-7	\$98.34	\$295.02
3	Verkada Pendant Cap Mount	ACC-MNT-8	\$45.54	\$136.62
6	Verkada Pole Mount, 2nd Generation	ACC-MNT-9	\$137.94	\$827.64
1	5-Year CH52 Multisensor Camera License	LIC-CH52-5Y	\$1,781.34	\$1,781.34
Assumed Shipping (If Applicable)				\$ 353.10
Total Verkada Pricing				\$ 18,410.04





## General Assumptions

- All cabling locations and stations have been derived from the supplied floor plan by the customer.
- No Demarcation cabling included in this proposal.
- All ceiling heights are assumed to be non-standard height and will require special ladders or lift to complete the scope of work.
  - Lift to be provided by customers for each building as needed for the length of the project.
- Provide necessary insurance certification prior to work commencement.
- All newly installed cabling will be industry standard UTP Plenum.
- All newly installed cables entering the communications closets will be dressed and laced with Velcro and will be properly installed using EIA/TIA cabling standards.
- All newly installed above ceiling cabling will be installed using hanger wire and low voltage hangers throughout the entire facility meeting state and local codes.
- B4 Sales will supply Customer with an appropriate labeling scheme for all newly installed cables or match existing labeling schemes.
- B4 Sales will conduct a final test of all newly installed Copper cables with an industry standard Copper tester. These results will be saved and supplied to Customer in soft copy PDF.
  - All work will be completed per provided construction schedule and is assumed to be during normal business hours.
  - All changes during the project will be submitted in the form of a change order and signed off by the customer prior to that work being completed.
- Pathways are assumed to be established or provided by others.



## Pricing

Material Pricing	\$	5,625.00
Labor Pricing	\$	7,063.00
Verkada Product	\$	<u>18,410.04</u>
<b>Total Project Pricing</b>	<b>\$</b>	<b>31,098.04</b>

## Terms

- Upon approval, Town of Berlin will provide a Purchase Order for the estimated total cost of the project. This is typically in the form of a "Total Cost" PO against which invoices will be applied. Invoices will then be submitted against this PO by Milestone/Progress payments per installation schedule.
- Materials and Equipment pricing is based off current market cost and will be held for a period of 14 days. After this period B4 Sales will need to reprise at current market cost should there be any differences from original quote date. Availability of Materials and Equipment subject to lead times at the time of approval and are out of B4 Sales' control.
- Down Payment assumed at 50% of the project value.
- Plus, any applicable taxes.
- Net 30 days for implementation.

## Signature Document

An authorized signature below indicates acceptance by the Town of Berlin of this Agreement.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**MOTION OF THE MAYOR AND COUNCIL 2022-20**

A motion of the Mayor and Council of the Town of Berlin to AWARD RFP 2022-20 “MODULAR VEHICLE BARRIERS” to ROLOGARD GLOBAL COMPANY, LLC in the amount of \$45,000.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2022 by the Mayor and Council of the Town of Berlin, Maryland by AFFIRMATIVE vote of \_\_\_\_\_ to \_\_\_\_\_ OPPOSED, WITH \_\_\_\_\_ ABSTAINING AND \_\_\_\_\_ ABSENT.

\_\_\_\_\_  
Dean Burrell, Sr. Vice President of the Council

Approved this \_\_\_\_ day of \_\_\_\_\_, 2022 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zackery Tyndall, Mayor, President of the Council

ATTEST: \_\_\_\_\_  
Mary Bohlen, Town Administrator



# STAFF REPORT

**TO:** Mayor and Council

**FROM:** Director, Economic & Community Development, Ivy Wells

**MEETING DATE:** November 28, 2022

**SUBJECT:** RFP Recommendation – Modular Vehicle Barriers

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## SUMMARY

Below are the bids received in response to the RFP for Vehicle Modular Barriers the Town posted on August 5, 2022. All the companies presented professional proposals and offered zoom and in-person consultations.

Bids received were:

- ARX Perimeters \$44,948.16
- AST: \$44,917.00
- Rologard \$45,000

While are equal in quality and effectiveness; the Rologard tow-behind units on wheels did not have to be dismantled each time will be easily transported by our public works crew using a truck with a trailer hitch. We are recommending Mayor and Council to choose the Rologard bid of \$45,000.

**FINANCIAL IMPACT:** Funded through Maryland DHCD Community Safety Works-Business District Improvements Grant \$76,300; grant balance to be used for Security Cameras purchase.

**STAFF RECOMMENDATION:** Staff recommends the Rologard Bid of \$45,000

## ADDITIONAL INFORMATION/ATTACHMENTS

**Attached:** Copy of the Rologard Bid.

**Other bids available upon request.**



**ROLOGARD GLOBAL COMPANY, LLC**  
**MOBILE VEHICLE SECURITY BARRIERS**  
info@rologard.com

845,000

Ivy Wells  
Berlin Town Hall  
10 William Street  
Berlin, MD 21811

October 11, 2022

iwells@berlinmd.gov

Re: RFP 2023-03

Opening October 26

Rologard Global Company, llc, is pleased to provide the following quotation and information concerning the above noted RFP.

Per our earlier communications, a review of your budget for this project, the intended uses and the geographic size of your community we are recommending our K2600 series barriers with transport kits (see bulletin 20). Our delivered price per unit, approximately 2.4 meters/94" in width, is \$3,800.00 each; we will deliver 12 units for the indicated \$45,000.00 budget. Additionally a factory rep will be available in Berlin for instructional purposes at a time convenient for Berlin personnel.

The K2600 units are the only towable units on the market, worldwide. Given the close proximity of the various venues Berlin seeks to protect, it is our opinion that monies should be spent on barriers and not on specialized trailers. You may use the barriers for a street fair, for a speech at Burbage Park, a parade, a Little League baseball game and at a busy Welcome Center.....all in the same day. Mobility is a must; you lose the effectiveness of your perimeter security investment if you have to disassemble and reassemble a barrier every time you want to move it 3 or 4 city blocks. Strings of K2600's can be towed with an atv, a pick up truck, even a garden tractor. Furthermore ingress/egress is critical. When the ambulance/police/fire dept needs access-how quickly can the equipment be moved to allow access. Our suggestion is to simply keep the units assembled and just store them at, say, the water or public works yard until needed again-then in a matter of minutes tow them to the required site(s). **K2600 UNITS ARE LISTED ON THE APPROVED BARRIER LIST OF THE U.S. ARMY CORP OF ENGINEERS.** This is the gold standard for virtually all Federal agencies.

If you wish to disassemble and store the units we would then suggest our xd182 , 2 unit storage containers; see bulletin 27b, photo 7. These containers can be mounted, at the discretion of the user, on most any trailer etc. The containers are \$800.00. Additionally light kits, sign kits, banner kits (standard or customized) , with mounting hardware are \$150.00. The Ballistic Shield AR15/50Caliber field tested plate kit (bulletin 48) is \$368.00.

Please review the website for further information.

Thank you for the opportunity to provide this quotation.

Wayne Light  
Rologard Global Co, llc

encl: Binder

HUBZone Certificate #70781

# RFP 2023-03 MODULAR VEHICLE BARRIERS

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## ADVERTISEMENT

TOWN OF BERLIN  
REQUEST FOR PROPOSALS  
RFP #2023-03  
MODULAR VEHICLE BARRIERS

Due Date: Monday, Wednesday, October 26, 2022  
Time: 10:00 AM EST

The Town of Berlin is seeking Proposals for the Purchase of Modular Vehicle Barriers. Qualified vendors are encouraged to visit the Town of Berlin website at [berlinmd.gov/government/request-for-proposals/](http://berlinmd.gov/government/request-for-proposals/) or contact Economic and Community Development Director Ivy Wells at 410-629-1722/[iwells@berlinmd.gov](mailto:iwells@berlinmd.gov) for the official RFP. EEO.



# RFP 2023-03 MODULAR VEHICLE BARRIERS

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## GENERAL INFORMATION

**NOTICE:** Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for the Purchase of Outdoor Security Camaras for the Berlin Main Street District by filing with the Town by the date and time and at the location as indicated herein.

### RFP # 2023-03 MODULAR VEHICLE BARRIERS

**Due Date: Wednesday, October 26, 2022**

**Time: 10:00 AM EST**

#### **Deliver submittals to:**

Ivy Wells, Economic and Community Development Director  
Town of Berlin  
10 William St.  
Berlin, MD. 21811  
Attn: RFP 2023-03

The Town of Berlin (the "Town") is seeking ("Submitter" or "Bidder") proposals for the purchase of Modular Vehicle Barriers to be used for downtown Events to ensure unintended vehicular traffic be stopped before entering the event footprint. Proposals must be submitted to the address and by the date and time, and in the format indicated herein.

It is the responsibility of potential bidders to thoroughly review this Request for Proposal and ensure their full understanding of same.

Proposals received after the due date will not be considered. Submitters accept all risks of late delivery of mailed submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against. The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Contractor") must comply with the Town of Berlin's equal opportunity requirements.

**ABOUT BERLIN:** The Town of Berlin is a community of approximately 5,000 people located on Maryland's eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.



# RFP 2023-03 MODULAR VEHICLE BARRIERS

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## SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified firm for the purchase of Modular Vehicle Barriers.

### A. MINIMUM SPECIFICATIONS

1. The Town of Berlin has received grant funding in the amount of approximately \$45,000 and will purchase quantities of appropriate materials/equipment within that amount.
2. Must be portable
3. One person assembly
4. Easily disassembled in case of an emergency
5. Easy to transport
6. Compact storage
7. No maintenance required
8. On-Site Demo required

Full manufacturer specifications and programs including any applicable warranties, shall be submitted with the bid document.

### B. MINIMUM REQUIREMENTS

1. Vendor shall warranty their work for a minimum period of 5 years (5-years) from acceptance.

### C. CONTACT INFORMATION

Economic and Community Development Director Ivy Wells  
Berlin Town Hall  
10 William Street  
Berlin, MD 21811  
Phone: 410-629-1722  
Email: iwells@berlinmd.gov

All questions and concerns must be submitted to Ms. Wells; information gathered from any other individual, including other employees of the Town unless specified by Ms. Wells, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.





# RFP 2023-03 MODULAR VEHICLE BARRIERS

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## SUBMITTAL REQUIREMENTS

Dates and times applicable to this RFP are on the following page. Responses to this RFP must include the following information:

- Statement of relevant licensure, certifications and qualifications as applicable for the completion of the project.
- A complete Cost Proposal/Work Estimate. May be submitted in a format as used by the interested submitter. Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request.
- The completed Signature page as included in this RFP.
- The completed List of Proposed sub-contractors (if applicable) as included in this RFP.
- Additionally, submitters are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
  - Scheduling of work to include a general idea of progression through the work area.
  - An estimate of the number of personnel expected to be onsite at a given time.
  - Any other information the submitter feels is relevant for consideration.

Printed and electronic or email submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

- If printed, the Town encourages double-sided printing where appropriate. Complete submission should not exceed 10 sheets of paper and must be in a sealed envelope addressed to

Town of Berlin RFP 2023-03  
Attn: I. Wells, Economic and Community Development Director  
10 William Street  
Berlin, MD 21811

- If electronic (via USB drive), USB must be clearly labeled: "TOB RFP 2023-03.
- If via email, send to iwells@berlinmd.gov with the subject "Attention: RFP 2023-03 Modular Vehicle Barriers".

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.



# RFP 2023-03 MODULAR VEHICLE BARRIERS

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## DEADLINES AND IMPORTANT DATES:

**Pre-Bid Meeting:** No Pre-Bid Meeting is scheduled; however, bidders are strongly encouraged to make an appointment with the project contact to visit the site and view the project area(s) in advance of submission of their proposal. Failure to conduct an on-site visit will be considered if amendments to the scope or change-orders are requested during the course of the completion of the work.

**Monday, October 3, 2022, by 5:00 PM – Deadline to submit questions:** Questions from potential Bidders are due via email to [iwells@berlinmd.gov](mailto:iwells@berlinmd.gov). Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. All questions and answers will be compiled into one document to be posted as indicated below.

**Friday, October 7, 2022, by 5:00 PM – Posting of responses:** Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/government/request-for-proposals/>.

**Wednesday, October 26, 2022, by 10:00 AM – Due Date for Proposals:** Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline, at which time proposals will be publicly opened and read aloud at Berlin Town Hall, 2<sup>nd</sup> Floor Conference Room, 10 William Street, Berlin, MD 21811. Proposals received after that date and time will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

## EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of contractor with similar projects
- Overall quality of proposal
- Project understanding
- Anticipated project cost

The Town may select a limited number of submitters for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The contractor selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder shall prepare its standard



## RFP 2023-03 MODULAR VEHICLE BARRIERS

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agreement for review by the Town. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.

- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Proposals shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful contractor or contractors must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

- **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

- a. Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000
- b. Vehicle Liability: \$1,000,000
- c. Workers Compensation: \$1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

- **HOLD HARMLESS:** The Town of Berlin shall be held harmless against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees or subcontractors.

- **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

- **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).



# RFP 2023-03 MODULAR VEHICLE BARRIERS

Vendor: \_\_\_\_\_

## PROPOSED VENDORS

### Proposed Vendors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
<b>James H. Page</b> <b>10341 18th Ave. NE</b> <b>Bottineau, ND 58318</b> <b>701-283-4179</b>		
<b>Rologard Global Company, LLC</b> <b>10341 18th Ave. NE</b> <b>Bottineau, ND 58318 U.S.A.</b>		

Please attach additional sheet or continue list on reverse if necessary.



# RFP 2023-03 MODULAR VEHICLE BARRIERS

Vendor: Rologard

## SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: [Signature]

Date: Oct 10, 22

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Tax/EIN: 83 43 64703

DBA (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: 701 263 4179

**James H. Page**  
**10341 18th Ave. NE**  
**Bottineau, ND 58318**  
**701-263-4179**

**Rologard Global Company, LLC**  
**10341 18th Ave. NE**  
**Bottineau, ND 58318 U.S.A.**



Account	Account Name	# People	Amount	Amount	Amount
				FY 2022 Actual	
<b>GENERAL FUND</b>			<b>250</b>	<b>500</b>	<b>750</b>
01-5000-4555	RETENTION	1	269.13	541.41	807.38
01-5100-4555	RETENTION	4	1,076.50	2165.67	3,229.50
01-5120-4555	RETENTION	3	807.38	1624.25	2,422.13
01-5125-4555	RETENTION	3	807.38	1624.23	2,422.13
01-5200-4555	RETENTION	20	5,382.50	10286.91	16,147.50
01-5300-4555	RETENTION	1	269.13	541.41	807.38
01-5310-4555	RETENTION	3	807.38	1624.24	2,422.13
01-5320-4555	RETENTION	5	1,345.63	2707.07	4,036.88
01-5400-4555	RETENTION	2	538.25	1082.84	1,614.75
01-5440-4555	RETENTION	2	538.25	1082.83	1,614.75
			<b>\$ 11,841.50</b>	<b>\$ 23,280.86</b>	<b>\$ 35,524.50</b>
<b>ELECTRIC FUND</b>					
10-5600-4555	RETENTION	1	269.13	541.42	807.38
10-5610-4555	RETENTION	1	269.13	541.41	807.38
10-5620-4555	RETENTION	8	2,153.00	4331.32	6,459.00
			<b>\$ 2,691.25</b>	<b>\$ 5,414.15</b>	<b>\$ 8,073.75</b>
<b>WATER FUND</b>					
20-5700-4555	RETENTION	1.5	403.69	812.13	1,211.06
20-5710-4555	RETENTION	1	269.13	541.41	807.38
20-5720-4555	RETENTION	1.5	403.69	812.13	1,211.06
			<b>\$ 1,076.50</b>	<b>\$ 2,165.67</b>	<b>\$ 3,229.50</b>
<b>SEWER FUND</b>					
24-5800-4555	RETENTION	1.5	403.69	812.13	1,211.06
24-5810-4555	RETENTION	1.5	403.69	812.13	1,211.06
24-5820-4555	RETENTION	3	807.38	1624.24	2,422.13
24-5830-4555	RETENTION	4	1,076.50	2165.66	3,229.50

includes 2 vac

includes 1 vac

includes 1 vac

includes 1 vac

includes 1 vac

			\$ 2,691.25	\$ 5,414.16	\$ 8,073.75
<b>ST WATER FUND</b>					
30-5030-4555	RETENTION	2	538.25	1082.83	1,614.75
			\$ 538.25	\$ 1,082.83	\$ 1,614.75
<b>Total Amounts</b>		<b>70</b>	<b>\$ 18,838.75</b>	<b>\$ 37,357.67</b>	<b>\$ 56,516.25</b>



## Check Run Reports for: 11.18.22

**\*\*FULL CHECK RUNS AND CREDIT CARD STATEMENTS ARE  
AVAILABLE IN THE ONLINE PACKET**





Town of Berlin, MD

# Payment Register

APPKT02511 - 20221118SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0000031</a>	A.C. SCHULTES OF DELAWARE INC	110,230.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/18/2022	110,230.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">122336</a>	WELL REPLACEMENT #3	11/18/2022	11/18/2022	0.00	110,230.00

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0002795</a>	SANDPIPER ENERGY INC	88.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/18/2022	88.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">06-605972-67941-1 NOV FY 2</a>	GAS FOR POLICE DEPT	11/18/2022	11/18/2022	0.00	88.00

Payment Register

APPKT02511 - 20221118SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	110,318.00
Packet Totals:		2	2	0.00	110,318.00



Town of Berlin, MD

# Payment Register

APPKT02507 - 20221118SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0002702</a>	ABSOLUTE SECURITY GROUP INC			930.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/18/2022	930.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">21705-1, 18122</a>	GALAXY SOFTWARE MAINT.	11/16/2022	11/16/2022	0.00 930.00

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000090</a>	AFLAC			725.78
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/18/2022	725.78	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">686371</a>	AFLAC SUPPLEMENTAL INSURANCE	11/16/2022	11/16/2022	0.00 725.78

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0003168</a>	ATLANTIC TACTICAL INC			256.06
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/18/2022	256.06	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">SI-80787774</a>	MAGAZINE HOLDERS	11/15/2022	11/15/2022	0.00 256.06

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000312</a>	BENEFITMALL			76,533.77
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/18/2022	76,533.77	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">DEC FY 23</a>	BENEFITMALL HEALTH, DENT, VISION, LIFE	11/15/2022	11/15/2022	0.00 76,533.77

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000455</a>	CARD'S TECHNOLOGY			897.48
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/18/2022	897.48	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">202279</a>	COMPUTERS AND ACCESSORIES	11/16/2022	11/16/2022	0.00 897.48

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000480</a>	CATO OIL CO., INC.			11,657.96
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/18/2022	11,657.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">2230401</a>	TOWN VEHICLE GAS	11/16/2022	11/16/2022	0.00 11,657.96

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000511</a>	CHOPTANK ELECTRIC COOPERATIVE, INC.			38.39
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/18/2022	38.39	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">414700 FY 23</a>	UTILITY -SPRAY SITES	11/16/2022	11/16/2022	0.00 38.39

# Payment Register

APPKT02507 - 20221118SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002647</a>	CINTAS RUGS					460.82
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	460.82	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">17363075 OCT FY 23</a>	FLOOR MATS, COVERALLS AND RUGS - POWER PLANT	11/16/2022	11/16/2022	0.00	399.52	
<a href="#">4137523150</a>	RUG SERVICE	11/16/2022	11/16/2022	0.00	61.30	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000572</a>	COMCAST					27.03
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	27.03	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0053157 NOV FY 23</a>	TELEVISION SERVICE - POLICE DEPARTMENT	11/16/2022	11/16/2022	0.00	27.03	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000581</a>	COMPTROLLER OF MARYLAND					2,397.24
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	2,397.24	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">OCT FY 23</a>	ELECTRIC UNIVERSAL SERVICES PROGRAM FUND	11/16/2022	11/16/2022	0.00	2,397.24	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000584</a>	COMPTROLLER OF MARYLAND					401.64
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	401.64	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">OCT FY 23</a>	ENVIRONMENTAL TRUST FUND REPORT	11/16/2022	11/16/2022	0.00	401.64	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000678</a>	DAVIS, BOWEN & FRIEDEL					16,318.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	16,318.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">169534</a>	PROJ 0050A002.001 GENERAL ON CALL SVCS	11/16/2022	11/16/2022	0.00	649.38	
<a href="#">169535</a>	PROJ 0050A002.009 PURNELL CROSSING	11/16/2022	11/16/2022	0.00	5,104.91	
<a href="#">169536</a>	PROJ 0050A002.049 EVANS RD WAREHOUSE	11/16/2022	11/16/2022	0.00	197.50	
<a href="#">169537</a>	PROJ 0050A002.059 WILLOW AT BERLIN	11/16/2022	11/16/2022	0.00	187.50	
<a href="#">169538</a>	PROJ 0050A002.061 IG BURTON CHEVROLET DEALERSHIP	11/16/2022	11/16/2022	0.00	433.50	
<a href="#">169539</a>	PROJ 0050A002.069 BRANCH ST WELL #3 REPLC	11/16/2022	11/16/2022	0.00	418.75	
<a href="#">169540</a>	PROJ 0050A002.070 SMART METER UPGRADE PROJECT	11/16/2022	11/16/2022	0.00	120.00	
<a href="#">169541</a>	PROJ 0050A002.073 WEST ST UTILITY & RDWAY IMPROVS	11/16/2022	11/16/2022	0.00	885.00	
<a href="#">169542</a>	PROJ 0050A109.A01 POWELLTON AVE WELL BLDG ADDITION	11/16/2022	11/16/2022	0.00	4,309.25	
<a href="#">169543</a>	PROJ 0050A112.B01 BROAD ST PUMP STATION UPGRD	11/16/2022	11/16/2022	0.00	2,780.60	
<a href="#">169544</a>	PROJ 0050A114.A01 PUMP STATION REHAB-WM STREET	11/17/2022	11/17/2022	0.00	232.50	
<a href="#">169545</a>	PROJ 0050A115.B01 STEPHEN DECATUR PK COMF STAT	11/16/2022	11/16/2022	0.00	1,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000778</a>	DUKES KEITH ALAN					190.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	190.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">11/14/2022</a>	REIMB PURCHASED SAFETY BOOTS	11/16/2022	11/16/2022	0.00	190.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000794</a>	EASTERN SHORE COFFEE					62.30
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	62.30	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">769027</a>	DRINKING WATER AND COOLER RENTAL FEE	11/16/2022	11/16/2022	0.00	24.36	
<a href="#">770432</a>	DRINKING WATER AND COOLER RENTAL FEE	11/18/2022	11/18/2022	0.00	37.94	

# Payment Register

APPKT02507 - 20221118SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000795</a>	EASTERN SHORE FOREST PRODUCTS INC					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">257314</a>	DIRT WALKING PATH	11/16/2022	11/16/2022	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003487</a>	EASYBADGES LLC					709.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	709.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">10142022</a>	EASY BADGE PRINTER	11/15/2022	11/15/2022	0.00	709.90	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000847</a>	ENVIROCORP, INC.					1,559.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	1,559.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN2202947</a>	WEEKLY DISCHARGE MONITORING SAMPLES	11/16/2022	11/16/2022	0.00	354.00	
<a href="#">IN2202989</a>	MONITORING WELL SAMPLES	11/16/2022	11/16/2022	0.00	1,205.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000888</a>	FASTENAL					239.37
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	239.37	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">MDSAS134567</a>	ALLTHREAD	11/15/2022	11/15/2022	0.00	239.37	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					62.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	62.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">353135</a>	ADMINISTRATION ADVERTISEMENTS	11/15/2022	11/15/2022	0.00	31.25	
<a href="#">353814</a>	ADMINISTRATION ADVERTISEMENTS	11/16/2022	11/16/2022	0.00	31.25	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003447</a>	GLENDA HOLDEN					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">11/14/2022</a>	FY23 CLEANING SERVICES	11/16/2022	11/16/2022	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					212.64
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	212.64	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">32778265</a>	COPIER LEASE POLICE DEPT	11/16/2022	11/16/2022	0.00	137.04	
<a href="#">32778266</a>	GREAT AMERICA LEASE MICR PRINTER 017-1654429-000	11/16/2022	11/16/2022	0.00	75.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002971</a>	HUNTER CALEB					165.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	165.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">11/16/2022</a>	MATERIALS PURCHASED TO DECORATE CHRISTMAS TREE	11/17/2022	11/17/2022	0.00	15.96	
<a href="#">11/8/2022</a>	REIMB PURCHASED SAFETY BOOTS	11/16/2022	11/16/2022	0.00	150.00	

# Payment Register

APPKT02507 - 20221118SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003388</a>	ICE CONCEPTS INC					8,806.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	8,806.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">32608</a>	BUSINESS SPONSORED ICE SCULPTURES	11/16/2022	11/16/2022	0.00	8,806.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003461</a>	INTERGRATED COMPUTER SOLUTIONS OF VESTAL LLC					69.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	69.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">202213</a>	MISC SUPPLIES	11/15/2022	11/15/2022	0.00	69.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001081</a>	IRON SOURCE					908.30
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	908.30	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">WO115628-01</a>	SERVICE BOBCAT	11/16/2022	11/16/2022	0.00	908.30	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001286</a>	LEGAL SHIELD					31.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	31.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">139007 NOV FY 23</a>	LEGALSHIELD SUPPLMENTAL EMPLOYEE PAID INSURANCE	11/16/2022	11/16/2022	0.00	31.90	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001490</a>	MID-ATLANTIC JUDGES ASSOCIATION					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">11/15/2022</a>	PARADE JUDGES FOR COMMERCIAL, JROTC, & BANDS	11/17/2022	11/17/2022	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001495</a>	MIDDLE DEPARTMENT INSPECTION AGENCY					2,243.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	2,243.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">843228,843209,843186</a>	INSPECTION SERVICES	11/16/2022	11/16/2022	0.00	2,243.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003449</a>	MILLER PAUL					217.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	217.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">11/15/2022</a>	LINEMAN SCHOOL LTAP 4 PAALMYRA VA 12/5-12/9	11/16/2022	11/16/2022	0.00	217.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					4,459.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	4,459.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 11/20/2022</a>	NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS	11/18/2022	11/18/2022	0.00	4,459.96	

# Payment Register

APPKT02507 - 20221118SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001652</a>	PASCO OF FRUITLAND					390.48
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	390.48	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">-446266/D</a>	BATTERIES FOR EMERGENCY LIGHTS	11/16/2022	11/16/2022	0.00	390.48	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003489</a>	PAYPOINT HR LLC					3,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	3,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">#1 PAYMENT</a>	WAGE COMPENSATION & CLASSIFICATION STUDY	11/17/2022	11/17/2022	0.00	3,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001677</a>	PENINSULA DRY CLEANERS, INC					49.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	49.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">20-3898</a>	DRY CLEANING SERVICES	11/15/2022	11/15/2022	0.00	49.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001697</a>	PIGG, KRAHL, STERN & CO., P.A.					25,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	25,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">241184</a>	PKS FY 2022 ANNUAL AUDIT	11/17/2022	11/17/2022	0.00	25,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003346</a>	PITCHED MEDIA					135.19
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	135.19	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">TOB / 2022</a>	CHRISTMAS EVENTS RACK CARDS	11/17/2022	11/17/2022	0.00	135.19	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001707</a>	PITTSVILLE MOTORS					1,556.99
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	1,556.99	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">193041</a>	WW DUMP TRUCK DEF	11/15/2022	11/15/2022	0.00	1,556.99	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001719</a>	POCOMOKE HIGH SCHOOL MARCHING BAND					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">#23</a>	CHRISTMAS PARADE TRAVEL	11/17/2022	11/17/2022	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003127</a>	QUADIENT FINANCE USA, INC					539.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	539.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8273 NOV FY 23</a>	POSTAGE FOR POSTAGE MACHINE IN TOWN HALL	11/16/2022	11/16/2022	0.00	539.00	

# Payment Register

APPKT02507 - 20221118SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001757</a>	RACETRACK AUTO CENTER					687.40
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	687.40	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">145610</a>	BRAKE AND CALIPERS 6739	11/16/2022	11/16/2022	0.00	687.40	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001771</a>	RANDY DAVIS					4,200.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	4,200.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">#2022</a>	CARRIAGE RIDES 12/3 12/4 12/10 12/11 12/17 12/18	11/17/2022	11/17/2022	0.00	4,200.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001839</a>	ROY CASE INC					1,751.42
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	1,751.42	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">4766</a>	ADD LIGHT SWITCHES AND FIX FAN	11/16/2022	11/16/2022	0.00	1,751.42	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003102</a>	SCHAEFER FIREWORKS					5,670.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	5,670.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2408</a>	JULY 3RD FIREWORKS	11/16/2022	11/16/2022	0.00	5,670.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001968</a>	SNOW HILL HIGH SCHOOL MARCHING BAND					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8835</a>	CHRISTMAS PARADE TRAVEL	11/17/2022	11/17/2022	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002011</a>	STEPHEN DECATUR HIGH SCHOOL MARCHING BAND					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">#6</a>	CHRISTMAS PARADE TRAVEL	11/17/2022	11/17/2022	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002012</a>	STEPHEN DECATUR MIDDLE SCHOOL BAND					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">#102</a>	CHRISTMAS PARADE TRAVEL	11/17/2022	11/17/2022	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002022</a>	STUART C IRBY CO					2,425.92
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	2,425.92	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S013259114.001</a>	FULL REEL 1800 FT #2 OVERHEAD TRIPLEX SERVICE WIRE	11/15/2022	11/15/2022	0.00	2,425.92	



**Payment Register**
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<b>Vendor Number</b> <a href="#">0002092</a>	<b>Vendor Name</b> THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC			<b>Total Vendor Amount</b> 70.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 11/18/2022	<b>Payment Amount</b> 70.00		
<b>Payable Number</b> <a href="#">AB-10-420</a>	<b>Description</b> METER LOG ON FEE	<b>Payable Date</b> 11/16/2022	<b>Due Date</b> 11/16/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 70.00
<b>Vendor Number</b> <a href="#">0003374</a>	<b>Vendor Name</b> TIMOTHY P HENN			<b>Total Vendor Amount</b> 550.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 11/18/2022	<b>Payment Amount</b> 550.00		
<b>Payable Number</b> <a href="#">#2</a>	<b>Description</b> SANTA WEEKENDS IN DECEMBER AND PARADE	<b>Payable Date</b> 11/17/2022	<b>Due Date</b> 11/17/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 550.00
<b>Vendor Number</b> <a href="#">0002154</a>	<b>Vendor Name</b> TOM SHOLTIS			<b>Total Vendor Amount</b> 200.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 11/18/2022	<b>Payment Amount</b> 200.00		
<b>Payable Number</b> <a href="#">2</a>	<b>Description</b> EMCEE FOR PARADE	<b>Payable Date</b> 11/18/2022	<b>Due Date</b> 11/18/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 200.00
<b>Vendor Number</b> <a href="#">0002163</a>	<b>Vendor Name</b> TOWN OF BERLIN			<b>Total Vendor Amount</b> 26,853.02	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 11/18/2022	<b>Payment Amount</b> 26,853.02		
<b>Payable Number</b> <a href="#">NOV FY 23</a>	<b>Description</b> TOWN UTILITY BILLINGS	<b>Payable Date</b> 11/18/2022	<b>Due Date</b> 11/18/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 26,853.02
<b>Vendor Number</b> <a href="#">0002928</a>	<b>Vendor Name</b> UNIFIRST CORPORATION			<b>Total Vendor Amount</b> 314.98	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 11/18/2022	<b>Payment Amount</b> 314.98		
<b>Payable Number</b> <a href="#">1430037281</a>	<b>Description</b> UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	<b>Payable Date</b> 11/16/2022	<b>Due Date</b> 11/16/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 112.42
<b>Payable Number</b> <a href="#">1430038731</a>	<b>Description</b> UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	<b>Payable Date</b> 11/16/2022	<b>Due Date</b> 11/16/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 86.49
<b>Payable Number</b> <a href="#">1430038735</a>	<b>Description</b> UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	<b>Payable Date</b> 11/16/2022	<b>Due Date</b> 11/16/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 116.07
<b>Vendor Number</b> <a href="#">0002205</a>	<b>Vendor Name</b> UNITED WAY OF THE EASTERN SHORE			<b>Total Vendor Amount</b> 35.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 11/18/2022	<b>Payment Amount</b> 35.00		
<b>Payable Number</b> <a href="#">PPE 11/20/2022</a>	<b>Description</b> UNITED WAY EMPLOYEE CONTRIBUTIONS	<b>Payable Date</b> 11/18/2022	<b>Due Date</b> 11/18/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 35.00
<b>Vendor Number</b> <a href="#">0002220</a>	<b>Vendor Name</b> USA BLUEBOOK			<b>Total Vendor Amount</b> 1,204.03	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 11/18/2022	<b>Payment Amount</b> 1,204.03		
<b>Payable Number</b> <a href="#">157645,164236,165689</a>	<b>Description</b> LAB SUPPLIES	<b>Payable Date</b> 11/17/2022	<b>Due Date</b> 11/17/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,204.03
<b>Vendor Number</b> <a href="#">0002246</a>	<b>Vendor Name</b> VERIZON-000014448231			<b>Total Vendor Amount</b> 802.26	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 11/18/2022	<b>Payment Amount</b> 802.26		
<b>Payable Number</b> <a href="#">110922 NOV FY 23</a>	<b>Description</b> VERIZON TELEPHONE SERVICE 000014448231	<b>Payable Date</b> 11/17/2022	<b>Due Date</b> 11/17/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 802.26

**Payment Register**
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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002247</a>	VERIZON-000718605643					54.66
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	54.66	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">110922 NOV FY 23</a>	VERIZON TELEPHONE SERVICE 000718605643	11/17/2022	11/17/2022	0.00	54.66	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002857</a>	VERIZON-850462866001-13					46.23
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	46.23	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">111022 NOV FY 23</a>	VERIZON SERVICE 850462866001-13	11/17/2022	11/17/2022	0.00	46.23	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002299</a>	WELLS IVY					38.10
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	38.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">11/14/2022</a>	PURCHASED ZIP TIES FOR CHRISTMAS TREE	11/16/2022	11/16/2022	0.00	38.10	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER					125.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	125.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">19070922</a>	WEST OC INJURY PRE-EMPLOY DRUG SCREENING	11/15/2022	11/15/2022	0.00	45.00	
<a href="#">19128368</a>	DOT PHYSICAL - CORBIN	11/17/2022	11/17/2022	0.00	80.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002316</a>	WIENHOLD AUGUST J.					6.67
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	6.67	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">11/9/2022</a>	REIMB PURCHASED TIES HANG LIGHTS CHRISTMAS TREE	11/16/2022	11/16/2022	0.00	6.67	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002348</a>	WOR WIC COMMUNITY COLLEGE					423.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	423.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12913</a>	K-9 AND EMPLOYEE TRAINING	11/16/2022	11/16/2022	0.00	34.00	
<a href="#">256</a>	TRAINING DEVANS	11/15/2022	11/15/2022	0.00	120.00	
<a href="#">275</a>	TRAINING JLATCHUM	11/15/2022	11/15/2022	0.00	140.00	
<a href="#">276</a>	TRAINING MCAMPBELL	11/15/2022	11/15/2022	0.00	129.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002363</a>	WORCESTER COUNTY LANDFILL					12,019.10
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	12,019.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">124 OCT FY 23</a>	REFUSE, RECYCLE AND CAN PULLS	11/16/2022	11/16/2022	0.00	10,917.50	
<a href="#">309 OCT FY 23</a>	SLUDGE	11/15/2022	11/15/2022	0.00	1,101.60	

Payment Register

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Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	85	61	0.00	220,479.34
Packet Totals:		85	61	0.00	220,479.34



Town of Berlin, MD

## Payment Register

APPKT02509 - 20221118SW

01 - Vendor Set 01

**Bank:** BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003492</a>	JESSICA VITJATHORN					51.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	51.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PER DIEM</a>	MEALS TRAINING - COLUMBIA MD	11/18/2022	11/18/2022	0.00	51.75	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003491</a>	MARCUS SMITH					51.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/18/2022	51.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PER DIEM</a>	MEALS TRAINING - COLUMBIA MD	11/18/2022	11/18/2022	0.00	51.75	

Payment Register

APPKT02509 - 20221118SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	103.50
Packet Totals:		2	2	0.00	103.50



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09163 - Refunds 1 UBPKT09162 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-0203001-01	LONG, LISA	11/18/2022	23430	55.21			55.21	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	55.21			

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	55.21
Revenue Total:	55.21

## General Ledger Distribution

Posting Date: 11/15/2022

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-55.21	Yes
	10-2010-2074	UNAPPLIED CREDITS	55.21	
	10 Total:		0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-55.21	
	98-2498-2200	DUE TO OTHER FUNDS	55.21	Yes
	98 Total:		0.00	
Distribution Total:			0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09170 - Refunds 1 UBPKT09169 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-1280001-06	HALL, DEBORAH	11/18/2022	23429	156.42			156.42	Generated From Billing
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	156.42				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	156.42
<b>Revenue Total:</b>	156.42

## General Ledger Distribution

Posting Date: 11/17/2022

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-156.42	Yes
	10-2010-2074	UNAPPLIED CREDITS	156.42	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-156.42	
	98-2498-2200	DUE TO OTHER FUNDS	156.42	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	