



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, November 14, 2022

6:30 PM EXECUTIVE SESSION – Conference Room

1. Statement of closure – Mayor Zack Tyndall
2. Public comments or questions regarding the purpose for closure.
3. Motion to close and adjournment to Executive Session
4. Executive Session Agenda: Pursuant to Maryland Code; 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

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes:
 - a. Executive Session of 10.11.22
 - b. Statement of Closure for Executive Session 10.11.22
 - c. Regular Session of 10.24.22
2. Special Sunday Permit OC Cruzers: Sunday, December 4, 2022
3. Public Hearing - Ordinance 2022-07: Approving the Amendments to Chapter 2 – Administration, Article II Ethics Provisions – Town Attorney, David Gaskill
4. Motions for Approval:
 - a. 2022-15: Approval of the Tattoo Moratorium Extension – Mayor Zack Tyndall
 - b. 2022-16: Salary Survey RFP – Town Administrator Mary Bohlen and Human Resources Director Kelsey Jensen
 - c. 2022-17: Nominate Mayor Zack Tyndall to the Tri-County Council for 2023 – Mayor Zack Tyndall
5. Recommendation to terminate National Pollutant Discharge Elimination System (NPDES) Permit Heron Park – Water Resources Director Jamey Latchum, EA Science & Technology Darl Kolar
6. Discussion:
 - a. Speed Cameras - Town Attorney, David Gaskill and Chief of Police, Arnold Downing
 - b. Employee Handbook, Sections 1 and 2 Review – Town Administrator Mary Bohlen and Human Resources Director Kelsey Jensen
7. Community Center – Mayor Zack Tyndall
 - a. Memorandum of Understanding
 - b. Appointments to Community Center Board of Directors
8. PJM Quarterly Report – Electric Utility Director Tim Lawrence
9. Town Administrator’s Report
10. Departmental Reports

11. Comments from the Council
12. Comments from the Mayor
13. Comments from the Public
14. Comments from the Press
15. Adjournment

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on 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.





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: October 11, 2022 immediately following the Regular Session
- 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: Confidential matter under Attorney/Client privilege; Amended by Mayor to conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- d. Date and time that we will return to public meeting: October 24, 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: J. Knerr
- b. Seconded by: S. Nichols
- c. Members voting in favor: D. Burrell, S. Green, J. Orris
- d. Members opposed: none
- e. Members abstaining: none
- f. Members absent: none

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; Amended by Mayor to (12) conduct or discuss an investigative proceeding on actual or possible criminal conduct

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
Conduct or discuss an investigative proceeding on actual or possible criminal conduct	M&C: Z. Tyndall, D. Burrell, S. Green, J. Knerr, S. Nichols, J. Orris Staff: M. Bohlen, K. Jensen, D. Gaskill	No motion/vote

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.

CLOSED SESSION
MAYOR AND COUNCIL OF BERLIN MARYLAND
Tuesday, October 11, 2022

Present: Mayor Zackery Tyndall, Council Vice-President Dean Burrell, 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: None

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) Confidential Matter under Attorney-Client Privilege

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

On Tuesday, October 11, 2022, at approximately 9:00 PM, Mayor Tyndall read the statement of closure and requested a motion to close the session. Councilmember Knerr so moved, Councilmember Nichols seconded and the vote to close the session was unanimous. The Facebook livestream ended at approximately 9:02 PM and the Closed Session moved to the Conference Room.

Mayor Tyndall amended the Statement of Closure to indicate that the purpose of the session was more appropriately under Maryland General Provisions Article; Sec 3-305(b)(12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct.

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 9:45 PM.

Respectfully Submitted,



Mary T. Bohlen
Town Administrator

**BERLIN MAYOR AND COUNCIL****Meeting Minutes****Monday, October 24, 2022****7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers**

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

Absent: Vice-President Dean Burrell

Staff Present: Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Water Resources Director Jamey Latchum, Economic and Community Development Director Ivy Wells, Public Works Director Jimmy Charles, Town Attorney David Gaskill, and Administrative Assistant Kate Daub.

Staff Absent: Human Resources Director Kelsey Jensen 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 Regular Session Minutes for 10.11.22:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Regular Session Minutes of 10.11.22 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

2. Proclamations:

a. 2022-06: Proclaiming November as Municipal Government Works Month

Mayor Tyndall proclaimed November as Municipal Government Works Month stating the Town of Berlin is proud to promote municipal government awareness. He explained there is a lot of great work that happens on the peripheries and thanked each Department Head and their staff for their hard work and service to the Town of Berlin.

b. 2022-07: Proclaiming November as National Hospice and Palliative Care Month

Mayor Tyndall proclaimed November as National Hospice and Palliative Care Month. On behalf of Coastal Hospice, Volunteer Coordinator Sharon Robinson was present, along with Ms. Tina Warren, Manager of the Coastal Hospice Thrift Shop, and Communications Person, Alejandra Laxcano. Mayor Tyndall presented the representatives with the proclamation and thanked them for their work, support, and service. He encouraged all citizens to increase their understanding and awareness of end-of-life care and to observe this month with appropriate activities and programs.

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

Town Attorney David Gaskill explained that because Maryland State Legislature passed House Bills 363 and 1058 during a 2021 State Legislative Session, the State amended its ethics law requiring the Town to incorporate the same changes. Mr. Gaskill described the revisions, adding that a Public Hearing is scheduled for November 14th as required by the State. Mayor Tyndall emphasized the changes in language included in the ordinance are set forth by the State, not the Town. Councilmember Knerr referred to page 25 of the Council Packet and asked Mr. Gaskill to clarify Line Item 6 of the ordinance concerning public access to information related to the consideration received from the University of Maryland Medical System. Councilmember Knerr asked if the item should apply to all medical entities. Mr. Gaskill explained that financial information is being referenced, not medical information. Councilmember Orris asked to confirm that the ordinance had not changed since 2018; Mr. Gaskill confirmed. Councilmember Orris asked if the Ethics Commission will receive training to review the changes following the Public Hearing scheduled on November 14th. Town Administrator Mary Bohlen stated they are trying to find out if training is offered through Maryland Municipal League (MML), however, she acknowledged that COVID has caused MML to make changes to their training. Mr. Gaskill added he believes the next training course is not scheduled until 2023 through MML. Mayor Tyndall acknowledged the Ethics Commission is made up of all new members, and it is important to give them proper onboard training. He added they are working through the logistics to get training scheduled.

4. Homestead Tax Credit

Finance Director Natalie Saleh stated her department has received a request from the State of Maryland to provide updated information concerning whether the Town of Berlin will remain at the current Homestead Tax Credit of 5% or make changes to the percentage. Per the Council's request at the last Mayor and Council meeting on October 11, 2022, Ms. Saleh created a table of comparison dating back five years that includes previous Homestead Assessments. She stated if the Town decreases the current percentage from 5% to 3 or 4 %, the credit available to the participants in the program would go up, resulting in a reduction to Town revenue. Ms. Saleh stated that the lower the percentage, the higher the gap and the bigger the credit, which means the credit would go against the revenue the Town receives and goes back to the homeowner. Discussion regarding the clarification of the effects of the percentage levels continued. Councilmember Knerr asked Ms. Saleh to clarify that in the case of the 2022 example as shown in the table she provided, the difference from 5% to 3% is less than \$1,000 to the Town; Ms. Saleh confirmed. Councilmember Knerr asked to confirm his understanding that by going to 3%, residents would receive a higher tax credit and it would not hurt the Town financially because it is less than a \$1,000 difference; Ms. Saleh confirmed adding it is very close.

On the motion of Councilmember Knerr, second by Councilmember Orris, the motion to reduce the current Homestead Tax Credit threshold from 5% to 3% 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

Mayor Tyndall emphasized the Homestead Tax credit applies to full-time residents and this change will bring them a little more savings. Ms. Bohlen added that residents must have processed their Homestead Tax Credit Application for this savings to apply. Councilmember Nichols asked if the application must be submitted in person at the Department of Taxation Snow Hill location; Ms. Saleh said the application can also be submitted online.

*The following business day, additional clarification regarding the impact of increasing or decreasing the credit percentage followed and of Ms. Saleh's explanation that a lower rate (percentage) would be to the benefit of the taxpayer and the detriment of the Town's tax revenue. Ms. Saleh was also able to clarify with the State Department of Assessments (SDAT) that the Mayor and Council did not need to make this decision until after the first of the year and notify the State by March 25, 2023, not by October 31, 2022, as originally indicated by SDAT. Based on those communications, Mayor Tyndall asked the Council to consider holding the percentage rate at 5% for the time being, with the intent of reconsidering it as part of the budget process. Approval to recall the Motion to amend the rate to 3% and cancel the vote was unanimous.

5. Resolution 2022-07: Execution of the 2023-2028 Fixed Volume Energy Supply Schedule with American Municipal Power, Inc. (AMP)

Ms. Bohlen stated such agreements occur periodically and address the Town's purchase power ability over a period of time. She added it gives the Town Administrator the ability to make a purchase decision based on the recommendation of their consultant, Booth and Associates. Electric Utility Director Tim Lawrence said the agreement would give the Town an opportunity to lock in at a low fixed price for energy supply to help lower electric energy rates and keep rates down for customers. Mayor Tyndall clarified that the numbers being discussed are open-market prices and open to fluctuation; He said the Town has limited ability to exercise that option, which is why this type of agreement has shown to be good business practice.

On the motion of Councilmember Orris, second by Councilmember Nichols, the Motion to approve Resolution 2022-07 Fixed Volume Energy Supply Schedule 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

6. Hope 4 Recovery 5k Special Event Application:

Ms. Debbie Smullen was present on behalf of Hope 4 Recovery to discuss the event. She clarified the Ugly Sweater run would take place on Saturday, December 11th not December 12th as originally noted, adding the 12th would serve as the rain date. Ms. Smullen stated the run would not require any road closures and begin at Stephen Decatur Park this year. She said they would like to begin setting up at 7 AM, with an event start time of 8 AM, and expects all runners to be finished by Noon. Ms. Smullen asked that they be able to set up five to ten vendor tables at Decatur Park that would include health vendors and community resources in hopes of making it a family-friendly event. Councilmember Orris asked if there were any other events going on that would impact this event. Economic and Community Development Director Ivy Wells said there are no other events that would affect it. Councilmember Nichols asked if there would be any event sales taking place

on the premises at Stephen Decatur Park as part of the event. Ms. Smullen said there would not be any sales. Councilmember Nichols asked to confirm that the vendors would also finish around Noon. Ms. Smullen confirmed they expect everything to be packed up between 12 and 1 PM.

On the motion of Councilmember Orris, second by Councilmember Nichols, the motion to approve the Hope 4 Recovery 5k Special Event application 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

7. Motion for Approval: 2022-14: Approval of the ChargePoint EV Charging Station Lease Agreement
Mr. Lawrence stated the ChargePoint location would be the Commerce Street Parking lot across from Taylor Bank. He said he reached out to Sourcewell, a government bidding site, with the intent to look at installing UV charging stations within the Town. A ChargePoint representative contacted him and provided a lease agreement quote, which shows a lease breakdown over a five-year period. He confirmed the stations would not be fast charging stations and charging would take time but said the Town can control the length of time a person charges the vehicle by limiting the amount of time a vehicle can be there or by increasing the charging rates. Mr. Lawrence said the Town would be responsible for installing the service to feed the charging stations, however, ChargePoint would take care of the installation, maintaining it, and upgrading the software needed. Mayor Tyndall asked if the Town would have the ability to expand the service stations in the future. Mr. Lawrence said he would be setting it up so the service feed could accommodate an additional station in the future, which would increase the parking spots to four total.

Councilmember Knerr asked if the Town would be paid back for the power consumption. Mr. Lawrence said ChargePoint would charge per kWh, the consumption it takes to charge the vehicle; however, the Town sets the rate. He said this means the Town supplies the power, however, the person charging their vehicle pays for it. Mr. Lawrence added that the Town would get 90% of that back and ChargePoint would get the remaining 10%. Councilmember Knerr asked if the stations would work for all electric vehicles; Mr. Lawrence said no, Tesla has their own charging stations, but the ChargePoint stations would work for 90 to 95% of all electric vehicles. Councilmember Orris asked Mr. Lawrence to clarify the cost amounts listed in the quote, specifically on page 53 of the Council Packet. Mr. Lawrence said there are two different quotes included. He clarified the \$13,406.00 amount would apply if the Town were to buy the stations outright, but the lease amount which includes the kWh consumption price is \$12,000 over a five-year period. Councilmember Orris asked what the funding source would be. Mayor Tyndall said it would be roughly \$2,500 per year and satisfied initially by the Town but recovered by the customers. Councilmember Nichols asked how the customer would know Berlin has the charging stations. Mr. Lawrence said there is a mobile application that highlights charging station locations. Ms. Bohlen added that charging stations are often noted on Google Maps and other similar sites.

On the motion of Councilmember Orris, second by Councilmember Knerr, the motion to approve 2022-14 Approval of the ChargePoint EV Charging Station Lease Agreement 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

8. Berlin Fire Company and Berlin Fire Company EMS Quarterly Report - President David Fitzgerald and Fire Chief RJ Rhode present on behalf of the organization.
- Berlin Fire Company – Mr. Fitzgerald and Mr. Rhode presented information about the Berlin Fire Company, including the busiest day and times of day for calls, as well as revenue and expense budget highlights. Mayor Tyndall asked if there has been any change in the day or time of day where demand for services is greater. Mr. Rhode says it varies, but daytime has generally been busier. Mr. Fitzgerald said their annual donations for the first quarter are \$10,000 less than last year. He added that their apparatus inspection was completed, and only minor repairs were needed. He said the grant for the Breathing Apparatus is still pending, but they have not received a rejection letter and if awarded, they intend to use the grant for apparatus replacement. Mayor Tyndall asked that the Fire Company include financials at the time they submit their slideshow presentation prior to a quarterly report meeting going forward. Mayor Tyndall also asked Mr. Rhode to clarify the emergency purchase of air bottles in the report. Mr. Rhode stated the bottles they currently have are not compatible with the new SBCA system. Councilmember Green asked if they notice a trend concerning the percentage of calls received out of town. Mr. Fitzgerald said they typically refer to a 60/40 ratio for Fire calls, 60% out of town and 40% in town but the numbers flip when compared to EMS calls.
 - Berlin Fire Company Emergency Medical Services – Mr. Fitzgerald presented information about the Berlin Fire Company Emergency Medical Services as well as expenditures and revenues. Mayor Tyndall asked if he thinks they noticed any change in their Fire response time because of the funding received for additional staffing; Mr. Fitzgerald said yes. Mr. Fitzgerald said their annual donation drive letter will go out the Monday after Thanksgiving, which will include information for a cardiac monitor and ambulance replacement. Mayor Tyndall reiterated the need to have the Fire Company financials prior to their next quarterly meeting. He added that it is his understanding they are working to transition to Handtevy bags; Mayor Tyndall wanted to acknowledge this, as he feels it allows for more accurate dosing, and thanks Fire Company staff for their efforts regarding this.

Councilmember Orris asked Mr. Fitzgerald if they are still implementing the response fee to generate cash flow. Mr. Fitzgerald said yes, adding it is to help their operating budget. Mr. Fitzgerald continued saying anything additional once the operational budget is balanced would be moved to a capital fund. Councilmember Orris asked if businesses get charged the same as residents; Mr. Fitzgerald confirmed they do. Councilmember Orris asked what internal accountability is in place for the fee if it is going to operations first. Mr. Fitzgerald said after revisions were made following a greater accuracy on the quotes received, they were still short of fulfilling their goal of \$83,309 requested in their budget; he said the money generated from the fee would go towards that. Councilmember Orris asked if he is still meeting with the Commissioners; Mr. Fitzgerald said yes. Councilmember Orris asked if Mr. Fitzgerald was familiar

with the Volunteer Company Assistance Fund. Mr. Fitzgerald said yes, specifically when they need apparatus. Councilmember Orris asked if people can be referred to the Fire Company with questions regarding response fee clarification; Mr. Fitzgerald said yes. Councilmember Nichols asked if she would have to submit a bill for service to her insurance company if one were to be received; Mr. Fitzgerald said no, the choice would be up to the homeowner.

9. Town Administrator's Report

Ms. Bohlen said the Glow Walk is scheduled for Friday, November 4th starting at 5:30 PM and volunteers are needed. She said the Planning Department will be closed Tuesday, October 24th and possibly October 25th.

10. Departmental Reports:

a. Economic and Community Development Director – Ivy Wells

Ms. Wells said they received the Maryland State Arts Council Grant to continue the Façade Grant Program. She said all spots are full for the Berlin Christmas Parade and worked with Mr. Lawrence on finding a Christmas Tree, which will be picked up on November 8th and decorated on November 14th. Mayor Tyndall added he believes the Façade Grant threshold has increased for allowable funds per grant; Ms. Wells said it is still in discussion and they will continue to go over the application. Mayor Tyndall said he would like to see something posted on the properties of those that receive the grant to help raise awareness of it. Ms. Wells said there is a standard poster that has Façade Grant information on it, along with a letter that is provided to those that are approved for the grant. Councilmember Knerr asked if there are similar grants available for the residential side; Ms. Wells said there are options through the Historic Tax Credit and Preservation Maryland. Mayor Tyndall added the findings of the Housing Study that was completed will help leverage the potential applications to other funds. Councilmember Knerr also congratulated Ms. Wells on the success of Oktoberfest. Councilmember Orris acknowledged it was Economic Development Week; Ms. Wells stated that 90% of business owners in Berlin also live in the Town, which adds to shopping locally. Councilmember Nichols complimented the new Berlin Events rack card.

b. Electric Utility Director – Tim Lawrence

Mr. Lawrence said it is the time of year they do a lot of tree trimming, street light repair, and pole top maintenance. He said they installed new commercial service for business on Old Ocean City Boulevard and stated they have continued with installing banners and electrical panels for downtown events. He added they have started prep work at the Power Plant for a transformer testing project; he said in the 2023 budget process, it was approved to refurbish the transformers at the substation at the Power Plant. He said it will be a two-week process starting on November 1st and end November 12th or 13th. During this time, he said they will not be able to generate. He stated they had shop maintenance and clean up at 113 Schoolfield Street and a scheduled outage for customer upgrade at West Street. He said meter readings will begin on October 25, 2022, and the Truck-or-Treat event will take place on Saturday, October 29, 2022.

c. Police Chief – Arnold Downing

Chief Downing said all three events since the last meeting was well attended. He said he held a monthly MML-PEA Board of Executives meeting in Annapolis to review last year's training conference in preparation for the 2023 training. He added Detective Collins attended the Delaware State Police Homicide Conference in Rehoboth, Delaware to learn the best new practices in a homicide investigation and had an opportunity to work on the investigations over the past two weeks. Chief Downing said Lieutenant Lawson has scheduled an active shooter presentation for Worcester Youth and Family Counseling Services. Councilmember Green asked how the Seagull Century event impacts the manpower of the Police Department. Chief Downing said he transitions the person scheduled to work overtime for Fall Cruisers to the Seagull Century

ride to assist Maryland State Police. Councilmember Green said the County is looking to create a Special Event Permit process for the event due to what has stemmed from the event concerning public safety. Mayor Tyndall added that the Salisbury University Foundation covered additional costs for providers needed for the event.

d. Finance Director – Natalie Saleh

Ms. Saleh said they are continuing to work on getting the Water and Sewer Capital Service and Stormwater Fees implemented into the billing. She added the Customer Service and Billing Department prepared the disconnect list for utility non-payments on Monday, October 24th, and reviewed the past due accounts. Ms. Saleh stated many residents applied for the Shore Up Energy Assistance; she wanted to make residents aware that Shore Up has funds available for other types of payments as well and encouraged residents to contact them if they anticipate needing assistance. She said they are finishing the audit with PKS Company and believes the draft should be received soon; she will forward it to Council at that time. Ms. Saleh added she will be preparing the first quarter of the Fiscal 2023 financials soon and asked to point out that the budgeted amounts for capital projects have exceeded what has been budgeted in the past. She said revenue generation will have to be considered going forward.

Ms. Bohlen added that in addition to Shore Up, MD211 is a good resource for residents in need of assistance.

Councilmember Orris asked if there was a way to turn the quarterly report into a pie graph to help residents understand where funds are being allocated. Ms. Saleh said she can work on placing it on the website or newsletter but would not suggest placing the graph on the utility bill.

e. Water Resources Director – Jamey Latchum

Mr. Latchum said they had one employee resign and held an interview for an open position at the Wastewater Plant. He added four employees attended a Water Distribution Class in Easton, and three employees attended Chlorination Training. He said they are still working on the Branch Street well house and expect the new tanks and pumps to arrive within the next two to three weeks. He added they pulled the Broad Street pump station, as it was plugged with rags. Mr. Latchum stated they assisted the Electric Department with a water leak at the Power Plant, assisted with providing toilets for Fall Cruisers and Oktoberfest, and repaired a water leak on Pine Street. He said they are also working on replacing the mole axle on the drying bed. He closed his report stating graphics will be added to the newsletter this month to inform residents what they should and should not be putting down the toilets; he said he will work with Kate on creating a graphic for stormwater to be included in next month's bulletin. He said they will be reading meters along with the Electric Department.

Councilmember Knerr asked Mr. Latchum to explain what was going on regarding the difficulties he is experiencing hiring staff. Mr. Latchum said he attended a national conference at the end of September and met with 48 different states in which the representatives also discussed the struggles they are facing in hiring and retaining staff. He said it is a very difficult time keeping up with what goes on behind the scenes and feels those looking for jobs are not interested in the type of work they do. Mayor Tyndall added many of the positions available require personnel to be credentialed and licensed, which are challenging positions to fill. Resident Marie Velong asked if any professional organizations have been going into high schools to promote vacancies and familiarize the public with the type of positions that are available. Mr. Lawrence said the positions require significant experience and are not considered entry-level. Mayor Tyndall said a third of the Town of Berlin workforce is at or near retirement and hopes the apprenticeship program started four years ago will help to fill these positions.

Councilmember Orris if there was a status on the RFP for the Broad Street Station. Mr. Latchum said they are at 25% design and are waiting on DBF to get their survey done for the paving to be complete. Councilmember Orris asked for a status on the smart meters. Mr. Latchum said he expects them to start showing up any time; he added he was provided a delivery date beginning in December. Ms. Saleh said the meters will not be automatically installed as soon as they are received. Ms. Bohlen said that until they have an inventory, they will not bid out for installation services.

f. Public Works Director – Jimmy Charles

Mr. Charles said Oktoberfest was well attended; He said the trash was heavy but clean up went according to plan. He added the gazebo was delivered to Burbage Park and the Beautification Committee continued to plant grass and other plants along the front wall and the park is coming along nicely; He thanked We Heart Berlin for their help with park improvements. Mr. Charles said Fall Bulk Trash Collection will begin on November 2nd for Tuesday and Wednesday trash service days, and November 16th for Thursday customers. He emphasized it is a limit of four items, and all cloth items must be wrapped in plastic. He added that customers must call or go online to register for pick-up. Councilmember Orris asked if Town Hall has bags available; Mr. Charles confirmed there are some available. Councilmember Nichols added that bags can also be purchased. Mr. Charles said that Public Works received Litterbug signs from the County Sheriff's Office designed by resident Andy Blizzard, which has been placed throughout the parks. Mr. Charles ended his report by reminding the Council of the Hazardous Waste Collection that will take place Saturday, October 29th at the Ocean City Park and Ride.

Councilmember Green thanked Mr. Charles and Public Works for the job they do after events.

11. Comments from the Council:

Councilmember Nichols extended a Happy Diwali to those that celebrate the holiday. She added that she does not think it is the fault of the Town regarding hiring challenges. She said it is being felt everywhere and how things are set up right now but suggested the entry-level positions available be pushed.

Councilmember Orris said a resident asked him to express their concern regarding upcoming holiday events and the traffic along the sidewalk in Town as it relates to the vacant Burbage building specifically. Planning and Zoning Supervisor Dave Engelhart was not present at the meeting, however, Councilmember Orris asked that Mr. Engelhart look at the building's structure prior to the events. Councilmember Orris asked if the Council will be participating in the Holiday Parade; Mayor Tyndall confirmed.

Councilmember Green thanked Ms. Saleh for the education she provided during his visit to her department.

12. Comments from the Mayor:

Mayor Tyndall said State Highway is slated to begin Main Street paving the first week of November. He added the paving should be complete by the end of the month and not impact Holiday events. Mayor Tyndall thanked Economic Development for putting together the Town Wide Yard Sale; He said he received a lot of positive feedback and suggested a Yard Sale be considered for the Spring. He stated that a Work Session is scheduled for Wednesday, November 9th 2022, with the Delegation from District 38.

13. Comments from the Public:

Resident Marie Velong asked Mr. Lawrence if he believes there are enough electric vehicles that would use the charging stations to come up with the \$2,000 a month that is needed. Mr. Lawrence said he cannot guarantee that it will happen, but added most Towns are moving toward EV vehicles, however, he cannot predict how many vehicles will plug in. Mayor Tyndall stated he anticipates more demand seasonally when events are taking place, but the two parking spots served by the charging station will be used as a pilot to see what the repayment would look like. Ms. Velong asked if the Town has an electric vehicle. Mayor Tyndall said he and Mr. Lawrence are looking into acquiring one.

Ms. Velong asked when the Ethics Ordinance was first put on the State site. Mr. Gaskill said the State passed it in 2021 and he received a letter from the Attorney General assigned to the State Ethics Commission on August 26, 2022, outlining the changes. At that time, he said the first reading was scheduled as required. Ms. Velong asked if there was a reason the Ethics Commission was not told about the revision. Mayor Tyndall said the Town is required to adopt the State level ordinance. Ms. Velong said she feels the Ethics Commission should have been made aware of the changes prior to the first public reading. Mayor Tyndall said the Ethics Commission was not overlooked intentionally; he added the ordinance revision is mandated by the State and cannot be changed. Ms. Velong said she feels the Ethics Commission should have foreknowledge before the change is made public. Councilmember Knerr said he feels the point Ms. Velong is trying to make is the Ethics Commission should be given enough courtesy to be made aware of any changes that are being made.

Resident James Walsh asked to confirm that the Berlin Fire Company implemented its new billing program outside the preview of the Board and citizens of the Town. Mayor Tyndall said the Mayor and Council were made aware of it from a citizen inquiry. Mr. Walsh asked if the Town was okay with the Fire Company implementing a billing program to its citizens without citizens having a say in the process. Mayor Tyndall said a public hearing can only be held for a Town-related matter. Ms. Bohlen clarified that the Berlin Fire Company is a private organization. Mayor Tyndall said they have no ability to say whether the Fire Company can or cannot implement the fee; He added that the Town of Berlin provides a large amount of money to the Fire Company which is taxpayer money and says he does not have an answer to whether the Fire Company billing program is fair or equitable. Mr. Walsh says he feels it is illogical to allow a private entity to implement a policy without any oversight or input from the citizens in the Town that it affects.

14. Comments from the Press – none.

15. Adjournment:

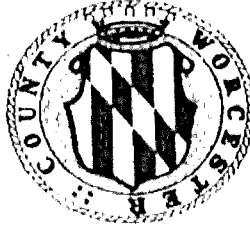
On the motion of Councilmember Knerr, second by Councilmember Nichols, the Mayor, and Council meeting was adjourned at approximately 8:56 PM.

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



BOARD OF LICENSE COMMISSIONERS FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET - ROOM 1201
SNOW HILL, MARYLAND 21863
PHONE: 410-632-1908, EXTENSION 1120
e-mail: apayne@co.worcester.md.us

APPLICATION FOR SPECIAL SUNDAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS
UNDER THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF
MARYLAND AT ITS 1967 SESSION

Date of Application: 10/24/22

Name of Applicant: Ocean City Cruzers

Address of Applicant: 218 Henry's Mill Dr., Berlin, MD 21811

Telephone: 301-318-5738

E-Mail: md7441632@gmail.com

Class and Number of License now held: _____

Location for which Permit is sought: Baggs Disharoon Post 123 American Legion

Election District No.: _____

Convention or Group for which Permit sought: Ocean City Cruzers

Date for which Permit sought: 12/4/2022

If within incorporated town, has Mayor & Council approved issuance of Permit? _____

FEE: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

Mary E. Greenwood

ORDINANCE 2022-07

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND
AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE II ETHICS PROVISIONS\

BE IT ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT
CHAPTER 2 - ADMINISTRATION, ARTICLE II ETHICS PROVISIONS BE AMENDED AS
FOLLOWS:

ARTICLE II. - ETHICS PROVISIONS

Sec. 2-19. - Short title.

This chapter may be cited as the Town of Berlin Public Ethics Ordinance.

([Ord. No. 2018-01](#), § 1, 11-13-2018)

Sec. 2-20. - Statement of purpose and policy.

- (a) The Town of Berlin, recognizing that our system of representative government is dependent in part upon the people maintaining the highest trust in their public officials and employees, finds and declares that the people have a right to be assured that the impartiality and independent judgment of public officials and employees will be maintained.
- (b) It is evident that this confidence and trust is eroded when the conduct of the Town of Berlin's business is subject to improper influence and even the appearance of improper influence.
- (c) For the purpose of guarding against improper influence, the Mayor and Council enacts this public ethics ordinance to require town elected officials, officials, employees, and individuals appointed to boards and commissions to disclose their financial affairs and to set minimum standards for the conduct of local government business.
- (d) It is the intention of the Mayor and Council that this article, except its provisions for criminal sanctions, be liberally construed to accomplish this purpose.

([Ord. No. 2018-01](#), § 2, 11-13-2018)

Sec. 2-21. - Definitions.

In this article, the following terms have the meanings indicated.

Business entity means:

- (1) A corporation, general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit.
- (2) "Business entity" does not include a governmental entity.

Commission means the Town of Berlin Ethics Commission established under section 2-21(a) of this article.

Compensation means:

- (1) Any money or thing of value, regardless of form, received or to be received by any individual covered by this article from an employer for service rendered.
- (2) For the purposes of section 2-26 of this article, if lobbying is only a portion of a person's employment, "compensation" means a prorated amount based on the time devoted to lobbying compared to the time devoted to other employment duties.

Designated second home means:

- (1) If an individual owns one second home, the individual's second home; or
- (2) If an individual owns more than one second home, any one second home the individual identifies to the Commission as the individual's designated second home.

Doing business with means:

- (1) Having or negotiating a contract that involves the commitment, either in a single or combination of transactions, of \$5,000.00 or more of town controlled funds;
- (2) Being regulated by or otherwise subject to the authority of the town of Berlin; or
- (3) Being registered as a lobbyist under section 2-26 of this article.

Elected official means:

- (1) Any individual who holds an elective office of the Town of Berlin.
- (2) Elected official does not include the sheriff, state's attorney, register of wills, or clerk of the court.

Employee means:

- (1) An individual who is employed by the Town of Berlin.
- (2) "Employee" does not include an elected local official.
- (3) "Employee" does not include an employee of:
 - a. The offices of the sheriff, state's attorney, register of wills, or clerk of the court;
 - b. The county health department; or
 - c. The county department of social services.

Financial interest means:

- (1) Ownership of any interest as the result of which the owner has received, within the past three years, or is presently receiving, or in the future is entitled to receive, more than \$1,000.00 per year; or
- (2) Ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than three percent of a business entity by a town official or employee, or the spouse of an official or employee.

Gift means:

- (1) The transfer of anything of economic value, regardless of the form, without adequate and lawful consideration.
- (2) "Gift" does not include a contribution as defined in Election Law Article, Annotated Code of Maryland.

Home address means:

- (1) The address of an individual's:
- (2) Principal home; and
- (3) Designated second home, if any.

Immediate family means a spouse and dependent children.

Interest means:

- (1) A legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned or held, in whole or in part, jointly or severally, directly or indirectly.
- (2) For purposes of section 2-24, "interest" includes any interest held at any time during the reporting period.
- (3) "Interest" does not include:
 - a. An interest held in the capacity of a personal agent, custodian, fiduciary, personal representative, or trustee, unless the holder has an equitable interest in the subject matter;
 - b. An interest in a time or demand deposit in a financial institution;
 - c. An interest in an insurance policy, endowment policy, or annuity contract under which an insurer promises to pay a fixed amount of money either in a lump sum or periodically for life or a specified period;
 - d. A common trust fund or a trust which forms part of a pension or profit sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code;
 - e. A college savings plan under the Internal Revenue Code; or
 - f. A mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit.

Lobbyist means a person required to register and report expenses related to lobbying under of this article.

Lobbying means:

- (1) Communicating in the presence of a town official or employee with the intent to influence any official action of that official or employee; or

- (2) Engaging in activities with the express purpose of soliciting others to communicate with a town official or employee with the intent to influence that official or employee.

Official means an elected official, an employee of the town, or a person appointed to or employed by the town or any town agency, board, commission, or similar entity:

- (1) Whether or not paid in whole or in part with town funds; and
- (2) Whether or not compensated.

Person includes an individual or business entity.

Principal home means the sole residential property that an individual occupies as the individual's primary residence, whether owned or rented by the individual.

Qualified relative means a spouse, parent, child, brother, or sister.

QUASI-GOVERNMENTAL ENTITY MEANS AN ENTITY THAT IS CREATED BY STATE STATUTE, THAT PERFORMS A PUBLIC FUNCTION, AND THAT IS SUPPORTED IN WHOLE OR IN PART BY THE STATE BUT IS MANAGED PRIVATELY.

Second home means a residential property that:

- (1) An individual occupies for some portion of the filing year; and
- (2) Is not a rental property or a time share.

([Ord. No. 2018-01](#) , § 3, 11-13-2018)

Sec. 2-22. - Administration.

- (a) (1) There is a town ethics commission that consists of three members, appointed by the Mayor with the concurrence of the Council.
- (2) The commission members shall serve three year overlapping terms.
- (3) A commission member may serve until a successor is appointed and qualifies.
- (b) (1) The commission shall elect a chairman from among its members.
- (2) The term of the chairman is one year.
- (3) The chairman may be reelected.
- (c) (1) The town attorney shall assist the commission in carrying out the commission's duties.
- (2) If a conflict of interest under section 2-23 of this article or other conflict prohibits the town attorney from assisting the commission in a matter, the town shall provide sufficient funds for the commission to hire independent counsel for the duration of the conflict.
- (d) The commission is the advisory body responsible for interpreting this article and advising persons subject to this article regarding its application.

- (e) The commission shall hear and decide, with the advice of the town attorney or other legal counsel if appropriate, all complaints filed regarding alleged violations of this article by any person.
- (f) The commission or an office designated by the commission shall retain as a public record all forms submitted by any person under this article for at least four years after receipt by the commission.
- (g) The commission shall conduct a public information and education program regarding the purpose and implementation of this article.
- (h) The commission shall certify to the state ethics commission on or before October 1 of each year that the town is in compliance with the requirements of General Provisions Article, Md. Ann. Code tit. 5, subtl. 8, for elected local officials.
- (i) The commission shall:
 - (1) Determine if changes to this article are required to be in compliance with the requirements of General Provisions Article, Md. Ann. Code tit. 5, subtl. 8; and
 - (2) Shall forward any recommended changes and amendments to the town Council for enactment.
- (j)
 - (1) Any person subject to this article may request an advisory opinion from the commission concerning the application of this article.
 - (2) The commission shall respond promptly to a request for an advisory opinion and shall provide interpretations of this article based on the facts provided or reasonably available to the commission within 60 days of the request.
 - (3) In accordance with all applicable state and town laws regarding public records, the commission shall publish or otherwise make available to the public copies of the advisory opinions, with the identities of the subjects deleted.
 - (4) The commission may adopt additional policies and procedures related to the advisory opinion request process.
- (k)
 - (1) Any person may file a complaint with the commission alleging a violation of any of the provisions of this article.
 - (2) A complaint shall be in writing and under oath.
 - (3) The commission may refer a complaint to the town attorney, or other legal counsel if appropriate, for investigation and review.
 - (4) The commission may dismiss a complaint if, after receiving an investigative report, the commission determines that there are insufficient facts upon which to base a determination of a violation.
 - (5) If there is a reasonable basis for believing a violation has occurred, the subject of the complaint shall be given an opportunity for a hearing conducted in accordance with the applicable town rules of procedure.
 - (6) A final determination of a violation resulting from the hearing shall include findings of fact and conclusions of law.

- (7) Upon finding of a violation, the commission may take any enforcement action provided for in section 2-27 of this article.
- (8) a. After a complaint is filed and until a final finding of a violation by the Commission, all actions regarding a complaint are confidential.
- b. A finding of a violation is public information.
- (9) The commission may adopt additional policies and procedures related to complaints, complaint hearings, the use of independent investigators and staff, the use of witness and document subpoenas, and cure and settlement agreements.
- (l) The commission may grant exemptions to or modifications of the conflict of interest and financial disclosure provisions of this article to officials or employees serving as members of town boards and commissions, when the commission finds that the exemption or modification would not be contrary to the purposes of this article, and the application of this article would:
 - (1) Constitute an unreasonable invasion of privacy; and
 - (2) Significantly reduce the availability of qualified persons for public service.
- (m) The commission may:
 - (1) Assess a late fee of \$5.00 per day up to a maximum of \$500.00 for a failure to timely file a financial disclosure statement required under sections 2-24 and 2-25 of this article; and
 - (2) Assess a late fee of \$10.00 per day up to a maximum of \$1,000.00 for a failure to file a timely lobbyist registration or lobbyist report required under section 2-26 of this article.

([Ord. No. 2018-01](#) , § 4, 11-13-2018)

Sec. 2-23. - Prohibited conduct and interests.

(a) *Participation prohibitions.*

- (1) Except as permitted by commission regulation or opinion, an official or employee may not participate in:
 - a. Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, the official or employee or a qualified relative of the official or employee has an interest.
 - b. Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:
 - 1. A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;

2. A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;
 3. A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment;
 4. If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;
 5. An entity, doing business with the town, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or
 6. A business entity that:
 - i. The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and
 - ii. As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.
- (2) A person who is disqualified from participating under paragraph (1) of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:
- a. The disqualification leaves a body with less than a quorum capable of acting;
 - b. The disqualified official or employee is required by law to act; or
 - c. The disqualified official or employee is the only person authorized to act.
- (3) The prohibitions of paragraph (1) of this subsection do not apply if participation is allowed by regulation or opinion of the commission.
- (4) A former regulated lobbyist who is or becomes subject to this article as an employee or official, other than an elected official or an appointed official, may not participate in a case, contract, or other specific matter as an employee or official, other than an elected official or appointed official, for one calendar year after the termination of the registration of the former regulated lobbyist if the former regulated lobbyist previously assisted or represented another party for compensation in the matter.

(b) *Employment and financial interest restrictions.*

- (1) Except as permitted by regulation of the commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:
 - a. Be employed by or have a financial interest in any entity:
 1. Subject to the authority of the official or employee or the Town agency, board, or commission with which the official or employee is affiliated; or
 2. That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or
 - b. Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.
- (2) The prohibitions of paragraph (1) of this subsection do not apply to:
 - a. An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;
 - b. Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the commission;
 - c. An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted and in accordance with regulations adopted by the commission; or
 - d. Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.
- (c) Post-employment limitations and restrictions.
 - (1) A former official or employee may not assist or represent any party other than the town for compensation in a case, contract, or other specific matter involving the town if that matter is one in which the former official or employee significantly participated as an official or employee.
 - (2) A former elected official may not assist or represent another party for compensation in a matter that is the subject of legislative action for one calendar year after the elected official leaves office.
- (d) *Contingent compensation.* Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the Town.
- (e) *Use of prestige of office.*
 - (1) a. An official or employee may not intentionally use the prestige of office or public position:

1. For the private gain of that official or employee or the private gain of another; or
 2. To influence, except as part of the official duties of the official or employee or as a usual and customary constituent service without additional compensation, the award of a state or local contract to a specific person.
- b. An official may not directly or indirectly initiate a solicitation for a person to retain the compensated services of a particular regulated lobbyist or lobbying firm.
- (2) This subsection does not prohibit the performance of usual and customary constituent services by an elected official without additional compensation.
 - (3) a. An official, other than an elected official, or employee may not use public resources or the title of the official or employee to solicit a contribution as that term is defined in the Election Law Article.
 - b. An elected official may not use public resources to solicit a contribution as that term is defined in the Election Law Article.
- (f) *Solicitation and acceptance of gifts.*
- (1) An official or employee may not solicit any gift.
 - (2) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.
 - (3) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has reason to know:
 - a. Is doing business with or seeking to do business with the town office, agency, board, or commission with which the official or employee is affiliated;
 - b. Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;
 - c. Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or
 - d. Is a lobbyist with respect to matters within the jurisdiction of the official or employee.
 - e. IS AN ASSOCIATION OR ANY ENTITY ACTING ON BEHALF OF AN ASSOCIATION THAT IS ENGAGED ONLY IN REPRESENTING COUNTIES OR MUNICIPAL CORPORATIONS
 - (4) a. This paragraph does not apply to a gift:
 1. That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;
 2. Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or

3. Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.
- b. Notwithstanding paragraph (3) of this subsection, an official or employee may accept the following:
1. Meals and beverages consumed in the presence of the donor or sponsoring entity;
 2. Ceremonial gifts or awards that have insignificant monetary value;
 3. Unsolicited gifts of nominal value that do not exceed \$20.00 in cost or trivial items of informational value;
 4. Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;
 5. Gifts of tickets or free admission extended to an elected official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;
 6. A specific gift or class of gifts that the commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the town and that the gift is purely personal and private in nature;
 7. Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or
 8. Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in no way related to the official's or employee's official position.
- (g) *Disclosure of confidential information.* Other than in the discharge of official duties, an official or employee OR FORMER OFFICIAL OR EMPLOYEE may not disclose or use confidential information, that the official or employee acquired by reason of the official's or employee's public position OR FORMER PUBLIC POSITION and that is not available to the public, for the economic benefit of the official or employee or that of another person.
- (h) RETALIATION PROHIBITED. AN OFFICIAL OR EMPLOYEE MAY NOT RETALIATE AGAINST AN INDIVIDUAL FOR REPORTING OR PARTICIPATING IN AN INVESTIGATION OF A POTENTIAL VIOLATION OF THE PROVISIONS OF THIS ARTICLE.

([Ord. No. 2018-01](#) , § 5, 11-13-2018)

Sec. 2-24. - Financial disclosure—Elected officials, officials, and employees.

- (a) This section applies to all elected officials, and all candidates to be elected officials.
- (b) Except as provided in subsection (d) of this section, an elected official, or candidate to be an elected official shall file the financial disclosure statement required under this subsection:
 - (1) On a form provided by the commission;
 - (2) Under oath or affirmation; and
 - (3) With the commission.
- (c) Deadlines for filing statements.
 - (1) An incumbent official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.
 - (2) An official who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.
 - (3) a. An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office.
 - b. The statement shall cover:
 - 1. The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and
 - 2. The portion of the current calendar year during which the individual held the office.
- (d) Candidates to be elected officials.
 - (1) Except for an official who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be an elected official shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.
 - (2) A candidate to be an elected official shall file a statement required under this section:
 - a. In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;
 - b. In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy; and
 - c. In all other years for which a statement is required, on or before April 30.
 - (3) A candidate to be an elected official:

- a. May file the statement required under section 2-24(d)(2)a. of this article with the town clerk or board of election supervisors with the certificate of candidacy or with the commission prior to filing the certificate of candidacy; and
 - b. Shall file the statements required under section 2-24(d)(2)b. and c. of this article with the commission.
- (4) If a statement required by a candidate is overdue and not filed within eight days after written notice of the failure to file is provided by the town clerk or board of election supervisors, the candidate is deemed to have withdrawn the candidacy.
- (5) The town clerk or board of election supervisors may not accept any certificate of candidacy unless a statement required under this section has been filed in proper form.
- (6) Within 30 days of the receipt of a statement required under this section, the town, clerk or board of election supervisors shall forward the statement to the commission, or an office designated by the commission.
- (e) Public record.
 - (1) The commission or office designated by the commission shall maintain all financial disclosure statements filed under this section.
 - (2) The commission or office designated by the commission shall make financial disclosure statements available during normal office hours for examination and copying by the public, subject to reasonable fees and administrative procedures established by the commission.
 - (3) If an individual examines or copies a financial disclosure statement, the commission or the office designated by the commission shall record:
 - a. The name and home address of the individual reviewing or copying the statement; and
 - b. The name of the person whose financial disclosure statement was examined or copied.
 - (4) Upon request by the individual whose financial disclosure statement was examined or copied, the commission or the office designated by the commission shall provide the official or employee with a copy of the name and home address of the person who reviewed the official's or employee's financial disclosure statement.
 - (5) For statements filed after January 1, 2019, the commission or the office designated by the commission may not provide public access to an individual's home address that the individual has designated as the individual's home address.
 - (6) THE COMMISSION OR OFFICE DESIGNATED BY THE COMMISSION SHALL NOT PROVIDE PUBLIC ACCESS TO INFORMATION RELATED TO CONSIDERATION RECEIVED FROM:
 - (I) THE UNIVERSITY OF MARYLAND MEDICAL SYSTEM;

(II) A GOVERNMENTAL ENTITY OF THE STATE OR A LOCAL GOVERNMENT IN THE STATE; OR

(III) A QUASI-GOVERNMENTAL ENTITY OF THE STATE OR LOCAL GOVERNMENT IN THE STATE.

(f) Retention requirements. The commission or the office designated by the Commission shall retain financial disclosure statements for four years from the date of receipt.

(g) Contents of statement.

(1) Interests in real property.

a. A statement filed under this section shall include a schedule of all interests in real property wherever located.

b. For each interest in real property, the schedule shall include:

1. The nature of the property and the location by street address, mailing address, or legal description of the property;
2. The nature and extent of the interest held, including any conditions and encumbrances on the interest;
3. The date when, the manner in which, and the identity of the person from whom the interest was acquired;
4. The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
5. If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and
6. The identity of any other person with an interest in the property.

(2) Interests in corporations and partnerships.

a. A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the town. AN INDIVIDUAL WHO IS REQUIRED TO DISCLOSE THE NAME OF A BUSINESS UNDER THIS SECTION SHALL DISCLOSE ANY OTHER NAMES THAT THE BUSINESS IS TRADING AS OR DOING BUSINESS AS.

b. For each interest reported under this paragraph, the schedule shall include:

1. The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;
2. The nature and amount of the interest held, including any conditions and encumbrances on the interest;

3. With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and
 4. With respect to any interest acquired during the reporting period:
 - i. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - ii. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
- c. An individual may satisfy the requirement to report the amount of the interest held under subsection b.2. of this section by reporting, instead of a dollar amount:
1. For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or
 2. For an equity interest in a partnership, the percentage of equity interest held.
- (3) Interests in business entities doing business with the town.
- a. A statement filed under this section shall include a schedule of all interests in any business entity that does business with the town, other than interests reported under paragraph (2) of this subsection.
 - b. For each interest reported under this paragraph, the schedule shall include:
 1. The name and address of the principal office of the business entity;
 2. The nature and amount of the interest held, including any conditions to and encumbrances on the interest;
 3. With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and
 4. With respect to any interest acquired during the reporting period:
 - i. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - ii. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(4) Gifts.

- a. A statement filed under this section shall include a schedule of each gift in excess of \$20.00 in value or a series of gifts totaling \$100.00 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with the town OR FROM AN ASSOCIATION, OR ANY ENTITY ACTING ON BEHALF OF AN ASSOCIATION THAT IS ENGAGED ONLY IN REPRESENTING COUNTIES OR MUNICIPAL CORPORATIONS.
- b. For each gift reported, the schedule shall include:
 1. A description of the nature and value of the gift; and
 2. The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.

(5) Employment with or interests in entities doing business with the town.

- a. A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the town.
- b. For each position reported under this paragraph, the schedule shall include:
 1. The name and address of the principal office of the business entity;
 2. The title and nature of the office, directorship, or salaried employment held and the date it commenced; and
 3. The name of each Town agency with which the entity is involved as indicated by identifying one or more of the three categories of "doing business", as defined in section 2-21(d) of this article.

(6) Indebtedness to entities doing business with or regulated by the individual's town unit or department.

- a. A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with or regulated by the individual's town unit or department owed at any time during the reporting period:
 1. By the individual; or
 2. By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.
- b. For each liability reported under this paragraph, the schedule shall include:
 1. The identity of the person to whom the liability was owed and the date the liability was incurred;
 2. The amount of the liability owed as of the end of the reporting period;
 3. The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and

4. The security given, if any, for the liability.
- (7) Employment with the town. A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the town in any capacity at any time during the reporting period.
- (8) Sources of earned income.
- a. A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received earned income, at any time during the reporting period.
 - b. A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.
 - c. For a statement filed on or after January 1, 2019, if the individual's spouse is a lobbyist regulated by the town, the individual shall disclose the entity that has engaged the spouse for lobbying purposes.
- (9) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.
- (10) RELATIONSHIP WITH UNIVERSITY OF MARYLAND MEDICAL SYSTEM, STATE OR LOCAL GOVERNMENT, OR QUASI-GOVERNMENTAL ENTITY.
- (I) AN INDIVIDUAL SHALL DISCLOSE THE INFORMATION SPECIFIED IN GENERAL PROVISIONS ARTICLE §5-607(J)(1) ANNOTATED CODE OF MARYLAND, FOR ANY FINANCIAL OR CONTRACTUAL RELATIONSHIP WITH:
 - (A) THE UNIVERSITY OF MARYLAND MEDICAL SYSTEM;
 - (B) A GOVERNMENTAL ENTITY OF THE STATE OR A LOCAL GOVERNMENT IN THE STATE; OR
 - (C) A QUASI GOVERNMENTAL ENTITY OF THE STATE OR LOCAL GOVERNMENT IN THE STATE.
 - (II) FOR EACH FINANCIAL OR CONTRACTUAL RELATIONSHIP REPORTED, THE SCHEDULE SHALL INCLUDE:
 - (A) A DESCRIPTION OF THE RELATIONSHIP;
 - (B) THE SUBJECT MATTER OF THE RELATIONSHIP; AND
 - (C) THE CONSIDERATION.

- (h) For the purposes of sections 2-24(g)(1), (2), and (3) of this article, the following interests are considered to be the interests of the individual making the statement:
- (1) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.
 - ~~(2) An interest held by a business entity in which the individual held a 30 percent or greater interest at any time during the reporting period.~~
 - (2) AN INTEREST HELD, AT ANY TIME DURING THE APPLICABLE PERIOD, BY:
 - (I) A BUSINESS ENTITY IN WHICH THE INDIVIDUAL HELD A (10%) OR GREATER INTEREST;
 - (II) A BUSINESS ENTITY DESCRIBED IN SECTION (I) OF THIS SUBSECTION IN WHICH THE BUSINESS ENTITY HELD A 25% OR GREATER INTEREST:
 - (III) A BUSINESS ENTITY DESCRIBED IN SECTION (II) OF THIS SUBSECTION IN WHICH A BUSINESS ENTITY HELD A 50% OR GREATER INTEREST;
 - (IV) A BUSINESS ENTITY IN WHICH THE INDIVIDUAL DIRECTLY OR INDIRECTLY, THROUGH AN INTEREST IN ONE OR A COMBINATION OF OTHER BUSINESS ENTITIES, HOLDS A 10% OR GREATER INTEREST.
 - (3) An interest held by a trust or an estate in which, at any time during the reporting period:
 - a. The individual held a reversionary interest or was a beneficiary; or
 - b. If a revocable trust, the individual was a settlor.
 - c.
 1. The commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies.
 2. The town ethics commission may take appropriate enforcement action to ensure compliance with this section.

([Ord. No. 2018-01](#) , § 6, 11-13-2018)

Sec. 2-25. - Financial disclosure—Appointed members of boards and commissions.

- (a) (1) The town appointed officials listed in subsection (b) of this section shall file the statement required by section 2-24 of this article.

- (2) The appointed officials shall be required to disclose the information specified in section 2-24(g) of this article only with respect to those interests, gifts, compensated positions, and liabilities that may create a conflict, as provided in §5 of this article, between the member's personal interests and the member's official local duties.
- (3) An official shall file a statement required under this section annually, not later than April 30 of each calendar year during which the official holds office.
- (b) Appointed officials required to file: All members of boards created by Town of Berlin Ordinances.
- (c) The commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in section 2-24(e) of this article.

([Ord. No. 2018-01](#) , § 7, 11-13-2018)

Sec. 2-26. - Lobbying.

- (a) Except as provided in subsections (b) and (c) of this section, a person or entity who engages in lobbying as defined in section 2-21(l) shall file a lobbying registration with the commission if the person or entity, during the calendar year:
 - (1) Expends, exclusive of personal travel and subsistence expenses, in excess of \$1,000.00 in furtherance of this activity; or
 - (2) Is compensated in excess of \$5,000.00 in connection with this activity.
- (b) The following activities are exempt from regulation under this section:
 - (1) Professional services in drafting bills or in advising and rendering opinions to clients as to the construction and effect of proposed or pending Council actions when these services do not otherwise constitute lobbying activities;
 - (2) Appearances before the Council upon its specific invitation or request if the person or entity engages in no further or other activities in connection with the passage or defeat of Council actions;
 - (3) Appearances before a town agency upon the specific invitation or request of the agency if the person or entity engages in no further or other activities in connection with the passage or defeat of any agency executive action;
 - (4) Appearance as part of the official duties of a duly elected or appointed official or employee of the state or a political subdivision of the state, or of the United States, and not on behalf of any other entity;
 - (5) Actions of a publisher or working member of the press, radio, or television in the ordinary course of the business of disseminating news or making editorial comment to the general public who does not engage in further or other lobbying that would directly and specifically benefit the economic, business, or professional interests of the person or entity or the employer of the person or entity;
 - (6) Appearances by an individual before the Council at the specific invitation or request of a registered lobbyist if the person performs no other lobbying act and

notifies the Council that the person or entity is testifying at the request of the lobbyist;

- (7) Appearances by an individual before a government agency at the specific invitation or request of a registered lobbyist if the person or entity performs no other lobbying act and notifies agency that the person or entity is testifying at the request of the lobbyist;
 - (8) The representation of a bona fide religious organization solely for the purpose of protecting the right of its own members to practice the doctrine of the organization; and
 - (9) Appearance as part of the official duties of an officer, director, member, or employee of an association engaged exclusively in lobbying for counties and municipalities and not on behalf of any other entity.
- (c) Limited exemption—Employer of a lobbyist.
- (1) A person or entity who compensates one or more lobbyists and who would otherwise be required to register as a lobbyist is not required to file a registration and submit lobbying reports if the person or entity reasonably believes that all expenses incurred in connection with the lobbying activities will be reported by a properly registered person or entity acting on behalf of the person or entity.
 - (2) A person or entity exempted under this subsection becomes subject to this section immediately upon failure of the lobbyist to report any information required under this section.
- (d) (1) The registration filed under this section shall be filed on or before the later of the beginning of the calendar year in which the person or entity expects to lobby and within five days of first engaging in lobbying activities in the calendar year.
- (2) The registration filed under this section:
- a. Shall be dated and on a form developed by the commission;
 - b. Shall include:
 - 1. The lobbyist's full and legal name and permanent address;
 - 2. The name, address, and nature of business of any person or entity on whose behalf the lobbyist acts; and
 - 3. The written authorization of any person or entity on whose behalf the lobbyist acts or an authorized officer or agent, who is not the lobbyist, of the person or entity on whose behalf the lobbyist acts;
 - c. A statement of whether the person or entity on whose behalf the lobbyist acts is exempt from registration under subsection (c) of this section;
 - d. The identification, by formal designation, if known, of matters on which the lobbyist expects to act;
 - e. Identification of the period of time within a single calendar year during which the lobbyist is authorized to engage in these activities, unless terminated sooner; and

- f. The full legal signature of the lobbyist and, when appropriate, the person or entity on whose behalf the lobbyist acts or an agent or authorized officer of the person or entity on whose behalf the lobbyist acts.
- (e) A lobbyist shall file a separate registration for each person or entity that has engaged or employed the lobbyist for lobbying purposes.
- (f) A lobbyist may terminate the lobbyist's registration by providing written notice to the commission and submitting all outstanding reports and registrations.
- (g) A person or entity may not engage in lobbying activities on behalf of another person or entity for compensation that is contingent upon the passage or defeat of any action by the Council or the outcome of any executive action.
- (h) Activity report.
 - (1) A lobbyist shall file with the commission or the office designated by the Commission:
 - a. By July 31, one report concerning the lobbyist's lobbying activities covering the period beginning January 1 through June 30; and
 - b. By January 31, one report covering the period beginning July 1 through December 31.
 - (2) A lobbyist shall file a separate activity report for each person or entity on whose behalf the lobbyist acts.
 - (3) If the lobbyist is not an individual, an authorized officer or agent of the entity shall sign the form.
 - (4) The report shall include:
 - a. A complete and current statement of the information required to be supplied with the lobbyist's registration form.
 - b. Total expenditures on lobbying activities in each of the following categories:
 - 1. Total compensation paid to the lobbyist not including expenses reported under items 2.—9. of this subsection;
 - 2. Office expenses of the lobbyist;
 - 3. Professional and technical research and assistance not reported in item a. of this subparagraph;
 - 4. Publications which expressly encourage persons to communicate with town officials or employees;
 - 5. Names of witnesses, and the fees and expenses paid to each witness;
 - 6. Meals and beverages for town officials and employees;
 - 7. Reasonable expenses for food, lodging, and scheduled entertainment of town officials or employees for a meeting which is given in return for participation in a panel or speaking engagement at the meeting;
 - 8. Other gifts to or for officials or employees or their spouses or dependent children; and

9. Other expenses.

(i) Special gift report.

- (1) a. With the six-month activity report required under subsection (h) of this section, a lobbyist shall report, except for gifts reported in subsection (h)(4)b.7. of this section, gifts from the lobbyist with a cumulative value of \$75.00 or more during the reporting period to an official, employee, or member of the immediate family of an official or employee.
- b. The lobbyist shall report gifts under this paragraph regardless of whether the gift was given in connection with lobbying activities.
- (2) The report shall include the date, beneficiary, amount or value, and nature of the gift.

(j) Notification to official and confidentiality.

- (1) If any report filed under this section contains the name of an official or employee or a member of the immediate family of an official or employee, the commission shall notify the official or employee within 30 days.
- (2) The commission shall keep the report confidential for 60 days following receipt by the commission.
- (3) Within 30 days of the notice required under subsection (1) of this subsection, the official or employee may file a written exception to the inclusion in the report of the name of the official, employee, or member of the immediate family of the official or employee.

(k) The commission may require a lobbyist to submit other reports the commission determines to be necessary.

(l) The commission or office designated by the commission shall maintain all registrations and reports filed under this section.

(m) (1) The commission shall review the registrations and reports filed under this section for compliance with this section and shall notify persons engaging in lobbying activities of any omissions or deficiencies.

- (2) The commission may take appropriate enforcement action to ensure compliance with this section.

(n) Annual report.

- (1) The commission shall compute and make available a subtotal under each of the ten required categories in subsection (h)(4)b. of this section.
- (2) The commission shall compute and make available the total amount reported by all lobbyists for their lobbying activities during the reporting period.

(o) The commission shall make lobbying registrations and reports available during normal business hours for examination and copying subject to reasonable fees and procedures established by the commission.

([Ord. No. 2018-01](#) , § 8, 11-13-2018)

Sec. 2-27. - Enforcement.

- (a) (1) Upon a finding of a violation of any provision of this article, the Commission may:
 - a. Issue an order of compliance directing the respondent to cease and desist from the violation;
 - b. Issue a reprimand; or
 - c. Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.
- (2) If the commission finds that a respondent has violated section 2-26 of this article, the commission may:
 - a. Require a respondent who is a registered lobbyist to file any additional reports or information that reasonably related to the information that is required under section 2-26 of this article;
 - b. Impose a fine not exceeding \$5,000.00 for each violation; and
 - c. Suspend the registration of an individual registered lobbyist if the commission finds that the lobbyist has knowingly and willfully violated §8 of this article or has been convicted of a criminal offense arising from lobbying activities.
- (b) (1) Upon request of the commission, the town attorney may file a petition for injunctive or other relief in the circuit court of Worcester County, or in any other court having proper venue for the purpose of requiring compliance with the provisions of this article.
- (2) a. The court may:
 - 1. Issue an order to cease and desist from the violation;
 - 2. Except as provided in subsection (b)(2)b. of this section, void an official action taken by an official or employee with a conflict of interest prohibited by this article when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within 90 days of the occurrence of the official action, if the court deems voiding the action to be in the best interest of the public; or
 - 3. Impose a fine of up to \$5,000.00 for any violation of the provisions of this article, with each day upon which the violation occurs constituting a separate offense.
- b. A court may not void any official action appropriating public funds, levying taxes, or providing for the issuance of bonds, notes, or other evidences of public obligations.
- (c) (1) Any person who knowingly and willfully violates the provisions of section 2-26 of this article is guilty of a misdemeanor, and upon conviction, is subject to a fine of not more than \$1,000.00 or imprisonment for not more than one year, or both.
- (2) If the person is a business entity and not a natural person, each officer and partner of the business entity who knowingly authorized or participated in the violation is

guilty of a misdemeanor and, upon conviction, is subject to the same penalties as the business entity.

- (d) In addition to any other enforcement provisions in this article, a person who the commission or a court finds has violated this article:
- (1) Is subject to termination or other disciplinary action; and
 - (2) May be suspended from receiving payment of salary or other compensation pending full compliance with the terms of an order of the commission or a court.
- (e) (1) A person who is subject to the provisions of this article shall obtain and preserve all accounts, bills, receipts, books, papers, and documents necessary to complete and substantiate a report, statement, or record required under this article for three years from the date of filing the report, statement, or record.
- (2) These papers and documents shall be available for inspection upon request by the commission or the Council after reasonable notice.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the ____24____ day of ____October_____, 2022, and thereafter a statement of the substance of the Ordinance having been published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this ____ day of _____, 2022, by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of _____ in favor, to _____ opposed, with _____ abstaining.

Dean Burrell, Vice-President

Approved on this _____ day of _____, 2022 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the ____ day of _____, 2022.

Zackery Tyndall, Mayor

ATTEST: Mary Bohlen, Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2022-15

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING EXTENDING THE CURRENT TATTOO MORATORIUM FROM NOVEMBER 18, 2022, TO JUNE 30, 2023.

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, 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



MOTION OF THE MAYOR AND COUNCIL 2022-16

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO AWARD RFP 2023-05 “WAGE COMPENSATION AND CLASSIFICATION STUDY” TO PAYPOINT HR IN THE AMOUNT OF \$32,500.

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: Kelsey Jensen, Human Resources Director

MEETING DATE: November 14, 2022

SUBJECT: RFP Recommendation – Wage Compensation and Classification Study

SUMMARY

Attached are the two RFP's received in response to the RFP the Town posted on September 6, 2022. Both companies presented professional proposals and appear to be fully qualified and capable of doing the project as defined in our request.

The MGT proposal was for \$45,800 and Paypoint HR for \$32,500. The MGT proposal does not appear to carry the additional \$13,300 in value over the Paypoint HR proposal, therefore Staff is recommending award to Paypoint HR at \$32,500.

FINANCIAL IMPACT

The fiscal impact would be the cost of completing the salary survey and step and grade system for a total of \$32,500. Per Mayor Tyndall, it would be recommended that the cost of completing the study come from reserves.

OPTIONS FOR CONSIDERATION

1. Only move forward with the Salary Survey component at this time, \$19,000.
2. Budget the Classification (step and grade) component in FY24, \$13,500.
3. Move forward with both segments estimated to be completed in 16 weeks for \$32,500.

STAFF RECOMMENDATION

Move forward with awarding the project to Paypoint HR RFP and include both segments. This project should begin immediately because it is estimated to take 16 weeks; we would like to have this information in hand before we begin the budget process. The total cost is \$32,500.

ADDITIONAL INFORMATION/ATTACHMENTS

Paypoint HR RFP (the recommended RFP)
MGT Consulting RFP



Wage Compensation and Classification Study Berlin, Maryland

RFP 2023-05 WAGE COMPENSATION AND CLASSIFICATION STUDY

Bidder: Paypoint HR

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: Karin VM Campbell

Date: 9/24/2022

Printed Name: Karin VM Campbell

Firm Name: Paypoint HR

Tax/EIN: 47-5329087

DBA (if different than above): _____

Address: 695 Santa Maria Lane

City, State Zip: Davidsonville, MD 21035

Phone: 443-336-4272



RFP 2023-05 WAGE COMPENSATION AND CLASSIFICATION STUDY

Bidder: Paypoint HR

PROPOSED SUBCONTRACTORS

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
N/A		

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





Wage Compensation and Classification Study Berlin, Maryland

Experience and Qualifications

Paypoint HR, LLC is responding to the town of Berlin's request for proposals from qualified consultants to provide a comprehensive Compensation and Classification Study. The purpose of the study is to help the town to be recognized as an employer of choice in the area. Paypoint HR will objectively examine the job roles and their placement in the town's hierarchy, the external market's pay ranges for these same positions, and give recommendations for adjustments of the approximately 86 employees as warranted by the findings. The study recommendations will be substantiated using quantitative evaluations, so that the town of Berlin may make informed decisions with respect to compensation including benefits.

Our understanding of the project is that Berlin is a full-service town that provides both its residents and tourists with a full range of municipal services including but not limited to fire, police, and public and community services. The town desires to update their current compensation plan in order to keep up with current compensation practices. The purpose is to attract and retain a high performing and engaged workforce that will continue providing excellent service to those who live in the town and those that visit the town's attractions.

Founded in 2012, Paypoint HR is an independent Limited Liability Company in Davidsonville, MD who provides the public-sector consulting services on a national level. We are a full-service consulting firm with expertise in classification and compensation structure analysis, organizational design, compliance, research analytics, business strategy, and human resources. Ninety five percent of our work experience is in the public sector.



Karin Campbell, SPHR, SHRM-SCP, IPMA-SCP

Bachelor of Science in Business Marketing, University of Maryland
Master of Business Administration, University of Texas

Karin@PaypointHR.com
(443) 336-4272

Mrs. Karin Campbell has led Human Resource initiatives for more than 20 years. She has helped over 700+ employers and 15,000 employees with the development and delivery of customized HR solutions for employee management programs; conducting labor cost analysis of employee administration, benefits, retirement, workers' compensation, federal, state, and local taxes; budgeting for human capital including recruiting, onboarding, benefits, risk management, training, and compliance; and planning, design, and implementation of payroll administration; health, dental, vision, life, and AD&D insurance; and pension, as well as ancillary benefits within a limited timeframe to large workforces. Karin's expertise has been utilized in studies that involve:

- Employee Outreach – She has developed time tested approaches to gaining employee buy in through effective communication and involvement of staff at all levels. She has created formats for briefing sessions, orientations, and focus groups that follow

accepted industry protocol and takes into account both the qualitative and quantitative aspects of data collection. Her approach has allowed for better understanding of the nuances within organizations and uses it to formulate recommendations and overcome obstacles that positively impact acceptance.

- Policy Design and Implementation – She has created a process methodology for implementation of classification and compensation recommendations. The flow of the process lends itself to clear transfer of administration and maintenance from plan adoption through to long-term application.
- Communication Plans – She has led successful projects by creating communication plans with the input of each client to recognize project milestones and progress. She has created relationship reporting to ensure projects are completed on time and within budget.
- Business Strategy – She analyzes the strengths, weaknesses, opportunities, and threats faced by each client and the community they serve to incorporate resources into the final recommendations that maximize return. She has helped clients face challenges in gaining the financial commitment necessary to adopt and implement recommendations.



Dr. Rick Campbell

Ph.D. in Engineering Science and Mechanics, Penn State University
Bachelor of Science in Applied Mathematics, University of Virginia
Certified Compensation Professional (CCP)

Dr. Rick Campbell's extensive education and experience in the field of mathematics has enabled him to understand highly technical issues. Because he has managed both internal and external clients, he has developed the ability to take the most advanced problems and convert them into easily understood terms and processes. He has applied this experience to the field of compensation and classification for the past 10 years. Dr. Campbell holds 7 U.S. and international patents for his creative ideas on product and process improvement. Rick has experience with Lean Six Sigma for both service organizations and manufacturing organizations. He brings his unique skills to Paypoint HR in order to improve the accuracy of our research findings and recommendations.

Rick's knowledge heavily influences the following areas of the audit:

- Performance Based Pay – He has built pay plans that incorporate performance metrics and translates them into fair pay based on relevant goals. His plans maintain objectivity and are multifaceted. He has established performance review processes and standards for merit-based compensation pay. He has converted organizations to pay-for-performance that desired merit-pay programs and were limited by existing policy and structures.
- Big Data and Research Analytics – He has worked on projects that have required large data sets and has created the format to collect and manage the data that maintains integrity and validity. He has engineered programs that are user friendly yet robust in their functionality and interpolates data into meaningful information to a granular level.

- Trends analysis – He has reviewed and analyzed data that look for patterns and correlation to determine if they are valid indicators for comparison. He has looked at causality and correlation links to consider potential for predictability.
- Audit Validity – He has determined appropriate metrics for comparison in the selection of comparator organizations and benchmark positions to ensure relevancy of findings.
- Financial Impact – He has applied both short-term and long-term implications of recommendations for clients to assist in the ability to project necessary funding and revenue sources.

References

Contact Name	Contact Info	Project Title and Service Dates
Michelle Miner Assistant Town Manager Town of La Plata	305 Queen Anne Street La Plata, MD 20646 301.934 8421 MMiner@townoflaplata.org	Classification and Compensation Study 2022
Erika Helgersen Director of Human Resources City of Bath	55 Front Street Bath, Maine 04530 207.443.8330 EHelgersen@TownofBath.com	Townwide Employee Compensation Study 2021 – 2022
Amanda Osborne County Manager Elko County	571 Idaho Street Elko, NV 89801 (775) 748-0204 AOSborne@ElkoCountyNV.net	Compensation and Classification Study 2019 – 2021
Samantha Lauzon Human Resources Manager City of Claremont	58 Opera House Square Claremont, NH 03743 (603)504-0298 slauzon@claremontnh.com	Pay and Classification Study Update 2019 – 2020
Joe Fischbach Human Resources Manager / City Clerk Town of Cottage Grove	12800 Ravine Parkway S. Cottage Grove, MN 55016 (654) 458-2883 JFischbach@CottageGroveMN.gov	Position Classification and Compensation System 2020 – 2022

Recent Regional Studies

Organization	Project Title and Service Dates
Caroline County Public Schools, Virginia	Classification and Compensation Study 2022
Town of Farmville, Virginia	Classification and Compensation Plan Study 2019 - 2020
Frederick County Public Schools, Virginia	Classification and Compensation Study 2022 - 2026
Town of Front Royal, Virginia	Compensation and Classification Study 2016 - 2018; 2022
Garrett College, Maryland	Job Classification and Compensation Study 2018 - 2019
Town of La Plata, Maryland	Organizational Design Study 2021 Classification and Compensation Study 2022
Warren County, Virginia	Classification and Compensation Study 2018 - 2019
City of Waynesboro, Virginia	Comprehensive Classification and Compensation Study 2019 - 2020
City of Warrenton, Virginia	Classification and Compensation Study 2022

Proposed Methodology

Phase 1 Compensation Component

This Section of the study will result in the development of labor market survey parameters and the collection and evaluation of labor market survey data. The findings from the compensation component will be reviewed and analyzed to look for areas of possible improvement. Paypoint HR will create a pay structure that meets the town's objectives. We will give the town perspective on the economic impact adoption of the recommendations will have on the town. This will make the factors for implementation clear and help anticipate needed steps to meet the overall goals.

Task 1A – Identify Benchmark Positions and External Survey Comparator List

Paypoint HR will conduct an economic analysis of regional organizations to identify a preliminary unbiased list of appropriate comparators. The purpose of this step is to ensure the worthiness and legitimacy of using these organizations to develop recommendations. This adds validity to the findings and yields defensible results. We will keep in mind the Project Team's criteria on such factors as degree of competition for obtaining and retaining candidates for high quality staff, their location in the town's traditional recruitment areas, and their level of service. Paypoint HR uses objective parameters to determine the legitimacy of findings. A list of possible criteria to consider when selecting organizations to be sampled is Median Housing Price, Unemployment Rate, Median Household Income, Labor Force Participation Rate, Cost of Living Adjustment, Proximity, and Population.

Benchmark classes are normally chosen to reflect a broad spectrum of class levels. The positions that are selected normally include classes that are most likely to be found in other similar agencies and will therefore provide a sufficient and valid sample for analysis. Benchmark positions should encompass the entire range of positions from the beginning of the pay ranges to the end. There should be a number of positions equally interspersed among the pay scale. Positions that have been difficult to attract and retain excellent employees. Paypoint HR will offer information and examples for the Project Leaders to consider and which will provide a measurable, rational, fact-based methodology to determine the relative job worth within the organization (as required by the EEOC).

Task 1B – Design and Distribute Survey

In Task 1B of the study, it is anticipated that the creation and distribution of the external survey will take place. This analysis will include a detailed concise presentation of data to be collected. The survey will include job titles along with a brief summary of each position. This approach allows respondents to compare job description to job description and not just job titles, therefore ensuring true "matches" from the survey respondents.

Paypoint HR will send the survey to all comparators and if necessary, complete Freedom of Information Act (FOIA) requests. We conduct all of the survey distribution, data collection, and analysis ourselves to ensure validity of the data and to enforce quality control. Paypoint HR will further examine the existing compensation environment to establish a baseline and keep in contact with the Project Team.

Task 1C – Collect and Analyze Survey Data

Following the distribution of the surveys, Paypoint HR will collect the data and conduct an in-depth review of the survey results with the Study Project Leaders, as appropriate. The purpose of this review is to identify any additional information needed or areas that require further analysis. Paypoint HR will examine salary spread for all grades, ladders between grades, and identify the possibility of positions being compensated differently than intended from the existing plan. We will examine the distribution of employee salaries to highlight challenges and conduct an analysis of wage compression using Paypoint HR's

proprietary statistical processes, if requested. Positions that contribute to compression are specifically identified for adjustment.

Task 1D – Internal Relationship Analysis and Alignment

To determine recommendations for internal equity, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series (if recommended), as well as across departments.

Paypoint HR analytically develops an internal hierarchy based upon the job analysis responses. The ultimate goal of this critical step of the process is to address any internal equity issues and concerns with the current compensation system. We look for compression and inconsistencies. Our quantitative tool, Compensable Factor Score (CFS) system, allows us to objectively compare between certain classifications.

We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system. The recommendations will contain pay differentials between levels that allow employees to progress on a clear path for career growth and development. Career ladders will be looked at both vertically and horizontally to mirror the classification structure that was developed during the classification section of the study. Paypoint HR's Compensable Factor Score (CFS) formulation provides a framework to construct an unbiased internal hierarchy of positions.

The internal hierarchy is correlated with the findings of the external market, external equity, by using Paypoint HR's non-linear statistical algorithm. A 90% or greater correlation is typical, lending to confidence that both the internal and external equity are sound and appropriate.

Task 1E – Preparation of Draft Report

The data developed from the internal analysis, will be utilized to develop recommendations regarding internal alignment of salary structures including combining or expanding groups or salary scales for all non-union hourly and salary positions and any corresponding proposed new salary ranges and grade levels for all applicable town positions. We will develop recommendations for pay grades and salary ranges for all classifications based on median and/or mean salaries from the comparable agencies based on the organization's overall compensation philosophy and policy. The end result is intended to create a market adjustment and implementation strategy supporting your goals, objectives, and budget considerations.

Positions will be categorized in a compensation ratio or "Compa-ratio" relating actual pay rates to market rates to determine if they are in-line with the external market. Positions will be classified by their Compa-ratio and determined to be either below, at, or above the

market rate. We use these findings to make corrections to pay for each position which allows for fiscal impact analysis of recommendations.

Task 1F – Deliver Final Report and Deliverables for Implementation

Paypoint HR typically works on tight schedules that demand extensive communication. We first listen to our clients to understand their specific needs and then create recommendations that fulfill the purpose of the audit. Once all of your questions and concerns are addressed, a Final Report will be created and submitted in a bound format and electronic format. We feel this is one of our strongest attributes. The concepts covered during employee outreach are reflected in the final report, as appropriate. This improves morale as the employees feel valued by knowing they have been heard. We are a liaison and have discovered opportunities and issues that would not have otherwise been utilized or addressed.

Phase 2 Classification/Competencies Component

This phase of the assignment will result in the study of all classes that includes the comparison of classes within series and to other occupational levels within the organization. Study tasks include project initiation and orientation, employee orientations, completion of Position Vantage Point job analysis questionnaires by employees and managers, desk audits by managers and/or Human Resources, and interviews with employees/focus groups. The cumulative information gathered will culminate in the preparation of revised or new class specifications, and a review process for all employees included in the scope of the study.

Task 2A – Project Start and Meeting with Board of Commissioners

- Request pertinent materials prior to the project initiation meeting so that Paypoint HR has an understanding of the scope of the study, an understanding of the client's current classifications, and is prepared to seek further relevant information during the initial meetings.
- Obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses. Identify current incumbents and gather any other documentation to gain better understanding of the client's operations.
- Meet Human Resources Director to discuss project context and methodology, determine reporting relationships, and clarify project understanding and Milestones to create the Communication Plan.
- Reach an agreement on a schedule for the project including all assignments and project milestones/deliverables and deadlines for completion of the assignment.
- Establish an agreeable communication schedule while identifying potential challenges and opportunities for the study.
- Schedule employee Kick-Off briefing sessions.
- Create an Executive Announcement Letter for distribution to staff.

- Initial review of relevant materials, including: (a) any previous projects, research, evaluations, or other studies that may be helpful to this project; (b) organizational charts for departments and divisions along with related job descriptions; (c) current position and classification descriptions, salary schedules, salary ranges, pay scales, payroll reports, and classification systems; (d) strategic business plans and budgets; (e) personnel policies and procedures; and (f) evaluation criteria.
- Discuss the Client's strategic direction and the short-term and long-term priorities.
- Review any data provided by the Client that may provide additional relevant insight.
- Review internal career ladders in order to identify needs, make recommendations, and keep positions competitive in the market.
- Maintain open lines of communication.

Task 2B – Baseline Evaluation

- Conduct a comprehensive preliminary evaluation of the client's existing position review process. Conduct any necessary question and answer sessions. Develop an accurate database of client's employees for study and review data as well as career ladders. Understand the client's approach to compensation and overall philosophy on attracting and retaining competent staff.
- Review the existing pay structure and processes to look for potential problems to be resolved. Determine the strengths and weaknesses of the current pay plan(s).
- Complete an assessment of the current conditions that details the pros and cons of the current system as well as highlights areas for potential improvement in the final adopted solution.
- Conduct a thorough review of all background materials related to the client's classification system. Review information from the department head as well as incumbents. Conduct interviews as appropriate.
- Document accepted compensation and classification philosophy and budgets based on input from the Study Project Leaders and other key staff.
- Gain understanding of employee recruiting and retention processes to uncover challenges in the local labor market and provide guidance on market positioning strategies.
- Once a baseline is determined, establish the client's current position as compared to the local market using sources of data preferred by the client as well as Paypoint HR's resource library for consideration.
- Look at goals for recruiting and retention with regards to sustainable budget amounts that will support recommendations on market position strategy.
- Consider both current and anticipated information technology programs, software and staffing levels to support, implement, administer, and maintain the recommendations given to the client by Paypoint HR.

Task 2C – Job Analysis Collection and Completion

- Conduct employee briefing sessions to review the role of employees, the role of supervisors, the scope of work to be covered by the study and to explain how to complete the job analysis questionnaire (Position Vantage Point, or PVP.) It is

- communicated to employees that this process is not a performance review, but rather an identification of what should be required for new employees.
- Employees will be given a period of time to complete the PVP, usually 10 – 14 days. Employees are encouraged to retain a copy of their responses for their records.
 - Completed surveys are given to department heads for their review and input. Front line supervisors often work in collaboration with department heads during this process. Typically, this process takes 7 – 10 days.
 - Department heads turn in the reviewed PVPs to Human Resources for any further input with the final product then provided to Paypoint HR for analysis.

Task 2D – Job Evaluation and Classification Development

- Facilitate collection of job descriptions, desk audits, and supporting materials from the Study Project Leaders or designated Human Resource department contact. The job descriptions, audits, and supporting reports will be reviewed and analyzed in detail along with other documentation to obtain an understanding of the duties and responsibilities assigned to each position.
- Identify the classification of existing positions utilizing the existing job evaluation system, review jobs, and characterize the internal equity relationships within the organization.
- Review all class specifications with the Study Project Leaders. Review each classification and score the classification using a point factor system or the system that the client has in place. Include an evaluation of results.
- Develop preliminary recommendations for the classification structure. The classification system designed at this point will be based solely on internal equity relationships and will be guided by scores for each classification. Essentially, a structure of classifications will be reviewed and classifications with similar scoring would be grouped into pay grades. The final decision on the minimums and maximums of the pay grades will be determined after the market data has been collected.

Task 2E – Draft of Job Descriptions and Policy Guides

- A draft copy of the revised/new class description with an allocation recommendation will be submitted to the Project Leaders.
- Department Heads and managers will receive a copy of their employees' draft job descriptions and will be asked to review their comments and feedback to verify and concur with the information provided.
- Subsequently each manager, supervisor, and employee will be given an opportunity to provide comments and concerns regarding any modifications to the classification structure and specifications.
- Our experience has been that this is one of the most critical phases of the project (but also one of the most time-consuming).
- Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts after the study.

- Paypoint HR will provide a format for the client to show each employee whose position was studied, and how their position is being affected.
- The form will have two options for the employee's signature: one line is reserved for employees who have read and agree with their draft job description; the other line is reserved for employees who have read the draft class description and disagree with certain parts, want to make changes, want to add or delete information, or have general questions about the description and/or the process.

Task 2F - Develop Guide for Implementation of Changes and Draft Interim Report

- A recommended classification plan;
- A classification implementation and maintenance manual, including documentation regarding study goals and objectives, classification methodology, approach, and process, as well as analysis and resulting recommendations;
- The recommended allocation list, and classification title changes; and
- Classification concepts and guidelines, as well as distinguishing characteristics and other pertinent information for implementation and continued plan maintenance.

Timeline

Our professional experience is that comprehensive studies of this scope and for this size organization take no more than 16 weeks to complete, allowing for adequate position vantage point completion, interview time, classification description development, compensation data collection and analysis, review of steps by the client, the development of final reports, and any appeals. Our current workload allows for the completion of the project in the time specified in the RFP.

Cost

PHASE 1 Compensation Component

	Subtotal Professional Hours	152
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PHASE 2 Classification Component

	Subtotal Professional Hours	108
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The standard consulting rate for the senior personnel listed, consistent with the Federal GSA schedule, is \$125 per hour of service. For a project entailing 260 hours of service, the total fee would be \$32,500. Our fee includes expenses associated with travel, phone, materials, and supplies. The total is an estimate of the time needed. Regular invoices, including a thorough delineation of services rendered, would be on a net 30-day basis. Paypoint expects support from the client in communication with key staff, setting up meetings, and providing meeting resources, as well as establishing reporting relationships, milestones, and timelines.



Wage Compensation and Classification Study

October 7, 2022

Town of Berlin, Maryland

Submitted by:

KHARY KNOWLES
VICE PRESIDENT
4320 W. KENNEDY BLVD., SUITE 200
TAMPA, FLORIDA 33609
619.322.3357
khary@mgtconsulting.com

October 7, 2022

Kelsey Jensen, Human Resources Director
Town of Berlin
10 William St.
Berlin, MD. 21811



RE: RESPONSE TO RFP 2023-05 FOR WAGE COMPENSATION AND CLASSIFICATION STUDY SERVICES

Dear Ms. Jensen:

MGT is pleased to present this response to your recent RFP for Wage Compensation and Classification Study Services for the Town of Berlin, Maryland (Town). MGT's response provides the Town with related firm qualifications, key experience, a detailed work plan with timeline, and associated fees to provide services that exceed expectations. We are experts at compensation and classification studies, are confident in helping you reach your Study goals, and know we would be a perfect fit for the Town.

Why is MGT the Most Qualified to Conduct the Town's Study?

- ♦ **Experience.** MGT has the experience and certifications that HR departments need. We have conducted over 300 human capital studies (e.g., human resources reviews, compensation and classification studies, and organizational reviews) nationwide. Furthermore, many of our clients are repeat clients, attesting to our acumen for local government human resources consulting services and our desire to work with each public sector client to create a lasting bond that ensures their success over time.
- ♦ **Best Practices Comparisons.** MGT offers the Town extensive experience to identify exemplary management practices – reflective of Town input and that of comparable localities. This experience gives us not only a ready reference point for reviewing the Town's compensation and classification system, but also provides us with practices that have been proven successful in other similar organizations. This knowledge is of significant value when we design recommendations for improvements.
- ♦ **Sound Findings and Recommendations.** In our experience, most major improvements in local government operations require bold thinking. In helping the Town reconcile its pay system with its years of development and workforce changes, our team members will not hesitate to question existing organizational structures, programs, policies, rules, statutes, operations, work processes, and staffing patterns. We will make sound recommendations for improvements that produce real—not just on paper—savings and ease of future pay administration for the Town.
- ♦ **Assistance in the Implementation of Recommendations.** We will not simply leave the Town with a report and a plethora of recommendations. MGT is prepared to assist the Town in developing, implementing, and sustaining an equitable compensation study and classification system. We will create detailed implementation strategies and work with you to successfully achieve the implementation process. We also provide no-cost assistance for a 12-month period following study completion to ensure a smooth transition from current to desired state.
- ♦ **Objectivity and Flexibility.** As an independent entity, our only vested interest is that of the client. Therefore, we will apply our extensive experience to generating objective independent solutions to assist the Town. In addition, we will be receptive to your insights and concerns and will accommodate any changes necessary to ensure the completion of a valid and responsive final report and, more importantly, an implementable compensation schedule relevant to the Town's realities in 2022 and beyond.



OFFER FAIR
PAYMENT FOR
SERVICES



RECRUIT THE
BEST TALENT
EXTERNALLY



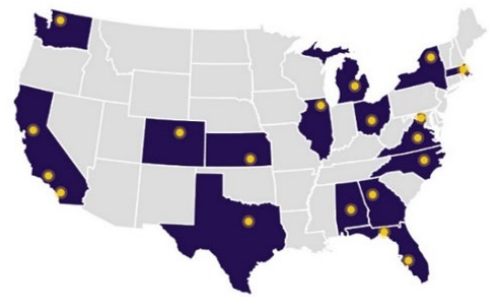
RETAIN A HIGH-
QUALITY
WORKFORCE

Firm Introduction

MGT was established in 1974 by a group of former public sector administrators to provide management consulting services to help public sector clients operate more efficiently, effectively, and with more accountability to the communities they serve. Since then, MGT has flourished as a full-service management consulting firm, providing high quality management consulting services to public sector clients nationwide.

MGT has a **nearly 50-year history** of providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have prior careers at city-, county-, and state-level government offices. Our firm includes **more than 450 professionals and administrative staff** to support our clients' success. MGT's corporate office is in Tampa, Florida, with additional offices around the country.

The MGT Human Capital team has an impressive track record of providing customized solutions, objective research, creative recommendations, and quality products that respond to each client's unique needs and time requirements. MGT's project team has years of experience in human capital leadership, including classification and compensation consulting and other human capital projects for a wide variety of organizations across the nation. Our proven work plan, experienced staff, and more than four decades of public sector consulting experience make MGT an excellent choice to provide a Classification and Compensation Study for the Town of Berlin.



THE SOCIAL IMPACT OF MGT'S WORK



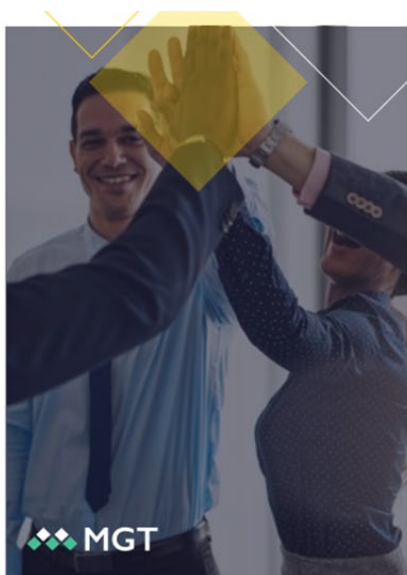
Defined by Impact



We understand the goals of the Town of Berlin and how this MGT project will ensure the Town's compensation system is fair and equitable for Maryland residents.

Our human capital and fair pay/compensation analyses empower organizations to enhance their teams through innovations in people, processes, and technology to ***lift up and strengthen their human resources***

For **nearly 50 years**, our ability to excel has been driven by our expertise, quality, and our commitment to exceeding client expectations. We understand the political, economic, social, and technological factors that impact today's public sector. MGT is structured into several primary consulting divisions:



Capabilities & Solutions

Education Solutions

School Turnaround | Comprehensive Needs Assessment | Strategic Planning | Facilities Master Planning | Program Assessments | Operational Performance | Housing Studies | Demographics/Enrollment Studies

Human Capital Solutions

Disparity Studies | Class & Comp Studies | Organizational Reviews | HR Studies Executive Recruiting & Coaching

Financial Solutions

Cost Allocation | User Fee Studies | Indirect Cost Rate Proposals | Pandemic Funding Advisory & Support

Cyber & Network Solutions

24/7 Managed Detection & Response | End-to-End Firewall Management | Cloud Security

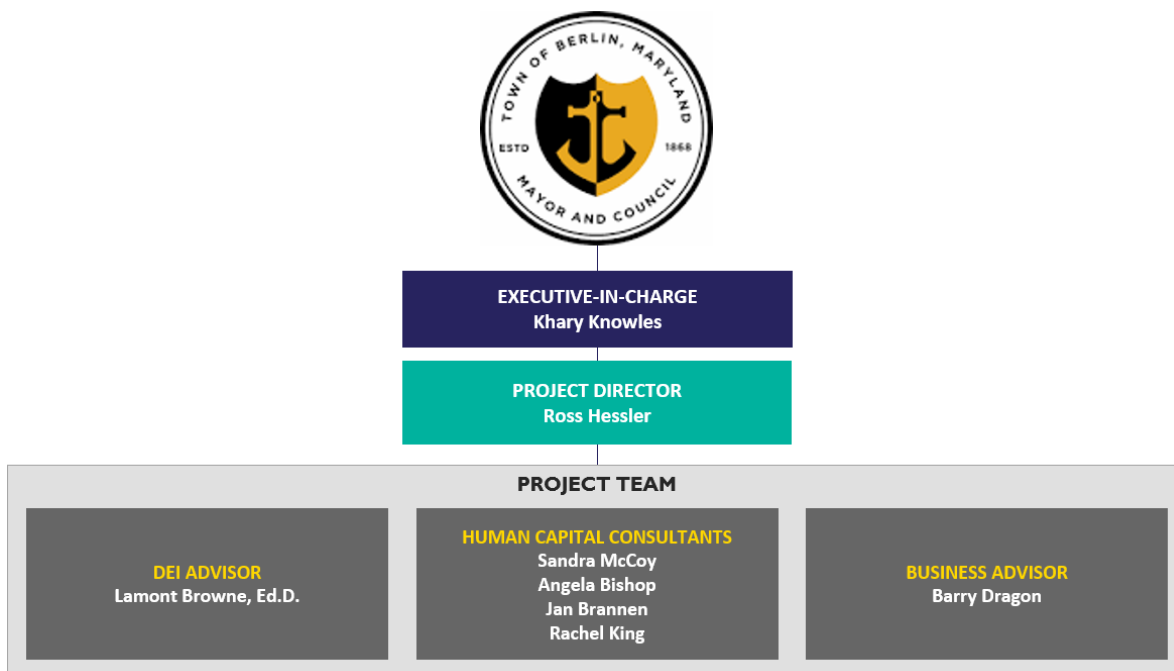
Diversity, Equity & Inclusion Solutions

DEI Workplace Assessments | Equity Audits | DEI/Racial Equity Strategy, Tools, & Training

Qualifications of Key Personnel

Illustrated below is the proposed management structure for this project, which has been designed to define the roles and responsibilities of each team member assigned to this project and to facilitate project management. **The team we have designated is entirely comprised of MGT employees, and no subcontractors will be used for this project.** We are highly experienced with this type of engagement, and therefore require little orientation time.

Project Organizational Structure



Project Staff Roles and Responsibilities

ROLE ASSIGNED	RESPONSIBILITIES
TOWN REPRESENTATIVE	We look forward to working with your Town Representative to build a long-lasting and trust-worthy partnership that produces innovative solutions to your goals for this Study.
EXECUTIVE-IN-CHARGE <i>Khary Knowles</i>	The Executive-in-Charge holds the following responsibilities: <ul style="list-style-type: none"> Ensuring team fulfills all contractual requirements. Managing resources appropriately. Resolving any conflicts during the project or point of escalation for any challenges. Final authority over project deliverables.
PROJECT DIRECTOR <i>Ross Hessler</i>	The Project Director holds the following responsibilities: <ul style="list-style-type: none"> Main point of contact for the Town. Day-to-day management of the project, tasks, and deliverables. Oversight over service and deliverable quality. Management of all project deadlines. Maintains frequent contact with the Town Project Officer throughout the lifecycle of the project.
SUPPORT TEAM <i>Sandra McCoy</i> <i>Jan Brannen</i> <i>Angela Bishop</i> <i>Rachel King</i> <i>Lamont Browne, Ed.D.</i> <i>Barry Dragon</i>	The Support Team holds the following responsibilities: <ul style="list-style-type: none"> Work closely with the Town under the direction of the Project Director to carry out the various tasks and deliverables. Utilize individual subject matter expertise to customize and execute each work task and fulfill the Town's stated expectations. Conduct collection and analysis of relevant data including professional development. Review, document, evaluate, and generate recommendations in accordance with each component of the work plan.

Brief summaries of the **primary** team members responsible for this project are provided below; more detailed resumes are provided upon request.

ROSS HESSLER | PROJECT DIRECTOR

Mr. Hessler has managed classified employee functions in various Southern California school districts for over 30 years. Most recently he was the HR Director at Fountain Valley SD (1999–2019). His previous experience includes analyst at LAUSD, LACOE, and Escondido Union SD. He specialized in recruitment and selection, classification reviews, employee relations, evaluations, and performance management. Ross has held leadership roles in the California School Personnel Commissioners Association (CSPCA), International Personnel Management Association (IPMA), and the Personnel Testing Council (PTC). He presented on the Commission's role in classification studies at a recent CSPCA conference. Ross consults in classification and compensation studies most recently with Cajon Valley Union SD, Alpine School District, Lake Elsinore USD, and Madera USD.

SANDRA MCCOY, MBA | HUMAN CAPITAL SUPPORT

Ms. McCoy has served as the Director of Human Resources for the Santa Ana Unified School District and as Assistant Director of Human Resources for the Palmdale School District. Her areas of expertise include

staffing, classification, credentialing, community outreach, transformative development, and organizational strategy. She has actively participated in ACSA management academy, CSPCA, and the School Employers Association of California Negotiators.

JAN BRANNEN | HUMAN CAPITAL SUPPORT

Jan Brannen retired after 30 years in human resource service with San Diego County Schools. As Director of Human Resources at Grossmont Union High School District for twelve years, she worked directly with classified employees in all matters of classification and compensation; recruitment and selection strategies; contract negotiations; professional growth and employee relations. Prior to Grossmont, she held positions in human resource departments at Sweetwater Union High School District and South Bay Union School District. Jan earned her B.A. in Communications from the University of Colorado, and her M.A. in Management from the University of Redlands.

ANGELA BISHOP | HUMAN CAPITAL SUPPORT

Ms. Bishop possesses over 30 years of human resource management experience in large merit and non-merit school districts, and county offices of education. Angela's areas of expertise include recruitment and selection, classification and compensation, employee relations, employee engagement and performance management, and reasonable accommodation. Angela successfully held the following positions: Director-Classified Personnel (Cajon-Valley Union School District, 2006-2020), Employment Services Supervisor (San Diego County Office of Education, 2001-2005) and Human Resources Analyst (San Diego Unified School District, 1995-2000).

Experience and References

MGT has conducted more than 300 compensation, classification, and human resources studies for clients nationwide.

Our Human Capital practice is dedicated to helping our clients find the procedures and people they need to deliver quality service to their constituents. An equitable, competitive, and compelling compensation structure is key to reaching that goal. As the Town pursues modernization of its compensation system, assuring a fair, competitive, and attractive compensation package to its employees will go far towards assuring continued quality in the provision of Town services.

Projects completed by MGT most relevant to the Town are provided below, and a more comprehensive list of clients is available upon request. We welcome you to contact any of the below references for more information on our work.

LANCASTER COUNTY COMPENSATION STUDY

1/6/2017 – 10/31/2017

Charlette A. Stout, Director of Human Resources

150 North Queen Street, Suite 312 | Lancaster, Pennsylvania 17603

(717) 299-8310 | CStout@co.lancaster.pa.us

MGT: EXPERTS IN COMPENSATION

“What I liked most about working with MGT staff is their creative approach in providing solutions to each project. The County has implemented MGT's recommendations...”

Lisa Davidson
Director of Human Resources
York County, South Carolina

MGT conducted a comprehensive classification and compensation study of approximately 1,340 County staff in 362 job classification. The study also includes the design and development of a new performance appraisal system.

CITY OF ST. CLOUD CLASSIFICATION AND COMPENSATION STUDY

7/13/2021 – 10/31/2021

Mimi Tran, Director of Human Resources & Risk Management
1300 9th Street | St. Cloud, Florida 34769
(407) 957-7359 | trucmai.tran@stcloud.org

The City of St. Cloud sought a qualified and experienced consultant to provide professional services to review the City's current compensation and classification program and to provide guidance on the proper structuring and implementation of a fair and equitable compensation and classification program. A thorough and comprehensive compensation and classification study and analysis of the City and those organizations that draw on a shared labor market indicated the City's current positions and its ability now and, in the future, to recruit and retain talented employees to provide quality services to the City. The study indicated what actions should be taken to avoid loss of qualified staff and difficulties in recruiting new employees for City employment, while competitively compensating its 642 current employees in 234 job classifications. An Evaluation and benchmarking of the City's total compensation package was reviewed.

BREVARD PUBLIC SCHOOLS DISTRICT-WIDE COMPENSATION STUDY FOR BREVARD PUBLIC SCHOOLS

5/1/2017 – 4/1/2018

Dr. Carol Kindt, Deputy Superintendent of Human Resources
2700 Judge Fran Jamieson Way | Viera, Florida 32940
(321) 633-1000 | kindt.carol@brevardschools.org

MGT provided services to update the School Board's compensation program to best support its mission. Upon completion of the project, MGT provided recommendations that reflected the identified mission and vision of the School Board for a well-defined compensation philosophy. A final report was issued with study results, funding recommendations, and implementation options that include a multiyear phase-in.

COMMUNITY COLLEGE OF BALTIMORE COUNTY PRESIDENTIAL COMPENSATION UPDATE

4/19/2017 – 6/30/2017

Melissa Hopp, Vice President for Administrative Services
7200 Sollers Pointe Road | Baltimore, Maryland 21222
(443) 840-3176 | mhopp@ccbcmd.edu

MGT conducted an update of CCBC's presidential compensation. MGT has conducted these updates for the Board periodically over the last decade.

PIEDMONT COMMUNITY COLLEGE SALARY AND EQUITY STUDY

2/25/2021 – 5/25/2021

Dr. Julie Gilliam, Director of Human Resources and Organizational Development
1715 College Drive | Roxboro, North Carolina 27574
(336) 322-2152 | julie.gilliam@piedmontcc.edu

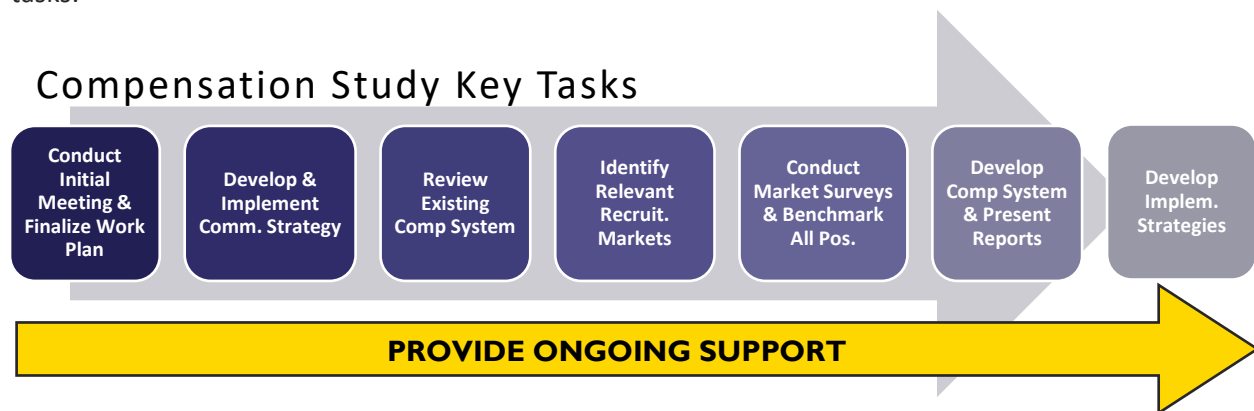
MGT worked with the Director, Human Resources (or designees) and other senior college officials to achieve the goal of delivering 1) a comparative report on the state of our current job classification and compensation structure as compared to the market and 2) designing and assisting with the implementation of an effective job classification and compensation system. The College wanted to enhance the retention of internal talent and the recruitment of external talent based on an equitable, consistent, and competitive job classification and compensation program/system.

Project Understanding and Approach

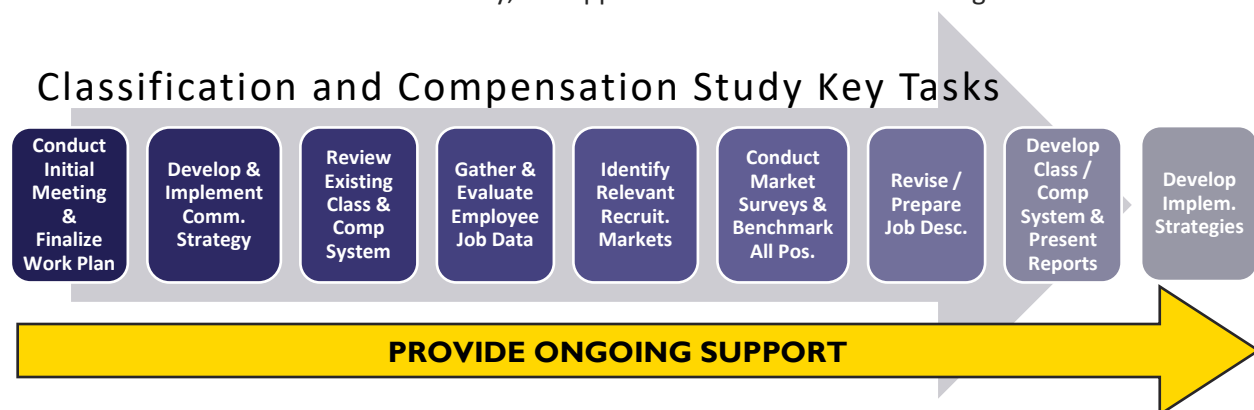
The Town of Berlin has about 5,000 residents and employs a total of 69 employees comprising 49 positions. The Town seeks a qualified firm to conduct a Wage Compensation and Classification Study for the purpose of evaluating the Town of Berlin's employee compensation rates and position classifications as compared to similar regional communities. We understand the Town has asked to split the project into two phases, with the Wage Compensation study as Phase One. Depending on the final cost of the project, if awarded, Phase II may be postponed to Fiscal Year 2024.

CLASSIFICATION AND COMPENSATION METHODOLOGY

Below is a summary of our methodology for the Town's project. We take very intentional measures to define milestones, responsibilities, and delivery dates in our **planning** process, and to track work progress against the work plan daily, providing weekly project status reports. As soon as the contract is awarded, we enhance the project work plan that was included in our proposal by adding specific milestones, delivery dates, and consultant responsibilities. We refine this plan with input from our project initiation meeting(s) with the client. For Phase One of this project, we will perform the following tasks:



In addition to Phase One above, we can offer the Town a combined classification and compensation study to cover Phases One and Two of this project. As seen below, our traditional process involves performing the Classification Study before the Compensation Analysis. If the Town wishes to perform both Phases One and Two simultaneously, our approach will include the following tasks:



INITIAL MEETINGS AND ORIENTATION SESSIONS

Upon agreement to proceed, MGT's study team will virtually meet with the Town Project Officer to discuss the study's objectives and compensation philosophy, along with the strengths and limitations of the current classification and compensation system and benefits packages. MGT's representatives will then request documentation about current compensation and classification programs and discuss these systems to develop an understanding of current concerns. During these initial meetings, MGT will review the scope, content, and methodology of the study; review employee expectations and commitment; and establish appropriate time frames for completing and returning necessary forms. MGT also will maintain frequent contact with the Town Human Resources staff and leadership to ensure the final components of the revised classification and pay plan meet the Town's expectations.

JOB CONTENT QUESTIONNAIRE®

MGT anticipates certain job classification incumbents included in the study may be asked to complete a comprehensive Job Content Questionnaire®. A sample JCQ is provided in the **Appendix A** of this proposal. MGT's JCQ is a standardized instrument that collects detailed data on a position's duties and qualifications and allows for objective analyses of job content across organizations. If the Town currently has a job data collection instrument it prefers instead, then the desired tool could be utilized, as needed, for data collection. Consistent with best practices, the purpose of the MGT JCQ is to:

- ♦ Better understand and document job duties.
- ♦ Assist in determining the necessary minimum education, experience, and training requirements (including certification and licenses) for individual positions and promotion considerations.
- ♦ Compare jobs in the identified recruitment market(s).

MGT will provide virtual orientation sessions via Microsoft Teams, Zoom, Skype for Business, or a tool preferred by the Town for employees to explain how to complete the questionnaire and the types of data required. Supervisors and department heads will be asked to review the forms completed by employees for completeness and accuracy, making additional comments, as necessary. MGT appreciates the fiscal constraints that are common to our municipal clients. As such, we are prepared to facilitate the process remotely or in conjunction with the virtual orientations as preferred by the Town.

JOB EVALUATION AND CLASSIFICATION

Data is gathered through MGT's JCQ for the analysis of current job descriptions or class specifications. MGT staff will review the Town's current pay schedule and benefits program as part of the overall analysis for developing the compensation and classification plan(s) and benefits recommendations described above. Wage and salary data will identify the current market rate for Town positions within units included in the study. Based on these data, the management team will be able to determine what competitive position they wish the pay plan to take in the local labor market. This will affect salary ranges, and, in turn, the Town's recruiting abilities.

REPORTS

MGT's final recommendations for the study will reflect the identified and highly visible mission, vision, and compensation philosophy of the Town. We will provide a draft report with detailed cost recommendations to the Town Project Officer to ensure all aspects of the proposed report meet standards and provide viable recommendations. After reviewing the draft report, we will make any

needed revisions and submit the final report. We will also meet virtually to review the final results of the study, discuss alternatives for funding the recommendations made in the final report to include implementation options that may include multi-year phase-in approaches, and train staff on files to perform updates between future studies.

Project Fees

For your convenience, we have provided the Town with a total project cost for Phase One – Wage Compensation Study, as well as for Phases One and Two combined. For Phase One, MGT proposes to complete the Wage Compensation Study for a total cost of **\$21,080**. The cost by each work task is detailed below. This includes professional fees and other costs. We confirm we can complete Phase One of the study within **six months** of award.

Milestones and Tasks		Professional Hours	Total Fees (\$)
1	Conduct Initial Meeting and Finalize Project Work Plan	13	1900
2	Develop and Implement a Communications Strategy; Hold Orientation Sessions	27	4010
3	Review Existing Compensation System	18	2740
4	Identify Relevant Recruitment Markets	11	1680
5	Conduct Market Surveys	35	5270
6	Develop Compensation System & Present Report	21	3160
7	Develop Implementation Strategies	15	2320
8	Provide Ongoing Assistance	-	-
GRAND TOTAL, Hours and Fees		140	21,080

For both Phases One and Two combined, MGT proposes to complete the Town's project for a total cost of **\$45,800**. The cost by each work task is detailed below. This includes professional fees and other costs. The full study, including Phases One and Two, will take **six months** to complete.

Milestones and Tasks		Professional Hours	Total Fees (\$)
1	Conduct Initial Meeting and Finalize Project Work Plan	12	1830
2	Develop and Implement a Communications Strategy; Hold Orientation Sessions	40	5950
3	Review Existing Classification and Compensation System	33	5050
4	Gather & Evaluate Current Employee Job Data	52	7790
5	Identify Relevant Recruitment Markets	9	1370
6	Conduct Market Surveys	30	4580
7	Revise & Prepare Job Descriptions as needed	55	8240
8	Develop Compensation & Classification System & Present Report	49	7330
9	Develop Implementation Strategies	24	3660
10	Provide Ongoing Assistance	-	-
GRAND TOTAL, Hours and Fees		304	45,800

HOURLY RATES

Our fee schedule by hourly rates is provided below.

Executive-in-Charge	Project Director / Vice President	Senior Partner / Principal	Associate / Director / Analyst	Administrative Support / Office Manager
\$245	\$220	\$250	\$125-225	\$105

PRICING ASSUMPTIONS:

We will make every effort to control costs during the course of this project. MGT built this budget estimate based on a few other assumptions, which includes, but not limited to:

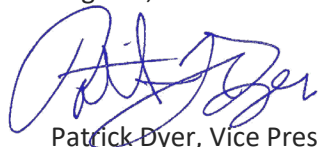
- ◆ Primarily using electronic communication to the most practical extent possible.
- ◆ Timely return of any requested data from the Town to adhere to proscribed schedule.
- ◆ Tasks may occur concurrently, as needed, to best utilize staff and District time.
- ◆ One hardcopy of final report and one electronic version with all appendices.
- ◆ Survey to be made of all Town classes indicating matches identified and analysis of pay comparison data.
- ◆ Benchmarks will be no more than 50% of the job classifications.
- ◆ Administer an employee review and appeal process and provide conclusions to be billed separately based on actual work requirements as a function of appeals filed. The proposed cost would be subject to approval prior to MGT starting appeal work if any needed.
- ◆ Wage/salary survey of 8 comparison agencies. Survey to be made of all classes indicating matches identified and analysis of pay comparison data.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 Fax: 850.385.4501 www.mgtconsulting.com FEIN: 81-0890071
OFFICE LOCATION FOR THE PROJECT	5245 Avenida Encinas Suite A Carlsbad, California 92008
EXECUTIVE-IN-CHARGE OF PROJECT	Khary Knowles, Vice President P: 619.322.3357 khary@mgtconsulting.com

Should you have questions on any aspect of this proposal, please contact **Mr. Khary Knowles**. Thank you for the opportunity to submit a proposal to the Town of Berlin.

Regards,



Patrick Dyer, Vice President
Authorized to bind the firm

Appendix A. Sample JCQ

<div style="text-align: center;"> <h2>JOB CONTENT QUESTIONNAIRE[®]</h2> <p>Prepared for:</p> <p style="border: 1px solid black; padding: 2px; display: inline-block;">INSERT CLIENT NAME</p> </div> <div style="text-align: right; margin-top: 20px;">  <p>4320 WEST KENNEDY BOULEVARD, SUITE 200 TAMPA, FLORIDA 33609 888.302.8899 WWW.MGTCONSULTING.COM</p> </div>	<div style="background-color: #333; color: white; padding: 5px; text-align: center;"> INTRODUCTION </div> <p>The following survey is designed to collect information about your role in the organization and the job that you perform.</p> <p>Survey results may be used to:</p> <ul style="list-style-type: none"> • Make pay adjustments to align individuals performing similar jobs within the organization or in similar organizations. • Determine how your position compares to the market for pay. • Determine if positions are accurately classified and if job titles accurately reflect position and duties. • Ensure accurate and up-to-date job descriptions. • Assist with staffing plan and salary schedule analyses. • Identify positions requiring additional job analysis. <p>This survey will NOT:</p> <ul style="list-style-type: none"> • Determine how well you perform your job. This is not a performance evaluation. • Decide whether there are individuals who should be released or demoted. • Reduce individual salaries or guarantee increases. <p>This survey includes four main sections:</p> <ol style="list-style-type: none"> Basic Job-Related Information <ul style="list-style-type: none"> Section 1.0 – Employment Status Job Description, Duties, Responsibilities, and Requirements <ul style="list-style-type: none"> Section 2.0 – Job Description Section 3.0 – Job Duties Section 4.0 – Knowledge, Skills, and Abilities Section 5.0 – Function within the Organization Section 6.0 – Educational Preparation Section 7.0 – Experience Required Work Performed, Responsibility and Leadership, Communication, and Decision-Making <ul style="list-style-type: none"> Section 8.0 – Work Performed Section 9.0 – Responsibility and Leadership Section 10.0 – Communication Section 11.0 – Decision-Making Financial Authority, Tools and Equipment, and Physical Job Factors <ul style="list-style-type: none"> Section 12.0 – Financial Authority Section 13.0 – Tools and Equipment Usage Section 14.0 – Working Conditions and Physical Requirements <p style="text-align: right; font-size: small;">- PAGE 2 -</p>
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<ul style="list-style-type: none"> • Carry out major assignments in conducting the operations of the organization • Perform work that affects operations to a substantial degree • Have authority to commit the employer in matters that have significant financial impact • Have authority to waive or deviate from established policies and procedures, without prior approval • Have authority to negotiate and bind the organization on significant matters • Provide consultation or expert advice to management; involved in planning long- or short-term objectives • Investigate and resolves matters of significance on behalf of management • Represent the organization in handling complaints, arbitrating disputes or resolving grievances • Make recommendations about significant matters to supervisors for action after comparing and evaluating possible courses of action <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SECTION 5.2: COMPUTER DUTIES</p> <p><i>Only complete this section if you selected <u>Computer Professional</u> in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.</i></p> <p>1. Select "Yes" if your primary duties consist of the following:</p> <ul style="list-style-type: none"> • The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications • The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications • The design, documentation, testing, creation or modification of computer programs related to machine operating systems • A combination of the aforementioned duties, the performance of which requires the same level of skills <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SECTION 5.3: ADMINISTRATIVE AND PROFESSIONAL DUTIES</p> <p><i>Only complete this section if you selected <u>Administrative or Professional</u> in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.</i></p> <p>1. Do your primary duties involve performing office or non-manual work directly related to management or general operations of your employer or its clients?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Do your primary duties include the exercise of discretion and independent judgment in matters of significance? <i>Discretion and independent judgment implies the authority to make an independent choice, free from immediate direction or supervision. NOTE: You can exercise discretion and independent judgment even if your decisions or recommendations are reviewed at a higher level.</i></p> <p>Consider the following factors to guide you in determining whether to answer yes or no.</p> <ul style="list-style-type: none"> • Have authority to formulate, affect, interpret, or implement management policies or operating practices • Carry out major assignments in conducting the operations of the organization • Perform work that affects operations to a substantial degree • Have authority to commit the employer in matters that have significant financial impact 	<ul style="list-style-type: none"> • Have authority to waive or deviate from established policies and procedures, without prior approval • Have authority to negotiate and bind the organization on significant matters • Provide consultation or expert advice to management; involved in planning long- or short-term objectives • Investigate and resolves matters of significance on behalf of management • Represent the organization in handling complaints, arbitrating disputes, or resolving grievances • Make recommendations about significant matters to supervisors for action after comparing and evaluating possible courses of action <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Does your primary duty consist of work requiring advanced knowledge in a field of science or learning acquired by a prolonged course of specialized intellectual instruction as distinguished from a general academic education? Consider the following factors and definitions before answering yes or no.</p> <ul style="list-style-type: none"> • "Advanced knowledge" means work that is predominately intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment • Advanced knowledge is generally used to analyze, interpret, or make deductions from varying facts or circumstances • Advanced knowledge cannot be attained at the high school level • "Prolonged course of specialized intellectual instruction" means that the learned professional exemption is limited to professions where specialized, academic training is a standard prerequisite for entering the profession <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Does your work require the use of creativity, invention, or imagination in a recognized field of artistic endeavor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Is your work predominantly intellectual and varied in character rather than routine mental, manual, mechanical or physical work?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SECTION 5.4: EXECUTIVE DUTIES</p> <p><i>Only complete this section if you selected <u>Executive</u> in Section 5.0, Function within the Organization. Next, skip to Section 6.0, Educational Preparation.</i></p> <p>1. Does your primary duty consist of managing a department or subdivision?</p> <p>Factors to consider in determining importance of duty are:</p> <ul style="list-style-type: none"> • Supervising and directing the work of other employees, ordering items, managing the budget and authorizing • The relative importance of your management duties as compared with other types of duties • The amount of time you spend performing management work. Usually spending more than 50% of one's time performing management work will satisfy the primary duty requirement, but one can spend less time and also meet the primary duty requirement based on other factors • Your relative freedom from direct supervision • The relationship between your salary and the wages paid to other non-management workers for the same kind of non-management work <p>Consider the following management duties to guide you in determining whether to answer yes or no.</p> <ul style="list-style-type: none"> • Supervising employees and/or interviewing, selecting, and training of employees
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* Setting and adjusting pay rates and work hours
 * Directing the work of employees
 * Conducting performance appraisals
 * Handling employee complaints and grievances
 * Disciplining employees
 * Planning work and apportioning the work among the employees
 * Running or servicing an organization, such as determining the items to be bought, stocked, and sold
 * Planning and controlling the budget
 * Monitoring or implementing legal compliance measures
☐ Yes ☐ No

2. Do you have the authority to hire and fire employees or do you provide suggestions or recommendations regarding hiring, firing, and advancement decisions, which are given weight in the decision-making process?
 To determine weight, consider the following factors:
 * The degree to which your duties require making suggestions and recommendations
 * The frequency with which suggestions and recommendations are made or requested
 * The frequency with which your suggestions and recommendations are relied upon
Notes: You need not have authority to make the ultimate decision. Suggestions and recommendations may be reviewed by a higher level manager.
☐ Yes ☐ No

3. Do you regularly direct the work of two or more full-time employees?
☐ Yes ☐ No

4. Do you decide when to perform non-management duties, and when performing such duties do you remain responsible for the success or failure of the organization's operation?
☐ Yes ☐ No

5. Are you a shift manager or leader?
Typically, a shift manager is not responsible for success or failure of the business operation, but rather directs employees while also performing similar work to the employees.
☐ Yes ☐ No

6. Does your primary duty consist of work requiring advanced knowledge in a field of science or learning acquired by a prolonged course of specialized intellectual instruction as distinguished from a general academic education?
 Consider the following factors and definitions before answering yes or no.
 * "Advanced knowledge" means work that is predominately intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment
 * Advanced knowledge is generally used to analyze, interpret or make deductions from varying facts or circumstances
 * Advanced knowledge cannot be attained at the high school level
 * "Prolonged course of specialized intellectual instruction" means that the learned professional exemption is limited to professions where specialized, academic training is a standard prerequisite for entering the profession
☐ Yes ☐ No

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7. Does your work require the use of creativity, invention, or imagination in a recognized field of artistic endeavor?
☐ Yes ☐ No

8. Is your work predominantly intellectual and varied in character rather than routine mental, manual, mechanical or physical work?
☐ Yes ☐ No

SECTION 6.C: EDUCATIONAL

1. What level of education is required for your position?
☐ Some high school education ☐ Completion of a Bachelor's degree
☐ Completion of high school/GED ☐ Some graduate school education
☐ Some college education ☐ Completion of a Master's degree
☐ Completion of an Associate's degree ☐ Completion of a Doctorate degree

2. What certifications, licenses, or professional designations, if any, are required for your position?

3. What certifications, licenses, or professional designations, if any, are preferred for your position?

SECTION 7.B: EXPERIENCE

1. How much experience is required for your position?
☐ No experience required ☐ 3 years ☐ 7 years
☐ 6 months ☐ 4 years ☐ 8 years
☐ 1 year ☐ 5 years ☐ 9 years
☐ 2 years ☐ 6 years ☐ +10 years

2. Can education be substituted for experience?
☐ Yes ☐ No ☐ Do not know

3. Can experience be substituted for education?
☐ Yes ☐ No ☐ Do not know

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III. WORK PERFORMED, RESPONSIBILITY AND LEADERSHIP, COMMUNICATION, AND DECISION-MAKING JOB FACTORS	
SECTION 8.0: WORK PERFORMED	
Please read each statement below and check the one that is the <u>closest match</u> to your major job duties.	
CLOSEST MATCH	FACTOR
	Perform clerical or manual tasks Example: May copy, compile, maintain basic files systems or enter data, or compute data using addition, subtraction, multiplication, and division; or compare items against a standard; or operate light equipment such as lawn mowers, floor buffers, pickup truck, van, or perform general housekeeping/custodial duties.
	Perform clerical or manual tasks involving intensive understanding of a field, unit or division Example: May summarize, tabulate, or format data or information, or gather data and information for later evaluation; or perform arithmetic operations including basic geometry or algebra, including computing discounts, interest rates, ratios and/or percents; or uses or operates medium use equipment such as chainsaws, mowing equipment; or journeyman level trades work.
	Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting, or reports on operations and activities of a department, or performs general coordination of individual or departmental activities Example: May use descriptive statistics, advanced geometry or algebra; requires the use of a wide range of administrative and/or technical methods in the solution of problems; or operate heavy construction equipment; or perform master level trades duties.
	Perform entry level professional work including basic data analysis and synthesis, or report on operations and activities of an organization; or perform quality assurance and compliance activities Example: May use advanced algebra, inferential statistics, and/or financial models.
	Perform professional level work requiring a wide range of administrative, technical, scientific, engineering, accounting, legal, or managerial methods applied to complex problems Example: May plan or direct the sequence of department or division activities
	Perform professional or managerial work including advanced data analysis and synthesis Example: May develop policies, procedures, or methodologies based on new facts or knowledge; or interpret or apply established policies.
	Perform advanced professional work methods to formulate important recommendations or make technical decisions that have an organization-wide impact Example: May require the use of creative ability and resourcefulness in the analysis and solution of complex problems; may develop new approaches or methodologies to solve problems not previously encountered.
	Perform executive or expert professional work to establish policy, long-range plans, and programs, identify funding sources and allocate funds Example: May develop or use theoretical mathematical concepts to formulate new techniques, or make decisions that impact both the organization and the discipline.

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SECTION 9.0: RESPONSIBILITY AND LEADERSHIP	
Please read each statement below and check the one that is the <u>closest match</u> to your major job duties.	
CLOSEST MATCH	FACTOR
	Follow instructions or work orders; or read routine sentences, instructions, regulations, or procedures.
	Follow technical instructions, procedure manuals and charts to solve practical problems, or compose routine or specialized reports or forms and business letters, or ensure compliance with clear guidelines and standards.
	Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis, or provide extensive customer service to internal or external customers.
	Follow complex rules or systems, using professional literature and technical reports; or enforce laws, rules, regulations, or ordinances.
	Supervise, instruct, or train others through explanation, demonstration, and supervised practice or make recommendations based on technical expertise. May have first-level supervisory duties including administration of performance feedback, or coordinate work activity schedules for teams.
	Direct, manage, or lead others; may determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; may develop and administer operational programs; or may write or present extremely complex papers and reports.
	Formulate and issue policies, procedures, and instructions; responsible for long term planning within an agency, department or division.
	Guide organization-wide development; leads the development of organization mission, vision, and principles; directs capital improvement initiatives.

SECTION 10.0: COMMUNICATION	
Please read each statement below and check the one that is the <u>closest match</u> to your major job duties.	
CLOSEST MATCH	FACTOR
	Communicate using routine sentences, complete routine job forms and incident reports, or communicate routine information regarding daily activities.
	Communicate to convey or exchange general work-related information or service to internal or external customers.
	Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.
	Communicate with internal and external groups, write manuals and complex reports, persuade or influence others in favor of a service, point of view, or course of action.
	Communicate information among co-workers, customers, vendors, and management; or speak before professional and civic groups; may write complex articles and reports or develop presentations for specialized audiences; may read scientific or technical journals or reports.
	Communicate with operational and functional leaders; read and interpret professional materials involving advanced bodies of knowledge.
	Communicates through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions.
	Communicate with key stakeholders to affect long term planning and to secure organization position and resources.

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SECTION 11.0: DECISION-MAKING	
Please read each statement below and check the one that is the closest match to your major job duties.	
CLOSEST MATCH	FACTOR
	Perform routine or semi-routine work under direct supervision. Requires very few decisions, affecting only the individual.
	Perform semi-routine work involving set procedures, but which may require problem-solving, serve clients or co-workers, or respond to requests. Requires some decisions that affect a few co-workers.
	Perform semi-skilled work involving some set procedures and frequent problem-solving. Requires frequent decision making affecting co-workers or the general public; may be responsible for providing information to those who depend on a service.
	Perform skilled work involving almost constant problem solving. May be responsible for actions of others, requiring almost constant decisions affecting co-workers, clients or others in the general public.
	Perform coordinating work involving guidelines and rules with constant problem-solving. May be responsible for actions of others requiring development of procedures and constant decisions affecting subordinate workers, clients, or others in the general public.
	Perform management and supervisory work involving policy and guideline interpretation, solving both people and work-related problems. Decision-making is a significant part of job, affecting a large segment of the organization and the general public.
	Perform advanced professional work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact. Work in a highly dynamic environment, responsible to establish goals, objectives and policies.
	Perform executive work involving the application of broad principles of professional management and leadership to new problems for which conventional solutions may or may not exist. Responsible for long-range goals, planning, and methodologies; works in an evolving environment with emerging knowledge and technologies, competing priorities, and changing politics.

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IV. FINANCIAL AUTHORITY, TOOLS AND EQUIPMENT, AND PHYSICAL LABOR FACTORS	
SECTION 12.0: FINANCIAL AUTHORITY	
1. Please read each sentence below and select all factors that represent the financial authority your job entails. (Check all that apply.)	
<input type="checkbox"/>	None/Not Applicable
<input type="checkbox"/>	Handle cash transactions, prepare and process purchase orders.
<input type="checkbox"/>	Bill or reconcile records, including departmental budget records and other related information such as subcontracts.
<input type="checkbox"/>	Manage inventory, property, or loss control.
<input type="checkbox"/>	Administer benefits by determining individual eligibility and coverage levels or determining compensation levels.
<input type="checkbox"/>	Authorized to purchase goods or services worth more than \$100 without securing approval from another authority or able to make recommendations that impact resource allocation.
<input type="checkbox"/>	Manage or administer budget within assigned department.
<input type="checkbox"/>	Budget or allocate funds within or across departments or divisions.
SECTION 13.0: TOOLS AND EQUIPMENT	
1. Please read each statement below and select all factors that represent the tools or equipment you use to perform your job. (Check all that apply.)	
<input type="checkbox"/>	None/Not Applicable
<input type="checkbox"/>	Use office machines such as copiers or calculators.
<input type="checkbox"/>	Use computers for data entry, or handle, use, or repair hand-held power equipment or light machinery.
<input type="checkbox"/>	Use computers for word processing, spreadsheets, PowerPoint presentations or custom applications.
<input type="checkbox"/>	Use, develop, or repair electronics or complex software, hardware, or network systems; operate, install, test or inspect heavy or complex machinery.
<input type="checkbox"/>	Supervise the activities of those operating or repairing complex machinery or technology systems.
<input type="checkbox"/>	Interpret policy and establish methods and procedures for acquiring, installing, testing, operating or repairing machinery or technology systems.
<input type="checkbox"/>	Establish policy for the acquisition, installation, testing, operation, and maintenance of machinery or technology systems.
<input type="checkbox"/>	Establish long-range plans and programs for capital improvements, major construction projects, or new technology systems.

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SECTION 14.0: PHYSICAL JOB FACTORS

Please provide details for the working conditions and physical demands that are required to successfully perform your job.

1. Which of the following physical conditions and hazards are encountered in your position? (Check all that apply.)

☐ Indoor environment
☐ Outdoor environment
☐ Noise
☐ Extreme temperatures
☐ Vibration
☐ Moisture and/or humidity
☐ Dust
☐ Fumes
☐ Gases

☐ Poor ventilation
☐ Electrical hazards
☐ Mechanical hazards
☐ Chemical hazards
☐ Explosive hazards
☐ Burn hazards
☐ Potential for violence/physical altercations
☐ Other

2. How much time is spent doing the following activities in your position?
Example: Position requires sitting over 2/3 of the time.

ACTIVITY	NONE	AMOUNT OF TIME SPENT		
		UNDER 1/3	1/3 TO 2/3	OVER 2/3
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gripping or feeling with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing or balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping, kneeling, or crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking or hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tasting or smelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job require that weight be lifted? If so, how much and how often?
Example: Position requires lifting up to 25 pounds over 2/3 of the time.

PHYSICAL REQUIREMENTS: WEIGHT LIFTED	NONE	AMOUNT OF TIME SPENT		
		UNDER 1/3	1/3 TO 2/3	OVER 2/3
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Does this job have any special vision requirements? (Check all that apply.)

☐ No special vision requirements
☐ Close vision (clear vision at 20 inches or less)
☐ Distance vision (clear vision at 20 feet or more)
☐ Color vision (ability to identify and distinguish colors)
☐ Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point)
☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

SUPERVISOR'S COMMENTS

Supervisor Instructions:
Please review your employee's questionnaire carefully and check if you agree or disagree with the employee's choices or statements. Note any additional information that you feel is important to the understanding of this employee's work. If you disagree with any of the levels checked or statements made in this questionnaire, we ask that you do not change any response nor ask the employee to change a response. Rather, please indicate your comments on this page. If you need additional room, please add a page and staple it to this questionnaire. Each section must be reviewed. Failure to review each section thoroughly and to complete this section of the questionnaire will result in a delay in the evaluation process. Thank you for your time and attention to this process.

SECTION	AGREE	DISAGREE	COMMENTS
1.0	<input type="checkbox"/>	<input type="checkbox"/>	
2.0	<input type="checkbox"/>	<input type="checkbox"/>	
3.0	<input type="checkbox"/>	<input type="checkbox"/>	
4.0	<input type="checkbox"/>	<input type="checkbox"/>	
5.0	<input type="checkbox"/>	<input type="checkbox"/>	
6.0	<input type="checkbox"/>	<input type="checkbox"/>	
7.0	<input type="checkbox"/>	<input type="checkbox"/>	
8.0	<input type="checkbox"/>	<input type="checkbox"/>	
9.0	<input type="checkbox"/>	<input type="checkbox"/>	
10.0	<input type="checkbox"/>	<input type="checkbox"/>	
11.0	<input type="checkbox"/>	<input type="checkbox"/>	
12.0	<input type="checkbox"/>	<input type="checkbox"/>	
13.0	<input type="checkbox"/>	<input type="checkbox"/>	
14.0	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

I certify that I have read and reviewed this questionnaire and that I have noted any additional information or areas of disagreement to the best of my ability.

Supervisor's Signature:
Date:

Appendix B. Sample MIP

MANAGEMENT ISSUES PAPER®																				
<p>This tool is designed to collect information about specific concerns that you may have related to your organization's current compensation and classification system. The information that you submit will be used to assist MGT of America Consulting, LLC in the overall position evaluation and to make recommendations for updating and improving the current system.</p>																				
<p>Your Name _____ Your Classification Title _____</p>																				
<p>Department Name _____</p>																				
MANAGEMENT ISSUE DETAIL																				
<p>I. OFFICIAL CLASSIFICATION TITLE (JOB TITLE) RELATED TO THE ISSUE: _____</p>																				
<p>II. EMPLOYEES IN CLASS RELATED TO THE ISSUE: <i>List names of class incumbents. Use back of page for additional space if necessary.</i></p> <p>_____</p> <p>_____</p> <p>_____</p>																				
<p>III. DESCRIPTION/RESOLUTION OF THE ISSUE:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #555; color: white;"> <th style="width: 15%; padding: 5px;">CHECK ALL THAT APPLY</th> <th style="width: 40%; padding: 5px;">NATURE OF ISSUE</th> <th style="width: 45%; padding: 5px;">RECOMMENDED RESOLUTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Recruitment/Retention of qualified employees</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Current Pay Grade/Salary Range should be revised/updated</td> <td style="padding: 5px;">Recommended New Pay Grade or Salary Range:</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Classification Title should be revised/updated</td> <td style="padding: 5px;">Recommended New Title:</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Career Path/Advancement for this Classification</td> <td style="padding: 5px;">Recommended New Series or Advancement Level:</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Other (briefly describe)</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>			CHECK ALL THAT APPLY	NATURE OF ISSUE	RECOMMENDED RESOLUTION	<input type="checkbox"/>	Recruitment/Retention of qualified employees		<input type="checkbox"/>	Current Pay Grade/Salary Range should be revised/updated	Recommended New Pay Grade or Salary Range:	<input type="checkbox"/>	Classification Title should be revised/updated	Recommended New Title:	<input type="checkbox"/>	Career Path/Advancement for this Classification	Recommended New Series or Advancement Level:	<input type="checkbox"/>	Other (briefly describe)	
CHECK ALL THAT APPLY	NATURE OF ISSUE	RECOMMENDED RESOLUTION																		
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<input type="checkbox"/>	Career Path/Advancement for this Classification	Recommended New Series or Advancement Level:																		
<input type="checkbox"/>	Other (briefly describe)																			
<p>IV. BACKGROUND OF THE ISSUE: <i>Briefly describe the nature of the issue(s) checked in Part III:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>																				
<p><i>Are other related classifications comparable to this classification in terms of required skill, effort, responsibility, or working conditions? Please list titles and pay grades.</i></p> <p>_____</p> <p>_____</p> <p>_____</p>																				

Appendix C. Forms

RFP 2023-05 WAGE COMPENSATION AND CLASSIFICATION STUDY

Bidder: MGT of America Consulting, LLC

PROPOSED SUBCONTRACTORS

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
No Subcontractors will be used		

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



RFP 2023-05 WAGE COMPENSATION AND CLASSIFICATION STUDY

Bidder: MGT of America Consulting, LLC

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: _____

Date: 10/05/2022

Robert Holloway, Senior VP Market Development

Printed Name: and Chief Strategy Officer

Firm Name: MGT of America Consulting, LLC Tax/EIN: 81-0890071

DBA (if different than above): _____

Address: 4320 West Kennedy Boulevard, Ste 200

City, State Zip: Tampa, Florida 33609

Phone: 888.302.0899





MOTION OF THE MAYOR AND COUNCIL 2022-17

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO NOMINATE MAYOR ZACKERY TYNDALL, TO SERVE AS WORCESTER COUNTY, MARYLAND’S MUNICIPAL REPRESENTATIVE ON THE TRI-COUNTY COUNCIL FOR THE CALENDAR YEAR 2023.

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



11200 Racetrack Road Unit 101A
Ocean Pines, MD 21811
Telephone: 410-641-5341
Fax: 410-641-5349
www.eaest.com

October 11, 2022

Mary Bohlen
Town Administrator
Town of Berlin
10 Williams Street
Berlin, MD 21811

**RE: DRAFT - Former Tyson Plant at Heron Park
NPDES No. MD0002071 Renewal Application Recommendation**

Dear Ms. Bohlen:

EA Engineering, Science, and Technology, Inc., PBC (EA) assisted the Town with the preparation of a renewal application for their National Pollutant Discharge Elimination System (NPDES) Permit No. MD0002017 associated with the Former Tyson Plant at Heron Park. As the Town is aware, significant demolition was contracted several years ago removing the chemical treatment building and clarifier. While the wastewater treatment plant associated with the Former Tysan Plant has been inactive for some time and now significantly dismantled, the Town was interested in maintaining their existing NPDES Permit.

Per communications with the Maryland Department of the Environment, (MDE), the existing permit (attached) was written to allow for the discharge of uncontaminated groundwater and stormwater only (Page 2), and if there were to be any other discharge a major modification would be required. In this case the major modification would require a complete application for a permit. Authorization of that process water discharge would be required prior to any discharge. A major modification goes through the same process as a new permit application. Thus, the renewal application presented to MDE is essentially a zero-discharge permit and if the Town wished to discharge from either the existing former storage lagoons or treated wastewater, a major modification permit application would be required.

EA and Town have held several conference calls with the MDE discussing the benefit of the renewal application. EA concurs with MDE that the renewal of the permit provides a minimal benefit to the Town as any requested discharge from the facility would require a new permit. Further, EA understands the Town is currently contracted with Davis, Bowen, and Friedel, Inc. to design the further demolition of existing facilities and structures at the Former Tyson Plant at Heron Park. Based on these components, EA recommends the Town terminate their existing NDPES permit MD0002071 and thus relieve the Town of the permit reporting requirements.

We appreciate the opportunity to continue our long history of partnership with the Town of Berlin in this endeavor. Feel free to contact me at (410) 641-5341 should you have any questions.

Sincerely,

Darl Kolar, BCEE, P.E.
Project Manager

CC: Jamey Latchum, Town of Berlin
Steven Lemasters, P.E. EA Engineering



Maryland

Department of the Environment

Larry Hogan
Governor

Boyd Rutherford
Lieutenant Governor

Ben Grumbles
Secretary

MAY - 5 2016

CERTIFIED MAIL

Laura Allen, Town Administrator
The Town of Berlin
10 William Street
Berlin, MD 21811

Re: State Discharge Permit No. 15DP0375, NPDES Permit MD0002071

Dear Ms. Allen,

Enclosed is the issued discharge permit referenced above with the effective date indicated on the cover page. The permittee is responsible for complying with all permit conditions. You are therefore advised to read the permit carefully and become thoroughly familiar with the requirements.

The U.S. Environmental Protection Agency (EPA) recently promulgated a final rule to modernize Clean Water Act reporting for municipalities, industries, and other facilities by converting to an electronic data reporting system (see 40 CFR 127.16). This final rule requires all National Pollution Discharge Elimination System (NPDES) regulated entities to electronically report Discharge Monitoring Reports (DMRs) **starting on December 21, 2016.**

The Maryland Department of the Environment offers NetDMR for filing your required NPDES DMRs. NetDMR is a freely available Web based tool that allows NPDES permittees to electronically sign and submit their DMRs to EPA via a secure internet connection. NetDMR is designed to improve data quality, reduce reporting liabilities, save paper, and provide cost savings. It allows participants to discontinue mailing in hard copy forms under 40 CFR 122.41 and 403.12. For more information go to the EPA website (www.epa.gov/netdmr) or call the MDE Water Management Administration, Compliance Program, at 410-537-3510 and ask to speak to a NetDMR coordinator.

As indicated in Condition II.A.2 of your permit, before you can submit official DMRs using NetDMR you must attend a training Webinar and successfully set-up and submit test monitoring results electronically. If you do not attend the required training in a timely manner, you will be at risk of violating the new U.S. EPA NPDES electronic reporting rule. While paper DMR reporting is being phased out, those who are unable to use the NetDMR system before December 21, 2016 may continue to submit paper copies. Enclosed are (EPA No. 3320-1) Discharge Monitoring Report (DMR) forms, which, unless you are already using NetDMR, must be completed for each reporting period and submitted to the Department in accordance with the requirements of the permit. Copies of these forms can also be downloaded from the Department's website (bit.ly/MDE-New-DMR). Using the latest version of Adobe Acrobat Reader, the DMR form can be completed from a keyboard and printed for mailing to the Department.

Enclosed is a copy of the Federal Register, Part 136 - "Guidelines Establishing Test Procedures for Analysis of Pollutants". Unless otherwise specified, these guidelines are to be used for the analyses required by this permit. The most current version of 40 C.F.R. Part 136 can be found online at EPA's website (www.epa.gov/epahome/cfr40.htm). Finally you'll find enclosed a brochure for NetDMRs.

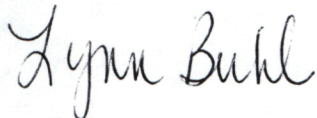
Laura Allen
Page 2

Please direct all future correspondence regarding permit compliance to the following address:

Attention: Discharge Monitoring Reports
Water Management Administration – Compliance Program
Maryland Department of the Environment
1800 Washington Boulevard, Suite 425
Baltimore, Maryland 21230-1708

If you have any other questions, please do not hesitate to call Paul Hlavinka, Industrial and General Permits Division, at 410-537-3323.

Sincerely,



Lynn Buhl, Director
Water Management Administration

LB:aw

Enclosures (4)

Cc: William Lee (delivered electronically)
WMA-Compliance, Eastern Division Chief



Maryland

Department of the Environment

Larry Hogan
Governor

Boyd Rutherford
Lieutenant Governor

Ben Grumbles
Secretary

STATE DISCHARGE PERMIT NUMBER: 15-DP-0375

NPDES PERMIT NUMBER: MD0002071

EFFECTIVE DATE: July 1, 2016

EXPIRATION DATE: June 30, 2021

MODIFICATION DATE: N/A

REAPPLICATION DATE: June 30, 2020

Pursuant to the provisions of Title 9 of the Environment Article, Annotated Code of Maryland, and regulations promulgated thereunder, and the provisions of the Clean Water Act, 33 U.S.C. § 1251 et seq. and implementing regulations 40 CFR Parts 122, 123, 124, and 125, the Department of the Environment hereinafter referred to as the "Department," hereby authorizes

The Town of Berlin
10 William Street
Berlin, MD 21811

TO DISCHARGE FROM

a former poultry processing facility

LOCATED AT

9943 Old Ocean City Boulevard, Berlin, Worcester County, Maryland
21811

VIA OUTFALL(S)

001 as identified and described below.

TO

Kitts Branch of Trappe Creek, a designated Use I water body under COMAR 26.08.02.02 protected for water contact recreation, fishing, aquatic life, and wildlife in accordance with the following special and general conditions, and map made a part hereof.

I. SPECIAL CONDITIONS

A. EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS

During the effective dates of this permit the permittee is authorized to discharge water via Outfall 001 (Maryland Coordinates 1823.9 E and 248.6 N).

Discharges authorized from this outfall shall be limited and monitored by the permittee at the discharge measuring weir, as specified in the table below:

PARAMETER	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			FREQUENCY OF ANALYSIS	SAMPLE TYPE	NOTES
	MONTHLY AVERAGE	DAILY MAXIMUM	UNITS	MINIMUM	MONTHLY AVERAGE	DAILY MAXIMUM			
	Report	Report	MGD						
Flow							Continuous	Recorded	(1)

There shall be no discharge of floating solids or persistent foam in other than trace amounts. Persistent foam is foam that does not dissipate within one half-hour from the point of discharge.

The permittee shall alert the Department when its annual average flow exceeds 800,000 gallons per day (gpd). The permittee shall evaluate any change in annual average flow each year, and in accordance with General Condition B.1 notify the Department by May 1 if the annual average flow is expected to exceed this level. This requirement is not a flow limit.

(1) The discharge from any source other than groundwater infiltration or stormwater runoff is allowed only after modification of this permit, as specified in Special Condition O.

B. DEFINITIONS

1. "Clean Water Act" means the "Federal Water Pollution Control Act Amendments of 1972," 33 U.S.C. 1251, 86 Stat. 866, as amended by the "Clean Water Act of 1977," 91 Stat. 1566, and all other amendments to that act.
2. "CFR" means the Code of Federal Regulations.
3. "COMAR" means the Code of Maryland Regulations.
4. "Department" means the Maryland Department of the Environment (MDE).
5. "National Pollutant Discharge Elimination System (NPDES)" means the national system for issuing permits established under §402 of the Clean Water Act (1972).
6. "NetDMR" means a nationally-available electronic reporting tool, initially designed by states and later adapted for national use by EPA, which can be used by NPDES-regulated facilities to submit discharge monitoring reports (DMRs) electronically to EPA through a secure Internet application over the National Environmental Information Exchange Network (NEIEN). EPA can then share this information with authorized states, tribes, and territories.
7. "Outfall" means the location where effluent is discharged into receiving waters.
8. "Permittee" means an individual or organization holding a discharge permit issued by the Department.
9. "Recorded" (i.e. recorded flow, pH, or temperature, etc.), means a method of providing a permanent, continuous record, including but not limited to circular and strip charts.

C. TOXIC POLLUTANT REPORTING

The permittee shall notify the Department as soon as it is known or suspected that any toxic pollutants not specifically limited by this permit have been discharged at levels in excess of notification levels set forth in 40 CFR Part 122.42(a).

D. REMOVED SUBSTANCES

1. Within 30 days after notification the permittee shall provide the Department with information on the disposal of any removed substances defined under General Condition B.7 in section II of this permit. Requested information may include, but not be limited to:
 - a. A map clearly showing all areas used for disposal of removed substances.
 - b. A description of physical, chemical, and biological characteristics of any removed substances, as well as their quantities and method of disposal.
 - c. The identity of any contractor or subcontractor, their mailing address and information specified in a and b above, if disposal is handled by persons other than the permittee.

2. The Department's notification may also require the permittee to provide the above information prior to use of new or additional disposal areas, contractors, or subcontractors.

E. ANALYTICAL LABORATORY

Within 30 days after the effective date of this permit the permittee shall submit to the Department the name and address of the analytical laboratory (including the permittee's own laboratory) used to perform the monitoring required by this permit.

If the laboratory changes during the effective period of this permit, the permittee shall notify the Department of the new laboratory within 30 days after the change.

F. WASTEWATER OPERATOR CERTIFICATION – [Reserved]

G. FLOW MONITORING– [Reserved]

H. FLOW BASIS FOR ANNUAL DISCHARGE PERMIT FEE

The Department will calculate permit fees annually and invoice the permittee based upon annual average discharge flow. Permit fees are payable to the Department in advance by July 1 of each fiscal year (July 1 through June 30).

The permittee shall provide notification of any flow revision to the Department's Industrial and General Permits Division by May 1 of each year to update the annual average discharge flow value used for the next billing period; if the flow volume used to calculate the permit fee (or application fee if the permit was renewed within the past year) differs significantly from either of the following flow determinations:

1. Average flow data reported on the permittee's discharge monitoring reports for the current fiscal year, or
2. Estimated flow volume for the next billing period based on recent changes at the facility

The flow revision notification shall include a summary of flow data reported on discharge monitoring reports for the previous year and any other supporting documentation to be used as the basis for the revised flow determination.

I. REAPPLICATION FOR A PERMIT

Unless the Department grants permission for a later date the permittee shall submit a permit renewal application no later than 12 months prior to the expiration date of the current permit, or notify the Department of their intent to cease discharging by the permit's expiration date.

In the event that a timely and sufficient reapplication has been submitted and through no fault of the permittee the Department is unable to issue a new permit before the expiration date, the terms and conditions of this permit are automatically continued and remain in full force and effect.

J. PERMIT REOPENER FOR TOTAL MAXIMUM DAILY LOAD

This permit may be reopened as a major modification to implement any applicable requirements associated with a Total Maximum Daily Load (TMDL) issued or approved for Kitts Branch - 02130105, including but not limited to: Biological Assessments related to Fish and Benthic IBIs.

K. BIOMONITORING PROGRAM –[Reserved]L. TOXICITY REDUCTION EVALUATION

A Toxicity Reduction Evaluation (TRE) is an investigation conducted to identify the causative agents of effluent toxicity, isolate the source(s), determine the effectiveness of control options, implement necessary control measures and confirm the reduction in toxicity. The permittee shall conduct a TRE when a review of toxicity test data by the Department indicates unacceptable, acute, or chronic effluent toxicity.

1. Within 90 days following notification by the Department that a TRE is required the permittee shall submit a study plan and schedule for conducting the TRE. The permittee shall conduct the TRE in a manner consistent with the plan and schedule submitted to the Department.
2. The plan should follow the framework set forth in *Generalized Methodology for Conducting Industrial Toxicity Reduction Evaluations* (EPA/600/2-88/070, April 1989).
3. Beginning 60 days following the date of the Department's acceptance of a TRE study plan and every 60 days thereafter the permittee shall submit progress reports including all relevant test data to the Department until toxicity reduction is confirmed.
4. Within 60 days after completing the toxicity identification (source isolation) phase of the TRE the permittee shall submit a plan and schedule to the Department for implementing measures necessary to eliminate acute toxicity and/or reduce chronic toxicity to acceptable levels. Implementation of the measures identified shall begin immediately upon submission of the study plan.
5. Within 60 days after completing the implementation of control measures to eliminate or reduce toxicity the permittee shall submit a study plan to the Department for approval, to confirm the elimination or reduction of toxicity using biomonitoring.
6. If for any reason the implemented measures do not result in compliance with the Department's toxicity limitations the permittee shall continue the TRE.

M. MIXING ZONES AND POLLUTION PREVENTION –[Reserved]N. PROTECTION OF WATER QUALITY

It is a violation of this permit to discharge any substance not otherwise listed under this permit's "Effluent Limitations and Monitoring Requirements" at levels which would cause or contribute to any exceedance of numerical water quality standards set forth in COMAR 26.08.02.03, unless the level and substance was disclosed in writing in the permit application prior to issuance of the permit. If a discharge regulated by this permit causes or contributes to an exceedance of water quality standards in COMAR 26.08.02.03, including but not limited to general water quality standards, or if the discharge includes a pollutant that was not disclosed or addressed in the public record for the permit determination; the Department is authorized to modify, suspend or revoke this permit or take enforcement action to address unlawful discharges.

O. LIMITS OF AUTHORIZATION

No later than 180 days prior to the start of discharge, the permittee shall submit a complete application for modification of this permit. Until the Department modifies the permit, the permittee is allowed to discharge only water from Outfall 001.

P. STORMWATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY –[Reserved]

1. No later than 6 months after the permit's effective date the permittee shall apply for coverage under the *General Permit for Discharges from Stormwater Associated with Industrial Activities* (State Permit No. 12-SW, NPDES Permit No. MDR0000) in accordance with Section II.A of the 12-SW Permit, **as an inactive and unstaffed facility**. The notice of intent (NOI) submitted with the application shall address all stormwater associated with industrial activity, including but not limited to any stormwater discharging via the outfalls authorized under this permit. A copy of the 12-SW permit, NOI and associated guidance are available at "http://bit.ly/MDE_industrial_stormwater".
2. As of the effective date of this permit the permittee shall begin preparing a Stormwater Pollution Prevention Plan (SWPPP). Once a SWPPP has been completed the permittee shall switch, as soon as feasible, to complying with the new SWPPP. The SWPPP must be completed and implemented no later than 6 months after the effective date of this permit.
3. Industrial stormwater is not authorized under this individual permit.

II. GENERAL CONDITIONS

A. MONITORING AND REPORTING

1. REPRESENTATIVE SAMPLING

Samples and measurements taken as required herein shall be taken at such times as to be representative of the quantity and quality of the discharges during the specified monitoring periods.

2. REPORTING-MONITORING RESULTS SUBMITTED MONTHLY

Monitoring results obtained during each calendar month shall be summarized and submitted electronically using NetDMR once the permittee is granted access to this tool. Results shall be submitted to the Department via NetDMR no later than the 28th of the month following the end of the reporting month. Specific requirements regarding submittal of data and reports in hard copy form and for submittal using NetDMR are described below:

- a. NetDMR is a U.S. EPA tool allowing regulated Clean Water Act permittees to submit monitoring reports electronically via a secure Internet application. At the earliest from the effective date of this permit, the permittee must apply for access to NetDMR at www.epa.gov/netdmr and register for a NetDMR Webinar. Before the permittee can submit official DMRs using NetDMR the permittee must attend a training Webinar and successfully set-up and submit test monitoring results electronically.
- b. Hard copies of monitoring results obtained before the permittee is granted access to NetDMR or before December 21, 2016, whichever comes first, shall be submitted

postmarked no later than the 28th of the month following the end of the reporting month. Signed copies of the results shall be submitted both to the Department and the United States Environmental Protection Agency at the following addresses:

Attn: Discharge Monitoring Reports
Maryland Department of the Environment
Water Management Administration
Compliance Program
1800 Washington Boulevard, Suite 425
Baltimore, Maryland 21230-1708

Attn: Discharge Monitoring Reports
U.S. EPA, Region III
Office of Compliance and Enforcement
NPDES Branch (3WP31)
1650 Arch Street
Philadelphia, Pennsylvania 19103-2029

- c. The permittee may be eligible for a temporary waiver by MDE from NPDES electronic reporting requirements if the permittee has no current internet access and is physically located in a geographic area (i.e., zip code) that is identified as under-served for broadband internet access in the most recent National Broadband Map from the Federal Communications Commission (FCC); or if the permittee can demonstrate that such electronic reporting of the monitoring data and reports would pose an unreasonable burden or expense to the NPDES-permitted facility. Waiver requests must be submitted in writing to the Department for written approval at least 120 days prior to the date the permittee would be required under this permit to begin using NetDMR. This demonstration shall be valid for five (5) years from the date of the Department approval and shall thereupon expire. At such time, DMRs and reports shall be submitted electronically to the Department unless the permittee submits a renewed waiver request and such request is approved by the Department. All waiver requests and subsequent hardcopy DMRs shall be sent to the following address with "Attn: DMRs":

Attention: NetDMR Waiver Request
Maryland Department of the Environment
WMA – Compliance Program
1800 Washington Blvd., Suite 425
Baltimore, MD 21230

3. SAMPLING AND ANALYSIS METHODS

The analytical and sampling methods used shall conform to procedures for the analysis of pollutants as identified in Title 40 CFR Part 136 - "Guidelines Establishing Test Procedures for the Analysis of Pollutants" unless otherwise specified.

4. DATA RECORDING REQUIREMENTS

For each measurement or sample taken pursuant to the requirements of this permit, the permittee shall record the following information:

- a. the exact place, date, and time of sampling or measurement;
- b. the person(s) who performed the sampling or measurement;
- c. the dates and times the analyses were performed;
- d. the person(s) who performed the analyses;
- e. the analytical techniques or methods used; and
- f. the results of all required analyses.

5. MONITORING EQUIPMENT MAINTENANCE

The permittee shall periodically calibrate and perform maintenance procedures on all monitoring and analytical instrumentation to insure accuracy of measurements.

6. ADDITIONAL MONITORING BY PERMITTEE

If the permittee monitors any pollutant, using approved analytical methods as specified above, at the locations designated herein more frequently than required by this permit, the results of such monitoring, including the increased frequency, shall be included in the calculation and reporting of the values required in the Discharge Monitoring Report form (EPA No. 3320-1).

7. RECORDS RETENTION

All records and information resulting from the monitoring activities required by this permit, including all records of analyses performed, calibration and maintenance of instrumentation, and original recordings from continuous monitoring instrumentation shall be retained for a minimum of three years. This period shall be automatically extended during the course of litigation, or when requested by the Department.

B. MANAGEMENT REQUIREMENTS

1. CHANGE IN DISCHARGE

All discharges authorized herein shall be consistent with the terms and conditions of this permit. The discharge of any pollutant identified in this permit at a level in excess of that authorized shall constitute a violation of the terms and conditions of this permit. The permittee shall report any anticipated facility expansions, production increases, or process modifications which will result in new, different or an increased discharge of pollutants by submitting a new application at least 180 days prior to the commencement of the changed discharge except that if the change only affects a listed pollutant and will not violate the effluent limitations specified in this permit, by providing written notice to the Department. Following such notice, the permit may be modified by the Department to include new effluent limitations on those pollutants.

2. NONCOMPLIANCE WITH EFFLUENT LIMITATIONS

If, for any reason, the permittee does not comply with or will be unable to comply with any daily maximum or daily minimum effluent limitation specified in this permit, the permittee shall notify the Inspection and Compliance Program by telephone at (410) 537-3510 within 24 hours of becoming aware of the noncompliance. Within five calendar days, the permittee shall provide the Department with the following information in writing:

- a. a description of the non-complying discharge including its impact upon the receiving waters;
- b. cause of noncompliance;
- c. anticipated time the condition of noncompliance is expected to continue or if such condition has been corrected, the duration of the period of noncompliance;
- d. steps taken by the permittee to reduce and eliminate the non-complying discharge;

- e. steps to be taken by the permittee to prevent recurrence of the condition of noncompliance; and
- f. a description of the accelerated or additional monitoring by the permittee to determine the nature and impact of the noncomplying discharge.

3. FACILITIES OPERATION

All treatment, control and monitoring facilities, or systems installed or used by the permittee, are to be maintained in good working order and operated efficiently.

4. ADVERSE IMPACT

The permittee shall take all reasonable steps to minimize or prevent any adverse impact to waters of the State or to human health resulting from noncompliance with any effluent limitations specified in this permit, including such accelerated or additional monitoring as necessary to determine the nature and impact of the noncomplying discharge.

5. BYPASSING

Any bypass of treatment facilities necessary to maintain compliance with the terms and conditions of this permit is prohibited unless:

- a. the bypass is unavoidable to prevent a loss of life, personal injury or substantial physical damage to property, damage to the treatment facilities which would cause them to become inoperable, or substantial and permanent loss of natural resources;
- b. there are no feasible alternatives;
- c. notification is received by the Department within 24 hours (if orally notified, then followed by a written submission within five calendar days of the permittee's becoming aware of the bypass). Where the need for a bypass is known (or should have been known) in advance, this notification shall be submitted to the Department for approval at least ten calendar days before the date of bypass or at the earliest possible date if the period of advance knowledge is less than ten calendar days; and
- d. the bypass is allowed under conditions determined by the Department to be necessary to minimize adverse effects.

6. CONDITIONS NECESSARY FOR DEMONSTRATION OF AN UPSET

An upset shall constitute an affirmative defense to an action brought for noncompliance with technology-based effluent limitations only if the permittee demonstrates, through properly signed, contemporaneous operating logs, or other relevant evidence, that:

- a. an upset occurred and that the permittee can identify the specific cause(s) of the upset;
- b. the permitted facility was at the time being operated in a prudent and workman-like manner and in compliance with proper operation and maintenance procedures;

- c. the permittee submitted a 24-hour notification of upset in accordance with the reporting requirements of General Condition II.B.2 above;
- d. the permittee submitted, within five (5) calendar days of becoming aware of the upset, documentation to support and justify the upset; and
- e. the permittee complied with any remedial measures required to minimize adverse impact.

7. REMOVED SUBSTANCES

Wastes such as solids, sludges, or other pollutants removed from or resulting from treatment or control of wastewaters, or facility operations, shall be disposed of in a manner to prevent any removed substances or runoff from such substances from entering or from being placed in a location where they may enter the waters of the State.

8. POWER FAILURE

In order to maintain compliance with the effluent limitations and prohibitions of this permit, the permittee shall either:

- a. provide an alternative power source sufficient to operate the wastewater collection and treatment facilities or,
- b. halt, reduce or otherwise control production and all discharges upon the reduction, loss, or failure of the primary source of power to the wastewater collection and treatment facilities.

C. RESPONSIBILITIES

1. RIGHT OF ENTRY

The permittee shall permit the Secretary of the Department, the Regional Administrator for the Environmental Protection Agency, or their authorized representatives, upon the presentation of credentials to:

- a. enter upon the permittee's premises where an effluent source is located or where any records are required to be kept under the terms and conditions of this permit;
- b. access and copy, at reasonable times, any records required to be kept under the terms and conditions of this permit;
- c. inspect, at reasonable times, any monitoring equipment or monitoring method required in this permit;
- d. inspect, at reasonable times, any collection, treatment, pollution management, or discharge facilities required under this permit; and
- e. sample, at reasonable times, any discharge of pollutants.

2. TRANSFER OF OWNERSHIP OR CONTROL OF FACILITIES

In the event of any change in ownership or control of facilities from which the authorized discharge emanates, the permit may be transferred to another person if:

- a. the permittee notifies the Department in writing, of the proposed transfer;
- b. a written agreement, indicating the specific date of proposed transfer of permit coverage and acknowledging responsibilities of current and new permittees for compliance with the liability for the terms and conditions of this permit, is submitted to the Department; and
- c. neither the current permittee nor the new permittee receive notification from the Department, within 30 calendar days, of intent to modify, revoke, reissue or terminate the existing permit.

3. REAPPLICATION FOR A PERMIT –[Reserved]

4. AVAILABILITY OF REPORTS

Except for data determined to be confidential under Section 308 of the Clean Water Act, 33 U.S.C. § 1318, all submitted data shall be available for public inspection at the offices of the Department and the Regional Administrator of the Environmental Protection Agency.

5. PERMIT MODIFICATION

A permit may be modified by the Department upon written request of the permittee and after notice and opportunity for a public hearing in accordance with and for the reasons set forth in 40 CFR § 122.62 and 122.63.

6. PERMIT MODIFICATION, SUSPENSION, OR REVOCATION

After notice and opportunity for a hearing, this permit may be modified, suspended, or revoked and reissued in whole or in part during its term for causes including, but not limited to, the following:

- a. violation of any terms or conditions of this permit;
- b. obtaining this permit by misrepresentation or failure to disclose fully all relevant facts;
- c. a change in any condition that requires either a temporary or permanent reduction or elimination of the authorized discharge; or
- d. a determination that the permitted discharge poses a threat to human health or welfare or to the environment and can only be regulated to acceptable levels by permit modification or termination.
- e. upon a final, unreviewable determination that the permittee lacks, or is in violation, of any federal, state, or local approval necessary to conduct the activities by this permit.

7. TOXIC POLLUTANTS

If a toxic effluent standard or prohibition (including any schedule of compliance specified in such toxic effluent standard or prohibition) is established by the U.S. Environmental Protection Agency, or pursuant to Section 9-314 of the Environment Article, Annotated Code of Maryland, for a toxic pollutant which is present in the discharges authorized herein and such standard is more stringent than any limitation upon such pollutant in this permit, this permit shall be revoked and reissued or modified in accordance with the toxic effluent standard or prohibition and the permittee so notified. Any effluent standard established in this case for a pollutant which is injurious to human health is effective and enforceable by the time set forth in the promulgated standard, even absent permit modification.

8. OIL AND HAZARDOUS SUBSTANCES PROHIBITED

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibility, liability, or penalties to which the permittee may be subject under Section 311 of the Clean Water Act (33. U.S.C. § 1321), or under the Annotated Code of Maryland.

9. CIVIL AND CRIMINAL LIABILITY

Except as provided in permit conditions on "bypassing," "upset," and "power failure," nothing in this permit shall be construed to preclude the institution of any legal action nor relieve the permittee from civil or criminal responsibilities and/or penalties for noncompliance with Title 9 of the Environment Article, Annotated Code of Maryland or any federal, local, or other State law or regulation.

10. PROPERTY RIGHTS/COMPLIANCE WITH OTHER REQUIREMENTS

The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of federal, State or local laws or regulations.

11. SEVERABILITY

The provisions of this permit are severable. If any provisions of this permit shall be held invalid for any reason, the remaining provisions shall remain in full force and effect. If the application of any provision of this permit to any circumstances is held invalid, its application to other circumstances shall not be affected.

12. WATER CONSTRUCTION AND OBSTRUCTION

This permit does not authorize the construction or placing of physical structures, facilities, or debris, or the undertaking of related activities in any waters of the State.

13. COMPLIANCE WITH WATER POLLUTION ABATEMENT STATUTES

The permittee shall comply at all times with the provisions of the Environment Article, Title 7, Subtitle 2 and Title 9, Subtitle 3 of the Annotated Code of Maryland and the Clean Water Act, 33 U.S.C. § 1251 et seq.

14. ACTION ON VIOLATIONS

The issue or reissue of this permit does not constitute a decision by the State not to proceed in administrative, civil, or criminal action for any violations of State law or regulations occurring before the issue or reissue of this permit, nor a waiver of the State's right to do so.

15. CIVIL PENALTIES FOR VIOLATIONS OF PERMIT CONDITIONS

In addition to civil penalties for violations of State water pollution control laws set forth in Section 9-342 of the Environment Article, Annotated Code of Maryland, the Clean Water Act provides that any person who violates Section 301, 302, 306, 307, 308, 318 or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act or in a permit issued under Section 404 of the Act, is subject to a civil penalty not to exceed \$37,500 per day for each violation.

16. CRIMINAL PENALTIES FOR VIOLATIONS OF PERMIT CONDITIONS

In addition to criminal penalties for violations of State water pollution control laws set forth in Section 9-343 of the Environment Article, Annotated Code of Maryland, the Clean Water Act provides that:

- a. any person who negligently violates Section 301, 302, 306, 307, 308, 318, or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act, or in a permit issued under Section 404 of the Act, is subject to a fine of not less than \$2,500 nor more than \$25,000 per day of violation, or by imprisonment for not more than one (1) year, or by both.
- b. any person who knowingly violates Section 301, 302, 306, 307, 308, 318 or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act, or in a permit issued under Section 404 of the Act, is subject to a fine of not less than \$5,000 nor more than \$50,000 per day of violation, or by imprisonment for not more than three (3) years, or by both.
- c. any person who knowingly violates Section 301, 302, 306, 307, 318 or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act, or in a permit issued under Section 404 of the Act, and who knows at that time that he thereby places another person in imminent danger of death or serious bodily injury, is subject to a fine of not more than \$250,000 or imprisonment of not more than 15 years, or both.
- d. any person who knowingly makes any false material statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained under the Act or who knowingly falsifies, tampers with or renders inaccurate any monitoring device or method required to be maintained under the Act, is subject to a fine of not more than \$10,000 or by imprisonment for not more than two (2) years, or by both.

17. DUTY TO PROVIDE INFORMATION

The permittee shall furnish to the Director, within a reasonable time, any information which the Director may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit, or to determine compliance with this permit. The permittee shall also furnish to the Director, upon request, copies of records required to be kept by this permit.

18. SIGNATORY REQUIREMENTS

All applications, reports, or information submitted to the Director shall be signed and certified as required by 40 CFR 122.22.

19. REOPENER CLAUSE FOR PERMITS

This permit shall be modified, or alternatively, revoked and reissued, to comply with any applicable effluent standard or limitation issued or approved under Sections 301, 304, and 307 of the Clean Water Act [33 USCS §§ 1311, 1314, 1317] if the effluent standard or limitation so issued or approved:

- a. contains different conditions or is otherwise more stringent than any effluent limitation in this permit or
- b. controls any pollutant not limited in this permit. This permit, as modified or reissued under this paragraph, shall also contain any other requirements of the Act then applicable.

D. AUTHORITY TO ISSUE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMITS

On September 5, 1974, the Administrator of the U.S. Environmental Protection Agency approved the proposal submitted by the State of Maryland for the operation of a permit program for discharges into navigable waters pursuant to Section 402 of the Clean Water Act, 33 U.S.C. Section 1342.

Pursuant to the aforementioned approval, this discharge permit is both a State of Maryland discharge permit and a NPDES permit.

This permit and the authorization to discharge shall expire at midnight on the expiration date. The permittee shall not discharge after that date unless a new application has been submitted to the Department in accordance with the renewal application provisions of this permit.


Lynn Buhl, Director
Water Management Administration

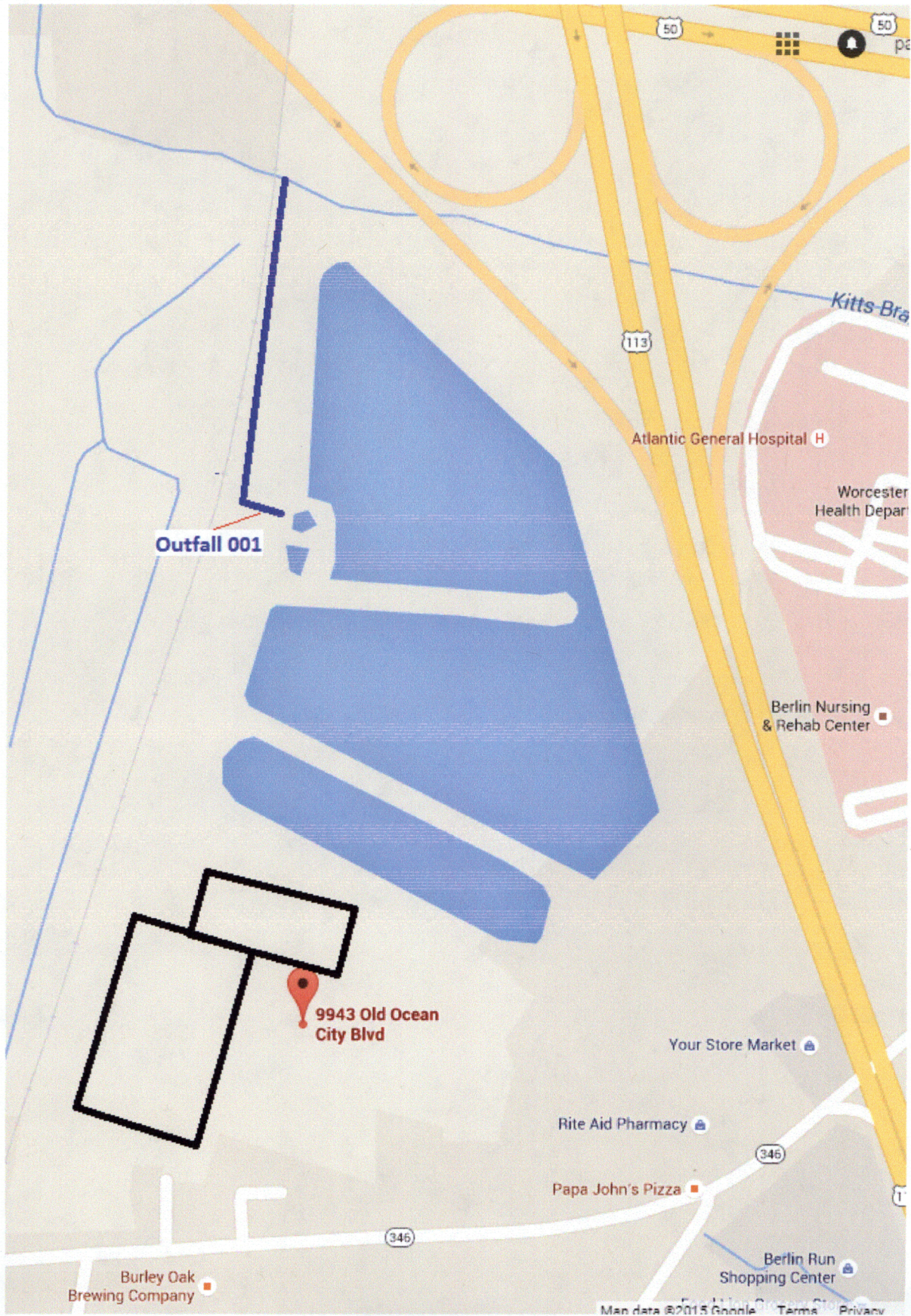


Figure 1 - Facility Map including the location of Outfall 001



STAFF REPORT

TO: Mayor and Council

FROM: Kelsey Jensen, Human Resources Director
Mary Bohlen, Town Administrator

MEETING DATE: Monday, October 14, 2022

SUBJECT: Amendments to the Employee Handbook

SUMMARY

Staff previously presented, and Mayor and Council approved, general amendments to the language of the Employee Handbook at their meeting on June 27, 2022. At that time, it was noted that more in-depth recommendations for amendments and updates would be forthcoming.

The recommended amendments to Sections 1 and 2 being presented for your consideration include changes to clarify language and to address/update legal requirements or current practice.

This information is being presented at this meeting for discussion purposes; it will be presented for approval by formal motion, along with any additional changes, at the Monday, November 28, 2022 Meeting.

Going forward additional sections will be presented in the same manner – discussion first, then approval at a subsequent meeting - unless they are very minor in nature. Sections may be presented in whole or in part depending on the weight of the changes to be made. Additional staff reports will not be included unless requested or if staff feels the nature of the amendments warrants additional explanation.

FINANCIAL IMPACT

None

OPTIONS FOR CONSIDERATION

Follow staff recommendation below or direct staff to provide additional information or make additional amendments for discussion before placing on an upcoming agenda for approval

STAFF RECOMMENDATION

Review and discuss proposed amendments with the intent to approve at the next Regular Meeting of the Mayor and Council on Monday, November 28, 2022 and follow the same pattern going forward.

ADDITIONAL INFORMATION/ATTACHMENTS

Employee Handbook, Sections 1 and 2 WITH markup
Employee Handbook, Sections 1 and 2 WITHOUT markup

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

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.

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

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

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

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

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

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

Commented [MB8]: Include statutory reference if possible.

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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

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.

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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

Commented [K14]: moved to HR section

- 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.

Commented [K15]: Be sure in section 20

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.

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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

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is entered into this 14 day of November, 2022 by and between the Mayor and Council of the Town of Berlin, Maryland, a Maryland Municipal Corporation, and the Berlin Community Improvement Association, Incorporated (BCIA).

WHEREAS the BCIA is the owner of certain real property located on Flower Street which contains buildings known as the "Multi-Purpose Center" and Head Start; and

WHEREAS these building have fallen into disrepair through the passage of time and would constitute a major expense on BCIA's behalf to repair and/or replace; and

WHEREAS it has been a goal of the Mayor and Council to plan, develop, and construct a Community Center in the Flower Street neighborhood.

NOW, THEREFORE, it is the understanding of the parties hereto to state their respective goals and intentions regarding the real property currently owned by the BCIA as follows:

1. The BCIA will donate and gift unto the Mayor and Council the real property located on Flower Street in Berlin which houses the "Multi-Purpose Center" and Head Start buildings, said property being described in Deeds recorded in the Land Records of Worcester County, Maryland at Liber 314, folio 458 dated June 7, 1971 and Liber 424, folio 7 dated October 30, 1973.
2. The Mayor and Council, upon receipt of clear title to the property, intends to demolish the Multi-Purpose Center and plan, design, and construct a Berlin Community Center to serve all of the citizens of the Town of Berlin.
3. The Mayor and Council intend to continue to provide space for the Shore Up Head Start pre-school education program.
4. The Mayor and Council shall create a seven (7) member Berlin Community Center Advisory Board. The Mayor shall be a standing member and Chairperson of the Advisory Board.

Three (3) members of the Advisory Board shall be nominated by the BCIA, one (1) member shall be nominated by Shore-Up, and two (2) members shall be nominated by the Mayor and approved by the Council. Board members shall serve three (3) year terms. The Board will provide input and suggestions to the Mayor and Council concerning the design and layout of the new Berlin Community Center and the programs to be offered at the facility. The Board will remain intact as long as the property is dedicated to the use of the public as a Community Center.

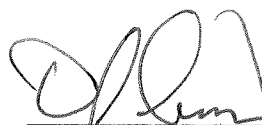
5. The Mayor and Council intends to ensure that the lobby area of the new Berlin Community Center will have a significant photo and text display depicting the history of the property from the late 19th Century through the 20th Century when the property served as the Flower Street Elementary School, and said history will also depict the contribution to the community provided by the BCIA.
6. The Mayor and Council shall be responsible for the maintenance and upkeep of the property.
7. The Mayor and Council shall covenant by Deed to the property that the property shall remain dedicated to the use of the public as a Community Center in perpetuity, and in the event that the use ceases to exist, the property shall revert back to the ownership of the Berlin Community Improvement Association.

WITNESS



WITNESS

Mayor Zackery Tyndall
Mayor and Council of Berlin, Maryland



D.J. Lockwood, President
Berlin Community Improvement Association, Inc.



TOWN OF BERLIN, MARYLAND

Office of the Mayor

November 10, 2022

Councilmembers Burrell, Green, Knerr, Nichols, and Orris,

As Mayor, I am honored to make the following nominations to:

Berlin Community Center Advisory Board (Three Year Term)

- Council Vice-President, Dean Burrell
- Councilmember, Shaneka Nichols

Additionally, the memorandum of understanding between the Town of Berlin and the Berlin Community Improvement Association (BCIA) specifies that the BCIA shall appoint three members and SHOREUP! Inc. shall appoint one member. The BCIA and SHOREUP! Inc, nominees for a three-year term are also listed below.

BCIA Nominations:

- BCIA President, DJ Lockwood
- Gabe Purnell
- Ann Hudson

SHOREUP! Inc. Nomination:

- Corey Bowen

Please let me know if you have any questions regarding my nominations. I respectfully ask for your support in appointing the above member during the Mayor and Council Meeting on Monday, November 14, 2022.

Respectfully,

Zack Tyndall, Mayor

TOWN OF BERLIN
Quarterly Report of PJM Activities
First Quarter FY 2023

July through September 2022

Month	Energy Sold (kWh)	AMP Bill ^[1]	PJM Charges	PJM ARR Credit	Fuel, Lube, Other Costs ^[2]	Total Power Costs	Cost Per kWh Sold
July	4,200,737	\$120,643	\$209,423	(\$17,609)	\$47,187	\$359,644	\$0.08561
August	4,857,200	\$126,392	\$196,915	(\$17,609)	\$20,494	\$326,192	\$0.06716
September	3,327,007	\$107,278	\$116,852	(\$17,041)	\$26,217	\$233,306	\$0.07012
Total	12,384,944	\$354,312	\$523,189	(\$52,259)	\$93,898	\$919,141	\$0.07421

PJM Capacity Charges		
Period ^[3]	Obligation	\$/kW-day
2020-21	2,472 kW	\$0.18713
2021-22	5,215 kW	\$0.16768 ^[4]
2022-23	4,300 kW	\$0.17775 ^[4]

PJM Transmission Charges		
Year	Obligation	\$/kW-day
2020	4,000 kW	\$0.10356
2021	5,600 kW	\$0.11159 ^[4]
2022	4,700 kW	\$0.12653 ^[4]

Upcoming Commitments

Long Term FTR Auction October 2022, December 2022, March 2023, June 2023 - AMP to participate on behalf of the Town

FTR Auction (Financial Transmission Rights) -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences. AMP purchased: 2021-2022: 2.0 MW 7x24 & 0.6 MW OP. 2022-2023: 1.5 MW 7x24 & 0.7 MW OP

Annual ARR Allocation February-April 2023 - AMP to participate on behalf of the Town

Transmission credits to offset a portion of Network Integration Transmission Service (NITS) charges. 3.4 MW awarded in the allocation. Anticipated credit for June 1, 2022 through May 31, 2023: \$224,908

Annual FTR Auction April-May 2023 - AMP to participate on behalf of the Town

FTR Auction April 2022 -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences. AMP purchased 0.3 MW 7x24 and 0.1 MW OP for Berlin for June 2022 to May 2023.

Monthly FTR Auctions - AMP to participate on behalf of the Town

FTR Auctions at various times -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences. AMP purchased various monthly FTRs for Berlin October 2022 through June 2023.

PJM Officer Certification Form - PJM's Minimum Participation Requirements due April 30, 2023

[1] PJM (variable rate, January 1, 2022-December 31, 2022) 1.0 MW 7x24

AMP (rate \$0.03580/kWh purchased, January 1, 2022-December 31, 2022) Remaining Requirements, excludes Renewables

[2] Power Plant Fuel & Lube Oil Costs, Annual Net Metering Settlements, and Renewables Costs

[3] June 1 through May 31

[4] Projected



Check Run Reports for:

10.17.22

10.19.22

10.24.22

10.25.22

11.02.22

11.03.22

11.04.22

11.08.22

CREDIT CARD STATEMENTS/TRANSACTIONS

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



Town of Berlin, MD

Payment Register

APPKT02484 - 20221017SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0000583	COMPTROLLER OF MARYLAND	36,955.67			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		10/17/2022	36,955.67		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
BRF-1 FY 23	3RD QRT BAY RESTORATION FEE	10/17/2022	10/17/2022	0.00	36,955.67

Payment Register

APPKT02484 - 20221017SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	36,955.67
Packet Totals:		1	1	0.00	36,955.67



Town of Berlin, MD

Payment Register

APPKT02481 - 20221014SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000090	AFLAC					725.78
Payment Type	Payment Number					Payment Date
Check						10/17/2022
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
296021	AFLAC SUPPLEMENTAL INSURANCE	10/14/2022	10/14/2022	0.00	725.78	

Vendor Number	Vendor Name					Total Vendor Amount
0000312	BENEFITMALL					77,998.60
Payment Type	Payment Number					Payment Date
Check						10/17/2022
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
NOV FY 23	BENEFITMALL BILL - MED DENT VIS LIFE DISABIL - NOV	10/14/2022	10/14/2022	0.00	77,998.60	

Vendor Number	Vendor Name					Total Vendor Amount
0003155	BETTY TUSTIN					200.00
Payment Type	Payment Number					Payment Date
Check						10/17/2022
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/06/2022	BOARD OF SUPERVISORS OF ELECTIONS 2022 STIPEND	10/14/2022	10/14/2022	0.00	200.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000451	CAMPBELL MICHAEL					222.60
Payment Type	Payment Number					Payment Date
Check						10/17/2022
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/07/2022	SAFETY TOE WORK BOOTS	10/14/2022	10/14/2022	0.00	222.60	

Vendor Number	Vendor Name					Total Vendor Amount
0000455	CARD'S TECHNOLOGY					2,170.45
Payment Type	Payment Number					Payment Date
Check						10/17/2022
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
199646	OFFICE 365	10/14/2022	10/14/2022	0.00	1,145.00	
199899	REPLACEMENT COMPUTER FOR C. DUFFY	10/14/2022	10/14/2022	0.00	1,025.45	

Vendor Number	Vendor Name					Total Vendor Amount
0000480	CATO OIL CO., INC.					12,403.58
Payment Type	Payment Number					Payment Date
Check						10/17/2022
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SEPT FY 23	TOWN VEHICLE GAS	10/14/2022	10/14/2022	0.00	12,403.58	

Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					81.10
Payment Type	Payment Number					Payment Date
Check						10/17/2022
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5127374484	FIRST AID KIT AND SUPPLIES	10/14/2022	10/14/2022	0.00	81.10	

Payment Register
APPKT02481 - 20221014SW

Vendor Number 0000563	Vendor Name CODY COMPUTER SERVICES					Total Vendor Amount 1,620.31	
Payment Type Check	Payment Number					Payment Date 10/17/2022	Payment Amount 1,620.31
Payable Number 10153	Description CODY NIBRS MAINTENANCE	Payable Date 10/13/2022	Due Date 10/13/2022	Discount Amount 0.00	Payable Amount 1,620.31		
Vendor Number 0000572	Vendor Name COMCAST					Total Vendor Amount 27.03	
Payment Type Check	Payment Number					Payment Date 10/17/2022	Payment Amount 27.03
Payable Number 41 016 0053157 OCT FY 23	Description TELEVISION SERVICE - POLICE DEPARTMENT	Payable Date 10/14/2022	Due Date 10/14/2022	Discount Amount 0.00	Payable Amount 27.03		
Vendor Number 0000581	Vendor Name COMPTROLLER OF MARYLAND					Total Vendor Amount 2,391.23	
Payment Type Check	Payment Number					Payment Date 10/17/2022	Payment Amount 2,391.23
Payable Number SEPT FY 23	Description ENVIRONMENTAL TRUST FUND REPORT	Payable Date 10/17/2022	Due Date 10/17/2022	Discount Amount 0.00	Payable Amount 2,391.23		
Vendor Number 0000583	Vendor Name COMPTROLLER OF MARYLAND					Total Vendor Amount 500.00	
Payment Type Check	Payment Number					Payment Date 10/17/2022	Payment Amount 500.00
Payable Number 3 RD QRT FY 23	Description BAY RESTORATION FEE	Payable Date 10/17/2022	Due Date 10/17/2022	Discount Amount 0.00	Payable Amount 500.00		
Vendor Number 0000584	Vendor Name COMPTROLLER OF MARYLAND					Total Vendor Amount 495.39	
Payment Type Check	Payment Number					Payment Date 10/17/2022	Payment Amount 495.39
Payable Number SEPT FY 23	Description ENVIRONMENTAL TRUST FUND REPORT	Payable Date 10/17/2022	Due Date 10/17/2022	Discount Amount 0.00	Payable Amount 495.39		
Vendor Number 0000794	Vendor Name EASTERN SHORE COFFEE					Total Vendor Amount 8.75	
Payment Type Check	Payment Number					Payment Date 10/17/2022	Payment Amount 8.75
Payable Number 281008	Description DRINKING WATER AND COOLER RENTAL FEE	Payable Date 10/14/2022	Due Date 10/14/2022	Discount Amount 0.00	Payable Amount 8.75		
Vendor Number 0000795	Vendor Name EASTERN SHORE FOREST PRODUCTS INC					Total Vendor Amount 625.00	
Payment Type Check	Payment Number					Payment Date 10/17/2022	Payment Amount 625.00
Payable Number 256885	Description STONE #8 PUBLIC WORKS SHOP	Payable Date 10/14/2022	Due Date 10/14/2022	Discount Amount 0.00	Payable Amount 625.00		
Vendor Number 0000847	Vendor Name ENVIROCORP, INC.					Total Vendor Amount 354.00	
Payment Type Check	Payment Number					Payment Date 10/17/2022	Payment Amount 354.00
Payable Number IN2202645	Description WEEKLY DISCHARGE MONITORING SAMPLES	Payable Date 10/14/2022	Due Date 10/14/2022	Discount Amount 0.00	Payable Amount 354.00		

Payment Register
APPKT02481 - 20221014SW

Vendor Number 0000907	Vendor Name FLAG PUBLICATIONS INC					Total Vendor Amount 25.00	
Payment Type Check	Payment Number			Payment Date 10/17/2022		Payment Amount 25.00	
Payable Number 352692	Description ADMINISTRATION ADVERTISEMENTS	Payable Date 10/14/2022	Due Date 10/14/2022	Discount Amount 0.00	Payable Amount 25.00		
Vendor Number 0003480	Vendor Name GINA VELONG					Total Vendor Amount 200.00	
Payment Type Check	Payment Number			Payment Date 10/17/2022		Payment Amount 200.00	
Payable Number 10/06/2022	Description BOARD OF SUPERVISORS OF ELECTIONS 2022 STIPEND	Payable Date 10/14/2022	Due Date 10/14/2022	Discount Amount 0.00	Payable Amount 200.00		
Vendor Number 0003447	Vendor Name GLENDA HOLDEN					Total Vendor Amount 500.00	
Payment Type Check	Payment Number			Payment Date 10/17/2022		Payment Amount 500.00	
Payable Number 10/17/2022	Description CLEANING SERVICES - OCT 10 - OCT 23	Payable Date 10/17/2022	Due Date 10/17/2022	Discount Amount 0.00	Payable Amount 500.00		
Vendor Number 0000971	Vendor Name GRAN TURK EQUIPMENT CO					Total Vendor Amount 410.94	
Payment Type Check	Payment Number			Payment Date 10/17/2022		Payment Amount 410.94	
Payable Number 2030280-01	Description PARTS FOR SANITATION TRUCKS	Payable Date 10/14/2022	Due Date 10/14/2022	Discount Amount 0.00	Payable Amount 410.94		
Vendor Number 0000977	Vendor Name GREAT AMERICA FINANCIAL					Total Vendor Amount 212.64	
Payment Type Check	Payment Number			Payment Date 10/17/2022		Payment Amount 212.64	
Payable Number 32573774	Description COPIER LEASE POLICE DEPT	Payable Date 10/13/2022	Due Date 10/13/2022	Discount Amount 0.00	Payable Amount 137.04		
Payable Number 32573775	Description GREAT AMERICA LEASE MICR PRINTER 017-1654429-000	Payable Date 10/13/2022	Due Date 10/13/2022	Discount Amount 0.00	Payable Amount 75.60		
Vendor Number 0001032	Vendor Name HILL'S ELECTRIC MOTOR SERVICE INC.					Total Vendor Amount 1,471.75	
Payment Type Check	Payment Number			Payment Date 10/17/2022		Payment Amount 1,471.75	
Payable Number 0134926	Description FREIGHT COST - REPL CK# 23214	Payable Date 10/17/2022	Due Date 10/17/2022	Discount Amount 0.00	Payable Amount 6.75		
Payable Number 0134997	Description N DIGESTER POWER CABLE - REPL CK# 23214	Payable Date 10/17/2022	Due Date 10/17/2022	Discount Amount 0.00	Payable Amount 1,465.00		
Vendor Number 0001066	Vendor Name INNOVATIVE HEALTH SERVICES, LLC					Total Vendor Amount 1,120.08	
Payment Type Check	Payment Number			Payment Date 10/17/2022		Payment Amount 1,120.08	
Payable Number QRT BILL FSA/HRA FY 23	Description ADMIN FEES FOR INNOVATIVE HRA AND FSA MANAGEMENT	Payable Date 10/14/2022	Due Date 10/14/2022	Discount Amount 0.00	Payable Amount 1,120.08		
Vendor Number 0003109	Vendor Name JAMES BRADFORD FARM TRUST					Total Vendor Amount 2,022.50	
Payment Type Check	Payment Number			Payment Date 10/17/2022		Payment Amount 2,022.50	
Payable Number OCT FY 23	Description BOUNDS SPRAY SITE BOND	Payable Date 10/14/2022	Due Date 10/14/2022	Discount Amount 0.00	Payable Amount 2,022.50		

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Vendor Number	Vendor Name					Total Vendor Amount
0003110	JESSE JONES FARM TRUST					2,022.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
OCT FY 23	BOUNDS SPRAY SITE BOND	10/14/2022	10/14/2022	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
0003478	JUDY DAVIS					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	10/14/2022	10/14/2022	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003479	KYLIA BURKE					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESEVATION DEPOSIT	10/14/2022	10/14/2022	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001286	LEGAL SHIELD					31.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	31.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
139007 OCT FY 23	LEGALSHIELD SUPPLMENTAL EMPLOYEE PAID INSURANCE	10/14/2022	10/14/2022	0.00	31.90	
Vendor Number	Vendor Name					Total Vendor Amount
0002589	LINDA BOWEN					200.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	200.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/14/2022	BOARD OF SUPERVISORS OF ELECTIONS 2022 STIPEND	10/14/2022	10/14/2022	0.00	200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					164.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	164.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
842576, 842575	INSPECTION SERVICES	10/13/2022	10/13/2022	0.00	164.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					4,454.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	4,454.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 10/09/2022	NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS	10/14/2022	10/14/2022	0.00	4,454.96	
Vendor Number	Vendor Name					Total Vendor Amount
0003229	ODEGAARD JASON					50.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	50.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/04/2022	COURT	10/14/2022	10/14/2022	0.00	50.00	

Payment Register

APPKT02481 - 20221014SW

Vendor Number	Vendor Name					Total Vendor Amount
0001676	PENINSULA AUTO & TRUCK PARTS, INC					542.58
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	542.58	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
202584	FREGHTLINER BATTERIES	10/14/2022	10/14/2022	0.00	542.58	
Vendor Number	Vendor Name					Total Vendor Amount
0001677	PENINSULA DRY CLEANERS, INC					60.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	60.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
20-3869	DRY CLEANING SERVICES	10/13/2022	10/13/2022	0.00	60.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001682	PEP-UP, INC.					4,958.94
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	4,958.94	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3487767,7772,7771	DIESEL	10/14/2022	10/14/2022	0.00	4,958.94	
Vendor Number	Vendor Name					Total Vendor Amount
0003346	PITCHED MEDIA					306.79
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	306.79	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
04462	2023 EVENT RACK CARDS	10/14/2022	10/14/2022	0.00	306.79	
Vendor Number	Vendor Name					Total Vendor Amount
0001781	RED SUN CUSTOM APPAREL					190.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	190.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
35879	TSHIRTS	10/14/2022	10/14/2022	0.00	190.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001997	STAPLES BUSINESS CREDIT					517.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	517.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1644465273	OFFICE SUPPLIES	10/14/2022	10/14/2022	0.00	517.96	
Vendor Number	Vendor Name					Total Vendor Amount
0002026	SUN SIGNS					90.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	90.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15871	TOUCH A TRUCK DAY REVISED DATE ON BANNERS	10/14/2022	10/14/2022	0.00	90.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003467	SUNRISE SAFETY SERVICES INC					2,295.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/17/2022	2,295.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0035608,INV0035672	STREET SIGN DOWNTOWN	10/14/2022	10/14/2022	0.00	2,021.79	
INV0035673,INV0035606	RAIN GEAR FOR STREET DEPARTMENT	10/14/2022	10/14/2022	0.00	274.10	

Payment Register
APPKT02481 - 20221014SW

Vendor Number	Vendor Name					Total Vendor Amount	
0002092	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					70.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/17/2022	70.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
AB2-09-420	METER LOG ON FEE	10/14/2022	10/14/2022	0.00	70.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002147	TJ / H2B ANALYTICAL SERVICES USA, LLC					875.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/17/2022	875.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
425356	ANNUAL OIL TESTING -SAVAGE SUBSTATION TRANS & REGU	10/14/2022	10/14/2022	0.00	875.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003194	TONY BOWEN					200.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/17/2022	200.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
10/06/2022	BOARD OF SUPERVISORS OF ELECTIONS 2022 STIPEND	10/14/2022	10/14/2022	0.00	200.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002163	TOWN OF BERLIN					27,111.60	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/17/2022	27,111.60
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
OCT FY 23	TOWN UTILITY BILLINGS	10/14/2022	10/14/2022	0.00	27,111.60		
Vendor Number	Vendor Name					Total Vendor Amount	
0002185	TYLER TECHNOLOGIES INC					3,290.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/17/2022	3,290.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
025-396799	TYLER SOFTWARE SUPPORT	10/14/2022	10/14/2022	0.00	3,290.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002928	UNIFIRST CORPORATION					124.96	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/17/2022	124.96
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
1430031299	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	10/14/2022	10/14/2022	0.00	124.96		
Vendor Number	Vendor Name					Total Vendor Amount	
0002205	UNITED WAY OF THE EASTERN SHORE					35.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/17/2022	35.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
PPE 10/09/2022	UNITED WAY EMPLOYEE CONTRIBUTIONS	10/14/2022	10/14/2022	0.00	35.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002246	VERIZON-000014448231					824.09	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/17/2022	824.09
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
14448231 OCT FY 23	VERIZON TELEPHONE SERVICE 000014448231	10/17/2022	10/17/2022	0.00	824.09		

Payment Register

APPKT02481 - 20221014SW

Vendor Number	Vendor Name					Total Vendor Amount
0002247	VERIZON-000718605643					54.62
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/17/2022 54.62
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
00718605643 OCT FY 23	VERIZON TELEPHONE SERVICE 000718605643	10/17/2022	10/17/2022	0.00	54.62	

Vendor Number	Vendor Name					Total Vendor Amount
0002384	WORCESTER YOUTH & FAMILY COUNSELING SERVICES					879.16
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/17/2022 879.16
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SEPT FY 23	FY2023 ANNUAL CONTRACT	10/14/2022	10/14/2022	0.00	879.16	

Payment Register

APPKT02481 - 20221014SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	53	49	0.00	155,186.68
Packet Totals:		53	49	0.00	155,186.68



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09077 - 20221018MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0451441-07	ROHSNER, LORI	10/18/2022	23304	200.00			200.00	Deposit
Total Refunds: 1			Total Refunded Amount:	200.00				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	200.00
Revenue Total:	200.00

General Ledger Distribution

Posting Date: 10/19/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-200.00	Yes
	10-2010-2074	UNAPPLIED CREDITS	200.00	
		10 Total:	0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-200.00	
	98-2498-2200	DUE TO OTHER FUNDS	200.00	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09066 - 20221018MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0440701-11	FISHER, KALISHA	10/18/2022	23310	300.00	200	TRANSFER:	300.00	Deposit
Total Refunds: 1				Total Refunded Amount:	300.00			

Revenue Code Summary

Revenue Code	Amount
200-DEP - ELECTRIC - DEPOSITS	300.00
Revenue Total:	300.00

General Ledger Distribution

Posting Date: 10/19/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-300.00	Yes
	10-2010-2074	UNAPPLIED CREDITS	0.00	
	10-2010-2700	GUARANTEED DEPOSITS PAYABLE	300.00	
		10 Total:	0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-300.00	
	98-2498-2200	DUE TO OTHER FUNDS	300.00	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09065 - 20221018MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
44-0340001-01	BUNTING, CAM	10/18/2022	23311	181.74			181.74	Deposit
Total Refunds: 1			Total Refunded Amount:	181.74				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	181.74
Revenue Total:	181.74

General Ledger Distribution

Posting Date: 10/19/2022

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-181.74	Yes
	10-2010-2074	UNAPPLIED CREDITS	181.74	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-181.74	
	98-2498-2200	DUE TO OTHER FUNDS	181.74	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09063 - 20221018MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-2190001-01	PARKS, STROY	10/18/2022	23312	463.32			463.32	Deposit
Total Refunds: 1			Total Refunded Amount:	463.32				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	463.32
Revenue Total:	463.32

General Ledger Distribution

Posting Date: 10/19/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-463.32	Yes
	10-2010-2074	UNAPPLIED CREDITS	463.32	
	10 Total:		0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-463.32	
	98-2498-2200	DUE TO OTHER FUNDS	463.32	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09071 - 20221018MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
33-0080041-09	SHEPPARD, JENNY	10/18/2022	23313	90.54			90.54	Deposit
Total Refunds: 1				Total Refunded Amount:	90.54			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	90.54
Revenue Total:	90.54

General Ledger Distribution

Posting Date: 10/19/2022

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-90.54	Yes
	10-2010-2074	UNAPPLIED CREDITS	90.54	
	10 Total:		0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-90.54	
	98-2498-2200	DUE TO OTHER FUNDS	90.54	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09067 - 20221018MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0180011-06	MUMFORD, CONNIE J	10/18/2022	23314	445.54			445.54	Deposit
Total Refunds: 1			Total Refunded Amount:	445.54				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	445.54
Revenue Total:	445.54

General Ledger Distribution

Posting Date: 10/19/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-445.54	Yes
	10-2010-2074	UNAPPLIED CREDITS	445.54	
	10 Total:		0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-445.54	
	98-2498-2200	DUE TO OTHER FUNDS	445.54	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Packet: ARPKT03988 - REFUND PERSONAL PROPERTY TAX

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00019810	THE COCA-COLA COMPANY	10/5/2022	23305	19.05
05420567	MARLIN LEASING CORPORATION	10/5/2022	23306	57.46
05545934	WASTE MANAGEMENT OF DELAWARE INC.	10/5/2022	23307	225.93
16819013	CCBCC OPERATIONS, LLC	10/5/2022	23308	70.89
20112595	CHRISLISSA LLC	10/5/2022	23309	325.21
			Total Refund Amount:	698.54

Revenue Totals

Revenue Code	Total Distribution
UAC - Unapplied Credits	698.54
Revenue Totals:	698.54

General Ledger Distribution

Posting Date: 10/05/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	01 - GENERAL FUND			
	01-1101-1098	CLAIM ON CASH-FUND 01	-698.54	Yes
	01-2001-2074	UNAPPLIED CREDITS	698.54	
		01 Total:	0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-698.54	
	98-2498-2200	DUE TO OTHER FUNDS	698.54	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	



Town of Berlin, MD

Payment Register

APPKT02487 - 20221024SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					359.65
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/24/2022	359.65			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
423856	PAPER PRODUCTS AND OTHER JANITORIAL SUPPLIES	10/19/2022	10/19/2022	0.00	208.79	
424350	PAPER PRODUCTS AND OTHER SUPPLIES	10/24/2022	10/24/2022	0.00	150.86	

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					25.89
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/24/2022	25.89			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN201404	ABS EQUIPMENT BILLING SUPERVISOR MONTHLY	10/24/2022	10/24/2022	0.00	25.89	

Vendor Number	Vendor Name					Total Vendor Amount
0002727	AMANDA CHAFFEE					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/24/2022	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	10/19/2022	10/19/2022	0.00	25.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000246	ATLANTIC PUMPING INC.					320.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/24/2022	320.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
357451	JETTING 309 WILLIAM ST POWER PLANT	10/24/2022	10/24/2022	0.00	320.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003168	ATLANTIC TACTICAL INC					668.36
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/24/2022	668.36			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SI-80785042	223 AMMO	10/19/2022	10/19/2022	0.00	668.36	

Vendor Number	Vendor Name					Total Vendor Amount
0002056	AXON ENTERPRISES INC					1,173.68
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/24/2022	1,173.68			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INUS104453	TASER 7 BUNDLE	10/19/2022	10/19/2022	0.00	1,173.68	

Vendor Number	Vendor Name					Total Vendor Amount
0000306	BELAIR ROAD SUPPLY					100.08
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/24/2022	100.08			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
480867	WATER LEAK 309 WILLIAM	10/24/2022	10/24/2022	0.00	100.08	

Payment Register

APPKT02487 - 20221024SW

Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					229.58
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	229.58	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9913024900 OCT FY 23	UTILITY -SPRAY SITES	10/19/2022	10/19/2022	0.00	229.58	
Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					172.02
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	172.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8405904799	FIRST AID CABINET	10/24/2022	10/24/2022	0.00	172.02	
Vendor Number	Vendor Name					Total Vendor Amount
0002647	CINTAS RUGS					51.49
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	51.49	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4134596743	RUG SERVICE	10/24/2022	10/24/2022	0.00	51.49	
Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					2,590.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	2,590.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APP-9M-025	FINGERPRINTING	10/19/2022	10/19/2022	0.00	2,590.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					1,836.77
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	182.16	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0023325 NOV FY 23	COMCAST INTERNET & DIGITAL SVCS	10/19/2022	10/19/2022	0.00	182.16	
Check				10/24/2022	213.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0024711 NOV 23	COMCAST INTERNET & DIGITAL SVCS	10/19/2022	10/19/2022	0.00	213.96	
Check				10/24/2022	185.53	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0041947 NOV FY 23	COMCAST INTERNET & DIGITAL SVCS	10/19/2022	10/19/2022	0.00	185.53	
Check				10/24/2022	185.53	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0042184 NOV FY 23	COMCAST INTERNET & DIGITAL SVCS	10/19/2022	10/19/2022	0.00	185.53	
Check				10/24/2022	165.58	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0043547 NOV FY 23	COMCAST INTERNET & DIGITAL SVCS	10/19/2022	10/19/2022	0.00	165.58	
Check				10/24/2022	370.04	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0052845 FY NOV FY 23	COMCAST INTERNET & DIGITAL SVCS	10/19/2022	10/19/2022	0.00	370.04	
Check				10/24/2022	185.53	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0149930 NOV 23	COMCAST INTERNET & DIGITAL SVCS	10/19/2022	10/19/2022	0.00	185.53	
Check				10/24/2022	348.44	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8299 41 016 0043323 NOV 23	COMCAST INTERNET & DIGITAL SVCS	10/19/2022	10/19/2022	0.00	348.44	

Payment Register
APPKT02487 - 20221024SW

Vendor Number 0000795	Vendor Name EASTERN SHORE FOREST PRODUCTS INC			Total Vendor Amount 200.00	
Payment Type Check	Payment Number	Payment Date 10/24/2022	Payment Amount 200.00		
Payable Number 256999	Description DIRT EDGE WALKING PATH DECATUR PARK	Payable Date 10/24/2022	Due Date 10/24/2022	Discount Amount 0.00	Payable Amount 200.00
Vendor Number 0000899	Vendor Name FIRE PROTECTIVE SERVICE			Total Vendor Amount 267.74	
Payment Type Check	Payment Number	Payment Date 10/24/2022	Payment Amount 267.74		
Payable Number 105128	Description ANNUAL FIRE EXTINGUISHER SERVICE	Payable Date 10/19/2022	Due Date 10/19/2022	Discount Amount 0.00	Payable Amount 267.74
Vendor Number 0000968	Vendor Name GOODY HILL GROUND WORK INC			Total Vendor Amount 2,490.00	
Payment Type Check	Payment Number	Payment Date 10/24/2022	Payment Amount 2,490.00		
Payable Number 10195	Description FIXING SIDEWALKS AND CURBING	Payable Date 10/24/2022	Due Date 10/24/2022	Discount Amount 0.00	Payable Amount 2,490.00
Vendor Number 0003484	Vendor Name GRACIOUS HEART NURSING HOME SERVICES LLC			Total Vendor Amount 100.00	
Payment Type Check	Payment Number	Payment Date 10/24/2022	Payment Amount 100.00		
Payable Number 10/17/2022	Description DONATION IN LIEU OF FLOWERS EMPLOYEE FAMILY PASS	Payable Date 10/19/2022	Due Date 10/19/2022	Discount Amount 0.00	Payable Amount 100.00
Vendor Number 0001068	Vendor Name INTERCOASTAL TRADING INC.			Total Vendor Amount 2,201.85	
Payment Type Check	Payment Number	Payment Date 10/24/2022	Payment Amount 2,201.85		
Payable Number 223952,951,950	Description BLEACH	Payable Date 10/24/2022	Due Date 10/24/2022	Discount Amount 0.00	Payable Amount 2,201.85
Vendor Number 0001081	Vendor Name IRON SOURCE			Total Vendor Amount 550.00	
Payment Type Check	Payment Number	Payment Date 10/24/2022	Payment Amount 550.00		
Payable Number CT129049-01	Description SAW BLADES	Payable Date 10/24/2022	Due Date 10/24/2022	Discount Amount 0.00	Payable Amount 550.00
Vendor Number 0001083	Vendor Name J & A BOTTLELESS WATER COOLERS INC			Total Vendor Amount 168.00	
Payment Type Check	Payment Number	Payment Date 10/24/2022	Payment Amount 168.00		
Payable Number 63749	Description WATER COOLER QUARTERLY RENTAL	Payable Date 10/24/2022	Due Date 10/24/2022	Discount Amount 0.00	Payable Amount 168.00
Vendor Number 0003331	Vendor Name JESSICA HALL			Total Vendor Amount 440.00	
Payment Type Check	Payment Number	Payment Date 10/24/2022	Payment Amount 440.00		
Payable Number 005	Description PAINTING PUMPKINS	Payable Date 10/24/2022	Due Date 10/24/2022	Discount Amount 0.00	Payable Amount 440.00

Payment Register

APPKT02487 - 20221024SW

Vendor Number	Vendor Name					Total Vendor Amount
0001409	MARYLAND RURAL WATER ASSOCIATION					350.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	350.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10020	ANNUAL MEMBERSHIP RENEWAL	10/24/2022	10/24/2022	0.00	350.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					110.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	110.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
842670	INSPECTION SERVICES	10/19/2022	10/19/2022	0.00	110.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					4,454.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	4,454.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 10/23/2022	NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS	10/24/2022	10/24/2022	0.00	4,454.96	
Vendor Number	Vendor Name					Total Vendor Amount
0001717	PNC BANK, N A					72,136.44
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	72,136.44	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
603869013 NOV FY 23	GRICE, GRAHAM & VINE STS PROJ	10/19/2022	10/19/2022	0.00	72,136.44	
Vendor Number	Vendor Name					Total Vendor Amount
0003127	QUADIENT FINANCE USA, INC					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7900 0440 8091 8273 10/02 F	POSTAGE FOR POSTAGE MACHINE IN TOWN HALL	10/19/2022	10/19/2022	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002795	SANDPIPER ENERGY INC					77.13
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	77.13	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
06-605972-67941-1 OCT FY 23	GAS FOR POLICE DEPT	10/19/2022	10/19/2022	0.00	77.13	
Vendor Number	Vendor Name					Total Vendor Amount
0001947	SHORITE CONTROL JOHN FUNK JR INC					415.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	415.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
33240	FIX TRANSMITTOR FOR WELLS	10/24/2022	10/24/2022	0.00	415.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					261.10
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	261.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430032445	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	10/19/2022	10/19/2022	0.00	33.26	
1430032446	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	10/19/2022	10/19/2022	0.00	113.92	
1430033554	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	10/19/2022	10/19/2022	0.00	113.92	

Payment Register

APPKT02487 - 20221024SW

Vendor Number	Vendor Name					Total Vendor Amount
0003207	UNITED ENERGY TRADING LLC					263.94
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	263.94	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
216825	NATURAL GAS TRANSPORTATION - POWER PLANT	10/24/2022	10/24/2022	0.00	263.94	
Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					35.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	35.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 10/23/2022	UNITED WAY EMPLOYEE CONTRIBUTIONS	10/24/2022	10/24/2022	0.00	35.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002220	USA BLUEBOOK					409.76
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	409.76	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
133707	LAB SUPPLIES	10/24/2022	10/24/2022	0.00	409.76	
Vendor Number	Vendor Name					Total Vendor Amount
0002857	VERIZON-850462866001-13					45.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/24/2022	45.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
866-0001-13 OCT FY 23	VERIZON SERVICE 850462866001-13	10/24/2022	10/24/2022	0.00	45.89	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	42	39	0.00	93,029.33
Packet Totals:		42	39	0.00	93,029.33



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09087 - 20221021mc

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	10/21/2022	23315	4,411.20			4411.20	Deposit
Total Refunds: 1		Total Refunded Amount:		4,411.20				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	4411.20
Revenue Total:	4411.20

General Ledger Distribution

Posting Date: 10/24/2022

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-4,411.20	Yes
	10-2010-2074	UNAPPLIED CREDITS	4,411.20	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-4,411.20	Yes
	98-2498-2200	DUE TO OTHER FUNDS	4,411.20	
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Payment Register

APPKT02490 - 20221024SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0000455	CARD'S TECHNOLOGY	1,061.32			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		10/25/2022	1,061.32		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
199888	COMPUTERS AND ACCESSORIES	10/25/2022	10/25/2022	0.00	1,061.32

Payment Register

APPKT02490 - 20221024SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	1,061.32
Packet Totals:		1	1	0.00	1,061.32



Town of Berlin, MD

Payment Register

APPKT02495 - 20221102SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount	
0003138	CARD SERVICES CENTER					10,892.73	
Payment Type	Payment Number			Payment Date	Payment Amount		
Bank Draft	DFT0000283			10/31/2022	833.47		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0117 SEPT OCT FY 23	BOC CREDIT CARD AUGUST WIENHOLD	10/24/2022	10/24/2022	0.00	833.47	
Bank Draft	DFT0000284			10/31/2022	2,445.30		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0496 SEPT OCT FY 23	BOC CREDIT CARD KELSEY JENSEN	11/02/2022	11/02/2022	0.00	2,445.30	
Bank Draft	DFT0000285			10/31/2022	524.14		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0389 SEPT OCT FY 23	BOC CREDIT CARD TIM LAWRENCE	10/24/2022	10/24/2022	0.00	524.14	
Bank Draft	DFT0000286			10/31/2022	362.63		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0470 SEPT OCT FY 23	BOC CREDIT CARD ROBERT CLARK	10/24/2022	10/24/2022	0.00	362.63	
Bank Draft	DFT0000287			10/31/2022	27.00		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0447 SEPT OCT FY 23	BOC CREDIT CARD DAVE EVANS	11/01/2022	11/01/2022	0.00	27.00	
Bank Draft	DFT0000288			10/31/2022	60.00		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0405 SEPT OCT FY 23	BOC CREDIT CARD DAVE ENGELHART	10/24/2022	10/24/2022	0.00	60.00	
Bank Draft	DFT0000289			10/31/2022	515.95		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0413 SEPT OCT FY 23	BOC CREDIT CARD JAMEY LATCHUM	11/01/2022	11/01/2022	0.00	515.95	
Bank Draft	DFT0000290			10/31/2022	586.61		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0397 SEPT OCT FY 23	BOC CREDIT CARD IVY WELLS	10/24/2022	10/24/2022	0.00	586.61	
Bank Draft	DFT0000291			10/31/2022	1,379.43		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0371 SEPT OCT FY 23	BOC CREDIT CARD MARY BOHLEN	10/24/2022	10/24/2022	0.00	1,379.43	
Bank Draft	DFT0000292			10/31/2022	2,178.23		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0421 SEPT OCT FY 23	BOC CREDIT CARD ARNOLD DOWNING	10/24/2022	10/24/2022	0.00	2,178.23	
Bank Draft	DFT0000293			10/31/2022	1,081.11		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0595 SEPT OCT FY 23	BOC CREDIT CARD JAMES CHARLES	10/24/2022	10/24/2022	0.00	1,081.11	
Bank Draft	DFT0000294			10/31/2022	289.59		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0488 SEPT OCT FY 23	BOC CREDIT CARD MEGHAN PFALLER	10/24/2022	10/24/2022	0.00	289.59	
Bank Draft	DFT0000295			10/31/2022	609.27		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
	0694 SEPT OCT FY 23	BOC CREDIT CARD CODY CHESSER	10/24/2022	10/24/2022	0.00	609.27	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Manual Bank Draft	13	13	0.00	10,892.73
Packet Totals:		13	13	0.00	10,892.73



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09110 - Refunds 1 UBPKT09109 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	11/2/2022	23358	556.39			556.39	Deposit
66-0442871-08	BOWEN, DREANNA DALE	11/2/2022	23359	269.98			269.98	Deposit
Total Refunds: 2			Total Refunded Amount:	826.37				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	826.37
Revenue Total:	826.37

General Ledger Distribution

Posting Date: 11/01/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-826.37	Yes
	10-2010-2074	UNAPPLIED CREDITS	826.37	
	10 Total:		0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-826.37	
	98-2498-2200	DUE TO OTHER FUNDS	826.37	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09106 - Refunds 1 UBPKT09105 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0473581-20	MARSHALL, BETTY	11/2/2022	23356	88.46			88.46	Generated From Billing
66-0501001-14	ORELLANA, ADONIS SANTAMARIA	11/2/2022	23357	186.18			186.18	Generated From Billing
Total Refunds: 2			Total Refunded Amount:	274.64				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	274.64
Revenue Total:	274.64

General Ledger Distribution

Posting Date: 10/28/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-274.64	Yes
	10-2010-2074	UNAPPLIED CREDITS	274.64	
	10 Total:		0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-274.64	
	98-2498-2200	DUE TO OTHER FUNDS	274.64	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09122 - Refunds 1 UBPKT09121 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0470271-09	ESTATES, BAY STREET	11/3/2022	23360	14.93			14.93	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	14.93			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	14.93
Revenue Total:	14.93

General Ledger Distribution

Posting Date: 11/02/2022

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-14.93	Yes
	10-2010-2074	UNAPPLIED CREDITS	14.93	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-14.93	
	98-2498-2200	DUE TO OTHER FUNDS	14.93	
	98 Total:		0.00	Yes
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09134 - 20221103MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
55-0710101-01	TIMMONS, ANN	11/3/2022	23362	200.00			200.00	Deposit
Total Refunds: 1		Total Refunded Amount:		200.00				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	200.00
Revenue Total:	200.00

General Ledger Distribution

Posting Date: 11/04/2022

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-200.00	Yes
	10-2010-2074	UNAPPLIED CREDITS	200.00	
	10 Total:		0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-200.00	
	98-2498-2200	DUE TO OTHER FUNDS	200.00	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09135 - 20221103MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0260071-07	FOOKS, SHIRLEY	11/3/2022	23363	162.75			162.75	Deposit
Total Refunds: 1				Total Refunded Amount:	162.75			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	162.75
Revenue Total:	162.75

General Ledger Distribution

Posting Date: 11/04/2022

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-162.75	Yes
	10-2010-2074	UNAPPLIED CREDITS	162.75	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-162.75	
	98-2498-2200	DUE TO OTHER FUNDS	162.75	
	98 Total:		0.00	Yes
	Distribution Total:		0.00	



Town of Berlin, MD

Payment Register

APPKT02497 - 20221104SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					3,686.49
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/04/2022	3,686.49	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9323	REPAIRS TO POLICE VEHICLE COVERED BY INSURANCE	11/04/2022	11/04/2022	0.00	3,686.49	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	3,686.49
Packet Totals:		1	1	0.00	3,686.49



Town of Berlin, MD

Payment Register

APPKT02500 - 20221108SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000060	ACTION ISLAND GRAPHICS					119.45
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	119.45			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8130	LONG SLEEVE TEE SHIRTS AUGUST & TIM	10/27/2022	10/27/2022	0.00	119.45	

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					407.66
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	407.66			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
424616	PAPER PRODUCTS & OTHER JANITORIAL SUPPLIES	11/07/2022	11/07/2022	0.00	159.60	
425331	PAPER PRODUCTS & OTHER JANITORIAL SUPPLIES	11/07/2022	11/07/2022	0.00	248.06	

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					103.17
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	103.17			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN199111	ABS EQUIPMENT BILLING SUPERVISOR MONTHLY	11/02/2022	11/02/2022	0.00	25.89	
IN202091	COPIER SERVICE	11/01/2022	11/01/2022	0.00	77.28	

Vendor Number	Vendor Name					Total Vendor Amount
0002787	ALTEC INDUSTRIES INC					393.49
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	393.49			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
51086656	ISO 22 HYDRAULIC FLUID	10/31/2022	10/31/2022	0.00	393.49	

Vendor Number	Vendor Name					Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC					4,623.18
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	4,623.18			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5380212-00	T1120671 STREET LIGHT FOUNDATIONS	10/27/2022	10/27/2022	0.00	4,623.18	

Vendor Number	Vendor Name					Total Vendor Amount
0000323	BERLIN AUTOMOTIVE					376.46
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	376.46			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
-VARIOUS INVS--	TOOLS, PARTS FOR VEHICLE MAINTENANCE	10/27/2022	10/27/2022	0.00	376.46	

Vendor Number	Vendor Name					Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC					23,384.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	23,384.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
56591	POWER PLANT BOX STRUCTURE CONVERSION	11/02/2022	11/02/2022	0.00	1,203.00	
56744	614 RATE CASE STUDY	11/02/2022	11/02/2022	0.00	1,358.50	
56753	PROJ 226793 614 ELECTRIC RATE SERVICES	11/02/2022	11/02/2022	0.00	8,471.50	
56754	MISC ENGINEERING SVCS TOWN OF BERLIN	11/02/2022	11/02/2022	0.00	97.50	

Payment Register
APPKT02500 - 20221108SW

65372	614 ELECTRIC RATE SERVICES	11/02/2022	11/02/2022	0.00	12,254.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000455	CARD'S TECHNOLOGY					5,461.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	5,461.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
201621	ANNUAL AGREEMENT COMPLETE & MANAGED NETWORK	11/07/2022	11/07/2022	0.00	4,316.00	
201691	OFFICE 365	11/07/2022	11/07/2022	0.00	1,145.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000496	CHEMSEARCH					323.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	323.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7986852	OIL FOR PISATGRIT	11/04/2022	11/04/2022	0.00	323.20	
Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					2,568.78
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	2,568.78			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
414700 OCT FY 23	UTILITY -SPRAY SITES	10/27/2022	10/27/2022	0.00	2,568.78	
Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					1,125.58
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	1,125.58			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5131401295	FIRST AID KIT AND SUPPLIES	11/04/2022	11/04/2022	0.00	96.64	
8405856021	FIRST AID CABINET	11/04/2022	11/04/2022	0.00	1,028.94	
Vendor Number	Vendor Name					Total Vendor Amount
0003463	CIVICPLUS LLC					1,756.64
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	1,756.64			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
245475,242318,243047	ANNUAL CODE SUPPLEMENT	10/31/2022	10/31/2022	0.00	1,756.64	
Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					2,968.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	2,968.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APP-AM-024	FRINGER PRINTING	11/04/2022	11/04/2022	0.00	2,968.75	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					111.85
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	111.85			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0042978 NOV FY 23	COMCAST DOWNTOWN WIFI	11/01/2022	11/01/2022	0.00	111.85	
Vendor Number	Vendor Name					Total Vendor Amount
0000571	COMCAST BUSINESS					1,012.03
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/08/2022	1,012.03			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
157254835	COMCAST TELEPHONE SERVICE	10/27/2022	10/27/2022	0.00	1,012.03	

Payment Register

APPKT02500 - 20221108SW

Vendor Number	Vendor Name					Total Vendor Amount
0000586	COMPTROLLER OF MD COMPLIANCE DIVISION					377.13
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	377.13	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11072022	UNCLAIMED PROPERTY	11/07/2022	11/07/2022	0.00	377.13	
Vendor Number	Vendor Name					Total Vendor Amount
0000777	DUFFY CAROLYN					11.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	11.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 11/3/2022	PAYMENT OT CLERK OF COURT - NOTARY RENEWAL	11/04/2022	11/04/2022	0.00	11.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					71.06
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	71.06	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
004273	DRINKING WATER AND COOLER RENTAL FEE	11/02/2022	11/02/2022	0.00	24.36	
283654	DRINKING WATER AND COOLER RENTAL FEE	11/02/2022	11/02/2022	0.00	8.75	
769515	DISTILLED WATER	11/04/2022	11/04/2022	0.00	37.95	
Vendor Number	Vendor Name					Total Vendor Amount
0000895	FEEDWATER TREATMENT SYSTEMS, INC.					1,895.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	1,895.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6713	POWER PLANT - COOLING TOWER TREATMENT	11/07/2022	11/07/2022	0.00	1,895.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000907	FLAG PUBLICATIONS INC					52.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	52.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
353416	ADVERTISING	11/02/2022	11/02/2022	0.00	26.25	
353512	ADVERTISING	11/07/2022	11/07/2022	0.00	26.25	
Vendor Number	Vendor Name					Total Vendor Amount
0000922	FREEMIRE & ASSOCIATES					1,312.35
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	1,312.35	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2203946-IN	PISTA GRIT PARTS	11/04/2022	11/04/2022	0.00	1,312.35	
Vendor Number	Vendor Name					Total Vendor Amount
0000948	GEORGE & LYNCH INC					50,640.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	50,640.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APPL # 2	RFP 2021-03 PAVING STREETS AND PATH	10/27/2022	10/27/2022	0.00	50,640.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003447	GLENDA HOLDEN					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
OCT 24 - NOV 7	FY23 CLEANING SERVICES	11/01/2022	11/01/2022	0.00	500.00	

Payment Register

APPKT02500 - 20221108SW

Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					308.65
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	308.65	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
32685940	GREAT AMERICA	11/01/2022	11/01/2022	0.00	308.65	
Vendor Number	Vendor Name					Total Vendor Amount
0001040	HOME DEPOT CREDIT CARD SERVICES					1,179.52
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	1,179.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3017961,3024008,3625028	TOOLS, PARTS & OTHER SUPPLIES	11/01/2022	11/01/2022	0.00	119.06	
VARIOUS INV	TOOLS, PARTS & OTHER SUPPLIES	11/01/2022	11/01/2022	0.00	367.42	
-VARIOUS INVS--	SUPPLIES	11/07/2022	11/07/2022	0.00	693.04	
Vendor Number	Vendor Name					Total Vendor Amount
0003485	HOSPICE & COMMUNITY CARE					100.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	100.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11/7/2022	DONATION FOR EMPLOYEE FAMILY PASSING	11/07/2022	11/07/2022	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001068	INTERCOASTAL TRADING INC.					7,931.70
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	7,931.70	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
224230	BLEACH	11/04/2022	11/04/2022	0.00	2,513.70	
224291	SODA ASH	11/04/2022	11/04/2022	0.00	5,418.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003461	INTERGRATED COMPUTER SOLUTIONS OF VESTAL LLC					3,285.07
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	3,285.07	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
202300601	IT SERVICES	11/07/2022	11/07/2022	0.00	3,285.07	
Vendor Number	Vendor Name					Total Vendor Amount
0001069	INTERNAL REVENUE SERVICE UNITED STATES TREASURY					52.74
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	52.74	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
CP161 6/30/2021	IRS 720 PAYMENT FILE AND PAY PENALTY	11/07/2022	11/07/2022	0.00	52.74	
Vendor Number	Vendor Name					Total Vendor Amount
0003109	JAMES BRADFORD FARM TRUST					2,022.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PAYMENT BOUNDS NOV FY 23	BOUNDS SPRAY SITE BOND	11/07/2022	11/07/2022	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
0003093	JEFF SMITH					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND FY 23	PARK RESERVATION REFUND	10/31/2022	10/31/2022	0.00	25.00	

Payment Register
APPKT02500 - 20221108SW

Vendor Number	Vendor Name					Total Vendor Amount
0002532	JENSEN KELSEY					23.87
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	23.87	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11/4/2022	MILEAGE / SALISBURY/MET MARY TO GO TO LGIT MEETING	11/07/2022	11/07/2022	0.00	23.87	
Vendor Number	Vendor Name					Total Vendor Amount
0003110	JESSE JONES FARM TRUST					2,022.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BOUNDS PAYMENT NOV FY 23	BOUNDS SPRAY SITE BOND	11/02/2022	11/02/2022	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
0003396	LYWOOD ELECTRIC INC					6,632.85
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	6,632.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9591	UPGRADE SCADE CONTROL TREATMENT PLANT	10/27/2022	10/27/2022	0.00	6,632.85	
Vendor Number	Vendor Name					Total Vendor Amount
0001390	MARYLAND CHIEFS OF POLICE ASSOC					69.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	69.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/31/2022	ENTRY LEVEL POST TEST	11/04/2022	11/04/2022	0.00	69.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001393	MARYLAND DEPT OF THE ENVIRONMENT					251.10
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	251.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AE025286	SEWAGE SLUDGE GENERATOR FEE	11/04/2022	11/04/2022	0.00	251.10	
Vendor Number	Vendor Name					Total Vendor Amount
0001394	MARYLAND DEPT OF THE ENVIRONMENT					50.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	50.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PSI_LOCKWOOD	CERT EXAM JLOCKWOOD	10/27/2022	10/27/2022	0.00	50.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					566.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	566.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
842806	INSPECTION SERVICES	10/27/2022	10/27/2022	0.00	104.00	
843077,842894,842947	INSPECTION SERVICES	11/07/2022	11/07/2022	0.00	462.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					4,469.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	4,469.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 11/06/2023	NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS	11/07/2022	11/07/2022	0.00	4,469.96	

Payment Register

APPKT02500 - 20221108SW

Vendor Number	Vendor Name					Total Vendor Amount
0003076	NCSI					20.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	20.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
27445	PRE EMPLOYMENT BACKGROUND SCREENING	11/07/2022	11/07/2022	0.00	20.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001625	ONE CALL CONCEPTS, INC.					39.12
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	39.12	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2106160	MISS UTILITY TICKETS	11/01/2022	11/01/2022	0.00	39.12	
Vendor Number	Vendor Name					Total Vendor Amount
0001676	PENINSULA AUTO & TRUCK PARTS, INC					77.06
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	77.06	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
203305	BATTERY TOILET TANK	11/04/2022	11/04/2022	0.00	77.06	
Vendor Number	Vendor Name					Total Vendor Amount
0001682	PEP-UP, INC.					1,121.19
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	1,121.19	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3531849	OFF ROAD FUEL	11/01/2022	11/01/2022	0.00	1,121.19	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					81.37
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	81.37	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
145130	AUXILIARY BATTERY RELAY 6739	10/31/2022	10/31/2022	0.00	81.37	
Vendor Number	Vendor Name					Total Vendor Amount
0003171	RICKY JARMON					866.71
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	866.71	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
OCT FY 23	MONTHLY CLEANING SERVICE POLICE BUILDING	11/01/2022	11/01/2022	0.00	866.71	
Vendor Number	Vendor Name					Total Vendor Amount
0001555	SALEH NATALIE					20.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	20.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 11/2/22	MD GFOA TRAVEL GAS FOR 2012 ESCAPE	11/02/2022	11/02/2022	0.00	20.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002795	SANDPIPER ENERGY INC					2,354.56
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	2,354.56	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
06-605972-74395-1 NOV FY 23	NATURAL GAS TRANSPORTATION - POWER PLANT	11/08/2022	11/08/2022	0.00	1,207.11	
06-605972-74395-1 OCT FY 23	NATURAL GAS TRANSPORTATION - POWER PLANT	10/27/2022	10/27/2022	0.00	1,147.45	

Payment Register

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Vendor Number	Vendor Name					Total Vendor Amount
0001904	SELBYVILLE TRACTOR & EQUIPMENT INC					79.34
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	79.34	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
60574	TRACTOR WIPERS	11/04/2022	11/04/2022	0.00	79.34	
Vendor Number	Vendor Name					Total Vendor Amount
0001934	SHERWOOD-LOGAN ASSOCIATION INC.					638.83
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	638.83	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
39940	CHEMICAL TUBING	11/04/2022	11/04/2022	0.00	638.83	
Vendor Number	Vendor Name					Total Vendor Amount
0001997	STAPLES BUSINESS CREDIT					526.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	526.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1645025607	OFFICE SUPPLIES	11/03/2022	11/03/2022	0.00	526.96	
Vendor Number	Vendor Name					Total Vendor Amount
0002077	TERRA FIRMA					9,850.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	9,850.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1129-22-07	PAVING FROM WATER LEAKS	11/07/2022	11/07/2022	0.00	9,850.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003087	THERMAL PROCESS SYSTEMS INC					1,088.94
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	1,088.94	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
69122.4	AXLE	11/04/2022	11/04/2022	0.00	1,088.94	
Vendor Number	Vendor Name					Total Vendor Amount
0003149	TRANSAMERCIA					407.97
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	407.97	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2504787843	TRANSAMERICA EMPLOYEE PAID SUPPLEMENTAL LIFE	11/01/2022	11/01/2022	0.00	407.97	
Vendor Number	Vendor Name					Total Vendor Amount
0003383	TRANSFORMER MAINTENANCE & SERVICE INC					2,404.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	2,404.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
61908	TRANSFORMER REPAIR	11/07/2022	11/07/2022	0.00	2,404.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					338.81
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	338.81	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430034781	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	11/01/2022	11/01/2022	0.00	33.59	
-1430034781	PURCHASED TOWN SHIRTS FOR PLANNING & ZONING	11/01/2022	11/01/2022	0.00	50.38	
1430034782	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	11/01/2022	11/01/2022	0.00	140.92	
1430035871	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	11/01/2022	11/01/2022	0.00	113.92	

Payment Register
APPKT02500 - 20221108SW

Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					35.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	35.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 11/06/2022	UNITED WAY EMPLOYEE CONTRIBUTIONS	11/07/2022	11/07/2022	0.00	35.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002210	UNIVERSITY OF MARYLAND					2,882.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	2,882.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
23-CW-010	FY 23 CAPWIN	10/31/2022	10/31/2022	0.00	2,882.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002233	VALERIE J MANN					375.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	375.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/17/2022	GRANT WRITING SERVICES	11/01/2022	11/01/2022	0.00	375.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002248	VERIZON BUSINESS					102.29
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	102.29	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
09559642	BUSINESS TELEPHONE CALLS	11/01/2022	11/01/2022	0.00	102.29	
Vendor Number	Vendor Name					Total Vendor Amount
0002252	VERIZON WIRELESS-720117503-00001					527.48
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	527.48	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9918941798	MDT CARD FEE	11/02/2022	11/02/2022	0.00	527.48	
Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					511.51
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	511.51	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P2268670	WASHINGTON NAT - SUPPLEMENTAL INSUR EMPL FUNDED	11/01/2022	11/01/2022	0.00	511.51	
Vendor Number	Vendor Name					Total Vendor Amount
0002299	WELLS IVY					397.02
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	397.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 11/2/2022	CHRISTMAS TREE DECOR	11/04/2022	11/04/2022	0.00	397.02	
Vendor Number	Vendor Name					Total Vendor Amount
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER					93.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/08/2022	93.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
19053409	DRUG TESTING	11/01/2022	11/01/2022	0.00	31.00	
19053418	DRUG TESTING	11/01/2022	11/01/2022	0.00	31.00	
19057678	DRUG TESTING	11/01/2022	11/01/2022	0.00	31.00	

Payment Register**APPKT02500 - 20221108SW**

Vendor Number	Vendor Name	Total Vendor Amount			
0002348	WOR WIC COMMUNITY COLLEGE	34.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/08/2022	34.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
12888	K-9 AND EMPLOYEE TRAINING	11/02/2022	11/02/2022	0.00	34.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	85	64	0.00	153,457.40
Packet Totals:		85	64	0.00	153,457.40



Town of Berlin, MD

Payment Register

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01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0003461	INTERGRATED COMPUTER SOLUTIONS OF VESTAL LLC	1,061.32			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/08/2022	1,061.32		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
199888-	INFRASTRUCTURE PROJECTS	11/08/2022	11/08/2022	0.00	1,061.32

Payment Register

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Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	1,061.32
Packet Totals:		1	1	0.00	1,061.32



Town of Berlin, MD

Vendor History Report

By Vendor Name

Posting Date Range 10/15/2022 - 11/09/2022

Payment Date Range -

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description				Amount			Account Name	Dist	Amount				
Vendor Set: 01 - Vendor Set 01													
0003138 - CARD SERVICES CENTER													
SEPT OCT FY 23	BOC CREDIT CARD			10/24/2022		DFT0000283	10/31/2022	10711.73	181	0	0	10892.73	10892.73
								833.47	0	0	0	833.47	833.47
DIESEL FUEL FOR SPARE PORTABLE HOLDING TANK.	1	200	200	10-5620-5630			VEHICLE FUEL		200				
DIESEL FUEL FOR SPARE PORTABLE HOLDING TANK.	1	200	200	10-5620-5630			VEHICLE FUEL		200				
(2) CASES OF PAPER TOWELS, FLOOR CLEANER, FOOKS	1	94.32	94.32	10-5620-5730			SUPPLIES AND OPERATIONS		94.32				
REPLACEMENT PASSENGER SIDE MIRROR VEH. #79	1	90.88	90.88	10-5620-5257			VEHICLE MAINTENANCE		90.88				
WATERPROOF PATCH & SEAL FOR TOPS UTILITY POLES	6	12.73	76.38	10-5620-5730			SUPPLIES AND OPERATIONS		76.38				
ENTHANOL FREE GASOLINE FOR LAWN EQUIPMENT.	1	49.41	49.41	10-5620-5630			VEHICLE FUEL		49.41				
REPLACEMENT LED MOGUL BASE COB LIGHT FOR SHOP	1	45.04	45.04	10-5620-5250			BUILDING MAINTENANCE		45.04				
SHIPPING RETURN ITEM BACK TO VENDOR (METERS)	1	34.76	34.76	01-5125-5601			POSTAGE		34.76				
BOTTLE WATER, CAN AIR FRESHNER & UTENSILS	1	22.69	22.69	10-5620-5730			SUPPLIES AND OPERATIONS		22.69				
METAL 10" X 14" NO PARKING SIGNS FOR FRONT GATE	1	19.99	19.99	10-5620-5730			SUPPLIES AND OPERATIONS		19.99				
SEPT OCT FY 23	BOC CREDIT CARD			10/24/2022		DFT0000291	10/31/2022	1198.43	181	0	0	1379.43	1379.43
FINANCE OFFICE NAT. FURNITURE S. WHITE DESK	1	899.1	1080.1	01-5120-5700			OFFICE SUPPLIES		1080.1				
D3 MONTHLY WEB HOSTING	0	0	125	01-5100-5264			WEBSITE		125				
AMAZON SUPPLIES FOR FALL GLOW WALK	1	75.01	75.01	01-5500-5730			SUPPLIES AND OPERATIONS		75.01				
410 SOCIAL LUNCH FOR LGIT TRAINER	1	59.79	59.79	01-5100-5615			TRAVEL		59.79				
BERLIN AUTO WASH	0	0	26.28	01-5100-5257			VEHICLE MAINTENANCE		26.28				
ETCH ART NAME PLATE FOR DIAS	1	13.25	13.25	01-5100-5700			OFFICE SUPPLIES		13.25				
SEPT OCT FY 23	BOC CREDIT CARD			10/24/2022		DFT0000285	10/31/2022	524.14	0	0	0	524.14	524.14
PENN AUTO E53 NEW BATTERY	1	175.76	175.76	10-5600-5257			VEHICLE MAINTENANCE		175.76				
PROJECT ENERGY SAVERS TOUCH-A-TRUCK	1	110	110	10-5600-5620			DUES AND PUBLICATIONS		110				
ATSSA ANNUAL MEMBERSHIP FEE	1	88	88	10-5600-5620			DUES AND PUBLICATIONS		88				
ATSSA TYRIE ADAMS FLAGGER CERTIFICATION	1	75	75	20-5700-5621			EMPLOYEE TRAINING		75				
ATSSA DAVE BASSETT FLAGGER CERTIFICATION	1	75	75	20-5700-5621			EMPLOYEE TRAINING		75				
UPS TRANS OIL TESTING FREIGHT CHARGE	1	20.38	20.38	01-5125-5601			POSTAGE		20.38				
PENN AUTO BATTERY CORE CREDIT E53	1	-20	-20	10-5600-5257			VEHICLE MAINTENANCE		-20				
SEPT OCT FY 23	BOC CREDIT CARD			10/24/2022		DFT0000290	10/31/2022	586.61	0	0	0	586.61	586.61
THE ADKIN CO - POLLINATOR GARDN MATERIAL	1	125.72	125.72	01-5400-5200			CONTRACTED SERVICES		125.72				
AMAZON - CHRISTMAS LIGHTING DECOR	1	99.84	99.84	01-5400-5727			MARKETING		99.84				
CONSTANT CONTACT - MONTHLY FEE	1	68.9	68.9	01-5400-5727			MARKETING		68.9				
ALLSTATENOTARY - UPDATED NOTARY STAMPS	1	62.2	62.2	01-5400-5700			OFFICE SUPPLIES		62.2				
NNA SERVICES - NOTARY ONLNE COURSE	1	59	59	01-5400-5621			EMPLOYEE TRAINING		59				
SIGNSONTHECHEAP - TIDLEY WAY ROAD SIGN COMMERCE ST	1	50.95	50.95	01-5400-5727			MARKETING		50.95				
FOOD LION - FARMERS MARKET LUNCH	1	46.84	46.84	01-5400-5621			EMPLOYEE TRAINING		46.84				

Vendor History Report

Posting Date Range 10/15/2022 - 11/09/2022											
Payable Number	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount					
THE ADKIN CO - EXTENTION CORD AND HOLDERS	1	38.71	38.71	01-5400-5700	OFFICE SUPPLIES	38.71					
NEOPLEXONLINE - NO PARKING SIGN MARKERS	1	23.45	23.45	01-5400-5700	OFFICE SUPPLIES	23.45					
MD SEC STATE - NOTARY APPLICATION	1	9	9	01-5400-5621	EMPLOYEE TRAINING	9					
MD SEC STATE - NOTARY APPLICATION SERVICE FEE	1	2	2	01-5400-5621	EMPLOYEE TRAINING	2					
SEPT OCT FY 23	BOC CREDIT CARD	10/24/2022		DFT0000288	10/31/2022	60	0	0	0	60	60
NOTARY PUBLIC COURSE OF STUDY RENEWING NOTARIES	1	49	49	01-5440-5621	EMPLOYEE TRAINING	49					
NOTARY RENEWAL CAROLYN DUFFY	1	11	11	01-5440-5620	DUES AND PUBLICATIONS	11					
SEPT OCT FY 23	BOC CREDIT CARD	11/1/2022		DFT0000289	10/31/2022	515.95	0	0	0	515.95	515.95
FUEL PUMP TO FILL GENERATORS	1	467.97	467.97	24-5810-5730	SUPPLIES AND OPERATIONS	467.97					
TIE DOWN STRAPS FOR TOILET TRUCK	1	47.98	47.98	01-5500-5730	SUPPLIES AND OPERATIONS	47.98					
SEPT OCT FY 23	BOC CREDIT CARD	10/24/2022		DFT0000292	10/31/2022	2178.23	0	0	0	2178.23	2178.23
DE HOMICIDE CONFERENCE	0	0	575	01-5200-5621	EMPLOYEE TRAINING	575					
MD 2022 MCPA/MSA	0	0	425	01-5200-5621	EMPLOYEE TRAINING	425					
DETECTIVE CLOTHING ALLOWENCE	0	0	361.46	01-5200-5647	CLOTHING PURCHASE	361.46					
TRACTOR SUPPLY K9 DOG FOOD	0	0	178.06	01-5200-5730	SUPPLIES AND OPERATIONS	178.06					
AMAZON EARBUDS FOR BES REIMBURSED	0	0	148.3	01-5200-5730	SUPPLIES AND OPERATIONS	148.3					
BERLIN CGEVY SERVICE LOF 6744	0	0	114.89	01-5200-5257	VEHICLE MAINTENANCE	114.89					
DOG FOOD	0	0	113.98	01-5200-5730	SUPPLIES AND OPERATIONS	113.98					
ED SUPPLY BUILDING LIGHT EXTERIOR	0	0	92.75	01-5200-5730	SUPPLIES AND OPERATIONS	92.75					
HOME DEPOT COLLISION RECONSTRUCTION SUPPLIES	0	0	91.86	01-5200-5730	SUPPLIES AND OPERATIONS	91.86					
AUTOZONE HEADLIGHT 6740	0	0	51.93	01-5200-5257	VEHICLE MAINTENANCE	51.93					
DRIVE EZPASS REBILL	0	0	25	01-5200-5730	SUPPLIES AND OPERATIONS	25					
SEPT OCT FY 23	BOC CREDIT CARD	11/1/2022		DFT0000287	10/31/2022	27	0	0	0	27	27
TRAINING CAMPBELL, EVANS, DUKES	1	27	27	24-5800-5615	TRAVEL	27					
SEPT OCT FY 23	BOC CREDIT CARD	10/24/2022		DFT0000286	10/31/2022	362.63	0	0	0	362.63	362.63
SHEET METAL MATEL FLATS	1	114.94	114.94	01-5320-5257	VEHICLE MAINTENANCE	114.94					
GAS CANS	4.7	19.766	92.88	01-5320-5630	VEHICLE FUEL	92.88					
PADS4LIFTS	1	59	59	01-5310-5251	EQUIPMENT MAINTENANCE	59					
SHOP SUPPLIS	1	47.64	47.64	01-5310-5730	SUPPLIES AND OPERATIONS	47.64					
WOOD HANDLE FLOOR SQUEEGEE SHOP	1	31.99	31.99	01-5310-5730	SUPPLIES AND OPERATIONS	31.99					
CHAIN SAW CAP	1	16.18	16.18	01-5320-5730	SUPPLIES AND OPERATIONS	16.18					
SEPT OCT FY 23	BOC CREDIT CARD	10/24/2022		DFT0000294	10/31/2022	289.59	0	0	0	289.59	289.59
VARCO - POTTY TRUCK HOSE	1	123.38	123.38	01-5500-5730	SUPPLIES AND OPERATIONS	123.38					
PARTSTREE - TORO THROTTLE CABLE	1	84.2	84.2	24-5830-5251	EQUIPMENT MAINTENANCE	84.2					
AMAZON - F150 REAR VIEW MIRROR	1	52.88	52.88	20-5720-5257	VEHICLE MAINTENANCE	52.88					
TULL LUMBER - FRANKLIN WELL ROOF	1	29.13	29.13	20-5710-5250	BUILDING MAINTENANCE	29.13					
SEPT OCT FY 23	BOC CREDIT CARD	11/2/2022		DFT0000284	10/31/2022	2445.3	0	0	0	2445.3	2445.3

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osting Date Range 10/15/2022 - 11/09/2022

Payable Number	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number	Account Name	Dist	Amount				
ADP PAYROLL PROCESSING SERVICES	1	961.54	961.54	01-5000-5200	CONTRACTED SERVICES	65.85					
				01-5100-5200	CONTRACTED SERVICES	52.68					
				01-5120-5200	CONTRACTED SERVICES	39.51					
				01-5125-5200	CONTRACTED SERVICES	39.51					
				01-5200-5200	CONTRACTED SERVICES	237.06					
				01-5300-5200	CONTRACTED SERVICES	13.17					
				01-5310-5200	CONTRACTED SERVICES	39.51					
				01-5320-5200	CONTRACTED SERVICES	65.85					
				01-5400-5200	CONTRACTED SERVICES	26.34					
				01-5440-5200	CONTRACTED SERVICES	26.34					
				10-5600-5200	CONTRACTED SERVICES	13.17					
				10-5610-5200	CONTRACTED SERVICES	13.17					
				10-5620-5200	CONTRACTED SERVICES	105.49					
				20-5700-5200	CONTRACTED SERVICES	19.76					
				20-5710-5200	CONTRACTED SERVICES	13.17					
				20-5720-5200	CONTRACTED SERVICES	19.76					
				24-5800-5200	CONTRACTED SERVICES	19.76					
				24-5810-5200	CONTRACTED SERVICES	19.76					
				24-5820-5200	CONTRACTED SERVICES	39.51					
				24-5830-5200	CONTRACTED SERVICES	65.85					
				30-5030-5200	CONTRACTED SERVICES	26.32					
ADP PAYROLL PROCESSING SERVICES	1	671.47	671.47	01-5000-5200	CONTRACTED SERVICES	45.95					
				01-5100-5200	CONTRACTED SERVICES	36.76					
				01-5120-5200	CONTRACTED SERVICES	27.57					
				01-5125-5200	CONTRACTED SERVICES	27.57					
				01-5200-5200	CONTRACTED SERVICES	165.42					
				01-5300-5200	CONTRACTED SERVICES	9.19					
				01-5310-5200	CONTRACTED SERVICES	27.57					
				01-5320-5200	CONTRACTED SERVICES	45.95					
				01-5400-5200	CONTRACTED SERVICES	18.38					
				01-5440-5200	CONTRACTED SERVICES	18.38					
				10-5600-5200	CONTRACTED SERVICES	9.19					
				10-5610-5200	CONTRACTED SERVICES	9.19					
				10-5620-5200	CONTRACTED SERVICES	74.12					
				20-5700-5200	CONTRACTED SERVICES	13.79					
				20-5710-5200	CONTRACTED SERVICES	9.19					
				20-5720-5200	CONTRACTED SERVICES	13.79					
				24-5800-5200	CONTRACTED SERVICES	13.79					
				24-5810-5200	CONTRACTED SERVICES	13.79					
				24-5820-5200	CONTRACTED SERVICES	27.57					
				24-5830-5200	CONTRACTED SERVICES	45.95					
				30-5030-5200	CONTRACTED SERVICES	18.36					
POPS LUNCH FOR AUDITORS AND STAFF	1	203.31	203.31	01-5120-5615	TRAVEL	203.31					

Vendor History Report

Posting Date Range 10/15/2022 - 11/09/2022												
Payable Number	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment	
Item Description	Units	Price	Amount	Account Number	Account Name	Dist	Amount					
NOTARY SERVICES APPLICATION, SUPPLIES AND TESTING	1	174.95	174.95	01-5100-5700	OFFICE SUPPLIES		174.95					
EASTERN WOODLAND FLOWERS FOR EMPLOYEES RETIREMENT	1	100	100	01-5000-5676	SPECIAL APPROPRIATIONS		100					
STAPLES - MISC OFFICE SUPPLIES NOTEPADS AND MARKER	1	92.31	92.31	01-5125-5700	OFFICE SUPPLIES		92.31					
POPS KITCHEN PIZZA FOR EMPLOYEES RETIREMENT	1	91.6	91.6	01-5100-5615	TRAVEL		91.6					
FOOD LION DRINKS AND CUPS FOR EMPLOYEE RETIREMENT	1	70.26	70.26	01-5100-5615	TRAVEL		70.26					
MMCA MEMBERSHIP DUES DAUB	1	50	50	01-5100-5620	DUES AND PUBLICATIONS		50					
DOLLAR GENERAL SUPPLIES FOR EMPLOYEE RETIREMENT	1	19.88	19.88	01-5000-5700	OFFICE SUPPLIES		19.88					
FOOD LION CUPCAKES FOR EMPLOYEES BIRTHDAY	1	9.98	9.98	01-5100-5700	OFFICE SUPPLIES		9.98					
SEPT OCT FY 23	BOC CREDIT CARD	10/24/2022		DFT0000293	10/31/2022	1081.11		0	0	0	1081.11	1081.11
BRACKERTS FOR STREET POST	1	647.1	647.1	01-5320-5730	SUPPLIES AND OPERATIONS		647.1					
AMERICAN FLAGS & POW FLAGS @ TOWN HALL BUILDINGS	1	193.64	193.64	01-5130-5250	BUILDING MAINTENANCE		193.64					
MARYLAND FLAGS	5	23.31	116.55	01-5130-5250	BUILDING MAINTENANCE		116.55					
MARYLAND FLAGS RAZOR KNIFE @ TOWN HALL BUILDINGS	1	51.98	51.98	01-5130-5250	BUILDING MAINTENANCE		51.98					
MEALS FOR CREW FIDDLERS EVENT	1	36.4	36.4	01-5300-5615	TRAVEL		36.4					
BRUSHES GLOSS PAINT STREET SIGNS	1	35.44	35.44	01-5320-5730	SUPPLIES AND OPERATIONS		35.44					
SEPT OCT FY 23	BOC CREDIT CARD	10/24/2022		DFT0000295	10/31/2022	609.27		0	0	0	609.27	609.27
TOUCH A TRUCK SUPPLIES	1	209.88	209.88	01-5300-5730	SUPPLIES AND OPERATIONS		209.88					
SAM CORBIN WORK BOOTS	1	201.4	201.4	01-5300-5740	SAFETY SUPPLIES AND MATERIALS		201.4					
GRASS SEED FOR DECATUR PARK WALING TRAIL	1	129.99	129.99	01-5500-5730	SUPPLIES AND OPERATIONS		129.99					
PARTS FIX DONETOWN TOILETS	1	27.61	27.61	01-5130-5250	BUILDING MAINTENANCE		27.61					
SANAITION SUPPLIES	1	17.42	17.42	01-5310-5730	SUPPLIES AND OPERATIONS		17.42					
BABY CHANGING SIGN	1	17.3	17.3	01-5130-5250	BUILDING MAINTENANCE		17.3					
KEYS	1	5.67	5.67	01-5130-5250	BUILDING MAINTENANCE		5.67					
Vendors: (1) Total 01 - Vendor Set 01:						10711.73	181	0	0	10892.73	10892.73	
Vendors: (1) Report Total:						10711.73	181	0	0	10892.73	10892.73	

Account Number: XXXX XXXX XXXX

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$548.19
- Payments	\$548.19
- Other Credits	\$0.00
+ Purchases	\$586.61
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$586.61

Account Number XXXX XXXX XXX
Credit Limit \$5,000.00
Available Credit \$4,413.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$586.61
Minimum Payment Due: \$29.00
Payment Due Date: November 4, 2022

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$548.19-
09/10	09/10	5543286LD5X9GFFGX	AMZN MKTP US*1F0VL3X00 AMZN.COM/BILL WA	\$99.84
09/12	09/12	5543286LF5XVZ9M0M	NNA SERVICES LLC 800-876-6827 CA	\$59.00
09/13	09/13	5543286LH5Y5DT4WH	FOOD LION #0658 BERLIN MD	\$46.84
09/13	09/13	5548872LHBM9VYJ45	MD SEC OF STATE 4109901090 MD	\$9.00
09/13	09/13	5548872LH2MG7NFBS	MD.GOV SERVICE FEE 4109901090 MD	\$2.00
09/15	09/15	0531461LKEHV4QLF4	THE ADKINS COMPANY BERLIN MD	\$38.71

Transactions continued on next page

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XXX
New Balance: \$586.61
Minimum Payment Due: \$29.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX X

TRANSACTIONS (continued)

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
09/15	09/15	0531461LKEHV4QLQH	THE ADKINS COMPANY BERLIN MD	\$125.72
09/21	09/21	5543286LR5ZXG6AVV	NEOPLEXONLINE.COM 800-451-9779 WA	\$23.45
09/22	09/22	5531020LT2DYZRN0P	SIGNSONTHECHEAP.COM 866-664-9239 TX	\$50.95
09/29	09/29	5542950M0ML0A56MQ	ALLSTATENOTARYSUPPLIES 9043962291 FL	\$62.20
09/30	09/30	7541823M14JFH58NM	EIG*CONSTANTCONTACT.CO 855-2295506 MA	\$68.90

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	16.49% (v)	\$0.00	31	\$0.00
Cash Advances	19.99% (v)	\$0.00	31	\$0.00

(v) - variable

Account Number: XXXX XXXX XXX

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$541.01
- Payments	\$541.01
- Other Credits	\$0.00
+ Purchases	\$609.27
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$609.27

Account Number XXXX XXXX XXX
Credit Limit \$1,500.00
Available Credit \$636.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$609.27
Minimum Payment Due: \$30.00
Payment Due Date: November 4, 2022

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$541.01-
09/14	09/14	5543286LH5Y9J2ZQE	AMZN MKTP US*1M8J81CS0 AMZN.COM/BILL WA	\$27.61
09/15	09/15	5531020LJ2DKSLZR7	AMZN MKTP US*1M0IZ1PE1 AMZN.COM/BILL WA	\$17.30
09/21	09/21	5550080LRM4JG977M	TOTALLY PROMOTIONAL 5678906042 OH	\$209.88
09/28	09/28	0230537M000H85LVV	TRACTOR SUPPLY CO #181 BERLIN MD	\$129.99
10/05	10/05	0531461M7EHVLPVT1	THE ADKINS COMPANY BERLIN MD	\$5.67
10/05	10/05	5270487M62DKLZJX1	TIMBERLAND ECOMM 6037729500 NH	\$201.40
10/07	10/07	0531461M9EHXLZ8ZF	THE ADKINS COMPANY BERLIN MD	\$17.42

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XXX
New Balance: \$609.27
Minimum Payment Due: \$30.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXX

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$693.75
- Payments	\$693.75
- Other Credits	\$0.00
+ Purchases	\$1,081.11
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,081.11
Account Number	XXXX XXXX XX
Credit Limit	\$5,000.00
Available Credit	\$3,828.00
Statement Closing Date	October 10, 2022
Days in Billing Cycle	31

PAYMENT INFORMATION

New Balance:	\$1,081.11
Minimum Payment Due:	\$54.00
Payment Due Date:	November 4, 2022

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$693.75-
09/15	09/15	5543286LJ5YGSXQ76	AMZN MKTP US*1F4DA8942 AMZN.COM/BILL WA	\$193.64
09/19	09/19	2524780LN017AVQFX	ELLIOTTS HARDWARE INC OCEAN CITY MD	\$51.98
09/21	09/21	5543286LR603AYP05	AMZN MKTP US*1U9WS2ND1 AMZN.COM/BILL WA	\$116.55
09/23	09/23	5530876LVFYA1PN52	SHELL OIL 236862200QPS BERLIN MD	\$36.40
10/03	10/03	7530651M401R0AWX0	NATIONAL TRAFFIC SIGNS 727-4467983 FL	\$647.10
10/03	10/03	0531461M5EHV9Y247	THE ADKINS COMPANY BERLIN MD	\$35.44

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XX
New Balance: \$1,081.11
Minimum Payment Due: \$54.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX XX

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$545.00
- Payments	\$545.00
- Other Credits	\$0.00
+ Purchases	\$0.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$0.00

Account Number XXXX XXXX XX
Credit Limit \$1,500.00
Available Credit \$1,500.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$0.00
Minimum Payment Due: \$0.00
Payment Due Date: November 4, 2022

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$545.00-

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	16.49% (v)	\$0.00	31	\$0.00
Cash Advances	19.99% (v)	\$0.00	31	\$0.00

(v) - variable

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XX
New Balance: \$0.00
Minimum Payment Due: \$0.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$237.63
- Payments	\$237.63
- Other Credits	\$0.00
+ Purchases	\$2,445.30
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$2,445.30

Account Number XXXX XXXX XXX
Credit Limit \$5,000.00
Available Credit \$2,554.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$2,445.30
Minimum Payment Due: \$122.00
Payment Due Date: November 4, 2022

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$237.63-
09/09	09/10	5526352LQN0FVQVWH	ADP PAYROLL & TAX S 973-974-7265 NJ	\$961.54
09/13	09/13	0541019LG31WSKPXZ	STAPLS7365008720000001 877-8267755 NJ	\$92.31
09/13	09/13	5543286LH5Y5315HN	POP'S KITCHEN BERLIN MD	\$203.31
09/22	09/22	5543286LS60EWNYP	FOOD LION #0658 BERLIN MD	\$9.98
09/22	09/22	0543684LT8PL9YAQP	FSP*MMCA 301-809-3029 MD	\$50.00
09/23	09/23	0543684LVEHV48YN3	DOLLAR-GENERAL #0489 BERLIN MD	\$19.88

Transactions continued on next page

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XX
New Balance: \$2,445.30
Minimum Payment Due: \$122.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXX

TRANSACTIONS (continued)

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
09/29	09/29	5543286M0624796K9	SQ *EASTERN WOODLAND BERLIN MD	\$100.00
09/30	09/30	5543286M162F54R8K	FOOD LION #0658 BERLIN MD	\$70.26
09/30	09/30	5543286M262GDPTEM	POP'S KITCHEN BERLIN MD	\$91.60
10/04	10/04	5526352M5N0M7D6BN	ADP PAYROLL & TAX S 973-974-7265 NJ	\$671.47
10/06	10/06	5543286M75SHMQSBS	NNA SERVICES LLC 800-876-6827 CA	\$174.95

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	16.49% (v)	\$0.00	31	\$0.00
Cash Advances	19.99% (v)	\$0.00	31	\$0.00

(v) - variable

Account Number: XXXX XXXX XX

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$164.23
- Payments	\$164.23
- Other Credits	\$0.00
+ Purchases	\$289.59
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$289.59

Account Number XXXX XXXX XX
Credit Limit \$1,500.00
Available Credit \$1,210.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$289.59
Minimum Payment Due: \$25.00
Payment Due Date: November 4, 2022

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BJ	PAYMENT - THANK YOU	\$164.23-
09/22	09/22	5542950LTLXM4DBJF	PARTSTREE.COM 5122884355 TX	\$84.20
09/23	09/23	5543286LS60K9ANPA	AMZN MKTP US*1U94O3TO0 AMZN.COM/BILL WA	\$52.88
09/28	09/28	5544641LZ61D40TFV	TULL LUMBER SALES INC WHALEYVILLE MD	\$29.13
10/05	10/05	6271291M60000GMKG	VARCO 7036432505 VA	\$123.38

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XX
New Balance: \$289.59
Minimum Payment Due: \$25.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$325.49
- Payments	\$325.49
- Other Credits	\$0.00
+ Purchases	\$362.63
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$362.63

Account Number XXXX XXXX XX

Credit Limit \$1,500.00

Available Credit \$1,137.00

Statement Closing Date October 10, 2022

Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$362.63

Minimum Payment Due: \$25.00

Payment Due Date: November 4, 2022

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$325.49-
09/08	09/10	7518253LQS66GZZ4F	NOLANS LAWN EQUIPMENT BERLIN MD	\$16.18
09/14	09/14	5270824LJRQEBGY6E	ROYAL FARMS #178 BERLIN MD	\$92.88
09/21	09/21	5270715LT09FTGNWB	THE HOME DEPOT #2578 BERLIN MD	\$47.64
09/28	09/28	0230537M000H85LT8	TRACTOR SUPPLY CO #181 BERLIN MD	\$114.94
10/06	10/06	0531461M8EHW7XT15	THE ADKINS COMPANY BERLIN MD	\$31.99
10/07	10/07	5542950M8RS32SQVR	PADS4LIFTS 3364020690 NC	\$59.00

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XXX

New Balance: \$362.63

Minimum Payment Due: \$25.00

Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX XX.

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$886.83
- Payments	\$886.83
- Other Credits	\$0.00
+ Purchases	\$27.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$27.00

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,473.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$27.00
Minimum Payment Due: \$25.00
Payment Due Date: November 4, 2022

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$886.83-
10/04	10/04	0543684M6EHTLEP4B	ARBY'S 8587 SALISBURY MD	\$27.00

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	16.49% (v)	\$0.00	31	\$0.00

(v) - variable

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XXXX
New Balance: \$27.00
Minimum Payment Due: \$25.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXX

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,561.54
- Payments	\$1,561.54
- Other Credits	\$0.00
+ Purchases	\$2,178.23
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$2,178.23

Account Number XXXX XXXX XXX
Credit Limit \$5,000.00
Available Credit \$2,821.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$2,178.23
Minimum Payment Due: \$109.00
Payment Due Date: November 4, 2022

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BJ	PAYMENT - THANK YOU	\$1,561.54-
09/09	09/10	5543286LQ5X0HZHD8	AMZN MKTP US*1F7042QH1 AMZN.COM/BILL WA	\$148.30
09/10	09/10	8550499LES66DZMZB	DRIVEEZMD REBILL 555555555 MD	\$25.00
09/11	09/11	0230537LF00G36YN9	AUTOZONE 4480 BERLIN MD	\$51.93
09/12	09/12	5542950LFS11VXKQ6	PP*MARYLANDCHI OCEAN CITY MD	\$425.00
09/13	09/13	0230537LH00JB0RBE	TRACTOR SUPPLY CO #181 BERLIN MD	\$178.06
09/17	09/17	5543286LM5ZAT6W2H	THE HOME DEPOT 2578 BERLIN MD	\$91.86

Transactions continued on next page

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XXX
New Balance: \$2,178.23
Minimum Payment Due: \$109.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX X

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$3,847.30
- Payments	\$3,847.30
- Other Credits	\$0.00
+ Purchases	\$515.95
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$515.95

Account Number XXXX XXXX XX
Credit Limit \$5,000.00
Available Credit \$4,484.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$515.95
Minimum Payment Due: \$26.00
Payment Due Date: November 4, 2022

MESSAGES

Help us "Go Green" by reducing paper. Visit our website www.24-7cardaccess.com to sign up for electronic statements or to make a payment online.

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$3,847.30-
10/05	10/05	0230537M700J91JEF	TRACTOR SUPPLY CO #181 BERLIN MD	\$467.97
10/06	10/06	0230537M800JF0JA9	TRACTOR SUPPLY CO #181 BERLIN MD	\$47.98

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XX
New Balance: \$515.95
Minimum Payment Due: \$26.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX 6400

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases	\$60.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$60.00

Account Number XXXX XXXX XX
Credit Limit \$5,000.00
Available Credit \$4,940.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$60.00
Minimum Payment Due: \$25.00
Payment Due Date: November 4, 2022

MESSAGES

Help us "Go Green" by reducing paper. Visit our website www.24-7cardaccess.com to sign up for electronic statements or to make a payment online.

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/05	10/05	5548872M7BM9XVRTT	MD SEC OF STATE 4109901090 MD	\$9.00
10/05	10/05	5548872M72MG9KKZ5	MD.GOV SERVICE FEE 4109901090 MD	\$2.00
10/05	10/05	5543687M750XLBD4R	ONLINE TRAINING 877-3212451 NC	\$49.00

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XXX
New Balance: \$60.00
Minimum Payment Due: \$25.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXX

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$2,754.14
- Payments	\$2,754.14
- Other Credits	\$20.00
+ Purchases	\$544.14
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$524.14

Account Number XXXX XXXX XXX
Credit Limit \$5,000.00
Available Credit \$4,154.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$524.14
Minimum Payment Due: \$26.00
Payment Due Date: November 4, 2022

MESSAGES

Help us "Go Green" by reducing paper. Visit our website www.24-7cardaccess.com to sign up for electronic statements or to make a payment online.

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
09/12	09/12	8536927LGWGN97P4A	PENINSULA AUTO AND TRU BERLIN MD CREDIT	\$20.00-
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$2,754.14-
09/08	09/10	8536927LQWGN97P5Z	PENINSULA AUTO AND TRU BERLIN MD	\$175.76
09/20	09/20	7536943LPPB6DTR48	THE UPS STORE 4613 OCEAN CITY MD	\$20.38
09/27	09/27	7545491LYS66GXZR3	ATSSA 540-3681701 VA	\$150.00
10/05	10/05	7545491M6S66HMH0H	ATSSA 540-3681701 VA	\$88.00
10/06	10/06	8230606M7S66K2HTT	PROJECT ENERGY SAVERS 718-5966113 NY	\$110.00

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XXX
New Balance: \$524.14
Minimum Payment Due: \$26.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

To report a lost or stolen card or for any other information about your account, call our Customer Service Department at 1-800-854-7642.

HOW WE COMPUTE THE BALANCE UPON WHICH PERIODIC INTEREST CHARGES ARE ASSESSED

A monthly periodic rate charge is assessed on your purchases average daily balance and your cash advances average daily balance (as shown on the reverse side) as follows:

(a) Purchases Average Daily Balance

We figure a portion of the interest charges on your account by applying the periodic rate to the purchases "average daily balance" of your account (including current transactions). To get the purchases "average daily balance", we take the beginning purchase balance of your account each day, add any new purchases and subtract any payments or purchase credits. This gives us the purchases daily balance. Then, we add up all the purchases daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the purchases "average daily balance."

(b) Cash Advances Average Daily Balance

We figure a portion of the interest charges on your account by applying the periodic rate to cash advances "average daily balance" of your account (including current transactions). To get the cash advances "average daily balance", we take the beginning advance balance of your account each day, add any new cash advances and subtract any payments or cash advance credits. This gives us the cash advances daily balance. Then, we add up all the cash advances daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the cash advances "average daily balance."

Eligible promotional balances and activity will be calculated separately as stated above. Periodic rates may vary if a variable rate plan is involved.

LIABILITY FOR UNAUTHORIZED USE

You may be liable for the unauthorized use of your credit card account. You will not be liable for unauthorized use that occurs after you notify us at the address shown on this statement, orally or in writing, of the loss, theft, or possible unauthorized use. In any case, your liability will not exceed \$50.

BILLING RIGHTS SUMMARY

What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, write to us at: **Card Assets, LLC, P.O. Box 2988, Omaha, NE 68103.**

You may also contact us on the Web: **www.24-7cardaccess.com**

In your letter, give us the following information:

- **Account Information:** Your name and account number.
- **Dollar Amount:** The dollar amount of the suspected error.
- **Description of Problem:** If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors *in writing* [or electronically]. You may call us, but if you do, we are not required to investigate any potential errors and you may have to pay the amount in question. While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address and the purchase price must have been more than \$50. (Note: Neither of these is necessary if your purchase was based on an advertisement we mailed to you or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us *in writing* [or electronically] at:

Card Assets, LLC, P.O. Box 2988, Omaha, NE 68103

www.24-7cardaccess.com

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

O1AB5106 – 4 – 04/14/14

Cardholder Account Changes

Name _____

Street Address _____

City _____ State _____ ZIP _____

Home Phone (_____) _____ Business Phone (_____) _____

Email Address _____

Signature

Please check the box on the front of this statement if you have filled in a new address or phone.

Payment must be sent to the mailing address listed on the reverse side. If payment is received at any of our other locations, it may result in a delay in posting up to 5 days.

Account Number: XXXX XXXX XXXX I

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$125.00
- Payments	\$125.00
- Other Credits	\$0.00
+ Purchases	\$1,379.43
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,379.43

Account Number XXXX XXXX XX
Credit Limit \$5,000.00
Available Credit \$3,607.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$1,379.43
Minimum Payment Due: \$69.00
Payment Due Date: November 4, 2022

MESSAGES

Help us "Go Green" by reducing paper. Visit our website www.24-7cardaccess.com to sign up for electronic statements or to make a payment online.

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$125.00-
09/12	09/12	5544641LG8AQ3LL2Z	ETCH ART AWARDS SALISBURY MD	\$13.25
09/20	09/20	5550629LPM4AELLJ9	BERLIN AUTO WASH BERLIN MD	\$26.28
09/23	09/23	5543286LS60FSSBJL	NBF*NATL BIZ FURNITURE 800-626-6060 WI	\$1,080.10
09/27	09/27	5543286LY61L1H82N	AMZN MKTP US*1U8G35U41 AMZN.COM/BILL WA	\$75.01
09/30	09/30	0230537M1EHXM5GW2	TST* 410 SOCIAL & BARR BERLIN MD	\$59.79
10/01	10/01	5543286M262RDAGPG	IN *D3CORP 410-2132400 MD	\$125.00

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX X
New Balance: \$1,379.43
Minimum Payment Due: \$69.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233

To report a lost or stolen card or for any other information about your account, call our Customer Service Department at 1-800-854-7642.

HOW WE COMPUTE THE BALANCE UPON WHICH PERIODIC INTEREST CHARGES ARE ASSESSED

A monthly periodic rate charge is assessed on your purchases average daily balance and your cash advances average daily balance (as shown on the reverse side) as follows:

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(b) Cash Advances Average Daily Balance

We figure a portion of the interest charges on your account by applying the periodic rate to cash advances "average daily balance" of your account (including current transactions). To get the cash advances "average daily balance", we take the beginning advance balance of your account each day, add any new cash advances and subtract any payments or cash advance credits. This gives us the cash advances daily balance. Then, we add up all the cash advances daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the cash advances "average daily balance."

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You may be liable for the unauthorized use of your credit card account. You will not be liable for unauthorized use that occurs after you notify us at the address shown on this statement, orally or in writing, of the loss, theft, or possible unauthorized use. In any case, your liability will not exceed \$50.

BILLING RIGHTS SUMMARY

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In your letter, give us the following information:

- **Account Information:** Your name and account number.
- **Dollar Amount:** The dollar amount of the suspected error.
- **Description of Problem:** If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors *in writing* [or electronically]. You may call us, but if you do, we are not required to investigate any potential errors and you may have to pay the amount in question. While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

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If you are dissatisfied with the goods or services that you have purchased with your credit card and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address and the purchase price must have been more than \$50. (Note: Neither of these is necessary if your purchase was based on an advertisement we mailed to you or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us *in writing* [or electronically] at:

Card Assets, LLC, P.O. Box 2988, Omaha, NE 68103
www.24-7cardaccess.com

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

O1AB5108 - 4 - 04/14/14

Cardholder Account Changes

Name _____

Street Address _____

City _____ State _____ ZIP _____

Home Phone (_____) _____ Business Phone (_____) _____

Email Address _____

Signature

Please check the box on the front of this statement if you have filled in a new address or phone.

Payment must be sent to the mailing address listed on the reverse side. If payment is received at any of our other locations, it may result in a delay in posting up to 5 days.

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$970.09
- Payments	\$970.09
- Other Credits	\$0.00
+ Purchases	\$833.47
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$833.47

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$666.00
Statement Closing Date October 10, 2022
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$833.47
Minimum Payment Due: \$42.00
Payment Due Date: November 4, 2022

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
10/03	10/03	8542120M400XVB9BA	PAYMENT - THANK YOU	\$970.09-
09/15	09/15	5543286LJ5YJDHQBQ	AMAZON.COM*1M1NX2XC1 AMZN.COM/BILL WA	\$76.38
09/20	09/20	0543684LRBLKHR2BB	WM SUPERCENTER #2560 BERLIN MD	\$22.69
09/23	09/23	5543286LS60JZBL8G	AMZN MKTP US*1U0HK4TK0 AMZN.COM/BILL WA	\$90.88
09/23	09/23	7536943LSPPRV0RY0	THE UPS STORE 4613 OCEAN CITY MD	\$34.76
09/23	09/23	5270824LVRQEBLVZ	ROYAL FARMS #178 BERLIN MD	\$49.41
09/24	09/24	5543286LV60V32HSN	AMZN MKTP US*1U1699PI0 AMZN.COM/BILL WA	\$45.04
09/28	09/28	5530876M0FY137P1N	SHELL OIL 236862200QPS BERLIN MD	\$200.00
09/28	09/28	5530876M0FY137TYF	SHELL OIL 236862200QPS BERLIN MD	\$200.00
10/06	10/06	5543286M75SKQN1VW	AMZN MKTP US*1K5GH4C61 AMZN.COM/BILL WA	\$19.99
10/07	10/07	5548382M9BLH2AY58	SAMSClub #6383 SALISBURY MD	\$94.32

BANK OF OCEAN CITY
3595 CANTON RD #312
MARIETTA, GA 30066-2658

Account Number: XXXX XXXX XXXX
New Balance: \$833.47
Minimum Payment Due: \$42.00
Payment Due Date: November 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD
10 WILLIAMS ST
BERLIN MD 21811-1233