



BERLIN MAYOR AND COUNCIL Meeting Agenda

**Berlin Town Hall
10 William Street
Monday, October 24, 2022**

7:00 PM REGULAR SESSION – Council Chambers

1. Approval of the Minutes for: Regular Session of 10.11.22
2. Proclamations:
 - a. 2022-06: Proclaiming November as Municipal Government Works Month – Town Administrator, Mary Bohlen
 - b. 2022-07: Proclaiming November as National Hospice and Palliative Care Month – Mayor Zack Tyndall
3. First Reading - Ordinance 2022-07: Approving the Amendments to Chapter 2 – Administration, Article II Ethics Provisions – Town Attorney, David Gaskill (Public Hearing on November 14, 2022)
4. Discussion: Homestead Tax Credit – Finance Director, Natalie Saleh
5. Resolution 2022-07: Execution of the 2023-2028 Fixed Volume Energy Supply Schedule with American Municipal Power, Inc. (AMP) – Town Administrator, Mary Bohlen and Electric Utility Director, Tim Lawrence
6. Hope 4 Recovery 5k Special Event Application: Saturday, December 12, 2022, from 7 AM to 3 PM – Patrice Ottey
7. Motions for Approval: 2022-14: Approval of the ChargePoint EV Charging Station Lease Agreement – Tim Lawrence
8. Berlin Fire Company and Berlin Fire Company EMS Quarterly Report – BFC President David Fitzgerald
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.





BERLIN MAYOR AND COUNCIL
Meeting Minutes
Tuesday, October 11, 2022

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

Present: Mayor Zackery Tyndall, Vice-President Dean Burrell, Councilmembers Steve Green, Jack Orris, Shaneka Nichols, and Jay Knerr. Councilmember Troy Purnell was also present in the audience.

Staff Present: Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart, Public Works Director Jimmy Charles, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, and Administrative Assistant Kate Daub.

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. Swearing in New Councilmembers:

Mayor Tyndall indicated the meeting would begin with the swearing-in of newly elected council members. He continued with the swearing-in of the most senior member of the council, Vice-President Dean Burrell, followed by Councilmember Jay Knerr and newly elected Councilmember Steve Green.

2. Election of Vice President of the Council:

Mayor Tyndall reminded all that, following the 2020 election cycle, they had approved imposing a term of two years on the designation of Council Vice-President to coincide with the municipal election. He said although he has no vote in the matter, he and colleague Vice-President Burrell have worked well together over the past two years, and he respects and values his opinion. Councilmember Orris asked Vice-President Burrell if he would want to continue as Vice-President for another two years; Vice-President Burrell answered “absolutely.”

On the motion of Councilmember Orris to re-elect Mr. Burrell as Vice-President, second by Councilmember Knerr, Mr. Burrell was re-elected as Vice-President of the Council by the following vote:

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

3. Mayor’s Service Citation, Councilmember Troy Purnell:

Mayor Tyndall said he was pleased to recognize Mr. Purnell for his service to the citizens of the Town of Berlin, for his leadership and support to the community, as well as his contributions to the Town over the last 14 years. Mayor Tyndall acknowledged that he feels having a diverse group of members on the council culminates into the best possible action going forward, and he appreciated the role Mr. Purnell played regarding this, saying he hopes it continues.

4. Approval of the Minutes for:

a. Regular Session of 09.26.22

On the motion of Councilmember Knerr, second by Councilmember Orris, the Regular Session Minutes of September 26, 2022, 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>	5				

b. Work Session of 09.26.22:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Work Session Minutes of September 26, 2022, 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>	5				

5. Disc Golf Six Month Review:

Eastbound Disc Golf representatives Mr. Randy Preston, Chief Information Officer, and Mr. Shawn Johnson, Treasurer, were present at the meeting to provide a six-month review of the 9-hole course located in Stephen Decatur Park. Mr. Johnson explained that the six-month proposal agreement concluded two and a half weeks ago, prompting them to meet with the Council for feedback regarding the installation of the course. Mayor Tyndall said he has seen an increased use of the nets and baskets that were installed and says his overall impression is things are going well. Town Administrator Mary Bohlen added that the primary feedback she has heard from property owners along Kenwood Court was that discs were going into backyards; however, she believes that has improved since the tee area was moved. Ms. Bohlen said a letter was received from a woman who had a less than pleasant encounter with a visitor of the course but said she believes instances such as this are more about the person involved in the encounter than the course. Ms. Bohlen agreed with Mayor Tyndall that the overall impression of the course has been positive. Public Works Supervisor Jimmy Charles stated he has noticed more Out-of-State license plates in the parking lot and attributes this to people being interested in playing the course, making it a good addition to the park.

Mr. Preston added that the U-Disc mobile application lists the course at a 3.9 out of 5 score rating based on 150 reviews, an indication that people are enjoying playing the course. Mr. Johnson said he believes the rating would be closer to 4.5 if it were not for proper signage and tee pads, adding that what was installed was meant to be temporary, and asked the Council for permission to return later with a proposal that would include making updates to the course to improve its longevity.

Councilmember Orris asked Mr. Charles if there has been any additional work needed from his department regarding the course. Mr. Charles said no, the design of the course allows them to easily work around it; however, he asked that if any improvements or additions are made that they are recessed into the ground. Councilmember Orris said he has not heard of any concerns and thinks the course is a great addition to the park and would approve a proposal for a more permanent course setup but continued saying he would not want any concrete slabs installed. Mr. Preston said he believes the only thing that would be needed at this point would be signage at each tee pad to properly designate the holes at the course. Councilmember Knerr added that his experience with the course has been very positive and applauded Mr. Preston and Mr. Johnson for their work.

Town Attorney Dave Gaskill said because the temporary license agreement expired on September 30, 2022, he recommends the Council make a motion to extend the agreement for an additional six months while they work on any proposals. Vice-President Burrell asked Mr. Preston to tell him more about their club. Mr. Preston said their main goal is to expand disc golf and work with Towns in the area to make people more informed about the sport. Mr. Johnson added that he believes the course in Decatur Park is a good testament to their club mission, which is to increase exposure to what disc golf is about to let people decide if they would have further interest in it. Vice-President Burrell asked if it would be a profit-backing venture for their club if any tournaments or events would be held at Decatur Park. Mr. Preston said no, they are a 501C3 and the only events they have held at Decatur Park are essentially ranking system events where there is no money exchange. Vice-President Burrell asked Mr. Johnson and Mr. Preston to be men of their word and ensure the course will not be used for profit-gaining mechanisms. Mr. Johnson said he has his word.

Councilmember Knerr asked Mr. Preston to explain more about the funding for their courses. Mr. Preston said they have fundraising events, which are advertised in advance, along with donations. He said they raise money for specific projects and do not typically have money on hand. Councilmember Nichols said she is aware they will be splitting the cost of a new project with the Town of Pocomoke and asked what the proposed size of that facility is. Mr. Preston said they are using an old traditional 9-hole golf course; they plan to create an 18-hole disc golf course in that space. He said they had to order the baskets for this project which cost roughly \$8,000. Mr. Preston stated their club had the funds readily available, however, he said they gave the Town of Pocomoke the invoice and were reimbursed for half the cost.

Mayor Tyndall said the Council needs to determine if they want to grant an extension to allow for more time to coordinate proposals for recommended modifications at the Stephen Decatur Park course.

On the motion of Councilmember Knerr, second by Councilmember Nichols, the six-month extension with open receptivity to modification course proposals 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>	5				

Councilmember Green asked if they include forecast requests in their proposals. Mr. Johnson said they can give tiered proposals.

6. Motions for Approval:

a. 2022-12: Approval of the Power Plant Mural Project

Mr. Tony Weeg was present to discuss the Mural Project on behalf of We Heart Berlin. He said the plan is to place the mural on the wall that faces William Street in front of the power plant serving as the artistic touch to the tables at the Burbage Park project. Mr. Weeg said they received a \$3,000 grant from the Worcester County Arts Council along with other donations and funds to match to help with the project cost. Mayor Tyndall confirmed the mural would be placed on the concrete base structure at the power plant; Electric Utility Director Tim Lawrence confirmed placement, adding he thinks it will look very nice. Mr. Charles said he does not believe the project will affect vegetation, as some dying trees have already been taken down; he added once the mural is up, they will be able to reevaluate what else may be needed. Councilmember Orris asked if the fence currently there impacted the mural's design. Mr. Weeg confirmed the fence was taken into consideration.

On the motion of Vice-President Burrell, second by Councilmember Nichols, Motion 2022-12 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>	5				

Councilmember Nichols added that she likes the play-on-words included in the mural design, saying she likes how it not only represents the citizens but the workforce as well.

b. 2022-13: Approval to Declare Surplus Property

Ms. Bohlen explained that included in the motion is a list of items owned by the Town and therefore by the taxpayers of the Town, to be offered up at the Town Yard Sale as surplus property. Councilmember Orris asked if the items are in Town Hall. Ms. Bohlen confirmed the items are all in Town Hall, with most located in the old police station. She added that because several items are of large furniture, pictures will be taken to allow people to view the items during the Town Yard Sale on Saturday, October 22, 2022.

On the motion of Councilmember Green, second by Councilmember Knerr, Motion 2022-13 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>	5				

7. Discussion/Approval of Proposals: Davis, Bowen, and Friedel for Survey, Specifications, and other services re: Heron Park Demolition

Ms. Bohlen clarified that the information included in the Council Packet for review has not been put out to RFP, as per the Town Code and Purchasing Policy these services can be approved without the requirement to go through the formal bidding process. Her recommendation was to approve the proposals as submitted and noted that the property being discussed is the former Tyson facility, parcel 57.

Mr. Andrew Welch was present on behalf of Davis, Bowen, and Friedel (DBF). He stated that he estimates a third of the cost of their services would be for the surveying needed to develop the specifications for a demolition project. He added one of the most important things about a demolition project would be to have a mandatory pre-bid meeting, at which time contractors would be permitted to tour the facility and review survey specifications to generate their bids appropriately.

Councilmember Knerr asked if DBF would report back to the Mayor and Council if any encroachment is found into boundaries during surveying. Mr. Welch said he does not believe they would record vehicles, but he believes their drawings and markings in the field would bear out any encroachment. Councilmember Nichols asked Ms. Bohlen to confirm the timeframe for the use of the grant for the project. Ms. Bohlen said she believes the timeframe was five years at the time the grant was awarded, however, she believes the project is running up against a deadline to this point. (Review following the meeting indicated that there was a final deadline for the grant completion and expenditure of funds by June 30, 2024).

Vice-President Burrell said that based on what Mr. Welch explained, demolition bidders would be permitted to tour the facility, but their bids would be based on the specifications DBF develops. Mr. Welch stated DBP would define all the features inside the building that need to be removed, however, bidders can see what is entailed when they tour the plant. Councilmember Orris said he believes Councilmember Knerr's point is to ensure that the survey will not just include lines being drawn around the property, but rather ensure the Town is also made aware of any issues that are found at the time of the survey. Ms. Bohlen asked what type of markings are used during the survey. Mr. Welch said surveyors typically find monuments out in the field and set additional monuments based on the bounds of each parcel. Mayor Tyndall added that he feels it would be beneficial to emphasize the use of visual markers. Mr. Welch said once they know where the potential property corners are, they can make sure to put extra effort into documenting that.

On the motion of Councilmember Orris, second by Vice-President Burrell, to approve the proposals of DBF for the demolition documents in a lump sum fee of \$23,500 and the engineering administration services not-to-exceed fee of \$16,000 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>	5				

8. Town Administrator's Report – Mary Bohlen

Ms. Bohlen said that included in the Council Packet is an email from Water Resources Director Jamey Latchum regarding a broken effluent pump at the wastewater plant. She explained that

they moved forward with pump repair after receiving four votes of approval from Council via email the week prior but wanted to announce the repair publicly given the price was over \$10,000 and therefore required approval by the Mayor and Council. The total cost of the repair came to \$19,810 for AC Schultz.

Ms. Bohlen continued by congratulating and welcoming Councilmember Green and congratulating Vice-President Burrell and Councilmember Knerr for rejoining the Council. She added that they had the bid opening for the Wage Compensation and Classification Study, and thanked Kelsey Jensen for taking care of the opening on Friday, October 7th, 2022. Ms. Bohlen stated the Fall Glow Walk is scheduled for Friday, November 4, 2022, and event volunteers are needed. She closed her report making the Council aware that she will be out of the office the week of October 17th, returning Monday, October 24, 2022.

Mayor Tyndall directed a comment to Councilmember Green explaining that sometimes emergencies arise that will come out through email and requires an Aye or Nay decision but are then reported by the Town Administrator and added to an upcoming meeting.

9. Departmental Reports:

a. Planning and Zoning Director – David Engelhart

Mr. Engelhart stated they issued two Certificates of Occupancy and seven building permits, including one for the newest twenty-two townhomes at Purnell Crossing Phase Two on Sunlight Lane. He added there were two permits issued for sheds, two issued for window installation, one issued for a fence, and one for a pergola addition. Mr. Engelhart said the Historic District Commission met on Wednesday, October 5th, 2022, and continued a case for different materials and a different rendering for the Pitts House at 201 William Street. He closed his report by stating the Planning Commission will meet on Wednesday, October 12, 2022, at 5:30 PM in the Council Chambers.

Councilmember Orris asked if Mr. Engelhart knew of the effective date of the Short-Term Rental Ordinance. Mr. Engelhart said he did not know off the top of his head but acknowledged it is coming up very soon. Councilmember Orris also asked to confirm that there are still thirteen applications; Mr. Engelhart confirmed but added that some will be rejected because they do not fall under the Homestead Act as a permanent residence.

Councilmember Knerr asked when Maple Street would be paved. Mr. Engelhart said they are still working on the last building, and the paving should be finished once the building is complete.

b. Electric Utility Director – Tim Lawrence

Mr. Lawrence began by congratulating Councilmember Green, Councilmember Knerr, and Vice-President Burrell. He stated the Department has continued with demands, meter, and net reads and re-reads. They removed a tree at the Police Department. Mr. Lawrence said that a power outage occurred at Prospect Drive because of a tree limb that fell across an overhead transformer. He added that they had wastewater and water line issues at the Power Plant and had to work on getting that repaired. He said that because of all the rain over the past few weeks, the GFI receptacles Downtown had to be placed; he added they continued with Downtown Pole Top Maintenance and System Inspection. Mr. Lawrence closed his report stating he received information regarding utility easements for Purnell Crossing North, which was reviewed by Dave Gaskill and he believes they will be able to move forward with installing the new electric system.

c. Police Chief – Arnold Downing

Chief Downing said there were no issues to report during the Fiddlers Convention held September 23 through September 25, 2022. He added Lieutenant Fisher attended the EOC Weather Briefing and Planning regarding Hurricane Ian and have no weather-related issues to report. He stated Lieutenant Lawson and S.O. Bratten conducted firearm qualification and conversion courses (Day & Night) with members of the Snow Hill PD, Pittsville PD, Worcester County Fire Marshall's Office, and the Berlin Police Department. Chief Arnold Downing attended the Maryland Police Training Standard Commission Board meeting in Sykesville to review and establish police regulations (certification, in-service, procedures, etc.) to conduct re-certification of officer hearings, and to develop other guidelines for the commission. During the meeting, Chief Downing was elected Vice-Chairman of the MPTSC. He added there is a growing concern for several apartment complexes (Decatur/Victoria Apartments, Bay Terrace Garden Apartments, Homes for Berlin I and II) as there is no current on-site management. There have been five reported accidents and one arrest made. Chief Downing closed his report stating there were no major problems reported after a busy weekend due to Stephen Decatur's Homecoming.

Mayor Tyndall added that he saw Berlin Police's presence at the homecoming game and saw a photo circulating on social media of an officer assisting a motorist with changing a tire; he wanted to thank the officer and the Police Department for the work they do. Chief Downing identified the officer as Officer Bratten.

Councilmember Nichols thanked the Chief and Police Department for addressing the homecoming parties over the weekend.

d. Finance Director – Natalie Saleh

Ms. Saleh said they are continuing to work on the Water and Sewer capital service fee implementations for the next billing cycle. She said they have been going bill by bill to make sure everything is correct. Ms. Saleh said residents that have multiple meters or sprinklers have caused invoices to go on to a second page due to the graphs displayed; they are trying to determine how to eliminate this. She added they received a new envelope-stuffing machine which allows them to be more efficient in mailing out new bills and invoices.; however, she asked that the E-billing promotion continues. Ms. Saleh said it is approaching the time of year in which the letter from the Mayor is mailed asking for donations to the Energy Efficient Fund which helps families struggling to pay their electric bills. She added the Town matches up to \$10,000 of donations received.

Ms. Saleh explained that it was time to set the Homestead Property Tax Credit percentage and explained how that program worked. She asked how the Council wanted to move forward with establishing the rate for the Homestead Credit, adding the Town has capped it at 5% in the past. Ms. Bohlen said that if Council decides to stay at 5%, no formal motion or action is needed; however, if a change were to be made, it must be added to the next Council meeting agenda on October 24, 2022. Councilmember Orris asked how long it has been since a change was made. Ms. Saleh said for as long as she can remember. Vice-President Burrell asked Ms. Saleh to clarify what areas around the Town of Berlin are still at the 5% cap. Ms. Saleh said Salisbury in Wicomico County does not have a cap; however, she added all areas except for Fruitland are at 5%.

Vice-President Burrell asked if it would be possible to obtain the information regarding how much would be received as a Homestead Credit based on the numbers from the previous year. Mayor Tyndall clarified and asked Ms. Saleh to take the previous year's assessment that was done and run it at the 5% and 10% levels, as well as to match Ocean City's No Cap level to help give the Town an idea of the financial impact they would be facing. Councilmember Nichols asked what

the timeframe is to determine the tax credit; Ms. Saleh said a decision must be submitted by October 31st.

Councilmember Orris asked to confirm that if the tax credit percentage was raised, the Town's revenue would go down. Ms. Saleh said the higher the cap, the more credit would be received. Councilmember Green asked Ms. Saleh to add 3% to the list of levels that will be run; Councilmember Orris asked for 7% to be added. Ms. Saleh confirmed these would be included and presented at the next Council meeting on October 24, 2022.

e. Public Works Director – Jimmy Charles

Mr. Charles said it had been a year since the street sweeper was purchased, adding that it was taken last week for general maintenance and software updates. He said it was back on the street Thursday and Friday after Hurricane Ian. Mr. Charles stated the signs at Walnut Hill began to go up on Tuesday; he said there will be five No Parking signs through the circle of Walnut Hill and No Parking signs on the North side by the exit, in addition to one 25 MPH speed limit sign. Mr. Charles stated that 15 new street signs and brackets were ordered; and will be installed beginning with the cross street on North and South Main Street. He explained all the signs will be the same size 9" x 30" with 6" letters and a green overlay, which has become the new standard SHA. Mr. Charles confirmed the signs will be installed during the week. Mr. Charles closed his report by stating that Worcester County will be holding a free hazardous waste collection on Saturday, October 29, 2022, at Ocean City Park and Ride. He provided flyers with additional event information to be distributed.

f. Human Resources Director – Kelsey Jensen

Ms. Jensen congratulated the newly elected and re-elected Councilmembers. She stated that there are several employment openings available with the Police Department, as well as a Plant Operator Trainee and Spray Site Operator. She added the Mayor's Assistant position has been filled by Brianna Bowen and she will begin in the position on October 24, 2022. Ms. Jensen said she inputted all the Police Department changes that were approved, which are now in effect. She stated that she coordinated a Civility in the Workplace and a Harassment Training for all staff with LGIT Attorney and HR Director Matt Peter, which was held on September 29th. Ms. Jensen said that she ran a quarterly leave report that was sent to all Department heads notifying them of staff vacation and comp time, as well as completed the bid opening for the Salary Survey project on October 7th. She stated she received the final audit information from Chesapeake Employers Insurance (workers comp); she added that based on the audit, we owe \$11,807. Ms. Jensen explained this is due to the frequency of injuries and overtime in the budget. She closed her report stating the updated Handbooks will now be provided at the Council meeting on November 14th, as she will no longer be able to attend the next meeting on October 24th. Ms. Jensen added that the First Reading of the Ethics Ordinance will now be on the agenda for the meeting on October 24th, and the public hearing will be held on November 14th.

g. Administrative Assistant – Kate Daub

Ms. Daub said she wanted to make the Council aware of an email received from a resident asking to publicly thank the Public Works Department for their hard work cleaning the Town following Hurricane Ian.

10. Comments from the Council:

Vice-President Burrell said he wanted to thank the public for returning him to the seat on the Council. He added that he will continue to do his best to support all the citizens of the Town of Berlin. Vice-President stated he received a request from Mark Brown, a school bus driver, that there is a tree obstructing his vision down Branch Street and asked if Mr. Charles could look at it

to see if anything could be done. Mr. Charles confirmed; he added that he spoke with the Transportation at the school asking to be made aware of any other areas throughout the Town that also need to be addressed.

Councilmember Knerr directed his comment to Chief Downing, saying he wanted to offer his appreciation to Officer Bratten for going above and beyond to help the resident with car trouble. He asked Ms. Bohlen if the RFP for the AV system is up; Ms. Bohlen said it is in the works.

Councilmember Nichols extended her congratulations to Councilmember Green, Councilmember Knerr, and Vice-President Burrell on the election.

Councilmember Orris asked if a follow-up could be provided on the Broad Street Lift Station RFP. He added that he noticed there is a pop-up graphic on the Town website for the community yard sale and asked if a pop-up could be implemented for the committee openings after the New Year. Councilmember Orris asked if anything exists regarding planting new trees due to the ones being removed throughout the Town. Mayor Tyndall explained that the Beautification Committee is working through the process of acquiring new species that could be planted.

Councilmember Green congratulated Vice-President Burrell and Councilmember Knerr on the election, as well as Tony Weeg for his efforts during the election, and looks forward to him staying involved. He also thanked the Elections Committee for their hard work during and on the night of the election and congratulated Mr. Troy Purnell for all his years of service to the Town. Councilmember Green said he wants the residents to know that he is a caring person and is open and accessible to them.

11. Comments from the Mayor:

Mayor Tyndall congratulated Vice-President Burrell on a successful election campaign and for continuing as Vice-President of the Council. He congratulated Councilmember Knerr on the election, saying he values his opinion and thanked him for continuing his service. Mayor Tyndall also congratulated Councilmember Green and welcomed him to the Council. He added that there will be a new Councilmember orientation scheduled as a work session later in the Fall, which will be published live via Facebook.

Ms. Saleh added that she wants to congratulate the new and returning Councilmembers; she also extended the invitation to all Councilmembers to visit her department and learn more about the budget and financial statements. Ms. Saleh shared that she received a scholarship to the University of Baltimore to participate in a program for Certified Public Management and has chosen her capstone graduation project to be smart metering for the Water Department. At the end of her program, she said she will present her information to the Council.

Mayor Tyndall said he returned from the MML Conference and hopes to share information regarding cyber security in the future.

12. Comments from the Public:

Resident Sara Hambury thanked new and returning Council members for all they do, and congratulated Ms. Saleh for going back to school. She addressed a concern she has about the Police Department being a voting location, as she feels it affects voter turnout. Ms. Bohlen clarified that the Board of Elections would be the one to address this, not Mayor and Council. Ms. Hambury said she is concerned about the Truck-or-Treat event since staff would have to work on a day off. Mr. Lawrence said the staff enjoys the event and Ms. Jensen confirmed that the staff receives comp time for the hours worked. Ms. Hambury thanked Vice-President Burrell and

Councilmember Nichols for recognizing the number of school-age bikers and the importance of Williams and Branch crosswalk safety. She stated that despite Halloween not being considered a Town event, she has concerns regarding the growing number of crowds coming to the Town for Trick-or-Treating. She asked if the crowds have outgrown the width of the sidewalks. Chief Downing said yes and on every street; however, Chief Downing confirmed they have already pulled other police departments to assist.

Resident Mary Hedelesky congratulated the new and returning Councilmembers. She added that she agrees with Ms. Hambury about voting concerns at the police station and asked if there is a reason why the municipal election is on a different day than the National Election. Ms. Bohlen said traditionally municipalities have always voted separate from the National Elections. Ms. Bohlen added they have discussed the possibility with the Worcester County Board of Elections in the past and there are reasons why they are not able to work it out and accommodate it. Ms. Hedelesky said the feedback following the most recent election was concerns over the low turnout and the primary concern was the location of the polling place attributed to this. Ms. Bohlen indicated that she would discuss the topic with the County Board of Elections again.

Mayor Tyndall stated that several factors affect voter turnout and the circumstances surrounding the recent election played a role; he added he believes there is some weight to be said about a local election remaining local. Ms. Hedelesky said an additional concern she heard was the election was not heavily promoted and wanted to share this with the Council. It was noted that the information was provided both as legally required and through social media, press releases, the public access channel, and the Town website.

13. Comments from the Press – none.

14. Adjournment:

On the motion of Vice-President Burrell, the Mayor and Council meeting 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>	5				

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant



Mayor & Council of Berlin, Maryland

OCTOBER 24, 2022

PROCLAMATION 2022-06

MUNICIPAL GOVERNMENT WORKS MONTH

***WHEREAS,** the Town of Berlin was incorporated in 1868, and Maryland is home to 157 municipalities, and*

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

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

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

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

WITNESS MY HAND AND SEAL THIS 24TH DAY OF OCTOBER, 2022

Zack Tyndall

ZACK TYNDALL, MAYOR



Mayor & Council of Berlin, Maryland

OCTOBER 24, 2022

PROCLAMATION 2022-07

NATIONAL HOSPICE AND PALLIATIVE CARE MONTH

WHEREAS, Hospice and palliative care offers the highest quality services and support to patients and family caregivers facing serious and life-limiting illness;

WHEREAS, Skilled and compassionate hospice and palliative care professionals, including physicians, nurses, social workers, therapists, counselors, health aides and clergy provide comprehensive care focused on the wishes of each individual patient; listening to what their patients and families have to say;

WHEREAS, Through pain management, symptom control, caregiver training and assistance, as well as emotional and spiritual support, patients are able to live fully until their final moments surrounded and supported by loved ones, friends, and committed caregivers;

WHEREAS, All people are encouraged to learn more about options of care and to share their wishes with family, loved ones, and their healthcare professionals. Coastal Hospice and Palliative Care works toward helping individuals and families in Berlin facing serious illness, death, and grief to experience the best that humankind can offer.

NOW THEREFORE, BE IT PROCLAIMED, that the Mayor and Council of the Town of Berlin, do hereby proclaim November 2022 as **National Hospice and Palliative Care Month** and encourage all citizens to increase their understanding and awareness of care at the end of life and to observe this month with appropriate activities and programs.

WITNESS MY HAND AND SEAL THIS 24TH DAY OF OCTOBER, 2022

Zack Tyndall

ZACK TYNDALL, MAYOR

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 _____ day of _____, 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.

Zachery Tyndall, Mayor

ATTEST: Mary Bohlen, Town Administrator

Homestead Tax Credit

Current

FY	H/S Assessments	RE Tax Rate	5%	3%	7%	10%
2018	\$ 5,496,892	\$ 0.6800	\$ 37,379	\$ 38,126	\$ 36,631	\$ 35,510
2019	\$ 6,826,195	\$ 0.6800	\$ 46,418	\$ 47,346	\$ 45,490	\$ 44,097
2020	\$ 5,877,367	\$ 0.8000	\$ 47,019	\$ 47,959	\$ 46,079	\$ 44,668
2021	\$ 5,226,814	\$ 0.8000	\$ 41,815	\$ 42,651	\$ 40,978	\$ 39,724
2022	\$ 4,856,344	\$ 0.8150	\$ 39,579	\$ 40,371	\$ 38,788	\$ 37,600

Credits:

- Homestead Credit- limits the increase in taxable assessments each year to a fixed percentage.
- Every county, MD and Municipality are required to limit to 10% or less.

Example:

- Assume that your old assessment was \$100,000
and that your new phased-in assessment for the 1st year is \$120,000.
- An increase of 5% would result in an assesement of \$105,000.
- The difference between \$120,000 and \$105,000 is \$15,000 assessed value.
- The tax credit would be \$ 122.25($\$15,000 \div 100 \times \0.815).
- The tax credit would apply to the taxes due on the \$15,000 at the current RE rate set.

Old assessment	New	5%	3%	7%	10%
\$ 100,000	\$ 120,000	\$ 15,000	\$ 17,000	\$ 13,000	\$ 10,000
	\$ 0.8150	\$ 122.25	\$ 138.55	\$ 105.95	\$ 81.50

TOWN OF BERLIN, MARYLAND

RESOLUTION NO. 2022-07

**RESOLUTION AUTHORIZING THE EXECUTION
OF THE 2023-2028 FIXED VOLUME ENERGY SUPPLY SCHEDULE
WITH AMERICAN MUNICIPAL POWER, INC. (“AMP”)**

WHEREAS, the Town of Berlin, Maryland (the “Municipality”) is a political subdivision organized and existing pursuant to the laws of the State of Maryland that owns and operates an electric utility system for the sale of electric power and associated energy for the benefit of its citizens and taxpayers;

WHEREAS, in order to satisfy the electric energy requirements of its electric utility system, the Municipality has heretofore purchased economical and reliable energy from AMP, an Ohio non-profit corporation, of which the Municipality is a member, or has heretofore purchased energy arranged by AMP;

WHEREAS, the Municipality, acting individually and, along with other municipalities that own and operate electric utility systems, jointly through AMP, endeavors to arrange for reliable, reasonably priced supplies of electric energy for ultimate delivery to its customers;

WHEREAS, Municipality has executed a Master Services Agreement with AMP dated February 9, 2015, which sets forth the general terms and conditions for the provision of power supply and other services by AMP to the Municipality;

WHEREAS, AMP will negotiate with one or more reputable and financially sound third-party power suppliers to enter into an agreement(s) to purchase electric energy in various megawatt (“MW”) or megawatt hour (“MWh”) blocks for a term beginning on 01/01/2023 and ending no later than December 31, 2028, all of which will provide an economical source of electric energy (herein “Long-Term Energy Purchase(s)”) for Municipality;

WHEREAS, AMP, on behalf of the Municipality, desires to purchase from third-party supplier(s) and then to resell the energy available from these Long-Term Energy Purchase(s) on a long-term basis to Municipality at contract cost (excluding any taxes, transmission costs, replacement energy, losses, congestion costs, security costs, or AMP service fees) not to exceed \$70.00 per MWh;

WHEREAS, AMP has prepared and delivered to the Municipality the form of a 2023-2028 FIXED VOLUME ENERGY SUPPLY SCHEDULE, pursuant to which the Municipality may purchase energy; and

WHEREAS, AMP has provided and will continue to provide appropriate personnel and information regarding the Long-Term Energy Purchase(s) to the Municipality, as such officers and representatives of the Municipality deem necessary or appropriate, to enable the Municipality to evaluate the benefits and risks of the Long-Term Energy Purchase(s), to take actions contemplated by the resolution hereinafter set forth, and to determine that the same are in the public interest.

WHEREAS, Municipality is required to engage in competitive practices in procurement of power, Md. Pub. Utils. Code Ann. § 4-402(c)(2) (2021).

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF BERLIN, MARYLAND.

SECTION 1. That the form of the 2023-2028 FIXED VOLUME ENERGY SUPPLY SCHEDULE between this Municipality and AMP, substantially in the form attached hereto as Exhibit 1, is approved, subject to and with any and all changes provided for herein and therein.

SECTION 2. That the Town Administrator or the Town Administrator's designee be authorized to execute the 2023-2028 FIXED VOLUME ENERGY SUPPLY SCHEDULE and to acquire the Municipality's energy from one or more Long-Term Energy Purchase(s), each with a term beginning on January 1, 2023 and ending no later than December 31, 2028, and with a third-party contract price (excluding any taxes, transmission costs, replacement energy, losses, congestion costs, security costs, or AMP

service fees) not to exceed \$70.00 per MWh for purchases, from AMP, and is further authorized to execute and deliver any and all documents necessary to participate in one or more Long-Term Energy Purchase(s), pursuant to the conditions set forth herein, as set forth in the 2023-2028 FIXED VOLUME ENERGY SUPPLY SCHEDULE; provided, however, that (i) such purchases under the 2023-2028 FIXED VOLUME ENERGY SUPPLY SCHEDULE shall not exceed 1 MWh per hour (*i.e.*, 1 MW), each hour in calendar year 2023, and shall not exceed 2 MWh per hour (*i.e.*, 2 MW) each hour in calendar years 2024 through 2028.

SECTION 3. That the Town Administrator or the Town Administrator's designee have secured adequate evidence that competitive practices were followed in procuring the Energy Purchase(s) identified on the 2024-2025 Remaining Requirements Energy Supply Schedule.

SECTION 4. That is it found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of a quorum of the Council, and that all deliberations of this Council and of any its committees that resulted in such formal action, were held in meetings open to the public, in compliance with all legal requirements.

SECTION 5. If any section, subsection, paragraph, clause or provision or any part thereof of this shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Resolution shall be unaffected by such adjudication and all the remaining provisions of this Resolution shall remain in full force and effect as though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

SECTION 6. That this resolution shall take effect at the earliest date allowed by law.

Adopted this _____ day of _____, 2022 by the Mayor and the Town of Berlin, Maryland, by affirmative vote of ____ to ____ opposed with ____ abstaining.

Dean Burrell, Vice-President of the Council

Approved this _____ day of _____, 2022 by the Mayor and Town of Berlin.

Zack Tyndall, Mayor, President of the Council

ATTEST:

Mary Bohlen, Town Administrator

TOWN OF BERLIN, MARYLAND
2023-2028 FIXED VOLUME ENERGY SUPPLY SCHEDULE
AMP Contract No. 2023-008429-SCHED

A Schedule to
American Municipal Power, Inc.
and
TOWN of BERLIN, MD, MARYLAND
Master Service Agreement No. 2015-001514-MAS

WHEREAS, the Town of Berlin, Maryland (the “Municipality”) and American Municipal Power, Inc. (“AMP”), collectively (“Parties”), have entered into a Master Service Agreement (“Agreement”) under which certain services may be provided under schedules thereto;

WHEREAS, in order to obtain economical electric energy, the Municipality desires to purchase electric energy from AMP or have AMP arrange for the same on behalf of the Municipality; and

WHEREAS, AMP will negotiate with one or more reputable and financially sound third-party power suppliers to enter into an agreement(s) to purchase electric energy in various megawatt (“MW”) or megawatt-hour (“MWh”) blocks for a term beginning on January 1, 2023 and ending no later than December 31, 2028, all of which will provide an economical source of electricity energy (herein “Long-Term Energy Purchase(s)”) for Municipality.

NOW, THEREFORE, in consideration of the conditions, terms and covenants hereinafter contained, the Parties do hereby mutually agree as follows:

ARTICLE I
TERM

SECTION 101 – CONTRACT TERM: Subject to the conditions contained herein, this Schedule shall be for a term beginning on January 1, 2023 and ending no later than

December 31, 2028.

ARTICLE II
CONTRACT QUANTITIES AND RATE

SECTION 201 - CONTRACT QUANTITIES: For the compensation hereinafter set forth, and pursuant to the terms and conditions contained herein, AMP shall arrange for the delivery of energy to the Municipality. The Municipality shall be invoiced and responsible for paying, and AMP is entitled to receive as compensation, the following:

- A. Actual monthly transmission fees, congestion charges, ancillary services, unforced capacity charges, losses, customer charges, security costs, replacement energy, and taxes or other such costs incurred by AMP to deliver the energy to the Municipality's Delivery Point;
- B. AMP's Service Fee B, as defined in the Agreement, for all energy sold or arranged for and delivered pursuant to this Schedule, unless the same is paid for under another power supply schedule; and
- C. The contract rates or fees that AMP pays or incurs for each megawatt-hour of energy supplied to the Municipality.

The Long-Term Energy Purchases anticipated to be executed as transaction confirmations between AMP and third-party power suppliers for the benefit of Municipality are listed in the following table. The Municipality's Authorized Representative as designated in Section 402 (or his/her designee) shall be authorized to approve purchases (and execute necessary transaction confirmations) of energy with a term beginning on January 1, 2023 and ending no later than December 31, 2028 as set forth in the table below. Additionally, the third-party power supply contract prices of all energy purchases made under this Schedule (excluding any taxes, transmission costs, replacement energy, losses, congestion costs, security costs, or AMP service fees) shall not exceed \$70.00 per MWh. The volume of Long-Term Energy Purchases shall not exceed 1 MWh per hour (*i.e.*, 1 MW), each hour in calendar year 2023, and shall not exceed 2 MWh per hour (*i.e.*, 2 MW) each hour in calendar years 2024 through 2028.

Term	Total Planned Purchase	Description	Days/Week	Hours/Day	Supplier
January 1, 2023 to December 31, 2023	1.0 MW	7X24 Block Purchase	Monday-Sunday	24	TBD via steps 1 – 4 below
January 1, 2024 to December 31, 2028	2.0 MW	7X24 Block Purchase	Monday-Sunday	24	TBD via steps 1 – 4 below

SECTION 202 – PROCEDURES FOR AUTHORIZATION OF ENERGY SUPPLY ACQUISITION AND SALE: It is understood and anticipated that AMP may throughout the term of this Schedule, enter into energy purchase transaction confirmations or other arrangements on behalf of the Municipality, subject to the approval of Municipality's Authorized Representative, to implement the Long-Term Energy Purchases contemplated in Section 201 of this Schedule. The steps that will be followed in securing such Long-Term Energy Purchases are set forth below.

At the time that AMP recommends that a Long-Term Energy Purchase should be finalized, the following shall take place:

1. Authorized personnel of AMP shall confer with the Municipality's Authorized Representative (or his/her designee) on a recorded telephone line or through email, regarding AMP's recommended Long-Term Energy Purchases that meet the requirements of Section 201 and the table set forth therein prior to executing a transaction confirmation with a third-party power supplier. AMP will provide energy supply recommendations to Municipality's Authorized Representative based upon the best market information available to AMP at the time any conferring takes place.

2. If the Municipality's Authorized Representative approves AMP's recommendation and authorizes acquisition of the Long-Term Energy Purchase over a recorded telephone line or through email, then AMP shall acquire the Long-Term Energy Purchase on behalf of the Municipality subject to the effective date and other terms and conditions approved by the Municipality's Authorized Representative.

3. AMP will enter into a transaction confirmation or other arrangement with the authorized and approved third-party energy supplier as soon as reasonably possible after approval is received as set forth above.

4. Once a Long-Term Energy Purchase is finalized and a supplier transaction confirmation executed, AMP will send an acknowledgement of the transaction via email to Municipality's Authorized Representative that contains the commercial terms for Municipality's review and records.

ARTICLE III **DELIVERY POINT**

SECTION 301 – DELIVERY POINTS: The delivery point(s) for electric energy to be delivered hereunder ("Point of Delivery" or "Delivery Point") shall be the Municipality's interconnections with PJM Interconnection, L.L.C., or its successor.

ARTICLE IV **GENERAL**

SECTION 401 - FIRMNESS OF SUPPLY: Firmness of supply under this Schedule shall be equal to the firmness provided by the energy supply schedules and transmission service arrangements executed by AMP, which are utilized to provide energy under this Schedule.

AMP's obligations hereunder are specifically dependent upon the performance of the suppliers with whom AMP transacts on behalf of the Municipality or as otherwise agreed to by the Parties. In the event of default of an energy supplier (hereinafter "Supplier Default"), AMP shall provide replacement energy to Municipality and Municipality shall pay any cost difference (if any) of the replacement energy (or, if the cost of replacement energy is less, then Municipality shall pay that lower cost). Should a third-party supplier default to such a degree that the agreement by and between that third-party supplier and AMP is terminated, AMP shall use its best efforts to execute an alternate energy supply agreement, with another supplier unless otherwise agreed to in writing by Municipality.

Notwithstanding the foregoing, AMP agrees that it will notify Municipality promptly of

any Supplier Default which may result in AMP's purchase of replacement energy for Municipality. AMP also agrees that in an event of a Supplier Default, AMP shall take all appropriate legal action to enforce the terms of AMP's contracts with the defaulting supplier and/or seek appropriate damages from supplier on Municipality's behalf. Municipality is, and shall be, a third-party beneficiary of such legal action and will be reimbursed or credited by AMP a *pro rata* share of any net recoveries against the defaulting supplier or Municipality's increased costs occasioned by the Supplier Default, whichever is less.

Municipality specifically acknowledges that although energy made available from the supplies purchased pursuant to this Schedule or otherwise agreed to by the Parties are intended to be the primary source of energy pursuant to this Schedule, AMP may, from time to time, substitute for actual delivery purposes other energy; provided that such substitute energy be of a similar firmness and reliability as that made available under the third-party energy supplier transaction confirmation(s) and further provided that such substitution does not result in increased costs to Municipality.

When third parties providing firm transmission service interrupt deliveries from AMP to Municipality, AMP will use commercially reasonable efforts to deliver energy across other parties' transmission systems if interruptions occur from the primary firm transmission provider's system.

All other terms and conditions of the Agreement between AMP and the Municipality that are not consistent with the terms and conditions of this Schedule shall be applicable as if fully restated herein.

SECTION 402 – AUTHORIZED REPRESENTATIVE: The Municipality's Representative shall be the Town Administrator or the Town Administrator's designee until modified by written notice to AMP by the Municipality.

IN WITNESS HEREOF, each of the Parties has caused this Schedule to be duly executed.

**TOWN OF BERLIN,
MARYLAND**

By: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

Legal Counsel

AMERICAN MUNICIPAL POWER, INC.

By: _____

Pamala M. Sullivan

Title: Chief Operating Officer

Date: _____

APPROVED AS TO FORM:

Lisa G. McAlister
Senior Vice President and General
Counsel for Regulatory Affairs



**SPECIAL EVENT
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 8/15/22		Event Start time: 7 AM	Road Closure Start: N/A
Requested Date(s) of the event: 12/11/22		End time: 3 pm	End:
Name of Event: Hope4Recovery 2 nd Annual Ugly Sweater Run		*Location of Event: Stephen Decatur Park Tripoli St Berlin, MA *If activity is in a Town park, a Parks Reservation form must be complete.	
Estimated number of attendees:		Applicant Cell Phone: 443-523-4459	
Applicant Name: Patrice Otley		Email: info@hope4recoveryberlin.	
Sponsoring Organization or Business Name: Hope4Recovery Inc		Person(s) to Contact Day of Event: Patrice Otley	
Name: _____, Cell # _____		Name: _____, Cell # _____	
Description of event: 5K Fun Run Fundraiser to benefit Hope4Recovery Inc.			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): Health vendors, community resource vendors / possibly up to 10			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music: DJ / Radio Band.			
What is your plan for the following: Marketing/Advertising: Facebook, Website, handouts.			
Parking/Shuttle: Stephen Decatur Park			
Inclement weather: 12/12/22			
<p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none"> 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street. <p>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.</p>			
Signature:		Date: 9/19/22	
Printed Name: Patrice Otley			

Shaded areas for office use only

DETAILS OF EVENT:

Street Closure		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Street closure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____ End: _____	State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date	No-Parking signs to be placed: _____ Time/date Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Electric		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	
		Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date
Picnic Tables	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date Extensions needed: <input type="checkbox"/>
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date <input type="checkbox"/>
Porta-potties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure					
Park Reservation Application and Permit					
Request for Electric Service					
Request for Banner Placement					
Sign Permit					
Vendor's Application and Certification for Peddling and Soliciting					
Business Use of Park Application					
Proof of Insurance					
Other:					

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

Hope4Recovery Ugly Sweater Race Route

Begin at parking lot closest to the pavilion.

Turn left onto Tripoli Street

Turn left onto Main Street

Turn right onto Buckingham Lane

Turn right onto West Street

Turn left onto Broad Street

Turn right onto Harrison Road

Turn right onto Main Street

Right onto Tripoli Street

Back into parking lot closest to the pavilion.

End of Race



MOTION OF THE MAYOR AND COUNCIL 2022-14

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE THE CHARGEPOINT EV CHARGING STATION TEMPORARY LEASE AGREEMENT.

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.

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

Quotation

Driving a Better Way™
chargepoint.com

Sales Representative: Troy Meseroll
E-Mail: troy.meseroll@chargepoint.com
Telephone:

Quote Number: Q-243450-1
Date: 10/7/2022
Expires On: 10/29/2022

Primary Contact: Timothy Lawrence

Bill To Address

Town of Berlin
10 Williams St
Berlin Maryland 21811-1233
United States

Ship To Address

Town of Berlin
10 Williams St
Berlin Maryland 21811-1233
United States

Product Name	Product Description	Qty	Unit Price	Total Price
CT4021-GW1	Dual Output Gateway North America, Bollard Unit - 208/240V @30A with Cord Management	1	USD 7,352	USD 7,352
CT4001-CCM	CT4000 Bollard Concrete Mounting Kit. Bolts: 5/8 - 11 x 9" F1554 Grade 55 hot-dipped galvanized threaded bolts - 3 ea. Nuts: 5/8 - Heavy Galvanized Hex Nuts (DH Rated) - 12 ea. Washers: Galvanized Washers (ASTM F436) - 9 ea. Plastic Template - 1 ea	1	USD 125	USD 125
CPCLD-COMMERCIAL-5	Prepaid Commercial Cloud Plan subscription with station management features such as: Custom Video uploads and Automatic Software Updates, driver and fleet management features including: Access Control and Pricing & Automatic Payment Collection, as well as energy and power management features which include Power Sharing. Real-time dashboards and reports provided for applicable features. Station Activation purchase required.	2	USD 1,385	USD 2,770
CPSUPPORT-ACTIVE	Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One time initial service per station.	1	USD 349	USD 349

Product Name	Product Description	Qty	Unit Price	Total Price
CPSUPPORT-SITEVALID	Customer works with their own contractor to perform all construction and station installation services. ChargePoint will then engage an authorized ChargePoint Partner to perform Site Validation of electrical capacity, transformers, panels, breakers, wiring, cellular coverage and that the station installation meets all ChargePoint published requirements and local codes. Upon successful Site Validation, the customer will be eligible to obtain warranty coverage under a ChargePoint Maintenance plan, sold separately. Note, a failed Site Validation will incur a second validation fee to repeat the validation after the site deficiencies are corrected. Priced per AC station.	1	USD 0	USD 0
CT4000-ASSURE5	5 prepaid years of ChargePoint Assure for CT4000 station. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting.	1	USD 2,620	USD 2,620

Quote Total: USD 13,216.00
Shipping Fee: USD 190.00
Grand Total: USD 13,406.00

Quote Acceptance

- + Invoices are Net 30 from invoice date.
- + Each Assure and Cloud Services subscription that you purchase for a Charging Station will commence ninety (90) days from the date the Charging Station associated with that subscription is shipped to you and will last for the subscription length selected in the applicable order.
- + All pricing is confidential between Customer and ChargePoint.
- + All prices are FCA ChargePoint warehouse(s).
- + Customer to be invoiced at time of shipment.
- + Sales tax in applicable states and shipping costs will be applied to this quote at time of invoicing.
- + Credit Checks are required for new customers.
- + Pricing does not include installation or mounting services unless specifically quoted above.
- + Additional Purchase Terms and Conditions can be found at <http://www.chargepoint.com/termsandconditions>
- + Additional terms and conditions for ChargePoint Assure can be found at <http://www.chargepoint.com/legal/assure>
- + Purchaser confirms that the shipping and billing information provided in the Quotation is accurate for ChargePoint's shipping and invoicing purposes.

By signing this quote I hereby acknowledge that I have the authority to purchase the product detailed on this document on behalf of my organization. Furthermore, I agree to the above terms and conditions and that this signed quote shall act as a purchase order.



Signature :

Title :

Name (Print) :

Date :

Company Name :

Accounts Payable Contact Name :

Accounts Payable Contact E-Mail :

Requested Ship Date :



254 E. Hacienda Avenue
Campbell, CA 95008 USA

Customer Credit Form		* denotes required field
*Contact person name	*Title	Phone
*Full Company Name	*Tax I.D. Number	Fax
*Trade Style: (dba)		
*Bill to Address		
*Federal Tax Classification: Corp., Partnership, LLC	*DUNS Number	
Type of Business	No. of Years in Business	
*If Division/Subsidiary, Name of Parent Company	No. of Years in Business	
*If Parent, Parent Address	Parent Phone	
*Is Purchase Order Required? YES OR NO	FED EX or UPS Account Number	

Accounts Payable Contact

A/P Contact Name	A/P Email
*A/P Phone	A/P Fax

Sales Tax Requirement

*Must check one of the below boxes. Failure to comply may result in delay of order shipment.

- ☐ Yes. Tax exemption certificate is required. Must attach a valid tax reseller certificate for single ship to location or multi-jurisdiction with this form. Otherwise, shipment will be taxable per applicable rate.
- ☐ No. Shipment will be taxable per applicable rate.

*State and County where product(s) will be shipped
--

Signature: This credit application requires a signature from a Financial officer or Authorized Proxy.

By signing this application for credit, you certify that the information provided in this application is true and correct, you are authorized to sign this application on behalf of the applicant and agree to be bound by the terms and conditions as set forth in the order, unless otherwise noted and agreed to in writing.

Also, by signing this document, you authorize the release of detailed account information from the Bank and Credit References listed above for purpose of this credit review.

*Signature	*Date
*Print Name	*Title

Quotation

Driving a Better Way™
chargepoint.com

Sales Representative: Troy Meseroll
E-Mail: troy.meseroll@chargepoint.com
Telephone:

Quote Number: Q-243049-1
Date: 10/7/2022
Expires On: 10/28/2022

Primary Contact: Timothy Lawrence

Bill To Address

Town of Berlin
10 Williams St
Berlin Maryland 21811-1233
United States

Ship To Address

Town of Berlin
10 Williams St
Berlin Maryland 21811-1233
United States

ChargePoint as a Service

ChargePoint as a Service™ (CPaaS) is the easiest way to provide electric vehicle (EV) charging solutions without having to purchase and maintain everything yourself. You get the site ready, and for an annual subscription fee ChargePoint takes care of the installation, monitoring and maintenance to provide maximum uptime with minimum effort.

Product Name	Product Description	Term (Years)	Quantity	Lifetime Amount
CPAAS-CT4000-DUAL-5	5-year ChargePoint as a Service™ subscription for Dual CT4000. Includes hardware and installation, cloud software, activation, ongoing proactive monitoring, maintenance, and reporting.	5	1	USD 12,000
				USD 12,000

Hardware Products Shipped with Subscription

Product Name	Product Description	Qty
CT4021-GW1	Dual Output Gateway North America, Bollard Unit - 208/240V @30A with Cord Management	1
	Total	1

Annual Billing Summary

Term	Annual Billing
Year 1	USD 2,544.00
Year 2	USD 2,544.00
Year 3	USD 2,544.00
Year 4	USD 2,544.00
Year 5	USD 2,544.00
Grand Total	USD 12,000.00

Quote Acceptance

- + Invoices are Net 30 from invoice date.
- + All pricing is confidential between Customer and ChargePoint.
- + Customer to be invoiced at time of shipment.
- + Sales tax in applicable states will be applied to this quote at time of invoicing.
- + Credit checks are required for new customers.
- + Pricing does not include any electrical make ready work that is required for the installation.
- + Additional terms and conditions for this transaction can be found at <http://www.chargepoint.com/legal/cpaas>
- + Customer confirms that the shipping and billing information providing in this Quotation is accurate for ChargePoint's shipping and invoicing purposes.
- + Customer confirms that it has the power and authority to permit ChargePoint to install the Charging Stations at the Designated Parking Spaces.

By signing this quote I hereby acknowledge that I have the authority to enter into this transaction on behalf of my organization. Furthermore, I agree to the above terms and conditions and that this signed quote shall act as a purchase order.

Signature :

Title :

Name (Print) :

Date :

Company Name :

Accounts Payable Contact Name :

Accounts Payable Contact E-Mail :

Requested Ship Date :



254 E. Hacienda Avenue
Campbell, CA 95008 USA

Customer Credit Form		* denotes required field
*Contact person name	*Title	Phone
*Full Company Name	*Tax I.D. Number	Fax
*Trade Style: (dba)		
*Bill to Address		
*Federal Tax Classification: Corp., Partnership, LLC	*DUNS Number	
Type of Business	No. of Years in Business	
*If Division/Subsidiary, Name of Parent Company	No. of Years in Business	
*If Parent, Parent Address	Parent Phone	
*Is Purchase Order Required? YES OR NO	FED EX or UPS Account Number	

Accounts Payable Contact

A/P Contact Name	*A/P E-mail
*A/P Phone	A/P Fax

Sales Tax Requirement

*Must check one of the below boxes. Failure to comply may result in delay of order shipment.

- ☐ Yes. Tax exemption certificate is required. Must attach a valid tax reseller certificate for single ship to location or multi-jurisdiction with this form. Otherwise, shipment will be taxable per applicable rate.
- ☐ No. Shipment will be taxable per applicable rate.

*State and County where product(s) will be shipped
--

Signature: This credit application requires a signature from a Financial officer or Authorized Proxy.

By signing this application for credit, you certify that the information provided in this application is true and correct, you are authorized to sign this application on behalf of the applicant and agree to be bound by the terms and conditions as set forth in the order, unless otherwise noted and agreed to in writing.

Also, by signing this document, you authorize the release of detailed account information from the Bank and Credit References listed above for purpose of this credit review.

*Signature	*Date
*Print Name	*Title

Berlin Fire Company

Quarterly Update

July 1 – September 30, 2022

1

OPERATIONS RESPONSE REPORT

2

Fire-Rescue

July 1 – September 30, 2022

In-Town Fire/Rescue Call Responses

39

35.14% of calls

(Out Town—72---64.86%)

3

Fire-Rescue

July 1 – September 30, 2022

Busiest Days

Mondays and Fridays

Followed by Saturday

Busiest Times of Day

1 pm to 2 pm

Followed by 2 pm to 3 pm

59

4

Fire-Rescue
July 1 – September 30, 2022
Simultaneous Calls

15 times—2 OR more fire, rescue calls
occurring at the same time

(Last Quarter—23 times)

5

ADMINISTRATIVE
and
FINANCIAL
REPORT

7

Fire-Rescue
July 1 – September 30, 2022
Response Time

3.70 minutes

Total Decrease in Response Times
by 0.05 minutes

County response time standard to respond from station is 6 minutes
pg 29-Matrix report—nine minutes or less to respond

6

Fire-Rescue
July 1 – September 30, 2022

Volunteer Manpower
Emergency Calls---894.02 volunteer hours
Non-Emergency—Training, Meetings,
Fundraisers, etc.
378.65 volunteer hours
TOTAL VOLUNTEER HOURS—1,272.67

Many other items—standby-administrative, etc.

60

8

Fire-Rescue July 1 – September 30, 2022

- Revenue Budget Highlights
 - Annual Donations---\$10,000 less
 - Fire / Rescue Invoicing--\$2100

9

Requests from Surplus/ARPA Funds

- Breathing Apparatus—grant still pending

If receive grant, most likely use is apparatus replacement

- \$220,000 allocated in FY23 Town Budget

Fire-Rescue July 1 – September 30, 2022

- Expense Budget Highlights
 - All expenses within budget estimates--
 - Apparatus inspections complete with minor repairs
 - Next quarter other required testing to be completed
 - Pumps, Hoses, Ladders, etc.
 - Emergency Purchase of Air Bottles—
 - to save funds purchased from another fire company—2 years old but unused and can move from breathing air to rescue air for rescue airbags

10

Capital Apparatus Replacement

Engines—33 and 23 years old
Another 15 years old
Rescue—22 years old

Berlin Fire Company
Emergency Medical Services

Quarterly Update
July 1 – September 30, 2022

1

**OPERATIONAL
REPORT**

2

EMS

July 1 – September 30, 2022

In-Town EMS Call Responses

329

55.02% of calls

(269 Out of Town-44.98%)

3

EMS

July 1 – September 30, 2022

In-Town

TRANSPORTS 233

70.82 %

NON-TRANSPORTS 96

(Out Town-145 trans—124 non)

62

4

EMS

July 1 – September 30, 2022

Busiest Day

Sunday followed by Tuesday

Busiest Times of Day

1 pm to 2 pm

Followed by 3 pm to 4 pm

5

ADMINISTRATIVE AND FINANCIAL REPORT

7

EMS

July 1 – September 30, 2022

Station Notified to Responding Time

.99 minute average (59 seconds)

(This includes second run night time and third run calls that may be full volunteer response from home)

Increase in simultaneous calls—increased hospital times for offloading

Last Year – 1.13 minute (68 seconds)

(page 29-Matrix report—60 seconds for staffed station)

6

EMS

July 1 – September 30, 2022

- Revenue Budget Highlights

Annual Donation Drive—mailed next quarter

Invoicing Revenue in budget estimates

Reviewing impact of new billing company next 2 quarters—started 9/1/2022

63

8

EMS

July 1 – September 30, 2022

- Expense Budget Highlights

Finishing annual inspections—no major items so far

Suction unit unexpected replacement--\$1,000

9

Request from Surplus or ARPA Funds

- Cardiac Monitors—approved in FY 23 budget—
if receive other funds—use for ambulance replacement

Will be placing additional information for cardiac monitor and ambulance replacement in annual donation drive letter

11

EMS Capital Funds Summary

No Capital Funds for Ambulance Replacements

Replacements Due--2025-2027-2029

Another 7% increase since our presentation

EMS has NO contingency funds for emergencies

Work with Town to restore as per contract

10

Additional Staffing

Town provided additional funds for 2 positions but not for additional operating costs.

All positions filled daily and working well with response times.

Challenge for part-time/fill-in personnel

Nationwide shortage of providers.

64

12



Check Run Reports for:

09.30.22

10.05.22

10.06.22

CREDIT CARD STATEMENTS

09.09.22

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



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT08943 - 20220927MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0441421-06	BAILEY, PANSY	9/27/2022	23186	255.00			255.00	Deposit
Total Refunds: 1			Total Refunded Amount:	255.00				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	255.00
Revenue Total:	255.00

General Ledger Distribution

Posting Date: 10/05/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-255.00	Yes
	10-2010-2074	UNAPPLIED CREDITS	255.00	
		10 Total:	0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-255.00	
	98-2498-2200	DUE TO OTHER FUNDS	255.00	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	



Town of Berlin, MD

Payment Register

APPKT02468 - 20220930SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002724	ADAMS TYRIE					909.07
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/30/2022	909.07	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FILE # 1201	WAGES PPE 9/25/2022	09/30/2022	09/30/2022	0.00	909.07	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	909.07
Packet Totals:		1	1	0.00	909.07



Town of Berlin, MD

Payment Register

APPKT02470 - 20220930SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002724	ADAMS TYRIE					50.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/30/2022	50.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 23	CELL PHONE ALLOWANCE	09/30/2022	09/30/2022	0.00	50.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000553	COARD CHRIS					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/30/2022	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 23	CELL PHONE ALLOWANCE	09/30/2022	09/30/2022	0.00	150.00	

Payment Register

APPKT02470 - 20220930SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	200.00
Packet Totals:		2	2	0.00	200.00



Town of Berlin, MD

Payment Register

APPKT02474 - 20221006SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					440.69
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	440.69			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
-422740	PAPER PRODUCTS AND OTHER JANITORIAL SUPPLIES	09/30/2022	09/30/2022	0.00	287.47	
423516,423124,423129	PAPER PRODUCTS AND OTHER SUPPLIES	10/06/2022	10/06/2022	0.00	153.22	

Vendor Number	Vendor Name					Total Vendor Amount
0000086	AERIAL CRANE CO INC.					1,154.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	1,154.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
28967	NORTH DIGESTER MIXER MOTOR	10/05/2022	10/05/2022	0.00	1,154.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					1,099.29
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	1,099.29			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN196794	ABS EQUIPMENT BILLING SUPERVISOR MONTHLY	09/27/2022	09/27/2022	0.00	25.89	
IN198814	WASTE TONER REPLACEMENT MICR PRINTER FINANCE	09/30/2022	09/30/2022	0.00	19.48	
IN199889	COPIER SERVICE	10/05/2022	10/05/2022	0.00	77.70	
IN199937	CONTRACT INVOICE TOWN HALL MAIN COPIER J2567	10/05/2022	10/05/2022	0.00	773.91	
IN199938	CONTRACT INVOICE PLANNING COPIER J2568	10/05/2022	10/05/2022	0.00	202.31	

Vendor Number	Vendor Name					Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC					1,460.84
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	1,460.84			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5411110-00	TRANSFORMER NUMBERS (70 PACKAGES OF NUMBERS)	10/05/2022	10/05/2022	0.00	618.10	
5433160-00	6 TERM 1 PIECE RINGLESS SOCKET	10/05/2022	10/05/2022	0.00	842.74	

Vendor Number	Vendor Name					Total Vendor Amount
0003476	ATLANTIC GENERAL HOSPITAL					75.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	75.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PAID BUSINESS LICENSE - NO LONGER NEED	10/06/2022	10/06/2022	0.00	75.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000244	ATLANTIC MACHINERY, INC					187.12
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	187.12			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
100366	VAC TRUCK JETTER LEAD HOSE	09/30/2022	09/30/2022	0.00	187.12	

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Vendor Number	Vendor Name					Total Vendor Amount
0003168	ATLANTIC TACTICAL INC					2,571.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	2,571.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SI-80783350	HANDGUNS	09/29/2022	09/29/2022	0.00	2,571.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000306	BELAIR ROAD SUPPLY					750.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	750.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
477621	BROAD ST MANHOLE RISER	10/06/2022	10/06/2022	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000312	BENEFITMALL					43,215.22
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	43,215.22	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
OCTOBER FY 23	BENEFITMALL EMPLOYEE HEALTH, DENT, VISION, ETC	09/27/2022	09/27/2022	0.00	43,215.22	
Vendor Number	Vendor Name					Total Vendor Amount
0000323	BERLIN AUTOMOTIVE					7.49
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	7.49	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
425028	STARTING FUSE 6738	09/29/2022	09/29/2022	0.00	7.49	
Vendor Number	Vendor Name					Total Vendor Amount
0000455	CARD'S TECHNOLOGY					4,316.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	4,316.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
198943	ANNUAL AGREEMENT COMPLETE & MANAGED NETWORK	09/29/2022	09/29/2022	0.00	4,316.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000505	CHESAPEAKE EMPLOYERS INSURANCE					11,807.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	11,807.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
448650212 7/1/21 - 7/1/22	CHESAPEAKE EMPLOYERS INSURANCE AUDIT PAYMENT	10/06/2022	10/06/2022	0.00	11,807.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					111.85
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	111.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0042978 OCT FY 23	COMCAST DOWNTOWN WIFI	10/06/2022	10/06/2022	0.00	111.85	
Vendor Number	Vendor Name					Total Vendor Amount
0000571	COMCAST BUSINESS					962.71
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	962.71	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
155150887	COMCAST TELEPHONE SERVICE	09/27/2022	09/27/2022	0.00	962.71	

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Vendor Number	Vendor Name					Total Vendor Amount
0003443	CORE & MAIN LP					9,757.32
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	9,757.32	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
R451393,R473133	DIST PARTS	09/27/2022	09/27/2022	0.00	9,757.32	
Vendor Number	Vendor Name					Total Vendor Amount
0003098	DAVIS JR DAVID					5.28
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	5.28	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 9/23/2022	BOLTS & WASHERS TO REPAIR TRIPOD LIGHT	09/29/2022	09/29/2022	0.00	5.28	
Vendor Number	Vendor Name					Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL					11,305.98
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	11,305.98	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
168800	PROJ 0050A002.001 GEN ON CALL SVCS	10/05/2022	10/05/2022	0.00	185.00	
168801	PROJ 0050A002.009 PURNELL CROSSING	10/05/2022	10/05/2022	0.00	2,155.85	
168802	HERON PARK PROPERTY	10/05/2022	10/05/2022	0.00	1,950.00	
168803	PROJ 0050A002.049 EVANS ROAD WAREHOUSE	10/05/2022	10/05/2022	0.00	502.50	
168805	PROJ BRANCH ST WELL#3 REPLACEMENT	10/05/2022	10/05/2022	0.00	1,950.13	
168806	PROJ 0050A109.A01 POWELLTON AVE WELL BLDG ADDITION	10/05/2022	10/05/2022	0.00	1,317.50	
168807	PROJ BROAD STREET PUMP STATION	10/05/2022	10/05/2022	0.00	160.00	
168808	PROJ STEPHEN DECATUR PARK COMF STATION	10/05/2022	10/05/2022	0.00	3,085.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002956	EARLY ALLISON					32.88
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	32.88	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9/29/2022	NOTARY RENEWAL	10/05/2022	10/05/2022	0.00	11.00	
REIMB 9/29/2022	GAS - TRAVEL	10/05/2022	10/05/2022	0.00	21.88	
Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					91.17
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	91.17	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
767366	DRINKING WATER AND COOLER RENTAL FEE	09/30/2022	09/30/2022	0.00	44.73	
767384	DISTILLED WATER	09/30/2022	09/30/2022	0.00	46.44	
Vendor Number	Vendor Name					Total Vendor Amount
0000795	EASTERN SHORE FOREST PRODUCTS INC					750.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	750.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
256731,256739,256734	SANDSTONE FOR HENRY PARK PATH	10/03/2022	10/03/2022	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000802	EASTERN WATER BLAST SYSTEM					952.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	952.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
219070	POWERWASH EQUIPMENT	10/06/2022	10/06/2022	0.00	952.00	

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Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					1,343.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	1,343.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2202539	HYDRANT SAMPLING	10/06/2022	10/06/2022	0.00	221.00	
IN2202579	MONITORING WELL SAMPLES	10/06/2022	10/06/2022	0.00	1,122.50	
Vendor Number	Vendor Name					Total Vendor Amount
0000888	FASTENAL					75.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	75.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MDSAS133853	SS HEX CAP SCREW	09/30/2022	09/30/2022	0.00	75.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000897	FERGUSON ENTERPRISES					2,109.17
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	2,109.17	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0596445	WATER PARTS	10/05/2022	10/05/2022	0.00	1,406.31	
0599651	EFFLUENT PUMP 1 JOINT AND RING	10/05/2022	10/05/2022	0.00	702.86	
Vendor Number	Vendor Name					Total Vendor Amount
0003447	GLENDA HOLDEN					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SEPT / OCT	CLEANING SERVICE	10/06/2022	10/06/2022	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000970	GOVERNMENT FINANCE OFFICERS ASSOCIATION					160.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	160.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2262520 DUES RENEWAL NAT	GFOA MEMBERSHIP	10/05/2022	10/05/2022	0.00	160.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					308.65
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	308.65	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
32488818	GREAT AMERICA	09/27/2022	09/27/2022	0.00	308.65	
Vendor Number	Vendor Name					Total Vendor Amount
0001032	HILL'S ELECTRIC MOTOR SERVICE INC.					1,666.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	1,666.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0134997, 0134926	NORTH DIGESTER MIXER MOTOR	10/06/2022	10/06/2022	0.00	1,666.90	
Vendor Number	Vendor Name					Total Vendor Amount
0001034	HITCHENS TIRE SERVICE					7,022.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	7,022.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
00439181	8 REPLACEMENT TIRE 82 SANITATION	09/30/2022	09/30/2022	0.00	4,404.00	
00439642	FRONT & REAR TIRE FOR BACKHOE	09/30/2022	09/30/2022	0.00	2,618.00	

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Vendor Number	Vendor Name					Total Vendor Amount
0002578	IAN JANES					1,500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	1,500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
530	SOUND TECHNICIAN OKTOBERFEST	10/05/2022	10/05/2022	0.00	750.00	
531	NEW YEARS EVE ENTERTAINMENT	10/05/2022	10/05/2022	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001068	INTERCOASTAL TRADING INC.					8,954.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	8,954.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
223418,223744	BLEACH	10/06/2022	10/06/2022	0.00	3,536.75	
223778	SODA ASH	10/06/2022	10/06/2022	0.00	5,418.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003474	LAUREN MCCARTHY					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	10/05/2022	10/05/2022	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001349	MAIL MOVERS					609.32
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	609.32			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
46363	2022 ELECTION SUPPLIES	09/27/2022	09/27/2022	0.00	609.32	
Vendor Number	Vendor Name					Total Vendor Amount
0001394	MARYLAND DEPT OF THE ENVIRONMENT					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7460	CERTIFICATION RENEWAL KDUKES	10/06/2022	10/06/2022	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					214.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	214.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
842295	INSPECTION SERVICES	09/30/2022	09/30/2022	0.00	110.00	
842514	INSPECTION SERVICES	10/05/2022	10/05/2022	0.00	104.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001564	NATIONAL TRANSFORMER SALES					504.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	504.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
20220712	FOCUS, KHW ONLY FORM 2SE, CL.320, 240V, 3W	10/05/2022	10/05/2022	0.00	504.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					4,894.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2022	4,894.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 9/25/2022	NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS	09/27/2022	09/27/2022	0.00	4,894.96	

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Vendor Number	Vendor Name					Total Vendor Amount
0003076	NCSI					20.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	20.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
26480	NCSI PRE EMPLOYMENT BACKGROUND CHECK	10/05/2022	10/05/2022	0.00	20.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002754	NOYES MICROSYSTEMS INC					385.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	385.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1017105	CODY UPDATES AND FIELD SERVICE	09/29/2022	09/29/2022	0.00	385.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001625	ONE CALL CONCEPTS, INC.					44.44
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	44.44	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2096159	MISS UTILITY TICKETS	10/03/2022	10/03/2022	0.00	44.44	
Vendor Number	Vendor Name					Total Vendor Amount
0000804	ONSOLVE INTERMEDIATE HOLDING COMPANY					3,620.70
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	3,620.70	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15250813	ANNUAL CONTRACT	10/05/2022	10/05/2022	0.00	3,620.70	
Vendor Number	Vendor Name					Total Vendor Amount
0001676	PENINSULA AUTO & TRUCK PARTS, INC					679.15
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	679.15	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
201506,690,970,990,202320	PARTS FOR TRUCKS AND EQUIPMENT	10/05/2022	10/05/2022	0.00	679.15	
Vendor Number	Vendor Name					Total Vendor Amount
0001682	PEP-UP, INC.					25,945.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	25,945.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3466061	DIESEL FUEL - POWER PLANT	09/29/2022	09/29/2022	0.00	25,945.96	
Vendor Number	Vendor Name					Total Vendor Amount
0003297	PHYLLIS G KIMMEL LAW OFFICE PLLC					400.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	400.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
175	ELECTRIC MATTERS	10/06/2022	10/06/2022	0.00	400.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001707	PITTSVILLE MOTORS					71.86
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	71.86	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
56080	TRUCK 64	10/06/2022	10/06/2022	0.00	71.86	

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Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					507.95
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	507.95	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
144613	STARTER 6741	10/03/2022	10/03/2022	0.00	507.95	
Vendor Number	Vendor Name					Total Vendor Amount
0003171	RICKY JARMON					866.71
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	866.71	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SEPT FY 23	MONTHLY CLEANING SERVICE POLICE BUILDING	10/03/2022	10/03/2022	0.00	866.71	
Vendor Number	Vendor Name					Total Vendor Amount
0001998	STAPLES CREDIT PLAN					56.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	56.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6035 5178 2026 3951 OCT 23	STAPLES OFFICE SUPPLIES	10/05/2022	10/05/2022	0.00	56.89	
Vendor Number	Vendor Name					Total Vendor Amount
0002557	STATE OF MARYLAND - DEPT OF NATURAL RESOURCES					200.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	200.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10052022	SCALES N TALES OKTOBERFEST	10/05/2022	10/05/2022	0.00	200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					855.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	855.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S012933010.001	13 TERMINAL SOCKET TS COLOR CODED	10/06/2022	10/06/2022	0.00	855.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003467	SUNRISE SAFETY SERVICES INC					1,134.65
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	1,134.65	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0035492	ROLL UP STAND AND DETOUR SIGN	10/03/2022	10/03/2022	0.00	972.00	
INV35493	RAIN GEAR FOR 3 TEAM MEMBERS	10/03/2022	10/03/2022	0.00	162.65	
Vendor Number	Vendor Name					Total Vendor Amount
0003149	TRANSAMERCIA					271.98
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	271.98	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2504756711	TRANSAMERICA EMPLOYEE PAID SUPPLEMENTAL LIFE	09/29/2022	09/29/2022	0.00	271.98	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					122.66
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	122.66	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430030261	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	09/27/2022	09/27/2022	0.00	122.66	

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Vendor Number 0002205	Vendor Name UNITED WAY OF THE EASTERN SHORE					Total Vendor Amount 35.00
Payment Type Check	Payment Number				Payment Date 10/06/2022	Payment Amount 35.00
Payable Number PPE 9/25/2022	Description UNITED WAY EMPLOYEE CONTRIBUTIONS	Payable Date 09/27/2022	Due Date 09/27/2022	Discount Amount 0.00	Payable Amount 35.00	
Vendor Number 0002220	Vendor Name USA BLUEBOOK					Total Vendor Amount 821.35
Payment Type Check	Payment Number				Payment Date 10/06/2022	Payment Amount 821.35
Payable Number 103904	Description LAB SUPPLIES	Payable Date 09/30/2022	Due Date 09/30/2022	Discount Amount 0.00	Payable Amount 821.35	
Vendor Number 0002233	Vendor Name VALERIE J MANN					Total Vendor Amount 691.25
Payment Type Check	Payment Number				Payment Date 10/06/2022	Payment Amount 691.25
Payable Number SEPT 27 FY 23	Description GRANT WRITING	Payable Date 10/03/2022	Due Date 10/03/2022	Discount Amount 0.00	Payable Amount 691.25	
Vendor Number 0002248	Vendor Name VERIZON BUSINESS					Total Vendor Amount 106.74
Payment Type Check	Payment Number				Payment Date 10/06/2022	Payment Amount 106.74
Payable Number 09439829	Description BUSINESS TELEPHONE CALLS	Payable Date 09/27/2022	Due Date 09/27/2022	Discount Amount 0.00	Payable Amount 106.74	
Vendor Number 0002252	Vendor Name VERIZON WIRELESS-720117503-00001					Total Vendor Amount 527.52
Payment Type Check	Payment Number				Payment Date 10/06/2022	Payment Amount 527.52
Payable Number 9916570190	Description MDT CARD FEE	Payable Date 10/05/2022	Due Date 10/05/2022	Discount Amount 0.00	Payable Amount 527.52	
Vendor Number 0003055	Vendor Name WASHINGTON NATIONAL INSURANCE COMPANY					Total Vendor Amount 511.51
Payment Type Check	Payment Number				Payment Date 10/06/2022	Payment Amount 511.51
Payable Number P2260415	Description WASHINGTON NAT - SUPPLEMENTAL INSUR EMPL FUNDED	Payable Date 10/03/2022	Due Date 10/03/2022	Discount Amount 0.00	Payable Amount 511.51	
Vendor Number 0002309	Vendor Name WHITE SHIRLEY					Total Vendor Amount 75.05
Payment Type Check	Payment Number				Payment Date 10/06/2022	Payment Amount 75.05
Payable Number REIMB 10/04/2022	Description PUBLIC WORK APPRECIATION	Payable Date 10/05/2022	Due Date 10/05/2022	Discount Amount 0.00	Payable Amount 75.05	
Vendor Number 0002316	Vendor Name WIENHOLD AUGUST J.					Total Vendor Amount 538.40
Payment Type Check	Payment Number				Payment Date 10/06/2022	Payment Amount 538.40
Payable Number REIMB 9/23/2022	Description VARIOUS SIZE MARINE DOCK PILING CAPS	Payable Date 09/27/2022	Due Date 09/27/2022	Discount Amount 0.00	Payable Amount 538.40	

Payment Register

APPKT02474 - 20221006SW

Vendor Number	Vendor Name					Total Vendor Amount
0002348	WOR WIC COMMUNITY COLLEGE					40.00
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/06/2022 40.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
12856	K-9 AND EMPLOYEE TRAINING	10/03/2022	10/03/2022	0.00	40.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					14,433.85
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/06/2022 14,433.85
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124 SEPT FY 23	REFUSE, RECYCLE AND CAN PULLS	10/05/2022	10/05/2022	0.00	12,908.25	
SEPT FY 23	SLUDGE	10/05/2022	10/05/2022	0.00	1,525.60	

Payment Register

APPKT02474 - 20221006SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	86	63	0.00	174,003.71
Packet Totals:		86	63	0.00	174,003.71



Town of Berlin, MD

Payment Register

APPKT02477 - 20221006SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002578	IAN JANES					750.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/06/2022	750.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
-530	SOUND TECHNICIAN OCTOBERFEST	10/06/2022	10/06/2022	0.00	750.00	

Payment Register

APPKT02477 - 20221006SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	750.00
Packet Totals:		1	1	0.00	750.00

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$411.52
- Payments	\$411.52
- Other Credits	\$0.00
+ Purchases	\$970.09
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$970.09

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$529.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$970.09
Minimum Payment Due: \$49.00
Payment Due Date: October 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
09/01	09/01	8542120L500XV1SKN	PAYMENT - THANK YOU	\$411.52-
08/09	08/11	5270824KERQEBM6NJ	ROYAL FARMS #178 BERLIN MD	\$48.58
08/12	08/12	5543286KG5SZB9AD2	AMZN MKTP US*YN6BX15E3 AMZN.COM/BILL WA	\$202.80
08/12	08/12	0230537KH00K22FKQ	BJS WHOLESALE #0197 MILLSBORO DE	\$25.18
08/16	08/16	0541601KL43AAK3LZ	SAMSLUB #6383 SALISBURY MD	\$112.85
08/16	08/16	0543684KMBLKMDHBA	SAMS CLUB #6383 SALISBURY MD	\$45.00
08/18	08/18	5543286KN5SWQY80L	AMAZON.COM*DW30M68O3 AMZN.COM/BILL WA	\$27.68
08/24	08/24	5543286KW5VLRMDZ3	AMAZON.COM*GW8KF81Y3 AMZN.COM/BILL WA	\$88.02
08/26	08/26	5542950KYRS422LB4	MGH INC 4109025000 MD	\$320.00
08/31	08/31	0514048L3LYPMKJD7	REDNER'S WAREHOUSE M GEORGETOWN DE	\$99.98

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

Account Number: XXXX XXXX XXXX
New Balance: \$970.09
Minimum Payment Due: \$49.00
Payment Due Date: October 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

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$153.28
- Payments	\$153.28
- Other Credits	\$0.00
+ Purchases	\$125.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$125.00

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$4,875.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$125.00
Minimum Payment Due: \$25.00
Payment Due Date: October 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
09/01	09/01	8542120L400XV1GV8	PAYMENT - THANK YOU	\$153.28-
08/31	08/31	5543286L35SPSE9TN	IN *D3CORP 410-2132400 MD	\$125.00

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	30	\$0.00

(v) - variable

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

Account Number: XXXX XXXX XXX.
New Balance: \$125.00
Minimum Payment Due: \$25.00
Payment Due Date: October 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

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$2,991.93
- Payments	\$2,991.93
- Other Credits	\$697.68
+ Purchases	\$3,451.82
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$2,754.14

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$2,070.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$2,754.14
Minimum Payment Due: \$138.00
Payment Due Date: October 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
08/10	08/10	5550629KF2BHW0H4W	J HARLEN CO INC 91987852 CREDIT	\$539.94-
08/16	08/16	5531020KL2D9VRL6T	AMAZON.COM AMZN.COM/BI AMZN.COM/B CREDIT	\$157.74-
09/01	09/01	8542120L400XV1GV8	PAYMENT - THANK YOU	\$2,991.93-
08/11	08/11	5531020KF2DL3570J	AMAZON.COM*ZJ3ZF7C93 A AMZN.COM/BILL WA	\$157.74
08/12	08/12	8536943KJJGAFZM8J	BEST WESTERN PLUS CROS ZION CROSSROA VA	\$515.00
		CHECK-IN 08/07/22	FOLIO #0000410562	
08/16	08/16	7536943KLJXSGBH3	THE UPS STORE 4613 OCEAN CITY MD	\$17.27
08/17	08/17	8545491KMS66K4JLA	SEASIDE PLUMBING - SEA BERLIN MD	\$848.00
Transactions continued on next page				

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

Account Number: XXXX XXXX XXXX
New Balance: \$2,754.14
Minimum Payment Due: \$138.00
Payment Due Date: October 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

TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/18	08/18	8545491KNS66K7MGL	SEASIDE PLUMBING - SEA BERLIN MD	\$847.95
08/18	08/18	8550499KPS66J3L8L	AMERICAN SAFETY 704-4820601 NC	\$167.74
09/07	09/07	5270487LBRQEBB02Z	DUNKIN #355321 Q35 OCEAN CITY MD	\$65.20
09/07	09/07	5270487LBRQEBB036	DUNKIN #355321 Q35 OCEAN CITY MD	\$7.92
09/08	09/08	5543286LB5WVQ72FS	IN *COMPLIANCE ASSURAN 901-3819960 AL	\$825.00

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	30	\$0.00
Cash Advances	19.99% (v)	\$0.00	30	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$789.90
- Payments	\$789.90
- Other Credits	\$10.96
+ Purchases	\$559.15
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$548.19

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$4,352.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$548.19
Minimum Payment Due: \$27.00
Payment Due Date: October 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
08/19	08/19	5531020KP2D9KGW27	SIGNSONTHECHEAP.COM 866-664- CREDIT	\$10.96-
09/01	09/01	8542120L400XV1GV8	PAYMENT - THANK YOU	\$789.90-
08/15	08/15	5531020KK2DZZQSWP	SIGNSONTHECHEAP.COM 866-664-9239 TX	\$193.61
08/16	08/16	5550629KLM4JDFLDQ	BERLIN AUTO WASH BERLIN MD	\$21.00
08/17	08/17	5543286KM5SJ0EBS	WPY*GOVERNORS GRANTS O 855-999-3729 MD	\$99.00
08/29	08/29	0541019L231T9RDXT	STAPLES 00112888 OCEAN CITY MD	\$19.74
08/30	08/30	7541823L24GDE3L2D	EIG*CONSTANTCONTACT.CO 855-2295506 MA	\$68.90
09/04	09/04	5543286L75VSA3QGV	AMZN MKTP US*1V6AW68P0 AMZN.COM/BILL WA	\$69.90
09/08	09/08	8550246LBS66MMF9T	J A BOTTLELESS WATER 800-888888 MD	\$87.00

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

Account Number: XXXX XXXX XXXX

New Balance: \$548.19

Minimum Payment Due: \$27.00

Payment Due Date: October 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

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$95.01
- Payments	\$95.01
- Other Credits	\$0.00
+ Purchases	\$3,847.30
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$3,847.30

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$1,152.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$3,847.30
Minimum Payment Due: \$192.00
Payment Due Date: October 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
09/01	09/01	8542120L400XV1GV8	PAYMENT - THANK YOU	\$95.01-
08/22	08/22	0543684KV00AD3ELP	DOMINO'S 6086 703-791-4280 MD	\$69.01
08/23	08/23	5530959KV60ZMGA6W	CSMD ONLINE PAYMENT 3019347848 MD	\$134.00
08/23	08/23	5530959KV60ZMGA7M	CSMD ONLINE PAYMENT 3019347848 MD	\$139.00
08/23	08/23	5530959KV60ZMGA8M	CSMD ONLINE PAYMENT 3019347848 MD	\$139.00
08/23	08/23	5530959KV60ZMGA85	CSMD ONLINE PAYMENT 3019347848 MD	\$134.00
08/24	08/24	5543286KW5VGEZR7G	AMZN MKTP US*9571A9MD3 AMZN.COM/BILL WA	\$83.02
08/24	08/24	8550499KXX2KHY1JQ	ROMMEL S 7739 SELBYVILLE DE	\$1,199.99
09/02	09/02	0230537L6EJ0KRJGZ	TRACTOR SUPPLY CO #181 BERLIN MD	\$89.99
09/06	09/06	5520739LAHR4JFY73	RADWELL INTERNATIONAL WILLINGBORO NJ	\$1,859.29

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

Account Number: XXXX XXXX XXXX

New Balance: \$3,847.30

Minimum Payment Due: \$192.00

Payment Due Date: October 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

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$2,111.87
- Payments	\$2,111.87
- Other Credits	\$0.00
+ Purchases	\$1,561.54
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,561.54

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$3,290.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$1,561.54
Minimum Payment Due: \$78.00
Payment Due Date: October 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
09/01	09/01	8542120L400XV1GV8	PAYMENT - THANK YOU	\$2,111.87-
08/10	08/11	5265384KF2M20TGK	DELMARVA K9 PITTSVILLE MD	\$280.00
08/13	08/13	5543288KJ5SKPJBQ0	THE HOME DEPOT 2578 BERLIN MD	\$99.97
08/18	08/18	5543286KN5SNYGW82	STANLEY STEEMER 302-907-0062 DE	\$463.45
08/19	08/19	5530959KPRQEB2RS2	BERLIN AUTOMOTIVE BERLIN MD	\$92.94
09/01	09/01	5543687L54P9FS8TQ	HAMPTON INNS WOODBURY NJ	\$430.20
		CHECK-IN 08/15/22	FOLIO #70102	
09/02	09/02	0541019L5322GTSGP	QUILL CORPORATION 800-982-3400 SC	\$46.78
09/07	09/07	0541019LA322GTSGH	QUILL CORPORATION 800-982-3400 SC	\$26.20
09/08	09/08	0541019LB31V2S7GA	QUILL CORPORATION 800-982-3400 SC	\$122.00

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

Account Number: XXXX XXXX XXXX
New Balance: \$1,561.54
Minimum Payment Due: \$78.00
Payment Due Date: October 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

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$39.10
- Payments	\$39.10
- Other Credits	\$0.00
+ Purchases	\$886.83
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$886.83

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$613.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$886.83
Minimum Payment Due: \$44.00
Payment Due Date: October 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
09/01	09/01	8542120L400XV1GV8	PAYMENT - THANK YOU	\$39.10-
08/31	08/31	5550036L3M4KA414Q	LAKESIDE EQUIPMENT COR 6308375640 IL	\$886.83

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	30	\$0.00

(v) - variable

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

Account Number: XXXX XXXX XXXX
New Balance: \$886.83
Minimum Payment Due: \$44.00
Payment Due Date: October 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

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$933.84
- Payments	\$933.84
- Other Credits	\$0.00
+ Purchases	\$325.49
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$325.49

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,158.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$325.49
Minimum Payment Due: \$25.00
Payment Due Date: October 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
09/01	09/01	8542120L500XV1SKN	PAYMENT - THANK YOU	\$933.84-
08/17	08/17	5270824KNRQEB51SM	ROYAL FARMS #178 BERLIN MD	\$78.07
08/21	08/21	5543286KT5SM7YJ4B	AMZN MKTP US*GA2752ZV3 AMZN.COM/BILL WA	\$106.59
08/26	08/26	5554650KY5ZXTRZH1	WAINWRIGHT'S TIRE CENT BERLIN MD	\$70.85
09/01	09/01	0230537L500JV4SKY	TRACTOR SUPPLY CO #181 BERLIN MD	\$69.98

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

Account Number: XXXX XXXX XXXX
New Balance: \$325.49
Minimum Payment Due: \$25.00
Payment Due Date: October 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

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,305.96
- Payments	\$1,305.96
- Other Credits	\$0.00
+ Purchases	\$164.23
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$164.23

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,335.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$164.23
Minimum Payment Due: \$25.00
Payment Due Date: October 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
09/01	09/01	8542120L400XV1GV8	PAYMENT - THANK YOU	\$1,305.96-
08/17	08/17	5270824KNRQEB531H	ROYAL FARMS #178 BERLIN MD	\$125.00
08/17	08/17	5270824KNRQEB535N	ROYAL FARMS #178 BERLIN MD	\$23.24
08/18	08/18	5531020KN2E102HNK	AMZN MKTP US*AD1QU1RB3 AMZN.COM/BILL WA	\$15.99

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

Account Number: XXXX XXXX XXXX
New Balance: \$164.23
Minimum Payment Due: \$25.00
Payment Due Date: October 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

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,549.14
- Payments	\$1,549.14
- Other Credits	\$0.00
+ Purchases	\$237.63
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$237.63

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$3,801.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$237.63
Minimum Payment Due: \$25.00
Payment Due Date: October 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
09/01	09/01	8542120L400XV1GV8	PAYMENT - THANK YOU	\$1,549.14-
08/11	08/11	5543286KF5SKK3NBL	AMZN MKTP US*YE9643553 AMZN.COM/BILL WA	\$99.98
08/17	08/17	0512348KM00BWL38	AVAS FLOWERS 877-638-3303 DE	\$120.75
08/23	08/23	5531020KV2DLQXV82	AMZN MKTP US*126TT0SJ3 AMZN.COM/BILL WA	\$7.37
08/27	08/27	5543286KZ5WEY58LZ	AMZN MKTP US*EJ4DC2103 AMZN.COM/BILL WA	\$9.53

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

Account Number: XXXX XXXX XXXX
New Balance: \$237.63
Minimum Payment Due: \$25.00
Payment Due Date: October 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

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$475.00
+ Purchases	\$1,020.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$545.00

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$955.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$545.00
Minimum Payment Due: \$27.00
Payment Due Date: October 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
08/25	08/25	8518412L0S66GXAS9	MARYLAND MUNICIPAL LEA 410-2685 CREDIT	\$475.00-
08/15	08/15	8518412KLS66G4X2B	MARYLAND MUNICIPAL LEA 410-2685514 MD	\$475.00
08/15	08/15	8518412KLS66G4X2K	MARYLAND MUNICIPAL LEA 410-2685514 MD	\$475.00
08/24	08/24	8518412KXS66GS93M	MARYLAND MUNICIPAL LEA 410-2685514 MD	\$70.00

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

Account Number: XXXX XXXX XXXX
New Balance: \$545.00
Minimum Payment Due: \$27.00
Payment Due Date: October 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

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,698.08
- Payments	\$1,698.08
- Other Credits	\$0.00
+ Purchases	\$693.75
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$693.75

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$4,306.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$693.75
Minimum Payment Due: \$35.00
Payment Due Date: October 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
09/01	09/01	8542120L400XV1GV8	PAYMENT - THANK YOU	\$1,698.08-
08/12	08/12	5531020KG2DYGTPGQ	AMZN MKTP US*139088CZ3 AMZN.COM/BILL WA	\$148.39
08/16	08/16	0541019KLJH82PLGF	WAWA 856 00008565 DELMAR DE	\$14.06
08/16	08/16	5531020KM5SE5RWNQ	SUNBELT RENTALS #547 DELMAR DE	\$487.65
08/31	08/31	5270824L4RQEBLBBL	ROYAL FARMS #337 SELBYVILLE DE	\$24.99
09/06	09/06	5543286L95W7AMD65	AMZN MKTP US*1V6KE09D0 AMZN.COM/BILL WA	\$6.22
09/06	09/06	5543286L95W7AVDAP	AMZN MKTP US*1V2ZH4XB2 AMZN.COM/BILL WA	\$6.22
09/06	09/06	5543286L95W7MNM7Q	AMZN MKTP US*1V58Y7GJ2 AMZN.COM/BILL WA	\$6.22

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

Account Number: XXXX XXXX XXXX
New Balance: \$693.75
Minimum Payment Due: \$35.00
Payment Due Date: October 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

Billing Questions:
800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$347.49
- Payments	\$347.49
- Other Credits	\$0.00
+ Purchases	\$541.01
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$541.01

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$958.00
Statement Closing Date September 9, 2022
Days in Billing Cycle 30

PAYMENT INFORMATION

New Balance: \$541.01
Minimum Payment Due: \$27.00
Payment Due Date: October 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
09/01	09/01	8542120L500XV1SKN	PAYMENT - THANK YOU	\$347.49
08/15	08/15	5543286KL5V1M181G	FOOD LION #0658 BERLIN MD	\$53.62
08/25	08/25	5543687KX7LBEPY9	CONTINENTAL CYCLES INC BERLIN MD	\$9.50
08/26	08/26	8265413L0WGN9G7EG	BERLIN PIZZA BERLIN MD	\$66.79
08/30	08/30	0531461L3EHVQSJ4V	THE ADKINS COMPANY BERLIN MD	\$19.98
09/04	09/04	5543286L75VTRJR91	AMZN MKTP US*1F6XT2OW1 AMZN.COM/BILL WA	\$391.12

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

Account Number: XXXX XXXX XXXX
New Balance: \$541.01
Minimum Payment Due: \$27.00
Payment Due Date: October 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



Town of Berlin, MD

Vendor History Report

By Vendor Name

Posting Date Range 09/27/2022 - 10/05/2022

Payment Date Range -

Payable Number Item Description	Description Units	Price	Post Date Amount	1099 Account Number	Payment Number Account Name	Payment Date	Amount Dist	Shipping Amount	Tax	Discount	Net	Payment
Vendor Set: 01 - Vendor Set 01												
0003138 - CARD SERVICES CENTER							13200.2				13200.2	13200.2
AUG SEPT FY 23	BOC CREDIT CARD		9/27/2022	DFT0000279	10/3/2022		970.09	0	0	0	970.09	970.09
BLACK PLASTIC PILING CAPS FOR TOPS OF UTILITY POLE	1	202.8	202.8	10-5620-5730	SUPPLIES AND OPERATIONS		202.8					
REGISTRATION FEES MISS UTILITY CONF: A. WIENHOLD	1	160	160	10-5600-5621	EMPLOYEE TRAINING		160					
REGISTRATION FEES MISS UTILITY CONF: : D. DAVIS	1	160	160	10-5600-5621	EMPLOYEE TRAINING		160					
100 PC. FRIED CHICKEN PLATTER LITTLETON RETIREMENT	1	99.98	99.98	10-5600-5615	TRAVEL		99.98					
ADAPTERS FOR BUCKET TRUCKS HYDRAULIC TOOL GUN	2	44.01	88.02	10-5620-5730	SUPPLIES AND OPERATIONS		88.02					
PAPER TOWELS, NAPKINS, UTENSILS & PAPER PLATES	1	79.57	79.57	10-5620-5730	SUPPLIES AND OPERATIONS		79.57					
ENTHANOL FREE GASOLINE FOR LAWN EQUIPMENT	1	48.58	48.58	10-5620-5630	VEHICLE FUEL		48.58					
TOWN OF BERLIN ANNUAL MEMBERSHIP DUES	1	45	45	10-5620-5620	DUES AND PUBLICATIONS		45					
PAPER TOWELS, NAPKINS, UTENSILS & PAPER PLATES	1	33.28	33.28	10-5610-5730	SUPPLIES AND OPERATIONS		33.28					
MOTORCRAFT OIL FILTER FOR F-150 FORD VEHICLES	4	6.92	27.68	10-5620-5257	VEHICLE MAINTENANCE		27.68					
DURCELL SIZE D BATTERIES, CAN OPENER FOR SHOP	1	25.18	25.18	10-5620-5730	SUPPLIES AND OPERATIONS		25.18					
AUG SEPT FY 23	BOC CREDIT CARD		9/27/2022	DFT0000276	10/3/2022		125	0	0	0	125	125
D3 CORP MONTHLY WEB HOSTING	0	0	125	01-5100-5264	WEBSITE		125					
AUG SEPT F 23	BOC CREDIT CARD		9/27/2022	DFT0000272	10/3/2022		2754.14	0	0	0	2754.14	2754.14
SEASIDE-POWER PLANT SEWER BACKUP	1	848	848	10-5610-5200	CONTRACTED SERVICES		848					
SEASIDE-POWER PLANT SEWER BACKUP	1	847.95	847.95	10-5610-5200	CONTRACTED SERVICES		847.95					
POWER PLANT-ALAN,CALEB,CASEY-EMISSIONS CERTIFICATI	1	825	825	10-5600-5621	EMPLOYEE TRAINING		825					
PAUL MILLER-LTAP 3 SCHOOL-HOTEL EXPENCE	1	515	515	10-5600-5615	TRAVEL		515					
AMERICAN SAFETY-E4 BUCKET TOOL LINE HOSE	1	167.74	167.74	10-5620-5730	SUPPLIES AND OPERATIONS		167.74					
TIM'S WORK BOOTS	1	157.74	157.74	10-5600-5740	SAFETY SUPPLIES AND MATERIAL!		157.74					
DUNKIN DONUTS-BROKEN POLE OUTAGE 3;00AM-1;00PM	1	65.2	65.2	10-5600-5615	TRAVEL		65.2					
UPS-PAUL MILLER-FR SHIRTS-SHIPPIING CHARGES	1	17.27	17.27	01-5125-5601	POSTAGE		17.27					
DUNKIN DONUTS-BROKEN POLE OUTAGE 3;00AM-1;00PM	1	7.92	7.92	10-5600-5615	TRAVEL		7.92					
TIM'S WORK BOOTS-CREDIT FOR RETURN	1	-157.74	-157.74	10-5600-5740	SAFETY SUPPLIES AND MATERIAL!		-157.74					
J HARLEN-FR PANTS CREDIT FOR RETURN	1	-539.94	-539.94	10-5620-5740	SAFETY SUPPLIES AND MATERIAL!		-539.94					
AUG SEPT FY 23	BOC CREDIT CARD		9/27/2022	DFT0000271	10/3/2022		548.19	0	0	0	548.19	548.19
SIGNSONTHECHEAP - YARD SIGNS FIREWORKS AND BAND	1	193.61	193.61	01-5400-5720	PRINTING		193.61					
GOVERNORS GRANTS - 2022 ANNUAL CONFRENCE	1	99	99	01-5400-5621	EMPLOYEE TRAINING		99					
J&J BOTTLESS WATER	1	87	87	01-5400-5700	OFFICE SUPPLIES		87					
AMAZON - PEPPERMINT LOLIPOPS FOR SANTA	1	69.9	69.9	01-5400-5727	MARKETING		69.9					
CONSTANT CONTACT MONTHLY FEE	1	68.9	68.9	01-5400-5727	MARKETING		68.9					
BERLIN AUTO WASH - CAR CLEANING	1	21	21	01-5400-5257	VEHICLE MAINTENANCE		21					
STAPLES - OFFICE CLEANING SUPPLIES	1	19.74	19.74	01-5400-5700	OFFICE SUPPLIES		19.74					

Vendor History Report

ting Date Range 09/27/2022 - 10/05/2022

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					
SIGNSONTHECHEAP - TAX REFUND	1	-10.96	-10.96	01-5400-5720	PRINTING	-10.96					
AUG SEPT FY 23	BOC CREDIT CARD	9/27/2022		DFT0000282	10/3/2022	3847.3	0	0	0	3847.3	3847.3
RADWELL - SIEMENS CARD DRYING BED CONTROL	1	1859.29	1859.29	24-5820-5251	EQUIPMENT MAINTENANCE	1859.29					
ACE - CUT OFF SAW	1	1199.99	1199.99	20-5720-5251	EQUIPMENT MAINTENANCE	599.99					
				24-5810-5251	EQUIPMENT MAINTENANCE	600					
CSMD - SOLIDS HANDLING JLATCHUM	1	139	139	20-5700-5621	EMPLOYEE TRAINING	139					
CSMD - PLANT OPTIMIZATION	1	139	139	20-5700-5621	EMPLOYEE TRAINING	139					
CSMD - PLANT OPTIMIZATION	1	134	134	20-5700-5621	EMPLOYEE TRAINING	134					
CSMD - PLANT OPTIMIZATION	1	134	134	24-5800-5621	EMPLOYEE TRAINING	134					
TRACTOR SUPPLY - BACKPACK SPRAYER	1	89.99	89.99	24-5820-5730	SUPPLIES AND OPERATIONS	89.99					
AMAZON - COLLECTIONS MANUAL	1	83.02	83.02	20-5700-5621	EMPLOYEE TRAINING	83.02					
DOMINO'S - LUNCH WATER LEAK	1	69.01	69.01	20-5720-5730	SUPPLIES AND OPERATIONS	69.01					
AUG SEPT FY 23	BOC CREDIT CARD	9/27/2022		DFT0000277	10/3/2022	1561.54	0	0	0	1561.54	1561.54
CARPET CLEANING	0	0	463.45	01-5200-5250	BUILDING MAINTENANCE	463.45					
HOTEL FOR HOLLAND NVSA	0	0	430.2	01-5200-5615	TRAVEL	430.2					
LUKE BOARDING	0	0	280	01-5200-5200	CONTRACTED SERVICES	280					
ASSORTED SUPPLIES	0	0	122	01-5200-5700	OFFICE SUPPLIES	122					
SHOP VAC	0	0	99.97	01-5200-5730	SUPPLIES AND OPERATIONS	99.97					
HAND TOWELS FOR FINGERPRINTING	0	0	92.94	01-5200-5626	FINGERPRINT EXPENSE	92.94					
PAPER TRIMMER	0	0	46.78	01-5200-5700	OFFICE SUPPLIES	46.78					
TONER	0	0	26.2	01-5200-5700	OFFICE SUPPLIES	26.2					
AUG SEPT FY 23	BOC CREDIT CARD	9/27/2022		DFT0000278	10/3/2022	886.83	0	0	0	886.83	886.83
SOLENOID VALVE SEPTAGE RECEIVING	1	886.83	886.83	24-5820-5251	EQUIPMENT MAINTENANCE	886.83					
AUG SEPT FY 23	BOC CREDIT CARD	9/27/2022		DFT0000274	10/3/2022	325.49	0	0	0	325.49	325.49
ACCESSORIES FOR SHOP CLAMP SHRINK WIREING	1	106.59	106.59	01-5320-5730	SUPPLIES AND OPERATIONS	106.59					
FUEL FOR GAS CAN AT SHOP	16.27	4.799	78.07	01-5320-5730	SUPPLIES AND OPERATIONS	78.07					
TIRE FOR 15 TRASH TRUCK	1	70.85	70.85	01-5310-5257	VEHICLE MAINTENANCE	70.85					
STRAP AND HITCH	1	69.98	69.98	01-5320-5730	SUPPLIES AND OPERATIONS	69.98					
AUG SEPT FY 23	BOC CREDIT CARD	10/3/2022		DFT0000275	10/3/2022	164.23	0	0	0	164.23	164.23
ROYAL FARMS NONETHANOL FUEL	1	125	125	30-5030-5730	SUPPLIES AND OPERATIONS	125					
ROYAL FARMS NONETHANOL FUEL	1	23.24	23.24	30-5030-5730	SUPPLIES AND OPERATIONS	23.24					
AMAZON LAPTOP STAND	1	15.99	15.99	24-5800-5700	OFFICE SUPPLIES	15.99					
AUG SEPT FY 23	BOC CREDIT CARD	9/27/2022		DFT0000281	10/3/2022	237.63	0	0	0	237.63	237.63
SYMPATHY FLOWERS EMPLOYEES GRANDSON	1	120.75	120.75	01-5000-5676	SPECIAL APPROPRIATIONS	120.75					
LAPTOP STANDS FOR ANYONE	1	99.98	99.98	01-5125-5700	OFFICE SUPPLIES	99.98					
GROMMETS FOR DESKS IN TOWN HALL	1	9.53	9.53	01-5125-5700	OFFICE SUPPLIES	9.53					
BATTERIES FOR FRONT DOOR CHIME CUSTOMER SERVICE	1	7.37	7.37	01-5125-5700	OFFICE SUPPLIES	7.37					
AUG SEPT FY 23	BOC CREDIT CARD	9/27/2022		DFT0000273	10/3/2022	545	0	0	0	545	545
2022 MML FALL CONFERENCE - MAYOR TYNDALL	1	475	475	01-5000-5615	TRAVEL	475					
GRADUATE CLASS	1	70	70	01-5000-5621	EMPLOYEE TRAINING	70					

Vendor History Report

Vendor History Report							Reporting Date Range 09/27/2022 - 10/05/2022					
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						
AUG SEPT FY 23	BOC CREDIT CARD		9/27/2022		DFT0000270	10/3/2022	693.75	0	0	0	693.75	693.75
STUMP GRINDER PARK TREES	1	487.65	487.65	01-5500-5730	SUPPLIES AND OPERATIONS	487.65						
GTMOTO HEADLIGHTS	1	148.39	148.39	01-5300-5730	SUPPLIES AND OPERATIONS	148.39						
PROPANE FOR SHOP	1	24.99	24.99	01-5320-5730	SUPPLIES AND OPERATIONS	24.99						
GAS FOR WOOD CHIPPER	1	14.06	14.06	01-5320-5630	VEHICLE FUEL	14.06						
FLAGS FOR HERNEY PARK	1	6.22	6.22	01-5320-5730	SUPPLIES AND OPERATIONS	6.22						
FLAGS FOR HERNEY PARK	1	6.22	6.22	01-5320-5730	SUPPLIES AND OPERATIONS	6.22						
FLAGS FOR HERNEY PARK	1	6.22	6.22	01-5320-5730	SUPPLIES AND OPERATIONS	6.22						
AUG SEPT FY 23	BOC CREDIT CARD		9/27/2022		DFT0000280	10/3/2022	541.01	0	0	0	541.01	541.01
WEATHER RESISTANT BULLETIN FOR TOWN HALL	1	391.12	391.12	01-5130-5250	BUILDING MAINTENANCE	391.12						
PIZZA FOR CREW	1	66.79	66.79	01-5300-5615	TRAVEL	66.79						
OXY DEEP CLEANER CARPT	1	53.62	53.62	01-5130-5250	BUILDING MAINTENANCE	53.62						
BRUSH TO PAINT TOWN HALL OFFICE	1	19.98	19.98	01-5130-5250	BUILDING MAINTENANCE	19.98						
TUBE FOR TIRE	1	9.5	9.5	01-5300-5730	SUPPLIES AND OPERATIONS	9.5						
Vendors: (1) Total 01 - Vendor Set 01:							13200.2	0	0	0	13200.2	13200.2
Vendors: (1) Report Total:							13200.2	0	0	0	13200.2	13200.2