



## **BERLIN MAYOR AND COUNCIL**

### **Meeting Agenda**

**Berlin Town Hall**

**10 William Street**

**Monday, June 27, 2022**

**5:30 PM      CLOSED SESSION– Public viewing of meeting closure in person or via Facebook.**

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

- a. Berlin Fire Company and Emergency Medical Service Agreements

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

1. Approval of the Minutes for:
  - a. Executive Session of 05.23.22
  - b. Statement of Closure for Executive Session 05.23.22
  - c. Regular Session of 05.23.22
2. Swearing in Board of Elections – Betty Tustin
3. Request for Approval – Berlin Heritage Foundation/Taylor House Museum Special One Day Permit
4. Awards of Contracts/Agreements:
  - a. Motion 2022-07: RFP 2022-02 William Street Pump Station Upgrade Project – Josh Taylor, Davis, Bowen & Friedel and Jamey Latchum, Director of Water Resources
  - b. Choptank Electric Cooperative Mutual Aid Agreement – Electric Utility Director Tim Lawrence
  - c. Motion 2022-06: Annual Contracts for Fiscal Year 2023 – Acting Town Administrator Mary Bohlen
5. Discussion:
  - a. Short-term Rental Regulation Implementation Discussion – Planning Director Dave Engelhart
  - b. Employee Handbook General Amendments/Corrections – Human Resources Director Kelsey Jensen
6. Acting Town Administrator's Report
7. Departmental Reports
8. Comments from the Council
9. Comments from the Mayor
10. Comments from the Public

11. Comments from the Press

12. Adjournment

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

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Acting Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.



CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, May 23, 2022

**Present:** Mayor Zackery Tyndall, Councilmembers Jay Knerr, Shaneka Nichols, Jack Orris, and Troy Purnell

**Staff Present:** Acting Town Administrator Mary Bohlen, Administrative Manager Kelsey Jensen and Town Attorney David Gaskill

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

**Others present:** None

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

On Monday, May 23, 2022, at approximately 6:00 PM, Mayor Tyndall noted that the purpose of the Closed Session was to discuss a personnel matter pursuant to Maryland General Provisions Article; Sec 3-305(b)(1): To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

At the request of Mayor Tyndall, Councilmember Orris moved to close the session, Councilmember Knerr seconded and the vote to close the session was unanimous. The Facebook livestream ended at approximately 6:02 PM and the Closed Session moved to the Conference Room.

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

Respectfully Submitted,



Mary T. Bohlen  
Deputy Town Administrator



Closed Session Summary  
To be included in the minutes in the next Open Meeting

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

- a. Date/Time of closed session: Monday, May 23, 2022 at 6:00 PM
- b. Place (location) of closed session: Council Chambers for closing vote; Conference Room for Discussion
- c. Purpose of the closed session: a) Town Administrator; b) Administrative Manager
- d. Date and time to return to public meeting: May 23, 2022 at 7:00 PM

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

- a. Motion to close meeting made by: Orris
- b. Seconded by: Knerr
- c. Members voting in favor: Nichols, Purnell
- d. Members opposed: none
- e. Members abstaining: none
- f. Members absent: Burrell

**3. Statutory authority to close session: General Provisions Article, §3-305(b):**

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals

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

Topic description	Persons present for discussion	Action taken/each recorded vote
a) Town Administrator; b) Administrative Manager	Z. Tyndall, J. Knerr, S. Nichols, J. Orris, T. Purnell, M. Bohlen, K. Jensen, and D. Gaskill. (Jensen present for all of a) and part of b))	b) Unan. – Promote K. Jensen to position of Human Resources Director

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

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



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, May 23, 2022**

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

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

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

**Staff Present:** Acting Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Police Chief Arnold Downing, Planning Director Dave Engelhart, Water Resources Director Jamey Latchum, Economic and Community Development Director Ivy Wells, Public Works Superintendent Cody Chesser, Town Attorney David Gaskill, and Human Resources Director Kelsey Jensen.

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 7:05 PM.

1. Approval of the Minutes for:

a. Regular Session of 04.25.22:

Councilmember Orris stated that at the last meeting he postponed the approval of these minutes to clarify prior administration on page six, it was determined after listening to the recording that prior administration was referring to the prior Town Administrator. He asked that prior administration be amended to state prior Town Administrator in the minutes.

On the motion of Councilmember Orris, second by Councilmember Knerr, the Regular Session Minutes of April 25, 2022, with the changes noted, were approved by the following vote:

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

b. Executive Session of 05.09.22:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Executive Session minutes of May 9, 2022, were approved by the following vote:

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

c. Mayor Tyndall read the Statement of Closure for the Executive Session on 05.09.22.

## d. Regular Session of 05.09.22:

On the motion of Councilmember Knerr, second by Councilmember Nichols, the Regular Session Minutes of May 9, 2022, were approved by the following vote:

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

## 2. Eastern Shore Regional GIS Cooperative (ESRGC) Housing Study Presentation

Mayor Tyndall introduced Logan Hall, GIS Analyst, who gave a presentation on the Housing Study that will be completed in Berlin. They both thanked the Tri-County Council for funding the project and talked about the benefits of the study for the Town. The Council asked questions pertaining to privacy, safety, and the process. Mr. Hall noted that the students conducting the study would be working from the street and would not go onto private property. Mayor Tyndall said they would have a kickoff meeting this week and will push out as much information as they could.

## 3. Appointment of Board, Commission, or Committee members

Mayor Zack Tyndall nominated Betty Tustin to serve on the Board of Elections and indicated that we have one remaining vacancy to fill.

On the motion of Councilmember Knerr, second by Councilmember Nichols, the nomination was approved by the following vote:

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

## 4. Proclamation 2022-05: Proclaiming June 20-26, 2022, as our Municipality's Observance of National Pollinator Week as an affiliate of Bee City, USA

Mayor Zack Tyndall and Economic and Community Development Director Ivy Wells explained the Town's initiatives, the purpose, and the importance of the Bee City designation. Mayor Tyndall indicated that the proclamation would be presented to a six-year-old in town who thanked the Town for participating in Bee City.

## 5. Motion 2022-04: Approval of applying for the DHCD Community Legacy Grant for additional façade grant funding

Economic and Community Development Director Ivy Wells explained the process and said the Town acts as a passthrough, there is no cost to the Town. On the motion of Councilmember Orris, second by Councilmember Nichols, Motion 2022-04 was approved by the following vote:

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

6. Review of Appraisal and Request to Move Forward with an Extended Negotiation Period with proposer(s)  
- Heron Park RFP

Mayor Zack Tyndall said the Council had shown more interest in the Gillis Gilkerson project and the Town would like to move forward with an extended negotiation period to discuss the project in more detail, but the Town has not committed to anything at this point.

On the motion of Councilmember Orris, second by Councilmember Nichols, the request to enter into extended negotiations with Gillis Gilkerson was approved by the following vote:

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

7. Motion 2022-05: Approval of American Rescue Plan Act (ARPA) Spending Plan

Mayor Zack Tyndall went over some of the changes since this was last presented, one of which was allocating an additional \$250,000 to Stormwater needs. Darl Kolar with E.A. Engineering explained that some funding can be leveraged for additional funding through grants and some can be used for infrastructure; he indicated that FEMA grants usually require a 25% match. He said the housing study will show stormwater affects too, so it will be helpful to have that study. Councilmember Purnell said Nelson Avenue needs to be addressed and should have been years ago. Resident Carol Rose requested that the grant for the businesses be removed from the ARPA plan as well as removing the additional radios.

On the Motion of Councilmember Knerr, second by Councilmember Purnell, the motion to amend Motion 2022-05 to remove \$54,000 for the businesses and amend the radio amount to only include the police radios (\$11,500), and allocate the additional \$178,000 to stormwater projects was approved by the following vote:

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

Councilmember Orris asked if Councilmember Knerr would amend his Motion to allocate half of the \$178,000 to the community center; Councilmember Knerr said not at this time.

Berlin Fire Company President David Fitzgerald asked if the Council could amend the wording in the motion to read "Capital needs to be determined" instead of SCBA (Self-Contained Breathing Apparatus); the Fire Company had applied for a grant for SCBA and if this wording indicates that the funding is committed elsewhere the application may not be awarded as the grantor will think they are supplanting the funds. Councilmember Nichols asked what the funding from the Town would be used for if they are awarded the SCBA grant funds; Mr. Fitzgerald said they have several other capital needs. Finance Director Natalie Saleh said if they receive the grant the Town could use the funds towards a Town need. Councilmember Orris asked if leaving the wording as is would be detrimental to the possible grant funding; Mr. Fitzgerald said it could be; they will find out if they are awarded the grant in the October timeframe.

On the Motion of Councilmember Orris, second by Councilmember Knerr, the request to strike SCBA and replace it with capital projects to be determined with approval by the Council was approved by the following vote:

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

8. Public Hearings:

- a. Ordinance 2022-04: Approving the Amendments of Chapter 108 Entitled Zoning, Article VI – District Regulations, Division 5, Section 108-403, Entitled Lot Area, Width and Yard Requirements as Submitted

Planning Director David Engelhart gave a brief overview of the proposed text amendments. Mayor Tyndall opened the public hearing at 7:58 PM. Mark Cropper, Jason Malone, and Steve Engel presented the request to approve the Ordinance as is and indicated it would give residents of townhouses their own yard. Councilmember Knerr asked if they would be allowed to fence their own yards; Mr. Cropper said it would depend on the HOA regulations. Councilmember Nichols asked if this were approved would it only pertain to properties from this point forward; Mr. Cropper said yes. With no further comments or questions, Mayor Tyndall closed the public hearing at 8:02 PM.

On the Motion of Councilmember Knerr, second by Councilmember Orris, Ordinance 2022-04 was approved by the following vote:

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

b. Ordinance 2022-05: Approving the FY 2023 Budget as Submitted

Mayor Zack Tyndall thanked the Department Heads and the Council for their work and feedback on the budget and the process. Mayor Tyndall opened the public hearing at 8:03 PM.

Berlin Fire Company President David Fitzgerald thanked the Council for the ARPA funds and said they need to continue to communicate because they are flat funded and cannot do the things they need to do to operate with a flat fund. He is hopeful that when they pay the Police Department off that some of the slot revenue funds can go towards the Fire Company. They asked if the Council could make an effort to give them a seat at the table when discussing growth in Town as it would directly impact public safety and put an additional strain on the department. Mayor Tyndall said he hears his concerns but would not agree with the characterization of flat funded because they are getting close to \$800,000 from the Town this year. With no further questions, the public hearing was closed at 8:10 PM.

Mayor Tyndall asked that when the Motion is made tonight could it include the changes that were made in the ARPA spending Motion. Finance Director Natalie Saleh said to clarify, the changes would be to the wording on some items, radios at \$11,500, removing the \$54,000 business grant, and adding \$178,000 to stormwater needs; Mayor Tyndall said that is correct.

On the Motion of Councilmember Nichols, second by Councilmember Orris, Ordinance 2022-05 with the amendments discussed, was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP					X
Troy Purnell		X			
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	3	1			1

9. Third Quarter Financial Highlights for FY 2022

Finance Director Natalie discussed the financial highlights for each fund. Mayor Tyndall and Councilmember Orris thanked her for compiling all the information for the quarterly report.

10. Acting Town Administrator's Report – Mary Bohlen

Ms. Bohlen reported that George & Lynch issued a change order in the amount of -\$9,361.00 for the E. Graham, Decatur, Stevenson and Decatur Park pathway; this reduces the park pathway from \$67,520.00 to \$58,159.00 and the overall contract from \$166,343.00 to \$156,982.00. This project is funded through Highway User Revenues (HUR) for FY22. She met onsite with Mr. Latchum, Mr. Charles, and DBF regarding the Stephen Decatur Park Restrooms. RFP 2022-02 for the William Street Lift Station is now active with a due date of June 15<sup>th</sup> and recommendation to the Mayor and Council on June 27<sup>th</sup>. A vendor was onsite to install timed locks on William Street and they are waiting for the recommendation to address Henry Park doors. She met with Mr. Charles and Mr. Chessser at Decatur, Henry, and Burbage Parks to review the recent Playground Inspection Report and look at the progress of the table tennis park. Public Works will be addressing many of the issues noted in the inspection report and discussing completion of the table tennis project with Tony Weeg. Ms. Bohlen then introduced Mr. Cody Chessser as the new Public Works Superintendent for the Town and mentioned that he was previously employed with Water Resources.

## 11. Departmental Reports:

## a. Economic and Community Development Director – Ivy Wells

Ms. Wells said she attended the National Main Street Conference in Richmond, VA and took back some valuable information; which may lead to a more pet-friendly Berlin. She processed a Façade Grant reimbursement for Forgotten50 Distillery and Sound Storm Records. She is working on the Community Legacy Grant for additional Façade Grant Funding for 2023. She is preparing for several upcoming murals downtown including the Dr. Tindley mural, Pollinator Way, The Welcome Center asphalt mural, and the Pitts House. Lastly, she mentioned that the Chamber of Commerce is looking for racers for bathtub races. Councilmember Orris asked when the billboard on 611 would go up; she said it went up today and that is was paid for by a variety of grant funding from the Main Street Tourism Account.

## b. Planning and Zoning Director – David Engelhart

Mr. Engelhart said they issued two Certificates of Occupancy and four Building Permits. The Historic District Commission will meet Wednesday, June 1, 2022 at 5:30 PM. Mr. Engelhart also mentioned that he spoke with the Mayor, and at the second June meeting, they plan to discuss extending the deadline for the Short-term-rental ordinance to be effective January 2023; he said he has received several calls from owners who would like to honor existing bookings for the year.

## c. Police Chief – Arnold Downing

Chief Downing stated that they had 12 accidents and four arrests since the last meeting. On May 15<sup>th</sup>, Chief Downing welcomed applicants for the position of entry-level police recruits and Lt Fisher and A/Sgt Bragg conducted the testing process. On May 11<sup>th</sup>, Chief Downing was interviewed by Anissa Lopez WMDT 47 regarding the Berlin Police Department's current manpower situation. On May 14<sup>th</sup>, Chief Downing and Lt Fisher reviewed the fourth section of policies with Lexipol and were assigned the next section. On May 12<sup>th</sup>, Chief Downing attended the National Children's Advocacy Center's (NCAC) audit review and summary. From May 16<sup>th</sup> to May 20<sup>th</sup>, Cpl Collins attended the Internet Crimes Against Children (ICAC) in Hanover, MD. On May 17<sup>th</sup>, Chief Downing attended the Worcester County Child Advocacy Center (CAC) board. The board welcomed new members, reviewed the audit from the National Children's Advocacy Center (NCAC), and conducted regular board business. On May 18<sup>th</sup>, Chief Downing, attended the Bi-Annual Law Enforcement Regional Roundtable with Atlantic General Hospital. Lastly, On May 19<sup>th</sup>, Chief Downing had a Maryland Training and Standards meeting to develop the new regulations and model policy.

## d. Finance Director – Natalie Saleh

Ms. Saleh thanked her staff for their work on the budget, especially Mr. Wise for filling in for her while she was out. She also thanked her staff for their work on the paperless billing project and said the link is now live on the website. She mentioned that she still wants to discuss the water and sewer fees in more detail. Lastly, they are working to close out fiscal year 2022 and starting to prepare for the audit.

## e. Water Resources Director – Jamey Latchum

Mr. Latchum reported that AC Schultes completed drilling well three and is now running some tests. Ms. Jensen added that they are awaiting a response from insurance to determine at which stage the well needs to be insured. Mr. Latchum said they are hopeful the well will be completed by July 1<sup>st</sup>. They were working to troubleshoot power issues with 346w lift station and the mole. They repaired leak a at the Food Lion water meter. They have been doing a lot of mowing. They provided and cleaned port-a-potties for weekend events. All of their staff attended CPR/AED training. And lastly, they updated a parcel map file for Google Earth to assist Planning & Zoning.

f. Public Works Superintendent – Cody Chesser

Mr. Chesser said he is new to Public Works and has been learning crewing and scheduling this week. On Friday, May 20, 2022, the Beautification committee updated the war memorial garden by adding new plants and flowers ahead of the Memorial Day service on Sunday, May 29<sup>th</sup>. Grass cutting is in full swing. They have been working in the parks doing grass cutting, mulching, adding stones to path, and getting ready for the holiday weekend. Public works ordered a new F-250 on August 11, 2021. On May 19, 2022, it moved to assembly status and now has a vin number. This was in the FY 2022 budget. He also mentioned that they had a playground inspection and will meet with a representative to discuss repairing and replacing items that were noted in the reports.

g. Human Resources Director – Kelsey Jensen

Mayor Tyndall congratulated Ms. Jensen and said effective today she has been named the Human Resources Director for the Town of Berlin; Ms. Jensen thanked the Mayor and Council for that decision. She said this week they conducted open enrollment. She attended and assisted in the scheduling of the CPR/AED/First Aid Classes. She said the Ethics Commission will meet on May 31<sup>st</sup> at noon to review financial disclosures for the Mayor and Council, Boards and Commissions, Department Heads, and 2022 Election Candidates that have filed thus far. She said this is the last reminder that the chair lift will be out of order on the morning of June 1<sup>st</sup>. They interviewed and hired two seasonal employees for Public Works and are conducting six interviews next week for various roles. She is working with Department Heads to start enforcing quarterly building safety checks, they must be completed by the department head or at the supervisory level. And lastly, she said they are seeing another rise in COVID cases and reminded folks to please wash their hands and test/mask if they are feeling ill.

12. Comments from the Council:

Councilmember Purnell asked where we stand on sidewalks from Purnell Crossing to Main Street on Old Ocean City Boulevard; Mayor Tyndall said he will follow up with SHA and keep him posted. Mayor Tyndall also mentioned that SHA told him they cannot reduce the speed on main street but will complete a speed study and he will follow up with them on crosswalks.

Councilmember Nichols asked if the Board of Elections can run with less than five members; Ms. Bohlen said it can be done with a quorum but is not ideal. She said they will hold their first meeting late June/early July and she would need to have any new members added by then. She said other than that meeting they only meet twice more and then need to be available for the full day on election day. Mayor Tyndall added that they should be appointed by March, according to the code, but they are doing the best they can.

Councilmember Knerr said the community bike ride on Friday was a huge success and he hopes to see more of them take place in Town.

Councilmember Orris indicated that the ARPA spending plan was estimated on the high-end, so he is hopeful those number will be lower. He wants to see the Community Center become a focus; Mayor Tyndall said the Town is in limbo until all four parcels are under one group; he hopes representatives will meet in June. Lastly, he asked that we get back to staff memos/write ups with out of the ordinary or unbudgeted items for clarity; Mayor Tyndall said that was not a problem.

13. Comments from the Mayor:

Mayor Tyndall praised the Beautification Committee on their hard work, and the bike ride for being so successful. He also asked that the Council consider cancelling the June 13<sup>th</sup> meeting so members of the Council can attend MML and the ESAM dinner.

On the Motion of Councilmember Orris, second by Councilmember Knerr, the request to cancel the June 13<sup>th</sup> meeting was approved by the following vote:

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

14. Comments from the Public:

Vincent Gisriel, Jr. said he would be outside and available if anyone wanted to sign his petition objecting to the sports complex project. He said he would be willing to come to anyone to have them sign as well and said they can call 410-251-1360.

Fire Company President David Fitzgerald asked if the unassigned fund balance of \$1.6 million was truly unassigned; Ms. Saleh said yes, it is unassigned.

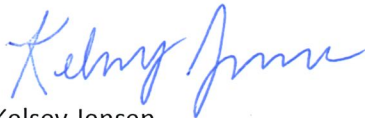
15. Comments from the Press – none.

16. Adjournment:

On the motion of Vice-President Purnell, the Mayor and Council meeting was adjourned at approximately 9:05PM.

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

Respectfully Submitted,



Kelsey Jensen  
Human Resources Director



# Mayor & Council of Berlin



## OATH OF OFFICE

I, Betty Tustin, do swear and affirm that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of the Town of Berlin Supervisor of Elections Board according to the Constitution and the Laws of the State.

SWORN THIS 27th DAY OF JUNE 2022.

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Betty Tustin

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Zack Tyndall, Mayor



## BOARD OF LICENSE COMMISSIONERS FOR WORCESTER COUNTY

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

### APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE PROVISIONS OF THE  
MARYLAND ALCOHOLIC BEVERAGES ARTICLE

Date of Application: June 16, 2022

Name of Applicant: Berlin Heritage Foundation / Taylor House Museum

Address of Applicant: 208 N. Main St. Berlin, MD 21811

Telephone: 410-641-1019 Email: info@taylorhousemuseum.org

Location for which Permit is sought: 208 N. Main St. Berlin, MD 21811

Hours Requested: 6:00 pm - 7:30 pm

Election District No.: \_\_\_\_\_

Convention or Group for which Permit sought: Sunday Evening at the Museum: Concert

Date for which Permit sought: Sunday, August 14, 2022

If within incorporated town, has the Mayor & Council approved issuance of Permit? \_\_\_\_\_

( ) Beer: \$100 per day    ( ☒ ) Beer-Wine: \$100 per day    ( ) Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

Heather Nottgarm

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)

## APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

1. May purchase beer & wine from a licensed MARYLAND WHOLESALER or a licensed MARYLAND RETAILER and liquor from a licensed MARYLAND RETAILER.
2. No other person or entity, including licensed retailers and/or distributors, and/or breweries, and/or manufacturers may bring ANY alcoholic beverages on the premises.
3. Only the beer, wine and liquor that the organization has purchased from licensed MARYLAND WHOLESALERS or licensed MARYLAND RETAILERS is permitted on the premises—PERIOD. This is written in the State law and the Maryland Comptroller's rules and regulations (which carry the same weight as law). No person can make exceptions to these laws. Only the Maryland legislature can change the law.

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As the applicant for the foregoing APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT; I certify that I have read the foregoing guidelines and agree to abide by them; and that I understand that a violation of these rules and laws could result in a fine up to \$4,000.00 levied against the organization named in the application, and that any future applications on behalf of this group may be denied.

Heather Nottingham  
PRINTED NAME OF APPLICANT

Heather Nottingham  
SIGNATURE OF APPLICANT

6/16/2022  
DATE

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



**MOTION OF THE MAYOR AND COUNCIL 2022-06**

A Motion of the Mayor and Council of the Town of Berlin awarding a contract for RFP 2022-02 WILLIAM STREET PUMP STATION UPGRADE to the following contractor and in the amount indicated:

T.K. Construction; \$411,937.00

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_\_ TO \_\_\_\_\_ OPPOSED, WITH \_\_\_\_\_ ABSTAINING AND \_\_\_\_\_ ABSENT.

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

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

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

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

June 17, 2022

Town of Berlin  
10 Williams St.  
Berlin, MD 21811

*Michael R. Wigley, AIA, LEED AP  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA  
Jason P. Loar, P.E.  
Ring W. Lardner, P.E.  
Jamie L. Sechler, P.E.*

ATTN: Ms. Mary Bohlen  
Acting Town Administrator

RE: Recommendation of Award – RFP 2022-02  
William Street Pump Station Upgrades  
Berlin, Maryland  
DBF# 0050A002.046

Ms. Bohlen:

This correspondence is to inform you that the low bidder for the referenced project is TK Construction, Inc. Enclosed, please find one copy of each bidders' bid package, as well as a copy of the Bid Tabulation for the referenced project. Davis, Bowen & Friedel, Inc., (DBF) has reviewed the low bidder's bid package and find all documentation to be properly submitted.

Based on TK Construction's previous work experience with the Town of Berlin and with other municipal sewer pump stations of similar size and scope, DBF trusts that the Contractor has the resources and experience necessary to complete the project. Based on these findings, DBF recommends award of the William Street Pump Station Upgrade project to TK Construction, Inc, contingent upon the availability of funds. Should the Town choose to accept DBF's recommendation, the award amount for the completion of the referenced project would be Four Hundred Eleven Thousand, Nine Hundred Thirty-Seven Dollars, and 00/100 (\$411,937.00). The final project cost will depend on the actual installed work.

If the Mayor and Council concur, please provide notification to DBF and we will continue the award process. Should you have any questions, comments, or concerns, please contact me at 410-543-9091.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.



Joshua J. Taylor, P.E.  
Associate

L:\0050A Berlin\0050A002.046 William Street Pump Station\Admin\Bidding\2022.06.17.Bohlen-Award Recommendation.docx

Enclosures

cc: Jamey Latchum, Town of Berlin  
Tommy Klaverweiden, TK Construction, Inc.

WILLIAM STREET PUMP STATION UPGRADE TOWN OF BERLIN, MD JUNE 15, 2022												
					TK CONSTRUCTION		DAVID A. BRAMBLE, INC.		RETALLACK & SON'S INC.		CHESAPEAKE TURF LLC	
ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid)	--	LS	--	\$ 15,843.00	\$ 15,843.00	\$ 21,500.00	\$ 21,500.00		\$ 23,999.64	\$ 24,500.00	\$ 24,500.00
2	Bypass Pumping	--	LS	--	\$ 34,339.00	\$ 34,339.00	\$ 41,350.00	\$ 41,350.00		\$ 49,589.61	\$ 82,000.00	\$ 82,000.00
3	Isolate, Clean, Inspect, and Provide Inspection Report for Sanitary Sewer Manhole Wet Well and Existing Suction Lines.	--	LS	--	\$ 21,794.00	\$ 21,794.00	\$ 6,650.00	\$ 6,650.00		\$ 6,533.84	\$ 22,800.00	\$ 22,800.00
4	Furnish and Install Manhole Lining, and Appurtenances.	--	SF	330	\$ 70.00	\$ 23,100.00	\$ 55.00	\$ 18,150.00	\$ 160.17	\$ 52,856.10	\$ 135.00	\$ 44,550.00
5	Proposed Site and Utility Work	--	LS	--	\$ 174,677.00	\$ 174,677.00	\$ 200,000.00	\$ 200,000.00		\$ 187,932.77	\$ 140,800.00	\$ 140,800.00
6	Install At-Grade Duplex Pump Station and Appurtenances.	--	LS	--	\$ 113,765.00	\$ 113,765.00	\$ 113,000.00	\$ 113,000.00		\$ 105,408.15	\$ 145,500.00	\$ 145,500.00
7	Furnish and Install and Integrate Cellular Based SCADA System and Appurtenances	--	LS	--	\$ 8,119.00	\$ 8,119.00	\$ 15,000.00	\$ 15,000.00		\$ 53,702.48	\$ 37,500.00	\$ 37,500.00
<b>Contingency Items (if and as directed by Engineer)</b>												
8	Manhole Repairs	--	SF	30	\$ 350.00	\$ 10,500.00	\$ 55.00	\$ 1,650.00	\$ 360.00	\$ 10,800.00	\$ 200.00	\$ 6,000.00
9	Furnish and Install Cured-in-Place Pipe Lining and Appurtenances	4"	LF	10	\$ 259.00	\$ 2,590.00	\$ 1,100.00	\$ 11,000.00	\$ 136.00	\$ 1,360.00	\$ 1,500.00	\$ 15,000.00
10	Miscellaneous Excavation & Backfill for Test Pitting	--	CY	10	\$ 11.00	\$ 110.00	\$ 100.00	\$ 1,000.00	\$ 360.00	\$ 3,600.00	\$ 200.00	\$ 2,000.00
11	Furnish & Place Select Backfill	--	CY	10	\$ 20.00	\$ 200.00	\$ 25.00	\$ 250.00	\$ 75.00	\$ 750.00	\$ 50.00	\$ 500.00
12	Excavation Below Subgrade & Gravel Refill	--	CY	10	\$ 75.00	\$ 750.00	\$ 110.00	\$ 1,100.00	\$ 136.00	\$ 1,360.00	\$ 150.00	\$ 1,500.00
13	Furnishing & Installing Additional Fittings Not Shown on the Plans	--	LBS	200	\$ 12.00	\$ 2,400.00	\$ 16.00	\$ 3,200.00	\$ 27.50	\$ 5,500.00	\$ 2.00	\$ 400.00
14	Furnishing and Placing Miscellaneous Concrete	--	CY	10	\$ 375.00	\$ 3,750.00	\$ 400.00	\$ 4,000.00	\$ 360.00	\$ 3,600.00	\$ 5.00	\$ 50.00
<b>TOTAL</b>					<b>\$</b>	<b>411,937.00</b>	<b>\$</b>	<b>437,850.00</b>	<b>\$</b>	<b>506,992.59</b>	<b>\$</b>	<b>523,100.00</b>

## RFP 2022-02 William Street Pump Station Upgrade Project

Contractor: TK CONSTRUCTION

### COST PROPOSAL

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.

The following tables should be included within the proposal submission as applicable.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid)	--	LS	--	15,843.00	15,843.00
2.	Bypass Pumping	--	LS	--	34,339.00	34,339.00
3.	Isolate, Clean, Inspect, and provide Inspection Report for Sanitary Sewer Manhole Wet Well and Existing Suction Lines.	--	LS	--	21,794.00	21,794.00
4.	Furnish and Install Manhole Lining, and Appurtenances.	--	SF	330	70.00	23,100.00
5.	Proposed Site and Utility Work	--	LS	--	174,677.00	174,677.00
6.	Install At-Grade Duplex Pump Station and Appurtenances.	--	LS	--	113,765.00	113,765.00
7.	Furnish and Install and Integrate Cellular Based SCADA System and Appurtenances	--	LS	--	8,119.00	8,119.00
<b>Contingency Items (if and as directed by Engineer)</b>						
8.	Manhole Repairs	--	SF	30	350.00	10,500.00
9.	Furnish and Install Cured-in-Place Pipe Lining and Appurtenances	4"	LF	10	259.00	2,590.00
10.	Miscellaneous Excavation & Backfill for Test Pitting	--	CY	10	11.00	110.00
11.	Furnish & Place Select Backfill	--	CY	10	20.00	200.00
12.	Excavation Below Subgrade & Gravel Refill	--	CY	10	75.00	750.00
13.	Furnishing & Installing Additional Fittings Not Shown on the Plans	--	LBS	200	12.00	2,400.00
14.	Furnishing and Placing Miscellaneous Concrete	--	CY	10	375.00	3,750.00
<b>Total Base Bid \$</b>					<u>411,937.00</u>	
(Written Amount)					<u>FOUR HUNDRED ELEVEN THOUSAND NINE HUNDRED THIRTY-SEVEN</u>	



## RFP 2022-02 William Street Pump Station Upgrade Project

Contractor: TK CONSTRUCTION

### Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
BILBROUGH'S ELECTRIC	25289 SMITH LANDING RD DENTON, MD	ELECTRICAL SCADA
CHESAPEAKE ENVIRONMENTAL SERVICES	29631 FOSKEY LA DELMAR, MD	WET WELL CLEANING & INSPECTION
PRO COAT	26538 SILDAM RD SALISBURY, MD 21801	WET WELL LINING EQUIPMENT PAINTING

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

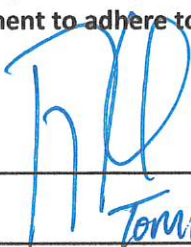


## RFP 2022-02 William Street Pump Station Upgrade Project

Contractor: TKCONSTRUCTION

### SIGNATURES

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

Signature: 

Date: 6/14/22

Printed Name: TOMMY KLAVERWEIDEN

Firm Name: TK CONSTRUCTION

Tax/EIN: 52-0958029

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

Address: 31812 JOHNSON RD

City, State Zip: SALISBURY, MD 21804

Phone: 410 742 5684



## RFP 2022-02 William Street Pump Station Upgrade Project

Contractor: David A. Bramble, Inc.

### COST PROPOSAL

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.

The following tables should be included within the proposal submission as applicable.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid)	--	LS	--	21,500.00	21,500.00
2.	Bypass Pumping	--	LS	--	41,350.00	41,350.00
3.	Isolate, Clean, Inspect, and provide Inspection Report for Sanitary Sewer Manhole Wet Well and Existing Suction Lines.	--	LS	--	6,650.00	6,650.00
4.	Furnish and Install Manhole Lining, and Appurtenances.	--	SF	330	55.00	18,150.00
5.	Proposed Site and Utility Work	--	LS	--	200,000.00	200,000.00
6.	Install At-Grade Duplex Pump Station and Appurtenances.	--	LS	--	113,000.00	113,000.00
7.	Furnish and Install and Integrate Cellular Based SCADA System and Appurtenances	--	LS	--	15,000.00	15,000.00
<b>Contingency Items (if and as directed by Engineer)</b>						
8.	Manhole Repairs	--	SF	30	55.00	1,650.00
9.	Furnish and Install Cured-in-Place Pipe Lining and Appurtenances	4"	LF	10	1,100.00	11,000.00
10.	Miscellaneous Excavation & Backfill for Test Pitting	--	CY	10	100.00	1,000.00
11.	Furnish & Place Select Backfill	--	CY	10	25.00	250.00
12.	Excavation Below Subgrade & Gravel Refill	--	CY	10	110.00	1,100.00
13.	Furnishing & Installing Additional Fittings Not Shown on the Plans	--	LBS	200	16.00	3,200.00
14.	Furnishing and Placing Miscellaneous Concrete	--	CY	10	400.00	4,000.00
<p style="text-align: right;"><b>Total Base Bid \$ <u>\$437,850.00</u></b></p> <p><b>(Written Amount)</b> <u>Four Hundred Thirty-Seven Thousand, Eight Hundred Fifty Dollars and Zero Cents</u></p>						



## RFP 2022-02 William Street Pump Station Upgrade Project

Contractor: David A. Bramble, Inc.

**Proposed Subcontractors:**

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
Lywood Electric, Inc. 52-1144568	102 Frank M Adams Industrial Way Federalsburg, MD 21632	Electrical Items
G & D Services, Inc. DBA SPRIG 27-4661329	P.O. Box 426 Townsend, DE 19734-9784	Mechanical Install
Standard Pipe Services, LLC 81-4214903	P.O. Box 99 Bear, DE 19701	Clean & Inspect Pipe

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




## RFP 2022-02 William Street Pump Station Upgrade Project

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Contractor: David A. Bramble, Inc.

### SIGNATURES

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

Signature:  Date: 06/15/2022

Printed Name: Paul C. Bramble

Firm Name: David A. Bramble, Inc. Tax/EIN: 52-0810125

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

Address: P.O. Box 419

City, State Zip: Chestertown, MD 21620

Phone: 410-778-3023



## RFP 2022-02 William Street Pump Station Upgrade Project

Contractor: Retallack & Son's Inc.

### COST PROPOSAL

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.

The following tables should be included within the proposal submission as applicable.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid)	--	LS	--		\$23,999.64
2.	Bypass Pumping	--	LS	--		\$49,589.61
3.	Isolate, Clean, Inspect, and provide Inspection Report for Sanitary Sewer Manhole Wet Well and Existing Suction Lines.	--	LS	--		\$6,533.84
4.	Furnish and Install Manhole Lining, and Appurtenances.	--	SF	330	\$160.17	\$52,856.10
5.	Proposed Site and Utility Work	--	LS	--		\$187,932.77
6.	Install At-Grade Duplex Pump Station and Appurtenances.	--	LS	--		\$105,408.15
7.	Furnish and Install and Integrate Cellular Based SCADA System and Appurtenances	--	LS	--		\$53,702.48
<b>Contingency Items (if and as directed by Engineer)</b>						
8.	Manhole Repairs	--	SF	30	\$360.00	\$10,800.00
9.	Furnish and Install Cured-in-Place Pipe Lining and Appurtenances	4"	LF	10	\$136.00	\$1,360.00
10.	Miscellaneous Excavation & Backfill for Test Pitting	--	CY	10	\$360.00	\$3,600.00
11.	Furnish & Place Select Backfill	--	CY	10	\$75.00	\$750.00
12.	Excavation Below Subgrade & Gravel Refill	--	CY	10	\$136.00	\$1,360.00
13.	Furnishing & Installing Additional Fittings Not Shown on the Plans	--	LBS	200	\$27.50	\$5,500.00
14.	Furnishing and Placing Miscellaneous Concrete	--	CY	10	\$360.00	\$3,600.00
<b>Total Base Bid \$ 506,992.59</b>						
(Written Amount) <u>Five hundred six thousand nine hundred ninety two dollars and fifty nine cents</u>						



## RFP 2022-02 William Street Pump Station Upgrade Project

---

Contractor: Retallack & Son's Inc.

**Proposed Subcontractors:**

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
Billbrough's Electric, Inc. 510325878	25289 Smith Landing Rd. Denton, MD 21629	Install Scada Sytem

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



## RFP 2022-02 William Street Pump Station Upgrade Project

Contractor: Retallack & Son's Inc.

### SIGNATURES

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

Signature: Joanne M Retallack Date: 6-14-2022  
Printed Name: Joanne M Retallack  
Firm Name: Retallack & Sons, Inc. Tax/EIN: 20-2556501  
DBA (if different than above): \_\_\_\_\_  
Address: 8520 Swann Haven Rd.  
City, State Zip: Easton, MD 21601  
Phone: 410-822-9467





**CHESAPEAKE TURF, LLC**

**P.O. Box 2696, Salisbury, MD 21802-2696**

**410-341-4363 Fax: 866-809-9185**

**info@chesapeaketurf.com**

June 14, 2022

TOWN OF BERLIN RFP 2022-02  
ATTN: M. BOHLEN, ACTING TOWN ADMINISTRATOR  
10 WILLIAM STREET  
BERLIN, MD 21811

RE: Contractor Bid Qualifications Introduction

To Whom It May Concern:

Chesapeake Turf is a site contractor which started in the golf industry in 2001 performing mass excavation and grading for the construction of golf courses, hence the name; however over the years we have worked to diversify our construction experience and expand our capabilities. We started out small in the general contracting field focusing on projects less than \$500,000, starting with projects for Salisbury University involving the installation of a guard shack in 2011, installation of a domestic water loop in 2012, parking lot in 2016, replacement of a grease interceptor in 2017 and numerous smaller projects for both the University and other state agencies.

In recent years starting in 2018, we further expanded our capabilities as a general contractor who self performs site and utilities construction with a team of specialized contractors for the work that requires specialty licensing such as surveying, electrical and mechanical. Among the larger projects that have been completed in recent years, we completed a project for the State of Maryland at Tuckahoe State Park for construction of a spur trail from December 2015 to April 2016 in excess of \$2 million. In addition, we completed a dunes restoration project at Assateague State Park in excess of \$3 million for the State of Maryland, Department of General Services between October 2018 and November 2020. And the largest project we have completed to date was the installation of 9 concrete wet well pump stations with valve vaults for Sussex County Delaware between January 2020 and March 2022, with a contract value in excess of \$5 million.

Each of these projects indicate our financial capabilities to perform a project of this magnitude and signifies our expanding application of our experience in mass excavation in the water and sewer applications. We have invested in equipment to support this work and will continue to further enhance expanding our equipment investments and project base to perform even larger projects. We are providing a list of references for prior projects for consideration of our qualifications per the solicitation.

Sincerely,

**Greg Tucker**  
Managing Member



**CHESAPEAKE TURF, LLC**

P.O. Box 2696, Salisbury, MD 21802-2696

410-341-4363 Fax: 866-809-9185

[info@chesapeaketurf.com](mailto:info@chesapeaketurf.com)

**GENERAL CONTRACTOR/SITE GRADING REFERENCE:**

JOHN ARFORD

STATE OF MARYLAND – DEPARTMENT OF GENERAL SERVICES

201 BAPTIST STREET, SUITE 35

SALISBURY, MD 21801

EMAIL: [JOHN.ARFORD@MARYLAND.GOV](mailto:JOHN.ARFORD@MARYLAND.GOV)

OFFICE# 410-543-8907

CELL# 443-397-3533

PROJECT# 1 TUCKAHOE STATE PARK

COMPLETED: APRIL 2016

VALUE: \$2,310,599

PROJECT# 2 ASSATEAGUE STATE PARK

COMPLETED: MAY 2019

VALUE: \$3,401,550

**GENERAL CONTRACTING & UTILITIES REFERENCE:**

ROBERT MILLS

STATE OF MARYLAND – UNIVERSITY OF MARYLAND

COLLEGE BACKBONE ROAD

PRINCESS ANNE, MD 21853

EMAIL: [RMILLS@UMES.EDU](mailto:RMILLS@UMES.EDU)

OFFICE# 410-651-7797

CELL# 443-735-8811

**TASK ORDER & UNDERGROUND UTILITIES REFERENCE:**

GLEN HUGHES

STATE OF MARYLAND – SALISBURY UNIVERSITY

1101 S CAMDEN AVENUE

SALISBURY, MD 21801

EMAIL: [GMHUGHES@SALISBURY.EDU](mailto:GMHUGHES@SALISBURY.EDU)

OFFICE# 410-548-5991

**SANITARY STRUCTURE REFERENCE:**

SHANE ODEGAARD

WORCESTER COUNTY DEPT OF PUBLIC WORKS

1000 SHORE LANE

OCEAN PINES, MD 21811

EMAIL: [SODEGAARD@WORCESTER.MD.US](mailto:SODEGAARD@WORCESTER.MD.US)

OFFICE# 410-202-6213

90 County

# State of Maryland License



CHESAPEAKE TURF LLC  
PO BOX 2696  
SALISBURY MD 21802

CHESAPEAKE TURF LLC  
5652 N NITHSDALE DR  
SALISBURY MD 21801

**22969675**

22428567

10152878

**22**

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
77	015	CONSTRUCTION FIRM (NOT FOR HOME IMPROVEMENT)	1	15.00

DATE OF ISSUE  
MO DAY YR  
04/27/2022

MONTHS PAID  
12

ISSUING FEES	2.00		
TOTAL	17.00	AMOUNT PAID	17.00

**THIS LICENSE MUST BE PUBLICLY DISPLAYED  
AND EXPIRES ON APRIL 30, 2023**

ISSUED BY

James B. McAllister, Clerk of Circuit Court  
P.O. BOX 198  
SALISBURY, MARYLAND 21803-0198 (410)543-1427

TCR

The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first



\*22\$150\$122428567\$122969675\*

Scan this one second



\*15.00\$M0.00\$M0.00\$M2.00\*

## RFP 2022-02 William Street Pump Station Upgrade Project

Contractor: Chesapeake Turf LLC

### COST PROPOSAL

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.

The following tables should be included within the proposal submission as applicable.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid)	--	LS	--	24,500.00	24,500.00
2.	Bypass Pumping	--	LS	--	82,000.00	82,000.00
3.	Isolate, Clean, Inspect, and provide Inspection Report for Sanitary Sewer Manhole Wet Well and Existing Suction Lines.	--	LS	--	22,800.00	22,800.00
4.	Furnish and Install Manhole Lining, and Appurtenances.	--	SF	330	135.00	44,550.00
5.	Proposed Site and Utility Work	--	LS	--	140,800.00	140,800.00
6.	Install At-Grade Duplex Pump Station and Appurtenances.	--	LS	--	145,500.00	145,500.00
7.	Furnish and Install and Integrate Cellular Based SCADA System and Appurtenances	--	LS	--	37,500.00	37,500.00
<b>Contingency Items (if and as directed by Engineer)</b>						
8.	Manhole Repairs	--	SF	30	200.00	6,000.00
9.	Furnish and Install Cured-in-Place Pipe Lining and Appurtenances	4"	LF	10	1,500.00	15,000.00
10.	Miscellaneous Excavation & Backfill for Test Pitting	--	CY	10	200.00	2,000.00
11.	Furnish & Place Select Backfill	--	CY	10	50.00	500.00
12.	Excavation Below Subgrade & Gravel Refill	--	CY	10	150.00	1,500.00
13.	Furnishing & Installing Additional Fittings Not Shown on the Plans	--	LBS	200	2.00	400.00
14.	Furnishing and Placing Miscellaneous Concrete	--	CY	10	5.00	50.00
<b>Total Base Bid \$</b>					<b>523,100.00</b>	
<b>(Written Amount)</b>					<b>Five hundred twenty three Thousand, One Hundred dollars and NO cents</b>	



## RFP 2022-02 William Street Pump Station Upgrade Project

Contractor: Chesapeake Turf LLC

**Proposed Subcontractors:**

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
TBD - awaiting final prices		Electrical subcontracting

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



## RFP 2022-02 William Street Pump Station Upgrade Project

Contractor: Chesapeake Turf LLC

### SIGNATURES

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

Signature: 

Date: 06/15/2022

Printed Name: Greg Tucker, Managing Member

Firm Name: Chesapeake Turf LLC

Tax/EIN: 52-2303664

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

Address: 5652 N Nithsdale Drive, PO Box 2696

City, State Zip: Salisbury, MD 21801

Phone: 410-341-4363



**MUTUAL ASSISTANCE AGREEMENT**

**THIS AGREEMENT**, effective as of June \_\_\_\_\_, 2022, is made by and among Choptank Electric Cooperative and the Town of Berlin, Maryland (individually, a “Party”, collectively, the “Parties”).

**WITNESSETH**

**WHEREAS**, the Parties operate electric utilities on the Eastern Shore of Maryland and as such have an interest in the sustained reliability and successful operation of the other; and

**WHEREAS**, the Parties are in geographic proximity to each other and may from time to time be called on by the other for assistance during emergency service restoration; and

**WHEREAS**, the Parties are willing to provide such assistance without being obligated to do so; and

**WHEREAS**, the Parties are willing to permit each other to perform such emergency repair work as provided herein.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the Parties agree as follows:

***1. Permission to Make Emergency Repairs***

Each Party hereby grants permission to the other Party to make emergency repairs and perform certain operations and maintenance work to that Party’s electrical system for the purpose of restoring service in the event of interruption of service. All work will be performed on sections or in areas of the system as designed by the Party requesting emergency assistance. Hereinafter, the Party requesting emergency assistance shall be identified as the “Requesting Party” and the Party providing assistance shall be identified as the “Responding Party.” Nothing in this Agreement shall be construed to restrict a Party

from patrolling the other Party's transmission and distribution system solely for the purpose of locating and identifying damage to or malfunction of such lines in order to transmit such information to that Party.

## **2. *Assistance During Emergency Restoration of Service***

Each Party agrees to assist with emergency restoration of service upon request of a Requesting Party if the Responding Party has resources available to assist. Such request may be made either verbally or in writing. Such assistance may include, but is not necessarily limited to, repairs made to delivery systems or assistance in installing mobile substations. Within a reasonable time after making a request for assistance, or after receiving such assistance, the Requesting Party shall document and send the Responding Party, in any written form it feels appropriate, the request for and acceptance of assistance from the Responding Party. Within a reasonable time after agreeing to provide assistance the Responding Party shall send to the Requesting Party in whatever written form it feels appropriate, the names, titles, vehicle types and overtime policy of the Responding Party's crew.

## **3. *Reimbursement***

Neither Party shall incur monetary gain or loss for services rendered or for work performed pursuant to this Agreement. The Requesting Party shall be responsible for any reasonable cost incurred by the Responding Party for the purpose of providing emergency repairs and operation maintenance work in accordance with Section 2 above. The Requesting Party shall reimburse the Responding Party for the actual cost of such activities as well as reasonable overhead. The Responding Party shall submit an itemized invoice to the Requesting Party within 30 days from the end of the last month in which charges were incurred and payment will be made within 30 days from the date of invoice.

#### ***4. Notice and Authorization for Specific Repairs***

Emergency repairs and operation or maintenance work shall be undertaken pursuant to this Agreement on any facilities following coordination with the Requesting Party.

In performing emergency repairs, operation and maintenance work pursuant to this Agreement, the Responding Party shall take such actions as are reasonably necessary to restore service. In performing its work for the Requesting Party, the Responding Party shall follow the safety rules and policies of the Requesting Party or those of its own system, whichever are more stringent.

#### ***5. Reporting***

Upon completion of the repairs by repair personnel, the Responding Party will notify the Requesting Party that the work has been completed and the crew is clear of the line.

#### ***6. Insurance***

Each Party shall, at its sole expense, purchase and maintain, and shall require its subcontractors to purchase and maintain, in full force and effect during the period of the work, the following insurance coverage with companies acceptable to the other Party:

- A. Worker's Compensation insurance that complies with the laws of all states where the work is performed or wherever the employees performing such work are normally employed and employers' liability insurance with limits of at least \$100,000.
- B. Comprehensive general liability insurance with bodily injury and property damage combined single limits of at least \$1,000,000 per occurrence. Such insurance shall include, but not necessarily be limited to broad form property damage liability and personal injury liability.
- C. Automobile liability insurance with bodily injury and property damage combined single limits of at least \$2,000,000 per occurrence covering vehicles owned, hired or non-owned.

- D. Umbrella or excess liability insurance with a single limit of \$10,000,000 per occurrence in excess of the employers' liability, commercial general liability, and automobile liability policies.

The insurance policies above shall provide that coverage may not be cancelled by the insurer without giving 30 days prior written notice to the other Party.

The amounts of insurance required above may be satisfied by purchasing primary coverage in the amounts specified or by buying a separate excess umbrella liability policy together with lower limit primary underlying coverage. The structure of the coverage is at each Party's option, so long as the total amount of insurance meets the requirements above.

Upon execution of this contract, each Party shall also cause its insurers or agents to provide to the other Party certificates of insurance evidencing the coverage required herein. The insurance requirements set forth above shall in no way be deemed to limit or discharge each Party's obligations to the other Party.

## ***7. Inspection***

The Requesting Party reserves the right, but undertakes no obligation, to inspect any work performed by the Responding Party under this Agreement. Inspection is not required to reenergize the repaired line equipment.

## ***8. Warranty as to Serviceability of Equipment***

Both the Requesting Party and the Responding Party warrant that, at the time of either Party's performance of work under this agreement, all equipment has been designed, installed and maintained in accordance with the manufacture's instructions. Neither Party warrants the serviceability of any equipment owned, installed, maintained or operated by the other Party.

#### ***9. Independent Contractor***

Each Party is an independent contractor with respect to the work performed hereunder, and this Agreement is not intended to be one of hiring under any worker's compensation or other laws.

#### ***10. Compliance with Laws***

The Parties shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances applicable to the performance of the work, including but not limited to all laws, rules, regulations, and ordinance pertaining to occupational health and safety.

#### ***11. Records of Emergency Repairs***

Each Party shall maintain an accurate and complete record of all direct and indirect costs incurred and anticipated to be incurred for the performance of this Agreement.

#### ***12. Applicable Law***

The statutes and judicial interpretations of the State of Maryland shall govern the validity and constructions of this Agreement.

#### ***13. Term and Termination***

The initial term shall be for one year beginning with the date first written above. Renewal for successive one-year terms will be automatic unless written notice of cancellation is given by one Party to the other Party not less than 30 days prior to expiration of the then current term. Any Party may terminate their participation in this Agreement by providing 30 days written notice to the other Party.

#### ***14. Other Subcontractors***

Nothing in this Agreement shall preclude or limit a Requesting Party contracting with other subcontractors for restoration work at any stage of the restoration process. Such contracts may be arranged in addition to or in lieu of seeking mutual assistance from the other Party.

***15. Counterparts***

This Agreement is executed in several counterparts, all of which taken together shall constitute one instrument.

***16. Entire Agreement***

This Agreement and any Supplements hereto constitute the entire agreement among the Parties and merges all prior and contemporaneous agreements and communications with respect to the subject matter hereof.

AS WITNESS, the execution hereof by the Parties through their respective duly authorized officers as of the Effective Date first above written.

Choptank Electric Cooperative, Inc.

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Micheal E. Malandro, President and Chief Executive Officer

Town of Berlin

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Zackery Tyndall, Mayor and President of Council



**MOTION OF THE MAYOR AND COUNCIL 2022-07**

A Motion of the Mayor and Council of the Town of Berlin authorizing annual contracts for the following vendors and services as budgeted for Fiscal Year 2023:

- BOOTH AND ASSOCIATES, LLC – Electric Utility Consultant: Not to exceed \$100,000
- CARDS TECHNOLOGY – Information Technology Consultant/Contractor: \$68,484:
  - \$43,320 Annual Service Agreement, including Continuity
  - \$10,656 Managed Network
  - \$14,508 Office 365 Licensing
- DAVIS, BOWEN & FRIEDEL, INC. – General Engineering Consultant: Not to exceed \$100,000
- EA ENGINEERING SCIENCE AND TECHNOLOGY, INC. PBC – General Stormwater Consulting: Not to exceed \$100,000
- JARMON’S CLEANING SERVICES – Cleaning Services for Police Department: \$10,400.04
- MD DE RAILROAD – Annual Lease Agreement \$14,900
- PKS INVESTMENT ADVISORS LLC – Annual Independent Financial Audit: \$40,900
  - \$36,400
  - \$4,500 Single Audit
- SOUTHERN CORROSION, INC. – Annual Water Tower Maintenance: \$38,500
- TYLER TECHNOLOGIES – Annual Support \$34,500 (not including on-line services fees)
- WORCESTER YOUTH AND FAMILY – Berlin Youth Program: \$40,000
- General Cleaning Service (TBD): Cleaning Services for Public Restrooms (Williams Street and Henry Park), restrooms in Town Hall and Planning, and two kitchens in Town Hall: Not to exceed \$12,000

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

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

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

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

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

**Staff Report to the Berlin Mayor and Council**

Meeting Date: Monday, June 27, 2022, 7:00 PM

**Subject:** Discussion item regarding the extension of the implementation of the Short Term Rental Ordinance approved on from July 1, 2022 to January 1, 2023.

**Findings:**

- Planning Department staff has received numerous inquiries from property owners currently operating short term rentals within the R-1 and R-2 Residence Districts where the Ordinance stipulates it must be designated as the owner's principal residence about the possibility that reservations already booked be permitted until a later date to allow the owners to honor these commitments while they determine the best disposition for their properties.
- Staff has received 10 such contacts from property owners.
- One owner reports 47 reservations would need to be cancelled through the end of October, 2022. Another has stopped allowing reservations, but has 5 in July, 2022 already booked. Collectively, other property owners estimate the loss of bookings at 80 to 100, and significant potential revenue lost.

**Staff Recommendations:**

- Delay implementation and enforcement of the Ordinance until January 1, 2023 to allow property owners to honor reservations for their units to be fulfilled through and beyond the tourist and Town events season, when activity is highest.
- This would also allow property owners the necessary time to rent their properties in the more traditional yearly method, or to sell their properties.
- Once the License Applications have gone out and been processed, more information from all affected properties will be readily available.

Respectfully submitted,



Dave Engelhart

Planning Director

**TOWN OF BERLIN**

**10 William Street**

**Berlin, MD 21811**

**APPLICATION FOR SHORT TERM RENTAL LICENSE**

DATE: \_\_\_\_\_ ADDRESS OF RENTAL UNIT: \_\_\_\_\_

MAXIMUM NUMBER OF OCCUPANTS: \_\_\_\_\_ NUMBER OF BEDROOMS: \_\_\_\_\_

24 HOUR EMERGENCY CONTACT (Name, address, phone number, email address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER (Name, address, phone number, email address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INITIAL APPLICATION FEE \$350.00

DATE PAID: \_\_\_\_\_

ANNUAL LICENSE FEE \$200.00

DATE PAID: \_\_\_\_\_

BY SIGNING BELOW I ACKNOWLEDGE, AS OWNER OR AGENT FOR THE ABOVE REFERENCED PROPERTY, THAT I HAVE BEEN PROVIDED WITH A COPY OF THE TOWN OF BERLIN ORDINANCE 2022-02, CHAPTER 8, ARTICLE II, SECTION 8-30, DETAILING THE REQUIRED CONDITIONS AND INSPECTIONS TO BE IN COMPLIANCE WITH THE SHORT TERM RENTAL LICENSING ORDINANCE.

SIGNATURE OF OWNER/APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ DATE LICENSE ISSUED: \_\_\_\_\_

GENERAL COMPLIANCE WITH ZONING AND HOUSING CODES, PLANNING DEPARTMENT  
COMMENTS:

NO OUTSTANDING FINANCIAL OBLIGATIONS TO THE TOWN:

INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

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# Memo For Record

**To:** The Mayor and Council  
**From:** Human Resources Director Kelsey Jensen  
**Date:** June 15, 2022  
**Re:** Handbook changes

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The purpose of this request is to make housekeeping changes to the handbook before we move into a deeper dissection of each policy/section to make any needed changes. The current handbook should be updated to be clearer and more concise in many sections. After these needed updates and clarifications, I would be re-assessing the handbook annually to ensure that no additional changes are needed.

For the June 27, 2022 meeting, we are asking you to accept all changes we have made. We ask that you disregard all formatting, spacing, and section numbers as we will make the necessary changes to these items upon approval. These changes that are being presented are based on prior decisions the Mayor and Council have previously authorized and general housekeeping and best practices. The changes presented to you this evening include:

- Changes to pronouns going from he/she to them/they throughout the handbook
- Updated Harassment Policy per LGIT recommendations
- Expanded on the electronic equipment section – now that most employees have laptops that can be taken home
- Updated the Town Administrator's credit card limit based on the purchasing policy
- Removed the section re: Sam's Club Membership – this benefit is no longer offered to employees
- Tuition - I was told that when this policy was created, the intent was that the reimbursement was for this to be on a year-for-year basis - so if you finished year one, your payback for year one began immediately after finishing year one, so it was a rolling year
- Handbook said you must have 160 hours to participate in buyback, but after selling a max of 60 hours you must have 80 remaining, but if you need 160, to begin with, you should have 100 remaining – so I updated the minimum remaining hours
- Requesting documentation for sick leave is up to the department – the department head would be the one to direct the employee to submit the proper documentation to Human Resources
- Removed the sick leave pool section – this benefit is no longer offered to employees
- Updated Town Holidays per the Council's vote in FY 2022 indicating that they would like the changes made to be for future years – now a full day on Christmas Eve, NYE, and added Juneteenth

- Clarified sympathy guidelines to be clear on 24 hours vs. an outpatient or minor procedure - also updated the cost of flowers to exclude delivery costs, a few years ago this was approved by the prior Town Administrator and Prior Mayor, it was difficult to order a decent arrangement and any delivery/processing fees for under \$100 – we cannot always use local florist depending on where the flowers are being sent
- Department heads are responsible for requesting a sympathy card or gift for their staff member. They know best about the status of their employees
- Removed the section about returning the manual upon termination, most people do not return it and I do not see the need to do so
- Lastly, we indicated where copies of the most up-to-date handbooks would be available and that employees will sign off for updates.

I am happy to address any questions you all may have. As indicated, once the Handbook is in a clearer and more concise format and these housekeeping changes are approved, I would like to address each section to determine if the section needs further attention or clarity. Since taking on the Human Resources role I have noticed sections that I would like to see updated. We have a Handbook Committee made up of one person from each department in place and they supported these changes as well. Once I have formulated recommendations in order by section, I will present them to the committee and then to this body for approval on the 2<sup>nd</sup> meeting of the month, as necessary.

# MAYOR AND COUNCIL OF THE TOWN OF BERLIN



## EMPLOYEE HANDBOOK OF PERSONNEL POLICIES

MAYOR AND COUNCIL OF THE TOWN OF BERLIN  
EMPLOYEE HANDBOOK OF PERSONNEL POLICIES

ADOPTED: ~~07-13-2009~~ XX, 2022

EFFECTIVE: XX, 2022

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## SECTION 1 GENERAL INFORMATION

### 1.01 Authority and Intent

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

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

It is the intent of the Town of Berlin that this manual be used as an outline of the basic personnel policies, practices, and procedures for the Town organization. **This manual does not constitute a guarantee that employment will continue for any specified period of time or only under certain conditions. Employment at the Town of Berlin is a voluntary relationship or “at-will” and of indefinite duration and nothing in this manual constitutes an expressed or implied contract of employment.**

While the Town of Berlin hopes to have a long and mutually beneficial working relationship with its employees, regardless of anything which may appear in this manual or any other Town publication, policy or statement, an employee shall have the right to terminate or resign his employment relationship for any reason at any time and the Town of Berlin reserves the right to dismiss or terminate any employee for any reason at any time.

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

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

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

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

- Dismiss, assign, supervise, and discipline employees;

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

## 1.02 ~~\_\_\_\_\_~~ Application of Policy

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

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

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

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

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

The masculine gender should be interpreted to include the feminine gender.

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

## 1.03 Definitions

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

1. Abuse: any use of illegal drugs; intentional misuse of any over-the-counter drug, in cases where such misuse impairs job performance; use of any prescription drug in a manner inconsistent with its medically prescribed, intended use, or under circumstances where use is not permitted or contrary to law; use of alcohol where such use impairs job performance; or intentional and inappropriate use of any substance, legal or illegal, which impairs job performance.
2. Administrative Vehicle: Vehicles, which are assigned to departments or employees and are used for administrative purposes only.
3. Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low-weight alcohols including methyl and isopropyl.
4. Alcohol Use: The consumption of any beverage, mixture or beverage, mixture or preparation including any medication that contains alcohol.
5. Applicant: An individual applying for employment with the Town of Berlin
6. Controlled Substance: Any controlled dangerous substance as defined by criminal law. Also referred to as “drug” from time to time in this handbook.
7. Critical Employee: An individual whose job function affects public safety.
8. Department Head: An employee who has responsibility for directing one or more departments.
9. Discrimination: Under Title I of the ADA includes limiting, segregating, or classifying in any way the opportunity or status of a job applicant or employee because of disability.
10. Discharge: Termination of town employment as the result of disciplinary action.
11. Disciplinary Action: As defined in Section seven.
12. Drug Test: The compulsory production and submission of blood, breath, or urine by an employee in accordance with the procedures for chemical analysis in order to detect prohibited drug usage.
13. Drugs: Any substance, including controlled dangerous substances, taken into the body, which may impair one’s mental faculties, change one’s mood and/or physical performance.
14. Emergency Vehicles - Vehicles which are used as police patrol vehicles, crisis and crime respondent vehicles.

15. Employee: An individual who is employed by the Town of Berlin. This does not include independent contractors unless the contract with the Town explicitly provides that this policy shall apply.
16. Employer: The Mayor and Council of the Town of Berlin, Maryland, and authorized representatives.
17. Essential Employee: Employees required to report for work as scheduled or requested regardless of weather conditions or Town office closings unless otherwise directed by the employee's supervisor or designee.
18. Essential Job Functions – Necessary job duties that an employee must perform with or without reasonable accommodation.
19. Exempt Employee: An employee who is defined by the Fair Labor Standards Act (FLSA) as "exempt" and not eligible for overtime.
20. Full-time employee: An individual who is hired for an indefinite period and who works thirty (30) or more hours per week.
21. Harassment: Unwelcomed or unsolicited verbal, physical, or sexual conduct that interferes with an employee's job performance or which creates an intimidating, offensive, or hostile work environment.
22. Health and Safety Vehicles: Vehicles, which are used as police traffic vehicles and solid waste vehicles.
23. Human Resources: For the purposes of this document and in the absence of personnel or a department so dedicated, the term "Human Resources" shall refer to the staff member(s) responsible for traditional Human Resources functions including, but not limited to, personnel benefits management, personnel file maintenance and other such functions.
- ~~23-24.~~ Immediate family: Means the employee's spouse, brother, sister, parent, stepparent, child, stepchild, ~~or~~ grandparent, or great-grandparent or the employee's spouse's brother, sister, parent, stepparent, child, stepchild, ~~or~~ grandparent, or great-grandparent.
- ~~24-25.~~ Leave Balance: Accrued, unused leave that is eligible for use and appears on the Employee's check stub.
- ~~25-26.~~ Liberal Leave: When an employee is allowed to take vacation, personal or compensatory leave for an unplanned absence due to the closing of Town offices ordered by the Town Administrator or Mayor.
- ~~26-27.~~ Non-Essential Employee: Employees who are required to report to work only if specifically notified by their supervisor or designee when Town offices are officially closed.

- 27.28. Non-Exempt Employee: An employee who is defined by the Fair Labor Standards Act (FLSA) as “non-exempt” and eligible for overtime.
- 28.29. On-Call Employee: An employee designated by their Department Head and regularly scheduled to be ready and available to report for work when notified.
- 29.30. Operational Vehicles: Vehicles, which are used for routine (Non-Emergency) Public Works, Power Plant, and Water & Wastewater.
- 30.31. Part-time employee: An individual who is hired for an indefinite period, but who works fewer than thirty (30) hours per week.
- 31.32. Personnel Policies: Mayor and Council of the Town of Berlin Employee Handbook of Personnel Policies.
- 32.33. Probationary Employee: An individual who has not reached permanent status. As a minimum, all new hires will serve a six (6) month probationary period.
- 33.34. Qualified Individual with Disability: Any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of a position that such individual holds or desires.
- 34.35. Random Testing: This means each employee subject to testing will be assigned a number; these numbers will be placed in a computer program; whenever a random test is about to occur, these numbers will be drawn by the testing facility, using a computer program designed for random selection of employees; the employees so selected will be subject to random drug testing.
- 35.36. Reasonable Accommodation: Any change in the work environment or in the way things are automatically done that enables an individual with a disability to enjoy equal employment opportunities. Three categories of reasonable accommodations are: (1) accommodations that are made to ensure equal opportunity in the application process, (2) accommodation that allows disabled employees to perform the essential functions of their job, and (3) accommodations that enable employees with disabilities to enjoy employment benefits and privileges equal to those of other, non-disabled employees.
- 36.37. Reasonable Suspicion: That quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific objective facts and any rationally derived inference from those facts about the conduct of an individual that would lead a reasonable person to suspect that the individual is or has been using drugs or alcohol. Additionally, the following constitutes reasonable suspicion: injury caused by carelessness on the job requiring treatment at a medical facility; causation of a near accident even though no one is seriously injured; involvement in a careless and avoidable accident where equipment was damaged even though no injuries were reported; or a pattern of abnormal or irrational behavior

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

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

39.40. Substance: Alcohol or drugs.

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

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

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

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

44.45. Town: Town of Berlin, Maryland.

45.46. Town Employee: A person subject to these Personnel Policies.

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

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

#### 1.04 Administrative Responsibilities

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

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

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

- All personnel record keeping, including personnel files, insurance and benefits records, ~~Workermen's~~ Compensation records, ~~employment—employment~~-related tax records, and time/attendance records;
- Compliance with all federal, state, and local employment laws and regulations;
- Administration of compensation programs for both exempt and nonexempt employees;
- Providing staff assistance to supervisors and Department Heads in communicating and carrying out the Town's personnel policies
- Administration of Berlin's approved "Drug and Alcohol Policy", and all associated personnel records.

### **1.05 Supervisory Responsibilities**

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

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

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

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

### **1.06 Employee Responsibilities**

The Town of Berlin expects all employees to:

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

**END OF SECTION**

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## **SECTION 2        HIRING AND EMPLOYMENT**

### **2.01    Equal Opportunity Employment**

It is the policy of the Town of Berlin to provide equal opportunity in employment. No person is to be discriminated against in employment because of race, religion, color, sex, age, national origin, or disability.

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

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

### **2.02    Affirmative Action**

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

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

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

1. —Collecting and analyzing employment data.
2. Developing policy statements, affirmative action programs as required, and recruitment techniques designed to comply with the equal employment policies of the Town of Berlin as set by the Mayor and Council.

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

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

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

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

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

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

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

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

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

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

Any disabled employee who believes ~~he/she is~~ they are being discriminated against in accordance with this policy should promptly:

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

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

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

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

For purposes of this policy, “relatives” include an employees’ parent, child, spouse, brother, sister, in-laws, aunts, uncles, step-parent, and step-siblings.

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

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

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

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

## **2.05 Employment Related Medical Examinations**

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

All offers of employment will be conditional upon the successful completion of an alcohol and drug screening to be administered prior to the first day of work in accordance with the Town’s drug and alcohol policy in Section 3.1009. All offers of employment shall become null and void if an individual tests positive for drugs or alcohol. Applicants who refuse to consent to drug and alcohol screening shall be considered to have a positive test result. Individuals who test positive or refuse to consent to testing shall be disqualified for future considerations of employment with the Town of Berlin.

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

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

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

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

The Town shall periodically verify the status of the driving privileges of employees who are required to operate a Town vehicle.

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

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

Employees who ~~are in possession of~~ a valid CDL shall receive additional hourly compensation at a rate to be determined by the Mayor and Council. Employees whose CDL license lapses or is revoked shall discontinue receiving such compensation.

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

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

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

If candidates from within the existing Town staff are to be considered for job openings, the Town Administrator will notify the applicable department(s) of the opening(s) by written or verbal notice as may be appropriate. Current employee candidates for the openings will be considered in light of the same standards and qualifications as would be used for new applicants.

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

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

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

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

suited for employment with the Town of Berlin, the applicant will be refused employment or, if already employed, may be terminated.

- 9 The Town Administrator and/or Human Resources Director will be responsible for a general orientation of new employees and the processing of their employment forms, and the supervisor or Department Head will be responsible for any necessary job-specific orientation and training.

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

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

An employee whose status changes from full-time to part-time may use any days of paid absence or vacation earned as a full-time employee.

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

## **2.09 Rehire**

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

## **2.10 Introductory Period**

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

## **2.11Employee Transfer**

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

Employee requests for transfer normally will be handled as follows:

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

Existing employees who are successfully transferred or promoted into a new position within the Town shall be subject to a thirty (30) day evaluation period. During the evaluation period, if either the employee or the Department Head find that the transfer is not a successful transition; either may request the employee be returned to their original position. After completion of the 30 day evaluation period, transferred or promoted employees will be evaluated on an annual basis.

## **2.12Secondary Employment**

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

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

**END OF SECTION**

## SECTION 3 EMPLOYEE CONDUCT

### 3.01 General Employee Work Practices

It is the policy of the Town of Berlin that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Town and for the benefit and safety of all employees. Conduct that is unsafe interferes with operations that discredit the Town, or that is offensive to customers or coworkers will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the Town. Such conduct includes:

- Reporting to work punctually as scheduled and being at the proper workstation, ready and fit for duty, at the assigned starting time;
- Giving proper advance notice whenever unable to work or report on time. Notifying the Department Head or supervisor before leaving work due to illness. Remaining at their workstation until relieved or dismissed when operations for a department are continuous or subject to shift hours;
- Performing assigned duties and reporting to ~~his/her~~ their Department Head any conditions or circumstances, including inadequacies in the instructions or the procedures specified for work assignments, which will prevent or inhibit the employee for the effective performance of these duties;
- Exercising reasonable care and caution in the operation of any Town equipment or property so as not to cause excessive deterioration or unnecessary damage;
- Wearing clothing appropriate for the work being performed, including, without limitation, all safety clothing and equipment that the Town requires;
- Maintaining a safe workplace and a work area that is clean and orderly;
- Treating all customers, contractors, vendors, visitors, and coworkers in a courteous manner;
- Refraining from any behavior or conduct deemed to be offensive or undesirable, or which is contrary to the Town's best interests;
- Performing assigned tasks safely and efficiently and in accordance with established safety policies;
- Reporting to the Department Head, supervisor, or Town Administrator any suspicious, unsafe, unethical, or illegal conduct by coworkers, contractors, customers, or suppliers;
- Fully cooperate with any Town investigation and/or inquiry as may be required from time to time;
- Obeying and complying with all Town, State, and Federal ordinances, laws, and statutes, as well as all written and verbal Town and Department policies, procedures, and work rules.

The following conduct is prohibited and will subject the individual involved to disciplinary action up to and including termination.

- The reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on Town premises.
- The use of abusive or offensive language.
- The possession of firearms or other weapons that are not work-related on Town property.
- Insubordination or the refusal by an employee to follow a superior's reasonable and safe instructions concerning a job-related matter. Refusal to perform a reasonable and safe assigned tasks.
- Fighting or assault for any reason.
- Theft, destruction, defacement, or misuse of Town property or of another employee's or customer's property.
- Gambling on Town property.
- Falsifying or altering any Town record or report, such as but not limited to, an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records.
- Horseplay, pranks, or practical jokes of an offensive nature to fellow employees or the public.
- Sleeping during hours assigned for work purposes.
- Failure to wear assigned safety equipment or failure to abide by safety rules and policies.
- Improper attire or inappropriate personal appearance.
- Engaging in any form of sexual or other harassment.
- The conduct of soliciting, political activity, or any other outside organizational activities on Town premises or while on duty
- Disclosure of confidential information or customer records or information.
- Use of the employee's position with the Town to coerce others, solicit customers, or trade for their own personal business or for personal gain in any way.
- Conduct during off-duty hours in any way that would be injurious to the Town service, the public interest, or which would inhibit the effective performance of the employee's official duties.
- Failure to maintain a Town-required license or certification or a State or Federal license or certification that is required for the performance of the employee's duties, whether that failure is a result of on-duty or off-duty activities.

The examples above are intended to illustrate the type of behavior that will not be permitted but are not intended to be an all-inclusive listing. Any violation of the Town's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action

### **3.02 Employee Ethics**

The Town of Berlin expects all employees to engage in ethical behavior. Employees' behavior is a direct reflection upon the ethics and integrity of the Town. Therefore the following activities as outlined in Chapter 6 titled "Ethics" of the Code of Town of Berlin have been determined to represent a conflict of interest and are prohibited.

- Participation on behalf of the Town in any matter which would have a direct financial impact on them, their spouse, or dependent child or a business entity with which they are affiliated;
- Hold or acquire an interest of either five thousand dollars (\$5,000) or fifty percent (50%) or greater in a business entity that has or is negotiating a contract of five thousand dollars (\$5,000) or more with the Town or is regulated by their agency without disclosing the same;
- Be employed by a business entity that has or is negotiating a contract of more than five thousand dollars (\$5,000) with the Town or is regulated by their agency without disclosing the same;
- Hold any outside employment relationship that would impair their impartiality or independence of judgment;
- Represent any party, for a contingent fee, before any Town body;
- Within one year following the termination of Town services, act as a compensated representative of another in connection with any specific matter in which they participated substantially as a Town official or employee;
- Solicit or accept gifts of any value from any person who has or is negotiating a contract with the Town or is regulated by its agency, except where such gifts would not present a conflict of interest as determined by the Ethics Commission. Gift includes the transfer of anything of economic value, regardless of form, without adequate and lawful consideration;
- Use the prestige of their employment with the Town for their own benefit or that of another; or,
- Use confidential information acquired in their official Town position for their own benefit and that of another.

Employees who violate this policy shall be subject to disciplinary action up to and including termination of employment.

All Town of Berlin employees are required to file an annual disclosure no later than April 30 of each calendar year a statement disclosing any gifts received during the preceding calendar year from any person having a contract with the town or any person regulated by their agency. The statement shall identify the donor of the gift and its approximate retail value at the time of receipt.

### **3.03 Employee Personnel Records**

A personnel file for each employee is kept by the Human Resources Director, and access is limited to the employee's Department Head, Town Administrator, Mayor, and Council. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including disciplinary action, and other pertinent information.

An employee may request an appointment to review certain documents in their file in the presence of the Human Resources Director, during regular office hours. Certain documents, approved by the Human Resources Director, may be copied but not removed from the file. Work references from prior employers will not be made available to the employee. Information about age, sex, race, marital status, or other

personal data or vital statistics may be on file for a bona fide occupational or benefit purpose, but in no instance can such information be used in a manner adverse to employment status; such information is strictly protected by the Human Resources Director.

Adverse material may be placed in the file only if the affected employee has reviewed and received a copy of the material or waived their rights to a copy in writing. Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information or by a Court Order or legal process.

### **3.04 References**

The Town, without express written consent of the employee, does not give employment references, other than to confirm the employee's dates of employment, job title(s), and latest salary. Only the Human Resources Director will provide employment references on current or former Town employees.

### **3.05 Solicitation**

The Town limits access to Town employees on the job for purposes of solicitation and distribution on its premises, the Town having determined that such activities interfere with normal operations and pose a threat to security.

Persons except as herein authorized are prohibited for soliciting funds (or signatures), conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation, distribution, or similar activity of Town employees while such employees are on the job. Employees are prohibited from participating in such unauthorized activities.

The Mayor & Council may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employees who wish to volunteer their assistance in these fund drives are encouraged to do so strictly on a voluntary basis. Retaliation or discrimination against employees who choose not to volunteer is strictly prohibited.

Department Heads may permit employees to engage in solicitation only if:

- Solicitation by employees is indirect so that employee participation is entirely voluntary and in a common area, such as a break room, where all employees are permitted to participate, but only during break or lunch period, or before and after work. Direct solicitation, whether verbal or written, is prohibited. Town department mailboxes may not be used for solicitation or distribution of notices or goods;
- Distribution of notices or goods permitted by this policy does not occur during work time or in a work area and does not cause litter on Town property; and

- Solicitation and distribution does not occur by off-duty employees returning to the work areas of the Town premises.

**Solicitation and distribution by non-employees is strictly prohibited.**

### 3.06 Harassment

The Mayor and Council of the Town of Berlin ~~are committed to maintaining~~strive to maintain a work ~~atmosphere environment that is~~ free of harassment. All employees are reminded that every employee, at all times, should be treated courteously by fellow employees so that they are free from harassment of any kind. Actions, words, jokes, or comments based on an individual's sex, race, color, ancestry or national origin, age, religion, disability, sexual orientation, sexual identification, genetic information, pregnancy, marital status, military service or any other legally protected characteristic will not be tolerated.

Harassment is defined as unwelcomed or unsolicited verbal, physical, or sexual conduct that interferes with an employee's job performance or which creates an intimidating, offensive, or hostile work environment. Other prohibited practices include:

questions or comments that unnecessarily infringe upon personal privacy, offensive, sexist, off-color sexual remarks, jokes, slurs, propositions, comments that disparage a person or group on the basis of race, color, age, sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, or military service, inappropriate touching, hitting, pushing, other aggressive physical contact, or threats to take such action.

Sexual harassment is a form of misconduct, which undermines the integrity of the employment relationship. Each employee of the Town, regardless of sex, is entitled to a work environment, which is free from intimidation and sexual harassment. The Town shall not tolerate any form of sexual harassment by any employee of either sex.

~~Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature.~~ ~~It~~Harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, and that debilitates morale, therefore interfering with the work effectiveness of its victims and their coworkers. The following are some examples of practices that are prohibited in the workplace:

- Verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
- Non-verbal derogatory or suggestive sounds, leering, whistling, posters, cartoons, photographs, calendars, graffiti, drawings or other materials, or gestures;
- unwanted physical contact such as touching, pinching, brushing against the body, coerced sexual intercourse or assault;

- unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature as a condition of employment for any applicant or employee;
- making the submission to or the rejection of such conduct the basis for an employment decision affecting an applicant or employee; or
- creating an intimidating, hostile, or offensive working environment by such conduct.
- The use of racially charged symbols such as nooses, swastikas, and burning crosses
- The use of racially charged derogatory words, phrases, or epithets
- Demonstrations of a racial or ethnic nature such as the use of a gesture
- Displaying pictures or drawings which would offend a particular racial or ethnic group
- Comments about an individual's skin color or other racial or ethnic characteristics
- Making disparaging remarks about an individual's gender that are not sexual in nature
- Negative comments about an employee's religious beliefs or lack of religious beliefs
- Expressing negative stereotypes regarding an employee's birthplace or ancestry
- Negative comments regarding an employee's age when referring to any employee who is 40 years of age or older
- Derogatory or intimidating references to an employee's mental or physical impairments
- Sending e-mails or text messages that are racially or ethnically charged

Anyone who feels that they have been harassed under any of the above-mentioned formats should report such incidents to their department head, any other department head, or if the complaint involves that individual to the Town Administrator.

Employees who believe that they have been the subject of any type of harassment ~~shall~~ are encouraged to submit a written report of the alleged act immediately to their Department Head and the Town Administrator. If the complaint involves the Department Head, the complaint shall then be filed with the Town Administrator. If the complaint involves the Town Administrator, the complaint shall then be filed with the Mayor.

The Town Administrator or designated representative shall investigate all alleged violations of this policy. The investigation of all complaints will be handled in a timely and confidential manner. Information concerning the complaint will not be released by the Town to any third party or to any Town employee who is not involved with the investigation of the complaint. Employees are prohibited from discussing the complaint outside the investigation process. The purpose of this provision is to protect the confidentiality of the complaint, to encourage the reporting of any incidents of harassment, and to protect the reputation of any employee that may have been wrongfully charged with harassment. The investigation of the complaint will normally include ~~conferring with~~ interviewing the parties involved and any named or apparent witness.

Employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or providing information during a complaint investigation. This includes both direct retaliation or reprisal, or the encouragement of others to engage in retaliation or reprisal against any person who:

- Opposes any conduct prohibited by this policy.
- Complies or encourages others to comply with any provision of this policy.
- Files a complaint concerning any violation of this policy.
- Testifies, assists, or participates in any investigation or hearing resulting from a complaint under this policy; or
- Exercises or attempts to exercise any right conferred under this policy

Any employee who is found to have violated~~s~~ this policy will be subject to appropriate disciplinary action, up to and including termination of employment. ~~Disciplinary action shall depend upon the severity of the incident.~~ Disciplinary action taken against a member of the Berlin Police Department will be done so in accordance with the Law Enforcement Officer's Bill of Rights.

### **3.07 Safety**

It is the policy of the Town to comply with all applicable federal, state, and local health and safety regulations and to provide a safe work environment free from recognized hazards. Employees shall comply with all safety and health requirements whether established by the Town or by federal, state, or local law.

Every employee is responsible for maintaining a safe work environment and following the Town's safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for discipline and/or termination. Each employee shall promptly report all unsafe or potentially hazardous conditions to the Department Head.

The Human Resources Director shall oversee the Town's safety policies and procedures. The Human Resources Director's responsibilities include:

- Monitoring compliance with Town safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act of 1970 and any other applicable federal, state, or local employee safety laws or regulations;
- Representing the Town during investigations conducted by the Occupational Safety and Health Administration (OSHA), by any other federal, state, or local safety and health personnel, or by insurance underwriting representatives;
- Organizing the safety training and retraining of employees;
- Monitoring compliance with the various requirements established by any law or by the organization's insurance carrier relating to recordkeeping and the retention of records;
- Posting notices as may be required by law or by the organization's insurance carrier; and
- Evaluating and reporting to the Mayor and Council on an annual basis the effectiveness of the Town's safety programs.

Each department may have its own safety rules specific to its operation posted at all times in clear view. A copy of the department safety rules must be presented to employees in writing on the first day of work in the department or when published, whichever comes first. The Department Head will furnish a copy of the department safety rules to the Human Resources Director.

Every Department Head is responsible for the safety and well-being of employees by eliminating known or reported hazardous conditions and/or acts as soon as possible. Department Heads and supervisors are responsible for ensuring that employees understand and comply with all Town safety rules, regulations, and procedures. Supervisors' safety responsibilities include, but are not limited to:

- Being familiar with all safety and health procedures relevant to the operations under their supervision;
- Inspecting their work areas periodically;
- Training their employees in safety matters or arranging for such training where appropriate;
- Identifying and correcting conditions that are recognized in the Town's operations as being unsafe; and
- Reporting accidents and injuries to the Town Administrator immediately and ensuring that any injured employee is referred to the appropriate medical care facility.

Employees shall report to their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to employees or customers.

Employees are encouraged to submit suggestions to their Supervisor concerning safety and health matters.

The Town will provide special and/or protective clothing or equipment, or reimburse for it when such clothing or equipment is required by law or by Town policy. Employees are responsible for the proper use and maintenance of such clothing and equipment.

Supervisors shall not discharge or discriminate in any manner against an employee because the employee has instituted a safety-related proceeding, has testified in such a proceeding, or has otherwise exercised any right provided by law. Employees may accompany government safety compliance officers during so-called "walk around inspections", but they will not be compensated for such time unless specifically assigned the task by management.

Supervisors shall provide the following "right-to-know" information to employees, who are exposed to known toxic substances, and recognized harmful physical agents, at the time they are first hired and at least annually after that:

- The existence, location, and availability of any employee exposure or medical records pertaining to employees exposed to toxic substances or harmful physical agents which are maintained by or for the Town;
- The identity of the person responsible for maintaining and providing access to such records; and

- The right of each employee or the employee's designated representative to examine and copy such records.

These employees also should be notified that they may be required to submit to medical examinations and tests at intervals determined by the length of their time on the job and whenever there is reason to believe that they were exposed to toxic substances or harmful physical agents. Copies of the OSHA regulations requiring access to employee exposure and medical records are available in the office of the Human Resources Director for examination.

Violations of Town safety rules, regulations, or procedures will result in disciplinary action, up to and including termination.

### **3.08 On the Job Injuries**

Prompt, quality treatment is a top priority when an employee is accidentally injured on the job. To ensure a high level of care with minimum inconvenience, employees are encouraged to follow these guidelines:

Any on-the-job injury involving loss of consciousness, inability to stand, severe blood loss, penetrating chest or abdominal wounds, severely deformed limb(s), or any condition that appears to need emergency treatment should be transported by ambulance to the nearest Emergency Room.

Employees with injuries that do not require emergency treatment may report to the physician of their choice or a health care provider designated by the Town. Pre-authorized initial treatment at the Town's designated health care provider will not require payment at the time of treatment. The Town's Workers' Compensation insurance company may reimburse bills incurred for treatment at any facility other than the designated provider if the case is found compensable.

All job-related injuries, no matter how slight, must be reported immediately to the employee's immediate supervisor. Every employee injured on the job is required to complete an Employee's First Report of Injury no later than the day following the accident. Failure to report an injury or complete a Report of Injury may delay benefits and result in disciplinary action.

The Department head of an injured employee is required to complete a Supervisor's Investigation of Injury and submit the investigation within 48 hours of the occurrence of the injury. In addition, the Department Head is responsible to ensure that witnesses and employee statements are completed in a timely manner.

All reports of injury will be investigated by the Town's Workers' Compensation insurance carrier to determine if an injury is compensable. A compensable case is one that the insurance company determines was the result of an accidental, job-related injury. If the case is found to be compensable, medical bills will be submitted to the workers' compensation carrier for payment consideration. If the case is denied and found non-compensable, the employee may submit medical bills to the Town's health insurance carrier, if enrolled.

Employees who lose time from work as the result of an on-the-job injury must report to their supervisor or Department Head on the first day of absence from work and at least weekly thereafter until the return to work. Doctors' notes requiring absence from work or restricted work orders must be presented as soon as practicable to the Department Head, who shall forward a copy to the Human Resources Director. The benefit for time lost from work will be determined by the workers' compensation carrier in accordance with regulations set forth by the Maryland Workers' Compensation Commission.

Employees may request payment of accrued compensatory time, sick, vacation, or personal leave for compensation during the absence due to injury. When the employee receives Workers' Compensation benefits, the employee is required to repay the Town in the amount covered by the Workers' Compensation payment. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available while ensuring that no employee receives more than the employee would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave equal to the workers' compensation benefit amount reimbursed to the Town (2/3) shall be restored to the employee's leave balance.

The Town may require an examination at its expense, performed by a physician of the Town's choice, to determine when the employee can return to work and if the employee will be capable of performing the duties and responsibilities of their position.

Employees who knowingly attempt to obtain benefits to which they are not entitled shall be subject to disciplinary action.

### **3.09 Workplace Violence**

The Town of Berlin is committed to providing a workplace that is safe, secure, and free of harassment, threats, intimidation, and violence for all employees. It is every employee's duty to maintain a safe workplace. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this policy. Threats, or acts of physical violence, including but not limited to intimidation, harassment, and/or coercion that involves or affects Town employees or which occurs on Town property will not be tolerated.

This policy applies to all locations where Town employees work or represent the Town of Berlin. This includes all work areas, customer and vendor premises, and Town sponsored events and activities. Work areas include any location, either permanent or temporary, where an employee performs any work-related duty. This includes but is not limited to buildings and the surrounding perimeters, including parking lots, all Town-owned, leased, or donated space, including vehicles, and any location where Town business or sponsored activity is conducted.

Employees are prohibited from making threats or engaging in violent activities. Threats or acts of violence include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the conditions of Town employment or to create a hostile, abusive, or intimidating work

environment for one or more employees, customers, or business partners. **The presence of weapons on Town property other than those of Law Enforcement personnel is strictly prohibited.** Personal belongings, as well as persons, may be subject to search if determined to be appropriate by the Town Administrator and/or the Chief of Police.

The following list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited under this policy:

- aggressive or hostile behavior that creates an objectively reasonable fear of injury to another person or subjects another individual to emotional distress;
- intentionally damaging Town property or employee property;
- hitting or shoving an individual with any part of one's body and/or object;
- threatening to harm an individual and their his/her family, friends, associates, or their property;
- the intentional destruction or threat of destruction of property owned, operated, or controlled by the Town;
- making harassing or threatening telephone calls or sending harassing or threatening forms of written or electronic communications;
- intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, or policy that would affect the business interests of the Town;
- the willful, malicious, and repeated following of another person, also known as "stalking", and making of a credible threat with intent to place the other person in reasonable fear for his/her thier safety;
- making a suggestion or otherwise conveying that an act to injure persons or property is "appropriate" without regard to the location where such suggestion occurs;
- possession of a weapon while on Town property or while on Town business (unless specifically approved as a job-related requirement);
- committing acts of violence motivated by, or related to, race, age, color, national origin, religion, sexual orientation, sex, disability, marital status, sexual harassment, or domestic violence;
- remarks of revenge, abusive, and obscene statements;
- pounding of fists, stomping, swiping at objects, tampering with property in an attempt to intimidate, inflict harm, or destroy property;
- making intimidating statements;

The Town will actively intervene at any indication of a possible hostile or violent situation. All personnel are responsible for notifying their supervisor of any threats which they have witnessed or received. Threats against supervisors and co-workers can foreshadow violence. Even without any actual threat, employees should report any behavior they have witnessed which they regard as threatening or violent when the behavior is related or might be carried out at work.

Employees are responsible for making reports, regardless of the relationship between the individual who initiated the threat or threatening behavior. Any potentially dangerous situation must be reported immediately to the Department Head who is responsible for notifying the Town Administrator. Employees who exhibit violent behavior should be monitored and such behaviors should be documented.

Reports can be made anonymously, and all reported incidents will be investigated if there is sufficient information in order to initiate an investigation. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. Acts of aggression and violent behavior should also automatically require action. When incidences occur, the Department Head should tell aggressive employees to leave the workplace or have them removed and immediately report the incident to the Town Administrator. A decision should be made regarding disciplinary action. If the employee remains employed, he/she they should be assisted in obtaining counseling.

In all situations, if violence appears to be imminent, employees should take the precautions necessary to assure their own safety and the safety of others. Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should attempt to remain calm. If a Department Head or the Town Administrator can be safely notified of the need for assistance, without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given by the individual who is armed. If possible, employees should immediately notify proper law enforcement authorities if they believe there is a serious threat to their safety or the safety of others.

The violation of this policy will be grounds for discipline up to and including termination of employment. If appropriate, the proper law enforcement officials will be notified and the action will be fully prosecuted. Non-employees engaged in violent acts on Town premises will be reported to the proper authorities and fully prosecuted.

At the discretion of the Department Head and Town Administrator, an employee exhibiting warning signs, symptoms, and other risk factors that indicate violence, as outlined in this policy, may be ordered to submit to a psychological evaluation to determine fitness for duty. The Human Resources Director will provide a list of providers as appropriate for the situation. The Health Care Provider will report the results of the evaluation to the Human Resources Director who will report fitness for duty to the Town Administrator who shall then consult with the Mayor to determine the employee's fitness for duty based on the evaluation. Following consultation with the Mayor and Town Administrator, fitness for duty will be disclosed to the Department Head. All evaluation records shall be maintained in a confidential manner as permitted by law.

Employees who are the target of workplace violence should have his/her their needs and concerns addressed. As part of addressing these concerns, the Town will comply with "no-contact orders". Any employee who is involved in the criminal justice process as a complainant/victim, and is protected by a "no-contact order" will furnish such order to the Town Administrator. Any employee, who is the defendant/offender in a workplace violence civil protective proceeding where a "no-contact order" has been issued, is responsible for furnishing the Town Administrator with a copy of the order.

Upon receipt of information as indicated above, the Town Administrator will develop a plan ensuring compliance with the order and promoting the safety of employees and others at the job site. The Town Administrator, to the extent that is practicable, is to consider the privacy of the complainant/victim and

is to avoid re-victimization. If both parties are at the same worksite, the plan should include measures to ensure compliance with the order as well as the safety of the parties and other workers. Further, such a plan should not penalize the complainant/victim.

### **3.10 Drug, Alcohol, and Tobacco Policy**

It is the purpose of this policy to provide the Town's employees with a safe drug, alcohol, and tobacco-free work environment.

The Town has several uniquely compelling interests that justify the use of employee drug and alcohol testing. Being under the influence of drugs or alcohol on the job may pose serious safety and health risks not only to the user, and those who work with the user but also to the public. The public has a right to expect Town employees are at all times both physically and mentally prepared to perform their duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an employee's physical and mental health and job performance.

Where employees participate in illegal drug use and drug activity, the integrity of the Town and public confidence in that integrity are destroyed.

It is not the Town's objective to use a drug and alcohol policy to judge or impose on the legal rights of others. It is the Town's objective to attempt to keep its employees safe and reduce work~~place~~ accidents.

Therefore, the Town shall implement a drug and alcohol testing program to detect prohibited drug and alcohol use by all employees and job applicants.

No employee shall illegally possess, manufacture, distribute, and dispense any controlled dangerous substance.

No employee shall ingest any drug, alcohol, or controlled substance during the employee's working time for the Town unless such drug, alcohol, or controlled substance has been prescribed by a licensed medical practitioner and complies with the following:

1. The employee shall notify their immediate supervisor when they are required to use prescription and over-the-counter medication that they know or should know has the potential to impair job performance. The employee shall advise their supervisor of the known side effects of such medication, as well as the prescribed period of use.
2. The supervisor shall document this information through the use of a confidential internal memorandum and retain said memorandum in the employee's personnel file.
3. The employee may be temporarily reassigned to other duties where appropriate. If reassignment is impractical, the supervisor may take appropriate action, including, but not limited to, sending the employee home and charging them with sick leave.

No employee shall ingest a prescribed or over-the-counter medication in amounts beyond the recommended dosage during the employee's working time for the Town.

No employee may report to work under the influence of alcohol, drugs, or controlled dangerous substances. Reporting to work under such conditions is a violation of this policy and subjects the employee to disciplinary action.

### **General Provisions**

Employees who are not members of the Police Department will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, continued unacceptable job performance, attendance, and/or behavior problems shall result in disciplinary action up to and including termination of employment;

- Any employee found to be in violation of any of the provisions of this policy shall be subject to the penalties contained herein;
- All employees shall be given a copy of this policy and required to sign a statement acknowledging receipt of this policy.

### **New Employee Drug Testing**

All new employees shall be required to take a drug test as a condition of employment during the onboarding process.

New Employees shall be terminated from employment and be disqualified from future employment consideration under the following circumstances:

- Refusal to submit to a required drug test; or
- A confirmed positive drug test indicating drug use prohibited by this policy.

Newly hired employees of the Town shall agree to all provisions of the Town's drug and alcohol policy when accepting employment with the Town of Berlin.

### **Full-Time & Part-Time Employee Drug Testing:**

All employees shall be required to take a drug test as a condition of continued employment in order to ascertain prohibited drug use, as provided below:

1. A supervisor may order an employee to take a drug test upon reasonable suspicion that the employee is or has been using drugs. A summary of the facts supporting the order shall be made available to the critical employee prior to the actual test;

2. A drug test may be administered as part of any regular physical examination required by the Town;
3. Random testing is administered as part of an approved “random” drug and alcohol testing program.

### **Drug Testing Procedures**

1. The testing procedures and safeguards provided in this policy ensure the integrity of drug testing and shall be adhered to by any personnel administering drug tests.
2. The laboratory selected to conduct the analysis shall be certified by the State of Maryland or a state with similar regulations as Maryland. Moreover, the lab should be experienced and capable of quality control, documentation, chain of custody, technical expertise and demonstrate proficiency in urinalysis;
3. Personnel authorized to administer drug tests shall require a driver’s license, or a positive photo government-issued photo identification if the employee does not have a driver’s license, from each employee to be tested before the employee enters the testing area.
4. A pre-test interview shall be conducted by testing personnel with each employee in order to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs that may result in a false-positive test result. For CDL drivers, the Medical Review Officer will contact the donor if medication could be a factor in a positive result.
5. The bathroom facility of the testing area shall be secure.
6. Where the employee appears to be unable or unwilling to give a specimen at the time of testing, testing personnel shall document the circumstances on the drug-test report form. The employee shall be permitted no more than eight (8) hours to give a sample during which time the employee shall remain in the testing center under observation. A reasonable amount of water may be given to the employee to encourage urination. Failure to submit a sample shall be considered a refusal to submit to a drug test.
7. CDL urine samples are automatically split and handled totally by a Federal Certified Lab as set by the Federal Department of Transportation (DOT). Other Town employee urine samples are split at the lab, frozen, and kept for one year if a positive result occurs. Employees can request a specimen be sent to another lab for testing at the employee’s expense.
8. Specimen samples shall be sealed, labeled, and checked against the identity of the employee to ensure the results match the tested specimen. Samples shall be stored in a secured and refrigerated atmosphere until testing or delivery to the testing lab.

9. Whenever there is reason to believe that the employee may have altered or substituted the specimen provided, a second specimen shall be obtained immediately, under the direct supervision of the testing personnel.

### **Reasonable Suspicion and Post-Accident Testing Procedures**

1. When there is reasonable suspicion that an employee has used or is under the influence of a drug or alcohol, a supervisor making the personal observation must immediately document, or as soon thereafter as possible, the reasonable cause circumstance in the Supervisor's Report of Impaired Behavior Form.
1. After the Supervisor's Report of Impaired Behavior is completed, arrangements must be made with an appropriate facility for the collection of breath and urine samples. The supervisor should meet with the employee believed to be under the influence.
2. In the presence of a witness, make the following statement to the employee:
  - a. "I have been observing you and it appears that you have been using or are under the influence of alcohol or drugs. Since we are not doctors, we are requesting that you undergo a sobriety test and a drug screen test so that we can make an objective, medical determination of your condition."
  - b. "If you refuse to take these tests, you will be presumed to be under the influence of alcohol or drugs and your refusal will be considered as an admission of guilt, resulting in your termination."
  - c. "If you agree to take these tests and the results are negative, you will be compensated for all time lost."
  - d. "Do you understand?"
  - e. "Will you take the tests?"
3. If the employee refuses to consent to the test, the employee should be requested to sign a Refusal to Submit to Drug/Alcohol Testing form.
4. If the employee consents to the test, the employee should be promptly escorted to an appropriate facility for the collection of breath and urine samples.
5. A copy of the Specimen Collection Procedures should be provided to the employee.
6. Upon arriving at the clinic, the clinic should be advised that you are there for reasonable suspicion drug/alcohol tests which will require the taking of breath and urine samples.
7. The employee will be required to sign a Consent and Release form and may be requested to sign other consent forms required by the clinic. A copy of the Supervisor's Report of Impaired Behavior shall be maintained by the Town.

8. Immediately after the urine specimens are obtained and without leaving the employee's sight, the individual specimen bottles shall, in the presence of the employee, be labeled and then initialed by both the clinic agent and the employee. The employee has an obligation to identify each specimen and initial the same. Each specimen should then be sealed, in the presence of the employee, with the initialed label.
9. The lab personnel will then ensure that the urine specimens have been properly obtained, that the appropriate chain of possession procedures have been followed and have been documented in writing.
10. Arrangements will be made for the transportation of the employee to his or her home.
11. The employee should then be advised that he will be suspended with pay pending results and review of the tests (upon receipt of a positive test result, the suspension will be converted to suspension without pay.).
12. If the results of the tests are "positive", the employee will be promptly notified of the same.
13. The same procedure should be followed if the employee is involved in a reportable accident.

### **Alcohol**

All employees shall be required to submit to alcohol testing upon a showing of reasonable suspicion during working hours for the Town of Berlin.

Notwithstanding the procedure set forth in Subsection D of this policy, in the event the supervisor has such reasonable suspicion the employee has used alcohol during working hours, the supervisor shall require the employee to submit to a breath, urine, or blood test in order to test for the presence of alcohol use.

Any concentration of alcohol as determined by breath, urine or blood testing shall be classified as "confirmatory pending". An additional test shall be performed immediately thereafter to confirm the initial test result. Positive test results shall subject the employee to discipline, which may include termination of employment.

Upon notice of reasonable suspicion, a refusal to submit to a test at the request of a supervisor shall be considered a violation of this policy and shall subject the employee to discipline contained herein.

### **Drug and Alcohol Testing Methodology**

The testing or processing phase shall consist of a two-step procedure:

1. Initial screening test; and
2. Confirmation test.

The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; it will be classified as “confirmation pending”. Notification of test results to the Human Resources Director will be held until the confirmation test results are obtained.

A specimen testing positive will undergo an additional confirmatory test.

The drug screening tests selected shall be capable of identifying all major drugs of abuse as required under DOT regulations.

Any employee who breaches the confidentiality of testing information shall be subject to discipline.

### **Drug and Alcohol Test Results**

All records pertaining to Town required drug and alcohol tests shall remain confidential and shall not be provided to other employees of the Town.

Drug and alcohol test results and records shall be stored and retained in compliance with State and Federal laws.

### **Tobacco Use**

The Town of Berlin is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees and citizens. The following tobacco use policy has been adopted and shall apply to all Town of Berlin properties. The following guidelines will apply to smoking and the use of smokeless tobacco. For the purposes of this policy, smoking will be defined as the “act of lighting, smoking or carrying a lighted or smoldering, cigar, cigarette or pipe of any kind.” The guidelines will also apply to non-tobacco smoking products (e.g. clove cigarettes) and non-tobacco smokeless products (e.g. mint snuff).

It shall be the policy of the Town of Berlin that the use of all tobacco products will be prohibited on and in any Town of Berlin property. The use of tobacco products shall be prohibited anywhere on Town-owned property including buildings, grounds and parking lots leased, owned, or operated by the Town of Berlin. Tobacco use is also prohibited in all leased or owned Town vehicles and equipment.

Compliance with this policy by all employees is expected based on our commitment to a healthy work environment. Emphasis will be placed on creating a positive and healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all employees. Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to disciplinary process.

### **Penalties**

With the exception of Police Department sworn Officers, violations of this policy or any part herein will subject the employee to discipline pursuant to the Town of Berlin disciplinary procedures and may additionally result in one or more of the following:

1. Employee may be required to seek counseling;
2. Employee may have to submit to random testing;
3. Employee may have their pay rate adjusted and be demoted;
4. Employee may be placed on probationary status; or
5. Employee may be terminated.

The Town of Berlin Police Department shall discipline its law enforcement officers in accordance with the Law Enforcement Officers' Bill of Rights.

### **Supervisor Training**

The Town of Berlin shall develop a program of training to assist supervisory personnel in identifying drug and alcohol use among employees. Such training will be directed towards helping supervisors to recognize the conduct and behavior giving rise to a reasonable suspicion of drug and alcohol use, and be aware of those employees who pose an immediate safety threat, communicate the Town policy on drug and alcohol use, indicate available employee assistance resources, communicate how a supervisor is to deal with an employee suspected of drug and alcohol use, and communicate how and when to take disciplinary action.

### **Employee Education**

The Town will conduct ~~the~~ education of employees via discussion of the Town policy, training ~~using~~ videos, pamphlets, ~~or~~ instructor-led sources, communication of available employee assistance programs, and communication of available health benefits under the Town's group health insurance for the treatment of drugs and alcohol.

### **3.11 Political Activities**

No Town of Berlin employee shall make any contribution to the campaign funds of any political party or any candidate for public office within a Town of Berlin election or take any part in the management, affairs, or political campaign of any political party or candidate for public office, further than in the exercise of his right as a citizen to express his opinion and to cast ~~his/her~~ their vote.

Any Town employee, who meets with or may be observed by the public or otherwise represents the Town to the public, while performing the regular duties of their job, may not wear or display any button, badge, or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on Town property or Town time, a contribution for a partisan political cause.

### **3.12 Sale of Public Information**

No Town of Berlin employee, officer, or agent may sell, offer for sale, or solicit or receive any payment for public information, Town record, official or unofficial data or documents regardless of whether said information is in its original form, has been aggregated or desegregated, or summarized or otherwise altered; nor participate in any such activity on behalf of a third party (other than as part of such employee's job). This prohibition shall not affect the sale of certain official published documents offered for sale by the Town or normal charges for reproduction expenses where said charges are to be deposited to the credit of the Town.

### **3.13 Use of Town Position for Promotional Purposes**

No Town employee, officer, or agent may use their position for the promotion of any activity or the raising of funds for any activity not previously designated by the Mayor and Council as a Town activity. In addition, Town employees, officials, and agents not engaging in such activities, shall make every effort not to create the appearance of using their position in such a way; being particularly cognizant that one is under continual public scrutiny while in Town vehicles, on Town property, on Town assignment or in Town uniform.

### **3.14 Dress Code**

It is the policy of the Town of Berlin that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Employees are expected at all times to present a professional, business-like image to the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Town. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

The personal appearance of office workers is to be governed by the following standards:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The wearing of suggestive attire, dungarees, jeans, shorts, flip-flops, printed T-shirts, attire displaying lewd or suggestive messages, and similar items of attire is not permitted; as they do not present a businesslike appearance. On Casual Friday, employees will be permitted to wear business casual attire items such as denim or jeans; however, a neat and business-like appearance must be maintained.
- Hair should be clean, combed, and neatly trimmed or arranged. Shaggy unkempt hair is not permissible regardless of length.
- Sideburns, mustaches, and beards should be neatly trimmed.

The personal appearance of field employees is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit. Department Heads shall make the final determination of the appropriateness of attire, but the following conditions shall apply regardless:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments/industries. The wearing of suggestive attire, flip-flops, attire displaying lewd or suggestive messages, and similar items of attire are not permitted; as they do not present a business like appearance.

Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their job.

Any employee who does not meet the standards of this policy will be required to take corrective action immediately, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

### **3.15 Use of Town Owned Computers and Other Electronic Devices**

The use of Town-owned computers and networks owned or controlled by the Town of Berlin is a privilege that requires each user to act responsibly and ethically. Because electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements, copyright laws, and Town policy including those that may also apply to personal conduct.

Users do not own accounts on Town office computers but are granted the privilege of exclusive use. Under the Electronic Communications Privacy Act of 1986 (Title 18, U.S.C. section 2510 et. Seq., as from time to time amended), users are entitled to privacy regarding the information contained on these accounts. However, system administrators or other Town employees are allowed to access user files in the normal course of their employment when necessary to protect the integrity of the system or rights or property of the Town. User files are subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law or in conjunction with a law enforcement investigation.

Misuse of computing, networking, or information resources may result in the loss of computing and/or network access. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable Town regulation. Illegal production of software or any other intellectual property protected by U.S. Copyright Law is subject to civil damages and criminal punishment including fines and imprisonment. When accessing remote resources from Town computers, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations.

If the employee has been issued any electronic equipment, such as laptops, cellular devices, or tablets, they are to return the equipment in proper working order upon the termination of employment. The employee may be held financially responsible for lost or damaged equipment if the employee was found to be negligent with the equipment issued to them. Failure to return the equipment will be considered theft and may lead to criminal prosecution.

The following actions are prohibited:

- Unauthorized use of a computer account;
- Using the Town network to gain unauthorized access to any computer system;
- Connecting unauthorized equipment to the Town network, which includes all personally-owned equipment or installing unauthorized software programs. All equipment and software must be authorized by the Town Administrator **prior** to installation or connection;
- Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data;
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks;
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojans, and worms;
- Violating terms of applicable software licensing agreements or copyright laws;
- Using Town resources for commercial activity such as creating products, services for sale, or any type of solicitation;
- Using electronic mail to harass or threaten others, including the sending of any repeated, unwanted e-mail to another user;
- Initiating or propagating electronic chain letters and in appropriate mass mailings such as newsgroups and spamming;
- Forging the identity of a user or machine in electronic communication;
- Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or Town regulations;
- Transmitting, displaying, or accessing obscene, lewd, or sexually harassing images or text on a Town-owned or controlled computer or network;
- Attempting to monitor or tamper with another user's electronic communications, or reading, changing or deleting another user's files or software without the explicit agreement of the owner.

**Under no circumstances is an employee allowed to utilize the Town's computer system or network to engage in activity that is illegal under local, state, or federal law.**

Any employee who knows of any violations of this policy should notify his/her/their Department Head or the Town Administrator. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

### 3.16 Blogging

Blogging by employees, whether using the Town's property and systems or personal computer systems, is also subject to the terms and restrictions as set forth in this document. Limited and occasional use of the Town's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Town policies, is not detrimental to the Town's best interests, and does not interfere with an employee's regular work duties.

### 3.17 Use of Town Owned Vehicles

General Guidelines:

The purpose of this policy statement is to define the responsibilities and obligations of town employees who drive town-owned vehicles. In departments, such as police, where driver and vehicle safety standards already exist that are more stringent or governed by state or federal mandates, the more stringent policy will apply.

The Town of Berlin expects each department head to:

- Provide the proper vehicle for each job.
- Provide proper training for the vehicle operator.
- Maintain vehicles in proper working order and safe mechanical condition.
- Enforce vehicle policy guidelines within each department.

Employees who operate Town-owned vehicles are responsible for:

- Operation of the vehicle in a courteous and safe manner.
- Obeying all traffic laws, including wearing seat belts at all times.
- Driving defensively for the prevention of accidents caused by the improper action of other drivers, pedestrians, and/or adverse road conditions.
- Informing the department head if ~~his/her~~ their driver's license is suspended or revoked for any reason.
- Checking with ~~his/her~~ their doctor if taking prescription or over-the-counter medications that may affect the ability to operate a vehicle.
- Maintaining an acceptable driving record.
- Notifying the department head/supervisor immediately in the event of an accident involving a town-owned vehicle.
- Notifying the department head/supervisor of any problem (damages, mechanical, cosmetic, etc...) with the vehicle as soon as the problem is detected.
- Using daytime running lights on all town-owned vehicles.

Effective October 1, 2010, the Town of Berlin will comply with the new Maryland Law as it relates to the usage of wireless telephones and similar devices. This law states, "A driver of a motor vehicle that is in motion may not use the driver's hands to use a handheld telephone other than to initiate or terminate a wireless telephone call or to turn on or turn off the handheld telephone. "It is, therefore, a legal requirement to not use a wireless telephone or similar device not only as it relates to operating Town Vehicles but to any motor vehicle.

The Mayor and Council has adopted the following policy regarding the personal use of town-owned vehicles:

- For operational reasons, Department Heads have been designated to drive a town-owned vehicle to and from their residence for work purposes and Town-related activities. This shall be the only authorized use of the vehicle. Individuals driving Town vehicles may have occasions where an incidental stop is necessary between commuting/operational stops. Such use shall not be considered to be in violation of this policy.
- The Town requires that no personal items other than incidentals be stored in the vehicle. The vehicle is to be locked each night with work articles stored either in the lock box or trunk during times when the vehicle is not in use. The town vehicle shall be parked either in the employee's driveway or legally parked in front of the employee's residence.
- The Town will compute a daily value for the commuting which will be included in the employee's W-2 at the end of the calendar year. Such amount will be the minimum allowed by federal income tax laws.
- Only authorized town employees are permitted to operate the town vehicle.

#### Calculation of the Value of Personal Use of Town Owned Vehicles

The Mayor and Council has adopted the following policy regarding computation of the taxable value of the personal use of Town-owned vehicles:

- The personal use of Town-owned vehicles will be computed at the end of each pay period at the rate of \$3.00 per day according to IRS guidelines.
- The Town requires the employee to provide a complete accounting for the personal use of the vehicle to be submitted with the timecard for each period.
- The Town will withhold Social Security (FICA/Medicare), State, and Federal taxes from each regular paycheck based upon the accounting of personal use for each period.

#### Vehicle Fuel Conservation

The Town of Berlin will at all times pursue all avenues of fuel conservation. Fuel conservation measures will not disrupt services to the health, welfare, and safety of Town residents. Town vehicles will be managed with priority given to fuel conservation.

During a national fuel crisis, departments will be allocated fuel based on the priority of their use and Town fuel allotments. During a national fuel crisis, Town vehicles are prioritized as follows (priority listed in descending order):

- Emergency vehicles
- Health and safety vehicles
- Operational vehicles
- Administrative vehicle
- Take-home vehicles

The Town Administrator will be responsible for establishing priority ranking of Town programs for fuel allocations during a fuel crisis.

Department Directors will be responsible for developing and implementing internal departmental fuel conservation policies and procedures that ensure that:

- A process for prioritizing and "pooling" the use of fleet vehicles by employees under their supervision which allows for the close monitoring of fuel consumption by their department;
- Developing internal policies and procedures relative to fuel conservation and monitoring consumption that will ensure strict compliance of these policies and procedures;
- Developing operational plans that ensure that high priority program services essential to Town residents are not disrupted;
- Educating Town personnel under their supervision on proper vehicle operation to ensure maximum fuel savings;
- Consideration of fuel economy with regards to vehicle purchases;
- When appropriate, assigning the most fuel-efficient vehicles to employees who have high mileage driving records (except Public Safety);
- Coordinating travel to ensure maximum "pooling" of trips;
- Monitoring vehicle Preventive Maintenance Program to ensure that vehicle scheduled maintenance is performed at established intervals;
- Monitoring, on an ongoing basis, fuel consumption by department and reporting this information to the Town Administrator quarterly.

Vehicle Operators will be responsible for:

- Operating Town vehicles in a manner that will ensure maximum fuel savings including compliance with the following fuel-saving tips;
- Eliminating unnecessary trips;
- Planning all travel routes to ensure maximum fuel savings;
- Removing excess weight from vehicle;
- Operating vehicle at ~~speeds of 55 mph~~ the posted speed limit or lower based on road conditions;
- Avoiding unnecessary idling of vehicle;

- Developing and maintaining proper driving habits, i.e., over acceleration, avoiding constant braking;
- Inflating tires properly;
- Ensuring regularly scheduled preventive maintenance is completed for the assigned vehicle.

### 3.18 Performance Reviews

It is the policy of the Town that the job performance of each employee should be evaluated periodically by the employee's supervisor.

Department Heads or supervisors should complete performance appraisals upon the following occasions:

- By the end of the first six months of employment
- Prior to the annual salary review or on the anniversary date of employment
- When the employee is assigned to a new supervisor

If a performance appraisal has been completed within one month prior to one of the above occasions, a new appraisal need not be completed.

Between scheduled performance reviews, Supervisors should discuss with the employees on an informal basis any performance issues that warrant attention and shall keep records of any significant incidents.

Supervisors in evaluating employees should consider such factors as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives and goals. Other factors that normally should be considered include, but are not limited to, knowledge of the job, quantity, and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.

Department Heads shall review each supervisor's written evaluation to help assure that the evaluation function has been properly completed in as fair and objective a manner as possible.

After any written evaluation has been reviewed by the Department Head, the supervisor and employee shall meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make written comments about any aspect of it. The employee and supervisor should then sign and date the evaluation and forward it to the Town Administrator for review and inclusion in the employee's personnel file.

Department Head evaluations shall be conducted by the Town Administrator. After any written evaluation has been concluded by the Town Administrator, the Town Administrator and Department Head shall meet and discuss the evaluation, assess strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The Department Head should be given the opportunity

to examine the evaluation and make written comments about any aspect of it. The Department Head and Town Administrator should then sign and date the evaluation and forward it to the Mayor for review and inclusion in the employee's personnel file.

Information derived from the performance appraisal may be considered when making decisions affecting an employee including, but not limited to, decisions concerning training needs and opportunities, pay, promotion, transfer, or continued employment.

### **3.19 Community Participation**

It is the policy of the Town to encourage employees to participate in the community service affairs of charitable, educational, religious, fraternal, and civic organizations provided that employee participation in community activities does not adversely affect the employee's job performance, is not detrimental to the Town's interests and does not place the employee in the position of serving conflicting interests as determined by the Mayor and Council.

Time spent on community affairs, when not undertaken at the request of management, should normally be outside of the employee's regular working hours and, therefore, will not be considered hours of work for pay purposes. Employees serving as volunteers with the Berlin Fire Company who are able to respond to emergency calls for service during the employee's normal working hours will be compensated by the Town for the time spent responding to and assisting with calls for service at the employee's straight-time rate of pay.

The Town may identify certain community activities in which it wants to be represented and then designate the employees it will sponsor for participation or membership in such organizations. Employees so designated will represent the Town in the organization and will be expected to promote the Town's interests. Under these circumstances, time spent on the community activities will be considered hours worked for pay purposes.

Employee-initiated participation in community affairs that involves an extended period of time away from the job should be handled in accordance with the provisions contained in Section 6.15.

Employees have a responsibility when expressing opinions in a public forum to make clear whether the opinion is a personal one or one representing the Town. Any public communication which might be considered as representing the Town's position must be approved in advance by the Town Administrator or Department Head. Employees are not to discuss internal confidential affairs in any public forum.

**END OF SECTION**

## **SECTION 4      COMPENSATION AND PAY PRACTICES**

### **4.01    Pay Periods**

All employees will be paid on a biweekly schedule. The work week will run from Monday through the following Sunday of each week, and the pay period will cover two (2) work weeks. Time records shall be submitted to the Department Head at the start of work on Monday for the previous work week. After reviewing the time records for their department, the Department Heads shall summarize the hours worked by the department's employees for the previous two-week period on the forms provided, and submit the summary to the Human Resources Director by 4:00 PM on the Monday preceding the Friday of paycheck issuance. All time records must be verified by the employee and approved by the Department Head.

All nonexempt employees are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and must be completed by the end of each shift. The following points should be considered in filling out time records:

Employees should record their starting time, quitting time, and total hours worked for each workday.

Employees are not permitted to begin work before their normal starting time or stop work after their normal quitting time without the prior approval of their supervisor.

Employees are required to take scheduled lunch or meal breaks:

Employee time records should be checked and approved by the supervisor involved.

Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered and approved by the supervisor on the time record. Authorized overtime also should be identified by the supervisor.

The punching and/or filling out of another employee's time record or the falsifying of any time record is prohibited and shall be grounds for disciplinary action, up to and including termination.

### **4.02    Paydays**

Paychecks will be issued on Friday mornings of pay weeks. If a regularly scheduled payday falls on a holiday, paychecks will be distributed the day before the scheduled holiday.

Paychecks will only be released to the Department Head or designee. Department representatives will be expected to sign acknowledging receipt of paychecks.

#### **4.03 Payroll Deductions**

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The Town will withhold from the employee's paycheck those deductions required by law and pension plan contributions. Voluntary deductions authorized by the employee and deemed appropriate by the Town including but not limited to, insurance premium payments, Section 125 contributions, or other voluntary benefits may be withheld.

Involuntary deductions and changes to involuntary deductions withheld from an employee's paycheck shall follow guidelines as established by the State of Maryland Comptroller's Office. Notification of involuntary deductions shall be provided to the employee no later than 14 calendar days prior to the start of the deduction.

#### **4.04 Payroll Records**

The official payroll records are kept by the Finance Department. Each Department Head shall submit an approved time record, including compensatory time, for each employee within their department, noting hours worked, leave taken, and overtime worked during the pay period.

#### **4.05 Classification System**

The Town will develop and maintain a Classification System for all employees and will review that system periodically. The rate of pay ranges for each covered position will be specified in that individual job description. Any annual Cost of Living Adjustments must be approved by the Mayor and Council.

Except for entry-level positions, an employee may be hired at a rate of pay that is lower than the normal pay rate for a position. In such cases, the employee will advance to the normal rate of pay for the position once the employee has successfully completed a probationary period. Future raises for that employee will normally be considered as noted below.

All pay increases that are part of the annual budget process will become effective at the start of the fiscal year unless otherwise approved by the Mayor as a promotion, advancement, or change in job classification for the position in question. Cost of Living Allowance increases will be effective when approved by the Mayor and Council.

Except if approved in writing as a condition of employment, all new employees shall remain at the salary level at which they were hired for a period of one (1) year from the date of hire, except when across-the-board increases are approved by the Mayor and Council during the course of adopting the budget for

each fiscal year. All pay increases will become effective at the start of the fiscal year unless otherwise approved by the Mayor as a promotion, advancement, or job reclassification for the position in question. Cost of Living Allowance increases will be effective when approved by the Mayor and Council.

#### **4.06 Overtime**

For the purposes of determining overtime eligibility and in accordance with the Fair Labor Standards Act (FLSA) regulations, all Town positions are designated as either “exempt” or “non-exempt” from earning overtime compensation.

Regular full-time non-exempt employees are entitled to overtime compensation for hours worked over 40 hours paid per week. Regular part-time and temporary employees are entitled to overtime compensation for hours worked over 40 hours per week.

When computing overtime, vacation, sick, holiday, personal, comp. time used, and miscellaneous leave will count toward the calculation of overtime eligibility.

#### **4.07 Emergency Call-Out**

The Police Department shall serve as the after-hours emergency contact for all other Town departments, and shall direct the emergency to the applicable department according to a call-out list for each department and type of emergency to be provided by the Department Head from time to time.

All employee(s) who are required to carry a cellular telephone by the terms of these regulations or as determined by the Department Head or supervisor shall utilize those telephones in a conscientious fashion by having the cellular telephone in their possession and operational at all times when required to do so by duty assignment or direction of the supervisor or Department Head. Repeated failure to respond to a work-related call when on stand-by or other required off-duty hours may be subject to disciplinary action up to and including termination.

Required response times, when applicable to any given position, will be set forth in that individual job description.

Field personnel other than police officers who respond to a bona fide emergency call-in during otherwise off-duty hours will be paid overtime for the actual time spent, or for a minimum of three (3) hours, whichever is greater. That 3-hour minimum shall apply equally whether an employee is on stand-by duty as described above, or who responds to an emergency call but is officially off-duty otherwise. This rule does not apply to time worked that adjoins the normal work schedule.

In the event that a Department Head, subject to the approval of the Town Administrator, determines that an employee has responded to a non-emergency solely for the purpose of incurring overtime, such

overtime may be disallowed, and the employee may be subject to disciplinary action up to and including termination as the situation may warrant.

#### **4.08 Compensatory Time**

Employees entitled to overtime pay may request to receive compensatory time off instead of cash payment with the approval of the Department Head. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime.

Maximum accruals of compensatory time shall be limited to 240 hours for all classified employees except law enforcement officers, who may accrue up to 480 hours. Cash overtime compensation shall be paid for overtime hours that exceed the maximum limit of compensatory time allowable by law.

**Compensatory time shall be utilized before all other forms of paid time off with the exception of sick leave.**

Requests to use compensatory time which are submitted with sufficient advanced notice shall be approved by the Department Head unless the Department Head determines that doing so would unduly disrupt the department. Department Heads may require an employee to take compensatory time off to reduce balances.

It is the responsibility of the Department Head to schedule compensatory time off, whenever the department's schedule permits, to reduce compensatory time balances by granting an employee's request to take accrued compensatory time off or by requiring compensatory time be taken off.

Upon termination of employment, employees will be compensated for any unused compensatory time at the employee's rate of pay current with the termination.

#### **4.09 Travel Reimbursements**

It is the policy of the Town of Berlin that business travel must be approved in advance and should be engaged in and reimbursed according to the guidelines in this Section.

Department Heads or supervisors must approve any employee travel in advance and submit that written recommendation to the Town Administrator. The Town Administrator shall have the authority to determine the necessity of official travel.

Written travel recommendations must be provided at least three weeks before the travel date and include the following:

1. Purpose
2. Copy of class schedule or seminar agenda

3. Itinerary
4. Costs

Costs of an approved trip that are determined by the Town Administrator to be unreasonable or unwarranted for that trip will not be approved.

Employees are expected to use the most reasonable mode of transportation available, book the least expensive fares, and stay in and eat at moderately priced establishments.

Employee expenses for pre-approved travel will be paid or reimbursed when properly documented by the employee, reviewed by the supervisor, and approved by the Department Head or Town Administrator. Should travel occur in the month of June the employee must make every effort to submit requests for reimbursement prior to June 30<sup>th</sup> of that fiscal year.

Time spent in traveling away from home on approved Town business during normal working hours is considered hours worked for pay purposes, and should be shown as such, with accompanying explanation on the employee's time record. Unless authorized, all travel time shall be reimbursed at a straight time rate.

Employees traveling on Town business are representatives of the Town and are expected to maintain a high level of professionalism and follow the Town's policies and rules while on such business.

### **Accommodation**

When overnight accommodations are required a Town credit card shall be utilized to pay for the room and any parking-related charges. If a Town credit card is not available, employees may obtain a cash advance and pay for accommodations by submitting a written request approved by the Town Administrator to the Finance Director at least two weeks in advance of the date of travel. No other charges from the hotel/motel shall be placed on the billing statement, (such as room service, phone charges, movies, etc.). Each Town employee traveling on authorized business shall have separate room accommodations. **Reimbursement for overnight travel is available only when the employee is traveling more than 50 miles from the Town unless otherwise approved by the Town Administrator**

### **Meals and Incidentals**

Town of Berlin employees traveling to an authorized function will be reimbursed for meals and incidentals on a per diem basis when meals are not included as part of the authorized function. No receipts are required for reimbursement under the per diem method. Meals included in the registration fee or official function or otherwise furnished at no additional cost will not be eligible for per diem.

Per diem shall be paid-at a rate that is established by Government Services Administration (GSA.gov):

- The employee must submit a printout of their per diem page and attach it to their expense form

- The employee will use either the “Specific Rate” for a specific city/town as listed or if the city/town is not listed then the employee will use the “Standard Rate”.

Per diems may be advanced. An Expense Form must be approved by the department director, or if it is a request for a department director, by the Town Administrator, and submitted to the Finance Department at least two weeks prior to the date of travel.

Should circumstances change or all or a part of the planned travel not occur then all or whatever portion of the advancement will need to be paid back to the Town.

### **Mileage**

Employees using their personal vehicle for travel related directly to Town business will be compensated at a per-mile rate equal to the reimbursement rate established by the Internal Revenue Service (IRS) for each mile traveled, upon presentation of a travel reimbursement expense form showing odometer readings from start to end of such official travel.

All other reasonable expenses of official travel such as tolls will be completely reimbursed to the employee upon presentation of receipts or other adequate documentation of the expense along with a travel expense in a form acceptable to the Finance Director. All travel expenses must be approved by the Town Administrator. In the case of expense forms submitted by the Town Administrator, such expenses must be approved by the Mayor or a Councilmember.

## **4.10 Town Issued Credit Card/Gas Card Usage and Reporting**

This procedure outlines the process and steps to follow for issuing, purchasing, reporting, and securing credit cards and gas credit cards held by employees of the Town of Berlin. This procedure addresses duties and responsibilities for each area.

### **Issuing Credit Cards**

Department Heads will request the issue of a credit card and/or gas card from the Finance Director. Approval will be granted by the Town Administrator.

The limit for credit card spending is set by the employee’s need for access to immediate purchase. The pre-approved levels are as follows:

Town Administrator	_____	—\$10,000	5,000
Department Heads			
	<del>Administrative Service Director</del>	<u>Deputy Town Administrator</u>	\$5,000

Finance	\$5,000
Human Resources	\$5,000
Planning & Zoning	\$5,000
Public Works	\$5,000
Water Resources	\$5,000
Police	\$5,000
Power Plant	\$5,000
Electric Distribution	\$5,000
Economic and Community <u>Development</u>	\$5,000

Development

When an exception to the preset limits is deemed necessary, a letter of explanation will be sent to the Town Administrator by the Department Head requesting approval. If approved, the Town Administrator will forward this approval to the Finance Director for an increase or to request an additional card. The Finance Director will keep a listing of employees with credit cards and the credit card limit. A Sales Tax Exempt Card will be issued with each credit card.

### Purchasing

Credit cards are to be used for purchasing goods and services directly related to the operation of the Town of Berlin. Purchases must be conservative and only made when it is not efficient to request a check from the Finance Department or when emergency situations arise.

The following list is a set of purchases that may not be made with a credit card. This list is not inclusive and when an employee is unsure if a purchase is allowable, ~~he/she~~ they should seek guidance from their supervisor or the Finance Department.

- Alcohol;
- Goods or services only for personal use;
- Entertainment;
- Fuel for personal vehicles;
- Cash Advances;
- Tuition reimbursement as covered under Section 6.10 titled Job-Related Education;
- Purchases not directly related to the operation of the Town of Berlin.

### Reporting

Purchases made with a credit card/gas card do not receive the prior written documentation that is required by the Town of Berlin; credit card/gas card purchases are instead documented at the end of each billing cycle when a statement is issued by the credit card company. The following is the process of documentation by responsible area:

Finance Department

- A. Accounts Payable Specialist:
  - 1. Receives the completed documentation and prepares payment for the credit card/gas card company and sends payment within seven calendar days of documentation receipt.
- B. Finance Director:
  - 1. Reviews credit card statements and related documentation for accuracy and compliance with this policy.
  - 2. Contacts employee if further documentation is necessary.
  - 3. Maintains a list of late payments.
- C. Credit Card/Gas Card Holder – Employee:
  - 1. Maintains detailed receipts for each purchase made during the billing cycle.
  - 2. Reviews the monthly credit card statement for accuracy of charges.
  - 3. Contacts the credit card company for disputed charges and obtains dispute documentation.
  - 4. Prepares the credit card statement documentation in the following manner
    - a. Each original purchase receipt is adhered (taped, glued, stapled, etc.) to a sheet of 8½ “ x 11” plain paper.
    - b. Next to the receipt, the reason for the purchase is annotated.
    - c. If sales tax was paid, the reason for the tax is annotated on the page.
    - d. If the receipt is for travel (motel bills, meals, transportation, etc.) the reason for the travel is annotated and any conference or agenda documentation is attached.
    - e. If the receipt is for local meals, the list of attendees and the meeting agenda must be annotated. Also, the receipt must be detailed – a generic summary will not be accepted.
    - f. If a charge is disputed, documentation from the credit card company and the reason for the dispute must be documented.
    - g. If a receipt for a gas credit card the cardholder must annotate their name on each receipt.
  - 5. Signs the bottom of the credit card statement (even if no charges are made).
  - 6. Prepares a Purchase Order (if charges were made) ensuring that each charge is allocated to the proper cost center and account number
  - 7. Forwards the credit card statement, Purchase Order (if charges were made) with documentation to the Town Administrator
- D. Town Administrator
  - 1. Reviews credit card/gas card documentation for accuracy, allowable charges, and proper receipts.
  - 2. Forwards credit card/gas card documentation to the Finance Department for payment at least seven days prior to the due date.
  - 3. Will be responsible for reviewing all training charges made on credit cards and confirming prior to approval.

**Two late charges from the credit card company will result in the suspension of the employee's credit card and the employee will be responsible for the late fees.**

E. Human Resources Director

1. At termination of employment, will ensure that credit card/gas card is secured and all card charges have cleared prior to issuing final payment of salary and benefits.
2. At approval of a leave of absence, retrieve the credit card/gas card prior to the employee's leave and return the card upon reinstatement.

## **Security**

Credit cards will be kept in a secure manner at all times. Credit cards should not be left in offices or areas accessible to others.

Credit cards will only be used by the authorized user. Lending out credit cards to co-workers or subordinates is not allowable.

## **Compliance**

This policy provides the necessary guidance for the Town of Berlin credit card/gas card usage.

Repeated offenses of not following the direction as outlined in this policy will result in credit card/gas card privileges being revoked by the Town Administrator. Any employee who exploits the use of a Town issued credit card/gas card beyond the intent of the established policy will face disciplinary action up to and including termination of employment. The Mayor will serve as the oversight for the Town Administrator whereas the Town Administrator will comply with this and all established policies.

1. Charges made on credit cards that are not allowable will be reimbursed by the employee to the Town of Berlin.
2. Employees are required to sign this policy ensuring that the above guidelines are understood.
3. At the time of employment termination, any unallowable charges on the Town credit card/gas card will be deducted from the employee's final pay check.

### **4.11 Cellular Telephone Reimbursement**

As a general rule, the Town of Berlin shall not own or otherwise provide cellular telephones to its employees. However, the Town does recognize that certain employees may need to use cellular telephones to conduct legitimate Town business. In these cases, effective February 1, 2009, the Town will provide a cellular telephone reimbursement for employees who are required to use their personal cellular telephones for work purposes, subject to the following conditions:

- The Town Administrator must first authorize the employee to use their own personal cellular telephone for Town business. An acknowledgement form shall be signed by the employee,

Department Head, and Town Administrator with a copy retained by both the employee and the Town. The authorization form will identify the employee, department, and the employee's acknowledgment of this policy.

- The Town will pay an allowance of up to \$50.00 per month for cellular phone service. This reimbursement amount will be reviewed annually to ensure the amount is adequate to pay expenses incurred in maintaining a wireless plan. Requests for cellular telephone reimbursements must be presented to the Finance Department on an expense report signed by the employee and Department Head. Requests for cellular telephone reimbursements must be submitted by the end of the fiscal quarter in which the expenses occurred.

**END OF SECTION**

## SECTION 5 HOURS AND ATTENDANCE

### 5.01 Work Hours

It is the policy of the Town of Berlin to establish the time and duration of working hours as required by workload and production flow, customer service needs, the efficient management of human resources, and any applicable law. Working hours and shift configuration for departments will be determined by Town Administrator and/or Department Head as needed.

Employees who are in an on-call status are required to carry a communication device (i.e. cellular telephone; 2-way radio) as determined by the Department Head.

### 5.02 Attendance

It is the policy of the Town of Berlin to require employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupts workflow and customer service and will not be tolerated.

Supervisors should notify employees of their starting, ending, and break times. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.

Employees should notify their supervisor of unexpected absences or tardiness as far in advance of the beginning of their designated starting time as possible. The Department Head shall determine the appropriate method of notifications. Whenever possible, employees should notify their supervisor as soon as possible if an unexpected need to leave work early occurs. Such notification should include a reason for the absence or tardiness, and an indication of when the employee can be expected to report for work. If the supervisor or ~~his/her~~ their designee is unavailable, notification should be made to ~~the~~ Human Resources Director. If the Human Resources Director is unavailable, notification should be made to the Town Administrator. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive tardiness or absences will lead to discipline, up to and including termination.

Employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the employee works more than forty hours during the work week. Employees, who are habitually late reporting to work, whether at the beginning of the shift or after a break, are subject to disciplinary action.

Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved. Excessive absences, tardiness, or early departure more than three times in a three-month period generally are grounds for discipline.

Employees who are absent from work for two consecutive days without giving proper notice will be considered as having voluntarily quit. At that time, the Town will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.

Employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees, who report to work in a condition considered not fit for work, whether for illness or any other reasons, will not be allowed to work.

Employees who abuse leave policies by providing false or misleading information about reasons for absence are subject to disciplinary action.

### **1. Breaks and Meal Periods**

All breaks from work including meal periods shall be scheduled by the Department Head so that they do not interfere with Town business or service to the public. The scheduling of meal periods may vary depending on department workloads. Meal periods are unpaid. Employees required to remain on the job or remain at their post during the meal period or granted a meal period of less than 30-minutes will be compensated for the meal period.

Breaks from work other than meal periods may not be used to shorten the workday, lengthen the meal period, or exceed 20 minutes per day.

### **2. Light Duty**

Light or restricted duty may be provided, if available when an employee who has been injured or ill is released to return to work with specific work restrictions by a physician. The Town reserves the right to require examination by a physician of the Town's choice, at the Town's expense, to determine the ability of the employee to return to work after an on-the-job injury or illness.

Absent extraordinary circumstances, light-duty work, if available, may be provided for up to a maximum of 6 months unless specifically authorized by the Mayor. If the light-duty assignment expires and the employee is not released to return to full duty, the employee may request a leave of absence in accordance with Section 6, or transfer to an available job that meets the employee's restrictions. If the employee is not eligible for leave or a leave request is denied, and no job is available for transfer, the employee may resign from Town employment or be terminated from employment.

An employee who refuses available light-duty that complies with restrictions set forth by a physician is not eligible to receive compensation under Workers' Compensation or any other paid leave and is subject to disciplinary action.

### **3. Inclement Weather and Emergency Conditions**

In case of inclement weather or emergency conditions, employees are expected to report to work unless otherwise notified by a public announcement or the Mayor (or designee) that the Town offices are closed or that a liberal leave policy is in effect. Essential, standby, and non-essential employees are designated by the Department Head. Any delayed starting times for Town facilities due to inclement weather or emergency situations shall be announced and shall be subject to the Town's liberal leave policy unless otherwise specifically specified in the media announcements.

Essential employees are required to report to work regardless of conditions or closings. Standby employees are required to be ready and available to report to work upon being notified to do so regardless of conditions or closings. Non-essential employees are not required to report for work or remain on standby unless otherwise advised by their supervisor or Department Head. Public Works Department Director, Water Resources' Director and Superintendents, Electric Utility Director and Superintendents, and the Chief of Police are all considered standby. Employees who work as required during emergencies will be compensated for time worked under normal compensation rules.

If Town offices are closed due to inclement weather conditions Monday-Friday, and the liberal leave policy is not in effect, full-time employees who could not work due to the closing will be paid for normal daily scheduled work hours. Employees who work or are scheduled off work on the day the offices were closed will be paid for the number of hours that Town offices were closed between 8:00 a.m. and 5:00 p.m., Monday through Friday, in addition to hours worked. Hours paid due to an emergency closing will be paid at straight time and will not count toward overtime. Part-time employees will be paid for scheduled hours normally worked according to the provision as outlined above. Employees using accrued leave the day offices were closed may be paid for the hours for the closing in lieu of paid leave not to exceed the regular daily scheduled hours.

If Town offices were open and the liberal leave policy is in effect, it is the responsibility of the non-essential and stand-by employee to determine whether to report for or remain at work unless otherwise directed. If an employee elects not to report for work, reports late, or leaves early, it is the employee's responsibility to advise the Department Head as early as possible of the decision. Employees who do not report, report late or leave early may charge the absence to compensatory, vacation, or personal leave. If all leave balances have been exhausted, the employee may elect leave without pay. It is the Department Head's responsibility to maintain minimum staffing to provide essential services.

In the event of a disaster specific to the Town of Berlin as declared by local, state, or federal officials, all employees are designated essential and must follow reporting directives set forth in the Emergency Operation Plan for the department.

**END OF SECTION**

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## **SECTION 6      EMPLOYEE BENEFITS**

### **6.01    Health and Life Insurance**

All full-time employees shall be entitled to membership in the Town's Group Health and Life Insurance program in effect at the time of hiring. The Town will pay the cost of Life Insurance coverage for each employee. The cost of employees' individual health insurance will be primarily borne by the Town with the amount of the employee's contribution towards that individual or dependent coverage to be determined by the Mayor and Council from time to time.

Employees who elect not to participate in the group health insurance offered by the Town will be required to sign a waiver of coverage in a form acceptable to the insurance carrier and the Human Resources Director, and must also provide proof of insurance coverage under another carrier to be eligible for exclusion from the Town's group policy. Such employees will still be covered by the group life insurance policy at no cost to the employee. Prior to July 1, 2001, full-time employees not participating in the group health insurance plan, thereby reducing the total of their benefit/compensation amount, were paid a sum, as determined by the Mayor and Council, to offset that reduction. Effective July 1, 2001, this offset will no longer be offered. However, employees enrolled in the offset program as of June 30, 2001, will continue to receive the offset until such time as they leave the program. Employees leaving the program will not be reinstated.

### **6.02Section 125 Cafeteria Plan**

Employees participating in insurance and benefit plans eligible for pre-tax deductions under IRS standards may elect to participate in a Section 125 Plan allowing the employee's share of costs to be deducted before taxes are withheld. Participation is subject to all applicable plans and IRS regulations.

### **6.03Maryland State Pension / Retirement System**

All employees who work in excess of 500 hours annually shall be enrolled in the Maryland State Pension/Retirement System according to the procedures of those systems at the time of hiring. Maryland State Pension System contributions will be 7% of employee's gross pay with the Town contributing based on Maryland State Pension System requirements.

### **6.04Workers' Compensation**

All employees will be covered under the Town's Workers' Compensation Insurance Policy in effect during the term of their employment. Absence due to illness or injury covered under Workers' Compensation will not be deducted from an employee's accrued leave, provided that all requirements and procedures associated with the Workers' Compensation program and the Town's administration of the Workers' Compensation program have been fulfilled by the employee.

Employees on Worker's Compensation Leave may utilize other forms of accrued leave such as compensatory, personal, sick, or vacation leave to supplement Workers' compensation payments.

#### **6.05State Employees' Credit Union**

All employees shall be entitled to participate, at their option, in the State Employees' Credit Union (SECU) through payroll deduction. Any obligations express or implied, between the employee and the SECU shall be the sole responsibility of the employee. The Town's responsibility shall be limited to the administration of the group's participation.

#### **6.06Deferred Compensation Plan**

All employees shall be entitled to participate, at their option, in the Town's Deferred Compensation Plan, through payroll deduction. Any obligations express or implied, between the employee and the Deferred Compensation Plan Administrator or its investment plans shall be the sole responsibility of the employee. The Town's responsibility shall be limited to the administration of the group's participation, and the timely submission of payroll deductions authorized by the employee to the Deferred Compensation Plan Administrator.

#### **6.07Blood Bank of Delmarva**

All employees are eligible for a membership with the Blood Bank of Delmarva at no cost to the employee. This benefit allows anyone covered by the employee's membership to use blood service at any hospital. Membership covers the employee, spouse, and anyone who can be claimed as a tax dependent.

#### **~~6.08Sam's Club Membership~~**

~~All employees are eligible for a membership with Sam's Club at no cost to the employee.~~

#### **~~6.09~~6.08 \_\_\_\_\_ Uniforms & Personal Protective Equipment**

All applicable employees shall be entitled to participate in the Town's uniform contract in effect during the term of their employment. Uniforms shall not normally be required by the Town, except for employees of the Police Department.

Personal protective equipment shall be provided by the Town at no expense to the employee. The equipment required is determined by the Department Head to allow for safe working conditions. Specialized personal equipment such as eyewear, boots, and other equipment shall be reimbursable to the employee upon the presentation of qualified documentation as determined by the Department Head and Finance Director.

#### **6.106.09 Job-related Education**

**All employees are eligible to receive job-related education benefits.** Participation in any given educational program, whether required or non-required, must be pre-approved by the Town Administrator prior to the employee's enrollment if the employee will be requesting reimbursement. Enrollment fees for the required courses will be paid directly by the Town whenever possible by approved Purchase Order.

The determination of whether education is required or non-required, and thereby the means of payment of the education costs, shall be made by the terms of the employee's job description or employment contract where applicable. In the absence of written standards for the position, the Town Administrator shall make the final determination, subject to the approval of the Mayor, and the Council whenever applicable.

**Required education:** Classes, seminars, or other similar continuing education units that are required by the Town as a condition of employment, or by a State licensing regulation applicable to that position, will be paid in full by the Town subject to an employment contract if applicable.

Employees attending required educational courses shall be considered to be on the job for those hours spent in class, as well as during any hours spent traveling to and from those required classes, whether or not those classes are conducted during regular business hours. If required classes are conducted outside regular business hours, the employee will be credited with compensatory time for the amount of time spent on an hour for hour basis. Overtime or time and one-half compensatory time will not be paid for after-hours class attendance. Attendance at required classes during regular business hours will be credited as if the employee were performing his regular duties, and shall not be deducted from any accrued leave. For classes requiring an overnight stay, the employee will be credited with class and travel time only.

**Non-required education:** Job-related classes, degree programs that are not required as a condition of employment or licensing will be paid for by the Town in an amount equal to 100% of the tuition cost of such education on a reimbursement basis, upon presentation by the employee of evidence of a passing grade and a receipt or other sufficient documentation showing payment of that tuition. The Town Administrator shall determine whether or not the degree program is job-related in advance of the employee's enrollment. Reimbursement will be for tuition only and will not cover

books and related educational materials or costs. Tuition reimbursements under the IRS rules (Publication 15-B) limit the amount that may be excluded from taxable wages. This amount will change from time to time; employees are encouraged to check the IRS rules for the current limit. Any amount provided to an employee that exceeds the limit will be added to the employees' taxable wages for the year of reimbursement.

Employees attending non-required, job-related educational courses will do so on their own time, with no other compensation beyond what is outlined above. Employees may attend non-required, job-related courses during normal business hours with the approval of the employee's supervisor, Department Head, and the Town Administrator, so long as, in the judgment of the Department Head, the employee is still able to attend to his regular duties. Such attendance will be deducted from the employee's accrued leave.

**Repayment:** If the Town approves and makes payment for a degree-related program the employee will be obligated to continue their employment on a one-for-one basis which begins after the completion of the employee's first year of a degree-related program. For every year of reimbursed education expenses, the employee will incur one year of commitment to the Town. If employment does not continue for this time period then the employee must repay the entire amount of the tuition that was paid from the inception for the last 12 months of the year. However, such repayment will not be required if the termination of employment is due to death, long-term disability, or involuntary termination for any reason other than cause.

#### **6.116.10 Vacation Leave**

Full-Time Employees will accrue vacation days based on the number of years employed, and according to the following schedule, which may be amended from time to time:

Year 1:	1.84 hours per pay period / 6 days per year
Year 2-5:	3.69 hours per pay period / 12 days per year
Year 6-15:	5.53 hours per pay period / 18 days per year
Year 16-20:	7.38 hours per pay period / 24 days per year
Year 21+:	9.23 hours per pay period / 30 days per year

Vacation accrual rates will be increased effective the first pay period following the employee's anniversary date. Part-time employees who work at least 40 hours per pay period regularly shall accrue Vacation leave at half the rate of Full-Time employees.

All leave will be accounted for on a fiscal year basis.

Vacation may be accrued, but not used until the employee has completed six (6) months of satisfactory employment. The Town Administrator upon recommendation of the employee's Department Head may advance up to five (5) days' vacation prior to its actual accrual or the employee's eligibility, with sufficient cause.

Unused vacation may be carried over from one fiscal year to the next up to a maximum of thirty (30) days accumulated. Vacation in excess of thirty (30) days will be **forfeited** at the start of the fiscal year. **The Town Administrator will not approve any carryover of vacation time from one fiscal year to the next.**

Vacation requested by Department Heads must be approved by the Town Administrator. In the event of conflicting requests for leave within an individual department, the Department Head or Town Administrator shall grant requests based on the earliest dated request, seniority, and when applicable, job necessity.

Any employee who fails to report for work without proper notification for a period of two (2) consecutive working days will be deemed to have resigned. Resigning employees will only be paid for unused vacation with their final check, provided that they have given proper notice of their resignation at least two (2) weeks in advance of their last working day. Payment for unused vacation accrued by an employee who has not given proper notice may be approved by the Town Administrator, subject to the approval of the Mayor, with sufficient cause.

Employees terminated as a result of the abolishment or consolidation of their position, layoffs, or other circumstances beyond the employee's control will be paid for unused accrued vacation accrued along with their last regular paycheck.

#### **6.126.11 Vacation Buy Back**

The purpose of this policy is to explain the procedure for annual vacation buy-back. Vacation buy-back is provided as an optional benefit, subject to budgetary constraints, for eligible employees who elect to convert vacation into cash value on an annual basis.

The Town of Berlin caps vacation hour banks in accordance with the established accrual schedule. Currently, if an employee is in a position where the accrued amount exceeds 240 hours at the end of the fiscal year, those hours are forfeited.

#### **Applicability**

This policy is applicable to all employees who are eligible to accrue vacation and who elect to sell back their accrued unused vacation hours to the Town of Berlin.

#### **Eligibility Criteria**

- A. Full-time employees may sell back a maximum of 60 hours per year and eligible part-time employees may sell back a maximum of 40 hours per year.
- B. The employee must have at least 160 hours of vacation (projected based on employee accrual rate) at the end of the fiscal year to be eligible to participate.

- C. After the payout has been completed the employee must have 1080 hours of vacation remaining or the sell back is void.
- D. The employee must make the request for buy back in writing and once received by the Human Resources Director the election is non-revocable.
- E. The pay rate used is the employee's pay rate as of June 30 of the year the application is made.
- F. The employee must have taken at least 40 hours of vacation in the previous twelve months, prior to April 30.

#### **Procedures/Responsibility of the Human Resources Director**

- A. The Human Resources Director will have a request form that will be made available to all eligible employees, during the budget process. Requesting employees are to complete the form notifying the Human Resources Director of their intent to sell vacation hours and the number of hours. This form must be received by the Human Resources office no later than April 30. There will be no exceptions to this due date.
- B. During the month of June, in the year of the buy-back request, a confirmation letter will be sent to all employees who requested to sell back vacation hours. The employee shall receive payment for the requested hours before the end of July of the new fiscal year.
- C. **The payment will be at 80% of the calculation. This is a voluntary election by the employee with the understanding that the payout is at 80% of the value. Simply stated, for every 10 hours the employee wishes to sell back they will receive an actual payment of 8 hours.**

#### **6.136.12 Sick Leave-Full Time Employees**

Full-Time employees shall accrue Sick Leave at the rate of one (1) day per month, beginning on the date of hire.

Probationary employees shall be eligible to use such sick leave as they have accrued during that probationary period. Leave in excess of that accrual will be without pay unless advanced.

Sick Leave may be advanced up to fifteen (15) days with the approval of the Town Administrator, or in excess of fifteen (15) days, with the approval of the Mayor for serious or emergency illness.

Sick leave covers those situations in which an employee is absent from work due to:

- The employee's own inability to work due to physical injury or illness or quarantine;
- The need to care for the employee's spouse, dependent children, parents, sibling, or other relatives as part of employee's household due to serious illness or disability; medical or dental appointments for the employee, dependent child or spouse, provided that the employee makes a reasonable effort to schedule such appointments at times which have the least interference with the workday;
- Use of a prescription drug that impairs job performance or safety;
- Actual periods of temporary disability associated with pregnancy or childbirth are substantiated by a medical certificate.

A doctor's certificate is required when an employee is absent for three or more consecutive days. In addition, an employee may be required to submit a doctor's certificate that authenticates an inability to work for any absence if the employee's sick leave record shows absences of five days without a medical certificate in the prior 12 months. This request for documentation would be up to each department for the employee to furnish those documents to the Human Resources Director.

A sick day is considered to be 24 hours in duration. Employees who are habitually absent due to illness may be terminated if their absenteeism prevents orderly and efficient completion of assigned duties. The Town may also request the opinion of a second doctor at the Town's expense to determine whether the employee suffers from a chronic physical or mental condition that impairs their ability to perform the job.

Employees who require time off work due to illness or injury may apply for leave without pay only if they have exhausted all appropriate paid leave balances.

Sick Leave may be accrued and carried over from year to year without limitation.

Retiring employees will be given credit for unused Sick Leave in accordance with the rules and regulations of the Maryland State Retirement and Pension System.

No employee shall be entitled to a cash payment or compensation for unused Sick Leave at termination or resignation.

#### **6.146.13 Sick and Safe Leave-Part Time/Seasonal Employees**

Under the Maryland Healthy Families Act, the law requires employers with 15 or more employees to provide paid sick leave (hereafter referred to as SSL) for all employees. The law pertains to all employees of the town, however, the town's current sick leave policy for Full-Time employees meets and exceeds the requirements of this law therefore Full-Time employees will not receive

any additional sick/safe leave. Part-Time and Seasonal employees are entitled to paid SSL under this law.

Earned SSL begins to accrue on February 11, 2018, or the date, on which the employee begins employment, whichever is later. An employee accrues earned SSL at a rate of one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned SSL in a year. Up to 40 hours of unused SSL will be carried over from year to year with the employee hire date making the start of a new year. The maximum amount of SSL leave an employee may accrue is 64 hours. Once an employee earns 64 hours of SSL, they stop accruing until leave is used.

Employees are not eligible for payout of any remaining SSL upon the termination of employment. If a former employee is rehired within 37 weeks of their latest date of termination, their unused SSL balance will be reinstated.

Eligible employees must be employed for 106 calendar days before they can use SSL. SSL may be used in increments of 30 minutes.

Employees are allowed to use SSL under the following conditions:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave;
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member, and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of domestic violence, sexual assault, or stalking

### **~~6.15 Sick Leave Pool~~**

~~The purpose of the Sick Leave Pool is to provide members with sick leave benefits after the member's sick leave has been exhausted. The pool will be maintained through the voluntary contribution of 16 sick leave hours by eligible employees electing to do so on July 1, of each fiscal year.~~

~~All regular full-time employees who are eligible to apply for membership effective July 1 of each fiscal year must meet the following conditions:~~

- ~~1. be in an active pay status;~~
- ~~2. have completed their initial probationary period;~~

- ~~3. have used no more than five (5) non-physician documented working days of sick leave during the preceding 12-month period;~~
- ~~4. have a balance of 120 or more hours of accrued unused sick leave~~

~~Each member must contribute 16 hours of sick leave per fiscal year. Authorization for contributions will be continued year to year unless cancelled in writing by the member. Contributions will not be credited to the member's accrued sick leave when membership is cancelled for any reason. Members who do not have enough accrued sick leave for their annual contribution and wish to remain an active member will contribute their sick leave accrual until their contribution obligation is fulfilled.~~

~~Active members may apply for a grant from the Sick Leave Pool in the event of a prolonged or catastrophic personal illness, injury, or quarantine. To be eligible for a grant from the sick leave pool a member must:~~

- ~~1. Have an available balance of 120 hours or more of accrued, unused sick leave at the commencement of the personal illness requiring the grant.~~
- ~~2. All accrued leave (compensatory, personal, sick, and vacation) must be exhausted before a grant is awarded.~~
- ~~3. Complete and submit to the Human Resources Director, a Sick Leave Pool Grant Application and a Health Care Provider Statement, or the application and the Family Medical Leave Act (FMLA) Health Care Provider Statement.~~

~~The Human Resources Director shall approve or deny grant requests, in accordance with the provisions of this section, within 15 working days of receipt of a completed Sick Leave Bank Grant Application. Denials may be appealed for consideration by the Town Administrator.~~

~~Grants from the Sick Leave Pool will not be distributed until the accrued sick leave balance is exhausted. Grants will not be approved for elective treatment except when the condition meets the above-mentioned requirements due to complications. Grants will not be carried over from one fiscal year to the next. A new application must be submitted and approved by the Human Resources Director to continue a grant. If a member does not use all granted days, unused days will be returned to the Sick Leave Pool.~~

~~**Members returning from paid leave under a Sick Leave Pool grant must contribute 16 hours of sick leave within the first 90 calendar days of returning to work.**~~

~~The Town may request, at the Town's expense, a second medical opinion of the reason and need for leave when application is made. All Sick Leave Pool contribution and grant request records will be maintained and kept in the Human Resource Director's office.~~

~~All paid leave accruals will cease throughout the duration of any Sick Leave Pool grant and will resume upon return to paid full-time employment status. Members may be eligible for a grant up to 100% of their average workdays during a work year, up to a lifetime maximum of 1,040 hours.~~

~~When the Human Resources Director has reason to believe that a member may be eligible for benefits under a long-term disability, retirement benefits, or Social Security benefits, the Human Resources Director may deny the Sick Leave Pool grant request and suggest the applicant apply for those benefits.~~

#### **6.166.14 Family and Medical Leave**

As provided by the 1993 Family and Medical Leave Act (FMLA), eligible employees shall be entitled to take up to 12 weeks of job-protected leave during any 12 month period for specific family or medical reasons even if accrued leave is exhausted and the leave must be unpaid, for the following reasons:

- Birth of a child, and to care for a newborn;
- Placement with the employee of a child for adoption or foster care;
- To care for the employee's spouse, child, or parent with a serious health condition as defined by the FMLA;
- A serious health condition as defined by the FMLA that makes the employee unable to perform job functions; or
- A spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status, in support of a contingency operation.

To be eligible, an employee must have:

- 1 Completed at least one year of employment with the Town of Berlin, and
- 2 Worked at least 1,250 hours in the 12 months preceding the leave date.

Eligible employees who are the spouse, son, daughter, parent, or next of kin of a covered military service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the military service member.

The Town of Berlin has chosen the "rolling" calendar year method for the purposes of calculating FMLA eligibility. The 12-month period is measured backward from the date an employee begins FMLA leave.

Employees who request leave due to their own personal illness or to care for an ill family member must submit a completed Health Care Provider Statement to the Human Resources Director before the leave is approved.

In certain cases, intermittent use of the 12 weeks entitlement or a part of the reduced workweek may be allowed by the Town of Berlin. Application for intermittent leave or reduced work schedule must be made in writing to the Human Resources Director. Employees who request an intermittent leave or a reduced work schedule due to planned medical treatment must make a reasonable effort to schedule the treatment to minimize work schedule disruption.

During FMLA leave, employees shall be entitled to maintain group health insurance coverage on the same basis as if continuing to work provided the employee continues to pay his share of the required premium payments.

If the employee has accrued leave of less than 12 weeks, the employee must use all other types of accrued leave before taking the remainder as unpaid leave. Paid leave substituted for unpaid FMLA leave will not extend the 12-week FMLA leave entitlement maximum of 12 weeks.

An employee who uses leave due to pregnancy or the birth of a child may use sick leave for any period of disability documented on a Health Care Provider Statement.

Employees who utilized FMLA under this policy will be restored to the same or equivalent job, pay, benefits, and other conditions of employment upon return to full-duty within the maximum 12 weeks allowed per 12-month period. At the conclusion of FMLA, the employee may use any accrued leave if they are unable to return to work. Employees with no accrued leave who do not return to work or request an extension of leave in writing on or before the expected date of return will be considered to have resigned from their employment.

At the Town's expense, the Town may request a second medical opinion, by a physician of the Town's choice of any alleged medical condition or ability to work before or during the leave.

A husband and wife who are both employed by the Town of Berlin and eligible for FMLA leave may be limited to a combined total of 12 weeks of leave during the 12 month period of the leave is taken for the birth of a child or placement of a child for adoption or foster care.

#### **6.176.15 Personal Days**

Each employee will be credited with two Personal Leave days at the start of the fiscal year. Personal Leave days may be used for any reason, at any time during the fiscal year with the prior approval of the Department Head. Part-Time employees who work at least 40 hours per pay period regularly will receive one Personal Leave day at the start of the fiscal year.

Employees may not accrue personal leave days from year to year. The personal leave day for each fiscal year must be used by June 30<sup>th</sup> of that fiscal year.

Employees, who begin employment after July 1, shall receive a prorated amount of personal leave equal to 1.33 hours of personal leave for each month past July.

#### **6.186.16 Paid Holidays**

All employees shall be entitled to the following paid holidays, subject to annual review and approval by the Mayor and Council:

New Year's Day	Columbus Day
Dr. Martin Luther King, Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve (1/2 day)
<u>Juneteenth</u>	<u>Christmas Day</u>
Independence Day	<u>New Year's Eve Christmas Day</u>
Labor Day	<u>New Year's Eve (1/2 day)</u>

Employees who are required to work on any of those paid holidays as part of their regular shift or work schedule or in order to maintain continuous operations or services will be entitled to a compensatory day of leave equal to the number of hours actually worked. Part-Time employees who work at least 40 hours per pay period regularly shall receive half the Full-Time employee rate of paid holidays not to exceed 4 hours.

Employees who are not required to work on any of these paid holidays as part of their regular shift or work schedule or in order to maintain continuous operations or services, but who are called in for emergencies during the course of a regular holiday, will be paid overtime, or comp time at their option, in accordance with the provisions for after-hours calls set forth in these regulations.

#### **6.196.17 Leave of Absence/Leave Without Pay**

Upon recommendation of an employee's Department Head, the Town Administrator may grant a Leave of Absence of up to three (3) calendar months. Leave of Absence requests for periods of more than three (3) months to a maximum of one (1) calendar year may be granted by the Mayor for sufficient cause. Such leave will be taken without pay, but the employee may remain on all health and insurance benefit programs provided that the employee makes timely payment for the entire amount of premiums by arrangement satisfactory to the Finance Director and that there is no cash cost to the Town.

#### **6.206.18 Military Leave**

In accordance with the Uniformed Services Employment and Reemployment Rights Act, (USERRA), any regular full or part-time employee who leaves the service of the Town of Berlin to join military forces of the United States shall be placed on military leave without pay up to a maximum of 5 cumulative years except in times of war or national emergency in which case there shall be no limit. Periodic and special Reserve and National Guard training and service in time of war or emergency will not count toward the 5-year limit. Military leave will be recorded for the year October 1 through September 30.

Employees needing military leave are required to give notice as soon as practicable unless they are under orders to not provide notice or they are called up too rapidly to do so.

Such an employee shall be reinstated, as if the employee had been continuously employed, to the same employment status, for which the employee is qualified provided:

1. The employee makes application to the Town Administrator within 90 days of honorable discharge;
2. Provides documentation establishing the application for reemployment is timely;
3. Gave timely notice of the need for military leave;
4. Period of uniformed service has not exceeded the limit as stated in this section;
5. The employee is physically and mentally capable of performing the work of the position.

Employees who are required to participate in short-term activity duty training programs (normally 30 days or less) in any of the United States Armed Forces Reserves or State National Guard in order to fulfill their military obligation will be authorized a Leave of Absences with pay, not to exceed two weeks in one calendar year. Employees who leave their position to participate in short-term active-duty training must report for work at the next regularly scheduled working period following their release from active duty.

Leaves of absences in excess of 2 weeks for the performance of duty, when called to active duty with the Armed forces of the United States or with a reserve component, thereof shall be granted leave with pay as follows:

In recognition of our employee's service to their country as a member of the U.S. Armed Forces or with a reserve component thereof, the Town of Berlin will provide a benefit to the employee by providing a salary differential. The Town of Berlin will pay the employee (bi-weekly) the difference between the gross salary for which the employee is paid by the Armed Services and the salary that the employee would have received had they not been called to active duty.

It will be the responsibility of the employee to forward proof of wages from the Armed Services, to the Town of Berlin payroll department so that the Town can provide the salary differential in a timely manner.

In the event the Mayor and Council of the Town of Berlin were to award salary increases in accordance with section XI: "Pay Practices", the employee will be eligible to receive this increase and will be calculated as part of the salary differential.

In the event that the active-duty employee has dependent health care coverage, the dependent coverage may continue if elected with the same subsidy and status as if the employee was working. The employee is responsible for paying the regular bi-weekly employee contributions to continue their group insurance benefits. As long as they continue to receive a bi-weekly paycheck, payroll deductions for health insurance benefits will continue. In the event the bi-weekly paycheck does not cover the employee's portion of the health insurance premium, it will be the responsibility of the employee and/or his dependent(s) to pay the premium.

#### **6.216.19 Bereavement Leave**

Employees may be granted a maximum of three (3) working days' leave for a death in the immediate family without that time being charged against other accrued leave balances. Leave in excess of three (3) working days, or for deaths other than an employee's immediate family, may be taken as Personal or Vacation Leave in accordance with all other provisions for the applicable type of leave used.

#### **6.226.20 Sympathy Gift and Donation**

The Mayor and Council have determined it is in the best interest of the Town to acknowledge employees who have been hospitalized for a day-period of 24 hours or longer, or in remembrance of an employee who has lost a family member. Family members are defined in Section 1.03, #23 of this handbook. It is also to be noted that elected officials are considered employees. Sympathy gifts include flowers, a fruit basket, or a plant. Gifts are subject to an expense not to exceed \$100 (~~including-excluding~~ delivery). Donations in lieu of a gift may be made to a non-profit (501C3) organization, where a donation in lieu of a gift has been requested. A donation is also limited to \$100. All gifts or donations provided by the Town will include a card that states the gift is from the "Town of Berlin". No names or titles or any elected official shall be placed on the card. Department Heads are responsible for notifying the Town Administrator, Deputy Town Administrator, or Human Resources Director of an employee's hospitalization or family passing. Purchases made under this policy shall be made by the Town Administrator, Deputy Town Administrator, Human Resources Director, Administrative Assistant, or the Mayor's Assistant at the direction of a Department Director, the Town Administrator, or the Mayor.

#### **6.23 Jury Duty**

Employees shall be granted time off with pay to serve on a jury, as a court witness, or under subpoena. If an employee is summoned during a critical work period, the Town may ask the employee to request to be excused from duty. However, no disciplinary action will be taken if the request is not made or is denied.

Employees who serve on a jury or as a court witness will be paid up to 40 hours per week at the employee's regular pay rate provided the employee reimburses the Town in the amount of any payment received as jury compensation while serving as a juror or witness.

#### **6.24 Department of Transportation (D.O.T.) Physical Examination**

Town employees required to possess a commercial driver's license will be provided physical examinations required by federal and state transportation laws by a health care professional of the Town's choice, at no cost to the employee. Town employees will not be reimbursed for examinations by a different health care professional.

**END OF SECTION**

## **SECTION 7      DISCIPLINE AND TERMINATION**

### **7.01    General Provisions**

Violation of any work rule will be cause for disciplinary action or actions up to and including termination as specified in this section. It is the specific intent of these regulations to allow discretion in the disciplining of employees so that the disciplinary action taken befits the nature of the violation, either in its magnitude or in the number of repeated minor violations.

### **7.02    Progressive Discipline Actions**

Disciplinary action may take any of the following forms, depending on the nature of the violation and the number of previous infractions, warnings, or disciplinary actions for the same type of violation:

- Counseling: Supervisor talks to the employee and advises the employee of a minor violations of a rule or regulation
- Verbal warning: For minor or first-time violations. The employee is warned not to repeat the infraction. No written reprimand is inserted in the employee's personnel file, but a note that the employee was verbally warned, initialed by the supervisor should be documented and placed in the file for the sake of a written record.
- Written reprimand: For first violations of a serious nature, or for more minor violations that are repeat offenses for which the employee has been warned with written documentation to that effect. In addition to a statement of the offense, the written reprimand should contain the dates and types of previous warnings as well as any terms, conditions, standards, or expectations that the supervisor sets for the employee's improvement. The Department Head and the supervisor shall review the written reprimand with the Town Administrator and then the employee shall be given a copy of the written reprimand. The reprimand shall be discussed with the employee, and the employee shall sign the original to acknowledge receipt, as well as acknowledgment of his understanding of the seriousness of the offense and the supervisor's expectations for improvement. The reprimand should specifically state the next action(s) that will be taken if the same violation reoccurs, such as suspension, termination, or loss of leave, depending on the nature of the offense.
- Suspension without pay: For a serious or repeated violation for which an employee has been repeatedly warned, and for which at least one (1) written reprimand has been issued, with written documentation to that effect. A Department Head may suspend an employee without pay for a period from one (1) to three (3) days, with approval from the Town Administrator. The Town Administrator may, with the approval of the Mayor, suspend an employee for a period greater than (3) days, but not greater than ten (10) days, upon recommendation by the Department Head.

The suspension must be specifically stated as the next step in the previously written reprimand. Suspensions greater than ten (10) days will be considered as suspension without pay with intent to discharge.

- Termination of employment: For the most serious violation or for repeated violations for which an employee has been warned and has received one (1) or more written reprimands, with written documentation to that effect. Upon recommendation of a Department Head and sufficient documentation of the offense or previous warnings and reprimands, the Town Administrator may, with the approval of the Mayor terminate the employment of any employee below the level of Department Head. Dismissal of any Department Head may only be made by the Mayor, with the approval of the Council as stated in Section C4-4 of the Town Charter.

Any disciplinary action is subject to the employee's right to appeal in accordance with the procedures set forth in Section 8 of these regulations.

### **7.03 Removal of Disciplinary Actions from Employee Files**

Employees who have had disciplinary action taken against them may request the removal of disciplinary records after having completed six months of service without further disciplinary actions.

### **7.04 Termination**

**Voluntary Termination:** Voluntary termination from Town employment shall be defined as:

- Voluntary resignation: 2 weeks of notice of resignation shall be given and worked; or
- Voluntary Quit: Employees, who quit without notice, walk off the job, or are absent from work for 2 or more consecutive days without the appropriate notice will be considered to have voluntarily quit their job and will not be eligible for rehiring except in cases of extenuating circumstances approved by the Town Administrator.

**Discharge:** An employee may be discharged from Town employment for any of the reasons listed below:

During or at the end of the employee's probationary period, the employee may be discharged when the Department Head and Town Administrator agree that the employee is not suitable for Town employment;

- As a result of disciplinary action;
- Due to the loss of skills, certifications, or other conditions which would make the employee unqualified or unfit for service;
- When the Mayor and Council have made a determination that a lack of work or funding exists with respect to the employee's position;

- If the employee has a physical or mental impairment that prevents the employee from performing the required duties of the employee's position and the employee cannot be reasonably accommodated. Termination must be supported by medical evidence which establishes that the individual is unable to perform bona fide job requirements; or
- Whenever the Mayor and Council determine to make changes deemed to be in the best interests of the Town.

**Layoff:** The Mayor and Council may lay off employees for lack of work, budgetary restrictions, or other changes that have taken place;

- Temporary employees or employees who have not completed their probationary period will be laid off before regular employees are affected;
- In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal;
- Employees who are laid off may be eligible to be re-employed if a vacancy occurs in a position for which they are qualified.

**Retirement:** The applicable provisions of the Maryland State Retirement & Pension System shall apply.

**Death:** Upon the death of an active regular full-time employee, all compensation due plus any other benefits due shall be paid to the surviving spouse or estate of the employee.

Employees leaving Town employment must return all Town property including keys, badges, equipment, uniforms, etc. prior to the last day of work. It is the employee's responsibility to schedule an exit interview with the Human Resources Director prior to the last day of work.

Employees who are discharged for misconduct or resign in lieu of termination are not eligible for rehire.

**END OF SECTION**

## **SECTION 8        GRIEVANCE PROCEDURES**

### **8.01    General Provisions**

It is the policy of the Town that employees shall have an opportunity to present their work-related complaints and to appeal disciplinary or other administrative decisions which directly affect them through a dispute resolution or grievance procedure. The Town will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters which may be considered appropriate grievances under this policy include:

- A belief that Town policies, practices, rules, regulations, or procedures have been applied in an unfair manner that is detrimental to an employee;
- Treatment considered unfair by an employee such as coercion, reprisal, harassment, or intimidation;
- Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, or disability; and
- Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary, or seniority.

### **8.02    Grievance Filing Procedures**

Employees shall notify the Town, in a timely fashion, of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion", "reasonable time", and "promptly" generally will mean five (5) working days.

The grievance procedure has a maximum of three steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Employees who feel they have an appropriate grievance shall proceed as follows:

1. Promptly bring the grievance to the attention of the immediate supervisor. If the grievance involves the supervisor, then the employee shall proceed directly to the second step. The supervisor is to investigate the grievance, attempt to resolve it, and give a decision to the

employee within a reasonable time. The supervisor shall prepare a written and dated summary of the grievance and proposed resolution for file purposes.

2. Appeal the decision to the Department Head if dissatisfied with the supervisor's decision. The employee shall initiate the procedure with the Department Head if Step one has been bypassed. Such an appeal or initial complaint must be made in a timely fashion using a form provided for this purpose. The Department Head will, in a timely fashion, confer with the employee, the supervisor, other employees, and/or any other members of management considered appropriate; investigate the issues; and communicate a decision in writing to the Town Administrator and all other parties involved If the issue involves the Department Head, an employee is to speak with the Human Resources Director or the Town Administrator.
3. Appeal the decision to the Town Administrator if dissatisfied with the Department Head's decision. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Town Administrator will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision; and communicate a decision in writing to the Mayor.
4. Grievances involving the Town Administrator shall be made directly to the Mayor. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Mayor will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision and communicate the decision to the Town Administrator and all other parties involved.

The Town Administrator will provide support to supervisors and Department Heads in dealing with employee grievances. Employees should be encouraged to consult with their supervisors or Department Heads, on a less formal basis regarding employee complaints or disputes when appropriate.

Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are incorporated into Town policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Unless specified otherwise any information concerning an employee grievance is to be held in confidence. Supervisors, Department Heads, and other members of the administration who investigate a grievance are to discuss it only with those individuals who have a need to know or who are needed to supply necessary background information or advice.

Time spent by employees in grievance discussions with management during their normal working hours will be considered hours worked for pay purposes.

Employees are not to be penalized for the proper use of the grievance procedure. However, it is not considered proper if an employee raises grievances solely for the purposes of delay or harassment, or repeatedly raises meritless grievances. Implementation of the grievance procedure by an employee does

not limit the right of the Town to proceed with any disciplinary action, which is not in retaliation for the use of the grievance procedure.

**END OF SECTION**

DRAFT

**TOWN OF BERLIN  
EMPLOYEE MANUAL  
ACKNOWLEDGEMENT**

I hereby acknowledge that I have received a copy of the Town of Berlin Employee Manual. ~~I understand that the Employee Manual shall remain the property of the Town and that I am obligated to return the Manual to the Town upon termination of employment or reimburse the Town the cost of the Manual.~~

I understand that it will be my responsibility to keep my copy of the Employee Manual updated with any changes made and provided to me by the Town. **I understand that the Employee Manual does not constitute an express or implied contract or promise that the policies will be followed in all cases.**

The Town may add to the Employee Manual or revoke or modify the policies and the procedures in the Manual at any time. Copies of any revocations or modifications will be provided to me as the employee by the Town Administrator, human resources, or my Department Head. An up to date copy of this manual will also be available to me at all times through the network drive, or upon request through the Town Administrator, Ruman Resources Director, or my Department Head. **I acknowledge that my employment with the Town is "at-will" and that either the Town or I may terminate my employment at any time for any reason.**

This acknowledgment shall be placed in my personal file with Human Resources.

---

Print Name

---

Employee Signature

---

Date



## Check Run Reports for:

05.18.22

05.20.22

05.27.22

06.06.22

06.09.22

06.10.22

Credit Card Registers and Statements for May, 2022

**\*\*Full Check Runs Available in Online Packet**



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT08468 - Refunds 1 UBPKT08467 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
44-0790001-04	SYLVIA, MARY	5/18/2022	22285	161.88			161.88	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	161.88			

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	161.88
Revenue Total:	161.88

## General Ledger Distribution

Posting Date: 05/12/2022

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-161.88	Yes
	10-2010-2074	UNAPPLIED CREDITS	161.88	
	10 Total:		0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-161.88	
	98-2498-2200	DUE TO OTHER FUNDS	161.88	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT08472 - 20220517MC

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
33-1140001-01	CANGEMI, CAROLINA	5/18/2022	22286	12.55			12.55	Deposit
Total Refunds: 1				Total Refunded Amount:	12.55			

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	12.55
Revenue Total:	12.55

### General Ledger Distribution

Posting Date: 05/17/2022

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-12.55	Yes
	10-2010-2074	UNAPPLIED CREDITS	12.55	
	10 Total:		0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-12.55	
	98-2498-2200	DUE TO OTHER FUNDS	12.55	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

# Payment Register

APPKT02336 - 20220520SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002406</a>	AE MOORE JANITORIAL INC					179.13
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/20/2022	179.13	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">415575,415779</a>	PAPER PRODUCTS	05/17/2022	05/17/2022	0.00	179.13	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000086</a>	AERIAL CRANE CO INC.					1,206.40
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/20/2022	1,206.40	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">28484</a>	GULL CREEK - CRANE	05/18/2022	05/18/2022	0.00	1,206.40	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000090</a>	AFLAC					937.44
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/20/2022	937.44	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">428059</a>	AFLAC SUPPLEMENTAL INSURANCE EMPLOYEE FUNDED	05/17/2022	05/17/2022	0.00	937.44	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000166</a>	ANIXTER POWER SOLUTIONS, LLC					3,053.52
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/20/2022	3,053.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5211129-00</a>	12A00128H01 CAP, EXPENDABLE 100 AMP. ( SPARES )	05/18/2022	05/18/2022	0.00	470.40	
<a href="#">5251400-00</a>	100 AMP LOADBREAK OVERHEAD CUT-OUTS	05/18/2022	05/18/2022	0.00	2,583.12	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000197</a>	AQUALAW PLC					3,248.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/20/2022	3,248.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">14454</a>	APRIL HERON LEGAL EXP	05/17/2022	05/17/2022	0.00	3,248.50	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000312</a>	BENEFITMALL					69,426.18
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/20/2022	69,426.18	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">JUN BILLING FY 22</a>	BENEFITMALL BILLING FOR JUNE	05/17/2022	05/17/2022	0.00	69,426.18	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000453</a>	CAPITAL ELECTRIC SUPPLY COMPANY					3,134.28
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/20/2022	3,134.28	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S047964715.001</a>	RFS 50W16LED4K-G2-R3M OVERHEAD LED STREET LIGHTS	05/18/2022	05/18/2022	0.00	3,134.28	

# Payment Register

APPKT02336 - 20220520SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000455</a>	CARD'S TECHNOLOGY					4,117.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/20/2022	4,117.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">50142</a>	FY2022 ANNUAL AGREEMENT-COMPLETE & MANAGED NET	05/20/2022	05/20/2022	0.00	4,117.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000511</a>	CHOPTANK ELECTRIC COOPERATIVE, INC.					1,836.14
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/20/2022	1,836.14			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">9913024900 MAY FY 22</a>	UTILITY SERVICE FOR SPRAY SITES	05/19/2022	05/19/2022	0.00	1,836.14	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000572</a>	COMCAST					1,655.23
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/20/2022	165.43			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0023325 JUN FY 22</a>	COMCAST INTERNET & DIGITAL SVC	05/17/2022	05/17/2022	0.00	165.43	
Check		05/20/2022	213.70			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0024711 JUN FY 22</a>	COMCAST INTERNET & DIGITAL SVC	05/17/2022	05/17/2022	0.00	213.70	
Check		05/20/2022	185.38			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0041947 JUN FY 22</a>	COMCAST INTERNET & DIGITAL SVC	05/17/2022	05/17/2022	0.00	185.38	
Check		05/20/2022	185.38			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0042184 JUN FY 22</a>	COMCAST INTERNET & DIGITAL SVC	05/17/2022	05/17/2022	0.00	185.38	
Check		05/20/2022	158.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0043323 JUN FY 22</a>	COMCAST INTERNET & DIGITAL SVC	05/17/2022	05/17/2022	0.00	158.39	
Check		05/20/2022	165.43			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0043547 JUN FY 22</a>	COMCAST INTERNET & DIGITAL SVC	05/17/2022	05/17/2022	0.00	165.43	
Check		05/20/2022	369.11			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0052845 JUN FY 22</a>	COMCAST INTERNET & DIGITAL SVC	05/17/2022	05/17/2022	0.00	369.11	
Check		05/20/2022	27.03			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0053157 MAY FY 22</a>	TELEVISION SERVICE - POLICE DEPARTMENT	05/17/2022	05/17/2022	0.00	27.03	
Check		05/20/2022	185.38			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0149930 JUN FY 22</a>	COMCAST INTERNET & DIGITAL SVC	05/17/2022	05/17/2022	0.00	185.38	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003423</a>	EJF REAL ESTATE LLC					10,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/20/2022	10,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">EJF GRANT</a>	BERLIN FACADE GRANT REIMBURSEMENT	05/17/2022	05/17/2022	0.00	10,000.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000847</a>	ENVIROCORP, INC.					460.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/20/2022	460.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN2201248</a>	SLUDGE SAMPLE	05/18/2022	05/18/2022	0.00	460.25	

**Payment Register**
**APPKT02336 - 20220520SW**

<b>Vendor Number</b> <a href="#">0000907</a>	<b>Vendor Name</b> FLAG PUBLICATIONS INC					<b>Total Vendor Amount</b> 307.50
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 05/20/2022	<b>Payment Amount</b> 307.50		
<b>Payable Number</b> <a href="#">347268,485,486</a>	<b>Description</b> BUDGET ORD AD IN PAPER	<b>Payable Date</b> 05/17/2022	<b>Due Date</b> 05/17/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 281.25	
<a href="#">347269</a>	ADVERTISING	05/17/2022	05/17/2022	0.00	26.25	
<b>Vendor Number</b> <a href="#">0003307</a>	<b>Vendor Name</b> GARRETT NEEB					<b>Total Vendor Amount</b> 364.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 05/20/2022	<b>Payment Amount</b> 364.00		
<b>Payable Number</b> <a href="#">05162022</a>	<b>Description</b> FARMER'S MARKET MANAGER - MAY	<b>Payable Date</b> 05/17/2022	<b>Due Date</b> 05/17/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 364.00	
<b>Vendor Number</b> <a href="#">0001083</a>	<b>Vendor Name</b> J & A BOTTLELESS WATER COOLERS INC					<b>Total Vendor Amount</b> 119.90
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 05/20/2022	<b>Payment Amount</b> 119.90		
<b>Payable Number</b> <a href="#">62121</a>	<b>Description</b> WATER FILTER CHANGES FOR TOWN HALL	<b>Payable Date</b> 05/18/2022	<b>Due Date</b> 05/18/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 119.90	
<b>Vendor Number</b> <a href="#">0001394</a>	<b>Vendor Name</b> MARYLAND DEPT OF THE ENVIRONMENT					<b>Total Vendor Amount</b> 971.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 05/20/2022	<b>Payment Amount</b> 971.00		
<b>Payable Number</b> <a href="#">AC035960</a>	<b>Description</b> SANITARY SEWER OVERFLOWS FEES	<b>Payable Date</b> 05/19/2022	<b>Due Date</b> 05/19/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 971.00	
<b>Vendor Number</b> <a href="#">0001495</a>	<b>Vendor Name</b> MIDDLE DEPARTMENT INSPECTION AGENCY					<b>Total Vendor Amount</b> 185.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 05/20/2022	<b>Payment Amount</b> 185.00		
<b>Payable Number</b> <a href="#">202200127</a>	<b>Description</b> INSPECTION SERVICES	<b>Payable Date</b> 05/19/2022	<b>Due Date</b> 05/19/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 185.00	
<b>Vendor Number</b> <a href="#">0003207</a>	<b>Vendor Name</b> UNITED ENERGY TRADING LLC					<b>Total Vendor Amount</b> 263.94
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 05/20/2022	<b>Payment Amount</b> 263.94		
<b>Payable Number</b> <a href="#">211388</a>	<b>Description</b> NATURAL GAS TRANSPORT	<b>Payable Date</b> 05/18/2022	<b>Due Date</b> 05/18/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 263.94	
<b>Vendor Number</b> <a href="#">0002246</a>	<b>Vendor Name</b> VERIZON-000014448231					<b>Total Vendor Amount</b> 787.33
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 05/20/2022	<b>Payment Amount</b> 787.33		
<b>Payable Number</b> <a href="#">14448231 MAY FY 22</a>	<b>Description</b> VERIZON TELEPHONE SERVICE 14448231	<b>Payable Date</b> 05/17/2022	<b>Due Date</b> 05/17/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 787.33	
<b>Vendor Number</b> <a href="#">0002247</a>	<b>Vendor Name</b> VERIZON-000718605643					<b>Total Vendor Amount</b> 54.23
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 05/20/2022	<b>Payment Amount</b> 54.23		
<b>Payable Number</b> <a href="#">000718605643 MAY FY 22</a>	<b>Description</b> VERIZON TELEPHONE 5 MILE BRANCH RD	<b>Payable Date</b> 05/17/2022	<b>Due Date</b> 05/17/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 54.23	

**Payment Register**

**APPKT02336 - 20220520SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002857</a>	VERIZON-850462866001-13					46.17
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/20/2022	46.17	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">410-641-0158 MAY FY 22</a>	VERIZON TELEPHONE 410-641-0158	05/17/2022	05/17/2022	0.00	46.17	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER					80.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/20/2022	80.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">18179135</a>	DOT PHYSICAL FOR EMPLOYEE	05/17/2022	05/17/2022	0.00	80.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002389</a>	XYLEM DEWATERING SOLUTIONS INC					1,398.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/20/2022	1,398.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">401166341</a>	DISCHARGE PUMP	05/18/2022	05/18/2022	0.00	1,398.00	

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	33	31	0.00	103,831.14
Packet Totals:		33	31	0.00	103,831.14

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-103,831.14
Packet Totals:		-103,831.14



Town of Berlin, MD

# Payment Register

APPKT02338 - 20220520SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0000581</a>	COMPTROLLER OF MARYLAND	462.42			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<a href="#">22319</a>	05/20/2022	462.42		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">APR FY 22</a>	ENVIRONMENTAL TRUST FUND REPORT	05/20/2022	05/20/2022	0.00	462.42

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0000584</a>	COMPTROLLER OF MARYLAND	2,407.67			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	<a href="#">22318</a>	05/20/2022	2,407.67		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">APR FY 22</a>	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	05/20/2022	05/20/2022	0.00	2,407.67

Payment Register

APPKT02338 - 20220520SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	2,870.09
Packet Totals:		2	2	0.00	2,870.09

**Cash Fund Summary**

Fund	Name	Amount
98	POOLED CASH	-2,870.09
Packet Totals:		<u>-2,870.09</u>



Town of Berlin, MD

# Payment Register

APPKT02346 - 20220527SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000511</a>	CHOPTANK ELECTRIC COOPERATIVE, INC.					2,365.16
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	2,365.16	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">414700 MAY FY 22</a>	UTILITY SERVICE FOR SPRAY SITES	05/27/2022	05/27/2022	0.00	2,365.16	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000571</a>	COMCAST BUSINESS					1,006.18
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	1,006.18	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">146577425</a>	COMCAST TELEPHONE SERVICE	05/27/2022	05/27/2022	0.00	1,006.18	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					4,444.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	4,444.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 05/22/2022</a>	EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	05/27/2022	05/27/2022	0.00	4,444.96	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE					35.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	35.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 05/22/2022</a>	UNITED WAY EMPLOYEE CONTRIBUTION	05/27/2022	05/27/2022	0.00	35.00	

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	4	4	0.00	7,851.30
Packet Totals:		4	4	0.00	7,851.30

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-7,851.30
Packet Totals:		-7,851.30



Town of Berlin, MD

# Payment Register

APPKT02343 - 20220527SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0002406</a>	AE MOORE JANITORIAL INC			123.87
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/27/2022	123.87	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">416153</a>	PAPER PRODUCTS	05/27/2022	05/27/2022	0.00 123.87

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS			25.89
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/27/2022	25.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">IN190452</a>	PRINTER FOR BILLING SUPER	05/27/2022	05/27/2022	0.00 25.89

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000274</a>	BANK OF OCEAN CITY			41,875.33
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/27/2022	41,875.33	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">39850005 MAY FY 22</a>	HERON PARK BOND INTEREST PAYMENT	05/26/2022	05/26/2022	0.00 41,875.33

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000529</a>	CINTAS FIRST AID & SAFETY			99.08
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/27/2022	99.08	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">5109093663</a>	FIRST AID AND OTHER SUPPLIES	05/26/2022	05/26/2022	0.00 99.08

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000541</a>	CLARK ROBERT			151.73
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/27/2022	151.73	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">4/12/22</a>	SAFETY BOOTS	05/27/2022	05/27/2022	0.00 151.73

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000584</a>	COMPTROLLER OF MARYLAND			462.42
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/27/2022	462.42	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">APR FY 22</a>	ENVIRONMENTAL TRUST FUND REPORT	05/17/2022	05/17/2022	0.00 462.42

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000795</a>	EASTERN SHORE FOREST PRODUCTS INC			342.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/27/2022	342.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">253821</a>	#8 STONE DRIVEWAY	05/26/2022	05/26/2022	0.00 342.00

**Payment Register**
**APPKT02343 - 20220527SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003409</a>	EFFECTV					3,227.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	3,227.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">ES2784577</a> , <a href="#">ES2790146</a>	EMPLOYMENT ADVERTISING (GRANT REIMBURSED)	05/26/2022	05/26/2022	0.00	3,227.75	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003294</a>	EVERETT A SPELLS					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">#25</a>	FARMERS ,MARKET MUSIC	05/26/2022	05/26/2022	0.00	150.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					171.25
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	171.25	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">347432</a>	ADVERTISING	05/26/2022	05/26/2022	0.00	70.00	
<a href="#">347645</a>	ADVERTISING	05/26/2022	05/26/2022	0.00	70.00	
<a href="#">347660</a>	ADVERTISING RFP 2022-02	05/27/2022	05/27/2022	0.00	31.25	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					308.65
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	308.65	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">31681646</a>	GREAT AMERICA FINANCIAL LARGE COPIER LEASE TH & PZ	05/26/2022	05/26/2022	0.00	308.65	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001228</a>	KERR JOSEPH					3,721.41
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	3,721.41	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5/26/2022</a>	SPRING TERM TUITION	05/26/2022	05/26/2022	0.00	3,721.41	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001286</a>	LEGAL SHIELD					31.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	31.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">139007 MAY FY 22</a>	LEGAL SHIELD EMPLOYEE FUNDED CONTRIBUTION	05/26/2022	05/26/2022	0.00	31.90	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001390</a>	MARYLAND CHIEFS OF POLICE ASSOC					128.41
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	128.41	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5/26/2022</a>	POST TEST FOR APPLICANTS	05/26/2022	05/26/2022	0.00	128.41	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001603</a>	OCEAN CITY LAW OFFICE HOLDING CO LLC					1,687.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	1,687.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5162022 GRANT</a>	OCEAN CITY LAW OFFICE FACADE GRANT	05/27/2022	05/27/2022	0.00	1,687.00	

# Payment Register

APPKT02343 - 20220527SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001757</a>	RACETRACK AUTO CENTER					1,304.43
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	1,304.43	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">126834,141202,141244</a>	VEHICEL REPAIRS	05/26/2022	05/26/2022	0.00	1,304.43	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001814</a>	RJ LOCK & SECURITY					41.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	41.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">83007</a>	KEYS FOR THE SHOP	05/26/2022	05/26/2022	0.00	41.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002163</a>	TOWN OF BERLIN					18.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	18.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">330430001-00</a>	TOWN UTILITY BILLING - TAYLOR HOUSE MUSEUM	05/27/2022	05/27/2022	0.00	18.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003149</a>	TRANSAMERCIA					271.98
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	271.98	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2504628474</a>	TRANSAMERICA SUPPLEMENTAL LIFE INSURANCE	05/27/2022	05/27/2022	0.00	271.98	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					106.19
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	106.19	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430009912</a>	UNIFORMS AND CLEANING SERVICES	05/26/2022	05/26/2022	0.00	106.19	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003387</a>	UTILITY TRANSFORMER BROKERS LLC					215.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	215.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">3462</a>	PRIMARY BUSHING BRACES	05/26/2022	05/26/2022	0.00	215.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002233</a>	VALERIE J MANN					760.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/27/2022	760.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">05242022</a>	BIKEWAY GRANT ASSISTANCE	05/26/2022	05/26/2022	0.00	275.00	
<a href="#">5232022</a>	PREPARATION OF GRANT APPLICATION	05/26/2022	05/26/2022	0.00	485.00	

Payment Register

APPKT02343 - 20220527SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	25	22	0.00	55,223.79
Packet Totals:		25	22	0.00	55,223.79

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-55,223.79
Packet Totals:		-55,223.79



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT08523 - Refunds 1 UBPKT08522 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-1970001-03	COLFLESH, ROBERT III	5/27/2022	22320	171.08			171.08	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	171.08			

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	171.08
Revenue Total:	171.08

### General Ledger Distribution

Posting Date: 05/25/2022

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-171.08	Yes
	10-2010-2074	UNAPPLIED CREDITS	171.08	
	10 Total:		0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-171.08	
	98-2498-2200	DUE TO OTHER FUNDS	171.08	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

# Payment Register

APPKT02334 - 20220519SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003138</a>	CARD SERVICES CENTER					9,190.63
Payment Type	Payment Number	Payment Date	Payment Amount			
Bank Draft	<a href="#">DFT0000216</a>	05/19/2022	607.49			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0488 APR MAY FY 22</a>	BOC CREDIT CARD MEGHAN PFALLER	05/17/2022	05/17/2022	0.00	607.49	
Bank Draft	<a href="#">DFT0000217</a>	05/19/2022	33.15			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0125 APR MAY FY 22</a>	BOC CREDIT CARD JEFF FLEETWOOD	05/13/2022	05/13/2022	0.00	33.15	
Bank Draft	<a href="#">DFT0000218</a>	05/19/2022	3,304.76			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0412 APR MAY FY 22</a>	BOC CREDIT CARD ARNOLD DOWNING	05/13/2022	05/13/2022	0.00	3,304.76	
Bank Draft	<a href="#">DFT0000219</a>	05/19/2022	2,784.30			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0496 APR MAY FY 22</a>	BOC CREDIT CARD KELSEY	05/16/2022	05/16/2022	0.00	2,784.30	
Bank Draft	<a href="#">DFT0000220</a>	05/19/2022	130.82			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0470 APR MAY FY 22</a>	BOC CREDIT CARD ROBERT CLARK	05/13/2022	05/13/2022	0.00	130.82	
Bank Draft	<a href="#">DFT0000221</a>	05/19/2022	185.64			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0389 APR MAY FY 22</a>	BOC CREDIT CARD TIM LAWRENCE	05/13/2022	05/13/2022	0.00	185.64	
Bank Draft	<a href="#">DFT0000222</a>	05/19/2022	841.25			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0595 APR MAY FY 22</a>	BOC CREDIT CARD JAMES CHARLES	05/13/2022	05/13/2022	0.00	841.25	
Bank Draft	<a href="#">DFT0000223</a>	05/19/2022	705.45			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0371 APR MAY FY 22</a>	BOC CREDIT CARD MARY BOHLEN	05/13/2022	05/13/2022	0.00	705.45	
Bank Draft	<a href="#">DFT0000224</a>	05/19/2022	176.25			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0413 APR MAY FY 22</a>	BOC CREDIT CARD JAMEY LATCHUM	05/18/2022	05/18/2022	0.00	176.25	
Bank Draft	<a href="#">DFT0000225</a>	05/19/2022	200.53			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0397 APR MAY FY 22</a>	BOC CREDIT CARD IVY WELLS	05/19/2022	05/19/2022	0.00	200.53	
Bank Draft	<a href="#">DFT0000226</a>	05/19/2022	220.99			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">0117 APR MAY FY 22</a>	BOC CREDIT CARD AUGUST WIENHOLD	05/13/2022	05/13/2022	0.00	220.99	

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Manual Bank Draft	11	11	0.00	9,190.63
Packet Totals:		11	11	0.00	9,190.63

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-9,190.63
Packet Totals:		-9,190.63

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

Send Billing Inquiries To:

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$548.75
- Payments	\$548.75
- Other Credits	\$88.24
+ Purchases	\$695.73
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$607.49

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$882.00  
Statement Closing Date May 10, 2022  
Days in Billing Cycle 32

**PAYMENT INFORMATION**

New Balance: \$607.49  
Minimum Payment Due: \$30.00  
Payment Due Date: June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$548.75-
04/20	04/20	8271116FZ0004SQH6	SP THRIVECAUSEMETICS SEATTLE WA CREDIT	\$67.08-
04/29	04/29	0531461G8EJR7D5W0	THE ADKINS COMPANY BERLIN MD CREDIT	\$21.16-
04/22	04/22	8518993G2LQRHQ67G	PINNACLE CLIMATE TECHN SAUK RAPIDS MN	\$74.49
04/22	04/22	0543684G100B7D1B6	DOLLARTREE BERLIN MD	\$5.30
04/22	04/22	0230537G100K9EM8Y	BJS WHOLESALE #0197 MILLSBORO DE	\$312.94
04/22	04/22	5270824G1RQEBEGWT	ROYAL FARMS #167 SALISBURY MD	\$85.77
04/26	04/26	5270824G5RQEBG0FL	ROYAL FARMS #178 BERLIN MD	\$125.00
04/28	04/28	0531461G7EHV8GTRB	THE ADKINS COMPANY BERLIN MD	\$81.75
04/29	04/29	0541601G743A7GK36	WAL-MART #2560 BERLIN MD	\$10.48

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

Account Number: XXXX XXXX XXXX  
New Balance: \$607.49  
Minimum Payment Due: \$30.00  
Payment Due Date: June 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	\$164.91
- Payments	\$164.91
- Other Credits	\$0.00
+ Purchases	\$130.82
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$130.82
Account Number	XXXX XXXX XXXX
Credit Limit	\$1,500.00
Available Credit	\$1,369.00
Statement Closing Date	May 10, 2022
Days in Billing Cycle	32

**PAYMENT INFORMATION**

New Balance:	\$130.82
Minimum Payment Due:	\$25.00
Payment Due Date:	June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$164.91-
04/29	04/29	0230537G800KGBF9J	TRACTOR SUPPLY CO #181 BERLIN MD	\$130.82

**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	14.99% (v)	\$0.00	32	\$0.00

(v) - variable

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

Account Number: XXXX XXXX XXXX  
New Balance: \$130.82  
Minimum Payment Due: \$25.00  
Payment Due Date: June 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	\$305.74
- Payments	\$305.74
- Other Credits	\$73.45
+ Purchases	\$3,378.21
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$3,304.76

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$1,695.00  
Statement Closing Date May 10, 2022  
Days in Billing Cycle 32

**PAYMENT INFORMATION**

New Balance: \$3,304.76  
Minimum Payment Due: \$165.00  
Payment Due Date: June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$305.74-
04/22	04/22	5270487G1LL0FPDWZ	HOLIDAY INN EXPRESS GE GERMANTOWN CREDIT	\$36.19-
		CHECK-IN 04/22/22	FOLIO #0068610038	
04/22	04/22	5270487G1LL0FPDVM	HOLIDAY INN EXPRESS GE GERMANTOWN CREDIT	\$37.26-
		CHECK-IN 04/22/22	FOLIO #0068610136	
04/08	04/09	5270487FKLKZK328E	HOLIDAY INN EXPRESS GE 3014281300 MD	\$681.47
		CHECK-IN 04/03/22	FOLIO #24860594	
04/11	04/11	5530959FMRQEB2RT8	BERLIN AUTOMOTIVE BERLIN MD	\$66.49
04/13	04/13	5544641FPN5ZZB2Q0	GALLS 8592667227 KY	\$128.20
04/14	04/14	0230537FT00KLTWGM	TRACTOR SUPPLY CO #181 BERLIN MD	\$155.80
04/15	04/15	5270487FSL0182VY	HOLIDAY INN EXPRESS GE 3014281300 MD	\$701.66

Transactions continued on next page

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

Account Number: XXXX XXXX XXXX

New Balance: \$3,304.76

Minimum Payment Due: \$165.00

Payment Due Date: June 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
		CHECK-IN 04/10/22	FOLIO #14860595	
04/16	04/16	0230537FV00JFJZHY	TRACTOR SUPPLY CO #181 BERLIN MD	\$87.98
04/20	04/20	0541601FY43A76ENF	WAL-MART #2560 BERLIN MD	\$50.11
04/22	04/22	2524780G001B1FNT0	CITY SALISBURY 4437498833 MD	\$44.00
04/27	04/27	0541019G6EFTLZFQH	SHEETZ 0225 00002253 BREEZEWOOD PA	\$62.00
04/27	04/27	5543687G64ZDL99L8	HARDEES 1502596 HANCOCK MD	\$23.07
04/28	04/28	0541019G7EFTPS3N7	SHEETZ 0225 00002253 BREEZEWOOD PA	\$96.00
04/28	04/28	5550036G75ZXWYNWP	PRIMANTI BROS CRANBERR CRANBERRY TWP PA	\$37.26
04/28	04/28	5543687G74QS1AJ1D	HAMPTON INNS CRANBERRY TOW PA	\$106.56
		CHECK-IN 04/27/22	FOLIO #594223	
05/01	05/01	8550499GAS66KRA8S	DRIVEEZMD REBILL 5555555555 MD	\$25.00
05/02	05/02	8550499GBS66KRXNM	DRIVEEZMD REBILL 5555555555 MD	\$25.00
05/03	05/03	5543286GB5SV553F4	AMZN MKTP US*1Q3EG7D10 AMZN.COM/BILL WA	\$137.79
05/04	05/04	0541601GQ43A7BK3P	WAL-MART #2560 BERLIN MD	\$149.76
05/04	05/04	0541601GQ43A7RKL4	WAL-MART #2931 SALISBURY MD	\$174.72
05/04	05/04	7536943GQ66BWWYMT	DELMARVA LAW ENFORCEME DAGSBORO DE	\$285.00
05/04	05/04	8230509GQ0007NZRA	SP FREEDOM SCI STORE CLEARWATER FL	\$90.10
05/05	05/05	5543286GD5SGEXP4Z	AMZN MKTP US*135603WH1 AMZN.COM/BILL WA	\$127.18
05/06	05/06	5530959GERQEB2RV2	BERLIN AUTOMOTIVE BERLIN MD	\$28.12
05/06	05/06	0230537GF5SB366PD	AUTOZONE 4480 BERLIN MD	\$41.95
05/09	05/09	0230537GJ00HZ951P	TRACTOR SUPPLY CO #181 BERLIN MD	\$52.99

**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	14.99% (v)	\$0.00	32	\$0.00
Cash Advances	18.49% (v)	\$0.00	32	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$2,258.85
- Payments	\$2,258.85
- Other Credits	\$0.00
+ Purchases	\$176.25
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$176.25
Account Number	XXXX XXXX XXXX
Credit Limit	\$5,000.00
Available Credit	\$4,823.00
Statement Closing Date	May 10, 2022
Days in Billing Cycle	32

**PAYMENT INFORMATION**

New Balance:	\$176.25
Minimum Payment Due:	\$25.00
Payment Due Date:	June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$2,258.85-
04/21	04/21	7536943FZ4KKPK684	EAST COAST FAMILY FOOD SELBYVILLE DE	\$176.25

**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	14.99% (v)	\$0.00	32	\$0.00

(v) - variable

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

Account Number: XXXX XXXX XXXX  
New Balance: \$176.25  
Minimum Payment Due: \$25.00  
Payment Due Date: June 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	\$105.90
- Payments	\$105.90
- Other Credits	\$87.40
+ Purchases	\$287.93
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$200.53

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$4,723.00  
Statement Closing Date May 10, 2022  
Days in Billing Cycle 32

**PAYMENT INFORMATION**

New Balance: \$200.53  
Minimum Payment Due: \$25.00  
Payment Due Date: June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$105.90-
04/18	04/18	F148500FW000LM900	PAYBACK REWARDS REDEEMED CREDIT	\$25.00-
04/18	04/18	F148500FW000LM900	PAYBACK REWARDS REDEEMED CREDIT	\$50.00-
05/04	05/04	5531020GQ2D9KEZ34	SIGNSONTHECHEAP.COM 866-664- CREDIT	\$12.40-
04/25	04/25	5531020G32DLH0WD2	SIGNSONTHECHEAP.COM 866-664-9239 TX	\$219.03
04/30	04/30	7541823G848313Q9W	EIG*CONSTANTCONTACT.CO 855-2295506 MA	\$68.90

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

Account Number: XXXX XXXX XXXX  
New Balance: \$200.53  
Minimum Payment Due: \$25.00  
Payment Due Date: June 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	\$2,014.20
- Payments	\$2,014.20
- Other Credits	\$0.00
+ Purchases	\$185.64
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$185.64

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$4,745.00  
Statement Closing Date May 10, 2022  
Days in Billing Cycle 32

**PAYMENT INFORMATION**

New Balance: \$185.64  
Minimum Payment Due: \$25.00  
Payment Due Date: June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$2,014.20-
04/11	04/11	0543684FM8PKW7DFS	CAPITAL ELEC BERLIN 410-208-0800 MD	\$16.68
04/14	04/14	5543286FR5SVVYPPD	AMZN MKTP US*1A7GV9GH0 AMZN.COM/BILL WA	\$19.99
04/14	04/14	5531020FR2DLNHF5D	AMZN MKTP US*1O3C00N01 AMZN.COM/BILL WA	\$19.99
04/25	04/25	0543684G4EHTDLB1W	DOLLAR-GENERAL #0489 BERLIN MD	\$27.83
05/03	05/03	0543684GB8PL5Q806	CAPITAL ELEC BERLIN BERLIN MD	\$101.15

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

Account Number: XXXX XXXX XXXX  
New Balance: \$185.64  
Minimum Payment Due: \$25.00  
Payment Due Date: June 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	\$50.00
- Payments	\$50.00
- Other Credits	\$0.00
+ Purchases	\$705.45
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$705.45

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$4,294.00  
Statement Closing Date May 10, 2022  
Days in Billing Cycle 32

**PAYMENT INFORMATION**

New Balance: \$705.45  
Minimum Payment Due: \$35.00  
Payment Due Date: June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$50.00-
04/13	04/13	5531020FP2DZA2BPL	BUILDASIGN.COM 800-330-9622 TX	\$112.25
04/20	04/20	5548077FZ0T13D3FD	SHRED-IT USA LLC 8666474733 IL	\$362.25
04/20	04/20	1527021FYF61GZFST	DRI*FITBIT LLC 8776234997 MN	\$105.95
04/30	04/30	5543286G85SX8WKXL	IN *D3CORP 410-2132400 MD	\$125.00

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

Account Number: XXXX XXXX XXXX  
New Balance: \$705.45  
Minimum Payment Due: \$35.00  
Payment Due Date: June 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	\$975.63
- Payments	\$975.63
- Other Credits	\$0.00
+ Purchases	\$2,784.30
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$2,784.30

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$2,215.00  
Statement Closing Date May 10, 2022  
Days in Billing Cycle 32

**PAYMENT INFORMATION**

New Balance: \$2,784.30  
Minimum Payment Due: \$139.00  
Payment Due Date: June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$975.63-
04/19	04/19	5543286FY5SHKXAV6	FOOD LION #0658 BERLIN MD	\$7.98
04/20	04/20	5541734FZ4N1LKTG4	TLF*FLORIST ONE LLC 302-2465666 FL	\$109.08
04/21	04/21	5270487G0RQEERNJ9	RITE AID 00319 BERLIN MD	\$4.23
04/29	04/29	8518412G9S66QX2ZW	MARYLAND MUNICIPAL LEA 410-2685514 MD	\$655.00
04/29	04/29	8518412G9S66QX30Q	MARYLAND MUNICIPAL LEA 410-2685514 MD	\$655.00
04/29	04/29	8518412G9S66QX304	MARYLAND MUNICIPAL LEA 410-2685514 MD	\$655.00
05/02	05/02	5526352GAN04STS9F	ADP PAYROLL & TAX S 973-974-7265 NJ	\$628.01
05/04	05/04	8518412GDS66D686L	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: \$2,784.30  
Minimum Payment Due: \$139.00  
Payment Due Date: June 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	\$174.77
- Payments	\$174.77
- Other Credits	\$0.00
+ Purchases	\$841.25
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$841.25

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$658.00  
Statement Closing Date May 10, 2022  
Days in Billing Cycle 32

**PAYMENT INFORMATION**

New Balance: \$841.25  
Minimum Payment Due: \$42.00  
Payment Due Date: June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$174.77-
04/11	04/11	5542950FMRTFMHS3G	PESTEDCOMLL 8454814048 NY	\$295.00
04/11	04/11	0531461FNEHV9H6L0	THE ADKINS COMPANY BERLIN MD	\$8.64
04/14	04/14	0531461FTEHWT2XR5	THE ADKINS COMPANY BERLIN MD	\$8.16
04/15	04/15	5270715FS09FP6VB8	THE HOME DEPOT #2561 SALISBURY MD	\$140.87
04/20	04/20	5543286FZ5SSK9V2T	POP'S KITCHEN BERLIN MD	\$44.41
04/21	04/21	5548872FZBLHX6AK5	CLASSIC CAKES SALISBURY MD	\$35.00
05/05	05/05	0543684GEBLKGSJ3E	SAMS CLUB #6383 SALISBURY MD	\$254.70
05/09	05/09	0230537GJ00HZ9540	TRACTOR SUPPLY CO #181 BERLIN MD	\$36.99
05/09	05/09	0230537GJ00HZ956L	TRACTOR SUPPLY CO #181 BERLIN MD	\$17.48

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

Account Number: XXXX XXXX XXXX  
New Balance: \$841.25  
Minimum Payment Due: \$42.00  
Payment Due Date: June 4, 2022

Amount Enclosed: \$

Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

OWN 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	\$937.10
- Payments	\$937.10
- Other Credits	\$0.00
+ Purchases	\$220.99
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$220.99
Account Number	XXXX XXXX XXXX
Credit Limit	\$1,500.00
Available Credit	\$1,279.00
Statement Closing Date	May 10, 2022
Days in Billing Cycle	32

**PAYMENT INFORMATION**

New Balance:	\$220.99
Minimum Payment Due:	\$25.00
Payment Due Date:	June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$937.10-
04/08	04/09	5270824FKRQEB9FLQ	ROYAL FARMS #178 BERLIN MD	\$22.00
04/11	04/11	0543684FNBLKGRFY9	SAMS CLUB #6383 SALISBURY MD	\$30.98
04/22	04/22	5531020G02DZ72WKA	AMAZON.COM*1Q9Z433U1A AMZN.COM/BILL WA	\$74.02
05/03	05/03	5270824GQRQEBJE22	ROYAL FARMS #178 BERLIN MD	\$49.00
05/04	05/04	5543286GQ5V4RPM5K	AMAZON.COM*139V98761 AMZN.COM/BILL WA	\$44.99

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

Account Number: XXXX XXXX XXXX  
New Balance: \$220.99  
Minimum Payment Due: \$25.00  
Payment Due Date: June 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	\$937.10
- Payments	\$937.10
- Other Credits	\$0.00
+ Purchases	\$220.99
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$220.99

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$1,279.00  
Statement Closing Date May 10, 2022  
Days in Billing Cycle 32

**PAYMENT INFORMATION**

New Balance: \$220.99  
Minimum Payment Due: \$25.00  
Payment Due Date: June 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
04/14	04/14	8542120FR00XSMA75	PAYMENT - THANK YOU	\$937.10-
04/08	04/09	5270824FKRQEB9FLQ	ROYAL FARMS #178 BERLIN MD	\$22.00
04/11	04/11	0543684FNBLKGRFY9	SAMS CLUB #6383 SALISBURY MD	\$30.98
04/22	04/22	5531020G02DZ72WKA	AMAZON.COM*1Q9Z433U1 A AMZN.COM/BILL WA	\$74.02
05/03	05/03	5270824GQRQEBJE22	ROYAL FARMS #178 BERLIN MD	\$49.00
05/04	05/04	5543286GQ5V4RPM5K	AMAZON.COM*139V98761 AMZN.COM/BILL WA	\$44.99

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

Account Number: XXXX XXXX XXXX  
New Balance: \$220.99  
Minimum Payment Due: \$25.00  
Payment Due Date: June 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

# Payment Register

APPKT02349 - 20220606SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002702</a>	ABSOLUTE SECURITY GROUP INC					564.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	564.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">77323</a>	FIRE MONITORING	06/01/2022	06/01/2022	0.00	564.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS					73.60
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	73.60	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN191009</a>	POLICE DEPARTMENT LEASED COPIER - CT18017.03	06/01/2022	06/01/2022	0.00	73.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000249</a>	ATLANTIC TRACTOR					505.95
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	505.95	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">P37394,P39540,P39713,P373</a>	SPRAY SITE MOWER	06/03/2022	06/03/2022	0.00	505.95	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000323</a>	BERLIN AUTOMOTIVE					123.62
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	123.62	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">404979</a>	WATER PUMP	06/03/2022	06/03/2022	0.00	123.62	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002736</a>	BRYAN DOUGLAS RUSSO					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">13</a>	FARMERS ,MARKET MUSIC	06/01/2022	06/01/2022	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002647</a>	CINTAS RUGS					23.16
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	23.16	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">4121095441</a>	ANNUAL RUG SERVICE	06/03/2022	06/03/2022	0.00	23.16	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000678</a>	DAVIS, BOWEN & FRIEDEL					5,156.25
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	5,156.25	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">165467</a>	PROJ 0050A002.001 WALNUT HILL RESEARCH PLANS	06/01/2022	06/01/2022	0.00	227.50	
<a href="#">165468</a>	PROJ 0050A002.009 PURNELL CROSSING	06/01/2022	06/01/2022	0.00	583.75	
<a href="#">165471</a>	PROJ 0050A002.068 ROADWAY EVALUATION UPDATE	06/01/2022	06/01/2022	0.00	640.00	
<a href="#">165473</a>	PROJ 0050A114.A01 PUMP STST REHAB - WM STREET	06/01/2022	06/01/2022	0.00	1,425.00	
<a href="#">165474</a>	DESIGN SVCS STEPHEN DECATUR PK COMFORT STAT	06/01/2022	06/01/2022	0.00	2,280.00	

# Payment Register

APPKT02349 - 20220606SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000784</a>	EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC					13,290.68
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	13,290.68	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">154149</a>	PROJ 1470404	06/01/2022	06/01/2022	0.00	13,290.68	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000794</a>	EASTERN SHORE COFFEE					16.98
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	16.98	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">267992</a>	DISTILLED WATER	06/03/2022	06/03/2022	0.00	16.98	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000795</a>	EASTERN SHORE FOREST PRODUCTS INC					2,700.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	2,700.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">253887</a>	ENGINEERED WOOD FIBER PARKS PLAYGROUND	06/01/2022	06/01/2022	0.00	2,650.00	
<a href="#">254168</a>	TOP SOIL TOWN HALL GRADEN	06/01/2022	06/01/2022	0.00	50.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000845</a>	ENVIREP, INC.					761.83
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	761.83	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">73883</a>	BACKWASH PUMP REBUILD PARTS	06/03/2022	06/03/2022	0.00	761.83	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000857</a>	ESAM					180.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	180.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">Z TYNDALL, S NICHOLS, J ORRI</a>	ESAM DINNER ELECTED AND MAYOR	06/01/2022	06/01/2022	0.00	180.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003294</a>	EVERETT A SPELLS					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">26</a>	FARMERS ,MARKET MUSIC	06/01/2022	06/01/2022	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					70.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	70.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">347937</a>	ADVERTISING	06/01/2022	06/01/2022	0.00	70.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001032</a>	HILL'S ELECTRIC MOTOR SERVICE INC.					1,150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	1,150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0131784,0131567</a>	346W TROUBLESHOOT	06/03/2022	06/03/2022	0.00	1,150.00	

# Payment Register

APPKT02349 - 20220606SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001040</a>	HOME DEPOT CREDIT CARD SERVICES					1,345.34
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	1,345.34	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
-- <a href="#">VARIOUS INVS</a>	TOOLS, PARTS AND OTHER SUPPLIES	06/01/2022	06/01/2022	0.00	921.22	
--- <a href="#">VARIOUS INVS</a>	TOOLS, PARTS AND OTHER SUPPLIES	06/01/2022	06/01/2022	0.00	352.22	
<a href="#">0025915</a>	SMALL TOOLS	06/01/2022	06/01/2022	0.00	71.90	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001054</a>	HURLEY DONALD M. III					89.99
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	89.99	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">05/26/2022</a>	SAFETY BOOTS	06/03/2022	06/03/2022	0.00	89.99	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001068</a>	INTERCOASTAL TRADING INC.					1,880.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	1,880.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">321586</a>	BLEACH	06/03/2022	06/03/2022	0.00	1,880.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001080</a>	IRIE RADIO INC					450.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	450.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">643-00023-0015</a>	MONTHLY RADIO ADVERTISING	06/01/2022	06/01/2022	0.00	450.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003425</a>	JACQUELIN T CAREY					1,560.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	1,560.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">05/31/2022</a>	CPR/AED/FIRST AID TRAINING	06/03/2022	06/03/2022	0.00	1,560.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003109</a>	JAMES BRADFORD FARM TRUST					2,022.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BOUNDS INTEREST PAYMENT.</a>	BOUNDS SPRAY SITE BOND	06/03/2022	06/03/2022	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003110</a>	JESSE JONES FARM TRUST					2,022.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BOUNDS INTEREST PAYMENT.</a>	BOUNDS SPRAY SITE BOND	06/03/2022	06/03/2022	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002800</a>	LLOYD KEVIN					54.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/06/2022	54.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5/31/2022 REIMB</a>	EMBROIDER SHIRTS	06/01/2022	06/01/2022	0.00	54.00	

# Payment Register

APPKT02349 - 20220606SW

<b>Vendor Number</b> <a href="#">0002412</a>	<b>Vendor Name</b> MARYLAND MUNICIPAL STORMWATER ASSOCIATION			<b>Total Vendor Amount</b> 750.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 06/06/2022	<b>Payment Amount</b> 750.00		
<b>Payable Number</b> <a href="#">#SW23</a>	<b>Description</b> ANNUAL MEMBERSHIP DUES	<b>Payable Date</b> 06/01/2022	<b>Due Date</b> 06/01/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 750.00
<b>Vendor Number</b> <a href="#">0002754</a>	<b>Vendor Name</b> NOYES MICROSYSTEMS INC			<b>Total Vendor Amount</b> 110.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 06/06/2022	<b>Payment Amount</b> 110.00		
<b>Payable Number</b> <a href="#">1017031</a>	<b>Description</b> WATCHGUARD UPDATE AND TEST	<b>Payable Date</b> 06/01/2022	<b>Due Date</b> 06/01/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 110.00
<b>Vendor Number</b> <a href="#">0002789</a>	<b>Vendor Name</b> QUADIENT LEASING USA, INC			<b>Total Vendor Amount</b> 481.65	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 06/06/2022	<b>Payment Amount</b> 481.65		
<b>Payable Number</b> <a href="#">N9428928</a>	<b>Description</b> QUARTERLY LEASE PAYMENT FOR POSTAGE MACHINE	<b>Payable Date</b> 06/01/2022	<b>Due Date</b> 06/01/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 481.65
<b>Vendor Number</b> <a href="#">0003171</a>	<b>Vendor Name</b> RICKY JARMON			<b>Total Vendor Amount</b> 866.71	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 06/06/2022	<b>Payment Amount</b> 866.71		
<b>Payable Number</b> <a href="#">MAY FY 22</a>	<b>Description</b> MONTHLY CLEANING SERVICE - POLICE DEPT	<b>Payable Date</b> 06/01/2022	<b>Due Date</b> 06/01/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 866.71
<b>Vendor Number</b> <a href="#">0001814</a>	<b>Vendor Name</b> RJ LOCK & SECURITY			<b>Total Vendor Amount</b> 180.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 06/06/2022	<b>Payment Amount</b> 180.00		
<b>Payable Number</b> <a href="#">82819</a>	<b>Description</b> KEYS DOWNTOWN RESTROOMS	<b>Payable Date</b> 06/01/2022	<b>Due Date</b> 06/01/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 180.00
<b>Vendor Number</b> <a href="#">0002026</a>	<b>Vendor Name</b> SUN SIGNS			<b>Total Vendor Amount</b> 20.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 06/06/2022	<b>Payment Amount</b> 20.00		
<b>Payable Number</b> <a href="#">15645</a>	<b>Description</b> OKTOBERFEST BANNER DATE CHANGE	<b>Payable Date</b> 06/01/2022	<b>Due Date</b> 06/01/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 20.00
<b>Vendor Number</b> <a href="#">0002093</a>	<b>Vendor Name</b> THE DISPATCH			<b>Total Vendor Amount</b> 560.00	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 06/06/2022	<b>Payment Amount</b> 560.00		
<b>Payable Number</b> <a href="#">146842</a>	<b>Description</b> CONSUMER CONFIDENCE REPORT	<b>Payable Date</b> 06/01/2022	<b>Due Date</b> 06/01/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 560.00
<b>Vendor Number</b> <a href="#">0002220</a>	<b>Vendor Name</b> USA BLUEBOOK			<b>Total Vendor Amount</b> 323.84	
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 06/06/2022	<b>Payment Amount</b> 323.84		
<b>Payable Number</b> <a href="#">852167,720050,960342,97641</a>	<b>Description</b> LAB SUPPLIES	<b>Payable Date</b> 06/03/2022	<b>Due Date</b> 06/03/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 323.84

**Payment Register**

**APPKT02349 - 20220606SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002248</a>	VERIZON BUSINESS					101.21
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2022	101.21			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">06209916</a>	VERIZON BUSINESS TELEPHONE SERVICE	06/01/2022	06/01/2022	0.00	101.21	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002252</a>	VERIZON WIRELESS-720117503-00001					527.56
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2022	527.56			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">9907247132</a>	MDT CARD FEE	06/01/2022	06/01/2022	0.00	527.56	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002294</a>	WEBB EDWARD					91.14
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2022	91.14			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REIMB FY 22</a>	ANNUAL SAFETY BOOTS ALLOWANCE	06/01/2022	06/01/2022	0.00	91.14	

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	41	34	0.00	38,352.51
<b>Packet Totals:</b>		<b>41</b>	<b>34</b>	<b>0.00</b>	<b>38,352.51</b>

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-38,352.51
Packet Totals:		-38,352.51



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT08559 - Refunds 1 UBPKT08558 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	6/9/2022	22381	452.25			452.25	Deposit
Total Refunds: 1				Total Refunded Amount:	452.25			

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	452.25
Revenue Total:	452.25

## General Ledger Distribution

Posting Date: 06/08/2022

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-452.25	Yes
	10-2010-2074	UNAPPLIED CREDITS	452.25	
	<b>10 Total:</b>		0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-452.25	
	98-2498-2200	DUE TO OTHER FUNDS	452.25	Yes
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	



Town of Berlin, MD

# Payment Register

APPKT02353 - 20220610SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000031</a>	A.C. SCHULTES OF DELAWARE INC					51,328.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	51,328.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12508</a>	WELL REPLACEMENT #3	06/08/2022	06/08/2022	0.00	51,328.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000060</a>	ACTION ISLAND GRAPHICS					41.76
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	41.76	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7640</a>	TOB TEE SHIRTS ALAN PARKINSON	06/07/2022	06/07/2022	0.00	41.76	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000148</a>	AMERICAN TEST CENTER					2,375.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	2,375.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2221039</a>	ANNUAL SAFETY TESTING ON TRUCKS & FIBERGLASS TOOLS	06/07/2022	06/07/2022	0.00	2,375.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000158</a>	AN ANGEL'S TOUCH CLEANING SERVICES					1,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1985</a>	CLEANING SERVICE FOR TOWN OF BERLIN BATHROOMS	06/09/2022	06/09/2022	0.00	1,000.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003342</a>	ATLANTIC GLOBAL LLC					614.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	614.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">11477</a>	THERMAL PAPER FOR ETIX	06/07/2022	06/07/2022	0.00	614.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000323</a>	BERLIN AUTOMOTIVE					80.58
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	80.58	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">407459,407988</a>	TOOLS,PARTS, AND OTHER SUPPLIES	06/10/2022	06/10/2022	0.00	80.58	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000405</a>	BRASURE'S PEST CONTROL INC					165.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	165.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">727375</a>	QUARTERLY PEST CONTROL	06/10/2022	06/10/2022	0.00	55.00	
<a href="#">727376</a>	113 SCHOOLFIELD ST - PEST CONTROL	06/08/2022	06/08/2022	0.00	55.00	
<a href="#">727388</a>	PEST CONTROL	06/07/2022	06/07/2022	0.00	55.00	

# Payment Register

APPKT02353 - 20220610SW

<b>Vendor Number</b> <a href="#">0000455</a>	<b>Vendor Name</b> CARD'S TECHNOLOGY					<b>Total Vendor Amount</b> 1,215.40
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/10/2022	<b>Payment Amount</b> 1,215.40		
<b>Payable Number</b> <a href="#">50165</a>	<b>Description</b> MICROSOFT OFFICE 365 FY 2022	<b>Payable Date</b> 06/08/2022	<b>Due Date</b> 06/08/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,215.40	
<b>Vendor Number</b> <a href="#">0000480</a>	<b>Vendor Name</b> CATO OIL CO., INC.					<b>Total Vendor Amount</b> 14,782.31
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/10/2022	<b>Payment Amount</b> 14,782.31		
<b>Payable Number</b> <a href="#">MAY FY 2022</a>	<b>Description</b> TOWN VEHICLE GAS	<b>Payable Date</b> 06/07/2022	<b>Due Date</b> 06/07/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 14,782.31	
<b>Vendor Number</b> <a href="#">0000534</a>	<b>Vendor Name</b> CJIS-CR					<b>Total Vendor Amount</b> 1,129.75
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/10/2022	<b>Payment Amount</b> 1,129.75		
<b>Payable Number</b> <a href="#">APP-5M-025,ATS-5M-004</a>	<b>Description</b> FINGERPRINTING	<b>Payable Date</b> 06/08/2022	<b>Due Date</b> 06/08/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,129.75	
<b>Vendor Number</b> <a href="#">0000572</a>	<b>Vendor Name</b> COMCAST					<b>Total Vendor Amount</b> 108.35
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/10/2022	<b>Payment Amount</b> 108.35		
<b>Payable Number</b> <a href="#">41 016 0042978 JUN FY 22</a>	<b>Description</b> COMCAST INTERNET & DIGITAL SVC	<b>Payable Date</b> 06/08/2022	<b>Due Date</b> 06/08/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 108.35	
<b>Vendor Number</b> <a href="#">0003098</a>	<b>Vendor Name</b> DAVIS JR DAVID					<b>Total Vendor Amount</b> 217.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/10/2022	<b>Payment Amount</b> 217.00		
<b>Payable Number</b> <a href="#">PER DIEM 7/2022</a>	<b>Description</b> METER SCHOOL MTAP #3 PALMYRA VA	<b>Payable Date</b> 06/07/2022	<b>Due Date</b> 06/07/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 217.00	
<b>Vendor Number</b> <a href="#">0000794</a>	<b>Vendor Name</b> EASTERN SHORE COFFEE					<b>Total Vendor Amount</b> 26.32
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/10/2022	<b>Payment Amount</b> 26.32		
<b>Payable Number</b> <a href="#">269521, 625995</a>	<b>Description</b> DRINKING WATER AND WATER COOLER RENTAL FEES	<b>Payable Date</b> 06/07/2022	<b>Due Date</b> 06/07/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 26.32	
<b>Vendor Number</b> <a href="#">0000899</a>	<b>Vendor Name</b> FIRE PROTECTIVE SERVICE					<b>Total Vendor Amount</b> 194.56
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/10/2022	<b>Payment Amount</b> 194.56		
<b>Payable Number</b> <a href="#">103150</a>	<b>Description</b> SEMI ANNUAL FIRE EXTINGUISHER SERVICE INSPECTION	<b>Payable Date</b> 06/07/2022	<b>Due Date</b> 06/07/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 194.56	
<b>Vendor Number</b> <a href="#">0000977</a>	<b>Vendor Name</b> GREAT AMERICA FINANCIAL					<b>Total Vendor Amount</b> 212.64
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/10/2022	<b>Payment Amount</b> 212.64		
<b>Payable Number</b> <a href="#">31778992</a>	<b>Description</b> MONTHLY LEASING - OFFICE EQUIPMENT	<b>Payable Date</b> 06/08/2022	<b>Due Date</b> 06/08/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 137.04	
<b>Payable Number</b> <a href="#">31778993</a>	<b>Description</b> EQUIP. LEASE FOR TOWN HALL, FINANCE, AND PLANNING	<b>Payable Date</b> 06/08/2022	<b>Due Date</b> 06/08/2022	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 75.60	

# Payment Register

APPKT02353 - 20220610SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001007</a>	HARRIS CORPORATION-PSPC					1,835.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	1,835.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">93390203</a>	ANNUAL CONTRACT RENEWAL	06/10/2022	06/10/2022	0.00	1,835.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000624</a>	HID GLOBAL CORPORATION					1,560.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	1,560.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">13402008564</a>	ANNUAL CONTRACT RENEWAL	06/08/2022	06/08/2022	0.00	1,560.80	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002971</a>	HUNTER CALEB					217.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	217.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PER DIEM 7/2022</a>	LINEMAN SCHOOL LTAP #7 PALMYRA VA	06/07/2022	06/07/2022	0.00	217.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001493</a>	MID-ATLANTIC WASTE SYSTEMS					981.81
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	981.81	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">164997</a>	WASTE WHEEL LID AND WHEEL & AXLE	06/09/2022	06/09/2022	0.00	981.81	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001495</a>	MIDDLE DEPARTMENT INSPECTION AGENCY					1,182.20
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	1,182.20	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">-VARIOUS INVS</a>	INSPECTION SERVICES	06/08/2022	06/08/2022	0.00	1,182.20	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					4,439.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	4,439.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 6/5/2022</a>	EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	06/08/2022	06/08/2022	0.00	4,439.96	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001625</a>	ONE CALL CONCEPTS, INC.					58.43
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	58.43	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2056159</a>	MISS UTILITY TICKETS	06/08/2022	06/08/2022	0.00	58.43	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001677</a>	PENINSULA DRY CLEANERS, INC					91.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	91.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">20-3730</a>	MONTHLY DRY CLEANING SERVICE	06/08/2022	06/08/2022	0.00	91.00	

# Payment Register

APPKT02353 - 20220610SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003346</a>	PITCHED MEDIA					327.84
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	327.84	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">04364</a>	HISTORY BROCHURES	06/08/2022	06/08/2022	0.00	327.84	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003127</a>	QUADIENT FINANCE USA, INC					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7900 0440 8091 8273 6/1/202</a>	POSTAGE FOR POSTAGE MACHINE	06/08/2022	06/08/2022	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001753</a>	R D GRIER & SONS					446.13
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	446.13	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1379066-01,2,3, 1519055-01</a>	STAINLESS STEEL WASHERS AND BOLTS	06/10/2022	06/10/2022	0.00	446.13	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003040</a>	REAL PROPERTY MAINTENANCE LLC					3,950.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	3,950.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">C-2885</a>	AIR & HEATING ANNUAL MAINTENANCE AGREEMENT	06/10/2022	06/10/2022	0.00	3,950.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001814</a>	RJ LOCK & SECURITY					2,580.53
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	2,580.53	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">82315</a>	RESTROOM LOCK WITH KEYPAD DOWNTOWN	06/07/2022	06/07/2022	0.00	2,516.62	
<a href="#">83130</a>	KEYS DOWNTOWN RESTROOMS	06/08/2022	06/08/2022	0.00	63.91	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003102</a>	SCHAEFER FIREWORKS					5,500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	5,500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2063-1</a>	FIREWORKS BALANCE	06/09/2022	06/09/2022	0.00	5,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001997</a>	STAPLES BUSINESS CREDIT					614.70
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	614.70	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1642259481</a>	OFFICE SUPPLIES	06/10/2022	06/10/2022	0.00	614.70	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001998</a>	STAPLES CREDIT PLAN					1,840.46
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	1,840.46	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6/23/2023 BILLING</a>	STAPLES OFFICE SUPPLIES	06/08/2022	06/08/2022	0.00	1,840.46	

**Payment Register**
**APPKT02353 - 20220610SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002022</a>	STUART C IRBY CO					3,530.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/10/2022	3,530.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S013006962.001</a>	20 CHANCE LOAD BREAK FUSES	06/07/2022	06/07/2022	0.00	180.00	
<a href="#">S013010430.001</a>	4/0 URD U/G 600 VOLT CABLE FULL REEL	06/07/2022	06/07/2022	0.00	3,350.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002092</a>	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					98.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/10/2022	98.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">AB2-05-420</a>	METER LOG ON FEE	06/08/2022	06/08/2022	0.00	98.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002163</a>	TOWN OF BERLIN					8,500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/10/2022	8,500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">FY 22 ASSISTANCE</a>	ENERGY ASSISTANCE FY 22	06/08/2022	06/08/2022	0.00	8,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002169</a>	TRACTOR SUPPLY CO					171.08
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/10/2022	171.08			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">100393384</a>	TOOLS, PARTS AND OTHER SUPPLIES	06/08/2022	06/08/2022	0.00	28.98	
<a href="#">100395220,100393418</a>	TOOLS, PARTS AND OTHER SUPPLIES	06/08/2022	06/08/2022	0.00	142.10	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					1,992.14
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/10/2022	1,992.14			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430006535</a>	UNIFORMS AND CLEANING SERVICES	06/08/2022	06/08/2022	0.00	840.31	
<a href="#">1430007684</a>	UNIFORMS AND CLEANING SERVICES	06/08/2022	06/08/2022	0.00	287.59	
<a href="#">1430008800</a>	UNIFORMS AND CLEANING SERVICES	06/08/2022	06/08/2022	0.00	562.42	
<a href="#">1430011029</a>	UNIFORMS AND CLEANING SERVICES	06/08/2022	06/08/2022	0.00	84.14	
<a href="#">1430011030</a>	UNIFORMS AND CLEANING SERVICES	06/08/2022	06/08/2022	0.00	106.19	
<a href="#">1430012151</a>	UNIFORMS AND CLEANING SERVICES	06/08/2022	06/08/2022	0.00	111.49	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE					35.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/10/2022	35.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 6/5/2022</a>	UNITED WAY EMPLOYEE CONTRIBUTION	06/08/2022	06/08/2022	0.00	35.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003055</a>	WASHINGTON NATIONAL INSURANCE COMPANY					511.51
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/10/2022	511.51			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">P2232849</a>	WASHINGTON NAT SUPPLEMENTAL INSURANCE	06/09/2022	06/09/2022	0.00	511.51	

# Payment Register

APPKT02353 - 20220610SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER					125.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	125.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">18271093,18179135</a>	EMPLOYEE DRUG SCREENING	06/08/2022	06/08/2022	0.00	125.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002348</a>	WOR WIC COMMUNITY COLLEGE					20.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	20.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12739</a>	EMPLOYEE & K-9 TRAINING	06/08/2022	06/08/2022	0.00	20.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002363</a>	WORCESTER COUNTY LANDFILL					12,681.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	12,681.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">124 MAY FY 22</a>	REFUSE, RECYCLE AND CAN PULLS	06/07/2022	06/07/2022	0.00	12,681.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002384</a>	WORCESTER YOUTH & FAMILY COUNSELING SERVICES					1,608.15
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/10/2022	1,608.15	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">JUNE 6 FY 22</a>	FY2022 ANNUAL CONTRACT	06/09/2022	06/09/2022	0.00	1,608.15	

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	53	42	0.00	128,888.41
Packet Totals:		53	42	0.00	128,888.41

**Cash Fund Summary**

Fund	Name	Amount
98	POOLED CASH	-128,888.41
Packet Totals:		<u>-128,888.41</u>