



**BERLIN MAYOR AND COUNCIL
Meeting Agenda**

**Berlin Town Hall
10 William Street
Tuesday, October 10, 2023**

Please note that the times indicated below are approximate and that additional timing protocols may be indicated for specific agenda items.

7:00 PM CALL TO ORDER, REGULAR SESSION – Council Chambers

- 1. 7:05 PM CONSENT AGENDA:**
 - a) Approval of Minutes for:
 1. Work Session of 9.20.23
 2. Regular Session of 9.25.23
- 2. 7:10 PM SWEARING IN CEREMONY:** Newly Appointed Boards, Commission, and Committee Members – Mayor Zack Tyndall
- 3. 7:15 PM DISCUSSION:** LIG Multi-Year Plan – Mayor Zack Tyndall
- 4. 7:35 PM FISCAL YEAR 2023 FINANCIAL HIGHLIGHTS -** Finance Director Natalie Saleh
- 5. 8:00 PM ITEM(S) FOR APPROVAL:**
 - a) We Heart Berlin Items:
 1. Memorandum of Understanding Between Mayor and Council and We Heart Berlin – Mayor Zack Tyndall
 2. Motion 2023-45: Authorize We Heart Berlin to proceed with the striping of tennis courts for Pickleball – We Heart Berlin Director Tony Weeg
 - b) Motion 2023-38: Annual Event Approval – Economic & Community Development Director Ivy Wells
 - c) Motion 2023-46: Taylor House Museum 2024 Event Approval – Taylor House Museum President Dr. Melissa Reid
 - d) Motion 2023-47: Authorize the Reallocation of unspent Berlin Fire Company Emergency Medical Services funds from FY23 to FY24 in the amount of \$8,884.08 – Town Administrator Mary Bohlen
- 6. 8:15 PM REPORTS:** Town Administrator's Report, Departmental Reports
- 7. 8:20 PM COMMENTS FROM THE PUBLIC**

Any person who may wish to speak on a matter at the Regular Session may be heard during COMMENTS FROM THE PUBLIC for a period of five (5) minutes or such time as may be deemed appropriate by the Mayor. Anyone wishing to be heard shall state their name, street name, and subject on which they wish to speak.
- 8. 8:30 PM COMMENTS FROM THE COUNCIL**

9. 8:40 PM COMMENTS FROM THE MAYOR

10. 8:50 PM COMMENTS FROM THE PRESS

11. 9:00 PM ADJOURNMENT

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on www.berlinmd.gov, or type @townofberlinmd in the Facebook search bar.

QR code links to online packet. Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats





BERLIN MAYOR AND COUNCIL
Meeting Minutes
Work Session
Wednesday, September 20, 2023

5:00 PM WORK SESSION – Berlin Town Hall Council Chambers

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

Absent: Mayor Zack Tyndall

Staff Present: Town Administrator Mary Bohlen and Administrative Assistant Kate Daub.

Others Present: Berlin Fire Company President David Fitzgerald and Chief RJ Rhode.

This meeting was broadcast live via Facebook. Vice President Burrell called the meeting to order at approximately 6:00 PM.

1. Opening Statement:

Vice President Burrell announced the purpose of the meeting is to review quarterly operational and financial information of the Berlin Fire Company and Emergency Medical Services.

2. Discussion – Berlin Fire Company and Emergency Medical Services.

Mr. Fitzgerald began by reviewing the Fire Company's projected budget for Fiscal Year 2025. He said the town can expect the budget request to include \$200,000 for operating expenses and \$150,000 for capital expenses, adding the amounts listed are substantiated by the matrix study that was done previously. He acknowledged that adjustments may need to be made to bring the study up to date. Vice President Burrell asked that the town be provided with more information to help better understand what the Fire Company's needs are. He said the town of Berlin and the residents need to know what the Fire Company's assets are and what their operating expense is to determine their current needs. Mr. Fitzgerald said the town will be provided with the information by September 30, 2023, as per the new contract.

Councilmember Nichols referred to the finance reports the Fire Company provides and asked what information, if any, would not be included as part of the report. Mr. Fitzgerald said the reports must match their tax forms, which means no information can be redacted. He continued by saying he prints reports using the QuickBooks program and confirmed he could print the profit loss statement, income statement, and other miscellaneous financial documents per quarter. Mr. Fitzgerald said the new contract between the town and the Fire Company states the Fire Company must provide their

reports a week prior to a meeting, adding that additional reports can be made available upon request.

Councilmember Orris asked how the Fire Company came to the decision to request \$350,000; he referred to a recent report that noted forty percent of their calls are in town and sixty percent are out of town and asked if they used a formula to determine the amount. Mr. Fitzgerald answered that the operating expense requested is based on the study as well as live data they receive and clarified the amount fills the void of what they do not get from the County. He confirmed the County provides \$250,000, which he said is \$0.03 on the tax dollar and \$1,000 per out-of-town call. Councilmember Orris asked if the Fire Company continues to apply a response fee for calls; Mr. Fitzgerald confirmed and said any amount received as part of the response fee would go into the fund for capital expenses.

Vice President Burrell said it is important for the Council and residents of the town to understand how Station Three fits into how the Fire Company operates. Chief Rhode explained that the need for Station Three came about many years ago when expansion began in that part of town and said it was determined that a station was needed to accommodate the growth of the area. Chief Rhode continued by saying that the location of Station Three allows their crews to respond to calls quicker versus having to report to a firehouse further away. He added that they do not have EMS ambulances at Station Three and all career staff are stationed at their headquarters located on Main Street.

Councilmember Green asked what the Fire Company received from the County in total revenue last fiscal year; Mr. Fitzgerald answered they have roughly two hundred out-of-town calls per year which comes to an additional \$200,000, adding that they dedicate it to capital. Councilmember Green said he believes the fairness aspect of operating is a formula and asked what the Fire Company would view as a reasonable stipend to receive for in-town calls. Mr. Fitzgerald answered it would still be the \$1,000 per call because it is the same apparatus and capital equipment used for out-of-town calls. Chief Rhode confirmed they do not receive any funds for responding to a mutual aid call outside of the Berlin district.

Councilmember Nichols asked for clarification regarding which areas make up the Berlin district; Chief Rhode answered the department covers the Route 50 corridor to the county line, Route 589 to Gum Point Road, as well as all of South Point and Assateague Island down to the Virginia State line. Town Administrator Mary Bohlen asked if the Fire Company receives State or Federal Park pay for any response calls to Assateague; Mr. Fitzgerald responded by saying he is unsure of the number of fire calls they have received for the national park, however, he said they have not received any funding.

Councilmember Green asked if there was a reason the town has never used a formula to determine funding for the Fire Company; Ms. Bohlen stated she believes it has historically been difficult to establish one. Mr. Fitzgerald added there never seemed to be an appetite from the town to develop a formula but said he could run the numbers very easily based on the metrics they have used in the past to see what a formula could

look like. Vice President Burrell reiterated his request to be provided with more information that highlights the Fire Company's finances to better understand the needs of the department to possibly work toward equitable funding.

Mr. Fitzgerald provided a review of the Fire Company's capital apparatus and said they executed a loan for a little less than \$2.5 million, adding the loan is an annual payment of \$200,000 until August 8, 2038. He continued by saying the issue with the repayment of the loan is that it does not put them in a good position to borrow any more money if needed. Mr. Fitzgerald explained the Fire Company bid out its financing and said the payments they are making are invested in an escrow account. Vice President Burrell asked how the information will be reflected in the reports the Council is provided with; Mr. Fitzgerald answered the information is noted in the capital budget spreadsheet they submit every December which lists the type of apparatus, the age, cost, as well as what the replacement cost of the apparatus is. Vice President Burrell asked to clarify the information would highlight the deal the Fire Company made to assist with generating an income; Mr. Fitzgerald said the information would be noted on their balance sheet as a liability because it is a loan.

Mr. Fitzgerald said he wanted to go on the record to address a question Mayor Tyndall had previously asked regarding what the impact to the Fire Company would be if the town handled the operations for fire rescue; he said Mayor Tyndall did not believe there would be an impact. Mr. Fitzgerald claimed there would be a great impact as forty percent of their calls would be eliminated, which would address the volunteer and staffing challenges they face. He said it would also alleviate the financial burden they take on ensuring they have the necessary equipment available at their stations. However, he said it would negatively impact taxpayers because the town would have to support an additional budget of roughly \$1.5 million to \$2 million dollars.

Further discussion continued concerning the potential development of a funding formula. Mr. Fitzgerald referred to a handout he distributed that outlined the amount of funding that would be generated through tax revenue; he said taxpayers are currently paying \$0.48 for police protection and only \$0.02 on the tax dollar for fire. He said the Fire Company membership will support the town should it decide to adjust and propose a tax increase in the future. Mr. Fitzgerald said he would calculate the numbers to determine what funding would be at \$1,000 per call versus what the funding would be at \$0.03 on the tax dollar.

Mr. Fitzgerald reported that he investigated possible fundraising options, specifically the option to create a Fire Company calendar as suggested by Councilmember Nichols. He said the out-of-pocket cost per calendar would be \$19.12, adding that it does not seem to be a cost-effective fundraising option to consider going forward. He continued by saying Mayor Tyndall proposed the idea of a fish fry dinner which he said they would consider but shared he is concerned they may not have enough staff and volunteers to assist with such an event.

Councilmember Knerr asked if the Fire Company has considered establishing associate memberships; Mr. Fitzgerald responded by saying associate programs are mainly EMS-based. He said they are not opposed to the idea but acknowledged their Board Members and Bylaws group voted not to proceed with it, adding their call value is not as high as other departments. He said the equipment costs to support associate members are challenging, as well as the burden placed on current officers to make sure that training for associate members is correct. Mr. Fitzgerald said they have weighed the pros and cons but will revisit the idea in the coming weeks.

Mr. Fitzgerald continued by reviewing the Fire Company Emergency Medical Services budget expectations for the next fiscal year. He said they anticipate the operating budget to be at least \$450,000 and explained the change is primarily reflected by an increase in personnel costs. He added that they want to ensure they remain competitive and will likely have to raise their pay rates to stay in line with what other departments are offering. Councilmember Green asked how much funding the Fire Company will be requesting from the County; Mr. Fitzgerald answered that the County funding is formula-based but said they have stepped up to the plate and increased their rates across the board. Councilmember Knerr asked what the Fire Company received from the County last year; Mr. Fitzgerald admitted that he could answer the question more accurately for the current year and said they received approximately \$900,000.

He reported that the County has increased its capital for ambulance replacement to \$75,000, which he said equates to \$25,000 per unit. To get the units ordered, contracted, signed, and paid for, Mr. Fitzgerald said they will be asking the town to match the \$75,000 the county is providing. He said their justification for the request is that their Emergency Services calls are sixty percent in town and forty percent out of town and would reflect an even split for the total cost of three new ambulances.

Councilmember Knerr asked to confirm that the budget request for Rescue Services and Emergency Medical Services is expected to be \$875,000; Mr. Fitzgerald said he was not certain of the total but would take Councilmember Knerr's word for it. Councilmember Knerr commented that the total amount is a substantial increase.

Mr. Fitzgerald made the Council aware that there are EMS funds remaining from Fiscal Year 2023 that were not expended as part of the \$125,000 funding the town provided; he said they are requesting to receive the balance owed in the amount of \$8,884.08. He continued by saying that per the information on the town's website, the Mayor and Council approved a contingency fund policy of twenty percent of the general account budget. Mr. Fitzgerald clarified that the EMS budget is \$1.9 million, adding that twenty percent of the budget totals \$385,000 which he said is the amount they should have in their contingency fund. However, he said they currently do not have any funds in contingency. Councilmember Green said he believes the request is very reasonable. Mr. Fitzgerald stated he would draft a letter to formally make the request.

Councilmember Green said the Fire Company was fortunate to receive a grant to assist in the purchase of self-contained breathing apparatus (SCBA) devices and asked how the

Fire Company intends to address the funding the town had already provided to assist with the purchase. Mr. Fitzgerald answered they are receiving hard quotes from the vendors committed to 60-day quotes; he asked that the town give the Fire Company two months to determine how they will best use the funding received for SBCAs, adding that they will be making a presentation once a purchase is made. Ms. Bohlen asked to confirm how much grant funding was received; Mr. Fitzgerald said they were awarded roughly \$400,000. Councilmember Knerr asked if there is a deadline to expend the funds; Mr. Fitzgerald answered the money must be officially allocated by December 20, 2024, and the product must be in hand by December 2026.

Following no further comments, Vice President Burrell adjourned the work session meeting at approximately 7:55 PM.

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, September 25, 2023

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

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

Absent: Councilmember Shaneka Nichols.

Staff Present: Town Administrator Mary Bohlen, Finance Director Natalie Saleh, Public Works Director Jimmy Charles, Water Resources Director Jamey Latchum, Human Resources Director Kelsey Jensen, and Administrative Assistant Kate Daub.

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

1. Consent Agenda:

A) Approval of Minutes for Regular Session of 9.11.23

On the motion of Councilmember Orris, second by Councilmember Green, the Consent Agenda was approved by the following vote:

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

2. Presentation(s):

a) Recognition of Volunteer Service Award

Mayor Tyndall explained the Volunteer Service Award is an award given out by Worcester County. He reported that Mr. Mike Wiley, a town of Berlin citizen, was this year's award recipient and nominated by Councilmember Orris.

Councilmember Orris shared that the County recognizes county residents, organizations, and businesses whose volunteer contributions strengthen communities through the Volunteer Spirit of Worcester County Awards. He said it was the first year he had nominated someone for the award, adding Mr. Wiley has a true servant's heart and has been volunteering his time and talents to the Berlin community for many years. Mr. Wiley said he has really enjoyed all the work he has done, adding his time at the Visitor's Center has been special because he enjoys meeting different people.

b) Citation – Years of Service to Parks Commission, Bruce Hyder

Mayor Tyndall read the Citation aloud and presented the Years of Service award to Mr. Bruce Hyder; he reported Mr. Hyder has served as a member of the Parks Commission for many years but has made the decision to retire. Mayor Tyndall thanked Mr. Hyder for his service to the town of Berlin and for his unwavering dedication, work, mission, and vision for the Parks Commission.

3. Swearing-In Ceremony: Newly Appointed Boards, Commission, and Committee Members

Mayor Tyndall invited all new boards, commission, and committee members present at the meeting to join him at the front of the council chambers for the swear-in ceremony. Due to the large number of members, Mayor Tyndall asked them to recite the Oath of Service in unison. Following the ceremony, each member was asked to individually sign their applicable oath for the record.

4. Discussion: LIG Multi-Year Plan

Mayor Tyndall explained there is an annual form completed for the Local Development Council (LDC) to outline how the town allocated casino funding it received in the previous year. He said the town takes it a step further and documents the funding all the way to its inception to ensure there are no discrepancies regarding how the money was spent. Mayor Tyndall noted that the Mayor and Council constructed a funding pathway for the current fiscal year and explained the intent is to allow the Council to further discuss how to allocate funding moving forward as part of the town's multi-year plan, which he confirmed must be submitted to the LDC.

Finance Director Natalie Saleh clarified that the intent of the multi-year spending plan is to allocate future funds for a specific purpose covered under the umbrella established by the LDC; she continued by saying the eligible items that qualify as expenditures under the umbrella include infrastructure, improvement facilities, public safety, sanitation, economic and community development, and other public services and improvements as outlined in the letter the town receives from the LDC every year. Ms. Saleh added that the town has been advised to provide a new intent for future spending and confirmed the town has allocated \$366,000 for Law Enforcement Officer's Pension System (LEOPS) funding. She stated that the projected amount the town has budgeted for Fiscal Year 2024 on the revenue side is \$418,000, adding it has been discussed the remainder of the delta between the slots and LEOPS will be allocated to economic and community development.

Councilmember Knerr asked if the projected expense for LEOPS in Fiscal Year 2025 has been calculated; Ms. Saleh answered the expense would have to be recalculated accordingly based on the salaries of those on the Police Department staff. She said it is likely that the total amount will vary from \$366,000.

Councilmember Orris said he believes a monthly email is sent documenting how much revenue from the casino the town is positioned to receive; Ms. Saleh confirmed. Councilmember Orris asked if the town is paid monthly or quarterly; Ms. Saleh responded by saying it is a monthly payment, however, she clarified the payment is typically one month behind.

Councilmember Orris asked who composed the draft multi-year plans included in the agenda meeting packet; Town Administrator Mary Bohlen confirmed the documents were provided by Worcester County Public Information Officer Kim Moses. Ms. Saleh added she had requested that the County provide more specific documentation as she did not want to deviate from what is advisable to submit. Councilmember Orris shared that he feels the town should work with the LDC and asked to confirm his understanding the town missed the deadline to fulfill what the LDC originally asked for; Mayor Tyndall explained a request

was made on behalf of the Council on July 6, 2023, asking the LDC to come before the group to further discuss the multi-year plan intentions of the town. He said the town received an email from the LDC in late July or August requesting the completion of the town's annual report and confirmed that the paperwork was submitted on time.

Mayor Tyndall continued by saying he was asked to attend the LDC meeting on September 20, 2023, but was unable to attend. He said he had a conversation with Ms. Moses and was asked if he could advise how the town would be spending the funds for Fiscal Year 2024. However, he said that he made the LDC aware he does not have the authority to provide that information. Following the conversation, he said Ms. Moses stated the LDC would schedule a meeting within forty-five days to review the town's multi-year plan once it is submitted. Ms. Saleh clarified the September 20th due date was to submit the annual reconciliation of expenses as of Fiscal Year 2023.

Councilmember Green asked to confirm the town has sixty days to provide its multi-year plan; Mayor Tyndall confirmed. Councilmember Green asked if the LDC has been provided with the LEOPS funding report; Human Resources Director Kelsey Jensen confirmed. Despite understanding the position of the LDC chairperson in that LEOPS is an inappropriate use of Casino Impact Grant funds, Councilmember Green shared that he believes the town is within its purview to use LEOPS as a funding mechanism for LDC funds, but said he fears relying on Casino Impact Grant funding for one hundred percent of LEOPS. He said he supports a phased approach in that the town of Berlin puts some of the LEOPS funding back into the budget process the following year to address other projects. Councilmember Green acknowledged that reports show gambling revenue is down statewide and said it is important for the Council to realize that LEOPS will likely become a General Fund expense in the future. Vice President Burrell stated that LEOPS is a common public safety and believes it is beyond the authority of the LDC chairperson to dictate what the town of Berlin decides to pursue.

Councilmember Knerr said he agrees with Councilmember Green in that they should not single-stream LDC funding in hopes of protecting LEOPS. He said he believes they should slowly put LEOPS into the existing budget and consider using LDC funding for other projects such as the Community Center, a new Public Works facility, and West Street sidewalk infrastructure and paving. A lengthy discussion followed between the Mayor and Council concerning possible alternative options as part of the development of the town's multi-year plan. Mayor Tyndall suggested that the Council reach a consensus on a few items to include in hopes of firming up the plan during the next Regular Session meeting on October 10, 2023.

Councilmember Knerr asked to clarify that the projected revenue for 2024 from casino revenue is roughly \$418,000; Ms. Saleh confirmed that the amount is what is currently in the budget. Councilmember Knerr asked if the carry-forward amount from 2023 is approximately \$400,000; Ms. Saleh said it is slightly below \$400,000. Mayor Tyndall clarified that a good portion of the carryover from 2023 will go to fund stabilization.

5. Item(s) For Approval:

a) Motion 2023-38: Annual Event Approval

Dr. Melissa Reid was present at the meeting on behalf of the Taylor House Museum. She said she had provided additional event information via email to the Economic and Community Development Department, however, she said the information was not included in the meeting packet. Mayor Tyndall asked if the information would change the substance of the event request; Dr. Reid answered that it

would not change the request, but said they were seeking approval for alcohol permits which were not included in the packet.

Ms. Bohlen suggested tabling the motion until the next Regular Session meeting to ensure all paperwork was received. Mayor Tyndall asked the Council for approval to table the motion until October 11, 2023.

On the motion of Councilmember Orris, second by Vice President Burrell, motion to table Motion 2023-38: Annual Event Approval to October 11, 2023, was approved by the following vote:

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

- b) Motion 2023-42: Three-Year Maryland Department of Transportation (MDOT) Salt Agreement
Prior to presenting Motion 2023-42, Public Works Director Jimmy Charles made the Council aware he picked up two snowplows that were in the current budget for two Public Works trucks.

Mr. Charles continued by explaining that the Salt Agreement is a three-year agreement that allows the town access to salt inventory at the Maryland State Department of Transportation facility in Berlin. Mr. Charles added the salt would not have to be paid for at pickup and it gives his department the ability to get it when needed as the town does not maintain its own supply. Councilmember Orris asked to confirm the motion is not to exceed \$45,000; Mr. Charles confirmed.

On the motion of Councilmember Orris, second by Councilmember Green, Motion 2023-42: Three-Year Maryland Department of Transportation (MDOT) Salt Agreement was approved by the following vote:

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

Councilmember Knerr asked for clarification regarding the delivery and overhead charge noted in the agreement; Mr. Charles answered that MDOT delivers salt to other municipalities but said his department will pick it up when needed. He confirmed that the cost listed in the agreement is for the purchase of salt per ton.

c) Motion 2023-43: Special Projects Coordinator Job Description

Ms. Bohlen explained the job description proposed is a modified version of the Deputy Town Administrator description. She said the duties of the Deputy Town Administrator are heavy for this kind of position as well as the salary that would be offered as part of the new role. Councilmember Orris stated it was his understanding when the Council approved the position that the new title would assist the Planning Department administratively to allow Planning Director David Engelhart and Permit Coordinator Carolyn Duffy to pursue more Code Enforcement functions. Ms. Bohlen said the job description indicates the new position will assist other departments as needed.

Ms. Jensen clarified that salary information is not typically included in a job description; however, she said the Council had approved a specific salary range for the new position during the budget process. She continued by saying the intent of the position was to help the Planning and Zoning Department, but she added that it would not be the only responsibility. Councilmember Orris said he believed the Council was clear that they wanted to make sure code enforcement assistance was within the realm of the Special Projects Administrator role; he said he is concerned that it is not an enumerated job duty in the description. Mayor Tyndall stated the new position is being created to help lift pressures off the Planning and Zoning Department to allow them to do some of the enforcement that has been asked of them, as well as assist other departments as needed at the direction of the Town Administrator. Vice President Burrell echoed Councilmember Orris's concern and said he would like to see duties expressed in the description that would help the Planning and Zoning Department.

Mayor Tyndall said the Special Projects Administrator would be part of the Administration Department; he stated the applicant pool will change if a planning and zoning component is included in the job description. Ms. Bohlen said the Council was very clear that the intent of the position was to focus on the Planning and Zoning Department but not solely on the department. She said the position will need to go under Planning if the priority is to work primarily with the Planning Department. Councilmember Orris responded by saying he believed the Special Projects Coordinator title was packaged to primarily assist Planning and Zoning, adding the new position was modified because of positions that were not approved during budget discussions to assist with enforcement but not necessarily do the enforcement.

Councilmember Knerr shared that he feels the job description proposed is very broad; he said there is uncertainty surrounding the amount of time that will need to be allocated to the Planning Department. Because of this, Councilmember Knerr said the Council can monitor the position and make sure the functions are within the scope of the job description. Councilmember Green said that the town realized it would not be able to afford a Deputy Town Administrator following the completion of the Wage and Compensation Study; he said he believes that they should move forward with the job as proposed and have faith in administration that the role will fulfill the wishes that have been very clearly stated by the Council.

Councilmember Orris asked to confirm the salary range for the Special Projects Coordinator; Ms. Jensen said the position was budgeted for \$73,000, adding that the range would be lower if the Council preferred to pursue an administrative assistant role in Planning and Zoning instead. Mayor Tyndall said he believes there is a lot of value added to the Special Projects Coordinator position and ways the role can assist other departments as needed.

On the motion of Councilmember Knerr, second by Councilmember Green, Motion 2023-43: Special Projects Coordinator Job Description was approved by the following vote:

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

Vice President Burrell said code enforcement duties should be included in the job description if the expectations are the position will help facilitate the short-term rental process. He said the hiring of a new position only moved forward because there was a belief that the Planning and Zoning Department was in dire need of assistance. Ms. Bohlen responded by saying the department would receive assistance.

The Council voted two council members in favor and two council members in opposition of Motion 2023-43: Special Projects Coordinator Job Description. As a result, Mayor Tyndall's vote served as the tiebreak and voted in favor of Motion 2023-43; the motion passed three votes in favor with two opposed.

- d) Motion 2023-44: Authorize the Application for Federal Funds from the US Department of Transportation, Reconnecting Communities & Neighborhoods for Community Planning Project
Transportation Revenue and Infrastructure Needs (TRAIN) Commission Representative Patti Stevens was present at the meeting to provide additional information on the grant application for the community planning project. Ms. Stevens explained that the grant program was introduced as part of the infrastructure bill passed by legislation in 2022 for the purpose of creating solutions for communities where infrastructure barriers divide the community. She added that the most significant barrier for the Berlin community, specifically the east side of the community, is Route 113 and said her thought is to propose a potential bike and pedestrian bridge to address it.

Ms. Stevens said she is seeking the Council's approval to move forward with the grant application. She reported that she has been in regular communication with the State Highway Administration, adding they have expressed support for the project and willingness to participate in the contracting process to meet federal requirements. She continued by saying she spoke with Mr. Sean Winkler, manager of the Federal Infrastructure Strategy at the Maryland Department of Transportation, who provided her with specific financial guidance which she says is how they came to the \$1.2 million noted in the grant request. Ms. Stevens emphasized the project is reimbursement-based and listed a project start date of October 2024 per State Highway's recommendation. She said State Highway indicated that it usually takes four to six months of negotiation and document signing to launch federal grants.

Mayor Tyndall thanked Ms. Stevens and all those who played a role in navigating the grant process. He said there is no match to the grant due to the demographics of the Berlin community and acknowledged that the project would be a community-led solutions-driven system that is federally funded. Ms. Stevens

added that federal legislation states forty percent of the funding must go to disadvantaged communities and Berlin qualified in that category based on economic indicators and the transportation barrier, adding that she believes Berlin is well-positioned to be considered.

Councilmember Orris asked for more information regarding the reimbursement basis; Ms. Bohlen answered that the town must write checks first for the costs of the project and submit them for reimbursement. Councilmember Green asked where the funds would come from; Mayor Tyndall responded by saying they could come from the stabilization or unassigned fund balance in hopes of keeping them at about \$1 million. Councilmember Green said he believes the value of the project is the community engagement piece, adding he feels the idea of connecting the community is a no-brainer.

Councilmember Orris asked if the ARPA funds associated with the Rails and Trails project would be available. Mayor Tyndall said ARPA funds would not be needed with the grant. Councilmember Knerr asked to confirm that it is a two-window timeframe to complete the project once the grant is awarded; Ms. Stevens confirmed, adding the allocation must be made for the funds by September 30, 2026. Councilmember Orris suggested the town coordinate public outreach meetings should the project move forward; Ms. Stevens responded by saying public outreach is a very important requirement of the grant.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2023-44: Authorize the Application for Federal Funds from the US Department of Transportation, Reconnecting Communities & Neighborhoods for Community Planning Project was approved by the following vote:

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

4. Reports: Town Administrator's Report, Departmental Reports

Ms. Bohlen reported that a second Press Release went out regarding the upcoming Smart Meter Installation project. She said she will be out of the office on Tuesday, September 26th from 8 am to 11 am to attend the United Way kick-off meeting at Salisbury University. Councilmember Green asked if there was an update on the Heron Park Chicken Plant Demolition project; Ms. Bohlen said DBF has been on site several times and has developed a very raw drawing of the building. She said the intent of the drawing is to isolate support walls to lessen the amount of additional shoring they will need to do. Mayor Tyndall announced there would be a Work Session on Tuesday, October 10, 2023, at 6 p.m. to tour the building in preparation for the Request for Proposal (RFP) scope document.

Ms. Jensen provided a brief overview of the Time to Care Act, which she said is a Maryland Senate bill passed in 2022 that established a state-administered Family and Medical Leave Insurance program funded by employers and employees. She explained that several organizations including the Maryland Municipal League (MML) and the Maryland Association of Counties (MACO) are coming together as a collaborative to offer the program at a cheaper rate than the State, and she is recommending the town of Berlin pursue

the alternative option through MML. Ms. Jensen added that doing so will save the town money and help alleviate the administrative burden of monitoring the program to remain in compliance. She confirmed the program would cost \$3,000 per year by joining the collaboration with MML, adding that doing so will save the town fifteen months of payments.

On the motion of Councilmember Green, second by Vice President Burrell, motion to approve the letter of intent to join the collaborative with MML and the \$3,000 expenditure required was approved by the following vote:

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

Water Resources Director Jamey Latchum said the Smart Meter Installation is expected to begin within the next forty-five days. He said they are working with the contractor and Tyler Technology to get all the files that will be needed in hopes of helping the transition go as smoothly as possible.

Mr. Charles said the town looks great following the strong weekend storms; he said his crews will go through the parks later in the week to remove any down limbs and other debris.

Mayor Tyndall reported that AT&T FirstNet will be on-site Thursday, October 5, 2023, to distribute the new cell phone devices. He said additional information will be provided once it becomes available.

Police Chief Arnold Downing made the Council aware that RedSpeed USA will be visiting the town on Tuesday, September 26, 2023, to evaluate potential locations for speed cameras. He said he anticipates the visit to last approximately one hour.

5. Comments from the Public – none.

6. Comments from the Council

Vice President Burrell said he was exceptionally pleased with how the stormwater management fared following the weekend storms.

Councilmember Knerr praised the We Heart Berlin organization for their fundraising efforts to support the pickleball initiative. He clarified the initiative involves adding additional striping to the tennis courts at Stephen Decatur Park to allow for pickleball use.

Councilmember Orris asked if there was a timeline as to when the stormwater map may be uploaded to the town website; Ms. Bohlen answered no timeframe had been set. Councilmember Orris asked when the Fiscal Year 2023 Third Quarter financial graphs may be available; Finance Director Natalie Saleh confirmed she expects to present the information at the next council meeting on Tuesday, October 10, 2023. She said

the graphs will be added to the town website following her presentation. Councilmember Orris asked if an updated report regarding EDUs could be expected at the next council meeting; Ms. Bohlen answered that Mr. Latchum was expecting to answer questions on the topic during the meeting and Councilmember Orris shared that a discussion could be had at a Regular Session Mayor and Council meeting later in the month.

Councilmember Green said the Taylor House Museum concert on Sunday, September 24, 2023, was fantastic. He asked for clarification concerning the menorah placement at the Taylor House Museum; Ms. Bohlen responded by saying a request was made to have a menorah placed in town and the Taylor House Museum was suggested as the site location. Mayor Tyndall added that the menorah will likely be placed at the Visitor's Center instead. Councilmember Green asked for more information regarding the bond that was used to purchase the Tyson Property; Ms. Saleh explained the bond was for \$3 million and allocated from the Bank of Ocean City. She said \$2.5 million was used to purchase the property and \$500,000 was set aside for cleanup, remediation, and other related expenses, adding that all the \$500,000 was expended. Vice President Burrell asked to confirm the payout for the bond; Ms. Saleh said the town currently has \$2.3 million outstanding.

7. Comments from the Mayor

Mayor Tyndall thanked Vice President Burrell for running the Work Session meeting with the Berlin Fire Company and Emergency Medical Services on Wednesday, September 20, 2023. He thanked Ivy Wells and the Economic and Community Development Department for a great event season. He reminded the Council the deadline for Strategic Planning responses is Wednesday, September 27, 2023.

Ms. Jensen reported that a new Customer Service Representative, Ms. Sheryl Duggan, began her role with the Finance Department.

8. Comments from the Press – none.

9. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 8:39 PM.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant



Town of Berlin

Multi-Year Spending Plan

TO: Local Development Council (LDC) of Worcester County

FROM: Mayor and Council of Berlin

MEETING DATE: Monday, October 10, 2023

SUBJECT: Multi-Year Spending Plan (FY2024, FY2025, FY2026)

SUMMARY

Since the inception of the Local Impact Grant (LIG), the Town of Berlin has utilized grant funding for “public safety” and intends to continue to prioritize public safety spending over the next three fiscal years. The primary public safety expenditure will be the Law Enforcement Officers Pension System (LEOPS).

Residual LIG funds will be utilized for the following purposes:

- Infrastructure improvements;
- Facilities;
- Sanitation;
- Economic and Community Development;
- Other Public Services and Improvements.

Due to the uncertainty of our current economic environment, the Town of Berlin is reducing our LIG revenue projections to \$420,000 for FY2024, FY2025, and FY2026. If LIG revenue exceeds projections, any changes to expenditures will be reflected on the Town of Berlin’s LIG Expenditure Report provided to the Worcester County LDC each year.

MULTI-YEAR PLAN

(Excel Table will be inserted here once approved by the Mayor and Council)

Town of Berlin
LDC Multi-Year Plan (FY24-FY26)

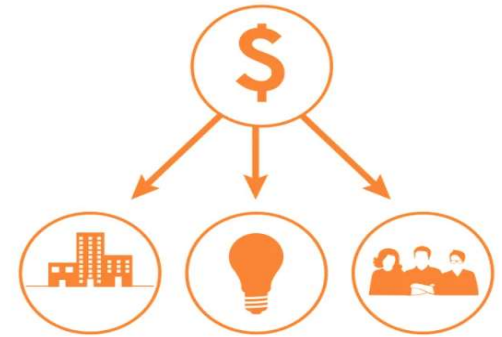
Projected LIG Grant		
FY23 CF	\$	436,569
FY24	\$	418,000
FY25	\$	420,000
FY26	\$	420,000
Total Projected LIG Grant	\$	1,694,569
Projected LIG Expenditures		
LEOPS Stabilization Fund	\$	425,000
FY24 LEOPS	\$	340,000
FY25 LEOPS	\$	350,000
FY26 LEOPS	\$	360,000
Total Projected LIG Expenditures	\$	1,475,000
Unassigned LIG Funds	\$	219,569



Town of Berlin, Maryland

FY 2023 YEAR END FINANCIAL OVERVIEW

General Fund



The General Fund is the general operating fund of the Town.

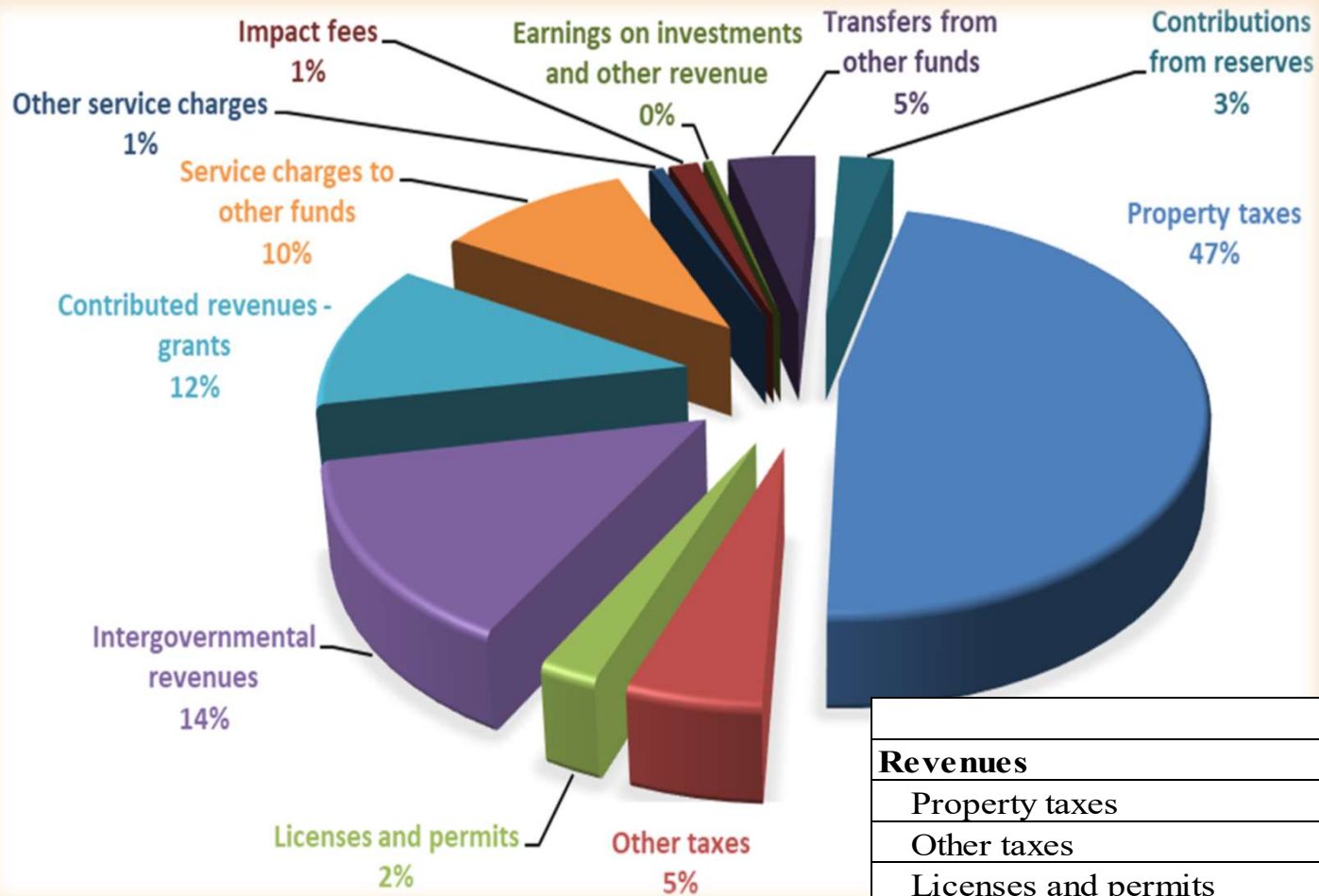
General Fund – used to account and report all the financial resources not accounted for and reported in other funds. It includes all transactions for general governmental services.

Revenues are derived primarily from:

- Taxes, grants, licenses and permit fees, intergovernmental revenues (highway user revenue, slots revenue).

Resources generated by fund are spent for general government and in accordance with the annual appropriated budget approved by Mayor and Council.

GENERAL FUND FY 23 BUDGETED REVENUES BY SOURCE



	2023 Budget	
Revenues	\$	%
Property taxes	4,244,509	47.0%
Other taxes	447,000	5.0%
Licenses and permits	198,000	2.2%
Intergovernmental revenues	1,791,406	19.8%
Contributed revenues - grants	542,469	6.0%
Service charges to other funds	907,075	10.0%
Other service charges	61,000	0.7%
Impact fees	135,000	1.5%
Earnings on investments and other revenue	39,500	0.4%
Transfers from other funds	410,000	4.5%
Contributions from reserves	252,950	2.8%
Total revenues	9,028,909	100.0%

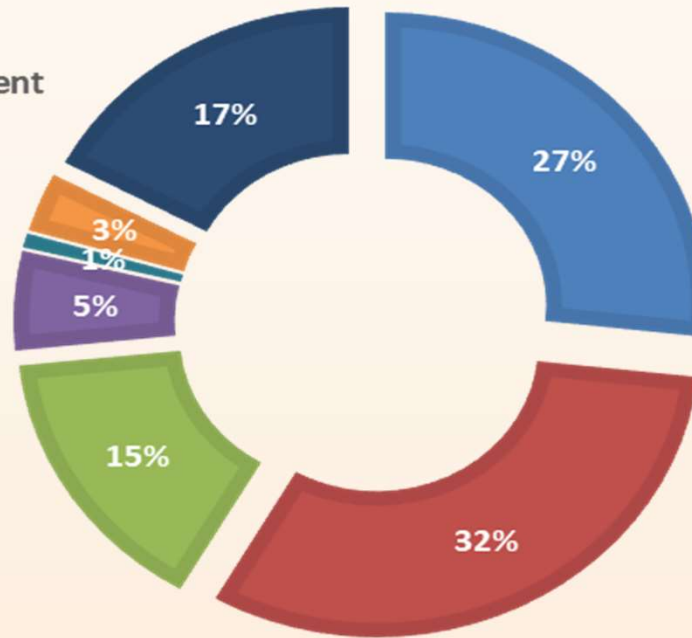
FINANCIAL HIGHLIGHTS GENERAL FUND

FY 2023 TWELVE MONTHS ENDED JUNE 30, 2023

	FY 2023						FY 2022
	Budget		Actual		Diff \$	Diff %	Actual
Revenues							
Property taxes	\$ 4,244,509	\$	4,499,102		(254,593)	6%	\$ 4,318,233
Other taxes	447,000		855,458		(408,458)	91%	372,986
Licenses and permits	198,000		259,484		(61,484)	31%	242,652
Intergovernmental revenues	1,791,406		1,612,120		179,286	-10%	1,199,784
Contributed revenues - grants	542,469		4,888,161		(4,345,692)	801%	2,287,136
Service charges to other funds	907,075		907,079		(4)	0%	830,344
Other service charges	61,000		89,024		(28,024)	46%	86,692
Impact fees	135,000		50,000		85,000	-63%	151,492
Earnings on investments and other revenue	39,500		299,142		(259,642)	657%	66,601
Transfers from other funds	410,000		-		410,000	-100%	-
Contributions from reserves	252,950		-		252,950	-100%	-
Total revenues	\$ 9,028,909	\$	13,459,570		(4,430,661)	49.1%	\$ 9,555,920

GENERAL FUND FY 23 BUDGETED EXPENSES BY CATEGORY

- General government
- Public safety
- Public works
- Planning and community development
- Recreation and parks
- Debt service
- Capital outlay



	2023 Budget	
Expenditures	\$	%
General government	2,413,735	26.7%
Public safety	2,851,412	31.6%
Public works	1,360,308	15.1%
Planning and community development	486,304	5.4%
Recreation and parks	70,210	0.8%
Debt service	294,845	3.3%
Capital outlay	1,552,095	17.2%
Total expenditures	9,028,909	100.0%

FINANCIAL HIGHLIGHTS GENERAL FUND
FY 2023 TWELVE MONTHS ENDED JUNE 30, 2023

	FY 2023						FY 2022
	Budget		Actual	Diff \$	Diff %		Actual
Expenditures							
General government	2,413,735		1,436,588	977,147	-40%		1,555,585
Public safety	2,851,412		2,478,273	373,139	-13%		2,192,942
Public works	1,360,308		1,059,912	300,396	-22%		904,936
Planning and community development	486,304		449,096	37,208	-8%		430,381
Recreation and parks	70,210		57,308	12,902	-18%		53,684
Debt service	294,845		294,785	60	0%		292,303
Capital outlay	1,552,095		683,009	869,086	-56%		537,439
Total expenditures	\$ 9,028,909	\$	6,458,971	2,569,938	-28%	\$	5,967,270
Net change in fund balance	\$ -	\$	7,000,599				3,588,650
ARPA Grant Contributed Revenues			(4,785,438)				(2,287,136)
Net change in fund balance as of 6/30	\$	\$	2,215,161			\$	1,301,514

General Fund Balance

Nonspendable fund balance - amounts that cannot be spent because they are either not in a spendable form (such as inventories and prepaid amounts) or are legally or contractually required to be maintained intact.

Restricted fund balance - amounts that can be spent only for specific purposes because of constraints imposed by external providers (such as grantors, bondholders, and higher levels of government), or imposed by constitutional provisions or enabling legislation.

Committed fund balance - amounts that can be spent only for specific purposes determined by a formal action of the Mayor and Council.

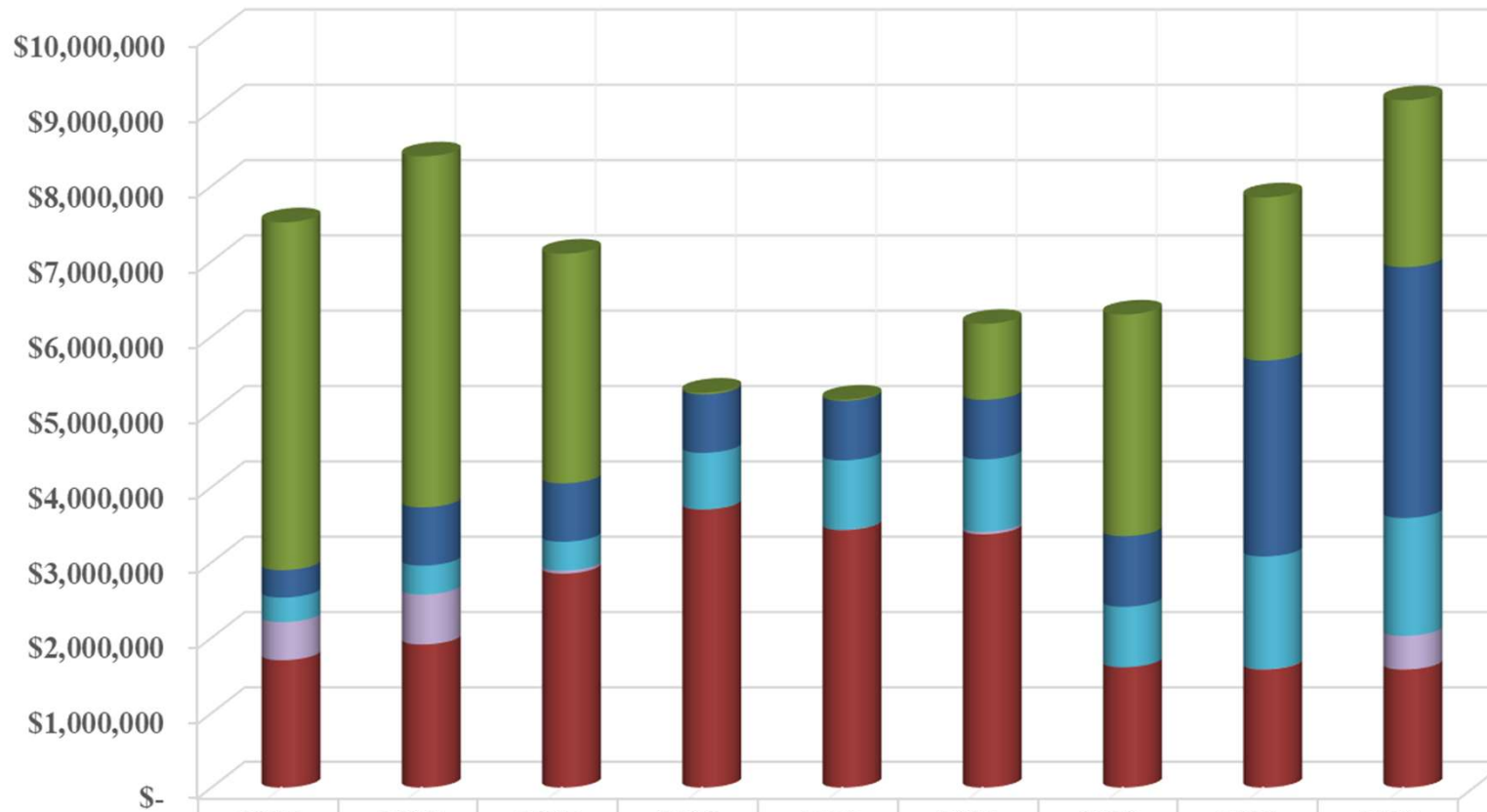
Assigned fund balance - amounts the Mayor and Council intend to use for specific purposes that do not meet the criteria to be classified as restricted or committed.

Unassigned fund balance - amounts that are available for any purpose; these amounts can be reported only in the Town's General Fund.

**CHANGES IN GENERAL FUND BALANCE
FY 2023 TWELVE MONTHS ENDED JUNE 30, 2023**

	FY 2023					FY 2022			
Fund balances									
Nonspendable (due to/due from other funds)			\$	1,579,137			\$	1,579,137	
Restricted (slots)				447,340				4,587	
Committed (impact fees,debt reduction, disaster recovery)				1,563,923				1,496,878	
Assigned (insurance, police forfeiture, stabiliation, community center, capital)				3,332,294				2,600,983	
Unassigned				2,215,161				2,166,752	
Total fund balances as of June 30th			\$	9,137,855			\$	7,848,337	

GENERAL FUND BALANCES FISCAL YEARS 2015-2023



	2015	2016	2017	2018	2019	2020	2021	2022	2023
■ Unassigned	4,618,214	4,659,485	3,049,111	21,927	15,782	1,008,044	2,941,969	2,166,752	2,215,161
■ Assigned (Health, Comm. Cntr, Stabilization, Police, Capital Reserve)	363,843	773,305	775,247	777,201	790,676	791,005	938,602	2,600,983	3,332,294
■ Committed (Impact fees, Debt Reduction, Disaster Recovery)	325,810	383,769	383,769	750,414	921,293	961,743	802,215	1,496,878	1,563,923
■ Restricted (Slots)	505,721	663,568	39,082	2,407	4,233	32,886	1,277	4,587	447,340
■ Nonspendable (Due from other funds)	1,703,469	1,912,242	2,853,376	3,703,396	3,430,930	3,375,304	1,609,137	1,579,137	1,579,137

GENERAL FUND BALANCE OS OF JUNE 30, 2023

■ **Nonspendable** \$ 1,579,137

Due from Sewer and Storm Water Funds-reduced by half in FY'21

■ **Restricted** 447,340*

Slot revenues – limitations on how monies can be spent by higher level of government. *Balance as of 06/30/2023

■ **Committed** 1,563,923

Impact fees, debt reduction, disaster recovery – limitations on how money can be spent placed by M&C by ordinance.

■ **Assigned** 3,332,294

Health care, community center, police forfeiture, stabilization reserve, capital reserve – M&C assigned specific purposes for the funds.

■ **Unassigned** 2,215,161**

Amount available for spending in the event of unexpected contingencies.

**Unaudited balance as of 06/30/2023.

Total fund balance, end of June 30, 2023 **\$ 9,137,855**

General Fund Capital Projects and Assets FY 2023

Administration Department:		
	Wage Compensation Study	\$ 32,500
	Comprehensive Plan for Growth (ARPA)	\$ 8,729
Building and Grounds:		
	Berlin Serveillance Cameras (grant funded)	\$ 31,098
	Public Works Building Engineering Fees	\$ 2,618
	Berlin Bike Path	\$ 11,677
Police Department:		
	Duty Handguns and Tasers	\$ 6,092
	2021 Chevy Tahoe	\$ 44,511
	Security Cameras (grant funded)	\$ 37,193
	Wellness Access Plan (grant funded)	\$ 30,000
Public Works		
	2022 Ford 250 Super Duty Truck	\$ 36,995
	Road Barriers (grant funded)	\$ 45,000
Streets:		
	Streets and Paths Paving	\$ 157,905
	Snow Blowers	\$ 2,625
	Zero Turn Mower	\$ 17,626
	F250 Super Duty Truck	\$ 56,101
Parks and Recreation:		
	Playground Equipment	\$ 2,980
	Stephen Decatur Comfort Station	\$ 8,485
	Heron Park Demolition	\$ 25,200
	W.Henry Park Basketball Lights	\$ 99,705



FINANCIAL HIGHLIGHTS ELECTRIC FUND
FY 2023 TWELVE MONTHS ENDED JUNE 30, 2023

	FY 2023					FY 2022
	Budget	Actual	Diff \$	Diff %		Actual
Revenues						
Operating revenues						
Charges for services	\$ 5,725,570	\$ 5,422,935	302,635	-5%		\$ 4,899,862
Sales and Services	413,500	294,229	119,271	-29%		200,660
Interest on delinquent accounts	25,000	24,992	8	0%		26,163
Miscellaneous	210,600	18,292	192,308	-91%		10,048
Total operating revenues	\$ 6,374,670	\$ 5,760,448	614,222	-10%		\$ 5,136,733
Operating expenses						
Purchased power	2,516,135	2,918,660	(402,525)	16%		2,938,338
Personnel expenses	1,170,780	1,033,790	136,990	-12%		994,918
Supplies and operating	692,795	304,841	387,954	-56%		312,770
Professional services	270,000	124,638	145,362	-54%		119,546
Contracted services	79,570	59,547	20,023	-25%		45,005
Insurance	26,965	25,348	1,617	-6%		23,200
Repairs and maintenance	49,000	10,136	38,864	-79%		32,424
General overhead	400,450	400,450	-	-		391,557
Debt service	473,075	480,287	(7,212)	2%		477,693
Capital outlay	695,900	224,671	471,229	-68%		146,899
Total operating expenses	\$ 6,374,670	\$ 5,582,368	792,302	-12%		\$ 5,482,350
Operating income (loss) as of 6/30	\$ -	\$ 178,080				\$ (345,617)

Electric Fund Capital Projects and Assets FY 2023

Electric Administration Department:		
	F250 Super Duty Truck	\$ 55,101
Power Plant:		
	HVAC	\$ 7,759
Power Distribution:		
	Transformers 167 KVA	\$ 17,390
	Street Lights Foundations	\$ 4,623
	Transformers 500 KVA	\$ 19,400
	Power Plant Transformers	\$ 92,157
	Victorian Street Lights (6)	\$ 26,544



FINANCIAL HIGHLIGHTS WATER FUND
FY 2023 TWELVE MONTHS ENDED JUNE 30, 2023

	FY 2023					FY 2022
	Budget		Actual	Diff \$	Diff %	Actual
Revenues						
Operating revenues						
Water service	\$ 725,000	\$	791,896	(66,896)	9%	\$ 653,467
Service charges	29,000		21,689	7,311	-25%	26,964
Contributed revenues - ARPA grants	1,704,990		1,000,000	704,990	-41%	-
Special connection fees	442,500		172,002	270,498	-61%	264,270
Sales and Services	20,000		57,530	(37,530)	188%	12,133
Interest on delinquent accounts	7,100		15,581	(8,481)	119%	8,859
Miscellaneous	167,500		63,453	104,047	-62%	65,758
Total operating revenues	\$ 3,096,090	\$	2,122,151	973,939	-31%	\$ 1,031,451
Operating expenses						
Personnel expenses	384,150		252,604	131,546	-34%	347,494
Supplies and operating	173,991		254,560	(80,569)	46%	150,084
Contracted services	44,000		15,389	28,611	-65%	23,735
Insurance	11,265		11,012	253	-2%	9,640
Repairs and maintenance	104,600		105,485	(885)	1%	80,197
General overhead	156,094		156,094	-	-	167,101
Capital outlay	2,221,990		1,187,088	1,034,902	-47%	172,588
Total operating expenses	\$ 3,096,090	\$	1,982,232	1,113,858	-36%	\$ 950,839
Operating income (loss) as of 06/30	\$ -	\$	139,919			\$ 80,612

FINANCIAL HIGHLIGHTS SEWER FUND
FY 2023 TWELVE MONTHS ENDED JUNE 30, 2023

	FY 2023							FY 2022
	Budget			Actual		Diff \$	Diff %	Actual
Revenues								
Operating revenues								
Sewer service	\$	2,000,000	\$	2,422,174		(422,174)	21%	\$ 2,021,739
Service charges		104,000		92,769		11,231	-11%	95,727
Contributed revenues - grants		1,000,000		-		1,000,000	-100%	-
Special connection fees		1,226,100		258,890		967,210	-79%	710,476
Sales and Services		1,000		-		1,000	-100%	-
Hauler fees		150,000		836,424		(686,424)	458%	751,356
Interest on delinquent accounts		11,000		34,328		(23,328)	212%	25,558
Miscellaneous		3,100		2,145		955	-31%	7,434
Total operating revenues	\$	4,495,200	\$	3,646,730		848,470	-19%	\$ 3,612,290
Operating expenses								
Personnel expenses		818,895		723,484		95,411	-12%	683,689
Supplies and operating		539,275		445,928		93,347	-17%	404,750
Contracted services		43,200		40,492		2,708	-6%	38,753
Insurance		24,055		23,152		903	-4%	20,213
Repairs and maintenance		115,125		181,900		(66,775)	58%	84,028
General overhead		346,050		346,050		-	-	271,686
Debt service		560,500		568,058		(7,558)	1%	568,058
Capital outlay		1,000,000		140,800		859,200	-86%	61,950
Total operating expenses	\$	3,447,100	\$	2,469,864		977,236	-28%	\$ 2,134,007
Contribution to capital reserve		648,100		-				-
Transfers to general fund		400,000		-				-
Operating income (loss) as of 6/30	\$	-	\$	1,176,866				\$ 1,478,283

WATER & SEWER FUNDS CAPITAL PROJECTS AND ASSETS FY 23

Water Fund

Water Treatment:

Powelton Ave Well House (ARPA)	\$ 108,809
PH Regulator System	\$ 6,759

Water Distribution:

Branch Street Well (ARPA)	\$ 244,435
Smart Metering Project (ARPA)	\$ 737,726
Harrison Ave., North Main Valves	\$ 77,843
William Street Water Replacement	\$ 10,327

Sewer Fund

Sewer Administration Department:

SCADA System Upgrade	\$ 9,000
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Collection System:

William Street Pump Station	\$ 112,192
Broad Street Lift Station (ARPA)	\$ 16,233



FINANCIAL HIGHLIGHTS STORM WATER FUND

FY 2023 TWELVE MONTHS ENDED JUNE 30, 2023

	FY 2023					FY 2022
	Budget	Actual	Diff \$	Diff %		Actual
Revenues						
Operating revenues						
Service charges	\$ 184,600	\$ 265,304	(80,704)	44%	\$	169,204
Contributed revenues - grants	288,000	129,800	158,200	-55%		110,000
Interest on delinquent accounts	700	1,053	(353)	50%		798
Miscellaneous	50	28	22	-44%		49
Total operating revenues	\$ 473,350	\$ 396,185	77,165	-16%	\$	280,051
Operating expenses						
Personnel expenses	116,100	79,144	36,956	-32%		98,133
Supplies and operating	25,520	14,180	11,340	-44%		9,975
Professional services	22,000	23,537	(1,537)	7%		15,024
Contracted services	5,980	915	5,065	-85%		15,288
Insurance	1,265	1,584	(319)	25%		1,200
General overhead	4,485	4,485	-	-		-
Capital outlay	288,000	163,193	124,807	-43%		10,369
Total operating expenses	\$ 463,350	\$ 287,038	176,312	-38%	\$	149,989
Transfers to general fund	10,000	-				-
ARPA Grant Contributed Revenues	-	(110,000)				(110,000)
Operating income (loss) as of 6/30	\$ -	\$ (853)			\$	20,062

Storm Water Fund Capital Projects FY 2023

Storm Water:

Washington St. Storm Drain Replacement	\$	144,751
Franklin, Nelson, Pine ST WA Improvements	\$	18,442



In Conclusion ...

Questions?
Comments?

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, made this ____ day of _____, 2023, by and between the Mayor and Council of the Town of Berlin and We Heart Berlin, a 501(c)(3) Corporation.

WHEREAS, the Mayor and Council own certain properties within the Town limits of Berlin and is charged with maintaining those properties in the best interests of the citizens of the Town of Berlin; and

WHEREAS, We Heart Berlin is a non-profit which seeks donations from the public for the purpose of, among other things, to enhance the lives of the citizens of the Town of Berlin; and

WHEREAS, We Heart Berlin may, from time to time, wish to donate funds to make improvements to enhance Town owned property; and

WHEREAS, the parties hereto desire to come to an understanding of a framework for accomplishing the above-stated goals.

NOW THEREFORE, the parties agree to the following framework:

1. In the event that We Heart Berlin desires to fund or contribute funds to a project to be located on Town owned property, We Heart Berlin agrees that it will first seek the approval of the Mayor and Council.
2. We Heart Berlin agrees that it is an independent body that is not affiliated with, nor are its actions sanctioned by the Mayor and Council and that its fundraising activities, contracts with third party vendors and other activities are solely the responsibility of We Heart Berlin, and We Heart Berlin agrees to hold the Mayor and Council harmless from any claims or liabilities caused by its activities.
3. We Heart Berlin agrees and understands that any specific project for which approval of the Mayor and Council may be sought, may be conditioned upon We Heart Berlin procuring and paying for site design, equipment, construction costs, and any and all costs of the desired project, and that upon completion of a project, all improvements made to and placed upon property of the Mayor and Council shall become the property of the Mayor and Council, with We Heart Berlin forfeiting any ownership interest in said improvements.

Tony Weeg, President
We Heart Berlin

Zackery Tyndall, Mayor



MOTION OF THE MAYOR AND COUNCIL 2023-45

A Motion of the Mayor and Council of the Town of Berlin to authorize We Heart Berlin TO PROCEED WITH THE ADDITION OF STRIPING TO ____ (number of courts) TENNIS COURT(S) IN STEPHEN DECATUR PARK FOR THE PURPOSE OF DESIGNATING AREAS FOR THE PLAY OF PICKLEBALL.

This project is being fully funded by We Heart Berlin, utilizing a contractor of their choosing.

Approved this _____ day of _____, 2023 by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of _____ to _____ Opposed, with _____ Abstaining and _____ absent.

Dean Burrell, Vice President of the Council

Approved this _____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator





MOTION OF MAYOR AND COUNCIL 2023-38

A motion of the Mayor and Council of the Town of Berlin APPROVING THE 2024 EVENT SCHEDULE.

State Highway and Town services paperwork will be submitted to participating departments at least six (6) weeks prior to the event. The purpose of this Motion is to approve the provision of Town services to these events for the calendar year.

Approved this ____ day of _____, 2023 by the Council of the Town of Berlin, Maryland by affirmative vote of ____ to ____ opposed with ____ abstaining and ____ absent.

Dean Burrell, Vice President of the Council

Approved this ____ day of _____, 2023 by the mayor of the town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator

2024 Events

*Alcohol Event

Event	Date	Sponsor	Time
Berlin Restaurant Week	1/12-18/2024	Cam Bunting & Belrin Main Street	10am-9pm
Spring Celebration	3/30/2024	Chamber of Commerce	10 am - 5 pm
Take Pride in Berlin/Clean up	4/14-20/2024	Berlin Main Street	All Week
Spring Just Walk	TBD	Parks Commission	9am
Berlin Jazz & Blues Wine & Brews	5/4/2024	Chamber of Commerce	10 am - 6 pm
Berlin Little League Parade	TBD	Berlin Little league	8:00 AM
Spring Cruisers	5/18/2024	Chamber of Commerce	10 am - 2 pm
Memorial Day at Monument	5/26/2024	American Legion	8 am - 9 am
Memorial Day Parade	5/27/2024	Berlin Improvement Assoc.	11 am - 5 pm
Sundays at the Museum	6/9/2024	Heritage Foundation	6 pm - 7:30 pm
Bathtub Races	6/14/2024	Chamber of Commerce	6 pm - 8 pm
Berlin Fireworks	7/3/2024	Town of Berlin	DUSK
Sundays at the Museum	7/14/2024	Heritage Foundation	6 pm - 7:30 pm
Peach Festival	8/3/2024	Heritage Foundation	10 am - 3pm
National Night Out	8/6/2024	Town/Police Dept	4 pm - 7 pm
Sundays at the Museum	8/11/2024	Heritage Foundation	6 pm - 7:30 pm
Back to School Movie in the Park	TBD	Briddell Family Foundation	7:30pm-9:30pm
Small Town Throw Down	9/7/2024	John Fager/Atlantic Hotel	1 pm - 6 pm
Sundays at the Museum	9/8/2024	Heritage Foundation	6 pm - 7:30 pm

Event	Date	Sponsor Entity	Time
Fiddlers Convention	9/21/2023	Chamber of Commerce	5 pm - 10 pm
Fiddlers Convention	9/22/2023	Chamber of Commerce	10 am - 6 pm
Fiddlers Jam during Farmers Mkt	9/23/2023	Chamber of Commerce	10am-1pm
Fall Cruisers	10/5/2024	Chamber of Commerce	10 am - 2pm
Homecoming Harvest	TBD	Heritage Foundation	2 pm - 5 pm
Oktoberfest	10/12/2024	Town of Berlin	11am-4pm
Fall Just Walk	TBD	Parks Commission	8:30 AM
Touch a Truck	10/26/2024	Town of Berlin	10 am - 1pm
Ice Ice Berlin & Tree Lighting	11/29/2024	Town of Berlin	5:00 pm - 9 pm
Christmas Parade	12/5/2024	Town of Berlin	7 pm - 9 pm
New Years Eve	12/31/2024	Town of Berlin	6 pm - 12:30 am
Berlin Farmers Market	Sundays May-September	Town of Berlin	9 am - 1 pm

2024 BERLIN EVENT SCHEDULE

****Indicates Alcohol Permitted Event**

Chamber Events

Berlin Restaurant Week

January 12-18, 2024

Visit the restaurants in town for specials for breakfast, lunch and dinner.

Event sponsored by Cam Bunting and Berlin Main Street.

Berlin Little League Parade

TBD

8 am – 9 am

Main Street

Berlin Little League baseball teams parades down Main Street from the Berlin Fire Department to the ball fields.

Berlin Spring Celebration

Saturday, March 30th, 2024

10 am – 5 pm

Come to Downtown Berlin for games, crafts, face painting, egg hunt, Bonnet Parade and more. The Egg Hunt at the Taylor House Museum starts at 1pm. Sponsored by the Berlin Chamber of Commerce.

Take Pride in Berlin Week & Berlin Clean-Up Day

April 14th – April 20th, 2024

Celebrate the Town of Berlin all week with different games and activities each year. Berlin's Clean-Up Day on Saturday, April 20th beginning at 9 am. Volunteer to help clean up or beautify downtown and our. Take Pride in Berlin week sponsored by Berlin Main Street. Clean Up Day event sponsored by the Berlin Parks Commission.

Spring Just Walk

tbd

8:30 am – 11 am

Stephen Decatur Park

Walk together at Stephen Decatur Park in cooperation with the Worcester County Health Department to promote a healthy community. Event by the Berlin Parks Commission.

****Berlin Jazz & Blues Wine & Brews**

Saturday, May 4th, 2024

10 am – 6 pm

Downtown Berlin

Two stages filled with talented Jazz & Blues musicians near The Sterling Tavern and the Atlantic Hotel. Local art vendors too. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino.

Sponsored by the Berlin Chamber of Commerce and the Berlin Arts and Entertainment District.

Berlin Spring Cruisers

Saturday, May 18th, 2024

10 am – 2 pm

Downtown Berlin

Classic cars and cruisers line the streets of downtown Berlin.

Sponsored by the Berlin Chamber of Commerce.

Memorial Day at the Monument

Sunday, May 26th, 2024

Veterans Monument

Join our local American Legions at the Veterans Monument on the corner of Main and West Streets for a special ceremony to honor our veterans. Sponsored by the American Legions.

Berlin Memorial Day Parade at Henry Park

Monday, May 27th, 2024

11 am – 5 pm

Dr. William Henry Park

Parade begins at 11am at Stephen Decatur Middle School ending at Henry Park with music, food, vendors and games. Sponsored by the Berlin Community Improvement Association.

****Sundays at the Museum**

Sunday, June 9th, 2024

6 pm – 7:30 pm

Monthly event at the Calvin B. Taylor House Museum.

Sponsored by the Berlin Heritage Foundation who will be requesting the alcohol permit.

Berlin Bathtub Races

Friday, June 14th, 2024

6 pm – 8 pm

Local businesses race down Main Street in their homemade rolling tubs. Event by the Berlin Chamber of Commerce.

Berlin Fireworks**Tuesday, July 3rd, 2024****9:15pm**

Fireworks beginning at dusk at Heron Park to celebrate Independence Day.

****Sundays at the Museum****Sunday, July 14th, 2024****6 pm – 7:30 pm**

Event on the lawn of the Calvin B. Taylor House Museum

Sponsored by the Berlin Heritage Foundation who will be requesting the alcohol permit.

National Night Out**Tuesday, August 6th, 2024****4 pm – 7 pm**

William Henry Park

Family fun back to school event at William Henry Park with music, games, and local vendors.

Sponsored by the Berlin Police Department.

Berlin Peach Festival**Saturday, August 3rd, 2024****10 am – 3pm**

Calvin B. Taylor House Museum

Community festival with pie-baking contests, music, art and food vendors. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino.

Sponsored by Berlin Heritage Foundation.

****Sundays at the Museum****Sunday, August 11th, 2024****6 pm – 7:30 pm**

Monthly event on the lawn of the Calvin B. Taylor House Museum

Sponsored by the Berlin Heritage Foundation who will be applying for their own alcohol permit.

Back to School Movie in the Park**Saturday, August 31, 2024****7:30p - 9:30p**

Henry Park

Bring a blanket or lawn chair and enjoy a movie in the park with popcorn, soda and school supplies! This is a Briddell Family Foundation event.

****Small Town Throw Down**

Saturday, September 7th, 2024

1pm – 6 pm

Enjoy live country music on Main Street in front of the Atlantic Hotel with food and beer. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino. Sponsored by the Atlantic Hotel, Berlin Arts and Entertainment District and the Berlin Chamber of Commerce.

****Sundays at the Museum**

Sunday, September 8th, 2024

6 pm – 7:30 pm

Monthly event on the lawn of the Calvin B. Taylor House Museum

Sponsored by the Berlin Heritage Foundation who will be applying for their own alcohol permit.

****Berlin Fiddlers Convention**

Friday, September 20th - Sunday September 22nd, 2024

Friday – 5 pm – 10 pm; Saturday 10 pm – 6 pm

Sunday 10 pm – 1 pm

Live music, contests, art, food, beer, and wine. Free shuttle from Berlin Intermediate School provided by the Ocean Downs Casino. Sponsored by the Berlin Chamber of Commerce and the Berlin Arts and Entertainment District.

Berlin Fall Cruisers

Saturday, October 5th, 2024

10 am – 2 pm

Downtown Berlin

Watch as classic cars and cruisers line downtown Main Street.

Sponsored by the Berlin Chamber of Commerce

****Berlin Oktoberfest**

Saturday, October 12th, 2024

11 am – 4 pm

Downtown Berlin

Two stages of live music on Main Street. Also offering Berlin's Annual Fall Sidewalk Sale, Food, Beer, Scales-n-Tails & more! Free shuttle available from Berlin Intermediate School provided by the Ocean Downs Casino.

Sponsored by Berlin Main Street, Berlin Arts and Entertainment District.

Berlin Truck or Treat

Saturday, October 26th, 2024

10 am – 1 pm

Stephen Decatur Park

Check out vehicles used by the Electric, Water Resources, Public Works, and Police Departments with costumes and candy! Sponsored by the Town of Berlin Utilities Department

Berlin Homecoming Harvest

tbd

2 pm- 5pm

Taylor House Museum

Family fun event on the lawn of the Taylor House Museum. Enjoy music, kids' activities, crafts, art and food vendors. Sponsored by the Berlin Heritage Foundation.

Fall Just Walk Berlin

tbd

8:30 am – 11 am

Stephen Decatur Park

Walk together at Stephen Decatur Park in cooperation with the Worcester County Health Department to promote a healthy community. Sponsored by the Berlin Parks Commission.

Ice Ice Berlin / Tree Lighting

Friday, November 29th, 2024

5:00 pm – 8 pm

Downtown Berlin

Ice carvings line the sidewalks in front of our local businesses and the town Christmas tree will be lit at 6pm in front of the Atlantic Hotel. Shops and restaurants open late.

Sponsored by Town of Berlin and Berlin Main Street

Berlin Christmas Parade

Thursday, December 5th, 2024

7 pm – 9pm

Downtown Main Street

Celebrate the holiday season as people fill the streets to watch marching bands, dance teams, fire companies and local organizations floats while awaiting the arrival of Santa. Shuttle available from Berlin Intermediate School courtesy of Ocean Downs Casino. Sponsored by the Town of Berlin and Berlin Main Street.

****Berlin New Year's Eve Celebrations**

Tuesday, December 31, 2024

5:00 pm – 6:30pm Kids

10 pm – 12:30am Adults

Downtown Berlin

Kids Ball Drop at 6pm on the corner of Pitts and Main Streets. Adult celebration starts at 10pm Laser show and DJ. Event by Town of Berlin and Berlin Main Street, Berlin Arts and Entertainment.

Berlin Farmers Market

Each Sunday from May thru September

9 am – 1pm

Main Street, Pitts Street, Commerce Street

Producers only market featuring fresh, locally grown fruits and vegetable, breads, flowers, jams, desserts, meats, seafood, brunch and more. Live music from 10 am – 12:30pm.

Sponsored by Town of Berlin and Berlin Main Street



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

Mayor

Zack Tyndall

Vice President

Dean Burrell

Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

Town Attorney

David Gaskill

Town Administrator

Mary Bohlen



September 29, 2023

Ms. April R. Payne, Administrator

Board of License Commissioners of Worcester County

One West Market Street – Room 1201

Snow Hill, MD 21863

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for consumption of alcohol during 5 events during our 2023 event schedule.

- Berlin Jazz and Blues, Saturday, May 6; 11a.m. to 6 p.m.
- Small Town Throw Down, Saturday, September 9; 1 p.m. to 6 p.m.
- Fiddlers Convention, Friday, September 22; 5 p.m. to 10 p.m.
Saturday, September 23; 11a.m. to 6 p.m.
- Octoberfest/Fall Sidewalk Sale, Saturday, October 14; 11a.m. to 4 p.m.
- New Year's Eve Ball Drop – Sunday, December 31; 10 p.m. – 12:30 a.m.

We are formally requesting the Board of License Commissioners to allow requested exemptions for Worcester County Beverage License Holders in Berlin, who apply for approval permits allowing patrons to leave their licensed establishments and enter into our designated area during the times stated above. As in the past all licensees' approvals will prohibit off sale of alcoholic beverages in "glass" containers.

We respectfully ask for the Board's approval of this request as we have had few, if any, major problems in the past and realize the on-going economic benefit for our local businesses participating in this program.

Thank you for your consideration.

Sincerely,

Zack Tyndall

Mayor



MOTION OF MAYOR AND COUNCIL 2023-46

A motion of the Mayor and Council of the Town of Berlin APPROVING THE 2024 TAYLOR HOUSE MUSEUM EVENT SCHEDULE.

This motion authorizes the exception for consumption of alcohol during six (6) events at the Taylor House Museum during their 2024 event schedule. In addition, any applicable Town services paperwork will be submitted to participating departments at least six (6) weeks prior to the event.

Approved this ____ day of _____, 2023 by the Council of the Town of Berlin, Maryland by affirmative vote of ____ to ____ opposed with ____ abstaining and ____ absent.

Dean Burrell, Vice President of the Council

Approved this ____ day of _____, 2023 by the mayor of the town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator

Taylor House Museum 2024 Events

***Alcohol Event**

Event	Date	Sponsor	Time
Pig Rost	4/20/2024	Heritage Foundation	4 pm - 7 pm
Sundays at the Museum	6/9/2024	Heritage Foundation	6 pm - 7:30 pm
Sundays at the Museum	7/14/2024	Heritage Foundation	6 pm - 7:30 pm
Peach Festival	8/3/2024	Heritage Foundation	10 am - 3pm
Sundays at the Museum	8/11/2024	Heritage Foundation	6 pm - 7:30 pm
Sundays at the Museum	9/8/2024	Heritage Foundation	6 pm - 7:30 pm
Homecoming Harvest	10/19/2024	Heritage Foundation	12 pm - 3 pm



September 7, 2023

I am writing to you on behalf of the Berlin Heritage Foundation/Calvin B. Taylor Museum to request permits for consumption of alcohol during 6 events during our 2023 event schedule:

- Pig Roast – Saturday, April 20; 4 pm – 7 pm
- Sunday Evening at the Museum: Concert – Sunday, June 9; 6 pm – 7:30 pm
- Sunday Evening at the Museum: Concert – Sunday, July 14; 6 pm – 7:30 pm
- Sunday Evening at the Museum: Concert – Sunday, August 11; 6 pm – 7:30 pm
- Sunday Evening at the Museum: Concert – Sunday, September 8; 6 pm – 7:30 pm
- Harvest Festival – Saturday, October 19; 1 pm – 4 pm

We respectfully ask for approval of this request. Thank you for your consideration.

Sincerely,

Heather Nottingham, *Museum Administrator*

Berlin Heritage Foundation, Inc.



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

Mayor

Zack Tyndall

Vice President

Dean Burrell

Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

Town Attorney

David Gaskill

Town Administrator

Mary Bohlen



October 10, 2024

Ms. April R. Payne, Administrator

Board of License Commissioners of Worcester County

One West Market Street – Room 1201

Snow Hill, MD 21863

Dear Ms. Payne,

I am writing to you on behalf of the Mayor and Council of the Town of Berlin as the Council has approved a motion for the exception for consumption of alcohol during 6 events at the Taylor House Museum during their 2024 event schedule.

- Pig Roast – Saturday, April 20; 4 pm – 7 pm
- Sunday Evening at the Museum: Concert – Sunday, June 9; 6 pm – 7:30 pm
- Sunday Evening at the Museum: Concert – Sunday, July 14; 6 pm – 7:30 pm
- Sunday Evening at the Museum: Concert – Sunday, August 11; 6 pm – 7:30 pm
- Sunday Evening at the Museum: Concert – Sunday, September 8; 6 pm – 7:30 pm
- Harvest Festival – Saturday, October 19; 12 pm – 4 pm

Sincerely,

Zack Tyndall

Mayor



MOTION OF THE MAYOR AND COUNCIL 2023-47

A Motion of the Mayor and Council of the Town of Berlin to approve the REQUEST OF THE BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES TO ALLOCATE THE UNSPENT FY 2023 FUNDS IN THE AMOUNT OF \$8,884.09 BUDGETED FOR EMERGENCY SERVICES PERSONNEL TO FY 2024 EMERGENCY SERVICES PERSONNEL COST USE AS DEFINED BY THE MAYOR AND COUNCIL.

Approved this _____ day of _____, 2023 by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of _____ to _____ Opposed, with _____ Abstaining and _____ absent.

Dean Burrell, Vice President of the Council

Approved this _____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



Berlin Fire Company, Inc.
Berlin Fire Company Emergency Medical Services, Inc
214 North Main Street
Berlin, Maryland 21811-1004
410-641-1977 • 410-641-2494 FAX
www.berlinfire.com



September 21, 2023

Mayor and Council of Berlin
10 William Street
Berlin, MD 21811

Dear Mayor and Council:

As a follow up to our work session between the Mayor and Council and Berlin Fire Company Emergency Medical Services, Inc regarding a balance in the FY22-23 allocation for EMS, specific to the two Emergency Medical Technician positions expenses.

The fiscal year 22-23 allocation specific to these positions was \$125,000. Due to one of the personnel having other insurance coverage, we requested and were reimbursed \$116,115.92 of those expenses.

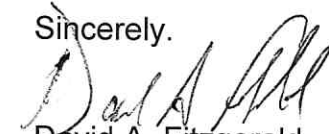
We respectfully request to receive the balance of the budgeted funds of \$8,884.08 after your audit is completed to verify this budgeted balance. At the discretion of the Mayor and Council, we request these be distributed to Berlin Fire Company Emergency Medical Services, Inc. to be designated either for the ambulance replacement fund or to assist in re-establishing an EMS contingency fund.

As per the submitted ambulance replacement cash flow worksheet, the FY24-25 Town request is \$52,500 and you are in the best position to know if these balance funds would be needed toward this amount or could be used to assist to re-establish the EMS contingency funds.

Using the Town reserve fund policy of 20% of budget, the EMS contingency fund should have a balance of \$385,195.59. At present our EMS contingency fund balance is zero. With the anticipation of the HS COVID funds being released from restriction, that balance would then be approximately \$60,000 leaving a shortfall of approximately \$325,200.

Thank you for your consideration to this request.

Sincerely,


David A. Fitzgerald
President



October 10, 2023 Weekly Report

Departments this Week:

Town Administrator

- Reminder that most Town offices are closed on Monday, October 9th in observance of Columbus Day. The normally scheduled Mayor and Council Meeting will be on Tuesday, October 10th.
- Attended United Way event at SU on Tuesday, September 26th and Gull Creek Walking Path opening on Thursday, September 28th.
- The Worksession for Tuesday, October 10th at 6:00 PM will be onsite at Heron Park with DBF in attendance. ALL ATTENDEES, both Town officials and public/press are subject to safety precautions: If possible, attendees should bring a flashlight and protective head gear; some will be available. Appropriate footwear is required – no open toes/heels. Because this is a Worksession, it will be open to the public, however, no one will be permitted inside without the appropriate attire/gear and members of the public and press will be required to sign a [“Hold Harmless”](#) statement. Because of the real-time technological and safety challenges, the meeting will not be available by video, either live or recorded. Information for the public regarding these conditions is available on the [website](#).
- DBF has prepared a preliminary draft drawing of the building for Monday’s Worksession. Some of the immediate questions they are working to answer are:
 - Having their survey department schedule a UAV flight to get aerial photos.
 - The vertical extent of demolition of the buildings.
 - Can the buildings be demolished just down to the floor slab, leaving the slab elevated 4 feet above grade?
 - It is unknown if the interior walls that separate these building Areas 1 through 8 have foundations that extend down below existing grade. If the slab is to be demolished and the fills removed to grade a foundation wall may to be constructed to underpin that wall. We will not know that until a contractor can cut into the floor slab and test pit during construction.
 - At this time they are exploring a recommendation to demolish Areas 1 through 3 and retain enough money to underpin and stabilize walls as necessary. Those are the buildings in the worst condition.
- I will be out on medical leave from October 11 to the 13th.

Economic and Community Development

- Berlin Cruisers event this Saturday 10/7, 10am-2pm. Downtown roads close at 6 a.m. Event brought to you by the Berlin Chamber of Commerce.
- Berlin Oktoberfest is Saturday, 10/14, 11am-4pm. Main Street will be closed at 6 a.m. There will be two stages, one at the south end and one parallel against the curb near the clock on Main Street. A Kidzone fun area will be located on Jefferson Street with a petting zoo, Cascading Carlos, etc.

- Christmas parade sponsor letters have been mailed out. Thank you to Kate, Christmas parade committee, for her help.
- Merchant Meetings will be held the 2nd Wednesday of each month in the council chambers beginning October 11th, 8:30am-9:30am
- 'The Berlin Bubble Project' begins November 1st! A collaboration with Jeffrey Auxer Designs. We have reached out to Brian Robertson for a logo design and still waiting to hear back.
- I am out of the office Wednesday, Oct 4-9.

Electric

- Town Hall: Assisted Brick Mason
- Power Plant: Replaced Substation Box Structure
- Meter Department: PSC Meter Inspection
- Teagle Rd: Removed Service
- Demands & Meter Reads
- Meter Re-Reads
- Bass Lane: Installed Service
- Washington Street: Customer Side Upgrade
- Various Locations: Tree Trim & Street Light Repairs
- Power Plant: Maintenance

Finance Director

- FY 2023-year-end closing, reporting to WO County, HUR Administration, Slots Revenues reporting.
- DBF invoices review and processing.
- Credit card payments and processing- Shirley
- Credit card merchant processing conversion Tyler contracts and agreement
- Bank reconciliations and journal entries - Melissa
- Water and electric meter readings, billing, printing bills- Michelle
- Smart metering project planning and Tyler integration
- Check processing and credit card payments, review registers, checks, and Town's card payments - Shirley.
- Department meetings scheduled, projects, and planning.
- Debt reconciliations
- Heron Park utilities, debt information
- BOC letter of collateral, phone calls, reviews
- Profit and Loss statements reports and preparations.
- New customer service representative hiring, interviews, reviews of applications
- Training and assistance to Melissa, Rondell
- Review of internal controls and procedures
- ARPA funds reconciliations and reporting

Human Resources Director

- Completed the assignments from the pre week of my Certified Public Manager Course. Working on the assignments from the first week of my Certified Public Manager Course.
- Input 2024 ADP holidays and pay schedules.
- Processed payroll and payroll reporting.
- Established an interview schedule for the Building Maintenance and Custodial Worker position.
- Difficulty hiring a Certified Lineman, so Tim is working with the MD Apprenticeship Council to tap into their resources and possibly hire an Apprentice instead.
- Working on Handbook Section 3, the appendix, and an intro with Mary.
- Attended the Maryland SHRM conference from 10/1-10/3.

Planning Department

- Issued 9 Building Permits including 2 for roofing, 2 sheds, one pole building, one garage, one residential addition, one remodeling, and one for fire repair and replacement.
- The Historic District Commission will meet Wednesday, October 4, 2023 at 5:30 PM.
- Reviewing Planning Department fee increases.

Police Department

- 9/20: It was announced that Pfc Lloyd was promoted to Senior Officer.
- 9/21: Chief Downing completed an assessment with RedSpeed for speed camera location points. Next steps will be to contact the Maryland State Highway Administration to obtain permits for the evaluated state roads.
- 9/27: The sworn members of the Berlin Police Department completed a quarterly wellness training to discuss job stressors, coping mechanism, the availability, and accessibility of counseling, among other topics.
- 9/28: A/Sgt Collins attended the Police Advisory Committee (Eastern Shore Criminal Justice Academy) meeting at Wor-Wic Community College.
- 9/28: The Berlin Police Department assisted with the funeral escort of Mrs. Phyliss Purnell.
- 9/29: Lt Lawson officially had his last call from service as he retired from the Town of Berlin.

Public Works

- We have been working with the HAC to get the gardens around town for the fall/winter season. Stephen Decatur Park will be cut back/weeded on 10/3 and the rest of the gardens in the coming weeks. Bulbs will be planted in the pots/gardens downtown soon also.
- Stephen Decatur Park was cleaned after tropical storm Ophelia. We took over 5 dump trucks loads of limbs out of the park. A large limb and a fallen tree remain, they will be removed as soon as conditions are dry enough to get equipment in the park.
- The new swings/spinners for Stephen Decatur Park have been delayed several times but should be delivered on 10/4.
- We have been maintaining the town bathrooms until a custodial worker is hired to take care of them full-time.
- Normal trash/recycling collection.
- Street sweeping around town.

- Grass cutting and litter pickup in parks.
- Watering and maintenance on town planters/pots and gardens.

Water Resources

- Locate water/sewer mains in the area of Route 113 & Route 346
- Cleaned Decatur Farms lift station.
- Replaced elbow for pump discharge in Decatur Farms lift station.
- Collected monitoring well samples.
- Shipped PLC for drying bed mole for repair.
- Meter reading and re-reads
- William St Lift Station punch list
- Received word from MDE representative on Ground Water Discharge Permit renewal for WWTP.
- Began reviewing all lift stations for insurance.



Check Run Reports for:

9.21.23

9.28.23

9.29.23

10.02.23

10.03.23

****FULL CHECK RUNS ARE AVAILABLE IN THE ONLINE PACKET**



Town of Berlin, MD

Payment Register

APPKT02798 - 20230921SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					267.51
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	25295			09/21/2023	267.51	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
440591	PAPER PRODUCTS AND OTHER SUPPLIES	09/21/2023	09/21/2023	0.00	267.51	

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					25.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	25296			09/21/2023	25.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN226875	ABS BILLING SUPERVISOR OFFICE PRINTER FY2024	09/21/2023	09/21/2023	0.00	25.89	

Vendor Number	Vendor Name					Total Vendor Amount
0000090	AFLAC					819.72
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	25297			09/21/2023	819.72	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
286825	AFLAC EMPLOYEE PAID SUPPLEMENTAL INSURANCE	09/14/2023	09/14/2023	0.00	819.72	

Vendor Number	Vendor Name					Total Vendor Amount
0003184	ASHLEY MURRELL					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	25298			09/21/2023	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND 9/18	PARK RESERVATION DEPOSIT	09/21/2023	09/21/2023	0.00	25.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000312	BENEFITMALL					81,619.36
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	25299			09/21/2023	81,619.36	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
OCT FY 24	BENEFITMALL MONTHLY MED, DENT, VIS, LIFE, DIS	09/13/2023	09/13/2023	0.00	81,619.36	

Vendor Number	Vendor Name					Total Vendor Amount
0000399	BRAGG MERLE					603.12
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	25300			09/21/2023	603.12	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 9/14	OVERPAYMENT OF MSRS CONTRIBUTIONS	09/14/2023	09/14/2023	0.00	603.12	

Vendor Number	Vendor Name					Total Vendor Amount
0000431	BURKE EQUIPMENT COMPANY					177.99
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	25301			09/21/2023	177.99	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
DEL-3009857	SERVICE FOR KUBOTA	09/14/2023	09/14/2023	0.00	177.99	

Payment Register

APPKT02798 - 20230921SW

Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					1,102.65
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25302	09/21/2023	1,102.65			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9913024900 SEPT FY24	ELECTRIC UTILITY SERVICE SPRAY SITES	09/19/2023	09/19/2023	0.00	1,102.65	
Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					100.13
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25303	09/21/2023	100.13			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8406414829	REPLENISH FIRST AID CABINET	09/14/2023	09/14/2023	0.00	100.13	
Vendor Number	Vendor Name					Total Vendor Amount
0002647	CINTAS RUGS					533.17
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25304	09/21/2023	533.17			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
17363075 AUG FY 24	RUGS AND RAGS	09/14/2023	09/14/2023	0.00	405.00	
4165340268	RUGS AND RUG CLEANING SERVICE	09/14/2023	09/14/2023	0.00	66.01	
4168125899	RUGS AND RUG CLEANING SERVICE	09/20/2023	09/20/2023	0.00	62.16	
Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					1,085.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25305	09/21/2023	1,085.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APP-8N-029	FINGERPRINTING	09/14/2023	09/14/2023	0.00	1,085.25	
Vendor Number	Vendor Name					Total Vendor Amount
0000553	COARD CHRIS					7.66
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25306	09/21/2023	7.66			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 9/8	NON DETERGENT OIL TOILET TRUCK VACUUM PUMP	09/14/2023	09/14/2023	0.00	7.66	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					1,765.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25307	09/21/2023	413.77			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0052845 OCT FY 24	COMCAST INTERNET & DIGITAL SERVICES	09/18/2023	09/18/2023	0.00	413.77	
Check	25308	09/21/2023	31.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0053157 SEPT FY 24	TELEVISION SERVICE POLICE DEPT 0053157	09/14/2023	09/14/2023	0.00	31.80	
Check	25309	09/21/2023	223.54			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0042184 OCT FY 24	COMCAST INTERNET & DIGITAL SERVICES	09/18/2023	09/18/2023	0.00	223.54	
Check	25310	09/21/2023	198.59			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 015 0023325 OCT FY 24	COMCAST INTERNET & DIGITAL SERVICES	09/18/2023	09/18/2023	0.00	198.59	
Check	25311	09/21/2023	252.34			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 00244711 OCT FY 24	COMCAST INTERNET & DIGITAL SERVICES	09/18/2023	09/18/2023	0.00	252.34	
Check	25312	09/21/2023	223.54			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 01499360 OCT FY 24	COMCAST INTERNET & DIGITAL SERVICES	09/18/2023	09/18/2023	0.00	223.54	

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Check	25313				09/21/2023	223.54	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
41 016 0041947 BOCT FY 24	COMCAST INTERNET & DIGITAL SERVICES	09/18/2023	09/18/2023	0.00	223.54		
Check	25314				09/21/2023	198.59	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
41 016 0043547 FY OCT 24	COMCAST INTERNET & DIGITAL SERVICES	09/18/2023	09/18/2023	0.00	198.59		
Vendor Number	Vendor Name					Total Vendor Amount	
0003602	CROSS FARMS LLC					243.00	
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	25315				09/21/2023	243.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
9/19/2023	PUMPKINS	09/19/2023	09/19/2023	0.00	243.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003607	DEB HOLLAND					25.00	
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	25316				09/21/2023	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
REFUND	PARK RESERVATION DEPOSIT	09/21/2023	09/21/2023	0.00	25.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003582	DELMARVA PRINTING INC					420.00	
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	25317				09/21/2023	420.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
230859	CHRISTMAS EVENT POSTERS	09/14/2023	09/14/2023	0.00	420.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0000794	EASTERN SHORE COFFEE					30.96	
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	25318				09/21/2023	30.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
656036	DISTILLED WATER	09/20/2023	09/20/2023	0.00	30.96		
Vendor Number	Vendor Name					Total Vendor Amount	
0003604	EDEN UNITED METHODIST CHURCH					100.00	
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	25319				09/21/2023	100.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
9/520/2023	DONATION IN LIEU OF FLOWERS	09/20/2023	09/20/2023	0.00	100.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0000847	ENVIROCORP, INC.					529.50	
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	25320				09/21/2023	529.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
IN2302180	WEEKLY DISCHARGE SAMPLES	09/14/2023	09/14/2023	0.00	529.50		
Vendor Number	Vendor Name					Total Vendor Amount	
0000907	FLAG PUBLICATIONS INC					162.50	
Payment Type	Payment Number				Payment Date	Payment Amount	
Check	25321				09/21/2023	162.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
364214	FLAG PUBLICATIONS - ADMINISTRATION ADVERTISING	09/18/2023	09/18/2023	0.00	162.50		

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Vendor Number	Vendor Name					Total Vendor Amount
0000922	FREEMIRE & ASSOCIATES					2,792.11
Payment Type	Payment Number				Payment Date	Payment Amount
Check	25322				09/21/2023	2,792.11
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2302959-IN	PISTA GRIT VACUUM REGULATOR	09/14/2023	09/14/2023	0.00	2,792.11	
Vendor Number	Vendor Name					Total Vendor Amount
0003447	GLENDA HOLDEN					500.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	25323				09/21/2023	500.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SEPT 11-SEPT 24	CLEANING SERVICES	09/18/2023	09/18/2023	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					209.95
Payment Type	Payment Number				Payment Date	Payment Amount
Check	25324				09/21/2023	209.95
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
34913329	ANNUAL & QUARTERLY FOR PW, ELEC, WR COPIER MACH	09/21/2023	09/21/2023	0.00	209.95	
Vendor Number	Vendor Name					Total Vendor Amount
0001032	HILL'S ELECTRIC MOTOR SERVICE INC.					560.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	25325				09/21/2023	560.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0144168	TROUBLESHOOT MOLES	09/20/2023	09/20/2023	0.00	560.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001083	J & A BOTTLELESS WATER COOLERS INC					87.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	25326				09/21/2023	87.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
66782	TOWN HALL WATER COOLERS	09/21/2023	09/21/2023	0.00	87.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001278	LAWRENCE TIM					85.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	25327				09/21/2023	85.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 9/12	ATTEND MD STATE APPRENTICESHIP COUNCIL BOARD ME	09/13/2023	09/13/2023	0.00	85.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001280	LAWSON JEFFREY D					200.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check	25328				09/21/2023	200.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB	SAFETY GLASSES	09/18/2023	09/18/2023	0.00	200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001286	LEGAL SHIELD					31.90
Payment Type	Payment Number				Payment Date	Payment Amount
Check	25329				09/21/2023	31.90
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
139007 SEPT FY 24	LEGAL SHIELD EMPLOYEE PAID	09/14/2023	09/14/2023	0.00	31.90	

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Vendor Number	Vendor Name					Total Vendor Amount
0001316	LOCAL GOVERNMENT INSURANCE TRUST					137.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25330	09/21/2023	137.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
123172	PW BOX TRAILER FOR EVENTS	09/20/2023	09/20/2023	0.00	137.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003396	LYWOOD ELECTRIC INC					4,137.66
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25331	09/21/2023	4,137.66			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1624	SCADA COMMUNICATION ISSUE	09/21/2023	09/21/2023	0.00	4,137.66	
Vendor Number	Vendor Name					Total Vendor Amount
0001391	MARYLAND COAST DISPATCH INC					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25332	09/21/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
154460	DISPATCH EMPLOYMENT AD	09/18/2023	09/18/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001397	MARYLAND INDUSTRIAL TRUCKS, INC.					726.33
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25333	09/21/2023	726.33			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P12462,P12466	STREET SWEEPER BRUSHES	09/21/2023	09/21/2023	0.00	726.33	
Vendor Number	Vendor Name					Total Vendor Amount
0001409	MARYLAND RURAL WATER ASSOCIATION					350.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25334	09/21/2023	350.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10283	ANNUAL MEMBERSHIP DUES	09/14/2023	09/14/2023	0.00	350.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					1,311.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25335	09/21/2023	1,311.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
848641,43,44,45,46,848564	INSPECTION SERVICES	09/19/2023	09/19/2023	0.00	1,311.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003449	MILLER PAUL					85.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25336	09/21/2023	85.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PER DEIMM 9/21	LINEMAN TRAINING LTAP 6	09/21/2023	09/21/2023	0.00	85.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003315	OCEAN BREEZE					6,350.57
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25337	09/21/2023	6,350.57			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0000420	A/C UNIT MAYOR, MAYOR ASSIST & NATALIE OFFICE	09/21/2023	09/21/2023	0.00	6,350.57	

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Vendor Number	Vendor Name					Total Vendor Amount
0001677	PENINSULA DRY CLEANERS, INC					70.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25338	09/21/2023	70.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
856	DRY CLEANING	09/14/2023	09/14/2023	0.00	70.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001682	PEP-UP, INC.					851.94
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25339	09/21/2023	851.94			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6177456	OFF ROAD FUEL FOR GRASS CUTTERS	09/14/2023	09/14/2023	0.00	851.94	
Vendor Number	Vendor Name					Total Vendor Amount
0003346	PITCHED MEDIA					201.12
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25340	09/21/2023	201.12			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
TOB 2023	HOLIDAY RACK CARDS 1000 AND 2 PUMPKIN SCAV POSTE	09/14/2023	09/14/2023	0.00	201.12	
Vendor Number	Vendor Name					Total Vendor Amount
0001707	PITTSVILLE MOTORS					201.73
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25341	09/21/2023	201.73			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
61176	OEM PART SEAT COVER FOR VEHICLE #80 FORD F-150	09/21/2023	09/21/2023	0.00	201.73	
Vendor Number	Vendor Name					Total Vendor Amount
0003400	PLAK THAT LLC					203.92
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25342	09/21/2023	203.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6912	CUSTOM GIANT CHECK	09/13/2023	09/13/2023	0.00	203.92	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					970.91
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25343	09/21/2023	970.91			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
151960,823.733	RACETRACK AUTO	09/14/2023	09/14/2023	0.00	680.29	
152000,152038	VEHICLE MAINTENANCE	09/18/2023	09/18/2023	0.00	290.62	
Vendor Number	Vendor Name					Total Vendor Amount
0001781	RED SUN CUSTOM APPAREL					85.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25344	09/21/2023	85.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2023-39975P	SHIRTS	09/21/2023	09/21/2023	0.00	85.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002795	SANDPIPER ENERGY INC					56.11
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25345	09/21/2023	56.11			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
06-605972-67941-1 AUG FY	NATURAL GAS PD	09/18/2023	09/18/2023	0.00	56.11	

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Vendor Number	Vendor Name					Total Vendor Amount	
0001904	SELBYVILLE TRACTOR & EQUIPMENT INC					262.92	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	25346					09/21/2023	262.92
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
63625	FERRIS SPEEDOMETER CABLE	09/14/2023	09/14/2023	0.00	25.57		
63710,63711	SERVICE NEW HOLLAND	09/14/2023	09/14/2023	0.00	237.35		
Vendor Number	Vendor Name					Total Vendor Amount	
0001997	STAPLES BUSINESS CREDIT					92.97	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	25347					09/21/2023	92.97
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
1650727282	OFFICE SUPPLIES	09/14/2023	09/14/2023	0.00	92.97		
Vendor Number	Vendor Name					Total Vendor Amount	
0003461	TECHMD					6,293.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	25348					09/21/2023	6,293.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
222322	WATER RESOURCES WORKSTATIONS (D.EVANS & TRAININ	09/18/2023	09/18/2023	0.00	2,040.00		
222374	VISITOR CENTER LAPTOP ACCESSORIES	09/18/2023	09/18/2023	0.00	411.00		
222569	SAVAGE SUBSTATION LAPTOP AND ACCESSORIES	09/18/2023	09/18/2023	0.00	2,525.00		
CLD-226756	IT SERVICES - MICROSOFT 365 & AZURE	09/14/2023	09/14/2023	0.00	1,317.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002092	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					77.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	25349					09/21/2023	77.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
AB3-08-420	METERS LOG ON	09/14/2023	09/14/2023	0.00	77.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002163	TOWN OF BERLIN					36,979.20	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	25350					09/21/2023	36,979.20
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
SEPT FY 24	TOWN UTILITY BILLINGS	09/14/2023	09/14/2023	0.00	36,979.20		
Vendor Number	Vendor Name					Total Vendor Amount	
0002928	UNIFIRST CORPORATION					239.96	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	25351					09/21/2023	239.96
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
1430089284	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	09/14/2023	09/14/2023	0.00	119.98		
1430090277	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	09/20/2023	09/20/2023	0.00	119.98		
Vendor Number	Vendor Name					Total Vendor Amount	
0002204	UNITED UTILITY SUPPLY					1,769.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	25352					09/21/2023	1,769.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
11709489	OVERHEAD TRANSFORMERS	09/20/2023	09/20/2023	0.00	1,769.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002246	VERIZON-000014448231					825.07	
Payment Type	Payment Number					Payment Date	Payment Amount
Check	25353					09/21/2023	825.07
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
14448231 SEPT FY 24	TELEPHONE SERVICE	09/14/2023	09/14/2023	0.00	825.07		

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Vendor Number	Vendor Name					Total Vendor Amount
0002247	VERIZON-000718605643					56.61
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25354	09/21/2023	56.61			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
000718605643 SEPT FY 24	VERIZON TELEPHONE SERVICE 5 MILE BRANCH RD	09/14/2023	09/14/2023	0.00	56.61	
Vendor Number	Vendor Name					Total Vendor Amount
0002857	VERIZON-850462866001-13					47.99
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25355	09/21/2023	47.99			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
850462866001-13 SEPT FY 24	VERIZON PHONE SERVICE LT FISHER OFFICE	09/14/2023	09/14/2023	0.00	47.99	
Vendor Number	Vendor Name					Total Vendor Amount
0002264	VISION METERING					3,025.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25356	09/21/2023	3,025.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
219905	200 CLASS ELECTRIC & 320 CLASS METERS	09/21/2023	09/21/2023	0.00	3,025.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002364	WORCESTER COUNTY ART COUNCIL					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25357	09/21/2023	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
-100	MAYORS AWARD PLEIN AIR SPONSORSHIP	09/20/2023	09/20/2023	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002384	WORCESTER YOUTH & FAMILY COUNSELING SERVICES					10,222.58
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25358	09/21/2023	10,222.58			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8/31/2023	ANNUAL YOUTH PROGRAM	09/19/2023	09/19/2023	0.00	10,222.58	
Vendor Number	Vendor Name					Total Vendor Amount
0002391	YODER OVERHEAD DOOR COMPANY					250.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check	25359	09/21/2023	250.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
55071	POLE BARN GARAGE DOOR	09/20/2023	09/20/2023	0.00	250.00	

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Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	73	65	0.00	170,239.67
Packet Totals:		73	65	0.00	170,239.67

Fund	Name	Amount
98	POOLED CASH	-170,239.67
Packet Totals:		-170,239.67



Town of Berlin, MD

Payment Register

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01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number Vendor Name
[0003297](#) PHYLLIS G KIMMEL LAW OFFICE PLLC

Total Vendor Amount

410.00

Payment Type Payment Number

Payment Date Payment Amount

Check

10/03/2023 410.00

Payable Number Description
[206](#) CORRESPONDENCE FOR DECEMBER PCA HEARING

Payable Date Due Date
10/03/2023 10/03/2023

Discount Amount Payable Amount
0.00 410.00

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Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	410.00
Packet Totals:		1	1	0.00	410.00

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-410.00
Packet Totals:		<u>-410.00</u>



Town of Berlin, MD

Payment Register

APPKT02808 - 20230928SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number		Vendor Name	Total Vendor Amount	
0002338		WISE RONDELL	814.40	
Payment Type	Payment Number		Payment Date	Payment Amount
Check			09/28/2023	814.40
Payable Number	Description		Payable Date	Due Date
9/19 - 9/28	WAGES CONTRACTUAL		09/28/2023	09/28/2023
			Discount Amount	Payable Amount
			0.00	814.40

Payment Register

APPKT02808 - 20230928SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	814.40
Packet Totals:		1	1	0.00	814.40

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-814.40
Packet Totals:		-814.40



Town of Berlin, MD

Payment Register

APPKT02810 - 20230929SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0003174	BALSOMA ANTHONY D					100.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/29/2023	100.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	100.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002916	BASSETT DAVID					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/29/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000380	BIRELEY CHRISTOPHER					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/29/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000393	BOHLEN MARY					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/29/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003537	BRADFORD WILLIAM					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/29/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000399	BRAGG MERLE					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/29/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002636	BRATTEN GARY					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/29/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Payment Register
APPKT02810 - 20230929SW

Vendor Number 0003495	Vendor Name BRIDDELL SHAMAR					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000435	Vendor Name BURRELL DEAN SR					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0003504	Vendor Name CAMPBELL JOE					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000451	Vendor Name CAMPBELL MICHAEL					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0003230	Vendor Name CHARLES JAMES					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0003079	Vendor Name CHESSEY CODY					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000541	Vendor Name CLARK ROBERT					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000553	Vendor Name COARD CHRIS					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	

Payment Register
APPKT02810 - 20230929SW

Vendor Number 0000564	Vendor Name COFFEY MELISSA					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0003530	Vendor Name COOPER STEVEN					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000599	Vendor Name CORBIN SAMUEL					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000668	Vendor Name DAVID C GASKILL, ATTORNEY AT LAW					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0003098	Vendor Name DAVIS JR DAVID					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000728	Vendor Name DENNIS RICKY C					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000775	Vendor Name DOWNING ARNOLD					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000777	Vendor Name DUFFY CAROLYN					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	

Payment Register
APPKT02810 - 20230929SW

Vendor Number 0000778	Vendor Name DUKES KEITH ALAN					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0002956	Vendor Name EARLY ALLISON					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000843	Vendor Name ENGELHART DAVID					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0001581	Vendor Name EVANS NOAH DAVID					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0000905	Vendor Name FISHER ROBERT					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0002920	Vendor Name FORTUNE BRIAN					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0003552	Vendor Name GORFINKEL SARA P					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0003496	Vendor Name GREEN STEVE					Total Vendor Amount 150.00
Payment Type Check	Payment Number		Payment Date 09/29/2023	Payment Amount 150.00		
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	

Payment Register
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Vendor Number	Vendor Name					Total Vendor Amount
0003345	HALL ADAM					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002971	HUNTER CALEB					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001054	HURLEY DONALD M. III					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002532	JENSEN KELSEY					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003468	KATHRYN DAUB					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001228	KERR JOSEPH					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003202	KNERR JAY					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001268	LATCHUM JAMES					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Payment Register
APPKT02810 - 20230929SW

Vendor Number	Vendor Name					Total Vendor Amount
0001278	LAWRENCE TIM					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0001280	LAWSON JEFFREY D					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002800	LLOYD KEVIN					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0001318	LOCKWOOD JAMES					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003219	MARSHALL AVERY					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003505	MCWILLIAMS CHARLES					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003449	MILLER PAUL					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003578	MOORE MONTREL					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/29/2023	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT FY 24	CELL PHONE ALLOWANCE	09/25/2023	09/25/2023	0.00	100.00	

Payment Register
APPKT02810 - 20230929SW

Vendor Number 0001534	Vendor Name MUMFORD WILLIE					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0003203	Vendor Name NICHOLS SHANEKA					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0001649	Vendor Name PARKINSON ALAN					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0001688	Vendor Name PFALLER MEGHAN					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0002942	Vendor Name ROMBLAD CONNOR A					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0001555	Vendor Name SALEH NATALIE					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0001885	Vendor Name SACHELL SR EARLEST M					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	
Vendor Number 0003140	Vendor Name SHORD ELIZABETH					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payment Date 09/29/2023	Payment Amount 150.00			
Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 150.00	

Payment Register
APPKT02810 - 20230929SW

Vendor Number 0002166	Vendor Name TOWNSEND MICHELLE					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Payment Date 09/29/2023
						Payment Amount 150.00
						Discount Amount 0.00
						Payable Amount 150.00
Vendor Number 0002632	Vendor Name TUBBS THOMAS					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Payment Date 09/29/2023
						Payment Amount 150.00
						Discount Amount 0.00
						Payable Amount 150.00
Vendor Number 0002294	Vendor Name WEBB EDWARD					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Payment Date 09/29/2023
						Payment Amount 150.00
						Discount Amount 0.00
						Payable Amount 150.00
Vendor Number 0002299	Vendor Name WELLS IVY					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Payment Date 09/29/2023
						Payment Amount 150.00
						Discount Amount 0.00
						Payable Amount 150.00
Vendor Number 0002309	Vendor Name WHITE SHIRLEY					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Payment Date 09/29/2023
						Payment Amount 150.00
						Discount Amount 0.00
						Payable Amount 150.00
Vendor Number 0002316	Vendor Name WIENHOLD AUGUST J.					Total Vendor Amount 150.00
Payment Type Check	Payment Number	Payable Number 1ST QRT FY 24	Description CELL PHONE ALLOWANCE	Payable Date 09/25/2023	Due Date 09/25/2023	Payment Date 09/29/2023
						Payment Amount 150.00
						Discount Amount 0.00
						Payable Amount 150.00

Payment Register

APPKT02810 - 20230929SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	61	61	0.00	9,050.00
Packet Totals:		61	61	0.00	9,050.00

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-9,050.00
Packet Totals:		-9,050.00



Town of Berlin, MD

Payment Register

APPKT02814 - 20231002SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
0000146	AMERICAN SAFETY UTILITY			1,026.35
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/02/2023	1,026.35	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
489919	2-3/4 TON LINE HOIST	09/27/2023	09/27/2023	0.00 1,026.35

Vendor Number	Vendor Name			Total Vendor Amount
0000298	BEACON ELECTRIC INC			4,830.51
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/02/2023	4,830.51	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
12601	REPLACE TRANSFORMER CONTROL BOXES POWER PLAN1	09/28/2023	09/28/2023	0.00 4,830.51

Vendor Number	Vendor Name			Total Vendor Amount
0003609	BONITA CONNER			60.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/02/2023	60.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
REFUND	PARK RESERVATION DEPOSIT	09/27/2023	09/27/2023	0.00 60.00

Vendor Number	Vendor Name			Total Vendor Amount
0000431	BURKE EQUIPMENT COMPANY			529.46
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/02/2023	529.46	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
DEL-3009770	GRASS CUTTERS AND TRACTOR PARTS	09/28/2023	09/28/2023	0.00 529.46

Vendor Number	Vendor Name			Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.			2,547.03
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/02/2023	2,547.03	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
414700 AUG FY 24	ELECTRIC UTILITY SERVICE SPRAY SITES	09/27/2023	09/27/2023	0.00 2,547.03

Vendor Number	Vendor Name			Total Vendor Amount
0000571	COMCAST BUSINESS			1,431.77
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/02/2023	1,431.77	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
182541657	TELEPHONE SERVICES	09/28/2023	09/28/2023	0.00 1,431.77

Vendor Number	Vendor Name			Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL			30,424.01
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		10/02/2023	30,424.01	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
178268	PROJ 0050A002 GENERAL CORRESP & COORDINATION W	09/28/2023	09/28/2023	0.00 761.88
178269	PROJ 0050A002.019 OCEAN'S EAST SEAHAWK	09/28/2023	09/28/2023	0.00 540.00
178270	PROJ 0050A002.049 EVANS ROAD WAREHOUSE	09/28/2023	09/28/2023	0.00 240.00
178271	PROJ 0050A002.051 HENRY PARK RDWY & UTILITY	09/28/2023	09/28/2023	0.00 262.50
178272	PROJ 0050 A002.060 ROADWAY PAVEMENT OVERLAY PR	09/28/2023	09/28/2023	0.00 660.94
178273	PROJ 0050A002.070 SMART METER UPGRADE	09/28/2023	09/28/2023	0.00 672.50
178275	PROJ 0050A002.079 WEST VIEW (PC NORTH)	09/28/2023	09/28/2023	0.00 8,004.31

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178276	PROJ 0050A002.081 WM ST WATER SVC REPLACEMENT	09/28/2023	09/28/2023	0.00	2,886.25
178277	PROJ 0050A002.082 HARRISON AVE WATERMAIN REPLCN	09/28/2023	09/28/2023	0.00	2,180.00
178278	PROJ 0050A109.A01 POWELLTON AVE WELL BUILDING	09/29/2023	09/29/2023	0.00	2,416.57
178279	PROJ 0050A112.B01 BROAD ST PUMP STAT UPGRD	09/29/2023	09/29/2023	0.00	1,375.00
178280	PROJ 0050A114.A01 PUMP STATION WM STREET	09/29/2023	09/29/2023	0.00	10,224.06
179274	PROJ 0050A002.073 WEST ST UTILITY & RDWY IMPROVEN	09/28/2023	09/28/2023	0.00	200.00
Vendor Number 0000794	Vendor Name EASTERN SHORE COFFEE	Total Vendor Amount 74.39			
Payment Type Check	Payment Number	Payment Date	Payment Amount		
		10/02/2023	74.39		
Payable Number 656041	Description WATER & COOLER RENTAL FEES	Payable Date 09/27/2023	Due Date 09/27/2023	Discount Amount 0.00	Payable Amount 74.39
Vendor Number 0000897	Vendor Name FERGUSON ENTERPRISES	Total Vendor Amount 784.65			
Payment Type Check	Payment Number	Payment Date	Payment Amount		
		10/02/2023	784.65		
Payable Number 0648419	Description SLUDGE PRESS VALVE	Payable Date 09/28/2023	Due Date 09/28/2023	Discount Amount 0.00	Payable Amount 784.65
Vendor Number 0000907	Vendor Name FLAG PUBLICATIONS INC	Total Vendor Amount 38.14			
Payment Type Check	Payment Number	Payment Date	Payment Amount		
		10/02/2023	38.14		
Payable Number 364249	Description BROAD ST PUMP STATION LEGAL AD	Payable Date 09/27/2023	Due Date 09/27/2023	Discount Amount 0.00	Payable Amount 38.14
Vendor Number 0000977	Vendor Name GREAT AMERICA FINANCIAL	Total Vendor Amount 308.65			
Payment Type Check	Payment Number	Payment Date	Payment Amount		
		10/02/2023	308.65		
Payable Number 34938299	Description GREAT AMERICA	Payable Date 09/27/2023	Due Date 09/27/2023	Discount Amount 0.00	Payable Amount 308.65
Vendor Number 0000996	Vendor Name HANCOCK GATE OPERATOR SYSTEMS INC	Total Vendor Amount 504.00			
Payment Type Check	Payment Number	Payment Date	Payment Amount		
		10/02/2023	504.00		
Payable Number 15093	Description 113 SCHOOLFIELD ST GATE PM	Payable Date 09/27/2023	Due Date 09/27/2023	Discount Amount 0.00	Payable Amount 504.00
Vendor Number 0001040	Vendor Name HOME DEPOT CREDIT CARD SERVICES	Total Vendor Amount 4,053.07			
Payment Type Check	Payment Number	Payment Date	Payment Amount		
		10/02/2023	4,053.07		
Payable Number VARI INVS	Description TOOLS, PARTS, AND OTHER SUPPLIES	Payable Date 09/27/2023	Due Date 09/27/2023	Discount Amount 0.00	Payable Amount 348.10
6221515,4223225,3211596	TOOLS, PARTS, AND OTHER SUPPLIES	09/27/2023	09/27/2023	0.00	808.80
VARI INVS	MONTHLY SUPPLIES	09/27/2023	09/27/2023	0.00	2,896.17
Vendor Number 0001068	Vendor Name INTERCOASTAL TRADING INC.	Total Vendor Amount 16,147.88			
Payment Type Check	Payment Number	Payment Date	Payment Amount		
		10/02/2023	16,147.88		
Payable Number 233531,,457, 586	Description CAUSTIC	Payable Date 09/28/2023	Due Date 09/28/2023	Discount Amount 0.00	Payable Amount 16,147.88

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APPKT02814 - 20231002SW

Vendor Number 0003600	Vendor Name INTERCON TRUCK OF BALTIMORE					Total Vendor Amount 16,850.00
Payment Type Check	Payment Number		Payment Date 10/02/2023	Payment Amount 16,850.00		
Payable Number 9758334-IN, 9758335-IN	Description TWO PLOWS FOR PUBLIC WORKS TRUCKS	Payable Date 09/28/2023	Due Date 09/28/2023	Discount Amount 0.00	Payable Amount 16,850.00	
Vendor Number 0002532	Vendor Name JENSEN KELSEY					Total Vendor Amount 89.15
Payment Type Check	Payment Number		Payment Date 10/02/2023	Payment Amount 89.15		
Payable Number REIMB FY 24	Description MD SHRM MEETING INCIDENTALS & MILEAGE	Payable Date 09/28/2023	Due Date 09/28/2023	Discount Amount 0.00	Payable Amount 89.15	
Vendor Number 0003608	Vendor Name KAREN SCHUL					Total Vendor Amount 50.00
Payment Type Check	Payment Number		Payment Date 10/02/2023	Payment Amount 50.00		
Payable Number REFUND	Description PARK RESERVATION DEPOSIT	Payable Date 09/27/2023	Due Date 09/27/2023	Discount Amount 0.00	Payable Amount 50.00	
Vendor Number 0002908	Vendor Name KOPPERS UTILITY AND INDUSTRIAL PRODUCTS INC					Total Vendor Amount 10,399.42
Payment Type Check	Payment Number		Payment Date 10/02/2023	Payment Amount 10,399.42		
Payable Number 5265401	Description 45FT CLASS 3 WOODEN UTILITY POLES	Payable Date 09/28/2023	Due Date 09/28/2023	Discount Amount 0.00	Payable Amount 10,399.42	
Vendor Number 0001565	Vendor Name NATIONWIDE RETIREMENT SOLUTIONS					Total Vendor Amount 3,751.80
Payment Type Check	Payment Number		Payment Date 10/02/2023	Payment Amount 3,751.80		
Payable Number PPE 09/24/2023	Description NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	Payable Date 09/25/2023	Due Date 09/25/2023	Discount Amount 0.00	Payable Amount 3,751.80	
Vendor Number 0003593	Vendor Name PATRICIA M STEVEN					Total Vendor Amount 1,250.00
Payment Type Check	Payment Number		Payment Date 10/02/2023	Payment Amount 1,250.00		
Payable Number 001	Description PROJECT PROPOSAL GRANT WRITING	Payable Date 09/28/2023	Due Date 09/28/2023	Discount Amount 0.00	Payable Amount 1,250.00	
Vendor Number 0001682	Vendor Name PEP-UP, INC.					Total Vendor Amount 1,661.61
Payment Type Check	Payment Number		Payment Date 10/02/2023	Payment Amount 1,661.61		
Payable Number 6452510	Description DIESEL GENERATOR	Payable Date 09/28/2023	Due Date 09/28/2023	Discount Amount 0.00	Payable Amount 1,661.61	
Vendor Number 0001707	Vendor Name PITTSVILLE MOTORS					Total Vendor Amount 2,866.19
Payment Type Check	Payment Number		Payment Date 10/02/2023	Payment Amount 2,866.19		
Payable Number 217305	Description 2012 F450 SERVICE	Payable Date 09/28/2023	Due Date 09/28/2023	Discount Amount 0.00	Payable Amount 2,866.19	

Payment Register

APPKT02814 - 20231002SW

Vendor Number	Vendor Name					Total Vendor Amount
0001555	SALEH NATALIE					14.84
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/02/2023	14.84			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 9/28	WALMART BIRTHDAY CUPCAKES BLAKELY	09/28/2023	09/28/2023	0.00	14.84	
Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					351.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/02/2023	351.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S013716843.001	INVENTORY RE-STOCK	09/27/2023	09/27/2023	0.00	351.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003212	SWARTZ'S FABRICATION & REPAIR LLC					1,521.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/02/2023	1,521.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
953	SERVICE TRUCKS / DOT	09/28/2023	09/28/2023	0.00	1,521.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003461	TECHMD					8,382.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/02/2023	8,382.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
222568	LAPTOP AND ACCESSORIES - . S. GORFINKEL	09/28/2023	09/28/2023	0.00	2,570.00	
227974	IT SERVICES - CARDS COMPLETE	09/28/2023	09/28/2023	0.00	4,459.00	
229375	IT SERVICES - MICROSOFT 365 & AZURE	10/02/2023	10/02/2023	0.00	1,353.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003149	TRANSAMERCIA					205.56
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/02/2023	205.56			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2505134389	TRANSAMERICA EE PAID SUPPLEMENTAL INS.	09/27/2023	09/27/2023	0.00	205.56	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					273.03
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/02/2023	273.03			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430091473	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	09/27/2023	09/27/2023	0.00	153.05	
1430091474	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	09/27/2023	09/27/2023	0.00	119.98	
Vendor Number	Vendor Name					Total Vendor Amount
0003207	UNITED ENERGY TRADING LLC					17,529.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/02/2023	17,529.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
238349	TRANSMISSION FEES GAS SUPPLY TO POWER PLANT	09/28/2023	09/28/2023	0.00	17,529.80	
Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					45.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/02/2023	45.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 09/24/2023	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	09/25/2023	09/25/2023	0.00	45.00	

Payment Register**APPKT02814 - 20231002SW**

Vendor Number	Vendor Name					Total Vendor Amount
0002248	VERIZON BUSINESS					106.15
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/02/2023	106.15	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
05672125	BUSINESS TELEPHONE CALLS	09/25/2023	09/25/2023	0.00	106.15	

Vendor Number	Vendor Name					Total Vendor Amount
0002264	VISION METERING					700.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/02/2023	700.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
220292	L & G ELECTRIC METERS AND PLASTIC METER COVERS	09/27/2023	09/27/2023	0.00	700.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	49	32	0.00	128,806.46
Packet Totals:		49	32	0.00	128,806.46

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-128,806.46
Packet Totals:		-128,806.46



Town of Berlin, MD

Payment Register

APPKT02812 - 20230928SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number Vendor Name
[0003543](#) KRUGER KAIL
Payment Type Payment Number

Total Vendor Amount
150.00

Check
Payable Number Description
[1ST QRT FY 24](#) CELL PHONE ALLOWANCE

Payment Date	Payment Amount
09/29/2023	150.00
Payable Date	Due Date
09/29/2023	09/29/2023
Discount Amount	Payable Amount
0.00	150.00

Payment Register

APPKT02812 - 20230928SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	150.00
Packet Totals:		1	1	0.00	150.00

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-150.00
Packet Totals:		-150.00



Town of Berlin, MD

Payment Register

APPKT02816 - 20231002SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name
0000970	GOVERNMENT FINANCE OFFICERS ASSOCIATION
Payment Type	Payment Number
Check	
Payable Number	Description
0262520	GFOA MEMBERSHIP FINANCE

Total Vendor Amount	
310.00	
Payment Date	Payment Amount
10/02/2023	310.00
Discount Amount	Payable Amount
0.00	310.00

Vendor Number	Vendor Name
0003087	THERMAL PROCESS SYSTEMS INC
Payment Type	Payment Number
Check	
Payable Number	Description
78123.4	DRYING BED PARTS

Total Vendor Amount	
7,529.76	
Payment Date	Payment Amount
10/02/2023	7,529.76
Discount Amount	Payable Amount
0.00	7,529.76

Payment Register

APPKT02816 - 20231002SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	7,839.76
Packet Totals:		2	2	0.00	7,839.76

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-7,839.76
Packet Totals:		<u>-7,839.76</u>



Town of Berlin, MD

Payment Register

APPKT02818 - 20231003SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number		Vendor Name		Total Vendor Amount		
0000394		BOOTH & ASSOCIATES INC		7,310.00		
Payment Type	Payment Number		Payment Date		Payment Amount	
Check			10/03/2023		7,310.00	
Payable Number		Description	Payable Date	Due Date	Discount Amount	Payable Amount
8282502441		PROJ P.Z43384.M.00	10/03/2023	10/03/2023	0.00	102.50
8282502601		PROJ P.Z943734.F.50	10/03/2023	10/03/2023	0.00	7,207.50

Payment Register

APPKT02818 - 20231003SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	1	0.00	7,310.00
Packet Totals:		2	1	0.00	7,310.00

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-7,310.00
Packet Totals:		<u>-7,310.00</u>