



**BERLIN MAYOR AND COUNCIL  
Meeting Agenda**

**Berlin Town Hall  
10 William Street  
Monday, June 12, 2023**

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

**6:30 PM            WORK SESSION – Council Chambers**

The Mayor and Council will meet to further discuss the proposed revisions to the Berlin Fire Company and Emergency Medical Services Contracts.

**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 5.22.23
  - 2. Regular Session of 5.22.23

**2. 7:10 PM            PUBLIC HEARING(S):**

- a) Ordinance 2023-03: FY24 Budget Adoption – Mayor Zack Tyndall (First Reading held on Monday, May 8, 2023).
- b) Ordinance 2023-04: Amending Chapter 8, Article II Entitled Business Licenses – Town Attorney David Gaskill (First Reading held on Monday, May 22, 2023).

**3. 7:50 PM            ITEM(S) FOR APPROVAL:**

- a) Motion 2023-15: MD/DE Railroad License Agreement at Evans Road for future Evans Parc Storage Project – Town Administrator Mary Bohlen and Town Attorney David Gaskill
- b) Motion 2023-16: Evans Parc License Reimbursement Agreement – Town Administrator Mary Bohlen, Town Attorney David Gaskill, and Evans Parc Storage Owner Marc Slavin
- c) Motion 2023-17: MD/DE Railroad License Agreement for Berlin Bikeway project – Mayor Zack Tyndall
- d) Motion 2023-18: Smart Meter Installation Award of Contract – Water Resources Director Jamey Latchum & DBF Engineer Josh Taylor
- e) Motion 2023-19: Berlin Fire Company and Berlin Fire Company Emergency Medical Services FY24 Agreements – Town Attorney David Gaskill and Mayor Zack Tyndall
- f) Motion 2023-20: Electric Utility Apprentice Program Participation – Electric Utility Director Tim Lawrence

**4. 8:20 PM            REPORTS: Town Administrator’s Report, Departmental Reports**

**5. 8:30 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.

**6. 8:40 PM            COMMENTS FROM THE COUNCIL**

- 7. 8:50 PM COMMENTS FROM THE MAYOR**
- 8. 8:55 PM COMMENTS FROM THE PRESS**
- 9. 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](http://www.berlinmd.gov), or type @townofberlinmd in the Facebook search bar. QR code links to online packet. Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.



**BERLIN MAYOR AND COUNCIL****Meeting Minutes****Work Session****Monday, May 22, 2023****5:00 PM WORK SESSION – Berlin Town Hall Council Chambers**

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

**Staff Present:** Town Administrator Mary Bohlen, Water Resources Director Jamey Latchum, Human Resources Director Kelsey Jensen, Administrative Assistant Kate Daub, and Executive Administrative Assistant Sara Gorfinkel

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

1. Opening Statement:

Mayor Tyndall announced the purpose of the work session is to review the final draft of the Paypoint HR Wage and Compensation Study, as well as to discuss the proposed changes to the Berlin Fire Company and Emergency Medical Services contracts for Fiscal Year 2024.

2. Discussion – Paypoint HR Wage & Compensation Study:

Mayor Tyndall explained that Paypoint HR conducted an analysis of all the staffed positions within the Town of Berlin as well as further analysis of the positions to which compensation was determined to be below market rate. He highlighted that the census data cited in the report indicated a Town population of 4,740; however, the current population of the Town of Berlin is approximately 5,020. He said this information is important to note given that it played a role in the data Paypoint HR collected as part of the external market survey sent out to comparator organizations; he added this information was used to understand how each of the communities that responded compared to Berlin.

Human Resources Director Kelsey Jensen reported the Mayor and Council had opted to move forward with targeting the thirty-fifth market percentile as the benchmark with the goal of achieving the fiftieth percentile of the market rate moving forward. Ms. Jensen added the report showed the Town of Berlin is 8.5% below market on average across most departments. She continued by saying that every Town employee participated in the study, adding that she felt the study was very detailed because of the way it included Department Heads and staff as part of the process.

Mayor Tyndall continued by providing a detailed summary of the data listed in the report and asked the Council if they had any questions before moving forward with the budget adoption on June 12, 2023. Councilmember Knerr asked if a pay study had ever been done prior to the most recent study; Ms. Jensen said she was told a study was done years ago but she acknowledged there were no records to support that. Ms. Bohlen added she did not believe that the Town had taken on as formal and thorough of a process as the Paypoint HR study. Councilmember Knerr asked how frequently a case study should be done; Ms. Jensen answered that Paypoint HR Technical Director Mr. Rick Campbell recommended that a study be done every five to ten years depending on how the market has changed. Councilmember Knerr asked if the cost of the study was budgeted in the current fiscal year; Mayor Tyndall confirmed the funds were pulled from stabilization reserves to cover the study's expense. Councilmember Knerr asked if other companies were considered before opting to move forward with Paypoint HR; Ms. Jensen clarified that a Request for Proposal was put out which received two responses; she said that Paypoint HR was recommended because the proposal appeared more detailed and included employee participation. In

addition, she said Paypoint HR's proposal was \$15,000 less than the second bid and Ms. Bohlen noted that the second bid did not offer significant added value for that cost difference. Councilmember Knerr asked if the public could access the information generated in the final report; Ms. Jensen confirmed the report was available online and is included in the work session meeting packet.

Councilmember Green asked if all Department Heads and employees had been made aware of the contents of the study; Ms. Jensen answered that an email was sent to all users early last week and the Department Heads were asked to meet with their staff to review the report further. She added that paper copies were provided to staff members that do not have access to a Town email. Councilmember Green asked if any feedback had been received from the employee group; Ms. Jensen said she was contacted by a handful of employees seeking to better understand the report. She said several employees that have been with the Town for longer periods of time were disappointed they will not be affected by the decision to move forward at the thirty-fifth percentile but said she made them aware they may see more of an impact next year with the development of a step and grade system. Councilmember Knerr asked if Ms. Jensen felt the Town was in a better position to hire and retain employees as a result of the study; Ms. Jensen said she believes the study has helped to make the hiring process more transparent and gives them a starting point to work with.

Vice President Burrell stated he is glad the Town entered into the pay study; he said he wishes they could do more but shared his assurance the Council is acting on the information presented. In addition, Vice President Burrell proposed moving forward with an assessment of the Town's organizational structure regarding how human resources are allocated within the structure. He said he believes it will help them to better understand the need for assistance and the validity of requests made by Department Heads for additional help.

Councilmember Orris provided clarification that the changes to be made will be done in a two-step process; he acknowledged the first step is to get employees to where they need to be within the thirty-fifth percentile of the market rate. He continued by saying the next step is to develop a step and grade system; he asked if the system will be like the mid or max levels as outlined in the Paypoint HR proposal or if it will be comparable to the State scale. Ms. Jensen stated the proposed step and grade system provided by Paypoint HR was intended to serve as a reference to build from, however, she said she anticipates the framework to be more like the State or County system. Councilmember Orris asked how the development of a new position would be addressed; Mayor Tyndall explained the step and grade system would be used as a reference. He added that positions with similar responsibilities and scope would also be considered. Ms. Jensen continued by saying that Paypoint HR provided a Position Vantage Point questionnaire which can be completed and submitted to Paypoint for help with new position placement if needed.

Ms. Jensen shared that she has heard several comments from staff concerning their disappointment that the one-time payment during the holidays may be taken away as part of the pathway forward to achieve the thirty-fifth market rate percentile. Councilmember Nichols said the Council wants to hear the good and the bad, but she acknowledged that the removal of the one-time payment may be a sticking point to allow them to move ahead in the process. Councilmember Orris said it is important to remember that the Town does not have unlimited resources and said things will have to change; he provided a reminder that there are other non-monetary benefits that are available to staff including days off and vacation time.

Councilmember Nichols asked if the step and grade system will be included on the website once finalized to ensure potential applicants know where they would fall when applying for a position; Ms. Jensen confirmed and said she would like the information to be as transparent as possible.



### 3. Discussion – Berlin Fire Company and EMS Contract Proposed Revisions

Mayor Tyndall noted that the Council has been trying to work toward a funding amount of \$525,000 in Fiscal Year 2024 for the Berlin Fire Company. He said he believes the current request comes to \$702,608.18, which is an additional \$177,608.18 above the benchmark that the Council is trying to achieve within the Town's available funding.

Berlin Fire Company attorney Mr. Joe Moore explained the Fire Company voted and instructed their Director to try and make the respectful position to the Mayor and Council that they are independent and separate corporations providing significant service to the citizens of the Town. As independent contractors, Mr. Moore said the Fire Company takes the respectful position they should not be required to review contracts prepared under the direction of the Mayor and Council. He said he hopes they can provide a basis for the Mayor and Council to adequately fund the Fire and Rescue Service and Emergency Medical Service as a result of further discussion and negotiation. Mayor Tyndall said they appreciate the service that the Berlin Fire Company and Emergency Medical Services volunteers and career staff provide on an everyday basis; he said he feels he can speak on behalf of the Council that they wish they could give as much as they possibly can.

Discussion followed regarding the proposed changes to the Fire and Rescue Services contract. Berlin Fire Company President David Fitzgerald explained that line item eight under Section I Organization Terms and Commitments was not omitted but instead listed as line item one. The Mayor and Council were amenable to revising the timeline referenced in this line item and agreed to meet with the Berlin Fire Company quarterly versus regularly as originally noted.

Mr. Fitzgerald then highlighted line item three in Section I; he stated they prefer to use the word "shall" versus "may" to indicate their commitment to the contract. He continued by saying should the Fire Company receive information regarding a new development building or other building activities in Town, he said the correspondence referenced as part of this line item will serve as documentation to ensure they received the notification. Mr. Fitzgerald reported that he met with Planning Director David Engelhart to confirm he had the Fire Company's email to ensure the Fire Company is notified of building activities as requests occur.

Mr. Fitzgerald said the Fire Company will continue to provide a quarterly written report including a fire and rescue operational summary and financial highlight overview. Vice President Burrell asked for the reports to be more financially based instead of operational. He said it would be beneficial to see the comparison between the Fire Company's current budget versus where the budget was at the same time in the previous year to allow the Council to determine if there are trends in expenses to help with funding going forward.

Further conversation ensued concerning the timeline to which the Mayor and Council agree to disburse the \$200,000 annual payment to Berlin Fire Company. As the contract proposed included a period between July 1, 2023, and prior to July 7, 2023, Mayor Tyndall recognized the range is tight. Town Administrator Mary Bohlen said she thinks a ten-day timeframe would be sufficient: Mr. Fitzgerald answered he believes the timeframe would work but said he would reply with confirmation following the meeting.

Councilmember Orris asked to confirm if it has been determined the Fire Company remains sustainable at \$350,000; Mr. Fitzgerald confirmed, adding it is substantiated by the Matrix Study. However, Mr. Fitzgerald stressed that the Fire Company and Emergency Services are separate corporations and reminded the Council that funds are to be allocated separately. Mayor Tyndall said they had asked for a breakdown of the funding requests prior to budget introduction so that the Council could accurately account for what funds went to each entity; he added the request was within the contract agreed upon by

all parties. He continued by saying they have timelines they need to meet to propose and adopt the budget. He stated the timeframe to which the Council received feedback regarding the proposed contract was after the budget had already been reduced; he said it is very challenging to go back through and make changes retroactively. Mayor Tyndall emphasized that the Council has been asking to get the Fire Company's request earlier to ensure the Town can conform to the company's request to separate the funds appropriately.

Councilmember Orris asked if the Fire Company can provide the effect and allocation for the homeowner response data; Mr. Fitzgerald said the information is already included in the slides as part of their presentation. Councilmember Orris referred to line item three in Section II of the contract and said he believes the fiscal year should be noted as 2024 and not 2023; Mr. Fitzgerald agreed.

Mayor Tyndall announced they will have to coordinate another time to revisit the Emergency Services contract.

The work session was adjourned at approximately 6:10 PM.

Respectfully Submitted,

*Kate Daub*

Kate Daub  
Administrative Assistant



## BERLIN MAYOR AND COUNCIL

## Meeting Minutes

Monday, May 22, 2023

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

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

**Staff Present:** Town Administrator Mary Bohlen, Economic and Community Development Director Ivy Wells, Finance Director Natalie Saleh, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing, Public Works Director Jimmy Charles, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Administrative Assistant Kate Daub, and Executive Administrative Assistant Sara Gorfinkel.

**Staff Absent:** Water Resources Director Jamey Latchum and Planning Director David Englehart.

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 7:15 PM.

## 1. Consent Agenda:

Councilmember Orris noted a grammatical error in the first paragraph on page three of the meeting minutes from May 8, 2023; he said the word “when” should be written as “were.”

## A) Approval of Minutes for:

## 1. Regular Session Minutes of 5.08.23

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

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

2. Proclamation: 2023-05 June 19<sup>th</sup> through June 25<sup>th</sup>, 2023, as National Pollinator Week

Mayor Tyndall proclaimed the week of June 19<sup>th</sup> through June 25<sup>th</sup>, 2023, as National Pollinator Week. He introduced Berlin Bee City Committee members Ms. Helen Wiley and Ms. Kate Patton, who accepted the proclamation on the group’s behalf. Ms. Wiley said in partnership with the Lower Shore Land Trust and the help of Ms. Patton, along with the Church Mouse of St. Paul’s Episcopal Church, the Berlin Bee City committee will be able to plant native Maryland pollinator plants in the rear of the Church; she continued by saying the ribbon cutting for the new pollinator garden will be held on Friday, June 2, 2023, at 9:30 AM. Ms. Patton thanked Ms. Wiley for her advocacy of pollinators and native plants, adding she has done a great job educating the community about their importance.

## 3. Presentation: Skatepark Location Study Finding

We Heart Berlin’s Creative Director, Mr. Tony Weeg, and President Jeff Smith were present at the meeting to review the Skatepark Location Study Findings. Mr. Weeg offered to answer any questions the Council

had regarding the study. Mayor Tyndall asked if a community survey had been done or taken into consideration in the report; Mr. Weeg answered that a survey had not been done.

Mr. Weeg continued by saying Spohn Ranch, the skatepark design and construction firm hired to perform the study, engaged in the study from different perspectives; he said various factors were considered as part of the criteria used in their evaluation. Based on the findings, he said it was determined that a Neighborhood Skate Park would best fit the Town; he stated this type of park typically ranges from five thousand to fifteen thousand square feet in size. Mr. Weeg said Henry Park, Stephen Decatur Park, and Heron Park were considered as part of the site review, adding that Stephen Decatur Park scored the highest based on the criteria. He acknowledged that Henry Park was a close second, however, he said the location lacks certain features such as ample parking.

Mr. Weeg referred to page thirty-five of the meeting packet which included drawings that outlined two sections of the proposed skatepark design at Stephen Decatur Park; he clarified that the sections would be located on either side of the nature walking trail near the parking lot. However, Mr. Weeg confirmed the left side is no longer being considered in the plan, as the right side can accommodate a fourteen thousand square-foot design in the space. Mr. Weeg said the location will not impact the existing trail or nature pond at the park. He reminded the Mayor and Council that the skatepark project has been underway for almost a decade and believes it is time to come together as a Town to determine the park's location in hopes of continuing with fundraising.

Councilmember Knerr said he spoke with several residents that support the addition of a skatepark but shared they are concerned with the proposed location at Stephen Decatur Park; he continued by saying the residents feel it will eliminate the parking lot used for overflow during Town events. Councilmember Knerr suggested that the southeast quadrant of the park be considered as an alternative. Mr. Weeg said there is already infrastructure in place at the location for the disc golf course; he added that resident Diane Frederick specifically requested the skate park not be placed on that corner. Because of this, Mr. Weeg said the corner location was not considered further. Councilmember Knerr made Mr. Weeg aware that he may hear of concerns from other residents regarding the proposed site.

Mayor Tyndall asked if the report had been presented to the Parks Commission; Mr. Weeg answered the Parks Commission had been involved in the early processes and consulted on other phases of the project, adding he was under the impression the Mayor and Council would be the body to determine the site location once the report was finalized. Mayor Tyndall said the Council values feedback received from the Boards and Commissions; Mr. Weeg said he is uncertain as to what the Parks Commission would do differently than the professionals hired to perform the location feasibility study. Vice President Burrell stated things need to be done in order and feels they should not be commenting on the report until the protocol is followed. Mayor Tyndall added that the Parks Commission would produce a recommendation based on their review of the study and the Mayor and Council would take their recommendation into consideration before moving forward with a decision.

Following several requests made by members of the public to comment on the discussion, Mayor Tyndall provided a reminder of the meeting format. He said that public comments are accepted during agenda item eight and emphasized that everyone will get an opportunity to speak at that time.

Councilmember Green asked if a comparison can be made to help provide a visual reference for the size of the park being proposed; he said he believes the fourteen thousand square foot park is larger than Salisbury's skate park and the same size as the park in Ocean City. Mr. Weeg confirmed the comparison was correct. Councilmember Green said he believes the study is great and thanked the We Heart Berlin group for funding it. He said he is interested to hear what the Parks Commission has to say and hopes that

the discussion remains focused on the possibility of moving forward with Stephen Decatur Park as the site location versus following it up with different locations that may be available in the community. Mayor Tyndall acknowledged Councilmember Green's comments; however, he stated the Council does not set the Parks Commission agenda. In response, Councilmember Green said he feels the Skatepark Presentation was procedurally handled incorrectly; he said the recommendation to present the findings of the location study to the Parks Commission should have been made prior to the Regular Session meeting. He said he feels like they wasted people's time.

Mr. Weeg respectfully asked what can be expected to come out of the Parks Commission meeting that may be different from the recommendations proposed in the report; Mayor Tyndall said each Board and Commission has an obligation to produce a recommendation to the Mayor and Council. Vice President Burrell shared that he feels the skatepark would be a wonderful addition to the Town, but he added that the project needs to be considered just as all other endeavors have been considered related to the parks.

Mr. Jeff Smith shared their group is working hard to get the project moving but he stressed that they cannot fundraise until a location has been determined. He continued by saying their frustration is simply that they have gone before the Parks Commission and the Commission told them to propose a location; he said that is what they are trying to do.

Councilmember Nichols suggested that the members of the Parks Commission and We Heart Berlin that were present at the meeting leave the room to discuss the study further; she said that any follow-up comments could then be made during the Public Comments portion of the meeting agenda.

4. First Reading: Ordinance 2023-04: Amending Chapter 8, Article II Entitled Business Licenses  
Mayor Tyndall noted that a Public Hearing on the ordinance will be held on Monday, June 12<sup>th</sup>, 2023, in the Town Hall Council Chambers at 7:00 PM.

Town Attorney David Gaskill reviewed the proposed revisions to the ordinance; he said a change has been made to the definition of business or business establishment. He explained the amended definition would include any retail, service, rental, or professional business entity operating within or providing services within the Town regardless of whether said business or business establishment is physically located within the corporate limits of the Town. Mr. Gaskill noted an additional change involved striking the definition of vendor, which he clarified was listed as a business that is not physically located in the Town but did business in the Town. He continued by saying the Vendors Exception reference has been changed to require any business that provides services in the Town to get a business license no matter the business's physical location.

Following a review of the revisions, Councilmember Green highlighted that the current Rental License fee is \$10 according to the Town website. He said this seems very low and asked that the Council consider an increase; he continued by suggesting a new fee of \$100. Ms. Bohlen said a new motion would have to be drafted to formally propose this change. Mayor Tyndall agreed there is income potential that could be generated from the number of licenses issued in Town, adding that a change seems logical.

5. Discussion: Short-Term Rentals  
Mayor Tyndall explained the Town received a request to provide an update on the number of short-term rentals that are licensed within the town, in addition to what the rental approval process looks like and what enforcement mechanisms may be available. Planning Director David Engelhart said the Town has received a total of twelve applications since the Short-Term Rental Ordinance was passed in October of 2022. Of the twelve, he said six licenses have been granted.

He acknowledged there is one property owner in Town that is causing a problem. He added that the property owner was sent a letter on March 13, 2023, along with the other owners that were not granted a license given that the residences listed on the applications were not the applicant's primary residence. Mr. Engelhart continued by saying as new applications are received, his department verifies whether it is the owner's primary residence and coordinates an inspection of the property to determine its safety. He added that they will also follow up to ensure any licenses issued are posted in the property's rental listing. Mr. Engelhart acknowledged they will try to issue denials quicker and enforce fines to property owners that operate without a license; he confirmed the daily fine is \$600.

He disputed the notion there is a lack of cooperation and communication with the Police Department. He confirmed that any violations received during non-office hours are reported by the Police, however, he added that they have not written a citation for any of the six rentals currently in operation. Mr. Engelhart said the one property causing problems is not licensed and is subject to the \$600 daily fine as per the ordinance.

Chief Downing acknowledged that the Police Department cannot enforce a violation on the guests renting a property and confirmed the violation must go against the owner. He reiterated that the Police Department is not the Short-Term Rental police and can only enforce violations of the law. Mr. Gaskill added that the ordinance as written states any property operating without a license is subject to a fine of up to \$600 on a recurring basis. He said it is his opinion that this means per day and citations need to be issued.

Councilmember Knerr asked how the fine is determined; Mr. Engelhart said he looks at a property's reservations. He confirmed he has access to the reservations of the one property that has been causing a problem. Councilmember Knerr said there are several listings for Air Bnb rental properties that do not have licenses; he asked if a staff member is checking on these properties. Mr. Engelhart answered his department checked the property listings earlier in the Spring when they began to receive applications, however, he indicated that they will have to do it more regularly. Councilmember Knerr asked if the rental license fee is paid for at the time an application is submitted; Mr. Engelhart said the fee is not required to be paid upfront. Councilmember Knerr asked what the timeframe is for completing the application process and noted in some cases the process took months. Mr. Engelhart acknowledged it took longer than anticipated because there were several applications submitted at one time. He continued by saying he thinks the process could be completed in two weeks; however, he added it could stretch slightly longer. Councilmember Knerr asked if a property is allowed to operate as a Short-Term Rental before its application has been approved; Mr. Engelhart said no, but acknowledged the possibility some properties are.

Councilmember Nichols shared her frustration over the properties that continue to violate the Short-Term Rental Ordinance. She continued by saying the reason it is a topic on the meeting agenda is because of one property that has been reported; she added there are many others that fly under the radar. She reported there were properties being rented before the ordinance was enacted and said they continue to be rented despite violating the regulations put in place. Councilmember Nichols emphasized there is an ordinance in place for a reason and said she wants to be sure there is a solid process that can be enforced in a timely manner for those that do not abide by the rules.

Councilmember Orris said he believes a larger problem stems from a lack of enforcement; he said it is unreasonable to assume that only two staff members can continue to enforce everything in Town, in addition to the Short-Term Rentals and any other potential growth opportunities. He restated his request to add a Code Enforcement officer position to the Planning and Zoning Department. Mr. Engelhart said he

feels any new position would best be served if the person is cross-trained for enforcement, administrative duties, permits, and other various tasks needed.

Councilmember Green asked how the Police would log a call after a complaint was made to report a possible short-term rental property acting in violation of the ordinance; Chief Downing confirmed that all parties are put in the system to ensure they can see all calls made on a particular property.

Councilmember Green asked to confirm the direction that should be taken if they see a property being short-term rented that is not licensed; Mr. Engelhart said his office should be contracted. Chief Downing added that the Police Department should be called if a report is to be made after office hours or on the weekends; he admitted the process is cumbersome because of the way the ordinance is written. Mr. Engelhart provided clarification that the renters of any short-term rental cannot be asked to leave the property if it is determined the property is in violation of the ordinance.

Councilmember Nichols echoed Councilmember Orris's request for an additional staff member to help the Planning Department with enforcement. She said it aggravates her that properties in violation of the ordinance are flying under the radar and continue to make money off their property.

Councilmember Orris said they should have a sense as to when a short-term rental is happening because the owner should be sending information to the County for tax purposes. Mr. Engelhart admitted that a step could be taken to request a reservation list from the property managers at the beginning of each month to ensure the Town is aware of any renting taking place.

Discussion followed regarding the path forward when a short-term rental application is received. Councilmember Nichols acknowledged that a lot of time has collectively been spent on this issue over the years; she admitted that those who continue to violate the ordinance are deserving of the \$600 daily fine.

## 6. Item(s) For Approval

### a) Motion 2023-14 Declare Surplus Property:

Chief Downing explained that his department is retiring its old service weapons; he confirmed the new weapons have been purchased and are currently in use.

On the motion of Councilmember Knerr, second by Councilmember Orris, Motion 2023-14: Declare Surplus Property was approved by the following vote:

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

## 7. Reports: Town Administrator's Report, Departmental Reports

Ms. Bohlen provided a reminder that most town offices will be closed Monday, May 29, 2023, in observance of Memorial Day and said she will be out of the office on Friday, May 26, 2023.

Chief Downing said the Police Department has installed a downtown security camera which can be viewed online. He acknowledged that the department does not have resources available to enforce everything, and the camera system will help serve as an enforcement multiplier. Chief Downing confirmed there are ten cameras available for review, adding the camera on South Main Street will have the capability to read

license plates. He said the camera system was grant funded and included a three-year maintenance agreement; he clarified no taxpayer dollars will be needed to support the cameras for three years.

He continued by saying the department continues to look into speed cameras and the various locations to which cameras can be placed. Chief Downing reported that over forty percent of the people caught speeding are drivers that live on streets where cameras are placed. He said he hopes to continue speaking with vendors and provide another update on the project soon. Mayor Tyndall thanked the Department of Housing and Community Development for awarding the Police Department the Community Safety grant which helped to fund the downtown security cameras.

Human Resources Director Kelsey Jensen said she wanted to publicly thank the organizations that participated in the Open Enrollment period for Town staff. She encouraged people to participate in the blood drive being held at the Berlin Fire Department on Tuesday, May 23, 2023, from 10 AM to 3 PM.

Vice President Burrell asked to confirm that all weapons to be disposed of as noted in Motion 2023-14 are Glock's; Chief Downing confirmed.

Councilmember Orris referred to the check run report included in the meeting packet; he asked for clarification regarding a check issued in the amount of \$17,943.94 to the Maryland Delaware Railroad for the Annual License Agreement. Ms. Bohlen explained that the Town has a number of License or Access Agreements for each location where the Town's utilities or a road goes under or over a railroad.

#### 8. Comments from the Public

Resident David Wells of Davis Square said he believes Short-Term Rentals can be very beneficial to the Town if run correctly. He said he applied for a license and was emailed by the building inspector on March 16, 2023, stating his property was approved; however, as of May 22, 2023, he still had not heard if his application had been approved for operation by the Town's Planning Department.

Resident Andrea Lahr of Purnell Avenue said she believes skateboarders have a bad reputation. She continued by saying that skaters are limited in where they can go and feels the skatepark would be a great addition to the Town.

Resident Marie Velong of West Street questioned the format change of the Mayor and Council meetings and asked why questions from the public are being excluded. Ms. Velong said she was amazed at the salary differential between staff members in the Planning Department and Economic and Development Department. She added that she feels the public should have input regarding future plans concerning the Rails and Trails Bikeway design.

Resident Claire Parsons of Kenwood Court stated she fully supports the addition of a skatepark in Town, however, she does not want it located at Stephen Decatur Park. She said she feels the skatepark would take away from the beauty and nature aspects the park offers and asked that other locations be considered.

Resident Kim Holloway of Davis Court said she feels an injustice was done to the Skatepark group that came to the meeting with the intention of getting some answers; she feels they were short-changed after all the hard work they have done. Ms. Holloway said she is very concerned that Mayor Tyndall has not signed the Short-Term Rental Ordinance. She said it makes her wonder what kind of enforcement is being done and if a blind eye is being turned.



Ms. Gladys Watson of Oak Court was present at the meeting to share her desire for a Dog Park at Stephen Decatur Park. She created a petition for supporters of the project to sign, which she had available at the meeting.

Resident Ann Marie Pollack of Nancy Avenue said it is hard for her to believe that only twelve Short-Term Rental applications were received and six were granted. She said she did a quick search of the available rental properties before attending the meeting and came across nineteen properties within Town limits. She emphasized the need for better enforcement of the ordinance.

Resident Jennifer Hickman of Church Street shared that she lives next door to an illegally rented property; she added that she feels illegal rentals put others in a dangerous situation. She said her wish is for the Town to put something in place that would prohibit patrons from being allowed on illegal properties.

Resident Adam Davis and Lauren Georgevich of South Main Street were present at the meeting to share their concerns over short-term rentals. Ms. Georgevich acknowledged there is an enforcement issue, but she said the issue is not Mr. Engelhart's fault. She continued by saying she knows Mr. Engelhart has been asking for help and nothing has been done; she said she fears someone will end up getting hurt if short-term rental enforcement is not addressed. Mr. Davis said it is embarrassing the Town cannot support the need for additional staff to help with enforcement.

Resident Laura Stearns of South Main Street shared that she was present at the meeting to support her neighbors; she said she has witnessed the short-term rental issues being discussed. She asked how the ordinance will be enforced to prove that a person does not use the short-term rental property as their primary residence.

Resident Jennifer Lynch of Ann Drive made the Mayor and Council aware that one short-term rental property owner has multiple properties listed as the primary residence.

Resident Bill Todd of Franklin Avenue said the current ordinance is confusing and feels the \$600 daily fine for violations is steep.

Ms. Lahr asked to confirm what areas in Town designate the downtown Historic District.

#### 9. Comments from the Council

Councilmember Knerr thanked those that spoke during the meeting. He encouraged others that wished to comment on the topics discussed to write or call their councilmember.

Councilmember Nichols acknowledged that the short-term rental procedures in the ordinance are not working but said that the Council is trying to correct it. She said the purpose of implementing the \$600 daily fine was to deter violators from acting against the procedures put in place. She said she knows there are other properties acting in violation and encouraged residents to report them.

Councilmember Orris thanked those that shared their thoughts and opinions on the topics discussed during the meeting. He said they need to find a way to ensure that rules concerning the Short-Term Rental ordinance are followed and enforced. He continued by following up on an email he sent to other members of the Council reviewing the option given to municipalities for submitting three legislative priority requests through the Maryland Municipal League (MML) for the General Assembly Session; he asked that the topic be included as an agenda item for the Mayor and Council meeting on June 12, 2023, for further discussion. Mayor Tyndall indicated he would like to touch on the discussion prior to the meeting. Councilmember

Orris requested updated versions of the ARPA project plan as well as the graph provided in Fiscal Year 2023 which detailed the allocation of reserve funds that the Town oversees.

Councilmember Green thanked the members of the public that participated in the meeting. He said it is important to continue developing an appropriate path forward regarding the Short-Term rental ordinance; he emphasized that the Planning Department needs additional help. He said the way the skatepark discussion unfolded was unfortunate and feels the item should have been blocked from the agenda prior to the meeting. Councilmember Green thanked the Horticultural Advisory Committee for the work the group has been doing around the Town.

10. Comments from the Mayor

Mayor Tyndall acknowledged the change in the meeting agenda; he said the change stems from direction received from Local Government Insurance Trust legal counsel concerning how to structure public meetings and the daily operations and business of the Town. He said he values the feedback from the public and encouraged residents to contact his office with comments or concerns. Mayor Tyndall recognized the Town staff for managing the successful events over the past weekend. He added that he is happy to see the advancement of the skatepark project and apologized for the confusion regarding the pathway to move forward.

Vice President Burrell shared that he is concerned about the new agenda format; he said it is a sad time when people cannot come together and have a legitimate exchange of ideas until a certain point in the meeting. He said the need for additional staff was discussed and reminded the public that the tax rate is not official until the budget is approved.

11. Comments from the Press – none.

12. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 9:31 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



**ORDINANCE 2023-03**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE FY 2024 BUDGET AS SUBMITTED.

**THIS ORDINANCE** was introduced and read at a meeting of the Town Council held on the 8 day of May, 2023, and thereafter a statement of the substance of the Ordinance was published as required by law.

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

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

This Ordinance was approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor of the Town of Berlin and is effective at the start of the 2024 Fiscal Year on July 1, 2023.

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

ATTEST:

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



Town of Berlin, MD

# Budget Comparison Report

## Account Summary

Updated 06/08/23 NS

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Comparison 1 Budget		Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Fund: 01 - GENERAL FUND								
Department: 4001 - GENERAL FUND REVENUES								
<a href="#">01-4001-3000</a>	PRIOR YEAR ABATEMENT	-14,373.72	-17,743.64	0.00	0.00	0.00	0.00	0.00%
<a href="#">01-4001-3005</a>	REAL PROPERTY	3,677,503.35	3,976,990.91	4,082,286.31	3,924,509.00	4,263,756.00	339,247.00	8.64%
<a href="#">01-4001-3015</a>	CORPORATION TAX	210,998.05	196,712.95	200,353.50	190,000.00	195,000.00	5,000.00	2.63%
<a href="#">01-4001-3020</a>	PUBLIC UTILITIES TAX	117,107.22	117,454.19	112,410.12	115,000.00	115,000.00	0.00	0.00%
<a href="#">01-4001-3021</a>	ROOM TAX	41,852.30	52,485.14	68,116.47	40,800.00	50,000.00	9,200.00	22.55%
<a href="#">01-4001-3022</a>	ADMISSION TAX	11,612.43	17,098.29	24,900.59	6,200.00	20,000.00	13,800.00	222.58%
<a href="#">01-4001-3025</a>	DISCOUNT	-9,972.26	-11,388.23	0.00	0.00	0.00	0.00	0.00%
<a href="#">01-4001-3030</a>	IN LIEU OF TAX	182,076.00	92,249.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">01-4001-3040</a>	STATE INCOME TAX	672,261.87	411,844.97	460,290.64	400,000.00	460,000.00	60,000.00	15.00%
<a href="#">01-4001-3060</a>	PENALTY AND INTEREST	24,338.56	24,348.70	880.56	15,000.00	1,500.00	-13,500.00	-90.00%
<a href="#">01-4001-3105</a>	BUILDING PLAN REVIEW	6,840.00	5,169.00	3,770.00	3,000.00	4,000.00	1,000.00	33.33%
<a href="#">01-4001-3106</a>	BUILDING PERMIT	160,563.95	115,110.24	70,637.47	50,000.00	65,000.00	15,000.00	30.00%
<a href="#">01-4001-3108</a>	SIGN PERMIT	3,908.96	1,071.91	2,486.02	1,000.00	1,000.00	0.00	0.00%
<a href="#">01-4001-3109</a>	MISCELLANEOUS PERMIT	11,535.72	6,443.70	9,359.38	5,000.00	6,500.00	1,500.00	30.00%
<a href="#">01-4001-3113</a>	FRANCHISE FEES	109,469.04	105,497.98	78,416.49	104,000.00	104,000.00	0.00	0.00%
<a href="#">01-4001-3115</a>	BUSINESS LICENSE	40,643.71	40,129.50	51,800.26	35,000.00	54,000.00	19,000.00	54.29%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	BUSINESS LICENSE INCREASE		0.00	0.00	-19,000.00			
2023-2024	BUSUNESS LICENSE		0.00	0.00	-35,000.00			
<a href="#">01-4001-3200</a>	POLICE USDA GRANT	0.00	24,300.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">01-4001-3201</a>	NATIONAL OPIOID SETTLEMEN	0.00	0.00	4,425.43	0.00	0.00	0.00	0.00%
<a href="#">01-4001-3202</a>	POLICE GRANTS	0.00	0.00	3,966.78	0.00	0.00	0.00	0.00%
<a href="#">01-4001-3208</a>	ARPA GRANT	0.00	0.00	0.00	513,158.00	0.00	-513,158.00	-100.00%
<a href="#">01-4001-3240</a>	HIGHWAY USER REVENUE	225,343.58	241,418.24	46,433.48	230,000.00	299,000.00	69,000.00	30.00%
<a href="#">01-4001-3241</a>	MDOT BIKEWAYS GRANT	0.00	0.00	0.00	430,819.00	1,160,878.00	730,059.00	169.46%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	RAILS TO TRAILS PHASE II		0.00	0.00	-1,160,878.00			
<a href="#">01-4001-3242</a>	STATE POLICE AID	62,403.25	100,380.32	42,414.88	35,110.00	34,100.00	-1,010.00	-2.88%

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					Budget	Budget		
						Increase /		
						(Decrease)		

## Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					Parent Budget	Budget		
					2022-2023	2023-2024		
					2022-2023	2023-2024		
Account Number	2020-2021	2021-2022	2022-2023					
	Total Activity	Total Activity	YTD Activity					
			Through Jun					
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	RESIDENTIAL	50.00	-2,000.00	-100,000.00			Increase /	%
							(Decrease)	
<a href="#">01-4001-3591</a>	IMPACT FEE COMMERCIAL	6,816.00	25,492.00	0.00	35,000.00	30,000.00	-5,000.00	-14.29%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	COMMERCIAL	30.00	-1,000.00	-30,000.00				
<a href="#">01-4001-3701</a>	INTEREST EARNED	48,537.19	55,335.48	130,558.46	35,000.00	100,000.00	65,000.00	185.71%
<a href="#">01-4001-3800</a>	MISCELLANEOUS INCOME	20,370.71	6,872.93	5,290.49	2,000.00	5,000.00	3,000.00	150.00%
<a href="#">01-4001-3805</a>	PARKS AND RECREATION GRAN	0.00	0.00	0.00	111,650.00	254,567.00	142,917.00	128.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CPP GRANT LAND WA CONS FUND SD COMF	0.00	0.00	-155,567.00				
2023-2024	CPP GRANT SD COMFORT STATION	0.00	0.00	-99,000.00				
<a href="#">01-4001-3815</a>	CHRISTMAS PARADE	2,205.00	2,831.00	4,895.00	2,500.00	3,000.00	500.00	20.00%
<a href="#">01-4001-3820</a>	POLICE CPA PROG REVENUE	-4,499.44	1,637.04	181.73	2,000.00	2,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CRIME PREVENTION	0.00	0.00	-2,000.00				
<a href="#">01-4001-3821</a>	POLICE FORFEITURE FUND	0.00	16,700.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">01-4001-3867</a>	CONTRIBUTION FROM SEWER	-1,691,780.50	0.00	0.00	400,000.00	300,000.00	-100,000.00	-25.00%
<a href="#">01-4001-3868</a>	CONTRIBUTION FROM STORM	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00%
<a href="#">01-4001-3870</a>	GAIN LOSS DISPOSAL OF ASSET	34,249.00	5,947.51	39,543.00	0.00	0.00	0.00	0.00%
<a href="#">01-4001-3871</a>	CONTRIBUTION FROM RESERV	0.00	0.00	0.00	252,950.00	2,226,190.00	1,973,240.00	780.09%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	AVS ARPA CF	0.00	0.00	-50,000.00				
2023-2024	BACKHOE CF IMPACT FEES	0.00	0.00	-125,000.00				
2023-2024	BFC EMS ADDITIONAL STAFFING LIG RESERV	0.00	0.00	-42,500.00				
2023-2024	DIGITIZING PROJECT ARPA CF	0.00	0.00	-50,000.00				
2023-2024	FIRE CAPITAL PROJECTS ARPA CF	0.00	0.00	-220,000.00				
2023-2024	LEOPS LIG RESERVE	0.00	0.00	-365,970.00				
2023-2024	PUBLIC WORKS BLDG CAP RESERVE	0.00	0.00	-400,000.00				
2023-2024	PWKS PROJECTS IMPACT FEES RESERVE	0.00	0.00	-54,500.00				
2023-2024	RAILS AND TRAILS ARPA CF	0.00	0.00	-76,138.00				
2023-2024	RAILS AND TRAILS CAPITAL RESERVE	0.00	0.00	-60,536.00				
2023-2024	RAILS AND TRAILS MATCH CF RESERVE	0.00	0.00	-39,875.00				

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
2023-2024	RAILS TRAILS WO CO GRANT CF		0.00	0.00	-113,671.00			
2023-2024	STRATEGIC PLAN ARPA CF		0.00	0.00	-28,000.00			
2023-2024	TOWN HALL, PLANNING RENOVATION CAPI		0.00	0.00	-500,000.00			
2023-2024	WEST STREET DESIGN IMPACT FEES		0.00	0.00	-100,000.00			
<a href="#">01-4001-3884</a>	SITE PLAN REVIEW	1,050.00	3,675.00	1,195.00	2,000.00	2,000.00	0.00	0.00%
<a href="#">01-4001-3888</a>	COUNTY LIQUOR BOARD	40,032.00	22,781.25	0.00	10,000.00	15,000.00	5,000.00	50.00%
<a href="#">01-4001-3899</a>	NSF HOLDING ACCOUNT	56.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Department: 4001 - GENERAL FUND REVENUES:		5,785,505.04	7,399,952.31	7,049,038.33	8,670,179.00	11,502,164.00	2,831,985.00	32.66%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5000 - ELECTED OFFICIALS								
<a href="#">01-5000-4001</a>	SALARIES ELECTED AND APPOI	50,264.59	52,831.83	42,303.64	52,500.00	52,505.00	5.00	0.01%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	MAYOR, 5 ELECTED	MAYOR, 5 ELECTED						
<a href="#">01-5000-4002</a>	SALARIES FULL TIME	27,916.97	29,752.71	24,360.32	29,500.00	55,000.00	25,500.00	86.44%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	1 FTE	1 FTE						
<a href="#">01-5000-4500</a>	FICA	5,210.11	5,597.29	3,658.61	6,280.00	8,225.00	1,945.00	30.97%
<a href="#">01-5000-4505</a>	EMPLOYEE HEALTH INSURANCI	53,747.04	54,954.22	47,043.76	56,805.00	71,000.00	14,195.00	24.99%
<a href="#">01-5000-4510</a>	RETIREMENT	7,405.29	6,397.26	3,508.06	5,015.00	10,590.00	5,575.00	111.17%
<a href="#">01-5000-4515</a>	WORKERS' COMPENSATION	1,581.55	665.00	1,854.91	1,765.00	2,010.00	245.00	13.88%
<a href="#">01-5000-4530</a>	VACATION BUY BACK	851.04	0.00	0.00	850.00	0.00	-850.00	-100.00%
<a href="#">01-5000-4550</a>	HEALTH CLAIMS	9,866.65	17,077.55	14,643.07	26,400.00	32,000.00	5,600.00	21.21%
<a href="#">01-5000-4555</a>	RETENTION	48.23	589.64	47.64	50.00	50.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	1.00	50.00	50.00				
<a href="#">01-5000-5200</a>	CONTRACTED SERVICES	526.58	636.95	763.84	740.00	1,380.00	640.00	86.49%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	7.00	190.00	1,330.00				
2023-2024	DRUG TESTING	1.00	50.00	50.00				
<a href="#">01-5000-5210</a>	INSURANCE	9,832.00	9,832.00	11,997.00	12,620.00	14,000.00	1,380.00	10.94%
<a href="#">01-5000-5615</a>	TRAVEL	500.00	404.22	1,995.24	2,000.00	3,000.00	1,000.00	50.00%
<a href="#">01-5000-5616</a>	CELL PHONE	3,000.00	2,400.00	1,800.00	4,200.00	4,200.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CELL PHONE REIMBURSEMENT	7.00	600.00	4,200.00				
<a href="#">01-5000-5620</a>	DUES AND PUBLICATIONS	60.00	30.00	325.00	240.00	500.00	260.00	108.33%
<a href="#">01-5000-5621</a>	EMPLOYEE TRAINING	1,775.00	2,455.00	290.00	3,750.00	3,750.00	0.00	0.00%
<a href="#">01-5000-5676</a>	SPECIAL APPROPRIATIONS	1,405.33	1,435.37	1,267.88	1,000.00	1,500.00	500.00	50.00%
<a href="#">01-5000-5700</a>	OFFICE SUPPLIES	1,084.95	1,899.90	2,325.21	2,970.00	4,500.00	1,530.00	51.52%



Budget Comparison Report

					Comparison 1	Comparison 1	%
					Budget	to Parent	
					Budget	Budget	
					2023-2024	Increase /	
					2023-2024	(Decrease)	

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Comparison 1	Comparison 1		%	
					Parent Budget	Budget			to Parent
					2022-2023 2022-2023	2023-2024 2023-2024			Budget Increase / (Decrease)
Department: 5100 - ADMINISTRATION									
<a href="#">01-5100-4002</a>	SALARIES FULL TIME	307,662.18	410,046.02	205,561.57	328,380.00	411,100.00	82,720.00	25.19%	
Budget Notes									
Budget Code	Subject	Description							
2023-2024	5 FTE	4 FTE CURRENT, DEPUTY							
<a href="#">01-5100-4004</a>	SALARIES OVERTIME	288.60	1,168.33	3,479.76	500.00	5,000.00	4,500.00	900.00%	
<a href="#">01-5100-4068</a>	ELECTION EXPENSE	3,189.98	0.00	1,910.99	4,000.00	4,000.00	0.00	0.00%	
<a href="#">01-5100-4500</a>	FICA	22,711.04	30,365.08	15,667.16	25,160.00	31,835.00	6,675.00	26.53%	
<a href="#">01-5100-4505</a>	EMPLOYEE HEALTH INSURANCE	44,924.25	46,111.75	56,127.96	55,895.00	80,000.00	24,105.00	43.13%	
<a href="#">01-5100-4510</a>	RETIREMENT	32,591.18	32,581.29	31,596.15	37,180.00	46,780.00	9,600.00	25.82%	
<a href="#">01-5100-4515</a>	WORKERS' COMPENSATION	1,854.24	1,200.00	2,155.30	2,070.00	2,330.00	260.00	12.56%	
<a href="#">01-5100-4530</a>	VACATION BUY BACK	5,298.24	0.00	0.00	5,500.00	5,700.00	200.00	3.64%	
<a href="#">01-5100-4545</a>	VEHICLE ALLOWANCE	4,500.08	0.00	0.00	0.00	0.00	0.00	0.00%	
<a href="#">01-5100-4550</a>	HEALTH CLAIMS	10,475.10	10,503.52	5,625.70	20,500.00	36,000.00	15,500.00	75.61%	
<a href="#">01-5100-4555</a>	RETENTION	332.92	2,358.59	2,356.24	200.00	250.00	50.00	25.00%	
Budget Detail									
Budget Code	Description	Units	Price	Amount					
2023-2024	FOOD LION GIFT CARDS	5.00	50.00	250.00					
<a href="#">01-5100-5000</a>	PROFESSIONAL SERVICES	0.00	2,180.00	417.50	4,000.00	4,000.00	0.00	0.00%	
<a href="#">01-5100-5005</a>	LEGAL EXPENSES	2,445.00	22,737.00	0.00	25,000.00	0.00	-25,000.00	-100.00%	
<a href="#">01-5100-5200</a>	CONTRACTED SERVICES	17,571.73	20,814.91	21,250.51	27,950.00	34,450.00	6,500.00	23.26%	
Budget Detail									
Budget Code	Description	Units	Price	Amount					
2023-2024	ADP PROCESSING	5.00	190.00	950.00					
2023-2024	CODE RED	0.00	0.00	3,700.00					
2023-2024	DRUG TESTING	4.00	50.00	200.00					
2023-2024	ENGINEERING SERVICES	0.00	0.00	20,000.00					
2023-2024	GRANT APPLICATION SERVICES	0.00	0.00	5,000.00					
2023-2024	MUNICODE	0.00	0.00	2,500.00					
2023-2024	SHREDDING	0.00	0.00	600.00					
2023-2024	TELVUE	0.00	0.00	1,500.00					
<a href="#">01-5100-5210</a>	INSURANCE	4,820.00	5,200.00	5,500.00	6,500.00	6,800.00	300.00	4.62%	
<a href="#">01-5100-5220</a>	RENTAL OFFICE EQUIPMENT	0.00	0.00	261.00	600.00	600.00	0.00	0.00%	
<a href="#">01-5100-5255</a>	CAPITAL OUTLAY EQUIPMENT	23,000.00	0.00	51,850.25	128,000.00	149,000.00	21,000.00	16.41%	
Budget Detail									
Budget Code	Description	Units	Price	Amount					
2023-2024	AUDIO VISUAL SYSTEM CHAMBERS ARPA CF	0.00	0.00	50,000.00					

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Comparison 1 Budget		Comparison 1 to Parent Budget Increase / (Decrease)	%
					Parent Budget 2022-2023 2022-2023	2023-2024 2023-2024		
2023-2024	DIGITIZING DOCS FILES ARPA CF		0.00	0.00	50,000.00			
2023-2024	IT SERVER REPLACEMENT		0.00	0.00	21,000.00			
2023-2024	STRATEGIC PLAN FOR GROWTH ARPA CF		0.00	0.00	28,000.00			
<a href="#">01-5100-5257</a>	VEHICLE MAINTENANCE	-292.81	-174.76	-279.59	1,300.00	1,300.00	0.00	0.00%
<a href="#">01-5100-5264</a>	WEBSITE	1,775.00	2,325.00	2,805.30	2,400.00	2,400.00	0.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	WEB SERVICES		0.00	0.00	2,400.00			
<a href="#">01-5100-5266</a>	TRANSFER TO RESERVES	0.00	0.00	0.00	410,000.00	310,000.00	-100,000.00	-24.39%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	CONTRIBUTION FROM SEWER FUND		0.00	0.00	300,000.00			
2023-2024	CONTRIBUTION FROM STORMWATER		0.00	0.00	10,000.00			
<a href="#">01-5100-5268</a>	SLOT CONTRIBUTION TO RESEF	0.00	0.00	0.00	300,000.00	418,000.00	118,000.00	39.33%
<a href="#">01-5100-5400</a>	UTILITIES	19,797.52	18,986.72	17,775.45	19,000.00	23,000.00	4,000.00	21.05%
<a href="#">01-5100-5601</a>	POSTAGE	0.00	0.00	9.55	0.00	0.00	0.00	0.00%
<a href="#">01-5100-5607</a>	EMS OPERATING ALLOCATION	0.00	0.00	369,496.35	408,039.18	355,539.18	-52,500.00	-12.87%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	EMS ADDITIONAL STAFF ALLOCATION		0.00	0.00	72,500.00			
2023-2024	EMS OPERATING ALLOCATION		0.00	0.00	283,039.18			
<a href="#">01-5100-5608</a>	FIRE OPERATING ALLOCATION	400,000.00	400,000.00	116,960.82	116,960.82	336,960.82	220,000.00	188.10%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	FIRE ONE TIME CAPITAL ARPA FUNDS		0.00	0.00	220,000.00			
2023-2024	FIRE OPERATING ALLOCATION		0.00	0.00	116,960.82			
<a href="#">01-5100-5609</a>	FIRE&EMS CAPITAL ALLOCATIC	0.00	0.00	47,520.00	267,520.00	0.00	-267,520.00	-100.00%
<a href="#">01-5100-5610</a>	TELEPHONE	8,957.31	9,278.31	9,754.66	11,000.00	11,000.00	0.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	PHONE INTERNET VOICE		0.00	0.00	11,000.00			
<a href="#">01-5100-5615</a>	TRAVEL	271.47	856.22	1,705.68	2,200.00	4,050.00	1,850.00	84.09%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	MEETINGS		0.00	0.00	500.00			

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					Budget	Budget		
						Increase /		
						(Decrease)		

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					2022-2023	Budget		
					2022-2023	2023-2024	Increase /	%
					2022-2023	2023-2024	(Decrease)	
Account Number								
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	MONITORS	0.00	0.00	850.00				
2023-2024	OFFICE SUPPLIES	0.00	0.00	1,000.00				
<a href="#">01-5100-5726</a>	ADVERTISING	1,001.50	1,346.26	1,487.50	1,500.00	2,000.00	500.00	33.33%
<a href="#">01-5100-5789</a>	CONTINGENCY	0.00	0.00	0.00	21,332.00	44,867.00	23,535.00	110.33%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CONTINGENCY	0.00	0.00	34,367.00				
2023-2024	CPP GRANT MATCH	0.00	0.00	10,500.00				
<a href="#">01-5100-6510</a>	CUST SERVICE REIM GEN FUN	79,376.00	83,137.00	89,683.00	89,683.00	96,810.00	7,127.00	7.95%
<a href="#">01-5100-7523</a>	PURNELL CROSSING PUD REV. I	0.00	0.00	-9,651.96	0.00	0.00	0.00	0.00%
Total Department: 5100 - ADMINISTRATION:		1,034,286.99	1,149,262.24	1,086,606.98	2,369,545.00	2,457,177.00	87,632.00	3.70%

## Budget Comparison Report

					Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	
Account Number	2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget		Increase / (Decrease)	
<b>Department: 5120 - FINANCE</b>							
<a href="#">01-5120-4002</a>	SALARIES FULL TIME	186,345.60	194,310.73	155,582.06	200,630.00	206,005.00	5,375.00 2.68%
<b>Budget Notes</b>							
<b>Budget Code</b>	<b>Subject</b>	<b>Description</b>					
2023-2024	3 FTES	3 FTES					
<a href="#">01-5120-4004</a>	SALARIES OVERTIME	0.00	452.61	587.02	500.00	1,000.00	500.00 100.00%
<a href="#">01-5120-4500</a>	FICA	11,119.76	13,886.00	11,160.89	15,390.00	15,840.00	450.00 2.92%
<a href="#">01-5120-4505</a>	EMPLOYEE HEALTH INSURANCE	11,705.14	28,297.23	29,743.12	30,980.00	37,000.00	6,020.00 19.43%
<a href="#">01-5120-4510</a>	RETIREMENT	18,794.34	20,389.72	21,934.29	22,890.00	23,600.00	710.00 3.10%
<a href="#">01-5120-4515</a>	WORKERS' COMPENSATION	1,189.93	555.00	1,422.77	1,335.00	1,540.00	205.00 15.36%
<a href="#">01-5120-4545</a>	VEHICLE ALLOWANCE	2,644.20	0.00	0.00	0.00	0.00	0.00 0.00%
<a href="#">01-5120-4550</a>	HEALTH CLAIMS	4,925.04	13,859.19	12,522.37	11,700.00	16,000.00	4,300.00 36.75%
<a href="#">01-5120-4555</a>	RETENTION	144.69	1,768.94	1,767.18	150.00	150.00	0.00 0.00%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	FOOD LION GIFT CARD	3.00	50.00	150.00			
<a href="#">01-5120-5000</a>	PROFESSIONAL SERVICES	44,700.00	46,250.00	39,500.00	43,000.00	55,000.00	12,000.00 27.91%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	ANNUAL AUDIT, UFR, SINGLE AUDIT	0.00	0.00	55,000.00			
<a href="#">01-5120-5200</a>	CONTRACTED SERVICES	579.46	567.17	552.04	720.00	720.00	0.00 0.00%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	ADP PAYROLL PROCESSING	3.00	190.00	570.00			
2023-2024	DRUG TESTING	3.00	50.00	150.00			
<a href="#">01-5120-5210</a>	INSURANCE	1,435.00	1,435.00	1,500.00	1,850.00	1,900.00	50.00 2.70%
<a href="#">01-5120-5615</a>	TRAVEL	96.00	279.90	1,470.07	2,500.00	4,500.00	2,000.00 80.00%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	MD GFOA, SHORE FRAUD, GFOA, TYLER	0.00	0.00	4,500.00			
<a href="#">01-5120-5616</a>	CELL PHONE	1,800.00	1,800.00	1,350.00	1,800.00	1,800.00	0.00 0.00%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	CELL PHONE REIMBURSEMENT	3.00	600.00	1,800.00			
<a href="#">01-5120-5620</a>	DUES AND PUBLICATIONS	160.00	345.00	280.00	350.00	510.00	160.00 45.71%

## Budget Comparison Report

					Comparison 1 Budget	Comparison 1 to Parent Budget	
				Parent Budget			%
Account Number	2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2023-2024	MD GFOA, GFOA	0.00	0.00	510.00			
<a href="#">01-5120-5621</a>	EMPLOYEE TRAINING	904.00	1,575.00	1,850.00	3,500.00	4,500.00	1,000.00 28.57%
Budget Detail							
Budget Code	Description	Units	Price	Amount			
2023-2024	MD GFOA, GFOA, IMA FRAUD, TYLER	0.00	0.00	4,500.00			
<a href="#">01-5120-5700</a>	OFFICE SUPPLIES	2,661.27	8,575.30	3,382.21	3,000.00	3,000.00	0.00 0.00%
Total Department: 5120 - FINANCE:		289,204.43	334,346.79	284,604.02	340,295.00	373,065.00	32,770.00 9.63%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5125 - CUSTOMER ACCOUNTS								
<a href="#">01-5125-4002</a>	SALARIES FULL TIME	119,818.58	129,442.29	103,528.15	133,335.00	136,500.00	3,165.00	2.37%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	3 FTES	3 FTES						
<a href="#">01-5125-4004</a>	SALARIES OVERTIME	110.81	112.83	437.92	1,000.00	1,000.00	0.00	0.00%
<a href="#">01-5125-4500</a>	FICA	8,737.15	9,256.54	7,440.05	10,280.00	10,520.00	240.00	2.33%
<a href="#">01-5125-4505</a>	EMPLOYEE HEALTH INSURANCE	22,853.12	27,506.30	38,765.31	33,580.00	41,000.00	7,420.00	22.10%
<a href="#">01-5125-4510</a>	RETIREMENT	13,053.79	13,432.62	14,579.74	15,525.00	16,000.00	475.00	3.06%
<a href="#">01-5125-4515</a>	WORKERS' COMPENSATION	1,109.93	455.00	1,317.37	1,225.00	1,430.00	205.00	16.73%
<a href="#">01-5125-4550</a>	HEALTH CLAIMS	3,893.61	12,768.56	18,237.58	14,625.00	20,000.00	5,375.00	36.75%
<a href="#">01-5125-4555</a>	RETENTION	144.69	1,768.92	1,767.18	150.00	150.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARDS	3.00	50.00	150.00				
<a href="#">01-5125-5200</a>	CONTRACTED SERVICES	36,948.61	39,696.59	25,116.39	36,220.00	40,220.00	4,000.00	11.04%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESING	3.00	190.00	570.00				
2023-2024	CONTRACTED SERVICES	0.00	0.00	500.00				
2023-2024	DRUG TESTING	3.00	50.00	150.00				
2023-2024	TYLER ANNUAL SUPPORT	0.00	0.00	39,000.00				
<a href="#">01-5125-5210</a>	INSURANCE	2,380.00	2,380.00	2,500.00	2,875.00	2,900.00	25.00	0.87%
<a href="#">01-5125-5220</a>	RENTAL OFFICE EQUIPMENT	13,011.43	15,801.75	13,130.94	14,000.00	16,800.00	2,800.00	20.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	COPIERS, PRINTERS, MAIL STUFFER	0.00	0.00	16,800.00				
<a href="#">01-5125-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	20,000.00	20,000.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	EASTERN SHORE REGION GIS SYSTEM	0.00	0.00	20,000.00				
<a href="#">01-5125-5601</a>	POSTAGE	20,546.46	29,065.37	25,639.15	30,000.00	30,000.00	0.00	0.00%
<a href="#">01-5125-5615</a>	TRAVEL	97.47	3.00	0.00	500.00	1,500.00	1,000.00	200.00%



## Budget Comparison Report

					Comparison 1 Budget	Comparison 1 to Parent Budget		
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	%
Account Number	2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget				
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	TYLER CONFERENCE	0.00	0.00	1,500.00				
01-5125-5616	CELL PHONE	1,650.00	1,800.00	1,350.00	1,800.00	1,800.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CELL PHONE REIMBURSEMENT	3.00	600.00	1,800.00				
01-5125-5621	EMPLOYEE TRAINING	0.00	190.00	300.00	1,200.00	2,700.00	1,500.00	125.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ON LINE CLASSES	0.00	0.00	1,200.00				
2023-2024	TYLER CONFERENCE	0.00	0.00	1,500.00				
01-5125-5622	INFORMATION TECHNOLOGY	68,151.60	54,651.83	61,379.50	64,033.00	63,530.00	-503.00	-0.79%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CARDS COMPLETE SERVICE AGREEMENT	0.00	0.00	38,000.00				
2023-2024	CARDS CONTINUITY BACKUP & DISASTER RE	0.00	0.00	7,000.00				
2023-2024	IT SERVICES	0.00	0.00	1,000.00				
2023-2024	MICROSOFT 365 E5 ADMIN LICENSE	0.00	0.00	690.00				
2023-2024	MICROSOFT AZURE SERVICES	0.00	0.00	40.00				
2023-2024	OFFICE 365 E3 LICENSE	0.00	0.00	14,750.00				
2023-2024	QUICKHELP SAAS LEARNING	0.00	0.00	2,050.00				
01-5125-5700	OFFICE SUPPLIES	7,248.00	20,519.31	5,398.37	41,065.00	32,000.00	-9,065.00	-22.07%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CS OFFICE SUPPLIES	0.00	0.00	2,000.00				
2023-2024	GENERAL OFFICE SUPPLIES	0.00	0.00	30,000.00				
01-5125-5720	PRINTING	3,603.22	2,131.22	4,306.80	4,000.00	6,000.00	2,000.00	50.00%
01-5125-5780	BAD DEBT EXPENSE	14,295.02	1,875.00	0.00	15,000.00	5,000.00	-10,000.00	-66.67%
01-5125-5785	CREDIT CARD FEE	26,519.21	30,168.91	31,256.14	28,000.00	36,000.00	8,000.00	28.57%
01-5125-6505	REIMBURSEMENTS	-396,879.00	-409,186.00	-448,415.00	-448,413.00	-485,050.00	-36,637.00	8.17%
Total Department: 5125 - CUSTOMER ACCOUNTS:		-32,706.30	-16,159.96	-91,964.41	0.00	0.00	0.00	0.00%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5130 - BUILDING AND GROUNDS								
<a href="#">01-5130-5200</a>	CONTRACTED SERVICES	20,482.21	17,935.46	28,554.99	49,700.00	48,900.00	-800.00	-1.61%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	DOWNTOWN LANDSCAPING		0.00	0.00	4,000.00			
2023-2024	ELEVATOR INSPECTION		0.00	0.00	1,100.00			
2023-2024	FIRE PROTECTIVE SERVICES TH, PLANNING, \		0.00	0.00	1,200.00			
2023-2024	JANITORIAL SERVICES		0.00	0.00	40,000.00			
2023-2024	PESTICIDE CONTROL		0.00	0.00	1,600.00			
2023-2024	WINDOW CLEANING V.CENTER		0.00	0.00	1,000.00			
<a href="#">01-5130-5250</a>	BUILDING MAINTENANCE	4,548.23	9,989.12	9,584.39	8,000.00	9,000.00	1,000.00	12.50%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	BUILDING MAINTENANCE, PAINT		0.00	0.00	4,000.00			
2023-2024	HVAC MAINTENANCE		0.00	0.00	3,500.00			
2023-2024	SMALL REPAIRS AND TOOLS		0.00	0.00	1,500.00			
<a href="#">01-5130-5251</a>	EQUIPMENT MAINTENANCE	119.28	423.00	1,380.15	1,300.00	3,000.00	1,700.00	130.77%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	GENERATORS MNTNCE		0.00	0.00	1,500.00			
2023-2024	HVAC SYSTEM MNTNCE		0.00	0.00	1,000.00			
2023-2024	PUBLIC RESTROOM		0.00	0.00	500.00			
<a href="#">01-5130-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	98,019.16	31,098.04	583,095.00	1,987,098.00	1,404,003.00	240.78%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	RAILS AND TRAILS CAPITAL RESERVE		0.00	0.00	60,536.00			
2023-2024	RAILS AND TRAILS MATCH CF		0.00	0.00	39,875.00			
2023-2024	RAILS TRAILS ARPA FUNDED CF		0.00	0.00	76,138.00			
2023-2024	RAILS TRAILS MDOT		0.00	0.00	1,160,878.00			
2023-2024	RAILS TRAILS WO CO GRANT CF		0.00	0.00	113,671.00			
2023-2024	TOWN HALL BRICK REPAIR		0.00	0.00	36,000.00			
2023-2024	TOWN HALL,PLANNING REMODELING		0.00	0.00	500,000.00			
<a href="#">01-5130-5700</a>	OFFICE SUPPLIES	0.00	0.00	25.99	0.00	0.00	0.00	0.00%
<a href="#">01-5130-5730</a>	SUPPLIES AND OPERATIONS	0.00	0.00	135.12	0.00	0.00	0.00	0.00%
Total Department: 5130 - BUILDING AND GROUNDS:		25,149.72	126,366.74	70,778.68	642,095.00	2,047,998.00	1,405,903.00	218.96%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5200 - POLICE								
<a href="#">01-5200-4002</a>	SALARIES FULL TIME	1,121,022.05	973,317.79	754,113.90	1,110,370.00	1,201,700.00	91,330.00	8.23%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	19 FTES 3 PTES 1 FTE REQUESTED	19 FTES 3 PTES 1 FTE REQUESTED						
<a href="#">01-5200-4003</a>	SALARIES PART TIME AND TEM	11,150.78	13,212.76	12,830.83	12,860.00	14,780.00	1,920.00	14.93%
<a href="#">01-5200-4004</a>	SALARIES OVERTIME	86,894.72	140,363.09	139,090.62	80,000.00	98,500.00	18,500.00	23.13%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	DISPATCH SHIFT DIFFERENTIAL	0.00	0.00	3,500.00				
2023-2024	FTO PAY (3 NEW, 1 LATERAL)	0.00	0.00	2,500.00				
2023-2024	HOLIDAY PAY	0.00	0.00	11,000.00				
2023-2024	OFFICER SHIFT DIFFERENTIAL	0.00	0.00	9,000.00				
2023-2024	OVERTIME PAY	0.00	0.00	72,500.00				
<a href="#">01-5200-4500</a>	FICA	93,542.43	89,166.27	71,917.73	92,050.00	100,600.00	8,550.00	9.29%
<a href="#">01-5200-4505</a>	EMPLOYEE HEALTH INSURANCI	136,150.17	129,997.92	158,574.58	152,635.00	203,000.00	50,365.00	33.00%
<a href="#">01-5200-4510</a>	RETIREMENT	112,084.25	106,011.45	104,566.63	127,400.00	387,210.00	259,810.00	203.93%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	LEOPS	0.00	0.00	365,970.00				
2023-2024	MD STATE RETIREMENT	0.00	0.00	21,240.00				
<a href="#">01-5200-4515</a>	WORKERS' COMPENSATION	107,059.58	118,818.00	137,684.97	134,190.00	152,000.00	17,810.00	13.27%
<a href="#">01-5200-4530</a>	VACATION BUY BACK	13,307.04	0.00	0.00	11,000.00	15,500.00	4,500.00	40.91%
<a href="#">01-5200-4550</a>	HEALTH CLAIMS	26,276.16	37,349.68	31,475.05	73,200.00	104,000.00	30,800.00	42.08%
<a href="#">01-5200-4555</a>	RETENTION	2,061.05	11,301.19	10,156.94	1,100.00	5,100.00	4,000.00	363.64%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARDS	22.00	50.00	1,100.00				
2023-2024	SPECIALTY PAY (K9,FIREARMS,DETECTIVE,CC	0.00	0.00	4,000.00				
<a href="#">01-5200-5200</a>	CONTRACTED SERVICES	40,492.35	63,316.26	59,432.79	63,639.00	55,936.00	-7,703.00	-12.10%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ABSOLUTE SECURITY CAMERA SYSTEMS	0.00	0.00	1,600.00				
2023-2024	ADP PROCESSING	22.00	190.00	4,180.00				
2023-2024	AXON CAMERA CONTRACT	0.00	0.00	8,500.00				
2023-2024	BACKGROUND CHECKS (PSYCH, CREDIT, PHY	3.00	750.00	2,250.00				
2023-2024	CAPWIN CONTRACT	0.00	0.00	3,100.00				

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					Budget	Budget		
						Increase /		
						(Decrease)		
</								

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	IN CAR VIDEO		0.00	0.00	20,000.00			
2023-2024	RADAR		0.00	0.00	4,000.00			
2023-2024	VEHICLE AND EQUIPMENT		0.00	0.00	52,000.00			
<a href="#">01-5200-5257</a>	VEHICLE MAINTENANCE	17,404.75	22,247.54	22,171.59	16,000.00	19,000.00	3,000.00	18.75%
<a href="#">01-5200-5400</a>	UTILITIES	13,569.53	12,792.88	12,665.30	16,404.00	16,404.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	ELECTRIC AND WATER		12.00	1,200.00	14,400.00			
2023-2024	NATURAL GAS		12.00	167.00	2,004.00			
<a href="#">01-5200-5601</a>	POSTAGE	16.65	111.13	187.38	200.00	200.00	0.00	0.00%
<a href="#">01-5200-5610</a>	TELEPHONE	4,870.36	4,721.69	5,507.94	5,400.00	5,400.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	TELEPHONE, INTERNET, CABLE		12.00	400.00	4,800.00			
2023-2024	VERIZON BACK UP LINE		12.00	50.00	600.00			
<a href="#">01-5200-5615</a>	TRAVEL	1,035.68	5,637.74	4,024.95	2,500.00	3,000.00	500.00	20.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	PER DIEM, HOTEL, TRANSPORT		0.00	0.00	3,000.00			
<a href="#">01-5200-5616</a>	CELL PHONE	7,500.00	7,150.00	4,600.00	7,800.00	9,000.00	1,200.00	15.38%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CELL PHONE REIMBURSEMENT		15.00	600.00	9,000.00			
<a href="#">01-5200-5620</a>	DUES AND PUBLICATIONS	1,138.34	1,671.64	1,605.00	1,000.00	1,200.00	200.00	20.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	IACP		0.00	0.00	400.00			
2023-2024	MAGLOCLEAN		0.00	0.00	400.00			
2023-2024	MD CHIEFS ASSC.		0.00	0.00	200.00			
2023-2024	MML PEA		0.00	0.00	200.00			
<a href="#">01-5200-5621</a>	EMPLOYEE TRAINING	15,227.00	12,024.61	7,854.16	14,000.00	13,000.00	-1,000.00	-7.14%

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					2022-2023	2023-2024	Increase /	%
					2022-2023	2023-2024	(Decrease)	
Account Number	2020-2021	2021-2022	2022-2023	YTD Activity				
	Total Activity	Total Activity	Through Jun					
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ACADEMY TRAINING	0.00	0.00	8,000.00				
2023-2024	CIVILIAN INSERVICE	0.00	0.00	500.00				
2023-2024	K-9 TRAINING	0.00	0.00	2,500.00				
2023-2024	POLICE INSERVICE	0.00	0.00	800.00				
2023-2024	SPECIALIZED TRAINING	0.00	0.00	1,200.00				
<a href="#">01-5200-5622</a>	INFORMATION TECHNOLOGY	9,801.82	9,252.44	4,898.25	12,500.00	14,500.00	2,000.00	16.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CODY MAINTENANCE	0.00	0.00	8,500.00				
2023-2024	EXCHANGE EMAIL HOSTING	0.00	0.00	2,000.00				
2023-2024	IT TECH	0.00	0.00	1,185.00				
2023-2024	OFFICE 365	0.00	0.00	1,815.00				
2023-2024	WATCHGUARD LICENSE	0.00	0.00	1,000.00				
<a href="#">01-5200-5626</a>	FINGERPRINT EXPENSE	10,992.24	6,148.47	20,627.31	8,000.00	20,000.00	12,000.00	150.00%
<a href="#">01-5200-5630</a>	VEHICLE FUEL	32,915.90	59,221.86	41,999.76	49,500.00	52,000.00	2,500.00	5.05%
<a href="#">01-5200-5647</a>	CLOTHING PURCHASE	6,999.29	5,770.36	2,549.89	5,000.00	6,520.00	1,520.00	30.40%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	BOOTS SHOES	6.00	120.00	720.00				
2023-2024	CIVILIAN ATTIRE	0.00	0.00	600.00				
2023-2024	DETECTIVE CLOTHING	0.00	0.00	600.00				
2023-2024	HATS,TOBOGANS	0.00	0.00	100.00				
2023-2024	NEW HIRES	3.00	1,300.00	3,900.00				
2023-2024	REPLACEMENT UNIFORMS	0.00	0.00	600.00				
<a href="#">01-5200-5648</a>	LAUNDRY AND DRYCLEANING	1,059.00	914.50	0.00	1,300.00	1,300.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	DRYCLEANING	0.00	0.00	1,300.00				
<a href="#">01-5200-5676</a>	SPECIAL APPROPRIATIONS	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	RANGE FEES	0.00	0.00	1,050.00				
<a href="#">01-5200-5700</a>	OFFICE SUPPLIES	1,230.47	4,475.72	2,257.45	2,500.00	2,500.00	0.00	0.00%

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					Budget	Budget		
					Increase /	(Decrease)		
					%			

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5300 - PUBLIC WORKS								
<a href="#">01-5300-4002</a>	SALARIES FULL TIME	0.00	39,142.56	59,989.84	76,660.00	92,350.00	15,690.00	20.47%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	1 FTE	1 FTE						
<a href="#">01-5300-4500</a>	FICA	0.00	2,940.10	4,571.58	5,865.00	7,065.00	1,200.00	20.46%
<a href="#">01-5300-4505</a>	EMPLOYEE HEALTH INSURANCI	0.00	2,675.69	6,989.05	6,325.00	8,000.00	1,675.00	26.48%
<a href="#">01-5300-4510</a>	RETIREMENT	0.00	64.30	8,381.09	8,700.00	10,470.00	1,770.00	20.34%
<a href="#">01-5300-4515</a>	WORKERS' COMPENSATION	125.00	-115.00	242.29	145.00	270.00	125.00	86.21%
<a href="#">01-5300-4550</a>	HEALTH CLAIMS	0.00	1,009.96	1,230.60	2,925.00	4,000.00	1,075.00	36.75%
<a href="#">01-5300-4555</a>	RETENTION	0.00	0.00	589.06	50.00	50.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	1.00	50.00	50.00				
<a href="#">01-5300-5200</a>	CONTRACTED SERVICES	7,034.90	8,555.60	8,041.53	7,120.00	8,165.00	1,045.00	14.68%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP	1.00	190.00	190.00				
2023-2024	DOT PHYSICAL	1.00	125.00	125.00				
2023-2024	DRUG TESTING	0.00	0.00	50.00				
2023-2024	FIRE PROTECTION	0.00	0.00	400.00				
2023-2024	MISS UTILITY	0.00	0.00	400.00				
2023-2024	OIL RECYCLING	0.00	0.00	500.00				
2023-2024	UNIFORM CLEANING	0.00	0.00	6,500.00				
<a href="#">01-5300-5210</a>	INSURANCE	1,634.08	1,400.00	2,203.08	1,510.00	2,900.00	1,390.00	92.05%
<a href="#">01-5300-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	84,613.56	13,000.00	418,000.00	405,000.00	3,115.38%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CONCRETE PAD 20X40 OIL SEPARATOR CF IN	0.00	0.00	18,000.00				
2023-2024	PUBLIC WORKS BUILDING CAP RESERVE	0.00	0.00	400,000.00				
<a href="#">01-5300-5257</a>	VEHICLE MAINTENANCE	770.89	138.00	-89.88	500.00	800.00	300.00	60.00%
<a href="#">01-5300-5400</a>	UTILITIES	6,540.62	7,262.78	6,442.02	6,600.00	7,600.00	1,000.00	15.15%
<a href="#">01-5300-5610</a>	TELEPHONE	5,271.09	5,437.32	5,736.74	6,200.00	6,200.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	PHONE INTERNET VOICE	0.00	0.00	6,200.00				



Budget Comparison Report

					Comparison 1 Budget		Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget			
<a href="#">01-5300-5615</a>	TRAVEL	201.21	905.32	400.03	1,000.00	2,000.00	1,000.00	100.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	SOLID WASTE CONF, MML, WEATHER PREP		0.00	0.00	2,000.00			
<a href="#">01-5300-5616</a>	CELL PHONE	50.00	0.00	450.00	600.00	600.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CELL PHONE REIMBURSEMENT		1.00	600.00	600.00			
<a href="#">01-5300-5620</a>	DUES AND PUBLICATIONS	1,995.00	1,720.00	400.00	2,140.00	2,170.00	30.00	1.40%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	AMAZON PRIME		0.00	0.00	170.00			
2023-2024	DIESEL LAPTOP ANNUAL SUBSCRIPTION		0.00	0.00	1,200.00			
2023-2024	MD DC UTILITIES		0.00	0.00	800.00			
<a href="#">01-5300-5621</a>	EMPLOYEE TRAINING	255.00	341.83	1,902.00	3,950.00	7,000.00	3,050.00	77.22%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CDL CLASS		0.00	0.00	5,000.00			
2023-2024	FLAGGER TRAINING		0.00	0.00	500.00			
2023-2024	MML CONFERENCE		0.00	0.00	500.00			
2023-2024	PESTICIDE SPRAYING CERTIFICATION		0.00	0.00	1,000.00			
<a href="#">01-5300-5630</a>	VEHICLE FUEL	2,429.91	3,139.03	7,455.76	3,750.00	10,000.00	6,250.00	166.67%
<a href="#">01-5300-5700</a>	OFFICE SUPPLIES	360.82	3,788.68	6,138.21	9,007.00	6,000.00	-3,007.00	-33.39%
<a href="#">01-5300-5730</a>	SUPPLIES AND OPERATIONS	6,974.43	9,682.96	8,459.43	8,000.00	10,000.00	2,000.00	25.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	BATTERIES, SMALL TOOLS, OUTDOOR CLEAN		0.00	0.00	10,000.00			
<a href="#">01-5300-5740</a>	SAFETY SUPPLIES AND MATERI.	0.00	2,141.01	1,257.28	2,000.00	6,950.00	4,950.00	247.50%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	AED DEFIBRILLATOR		0.00	0.00	3,000.00			
2023-2024	FIRST AID BOXES		0.00	0.00	1,950.00			
2023-2024	SAFETY GEAR		0.00	0.00	2,000.00			
Total Department: 5300 - PUBLIC WORKS:		33,642.95	90,230.14	215,403.27	166,047.00	610,590.00	444,543.00	267.72%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5310 - SANITATION								
<a href="#">01-5310-4002</a>	SALARIES FULL TIME	119,773.84	122,624.42	98,609.13	126,935.00	133,990.00	7,055.00	5.56%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	3 FTES	3 FTES						
<a href="#">01-5310-4004</a>	SALARIES OVERTIME	1,287.91	4,726.76	1,882.98	8,500.00	10,000.00	1,500.00	17.65%
<a href="#">01-5310-4500</a>	FICA	8,023.70	8,657.71	7,002.69	10,365.00	11,020.00	655.00	6.32%
<a href="#">01-5310-4505</a>	EMPLOYEE HEALTH INSURANCE	38,144.82	36,943.14	41,374.82	33,455.00	43,100.00	9,645.00	28.83%
<a href="#">01-5310-4510</a>	RETIREMENT	12,612.98	12,970.69	13,881.79	14,825.00	15,680.00	855.00	5.77%
<a href="#">01-5310-4515</a>	WORKERS' COMPENSATION	5,580.58	4,965.00	7,181.71	6,220.00	7,800.00	1,580.00	25.40%
<a href="#">01-5310-4530</a>	VACATION BUY BACK	936.96	0.00	0.00	1,000.00	0.00	-1,000.00	-100.00%
<a href="#">01-5310-4550</a>	HEALTH CLAIMS	5,639.48	20,521.73	4,914.69	14,625.00	20,000.00	5,375.00	36.75%
<a href="#">01-5310-4555</a>	RETENTION	244.69	1,768.93	1,767.18	150.00	150.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	3.00	50.00	150.00				
<a href="#">01-5310-5200</a>	CONTRACTED SERVICES	185,418.62	149,513.74	119,232.40	215,000.00	216,095.00	1,095.00	0.51%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	3.00	190.00	570.00				
2023-2024	DOT PHYSICAL	3.00	125.00	375.00				
2023-2024	DRUG TESTING	3.00	50.00	150.00				
2023-2024	WO COUNTY LANDFILL	0.00	0.00	215,000.00				
<a href="#">01-5310-5210</a>	INSURANCE	4,664.08	4,064.00	5,284.08	5,715.00	6,100.00	385.00	6.74%
<a href="#">01-5310-5251</a>	EQUIPMENT MAINTENANCE	0.00	219.31	13,653.02	11,200.00	12,000.00	800.00	7.14%
<a href="#">01-5310-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	36,500.00	36,500.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	DOWN TOWN TRASH RECEPTALS IMP FEES	0.00	0.00	13,000.00				
2023-2024	FREIGHTLINER AUTO TRASH TRUCK PARTS R	0.00	0.00	10,000.00				
2023-2024	GREEN TRASH RECEPTALS LIDS IMP FEES	0.00	0.00	5,000.00				
2023-2024	GREEN TRASH RECEPTALS WITH LOGO IMF	0.00	0.00	8,500.00				
<a href="#">01-5310-5257</a>	VEHICLE MAINTENANCE	10,726.13	18,679.02	17,244.67	16,500.00	18,000.00	1,500.00	9.09%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	DIESEL MOTOR OIL AND FILTERS	0.00	0.00	3,000.00				
2023-2024	HYDROLIC OIL	0.00	0.00	5,000.00				

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
2023-2024								
SANITATION TRUCKS			0.00	0.00	10,000.00			
<a href="#">01-5310-5616</a>								
CELL PHONE		1,800.00	1,800.00	1,350.00	1,800.00	1,800.00	0.00	0.00%
Budget Detail								
Budget Code		Description	Units	Price	Amount			
2023-2024		CELL PHONE REIMBURSEMENTS	3.00	600.00	1,800.00			
<a href="#">01-5310-5621</a>								
EMPLOYEE TRAINING		0.00	120.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">01-5310-5630</a>								
VEHICLE FUEL		13,824.84	21,402.53	20,553.45	21,750.00	28,400.00	6,650.00	30.57%
<a href="#">01-5310-5730</a>								
SUPPLIES AND OPERATIONS		5,139.76	4,058.64	6,630.69	6,000.00	10,000.00	4,000.00	66.67%
Budget Detail								
Budget Code		Description	Units	Price	Amount			
2023-2024		CLEANING AND ODOR CONTROL	0.00	0.00	8,000.00			
2023-2024		GLOVES, MISC	0.00	0.00	2,000.00			
Total Department: 5310 - SANITATION:		413,818.39	413,035.62	360,563.30	494,040.00	570,635.00	76,595.00	15.50%

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					2022-2023	2023-2024	Increase /	%
					2022-2023	2023-2024	(Decrease)	
Account Number	2020-2021	2021-2022	2022-2023	Parent Budget				
	Total Activity	Total Activity	YTD Activity	2022-2023	2023-2024	2023-2024	Increase /	%
			Through Jun				(Decrease)	
Department: 5320 - STREETS								
<a href="#">01-5320-4002</a>	SALARIES FULL TIME	239,331.26	214,716.37	180,052.09	245,160.00	277,470.00	32,310.00	13.18%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	5 FTES	5 FTES						
<a href="#">01-5320-4003</a>	SALARIES PART TIME AND TEM	2,211.60	2,154.75	7,287.75	13,200.00	13,200.00	0.00	0.00%
<a href="#">01-5320-4004</a>	SALARIES OVERTIME	1,990.62	6,236.11	2,756.15	18,000.00	22,450.00	4,450.00	24.72%
<a href="#">01-5320-4500</a>	FICA	18,820.77	16,071.87	13,835.45	21,150.00	23,955.00	2,805.00	13.26%
<a href="#">01-5320-4505</a>	EMPLOYEE HEALTH INSURANCI	36,412.05	35,663.43	53,949.95	57,416.00	72,600.00	15,184.00	26.45%
<a href="#">01-5320-4510</a>	RETIREMENT	25,430.18	20,981.77	19,920.16	28,660.00	32,100.00	3,440.00	12.00%
<a href="#">01-5320-4515</a>	WORKERS' COMPENSATION	11,316.55	10,685.00	13,926.79	12,600.00	15,050.00	2,450.00	19.44%
<a href="#">01-5320-4530</a>	VACATION BUY BACK	0.00	0.00	0.00	1,000.00	1,050.00	50.00	5.00%
<a href="#">01-5320-4550</a>	HEALTH CLAIMS	15,524.32	14,787.74	13,895.11	26,325.00	32,000.00	5,675.00	21.56%
<a href="#">01-5320-4555</a>	RETENTION	241.15	2,948.20	2,945.30	250.00	250.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	5.00	50.00	250.00				
<a href="#">01-5320-5200</a>	CONTRACTED SERVICES	3,185.70	1,018.25	2,426.70	7,830.00	12,380.00	4,550.00	58.11%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	0.00	0.00	1,330.00				
2023-2024	DOT PHYSICAL	4.00	125.00	500.00				
2023-2024	DRUG SREENING SEASONAL	4.00	50.00	200.00				
2023-2024	DRUG TESTING	0.00	0.00	350.00				
2023-2024	ENGINEERING SERVICES	0.00	0.00	10,000.00				
<a href="#">01-5320-5210</a>	INSURANCE	1,428.08	1,066.00	1,184.08	1,130.00	1,400.00	270.00	23.89%
<a href="#">01-5320-5221</a>	RENTAL EQUIPMENT	0.00	0.00	0.00	500.00	0.00	-500.00	-100.00%
<a href="#">01-5320-5251</a>	EQUIPMENT MAINTENANCE	7,144.72	5,685.03	8,493.90	10,300.00	12,000.00	1,700.00	16.50%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	STREET EQUIPMENT MAINTENANCE	0.00	0.00	12,000.00				
<a href="#">01-5320-5252</a>	STREET REPAIR	11,342.97	3,556.84	1,329.00	11,000.00	15,000.00	4,000.00	36.36%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	PAVING, STONES, LINE PAINTING	0.00	0.00	15,000.00				
<a href="#">01-5320-5255</a>	CAPITAL OUTLAY EQUIPMENT	516,614.83	256,478.60	217,394.40	601,000.00	524,000.00	-77,000.00	-12.81%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	BACKHOE CF \$125,000 IMP FEES \$25,000 HL		0.00	0.00	150,000.00			
2023-2024	BRYAN AVE PAVING HUR		0.00	0.00	40,000.00			
2023-2024	BUSH HOG HUR		0.00	0.00	8,000.00			
2023-2024	CEDAR AVE PAVING HUR		0.00	0.00	60,000.00			
2023-2024	COMMERCE ST PARKING LOT PAVING HUR		0.00	0.00	40,000.00			
2023-2024	ESHAM ST FROM BROAD ST TO QUILLEN DR		0.00	0.00	40,000.00			
2023-2024	LAWN MOWER HUR		0.00	0.00	18,000.00			
2023-2024	REAR LOW GATES F250 HUR		2.00	5,000.00	10,000.00			
2023-2024	SNOW PLOWS HUR		2.00	8,500.00	17,000.00			
2023-2024	STREET SIGNS 9X30 HUR		0.00	0.00	12,000.00			
2023-2024	TRAILER 8X16 DOUBLE AXEL HUR		0.00	0.00	5,500.00			
2023-2024	TRIPOLI ST SIDEWALKS HUR		0.00	0.00	23,500.00			
2023-2024	WEST STREET DESIGN IMPACT FEES		0.00	0.00	100,000.00			
<a href="#">01-5320-5257</a>	VEHICLE MAINTENANCE	9,123.31	8,644.87	5,061.01	11,000.00	12,000.00	1,000.00	9.09%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	STREET VEHICLES		0.00	0.00	12,000.00			
<a href="#">01-5320-5258</a>	CAPITAL IMPROVEMTS IMPACT	0.00	0.00	0.00	135,000.00	130,000.00	-5,000.00	-3.70%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	IMPACT FEES		0.00	0.00	130,000.00			
<a href="#">01-5320-5262</a>	SIDEWALK REPAIR	0.00	5,000.00	3,230.00	6,000.00	9,000.00	3,000.00	50.00%
<a href="#">01-5320-5616</a>	CELL PHONE	2,700.00	3,000.00	2,100.00	3,000.00	3,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CELL PHONE REIMBURSEMENTS		5.00	600.00	3,000.00			
<a href="#">01-5320-5621</a>	EMPLOYEE TRAINING	76.00	180.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">01-5320-5630</a>	VEHICLE FUEL	7,316.02	19,139.24	14,262.17	15,000.00	20,960.00	5,960.00	39.73%
<a href="#">01-5320-5647</a>	CLOTHING PURCHASE	0.00	0.00	71.95	500.00	1,000.00	500.00	100.00%
<a href="#">01-5320-5665</a>	STREET LIGHTS	67,146.89	66,055.01	58,697.32	67,000.00	72,000.00	5,000.00	7.46%
<a href="#">01-5320-5730</a>	SUPPLIES AND OPERATIONS	5,587.46	9,738.24	27,688.97	20,200.00	22,700.00	2,500.00	12.38%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CHAIN SAW		0.00	0.00	700.00			
2023-2024	LEAF BLOWER		0.00	0.00	500.00			

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
2023-2024	MISC SUPPLIES		0.00	0.00	8,000.00			
2023-2024	STREET SUPPLIES		0.00	0.00	13,000.00			
2023-2024	WEED TRIMMER		0.00	0.00	500.00			
<a href="#">01-5320-5740</a>	SAFETY SUPPLIES AND MATERI.	1,232.62	257.39	1,734.86	1,000.00	2,000.00	1,000.00	100.00%
Budget Detail								
Budget Code			Units	Price	Amount			
2023-2024	SAFETY BOXES		0.00	0.00	500.00			
2023-2024	SAFETY GEAR		0.00	0.00	1,500.00			
Total Department: 5320 - STREETS:		984,177.10	704,064.71	652,243.11	1,314,221.00	1,327,565.00	13,344.00	1.02%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5400 - ECONOMIC DEVELOPMENT								
<a href="#">01-5400-4002</a>	SALARIES FULL TIME	86,766.50	93,186.17	74,928.29	96,515.00	112,700.00	16,185.00	16.77%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	2 FTES	2 FTES						
<a href="#">01-5400-4004</a>	SALARIES OVERTIME	3,503.73	0.00	0.00	500.00	500.00	0.00	0.00%
<a href="#">01-5400-4500</a>	FICA	6,235.23	6,419.06	5,210.79	7,425.00	8,660.00	1,235.00	16.63%
<a href="#">01-5400-4505</a>	EMPLOYEE HEALTH INSURANCE	26,409.07	27,447.05	34,745.62	27,250.00	35,200.00	7,950.00	29.17%
<a href="#">01-5400-4510</a>	RETIREMENT	10,332.17	9,843.41	10,553.17	11,185.00	13,100.00	1,915.00	17.12%
<a href="#">01-5400-4515</a>	WORKERS' COMPENSATION	751.62	290.00	932.66	840.00	1,010.00	170.00	20.24%
<a href="#">01-5400-4550</a>	HEALTH CLAIMS	7,571.82	4,388.90	6,423.07	11,700.00	16,000.00	4,300.00	36.75%
<a href="#">01-5400-4555</a>	RETENTION	96.46	1,179.30	1,178.12	100.00	100.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	2.00	50.00	100.00				
<a href="#">01-5400-5200</a>	CONTRACTED SERVICES	20,243.35	32,898.53	40,836.51	19,750.00	27,980.00	8,230.00	41.67%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	2.00	190.00	380.00				
2023-2024	DRUG SCREENING	2.00	50.00	100.00				
2023-2024	FARMERS MARKET	0.00	0.00	2,500.00				
2023-2024	FIREWORKS 2023	1.00	7,500.00	7,500.00				
2023-2024	FIREWORKS 2024 DEPOSIT	1.00	5,000.00	5,000.00				
2023-2024	HOLIDAY ACTIVITIES	0.00	0.00	4,500.00				
2023-2024	WEBSITE, ENTERTAINMENT, GRAPHIC DESIGN	1.00	8,000.00	8,000.00				
<a href="#">01-5400-5210</a>	INSURANCE	1,065.00	1,100.00	1,100.00	1,190.00	1,400.00	210.00	17.65%
<a href="#">01-5400-5220</a>	RENTAL OFFICE EQUIPMENT	1,335.07	1,374.94	1,271.01	2,000.00	2,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	COPIER, PRINTER LEASE	0.00	0.00	2,000.00				
<a href="#">01-5400-5257</a>	VEHICLE MAINTENANCE	-644.00	-579.00	1,948.67	500.00	500.00	0.00	0.00%
<a href="#">01-5400-5400</a>	UTILITIES	3,187.00	3,108.20	3,039.23	3,300.00	3,600.00	300.00	9.09%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	VISITOR'S CENTER TOWN UTILITY	0.00	0.00	3,600.00				
<a href="#">01-5400-5610</a>	TELEPHONE	3,462.09	3,430.29	4,151.25	4,000.00	4,500.00	500.00	12.50%

## Budget Comparison Report

Account Number	Budget Detail	Budget Code	Description	2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Comparison 1	Comparison 1	%	
							Parent Budget	to Parent Budget		
							2022-2023	2023-2024	Increase / (Decrease)	
							2022-2023	2023-2024		
			INTERNET PHONE SERVICE		0.00	0.00	4,500.00			
<a href="#">01-5400-5615</a>			TRAVEL	0.00	1,947.61	3,193.10	3,000.00	3,000.00	0.00	0.00%
			MAIN ST CONFERENCE,MID STATE ART, MAINT		0.00	0.00	3,000.00			
<a href="#">01-5400-5616</a>			CELL PHONE	1,050.00	1,200.00	900.00	1,200.00	1,200.00	0.00	0.00%
			CELL PHONE REIMBURSEMENT		2.00	600.00	1,200.00			
<a href="#">01-5400-5619</a>			SPONSORSHIPS	2,191.60	2,450.00	2,436.95	3,000.00	3,000.00	0.00	0.00%
			MEMORIAL DAY PARADE, MUSEUM, OTHER		1.00	3,000.00	3,000.00			
<a href="#">01-5400-5620</a>			DUES AND PUBLICATIONS	1,593.00	1,931.17	1,915.40	1,500.00	1,500.00	0.00	0.00%
			MEMBERSHIPS		0.00	0.00	1,500.00			
<a href="#">01-5400-5621</a>			EMPLOYEE TRAINING	129.00	1,337.44	1,810.17	3,000.00	2,000.00	-1,000.00	-33.33%
			CONFERENCE, MML		0.00	0.00	2,000.00			
<a href="#">01-5400-5627</a>			CHRISTMAS PARADE	0.00	2,843.03	2,981.19	2,500.00	3,000.00	500.00	20.00%
			CHRISTMAS TREE ARRIVAL HORSE & CARRIA		1.00	500.00	500.00			
			DINNER, SUPPLIES,DECOR, SIGNS		1.00	550.00	550.00			
			HIGH SCHOOL BAND TRAVEL REIMBURSEME		4.00	150.00	600.00			
			MID ATLANTIC BAND ROTC JUDGES		1.00	450.00	450.00			
			TROPHIES		1.00	900.00	900.00			
<a href="#">01-5400-5630</a>			VEHICLE FUEL	384.03	465.73	790.41	975.00	1,000.00	25.00	2.56%
<a href="#">01-5400-5700</a>			OFFICE SUPPLIES	2,431.60	2,295.13	6,885.05	8,007.00	8,450.00	443.00	5.53%



Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					2022-2023	Budget		
					2022-2023	2023-2024	Increase /	%
					2022-2023	2023-2024	(Decrease)	
Account Number								
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	INK, PAPER, WATER, WELCOME CENTER SUP	1.00	8,000.00	8,000.00				
2023-2024	LAPTOP DOCK STATION	0.00	0.00	450.00				
<a href="#">01-5400-5720</a>	PRINTING	6,504.62	8,561.52	7,594.27	10,500.00	10,500.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	BANNERS, YARD SIGNS, BAGS, POSTERS	1.00	4,470.00	4,470.00				
2023-2024	BROCHURES, RUNAWAY BRIDE, EVENTS, DIN	1.00	4,470.00	4,470.00				
2023-2024	MERCHANT MAPS	1.00	1,560.00	1,560.00				
<a href="#">01-5400-5726</a>	ADVERTISING	10,723.00	11,358.89	7,369.75	12,000.00	10,000.00	-2,000.00	-16.67%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	RADIO, MAGAZINE, NEWSPAPER, TOURISUN	1.00	10,000.00	10,000.00				
<a href="#">01-5400-5727</a>	MARKETING	2,886.78	8,652.51	6,542.54	7,000.00	9,000.00	2,000.00	28.57%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	EMAIL MRKT, EVENT SUPPLIES, DECOR	0.00	0.00	9,000.00				
<a href="#">01-5400-7510</a>	DHCD GRANT	5,841.50	29,284.07	715.93	30,000.00	50,000.00	20,000.00	66.67%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FACADE GRANT	0.00	0.00	50,000.00				
Total Department: 5400 - ECONOMIC DEVELOPMENT:		204,050.24	256,413.95	229,453.15	268,937.00	329,900.00	60,963.00	22.67%

## Budget Comparison Report

					Comparison 1 Budget	Comparison 1 to Parent Budget	%	
					2022-2023 2022-2023	2023-2024 2023-2024		
Account Number	2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget				
<b>Department: 5440 - PLANNING</b>								
<a href="#">01-5440-4002</a>	SALARIES FULL TIME	111,834.31	120,587.70	95,865.76	124,010.00	137,760.00	13,750.00	11.09%
<b>Budget Notes</b>								
<b>Budget Code</b>	<b>Subject</b>	<b>Description</b>						
2023-2024	2 FTES	2 FTES						
<a href="#">01-5440-4004</a>	SALARIES OVERTIME	1,294.24	1,379.07	1,351.40	1,400.00	2,000.00	600.00	42.86%
<a href="#">01-5440-4500</a>	FICA	8,915.17	9,245.05	7,394.24	9,600.00	10,695.00	1,095.00	11.41%
<a href="#">01-5440-4505</a>	EMPLOYEE HEALTH INSURANCE	9,082.69	9,506.30	11,817.25	18,120.00	15,520.00	-2,600.00	-14.35%
<a href="#">01-5440-4510</a>	RETIREMENT	11,732.30	12,612.55	13,558.45	14,195.00	15,800.00	1,605.00	11.31%
<a href="#">01-5440-4515</a>	WORKERS' COMPENSATION	796.62	337.00	982.20	890.00	1,070.00	180.00	20.22%
<a href="#">01-5440-4530</a>	VACATION BUY BACK	1,614.72	0.00	0.00	1,600.00	1,830.00	230.00	14.38%
<a href="#">01-5440-4545</a>	VEHICLE ALLOWANCE	4,500.08	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">01-5440-4550</a>	HEALTH CLAIMS	1,006.77	1,410.13	3,825.33	8,775.00	8,000.00	-775.00	-8.83%
<a href="#">01-5440-4555</a>	RETENTION	96.46	1,179.29	1,178.12	100.00	100.00	0.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>				
2023-2024	FOOD LION GIFT CARD	2.00	50.00	100.00				
<a href="#">01-5440-5200</a>	CONTRACTED SERVICES	34,656.56	26,450.26	20,140.46	25,730.00	31,480.00	5,750.00	22.35%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>				
2023-2024	ADP PROCESSING	2.00	190.00	380.00				
2023-2024	DRUG TESTING	2.00	50.00	100.00				
2023-2024	INSPECTION SERVICES	0.00	0.00	30,000.00				
2023-2024	MISC CONTRACTORS	0.00	0.00	1,000.00				
<a href="#">01-5440-5210</a>	INSURANCE	1,026.00	1,026.00	1,100.00	1,145.00	1,400.00	255.00	22.27%
<a href="#">01-5440-5220</a>	RENTAL OFFICE EQUIPMENT	1,333.64	1,376.45	1,271.00	2,500.00	2,500.00	0.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>				
2023-2024	COPIERS PRINTERS	0.00	0.00	2,500.00				
<a href="#">01-5440-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	8,729.27	30,000.00	0.00	-30,000.00	-100.00%
<a href="#">01-5440-5257</a>	VEHICLE MAINTENANCE	723.86	162.73	24.00	400.00	500.00	100.00	25.00%
<a href="#">01-5440-5610</a>	TELEPHONE	2,305.72	1,970.65	2,526.70	2,500.00	3,000.00	500.00	20.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>				
2023-2024	PHONE INTERNET VOICE	0.00	0.00	3,000.00				
<a href="#">01-5440-5615</a>	TRAVEL	0.00	1.20	0.00	1,000.00	1,000.00	0.00	0.00%

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					Budget	Budget		
					Increase /	(Decrease)		
					%			

## Budget Comparison Report

					Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2023-2024 2023-2024	Increase / (Decrease)	
Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget 2022-2023 2022-2023		
<b>Department: 5500 - PARKS AND RECREATION</b>							
<a href="#">01-5500-5200</a>	CONTRACTED SERVICES	5,013.39	4,796.45	5,400.14	5,875.00	6,400.00	525.00 8.94%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>		
2023-2024	MISC CONTRACTORS		0.00	0.00	1,000.00		
2023-2024	MML CHILDREN'S PARTY		0.00	0.00	300.00		
2023-2024	MOSQUITO CONTROL		0.00	0.00	4,000.00		
2023-2024	PLAYGROUND INSPECTION		0.00	0.00	1,100.00		
<a href="#">01-5500-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	28,283.75	109,720.73	122,000.00	265,000.00	143,000.00 117.21%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>		
2023-2024	STEPHEN DECATUR COMFORT STATION		0.00	0.00	265,000.00		
<a href="#">01-5500-5400</a>	UTILITIES	3,359.37	3,998.22	4,539.87	5,000.00	8,500.00	3,500.00 70.00%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>		
2023-2024	L LEAGUE FIELDS, HP RESTROOM, TENNIS BS		0.00	0.00	8,500.00		
<a href="#">01-5500-5613</a>	YOUTH PROGRAMS	21,758.89	37,980.88	25,586.83	40,000.00	40,000.00	0.00 0.00%
<a href="#">01-5500-5620</a>	DUES AND PUBLICATIONS	35.00	35.00	35.00	635.00	635.00	0.00 0.00%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>		
2023-2024	MD REC PARK ASSOC. MRPA		0.00	0.00	600.00		
2023-2024	MML PARKS		0.00	0.00	35.00		
<a href="#">01-5500-5730</a>	SUPPLIES AND OPERATIONS	10,299.54	10,047.36	15,320.32	18,700.00	19,000.00	300.00 1.60%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>		
2023-2024	ENGINEERED WOOD FIBER MULCH		0.00	0.00	7,000.00		
2023-2024	GROUPS PATH AND REPAIRS		0.00	0.00	1,000.00		
2023-2024	MISC SUPPLIES, CHEMICALS		0.00	0.00	2,300.00		
2023-2024	MULCH		0.00	0.00	800.00		
2023-2024	PLAYGROUND REPAIRS		0.00	0.00	2,900.00		
2023-2024	SDP SWINGS PARTS AND REPAIRS		0.00	0.00	3,000.00		
2023-2024	TREES FLOWERS SHRUBS		0.00	0.00	2,000.00		
<b>Total Department: 5500 - PARKS AND RECREATION:</b>		<b>40,466.19</b>	<b>85,141.66</b>	<b>160,602.89</b>	<b>192,210.00</b>	<b>339,535.00</b>	<b>147,325.00 76.65%</b>

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5900 - DEBT SERVICE								
<a href="#">01-5900-8000</a>	BOND PRINCIPAL	182,680.10	183,293.22	176,855.55	184,085.00	184,705.00	620.00	0.34%
<a href="#">01-5900-8100</a>	BOND INTEREST	124,934.01	117,874.33	100,199.69	110,760.00	104,000.00	-6,760.00	-6.10%
Total Department: 5900 - DEBT SERVICE:		307,614.11	301,167.55	277,055.24	294,845.00	288,705.00	-6,140.00	-2.08%
Total Fund: 01 - GENERAL FUND:		141,559.55	1,554,970.78	1,752,879.53	0.00	0.00	0.00	0.00%
Fund: 10 - ELECTRIC								
Department: 4010 - ELECTRIC FUND REVENUES								
<a href="#">10-4010-3060</a>	PENALTY AND INTEREST	165.27	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">10-4010-3207</a>	MD ENERGY ADMINISTRATION	122,375.00	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">10-4010-3362</a>	RECONNECTION FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">10-4010-3468</a>	RESIDENTIAL SERVICE	3,439,572.08	3,273,439.95	3,054,211.05	3,458,800.00	3,733,210.00	274,410.00	7.93%
<a href="#">10-4010-3469</a>	COMMERCIAL SERVICE	472,815.55	462,127.94	401,264.96	479,450.00	514,250.00	34,800.00	7.26%
<a href="#">10-4010-3470</a>	GENERAL SERVICE	1,241,959.02	1,216,092.83	1,127,455.52	1,281,950.00	1,408,570.00	126,620.00	9.88%
<a href="#">10-4010-3471</a>	STREET LIGHTS	79,109.40	77,967.97	69,175.05	79,635.00	83,890.00	4,255.00	5.34%
<a href="#">10-4010-3472</a>	LARGE GENERAL SERVICE	413,491.60	395,930.05	368,119.54	425,735.00	462,210.00	36,475.00	8.57%
<a href="#">10-4010-3480</a>	SERVICE AND MATERIAL	171,536.44	200,660.23	273,233.89	413,500.00	435,000.00	21,500.00	5.20%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	2-3 PHASE TRANSFORMERS		0.00	0.00	-75,000.00			
2023-2024	EL SERVICES		0.00	0.00	-100,000.00			
2023-2024	RESIDENTIAL TRANSFORMERS		0.00	0.00	-160,000.00			
2023-2024	UG BORE SERVICES		0.00	0.00	-25,000.00			
2023-2024	UG PRIMARY		0.00	0.00	-50,000.00			
2023-2024	UG SECONDARY		0.00	0.00	-25,000.00			
<a href="#">10-4010-3710</a>	INTEREST ON DELINQUENT	33,282.53	26,163.41	25,002.53	25,000.00	25,000.00	0.00	0.00%
<a href="#">10-4010-3800</a>	MISCELLANEOUS INCOME	1,089.60	10,399.04	4,844.75	500.00	1,000.00	500.00	100.00%
<a href="#">10-4010-3870</a>	GAIN LOSS DISPOSAL OF ASSET	-160,494.65	0.00	5,177.00	0.00	0.00	0.00	0.00%
<a href="#">10-4010-3871</a>	CONTRIBUTION FROM RESERV	0.00	0.00	0.00	210,000.00	600,000.00	390,000.00	185.71%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	ABB RELAY CABINET (CF)		0.00	0.00	-130,000.00			
2023-2024	ALTEC AT41M BUCKET TRUCK		0.00	0.00	-250,000.00			
2023-2024	POWER PRIMARY S&C SWITCH (CF)		0.00	0.00	-60,000.00			
2023-2024	RATE CASE STUDY (CF)		0.00	0.00	-160,000.00			
<a href="#">10-4010-3874</a>	BOND LOAN PROCEEDS	0.00	0.00	0.00	0.00	750,000.00	750,000.00	0.00%

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ELECTRIC AMI METER SYSTEM	0.00	0.00	-750,000.00				
<a href="#">10-4010-3890</a>	INSURANCE CLAIM	124,305.99	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">10-4010-3899</a>	NSF HOLDING ACCOUNT	49.00	156.00	140.00	100.00	100.00	0.00	0.00%
Total Department: 4010 - ELECTRIC FUND REVENUES:		5,939,256.83	5,662,937.42	5,328,624.29	6,374,670.00	8,013,230.00	1,638,560.00	25.70%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5600 - ELECTRIC ADMINISTRATION								
<a href="#">10-5600-4002</a>	SALARIES FULL TIME	105,421.32	105,750.39	84,841.89	109,195.00	111,650.00	2,455.00	2.25%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	1 FTE	1 FTE						
<a href="#">10-5600-4500</a>	FICA	7,482.23	7,655.15	6,196.42	8,355.00	8,545.00	190.00	2.27%
<a href="#">10-5600-4505</a>	EMPLOYEE HEALTH INSURANCE	14,889.46	15,420.70	19,689.91	14,910.00	19,800.00	4,890.00	32.80%
<a href="#">10-5600-4510</a>	RETIREMENT	16,429.19	-11,544.78	11,936.92	12,260.00	12,600.00	340.00	2.77%
<a href="#">10-5600-4515</a>	WORKERS' COMPENSATION	523.31	300.00	679.70	585.00	740.00	155.00	26.50%
<a href="#">10-5600-4530</a>	VACATION BUY BACK	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">10-5600-4550</a>	HEALTH CLAIMS	3,448.25	10,241.62	6,648.46	5,850.00	8,000.00	2,150.00	36.75%
<a href="#">10-5600-4555</a>	RETENTION	48.23	589.65	589.06	50.00	50.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	1.00	50.00	50.00				
<a href="#">10-5600-5000</a>	PROFESSIONAL SERVICES	97,382.69	118,522.60	96,149.64	270,000.00	295,000.00	25,000.00	9.26%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ENGINEERING ELECTRIC MATTERS	0.00	0.00	110,000.00				
2023-2024	LEGAL ELECTRIC SERVICES	0.00	0.00	25,000.00				
2023-2024	RATE STUDY	0.00	0.00	160,000.00				
<a href="#">10-5600-5200</a>	CONTRACTED SERVICES	680.85	517.05	560.71	1,045.00	1,065.00	20.00	1.91%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	1.00	190.00	190.00				
2023-2024	DOT PHYSICAL	1.00	125.00	125.00				
2023-2024	DRUG TESTING	1.00	50.00	50.00				
2023-2024	MISS UTILITY	0.00	0.00	700.00				
<a href="#">10-5600-5210</a>	INSURANCE	1,779.08	1,700.00	2,064.08	2,015.00	2,800.00	785.00	38.96%
<a href="#">10-5600-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	55,101.00	55,000.00	0.00	-55,000.00	-100.00%
<a href="#">10-5600-5257</a>	VEHICLE MAINTENANCE	-449.52	-521.51	-15,955.32	500.00	500.00	0.00	0.00%
<a href="#">10-5600-5610</a>	TELEPHONE	6,001.54	5,866.33	6,543.01	6,000.00	7,100.00	1,100.00	18.33%
<a href="#">10-5600-5615</a>	TRAVEL	2,836.72	5,756.05	5,509.37	7,000.00	10,000.00	3,000.00	42.86%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	METER SCHOOL, LINEMAN	0.00	0.00	10,000.00				

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Comparison 1 Budget		Comparison 1 to Parent Budget Increase / (Decrease)	%
					Parent Budget 2022-2023 2022-2023	2023-2024 2023-2024		
<a href="#">10-5600-5616</a>	CELL PHONE	600.00	600.00	450.00	600.00	600.00	0.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	CELL PHONE REIMBURSEMENT		1.00	600.00	600.00			
<a href="#">10-5600-5620</a>	DUES AND PUBLICATIONS	1,210.00	1,171.00	893.00	1,350.00	2,100.00	750.00	55.56%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	ATSSA DUES		0.00	0.00	400.00			
2023-2024	MISS UTILITY		0.00	0.00	1,200.00			
2023-2024	PSC		0.00	0.00	500.00			
<a href="#">10-5600-5621</a>	EMPLOYEE TRAINING	7,571.28	6,356.09	12,818.01	10,000.00	15,400.00	5,400.00	54.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	LINEMAN METER TRAINING		0.00	0.00	7,500.00			
2023-2024	MD DC UTILITY		0.00	0.00	200.00			
2023-2024	METER SCHOOL		0.00	0.00	3,000.00			
2023-2024	PP EMISSION CERTIFICATION		0.00	0.00	1,200.00			
2023-2024	PP GENERATION TRAINING		0.00	0.00	2,500.00			
2023-2024	RELAY SCHOOL		0.00	0.00	1,000.00			
<a href="#">10-5600-5622</a>	INFORMATION TECHNOLOGY	1,521.96	1,541.39	2,088.00	2,150.00	2,160.00	10.00	0.47%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	24P SWITCH		0.00	0.00	300.00			
2023-2024	CLOUD BACKUP		0.00	0.00	500.00			
2023-2024	T35 NETWORK FIREWALL		0.00	0.00	1,060.00			
2023-2024	WAP		0.00	0.00	300.00			
<a href="#">10-5600-5625</a>	REAL ESTATE TAXES	182,076.00	92,249.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">10-5600-5630</a>	VEHICLE FUEL	1,023.50	1,701.99	1,696.50	1,720.00	2,000.00	280.00	16.28%
<a href="#">10-5600-5700</a>	OFFICE SUPPLIES	725.73	3,911.04	6,580.85	5,965.00	6,100.00	135.00	2.26%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	DELL LATITUDE 5530, ACCESSORIES		0.00	0.00	2,600.00			
2023-2024	DELL OPTIPLEX, ACCESSORIES		0.00	0.00	1,500.00			
2023-2024	OFFICE SUPPLIES		0.00	0.00	2,000.00			
<a href="#">10-5600-5730</a>	SUPPLIES AND OPERATIONS	129.88	62.47	218.88	500.00	500.00	0.00	0.00%
<a href="#">10-5600-5740</a>	SAFETY SUPPLIES AND MATERI.	1,067.75	0.00	769.74	500.00	500.00	0.00	0.00%



Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	Budget		
					Parent Budget		to Parent Budget	%
					2022-2023	2023-2024	Increase /	
					2022-2023	2023-2024	(Decrease)	
Account Number								
<a href="#">10-5600-5780</a>	BAD DEBT EXPENSE	0.00	44,343.95	0.00	2,000.00	1,000.00	-1,000.00	-50.00%
<a href="#">10-5600-5789</a>	CONTINGENCY	0.00	0.00	0.00	83,492.00	10,706.00	-72,786.00	-87.18%
<a href="#">10-5600-5791</a>	RAILROAD LICENSES	4,474.69	4,787.94	5,099.17	4,600.00	4,800.00	200.00	4.35%
<a href="#">10-5600-5794</a>	ENERGY AUDIT ASSISTANCE	0.00	0.00	0.00	500.00	0.00	-500.00	-100.00%
<a href="#">10-5600-5795</a>	ELECTRIC ASSISTANCE FUND	5,550.00	4,250.00	4,500.00	10,000.00	10,000.00	0.00	0.00%
<a href="#">10-5600-6500</a>	GENERAL OVERHEAD	204,962.00	217,517.00	210,395.00	210,395.00	268,448.00	58,053.00	27.59%
<a href="#">10-5600-6505</a>	REIMBURSEMENTS	11,324.00	11,015.00	10,690.00	10,690.00	10,380.00	-310.00	-2.90%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	2002 RDA BOND 97 50% INTEREST	0.00	0.00	10,380.00				
<a href="#">10-5600-6510</a>	CUST SERVICE REIM GEN FUN	158,751.00	163,025.00	179,365.00	179,365.00	193,620.00	14,255.00	7.95%
<a href="#">10-5600-7900</a>	DEPRECIATION	504,462.92	499,198.87	0.00	0.00	0.00	0.00	0.00%
<a href="#">10-5600-8000</a>	BOND PRINCIPAL	0.00	0.00	110,500.00	358,000.00	371,800.00	13,800.00	3.85%
<a href="#">10-5600-8100</a>	BOND INTEREST	140,176.46	126,400.58	87,895.86	114,075.00	102,016.00	-12,059.00	-10.57%
<a href="#">10-5600-8101</a>	INTEREST CUSTOMER DEPOSIT	1,051.33	1,373.10	4,021.86	1,000.00	5,000.00	4,000.00	400.00%
Total Department: 5600 - ELECTRIC ADMINISTRATION:		1,483,151.85	1,439,757.67	918,536.72	1,489,667.00	1,484,980.00	-4,687.00	-0.31%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5610 - POWER PLANT								
<a href="#">10-5610-4002</a>	SALARIES FULL TIME	58,467.25	43,526.88	48,454.11	61,765.00	107,810.00	46,045.00	74.55%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	1 FTE 1 PP APPRENTICE	1 FTE 1 PP APPRENTICE						
<a href="#">10-5610-4003</a>	SALARIES PART TIME AND TEM	475.10	0.00	0.00	6,600.00	6,600.00	0.00	0.00%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	1 SEASONAL	1 SEASONAL						
<a href="#">10-5610-4004</a>	SALARIES OVERTIME	287.37	3,420.47	801.64	4,000.00	5,000.00	1,000.00	25.00%
<a href="#">10-5610-4500</a>	FICA	4,428.45	4,571.85	3,744.44	5,540.00	9,135.00	3,595.00	64.89%
<a href="#">10-5610-4505</a>	EMPLOYEE HEALTH INSURANCE	6,053.29	5,920.15	6,956.47	6,260.00	27,800.00	21,540.00	344.09%
<a href="#">10-5610-4510</a>	RETIREMENT	9,336.14	-2,906.40	6,752.17	7,100.00	12,500.00	5,400.00	76.06%
<a href="#">10-5610-4515</a>	WORKERS' COMPENSATION	1,925.31	1,775.00	2,284.35	2,150.00	2,470.00	320.00	14.88%
<a href="#">10-5610-4550</a>	HEALTH CLAIMS	939.18	436.79	38.54	2,925.00	12,000.00	9,075.00	310.26%
<a href="#">10-5610-4555</a>	RETENTION	48.23	589.64	589.06	50.00	50.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	1.00	50.00	50.00				
<a href="#">10-5610-5200</a>	CONTRACTED SERVICES	226,445.92	26,916.60	8,615.55	50,265.00	82,345.00	32,080.00	63.82%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	0.00	0.00	570.00				
2023-2024	CONSULTING AGREEMENT	0.00	0.00	4,000.00				
2023-2024	COOLING TOWERS MAINTENANCE	0.00	0.00	7,000.00				
2023-2024	DOT PHYSICAL	1.00	125.00	125.00				
2023-2024	DRUG TESTING	0.00	0.00	150.00				
2023-2024	ENGINE VIBRATION TEST	0.00	0.00	6,000.00				
2023-2024	FUEL LINE TESTING	0.00	0.00	2,000.00				
2023-2024	FUEL TANK MAINTENANCE	0.00	0.00	33,000.00				
2023-2024	GENERATOR MAINTENANCE AGREEMENT	0.00	0.00	7,000.00				
2023-2024	OUTSIDE CONTRACTORS	0.00	0.00	6,000.00				
2023-2024	PP RELAY MAINTENANCE	0.00	0.00	10,000.00				
2023-2024	RUGS AND SHOP TOWEL SERVICES	0.00	0.00	6,500.00				
<a href="#">10-5610-5210</a>	INSURANCE	14,510.00	15,000.00	16,000.00	17,100.00	19,000.00	1,900.00	11.11%
<a href="#">10-5610-5221</a>	RENTAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">10-5610-5250</a>	BUILDING MAINTENANCE	31.99	1,587.00	670.80	2,000.00	3,000.00	1,000.00	50.00%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Comparison 1 Budget		Comparison 1 to Parent Budget Increase / (Decrease)	%
					Parent Budget 2022-2023 2022-2023	2023-2024 2023-2024		
<a href="#">10-5610-5251</a>	EQUIPMENT MAINTENANCE	5,907.90	16,032.04	4,991.04	20,000.00	20,000.00	0.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	AIR COMPRESSORS, ENGINES, OIL COOLERS,		0.00	0.00	20,000.00			
<a href="#">10-5610-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	99,915.80	310,400.00	190,000.00	-120,400.00	-38.79%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	ABB RELAY CABINET REPLACE 1999 RELAY (C		0.00	0.00	130,000.00			
2023-2024	POWER PRIMARY S&C SWITCH REPLACE 198		0.00	0.00	60,000.00			
<a href="#">10-5610-5257</a>	VEHICLE MAINTENANCE	0.00	0.00	737.25	500.00	500.00	0.00	0.00%
<a href="#">10-5610-5400</a>	UTILITIES	1,967.66	6,466.32	3,231.27	7,500.00	7,500.00	0.00	0.00%
<a href="#">10-5610-5610</a>	TELEPHONE	2,724.71	2,504.56	3,140.98	3,000.00	3,400.00	400.00	13.33%
<a href="#">10-5610-5616</a>	CELL PHONE	600.00	600.00	450.00	600.00	1,200.00	600.00	100.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	CELL PHONE REIMBURSEMENT		2.00	600.00	1,200.00			
<a href="#">10-5610-5620</a>	DUES AND PUBLICATIONS	11,900.06	13,029.85	16,904.55	14,000.00	19,000.00	5,000.00	35.71%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	PP AIR QUALITY PERMITTING		0.00	0.00	2,000.00			
2023-2024	PUBLIC SERVICE COMISSION		0.00	0.00	17,000.00			
<a href="#">10-5610-5630</a>	VEHICLE FUEL	5,375.59	184.97	143.02	280.00	300.00	20.00	7.14%
<a href="#">10-5610-5631</a>	DIESEL AND NATURAL GAS FUE	74,133.35	65,393.23	55,831.19	111,775.00	116,120.00	4,345.00	3.89%
<a href="#">10-5610-5638</a>	LUBE OIL	924.00	5,141.40	5,840.45	2,945.00	2,945.00	0.00	0.00%
<a href="#">10-5610-5670</a>	CHEMICALS	3,396.25	5,285.28	1,895.00	8,000.00	7,000.00	-1,000.00	-12.50%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	COOLING TOWERS CHEMICALS		0.00	0.00	7,000.00			
<a href="#">10-5610-5730</a>	SUPPLIES AND OPERATIONS	1,318.25	3,169.73	2,331.46	3,000.00	3,000.00	0.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	FUEL INJECTORS, SMALL TOOLS, FILTERS		0.00	0.00	3,000.00			
<a href="#">10-5610-5740</a>	SAFETY SUPPLIES AND MATERI.	123.87	1,263.56	59.97	1,500.00	1,500.00	0.00	0.00%
<a href="#">10-5610-5796</a>	RPS PURCHASE POWER FEES	0.00	227,040.00	52,200.00	262,588.00	264,840.00	2,252.00	0.86%

Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
<a href="#">10-5610-5797</a>	PURCHASED POWER	2,733,531.93	2,765,301.14	2,283,636.60	2,516,135.00	2,948,565.00	432,430.00	17.19%
Total Department: 5610 - POWER PLANT:		3,164,851.80	3,212,250.06	2,626,215.71	3,427,978.00	3,873,580.00	445,602.00	13.00%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5620 - POWER DISTRIBUTION								
<a href="#">10-5620-4002</a>	SALARIES FULL TIME	551,542.12	522,964.94	453,674.80	636,025.00	557,820.00	-78,205.00	-12.30%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	7 FTES	7 FTES						
<a href="#">10-5620-4004</a>	SALARIES OVERTIME	7,361.51	15,869.76	10,462.42	17,050.00	18,000.00	950.00	5.57%
<a href="#">10-5620-4500</a>	FICA	40,202.21	42,476.54	34,205.88	49,965.00	44,055.00	-5,910.00	-11.83%
<a href="#">10-5620-4505</a>	EMPLOYEE HEALTH INSURANCE	75,924.31	74,946.22	91,254.71	79,425.00	101,000.00	21,575.00	27.16%
<a href="#">10-5620-4510</a>	RETIREMENT	89,317.17	-52,002.18	58,333.90	72,080.00	63,600.00	-8,480.00	-11.76%
<a href="#">10-5620-4515</a>	WORKERS' COMPENSATION	20,266.48	19,830.00	24,708.82	23,140.00	26,690.00	3,550.00	15.34%
<a href="#">10-5620-4530</a>	VACATION BUY BACK	0.00	0.00	0.00	0.00	4,200.00	4,200.00	0.00%
<a href="#">10-5620-4550</a>	HEALTH CLAIMS	25,358.99	38,316.93	23,261.41	35,100.00	44,000.00	8,900.00	25.36%
<a href="#">10-5620-4555</a>	RETENTION	385.83	4,717.15	4,171.26	400.00	350.00	-50.00	-12.50%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	7.00	50.00	350.00				
<a href="#">10-5620-5200</a>	CONTRACTED SERVICES	42,339.40	17,660.85	47,465.61	28,260.00	53,055.00	24,795.00	87.74%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	7.00	190.00	1,330.00				
2023-2024	DOT PHYSICAL	7.00	125.00	875.00				
2023-2024	DRUG TESTING	7.00	50.00	350.00				
2023-2024	FIRE PROTECTION	0.00	0.00	700.00				
2023-2024	LANDFILL CHARGES	0.00	0.00	2,500.00				
2023-2024	MATER CALIBRATION	0.00	0.00	2,500.00				
2023-2024	NEXGRID WIFI AMI METERS	0.00	0.00	6,000.00				
2023-2024	PEST CONTROL	0.00	0.00	1,500.00				
2023-2024	ROOF TOPO SOLAR ENERGY SERVICES	0.00	0.00	4,000.00				
2023-2024	TREE TRIMMING	0.00	0.00	3,000.00				
2023-2024	UG BORE SERVICES	0.00	0.00	30,000.00				
2023-2024	UNIFORMS MAINTENANCE	0.00	0.00	300.00				
<a href="#">10-5620-5210</a>	INSURANCE	6,354.08	6,500.00	7,284.08	7,850.00	8,500.00	650.00	8.28%
<a href="#">10-5620-5221</a>	RENTAL EQUIPMENT	0.00	0.00	2,508.74	300.00	3,000.00	2,700.00	900.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CRANE RENTAL	0.00	0.00	2,000.00				
2023-2024	SMALL TOOLS RENTAL	0.00	0.00	1,000.00				

Budget Comparison Report

					Comparison 1	Comparison 1		
					Parent Budget	Budget	to Parent	%
Account Number		2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	Increase /	
		Total Activity	Total Activity	YTD Activity	2022-2023	2023-2024	(Decrease)	
				Through Jun				
<a href="#">10-5620-5250</a>	BUILDING MAINTENANCE	230.84	1,586.98	1,262.79	3,000.00	3,000.00	0.00	0.00%
<a href="#">10-5620-5251</a>	EQUIPMENT MAINTENANCE	2,994.32	7,745.68	5,075.85	8,000.00	8,700.00	700.00	8.75%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	GENERATOR MAINTENANCE AGREEMENT		0.00	0.00	1,200.00			
2023-2024	METER TESTING		0.00	0.00	5,000.00			
2023-2024	TRANSFORMER OIL TESTING		0.00	0.00	2,500.00			
<a href="#">10-5620-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	69,654.30	330,500.00	1,575,000.00	1,244,500.00	376.55%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	2-3 PHASE TRANSFORMERS DEV. REIMBURS		0.00	0.00	75,000.00			
2023-2024	ALTEC AT41M BUCKET TRUCK		0.00	0.00	250,000.00			
2023-2024	ELECTRIC AMI METER SYSTEM BOND		0.00	0.00	750,000.00			
2023-2024	FORD F150 METER TRUCK		0.00	0.00	40,000.00			
2023-2024	RESIDENTIAL TRANSFORMERS DEV.REIMBUF		0.00	0.00	160,000.00			
2023-2024	SAVAGE SUBSTATION TRANSFORMER REFER		0.00	0.00	170,000.00			
2023-2024	TRANCLOSURE REPLACEMENTS		0.00	0.00	35,000.00			
2023-2024	UG PRIMARY DEVELOPER REIMBURSED		0.00	0.00	50,000.00			
2023-2024	UG SECONDARY DEV. REIMBURSED		0.00	0.00	25,000.00			
2023-2024	UTILITY POLES		10.00	2,000.00	20,000.00			
<a href="#">10-5620-5257</a>	VEHICLE MAINTENANCE	2,223.03	6,812.25	7,737.17	15,000.00	20,000.00	5,000.00	33.33%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	BUCKET TRUCK SAFETY		0.00	0.00	12,000.00			
2023-2024	DEPARTMENT VEHICLES		0.00	0.00	8,000.00			
<a href="#">10-5620-5400</a>	UTILITIES	9,894.36	3,176.73	2,454.27	6,000.00	5,000.00	-1,000.00	-16.67%
<a href="#">10-5620-5615</a>	TRAVEL	0.00	0.00	6.00	0.00	0.00	0.00	0.00%
<a href="#">10-5620-5616</a>	CELL PHONE	4,750.00	4,600.00	3,100.00	4,800.00	4,200.00	-600.00	-12.50%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CELL PHONE REIMBURSEMENT		7.00	600.00	4,200.00			
<a href="#">10-5620-5621</a>	EMPLOYEE TRAINING	0.00	0.00	233.91	0.00	0.00	0.00	0.00%
<a href="#">10-5620-5630</a>	VEHICLE FUEL	9,314.96	12,336.67	10,706.01	12,000.00	13,000.00	1,000.00	8.33%
<a href="#">10-5620-5650</a>	NON-CAPITAL EQUIPMENT	18,459.00	6,820.00	0.00	79,000.00	46,000.00	-33,000.00	-41.77%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	METERS		50.00	120.00	6,000.00			

## Budget Comparison Report

					Comparison 1 Budget	Comparison 1 to Parent Budget	%
		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)
<b>Account Number</b>							
2023-2024	TRANSFORMERS		10.00	4,000.00	40,000.00		
<a href="#">10-5620-5700</a>	OFFICE SUPPLIES	0.00	0.00	0.00	2,130.00	0.00	-2,130.00 -100.00%
<a href="#">10-5620-5730</a>	SUPPLIES AND OPERATIONS	30,858.28	82,252.05	51,475.06	40,000.00	45,000.00	5,000.00 12.50%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>		
2023-2024	SMALL TOOLS		0.00	0.00	45,000.00		
<a href="#">10-5620-5740</a>	SAFETY SUPPLIES AND MATERI.	4,788.75	4,661.60	13,748.40	7,000.00	10,500.00	3,500.00 50.00%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>		
2023-2024	SAFETY GEAR, SAFETY SUPPLIES		0.00	0.00	10,500.00		
<a href="#">10-5620-7524</a>	WILLOWS OF BERLIN PROJECT	24,795.00	0.00	0.00	0.00	0.00	0.00 0.00%
<b>Total Department: 5620 - POWER DISTRIBUTION:</b>		<b>967,360.64</b>	<b>821,272.17</b>	<b>922,785.39</b>	<b>1,457,025.00</b>	<b>2,654,670.00</b>	<b>1,197,645.00 82.20%</b>
<b>Total Fund: 10 - ELECTRIC:</b>		<b>323,892.54</b>	<b>189,657.52</b>	<b>861,086.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.00%</b>
<b>Fund: 20 - WATER FUND</b>							
<b>Department: 4020 - WATER FUND REVENUES</b>							
<a href="#">20-4020-3060</a>	PENALTY AND INTEREST	0.00	0.00	0.00	0.00	0.00	0.00 0.00%
<a href="#">20-4020-3208</a>	ARPA GRANT	0.00	0.00	0.00	1,704,990.00	0.00	-1,704,990.00 -100.00%
<a href="#">20-4020-3362</a>	RECONNECTION FEE	0.00	5,558.76	510.00	5,000.00	0.00	-5,000.00 -100.00%
<a href="#">20-4020-3364</a>	SPECIAL CONNECTION FEE	401,828.57	264,270.00	172,002.00	442,500.00	265,500.00	-177,000.00 -40.00%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>		
2023-2024	NEW DEVELOPMENT		60.00	-4,425.00	-265,500.00		
<a href="#">20-4020-3365</a>	WATER CAPITAL SERVICE FEE	0.00	0.00	90,115.00	0.00	134,000.00	134,000.00 0.00%
<a href="#">20-4020-3475</a>	WATER SERVICE	715,316.95	719,546.11	622,649.64	725,000.00	735,000.00	10,000.00 1.38%
<a href="#">20-4020-3476</a>	READY TO SERVE	24,286.99	23,718.24	19,377.54	24,000.00	22,800.00	-1,200.00 -5.00%
<a href="#">20-4020-3480</a>	SERVICE AND MATERIAL	10,785.55	12,132.54	56,330.51	20,000.00	35,000.00	15,000.00 75.00%
<a href="#">20-4020-3530</a>	WATER TOWER RENT	58,971.77	83,242.80	63,453.04	64,500.00	68,000.00	3,500.00 5.43%
<a href="#">20-4020-3701</a>	INTEREST EARNED	869.41	1,990.45	5,430.10	1,000.00	4,000.00	3,000.00 300.00%
<a href="#">20-4020-3710</a>	INTEREST ON DELINQUENT	4,128.87	7,007.63	7,878.31	6,000.00	6,000.00	0.00 0.00%
<a href="#">20-4020-3800</a>	MISCELLANEOUS INCOME	2,494.80	4,228.24	0.00	3,000.00	1,000.00	-2,000.00 -66.67%
<a href="#">20-4020-3870</a>	GAIN LOSS DISPOSAL OF ASSET	-5,701.16	0.00	0.00	0.00	0.00	0.00 0.00%
<a href="#">20-4020-3871</a>	CONTRIBUTION FROM RESERV	0.00	0.00	0.00	100,000.00	1,255,000.00	1,155,000.00 1,155.00%
<b>Budget Detail</b>							
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>		
2023-2024	POWELTON AVE WELL BLDNG REPL. CF CAP		0.00	0.00	-100,000.00		
2023-2024	POWELTON AVE WELL BUILDING ARPA CF		0.00	0.00	-285,000.00		

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
2023-2024	SMART METERS INSTALLATION ARPA CF		0.00	0.00	-300,000.00			
2023-2024	SPECIAL CONNECTIONS RESERVE		0.00	0.00	-270,000.00			
2023-2024	WILLIAM ST LEAD LINES (CF GERMANTOWN)		0.00	0.00	-300,000.00			
<a href="#">20-4020-3899</a>	NSF HOLDING ACCOUNT	28.00	49.00	35.00	100.00	70.00	-30.00	-30.00%
Total Department: 4020 - WATER FUND REVENUES:		1,213,009.75	1,121,743.77	1,037,781.14	3,096,090.00	2,526,370.00	-569,720.00	-18.40%



## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Comparison 1	Comparison 1		%	
					Parent Budget	Budget			to Parent
					2022-2023 2022-2023	2023-2024 2023-2024			Budget Increase / (Decrease)
Department: 5700 - WATER ADMINISTRATION									
<a href="#">20-5700-2920</a>	CONTRIBUTION TO CAPITAL RE	0.00	0.00	0.00	0.00	299,500.00	299,500.00	0.00%	
Budget Detail									
Budget Code	Description		Units	Price	Amount				
2023-2024	SPECIAL CONNECTION		0.00	0.00	265,500.00				
2023-2024	WATER CAPITAL SERVICE FEES		0.00	0.00	34,000.00				
<a href="#">20-5700-4002</a>	SALARIES FULL TIME	126,077.11	135,605.71	87,796.77	132,820.00	116,110.00	-16,710.00	-12.58%	
Budget Notes									
Budget Code	Subject	Description							
2023-2024	1.5 FTES	1.5 FTES							
<a href="#">20-5700-4004</a>	SALARIES OVERTIME	5,706.85	4,600.20	4,252.61	7,000.00	10,000.00	3,000.00	42.86%	
<a href="#">20-5700-4500</a>	FICA	9,676.04	10,799.70	7,006.04	10,700.00	9,650.00	-1,050.00	-9.81%	
<a href="#">20-5700-4505</a>	EMPLOYEE HEALTH INSURANCE	14,734.71	12,891.87	3,795.54	15,015.00	4,500.00	-10,515.00	-70.03%	
<a href="#">20-5700-4510</a>	RETIREMENT	20,786.02	-9,726.57	12,414.71	15,000.00	13,250.00	-1,750.00	-11.67%	
<a href="#">20-5700-4515</a>	WORKERS' COMPENSATION	684.97	370.00	908.88	765.00	985.00	220.00	28.76%	
<a href="#">20-5700-4530</a>	VACATION BUY BACK	2,875.68	0.00	0.00	2,920.00	2,340.00	-580.00	-19.86%	
<a href="#">20-5700-4550</a>	HEALTH CLAIMS	5,703.87	8,110.35	4,061.44	7,320.00	2,000.00	-5,320.00	-72.68%	
<a href="#">20-5700-4555</a>	RETENTION	72.34	613.76	612.88	75.00	75.00	0.00	0.00%	
Budget Detail									
Budget Code	Description		Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD		1.50	50.00	75.00				
<a href="#">20-5700-5000</a>	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
<a href="#">20-5700-5200</a>	CONTRACTED SERVICES	4,875.43	12,694.01	4,000.32	16,100.00	16,547.50	447.50	2.78%	
Budget Detail									
Budget Code	Description		Units	Price	Amount				
2023-2024	ADP PROCESSING		1.50	190.00	285.00				
2023-2024	DOT PHYSICALS		1.50	125.00	187.50				
2023-2024	DRUG TESTING		1.50	50.00	75.00				
2023-2024	ENGINEERING SERVICES		0.00	0.00	15,500.00				
2023-2024	MISS UTILITY		0.00	0.00	500.00				
<a href="#">20-5700-5210</a>	INSURANCE	934.08	690.00	984.10	995.00	1,200.00	205.00	20.60%	
<a href="#">20-5700-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	87,000.00	60,000.00	-27,000.00	-31.03%	
Budget Detail									
Budget Code	Description		Units	Price	Amount				
2023-2024	WATER CAPACITY MANAGEMENT PLAN		0.00	0.00	60,000.00				
<a href="#">20-5700-5257</a>	VEHICLE MAINTENANCE	493.03	512.21	2,803.35	1,100.00	1,100.00	0.00	0.00%	

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Comparison 1 Budget		Comparison 1 to Parent Budget Increase / (Decrease)	%
					Parent Budget 2022-2023 2022-2023	2023-2024 2023-2024		
<a href="#">20-5700-5610</a>	TELEPHONE	1,694.03	1,713.41	2,002.62	2,000.00	2,400.00	400.00	20.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	PHONE VOICE INTERNET		0.00	0.00	2,400.00			
<a href="#">20-5700-5615</a>	TRAVEL	143.74	394.73	6.00	750.00	750.00	0.00	0.00%
<a href="#">20-5700-5616</a>	CELL PHONE	600.00	800.00	675.00	900.00	900.00	0.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	CELL PHONE REIMBURSEMENT		1.50	600.00	900.00			
<a href="#">20-5700-5620</a>	DUES AND PUBLICATIONS	225.00	2,165.95	575.00	500.00	600.00	100.00	20.00%
<a href="#">20-5700-5621</a>	EMPLOYEE TRAINING	1,267.57	1,774.08	4,155.02	1,000.00	3,500.00	2,500.00	250.00%
<a href="#">20-5700-5622</a>	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	2,160.00	2,160.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	24P SWITCH		0.00	0.00	300.00			
2023-2024	CLOUD BACK UP		0.00	0.00	500.00			
2023-2024	T35 FIRE WALL		0.00	0.00	1,060.00			
2023-2024	WAP		0.00	0.00	300.00			
<a href="#">20-5700-5630</a>	VEHICLE FUEL	903.08	1,363.42	826.28	2,600.00	3,000.00	400.00	15.38%
<a href="#">20-5700-5691</a>	RAILROAD LICENSES	4,441.23	4,752.13	5,061.00	4,600.00	5,000.00	400.00	8.70%
<a href="#">20-5700-5700</a>	OFFICE SUPPLIES	195.11	3,077.70	3,356.70	1,705.00	4,350.00	2,645.00	155.13%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	DELL OPTIPLEX 3000 WORKSTATION, ACCES'		2.00	1,175.00	2,350.00			
2023-2024	OFFICE SUPPLIES		0.00	0.00	2,000.00			
<a href="#">20-5700-5726</a>	ADVERTISING	560.00	91.25	560.00	600.00	600.00	0.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	CCR WATER REPORT		0.00	0.00	600.00			
<a href="#">20-5700-5730</a>	SUPPLIES AND OPERATIONS	1,363.23	1,483.44	2,233.11	1,500.00	1,500.00	0.00	0.00%
<a href="#">20-5700-5740</a>	SAFETY SUPPLIES AND MATERI.	623.87	579.59	1,726.98	1,500.00	2,000.00	500.00	33.33%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	FIRST AID BOXES		0.00	0.00	2,000.00			
<a href="#">20-5700-5780</a>	BAD DEBT EXPENSE	0.00	0.00	0.00	100.00	100.00	0.00	0.00%

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Account Number								
<a href="#">20-5700-5789</a>	CONTINGENCY	0.00	0.00	0.00	12,486.00	7,337.00	-5,149.00	-41.24%
<a href="#">20-5700-6500</a>	GENERAL OVERHEAD	75,235.00	84,225.00	69,610.00	69,610.00	50,996.00	-18,614.00	-26.74%
<a href="#">20-5700-6505</a>	REIMBURSEMENTS	1,359.00	1,350.00	1,285.00	1,285.00	1,250.00	-35.00	-2.72%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	2022 RDA BOND 97 6% INT REIMB		0.00	0.00	1,250.00			
<a href="#">20-5700-6510</a>	CUST SERVICE REIM GEN FUN	79,376.00	81,512.00	85,199.00	85,199.00	91,970.00	6,771.00	7.95%
<a href="#">20-5700-7900</a>	DEPRECIATION	190,504.22	187,064.00	0.00	0.00	0.00	0.00	0.00%
Total Department: 5700 - WATER ADMINISTRATION:		551,111.21	549,507.94	305,908.35	483,145.00	715,670.50	232,525.50	48.13%

Budget Comparison Report

					Comparison 1 Budget	Comparison 1 to Parent Budget		
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	%
Account Number								
Department: 5710 - WATER TREATMENT								
<a href="#">20-5710-4002</a>	SALARIES FULL TIME	47,179.87	40,898.36	12,950.25	50,170.00	46,670.00	-3,500.00	-6.98%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	1 FTE	1 FTE						
<a href="#">20-5710-4003</a>	SALARIES PART TIME AND TEM	8,616.90	1,864.00	0.00	15,000.00	18,000.00	3,000.00	20.00%
<a href="#">20-5710-4004</a>	SALARIES OVERTIME	2,570.75	6,247.71	1,373.25	3,850.00	4,000.00	150.00	3.90%
<a href="#">20-5710-4500</a>	FICA	3,880.83	4,102.72	1,095.67	5,300.00	5,255.00	-45.00	-0.85%
<a href="#">20-5710-4505</a>	EMPLOYEE HEALTH INSURANCE	165.07	192.60	208.76	200.00	205.00	5.00	2.50%
<a href="#">20-5710-4510</a>	RETIREMENT	7,016.05	-2,538.77	0.00	5,805.00	5,450.00	-355.00	-6.12%
<a href="#">20-5710-4515</a>	WORKERS' COMPENSATION	1,870.31	1,720.00	2,226.38	2,090.00	2,410.00	320.00	15.31%
<a href="#">20-5710-4550</a>	HEALTH CLAIMS	-146.91	171.13	2.00	100.00	0.00	-100.00	-100.00%
<a href="#">20-5710-4555</a>	RETENTION	96.46	589.64	47.64	50.00	50.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	1.00	50.00	50.00				
<a href="#">20-5710-5200</a>	CONTRACTED SERVICES	601.59	784.89	187.84	15,240.00	480.00	-14,760.00	-96.85%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	0.00	0.00	380.00				
2023-2024	DRUG TESTING	0.00	0.00	100.00				
<a href="#">20-5710-5210</a>	INSURANCE	899.08	650.00	944.10	955.00	1,200.00	245.00	25.65%
<a href="#">20-5710-5250</a>	BUILDING MAINTENANCE	1,229.36	0.00	8,923.06	5,000.00	5,000.00	0.00	0.00%
<a href="#">20-5710-5251</a>	EQUIPMENT MAINTENANCE	5,830.65	7,908.74	330.46	17,000.00	18,000.00	1,000.00	5.88%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	CHLORINE CASTIC PUMPS	0.00	0.00	6,000.00				
2023-2024	GENERATOR MAINTENANCE	0.00	0.00	2,000.00				
2023-2024	WA WELLS PREVENTIVE MAINTENANCE	0.00	0.00	10,000.00				
<a href="#">20-5710-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	22,179.05	310,000.00	395,000.00	85,000.00	27.42%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FRANKLIN AVE WELL HOUSE #2 CONNECTION	0.00	0.00	10,000.00				
2023-2024	POWELTON AVE WELL BUILDING REPLACEMENT	0.00	0.00	285,000.00				
2023-2024	POWELTON AVE WELL BUILDING REPLACEMENT	0.00	0.00	100,000.00				
<a href="#">20-5710-5257</a>	VEHICLE MAINTENANCE	963.59	739.61	171.34	1,000.00	1,000.00	0.00	0.00%

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	Budget		
					Parent Budget		to Parent Budget	%
					2022-2023	2023-2024	Increase /	
					2022-2023	2023-2024	(Decrease)	
Account Number		2020-2021	2021-2022	2022-2023				
		Total Activity	Total Activity	YTD Activity				
				Through Jun				
<a href="#">20-5710-5400</a>	UTILITIES	25,667.18	18,049.36	18,046.70	22,600.00	22,600.00	0.00	0.00%
<a href="#">20-5710-5616</a>	CELL PHONE	450.00	600.00	150.00	600.00	600.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CELL PHONE REIMBURSEMENT		1.00	600.00	600.00			
<a href="#">20-5710-5630</a>	VEHICLE FUEL	2,121.03	2,290.00	1,555.12	3,250.00	4,000.00	750.00	23.08%
<a href="#">20-5710-5670</a>	CHEMICALS	51,576.80	51,399.10	72,123.88	55,000.00	65,000.00	10,000.00	18.18%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CAUSTIC CHLORINE		0.00	0.00	65,000.00			
<a href="#">20-5710-5730</a>	SUPPLIES AND OPERATIONS	911.13	5,288.32	8,773.84	11,000.00	11,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	WA TREATMENT SUPPLIES		0.00	0.00	11,000.00			
Total Department: 5710 - WATER TREATMENT:		161,499.74	140,957.41	151,289.34	524,210.00	605,920.00	81,710.00	15.59%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5720 - WATER DISTRIBUTION								
<a href="#">20-5720-4002</a>	SALARIES FULL TIME	68,467.20	62,674.06	41,875.18	70,130.00	69,100.00	-1,030.00	-1.47%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	1.5 FTES	1.5 FTES						
<a href="#">20-5720-4004</a>	SALARIES OVERTIME	4,474.50	8,867.91	4,293.69	6,600.00	6,000.00	-600.00	-9.09%
<a href="#">20-5720-4500</a>	FICA	5,082.52	5,717.48	3,510.51	5,870.00	5,750.00	-120.00	-2.04%
<a href="#">20-5720-4505</a>	EMPLOYEE HEALTH INSURANCE	11,939.95	8,483.45	8,115.78	9,795.00	14,500.00	4,705.00	48.03%
<a href="#">20-5720-4510</a>	RETIREMENT	10,657.68	-4,104.61	6,824.96	8,140.00	8,100.00	-40.00	-0.49%
<a href="#">20-5720-4515</a>	WORKERS' COMPENSATION	3,134.97	2,925.00	3,628.20	3,500.00	3,920.00	420.00	12.00%
<a href="#">20-5720-4530</a>	VACATION BUY BACK	452.88	0.00	0.00	460.00	1,000.00	540.00	117.39%
<a href="#">20-5720-4550</a>	HEALTH CLAIMS	3,771.60	3,211.95	2,097.21	4,400.00	6,000.00	1,600.00	36.36%
<a href="#">20-5720-4555</a>	RETENTION	72.34	1,696.57	1,154.30	75.00	75.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	1.50	50.00	75.00				
<a href="#">20-5720-5200</a>	CONTRACTED SERVICES	7,253.35	10,255.89	11,046.49	12,660.00	15,485.00	2,825.00	22.31%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	1.50	190.00	285.00				
2023-2024	DOT PHYSICAL	1.00	125.00	125.00				
2023-2024	DRUG TESTING	1.50	50.00	75.00				
2023-2024	METER SUPPORT SOFTWARE	0.00	0.00	5,000.00				
2023-2024	OUTSIDE CONTRACTORS	0.00	0.00	10,000.00				
<a href="#">20-5720-5210</a>	INSURANCE	8,249.08	8,300.00	9,084.08	9,315.00	11,000.00	1,685.00	18.09%
<a href="#">20-5720-5251</a>	EQUIPMENT MAINTENANCE	54.99	3,147.06	1,149.40	5,000.00	5,000.00	0.00	0.00%
<a href="#">20-5720-5252</a>	STREET REPAIR	29,959.14	29,869.48	35,805.93	30,000.00	33,000.00	3,000.00	10.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	TOP SOIL, STONES, PAVING	0.00	0.00	33,000.00				
<a href="#">20-5720-5253</a>	WATER TOWER MAINTENANCE	34,407.01	36,127.36	39,234.31	38,500.00	40,000.00	1,500.00	3.90%
<a href="#">20-5720-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	975,222.74	1,824,990.00	920,000.00	-904,990.00	-49.59%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	SMART METERS INSTALLATION ARPA CF	0.00	0.00	300,000.00				
2023-2024	WILLIAM ST LEAD LINES REPLACEMENT PROJ	0.00	0.00	500,000.00				

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
2023-2024	WILLIAM STREET WATER VALVES REPLACEM		0.00	0.00	120,000.00			
<a href="#">20-5720-5257</a>	VEHICLE MAINTENANCE	4,512.99	1,886.13	1,634.43	7,000.00	6,829.50	-170.50	-2.44%
<a href="#">20-5720-5616</a>	CELL PHONE	1,125.00	900.00	625.00	900.00	900.00	0.00	0.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	CELL PHONE REIMBURSEMENT		1.50	600.00	900.00			
<a href="#">20-5720-5630</a>	VEHICLE FUEL	1,269.49	2,168.75	2,121.53	3,900.00	4,535.00	635.00	16.28%
<a href="#">20-5720-5650</a>	NON-CAPITAL EQUIPMENT	36,195.49	15,783.20	38,004.56	7,500.00	10,000.00	2,500.00	33.33%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	METER GASKETS, FITTINGS		0.00	0.00	5,000.00			
2023-2024	METER PIT LIDS. PITS		0.00	0.00	5,000.00			
<a href="#">20-5720-5730</a>	SUPPLIES AND OPERATIONS	12,653.23	26,982.55	17,901.76	25,000.00	27,085.00	2,085.00	8.34%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	WA DIST SUPPLIES		0.00	0.00	27,085.00			
<a href="#">20-5720-5790</a>	LAB AND TESTING	10,822.23	6,329.84	6,271.03	15,000.00	16,500.00	1,500.00	10.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	WA TESTING, LAB, TEST KITS		0.00	0.00	16,500.00			
<b>Total Department: 5720 - WATER DISTRIBUTION:</b>		<b>254,555.64</b>	<b>231,222.07</b>	<b>1,209,601.09</b>	<b>2,088,735.00</b>	<b>1,204,779.50</b>	<b>-883,955.50</b>	<b>-42.32%</b>
<b>Total Fund: 20 - WATER FUND:</b>		<b>245,843.16</b>	<b>200,056.35</b>	<b>-629,017.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Fund: 24 - SEWER FUND</b>								
<b>Department: 4024 - SEWER FUND REVENUES</b>								
<a href="#">24-4024-3060</a>	PENALTY AND INTEREST	32.08	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">24-4024-3208</a>	ARPA GRANT	0.00	0.00	0.00	1,000,000.00	0.00	-1,000,000.00	-100.00%
<a href="#">24-4024-3363</a>	HAULER FEE	135,290.19	751,356.13	757,633.52	150,000.00	150,000.00	0.00	0.00%
<a href="#">24-4024-3364</a>	SPECIAL CONNECTION FEE	1,111,925.14	710,476.40	258,890.00	1,226,100.00	735,660.00	-490,440.00	-40.00%
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>			
2023-2024	NEW DEVELOPMENT		60.00	-12,261.00	-735,660.00			
<a href="#">24-4024-3365</a>	SEWER CAPITAL SERVICE FEE	0.00	0.00	253,698.84	0.00	378,000.00	378,000.00	0.00%
<a href="#">24-4024-3476</a>	READY TO SERVE	106,537.27	104,386.81	84,797.59	104,000.00	102,000.00	-2,000.00	-1.92%
<a href="#">24-4024-3480</a>	SERVICE AND MATERIAL	5,155.00	0.00	0.00	1,000.00	500.00	-500.00	-50.00%
<a href="#">24-4024-3481</a>	SEWER SERVICE	2,201,060.80	2,222,359.23	1,933,625.54	2,000,000.00	2,220,000.00	220,000.00	11.00%

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					Budget	Budget		
					Increase /	(Decrease)		
					%			



## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5800 - SEWER ADMINISTRATION								
<a href="#">24-5800-2920</a>	CONTRIBUTION TO CAPITAL RE	0.00	0.00	0.00	648,100.00	378,000.00	-270,100.00	-41.68%
<a href="#">24-5800-2923</a>	CONTRIBUTION TO GENERAL F	0.00	0.00	0.00	400,000.00	300,000.00	-100,000.00	-25.00%
<a href="#">24-5800-4002</a>	SALARIES FULL TIME	110,529.71	89,141.90	88,766.79	113,870.00	120,450.00	6,580.00	5.78%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	1.5 FTES	1.5 FTES						
<a href="#">24-5800-4004</a>	SALARIES OVERTIME	0.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00%
<a href="#">24-5800-4500</a>	FICA	7,724.63	7,528.40	6,053.15	9,100.00	9,600.00	500.00	5.49%
<a href="#">24-5800-4505</a>	EMPLOYEE HEALTH INSURANCI	20,605.78	21,352.61	24,423.85	20,910.00	25,500.00	4,590.00	21.95%
<a href="#">24-5800-4510</a>	RETIREMENT	16,604.06	-7,307.53	12,448.81	12,925.00	13,800.00	875.00	6.77%
<a href="#">24-5800-4515</a>	WORKERS' COMPENSATION	3,442.97	3,240.00	3,960.21	3,835.00	4,280.00	445.00	11.60%
<a href="#">24-5800-4530</a>	VACATION BUY BACK	1,094.40	0.00	0.00	1,115.00	2,300.00	1,185.00	106.28%
<a href="#">24-5800-4550</a>	HEALTH CLAIMS	5,307.24	3,701.26	6,617.08	7,320.00	10,000.00	2,680.00	36.61%
<a href="#">24-5800-4555</a>	RETENTION	72.34	1,155.17	1,154.30	75.00	75.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	1.50	50.00	75.00				
<a href="#">24-5800-5000</a>	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">24-5800-5005</a>	LEGAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">24-5800-5200</a>	CONTRACTED SERVICES	13,152.85	23,944.64	9,582.89	27,660.00	28,385.00	725.00	2.62%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	1.50	190.00	285.00				
2023-2024	CAMERA TRUCK SOFTWARE	0.00	0.00	2,000.00				
2023-2024	DOT PHYSICAL	1.00	125.00	125.00				
2023-2024	DRUG TESTING	1.50	50.00	75.00				
2023-2024	ENGINEERING SERVICES	0.00	0.00	15,500.00				
2023-2024	GENERATOR SERVICES	0.00	0.00	4,500.00				
2023-2024	LIFT STATION MONITORING	0.00	0.00	3,600.00				
2023-2024	MISS UTILITY	0.00	0.00	300.00				
2023-2024	OUTSIDE CONTRACTORS	0.00	0.00	2,000.00				
<a href="#">24-5800-5210</a>	INSURANCE	1,213.00	1,500.00	1,600.00	1,800.00	1,900.00	100.00	5.56%
<a href="#">24-5800-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	6,632.85	17,500.00	60,000.00	42,500.00	242.86%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FORD F150 PICK UP	0.00	0.00	60,000.00				

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
<a href="#">24-5800-5257</a>	VEHICLE MAINTENANCE	-646.62	-354.03	746.21	1,000.00	1,000.00	0.00	0.00%
<a href="#">24-5800-5610</a>	TELEPHONE	4,753.42	4,929.35	5,071.62	4,500.00	5,000.00	500.00	11.11%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	PHONE VOICE INTERNET LAND LINES		0.00	0.00	5,000.00			
<a href="#">24-5800-5615</a>	TRAVEL	138.08	938.25	42.81	1,500.00	1,500.00	0.00	0.00%
<a href="#">24-5800-5616</a>	CELL PHONE	1,200.00	750.00	675.00	900.00	900.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CELL PHONE REIMBURSEMENT		1.50	600.00	900.00			
<a href="#">24-5800-5620</a>	DUES AND PUBLICATIONS	1,470.86	2,128.72	1,714.24	2,000.00	2,500.00	500.00	25.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	GIS ANNUAL		0.00	0.00	500.00			
2023-2024	MAMWA, ANNUAL SLUDGE PERMIT		0.00	0.00	2,000.00			
<a href="#">24-5800-5621</a>	EMPLOYEE TRAINING	1,769.33	7,230.60	14,448.00	7,000.00	8,000.00	1,000.00	14.29%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	GIS QUALIFICATION		0.00	0.00	6,000.00			
2023-2024	WWT TRAINING		0.00	0.00	2,000.00			
<a href="#">24-5800-5622</a>	INFORMATION TECHNOLOGY	1,233.96	1,248.53	1,344.00	1,350.00	1,860.00	510.00	37.78%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	24P SWITCH		0.00	0.00	150.00			
2023-2024	CLOUD BACK UP		0.00	0.00	500.00			
2023-2024	T35 FIRE WALL		0.00	0.00	1,060.00			
2023-2024	WAP		0.00	0.00	150.00			
<a href="#">24-5800-5630</a>	VEHICLE FUEL	2,785.10	4,309.09	3,300.69	2,860.00	3,500.00	640.00	22.38%
<a href="#">24-5800-5691</a>	RAILROAD LICENSES	5,514.27	5,900.25	6,283.77	5,700.00	6,000.00	300.00	5.26%
<a href="#">24-5800-5700</a>	OFFICE SUPPLIES	483.09	177.97	5,590.88	3,715.00	5,300.00	1,585.00	42.66%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	DELL OPTIPLEX AND ACCESSORIES		2.00	1,150.00	2,300.00			
2023-2024	WWTP OFFICE SUPPLIES		0.00	0.00	3,000.00			
<a href="#">24-5800-5730</a>	SUPPLIES AND OPERATIONS	1,407.56	6,592.83	2,459.98	5,000.00	5,000.00	0.00	0.00%

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
<a href="#">24-5800-5740</a>	SAFETY SUPPLIES AND MATERI.	7,937.82	5,619.97	4,614.56	3,500.00	5,000.00	1,500.00	42.86%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	FIRST AID, SAFETY GEAR		0.00	0.00	5,000.00			
<a href="#">24-5800-5780</a>	BAD DEBT EXPENSE	0.00	0.00	0.00	500.00	500.00	0.00	0.00%
<a href="#">24-5800-5789</a>	CONTINGENCY	0.00	0.00	0.00	56,140.00	5,782.00	-50,358.00	-89.70%
<a href="#">24-5800-6500</a>	GENERAL OVERHEAD	181,833.00	185,967.00	252,305.00	252,305.00	252,448.00	143.00	0.06%
<a href="#">24-5800-6505</a>	REIMBURSEMENTS	4,303.00	4,200.00	4,062.00	4,062.00	3,945.00	-117.00	-2.88%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	2022 RDA BOND 97 19% INT REIMB		0.00	0.00	3,945.00			
<a href="#">24-5800-6510</a>	CUST SERVICE REIM GEN FUN	79,376.00	81,512.00	89,683.00	89,683.00	96,810.00	7,127.00	7.95%
<a href="#">24-5800-8000</a>	BOND PRINCIPAL	0.00	0.00	315,811.73	400,500.00	408,100.00	7,600.00	1.90%
<a href="#">24-5800-8100</a>	BOND INTEREST	179,630.48	169,866.80	109,062.34	160,000.00	152,000.00	-8,000.00	-5.00%
Total Department: 5800 - SEWER ADMINISTRATION:		652,936.33	625,273.78	978,455.76	2,271,425.00	1,924,435.00	-346,990.00	-15.28%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5810 - COLLECTION SYSTEM								
<a href="#">24-5810-4002</a>	SALARIES FULL TIME	65,110.08	66,041.71	41,875.09	70,130.00	69,100.00	-1,030.00	-1.47%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	1.5 FTES	1.5 FTES						
<a href="#">24-5810-4004</a>	SALARIES OVERTIME	4,474.52	8,867.90	4,293.67	6,600.00	6,000.00	-600.00	-9.09%
<a href="#">24-5810-4500</a>	FICA	5,082.29	5,575.79	3,427.65	5,870.00	5,750.00	-120.00	-2.04%
<a href="#">24-5810-4505</a>	EMPLOYEE HEALTH INSURANCE	11,982.11	8,054.42	8,114.90	9,800.00	14,500.00	4,700.00	47.96%
<a href="#">24-5810-4510</a>	RETIREMENT	9,874.03	-6,443.54	6,824.96	8,145.00	8,100.00	-45.00	-0.55%
<a href="#">24-5810-4515</a>	WORKERS' COMPENSATION	3,132.97	2,915.00	3,617.66	3,500.00	3,910.00	410.00	11.71%
<a href="#">24-5810-4530</a>	VACATION BUY BACK	452.88	0.00	0.00	460.00	1,000.00	540.00	117.39%
<a href="#">24-5810-4550</a>	HEALTH CLAIMS	3,959.53	2,803.85	2,097.02	4,400.00	6,000.00	1,600.00	36.36%
<a href="#">24-5810-4555</a>	RETENTION	72.34	72.34	71.46	75.00	75.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	1.50	50.00	75.00				
<a href="#">24-5810-5200</a>	CONTRACTED SERVICES	9,119.94	16,367.69	3,550.04	5,360.00	5,485.00	125.00	2.33%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	1.50	190.00	285.00				
2023-2024	DOT PHYSICAL	1.00	125.00	125.00				
2023-2024	DRUG TESTING	1.50	50.00	75.00				
2023-2024	OUTSIDE CONTRACTORS	0.00	0.00	5,000.00				
<a href="#">24-5810-5210</a>	INSURANCE	3,295.06	3,100.00	3,384.08	3,360.00	4,000.00	640.00	19.05%
<a href="#">24-5810-5251</a>	EQUIPMENT MAINTENANCE	18,019.56	6,511.46	10,987.70	15,000.00	15,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	PUMP, LIFT STATION	0.00	0.00	15,000.00				
<a href="#">24-5810-5252</a>	STREET REPAIR	10,045.40	14,919.06	20,569.49	15,000.00	21,000.00	6,000.00	40.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	TOP SOIL, CRUSH, PAVING	0.00	0.00	21,000.00				
<a href="#">24-5810-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	47,220.02	1,000,000.00	1,805,000.00	805,000.00	80.50%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	BROAD ST LIFT STATION ARPA CF	0.00	0.00	1,000,000.00				

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Account Number								
2023-2024	FORD F150 PICK UP		0.00	0.00	55,000.00			
2023-2024	WEST ST LIFT STATION RELOCATION		0.00	0.00	750,000.00			
<a href="#">24-5810-5257</a>	VEHICLE MAINTENANCE	4,124.96	1,725.19	3,432.15	7,000.00	7,000.00	0.00	0.00%
<a href="#">24-5810-5400</a>	UTILITIES	9,955.35	10,104.02	9,984.61	12,000.00	12,000.00	0.00	0.00%
<a href="#">24-5810-5616</a>	CELL PHONE	675.00	900.00	625.00	900.00	900.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CELL PHONE REIMBURSEMENT		1.50	600.00	900.00			
<a href="#">24-5810-5630</a>	VEHICLE FUEL	1,240.23	2,096.50	1,943.20	3,575.00	4,500.00	925.00	25.87%
<a href="#">24-5810-5730</a>	SUPPLIES AND OPERATIONS	1,299.52	7,252.34	10,065.88	12,000.00	12,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	SW SMALL TOOLS, SUPPLIES		0.00	0.00	12,000.00			
Total Department: 5810 - COLLECTION SYSTEM:		161,915.77	150,863.73	182,084.58	1,183,175.00	2,001,320.00	818,145.00	69.15%

## Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Department: 5820 - TREATMENT PLANT								
<a href="#">24-5820-4002</a>	SALARIES FULL TIME	146,719.80	122,052.92	119,955.15	159,500.00	176,490.00	16,990.00	10.65%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	3 FTES	3 FTES						
<a href="#">24-5820-4004</a>	SALARIES OVERTIME	4,574.59	8,481.46	8,474.09	6,600.00	10,000.00	3,400.00	51.52%
<a href="#">24-5820-4500</a>	FICA	11,212.88	10,443.30	9,514.97	12,710.00	14,270.00	1,560.00	12.27%
<a href="#">24-5820-4505</a>	EMPLOYEE HEALTH INSURANCE	29,223.21	18,643.57	25,259.22	17,400.00	23,500.00	6,100.00	35.06%
<a href="#">24-5820-4510</a>	RETIREMENT	22,711.33	-12,355.19	13,391.13	18,385.00	20,400.00	2,015.00	10.96%
<a href="#">24-5820-4515</a>	WORKERS' COMPENSATION	4,545.93	4,025.00	5,182.85	5,070.00	5,600.00	530.00	10.45%
<a href="#">24-5820-4530</a>	VACATION BUY BACK	2,672.64	0.00	0.00	2,725.00	2,900.00	175.00	6.42%
<a href="#">24-5820-4550</a>	HEALTH CLAIMS	6,382.24	4,160.10	3,626.07	14,625.00	12,000.00	-2,625.00	-17.95%
<a href="#">24-5820-4555</a>	RETENTION	144.69	1,227.51	1,767.18	150.00	150.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	3.00	50.00	150.00				
<a href="#">24-5820-5200</a>	CONTRACTED SERVICES	47,967.94	3,240.17	3,201.59	6,220.00	1,095.00	-5,125.00	-82.40%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	3.00	190.00	570.00				
2023-2024	DOT PHYSICAL	3.00	125.00	375.00				
2023-2024	DRUG TESTING	3.00	50.00	150.00				
<a href="#">24-5820-5210</a>	INSURANCE	7,769.08	7,806.25	9,084.08	9,450.00	11,000.00	1,550.00	16.40%
<a href="#">24-5820-5250</a>	BUILDING MAINTENANCE	0.00	0.00	371.95	2,000.00	3,000.00	1,000.00	50.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	WWTP BUILDING HVAC	0.00	0.00	3,000.00				
<a href="#">24-5820-5251</a>	EQUIPMENT MAINTENANCE	33,901.76	42,888.48	112,642.37	42,000.00	51,000.00	9,000.00	21.43%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	DIGESTOR MIXER	0.00	0.00	15,000.00				
2023-2024	DRYING BEDS CONTROLS	0.00	0.00	5,000.00				
2023-2024	WW EFFLUENT, INFLUENT PUMPS	0.00	0.00	5,000.00				
2023-2024	WWTP EQUIPMENT	0.00	0.00	15,000.00				
2023-2024	WWTP GENERATORS	0.00	0.00	1,000.00				
2023-2024	WWTP PROCESS CONTROLS	0.00	0.00	10,000.00				

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
<a href="#">24-5820-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	155,000.00	155,000.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	ACTUATOR VALVE FOR SBR 2		0.00	0.00	20,000.00			
2023-2024	AQUA ROBICS UPGRADE		0.00	0.00	10,000.00			
2023-2024	ELECTRIC GATES WWTP MAIN ENTRANCE		0.00	0.00	15,000.00			
2023-2024	PUMP FOR SBR 40HP		0.00	0.00	50,000.00			
2023-2024	SLUDGE METER		0.00	0.00	10,000.00			
2023-2024	WWTP LED LIGHTS		0.00	0.00	50,000.00			
<a href="#">24-5820-5257</a>	VEHICLE MAINTENANCE	3,164.44	2,528.33	1,200.41	3,125.00	3,000.00	-125.00	-4.00%
<a href="#">24-5820-5400</a>	UTILITIES	183,967.47	173,510.58	164,112.03	180,000.00	198,000.00	18,000.00	10.00%
<a href="#">24-5820-5616</a>	CELL PHONE	1,800.00	1,450.00	1,000.00	1,800.00	1,800.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CELL PHONE REIMBURSEMENT		3.00	600.00	1,800.00			
<a href="#">24-5820-5630</a>	VEHICLE FUEL	2,945.54	3,935.78	3,594.62	3,900.00	5,000.00	1,100.00	28.21%
<a href="#">24-5820-5631</a>	DIESEL FUEL	949.95	5,052.67	4,664.45	3,900.00	5,000.00	1,100.00	28.21%
<a href="#">24-5820-5670</a>	CHEMICALS	45,015.36	45,794.43	49,796.98	70,000.00	85,000.00	15,000.00	21.43%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	INTERPACK FOR DIGESTORS		0.00	0.00	20,000.00			
2023-2024	POLYMER		0.00	0.00	35,000.00			
2023-2024	SODIUM HYPOCHLORIDE		0.00	0.00	30,000.00			
<a href="#">24-5820-5730</a>	SUPPLIES AND OPERATIONS	14,628.60	17,317.75	7,568.24	28,000.00	28,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	WWTP SMALL TOOLS, SUPPLIES		0.00	0.00	28,000.00			
<a href="#">24-5820-5790</a>	LAB AND TESTING	14,841.28	12,072.92	13,187.05	28,000.00	28,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	LAB SUPPLIES, TESTS		0.00	0.00	28,000.00			
<a href="#">24-5820-5799</a>	LANDFILL CHARGES	13,481.10	20,416.00	12,206.40	16,000.00	20,000.00	4,000.00	25.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	SLUDGE DISPOSAL		0.00	0.00	20,000.00			

Budget Comparison Report

Account Number		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
<a href="#">24-5820-7900</a>	DEPRECIATION	1,059,944.64	948,803.65	0.00	0.00	0.00	0.00	0.00%
Total Department: 5820 - TREATMENT PLANT:		1,658,564.47	1,441,495.68	569,800.83	631,560.00	860,205.00	228,645.00	36.20%



Budget Comparison Report

					Comparison 1	Comparison 1		
					Parent Budget	Budget	to Parent	%
					2022-2023	2023-2024	Increase /	
Account Number		2020-2021	2021-2022	2022-2023	2022-2023	2023-2024	(Decrease)	
		Total Activity	Total Activity	YTD Activity	2022-2023	2023-2024		
					Through Jun			
Department: 5830 - SPRAY SITE								
<a href="#">24-5830-4002</a>	SALARIES FULL TIME	173,366.16	171,228.41	130,147.59	182,740.00	206,350.00	23,610.00	12.92%
Budget Notes								
Budget Code	Subject	Description						
2023-2024	4 FTES	4 FTES						
<a href="#">24-5830-4003</a>	SALARIES PART TIME AND TEM	1,536.00	0.00	0.00	5,500.00	6,000.00	500.00	9.09%
<a href="#">24-5830-4004</a>	SALARIES OVERTIME	315.19	1,268.08	612.15	5,500.00	10,000.00	4,500.00	81.82%
<a href="#">24-5830-4500</a>	FICA	12,254.35	12,943.71	9,543.23	14,825.00	17,010.00	2,185.00	14.74%
<a href="#">24-5830-4505</a>	EMPLOYEE HEALTH INSURANCE	33,252.88	35,984.02	35,869.40	36,570.00	37,300.00	730.00	2.00%
<a href="#">24-5830-4510</a>	RETIREMENT	26,501.30	-17,442.88	16,407.19	21,240.00	24,000.00	2,760.00	12.99%
<a href="#">24-5830-4515</a>	WORKERS' COMPENSATION	9,273.24	8,740.00	10,732.47	10,325.00	11,600.00	1,275.00	12.35%
<a href="#">24-5830-4530</a>	VACATION BUY BACK	1,194.72	0.00	0.00	0.00	2,600.00	2,600.00	0.00%
<a href="#">24-5830-4550</a>	HEALTH CLAIMS	5,299.49	11,374.64	4,459.59	14,700.00	16,000.00	1,300.00	8.84%
<a href="#">24-5830-4555</a>	RETENTION	192.92	2,358.58	1,814.82	200.00	200.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FOOD LION GIFT CARD	4.00	50.00	200.00				
<a href="#">24-5830-5200</a>	CONTRACTED SERVICES	1,261.65	994.81	15,095.36	3,960.00	5,200.00	1,240.00	31.31%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	ADP PROCESSING	0.00	0.00	950.00				
2023-2024	DRUG TESTING	0.00	0.00	250.00				
2023-2024	OUTSIDE CONTRACTORS	0.00	0.00	4,000.00				
<a href="#">24-5830-5210</a>	INSURANCE	7,769.08	7,806.25	9,084.08	9,445.00	11,000.00	1,555.00	16.46%
<a href="#">24-5830-5250</a>	BUILDING MAINTENANCE	1,361.05	880.00	2,176.00	1,500.00	1,500.00	0.00	0.00%
<a href="#">24-5830-5251</a>	EQUIPMENT MAINTENANCE	6,549.40	10,110.28	5,173.67	10,000.00	10,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	SS MAINTENANCE	0.00	0.00	10,000.00				
<a href="#">24-5830-5255</a>	CAPITAL OUTLAY EQUIPMENT	0.00	0.00	0.00	0.00	140,000.00	140,000.00	0.00%
Budget Detail								
Budget Code	Description	Units	Price	Amount				
2023-2024	FORD RANGER	0.00	0.00	50,000.00				
2023-2024	LAWN MOWER	0.00	0.00	20,000.00				
2023-2024	LEE ROAD PAVING SS A HAULER FEES	0.00	0.00	50,000.00				
2023-2024	SS FOREST MANAGEMENT PLAN	0.00	0.00	20,000.00				

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Account Number								
<a href="#">24-5830-5257</a>	VEHICLE MAINTENANCE	1,683.76	1,053.47	2,163.56	2,000.00	3,000.00	1,000.00	50.00%
<a href="#">24-5830-5400</a>	UTILITIES	51,089.79	43,669.21	48,033.44	55,000.00	50,000.00	-5,000.00	-9.09%
<a href="#">24-5830-5610</a>	TELEPHONE	663.44	673.41	611.77	660.00	720.00	60.00	9.09%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	LANDLINES		0.00	0.00	720.00			
<a href="#">24-5830-5616</a>	CELL PHONE	2,400.00	2,350.00	1,450.00	2,400.00	2,400.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CELL PHONE REIMBURSEMENT		4.00	600.00	2,400.00			
<a href="#">24-5830-5630</a>	VEHICLE FUEL	2,300.40	3,822.44	3,944.88	3,575.00	4,500.00	925.00	25.87%
<a href="#">24-5830-5631</a>	DIESEL FUEL	2,053.68	3,390.55	2,928.92	2,900.00	4,000.00	1,100.00	37.93%
<a href="#">24-5830-5650</a>	NON-CAPITAL EQUIPMENT	391.08	4,145.57	0.00	6,000.00	6,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	SPRAY HEADS, VALVES		0.00	0.00	6,000.00			
<a href="#">24-5830-5670</a>	CHEMICALS	0.00	0.00	4,253.50	0.00	0.00	0.00	0.00%
<a href="#">24-5830-5730</a>	SUPPLIES AND OPERATIONS	3,112.44	6,801.02	3,243.70	5,000.00	7,970.00	2,970.00	59.40%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	SS SMALL TOOLS		0.00	0.00	7,970.00			
<a href="#">24-5830-5790</a>	LAB AND TESTING	12,155.43	11,232.23	9,785.50	15,000.00	15,000.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	LAB TESTING, MONITORING WELLS		0.00	0.00	15,000.00			
Total Department: 5830 - SPRAY SITE:		355,977.45	323,383.80	317,530.82	409,040.00	592,350.00	183,310.00	44.81%
Total Fund: 24 - SEWER FUND:		2,444,394.71	1,289,004.23	1,275,012.42	0.00	0.00	0.00	0.00%
Fund: 30 - STORMWATER								
Department: 4030 - STORMWATER FUND REVENUES								
<a href="#">30-4030-3060</a>	PENALTY AND INTEREST	0.00	0.00	1,143.84	0.00	100.00	100.00	0.00%
<a href="#">30-4030-3103</a>	STORMWATER MGMT PERMIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">30-4030-3208</a>	ARPA GRANT	0.00	0.00	0.00	288,000.00	0.00	-288,000.00	-100.00%
<a href="#">30-4030-3230</a>	DNR GRANT	0.00	0.00	19,800.00	0.00	542,000.00	542,000.00	0.00%

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					Budget	Budget		
					Increase /	(Decrease)		
					%			

Budget Comparison Report

					Comparison 1	Comparison 1		
					Budget	to Parent		
					Budget	Budget		
					Increase /	(Decrease)		
					%			

Budget Comparison Report

					Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
		2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Account Number								
2023-2024	NELSON, FRANKLIN, PINE STWA IMPROVEM		0.00	0.00	400,000.00			
<a href="#">30-5030-5257</a>	VEHICLE MAINTENANCE	0.00	0.00	206.31	0.00	0.00	0.00	0.00%
<a href="#">30-5030-5616</a>	CELL PHONE	1,200.00	1,200.00	650.00	1,200.00	1,200.00	0.00	0.00%
Budget Detail								
Budget Code	Description		Units	Price	Amount			
2023-2024	CELL PHONE REIMBURSEMENT		2.00	600.00	1,200.00			
<a href="#">30-5030-5621</a>	EMPLOYEE TRAINING	500.00	230.00	295.00	250.00	250.00	0.00	0.00%
<a href="#">30-5030-5630</a>	VEHICLE FUEL	3,292.76	3,393.89	1,650.07	4,820.00	4,000.00	-820.00	-17.01%
<a href="#">30-5030-5633</a>	COUNTY DRAINAGE TAX DITCH	618.00	618.00	618.00	700.00	750.00	50.00	7.14%
<a href="#">30-5030-5678</a>	STORMWATER REVIEW EXPEN	11,426.75	1,141.75	4,307.50	7,000.00	7,000.00	0.00	0.00%
<a href="#">30-5030-5730</a>	SUPPLIES AND OPERATIONS	1,434.85	4,722.24	3,255.40	5,000.00	4,000.00	-1,000.00	-20.00%
<a href="#">30-5030-5740</a>	SAFETY SUPPLIES AND MATERI	695.06	0.00	0.00	500.00	500.00	0.00	0.00%
<a href="#">30-5030-5780</a>	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">30-5030-5789</a>	CONTINGENCY	0.00	0.00	0.00	6,300.00	12,949.00	6,649.00	105.54%
<a href="#">30-5030-6500</a>	GENERAL OVERHEAD	0.00	0.00	0.00	0.00	21,856.00	21,856.00	0.00%
<a href="#">30-5030-6510</a>	CUST SERVICE REIM GEN FUN	0.00	0.00	4,485.00	4,485.00	4,840.00	355.00	7.92%
<a href="#">30-5030-7900</a>	DEPRECIATION	156,419.51	153,458.55	0.00	0.00	0.00	0.00	0.00%
Total Department: 5030 - STORMWATER:		290,772.05	281,888.17	261,742.43	473,350.00	1,226,850.00	753,500.00	159.18%
Total Fund: 30 - STORMWATER:		-101,512.45	-88,994.23	-1,254.53	0.00	0.00	0.00	0.00%
Report Total:		3,054,177.51	3,144,694.65	3,258,706.25	0.00	0.00	0.00	0.00%

	2020-2021 Total Activity	2021-2022 Total Activity	2022-2023 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2022-2023 2022-2023	2023-2024 2023-2024	Increase / (Decrease)	
Fund							
01 - GENERAL FUND	141,559.55	1,554,970.78	1,752,879.53	0.00	0.00	0.00	0.00%
10 - ELECTRIC	323,892.54	189,657.52	861,086.47	0.00	0.00	0.00	0.00%
20 - WATER FUND	245,843.16	200,056.35	-629,017.64	0.00	0.00	0.00	0.00%
24 - SEWER FUND	2,444,394.71	1,289,004.23	1,275,012.42	0.00	0.00	0.00	0.00%
30 - STORMWATER	-101,512.45	-88,994.23	-1,254.53	0.00	0.00	0.00	0.00%
Report Total:	3,054,177.51	3,144,694.65	3,258,706.25	0.00	0.00	0.00	0.00%

ORDINANCE 2023-04

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND  
AMENDING CHAPTER 8, ARTICLE II ENTITLED BUSINESS LICENSES, SECTION 8-19  
DEFINITIONS AND SECTION 8-22 LICENSE REQUIRED; FEE; TRANSFERABILITY

BE IT ENACTED BY THE MAYOR AND COUNCIL THAT SECTION 8-19 DEFINITIONS SHALL BE  
AMENDED AS FOLLOWS:

Sec. 8-19. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings  
ascribed to them in this section, except where the context clearly indicates a different meaning:

Authority means the authority as granted to the Mayor and Council by the Charter of the Town of  
Berlin.

Boundaries means the corporate, legal limits of the town as may be amended from time to time.

Business or business establishment means any retail, service, rental or professional business entity  
OPERATING WITHIN OR PROVIDING SERVICES WITHIN THE TOWN, REGARDLESS OF  
WHETHER SAID BUSINESS OR BUSINESS ESTABLISHMENT IS PHYSICALLY LOCATED WITHIN  
THE CORPORATE LIMITS OF THE TOWN.

Business license fee means the annual fee imposed upon any business operating within the town.

Person means any individual, firm, cooperation, partnership or joint venture.

~~Vendor means, for the purposes of this article, a person or business not operating a permanent  
location within the town limits, but who may, from time to time, operate at a one-day event or in  
another temporary venue.~~

(Code 1977, § 39-1; Ord. No. 2009-04, 5-11-2009)

BE IT FURTHER ENACTED BY THE MAYOR AND COUNCIL THAT SECTION 8-22, LICENSE  
REQUIRED; FEE; TRANSFERABILITY SHALL BE AMENDED AS FOLLOWS:

Sec. 8-22. - License required; fee; transferability.

(a) NO person shall operate any BUSINESS OR business establishment within the town without obtaining an annual license from the town. Failure to obtain or renew a business license within 90 days as required pursuant to this title constitutes a municipal infraction pursuant to chapter 1, section 1-23 of this Code and shall be punishable as a misdemeanor, the penalty for which shall not exceed a fine of \$1,000.00 and/or imprisonment for a term not to exceed six months.(b)The fee for the business license shall be as set forth by the Mayor and Council of the town. The annual fee schedule may be amended by the Mayor and Council from time to time.(c)The town administrator shall designate the appropriate department/personnel to oversee the billing and collection of the fee from the responsible person of each business establishment. The business license fee shall be due and payable on July 1 of each and every year, and the entire fee shall be collected before any license is issued.(d)Subject to all applicable provisions of other ordinances of the town, statutes of Maryland and all laws of the federal government, the business license shall be transferable, upon written notice to the town administrator, and shall be renewable from year to year during the continuous operation of the business by the licensee.(e)In the event that any person commences business operation in the town subsequent to July 1 in any year, the fee may be prorated based on the number of months of operation during the licensing year.

(Code 1977, § 39-4; Ord. No. 2009-04, 5-11-2009; Ord. No. 2019-01 , 5-13-2019)

**THIS ORDINANCE** was introduced and read at a meeting of the Town Council held on the  
22 day of May, 2023, and thereafter a statement of the substance of the  
Ordinance having been published as required by law.



A PUBLIC HEARING was held and this Ordinance was adopted this \_\_\_\_ day of \_\_\_\_\_, 2023, by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of \_\_\_\_\_ in favor, to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Dean Burrell, Vice-President

Approved on this \_\_\_\_ day of \_\_\_\_\_, 2023 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Zachery Tyndall, Mayor

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



**MOTION OF THE MAYOR AND COUNCIL 2023-15**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO ENTER INTO AN ACCESS AGREEMENT WITH THE MARYLAND AND DELAWARE RAILROAD FOR THE LOCATION ON WHICH UNDERGROUND UTILITIES OF THE TOWN OF BERLIN WILL BE CONSTRUCTED TO SERVE THE FUTURE PROJECT OF EVANS PARC VENTURE LLC AT 9413 EVANS ROAD IN THE TOWN OF BERLIN. SAID LICENSE AGREEMENT SHALL BECOME EFFECTIVE AT THE TIME THAT EVANS PARC VENTURE LLC COMPLETES CONSTRUCTION OF SUCH UTILITIES AND THE TOWN OF BERLIN ACCEPTS THE UTILITIES INTO THE WATER/SEWER SYSTEM OF THE TOWN OF BERLIN.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

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

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE MAYOR OF THE TOWN OF BERLIN.

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

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

## **LICENSE AGREEMENT #525001000-2**

THIS AGREEMENT entered into this \_\_\_\_ day of \_\_\_\_\_, 2023 between THE MARYLAND AND DELAWARE RAILROAD COMPANY, 106 Railroad Avenue, Federalsburg, Maryland 21632 (hereinafter called "Railroad") and THE TOWN OF BERLIN, a political subdivision of the State of Maryland (hereinafter called "Licensee").

### **W I T N E S S E T H:**

WHEREAS, the Railroad is the owner of a railroad right of way upon which a rail transportation system is operated (hereinafter sometimes referred to as the "Right of Way"); and

WHEREAS, the Licensee wishes to acquire the license or privilege, as hereinafter described, defined and limited, in, on, upon, over, under, across, along and through said Right of Way from and to certain points and places hereinafter described to permit the Licensee to construct, install, operate, maintain, repair, reinstall, replace, relocate, and remove therein a System (as herein defined).

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements herein, the parties hereby agree as follows:

#### **1. DEFINITIONS:**

1.1 "Acceptance of construction" shall mean written notification from the Railroad President, or other designee, that work has been performed in accordance with the terms of this Agreement; but, "acceptance of construction" shall not constitute a warranty or guarantee of workmanship or freedom from defect and shall not constitute a waiver of any claim for subsequently discovered misfeasance, malfeasance or nonfeasance which could not previously have been discovered in the exercise of reasonable care and diligence.

1.2 "Approved plans," shall mean plans which have been reviewed and approved by the Railroad but shall not mean or imply any warranty or guarantee by the Railroad of the quality of plans or designs, except as to any elements of such plans as were required by the Railroad as a condition of approval; nor shall such term include acceptance of performance thereof or construction thereunder.

1.3 "License" shall mean a license in gross or such lesser right of occupancy or use provided to Licensee by Railroad pursuant to this Agreement. It shall be the Railroad's obligation hereunder to provide to Licensee a license in gross or the highest lesser right permitted by the nature of the Railroad's interest in the Right of Way.

1.4 "Facilities," when applied to property of or installed by the Licensee, shall mean conduit, carrier pipe, cables, fibers, junctions, repeaters, terminals, power sources, attachments, structures or shelters, and all other necessary and appurtenant articles of personal property connected with, necessary for or useful to the construction, installation, operation,

maintenance, repair, reinstallation, replacement, relocation and removal of the System (as herein defined). Any and all such property constructed and/or installed and subsequently operated, maintained, reinstalled, replaced, relocated and/or removed by the Licensee, or at the direction of the Licensee, shall be and remain at all times the personal property of the Licensee, and shall at no time be deemed to be the property of the Railroad, regardless of the manner or method of attachment to or installation in, on, upon, over, under, across, along and through the Right of Way.

1.5 “Fouling of tracks” shall mean existence, movement or placement of equipment and/or personnel on a railroad track or within fifteen feet (15’) of the centerline of any track within Railroad’s Right of Way.

1.6 “Operated Right(s)-of-Way” shall mean that area of any Railroad Right of Way utilized for track structures, drainage, signal and communications poles, maintenance roads, etc.

1.7 “Relocation” when related to alteration or removal of Railroad’s track from Right of Way, shall mean change in track grade or location in order to avoid or eliminate curvature problems, creation or deletion of double or multiple tracks; installation of additional passing tracks, spur tracks, or storage sidings; and track movement for operating needs or plans. The term, however, shall not include abandonment or complete removal of any particular tracks in conjunction with termination or abandonment of a service route, branch or main line.

1.8 “Right(s)-of-Way” shall mean the area of property owned, operated, leased or controlled by the Railroad.

1.9 “Subsidiaries” shall mean any railroad or other corporation owned, controlled or operated by the Railroad.

1.10 “System” shall mean:

**(1) buried pipeline approximately 2 inches each in diameter and (1) buried pipeline approximately 8 inches in diameter, to support (1) Equivalent Dwelling Unit (EDU) on adjacent property owned by Licensee.**

1.11 “System Right of Way” shall mean that portion of the Railroad Right of Way or any other land on which the System (as herein defined) is located.

1.12 “Temporary” shall mean, with respect to any use or occupation of land or property for construction (but not use or occupation of any track or Operated Right of Way), for a term not to exceed eighteen (18) months.

1.13 “Trackage Right” shall mean the rights, arising by agreement, of one railroad to use the tracks of another railroad for the carriage thereover of through rail traffic; it ordinarily imparts in the burdening carrier no ownership interest in the tract or Right of Way of the burdened carrier.

1.14 “Fuel” shall mean kerosene, diesel or propane gas.

2. LICENSE LOCATION / MARKING:

2.1 Subject to the terms hereinafter described, Railroad does hereby permit the Licensee an occupancy license in, on, upon, over, under, across, along and through said Railroad Right of Way from a point at:

**Transverse crossing at MP 52.5 (Evans Road) (as more fully set forth in Exhibit A attached hereto).**

solely for the construction, installation, operation, maintenance, repair, reinstallation, replacement, relocation and/or removal therein of the System hereinabove described in Paragraph 1.10.

2.2 It is intended herein that no enhancement improvement or increase in capacity of said System shall occur pursuant to this Agreement without written consent of Railroad.

2.3 Licensee shall clearly and permanently mark above ground each location that the pipeline described above and shown in **Exhibit A** enters onto or leaves the Railroad Right of Way, and shall place permanent markers along the Right of Way above where the pipeline is located such that it is precisely tracking the underground pipeline, and so that said markers are clearly visible from the next preceding marker, at intervals no greater than 1,000 (One Thousand) Feet. Such Markers shall be maintained by Licensee throughout the term hereof.

3. NATURE OF LICENSE: Railroad owns a railroad right-of-way running from Frankford, Delaware to Snow Hill, Maryland a distance of approximately 26.7 miles acquired from The Snow Hill Shippers Association by two deeds dated March 23, 2000, that portion lying in Delaware being set forth in that deed recorded in the Sussex County land records at Deed Book 2470 at page 228, that portion lying in Maryland being set forth in that certain deed recorded in the Worcester County land records at Liber SVH 2828, Folio 527 and correspondingly Railroad herein authorizes Licensee to use that portion thereof as is hereinabove more specifically described and authorizes Licensee its use only to the extent of Railroad’s rights of ownership. Railroad offers no warranties as to quality of title.

4. LICENSE FEE: The Licensee shall pay the Railroad for the license or privileges herein permitted the sum of **\$1,368.00** payable on May 1st, 2023 and the 1st day of May each year thereafter until terminated as set forth herein. The aforesaid sum shall be increased yearly by three percent (3%). Any payments not received by Railroad within 15 days of the date due shall, in addition, be subject to a late payment charge of 1.5% per month, or any part thereof, during which payment is in arrears.

5. EFFECTIVE DATE / TERMINATION:

5.1 This License Agreement shall take effect on the date on which Railroad receives written notice from the Town that construction of the System has been completed and the Town has assumed ownership thereof, and shall have an Initial Term of **fifteen (15) years** unless terminated pursuant to the provisions of this Section.

5.2 After the Initial Term, the Agreement shall renew automatically from year to year unless: (i) terminated by either Party giving not less than six (6) months prior written notice of such termination to the other Party, in accordance with the termination provisions of Section 5.3; or (ii) amended by subsequent written agreement between the Parties.

5.3 This Agreement shall terminate in whole or in part as to any portion or segment of Licensee's System upon the happening of any of the following events:

(1) By Licensee giving sixty (60) days prior written notice to Railroad of termination as to all or any part of its System or Facilities together with complete removal by the Licensee of the Licensee's System and Facilities and restoration of the Railroad's Right-of-Way to the approval and satisfaction of the Railroad's President, or designee; said termination not to be effective until removal, as aforesaid, has occurred; provided, that Railroad or its designee shall not delay unreasonably in reviewing the restoration required by Licensee upon receipt of notice from Licensee that such restoration has been completed. Absent commencement of removal within six (6) months of Licensee's written notice of termination, the System and Facilities shall be deemed abandoned and Railroad may remove or cause to be removed the same and recover the cost thereof from Licensee together with any reasonable attorneys' fees Railroad may incur in so doing.

(2) Subsequent written mutual agreement of the parties hereto.

(3) In the event: (a) Licensee abandons use of any of its Facilities and/or any portion of the System; (b) Railroad Company is notified by any government agency of an environmental violation attributable to the Facilities and/or System; (c) Licensee defaults under any provision set forth herein; and/or (d) Railroad Company determines in its sole reasonable discretion that Licensee's use of the Facilities and/or System presents a danger or hindrance to the Railroad Company's use of the Right of Way, Railroad Company at anytime thereafter may terminate this Agreement by giving twelve (12) months prior written notice to Licensee to remove its System or Facilities and notice of restoration of the Railroad's right-of-way to the approval and satisfaction of the Railroad's President, or designee. Absent commencement of removal within twelve (12) months of Railroad's notice of termination, the System and Facilities shall be deemed abandoned and Railroad may remove or cause to be removed the same and recover the cost thereof from Licensee together with any reasonable attorneys' fees Railroad may incur in so doing.

All removal and restoration of the right-of-way pursuant to this Section is subject to the requirements of Section 7.

6. NON-EXCLUSIVITY OF LICENSE: The license permitted to the Licensee by the Railroad pursuant to this Agreement shall be non-exclusive and occupations of the same Railroad right-of-way by one or more cable, wire, pipeline or other facilities owned and/or operated by any other person(s), company(ies) or other entity(ies) may be permitted at the sole discretion of Railroad, provided that such other occupations shall not unreasonably interfere with Licensee's System.

7. RAILROAD APPROVAL PROCESS:

7.1 Prior to any work of any character being performed at any locations which are the subject matter of this agreement, the Licensee shall submit to Railroad detailed plans indicating the scope and specifications of the work to be performed for review by Railroad's President or designee. Upon review of the plans, Railroad shall have the right, at its sole discretion, to approve, modify and/or reject the proposed construction, provided, that Railroad or its designee shall not delay unreasonably in its review.

7.2 Upon completion of the proposed construction, Railroad shall have the right to inspect the work in order to determine "acceptance of construction" and compliance with "approved plans" as these terms are defined in Paragraph 1.

7.3 Licensee shall provide Railroad with "as built" plans for the System (if such plans exist) within sixty (60) days of completion of the proposed construction.

8. PERMITS: The Licensee, at its sole cost and expense, shall secure and maintain in effect all federal, state and local permits and licenses required for the construction, installation, operation, maintenance, repair, reinstallation, replacement, relocation and/or removal of the System including, without limitation, zoning, building, health, environmental or communication permits or licenses, and shall indemnify the Railroad against payment of the costs therefor and against any fines or penalties that may be levied for failure to procure or to cure violations thereof. The Railroad agrees to cooperate as reasonably necessary with Licensee in securing any such permits and licenses.

9. TRACK SUPPORT, CLEARANCES:

9.1 During any work of any character at locations of its System, the Licensee, at the sole cost and expense, shall maintain the track and roadbed in such manner as is necessary for the safe operation of railroad trains in the reasonable judgment of the Railroad's President, or designee. Upon the completion of said work, the Licensee shall restore said tracks, roadbed and other property to a condition as approved by the Railroad's President, or designee.

9.2 During any work of any character at locations of its System, and for two years thereafter, the Licensee shall be responsible for any shifting or settling of the track or roadbed resulting solely from the installation of the Licensee's System. Upon written notification from the Railroad that such shifting or settling has occurred, the Licensee, at its sole cost and expense, shall have (60) sixty days to correct the defect in the manner reasonably acceptable to the Railroad. In the event Licensee fails to perform the aforesaid restoration obligation, the

Licensee shall reimburse the Railroad for any reasonable costs associated with correcting the defects.

9.3 During any work of any character at locations of its System near or around public grade crossing or other signal installations, the Licensee shall exercise due care not to disturb underground cables or wires associated with these installations. Where necessary, Licensee shall consult with Railroad's signal maintainer at Licensee's sole cost and expense, to verify the location of any underground signal cables or wires. The Licensee shall reimburse the Railroad for any damage to these signal systems arising from the installation of the Licensee's System.

9.4 During any work of any character at locations of its System where it becomes necessary to temporarily or permanently remove or relocate track, roadbed, switches, sidings, signals, or other property of the Railroad, the Licensee shall reimburse the Railroad for all reasonable costs incurred due to removals, relocation, or replacements of said property.

10. FOULING TRACK/SAFETY RULES: The Licensee, its servants, employees, agents and/or contractors seeking to enter or foul tracks on right-of-way shall be trained or qualified in Railroad safety and operating rules, at Licensee's expense.

11. FLAGMEN/WATCHMEN: If either the Licensee or the Railroad deem it advisable during any phase of construction, reconstruction or removal of the System, to place watchmen, flagmen, inspectors or supervisors for the protection of the railroad operations or property of the Railroad or others on the Railroad's right-of-way and property (including the Licensee), Licensee shall provide such at the sole expense and cost of the Licensee. Licensee may request that Railroad provide flagging services and/or roadway worker protection by making a written request to Railroad no less than ten (10) days in advance. Flaggers and/or track protection provided by Railroad will be billed at \$200 per day.

12. RELOCATIONS/ALTERATIONS: If the Railroad determines that any of the Licensee's Facilities or the location thereof must be changed or altered because of relocations of the Railroad's trackage, or other reasons determined solely at Railroad discretion, the Railroad shall promptly notify the Licensee of such plans (and give at least 60 days written notice thereof). In such event, the Railroad agrees that the Licensee shall be allowed to move its Facilities to other available right-of-way or land of the Railroad, such relocation to be at the sole cost and expense of the Licensee.

13. CONDEMNATION:

13.1 Should any portion of the Railroad's Right-of-Way, or other land designated and/or used by the Licensee for its System, be appropriated and/or acquired by any governmental agency or other party with the power of eminent domain for public purpose or use, then improvements and/or Facilities of the Licensee not condemned, appropriated and/or acquired by such agency or authority shall be removed from the condemned or appropriated portion by the Licensee at the Licensee's cost unless the Licensee makes other arrangements with the appropriate agency or authority.



13.2 In the event that any portion of the Right-of-Way or other of the Railroad's land which includes the Licensee's System constructed thereon becomes the subject of a condemnation proceeding, it is agreed that the Licensee's interest (both in improvements or Facilities and in occupation of the right-of-way of other land) shall be severed from the Railroad's interest in such proceeding and the parties agree to have any such condemnation awards specifically allocated between the Licensee's interest (both physical and occupational) and the Railroad's interest (both physical and ownership rights).

13.3 The Railroad shall notify the Licensee of any condemnation filed against Railroad right-of-way or other Licensee Facility site, which affects the System right-of-way. The Railroad shall also notify the Licensee of any similar threatened condemnation.

14. NON-DISTURBANCE/THIRD PARTY USERS: The Railroad shall not, nor shall it license, permit or authorize its agents, employees or contractors to, disturb or interfere with Licensee's Facilities or the use and operation of the Licensee's System or the Licensee's right hereunder, nor shall the Railroad deny the Licensee access to the Licensee's Facilities. It is expressly understood however, that the Railroad has no control over unauthorized third-party users who are, or may be, occupying portions of the Railroad's right-of-way. Under no circumstances, shall the Railroad be liable to the Licensee for unauthorized occupations. The Railroad will cooperate with the Licensee, at the latter's expense, in any actions, suits, or proceedings undertaken by the Licensee to effect removal of such occupations from the Railroad's right-of-way. All such activities by the Licensee shall be governed by and subject to the Licensee's indemnification of the Railroad pursuant to this Agreement.

15. LIABILITY/INDEMNITY:

15.1 The Licensee hereby assumes, releases and agrees to indemnify, defend, protect and save the Railroad harmless from and against any and all claims, obligations, or causes of action related to Licensee's Facilities, any and all loss of and/or damage to the property of the Railroad, third parties or the Licensee's Facilities, and all loss and/or damage on account of injury to or death of any persons whomsoever (including employees and invitees of the parties hereto and all other persons), arising and throughout the term hereof, caused by or growing out of the plan, design, construction and installation, or subsequent presence, operation, maintenance, repair, reinstallation, replacement, relocation or removal of the Licensee's facilities, or any part thereof, unless such loss and/or damage arises as a direct result of the sole negligence or willful misconduct of the Railroad or any third party present with the Railroad's permission.

15.2 The Licensee hereby agrees to indemnify and hold harmless the Railroad from and against any and all Claims incurred by Railroad or claimed by any person, company, or governmental entity relating to (i) the storage, handling, treatment, release, disposal, presence, or use of hazardous and non-hazardous materials contained within the Facilities, if any; (ii) the release onto the ground or into the water or air of any hazardous materials, non-hazardous materials, waste or other substance from the Facilities occurring during the Term of this Agreement and its preceding Agreement(s); and/or (iii) Licensee's violation of any laws,

regulations or other requirements of federal, state or local governmental authorities in connection with the Facilities or their abandonment, including without limitation laws, ordinances, or regulations controlling ground water, soil, and/or contamination. Without limiting the generality of the foregoing indemnity, in the event Railroad has reason to believe that the covenants set forth in this Section have been violated by Licensee, Railroad shall be entitled, at Licensee's sole expense, to take such actions as Railroad deems necessary in order to assess, contain, delineate and/or remediate any condition created by such violation, provided that Licensee after notice from Railroad does not do so in a reasonable time frame. Any sums reasonably expended by Railroad shall be reimbursed by Licensee within thirty (30) days after demand therefor by Railroad.

15.3 In the event Licensee delivers or receives any notices or materials from any governmental or quasi-governmental entity and such notices or materials relate to environmental or health and safety conditions in, on or about the Facilities during the continuation of this Agreement, Licensee shall immediately send to Railroad a copy of such notices or materials.

15.4 Railroad shall not be liable to Licensee for consequential damages including, but not limited to any claim from any client, customer or patron for loss of revenue or services arising from any act or omission of Railroad.

15.5 The Licensee further assumes, releases and agrees to indemnify, defend, protect and save the Railroad harmless from and against any loss and/or damage to any property or facilities of any party (including the Railroad or the Licensee or any persons operating or using such facilities) arising from any slide or soil disturbance, or from a fire, caused by or growing out of the presence, construction, maintenance, use, operation, repair, change relocation or subsequent removal of the Licensee's Facilities or any part thereof; loss and/or damage being deemed to include cost and expense thereof (including reasonable legal fees and court costs).

15.6 Railroad shall give Licensee prompt notice of any claims or actions against them for which Licensee may be required to indemnify Railroad under this Agreement. In addition to Licensee's liability for any loss that could be sustained by Railroad, Licensee shall be responsible for all costs of whatever nature, including counsel fees, incurred by Railroad after the date of said notice.

## 16. INSURANCE:

16.1 Prior to the effective date of this Agreement, and at all times during its term, Licensee, at its sole cost and expense, shall procure and shall maintain, and shall require its contractors and subcontractors (of any tier) performing activities hereunder to procure and maintain, insurance which shall protect Railroad, its officers, agents, employees, invitees, successors, and assigns, from claims which may arise out of or as a result of Licensee's activities under this Agreement, whether such activities be by Licensee, by any contractor or subcontractor, by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. In furtherance of this obligation, Licensee shall procure and maintain at least the minimum levels of insurance coverage as set forth below:

(1) Licensee shall maintain Commercial General Liability insurance and, if necessary commercial umbrella insurance (“CGL”) with a limit of not less than \$4,000,000 (Four Million Dollars) per occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the System. CGL insurance shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract, including the tort liability of another assumed in a business contract. **CGL insurance shall name Railroad as an Additional Insured.** There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, underground property damage or employment-related practices. **There shall be no exclusion contained within Licensee’s CGL policy for activities within 50 feet of the Railroad Right of Way, or if such exclusion exists, Licensee shall obtain an explicit endorsement from Licensee’s insurer removing said exclusion.** Railroad waives all rights against Licensee and its agents, officers, directors and employees for recovery of damages to the extent such damages are covered by Railroad’s general liability or other policies of insurance.

(2) 14.3 Licensee shall, during the entire term hereof, purchase and maintain in force and effect the following environmental insurance coverages naming the Railroad and the Licensee as co-insureds: Environmental Property Coverage with a limit of \$2,000,000 (Two Million Dollars) and Environmental Liability Coverage with a limit of \$2,000,000 (Two Million Dollars). Such environmental coverage shall include coverage for third-party bodily injury and property damage associated with pollution on or from the Right of Way and business interruption claims associated with pollution on or from the Right of Way.

(3) In the event that Licensee, or any of its employees, agents or contractors intends to perform construction, demolition and/or related activities within 50 feet vertically or horizontally of railroad tracks, Licensee shall obtain Railroad Protective Liability insurance (ISO/RIMA Form G 00 35 or equivalent), in the name of Railroad. The policy shall have limits of liability of not less than \$4,000,000 (Four Million Dollars) per occurrence, combined single limits, for coverage A & B, for losses arising out of injury to or death of any person, and for physical loss or damage to or destruction of property, including the loss of use thereof. If equivalent, or better, wording is not contained in the policy form, the following endorsement shall be included:

“It is agreed that in this policy of insurance ‘Physical Damage to Property’ means direct and accidental loss of or damage to rolling stock and their contents, mechanical constructions equipment or motive power equipment, railroad tracks, roadbed, signals, bridges or buildings.”

16.2 If at any time the above required insurance policies should be canceled, terminated or modified so that the insurance is not in full force and effect as required herein,

Railroad may terminate this Agreement for default or, at its sole option, obtain insurance coverage equal to that required herein, the full cost of which shall be charged to and paid by Licensee.

16.3 Each policy reference hereinabove, by endorsement, shall include the following required clauses or clauses having a substantially similar effect and meaning:

(1) This insurance coverage shall not be canceled by this Insurance Company, nor shall any changes be made which alter, restrict or reduce the insurance coverage so provided or change the name of the Insured(s), without first having given thirty (30) days written notice to Licensee at its last known address, and to Railroad: Maryland & Delaware Railroad, 106 Railroad Avenue, Federalsburg, Maryland 21632, all evidenced by receipt of registered letter.

(2) Such insurance as afforded by this policy for the benefit of Railroad shall be primary and any insurance carried by Railroad shall be excess and noncontributing with insurance afforded by this policy.

(3) This Insurance Company releases Railroad from any liability arising from or through the operation of any subrogation clause in this policy of insurance, and in the event of any occurrence, accident or claim made under this policy, this Insurance Company shall not claim or contend that any of those entities is liable as the result of subrogation.

(4) Policy(ies) shall be endorsed to include coverage for a claim by one insured against another insured and/or to delete the so-called "insured v. insured" exclusion and include a waiver of subrogation.

16.4 As evidence of the above insurance, Licensee shall, prior to the effective date of this Agreement, file with Railroad, and require any contractors and subcontractors performing activities under this Agreement to so file, duly executed Certificates of Insurance issued by the insurer(s) of all insurance required herein, including special endorsements. Each such Certificate shall be in a form reasonably satisfactory to Railroad; shall list the various coverage types and limits; shall name Railroad as an additional insured; and shall indicate that the Commercial General Liability policy has been endorsed as described above. All insurance shall be placed and maintained with insurers licensed and authorized to do business in the State of Maryland and who have an A.M. Best rating of "A" or better, unless otherwise approved by Railroad. Railroad's approval or failure to disapprove insurance furnished by Licensees shall not diminish or release Licensee from full responsibility for liability as set forth herein. Upon Railroad's request, Licensee shall furnish Railroad with a certified copy of each insurance policy.

16.5 Whenever either party becomes aware of any claim, injury, death, damage, or loss of any kind to persons or property arising out of or connected with this Agreement, such party shall immediately notify the other party, who shall have the right to fully investigate the claim. Each party shall cooperate with the other in any such investigation. All reasonable costs

and expenses in connection with the investigation, adjustment, and defense of any claim or suit under this Agreement, including pro-rated salaries or wages of full-time agent or employees of either party, including full-time attorneys, engaged directly or indirectly in such work, shall be included as costs and expenses in applying the liability provisions set forth in this Agreement.

17. LIENS:

17.1 Each party shall keep the other's facilities free of all liens which arise in any way from or as a result of its activities, and cause any which may arise to be discharged or released of record as provided in this article, and shall indemnify and hold the other harmless from any and all loss, costs, damages and expenses which the other may incur or suffer if such a lien is filed.

17.2 Nothing herein shall preclude the contest of the lien or contract or action upon which the same arose. Each party agrees to cooperate with the other in such contest.

17.3 Nothing in this Agreement shall be deemed to give, and the Railroad hereby expressly waives, any claims of ownership in and to any part or the whole of the Licensee's System and/or Facilities unless otherwise elsewhere provided to the contrary. Furthermore, nothing herein shall be deemed to give, and the Licensee hereby expressly waives, any claims of ownership in and to any part or the whole of Railroad's real or personal property.

18. BREACH, REMEDIES:

18.1 The Licensee and the Railroad each agree that neither shall proceed against the other by litigation before the offending party has had written notice of and reasonable time to respond and cure such breach or defect; provided, however, neither party shall be required to give the other time to respond and cure if any such delay will cause irreparable harm.

18.2 Remedies available to each party shall include: (1) litigation for specific performance; (2) litigation for injunction relief; (3) litigation for damages and costs (Railroad will not be responsible for consequential damages)

18.3 Any waiver by either party at any time of any of its rights as to anything herein contained shall not be deemed to be a waiver of any right or covenant herein or of any other matter subsequently occurring.

19. COVENANTS AND WARRANTIES:

19.1 Licensee and Railroad covenants and warrants each has full right and authority to enter into this Agreement in accordance with the terms hereof, and that by entering into and performing this Agreement, it is not in violation of its charter or by-laws, or any law, regulation or agreement by which it is bound or to which it is subject.

19.2 Licensee and Railroad covenants and warrants that each, to the best of its knowledge, has no litigation or proceeding pending or threatened against it or its facilities that

would threaten this Agreement, nor has it violated, to its knowledge, any rule, order or regulation issued by any applicable governmental authority which might adversely affect the other party's interest thereunder or right to make the agreements hereunder, or execute or perform this Agreement, and that the execution, delivery and performance of this Agreement has been duly authorized by all requisite corporate action, that the signatories hereto are authorized to sign this Agreement.

20. RECORDINGS, TAXES AND OTHER CHARGES: If Licensee chooses to record this Agreement the Licensee shall pay all transfer taxes, documentary stamps, recording costs or fees, or any similar expense in connection with the recording or filing of this Agreement. The Licensee further agrees that if it is determined by any state or local governmental authority that the sale, acquisition, license, grant, transfer or disposition of any part or portion of the property or rights herein described requires the payment of any tax (including sales or use tax) under any statute, regulation or rule, the Licensee shall pay the same, plus any penalty or interest hereon, directly to said taxing authority and shall hold the Railroad harmless therefrom. The Licensee shall pay all annual or periodic taxes levied or assessed upon the Licensee's Facilities, or on account of their existence or use, and shall indemnify the Railroad against the payment thereof. The Licensee shall have the right to make claim, and the Railroad shall cooperate with the Licensee in the prosecution of any such claim, for refund, rebate, reduction or abatement of said taxes.

21. INDEPENDENT CONTRACTOR STATUS: The Railroad exercises no control whatsoever over the employment, discharge, compensation of or services rendered by the Licensee's employees or contractors, and it is the intention of the parties that the Licensee shall be and remain an independent contractor and nothing herein shall be construed as inconsistent with that status or as creating or implying any partnership or joint venture between the Licensee and the Railroad.

22. SUCCESSION/ASSIGNABILITY: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors or assigns. This Agreement is assignable by Licensee with the prior written consent of the Railroad, which shall not be unreasonably withheld. This agreement is assignable by Railroad without the consent of Licensee.

23. NOTICES:

23.1 Unless otherwise provided herein, all notices and communications concerning this Agreement shall be addressed to:

The Licensee at: (one copy to each)  
The Town of Berlin  
ATTN: Mary Bohlen  
10 William Street  
Berlin, MD 21811  
mbohlen@berlinmd.gov

The Railroad at:

The Maryland and Delaware Railroad  
Attn: Cathrin Banks, President & General Counsel  
106 Railroad Avenue  
Federalsburg, Maryland 21632  
cbanks@mdde.com

or at such other addresses as may be designated in writing to the other party.

23.2 Unless otherwise provided herein, notices shall be sent by registered or certified U.S. mail, postage prepaid, and shall be deemed served or delivered to addressee, or its office, upon the date of return receipt acknowledgment or, if postal claim notice is given, on the date of its return marked "unclaimed", provided, however, that upon receipt of a returned notice marked "unclaimed", the sending party shall make reasonable effort to contact and notify the other party by telephone.

23.3 The Licensee shall give Railroad at least forty-eight (48) hours written notice before initial entry upon any portion of the Railroad right-of-way. Thereafter, and until completion of construction, the Licensee shall give daily telephone notice of entry.

24. RAILROAD'S EXPENSES/EMPLOYEE COSTS:

24.1 The Railroad's expenses for any work performed for or at the expense of the Licensee pursuant to the terms hereof or any cost or expenses incurred by the Railroad in connection herewith for which reimbursement is due from the Licensee shall be paid by the Licensee within sixty (60) days of the Licensee's receipt of itemized bill(s) therefor.

24.2 Such expenses shall be only those expenses directly attributable to the work performed or cost or expense incurred and shall include: cost of labor (whether of Railroad or contracted by Railroad) and supervision, necessary travel or transportation expenses, materials, and any freight and handling charges on materials used. Railroad's bills for labor or supervision shall include date, number of hours, expenses and total charge.

25. MISCELLANEOUS:

25.1 The Railroad and the Licensee represent and warrant to each other that neither has dealt with any broker or agent in connection with the transaction contemplated by this Agreement and each indemnifies and agrees to hold harmless the other from and against any commission or fee claimed by any broker or agent in connection with this transaction.

25.2 Each party shall be responsible for its own costs, including legal fees, incurred in negotiating or finalizing this Agreement.

26. LEGAL FORUM:

26.1 This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Maryland.

26.2 This Agreement shall not be interpreted against either party for the reason that the final Agreement was prepared by them.

ATTEST:

THE MARYLAND & DELAWARE RAILROAD  
COMPANY

\_\_\_\_\_

By: \_\_\_\_\_  
Cathrin S. Banks, President

WITNESS/WITNESS

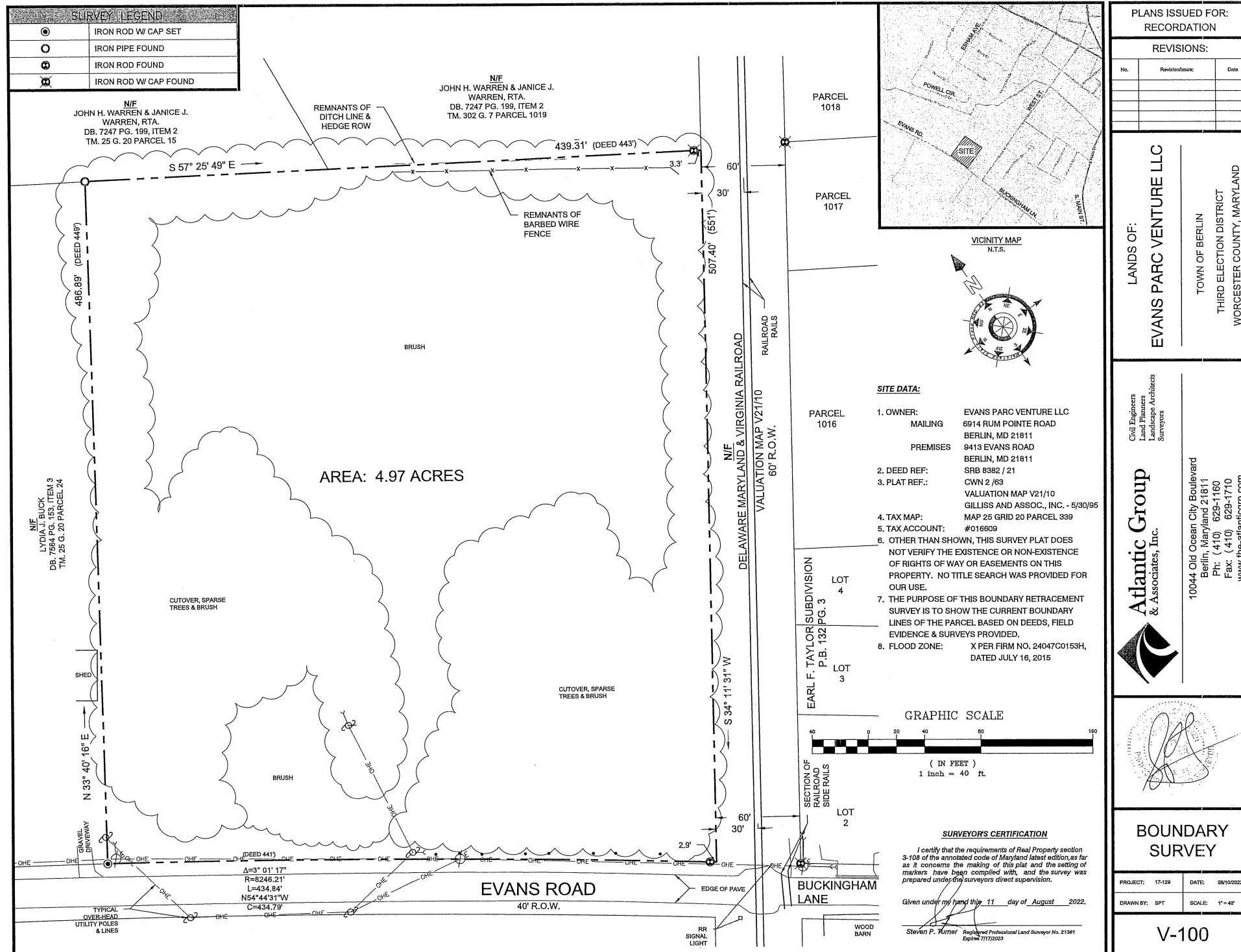
LICENSEE

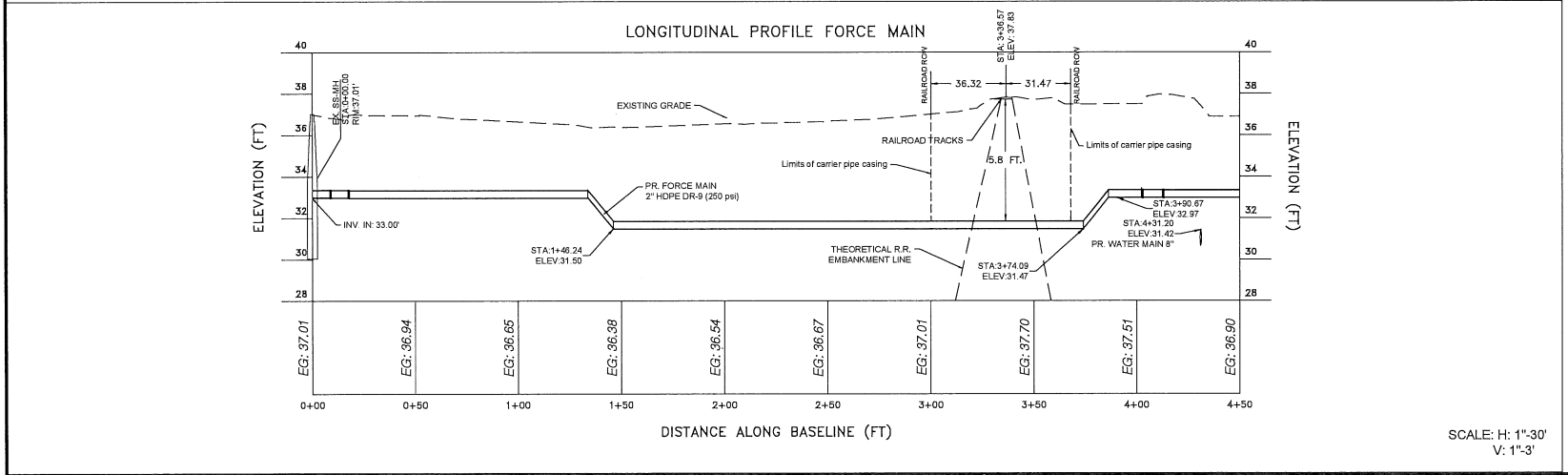
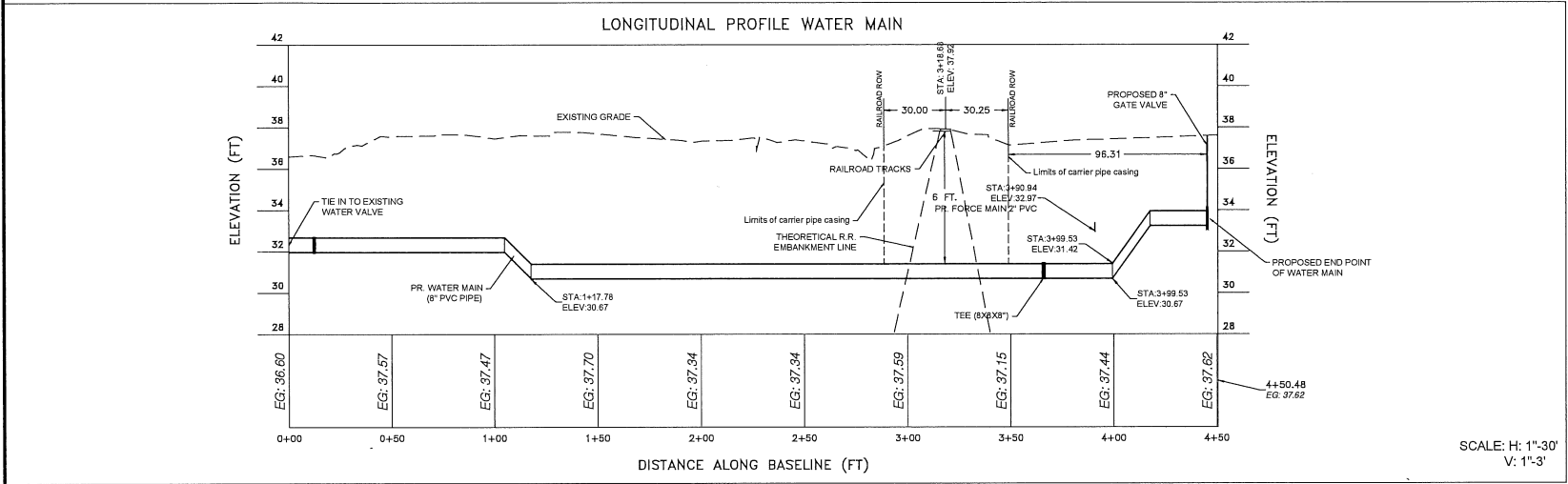
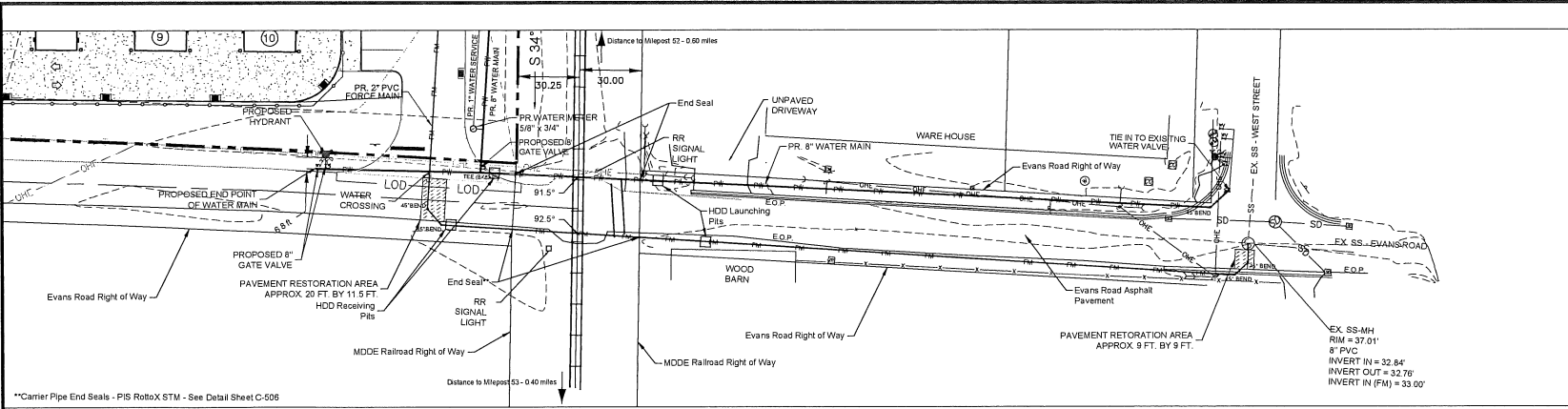
\_\_\_\_\_

The Town of Berlin

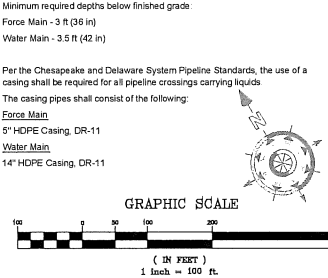
By: \_\_\_\_\_  
Zackery Tyndall, Mayor







- Notes:**
- 1.) All work and materials shall be in accordance with the Town of Berlin Construction Standards and Specifications.
  - 2.) Water main disinfection requirements shall meet standards and specification of the State Environmental Protection Agency or equivalent to the American Water Works Association, Standards C60-34.
  - 3.) All water mains shall be located at least 10 feet horizontally from sanitary sewer and shall have a minimum vertical separation of 18 inches.
  - 4.) Fitting locations shall be in accordance with the Construction Standards and Specification of the Town of Berlin.
  - 5.) The contractor shall provide pressure reducing valves in units if necessary.
  - 6.) The contractor shall adjust water line location as required to avoid conflicts with other utilities.
  - 7.) The contractor shall provide buttresses for all horizontal and vertical bends as required per the Construction Standards and Specifications of the Town of Berlin.
  - 8.) Automatic Fire Sprinklers are proposed for this site.
  - 9.) All water mains shall be AWWA C900.
  - 10.) Tracer wire shall be installed on all water services.
  - 11.) High-density Polyethylene (HDPE) pipe used for the force main, shall equal or exceed the requirements of ASTM-D-3035 and shall have a minimum standard dimension ratio (SDR) of 9.
  - 12.) All fittings used for PVC Gravity Sewer Construction shall have an SDR Ratio of 26.
  - 13.) All Polyvinyl Chloride (PVC) Pipe used for water service main and fittings shall utilize an elastomeric O-Ring gasketed joint, assembled in accordance with the manufacturer's recommendations.
  - 14.) Polyvinyl Chloride Wye Branches, pipe stoppers, and other fittings shall be manufactured in accordance with the same specifications and shall have the same thickness, depth of socket, an annular space as the pipe. Tee fittings will not be permitted for use. Wye Branch fittings shall be installed on the sewer main for all lateral connections. All Wye Branch fittings shall be bedded in stone as shown on the lateral cleanup detail included in these standards. Saddles will not be permitted for use on new sewer main construction.
  - 15.) Bowed sections of pipe will be unacceptable and installation of pipe which as bowed, whether or not the bow has been corrected, will not be allowed.
  - 16.) No. 14 Solid Copper Wire shall be attached to all non-metallic sewer lateral piping as it is installed. The wire shall be duct taped to the top, each end, and center of each factory length of pipe.
  - 17.) For pipelines conveying non-flammable substance, casing/carrier pipes placed under any track(s) shall be not less than 5 1/2 feet (1.7m) from base of rail to top of pipe at its closest point. On any other portion of Railroad Property, where the pipe is not directly beneath any track, the depth from ground surface shall be 4 feet (1.2m) or from bottom of ditch to top of pipe shall not be less than 3 feet (0.9m).
  - 18.) After construction of utilities and backfilling, pavement section to be installed in accordance with Town of Berlin Construction Standards and Specifications. Pavement must be patched and the affected lane shall be milled 1.5 inches and overlaid 1.5 inches.
  - 19.) Contractor shall submit, to Railroad for approval, a complete construction procedure of the proposed boring operation. Included with the submission shall be the manufacturer's catalog information describing the type of equipment to be used.



PLANS ISSUED FOR:  
Review

REVISIONS:

No.	Revised/Issue	Date
1	DRF COMMENTS	9/6/2022

EVANS PARC STORAGE

9413 Evans Road  
Worcester County, Maryland

Call Engineers  
Land Planners  
Landscape Architects  
Surveyors

**American Group & Associates, Inc.**

10044 Old Ocean City Boulevard  
Berlin, Maryland 21031  
Tel: (410) 828-1180  
Fax: (410) 828-1770  
www.the-americangrp.com

STATE OF MARYLAND  
NO. 4857  
PROFESSIONAL ENGINEER

EVANS ROAD  
UTILITIES  
PLAN & PROFILE

PROJECT: 17-129 DATE: 03/31/2022  
DRAWN BY: JAL SCALE: None  
SHEET:

C-110

**LICENSE AGREEMENT #525001000-1**

THIS AGREEMENT entered into this \_\_\_\_ day of \_\_\_\_\_, 2023 between THE MARYLAND AND DELAWARE RAILROAD COMPANY, 106 Railroad Avenue, Federalsburg, Maryland 21632 (hereinafter called "Railroad") and EVANS PARC LLC, 6914 Rum Pointe Road, Berlin, Maryland 21811 (hereinafter called "Licensee").

**W I T N E S S E T H:**

WHEREAS, the Railroad is the owner of a railroad right of way upon which a rail transportation system is operated (hereinafter sometimes referred to as the "Right of Way"); and

WHEREAS, the Licensee wishes to acquire the license or privilege, as hereinafter described, defined and limited, in, on, upon, over, under, across, along and through said Right of Way from and to certain points and places hereinafter described to permit the Licensee to construct, install, operate, maintain, repair, reinstall, replace, relocate, and remove therein a System (as herein defined); and

WHEREAS, it is anticipated that, upon completion of construction of the System, the Town of Berlin will assume ownership of the System and all obligations and responsibilities related thereto.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements herein, the parties hereby agree as follows:

1. DEFINITIONS:

1.1 "Acceptance of construction" shall mean written notification from the Railroad President, or other designee, that work has been performed in accordance with the terms of this Agreement; but, "acceptance of construction" shall not constitute a warranty or guarantee of workmanship or freedom from defect and shall not constitute a waiver of any claim for subsequently discovered misfeasance, malfeasance or nonfeasance which could not previously have been discovered in the exercise of reasonable care and diligence.

1.2 "Approved plans," shall mean plans which have been reviewed and approved by the Railroad but shall not mean or imply any warranty or guarantee by the Railroad of the quality of plans or designs, except as to any elements of such plans as were required by the Railroad as a condition of approval; nor shall such term include acceptance of performance thereof or construction thereunder.

1.3 "License" shall mean a license in gross or such lesser right of occupancy or use provided to Licensee by Railroad pursuant to this Agreement. It shall be the Railroad's obligation hereunder to provide to Licensee a license in gross or the highest lesser right permitted by the nature of the Railroad's interest in the Right of Way.

1.4 “Facilities,” when applied to property of or installed by the Licensee, shall mean conduit, carrier pipe, cables, fibers, junctions, repeaters, terminals, power sources, attachments, structures or shelters, and all other necessary and appurtenant articles of personal property connected with, necessary for or useful to the construction, installation, operation, maintenance, repair, reinstallation, replacement, relocation and removal of the System (as herein defined). Any and all such property constructed and/or installed and subsequently operated, maintained, reinstalled, replaced, relocated and/or removed by the Licensee, or at the direction of the Licensee, shall be and remain at all times the personal property of the Licensee, and shall at no time be deemed to be the property of the Railroad, regardless of the manner or method of attachment to or installation in, on, upon, over, under, across, along and through the Right of Way.

1.5 “Fouling of tracks” shall mean existence, movement or placement of equipment and/or personnel on a railroad track or within fifteen feet (15’) of the centerline of any track within Railroad’s Right of Way.

1.6 “Operated Right(s)-of-Way” shall mean that area of any Railroad Right of Way utilized for track structures, drainage, signal and communications poles, maintenance roads, etc.

1.7 “Relocation” when related to alteration or removal of Railroad’s track from Right of Way, shall mean change in track grade or location in order to avoid or eliminate curvature problems, creation or deletion of double or multiple tracks; installation of additional passing tracks, spur tracks, or storage sidings; and track movement for operating needs or plans. The term, however, shall not include abandonment or complete removal of any particular tracks in conjunction with termination or abandonment of a service route, branch or main line.

1.8 “Right(s)-of-Way” shall mean the area of property owned, operated, leased or controlled by the Railroad.

1.9 “Subsidiaries” shall mean any railroad or other corporation owned, controlled or operated by the Railroad.

1.10 “System” shall mean:

**(1) buried pipeline approximately 2 inches each in diameter and (1) buried pipeline approximately 8 inches in diameter, to support (1) Equivalent Dwelling Unit (EDU) on adjacent property owned by Licensee.**

1.11 “System Right of Way” shall mean that portion of the Railroad Right of Way or any other land on which the System (as herein defined) is located.

1.12 “Temporary” shall mean, with respect to any use or occupation of land or property for construction (but not use or occupation of any track or Operated Right of Way), for a term not to exceed eighteen (18) months.

1.13 “Trackage Right” shall mean the rights, arising by agreement, of one railroad to use the tracks of another railroad for the carriage thereover of through rail traffic; it ordinarily imparts in the burdening carrier no ownership interest in the tract or Right of Way of the burdened carrier.

1.14 “Fuel” shall mean kerosene, diesel or propane gas.

2. LICENSE LOCATION / MARKING:

2.1 Subject to the terms hereinafter described, Railroad does hereby permit the Licensee an occupancy license in, on, upon, over, under, across, along and through said Railroad Right of Way from a point at:

**Transverse crossing at MP 52.5 (Evans Road) (as more fully set forth in Exhibit A attached hereto).**

solely for the construction, installation, operation, maintenance, repair, reinstallation, replacement, relocation and/or removal therein of the System hereinabove described in Paragraph 1.10.

2.2 It is intended herein that no enhancement improvement or increase in capacity of said System shall occur pursuant to this Agreement without written consent of Railroad.

2.3 Licensee shall clearly and permanently mark above ground each location that the pipeline described above and shown in **Exhibit A** enters onto or leaves the Railroad Right of Way, and shall place permanent markers along the Right of Way above where the pipeline is located such that it is precisely tracking the underground pipeline, and so that said markers are clearly visible from the next preceding marker, at intervals no greater than 1,000 (One Thousand) Feet. Such Markers shall be maintained by Licensee throughout the term hereof.

3. NATURE OF LICENSE: Railroad owns a railroad right-of-way running from Frankford, Delaware to Snow Hill, Maryland a distance of approximately 26.7 miles acquired from The Snow Hill Shippers Association by two deeds dated March 23, 2000, that portion lying in Delaware being set forth in that deed recorded in the Sussex County land records at Deed Book 2470 at page 228, that portion lying in Maryland being set forth in that certain deed recorded in the Worcester County land records at Liber SVH 2828, Folio 527 and correspondingly Railroad herein authorizes Licensee to use that portion thereof as is hereinabove more specifically described and authorizes Licensee its use only to the extent of Railroad’s rights of ownership. Railroad offers no warranties as to quality of title.

4. LICENSE FEE: The Licensee shall pay the Railroad for the license or privileges herein permitted the sum of **\$1,368.00** payable on May 1st, 2023 and the 1st day of May each year thereafter until terminated as set forth herein. The aforesaid sum shall be increased yearly by three percent (3%). Any payments not received by Railroad within 15 days

of the date due shall, in addition, be subject to a late payment charge of 1.5% per month, or any part thereof, during which payment is in arrears.

5. EFFECTIVE DATE / TERMINATION:

5.1 This License Agreement shall take effect on the date first written above and shall have an Initial Term of **two (2) years** unless terminated pursuant to the provisions of this Section.

5.2 After the Initial Term, the Agreement shall renew automatically from year to year unless: (i) terminated by either Party giving not less than six (6) months prior written notice of such termination to the other Party, in accordance with the termination provisions of Section 5.3; or (ii) amended by subsequent written agreement between the Parties.

5.3 This Agreement shall terminate in whole or in part as to any portion or segment of Licensee's System upon the happening of any of the following events:

(1) Upon the Town of Berlin taking ownership of the System after completion of construction and notifying the Railroad in writing of its assumption of ownership.

(2) By Licensee giving sixty (60) days prior written notice to Railroad of termination as to all or any part of its System or Facilities together with complete removal by the Licensee of the Licensee's System and Facilities and restoration of the Railroad's Right-of-Way to the approval and satisfaction of the Railroad's President, or designee; said termination not to be effective until removal, as aforesaid, has occurred; provided, that Railroad or its designee shall not delay unreasonably in reviewing the restoration required by Licensee upon receipt of notice from Licensee that such restoration has been completed. Absent commencement of removal within six (6) months of Licensee's written notice of termination, the System and Facilities shall be deemed abandoned and Railroad may remove or cause to be removed the same and recover the cost thereof from Licensee together with any reasonable attorneys' fees Railroad may incur in so doing.

(3) Subsequent written mutual agreement of the parties hereto.

(4) In the event: (a) Licensee abandons use of any of its Facilities and/or any portion of the System; (b) Railroad Company is notified by any government agency of an environmental violation attributable to the Facilities and/or System; (c) Licensee defaults under any provision set forth herein; and/or (d) Railroad Company determines in its sole reasonable discretion that Licensee's use of the Facilities and/or System presents a danger or hindrance to the Railroad Company's use of the Right of Way, Railroad Company at anytime thereafter may terminate this Agreement by giving twelve (12) months prior written notice to Licensee to remove its System or Facilities and notice of restoration of the Railroad's right-of-way to the approval and satisfaction of the Railroad's President, or designee. Absent commencement of removal within twelve (12) months of Railroad's notice of termination, the

System and Facilities shall be deemed abandoned and Railroad may remove or cause to be removed the same and recover the cost thereof from Licensee together with any reasonable attorneys' fees Railroad may incur in so doing.

All removal and restoration of the right-of-way pursuant to this Section is subject to the requirements of Section 7.

6. NON-EXCLUSIVITY OF LICENSE: The license permitted to the Licensee by the Railroad pursuant to this Agreement shall be non-exclusive and occupations of the same Railroad right-of-way by one or more cable, wire, pipeline or other facilities owned and/or operated by any other person(s), company(ies) or other entity(ies) may be permitted at the sole discretion of Railroad, provided that such other occupations shall not unreasonably interfere with Licensee's System.

7. RAILROAD APPROVAL PROCESS:

7.1 Prior to any work of any character being performed at any locations which are the subject matter of this agreement, the Licensee shall submit to Railroad detailed plans indicating the scope and specifications of the work to be performed for review by Railroad's President or designee. Upon review of the plans, Railroad shall have the right, at its sole discretion, to approve, modify and/or reject the proposed construction, provided, that Railroad or its designee shall not delay unreasonably in its review.

7.2 Upon completion of the proposed construction, Railroad shall have the right to inspect the work in order to determine "acceptance of construction" and compliance with "approved plans" as these terms are defined in Paragraph 1.

7.3 Licensee shall provide Railroad with "as built" plans for the System (if such plans exist) within sixty (60) days of completion of the proposed construction.

8. PERMITS: The Licensee, at its sole cost and expense, shall secure and maintain in effect all federal, state and local permits and licenses required for the construction, installation, operation, maintenance, repair, reinstallation, replacement, relocation and/or removal of the System including, without limitation, zoning, building, health, environmental or communication permits or licenses, and shall indemnify the Railroad against payment of the costs therefor and against any fines or penalties that may be levied for failure to procure or to cure violations thereof. The Railroad agrees to cooperate as reasonably necessary with Licensee in securing any such permits and licenses.

9. TRACK SUPPORT, CLEARANCES:

9.1 During any work of any character at locations of its System, the Licensee, at the sole cost and expense, shall maintain the track and roadbed in such manner as is necessary for the safe operation of railroad trains in the reasonable judgment of the Railroad's President, or designee. Upon the completion of said work, the Licensee shall restore said tracks, roadbed and other property to a condition as approved by the Railroad's President, or designee.

9.2 During any work of any character at locations of its System, and for two years thereafter, the Licensee shall be responsible for any shifting or settling of the track or roadbed resulting solely from the installation of the Licensee's System. Upon written notification from the Railroad that such shifting or settling has occurred, the Licensee, at its sole cost and expense, shall have (60) sixty days to correct the defect in the manner reasonably acceptable to the Railroad. In the event Licensee fails to perform the aforesaid restoration obligation, the Licensee shall reimburse the Railroad for any reasonable costs associated with correcting the defects.

9.3 During any work of any character at locations of its System near or around public grade crossing or other signal installations, the Licensee shall exercise due care not to disturb underground cables or wires associated with these installations. Where necessary, Licensee shall consult with Railroad's signal maintainer at Licensee's sole cost and expense, to verify the location of any underground signal cables or wires. The Licensee shall reimburse the Railroad for any damage to these signal systems arising from the installation of the Licensee's System.

9.4 During any work of any character at locations of its System where it becomes necessary to temporarily or permanently remove or relocate track, roadbed, switches, sidings, signals, or other property of the Railroad, the Licensee shall reimburse the Railroad for all reasonable costs incurred due to removals, relocation, or replacements of said property.

10. FOULING TRACK/SAFETY RULES: The Licensee, its servants, employees, agents and/or contractors seeking to enter or foul tracks on right-of-way shall be trained or qualified in Railroad safety and operating rules, at Licensee's expense.

11. FLAGMEN/WATCHMEN: If either the Licensee or the Railroad deem it advisable during any phase of construction, reconstruction or removal of the System, to place watchmen, flagmen, inspectors or supervisors for the protection of the railroad operations or property of the Railroad or others on the Railroad's right-of-way and property (including the Licensee), Licensee shall provide such at the sole expense and cost of the Licensee. Licensee may request that Railroad provide flagging services and/or roadway worker protection by making a written request to Railroad no less than ten (10) days in advance. Flaggers and/or track protection provided by Railroad will be billed at \$200 per day.

12. RELOCATIONS/ALTERATIONS: If the Railroad determines that any of the Licensee's Facilities or the location thereof must be changed or altered because of relocations of the Railroad's trackage, or other reasons determined solely at Railroad discretion, the Railroad shall promptly notify the Licensee of such plans (and give at least 60 days written notice thereof). In such event, the Railroad agrees that the Licensee shall be allowed to move its Facilities to other available right-of-way or land of the Railroad, such relocation to be at the sole cost and expense of the Licensee.



13. CONDEMNATION:

13.1 Should any portion of the Railroad's Right-of-Way, or other land designated and/or used by the Licensee for its System, be appropriated and/or acquired by any governmental agency or other party with the power of eminent domain for public purpose or use, then improvements and/or Facilities of the Licensee not condemned, appropriated and/or acquired by such agency or authority shall be removed from the condemned or appropriated portion by the Licensee at the Licensee's cost unless the Licensee makes other arrangements with the appropriate agency or authority.

13.2 In the event that any portion of the Right-of-Way or other of the Railroad's land which includes the Licensee's System constructed thereon becomes the subject of a condemnation proceeding, it is agreed that the Licensee's interest (both in improvements or Facilities and in occupation of the right-of-way of other land) shall be severed from the Railroad's interest in such proceeding and the parties agree to have any such condemnation awards specifically allocated between the Licensee's interest (both physical and occupational) and the Railroad's interest (both physical and ownership rights).

13.3 The Railroad shall notify the Licensee of any condemnation filed against Railroad right-of-way or other Licensee Facility site, which affects the System right-of-way. The Railroad shall also notify the Licensee of any similar threatened condemnation.

14. NON-DISTURBANCE/THIRD PARTY USERS: The Railroad shall not, nor shall it license, permit or authorize its agents, employees or contractors to, disturb or interfere with Licensee's Facilities or the use and operation of the Licensee's System or the Licensee's right hereunder, nor shall the Railroad deny the Licensee access to the Licensee's Facilities. It is expressly understood however, that the Railroad has no control over unauthorized third-party users who are, or may be, occupying portions of the Railroad's right-of-way. Under no circumstances, shall the Railroad be liable to the Licensee for unauthorized occupations. The Railroad will cooperate with the Licensee, at the latter's expense, in any actions, suits, or proceedings undertaken by the Licensee to effect removal of such occupations from the Railroad's right-of-way. All such activities by the Licensee shall be governed by and subject to the Licensee's indemnification of the Railroad pursuant to this Agreement.

15. LIABILITY/INDEMNITY:

15.1 The Licensee hereby assumes, releases and agrees to indemnify, defend, protect and save the Railroad harmless from and against any and all claims, obligations, or causes of action related to Licensee's Facilities, any and all loss of and/or damage to the property of the Railroad, third parties or the Licensee's Facilities, and all loss and/or damage on account of injury to or death of any persons whomsoever (including employees and invitees of the parties hereto and all other persons), arising and throughout the term hereof, caused by or growing out of the plan, design, construction and installation, or subsequent presence, operation, maintenance, repair, reinstallation, replacement, relocation or removal of the Licensee's facilities, or any part thereof, unless such loss and/or damage arises as a direct result of the sole negligence or willful misconduct of the Railroad or any third party present with the Railroad's

permission. Licensee's assumption of liability, and release and indemnification of Railroad related to claims, obligations or causes of action arising during the construction phase of the System shall survive termination of this Agreement for a period of three (3) years.

15.2 The Licensee hereby agrees to indemnify and hold harmless the Railroad from and against any and all Claims incurred by Railroad or claimed by any person, company, or governmental entity relating to (i) the storage, handling, treatment, release, disposal, presence, or use of hazardous and non-hazardous materials contained within the Facilities, if any; (ii) the release onto the ground or into the water or air of any hazardous materials, non-hazardous materials, waste or other substance from the Facilities occurring during the Term of this Agreement and its preceeding Agreement(s); and/or (iii) Licensee's violation of any laws, regulations or other requirements of federal, state or local governmental authorities in connection with the Facilities or their abandonment, including without limitation laws, ordinances, or regulations controlling ground water, soil, and/or contamination. Without limiting the generality of the foregoing indemnity, in the event Railroad has reason to believe that the covenants set forth in this Section have been violated by Licensee, Railroad shall be entitled, at Licensee's sole expense, to take such actions as Railroad deems necessary in order to assess, contain, delineate and/or remediate any condition created by such violation, provided that Licensee after notice from Railroad does not do so in a reasonable time frame. Any sums reasonably expended by Railroad shall be reimbursed by Licensee within thirty (30) days after demand therefor by Railroad.

15.3 In the event Licensee delivers or receives any notices or materials from any governmental or quasi-governmental entity and such notices or materials relate to environmental or health and safety conditions in, on or about the Facilities during the continuation of this Agreement, Licensee shall immediately send to Railroad a copy of such notices or materials.

15.4 Railroad shall not be liable to Licensee for consequential damages including, but not limited to any claim from any client, customer or patron for loss of revenue or services arising from any act or omission of Railroad.

15.5 The Licensee further assumes, releases and agrees to indemnify, defend, protect and save the Railroad harmless from and against any loss and/or damage to any property or facilities of any party (including the Railroad or the Licensee or any persons operating or using such facilities) arising from any slide or soil disturbance, or from a fire, caused by or growing out of the presence, construction, maintenance, use, operation, repair, change relocation or subsequent removal of the Licensee's Facilities or any part thereof; loss and/or damage being deemed to include cost and expense thereof (including reasonable legal fees and court costs).

15.6 Railroad shall give Licensee prompt notice of any claims or actions against them for which Licensee may be required to indemnify Railroad under this Agreement. In addition to Licensee's liability for any loss that could be sustained by Railroad, Licensee shall be responsible for all costs of whatever nature, including counsel fees, incurred by Railroad after the date of said notice.

16. INSURANCE:

16.1 Prior to the effective date of this Agreement, and at all times during its term, Licensee, at its sole cost and expense, shall procure and shall maintain, and shall require its contractors and subcontractors (of any tier) performing activities hereunder to procure and maintain, insurance which shall protect Railroad, its officers, agents, employees, invitees, successors, and assigns, from claims which may arise out of or as a result of Licensee's activities under this Agreement, whether such activities be by Licensee, by any contractor or subcontractor, by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. In furtherance of this obligation, Licensee shall procure and maintain at least the minimum levels of insurance coverage as set forth below:

(1) Licensee shall maintain Commercial General Liability insurance and, if necessary commercial umbrella insurance ("CGL") with a limit of not less than \$2 million (Two Million Dollars) per occurrence / \$6,000,000 (Six Million Dollars) aggregate. If such CGL insurance contains a general aggregate limit, it shall apply separately to the System. CGL insurance shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract, including the tort liability of another assumed in a business contract. **CGL insurance shall name Railroad as an Additional Insured.** There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, underground property damage or employment-related practices. **There shall be no exclusion contained within Licensee's CGL policy for activities within 50 feet of the Railroad Right of Way, or if such exclusion exists, Licensee shall obtain an explicit endorsement from Licensee's insurer removing said exclusion.** Railroad waives all rights against Licensee and its agents, officers, directors and employees for recovery of damages to the extent such damages are covered by Railroad's general liability or other policies of insurance.

(2) 14.3 Licensee shall, during the entire term hereof, purchase and maintain in force and effect the following environmental insurance coverages naming the Railroad and the Licensee as co-insureds: Environmental Property Coverage with a limit of \$2,000,000 (Two Million Dollars) and Environmental Liability Coverage with a limit of \$2,000,000 (Two Million Dollars). Such environmental coverage shall include coverage for third-party bodily injury and property damage associated with pollution on or from the Right of Way and business interruption claims associated with pollution on or from the Right of Way.

(3) During the entire construction phase, Licensee shall obtain and carry Railroad Protective Liability insurance (ISO/RIMA Form G 00 35 or equivalent), in the name of Railroad. The policy shall have limits of liability of not less than \$2 million (Two Million Dollars) per occurrence / \$6,000,000 (Six Million Dollars) aggregate, combined single limits, for coverage A & B, for losses arising out of injury to or death of any person, and for physical loss or damage to or destruction of property, including the

loss of use thereof. If equivalent, or better, wording is not contained in the policy form, the following endorsement shall be included:

“It is agreed that in this policy of insurance ‘Physical Damage to Property’ means direct and accidental loss of or damage to rolling stock and their contents, mechanical constructions equipment or motive power equipment, railroad tracks, roadbed, signals, bridges or buildings.”

16.2 If at any time the above required insurance policies should be canceled, terminated or modified so that the insurance is not in full force and effect as required herein, Railroad may terminate this Agreement for default or, at its sole option, obtain insurance coverage equal to that required herein, the full cost of which shall be charged to and paid by Licensee.

16.3 Each policy reference hereinabove, by endorsement, shall include the following required clauses or clauses having a substantially similar effect and meaning:

(1) This insurance coverage shall not be canceled by this Insurance Company, nor shall any changes be made which alter, restrict or reduce the insurance coverage so provided or change the name of the Insured(s), without first having given thirty (30) days written notice to Licensee at its last known address, and to Railroad: Maryland & Delaware Railroad, 106 Railroad Avenue, Federalsburg, Maryland 21632, all evidenced by receipt of registered letter.

(2) Such insurance as afforded by this policy for the benefit of Railroad shall be primary and any insurance carried by Railroad shall be excess and noncontributing with insurance afforded by this policy.

(3) This Insurance Company releases Railroad from any liability arising from or through the operation of any subrogation clause in this policy of insurance, and in the event of any occurrence, accident or claim made under this policy, this Insurance Company shall not claim or contend that any of those entities is liable as the result of subrogation.

(4) Policy(ies) shall be endorsed to include coverage for a claim by one insured against another insured and/or to delete the so-called “insured v. insured” exclusion and include a waiver of subrogation.

16.4 As evidence of the above insurance, Licensee shall, prior to the effective date of this Agreement, file with Railroad, and require any contractors and subcontractors performing activities under this Agreement to so file, duly executed Certificates of Insurance issued by the insurer(s) of all insurance required herein, including special endorsements. Each such Certificate shall be in a form reasonably satisfactory to Railroad; shall list the various coverage types and limits; shall name Railroad as an additional insured; and shall indicate that the Commercial General Liability policy has been endorsed as described above. All insurance shall be placed and maintained with insurers licensed and authorized to do business in the State

of Maryland and who have an A.M. Best rating of "A" or better, unless otherwise approved by Railroad. Railroad's approval or failure to disapprove insurance furnished by Licensees shall not diminish or release Licensee from full responsibility for liability as set forth herein. Upon Railroad's request, Licensee shall furnish Railroad with a certified copy of each insurance policy.

16.5 Whenever either party becomes aware of any claim, injury, death, damage, or loss of any kind to persons or property arising out of or connected with this Agreement, such party shall immediately notify the other party, who shall have the right to fully investigate the claim. Each party shall cooperate with the other in any such investigation. All reasonable costs and expenses in connection with the investigation, adjustment, and defense of any claim or suit under this Agreement, including pro-rated salaries or wages of full-time agent or employees of either party, including full-time attorneys, engaged directly or indirectly in such work, shall be included as costs and expenses in applying the liability provisions set forth in this Agreement.

17. LIENS:

17.1 Each party shall keep the other's facilities free of all liens which arise in any way from or as a result of its activities, and cause any which may arise to be discharged or released of record as provided in this article, and shall indemnify and hold the other harmless from any and all loss, costs, damages and expenses which the other may incur or suffer if such a lien is filed.

17.2 Nothing herein shall preclude the contest of the lien or contract or action upon which the same arose. Each party agrees to cooperate with the other in such contest.

17.3 Nothing in this Agreement shall be deemed to give, and the Railroad hereby expressly waives, any claims of ownership in and to any part or the whole of the Licensee's System and/or Facilities unless otherwise elsewhere provided to the contrary. Furthermore, nothing herein shall be deemed to give, and the Licensee hereby expressly waives, any claims of ownership in and to any part or the whole of Railroad's real or personal property.

18. BREACH, REMEDIES:

18.1 The Licensee and the Railroad each agree that neither shall proceed against the other by litigation before the offending party has had written notice of and reasonable time to respond and cure such breach or defect; provided, however, neither party shall be required to give the other time to respond and cure if any such delay will cause irreparable harm.

18.2 Remedies available to each party shall include: (1) litigation for specific performance; (2) litigation for injunction relief; (3) litigation for damages and costs (Railroad will not be responsible for consequential damages)

18.3 Any waiver by either party at any time of any of its rights as to anything herein contained shall not be deemed to be a waiver of any right or covenant herein or of any other matter subsequently occurring.

19. COVENANTS AND WARRANTIES:

19.1 Licensee and Railroad covenants and warrants each has full right and authority to enter into this Agreement in accordance with the terms hereof, and that by entering into and performing this Agreement, it is not in violation of its charter or by-laws, or any law, regulation or agreement by which it is bound or to which it is subject.

19.2 Licensee and Railroad covenants and warrants that each, to the best of its knowledge, has no litigation or proceeding pending or threatened against it or its facilities that would threaten this Agreement, nor has it violated, to its knowledge, any rule, order or regulation issued by any applicable governmental authority which might adversely affect the other party's interest thereunder or right to make the agreements hereunder, or execute or perform this Agreement, and that the execution, delivery and performance of this Agreement has been duly authorized by all requisite corporate action, that the signatories hereto are authorized to sign this Agreement.

20. RECORDINGS, TAXES AND OTHER CHARGES: If Licensee chooses to record this Agreement the Licensee shall pay all transfer taxes, documentary stamps, recording costs or fees, or any similar expense in connection with the recording or filing of this Agreement. The Licensee further agrees that if it is determined by any state or local governmental authority that the sale, acquisition, license, grant, transfer or disposition of any part or portion of the property or rights herein described requires the payment of any tax (including sales or use tax) under any statute, regulation or rule, the Licensee shall pay the same, plus any penalty or interest hereon, directly to said taxing authority and shall hold the Railroad harmless therefrom. The Licensee shall pay all annual or periodic taxes levied or assessed upon the Licensee's Facilities, or on account of their existence or use, and shall indemnify the Railroad against the payment thereof. The Licensee shall have the right to make claim, and the Railroad shall cooperate with the Licensee in the prosecution of any such claim, for refund, rebate, reduction or abatement of said taxes.

21. INDEPENDENT CONTRACTOR STATUS: The Railroad exercises no control whatsoever over the employment, discharge, compensation of or services rendered by the Licensee's employees or contractors, and it is the intention of the parties that the Licensee shall be and remain an independent contractor and nothing herein shall be construed as inconsistent with that status or as creating or implying any partnership or joint venture between the Licensee and the Railroad.

22. SUCCESSION/ASSIGNABILITY: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors or assigns. This agreement is assignable by Railroad without the consent of Licensee.

23. NOTICES:

23.1 Unless otherwise provided herein, all notices and communications concerning this Agreement shall be addressed to:

The Licensee at: (one copy to each)  
Evans Park Venture LLC  
6914 Rum Pointe Road  
Berlin, Maryland 21811  
Attn: Marc R. Slavin  
With a copy to: Randy Alan Weiss, Esq.  
Weiss LLP  
1750 K Street, NW – Suite 900  
Washington, DC 20006

The Railroad at:

The Maryland and Delaware Railroad  
Attn: Cathrin Banks, President & General Counsel  
106 Railroad Avenue  
Federalsburg, Maryland 21632  
cbanks@mdde.com

or at such other addresses as may be designated in writing to the other party.

23.2 Unless otherwise provided herein, notices shall be sent by registered or certified U.S. mail, postage prepaid, and shall be deemed served or delivered to addressee, or its office, upon the date of return receipt acknowledgment or, if postal claim notice is given, on the date of its return marked “unclaimed”, provided, however, that upon receipt of a returned notice marked “unclaimed”, the sending party shall make reasonable effort to contact and notify the other party by telephone.

23.3 The Licensee shall give Railroad at least forty-eight (48) hours written notice before initial entry upon any portion of the Railroad right-of-way. Thereafter, and until completion of construction, the Licensee shall give daily telephone notice of entry.

24. RAILROAD’S EXPENSES/EMPLOYEE COSTS:

24.1 The Railroad’s expenses for any work performed for or at the expense of the Licensee pursuant to the terms hereof or any cost or expenses incurred by the Railroad in connection herewith for which reimbursement is due from the Licensee shall be paid by the Licensee within sixty (60) days of the Licensee’s receipt of itemized bill(s) therefor.

24.2 Such expenses shall be only those expenses directly attributable to the work performed or cost or expense incurred and shall include: cost of labor (whether of Railroad or contracted by Railroad) and supervision, necessary travel or transportation expenses, materials, and any freight and handling charges on materials used. Railroad’s bills for labor or supervision shall include date, number of hours, expenses and total charge.

25. MISCELLANEOUS:

25.1 The Railroad and the Licensee represent and warrant to each other that neither has dealt with any broker or agent in connection with the transaction contemplated by this Agreement and each indemnifies and agrees to hold harmless the other from and against any commission or fee claimed by any broker or agent in connection with this transaction.

25.2 Each party shall be responsible for its own costs, including legal fees, incurred in negotiating or finalizing this Agreement.

26. LEGAL FORUM:

26.1 This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Maryland.

26.2 This Agreement shall not be interpreted against either party for the reason that the final Agreement was prepared by them.

ATTEST:

THE MARYLAND & DELAWARE RAILROAD  
COMPANY

\_\_\_\_\_

By: \_\_\_\_\_  
Cathrin S. Banks, President

WITNESS/WITNESS

LICENSEE

\_\_\_\_\_

Evans Park Venture LLC

By: \_\_\_\_\_  
Its Managing Member





**MOTION OF THE MAYOR AND COUNCIL 2023-16**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO ENTER INTO AN AGREEMENT WITH EVANS PARC VENTURE LLC FOR THE ANNUAL AND ONGOING PAYMENT OF RAILROAD LICENSE AGREEMENT FEES ASSOCIATED WITH THE EVANS PARC VENTURE LLC PROJECT LOCATED AT 9413 EVANS ROAD IN THE TOWN OF BERLIN. SAID PAYMENT AND TERMS ARE ACCORDING TO THE AGREEMENT FOR REIMBURSEMENT ENTERED INTO WITH THE REPRESENTATIVE(S) OF EVANS PARC VENTURE LLC AND ATTACHED HERETO.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

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

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE MAYOR OF THE TOWN OF BERLIN.

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

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

## AGREEMENT FOR REIMBURSEMENT

THIS AGREEMENT FOR REIMBURSEMENT is entered into and made effective on this \_\_\_\_\_ day of \_\_\_\_\_, 2023 between the Mayor and Council of the Town of Berlin and Evans Parc Venture LLC.

WHEREAS Evans Parc Venture LLC wishes to construct storage units on a parcel located at 9413 Evans Road, specifically known on the tax MAP as No. 25, Parcel 339, Deed Ref 05345/310 and Tax Acct 03016609, consisting of 4.99 acres, in the Town of Berlin, Maryland 21811, which is adjacent to the west side of the railroad tracks, owned by the Maryland and Delaware Railroad Company; and

WHEREAS, it is necessary to extend Town water and sewer services under the Railroad Right of Way owned by the Maryland and Delaware Railroad Company's Right of Way to reach Evans Parc Venture LLC's property; and

WHEREAS, the Maryland and Delaware Railroad Company has required Evans Parc Venture LLC and the Mayor and Council to enter into a License Agreement to allow the necessary extension of water and sewer lines under its Railroad Right of Way; and

WHEREAS, the Maryland and Delaware Railroad Company has required that a License Fee be paid to it yearly for the ability to extend water and sewer lines under its Railroad Right of Way; and

WHEREAS, the parties hereto desire to formalize their agreement regarding the extension of necessary water and sewer lines under the Railroad Right of Way to the parcel owned by Evans Parc Venture LLC.

NOW, THEREFORE, in consideration of the promises and mutual covenants, the parties hereby agree as follows:

1. It is necessary to extend the Town's water and sewer lines under the Railroad Right of Way owned by the Maryland and Delaware Railroad Company to accommodate the project to be developed on Evans Parc Venture LLC's property.

2. The performance of the work required to extend water and sewer lines from existing Town water and sewer lines to Evans Parc Venture LLC's property will be performed at the sole expense of Evans Parc Venture LLC.
3. Evans Parc Venture LLC will hold the Mayor and Council harmless for any and all damages occurring or caused by the construction of the water and sewer lines extension.
4. Upon completion of the necessary extension of the water and sewer lines to the satisfaction of the Mayor and Council, the Mayor and Council shall assume ownership of the water and sewer lines to the property line of Evans Parc Venture LLC.
5. The yearly License Fee to be paid to the Maryland and Delaware Railroad Company shall be paid by Evans Parc Venture LLC and/or its assigns until such time as other developments make the connection to the water and sewer lines beyond the property of Evans Parc Venture LLC.
6. The parties hereto agree that upon 30 days written notice to the Mayor and Council this Agreement is transferrable to successors in interest to Evans Parc Venture LLC.

Given under the parties' respective hand(s) and seal(s) effective on the date first set forth above.

The Town of Berlin

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_(SEAL)  
Zackery Tyndall, Mayor

Evans Park Venture LLC.

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_(SEAL)  
Marc Slavin, Managing Member

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_(SEAL)  
Robert D. Greer, Jr. Managing Member

## AGREEMENT FOR REIMBURSEMENT

THIS AGREEMENT FOR REIMBURSEMENT is entered into and made effective on this \_\_\_\_\_ day of \_\_\_\_\_, 2023 between the Mayor and Council of the Town of Berlin and Evans Parc Venture LLC~~Evans Parc, LLC~~.

WHEREAS Evans Parc Venture LLC~~Evans Parc, LLC~~ wishes to construct storage units on a parcel located ~~on~~ at 9413 Evans Road, specifically known on the tax MAP as No. 25, Parcel 339, Deed Ref 05345/310 and Tax Acct 03016609, consisting of 4.99 acres, in the Town of Berlin, Maryland 21811, which is adjacent to the west side of the railroad tracks, ~~owned~~ by the Maryland and Delaware Railroad Company; and

WHEREAS, it is necessary to extend Town water and sewer services under the Railroad Right of Way owned by the Maryland and Delaware Railroad Company's Right of Way to reach Evans Parc Venture LLC's~~Evans Parc, LLC's~~ property; and

WHEREAS, the Maryland and Delaware Railroad Company has required Evans Parc Venture LLC~~Evans' Parc, LLC~~ and the Mayor and Council to enter into a License Agreement to allow the necessary extension of water and sewer lines under its Railroad Right of Way; and

WHEREAS, the Maryland and Delaware Railroad Company has required that a License Fee be paid to it yearly for the ability to extend water and sewer lines under its Railroad Right of Way; and

WHEREAS, the parties hereto desire to formalize their agreement regarding the extension of necessary water and sewer lines under the Railroad Right of Way to the parcel owned by Evans Parc Venture LLC~~Evans Parc, LLC~~.

NOW, THEREFORE, in consideration of the promises and mutual covenants, the parties hereby agree as follows:

1. It is necessary to extend the Town's water and sewer lines under the Railroad Right of Way owned by the Maryland and Delaware Railroad Company to accommodate the project to be developed on Evans Parc Venture LLC's~~Evans Parc, LLC's~~ property.

2. The performance of the work required to extend water and sewer lines from existing Town water and sewer lines to Evans Parc Venture LLC's~~Evans Parc, LLC's~~ property will be performed at the sole expense of Evans Parc Venture LLC~~Evans Parc, LLC~~.
3. Evans Parc Venture LLC~~Evans Parc, LLC~~ will hold the Mayor and Council harmless for any and all damages occurring or caused by the construction of the water and sewer lines extension.
4. Upon completion of the necessary extension of the water and sewer lines to the satisfaction of the Mayor and Council, the Mayor and Council shall assume ownership of the water and sewer lines to the property line of Evans Parc Venture LLC~~Evans Parc, LLC~~.
5. The yearly License Fee to be paid to the Maryland and Delaware Railroad Company shall be paid by Evans Parc Venture LLC~~Evans Parc, LLC~~ and/or its assigns until such time as other developments make the connection to the water and sewer lines beyond the property of Evans Parc Venture LLC~~Evans Parc, LLC~~.

5-6. The parties hereto agree that upon 30 days written notice to the Mayor and Council this Agreement is transferrable to successors in interest to Evans Parc Venture LLC.

Given under the parties' respective hand(s) and seal(s) effective on the date first set forth above.

The Town of Berlin

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_ (SEAL)  
Zackery Tyndall, Mayor

\_\_\_\_\_  
WITNESS

Evans Park Venture LLC

By: \_\_\_\_\_ (SEAL)  
Marc Slavin, ~~President~~Managing Member

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_ (SEAL)  
Robert D. Greer, Jr. Managing Member



# MOTION OF THE MAYOR AND COUNCIL 2023-17

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE A DRAFT LICENSE AGREEMENT WITH THE MARYLAND AND DELAWARE RAILROAD FOR THE FUTURE BERLIN BIKEWAYS PROJECT. APPROVAL IS WITH THE UNDERSTANDING THAT, AT THE TIME OF THIS APPROVAL BY THE MAYOR AND COUNCIL, THE AGREEMENT IS CURRENTLY UNDER REVIEW BY THE MDDE RAILROAD BOARD AND AMENDMENTS TO THE AGREEMENT MAY BE RECOMMENDED; IF CHANGES TO THE DRAFT AGREEMENT ARE PROPOSED, THEY WILL BE FURTHER REVIEWED BY THE TOWN ATTORNEY WHO WILL MAKE RECOMMENDATION TO THE MAYOR AND COUNCIL BASED ON PURSUING THE BEST INTERESTS OF THE TOWN OF BERLIN.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

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

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE MAYOR OF THE TOWN OF BERLIN.

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

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

## **LICENSE AGREEMENT**

Between

**THE MARYLAND AND DELAWARE RAILROAD COMPANY**

And

**THE TOWN OF BERLIN**

THIS LICENSE AGREEMENT (hereinafter referred to as the “Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2023 between THE MARYLAND AND DELAWARE RAILROAD COMPANY, 106 Railroad Avenue, Federalsburg, Maryland 21632 (hereinafter called “Railroad”) and THE TOWN OF BERLIN, a political subdivision of the State of Maryland (hereinafter called “Licensee”).

### **RECITALS**

WHEREAS, the Railroad is the owner of a railroad right of way upon which a rail transportation system is operated between Frankford, Delaware and Snow Hill, Maryland (hereinafter sometimes referred to as the “Right of Way”); and

WHEREAS, the Licensee wishes to acquire the license or privilege, as hereinafter described, defined and limited, in, on, upon, over, under, across, along and through said Right of Way from and to certain points and places hereinafter described to permit the Licensee to construct, install, operate, maintain, repair, and/or remove therein a shared use bikeway for public recreation (as herein defined) (hereinafter referred to as the “Bikeway”).

WHEREAS, the Railroad recognizes that use of railroad rights-of-way for public recreation produces transportation benefits such as maintenance of the right-of-way, prevention of vandalism, and protection against trespassing; and

WHEREAS, it is the intent of the Railroad and Licensee that this agreement encompass the portion of the Right of Way which extends approximately 2.5 miles from approximately Milepost 50.0 (US Route 50) to Milepost 52.5 (Evans Road); and

WHEREAS, it is the intent of the Railroad and Licensee that this Agreement be for a shared use Bikeway for public recreation along the Right of Way, and that the Right of Way shall also continue to be used for railroad purposes, and that this Agreement does not constitute an abandonment of, or any limitation to use of the right-of-way for railroad transportation purposes.

NOW, THEREFORE, the parties, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged; agree as follows:

1. Incorporation of Recitals. The above recitals are incorporated by reference and made a part of this Agreement.
2. Nature of License: Railroad owns a railroad right-of-way running from Frankford, Delaware to Snow Hill, Maryland a distance of approximately 26.7 miles, acquired from The Snow Hill Shippers Association by two deeds dated March 23, 2000, that portion lying in Delaware being set forth in that deed recorded in the Sussex County land records at Deed Book 2470 at page 228, that portion lying in Maryland being set forth in that certain deed recorded in the Worcester County land records at Liber SVH 2828, Folio 527 (hereinafter referred to as the “Right of Way”). Railroad herein authorizes Licensee to use that portion thereof as is hereinabove more specifically described and authorizes Licensee its use only to the extent set forth herein and only to the extent of Railroad’s rights of ownership. Railroad offers no warranties as to quality of title.
3. Grant of License. Subject to the terms hereinafter described, Railroad does hereby permit the Licensee an occupancy license in, on, upon, and along said Right of Way from a point at approximately Milepost 50.0 (beginning just south of US Route 50) and Milepost 52.5 (Evans Road), as more fully set forth on **Exhibit A**, solely for the construction, installation, operation, maintenance, repair, and/or removal therein of the shared use Bikeway mentioned above.
4. Licensee’s Responsibilities:
  - a) The Bikeway shall be used exclusively for a shared use non-motorized trail for public recreation.
  - b) During the term of the Agreement, Licensee shall pay or cause to be paid all charges levied against the Right of Way as incurred by Licensee as part of the Licensee’s use of the Bikeway.
  - c) Licensee shall be responsible for all costs and expenses associated with planning and design of the Bikeway, including but not limited to any survey work needed to delineate the exact location and boundaries of the Right of Way. Railroad makes no warranties as to the width of the Right of Way in the subject area.
  - d) Licensee shall be responsible for all costs and expenses for construction of the Bikeway, including but not limited to paved surfaces, drainage, buffers, protections and signage.
  - e) Licensee shall be responsible for all costs and expenses to inspect, improve, maintain and repair the Right of Way as needed for use as a recreational



hiker/biker trail, including drainage structures, fences and/or other active or passive separation structures or vegetation between the Bikeway and the railroad tracks.

- f) Licensee shall not be responsible for any maintenance, repair, or inspection of any railroad tracks or track components used solely for railroad or train uses.
- g) Licensee may make those alterations and improvements to the Bikeway consistent with its use as a shared use walking and biking trail. However, Licensee will submit all proposed design and construction plans for alterations and improvements to any part of the Right of Way to the Railroad for review and written prior approval, which shall not be unreasonably withheld.
- h) Licensee acknowledges that the Right of Way contains an active railroad line that may be used for freight and/or passenger transportation and/or recreational activities throughout the term of this Agreement. Nothing contained herein shall in any way limit the Railroad's rights with regard to the use of its Right of Way for railroad transportation and related activities.
- i) Licensee shall indemnify and hold harmless the Railroad from and against any trail-related trespasser activities and other trail-related activities, as more fully set forth below.
- j) Licensee shall be responsible for any damage to railroad infrastructure by construction or maintenance of the Bikeway and for any necessary repairs or reconstruction.
- k) Licensee shall install "No Trespassing/Keep Off the Tracks" at trail access points, information kiosks, structures, and private and public grade crossings.
- l) Licensee may be required to install barriers, vegetative buffers, and/or other types of separation between the Bikeway and the railroad tracks.
- m) Railroad and Licensee agree to work together to determine best safety practices for the shared use Bikeway.
- n) Licensee shall allow the Railroad to inspect the Area at regular intervals and upon completion of construction of the trail to ensure rail operations are not impeded.
- o) Licensee shall take corrective actions to remedy any constructed final conditions that interfere with rail operations including but not limited to drainage, vertical and horizontal clearance, and access points.

5. Maintenance Responsibilities: The Railroad and Licensee agree to the following responsibilities for the ongoing maintenance of the Area:
- a) Licensee and Railroad agree to provide advance notice of any maintenance activities for the railroad or trail that requires the temporary closure of the railroad or trail. During times when active rail service (freight or passenger) is moving on the subject portion of the Right of Way, Licensee agrees to schedule maintenance or repairs to the Bikeway at times that do not interfere with continued train service, except for emergency repairs needed to remedy a condition that presents a safety hazard, which Licensee shall be permitted to make immediately.
  - b) Licensee and Railroad agree to coordinate and notify the other party if access to the railroad tracks or trail is needed to perform maintenance activities.
  - c) Licensee shall be solely responsible for the removal of debris, including but not limited to, trees, dirt, trash, and rocks, including ballast, from the Bikeway.
  - d) Maintenance of all newly installed culverts and drainage structures, if any, shall be the responsibility of the licensee including all drainage issues that interfere with railroad operations.
  - e) Licensee and Railroad shall coordinate response and repairs to the trail and railroad resulting from landslides, sinkholes, major storm damage, and/or other Acts of God.
  - f) Licensee shall not be responsible for any maintenance to the rail track, rail ties, rail bed, rail switches, or any other railroad related material or components.
6. Term: The initial term of this Agreement shall be fifteen (15) years, commencing on the date first written above, and thereafter for year to year until terminated by either Party in accordance with this Agreement.
7. Termination: This Agreement shall terminate in whole or in part as to any portion or segment of Licensee's System upon the happening of any of the following events:
- a) By Licensee giving sixty (60) days prior written notice to Railroad of termination as to all or any part of its Bikeway together with complete removal by the Licensee of the Bikeway and related facilities and restoration of the Railroad's Right-of-Way to the approval and satisfaction of the Railroad's President, or designee; said termination not to be effective until removal has occurred.
  - b) Subsequent written mutual agreement of the parties hereto.

- c) In the event: (a) Licensee abandons use of any of the Bikeway; (b) Railroad is notified by any government agency of an environmental violation attributable to the Bikeway; (c) Licensee is notified by the Federal Railroad Administration or any other government agency that a shared use Bikeway is not permitted to run alongside an active railroad right of way; and/or (d) Licensee defaults under any provision set forth herein, Railroad Company at anytime thereafter may terminate this Agreement by giving twelve (12) months prior written notice to Licensee to remove its Bikeway and restore the Right of Way, provided that Licensee shall have three (3) months to cure any alleged default and/or remediate any environmental violation. Absent commencement of removal within twelve (12) months of Railroad's notice of termination, the System and Facilities shall be deemed abandoned and Railroad may remove or cause to be removed the same and recover the cost thereof from Licensee together with any reasonable attorneys' fees Railroad may incur in so doing.
8. License Fee: The Licensee shall pay the Railroad for the license or privileges herein permitted the sum of \_\_\_\_\_ payable on June 1st, 2023 and the 1st day of May each year thereafter until terminated as set forth herein. The aforesaid sum shall be increased yearly by three percent (3%). Any payments not received by Railroad within 15 days of the date due shall, in addition, be subject to a late payment charge of 1.5% per month, or any part thereof, during which payment is in arrears.
9. Railroad's Rights:
- a) The Railroad shall at all times have the right to continue or discontinue, in its sole discretion, freight and/or passenger excursion train service on the Right of Way.
- b) The Railroad shall at all times have the exclusive right to grant easements, and licenses within the Right of Way and sell excess parcels outside or crossing the generally sixty-six foot (66') wide rail corridor that are not used by Licensee in conjunction with the recreational trail, as long as such uses are not inconsistent with Licensee's use of the right-of-way as a recreational trail. Such easements and licenses that may be granted by Railroad may be for purposes including but not limited to utilities, telecommunications, fiber optic communications and right-of-way crossings. Railroad reserves the right to all revenues from such easements and licenses as Railroad may grant.
10. Liability / Indemnity: The Licensee hereby assumes, releases and agrees to indemnify, defend, protect and save the Railroad harmless from and against any and all claims, obligations, or causes of action related to the Bikeway and public use thereof, and all loss and/or damage on account of injury to or death of any persons whomsoever (including employees and invitees of the parties hereto and all other persons), arising and throughout

the term hereof, caused by or growing out of the plan, design, construction and installation, or subsequent presence, operation, maintenance, repair, or removal of the Bikeway, or any part thereof, unless such loss and/or damage arises as a direct result of the sole negligence or willful misconduct of the Railroad. The Licensee further assumes, releases and agrees to indemnify, defend, protect and save the Railroad harmless from and against any loss and/or damage to any property or facilities of any party (including the Railroad or the Licensee or any persons operating or using such facilities) arising from any slide or soil disturbance, or from a fire, caused by or growing out of the presence, construction, maintenance, use of the Licensee's Bikeway or any part thereof; loss and/or damage being deemed to include cost including reasonable legal fees and court costs.

11. **Insurance:** Prior to the effective date of this Agreement, and at all times during its term, Licensee, at its sole cost and expense, shall procure and shall maintain, and shall require its contractors and subcontractors (of any tier) performing activities hereunder to procure and maintain the following types of insurance coverage:
  - a) Licensee shall maintain **Commercial General Liability insurance and, if necessary commercial umbrella insurance ("CGL") with a limit of not less than \$2,000,000 occurrence and \$6,000,000 aggregate.** If such CGL insurance contains a general aggregate limit, it shall apply separately to the Bikeway. CGL insurance shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract, including the tort liability of another assumed in a business contract. **CGL insurance shall name Railroad as an Additional Insured. There shall be no exclusion contained within Licensee's CGL policy for activities within 50 feet of the Railroad Right of Way, or if such exclusion exists, Licensee shall obtain an explicit endorsement from Licensee's insurer removing said exclusion.**
  - b) During construction of the Bikeway, and at any time Licensee intends to perform maintenance or repairs to the Bikeway using heavy machinery within 50 feet (vertically or horizontally) of the railroad tracks, Licensee shall obtain **Railroad Protective Liability insurance (ISO/RIMA Form G 00 35 or equivalent with a limit of not less than \$2,000,000 per occurrence and \$6,000,000 aggregate,** for coverage A & B, for losses arising out of injury to or death of any person, and for physical loss or damage to or destruction of property, including the loss of use thereof. If equivalent, or better, wording is not contained in the policy form, the following endorsement shall be included: "It is agreed that in this policy of

insurance ‘Physical Damage to Property’ means direct and accidental loss of or damage to rolling stock and their contents, mechanical constructions equipment or motive power equipment, railroad tracks, roadbed, signals, bridges or buildings.”

- c) Each policy reference hereinabove, by endorsement, shall include the following required clauses or clauses having a substantially similar effect and meaning:
  - i. “This insurance coverage shall not be canceled by this Insurance Company, nor shall any changes be made which alter, restrict or reduce the insurance coverage so provided or change the name of the Insured(s), without first having given thirty (30) days written notice to Licensee at its last known address, and to Railroad: The Maryland and Delaware Railroad Company, 106 Railroad Avenue, Federalsburg, Maryland 21632, all evidenced by receipt of registered letter.
  - ii. Such insurance as afforded by this policy for the benefit of Railroad shall be primary and any insurance carried by Railroad shall be excess and noncontributing with insurance afforded by this policy.
  - iii. This Insurance Company releases Railroad from any liability arising from or through the operation of any subrogation clause in this policy of insurance, and in the event of any occurrence, accident or claim made under this policy, this Insurance Company shall not claim or contend that any of those entities is liable as the result of subrogation.
  - iv. Policy(ies) shall be endorsed to include coverage for a claim by one insured against another insured and/or to delete the so-called “insured v. insured” exclusion and include a waiver of subrogation.”
- d) As evidence of the above insurance, Licensee shall, prior to the effective date of this Agreement, file with Railroad, and require any contractors and subcontractors performing activities under this Agreement to so file, duly executed Certificates of Insurance issued by the insurer(s) of all insurance required herein, including special endorsements. Each such Certificate shall be in a form reasonably satisfactory to Railroad; shall list the various coverage types and limits; shall name Railroad as an additional insured; and shall indicate that the Commercial General Liability policy has been endorsed as described above. All insurance shall be placed and maintained with insurers licensed and authorized to do business in the State of Maryland and who have an A.M. Best rating of “A” or better, unless otherwise approved by Railroad. Railroad’s approval or failure to disapprove insurance furnished by Licensees shall not diminish or release Licensee from full responsibility for liability as set forth herein. Upon Railroad’s

request, Licensee shall furnish Railroad with a certified copy of each insurance policy.

12. Liens: Each party shall keep the other's facilities free of all liens which arise in any way from or as a result of its activities, and cause any which may arise to be discharged or released of record as provided in this article, and shall indemnify and hold the other harmless from any and all loss, costs, damages and expenses which the other may incur or suffer if such a lien is filed. Nothing in this Agreement shall be deemed to give, and the Railroad hereby expressly waives, any claims of ownership in and to any part or the whole of the Bikeway and/or related facilities unless otherwise elsewhere provided to the contrary. Furthermore, nothing herein shall be deemed to give, and the Licensee hereby expressly waives, any claims of ownership in and to any part or the whole of Railroad's real or personal property.
13. Breach, Remedies: The Licensee and the Railroad each agree that neither shall proceed against the other by litigation before the offending party has had written notice of and reasonable time to respond and cure such breach or defect; provided, however, neither party shall be required to give the other time to respond and cure if any such delay will cause irreparable harm. Remedies available to each party shall include: (1) litigation for specific performance; (2) litigation for injunction relief; (3) litigation for damages and costs (Railroad will not be responsible for consequential damages). Any waiver by either party at any time of any of its rights as to anything herein contained shall not be deemed to be a waiver of any right or covenant herein or of any other matter subsequently occurring.
14. Recordings, Taxes: If Licensee chooses to record this Agreement the Licensee shall pay all transfer taxes, documentary stamps, recording costs or fees, or any similar expense in connection with the recording or filing of this Agreement. The Licensee further agrees that if it is determined by any state or local governmental authority that the sale, acquisition, license, grant, transfer or disposition of any part or portion of the property or rights herein described requires the payment of any tax (including sales or use tax) under any statute, regulation or rule, the Licensee shall pay the same, plus any penalty or interest hereon, directly to said taxing authority and shall hold the Railroad harmless therefrom. The Licensee shall pay all annual or periodic taxes levied or assessed upon the Licensee's Facilities, or on account of their existence or use, and shall indemnify the Railroad against the payment thereof.
15. Independent Contractor Status: The Railroad exercises no control whatsoever over the employment, discharge, compensation of or services rendered by the Licensee's employees or contractors, and it is the intention of the parties that the Licensee shall be and remain an independent contractor and nothing herein shall be construed as

inconsistent with that status or as creating or implying any partnership or joint venture between the Licensee and the Railroad.

16. Notices: Unless otherwise agreed, all notices or other communications to either party shall be addressed to:

For Railroad: The Maryland and Delaware Railroad Company  
106 Railroad Avenue  
Federalsburg, Maryland 21632  
Attention: Cathrin Banks, President and General Counsel  
Email: cbanks@mdde.com

For Licensee: The Town of Berlin  
10 William Street  
Berlin, MD 21811  
Attention: Mary Bohlen, Town Administrator  
Email: mbohlen@berlinmd.gov

A party may change the address to which notices to it are directed by such notice.

17. Non-Assignment and Non-Waiver: Licensee shall not assign any of its rights or delegate any of its duties hereunder without the express prior written consent Railroad. Any attempted assignment or delegation without Railroad's consent is void ab initio. The failure of Railroad at any time to insist upon strict performance of any provision of this Agreement, or to exercise any right or remedy under this Agreement, shall not impair any such right or remedy or be deemed a waiver or relinquishment thereof.
18. Headings: The within headings are for convenience and shall not effect any construction or interpretation of this Agreement. The singular shall be read to include the plural, and vice versa, unless the context clearly requires otherwise.
19. Severability: If any provision is determined to be void by any court of competent jurisdiction, such determination shall not affect any other provisions of this Agreement, which shall remain in full force and effect.

20. Miscellaneous: This License Agreement:

- a) is subject to approval by Railroad's Board of Directors;
- b) shall inure to the benefit of and bind the parties and their respective successors or assigns;
- c) constitutes the entire agreement between the parties;
- d) may be amended or supplemented only by a writing signed by the parties;
- e) may be executed in several counterparts, each of which shall constitute an original;
- f) is not for the benefit of or enforceable by any third party, and shall not be deemed to create any rights or benefits in any third party;
- g) shall be governed by the laws of the State of Maryland.

(Remainder of page intentionally blank. Signatures on following page.)



IN WITNESS WHEREOF, the parties here to have executed this Agreement as of the day and year first above written.

WITNESS:

THE MARYLAND AND DELAWARE  
RAILROAD COMPANY

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

Title:

\_\_\_\_\_  
Cathrin Banks

President & General Counsel

WITNESS:

TOWN OF BERLIN:

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

Title:

\_\_\_\_\_  
Zackery Tyndall

Mayor

**Exhibit A**

**Bikeway Map / Drawings**

DRAFT



**MOTION OF THE MAYOR AND COUNCIL 2023-18**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE THE RECOMMENDATION OF AWARD – RFP 2023-06; SMART WATER METER UPGRADES - INSTALLATION PROJECT TO GOODY HILL GROUNDWORK, INC. IN THE AMOUNT OF SEVEN HUNDRED SEVENTY-SIX THOUSAND, NINE HUNDRED DOLLARS, AND 00/100 (\$776,900.00). THE FINAL PROJECT COST WILL DEPEND ON THE ACTUAL INSTALLED WORK IN ACCORDANCE WITH THE COST PROPOSAL.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

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

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE MAYOR OF THE TOWN OF BERLIN.

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

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



# STAFF REPORT

**TO:** Mayor and Council

**FROM:** Mayor Zack Tyndall, Town Administrator, Mary Bohlen, Water Resources Director, Jamey Latchum, and Finance Director, Natalie Saleh

**MEETING DATE:** June 12, 2023

**SUBJECT:** Amendments to ARPA Spending Plan and RFP Recommendation – Smart Meter Installation

---

## SUMMARY

In response to the RFP for Smart Meter Installation and new information regarding the Wastewater Treatment Plant upgrade, staff are recommending a reallocation of ARPA funds.

The Town of Berlin received one response from GoodyHill for the Smart Meter Installation RFP posted on March 28, 2023. Following review by DBF and discussion with the bidder, the bid proposal was adjusted to the amount of \$776,900.00, exceeding the previously allocated ARPA funding by \$476,900. Included in GoodyHill's proposal was \$100,000 for lead-service line inventory mandated by the U.S. Environmental Protection Agency (EPA) and must be completed no later than October 16, 2024. This inventory is required under the Lead and Copper Rule Revisions (LRR) of the National Primary Drinking Water Regulations and must meet the requirements set forth in the Code of Federal Regulations. Currently, 1,022 meters in the Town of Berlin pre-exist the 1972 lead rules. As a result, the service line for these meters must be test-pitted, requiring the service to be dug up on the public and private sides.

Within the Town of Berlin's approved ARPA spending plan, there is a \$1,000,000 allocation for a Wastewater Treatment Plant Upgrade. The projected cost of a Wastewater Treatment Plant Upgrade was projected to exceed \$2,500,000 at the time the ARPA spending plan was adopted. The Water Resources Department, in conjunction with the Mayor's Office and DBF, have been in discussions about ways we can increase the capacity of our existing Wastewater Treatment Plant to reduce the projected \$2,500,000 expenditure on our customers, which are ultimately the citizens of Berlin.

After analyzing the infiltration and intrusion (I&I) of our wastewater system, it was determined that the Town of Berlin could potentially extend the operating capacity of our existing Wastewater Treatment Plant by approximately five to ten years by changing the location of our metered effluent. The Town of Berlin is currently working with the Maryland Department of Environment (MDE) to change the location of our metered effluent back to Bottle Branch Road, thereby reducing the I&I created by the spray site lagoons against the capacity of our Wastewater Treatment Facility.

**We want to stress to the Council and the public that there will be NO CHANGE to the treatment of wastewater at our Wastewater Treatment Plant or the spraying of effluent at**

**the Town's spray sites. The ONLY change will be the location of metered effluent used to calculate the Town of Berlin's wastewater treatment capacity.**

## **FINANCIAL IMPACT**

Currently, the Mayor and Council have designated \$300,000 for Smart Meter Installation. The Town of Berlin only received one response to our RFP for Smart Meter Installation, and the bid was for \$776,900. The bid exceeds the designated ARPA allocation by \$476,900.

The Mayor and Council also designated \$1,000,000 toward a Wastewater Treatment Plant Upgrade in the adopted ARPA spending plan. The projected cost of this project at the time of adoption was projected to exceed \$2,500,000. At the time of adoption, the plan was to utilize a combination of special connection fees and financing to close the difference between the ARPA allocation and the funds needed to upgrade the plant.

After analyzing the infiltration and intrusion (I&I) of our wastewater system, we determined that the Town of Berlin could potentially extend the operating capacity of our existing Wastewater Treatment Plant by approximately five to ten years by changing the location of our metered effluent. By changing the location of the metered effluent, the Town of Berlin's Wastewater Treatment Plant will not meet the need for an upgrade as determined by the MDE within the timing needed to designate and spend the ARPA funds, creating a balance of ARPA funds in the amount of \$1,000,000 that the Mayor and Council should reassign.

## **OPTIONS FOR CONSIDERATION**

None

## **STAFF RECOMMENDATION**

The staff recommendation is to reallocate the \$1,000,000 of ARPA funding previously designated for the "Treatment Plant Upgrade." The recommendation is to allocate an additional \$500,000 toward the "Smart Meter Installation," bringing the balance for this project to \$800,000 (\$300,000 previously assigned ARPA funds plus the reallocation of \$500,000 from the Treatment Plant Upgrade).

Additionally, staff recommends allocating the remaining \$500,000 from the previously assigned Wastewater Treatment Plant Upgrade toward the drilling of a new water well. The location for a new water well will be determined in the beginning of fiscal year 2024.

## **ADDITIONAL INFORMATION/ATTACHMENTS**

GOODYHILL BID PROPOSAL

DBF RECOMMENDATION LETTER

MDE LEAD AND COPPER RULE REVISIONS, SERVICE-LINE INVENTORY REQUIREMENTS

## Town of Berlin ARPA Spending Plan

**Grant Total: \$4,794,272.69**

	Department	Project	Description/Notes	Project Cost	Status (June 12, 2023)
<b>Payment 1: \$2,397,136.35 (Received on 7/12/2021)</b>	Water	Smart Meters	The Council approved up-to \$1,000,000 for this expenditure. The contract was awarded for \$754,990.	\$754,990	\$737,364 Expended
	Water	Smart Meter Installation	Requested by Water Resources to cover the cost to install smart meters	\$300,000	RFP Process In Progress
	Stromwater	Drainage Project on Washington Street	The Council approved up-to \$110,000 for this expenditure	\$110,000	Complete
	Water	Branch Street Well Replacement	The Council approved up-to \$350,000 for this expenditure	\$350,000	\$320,086 Expended
	Administration	Strategic Plan	Create a plan to navigate the post-pandemic environment	\$28,000	CF FY24
	Planning	Growth Discussion and Addition to Comprehensive Plan	Plan for population changes following the pandemic	\$30,000	Payment pending for Phase I
	Police	Mobile Radio + Portatables	Radios requested by the Police Department	\$11,500	Pending
	Council Chambers	Audio and Visual System Improvements	Increase access to municipal operations by allowing the streaming of board, commission, committee, and Mayor and Council meetings	\$50,000	CF FY2024
	Fire	Self Contained Breathing Apparatus (SCBA)	Cost fulfills the total request about by the Berlin Fire Company.	\$220,000	CF FY2024
	EMS	Heart Monitor + 12-Lead Transmission Upgrade	Cost fulfills the total request about by Berlin Fire Company EMS and includes \$2,520 for additional software to transmit 12-Lead EKG's not originally request by BFCEMS.	\$47,520	Complete
	Administration	Digitizing of Documents and Files	This expenditure is designed to increase the access to town files by making them available for staff on the cloud	\$50,000	CF FY24
<b>Total Expenditures for Payment 1</b>	\$1,952,010.00				
<b>Remaining Balance from Payment 1</b>	\$445,126.35				

<b>Payment 2: \$2,397,136.34 (Expected in last quarter of 2022)</b>	Sewer	Broad Street Lift Station	Funding to improve and update lift station	\$1,000,000	\$28,453 Expended
	Water	Well House #1 Powellton Avenue	Funding to improve and update well house	\$300,000	\$22,179 Expended
	Sewer	Treatment Plant Upgrade (FY24 Item)	Funding towards the improvement of the wastewater treatment plant	\$1,000,000	Staff Report Requesting Reallocation (June 12, 2023)
	Building and Grounds	Rails and Trails Phase II	Funding to fulfill the final phase of the Rails to Trails project.	\$76,138	Grant Submitted (6.1.2023)
	Stormwater	Projects TBD	This expenditure will be used to fund stormwater projects.	\$250,000.00	CF FY2024
	Stormwater	Projects TBD	Additional allocation at time of approval	\$178,000.00	\$45,000 Expended remainder CF FY2024
	General Fund	Contingency for Variances in Project Costs	This expenditure serves as a margin of error to account for price fluctuations for the projects listed above. The remainder will be reallocated or returned to the general fund to account for revenue losses associated with the COVID-19 pandemic	\$38,124.69	
<b>Total Expenditures for Payment 2 and Unused Balance from Payment 1</b>	\$2,842,262.69				
<b>Remaining Balance from Payment 1 and 2</b>	\$0.00				

June 2, 2023

Town of Berlin  
10 Williams St.  
Berlin, MD 21811

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

Attn: Ms. Mary Bohlen  
Town Administrator

Re: Recommendation of Award – RFP 2023-06  
Smart Water Meter Upgrades - Installation Project  
Berlin, Maryland  
DBF #0050A002.070

Dear Ms. Bohlen:

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

Based on Goody Hill's previous work experience with the Town of Berlin and with other water system projects, and their subcontractor VEPO's expertise with smart meter projects of similar size and scope, DBF trusts that the Contractor has the resources and experience necessary to complete the project. Based on negotiations between the Town, Goody Hill, and DBF, a revised scope has been drafted and agreed upon due to the funding constraints. Based on these findings, DBF recommends the award of the Smart Water Meter Upgrades – Installation Project to Goody Hill Groundwork, Inc., contingent upon the availability of funds. Should the Town choose to accept DBF's recommendation, the award amount for the completion of the referenced project would be Seven Hundred Seventy-Six Thousand, Nine Hundred Dollars, and 00/100 (\$776,900.00). The final project cost will depend on the actual installed work in accordance with the cost proposal.

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

Sincerely,  
DAVIS, BOWEN AND FRIEDEL, INC.



Joshua J. Taylor, P.E.

Associate

M:\Forms\2023\2023 - Letterhead - Salisbury.docx

Enclosures

cc: Jamey Latchum, Town of Berlin  
Scott Savage, Goody Hill Groundwork, Inc.



**TOWN OF BERLIN**

**SMART WATER METER - INSTALLATION PROJECT**

**DBF # 0050A002.070**

**May 11, 2023**

**BID TABULATION**

**Goody Hill**

Item No. & Description		Size/ Depth	Unit	Est. Qty	Unit Price	Total Price
1	Mobilization, Bonds, Insurance, Furnish and Install Sediment & Erosion Control Measures, and Provide Traffic Control Measures.	--	LS	--	\$ 95,000.00	\$95,000.00
2a.	Install Smart Meters, Complete, as Required by the Contract Documents.	8"	EA	2	\$ 2,970.00	\$5,940.00
2b.		6"	EA	3	\$ 1,980.00	\$5,940.00
2c.		4"	EA	10	\$ 1,100.00	\$11,000.00
2d.		3"	EA	3	\$ 900.00	\$2,700.00
2e.		2"	EA	75	\$ 600.00	\$45,000.00
2f.		1.5"	EA	23	\$ 600.00	\$13,800.00
2g.		1"	EA	60	\$ 100.00	\$6,000.00
2h.		5/8" x 3/4"	EA	1775	\$ 86.00	\$152,650.00
3a.	Replace Existing Meter Pit Assembly	5/8" x 3/4"	EA	100	\$ 1,500.00	\$150,000.00
3b.		1-1/2" & 2" Meters	EA	10	\$ 4,500.00	\$45,000.00
4a.	Replace Existing Meter Setter in Existing Pit	5/8" x 3/4" & 1" Meter Pits	EA	100	\$ 650.00	\$65,000.00
4b.		1-1/2" & 2" Meter Pits	EA	10	\$ 650.00	\$6,500.00
5	Drill Hole in Existing Meter Pit Lid for Installation of Antenna (all materials)	--	EA	100	\$ 20.00	\$2,000.00
6a.	Replace Existing Water Service Piping.	3/4"	LF	100	\$ 45.00	\$4,500.00
6b.		1-1/4"	LF	100	\$ 50.00	\$5,000.00
6c.		1"	LF	100	\$ 50.00	\$5,000.00
6d.		1-1/2"	LF	100	\$ 60.00	\$6,000.00
6e.		2"	LF	100	\$ 60.00	\$6,000.00
7a.	Furnish and Install Curb Stop	3/4"	EA	10	\$ 400.00	\$4,000.00
7b.		1-1/4"	EA	10	\$ 680.00	\$6,800.00
7c.		1"	EA	20	\$ 500.00	\$10,000.00
7d.		1-1/2"	EA	10	\$ 950.00	\$9,500.00
7e.		2"	EA	1	\$ 1,200.00	\$1,200.00
8	Test Pitting Public and Private Side Water Service Lines in Non-Paved Areas.	--	EA	1,022	\$ 75.00	\$76,650.00
9	Restoration of Disturbed Asphalt.	--	SY	40	\$ 150.00	\$6,000.00
10	Restoration of Disturbed Sidewalk.	--	SY	140	\$ 158.00	\$22,120.00
11	Restoration of Disturbed Curb & Gutter.	--	LF	100	\$ 40.00	\$4,000.00
12	Restoration of Disturbed Stone Driveway	--	SY	40	\$ 90.00	\$3,600.00
<b>TOTAL BID (ITEMS 1 - 12)</b>						<b>\$776,900.00</b>

Quantities adjusted based on discussions with Town and Contractor to reflect actual anticipated work (5/16/23).

## RFP 2023-06 Smart Water Meter Installation

Contractor: Goody Hill Groundwork, Inc.

### COST PROPOSAL – Addendum No. 2

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

The following table should be included within the proposal submission.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, Furnish and Install Sediment & Erosion Control Measures, and Provide Traffic Control Measures.	--	LS	--		
					\$95,000	\$95,000
2a.	Install Smart Meters, Complete, as Required by the Contract Documents.	8"	EA	2	\$2,970	\$5,940
2b.		6"	EA	3	\$1,980	\$5,940
2c.		4"	EA	10	\$1,100	\$11,000
2d.		3"	EA	3	\$900	\$2,700
2e.		2"	EA	75	\$600	\$45,000
2f.		1.5"	EA	23	\$600	\$13,800
2g.		1"	EA	60	\$100	\$6,000
2h.		5/8" x 3/4"	EA	1775	\$86	\$152,650
3a.	Replace Existing Meter Pit Assembly	5/8" x 3/4" & 1" Meters	EA	190	\$1,500	\$285,000
3b.		1-1/2" & 2" Meters	EA	10	\$4,500	\$45,000
4.	Replace Existing Meter Setter in Existing Pit	--	EA	200	\$650	\$130,000
5.	Drill Hole in Existing Meter Pit Lid for Installation of Antenna (all materials)	--	EA	100	\$20	\$2,000
6a.	Replace Existing Water Service Piping.	3/4"	LF	100	\$45	\$4,500
6b.		1-1/4"	LF	100	\$50	\$5,000
6c.		1"	LF	700	\$50	\$35,000
6d.		1-1/2"	LF	100	\$60	\$6,000
6e.		2"	LF	200	\$60	\$12,000



## RFP 2023-06 Smart Water Meter Installation

7a.	Furnish and Install Curb Stop	3/4"	EA	10	\$400	\$4,000
7b.		1-1/4"	EA	10	\$680	\$6,800
7c.		1"	EA	10	\$500	\$5,000
7d.		1-1/2"	EA	10	\$950	\$9,500
7e.		2"	EA	10	\$1,200	\$12,000
8.	Test Pitting Public and Private Side Water Service Lines in Non-Paved Areas.	--	EA	1,050	\$75	\$78,750
9.	Restoration of Disturbed Asphalt.	--	SY	40	\$150	\$6,000
10.	Restoration of Disturbed Sidewalk.	--	SY	140	\$158	\$22,120
11.	Restoration of Disturbed Curb & Gutter.	--	LF	100	\$40	\$4,000
12.	Restoration of Disturbed Stone Driveway	--	SY	40	\$90	\$3,600
<p style="text-align: right;"><b>Total Base Bid (Items 1 – 12) \$</b> <u>\$1,014,300.00</u></p> <p><b>(Written Amount)</b> <u>One Million Fourteen Thousand Three Hundred Dollars and 00/100</u></p>						

*\*Insert "a corporation", "a partnership", or "an individual" as applicable.*

BIDDER acknowledges receipt of the following ADDENDUM:

1, 1.1, 1.2, 1.3, 2.0, 3.0

Respectfully submitted:

Goody Hill Groundwork, Inc.

Signature



Title/Date

President 05/11/2023

Address

P.O. Box 200 Berlin, MD 21811

License Number (If applicable): \_\_\_\_\_

Seal - (if bid is by a corporation)

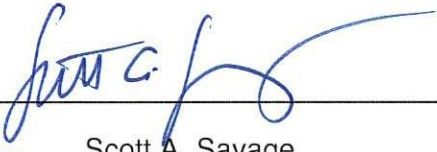


## RFP 2023-06 Smart Water Meter Installation

Contractor: Goody hill Groundwork, Inc.

### SIGNATURES

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

Signature:  Date: 05/11/2023

Printed Name: Scott A. Savage

Firm Name: Goody Hill Groundwork, Inc. Tax/EIN: 41-2046562

DBA (if different than above):

Address: P.O. Box 200

City, State Zip: Berlin, MD 21811

Phone: 410-629-0966







# Lead and Copper Rule Revisions, Service Line Inventory Requirements - MDE Guidance

*For Community and Non-Transient Non-Community Water Systems*

## **Table of Contents**

Introduction .....	1
Background .....	2
Special Requirements for “New” Water Systems .....	4
MDE Service Line Inventory Spreadsheet .....	4
Characteristics of Service Line for Determining Classification.....	6
Investigation Methods .....	7
Types of Investigation Methods.....	7
Records Review .....	7
Field Investigation Methods .....	8
Analytics/Predictive Methods.....	8
Investigation Assistance from Water Customers.....	9
Technical Assistance Providers .....	10
Funding Opportunities .....	10
Lead Service Line Replacement Information .....	10
Notification for Lead, GRR, and Lead Status Unknown Service Lines.....	11
Service Line Inventory Reporting Requirements .....	11
Consumer Confidence Report Inventory Requirements.....	12
Lead and Copper Rule Improvements .....	12

## **Introduction**

The purpose of this guidance document is to help water systems comply with the Service Line Inventory requirements of the January 15, 2021 Lead and Copper Rule Revisions (LCRR), effective December 16, 2021. This guidance covers the lifecycle of the inventory, including inventory creation, acceptable methods for material investigations, reporting requirements, public accessibility of service line information, and service line consumer notification.

The practices surrounding service line material inventories are rapidly evolving as water systems create their inventory and improve them over time. Additionally, emerging research on service line identification methods is ongoing. Given the potential for new, relevant information to become available, the Maryland Department of the Environment (MDE) anticipates that future updates to guidance are possible as the United States Environmental Protection Agency (EPA) provides updated information.

## **Background**

Under the Lead and Copper Rule Revisions (LCRR) of the National Primary Drinking Water Regulations, effective on December 16, 2021, all Community and Non-Transient Non-Community water systems must develop a lead service line (LSL) inventory to identify the materials of service lines connected to the water distribution system. A Community Water System (CWS) is defined as a water system that supplies water to the same residents year-round. A Non-Transient Non-Community Water System (NTNCWS) is defined as a water system that regularly supplies water to at least 25 of the same people, for at least four hours per day, four days per week, and at least six months per year. Some examples of NTNCWS are schools, businesses, factories, office buildings, and hospitals, that have their own wells.

The inventory required under the LCRR must meet the requirements set forth in the Code of Federal Regulations ([40 CFR 141.84\(a\)](#)). All CWS and NTNCWS must develop an initial inventory by October 16, 2024, and submit it electronically to MDE no later than **October 16, 2024**. Full details of the inventory requirements can be found in 40 CFR 141.84(a) of the regulations, however, below are some key points:

- The inventory must include all service lines connecting the water distribution system to the building inlet regardless of ownership (i.e., system-owned or customer-owned) or activity status (i.e., active or inactive) of the service line.
- Water systems must conduct a thorough review of records to identify service line materials on both the system-owned and the customer-owned portions of the line. This includes all existing construction and plumbing codes, permits, water system records including distribution system maps and drawings, historical records on each service connection, tap/tie/drill/service cards, meter installation records, historical capital improvement or master plans, standard operating procedures, and inspections/records of the water distribution system that indicate the material composition of the service connections that connect a structure to the distribution system.
  - Additionally, for the initial inventory, CWS must use any information on lead and galvanized iron or steel that they have identified in their previous distribution system materials survey from the 1980s ([40 CFR 141.42\(d\)](#)) when conducting the inventory of service lines in their distribution systems.
- Each entire service line (i.e., connecting the water main to the building inlet or connecting the well to the building inlet) will be categorized according to the table below. The inventory spreadsheet will automatically generate the classification of the entire length of the service line (combination of all portions of the service line) based on the water system input of the individual portions.



Entire* Service Line Material Classification	Definition
Lead	Any portion of the service line is known to be made of lead.
Galvanized Requiring Replacement (GRR)	The service line is not made of lead, but the downstream portion is galvanized, and the water system is not able to demonstrate that the galvanized line was never downstream of a lead service line.
Non-lead	All portions of the service line are known NOT to be lead or GRR through an evidence-based record, method, or technique.
Lead Status Unknown	The service line material is not known to be lead or GRR. For the entire service line or a portion of it (in cases of split ownership), there is not enough evidence to support material classification.

\*Each portion of the service line is evaluated separately and is used to generate the overall material classification for the entire service line

- All Galvanized Requiring Replacement (GRR) and any lead-lined galvanized pipe are considered lead service lines under these regulations and will be subject to the same requirements as lead service lines.
- For water systems that have LSL and/or GRR service lines, the inventory must be made publicly accessible and include a location identifier (such as a street address, block, intersection, or landmark) associated with each LSL and GRR service line. Water systems may, but are not required to, include a locational identifier for “Lead Status Unknown” service lines or list the exact address of each service line. Water systems serving greater than 50,000 persons must make the publicly accessible inventory available online.
  - **IMPORTANT NOTE:** When submitting the inventory spreadsheet to MDE, water systems should remove/delete the content in the columns with sensitive information, such as customer street addresses and/or latitudes/longitudes. MDE will not keep sensitive customer data on file.
- For water systems with no lead, GRR, or lead status unknown service lines in their inventory, the inventory will not need to be made publicly accessible as long as a written statement is made publicly accessible, in lieu of the inventory, declaring that the distribution system has no lead service lines or GRR service lines. Water systems may use a written statement template that will be made available on [MDE’s website](#); otherwise, water systems can create their own written statement regarding the inventory which must include a general description of all applicable sources of records and information described in paragraphs (a)(3), (5), and (6) of 40 CFR 141.84 used to make this determination. Water systems that do not use MDE’s template and create their own written statement must submit their statement to MDE.

In August 2022, EPA released [Guidance for Developing and Maintaining a Service Line Inventory](#) which is a helpful document for water systems to reference throughout this inventory process as it contains best practices and case studies for inventory development.

Per the 1986 Safe Drinking Water Act (SDWA) amendments, lead water pipes were banned for use in drinking water service and distribution systems and the ban became effective in Maryland on March 30, 1989. However, the August 2022 guidance from EPA regarding service line inventories mentions that some States adopted their own laws disallowing the use of lead water pipes before the federal requirement. Per the Code of Maryland Regulations (COMAR) 09.20.11.10A Water Service Pipes, effective upon filing on May 17, 1972, lead water pipe was not included in the list of acceptable drinking water service line pipe materials. MDE is currently conducting a full review of the regulations to confirm our understanding. In the near term, water systems should focus on water pipes installed before 1972 when

completing their inventory. MDE's inventory spreadsheet currently classifies any service line installed on or after May 17, 1972, as "Non-lead." MDE will notify all water systems if anything changes.

### **Special Requirements for "New" Water Systems**

For "new" water systems, there will be a simple form to complete (in lieu of completing the service line inventory spreadsheet) that will indicate the entire distribution system was constructed after Maryland's law excluding lead pipes as an allowable material to be used for water service pipes (COMAR 09.20.11.10A) became effective. This "new" water system inventory form will be made available on [MDE's website](#). For the purpose of the LCRR service line inventory, a "new" water system is defined as a water system with the distribution service line pipes, connecting water mains to buildings, installed on or after **May 17, 1972**.

### **MDE Service Line Inventory Spreadsheet**

All CWS and NTNCWS, with the exception of "new" water systems (see above), must complete the service line inventory spreadsheet.

MDE's service line inventory spreadsheet is designed to track and capture all required inventory information, including numbers of service lines, locations, materials, and classifications, as well as allowing water systems to document their investigation methods and organize their inventory. Water systems are required to use MDE's inventory spreadsheet to complete their service line inventory and must electronically submit the inventory spreadsheet to MDE.

The inventory spreadsheet includes features that will assist water systems, such as:

- Embedded notes containing helpful information (in addition to the information found in the "field description" cells and tabs/pages of the inventory spreadsheet) which can be found by hovering over the "field description" cells (denoted by a small red triangle located in the upper right-hand corner of the cell);
- Appendices, which include spreadsheet instructions, details on investigation methods, visual aids and diagrams, tables, reference materials, and important compliance and reporting information;
- Highlighting of specific cells that require input as a result of information entered into the inventory spreadsheet by the water system; and
- Built-in formulas that automatically generate the overall material classification of service lines (see table above) and calculate the total number of service lines in each classification/category.

MDE will be providing training on how to complete the service line inventory spreadsheet. In the interim, MDE has created an example inventory spreadsheet with different service line examples and scenarios that will help water systems better understand how the inventory spreadsheet should be completed. The example spreadsheet will be available on [MDE's website](#).

For NTNCWS, with the exception of "new" water systems (see above), the inventory spreadsheet is still required to be submitted to MDE. However, for many NTNCWS, there will only be a single service line from the well to the building; therefore, only one row of the inventory spreadsheet will need to be completed across all applicable pages.



## **How the Inventory Spreadsheet is Organized**

The first tab of the inventory spreadsheet is the “Introduction” page on which water systems will find general information related to the inventory spreadsheet as well as important logistical notes, a color-coded legend for column field names, and auto-generated classifications.

The inventory spreadsheet also consists of four pages on which water systems are required to provide information as applicable:

- **Page 1: Water System Information**
  - This page is for water systems to provide basic information related to their water system such as water system identification number (i.e., PWSID), name, person completing the inventory, etc. The page also contains the total numbers of connections, including the tally based on data entered on Page 2, for the water system.
- **Page 2: Overall Service Line and Building Information**
  - This page is for water systems to provide information related to the overall service line (e.g., unique ID, ownership, activity status, service connection type, location identifier, etc.). Optionally, water systems may also provide information related to the building to which the service line is connected (e.g., year building constructed, interior plumbing materials, Tier category under original LCR).
- **Page 3: Information of 1st Portion of Service Line**
  - This page is for water systems to provide information related to the 1st portion (e.g. system-owned portion) of the service line including the material, diameter, installation year, basis of determination, investigation method(s) used, etc.
    - If the material of the service line is non-lead, water systems should still provide the specific material (e.g., copper, steel, etc.), if known.
- **Page 4: Information of 2nd Portion of Service Line**
  - This page is for water systems to provide information related to the 2nd portion (e.g. customer-owned portion) of the service line including the material, diameter, installation year, basis of determination, investigation method(s) used, etc.
    - If the material of the service line is non-lead, water systems should still provide the specific material (e.g., copper, steel, etc.), if known.

The inventory spreadsheet also contains a worksheet summarizing the classification of the entire service line (SL) which is automatically generated based on the classifications of each portion of the service line (see Appendices D and I for additional information):

- **SL Classification - AutoGen: Service Line Material Classification (Automatically generated based on data provided on Pages 2 through 4)**
  - This worksheet contains a summary of the automatically generated material classification for each portion of the service line as well as each entire service line for all of the service lines in the inventory spreadsheet. The worksheet also shows the activity status of each of the service lines.

This inventory spreadsheet is also accompanied by the following appendices that **all water systems should review prior to using the inventory spreadsheet** and refer to as they are completing the inventory spreadsheet:

- **Appendix A: Service Line Scenarios**
  - This appendix contains four different scenarios of service lines that water systems will encounter in their water distribution system. For each of the service line, water systems will need to select a scenario that best represents that particular service line.
- **Appendix B: An Example of a Service Line from a Water Main to a Building**
  - This appendix contains an example diagram of a service line connecting a water main to a building.
- **Appendix C: Required Records Review**
  - This appendix contains EPA's minimum requirements for the records review that must be completed by all CWS and NTNCWS by October 16, 2024.
- **Appendix D: Investigation Methods**
  - This appendix contains information on all MDE-approved investigation methods (including records and field), as well as investigation methods used for information gathering purposes only.
- **Appendix E: 1972 COMAR 09.20.11.10, Water Supply System Materials**
  - This appendix contains documentation of Maryland's law disallowing the use of lead for water pipes in water distribution systems.
- **Appendix F: Instructions on How to Copy-Paste Data as "Values" Only (i.e., Without Any Formatting) in Microsoft Excel Spreadsheet**
  - This appendix contains instructions on how to copy-paste data as "Values" in Microsoft Excel Spreadsheet.
- **Appendix G: Instructions on How to Make and Remove a Selection(s) in Cells under Columns Marked as "MULTI-SELECT DROP-DOWN"**
  - This appendix contains instructions on how to make and remove a selection(s) in cells under columns marked as "MULTI-SELECT DROP-DOWN".
- **Appendix H: Drop-Down Options**
  - This appendix provides a summary of the drop-down options available on Pages 1 - 4 of the inventory spreadsheet.
- **Appendix I: Service Line Classification and Activity Status (for informational purposes and/or internal use only)**
  - This appendix contains information related to service line classification and activity status. Some of the information on this appendix is for MDE internal use only.
- **Appendix J: List of Community and Non-Transient Non-Community Water Systems in Maryland**
  - This appendix contains a list of CWS and NTNCWS that were active in MDE's database as of April 2023.

Appendices A through G are also available in PDF format on [MDE's website](#).

### **Characteristics of Service Line for Determining Classification**

The classification (i.e., "Lead", "Galvanized Requiring Replacement", "Non-lead", or "Lead Status Unknown") of each portion of the service line will be automatically generated on the inventory spreadsheet based on three specific pieces of information (i.e., characteristics) related to the current service line: **Material**, **Diameter**, and **Installation Year**. The classification of each portion of the service line will then be used to generate the classification of the entire service line (see Appendix I of the inventory spreadsheet for more information).



If the material of the service line pipe is not known, then the diameter of the service line pipe (pipe diameter greater than 3 inches indicates non-lead) and/or installation year of the service line pipe (pipe installation on or after May 17, 1972, indicates non-lead) can be useful.

These three characteristics (i.e., Material, Diameter, and Installation Year) may be obtained through a records review and/or other investigation method(s) and will help water systems with the determination of the classification of the service lines. During records review and investigation, if any discrepancies are found, water systems may need to conduct additional investigation methods to resolve the discrepancies. Additional information can be found in Appendix D of the inventory spreadsheet.

## **Investigation Methods**

Although the LCRR only requires a records review to be conducted by water systems for their initial inventories (due October 16, 2024), the goal of the inventory is to identify the materials of all service lines in the distribution system to ultimately replace all lead and GRR service lines. Therefore, if the records review does not provide the required information, MDE recommends conducting additional investigations using other methods to obtain a characteristic(s) of the service lines. These additional investigations could also help reduce the number of service lines classified as “Lead Status Unknown” in the water system’s inventory, which would be beneficial to the water system since service lines classified as “Lead Status Unknown” may require additional compliance actions, such as sampling, notification, and service line replacement.

Appendix D of the inventory spreadsheet contains information on all MDE-approved investigation methods, including Records Review, Field Investigation Methods, and Analytics/Predictive Methods. Appendix D also contains investigation methods used for information gathering purposes only. **Before deciding on which investigation method(s) will be used,** it is important for water systems to review Appendix D of the inventory spreadsheet in order to gain a better understanding of each method and which methods are approved by MDE.

Each method will be noted in Appendix D of the inventory spreadsheet as either “not considered for verification purposes (i.e., it is for information gathering purposes only)” or it can be used for verification of service line material, diameter, and/or installation year.

## **Types of Investigation Methods**

There are three general categories of investigation methods: (1) Records Review, (2) Field Investigation Methods, and (3) Analytics/Predictive Methods. An in-depth description of each method can be found in Appendix D of the inventory spreadsheet.

### **Records Review**

The following types of records are approved by MDE for verification:

- Plumbing Permits
- Local Building and Plumbing Codes, Local Ordinances, Public Works Standards
- Federal/State Plumbing Codes
- Construction Contracts
- Property Records on File with County

- Distribution System Maps and Drawings
- Capital Improvement Plans and/or Master Water & Sewer Plans
- Tap/Tie/Drill/Service Cards
- Records of Maintenance/Inspection Performed by Water System Personnel or Contractors
- Meter Installation/Maintenance/Inspection and/or Reading Records Performed by Water System Personnel or Contractors
- Utility Standard Operating Procedures (SOPs)
- Other Record(s) - need pre-approval from MDE

The following types of records are not considered for verification purposes (i.e., for information gathering purposes only):

- Statements from Water System Senior Personnel and Retirees
- Interviews with Plumbers, Building Inspectors, Pipe Suppliers, Local Contractors, and/or Developers who have Specific Knowledge of the Site/Area
- Community Surveys

### **Field Investigation Methods**

The following types of field investigation methods are approved by MDE for verification:

- Visual Inspection of Exposed Service Line Pipe (with or without Excavation)
- Non-Exposed Service Line Pipe Inspection Methods
  - Metal Detector
  - Ground-Penetrating Radar (GPR)
  - Other Non-Exposed Service Line Pipe Inspection Method(s) - need pre-approval from MDE

The following types of field investigation methods are not considered for verification purposes (i.e., for information gathering purposes only):

- Non-Exposed Service Line Pipe Inspection Methods
  - Internal CCTV Inspection of Inside of the Entire Portion of the Service Line Pipe

### **Analytics/Predictive Methods**

The following types of analytics/predictive methods are approved by MDE for verification:

- Interpolation
- Statistical and/or Machine Learning Modeling\*
- Other Analytics/Predictive Method(s) - need pre-approval from MDE

The following types of analytics/predictive methods are not considered for verification purposes (i.e., for information gathering purposes only):

- Special Water Sampling (non-compliance water samples)

#### **\*Special Considerations for Statistical and/or Machine Learning Modeling**

For the purpose of the inventory, water systems may turn the prediction (i.e., “Likely Lead” or “Likely Non-Lead”) obtained from Statistical and/or Machine Learning Modeling into the actual material, only after a threshold (i.e., a point at which water systems consider service lines to be lead, non-lead, or a specific material) is set by the water systems in



collaboration with their predictive modeling software providers/contractors. However, since the results from this method are dependent upon the quality of the model, the data inputs, and the threshold used, water systems will need to provide a report to MDE with a detailed description of the model, process used, data inputs, and justification of the selected threshold to MDE. Water systems must thoroughly explain and defend the threshold that was set to determine the material of the service line in the justification to MDE; however, MDE retains the authority to reject the threshold. Water systems may also be required to, at the request of MDE, conduct additional field investigation, including possible excavation, of these service lines, particularly those that were predicted to be “Non-lead.”

The justification for the selected threshold should be provided to MDE for review prior to water systems turning the prediction (i.e., “Likely Lead” or “Likely Non-Lead”) obtained from Statistical and/or Machine Learning Modeling into the actual material on the inventory spreadsheet; however, the full report related to Statistical and/or Machine Learning Modeling should be submitted to MDE along with the inventory spreadsheet.

If, by the time the initial inventory is due and/or submitted to MDE, no threshold has been set by water systems, the prediction (i.e., “Likely Lead” or “Likely Non-Lead”) should be selected as the material of the service line on the inventory spreadsheet and will be considered equivalent to “Don’t Know or Unknown” service line material. If the other characteristics of the service line (i.e., pipe diameter and installation year) are not known, then the service line would be automatically classified as “Lead Status Unknown” on the inventory spreadsheet. However, if water systems indicated that the pipe diameter is greater than three inches and/or the pipe was installed after the lead ban in plumbing (Local, State, or Federal), then the service line would be automatically classified as “Non-Lead” on the inventory spreadsheet as long as water systems demonstrated that the service line pipe was never downstream from a lead service line pipe.

### **Investigation Assistance from Water Customers**

For the customer-owned portion of a service line, water systems may seek the assistance of water customers to help make a determination of the service line material. Below are some helpful links that can be used to direct and/or instruct residents on how to identify service line materials:

- EPA guide for determining service line material - <https://www.epa.gov/ground-water-and-drinking-water/protect-your-tap-quick-check-lead-0>
- Lead Service Line Replacement Collaborative - <https://www.lslr-collaborative.org/>
- Philadelphia Water Department - <https://water.phila.gov/pool/files/how-to-check-your-service-line-for-lead.pdf>
- Madison, Wisconsin “Lead in water: What you should know” - <https://www.cityofmadison.com/water/water-quality/lead-service-replacement-program/lead-in-water-what-you-should-know>
- Hazelcrest, Illinois “Lead Service Line Inventory Project” - <https://villageofhazelcrest.org/public-works/lead-service-line-inventory-project/>
- Environmental Policy Innovation Center - <https://www.policyinnovation.org/blog/lead-free-water-challenge-what-we-learned-about-proactive-communications-around-lead-service-line-replacement?rq=lead-free%20water%20challenge>

Water systems that are seeking assistance from water customers in identifying the material of their individual service line may want to consider creating an online portal for customers to upload photos or videos of service lines. For an example, please visit the [Massachusetts Department of Environmental Protection’s webpage](#) on LCRR, Information for Public Water Systems.

## Technical Assistance Providers

The Maryland Rural Water Association (MRWA) has Circuit Riders who are available to assist small water systems (population under 10,000) with completing their service line inventories. Please visit [MRWA's website](#) or contact them at [info@md-rwa.org](mailto:info@md-rwa.org) for additional information.

Information on Technical Assistance Providers will be provided on [MDE's website](#). Please check the website for updated information.

For questions related to MDE's service line inventory spreadsheet please contact the Lead and Copper in Drinking Water Division at [Reporting.LeadCopperRule@maryland.gov](mailto:Reporting.LeadCopperRule@maryland.gov).

## Funding Opportunities

For CWS and non-profit NTNCWS that have lead or GRR service lines, funding for the replacement of service lines is available through the Drinking Water State Revolving Loan Fund (DWSRF) Bipartisan Infrastructure Law (BIL). For additional information, please visit [MDE's Water Infrastructure Financing Administration webpage](#).

In addition, the [University of Maryland Environmental Finance Center](#) is providing direct support to municipalities, tribes, and water utilities in Maryland to help them access federal and state funding to address water infrastructure needs across drinking water, wastewater, stormwater, and source water. This assistance will be delivered over the coming five years (from April 2023 through March 2028) at no cost to recipients through an award from the EPA. Available services include assistance identifying water challenges; developing plans; building technical, financial, and managerial capacity; and completing funding application materials. Assistance is available on a need basis, with priority given to historically underserved and disadvantaged communities. To request assistance, contact Michelle Kokolis at [mkokolis@umd.edu](mailto:mkokolis@umd.edu).

## Lead Service Line Replacement Information

As water systems complete their service line inventory, they may discover LSLs and GRRs. Locating these service lines is the first and critical step to replacing them; however, water systems do not need to complete their entire service line inventory before beginning to replace LSLs/GRRs. Funding opportunities to replace these service lines are available through the BIL. Please see the Funding Opportunities section above.

When replacing LSLs, lead connectors, and/or GRRs, water systems need to be aware of the requirements listed below. Please note that the LCRR is currently under revision by the EPA and all Rule provisions, except for the initial inventory requirements, **may be subject to change** as EPA proposes the Lead and Copper Rule Improvements (LCRI) expected in September 2023.

- *Lead service line replacement plan* - Any water systems that identify LSLs and/or GRRs in their inventory will need to submit a replacement plan to MDE in accordance with [40 CFR 141.84\(b\)](#); however, it is important to note that the proposed due date of October 16, 2024, is expected to be revised to a later date. More information related to the revised due date for the replacement plan will be forthcoming when EPA releases their proposed LCRI.
- *Operating procedures for replacing lead goosenecks, pigtails, or connectors* - [40 CFR 141.84\(c\)](#)



- *Requirements for conducting lead service line replacement that may result in partial replacement - [40 CFR 141.84\(d\)](#)*
- *Requirements for conducting full lead service line replacement - [40 CFR 141.84\(e\)](#)*
- To demonstrate compliance with the above requirements of this section, water systems must report to MDE the information specified in [40 CFR 141.90\(e\)](#).

Additional information regarding LSL replacements will be forthcoming in a separate, future guidance from MDE.

### **Notification for Lead, GRR, and Lead Status Unknown Service Lines**

Water systems with lead, GRR, or lead status unknown services lines must provide notification to people served by these lines within 30 days after completing the initial inventory. For new customers, the notice must be provided at the time of service initiation. The notification must be repeated annually until the entire service line is no longer a lead, GRR, or lead status unknown service line ([40 CFR 141.85\(e\)](#)). Delivery must be by mail or another MDE-approved method ([40 CFR 141.85\(e\)\(4\)](#)).

All notifications must include the following:

- A statement that the service line material is lead, GRR, or lead status unknown;
- Information on the health effects of lead. Details on required health effects language are available in [40 CFR 141.85\(a\)\(1\)\(iii\)](#); and
- Steps to minimize exposure in drinking water.

Additional content is required based on service line material classification as follows for:

- Confirmed LSLs, the notification must also include information about opportunities to replace the LSL, any available financing programs, and a statement that the water system must replace its portion if the property owners notify the water system that they are replacing their portion.
- GRR, the notification must also include information about opportunities for service line replacement.
- Lead status unknown, the notification must also include a statement that the service line is unknown but may be lead and information about opportunities to verify the material of the service line.

Water systems serving communities with a large proportion of non-English speaking consumers must provide public education materials, including those in [40 CFR 141.85\(e\)](#), in the appropriate language(s) regarding the importance of the notice or contain a telephone number or address where persons served may contact the water system to obtain a translated copy of the public education materials or to request assistance in the appropriate language. Water systems must demonstrate that they delivered the notification and provide a copy of the notification and information materials to MDE annually by July 1 for the previous calendar year ([40 CFR 141.90\(f\)\(4\)](#)).

A form to certify the completion of this notification requirement will be forthcoming and will be available on [MDE's website](#).

### **Service Line Inventory Reporting Requirements**

Water systems must report the following information to MDE to demonstrate compliance with the requirements of the LCRR. Additional information as it relates to service line inventories can be found in [40 CFR 141.90\(e\)](#).

- No later than October 16, 2024, water systems must submit to MDE an inventory of service lines as required in [40 CFR 141.84\(a\)](#).
- Water systems must provide MDE with updated versions of their inventory, in accordance with their tap sampling schedule, but no more frequently than annually. The updated inventory must be submitted within 30 days of the end of each tap sampling monitoring period.
  - Water systems that have demonstrated that there is no lead, GRR, or lead status unknown service lines in their inventory, including “new” water systems, will no longer be required to submit inventory updates to MDE, except as described below.
    - In the case that a water system meeting the requirements above, subsequently discovers any service lines requiring replacement in its distribution system, it must notify MDE within 30 days of identifying the service line(s) and prepare an updated inventory in accordance with [40 CFR 141.84\(a\)](#) on a schedule established by MDE.
- For water systems that have lead, GRR, or lead status unknown service lines, if there are no updates to the inventory before the next submittal due date, the water system must still submit the inventory spreadsheet to MDE certifying that there are no updates.
- Any water system with lead service lines in its inventory must certify on an annual basis that the water system has complied with the consumer notification of lead service line materials as specified in [40 CFR 141.85\(e\)](#). For more information, see “Public Notification for Lead, GRR, and Lead Status Unknown Service Lines” section above.

Annually, by July 1, water systems must certify to MDE that they delivered notification to affected customers after any lead service line disturbance in accordance with [40 CFR 141.85\(f\)](#) for the previous calendar year. Water systems must also submit a copy of the notification to MDE. A form to certify the completion of this requirement will be forthcoming and will be available on [MDE’s website](#). For additional information see [40 CFR 141.90\(f\)\(6\)](#).

## **Consumer Confidence Report Inventory Requirements**

The LCRR requires CWS to include in their annual Consumer Confidence Report (CCR) a statement that they have prepared a service line inventory and instructions on how to access the inventory ([40 CFR 141.84\(a\)\(10\)](#) and [40 CFR 141.153\(d\)\(4\)\(xi\)](#)). CWS with no lead, GRR, or lead status unknown service lines can instead provide a statement that they have no LSLs or GRRs with the description of methods used to make that determination ([40 CFR 141.84\(a\)\(9\)](#)). EPA may potentially revise these requirements under the Lead and Copper Rule Improvements (LCRI). Regardless of the final LCRI requirements, it is recommended that water systems provide inventory-related information in their CCRs.

## **Lead and Copper Rule Improvements**

On December 17, 2021, EPA published Docket No. [EPA-HQ-OW-2021-0255](#) in the Federal Register. Within the Docket, EPA committed to propose and revise the LCRR by October 2024 with the Lead and Copper Rule Improvements (LCRI). The LCRI is expected to delay the implementation of portions of the LCRR beyond the October 16, 2024, compliance date, however, EPA maintains the October 16, 2024, compliance date for the lead service line inventories. Water systems are to keep their current tap sampling plans until the LCRR comes into effect on October 16, 2024. For more information on the LCRI, see <https://www.epa.gov/ground-water-and-drinking-water/lead-and-copper-rule-improvements>.

Additional information regarding LCRI will be forthcoming from MDE as more information becomes available from EPA.





**MOTION OF THE MAYOR AND COUNCIL 2023-19**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO ENTER INTO ANNUAL AGREEMENTS WITH:

- 1. BERLIN FIRE COMPANY
- 2. BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES

FOR THE FISCAL YEAR 2024 BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024 PER THE TERMS AND CONDITIONS CONTAINED IN SAID AGREEMENTS ATTACHED HERETO.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

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

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE MAYOR OF THE TOWN OF BERLIN.

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

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

**FY 2024 AGREEMENT FOR FIRE AND RESCUE SERVICES  
BETWEEN  
THE TOWN OF BERLIN, MARYLAND AND BERLIN FIRE COMPANY, INC.**

THIS AGREEMENT is made this 12th day of JUNE 2023, by and between the Mayor and Council for the Town of Berlin, Maryland, a Maryland Municipal Corporation, and the Berlin Fire Company, Incorporated (BFC), a Maryland non-stock corporation with non-profit IRS 501(c)(3) status.

WHEREAS the BFC has provided fire suppression and rescue services to citizens and property located within the Town limits of the Town of Berlin since 1910; and

WHEREAS the Town of Berlin has provided taxpayer funding on a yearly basis to assist the BFC in the provision of those services and

WHEREAS the Mayor and Council of the Town of Berlin and Berlin Fire Company desire to formalize their contractual relationship with the BFC to provide Berlin taxpayer funding to BFC to provide their fire and rescue services within the corporate limits of the Town of Berlin.

NOW THEREFORE, the parties hereto agree as follows:

BFC shall provide fire and rescue services to all properties and citizens located within the Town limits of the Town of Berlin for the period of July 1, 2023 to June 30, 2024.

**SECTION I ORGANIZATIONAL TERMS AND COMMITMENTS**

1. BFC will meet quarterly ~~continue to meet regularly~~ with a workgroup of the Elected Officials of the Town of Berlin as designated by the Mayor and Council to assist the Town in adopting a funding formula for fire and rescue operations and capital apparatus replacement.
2. BFC shall adhere to a fiscal year from July 1 to June 30 and shall provide an accountant compiled financial report which will include a final compilation of financials to include final fiscal year end profit and loss statements and balance sheets to the Mayor and Council by September 30, 2023. BFC shall submit a minimum of nine (9) paper copies of said financial report to the Town Administrator at least seven (7) business days prior to meeting with the Mayor and Council.

**Commented [MB1]:** Following review with D. Gaskill: Language underlined in RED are amendments as requested by the EMS. BLUE - Town

**Commented [ZT2]:** The Mayor and Council should discuss this portion of the agreement during the work session.

3. The Town shall notify the fire company of all new building and development activities at the time of application or submission of plans and prior to

3. Planning Commission or Council approval and BFC shall provide an operational and financial impact report on said development activities.

4. BFC will provide a quarterly written report that will include a fire and rescue operational summary and financial highlight overview at least seven (7) business days prior to the fourth Monday, Mayor and Council meetings in October 2023, January 2024, April 2024, and July 2024, and attend the FY25 general budget work sessions during the contract period. The Mayor and Council shall be provided a quarterly profit and loss statement and balance sheet printed from the financial software to serve as a quarterly "financial snapshot."

5. BFC shall update the five (5) year financial plan to include capital expenditures and provide said plan to the Mayor and Council by December 31, 2023.

6. BFC officers and members shall ensure that it does not discriminate against any person on the basis of race, sex, religion, sexual orientation, national origin, age or color.

7. Berlin Fire Company will make every effort to respond to a minimum of 85% of initial fire and rescue calls within the town limits within six-minute county "response check" dispatch procedure.

## SECTION II DISBURSEMENT OF FUNDS - FINANCIAL TERMS

1. The Town shall indicate in their public budget records and financial systems the separation of funds allocated between the two corporations (BFC and BFCEMS) and designate these funds for fire and rescue services. The Town shall fund each service (fire/rescue and emergency medical services) independently and shall consider an annual increase in operational costs for each.

2. The Mayor and Council agrees to disburse the annual payment of \$116,960 in full to BFC after July 1, 2023 and prior to July 10, 2023.

3. In the event of a breach of the terms of this Agreement, the Mayor and Council reserves the right to request a proportionate refund of funding payment and BFC reserves the

**Formatted:** List Paragraph, Line spacing: Exactly 12.45 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.07" + Indent at: 0.57", Tab stops: 0.57", Left + 0.57", Left

**Commented [MB3]:** Yellow highlight is the designated portion of the FY24 proposed Budget of total to be allocated between Fire and EMS (same amount designated in FY23 (rounded)). Fire Company request is \$200,000.

**Formatted:** Highlight

right to suspend fire and rescue services.

4. American Rescue Plan Act (ARPA) funds have been designated and reserved for fire and rescue capital items in the amount of \$220,000 in fiscal year 2023 which will carry over to Fiscal Year 2024. Said funds will be released upon approval of qualifying projects submitted by BFC and approved by the Mayor and Council.

**Commented [MB4]:** Unspent FY23 ARPA funds.

**Commented [ZT5]:** This funding will need to be allocated within FY2024 to ensure the Town of Berlin remains in compliance with the ARPA.

### **SECTION III GENERAL TERMS**

1. The parties hereto acknowledge that the terms and conditions of this Agreement are necessary for transparency and accountability to the citizens and taxpayers of the Town of Berlin, and that the goal of this Agreement is to provide funding for fire and rescue services for the contract period July 1, 2023 to June 30, 2024.
2. The parties hereto agree that each shall make best efforts to communicate with the other to have a productive relationship.

WHEREFORE, WITNESS THE HAND AND SEAL OF THE PARTIES HERETO:

\_\_\_\_\_  
WITNESS

\_\_\_\_\_(SEAL)  
Zackery Tyndall, Mayor  
Town of Berlin

\_\_\_\_\_  
H. Joe Sise  
Board of Directors Chairperson

\_\_\_\_\_(SEAL)  
David Fitzgerald, President  
Berlin Fire Company  
Emergency Medical Services, Incorporated

**FY 2024 AGREEMENT FOR EMERGENCY MEDICAL  
SERVICES BETWEEN THE  
TOWN OF BERLIN, MARYLAND  
AND  
BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES, INC.**

THIS AGREEMENT is made this 12th day of June, 2023, by and between the Mayor and Council for the Town of Berlin, Maryland, a Maryland Municipal Corporation, and the Berlin Fire Company Emergency Medical Services, Inc. (BFCEMS), a Maryland non-stock corporation with non-profit IRS 501(c)(3) status.

WHEREAS the Berlin Fire Company (BFC) has provided emergency medical services (EMS) to citizens and properties located within the Town limits of the Town of Berlin since approximately 1965; and

WHEREAS the Town of Berlin has provided taxpayer funding on a yearly basis to assist the BFC in the provision of those services; and

WHEREAS the Mayor and Council of the Town of Berlin and Berlin Fire Company Emergency Medical Services desires to formalize their contractual relationship to provide funding to BFCEMS to provide their EMS services within the corporate limits of the Town of Berlin;

NOW THEREFORE, the parties agree as follows:

BFCEMS shall provide emergency medical services to all properties and citizens located within the Town limits of the Town of Berlin for the period July 1, 2023 to June 30, 2024.

**SECTION I ORGANIZATIONAL TERMS AND COMMITMENTS**

1. BFCEMS will be utilized for all aspects of providing emergency medical services and fire, rescue, and other support as necessary to the Berlin Fire Company. This corporation shall be used for all EMS financial accounting including employees and ambulances.
2. BFCEMS will ~~continue to~~ meet quarterly regularly with a workgroup of the Elected Officials of the Town of Berlin as designated by the Mayor and Council to assist the Town in adopting a funding formula for EMS operations and capital ambulance replacement to include funds to re-establish an EMS contingency fund and other topics to share information regarding the EMS operations and financial needs.
3. BFCEMS shall adhere to a fiscal year from July 1, to June 30 and shall provide an accountant compiled financial report which will include a final compilation of financials to

**Commented [MB1]:** Following review with D. Gaskill: Language underlined in RED are amendments as requested by the EMS. BLUE - Town

**Commented [ZT2]:** The Mayor and Council should discuss this portion of the agreement during the work session.

include final fiscal year and profit and loss statements and balance sheets to the Mayor and Council by September 30, 2023. BFCEMS shall submit a minimum of nine (9) paper copies of said financial report to the Town Administrator at least seven (7) business days prior to meeting with the Mayor and Council.

**Commented [ZT3]:** I believe this was a request of Councilmember Knerr during our last work session.

4. The Town shall notify the emergency medical services corporation of all new building and development activities at the time of application or submission of plans prior to the Planning Commission or Council approval, and BFCEMS shall provide an operational and financial impact report on said development activities.
5. BFCEMS will provide a quarterly written report that will include an emergency medical services operational summary and financial highlight overview at least seven (7) business days prior to ~~prior to~~ the fourth Monday, Mayor and Council meetings in October 2023, January 2024, April 2024, and July 2024, and shall make an annual presentation at the FY25 general budget work sessions during the contract periods. The Mayor and Council shall be provided a quarterly profit and loss statement and balance sheet printed from the financial software to serve as a quarterly "financial snapshot." A statement of the total number of emergency response calls to medical assisted living facilities and Atlantic General Hospital (AGH) within the Town limits and the number of shifts and days where four personnel were not on duty shall also be provided quarterly. BFCEMS shall submit a minimum of nine (9) paper copies of said financial report to the Town Administrator at least seven (7) business days prior to meeting with the Mayor and Council.
6. Career staffing will be two paramedics and two emergency medical technicians 24 hours per day as personnel and funding are available. Employees will also be cross-trained in fire and rescue services. BFCEMS shall schedule and station one advanced life support capable career EMS crew, together with a minimum of one ambulance at BFC headquarters located at 214 North Main Street, Berlin, Maryland to ensure that adequate and prompt response personnel and equipment is available for an in-town emergency medical services call.
7. BFCEMS will make every effort to respond to a minimum of 90% of initial emergency medical services calls within the Town limits within 60 seconds based on the portion of the town funding provided for on-duty career staffing.

## SECTION II DISBURSEMENT OF FUNDING - FINANCIAL TERMS

1. The Town shall indicate in their public budget records and financial systems the separation of funds allocated between the two corporations (BFC and BFCEMS) and designate these funds for emergency medical services. The Town shall fund each service (fire/rescue and emergency medical services) independently and shall consider an annual increase in operational costs for each.
2. The Mayor and Council agrees to disburse an annual payment of **\$283,040** in full to the BFCEMS after July 1, 2023 and prior to July 10, 2023.
3. BFCEMS shall evaluate its EMS fee structure on an annual basis (January) and adjust the fees as allowed by insurance standards.
4. The Town designates an additional **\$125,000** to provide four-person coverage, 24 hours per day. BFCEMS shall provide monthly a copy of scheduling indicating four persons on duty 24 hours per day and expenses of payroll, benefits, and other expenses to cover two new EMT positions. Town shall reimburse BFCEMS from these allocated funds within fourteen days upon receipt of this documentation.
5. BFCEMS shall update the five (5) year financial plan to include capital expenditures and provide said plan to the Mayor and Council by December 31, 2023.
6. BFCEMS officers and members shall ensure that it does not discriminate against any person on the basis of race, sex, religion, sexual orientation, or national origin.
7. In the event of a breach of the terms of this Agreement, the Mayor and Council reserve the right to request a proportionate refund of funding payment and BFCEMS reserves the right to suspend EMS services within the Town limits.

**Commented [MB4]:** Yellow highlight is the designated portion of the FY24 proposed Budget of total to be allocated between Fire and EMS (same amount designated in FY23 (rounded)). Fire Company request is \$381,608.18.

**Formatted:** Highlight

**Commented [MB5]:** As discussed previously by M&C. EMS amount is same.

**Commented [ZT6R5]:** We will need to discuss this with the Council since the funding in the FY2024 budget only has \$72,500 allocated toward this request.

**Formatted:** Highlight

## SECTION III GENERAL TERMS

1. The parties hereto acknowledge that the terms and conditions of this Agreement are necessary for transparency and accountability to the citizens and taxpayers of the Town of Berlin, and this agreement is to provide funding for emergency medical services within the Town of Berlin for the contract period July 1, 202~~3~~<sup>2</sup> to June 30, 202~~4~~<sup>3</sup>.
2. The parties hereto agree that each shall make best efforts to communicate with the other in order to have a productive relationship.

WHEREFORE, WITNESS THE HAND AND SEAL OF THE PARTIES HERETO:

\_\_\_\_\_  
WITNESS

\_\_\_\_\_(SEAL)  
Zackery Tyndall, Mayor  
Town of Berlin

\_\_\_\_\_  
H. Joe Sise  
Board of Directors Chairperson

\_\_\_\_\_(SEAL)  
David Fitzgerald, President  
Berlin Fire Company  
Emergency Medical Services, Incorporated





# **MOTION OF THE MAYOR AND COUNCIL 2023-20**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO ENTER INTO AN AGREEMENT WITH THE MARYLAND DEPARTMENT OF LABOR FOR PARTICIPATION IN THE LINE WORKER/METER TECHNICIAN APPRENTICESHIP SPONSOR PROGRAM. THIS PROGRAM IS IN COOPERATION AND REGISTERED WITH THE MARYLAND APPRENTICESHIP TRAINING COUNCIL AND RECOGNIZED BY THE U.S. DEPARTMENT OF LABOR.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

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

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE MAYOR OF THE TOWN OF BERLIN.

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

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



# STAFF REPORT

**TO:** Mayor and Council

**FROM:** Tim Lawrence, Electric Utility Director

**MEETING DATE:** June 12, 2023

**SUBJECT:** Electrical Line Worker/Meter Technician, MD State Sponsor

---

## SUMMARY

The Town of Berlin is looking for approval on pursuing an opportunity to become the first municipality in the State of Maryland to sponsor an Electrical Line Worker/Meter Technician training program. Becoming a state sponsor would create more opportunities for grant funding, state-recognized training opportunities, and enhance employee recruitment and retention. Some examples of grant funding opportunities would include the Maryland Apprenticeship and Training Program (MATP) which covers up to \$2,500 of the cost of the first year of education and/or salary, and the Maryland Business Works (MBW) grant which covers 50% of educational costs with a fast-track application for adult apprenticeship participants. As the MATP is coordinated through a partnership between the Maryland Department of Labor Division of Workforce Development and Adult Learning (DWDAL) and the Maryland State Department of Education, the MBW grant is funded entirely through the DWDAL. The Sponsor Apprenticeship Incentive Reimbursement (SAIR) grant would cover the first year of educational costs; MBW can then be used to subsidize 50% of the expenses for the following year.

## FINANCIAL IMPACT

There would be no financial increase to the Town of Berlin beyond normal employee salaries, benefits, and training costs. It may reduce the Town's financial cost for training by creating opportunities for grant funding.

## OPTIONS FOR CONSIDERATION

Seeking approval to move forward with pursuing the opportunity as outlined in the above summary.

## STAFF RECOMMENDATION

Approve the Town of Berlin's participation in the Maryland State Line Worker/Meter Technician Sponsor Program.

Tim Lawrence  
Electric Utility Director  
Town of Berlin, MD

**APPRENTICESHIP STANDARDS**

**ADOPTED BY**

Town of Berlin  
(Sponsor's Name)

10 William Street  
(Address)

Berlin MD 21811  
(City) (State) (Zip)

**IN COOPERATION AND REGISTERED WITH THE  
MARYLAND APPRENTICESHIP AND TRAINING COUNCIL**

**MARYLAND DEPARTMENT OF LABOR  
1100 N. EUTAW STREET  
BALTIMORE, MARYLAND 21201**

**AND**

**U.S. DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING ADMINISTRATION  
OFFICE OF APPRENTICESHIP**

**FOR THE OCCUPATION(S) OF:**

Electrical Line worker 49-9051.00  
(O\*NET Code)

Electric Meter Technician 49-9012.00  
(O\*NET Code)

Electrical Line worker BOB Z. WILL PROVIDE  
(RAPIDS Code)

Electric Meter Technician BOB Z. WILL PROVIDE  
(RAPIDS Code)

## **Foreword**

**Apprenticeship training consists of systematic instruction and experience in all the practical aspects of work in a skilled vocation offered to persons entering or who are currently in the workplace.**

**The communications, space, government, maintenance, building, manufacturing, service, transportation, and utility industries are unique in that their work requires mechanical, technical, and professional knowledge and skills. Industry must select individuals who have a natural aptitude for the trade or occupation and who can and will progress in the workplace.**

**By the nature of the work in these industries, a high degree of personal responsibility is expected from the individual journeyworker. Although supervision is provided on many jobs, the worker still finds himself or herself called upon constantly to make decisions regarding the best and safest methods to produce given results.**

**Businesses have become highly complex and faulty work could prove extremely hazardous and expensive. The modern journeyworker takes pride not only in the technical correctness and soundness of work but also in its appearance.**

**The Maryland Apprenticeship and Training Council has dedicated its efforts to developing an efficient program of apprenticeship so that the apprentices of today, through a proven systematic program of schooling and on-the-job training, may become the qualified, all-around journeyworkers of tomorrow. Success depends in large measure upon the willingness and cooperation of Sponsors in this important activity.**

The Town of Berlin herein after referred to as the "*Sponsor*" hereby adopts and subscribes to the Standards contained within this document and to such appendices as may be made a part of this agreement, which shall govern the administration and operation of the Sponsor's apprenticeship program.

## 1. SUPERVISION OF APPRENTICES

The Sponsor shall designate a *Supervisor of Apprentices* who shall have full direction and control of all apprentices, and who shall further,

- (a) be responsible for assignment of apprentices under the immediate supervision of qualified journeyworker for instruction, and
- (b) be responsible for the keeping and maintenance of progress records on apprentices to include related instruction and ensuring that each apprentice is advanced and rotated through the basic work processes and skills of the occupation as stated in appendices attached hereto, and
- (c) perform or otherwise cause the routine and periodic evaluation of the progress of each apprentice, and
- (d) provide for a safe work environment.

## 2. QUALIFICATIONS FOR APPRENTICESHIP

The Sponsor hereby assures that applicants for the apprenticeship program will meet the required minimum qualifications provided below and as may be further enumerated within this document and as may be set forth in appendices hereto:

Age: 18

Education: High School Diploma or Equivalent.

Residence: Apprentices must live near enough to the Town of Berlin to respond to emergency calls within 30 minutes as needed

Physical Condition: Ability to lift 50 pounds. All Line Worker Apprentices and Meter Tech Apprentices with a CDL/DOT employees must pass the federally regulated physical exam which is administered by a third-party vendor.

Transportation: Reliable transportation to get to educational requirements and job sites.

Other: Line Worker Apprentices and Meter Tech Apprentices must obtain a Class B CDL within six months of hire. All employees of the Town of Berlin are subject to random drug screenings as provided by a third-party vendor.

### 3. RECRUITMENT, SELECTION, EMPLOYMENT AND TRAINING OF APPRENTICES

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will conduct and operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, as amended, and the Maryland State Plan for Equal Employment Opportunity in Apprenticeship and Training.

The Sponsor will, prior to the selection and concurrent employment of five (5) or more apprentices, submit to the Maryland Apprenticeship and Training Council an Affirmative Action Plan for formal approval in accordance with .05 and .06 of the Maryland State Plan for Equal Employment Opportunity in Apprenticeship and Training.

### 4. TERM OF APPRENTICESHIP

The term of apprenticeship for each occupation shall be stated in the respective appendices to these Standards.

- (a) The probationary period shall be 25% of the full term of the apprenticeship.
  - (1) During the probationary period the apprenticeship agreement may be terminated without cause by either party to the agreement upon written notice to the Registration Agency.
  - (2) Following the probationary period, the agreement may be suspended, canceled or terminated for good cause with due notice to the apprentice providing reasonable opportunity for corrective action and with written notice jointly to the apprentice and the Registration Agency of the final action taken.
- (b) Upon a showing of satisfactory evidence, advance standing or credit may be granted for up to 50 percent of the on-the-job training **or** the related instruction requirement **or both** for previously acquired experience, training, skills, or aptitude, with commensurate wages for any progression step. In order for a specific apprentice to obtain credit for more than 50 percent of these requirements, the Sponsor shall:
  - (1) Send a written request to the Council detailing why the credit should be granted: and
  - (2) Obtain the explicit written approval of the Council to grant the credit to the apprentice

Actual hours of credit for each major work experience will be stated on the appendix to the apprenticeship agreement.

5. HOURS OF WORK FOR APPRENTICES

The hours of work for apprentices shall be the same as for journeyworkers in the occupation and apprentices shall be subject to the same call for overtime.

6. SCHEDULE OF MAJOR WORK EXPERIENCES

Apprentices shall be provided training and work experience in the occupation in which apprenticed under these Standards and in accordance with the schedule of major work experiences as outlined in the respective appendix for the occupation.

7. APPRENTICE WAGES

A progressively increasing schedule of wages to be paid apprentices on satisfactory progress shall be included in the appendices for each occupation. The apprentice wage rate shall be expressed in percentages of the journeyperson hourly rate. The journeyperson hourly rate for each occupation included in this program shall be the *average journeyworkers hourly rate* and shall be stated in dollars and cents.

- (a) Nothing in this program shall be construed nor interpreted as preventing the employer from granting reasonable advancement in wages ahead of schedule to apprentices who have demonstrated unusual progress.
- (b) The employer should ascertain if any of its activities are covered by the Fair Labor Standards Act. Employees in covered activities, including apprentices, must be paid time and a half for all hours worked over 40 hours per week.
- (c) Modification of journeyperson wages or the apprentice wage progression shall be promptly submitted to the Council for its approval.

8. RATIO OF APPRENTICES(S) TO JOURNEYWORKER(S)

No more apprentices will be employed than can be properly trained and afforded a reasonable opportunity for future employment in the occupation.

- (a) To ensure proper training, the number of apprentices shall not exceed one (1) apprentice to everyone (1) journey worker regularly employed in the occupation.

Further, a Sponsor may not have registered more apprentices than permitted in the Sponsor's approved and registered Standards of Apprenticeship. Apprentices deployed on the Sponsor's premises and at each individual job site away from the Sponsor's premises shall be deployed in accordance with the Sponsor's approved ratio of apprentices to journeypersons provided that the first apprentice may be deployed at a job site immediately after the first journeyworker at a job site.

## 9. APPRENTICESHIP AGREEMENT

Immediately upon employing an apprentice, the Sponsor shall prepare a ***minimum of one (1) original and three (3) copies*** of an individual apprenticeship agreement on forms approved by the Council and also submit an apprenticeship agreement through the Registered Apprenticeship Partnership Information Data System, using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved and registered by the Registration Agency.

- (a) Each agreement shall be signed, ***in ink***, by the Sponsor and the apprentice (and if a minor, by the parent or guardian), and forwarded to the Maryland Apprenticeship and Training Council for registration.
- (b) The Council shall retain the original and return all other registered copies to the Sponsor. The Sponsor shall retain one (1) copy, provide one (1) copy to the apprentice and one (1) copy to the employer of the apprentice where the Sponsor is ***not*** also the employer.

***No person shall be considered a bona fide apprentice until he/she is registered with the Maryland Apprenticeship and Training Council.*** Registered apprentices shall constitute the only class of workers employed to learn the occupation(s) covered under these Standards.

## 10. CANCELLATION OR TERMINATION OF APPRENTICESHIP AGREEMENTS

The Sponsor shall ***immediately and in all instances***, notify the Maryland Apprenticeship and Training Council, ***in writing***, stating reasons for the cancellation of an apprenticeship agreement.

## 11. ADJUSTING DIFFERENCES

Either the employer or the apprentice may consult with the representative of the Maryland Apprenticeship and Training Council should differences of opinion arise in the interpretation of any provision of these Standards.

## 12. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

In order to be eligible to be awarded a Certificate of completion of Apprenticeship, ***an apprentice must successfully complete both*** the required ***related instruction*** and ***on-the-job training*** while in the employ of and under the supervision of a registered apprenticeship program Sponsor.

Upon the completion of the term of apprenticeship, the Sponsor shall advise the Maryland Apprenticeship and Training Council, ***in writing***, attesting to the satisfactory completion of the apprenticeship in accordance with the Standards and the date upon which it was completed, and request that a Certificate of Completion of Apprenticeship be issued by the Council for award to the apprentice.

Whenever Federal, State or local license or certification is ***required*** to work or practice in an occupation, the Sponsor shall provide the Maryland Apprenticeship and Training Council



*written* evidence that the apprentice has attained the required license or certification *prior* to the completion of apprenticeship.

### 13. LAY-OFF OF APPRENTICES

When necessary to lay-off apprentices, such lay-off shall be in accordance with seniority, provided any apprentice laid-off shall be given the opportunity of reinstatement in seniority order before any new apprentice may be employed.

Where warranted, efforts will be made by the Sponsor to transfer obligation to another Sponsor and provide credit to the apprentice for satisfactory time and training earned.

### 14. RELATED INSTRUCTION

Successful completion of a *minimum of 144 hours per year* of classroom instruction in the theoretical and technical subjects related to the occupation *or* the number of hours necessary to cover related courses recommended by the Sponsor and approved by the Maryland Apprenticeship and Training Council, is required of each apprentice.

- (a) Where classes in the public schools are not available, other organized trade, industrial, or correspondence courses of equivalent value may be substituted.
- (b) Attendance at related instruction shall not be considered as hours worked when given outside of regular working hours.

### 15. MODIFICATION

Standards will be registered with the Maryland Apprenticeship and Training Council and may be modified by the Sponsor upon approval by the Council. *Modifications shall not alter apprenticeship agreements in effect without the consent of all parties* concerned. The Council will be given the name and address of the appropriate authority designated by the Sponsor to receive process and effect disposition of complaints.

### 16. ACCIDENT PREVENTION AND SAFETY

Safety and Health Training: The Sponsor shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards. Such instruction shall be coordinated with the actual work performed on the job and to include the appropriate tools and equipment.

### 17. LAWS AND REGULATIONS

Provisions of this program shall not be construed nor interpreted as permitting the violation of any State or Federal law or regulation.

The Sponsor agrees and commits to the full recording and maintenance of all records concerning apprentices as required by the Maryland Apprenticeship and Training Council and other applicable laws.

18. INACTIVE PROGRAM STATUS

If a registered program Sponsor has no registered apprentice involved in an on-the-job training or related instruction activity for a 1-year period, the Council shall place the program in inactive status and notify the Sponsor of the inactive status.

- (a) A Sponsor may reactivate an inactive program within a 1-year period after placement in inactive status by registering a new apprentice.
- (b) *After* 1 year in inactive status, the program may be reactivated by the Council only after a review of the Standards, work processes and related instruction to ensure they are current with industry practices.

19. REGISTRATION AGENCY

The Maryland Apprenticeship and Training Council, Maryland Department of Labor, is recognized by the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, as the appropriate Registration Agency, for Federal purposes, for apprenticeship programs in the State of Maryland.

20. RIGHT TO VISIT

Any Council member, the Director of Apprenticeship and Training, or designee shall have the right to visit any job site where apprentices are employed, and apprentice related instruction classes are in session in order to determine compliance with Apprenticeship Standards.

**SIGNATURE PAGE**

\_\_\_\_\_[SIGNATURE OF SPONSOR REP]\_\_\_\_\_ [DATE SIGNED]\_\_\_\_\_

Signature of Sponsor

Date

(Corporate Officer, Agent or Owner)

\_\_\_\_\_[TYPED NAME OF SIGNER]\_\_\_\_\_

Typed or Printed Name

\_\_\_\_\_[TYPED TITLE OF SIGNER]\_\_\_\_\_

Title

Program Registered Incorporating The Basic Standards Established By The Maryland  
Apprenticeship and Training Council.

By \_\_\_\_\_[SIGNED BY AFTER APPROVAL]\_\_\_\_\_, Secretary

\_\_\_\_\_ Maryland Apprenticeship & Training Council

Date

**SCHEDULE OF ON-THE-JOB TRAINING WORK PROCESSES**

**ELECTRICAL LINEWORKER – 8000 HOURS**

**1. POLES** - Kinds, Classes, Treatments, Hole Digging, Hauling, Loading, · Unloading, Storage, Installation and Maintenance, Framing, Basis Construction Practices, Safety Precautions, Anchoring and Guying, Stresses, Spans, Terrain, Soils and Explosives.

**2000 hours**

**2. LINE HARDWARE & EQUIPMENT** - Bolts, Pins, etc., Identification, Use, Storage, Stresses, Safety Factors, Dead-Ends.

**1000 hours**

**3. UNDERGROUND & OVERHEAD CONDUCTORS** - Wire-kinds, Sizes, Carrying Capacity, Stringing, Sagging, Hot and Cold Construction, Pay-out Reels, Take-up Reels, Temperature, Ice, Wind, Stop-Watch, Dynamometer, Level, Transit, Stresses, Storage, Handling, Sleeving, Make-Up Safety Factors, Precautions.

**2000 hours**

**4. TOOLS & EQUIPMENT** - Identification, Use, Care, Storage, Repairs & Maintenance of Hand Tools, Hoists, Chain Saw, Ropes, Blocks, Lines, Pikes, etc.

**200 hours**

**5. TRANSFORMERS** - Kinds, Connections, Installation & Maintenance, Fusing, Voltage, Capacities, Temperatures, Sizes, Oil, Filtering; A.C.

**500 hours**

**6. OIL-CIRCUIT-BREAKERS REGULATORS: CAPACITORS** - Voltages. Circuits, Systems, Fault Currents, Recloser.

**250 hours**

**7. METERING** - Testing, Installation, Repair, Field Check, Meter Loops, Connections, Instrument Transformers, Precautions, Use of Testing Equipment and Instruments, Charts.

**50 hours**

**8. ELECTRIC SYSTEMS** - Transmission, Distribution, Multiple, Parallel, Series, Safety Factors.

**250 hours**

**9. ROLLING STOCK** - Trucks, Pick Ups, Compressors, Augers, Winches, Traffic Regulations, Driving.

**50 hours**

**10. RECORDS** - Staking Sheets, Material Lists, Inventory, Costs.  
**50 hours**

**11. SAFETY MEETING** - Attendance, Attitude, First Aid, Artificial respiration  
CPR, Pulmonary Resuscitation, Pole top Resuscitation, Grounding, Gloves.  
**500 hours**

**12. LIVE-LINE MAINTENANCE** - Identification of Tools, Use, Care,  
Maintenance, Stresses, Safety Precautions.  
**125 hours**

**13. TROUBLE SHOOTING** - Line Patrol, Periodic Inspection, Night Work,  
Storms, Lights, Safety Precautions.  
**250 hours**

**14. EQUIPMENT OPERATIONS** - Trencher, Digger-Derrick, Backhoe,  
Tamper.  
**500 hours**

**15. CABLE LOCATIONS** - Primary, Secondary, Equipment, Marking.  
**50 hours**

**16. MISCELLANEOUS**  
**225 hours**

**SCHEDULE OF ON-THE-JOB TRAINING WORK PROCESSES**

**ELECTRIC METER TECHNICIAN – 6000 HOURS**

1. Install residential, commercial and ordinary power type meters, plus those with auxiliaries such as instrument transformer.  
**1000 hours**
2. Wire and install industrial power metering equipment, primary and secondary, with auxiliaries.  
**1000 hours**
3. Remove and reset meters - read meters.  
**300 hours**
4. Check house circuit wiring and appliances.  
**300 hours**
5. Check for trouble on customer complaints, using recording instruments if required.  
**400 hours**
6. Install conduits and wiring.  
**400 hours**
7. Check line work and pole circuits to a certain proper meter connection.  
**400 hours**
8. Check transformer connections and phases.  
**400 hours**
9. Regulation of State Public Utility Electric Docket  
**300 hours**
10. Assist in all routine meter shop operations, equipment maintenance, etc.  
**600 hours**
11. Test and repair all types of meters, clean and maintain same, clean and maintain shop equipment, demonstrate use of equipment, first aid.  
**900 hours**

**RELATED INSTRUCTION SPECIFIC INFORMATION -**

**ELECTRICAL LINEWORKER**  
**CLASS B CDL**

**Related instruction hours to be given per year:** 150-plus

**Provider:** Core curriculum will be provided by Northwest Lineman College; Class B CDL instruction will be provided by Wor-Wic Community College

**Days of the week classes will be held:** Intensive courses with labs and hands on training are provided every six months for one week, Monday through Friday in Salisbury, Maryland, and Palmyra, Virginia, via Northwest Lineman College. All other courses provided online via Northwest Lineman College

**Time:** Varies **for** Varies **hours per session.**

**Outline of Related Instruction Curriculum is Attached**

**RELATED INSTRUCTION SPECIFIC INFORMATION -**

**ELECTRIC METER TECHNICIAN**  
**CLASS B CDL**

**Related instruction hours to be given per year:** 150-plus

**Provider:** Core curriculum will be provided by Northwest Lineman College; Class B CDL instruction will be provided by Wor-Wic Community College

**Days of the week classes will be held:** Intensive courses with labs and hands on training are provided every six months for one week, Monday through Friday in Salisbury, Maryland, and Palmyra, Virginia, via Northwest Lineman College. All other courses provided online via Northwest Lineman College

**Time:** Varies for Varies hours per session.

**Outline of Related Instruction Curriculum is Attached**



## APPENDIX C

**Town of Berlin**  
**(Sponsor's Name)**

**10 William Street**  
**(Address)**

<b>Berlin</b>	<b>MD</b>	<b>21811</b>
(City)	(State)	(Zip)

## APPRENTICE WAGE SCHEDULE

**Name of Occupation** Electrical Line worker

**Journeyworkers Rate \$29.86 Per Hour**

**Type of Program** Time Based

**The progressive wage schedule in this occupation will be as follows: (please indicate percentages of journeyworkers rate in hours, steps, levels, grades or months for each period.**

**1<sup>st</sup> period:** 1040 Hours – 73%

**2<sup>nd</sup> period:** 1040 Hours – 75%

**3<sup>rd</sup> period:** 1040 Hours – 78%

**4<sup>th</sup> period:** 1040 Hours – 84%

**5<sup>th</sup> period:** 1040 Hours – 87%

**6<sup>th</sup> period: 1040 Hours – 94%**

**7<sup>th</sup> period:** 1040 Hours – 97%

**8<sup>th</sup> period:** 1040 Hours – 100%

ADD: All programs

- 1) Sample Apprenticeship Agreement Attached.

## APPENDIX C

**Town of Berlin**  
**(Sponsor's Name)**

**10 William Street**  
**(Address)**

<b>Berlin</b>	<b>MD</b>	<b>21811</b>
(City)	(State)	(Zip)

## APPRENTICE WAGE SCHEDULE

**Name of Occupation** Electric Meter Technician

**Journeyworkers Rate \$25.30 Per Hour**

Type of Program Time Based

**The progressive wage schedule in this occupation will be as follows: (please indicate percentages of journeyworkers rate in hours, steps, levels, grades or months for each period.**

**1<sup>st</sup> period:** 1000 Hours – 79%

**2<sup>nd</sup> period:** 1000 Hours – 82%

**3<sup>rd</sup> period:** 1000 Hours – 85%

**4<sup>th</sup> period:** 1000 Hours – 88%

**5<sup>th</sup> period:** 1000 Hours – 92%

**6<sup>th</sup> period: 1000 Hours – 96%**

ADD: All programs

- 1) Sample Apprenticeship Agreement Attached.

Name of Sponsor: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Name of Apprentice: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Address of Sponsor (Street, City, State, Zip Code): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Address of Apprentice (Street, City, State, Zip Code): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

School-To-Apprenticeship: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Indicate County: <div style="border: 1px solid black; width: 150px; height: 20px;"></div>
--	---

Progressive Wage Schedule: The Journeyperson Hourly Rate on \_\_\_\_\_ was \$ \_\_\_\_\_ per hour.

1st <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	5th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	9th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	13th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %
2nd <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	6th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	10th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	14th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %
3rd <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	7th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	11th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	15th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %
4th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	8th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	12th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %	16th <div style="border: 1px solid black; width: 40px; height: 20px;"></div> Hours <div style="border: 1px solid black; width: 40px; height: 20px;"></div> %

If Sponsor is an association, participating employer's name: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Date of Birth (MM-DD-YYYY): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Social Security Number: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Sex: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Occupation: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Length of Probation: <div style="border: 1px solid black; width: 40px; height: 20px;"></div> hours	Veteran Status (X One) <input type="checkbox"/> Vietnam Era (8/15/64 - 6/7/75) <input type="checkbox"/> Other Veteran <input type="checkbox"/> Non Veteran	Race/Ethnic Group (X One) <input type="checkbox"/> White (Not Hispanic) <input type="checkbox"/> Black (Not Hispanic) <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Information Not Available <input type="checkbox"/> Other	
Term of Apprenticeship: <div style="border: 1px solid black; width: 40px; height: 20px;"></div> hours	Work Experience Credit: <div style="border: 1px solid black; width: 40px; height: 20px;"></div> hours	Education Level (X One) <input type="checkbox"/> 8 <sup>th</sup> grade or less <input type="checkbox"/> 9 <sup>th</sup> grade or more <input type="checkbox"/> 12 <sup>th</sup> grade or more		
Related Instruction Per Year: <div style="border: 1px solid black; width: 40px; height: 20px;"></div> hours	Related Instruction Credit: <div style="border: 1px solid black; width: 40px; height: 20px;"></div> hours			
Date Apprenticeship Began: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Projected Completion Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

Signature of Sponsor	Signature of Apprentice	Signature of Guardian (if apprentice is under 18):
----------------------	-------------------------	--

**REGISTERED WITH THE MARYLAND APPRENTICESHIP AND TRAINING COUNCIL**

Date Registered

Signature and Title of MATC Official

MATC Number

The sponsor and apprentice whose signatures appear in this document agree to the terms and conditions set forth in the Apprenticeship Standards currently in effect and registered with the Maryland Apprenticeship and Training Council (MATC).

Further, the sponsor agrees that the apprentice shall be given equal opportunity in all phases of apprenticeship employment and training without discrimination because of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide occupational qualification or the physical or mental disability of a qualified individual with a disability in accordance with the Maryland State Plan for Equal Employment Opportunity in Apprenticeship and Training.

The apprentice agrees to be diligent and faithful in learning the occupation in accordance with the terms and conditions set forth in the Apprenticeship Standards registered with the MATC.

This agreement may be terminated by either party without cause during the probationary period by submitting written notification of termination to the MATC. After the probationary period, this Agreement may be terminated for good cause with due notice to the apprentice and a reasonable opportunity for corrective action and with written notice to the apprentice and MATC of the final action taken.

Privacy Act Statement: The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice. Privacy Act of 1974 (P.L. 93-579)

---

**Division of Workforce Development and Adult Learning**  
**Maryland Apprenticeship and Training Program**  
1100 N. Eutaw Street - Room 209  
Baltimore, MD 21201  
410-767-2246 | Fax: 410-333-5162  
e-mail: [dlmatpapprenticeshipandtraining-dllr@maryland.gov](mailto:dlmatpapprenticeshipandtraining-dllr@maryland.gov)



**June 12, 2023  
Weekly Report**

**Departments this Week:**

**Town Administrator**

- Kelsey and I are continuing to work on the Employee Handbook with the intent of re-starting the approval process the 2<sup>nd</sup> Meeting of June.
- The MDOT Bikeway project was submitted on June 1<sup>st</sup>.
- Continue working on budget and planning for FY24.
- Due to unforeseen circumstances, my meeting with Worcester Board of Elections has been postponed indefinitely. We will be discussing the possibility of re-scheduling the Town's election to coincide with November Elections to encourage greater voter turn-out.
- Continuing to discuss audio/video systems for the Council Chambers with Cards/ICS.
- Please join me in congratulating Finance Director Natalie Saleh on her graduation from the University of Baltimore Schaefer center for Public Policy Virtual Maryland Certified Public Manager Class of 2023. This culminates a year-long class for Natalie and her capstone project was on the Town's Smart Water Meter project. We will be including her project on the Town's website.
- A new fence has been installed around the Franklin Ave Water Tower. This project was at no cost to the Town as it was covered by T-Mobile at no cost to the Town.
- All Departments are reviewing their various fees to make recommendations for increases. An appropriate motion will be put forth at a later date.

**Economic and Community Development**

- Seeking sponsorships for the Berlin Fireworks. We currently have only 1 verbally committed for \$2,500.
- Working with local and state authorities for all permissions and inspections.
- Berlin Bathtub Races are Friday, June 9<sup>th</sup>, 6pm-8pm on Main Street.
- We received (2) Worcester County Arts Council Grants:
  - \$1200 for music at the Farmers Market July-September
  - \$2500 for music at the Berlin Oktoberfest
- We received a \$406.00 grant from the Maryland Coastal Bays for giveaways during Pollinator Week at the Berlin Farmers Market.
- Completed and submitted the Bikeways Grant application.
- Out of town and returning June 12.

**Planning Department**

- Issued 3 new Short Term Rental Licenses.
- Issued 3 Certificates of Occupancy.
- Issued 4 Notices of Violation.
- Issued 24 new permits including one new single-family dwelling, 6 Fence Permits, 2 Sign Permits, 4 Remodeling and Repair Permits, 2 Roofing Permits, one Pole Barn Garage, 2 for Window installation, 2 Shed permits, one garage/shop permit, one deck, and 2 porch repair permits.
- The Historic District Commission will meet Wednesday, June 7, 2023, at 5:30 PM.
- The Planning Commission will meet Wednesday, June 14, 2023, at 5:30 PM.

## **Electric**

- Flower Street: Memorial Day Parade - installed electric panels & buntings.
- Demands & Meter Reads
- Decatur Ext: Assisted Wastewater with pump removal & cleanout.
- North Main Street: Installed Primary, Transformers & Secondary Service
- Power Plant: Prep work for Peak Shaving
- Downtown Street Lights: Painting & LED Bulbs
- Street Light Repairs
- Meter Re-Reads

## **Police Department**

- 5/18: Chief Downing participated in the Eastern Shore Regional Law Enforcement Coordination Committee quarterly meeting.
- 5/18: Chief Downing and Lt Fisher spoke with representatives from IAPro in regard to the agencies' new software that tracks citizen complaints, internal investigations, and use of force incidents.
- 5/22: Chief Downing and Lt Fisher met with representatives from Verkada vendor for the downtown video system to learn the administrative and operational components of the system.
- 5/24: Senior Office Kerr attended a Peer Support team meeting at the Fruitland Police Department
- 5/25: Chief Downing met with council member Jack Orris and community members regarding speed violations and other quality-of-life issues.
- 5/26: Chief Downing attended the final Memorial Day Parade committee meeting.
- 5/30: Lt Lawson attended the Atlantic General Hospital Law Enforcement bi-annual meeting.
- 6/2: Lt Lawson and Senior Officer Bratten conducted line qualification training, firing exercises, and range maintenance at the Worcester County Firing Range.
- 6/5: Chief Downing attended the Worcester Youth and Family Counseling Service board meeting.
- 6/6: Chief Downing attended the Police Advisory Committee (PAC) meeting at the Eastern Shore Criminal Justice Academy.
- Collisions – 5; Arrest – 7 (1 Juvenile)

## **Finance Director**

- FY 2024 Budget for adoption
- DBF invoices review and processing.
- Credit cards payments and processing- Shirley
- Bank reconciliations and journal entries
- Water and electric meters readings- Melissa
- Smart metering project planning and Tyler integration
- Check processing and credit cards payments, review registers, checks, and Town's cards payments - Shirley.
- Department meetings scheduled, projects, and planning.
- Preparation for year-end of FY 2023
- Employees promotions, department meetings
- Payroll reconciliations
- MD PSC reporting
- Attended GFOA Conference 05/20-24.

## **Water Resources**

- Meter Reading and re-reads
- Replaced 3 water valves on Harrison Ave
- Collected PFAS sample from Franklin Well
- Assisted DBF surveying crew with William St
- Took Vac Truck for annual service.
- Completed Well 1 rehab.
- Pump at Franklin Knoll failed. Sent for repairs.
- Cleaned 346E lift station.
- Assisted with Memorial Day Parade, toilets, and barricades.
- Maple Avenue paving to begin June 21<sup>st</sup> (tentative)

## **Public Works**

- Normal trash/recycling collection, park maintenance, grass cutting, and street/pothole repairs.
- Assisted with event setup for Memorial Day events.
- Began cutting ditches and right of ways in town with an excavator and long arm cutter.
- Made repairs to equipment in Stephen Decatur Park and Henry Park, eliminating safety issues found in park inspection.
- Continued with watering and maintaining various HAC planting projects. Fertilizer was added to the plants last week.
- Began placing parking signs downtown to direct tourist/event traffic to lots at Stephen Decatur Park.
- Trimmed trees downtown to allow for unimpeded sidewalk traffic.

## **Human Resources Director**

- Attended the Eastern Shore SHRM monthly meeting on 5/23. The topic was the top ten employment laws and legislative and regulatory trends.
- Worked to draft an email to go out to staff explaining the temporary policy for the legalization of Marijuana while we develop a firm policy.
- Processed payroll and payroll reports on 5/22 and 06/05.
- Processed buyback checks on 5/30.
- Submitted miscellaneous monthly bills to Melissa/Rondell for processing.
- Monthly fire extinguisher checks.
- Completed the LGIT renewal and credit questionnaires.
- Processed three employee transfers, effective 06/05/23 – Melissa moved to the Accountant position, Michelle moved to the Utility Billing Supervisor position, and Blakely moved to the Senior Customer Service Representative position. Per the employee handbook, we will wait 30 days to fill the Customer Service Representative position until we know that all transfers have been successful, and the employees are comfortable with the new duties.
- Met with Tim to finalize the paperwork for the Electric Apprentice Sponsorship Program.
- Onboarded a new part-time Police Communications Officer for Kate Riley on 06/01.
- Submitted open enrollment forms to One Digital for processing for FY24.
- Working with Mary on several handbook updates. Should be able to put a few sections on the June 26<sup>th</sup> agenda for review and the July 10<sup>th</sup> agenda for approval. Will be a working document that I will regularly review once the initial review is completed.

- Verified one-time annual payments for the Police Department with Arnold and Fisher; these payments were approved in 2022 for retention purposes, they are for specialty fields.
- Spoke with Fire Protective Services about our annual inspections and working to find suitable dates for those inspections for July.
- Working with Natalie on ADP taxes.
- I am on vacation from June 17-24 and if there are any LGIT (liability) or Chesapeake (worker's comp) claims please contact Kate, and she will do a manual claim over the phone. She will have the necessary documents that would need to be completed by the employee/supervisor if something occurs.





## Check Run Reports for:

5.12.23

5.15.23

5.17.23

5.18.23

5.24.23

6.01.23

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



Town of Berlin, MD

# Payment Register

APPKT02646 - 20230512SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0003306</a>	ALEXANDER JETT			150.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/12/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">0051</a>	FM LIVE MUSIC GRANT FUNDED	05/10/2023	05/10/2023	0.00 150.00

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0002845</a>	BEE CITY USA			100.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/12/2023	100.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">200</a>	ANNUAL RENEWAL FEE	05/08/2023	05/08/2023	0.00 100.00

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000312</a>	BENEFITMALL			78,567.01
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/12/2023	78,567.01	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">321525 JUNE FY 23</a>	BENEFITMALL MED, DENT, VIS, LIFE, DIS - JUNE 23	05/11/2023	05/11/2023	0.00 78,567.01

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000323</a>	BERLIN AUTOMOTIVE			176.31
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/12/2023	176.31	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">451186</a>	FUEL FILTER	05/11/2023	05/11/2023	0.00 176.31

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000453</a>	CAPITAL ELECTRIC SUPPLY COMPANY			2,388.90
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/12/2023	2,388.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">S051687638.001</a>	200 AMP MILBANK METER SOCKETS	05/12/2023	05/12/2023	0.00 2,388.90

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0002647</a>	CINTAS RUGS			399.52
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/12/2023	399.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">17363075 APR FY 23</a>	FLOOR MATS, COVERALLS AND RUGS - POWER PLANT	05/12/2023	05/12/2023	0.00 399.52

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000581</a>	COMPTROLLER OF MARYLAND			421.54
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/12/2023	421.54	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">APR FY 23</a>	ENVIRONMENTAL TRUST FUND REPORT	05/11/2023	05/11/2023	0.00 421.54

# Payment Register

APPKT02646 - 20230512SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000584</a>	COMPTROLLER OF MARYLAND					2,397.31
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	2,397.31	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">APR FY 23</a>	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	05/11/2023	05/11/2023	0.00	2,397.31	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003443</a>	CORE & MAIN LP					39,861.27
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	39,861.27	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S571950, S746570</a>	METERS	05/11/2023	05/11/2023	0.00	4,530.00	
<a href="#">S573352</a>	RFP 2022-01 SMART WATER METERS	05/11/2023	05/11/2023	0.00	30,000.00	
<a href="#">S746570</a>	IRRIGATION METER PIT GULL CREEK	05/11/2023	05/11/2023	0.00	5,331.27	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000794</a>	EASTERN SHORE COFFEE					48.94
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	48.94	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">779913</a>	DISTILLED WATER	05/11/2023	05/11/2023	0.00	48.94	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000795</a>	EASTERN SHORE FOREST PRODUCTS INC					187.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	187.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">263400</a>	GARDEN SOIL AND #8 STONES	05/10/2023	05/10/2023	0.00	187.50	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003161</a>	EASTERN SHORE MOBILE DRUG & ALCOHOL TESTING LLC					181.68
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	181.68	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">3149</a>	FY23 4TH QUARTER RANDOM DRUG TESTING	05/10/2023	05/10/2023	0.00	181.68	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000847</a>	ENVIROCORP, INC.					1,724.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	1,724.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN2301093</a>	WEEKLY DISCHARGE MONITORING SAMPLES	05/11/2023	05/11/2023	0.00	354.00	
<a href="#">IN2301094</a>	MONITORING WELL SAMPLES	05/11/2023	05/11/2023	0.00	1,370.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					115.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	115.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">358789,790,359369</a>	ADMINISTRATION ADVERTISEMENTS	05/08/2023	05/08/2023	0.00	115.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003541</a>	GARNETT ELECTRICAL SERVICES					4,505.91
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	4,505.91	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">182</a>	HENRY PARK LIGHTING PROJ PUSH BUTTON SYSTEM	05/10/2023	05/10/2023	0.00	4,505.91	

# Payment Register

APPKT02646 - 20230512SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					264.64
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/12/2023	264.64			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">33991764</a>	COPIER LEASE POLICE DEPT	05/10/2023	05/10/2023	0.00	163.04	
<a href="#">33991765</a>	GREAT AMERICA LEASE MICR PRINTER 017-1654429-000	05/10/2023	05/10/2023	0.00	101.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001032</a>	HILL'S ELECTRIC MOTOR SERVICE INC.					520.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/12/2023	520.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0140121</a>	TROUBLESHOOT FRANKLIN KNOLL	05/08/2023	05/08/2023	0.00	520.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003461</a>	INTERGRATED COMPUTER SOLUTIONS OF VESTAL LLC					457.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/12/2023	457.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">216322</a>	SECURITY CAMERA SET UP ASSISTANCE	05/10/2023	05/10/2023	0.00	457.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003548</a>	MADELINE HOLLOWAY					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/12/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	05/10/2023	05/10/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002624</a>	MAYOR ZACK TYNDALL					146.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/12/2023	146.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">05/09/2023</a>	MILEAGE TO /FROM ANNAPOLIS & TOLLS	05/11/2023	05/11/2023	0.00	146.80	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003489</a>	PAYPOINT HR LLC					2,500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/12/2023	2,500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BERLIN 03</a>	WAGE COMPENSATION & CLASSIFICATION STUDY	05/10/2023	05/10/2023	0.00	2,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001839</a>	ROY CASE INC					3,399.61
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/12/2023	3,399.61			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">4908, 4909</a>	ELECTRIC FOR WELLS	05/11/2023	05/11/2023	0.00	3,399.61	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001555</a>	SALEH NATALIE					536.37
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/12/2023	536.37			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5-11-2023 PER DIEM</a>	MILEAGE TO BWI, TRAVEL TO GFOA CONF PORTLAND	05/11/2023	05/11/2023	0.00	536.37	

# Payment Register

APPKT02646 - 20230512SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003546</a>	SANDRA BOWEN					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	05/10/2023	05/10/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003547</a>	TEOLA BRITTINGHAM					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	05/10/2023	05/10/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002077</a>	TERRA FIRMA					750.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	750.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1144-23-01</a>	I G BURTON DEALERSHIP ROAD PATCH	05/10/2023	05/10/2023	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002163</a>	TOWN OF BERLIN					29,109.61
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	29,109.61	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">FY 23</a>	TOWN UTILITY BILLINGS	05/10/2023	05/10/2023	0.00	29,109.61	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003383</a>	TRANSFORMER MAINTENANCE & SERVICE INC					25,587.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	25,587.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">65786</a>	POWER PLANT - INSTALL TRANSFORMER FANS	05/10/2023	05/10/2023	0.00	25,587.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					104.98
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	104.98	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430068538</a>	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	05/10/2023	05/10/2023	0.00	104.98	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002202</a>	UNITED STATES POSTAL SERVICE					5,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	5,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5/10/2023</a>	POSTAGE FOR BULK MAILING UTILITY BILLINGS	05/10/2023	05/10/2023	0.00	5,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002284</a>	WATER TESTING LABS					205.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	205.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">SALS932, S20424</a>	BACT T WELL # 1	05/11/2023	05/11/2023	0.00	205.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER					369.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/12/2023	369.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">20080954</a>	WEST OCEAN CITY INJURY - DOT PHYSICAL DUKES	05/11/2023	05/11/2023	0.00	145.00	

Payment Register

APPKT02646 - 20230512SW

[44237,,66431,43513,43573](#) DRUG TESTING FOR THREE EMPLOYEES AND ALSO PHYSICAL 05/12/2023 05/12/2023 0.00 224.00

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">0002976</a>	WOR CO COMMISSION ON AGING	192.63

<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>
Check		05/12/2023	192.63

<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">05/10/23</a>	WORCESTER COUNTY COMMISION ON AGING BERLIN 50 PLI	05/12/2023	05/12/2023	0.00	192.63

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">0002363</a>	WORCESTER COUNTY LANDFILL	13,099.45

<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>
Check		05/12/2023	13,099.45

<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">124 APR FY 23</a>	REFUSE, RECYCLE AND CAN PULLS	05/12/2023	05/12/2023	0.00	11,919.45
<a href="#">309 APR FY 23</a>	SLUDGE	05/11/2023	05/11/2023	0.00	1,180.00

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>
<a href="#">0002384</a>	WORCESTER YOUTH & FAMILY COUNSELING SERVICES	701.03

<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>
Check		05/12/2023	701.03

<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">5-10-23</a>	FY2023 ANNUAL CONTRACT	05/11/2023	05/11/2023	0.00	701.03

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	41	35	0.00	214,243.51
Packet Totals:		41	35	0.00	214,243.51

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-214,243.51
Packet Totals:		<u>-214,243.51</u>





Town of Berlin, MD

# Payment Register

APPKT02649 - 20230515SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0003383</a>	TRANSFORMER MAINTENANCE & SERVICE INC			25,578.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/15/2023	25,578.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">-65786</a>	INSTALL TRANSFORMER FANS	05/15/2023	05/15/2023	0.00 25,578.00

Payment Register

APPKT02649 - 20230515SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	25,578.00
Packet Totals:		1	1	0.00	25,578.00

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-25,578.00
Packet Totals:		-25,578.00



Town of Berlin, MD

# Payment Register

APPKT02652 - 20230517SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0002163</a>	TOWN OF BERLIN	9,000.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		05/17/2023	9,000.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">FY 23 ASSIST</a>	ENERGY ASSISTANCE FY 23	05/17/2023	05/17/2023	0.00	9,000.00

Payment Register

APPKT02652 - 20230517SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	9,000.00
Packet Totals:		1	1	0.00	9,000.00

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-9,000.00
Packet Totals:		-9,000.00



Town of Berlin, MD

# Payment Register

APPKT02654 - 20230518SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS					346.49
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/18/2023	346.49			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN217019</a>	INK CARTRIDGE REPLACEMENTS FOR ACCOUNTS PAYABLE	05/16/2023	05/16/2023	0.00	346.49	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000090</a>	AFLAC					608.78
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/18/2023	608.78			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">842646</a>	AFLAC SUPPLEMENTAL INSURANCE	05/15/2023	05/15/2023	0.00	608.78	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000334</a>	BERLIN FIRE CO					500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/18/2023	500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2023-0704</a>	PROVIDING FIRE SERVICES FOR FIREWORKS	05/16/2023	05/16/2023	0.00	500.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000394</a>	BOOTH & ASSOCIATES INC					6,478.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/18/2023	6,478.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8282501087</a>	PROJ .Z943384.M.00	05/18/2023	05/18/2023	0.00	243.75	
<a href="#">8282501088</a>	PROJ .Z943716.F.55	05/18/2023	05/18/2023	0.00	228.25	
<a href="#">8282501089</a>	PROJ .Z94374.F.50	05/18/2023	05/18/2023	0.00	6,006.50	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000534</a>	CJIS-CR					750.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/18/2023	750.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">APP-4N-030</a>	FRINGER PRINTING	05/18/2023	05/18/2023	0.00	750.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000570</a>	COLLINS JESSICA					85.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/18/2023	85.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5/4/2023</a>	GAS GO TO TRAINING	05/15/2023	05/15/2023	0.00	85.50	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000572</a>	COMCAST					31.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		05/18/2023	31.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0053157 MAY FY 23</a>	TELEVISION SERVICE - POLICE DEPARTMENT	05/15/2023	05/15/2023	0.00	31.80	

# Payment Register

APPKT02654 - 20230518SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003294</a>	EVERETT A SPELLS					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">101-2</a>	FM LIVE MUSIC GRANT FUNDED	05/16/2023	05/16/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000899</a>	FIRE PROTECTIVE SERVICE					42.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	42.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">108098</a>	RECHARGE FIRE EXTINGUISHER FROMPOLICE TAHOE 6742 U	05/15/2023	05/15/2023	0.00	42.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002920</a>	FORTUNE BRIAN					21.19
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	21.19	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REIMB 5/12</a>	3 IN WIRE CUO WHEEL FOR DRILL ATTACHMENT	05/17/2023	05/17/2023	0.00	21.19	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003447</a>	GLENDA HOLDEN					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">MAY 8 - MAY 21</a>	FY23 CLEANING SERVICES	05/15/2023	05/15/2023	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001083</a>	J & A BOTTLELESS WATER COOLERS INC					119.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	119.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">65856</a>	WATER COOLER RENTAL TOWN HALL	05/17/2023	05/17/2023	0.00	119.90	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003550</a>	LAUREN SEWELL					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	05/15/2023	05/15/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001397</a>	MARYLAND INDUSTRIAL TRUCKS, INC.					694.92
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	694.92	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">P11215</a>	BRUSHES FOR STREET SWEEPER	05/15/2023	05/15/2023	0.00	694.92	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003551</a>	MELISSA MARTIN					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	05/15/2023	05/15/2023	0.00	25.00	



# Payment Register

APPKT02654 - 20230518SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001495</a>	MIDDLE DEPARTMENT INSPECTION AGENCY					75.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	75.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">846176</a>	INSPECTION SERVICE	05/17/2023	05/17/2023	0.00	75.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001757</a>	RACETRACK AUTO CENTER					5,176.91
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	5,176.91	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">148471</a>	2016 FORD POLICE INTERCEPTOR 6746 TRANSMISSION REP	05/15/2023	05/15/2023	0.00	5,176.91	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002795</a>	SANDPIPER ENERGY INC					182.20
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	182.20	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">06-605972-67941-1 MAY FY 2</a>	NATURAL GAS FOR POLICE DEPARTMENT	05/15/2023	05/15/2023	0.00	182.20	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002092</a>	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					77.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	77.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">AB3-04-420</a>	METER LOG ON FEE	05/18/2023	05/18/2023	0.00	77.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					105.51
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	105.51	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430069697</a>	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	05/15/2023	05/15/2023	0.00	105.51	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002233</a>	VALERIE J MANN					425.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	425.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5-11-23</a>	GRANT WRITING	05/18/2023	05/18/2023	0.00	425.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003055</a>	WASHINGTON NATIONAL INSURANCE COMPANY					511.51
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/18/2023	511.51	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">P2325597</a>	WASHINGTON NAT - SUPPLEMENTAL INSUR EMPL FUNDED	05/15/2023	05/15/2023	0.00	511.51	

Payment Register

APPKT02654 - 20230518SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	24	22	0.00	16,932.21
Packet Totals:		24	22	0.00	16,932.21

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-16,932.21
Packet Totals:		-16,932.21



Town of Berlin, MD

# Payment Register

APPKT02657 - 20230524SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS			25.89
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/24/2023	25.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">IN217608</a>	ABS EQUIPMENT BILLING SUPERVISOR MONTHLY	05/24/2023	05/24/2023	0.00 25.89

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000249</a>	ATLANTIC TRACTOR			1,420.80
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/24/2023	1,420.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">P73116</a>	SPINDLES FOR MOWER	05/24/2023	05/24/2023	0.00 1,420.80

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0003500</a>	B4 SALES LLC			15,549.02
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/24/2023	15,549.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">16981</a>	GRANT FUNDED SECURITY CAMERAS	05/24/2023	05/24/2023	0.00 15,549.02

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0003174</a>	BALSOMA ANTHONY D			121.89
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/24/2023	121.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">5/18/2023</a>	WORK BOOTS	05/22/2023	05/22/2023	0.00 121.89

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000323</a>	BERLIN AUTOMOTIVE			982.95
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/24/2023	442.15	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">452120</a>	NAPA BRAND CAR BATTERY FOR 2014 CHEVY TAHOE 6733	05/22/2023	05/22/2023	0.00 149.37
<a href="#">452518</a>	NAPA BRAND CAR BATTERY FOR 2014 CHEVY TAHOE 6735	05/23/2023	05/23/2023	0.00 146.39
<a href="#">452616</a>	MOWER BATTERY	05/23/2023	05/23/2023	0.00 146.39
Check		05/24/2023	540.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">452666, 451651</a>	BLOWERS	05/24/2023	05/24/2023	0.00 540.80

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0003553</a>	BETH ZIMMER			25.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/24/2023	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	05/22/2023	05/22/2023	0.00 25.00

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000380</a>	BIRELEY CHRISTOPHER			1,000.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		05/24/2023	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">INV0000400</a>	LONGEVITY RETENTION BONUS GRANT REIMBUREMENT	05/24/2023	05/24/2023	0.00 1,000.00

# Payment Register

APPKT02657 - 20230524SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000399</a>	BRAGG MERLE					1,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000394</a>	LONGEVITY RETENTION BONUS GRANT REIMBUREMENT	05/24/2023	05/24/2023	0.00	1,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002636</a>	BRATTEN GARY					1,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000401</a>	LONGEVITY RETENTION BONUS GRANT REIMBUREMENT	05/24/2023	05/24/2023	0.00	1,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003317</a>	CARTER MACHINERY COMPANY INC					2,009.18
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	2,009.18	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1379420</a>	GENERATOR SERVICE	05/24/2023	05/24/2023	0.00	2,009.18	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000511</a>	CHOPTANK ELECTRIC COOPERATIVE, INC.					4,122.68
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	4,122.68	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">414700 MAY FY 23</a>	UTILITY -SPRAY SITES	05/23/2023	05/23/2023	0.00	2,353.81	
<a href="#">9913024900 MAY FY 23</a>	UTILITY -SPRAY SITES	05/23/2023	05/23/2023	0.00	1,768.87	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000529</a>	CINTAS FIRST AID & SAFETY					32.09
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	32.09	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5158854553</a>	FIRST AID KIT AND SUPPLIES	05/24/2023	05/24/2023	0.00	32.09	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000570</a>	COLLINS JESSICA					1,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000399</a>	LONGEVITY RETENTION BONUS GRANT REIMBUREMENT	05/24/2023	05/24/2023	0.00	1,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000572</a>	COMCAST					1,940.54
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	198.12	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0023325 JUN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	05/24/2023	05/24/2023	0.00	198.12	
Check				05/24/2023	251.54	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0024711 JUN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	05/23/2023	05/23/2023	0.00	251.54	
Check				05/24/2023	223.07	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0041947 JUN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	05/23/2023	05/23/2023	0.00	223.07	
Check				05/24/2023	212.58	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0043323 JUN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	05/23/2023	05/23/2023	0.00	212.58	

# Payment Register

APPKT02657 - 20230524SW

Check					05/24/2023	410.97
	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
	<a href="#">41 016 0052845 JUN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	05/23/2023	05/23/2023	0.00	410.97
Check					05/24/2023	223.07
	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
	<a href="#">41 016 0149930 JUN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	05/23/2023	05/23/2023	0.00	223.07
Check					05/24/2023	223.07
	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
	<a href="#">41 026 0042184 JUN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	05/23/2023	05/23/2023	0.00	223.07
Check					05/24/2023	198.12
	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
	<a href="#">41 06 0043547 JUN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	05/23/2023	05/23/2023	0.00	198.12
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003530</a>	COOPER STEVEN					121.89
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						05/24/2023 121.89
	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
	<a href="#">5/18/2023</a>	WORK BOOTS	05/22/2023	05/22/2023	0.00	121.89
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000697</a>	DELAWARE ELEVATOR SERVICE INC					716.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						05/24/2023 716.00
	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
	<a href="#">377196</a>	REPAIR TO WHEELCHAIR LIFT OIL GREASE COMM CONTRACT	05/24/2023	05/24/2023	0.00	716.00
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000775</a>	DOWNING ARNOLD					1,000.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						05/24/2023 1,000.00
	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
	<a href="#">INV0000398</a>	LONGEVITY RETENTION BONUS GRANT REIMBUREMENT	05/24/2023	05/24/2023	0.00	1,000.00
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000784</a>	EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC					19,416.50
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						05/24/2023 19,416.50
	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
	<a href="#">1470404</a>	PROJ 1470404	05/23/2023	05/23/2023	0.00	19,416.50
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000794</a>	EASTERN SHORE COFFEE					74.39
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						05/24/2023 74.39
	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
	<a href="#">780654</a>	DRINKING WATER AND COOLER RENTAL FEE	05/24/2023	05/24/2023	0.00	74.39
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000847</a>	ENVIROCORP, INC.					408.75
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						05/24/2023 408.75
	<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
	<a href="#">IN2301215</a>	SLUDGE	05/24/2023	05/24/2023	0.00	408.75

# Payment Register

APPKT02657 - 20230524SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000897</a>	FERGUSON ENTERPRISES					125.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	125.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0629731, 0629727</a>	ARV BUILD KIT	05/23/2023	05/23/2023	0.00	125.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000905</a>	FISHER ROBERT					1,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000397</a>	LONGEVITY RETENTION BONUS GRANT REIMBUREMENT	05/24/2023	05/24/2023	0.00	1,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000904</a>	FISHER SCIENTIFIC					64.33
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	64.33	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1941499</a>	FLINT GLASS	05/23/2023	05/23/2023	0.00	64.33	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					31.25
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	31.25	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">359863</a>	ADMINISTRATION ADVERTISEMENTS	05/23/2023	05/23/2023	0.00	31.25	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001068</a>	INTERCOASTAL TRADING INC.					3,761.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	3,761.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">231478, 231285</a>	BLEACH	05/24/2023	05/24/2023	0.00	3,761.75	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002532</a>	JENSEN KELSEY					28.30
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	28.30	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5/23/2023</a>	MILEAGE EASTERN SHORE SHRM MEETING	05/23/2023	05/23/2023	0.00	28.30	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001228</a>	KERR JOSEPH					2,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	2,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000395</a>	LONGEVITY RETENTION BONUS GRANT REIMBUREMENT	05/24/2023	05/24/2023	0.00	2,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001280</a>	LAWSON JEFFREY D					1,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000396</a>	LONGEVITY RETENTION BONUS GRANT REIMBUREMENT	05/24/2023	05/24/2023	0.00	1,000.00	

# Payment Register

APPKT02657 - 20230524SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003414</a>	LESMA					25.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	25.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">DINNER FY 23</a>	LESMA DINNER FOR COUNCILMEMBER NICHOLS	05/22/2023	05/22/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002800</a>	LLOYD KEVIN					1,630.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000403</a>	LONGEVITY RETENTION BONUS GRANT REIMBUREMENT	05/24/2023	05/24/2023	0.00	1,000.00	
Check				05/24/2023	630.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PER DIEM 5/24/2023</a>	MEALS CLASS CRASH RECONSTRUCTION SCHOOL	05/24/2023	05/24/2023	0.00	630.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003219</a>	MARSHALL AVERY					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000402</a>	RETENTION BONUS GRANT REIMBUREMENT	05/24/2023	05/24/2023	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					3,626.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	3,626.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 05/21/2023</a>	NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS	05/23/2023	05/23/2023	0.00	3,626.80	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003346</a>	PITCHED MEDIA					366.46
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	366.46	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">04682</a>	MERCHANT MAPS 5,000	05/24/2023	05/24/2023	0.00	366.46	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001928</a>	SHELBY TRUCKING CO INC					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">10895,10896,10901</a>	STONE FOR BRANCH ST WELL	05/24/2023	05/24/2023	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001932</a>	SHERWIN-WILLIAMS CO.					70.52
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	70.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">4205-4 4635-2</a>	PAINT DOWNTOWN STREET LIGHT PROJECT	05/24/2023	05/24/2023	0.00	70.52	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001960</a>	SIGNS ILLUSTRATED					250.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	250.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5/18/2023</a>	ACKNOWLEDGEMENT SIGNS HENRY PARK	05/23/2023	05/23/2023	0.00	250.00	



# Payment Register

APPKT02657 - 20230524SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003196</a>	STEVE FRENE					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">060423</a>	FM LIVE MUSIC GRANT FUNDED	05/24/2023	05/24/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002093</a>	THE DISPATCH					560.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	560.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">152524</a>	ADVERTISE CCR REPORT	05/24/2023	05/24/2023	0.00	560.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					104.98
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	104.98	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430070821</a>	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	05/23/2023	05/23/2023	0.00	104.98	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE					45.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	45.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 05/21/2023</a>	UNITED WAY EMPLOYEE CONTRIBUTIONS	05/23/2023	05/23/2023	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002246</a>	VERIZON-000014448231					820.02
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	820.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">000014448231 MAY FY23</a>	VERIZON TELEPHONE SERVICE 000014448231	05/23/2023	05/23/2023	0.00	820.02	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002247</a>	VERIZON-000718605643					56.52
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	56.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">850-466-066-00001-46 MAY F</a>	VERIZON TELEPHONE SERVICE 000718605643	05/23/2023	05/23/2023	0.00	56.52	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002857</a>	VERIZON-850462866001-13					47.64
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	47.64	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">552-000-824-00001-13 MAY F</a>	VERIZON SERVICE 850462866001-13	05/23/2023	05/23/2023	0.00	47.64	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002348</a>	WOR WIC COMMUNITY COLLEGE					40.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/24/2023	40.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">13102</a>	K-9 AND EMPLOYEE TRAINING	05/23/2023	05/23/2023	0.00	40.00	

Payment Register

APPKT02657 - 20230524SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	56	53	0.00	68,771.14
Packet Totals:		56	53	0.00	68,771.14

## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-68,771.14
Packet Totals:		-68,771.14



Town of Berlin, MD

# Payment Register

APPKT02660 - 20230601SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">0002702</a>	ABSOLUTE SECURITY GROUP INC					564.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/01/2023	564.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">83272</a>	CENTRAL STATION MONITORING FOR BERLIN POLICE DEPAR	05/31/2023	05/31/2023	0.00	564.00		
Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">0002406</a>	AE MOORE JANITORIAL INC					279.29	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/01/2023	279.29
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">434460</a>	PAPER PRODUCTS & OTHER JANITORIAL SUPPLIES	06/01/2023	06/01/2023	0.00	279.29		
Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS					77.53	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/01/2023	77.53
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">IN218169</a>	COPIER SERVICE	05/31/2023	05/31/2023	0.00	77.53		
Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">0003555</a>	ALFORD HARDY					25.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/01/2023	25.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	05/31/2023	05/31/2023	0.00	25.00		
Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">0000249</a>	ATLANTIC TRACTOR					371.98	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/01/2023	371.98
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">P72859</a>	BLADES,GRASS CUTTER PARTS	06/01/2023	06/01/2023	0.00	371.98		
Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">0000274</a>	BANK OF OCEAN CITY					40,120.54	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/01/2023	40,120.54
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">39850005 5/17/23</a>	HERRON PARK BOND PAYMENT INTEREST	06/01/2023	06/01/2023	0.00	40,120.54		
Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">0000335</a>	BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES II					61,620.50	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/01/2023	61,620.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">1 1A,2A,2B,2C,2D,2E</a>	FY 23 BERLIN EMS FUNDS ALLOCATION	06/01/2023	06/01/2023	0.00	39,009.27		
<a href="#">1,1A,2A,2B,2C,3A,3B,3C</a>	FY 23 BERLIN EMS FUNDS ALLOCATION	06/01/2023	06/01/2023	0.00	22,611.23		

# Payment Register

APPKT02660 - 20230601SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000405</a>	BRASURE'S PEST CONTROL INC					380.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	380.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">788490,491,492,493,509,510</a>	QUARTERLY PEST CONTROL/MAINTENANCE	06/01/2023	06/01/2023	0.00	380.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003554</a>	BUBBA' PLACE TROPHIES & AWARDS					222.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	222.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">57037</a>	MEDALS WITH RIBBONS FOR MEMORIAL DAY FESTIVITIES R	06/01/2023	06/01/2023	0.00	222.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000534</a>	CJIS-CR					687.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	687.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">APP-1N-026</a>	FRINGER PRINTING	05/31/2023	05/31/2023	0.00	656.25	
<a href="#">ATS-8M-004</a>	FRINGER PRINTING	05/31/2023	05/31/2023	0.00	31.25	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000571</a>	COMCAST BUSINESS					1,409.92
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	1,409.92	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">173027279</a>	COMCAST TELEPHONE SERVICE	05/31/2023	05/31/2023	0.00	1,409.92	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003443</a>	CORE & MAIN LP					333.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	333.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S765935, S832867</a>	RUBBER GASKETS FOR METERS	06/01/2023	06/01/2023	0.00	333.80	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000795</a>	EASTERN SHORE FOREST PRODUCTS INC					348.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	348.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">264268</a>	BURBAGE PARK PLANTING AND SOIL	05/31/2023	05/31/2023	0.00	348.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000851</a>	ENVIRONMENTAL RESOURCE ASSOCIATES					585.20
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	585.20	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">040624</a>	LAB TESTING SUPPLIES DMRQA43	06/01/2023	06/01/2023	0.00	585.20	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003447</a>	GLENDA HOLDEN					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">MAY 22 - JUNE 4</a>	FY23 CLEANING SERVICES	05/31/2023	05/31/2023	0.00	500.00	

# Payment Register

APPKT02660 - 20230601SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					308.65
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	308.65	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">34109409</a>	GREAT AMERICA	05/31/2023	05/31/2023	0.00	308.65	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001040</a>	HOME DEPOT CREDIT CARD SERVICES					2,646.57
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	2,646.57	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5/12/2023 INVS</a>	TOOLS, PARTS, AND OTHER SUPPLIES	06/01/2023	06/01/2023	0.00	1,448.65	
<a href="#">APR MAY FY 23</a>	TOOLS, PARTS AND OTHER SUPPLIES	06/01/2023	06/01/2023	0.00	816.58	
<a href="#">VAR INVS APR MAY FY 23</a>	TOOLS, PARTS, AND OTHER SUPPLIES	06/01/2023	06/01/2023	0.00	381.34	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001068</a>	INTERCOASTAL TRADING INC.					4,057.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	4,057.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">231657,231658,231659</a>	BLEACH	06/01/2023	06/01/2023	0.00	4,057.90	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001394</a>	MARYLAND DEPT OF THE ENVIRONMENT					100.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	100.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">K KAIL C ROMBLAD 12474</a>	OPERATOR CERTIFICATION	06/01/2023	06/01/2023	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001495</a>	MIDDLE DEPARTMENT INSPECTION AGENCY					332.36
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	332.36	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">846310</a>	INSPECTION SERVICE	05/31/2023	05/31/2023	0.00	332.36	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001682</a>	PEP-UP, INC.					2,634.43
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	2,634.43	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">4398224,8228,8226</a>	DIESEL	06/01/2023	06/01/2023	0.00	2,634.43	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002524</a>	QUADIENT LEASING USA INC					481.65
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	481.65	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">N9963081</a>	QUARTERLY LEASE PAYMENT TOWN POSTAGE MACHINE	05/31/2023	05/31/2023	0.00	481.65	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001757</a>	RACETRACK AUTO CENTER					99.57
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/01/2023	99.57	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">148954</a>	LUBE, OIL AND FILTER FOR 2020 CHEVY TAHOE 6744	05/31/2023	05/31/2023	0.00	99.57	

**Payment Register**
**APPKT02660 - 20230601SW**

<b>Vendor Number</b> <a href="#">0003540</a>	<b>Vendor Name</b> SEAFLOOR CARPETS					<b>Total Vendor Amount</b> 4,911.81	
<b>Payment Type</b> Check	<b>Payment Number</b>			<b>Payment Date</b> 06/01/2023		<b>Payment Amount</b> 4,911.81	
<b>Payable Number</b> <a href="#">SEA-1263-1</a>	<b>Description</b> WELCOME CENTER FLOORING	<b>Payable Date</b> 05/31/2023	<b>Due Date</b> 05/31/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 4,911.81		
<b>Vendor Number</b> <a href="#">0003467</a>	<b>Vendor Name</b> SUNRISE SAFETY SERVICES INC					<b>Total Vendor Amount</b> 110.00	
<b>Payment Type</b> Check	<b>Payment Number</b>			<b>Payment Date</b> 06/01/2023		<b>Payment Amount</b> 110.00	
<b>Payable Number</b> <a href="#">INV0038209</a>	<b>Description</b> STREET SIGN PLEASE USE SIDEWALKS	<b>Payable Date</b> 05/31/2023	<b>Due Date</b> 05/31/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 110.00		
<b>Vendor Number</b> <a href="#">0003520</a>	<b>Vendor Name</b> TOURS ENTERTAINMENT AMUSEMENT MANAGEMENT LL					<b>Total Vendor Amount</b> 500.00	
<b>Payment Type</b> Check	<b>Payment Number</b>			<b>Payment Date</b> 06/01/2023		<b>Payment Amount</b> 500.00	
<b>Payable Number</b> <a href="#">2256-02</a>	<b>Description</b> MEMORIAL DAY PARADE SPONSORSHIP STAGE RENTAL	<b>Payable Date</b> 05/31/2023	<b>Due Date</b> 05/31/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 500.00		
<b>Vendor Number</b> <a href="#">0003149</a>	<b>Vendor Name</b> TRANSAMERCIA					<b>Total Vendor Amount</b> 271.98	
<b>Payment Type</b> Check	<b>Payment Number</b>			<b>Payment Date</b> 06/01/2023		<b>Payment Amount</b> 271.98	
<b>Payable Number</b> <a href="#">2505015594</a>	<b>Description</b> TRANSAMERICA EMPLOYEE PAID SUPPLEMENTAL LIFE	<b>Payable Date</b> 05/31/2023	<b>Due Date</b> 05/31/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 271.98		
<b>Vendor Number</b> <a href="#">0002928</a>	<b>Vendor Name</b> UNIFIRST CORPORATION					<b>Total Vendor Amount</b> 104.98	
<b>Payment Type</b> Check	<b>Payment Number</b>			<b>Payment Date</b> 06/01/2023		<b>Payment Amount</b> 104.98	
<b>Payable Number</b> <a href="#">1430072083</a>	<b>Description</b> UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	<b>Payable Date</b> 05/31/2023	<b>Due Date</b> 05/31/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 104.98		
<b>Vendor Number</b> <a href="#">0002220</a>	<b>Vendor Name</b> USA BLUEBOOK					<b>Total Vendor Amount</b> 1,614.99	
<b>Payment Type</b> Check	<b>Payment Number</b>			<b>Payment Date</b> 06/01/2023		<b>Payment Amount</b> 1,614.99	
<b>Payable Number</b> <a href="#">INV00017259</a>	<b>Description</b> FLOATS	<b>Payable Date</b> 06/01/2023	<b>Due Date</b> 06/01/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,614.99		
<b>Vendor Number</b> <a href="#">0002248</a>	<b>Vendor Name</b> VERIZON BUSINESS					<b>Total Vendor Amount</b> 102.64	
<b>Payment Type</b> Check	<b>Payment Number</b>			<b>Payment Date</b> 06/01/2023		<b>Payment Amount</b> 102.64	
<b>Payable Number</b> <a href="#">74396170</a>	<b>Description</b> BUSINESS TELEPHONE CALLS	<b>Payable Date</b> 05/31/2023	<b>Due Date</b> 05/31/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 102.64		
<b>Vendor Number</b> <a href="#">0002252</a>	<b>Vendor Name</b> VERIZON WIRELESS-720117503-00001					<b>Total Vendor Amount</b> 527.44	
<b>Payment Type</b> Check	<b>Payment Number</b>			<b>Payment Date</b> 06/01/2023		<b>Payment Amount</b> 527.44	
<b>Payable Number</b> <a href="#">9935646581</a>	<b>Description</b> MDT CARD FEE	<b>Payable Date</b> 05/31/2023	<b>Due Date</b> 05/31/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 527.44		

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	35	31	0.00	126,330.23
Packet Totals:		35	31	0.00	126,330.23



## Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-126,330.23
Packet Totals:		-126,330.23



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT09660 - 20230517MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0473241-12	DOVE, MARY	5/17/2023	24534	72.21			72.21	Deposit
Total Refunds: 1		Total Refunded Amount:		72.21				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	72.21
Revenue Total:	72.21

## General Ledger Distribution

Posting Date: 05/17/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-72.21	Yes
	10-2010-2074	UNAPPLIED CREDITS	72.21	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-72.21	
	98-2498-2200	DUE TO OTHER FUNDS	72.21	
	98 Total:		0.00	Yes
	Distribution Total:		0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09658 - Refunds 1 UBPKT09657 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
55-1970241-02	SRI GANESH PHARMACY LLC	5/17/2023	24533	422.86			422.86	Generated From Billing
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	422.86				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	422.86
<b>Revenue Total:</b>	422.86

## General Ledger Distribution

Posting Date: 05/16/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>	10-1110-1098	CLAIM ON CASH-FUND 10	-422.86	Yes
	10-2010-2074	UNAPPLIED CREDITS	422.86	
	<b>10 Total:</b>		0.00	
<b>Fund: 98 - POOLED CASH</b>	98-1098-1000	CENTRAL DEPOSITORY CASH	-422.86	Yes
	98-2498-2200	DUE TO OTHER FUNDS	422.86	
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09647 - Refunds 1 UBPKT09646 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	5/17/2023	24531	1,320.02			1320.02	Deposit
55-3350001-01	FOREMAN, SAMUEL JR	5/17/2023	24532	269.50			269.50	Deposit
<b>Total Refunds: 2</b>			<b>Total Refunded Amount:</b>	1,589.52				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1589.52
<b>Revenue Total:</b>	1589.52

## General Ledger Distribution

Posting Date: 05/15/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-1,589.52	Yes
	10-2010-2074	UNAPPLIED CREDITS	1,589.52	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-1,589.52	
	98-2498-2200	DUE TO OTHER FUNDS	1,589.52	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09677 - Refunds 1 UBPKT09676 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-0180021-20	BARBER, IRA	6/1/2023	24610	217.74			217.74	Deposit
22-5200000-00	SHORE UP-REFUNDS	6/1/2023	24611	1,685.94			1685.94	Deposit
<b>Total Refunds: 2</b>			<b>Total Refunded Amount:</b>	1,903.68				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1903.68
<b>Revenue Total:</b>	1903.68

## General Ledger Distribution

Posting Date: 05/25/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-1,903.68	Yes
	10-2010-2074	UNAPPLIED CREDITS	1,903.68	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-1,903.68	
	98-2498-2200	DUE TO OTHER FUNDS	1,903.68	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT09644 - 20230515MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-1600011-01	GREGORY, TATE	5/15/2023	24530	22.44			22.44	Deposit
Total Refunds: 1		Total Refunded Amount:		22.44				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	22.44
Revenue Total:	22.44

## General Ledger Distribution

Posting Date: 05/17/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-22.44	Yes
	10-2010-2074	UNAPPLIED CREDITS	22.44	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-22.44	
	98-2498-2200	DUE TO OTHER FUNDS	22.44	
	98 Total:		0.00	Yes
	Distribution Total:		0.00	