



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, October 23, 2023

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

6:00 PM WELL #3 RIBBON CUTTING CEREMONY – 112 Branch Street

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 10.10.23
 - 2. Regular Session of 10.10.23

2. 7:10 PM PRESENTATION(S):

- a) Swearing-In Ceremony: Newly Appointed Boards, Commission, and Committee Members – Mayor Zack Tyndall
- b) Citation: Municipal Government Works Month - Mayor Zack Tyndall

3. 7:15 PM ITEM(S) FOR APPROVAL:

- a) Motion 2023-48: West Street Roadway Reconstruction and Utility Upgrades Design Phase – Town Administrator Mary Bohlen
- b) Motion 2023-49: Community Center Parcel Transfer – Mayor Zack Tyndall
- c) Motion 2023-50: 2024 Town Events Rain Dates – Economic & Community Development Director Ivy Wells & Chamber of Commerce Executive Director Ryan Nellans
- d) Motion 2023-51: Water Resources Department Apprenticeship Program – Water Resources Director Jamey Latchum

4. 7:35 PM DISCUSSION(S):

- a) Skatepark Site Location – Mayor Zack Tyndall & We Heart Berlin Director Tony Weeg
- b) Town of Berlin Parks EDU Review – Town Administrator Mary Bohlen

5. 7:55 PM BERLIN FIRE COMPANY QUARTERLY REVIEW – President David Fitzgerald & Chief RJ Rhode

6. 8:10 PM BERLIN FIRE COMPANY EMS QUARTERLY REVIEW – President David Fitzgerald & Chief RJ Rhode

7. 8:25 PM REPORTS: Town Administrator's Report, Departmental Reports

8. 8:35 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.

- 9. 8:45 PM COMMENTS FROM THE COUNCIL**
- 10. 8:50 PM COMMENTS FROM THE MAYOR**
- 11. 8:55 PM COMMENTS FROM THE PRESS**
- 12. 9:00 PM ADJOURNMENT**

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on www.berlinmd.gov, or type @townofberlinmd in the Facebook search bar. QR code links to online packet. Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats 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
Tuesday, October 10, 2023

6:00 PM WORK SESSION – Heron Park Facility (former poultry processing plant)

Present: Mayor Zack Tyndall, Councilmembers Steve Green, and Jay Knerr

Absent: Vice President Dean Burrell, Councilmembers Shaneka Nichols, and Jack Orris.

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Public Works Director Jimmy Charles, Administrative Assistant Kate Daub, and Executive Administrative Assistant Sara Gorfinkel.

The Work Session meeting was held on-site at the Heron Park Tyson Plant Facility. Mayor Tyndall called the meeting to order at approximately 6:00 PM. This meeting was not broadcast live via Facebook.

1. Opening Statement:

Mayor Tyndall announced the purpose of the work session is to tour the Heron Park facility (former poultry processing plant) to further analyze the scope of the upcoming Request for Proposal (RFP) demolition project. He introduced Mr. Andrew Welch, Senior Structural Engineer with Davis, Bowen, and Friedel, Inc. who would be leading the tour and providing a brief overview as to what the demolition project would entail. Due to time constraints, Mayor Tyndall informed the members of the public in attendance that Mr. Welch would not be answering questions during the tour.

2. Tour of Facility

Mr. Welch guided the tour through the facility. He explained that the building has been divided into different sections using a number system from one to eight. He indicated the lower numbers represent the sections with the highest priority for demolition and are considered to be in the worst condition. The different building construction types were also discussed. Mr. Welch reported that the building section Area 1 has the highest priority and has already partially collapsed, however, he noted that some portions are precast concrete construction and can remain. Mr. Welch stated the existing front office and cafeteria space, also known as Area 8, is in good to fair condition. Following the tour, he shared that the intention is to develop the RFP to allow contractors to bid on the demolition of each zone given the varying degrees of work that will be required.

With no further items for discussion, and without formal motion or vote, the meeting was adjourned at approximately 6:40 PM.

Respectfully Submitted,

Kate Daub

Kate Daub

Administrative Assistant



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Tuesday, October 10, 2023

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

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

Arrived Late: Councilmember Shaneka Nichols.

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Economic and Community Development Director Ivy Wells, Finance Director Natalie Saleh, Public Works Director Jimmy Charles, Mayor's Executive Assistant Sara Gorfinkel, Human Resources Director Kelsey Jensen, and Administrative Assistant Kate Daub.

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

Before proceeding with the meeting agenda, he introduced Mr. Clint Victory, Scout Master of Boy Scout Troop 225 in Berlin. Mr. Victory explained five members of his Troop are in the process of achieving their communications merit badge and were present at the meeting to observe the Mayor and Council's discussion.

1. Consent Agenda:

A) Approval of Minutes for:

1. Work Session of 9.20.23
2. Regular Session of 9.25.23

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

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

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

Mayor Tyndall invited all new boards, commission, and committee members present at the meeting to join him at the front of the council chambers for the swear-in ceremony. As the first swear-in ceremony was held on Monday, September 25, 2023, there were three new members in

attendance including Ms. Laura Stearns (Parks and Historic District Commissions), Ms. Angie Mace (Arts and Entertainment Advisory Board), and Mr. Eric Mace (Arts and Entertainment Advisory Board). Following the ceremony, each member was asked to individually sign their applicable oath for the record.

Mayor Tyndall reported that Councilmember Nichols was running late for the meeting and said she asked that the Council not embark on agenda item three until she arrived. Because of this, Mayor Tyndall asked if the Council would agree to move on to agenda item four; all present council members agreed.

4. Fiscal Year 2023 Financial Highlights

Finance Director Natalie Saleh introduced Ms. Melissa Coffey to the Council. She said Ms. Coffey was promoted to the Accountant Position several months ago and asked her to be part of the Financial Highlights presentation.

Ms. Saleh provided a detailed overview of the Fiscal Year 2023 Year End Financial Highlights. She clarified that the information included in her report may change upon receiving the final numbers from the auditors. She said the final audit reports are expected in November, adding that auditors from PKS and Company plan to attend the first council meeting in December to present the information.

She reminded the Council that the General Fund is the main fund that operates on revenues coming from property taxes and intergovernmental taxes. She stated the Town of Berlin has contributed revenue derived primarily from taxes, grants, licenses, and permit fees. Ms. Saleh said the town received a large amount of grant money in Fiscal Year 2022 (FY22) and Fiscal Year 2023 (FY23), particularly from the American Rescue Plan Act (ARPA) grant. Councilmember Green asked if income tax would be part of intergovernmental revenues; Ms. Saleh confirmed. She continued by saying the town budgeted \$9 million in total revenues for FY23 but received \$13 million. Ms. Saleh noted that the roughly \$4 million surplus is a result of the ARPA funding received, adding that the town would be on par with what was budgeted should the ARPA funding be excluded. She stated they projected to receive \$135,000 of Impact Fees in FY23 but only collected \$50,000; Ms. Saleh acknowledged the shortage is disappointing, however, she said there have been delays in construction that have hindered project timelines which may have been a factor.

Ms. Saleh reminded the Council that the net change in fund balance reflects the difference between revenues and expenses. She clarified that the net change as of June 30, 2023, which excludes ARPA funding, is estimated to be \$2.2 million and is considered the Town's Unassigned Balance at the end of FY23. Ms. Saleh emphasized that the amount would likely change after debt and depreciation adjustments are made. However, she said the current projected net change is \$2.2 million and considers it a very good and healthy performance for FY23. Following Ms. Saleh's review of several General Fund Capital Projects and Assets in FY23, Councilmember Orris asked if the \$25,000 listed as part of the Heron Park Demolition project could be subtracted from the list; Ms. Saleh confirmed.

Ms. Saleh explained that the Electric Fund budget for FY23 was \$6 million, adding roughly \$5.7 was collected in revenues. She noted there is a slight decrease in miscellaneous revenues as well

as sales and services but said she attributes the change to a slower year in construction and development. Ms. Saleh stated that Operating Expenses also came in \$792,000 below budget; she said several factors impacted this number, including personnel staffing shortages as well as unfinished capital outlay projects.

She continued by reviewing the financial highlights of the Water Fund and reported that \$3 million had been budgeted for total operating expenses in FY23, however, only \$2 million was collected. Ms. Saleh noted the largest change was in miscellaneous revenues, adding not all ARPA grant funds were distributed because several large projects were carried over to FY24. She stated there is a slight income overall of \$139,000 for the Water Fund and expects it to close in the positive following the audit adjustments; she said this would reflect a good year for water.

Councilmember Nichols joined the meeting at approximately 7:20 p.m.

Ms. Saleh explained that \$4.5 million was budgeted for the Sewer fund in FY23 and \$3.6 million was collected in revenues; she clarified that no grant funds had been transferred. She stated there was a slight decrease in Special Connection Fees because EDUs were not allocated as part of the projected \$1.2 million for the line item. She confirmed only \$259,000 worth of EDUs were sold and acknowledged that the number is a concern because EDUSs are partly responsible for capital projects and fully responsible for covering the cost of debt service which totaled \$568,000 for the year. Mayor Tyndall added that the revenue noted as part of the Hauler Fees line item is not reliable because it is an abnormal occurrence; Ms. Saleh stated the Hauler Fees revenue is connected to a temporary project that will soon be ending. After reviewing the list of Water and Sewer Fund Capital Projects and Assets for FY23, she made the Council aware that she will be meeting with Water Resources Director Jamey Latchum and Town Administrator Mary Bohlen to create a summary report of all water and sewer projects, which they hope to present to the Council at a future meeting.

Councilmember Knerr asked if there was still a concern over the cost of chemicals and materials the Water Department uses; Ms. Saleh confirmed, adding that costs have not come down. She said she anticipates they will be over budget in FY24. Councilmember Orris asked if Ms. Saleh could recall the last time the Sewer Fund ended in a positive; Ms. Saleh answered that the fund reported a small income in FY22. Councilmember Knerr referenced the increase in revenue for the earnings on investments and other revenue line item in the General Fund report and asked if the revenue stream could be expected from year to year; Ms. Saleh reminded the Council that they set up special accounts for each individual reserve. She clarified that they would see the same stream of interest income if they retained the same balances of those accounts.

Councilmember Orris asked if he would be correct in saying the balance of the Heron Park Demolition Grant would be \$474,800 after removing the demolition grant line item in the General Fund report; Mayor Tyndall clarified the amount would be closer to \$460,000. Town Administrator Mary Bohlen added that while the number is accurate it does not reflect work that has been done since the start of the new fiscal year. She continued by saying there are several invoices from DBF Engineering that have not been paid. Councilmember Orris asked if it would be safe to anticipate that the remaining spendable income of the grant is around \$450,000; Ms. Bohlen confirmed.

Councilmember Orris thanked Ms. Saleh for preparing the financial highlights presentation. Vice President Burrell thanked the department heads for the day-to-day management of their various departments.

3. Discussion: LIG Multi-Year Plan

Mayor Tyndall returned to agenda item three and referred to the draft multi-year plan included in the meeting packet. He explained the plan would be sent to the Local Development Council (LDC) of Worcester County from the Mayor and Council of the Town of Berlin and would cover the span of the next three fiscal years. Mayor Tyndall continued by reviewing the draft spending plan and table which outlined the three-year total projected Local Impact Grant (LIG) Grant Funds and Expenditures and included the breakdown of funding for the Law Enforcement Officer's Pension System (LEOPS). He stated that the unassigned LIG funds are roughly \$219,000 which he said is a more conservative estimate in relation to the \$420,000 in projected revenues each year; he asked the Council to discuss some of the ways they would like to expend or prioritize expenditures as part of the \$219,000.

Councilmember Nichols shared that she would like to see the money put towards the Community Center project. She said she believes the funds align with the Community Center concept and could be added to the \$400,000 that had already been secured for the project.

Councilmember Orris asked Mayor Tyndall why there was hesitation to discuss the multi-year plan in a Work Session meeting; Mayor Tyndall answered he was uncertain as to whether the topic encompassed the need for a work session. Councilmember Orris said he wanted to discuss how LEOPS can be phased out and incorporated into the Police Department's budget. Mayor Tyndall said he was under the impression following the discussion during the last Regular Session meeting on September 25, 2023, there was consensus among the group to allocate LIG funds for the full cost of LEOPS and find a way to allocate the surplus moving forward in the prioritization of the multi-year plan.

Councilmember Knerr responded by saying he had a different recollection and asked if the cost of retirement is built into each department's budget; Ms. Saleh confirmed. He asked if the cost of retirement for the Police Department would be eliminated in FY24 because of LEOPS; Ms. Saleh answered that it would be listed as one total amount given that retirement will still be paid for administrative staff and non-officers in the department. Councilmember Knerr proposed the idea of funding a portion of the retirement within the Police budget and using casino funding for other projects.

Councilmember Green echoed Councilmember Knerr and Orris's comments by saying it was his understanding the group wanted to consider a concept for phasing out LIG funding for LEOPS. He shared that he believes it may be doable for the town to come off LIG funding in increments at a rate of five percent, seven percent, and nine percent over the span of three years. He said he supports the idea of allocating \$219,000 for the Community Center but said he would like to see the funding spread out more. Ms. Bohlen added that funding for the Community Center is similar to the Police Department project as most of the expense will come in the initial expenditure.

Ms. Saleh said the Police Department is entirely funded by the General Fund, adding that LEOPS funding would come from the General Fund should LIG monies not be used. She clarified that the

result would be the same if the Council were to opt to use a portion of casino revenue for LEOPS versus funding a different project with General Fund revenue. Mayor Tyndall reminded the Council that the LDC requires the town to complete a form each year and believes simplicity is a good thing in the sense of being able to track how money is being spent for reporting purposes.

Councilmember Knerr stated he fully supports allocating funding for the Community Center but said he would like to see a small portion of funding go to the Berlin Fire Company. When asked by Councilmember Nichols how much he would like to see allocated for the Fire Company, Councilmember Knerr answered \$45,000. Mayor Tyndall reviewed the proposed structure for LIG funding allocation by saying funding will go to the LEOPS Stabilization fund, LEOPS payments for FY24, FY25, and FY26, and \$45,000 to the Berlin Fire Company for ambulance replacement, adding that any remaining funds will go to the Community Center for the three fiscal years. He clarified that should revenues come in higher than the projected \$420,000, the remainder would go to capital for the Community Center.

Councilmember Orris said he is uncomfortable with using the same funding source for the LEOPS Stabilization Fund and payments for LEOPS.

On the motion of Councilmember Knerr, second by Councilmember Nichols, motion to assign LIG funding to the LEOPS Stabilization Fund, FY24, FY25, and FY26 LEOPS payment and any remaining funds to the Community Center was approved by the following vote:

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

Ms. Saleh said she will need a motion by the Council to set up a special account as the LEOPS Stabilization Fund.

On the motion of Councilmember Nichols, second by Councilmember Green, motion to set a special account for the LEOPS Stabilization Fund 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				

5. Item(s) For Approval:

a) We Heart Berlin Items:

1. Memorandum of Understanding (MOU) Between the Mayor and Council and We Heart Berlin
Ms. Bohlen explained the rationale behind the MOU is to establish a clear relationship between the town and We Heart Berlin, adding the agreement is for the protection of both parties. Mayor Tyndall asked if it was a standing agreement; Ms. Bohlen confirmed and said the MOU is general in nature and future projects could be added as applicable.

On the motion of Councilmember Orris, second by Councilmember Nichols, motion to approve the Memorandum of Understanding (MOU) Between the Mayor and Council and We Heart Berlin 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. Motion 2023-45: Authorize We Heart Berlin to proceed with the striping of tennis courts for Pickleball

We Heart Berlin Director Mr. Tony Weeg shared he was approached by a member of the Council who wanted to make a donation toward having the tennis courts at Stephen Decatur Park struck with pickleball lines. He said pickleball is growing rapidly and believes the addition of striping will show inclusivity for those who play the sport.

Councilmember Nichols asked if the new lines would be of a specific color; Mr. Weeg answered he thinks the color should be a shade of light blue or yellow, adding light yellow is what pickleball players currently use. Councilmember Orris asked if a regulation color was used for pickleball lines; Councilmember Knerr said pickleball courts currently use blue lines. Mr. Weeg reported that We Heart Berlin has secured the \$3,5000 funding needed to convert all four tennis courts for combined tennis and pickleball play. Councilmember Nichols asked if any additional changes would be made to the tennis courts other than the addition of lines; Mr. Weeg said no other changes would be needed.

Councilmember Orris asked if the Parks Commission had any comment on the proposed project; Parks Commission Chairman Mr. Mike Wiley stated he has been approached by several people in favor of adding striping and said he has not received negative feedback from any tennis player. Parks Commission member Ms. Laura Stearns asked if the addition of lines would be distracting for a tennis player; Mr. Weeg answered the existing junior tennis lines are a muted play and the pickleball lines would be of a similar color.

On the motion of Councilmember Knerr, second by Vice President Burrell, Motion 2023-45: Authorize We Heart Berlin to proceed with the striping of tennis courts for Pickleball 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				

Public Works Director Jimmy Charles asked if anything was needed from his department to get the project started; Mr. Weeg answered that it would be helpful to have the courts' power washed but said the contractor would prepare the area for the work that is needed.

b) Motion 2023-38: Annual 2024 Event Approval

Economic and Community Development Director Ivy Wells made the Council aware the events for 2024 are as they were in 2023 with two exceptions; she said the Berlin Restaurant Week will move to the third week in January instead of the second week, and the Touch-A-Truck event will take place the Saturday before Halloween. She clarified that the Berlin Chamber of Commerce holds the alcohol permit for all alcohol events listed on the schedule. Vice President Burrell asked if the alcohol events were the same as the year prior; Ms. Wells confirmed.

Councilmember Orris asked to confirm the cost to be a vendor in the Farmer's Market; Ms. Wells answered there is no charge for participating town of Berlin businesses, however, she said there is a \$225 fee per season for all other vendors. Councilmember Orris if there were any requirements or grants that limit the area in which the Farmer's Market can operate; Ms. Wells said the location of the market has changed over the years, primarily due to the increasing number of people that visited each weekend. She said a decision was made to put the market on Pitts and Commerce Streets because they are town-owned roads with the least impact on blocking access to existing businesses. Ms. Bohlen added that the town is not constrained by a grant or other regulations, but said the location was determined after years of trying other areas and factoring in other considerations such as Americans with Disability Act (ADA) accessibility. Councilmember Orris said he has noticed there have been pop-up vendors along Broad Street specifically; Ms. Wells answered the vendors were given permission by private property owners to set up on the property, adding they are not part of the official market.

Councilmember Orris referred to the additional event the Council had been made aware of via email concerning the Hannukah Celebration. He said if any funding remained from the Main Street Improvement grant the town was awarded in 2022 to assist with hosting a holiday marketplace and celebration of religious diversity; Ms. Wells answered all funds have been expensed. Councilmember Orris asked if there were any future plans to diversify and meet the grant requirements further; Ms. Wells said the grant was specific for one year. She continued by saying the menorah to be used for the Hannukah Celebration was donated and they wanted to

try the new event after being approached by members of the Jewish community. She said they are unsure if they will continue holding the event every year.

Councilmember Green asked if it was typical for the Taylor House Museum events to be separated from the town and Chamber of Commerce events; Ms. Wells said the Museum often goes before the Mayor and Council seeking permission leading up to each event and suggested they present all events at one time. Councilmember Green asked if the Chamber of Commerce anticipated requesting rain dates for any of the events; Chamber of Commerce Director Ryan Nellans answered that they would like to have rain dates but asked to discuss possible options with the Chamber's other members and present dates at a later time. Ms. Stearns commented by saying that many people in the community plan their personal events around town events to avoid specific dates and the addition of rain dates would limit availability.

On the motion of Councilmember Orris, second by Councilmember Nichols, Motion 2023-38: Annual 2024 Event Approval 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				

c) Motion 2023-46: Taylor House Museum 2024 Event Approval

Taylor House Museum President Dr. Melissa Reid stated the proposed 2024 events are the same as the year prior. She said all events are alcohol events except for the Peach Festival which will take place on the Museum's front lawn.

On the motion of Councilmember Knerr, second by Councilmember Nichols, Motion 2023-46: Taylor House Museum 2024 Event Approval was approved by the following vote:

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

d) Motion 2023-47: Authorize the Reallocation of unspent Berlin Fire Company Emergency Medical Services funds from FY23 to FY24 in the amount of \$8,884.08

Ms. Bohlen explained the request was expressed by the Berlin Fire Company and Emergency Medical Services during a recent Work Session to reallocate funding that was left over in the

prior fiscal year to the current fiscal year in the amount of \$8,884.08. Councilmember Green said a conversation was had at the Work Session meeting in response to a letter from the Fire Company to consider using the shortage of dollars to create the ambulance fund or a contingency fund for the Fire Company. He said he would prefer to see the money used for EMS capital rather than put back in the budget given that it is already funded. Councilmember Knerr added that the Fire Company shared during the Work Session that they were very short on equipment funding.

Mayor Tyndall said the town needs emergency medical staffing for its town events and suggested they allocate the balance owed to cover the cost. He continued by saying the Police Department identified events in which emergency staffing services were needed and believes the estimated cost was roughly \$11,000 or \$12,000.

On the motion of Councilmember Orris, second by Councilmember Knerr, Authorize the Reallocation of unspent Berlin Fire Company Emergency Medical Services funds from FY23 to FY24 in the amount of \$8,884.08 to fund Emergency Medical Services coverage for town events identified by the Berlin Police Department was approved by the following vote:

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

Vice President Burrell stated he voted in opposition because he does not believe they should put a string to how the Fire Company chooses to use the funds as long as it is being used to facilitate staffing of the ambulances.

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

Public Works Director Jimmy Charles made the Council aware that the trash truck would be out of service for fourteen days because of necessary operational repairs. He said they are exploring options to assist in finding a second automated truck that could help during the two to three weeks the town truck will be out of service, but said they are very limited in resources. Vice President Burrell asked what the cost of a new trash truck would be; Mr. Charles said a new truck starts in the \$300,000 range. He continued by saying the equipment portion of the truck is not meant to withstand the amount of runs they are taking. Councilmember Orris asked if the Council should look at another avenue for ways to collect trash; Ms. Bohlen answered the option had been explored in the past and is not recommended because the cost savings would be insignificant, and that the Town would lose some control over the quality of service provided.

Ms. Bohlen reported that the town received a phone call from Burbage Funeral Home requesting to close off most of Vine Street on Saturday, October 14, 2023, to accommodate a funeral service

and said she put them in touch with Police Chief Arnold Downing. She added that she will be out of the office from October 11th through the 13th with limited availability.

Ms. Wells said her department is working on contingency plans for the Oktoberfest event scheduled for Saturday, October 14th, and the possibility of moving the event indoors due to the inclement weather expected.

7. Comments from the Public – none.

8. Comments from the Council

Councilmember Orris said several Homeowner Association leaders in District Two have reached out to him to share concerns about the new adjustments to state-mandated HOA regulations and how to move forward with potential grant opportunities available. He asked if there was a possibility the town could assist them with grant writing needed as part of the application process; Ms. Bohlen answered there are several individuals in the area that do grant writing at a nominal cost and the town could provide them with the names of those resources.

Councilmember Green shared that Ms. Bohlen sent the Council an email with a letter from the Maryland Department of Transportation which stated the Highway User Revenue (HUR) estimates have been increased to \$298,491; he said the number would reflect an increase of \$69,000 in new revenue and believes it is a significant impact on the budget. He continued by saying it was very interesting to hear insights from DBF Engineering during the tour of the Heron Park facility. He said he would like the town to consider some sort of fencing along the side of the railroad tracks to limit access to the building.

9. Comments from the Mayor

Mayor Tyndall thanked Executive Assistant Sara Gorfinkel and Ms. Wells for coordinating the Business Roundtable with the Chamber of Commerce. He reported that the Merchant Meetings will be resuming and take place on the second Wednesday of every month from 8:30 AM to 9:30 AM in the Council Chambers. Councilmember Orris asked for more information regarding the outcomes of the Business Roundtable meeting; Mayor Tyndall responded by saying his big takeaway was that the group found some consensus around trying to collect more information about the customers shopping in Berlin in hopes of tailoring marketing efforts more specifically.

He reported that the town received a request for a letter of support from Eastern Shore Natural Gas, the provider of natural gas to the town of Berlin, regarding a Worcester County resiliency project they are working on. Mayor Tyndall explained there are residents of the town who utilize natural gas for heating or cooling and the town utilizes one natural gas generator to power its electric utility, adding that the town operates a large peak-shaving utility and cannot do so without natural gas. He said he sees these factors as a resiliency component for how the town operates its electric utility facility. Mayor Tyndall continued by saying he contacted Worcester County to discuss the project given that the proposed facility would be located outside of town limits and said the County authorized the letter of support.

On the motion of Councilmember Orris, second by Councilmember Knerr, motion to approve the letter of support to Eastern Shore Natural Gas to construct the Worcester County Resiliency Upgrade (Project) was approved by the following vote:

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

10. Comments from the Press – none.

11. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 8:58 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



MOTION OF THE MAYOR AND COUNCIL 2023-48

A Motion of the Mayor and Council of the Town of Berlin to approve the WEST STREET ROADWAY RECONSTRUCTION AND UTILITY UPGRADES DESIGN PHASE proposal by Davis, Bowen & Friedel, Inc. in an amount not to exceed \$100,000 as budgeted for FY 2024; line item 01-5320-5255.

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

Dean Burrell, Vice President of the Council

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

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

September 11, 2023

Town of Berlin
10 Williams Street
Berlin, MD 21811

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

Attn: Ms. Mary Bohlen
Town Administrator

Re: Proposal – West Street Roadway Reconstruction and Utility Upgrades
Town of Berlin, Maryland
DBF # 050A002.073

Dear Ms. Bohlen:

Davis, Bowen & Friedel, Inc., (DBF) is pleased to offer the following proposal for professional design and construction phase engineering services associated with roadway reconstruction, pedestrian facilities, a bike path, and utility improvements on West Street, from Broad Street to Buckingham Lane. Utility replacement work and associated restoration will extend along Buckingham Lane and Evans Road as necessary to tie into existing utilities. Utility improvements will include relocation of the existing sewer pump station out of the West Street roadway. As requested, we have separated the engineering costs associated with the pump station relocation, as described below.

It is our understanding that the Town desires survey, design, permitting, bidding, and construction phase services for roadway reconstruction, as well as investigation and improvements of existing water and sewer utilities and services. Services provided would include the following:

SCOPE OF SERVICES

Roadway System Design (Roadway, Bike Path, and Sidewalk)

Our design will include geotechnical investigation of the road pavement section and subgrade to determine the best approach for pavement reconstruction. In addition to subgrade repairs and asphalt resurfacing, our design will include the addition of ADA accessible sidewalk and pedestrian facilities on one side of the road, for the full length of the project, as directed by the Town. Design will also include evaluation of inclusion of a bike path. We will also review the storm drainage system in this area to see if replacement of storm drains or storm structures is necessary. Our design will include full width surface paving of the roadway once the subgrade repairs and utility work are completed.

Easement Acquisition

The addition of ADA compliant sidewalk and a bike path will likely require more land than the existing 30' wide Right-of-Way for West Street can accommodate, and will require the acquisition of easements from adjacent private property owners. DBF can assist with the property surveys and easement

document preparation for approximately \$500 per property, but the actual cost for easement document preparation and the number of easements required will not be known until the survey is completed and the roadway (road, bike path, sidewalk) layout is finalized. The Town's legal counsel would need to review all documentation and assist with execution and recordation of easements.

Utility Replacements

We will meet onsite with the Town to investigate the existing water, sewer and storm drainage utilities and confirm the condition of existing utilities. We anticipate the utility improvements on West Street will include replacement of the existing clay gravity sewer main and laterals to the sewer cleanouts, as well as cast iron watermains, fire hydrants and water services. The existing water services are most likely lead service lines and will be replaced completely. We will coordinate with the Town to determine desired improvements to residential and commercial sewer and water services, and fire services for existing and proposed structures for each property served, as applicable. We will also review the existing storm drain structures and piping, to determine if replacement or upgrades are recommended.

Pump Station Relocation

Design will include relocation of the existing sewer pump station which is currently located in the roadway. We will design the sewer pump station to Town and MDE standards at a location to be determined by the Town on a property adjacent to West Street. This will include easement documents, or fee simple property transfer documents, as required by the Town and current property owner. It is anticipated that the County will allow a portion of their property along West Street to be utilized for the pump station relocation site.

It is our understanding that the Town would like to prepare the sewer pump station design separately from the total project design, due to the long lead items and condition of the existing PS. All design and construction phase costs for the pump station have been broken out separately to allow this phase of the project to proceed to design and construction first.

Based on this understanding, our scope of work will be to develop complete site plans, utility plans and details as required for permitting, bidding and construction of the proposed work. A breakdown of services and fees are as follows.

DESIGN PHASE SERVICES

Topographic and Utility Survey

We will locate all existing surface features within the proposed project area, as are visible from the surface, including roadway, swales, drainage structures, utilities, manholes, cleanouts, valves, fences, landscaping, mailboxes, signs, exposed property corners and other natural and man-made features pertinent to the design of the project. We will access at grade structures to determine the elevations of all accessible storm drain piping and sewer mains that might be affected, within the project area.

DBF will work with Town staff to request a Miss Utility locate to mark underground utilities within the project area. DBF will coordinate the locate areas with the Town prior to the survey. Our topographic survey will include location of all Miss Utility markings and flagging.

Based on surveyed property corners and deed/plat research, we will determine the existing street rights-of-way. All proposed work is anticipated to be in the existing street right-of-way, or easements acquired from private property owners adjacent to the project. DBF can prepare the necessary documents for the acquisition of easements within the project area. DBF can perform deed research and prepare easement exhibit documentation as required by the Town for an estimated fee of \$500 per property. We estimate 28 properties will need easements, resulting in an estimated fee of \$14,000 for easement acquisitions.

Excluded from this contract is the determination of the depths of underground utilities which require test pitting. If determination of the depth of these services is critical to avoid a conflict with proposed work, we can perform this work under additional services, with excavation and test pitting to be done by the Town or an approved contractor, to determine conflict potentials.

Lump Sum Fee \$22,800
Estimated Fee (Easement Acquisitions) \$14,000

Design & Construction Drawings

We will provide construction drawings, technical specifications, and bidding documents necessary for the proposed roadway and utility work. This includes the roadway, pedestrian facilities, water and sewer utilities, and storm drainage facilities. Storm drain design will be limited to local drainage, and does not include improvements to downstream conveyance systems beyond West Street. The pump station design phase services broken out below shall include all services described above as required for the pump station relocation design.

Lump Sum Fee \$22,200
Pump Station Design Phase Services \$12,600

Geotechnical Testing and Design

Geotechnical sampling, testing and evaluation will be provided by an outside consultant for trench restoration design and roadway paving design. It is anticipated that 6-8 pavement/soil borings will be required and the cost of those borings and associated testing and analysis is included in our design cost.

Lump Sum Fee \$5,000

Erosion & Sediment Control

We will prepare Erosion & Sediment Control plans, and will submit those plans to the Worcester Soil Conservation District for permitting review and comment. We will address the comments and resubmit for approval.

Lump Sum Fee \$4,000

Stormwater Management

We will prepare site plans, and submit to the Town's SWM reviewer, EA Engineering for SWM permitting. Approximately 13,500 square feet of additional impervious area is anticipated for the proposed sidewalk improvements.

Field visits and/or meetings with Town staff and EA Engineering, Science & Technology, Inc. (EA-EST), will be held to determine what additional storm drainage and stormwater management (SWM) requirements shall be included in this design. SWM design will be coordinated with EA-EST since the project will add approximately 13,500 square feet of impervious area for the proposed sidewalk.

Lump Sum Fee \$8,500

CONSTRUCTION PHASE SERVICES

Bidding

DBF will provide Bidding and Award Administration including preparation of the Town RFP, assisting with advertising, soliciting interest from contractors, responding to bidder questions, preparation and distribution of addenda, chairing & administering the Pre-Bid Meeting and Bid Opening, reviewing Bids received, and recommendation of award. Actual cost for advertising shall be paid by the Town, or if requested, can be handled as a direct expense by DBF. Newspaper advertising costs are not included in the Lump Sum fee.

Lump Sum Fee \$9,000

Construction Administration Services

Construction Administration Services will be provided throughout the project construction and will include the following:

- Coordinate between the Town of Berlin and Contractor when appropriate.
- Conducting the Pre-Construction Conference and progress meetings for the project on behalf of the Town of Berlin including preparation and distribution of meeting minutes.
- Review of submittals by the Contractor on materials proposed for use in the construction project.
- Answer Contractor and Town of Berlin questions regarding project materials, equipment, and construction processes.
- Supervision of Resident Project Representative (RPR) monitoring and reporting activities, and distribution of Daily Field Reports generated by the RPR.
- Evaluate and track the construction schedule with notice provided to the Town of Berlin if scheduling issues arise.
- Coordinate any necessary quality control on behalf of the Town of Berlin as required by the Contract Documents or testing that may be in addition to that already provided by the Contractor.
- Review Contractor progress payment applications, make recommendations, and submit to the Town of Berlin.
- Communication with the Contractor pertaining to conflict resolution and any other issues relevant to construction activity.
- Review and recommendations for Contractor Change Order requests.
- Schedule and participate in the final inspection of the completed work to result in preparation of a punch-list.
- Verification that punch-list items have been completed and recommendations regarding acceptance to the Town of Berlin.

- Schedule, conduct, and report the results of the end-of-warranty inspection of constructed improvements.
- Construction Administration fees are based on 180 day construction period.

Lump Sum Fee \$55,200

Inspection Services

RPR Services will be provided as necessary throughout the project construction and will include the following:

- Full-time time inspection of underground water system, sewer system, and storm drain improvements to verify compliance with project specifications.
- Part-time time inspection of above-ground and accessible improvements to verify compliance with project specifications.
- Inspection of materials provided by the Contractor for use in the construction project.
- Preparation of Daily Field Reports to summarize the Contractor's activities and field conditions.
- Maintain project record of field reports, meeting minutes, and construction correspondence.
- Monitoring any testing activities to confirm compliance with requirements of project specifications.
- Informing the Engineer as to the progress and quality of work.
- Review changes observed to accommodate field conditions and maintain RPR field as-built set, as well as review Contractor As-builts for preparation of Record Drawings.
- Informing the Engineer of any conflicts and formulation of punch-list at conclusion of constructed improvements.

Inspection fees assume one inspector covering full-time and part-time duties for a total of 720 hours over the 180-day construction period. Estimated inspection hours for construction meetings and final inspection are also included in the estimated fee.

Estimated Fee \$69,700

Record Drawings

Services associated with providing record drawings will include the following: obtain Contractor and RPR as-built drawings, incorporate any revisions from as-built drawings, addenda and any approved change orders, coordinate preparation of record drawings and furnish to the Town of Berlin. Hard copies of the Record drawings will be provided to the Town digital copy retained for future incorporation into the Town's GIS system.

Lump Sum Fee \$4,000

The pump station construction phase services broken out below shall include all services described above as required for the pump station relocation (Bidding, CA, RPR inspection and Record Drawings).

Pump Station Construction Phase Services - Lump Sum Fee \$31,000

We are anticipating that the design will be completed as a Town infrastructure maintenance replacement project. No specific funding agency requirements or coordination are anticipated by DBF. Beyond the site visits specified in design, attendance at a public input meeting, and attendance at a Mayor & Council Meeting are included in our fee, as desired by the Town. It is understood that the

scope of work and associated fees described herein shall exclude any permit application fees, agency review fees, recordation fees, and any other fees assessed by any government or regulatory agency for the purpose of reviewing and/or permitting the plan.

We will provide the design and construction phase services described above, based on the attached **Summary Fee Schedule**. Any work requested and authorized by the Town beyond the scope of this proposal can be billed as additional services on an hourly basis. Invoices for all services will be rendered monthly based upon actual work completed during the previous month. Payment terms and any authorized additional services will be in accordance with the attached Schedule of Rates No. 48A.

We anticipate completing the design and submitting to the Town for review within 120 days after authorization to proceed. We appreciate the opportunity of providing this proposal and look forward to working with the Town to successfully complete this project. If this proposal is acceptable to you, please sign on the space provided and return one copy for our files. This proposal is valid for 60 days.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Joshua J. Taylor, P.E.
Associate

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Enclosure

cc: Jamey Latchum, Water Resources Superintendent
James Charles, Director of Public Works

Accepted By: _____ Date: _____
Town of Berlin

Summary Fee Schedule
Design and Construction Phase Engineering Services

WEST STREET RECONSTRUCTION & UTILITY REPLACEMENT
West Street (From Broad St to Evans Rd) - Berlin, MD
DBF # 0050A002.073

Proposal dated September 11, 2023

Task Description	Fee Amount
Design Phase Services	
West Street Roadway And Utilities	
Topo and Utility Survey	\$22,800.00
Easement Acquisition (Estimated)	\$15,000.00
Design & Construction Documents	\$22,200.00
Geotechnical investigation, testing and design	\$5,000.00
E&SC Permitting	\$4,000.00
SWM Permitting	\$8,500.00
Pump Station	
Topo and Utility Survey	\$2,000.00
Design & Construction Documents	\$6,000.00
Geotechnical investigation, testing and design	\$1,000.00
E&SC Permitting	\$1,200.00
SWM Permitting	\$2,400.00
Design Phase Subtotal	\$90,100.00
Construction Phase Services	
West Street Roadway And Utilities	
Bidding Administration	\$9,000.00
Construction Administration	\$55,200.00
RPR Inspection	\$69,700.00
Record Documents	\$4,000.00
Pump Station	
Bidding Administration	\$6,000.00
Construction Administration	\$12,000.00
RPR Inspection	\$12,000.00
Record Documents	\$1,000.00
Construction Phase Subtotal	\$168,900.00
ENGINEERING TOTAL	\$259,000.00

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES AND GENERAL CONDITIONS

SCHEDULE NO. 48A
Effective January 1, 2023

CLASSIFICATION	HOURLY RATE
Principal	\$190.00
Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor	\$160.00
Architect, Landscape Architect, Engineer, Surveyor	\$130.00
Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$145.00
Manager: Architecture, Landscape Architecture, Engineering, Surveying	\$115.00
Senior Environmental Specialist	\$140.00
Construction Administrator	\$130.00
Senior Designer	\$120.00
Designer	\$110.00
GIS Specialist	\$120.00
Computer Graphics Designer	\$100.00
CAD I	\$95.00
CAD II	\$85.00
1 Person Survey Crew	\$115.00
2 Person Survey Crew	\$150.00
3 Person Survey Crew & UAV Crew (Excluding Equipment Charge)	\$190.00
Resident Project Representative	\$85.00
Computer Administrator	\$100.00
Administrative Support	\$60.00
Travel	\$0.55/mile
Direct Expense	Cost + 10%
UAV Equipment Charge	\$100/mission
Prints (In-house Reproduction)	\$2.50/sheet
Overtime	(1.5xHourly Rate)
24x36 Mounted Prints	\$90 (First Board)/ \$40 (Additional Boards from the Same Order)

GENERAL CONDITIONS

INVOICES & PAYMENT

Invoices are sent monthly or sooner if project is complete. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, DBF shall be entitled to also recover its costs of collection, including counsel fees and expenses. DBF reserves the right to adjust its schedule of rates annually. Any such adjustments will be effective within 30 days after written notification to the client.

TERMINATION OF CONTRACT

Client may terminate this agreement upon seven days' prior written notice to DBF for convenience or cause. DBF may terminate this agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at DBF's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice.

LIMITATION OF LIABILITY

Client agrees to limit DBF's liability related to any errors or omissions to a sum that shall not exceed the total professional fee for the project.

INDEMNIFICATION

Client and DBF each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, not including attorney's fees caused by the other's negligence. To the extent such claims, losses, damages, or expenses are caused by the joint or concurrent negligence of client and DBF, the same shall be borne by each party in proportion to its negligence. This shall in no way affect the limitation of DBF's liability expressed in the preceding paragraph.

FORCE MAJEURE

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

CONSTRUCTION PHASE SERVICES

If this agreement provides for any construction phase services by DBF, it is understood that the contractor, not DBF, is solely responsible for the construction of the project, and that DBF shall not be responsible for the acts or omissions of any contractor, subcontractor, or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor, its subcontractors or suppliers.

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OWNERSHIP OF DOCUMENTS

All documents prepared or furnished by DBF pursuant to this agreement, including electronic media, are instruments of DBF's professional service, and DBF shall retain an ownership and property interest therein. DBF grants client, during the period of DBF's service, a license to use such documents for the purpose of constructing, occupying, and maintaining the project. Reuse or modification of any such documents by client or client's agents, without DBF's written permission, shall be at client's sole risk; and client agrees to indemnify and hold DBF harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client.

USE OF DIGITAL MEDIA

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by DBF. Files in digital media format or text, data, graphic or other types that are furnished by DBF to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. AutoCAD, or other similar files in dwg. format, will be made available to Users only at the discretion of DBF and only following mutual acceptance of the Digital Media Release Agreement prepared by DBF. DBF reserves the right to separately charge a fee for the release of selected files.

SUCCESSORS & ASSIGNS

The client and DBF bind themselves, their partners, successors, assigns and legal representatives to the other party to this agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this agreement. Neither party shall assign, sublet, or transfer any interest in this agreement without the written consent of the other.

MISCELLANEOUS PROVISIONS

Unless otherwise specified, this agreement shall be governed by laws of the State in which the work is performed, and the courts of such State shall have exclusive jurisdiction over any disputes hereunder. If this schedule is incorporated or referenced in an agreement with client, the terms of this schedule shall prevail in the event of any conflict with the terms of such agreement.

REIMBURSABLE EXPENSES

Other expenses known as direct expenses incurred in the interest of the project (including travel, toll communications, postage, delivery, photographs, subcontract engineering, testing or other consultants, renderings, models, etc.) will be billed monthly at DBF's actual cost plus ten percent.



MOTION OF THE MAYOR AND COUNCIL 2023-49

A Motion of the Mayor and Council of the Town of Berlin to approve the TRANSFER OF REAL PROPERTY FROM THE BERLIN COMMUNITY IMPROVEMENT ASSOCIATION (BCIA) TO THE TOWN OF BERLIN FOR THE FUTURE PURPOSE OF BUILDING A BERLIN COMMUNITY CENTER for the benefit of the citizens of the Town of Berlin. The parcels to be transferred are as follows:

Map 0301 Grid 0014 Parcel 0841
Map 0301 Grid 0013 Parcel 0843

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

Dean Burrell, Vice President of the Council

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

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

**CONTRACT AND AGREEMENT OF TRANSFER
OF REAL PROPERTY**

THIS CONTRACT AND AGREEMENT OF TRANSFER OF REAL PROPERTY is made this _____ day of _____, 2023 by and between the Berlin Community Improvement Association, Incorporated (BCIA), Transferor, and the Mayor and Council of the Town of Berlin, Maryland, a Maryland Municipal Corporation, Transferee.

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

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

WHEREAS Transferee Mayor and Council wishes to plan, develop and construct a Community Center on Tranferor BCIA's property.

NOW, THEREFORE, the parties hereto agree as follows:

1. Transferor BCIA shall donate and gift unto Transferee Mayor and Council the real property located on Flower Street which houses the "Multi-Purpose Center" and Head Start buildings, said property being described by Deed dated June 7, 1971 and recorded in the Land Records of Worcester County at Liber 314, folio 458.
2. Transferee Mayor and Council shall be responsible for all costs of settlement.
3. Settlement shall occur within 90 days of the ratification of this Agreement but shall be extended at Transferee's request.
4. Settlement is contingent upon Transferee receiving clear and insurable title to the real property.
5. Any and all rent received on the property shall be pro-rated from the date of settlement and shall thereafter be the property of Transferee Mayor and Council.
6. Transferee Mayor and Council shall plan, develop, and construct a Community Center on the property to serve and benefit all citizens of the Town of Berlin.

7. Transferee Mayor and Council shall covenant by Deed that the property shall remain dedicated to the use of the public as a Community Center in perpetuity, and in the event that the use ceases to exist, the property shall revert back to the ownership of Transferor BCIA.
8. This Contract is contingent upon Transferee's satisfactory inspection of Transferor's Lease Agreement between Transferor and Shore Up/Headstart.

WITNESS

MAYOR ZACKERY TYNDALL
Mayor and Council of Berlin, Maryland

WITNESS

DAVID H. LOCKWOOD, JR., President
Berlin Community Improvement Association, Inc.



DEPARTMENT OF ASSESSMENTS & TAXATION

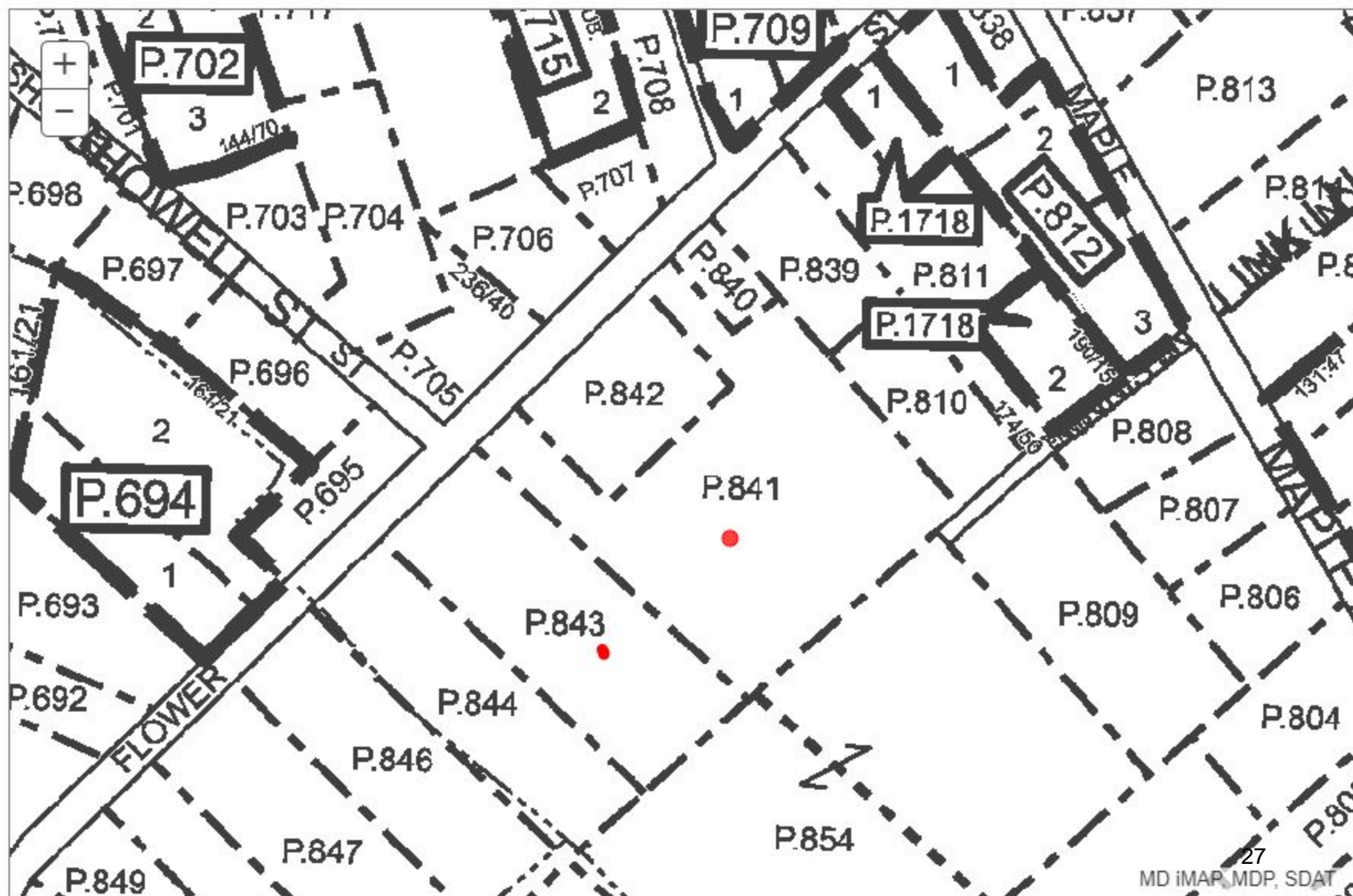
Maryland.gov Phone Directory State Agencies Online Services

✉ Email

Worcester County

[New Search](#)

District: **03** Account Number: **034534**





MOTION OF MAYOR AND COUNCIL 2023-50

A motion of the Mayor and Council of the Town of Berlin APPROVING THE ADDITION OF RAINDATES FOR THE SPECIFIED EVENTS BELOW AS PART OF THE 2024 TOWN EVENTS SCHEDULE.

*Jazz and Blues Festival:

Saturday, May 4, 2023

Rain date Sunday, May 5, 2023

*Fiddler's Convention:

Saturday, September 21, 2023

Rain date Sunday, September 22, 2023

In the event of inclement weather, Friday and Sunday Fiddler's Convention events will be canceled. Saturday's events will be featured on Sunday.

*Oktoberfest:

Saturday, October 12, 2023

Rain date Sunday, October 13, 2023

*Indicates Chamber of Commerce event

Motion 2023-38: 2024 Town Events Schedule was presented to and unanimously approved by the Mayor and Council at the Regular Session meeting on Tuesday, October 11, 2023.

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

Dean Burrell, Vice President of the Council

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

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2023-51

A motion of the Mayor and Council of the Town of Berlin TO ENTER INTO AN AGREEMENT WITH THE MARYLAND RURAL WATER ASSOCIATION FOR EMPLOYER PARTICIPATION IN THE WATER AND WASTEWATER OPERATIONS SPECIALIST APPRENTICESHIP PROGRAM.

This program is nationally registered and approved by the Maryland Apprenticeship Training Council and the U.S. Department of Labor.

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

Dean Burrell, Vice President of the Council

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

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Jamey Latchum, Water Resources Director

MEETING DATE: Monday, October 23, 2023

SUBJECT: Maryland Rural Water Association Apprenticeship Program

SUMMARY

The Town of Berlin Water Resources Department is seeking approval from the Mayor and Council to become a participating employer in the Maryland Rural Water Association Apprenticeship Program. The program was developed in response to the industry's need to train the next generation of skilled workers and standardize training across the state of Maryland. This 2-year nationally registered Apprenticeship Program is approved by the U.S. Department of Labor and the Maryland Apprenticeship and Training Council and designed to train operators through both coursework and on-the-job, experience-based learning that will result in Maryland Department of the Environment (MDE) Certification upon program completion.

FINANCIAL IMPACT

There would be no financial increase to the Town of Berlin beyond normal employee salaries, benefits, and training costs.

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 Rural Water Association Apprenticeship Program.

Jamey Latchum
Water Resources Director
Town of Berlin, MD



Apprenticeship**USA**



Appendix E

EMPLOYER ACCEPTANCE AGREEMENT



MARYLAND RURAL WATER ASSOCIATION

APPROVED BY:

**US DEPT. OF LABOR, OFFICE OF APPRENTICESHIP
AND THE MARYLAND APPRENTICESHIP AND TRAINING COUNCIL**



EMPLOYER ACCEPTANCE AGREEMENT

SPONSORING EMPLOYER			
1. Employer Name			
2. Street Address			
3. City		4. State	5. Zip Code
6. Name of CEO/Pres./Owner			7. Title
8. Apprenticeship Contact Name		9. Title	10. Phone #
			11. Email
12. Mentor Contact Name		13. Title	14. Phone #
			15. Email
16. Employer ID# (EIN)	17. Total # Employees		18. # of Skilled Journey Workers:
			19. Average Hourly Rate for Journey workers: \$
20. # of Female Journey workers	21. # of Minority Journey workers		
APPRENTICE PROGRAM <input type="checkbox"/> Water Systems Operations Specialist			

Wage Period	Qualifying Criteria	Pay Rate
Period 1	0 - 1000 OJT & RTI & Evaluation	65% of completion rate
Period 2	1001 - 2000 OJT & RTI & Evaluation	75% of completion rate
Period 3	2001 - 3000 OJT & RTI & Evaluation	85% of completion rate
Period 4	3001 - 4000 OJT, Licensing & RTI	95% of completion rate
Rate Upon Completion:		\$21.55 (minimum)

***Apprentice pay rates must be equal or greater than the state minimum wage**



THIS AGREEMENT, entered into on this [] day of [] 20[], by and between the **Maryland Rural Water Association**, hereinafter referred to as "**THE SPONSOR**" who has an Apprenticeship Program, registered and existing under and by virtue of the laws of the State of Maryland, and [], hereinafter referred to as "**THE PARTICIPATING EMPLOYER**."

WITNESSETH

WHEREAS, **THE SPONSOR** agrees to carry out the objectives of the Apprenticeship program; and WHEREAS, having received an approved copy of the **APPRENTICESHIP STANDARDS**, and concurring in the advantages of a uniform program for the development of Apprenticeship, does hereby request acceptance as a **PARTICIPATING EMPLOYER**.

NOW, THEREFORE, in consideration of the premises, **THE SPONSOR** agrees to accept the undersigned as a **PARTICIPATING EMPLOYER**, under the provisions of the Apprenticeship Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked for good cause by the Sponsor or Maryland Apprenticeship and Training Council.

IT IS AGREED BETWEEN THE PARTIES, AS FOLLOWS:

THE SPONSOR agrees to:

- a. Recruit, select and refer applicants who have been duly processed according to the approved selection procedure;
- b. Register those apprentices selected and employed;
- c. Advise **PARTICIPATING EMPLOYER** of any future amendments to the Apprenticeship program;
- d. Maintain adequate records to ascertain compliance with rules and regulations;
- e. Inform **PARTICIPATING EMPLOYER** as to the progress of their apprentice(s);
- f. Submit a copy of this executed agreement to the Maryland Apprenticeship and Training Council.

THE PARTICIPATING EMPLOYER agrees to:

- a. Employ and train apprentices in accordance with the rules, regulations and decisions of **THE SPONSOR**, as established and operated under said Standards, and to conduct, operate and administer its responsibility to the Apprenticeship program in conformity with the Maryland State Plan for Equal Employment Opportunity in Apprenticeship;
- b. Advise **THE SPONSOR** of its desire for apprentices and accept for employment apprentices who have been referred by **THE SPONSOR**;
- c. Maintain records as **THE SPONSOR** may require, and inform **THE SPONSOR** as to the progress of the apprentice(s), on the job;
- d. Meet all financial obligations to **THE SPONSOR**, for each apprentice registered; and
- e. Forward information as to the journey person and apprentice composition and average journey person's wage rate, to **THE SPONSOR**, as required.



THE PARTICIPATING EMPLOYER further agrees that recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years of age or older. The Maryland Rural Water Association will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30.

This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor or Registration Agency.

SPONSOR

PARTICIPATING EMPLOYER

Sponsor Signature

Employer Signature

Title

Title

Address

City, State & Zip

A copy of this agreement shall be submitted to the Maryland Apprenticeship and Training Council for their records immediately upon signing hereof.



MOTION OF THE MAYOR AND COUNCIL 2023-28

A Motion of the Mayor and Council of the Town of Berlin DESIGNATING HERON PARK (CURRENT PARCEL 410) AS THE FUTURE LOCATION OF A TOWN OF BERLIN SKATEPARK.

The Skatepark Workgroup, consisting of:

Mayor Zack Tyndall

Mary Hedlesky, We Heart Berlin

Councilmember Steve Green

Mary Bohlen, Town Administrator

Mike Wiley, Parks Commission

James Charles, Public Works Director

Sarah Hooper, Parks Commission

Dave Engelhart, Planning Director

Laura Stearns, Parks Commission

Kate Daub, Administrative Assistant/Liaison to the Parks Commission

Tony Weeg We Heart Berlin

Sara Gorfinkel, Executive Administrative Assistant

Jeff Smith We Heart Berlin

met on July 31, 2023, and discussed the pros and cons associated with various proposed locations for a Skatepark in Henry Park, Stephen Decatur Park, Heron Park, or the Worcester County Northern Athletic Complex. The consensus was to put forth Heron Park as the ideal location for a future skate park (specifically parcel 410). A consensus poll of the Parks Commission supports this location and recommends it to the Mayor and Council.

Upon approval of this Motion, We Heart Berlin will begin moving forward with fundraising to complete the necessary design work, surveys, engineering, stormwater mitigation, and evaluate their needs for electric, water, and sewer services. The Town of Berlin will provide a Letter(s) of Support as needed for those fundraising efforts.

The intent is for the Town of Berlin to also seek grant funds through the Community Parks and Playgrounds Program in the 2024 funding round.

APPROVED THIS 21st DAY OF August, 2023 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF 5 TO 0 OPPOSED, WITH 0 ABSTAINING AND 0 ABSENT.

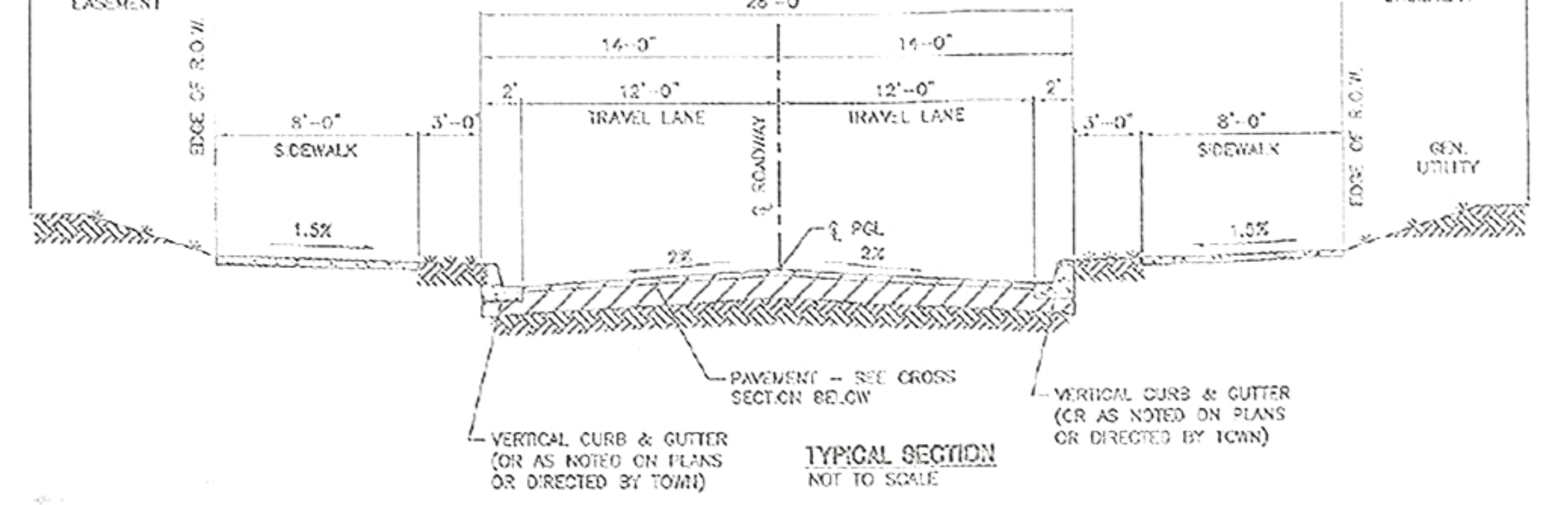
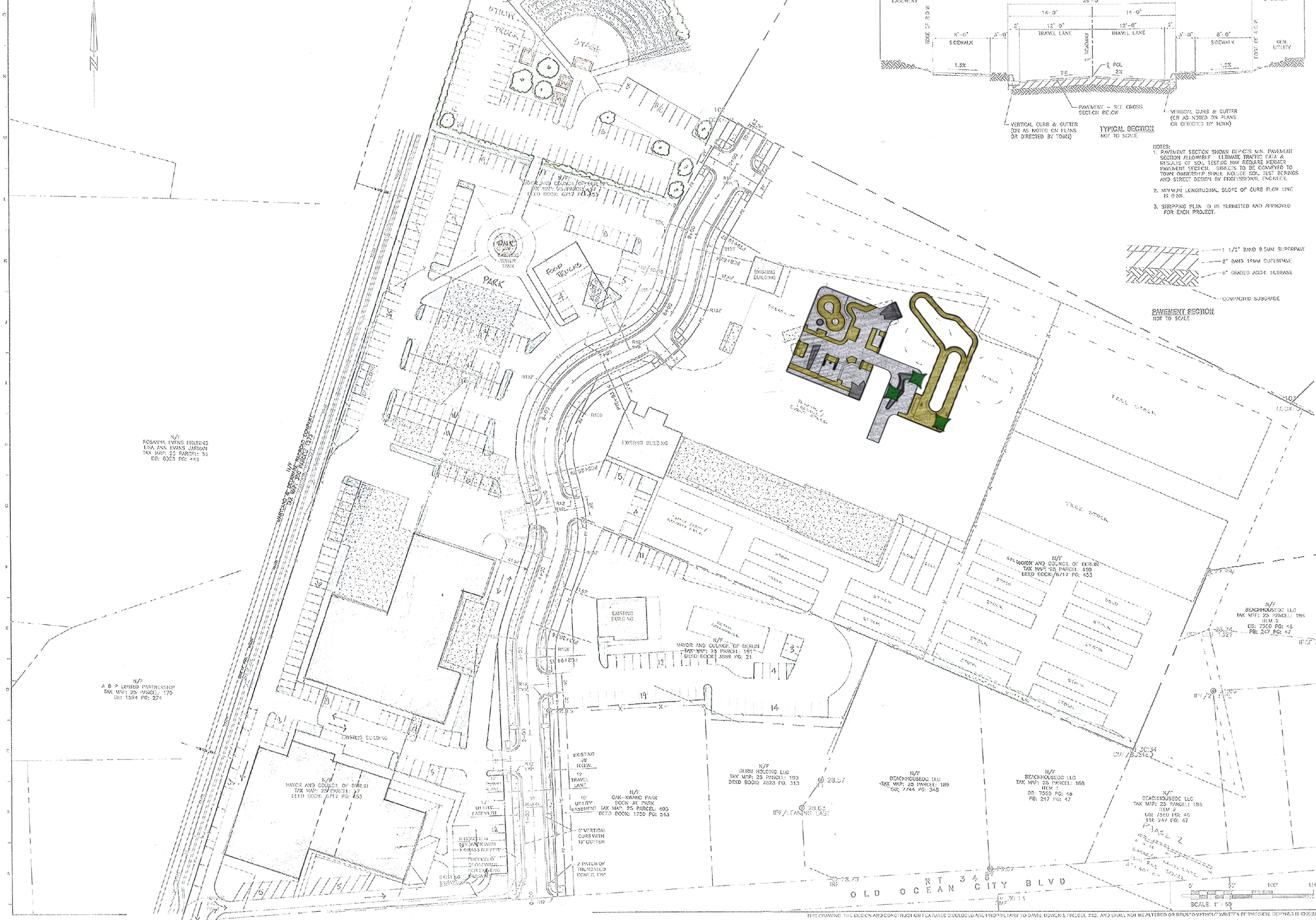
Dean Burrell, Sr. Vice President of the Council

Approved this 21st day of August, 2023 by the Mayor of the Town of Berlin.

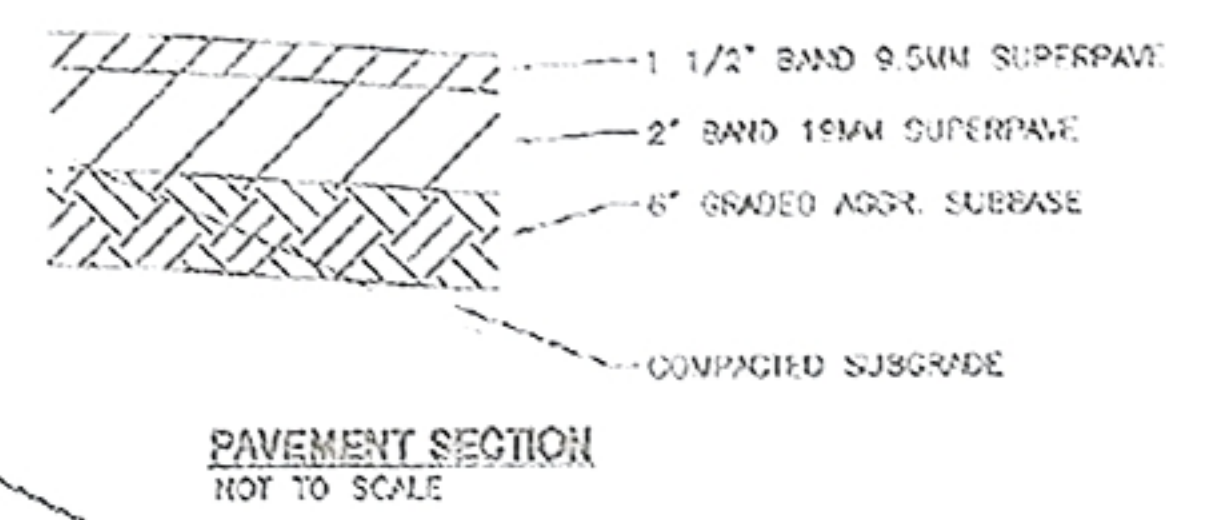
Zackery Tyndall, Mayor, President of the Council

ATTEST:

Mary Bohlen, Town Administrator



- NOTES:
1. PAVEMENT SECTION SHOWN DEPICTS MIN. PAVEMENT SECTION ALLOWABLE. ULTIMATE TRAFFIC DATA & RESULTS OF SOL. TESTING MAY REQUIRE HEAVIER PAVEMENT SECTION. SHEETS TO BE CONVEYED TO TOWN OWNERSHIP SHALL INCLUDE SOL. TEST RESULTS AND STREET DESIGN BY PROFESSIONAL ENGINEERS.
 2. MINIMUM LONGITUDINAL SLOPE OF CURB FLOW LINE IS 0.5%.
 3. STRIPPING PLAN TO BE SUBMITTED AND APPROVED FOR EACH PROJECT.



N/F
ROSANNA EVANS BUILDING
TAX MAP: 25 PARCEL: 170
DB: 1594 PG: 274

N/F
A B P LIMITED PARTNERSHIP
TAX MAP: 25 PARCEL: 170
DB: 1594 PG: 274

N/F
MAYOR AND COUNCIL OF BERLIN
TAX MAP: 25 PARCEL: 181
DEED BOOK: 6717 PG: 453

N/F
OAK-KWANG PARK
SOON AT PARK
TAX MAP: 25 PARCEL: 400
DEED BOOK: 1759 PG: 343

N/F
BURN HOLDING LLC
TAX MAP: 25 PARCEL: 189
DEED BOOK: 2023 PG: 313

N/F
BEACHHOUSE LLC
TAX MAP: 25 PARCEL: 189
DB: 1744 PG: 345

N/F
BEACHHOUSE LLC
TAX MAP: 25 PARCEL: 189
DB: 1744 PG: 345

N/F
BEACHHOUSE LLC
TAX MAP: 25 PARCEL: 189
DB: 1744 PG: 345

N/F
BEACHHOUSE LLC
TAX MAP: 25 PARCEL: 189
DB: 1744 PG: 345

DAVIS
BOWEN &
FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
410.245.0991
410.245.0992

HERON PARK ROADWAY
RT 346 OLD OCEAN CITY BLVD
TOWN OF BERLIN, MARYLAND

DATE	JANUARY 2023
SCALE	1" = 50'
DATE	ADA
PROJECT	00504002

CONCEPT
SITE PLAN

C-000



STAFF REPORT

TO: Mayor and Council

FROM: Mary Bohlen, Town Administrator
Jamey Latchum, Director of Water Resources

MEETING DATE: October 23, 2023

SUBJECT: Equivalent Dwelling Units (EDU's) on Town properties

In response to questions raised over the last several weeks, staff has worked to provide the following information regarding EDUs on Town of Berlin properties, specifically the parks. Following, some of the terminology is explained and “real life” examples provided, as well as information directly responsive to the specific questions asked. Please note that the policies, ordinances, etc. that are in place were developed based on MDE standards. For the purposes of utilities, the Town of Berlin is treated as any other property owner. The Town’s payment from/to itself is in keeping with generally accepted accounting practices and accountability for utility usage/assignment. The information below is divided into sections simply for ease of reference. Further information about the EDU process can be found in the Town Code, Chapter 30, Article IV.

Section I: Terminology

EDU (Equivalent Dwelling Unit) – Using an EDU measurement system is designed to quantify the capacity of the wastewater treatment system. One unit is equivalent to the approximate amount of wastewater effluent generated from one home (dwelling unit) and is established to be 250 gallons of flow/day. This sets one EDU as the minimum standard measurement for all services, both residential and commercial. The charge for an EDU (today) is \$16,686.00 (\$4,425/water and \$12,261/sewer).

A property owner can request to transfer an EDU from one parcel to another that is owned by the same person/entity with the approval of the Mayor and Council.

Ready to Serve – the charge to reserve an EDU until such time as the property is ready to purchase an EDU and then to connect to the system. Side note: During staff discussions on this topic, it was noted that “EDU Reservation Charge or Fee” would probably be a more accurate term.

Minimum bill – the charge for a property that has purchased an EDU, but is not currently using water/sewer services therefore there is no flow, or so little flow as to not hit the minimum usage of 2,999 gallons, which would trigger an actual usage bill.

Section II: Scenario(s)

Examples of how EDUs might play out in real life. Please note that these are simply generic scenarios and may not be 100% accurate to every situation that could develop.

- When the Town began using EDUs as a measurement for the capacity of the wastewater system (December, 2008), each property within the corporate limits that may or may not have had service connected, but at least had service available, was allocated a minimum of one EDU – certain commercial businesses obviously have greater water usage so were assigned EDUs based on that minimum of 250 gallon.
- After that initial allocation: A completely vacant, undeveloped lot has nothing – no service, no EDU, no minimum or ready-to-serve. There is no EDU reserved or assigned to this property and the property owner will be subject to whatever current rates are in place and to the availability of EDUs when the decision is made to build or at least to purchase an EDU.
- John Doe buys that property with the intent to build a home in the unknown future.
 - He can either leave it as is until he is ready to move forward, which does not guarantee him a price on an EDU nor guarantee that an EDU will be available, depending on capacity; or
 - He can begin paying a ready-to-serve fee, which reserves an EDU for him as long as he keeps paying. He has not purchased an EDU yet, but is guaranteed that one will be available to him, at today's rate (protection against rate increases) when he decides to move forward.
- 10 years later: Mr. Doe decides that it is time to build a home. Among other things, he applies to the Town to purchase that EDU that he reserved 10 years ago and for which he has been paying a ready-to-serve fee each month. The EDU is available to him because he has been paying to reserve (hold) it and it will be sold to him at the rate he locked in when he began paying the ready-to-serve fee. This does not pay for the connection to the system (the actual infrastructure) and he will have to pay all connection expenses to actually connect to the Town water/sewer system.
- Once the home is built:
 - If it is an active, connected and metered service, but 2,999 or fewer gallons are actually flowing through the meter, it will receive a minimum bill; or
 - Everything is as a normal home and toilets are flushing, dishwashers, clothes washers, etc. are all running, a regular monthly bill for usage will be generated.

Section III: Councilmember Orris questions regarding EDUs assigned to the parks.

The specific questions posed by Councilmember Orris and answered earlier:

1. **How many EDU's are assigned to Decatur, Henry, and Burbage, each, and if they are for water and/or sewer?**

Decatur and Henry each have one water/sewer EDU and have active water/sewer. Burbage park does not have an EDU in-and-of itself because it is not a stand-alone property, but part of the parcel that the Power Plant/Public Works sits on. If water/sewer were added to Burbage Park in the future, it would most likely be tied into the existing service.

2. What Town properties pay ready-to-serve fees and how much those are?

Heron Park is the only Town property that pays a *ready-to-serve fee for its sewer EDU's. The total is \$1,100.88/month total; \$30.58/EDU/month. There are no water EDU's assigned to Heron Park.

*NOTE: This information is further clarified as noted below in response to Councilmember Knerr's follow-up as noted:

Section IV: Councilmember Knerr's follow-up questions to the information above.

Following the email exchange above, Councilmember Knerr correctly questioned the ready-to-serve fee noted above and also asked if it was possible to "transfer the majority of the edu's from 57 back to the entity that holds the bulk of the edu's. That way we will not be paying minimum charge fees."

Again, for the purposes of this discussion, the Town of Berlin is as any other property owner. All 36 EDU's are on parcel 57.

Regarding the fee being charged monthly:

In Section III.2 above, it was incorrectly phrased that the Town pays ready-to-serve on the 36 sewer EDU's; the correct phrasing should have been that the Town pays a minimum bill that was set at the same rate as the ready-to-serve fee. In the course of researching these questions it was brought to our attention that, at the direction of two former Town Administrators, those EDU's were being charged at the rate of the ready-to-serve fee, rather than at the rate of the minimum bill, which would now be \$61.16/sewer EDU. It is not known why the decision was made to use that rate instead of the appropriate minimum usage rate, but that is how the account has been billed over the years with appropriate increases as the ready-to-serve rate has changed. If it is the desire of the Council, the monthly bill can be changed at this time to the appropriate minimum sewer charge, which would total a monthly cost of \$2,201.76 instead of the current \$1,100.88 which would be an annual increase of \$13,210.56.

Regarding the transfer of EDUs:

1. The Town can either transfer all or some of those EDU's to another parcel(s) owned by the Town – presumably Parcel 410 or 191 - and continue to pay a minimum bill; OR
2. Give up some or all of those EDU's by reverting them back to the inventory of unassigned and available EDUS. Reminder that these were EDU's that were purchased and assigned to the property prior to the Town taking possession. In that case all money paid to date will be forfeit. This is the only way the Town can avoid paying those monthly charges going forward.

It is the opinion of staff that either of the scenarios above will decrease the value of parcel 57, as a potential purchaser will take into consideration that both water and sewer EDUs will need to be purchased separate from the purchase of the parcel. Staff would agree that it may be prudent to transfer a few of the sewer EDUs to parcel 410 and/or 191, but to leave the bulk of the EDUs on parcel 57 and continue to pay a monthly bill on all.

Berlin Fire Company

Quarterly Update

July 1 – September 30, 2023

OPERATIONS RESPONSE REPORT

Fire-Rescue

July 1 – September 30, 2023

In-Town Fire/Rescue Call Responses

30

27.5% of calls

(Out Town—79---72.5%)

From Last Year this quarter

Decrease 9 calls in town from last year

Fire-Rescue

July 1 – September 30, 2023

Busiest Day

Sunday followed by Friday

Busiest Times of Day

7 pm to 8 pm followed by 6 pm to 7 pm

Fire-Rescue

July 1 – September 30, 2023

Simultaneous Calls

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

(Last Year—15 times)

Fire-Rescue

July 1 – September 30, 2023

Response Time

4 minutes 16 seconds

Likely causes are summer availability of volunteers and increased volume of
traffic delaying volunteers response to station

Total Increase in Response Times

by 34 seconds from same quarter last year

County response time standard to respond from station is 6 minutes

pg 29-Matrix report—nine minutes or less to respond

Fire-Rescue

July 1 – September 30, 2023

Volunteer Manpower

Emergency Calls---1187.86 volunteer hours

Non-Emergency—Training, Meetings, etc.

495.27 volunteer hours

TOTAL VOLUNTEER HOURS—1,683.13

ADMINISTRATIVE

and

FINANCIAL

REPORT

Many other items—standby-administrative, etc.

Fire-Rescue

July 1 – September 30, 2023

- Revenue Budget Highlights
 - Annual Donation Drive Mailing less \$7,000
 - Increase in Memorial Donations \$275
- Fire Response Invoices less \$1850
- Event Parking less \$317 (rained out events)
- Banquet Hall/Conference Ctr Rentals increase \$935

Fire-Rescue

July 1 – September 30, 2022

- Expense Budget Highlights
 - No unexpected expenses this quarter.
 - Annual DOT inspections and maintenance of apparatus was performed with one engine scheduled for further repairs which will be in next quarter expenses.
 - Annual pump testing due to scheduling was completed after Sept 30.
 - Annual equipment inspections such as breathing apparatus, rescue tools, etc. completed

Capital Apparatus Replacement

Engines—33 and 23 years old
Another 15 years old

Rescue—22 years old

\$2.5 million loan--\$200,000 annual loan payment for engine and rescue—15/16 years
Funded by county out of town run funds

Both are on order-loan secured

Next engine would be approx. 40 yrs old for replacement time

ARPA Funds/FEMA Grant Update

- Mayor and Council transferred \$83,019.18 to provide operating request of \$200,000 for FY23-24
 - Balance requested for loan for Engine/Rescue \$136,980.82
- Annual Capital Request is \$150,000 FY23-24 and beyond .
- FEMA Grant for airpicks—we will still have our matching amount of approx. \$20,000 and for possibly 7 airpicks not covered by grant—Command vehicle and EMS units—project will be approx. one year due to manufacturer delivery times

Berlin Fire Company
Emergency Medical Services

Quarterly Update
July 1 – September 30, 2023

OPERATIONAL
REPORT

EMS
July 1 – September 30, 2023
In-Town EMS Call Responses

285
55.13% of calls
(232 Out of Town-44.87%)
Decrease from Last Yr– 44 in town calls

EMS
July 1 – September 30, 2023
In-Town

TRANSPORTS 211
74.4 %
NON-TRANSPORTS 74
(Out Town-121 trans—111 non)
Decrease in Town transports of 22 from last year

EMS

July 1 – September 30, 2023

Busiest Days

Sunday followed by Monday

Busiest Times of Day

4 pm to 5 pm

followed by 2 pm to 3 pm

EMS

July 1 – September 30, 2023

Overlapping Calls

Times where one unit is in service and another call is dispatched

82 times

EMS

July 1 – September 30, 2023

Station Notified to Responding Time

.80 minute average (48 seconds)

(This includes third run calls that may be full volunteer response from home)

Increase in simultaneous calls—increased hospital times for offloading

Last Year – .99 minute (59 seconds)

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

ADMINISTRATIVE

AND

FINANCIAL

REPORT

EMS

July 1 – September 30, 2023

- Revenue Budget Highlights
Invoicing lower--\$1,388.82—lower call volume
- County Run Formulas increased per run and mileage for operating and per ambulance for capital replacement
- Detailed discussion at our next EMS work session
- Town no increase

Donations Decreased--\$210
Annual EMS donation mailing first Monday after Thanksgiving

EMS

July 1 – September 30, 2023

- Expense Budget Highlights
No unexpected expenses
- Overtime-Shift Coverage-increase \$11,390.31 from last year
- Medical Supplies—increase \$1,781.74 from last year
- Vehicle Maint-Rpr-increase \$1,109.96 from last year

EMS Capital Funds Summary

No Capital Funds for Ambulance Replacements

Replacements Due--2025-2027-2029

All County Funds Received for per ambulance allocation are being used to pay ambulance

Ambulance Ordered for 2025 Delivery

\$411,000

Cash Flow Worksheet provided at work session

County providing \$75,000 per year

Town Request \$52,500 for two years then \$75,000 ongoing

Other Funding Information

- Event Response Vehicle--\$40,000
- Contingency Fund
- Pay Rate Adjustment to stay competitive for recruitment and retention

Additional personnel—Employee Supervisor as volunteer availability decreases additional to support fire/ rescue responses



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



Berlin Fire Company, Inc.

September 30, 2023

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

Please find enclosed the accountants compiled financial statements for Berlin Fire Company, Inc. for Fiscal Year 2023 ending, June 30, 2023.

These are submitted as per the contract and as per our request to change the date which in the past has been December 31 to September 30 to allow an earlier reporting before the next fiscal year budget processes begin.

We had discussed at our last quarterly meeting to meet again in December. We believe it would be more beneficial to meet earlier than December and again consider having two separate meetings, one for the fire and rescue and one for emergency medical services as the Mayor and Council always seems to be under a time constraint for our meetings. Additionally, especially, when reviewing the financials, after a lengthy period of discussion time, we can anticipate confusion between the two corporations.

Please feel free to contact me with any questions.

David A. Fitzgerald
President

BERLIN FIRE COMPANY, INC.

FINANCIAL STATEMENTS

JUNE 30, 2023

Berlin Fire Company, Inc.
Statement of Financial Position
As of June 30, 2023 with comparative totals of June 30, 2022

	<u>Jun 30, 2023</u>	<u>Jun 30, 2022</u>
ASSETS		
CURRENT ASSETS		
Checking and savings	\$ 273,541	\$ 70,438
Certificates of deposit	243,063	246,599
Total current assets	<u>516,605</u>	<u>317,038</u>
PROPERTY AND EQUIPMENT		
Property and equipment	10,061,315	10,017,499
	10,061,315	10,017,499
Less: accumulated depreciation	-5,569,801	-5,267,303
Net property and equipment	<u>4,491,514</u>	<u>4,750,196</u>
OTHER ASSETS		
Commitment for Fire apparatus	2,381,967	0.00
RESTRICTED ASSETS		
Checking and savings	23,743	18,574
Certificates of deposit	21,867	21,860
Total restricted assets	<u>45,610</u>	<u>40,434</u>
Total assets	<u>\$ 7,435,695</u>	<u>\$ 5,107,668</u>
LIABILITIES & NET ASSETS		
LIABILITIES		
Fire apparatus commitment	2,381,967	0
Note payable	1,000	1,000
Total liabilities	<u>2,382,967</u>	<u>1,000</u>
NET ASSETS		
Without donor restrictions		
Invested in property and equipment	4,491,514	4,750,196
Company designated	509,068	288,242
Undesignated	6,536	27,796
Total without donor restrictions	5,007,118	5,066,234
With donor restrictions	45,610	40,434
Total net assets	<u>5,052,728</u>	<u>5,106,668</u>
Total liabilities and net assets	<u>\$ 7,435,695</u>	<u>\$ 5,107,668</u>

Berlin Fire Company, Inc.
Statements of Activities and Change in Net Assets

Year Ended June 30, 2023
With Comparative Totals for June 30, 2022

	2023			2022
	Without Donor Restrictions	With Donor Restrictions	Total	Total
SUPPORT AND REVENUES				
Donations	\$ 47,349	\$ 4,245	\$ 51,594	\$ 60,003
Government support				
State		42,786	42,786	42,611
County	468,000		468,000	464,000
Town	116,961		116,961	125,000
Fire Response	4,000		4,000	1,550
Miscellaneous Revenue	10,238		10,238	7,557
Interest income	4,303		4,303	630
Special events	9,208		9,208	13,158
Loss on disposal of assets	(1,028)		(1,028)	
Released from restrictions	41,855	(41,855)	-	
Total support and revenues	\$ 700,886	5,176	706,062	714,509
 EXPENSES				
Program Services	740,558		740,558	784,933
Management and general	15,353		15,353	9,684
Fundraising	4,091		4,091	6,733
Total expenses	760,002		760,002	801,350
 Change in net assets	(59,116)	5,176	(53,940)	(86,841)
 NET ASSETS, BEGINNING OF YEAR	5,066,234	40,434	5,106,668	5,193,509
 NET ASSETS, END OF YEAR	5,007,118	45,610	5,052,728	5,106,668

Berlin Fire Company, Inc.
Statement of Financial Position Details

	2023	2022
Restricted assets		
Checking and Savings		
Senator Amoss - 508	5,956	175
Cadets First Shore Fed	10,742	10,731
Club Acct Farmers Bank	7,045	7,688
	<u>23,743</u>	<u>18,594</u>
Certificates of deposit		
Club CD Norwood Davis	1,867	1,860
Club Farmers Bank of Willards	20,000	20,000
	<u>21,867</u>	<u>21,860</u>
Total restricted assets	<u>45,610</u>	<u>40,434</u>
Net assets		
Company designated		
CD Contingency / Contingency reserve	100,000	100,000
Station 3 Building Fund	15,925	11,588
Headquarters Building Fund	35,294	35,054
Apparatus Replacement Fund	138,063	141,599
Capital Equipment Replacement	219,786	-
Total Company Designated	<u>509,068</u>	<u>288,241</u>

Berlin Fire Company, Inc.

Expense Details for June 30, 2023 with comparative totals for June 30, 2022

	2023	2022
Program Services		
Interest expense	34	854
Depreciation expense	307,620	308,744
Vehicle expense	131,800	124,034
Repairs and maintenance	93,188	99,590
Insurance	65,186	63,467
Utilities / Occupancy	62,367	61,611
Supplies	24,459	62,954
Volunteer incentives	22,354	27,938
Programs	1,012	1,558
Training	5,361	8,183
Taxes	145	145
Miscellaneous	1,435	2,975
Postage	2,716	1,304
Office supplies	22,881	21,576
Total Program Services	740,558	784,933
Management and general		
Professional services	15,353	9,684
Fundraising		
Fundraising expense	4,091	6,733
Total expense	<u>760,002</u>	<u>801,350</u>

Miscellaneous includes: Dues & subscriptions, taxes & club expenses

Training includes: Fire prevention, training and physicals



Berlin Fire Company, Inc.
Berlin Fire Company Emergency Medical Services, Inc
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www.berlinfire.com



Berlin Fire Company Emergency Medical Services, Inc.

September 30, 2023

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

Please find enclosed the accountants compiled financial statements for Berlin Fire Company Emergency Medical Services, Inc. for Fiscal Year 2023 ending, June 30, 2023.

These are submitted as per the contract and as per our request to change the date which in the past has been December 31 to September 30 to allow an earlier reporting before the next fiscal year budget processes begin.

We had discussed at our last quarterly meeting to meet again in December. We believe it would be more beneficial to meet earlier than December and again consider having two separate meetings, one for the fire and rescue and one for emergency medical services as the Mayor and Council always seems to be under a time constraint for our meetings. Additionally, especially, when reviewing the financials, after a lengthy period of discussion time, we can anticipate confusion between the two corporations.

Please feel free to contact me with any questions.

David A. Fitzgerald
President

BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES, INC.
FINANCIAL STATEMENTS
JUNE 30, 2023

Berlin Fire Company Emergency Medical Services, Inc.

Statement of Financial Position

As of June 30, 2023

with comparative totals of June 30, 2022

ASSETS			
		June 30, 2023	June 30, 2022
CURRENT ASSETS			
Checking and savings		-1,007	29,316
Accounts receivable, net		40,439	52,890
Total current assets		39,432	82,206
PROPERTY AND EQUIPMENT			
Property and equipment		1,065,503	1,055,452
Less: accumulated depreciation		-539,679	-539,666
Net property and equipment		525,824	515,786
RESTRICTED ASSETS			
Checking and savings		116,647	71,361
Total restricted assets		116,647	71,361
Total assets		681,903	669,353
LIABILITIES & NET ASSETS			
CURRENT LIABILITIES			
Accounts payable and accrued expenses		37,176	19,201
Accrued compensated absences		124,639	116,348
Accrued retiree health insurance		40,864	56,634
Current portion of note payable		-	23,242
Total liabilities		202,679	215,425
NET ASSETS			
Without donor restrictions			
Invested in property and equipment		525,824	515,786
Company designated		116,647	71,361
Undesignated (deficit)		-163,247	-133,219
Total net assets		479,224	453,928
Total liabilities and net assets		681,903	669,353

Berlin Fire Company Emergency Medical Services, Inc.
Statement of Activities and Change in Net Assets

Year Ended June 30, 2023
With Comparative Totals for June 30, 2022

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
SUPPORT AND REVENUES		
Donations	35,095	30,400
Capital Donations	32,000	
Government support		
Worcester County	883,220	842,135
Town of Berlin	446,675	275,000
HHS Rural Stimulus	-	36,928
Program Revenue	580,767	544,520
Interest income	1,162	405
Town support and revenues	<u>1,978,919</u>	<u>1,729,388</u>
EXPENSES		
Program services	1,923,554	1,731,724
Management and general	27,257	25,626
Fundraising for donation drive	2,812	3,851
Total expenses	<u>1,953,623</u>	<u>1,761,201</u>
Change in net assets	25,296	(31,813)
NET ASSETS, BEGINNING OF YEAR	<u>453,928</u>	<u>485,741</u>
NET ASSETS, END OF YEAR	<u><u>479,224</u></u>	<u><u>\$ 453,928</u></u>

Berlin Fire Company Emergency Medical Services, Inc.
Statement of Financial Position Details

	2023	2022
Restricted Assets		
Checking and Savings		
Retiree Healthcare	33,522	33,406
Ambulance Replacement Fund	23,186	1,027
HHS Rural Stimulus	59,939	36,928
	<hr/>	<hr/>
	116,647	71,361
Total Restricted Assets	<hr/> <hr/>	<hr/> <hr/>
	116,647	71,361

Berlin Fire Company Emergency Medical Services, Inc.
Expense Detail for June 30, 2023 with comparative totals for June 20, 2022

	2023	2022
Program Services		
Payroll and Related Personnel Costs		
Salaries	1,266,760	1,013,386
Payroll taxes	90,571	77,434
Employee benefits	240,173	343,996
Uniforms	5,140	9,276
Job advertising	1,515	2,311
Workers compensation	51,524	48,691
Payroll and Related Personnel Totals	1,655,683	1,495,094
Equipment repair and maintenance	26,858	22,753
Insurance	9,879	9,760
Depreciation	94,730	94,792
Volunteer incentives	2,328	2,950
Medical billing	46,541	44,520
Miscellaneous	11,578	11,459
Supplies	28,928	18,717
Training	323	1,476
Vehicle expense	46,706	30,203
Program Services Totals	1,923,554	1,731,724
Management and general		
Professional services	17,295	12,516
Office and Postage	9,962	13,110
Management and general totals	27,257	25,626
Fundraising		
Fundraising for donation drive expense	2,812	3,851
Totals	1,953,623	1,761,201

Miscellaneous includes: Payroll fees, service fee, interest and utilities



October 23, 2023 Weekly Report

Departments this Week:

Town Administrator

- Catching up from being out of the office October 11-13.
- Following the Q&A period for RFP 2023-09 - Broad Street Pump Station Replacement project, the bid opening has been extended to Wednesday, November 1, 2023.
- Included in the meeting packet for Monday, October 23 is information regarding a ribbon cutting for Water Well #3.
- Jamey and I will attend the Maryland Coastal Bays Program Report Card Release on Tuesday, October 24, 2023, in West Ocean City.
- Trick-or-Treat hours will be 5-7 PM, Tuesday, October 31
- Kelsey and I will attend the LGIT Meeting in Annapolis on Thursday, November 2
- Heron Park Demolition:
 - DBF will be contacting vendors on the Town's behalf to conduct certain environmental testing on the building (asbestos, lead, etc.) which will be a due diligence consideration for interested demolition contractors. The cost of such is intended to be applied against the grant funding.
 - DBF continues to prepare the bidding documents for the Heron Park Demolition; the intent is to bring them before the Mayor and Council at the November 13, 2023, meeting.
- Most Town offices will be closed on Friday, November 10 in observance of Veterans Day.

Economic and Community Development

- I have been asked by the Maryland State Arts Council to talk about art as an economic driver for our downtown businesses.
- We are still accepting donations for the Parade. The line-up is full.
- Working on all the holiday events including ICE ICE Berlin & NYE.
- Shops open Late on Fridays for November and December offering free tastings of local beer, wine, and Mead.
- SUBMITTED GRANT APPLICATION TO THE WORCESTER COUNTY ARTS COUNCIL FOR LIVE MUSIC AT THE BERLIN FARMERS MARKET
- Met with a local resident who had two photos of the Pitts St. building murals that we will use for the reconstruction this spring.
- Graphic design for event marketing materials including advertisements, posters, and 2024 event rack card.

Electric

- South Main Street: Installed Service
- Little Worth Lane: Installed Service

- Evans Rd: Installed Primary Service & Directional Bore
- North Main Street: Repair Primary Riser
- Sunset Lakes: Disconnect Service
- Various Locations: Tree Trimming & Street Light Repairs
- Power Plant: Maintenance
- Truck and Treat Event: Prep Work

Finance Director

- FY 2023 financial highlights
- FY 2024 1st QTR financial highlights
- Capital projects for FY 2024, project status, funding, and completion dates.
- Finishing audit with PKS and Co.
- Budget amendments for FY 2024
- DBF invoices review and processing
- Credit card payments and processing- Shirley
- Bank reconciliations and journal entries - Melissa
- Electric rate study paperwork and necessary reports for evaluation
 - Working with Booth and Assoc-in process
- Water and electric meter readings- Michelle
- Electric smart meters funding, search for bond or loan
- Smart metering project planning and Tyler integration
- Check processing and credit card payments, review registers, checks, and Town's card payments - Shirley.
- Department meetings scheduled, projects, and planning.
- MD GFOA Conference on Friday 10/20 – finance department attending.
- Budget planning for FY 2025

Human Resources Director

- Created a Maryland Workforce Exchange Account and posted positions.
- Removed K9 Luke from Liability Insurance.
- Interviews for the Building Maintenance and Custodial Worker. We did make an offer to someone and are hopeful they will begin in late October or early November.
- Attended (virtually) the Clear the Smoke Webinar put on by LGIT.
- Attended (virtually) Reasonable Suspicion Webinar put on by Chesapeake Employers Insurance.
- Payroll and Payroll Reports.
- Finalized the insurance process for the wall in the council chambers and made the deductible payment.
- Conducted the 2nd quarter of random drug screenings for employees on 10/17/23.
- Attended the Certified Public Manager Program Lunch on Wednesday, October 18th. It was held at the University of Baltimore Schaffer School for Public Policy.
- Working on a step and grade placement for the FY25 budget.

- Scheduled interviews for the Water Operator Position to take place during the week of Oct. 23-27.

Planning Department

- Issued one Certificate of Occupancy for a new single-family dwelling.
- Issued 10 Permits, including 2 roof permits, 2 fence permits, one inground pool, one excavation permit, one window replacement, one detached garage, one commercial alteration, and one burn permit.
- Issue one Short Term Rental license.
- Met with Frank Lafferty of Verisk to complete a survey of Town Building Codes and procedures.

Public Works

- Due to issues with our automated trash truck, our crew has been tasked with making sure daily trash routes are completed using the two smaller trucks we have available.
- We held interviews for a building maintenance and custodial worker. One candidate was chosen for hire and will start work on 11/1. PW will continue to maintain town bathrooms and facilities daily until he is brought on board.
- All swings and swing hardware (chains, hangers, etc.) were replaced at Stephen Decatur Park. The larger 5-12 swing also had an entanglement hazard that was removed when new frame bolts were installed.
- Spinners to replace the broken yellow spinners at Stephen Decatur Park have been assembled and will be installed in the next couple of weeks when the weather permits for concrete pour.
- Recycling collection continues as normal.
- Normal street sweeping and maintenance of town streets.
- Cutting grass in parks and town-owned areas.
- Picking up litter in parks daily.

Water Resources

- Collected lift station data with DBF for insurance.
- William St lift station punch list with DBF
- Sealed fence around Franklin water tower
- Safety Training for all Water Resources staff
- Pulled pump at West St lift station.
- Changing bad water meters
- Cleaning Well 3 for ribbon cutting.
- Discussing possible discharge permit changes with AquaLaw
- Water tie in Evans Parc (Evans Rd/West St)
- Eight-inch water valve on West St broke.



Check Run Reports for:

10.06.23

10.11.23

10.12.23

CREDIT CARD STATEMENTS

*FULL CHECK RUNS ARE AVAILABLE IN THE ONLINE PACKET ONLY



Town of Berlin, MD

Payment Register

APPKT02828 - 20231006SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Payment Date	Payment Amount	Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					10/06/2023	1,029.16	1,029.16
Payment Type	Payment Number					Payment Date	Payment Amount	Total Vendor Amount
Check						10/06/2023	1,029.16	1,029.16
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
IN220804	COPIER SERVICE	06/30/2023	06/30/2023	0.00	77.28			
IN227584	ABS BILLING SUPERVISOR EQUIPMENT RENTAL	10/05/2023	10/05/2023	0.00	179.88			
IN227585	ABS RENTAL OFFICE EQUIPMENT MAIN TOWN COPIER	10/05/2023	10/05/2023	0.00	640.00			
IN227586	ABS RENTAL EQUIPMENT PLANNING AND ECO DEV COPIE	10/05/2023	10/05/2023	0.00	132.00			
Vendor Number	Vendor Name					Payment Date	Payment Amount	Total Vendor Amount
0000244	ATLANTIC MACHINERY, INC					10/06/2023	183.49	183.49
Payment Type	Payment Number					Payment Date	Payment Amount	Total Vendor Amount
Check						10/06/2023	183.49	183.49
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
103471	LEADER HOSE VAC TRUCK	10/04/2023	10/04/2023	0.00	183.49			
Vendor Number	Vendor Name					Payment Date	Payment Amount	Total Vendor Amount
0002056	AXON ENTERPRISES INC					10/06/2023	424.60	424.60
Payment Type	Payment Number					Payment Date	Payment Amount	Total Vendor Amount
Check						10/06/2023	424.60	424.60
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
INUS192234	SINGLE BAY DOCKS FOR BODY CAM	10/04/2023	10/04/2023	0.00	424.60			
Vendor Number	Vendor Name					Payment Date	Payment Amount	Total Vendor Amount
0002667	BRITTANI BIRCH					10/06/2023	25.00	25.00
Payment Type	Payment Number					Payment Date	Payment Amount	Total Vendor Amount
Check						10/06/2023	25.00	25.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
REFUND 9/18	REPL OLD CK #15853 PARK DEPOSIT	10/05/2023	10/05/2023	0.00	25.00			
Vendor Number	Vendor Name					Payment Date	Payment Amount	Total Vendor Amount
0000463	CARLOS MIR					10/06/2023	500.00	500.00
Payment Type	Payment Number					Payment Date	Payment Amount	Total Vendor Amount
Check						10/06/2023	500.00	500.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
2023--187	CASCADING CARLOS OKTOBERFEST	10/04/2023	10/04/2023	0.00	500.00			
Vendor Number	Vendor Name					Payment Date	Payment Amount	Total Vendor Amount
0000480	CATO OIL CO., INC.					10/06/2023	11,960.91	11,960.91
Payment Type	Payment Number					Payment Date	Payment Amount	Total Vendor Amount
Check						10/06/2023	11,960.91	11,960.91
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
CFSI-2977	TOWN VEHICLE GAS	10/05/2023	10/05/2023	0.00	11,960.91			
Vendor Number	Vendor Name					Payment Date	Payment Amount	Total Vendor Amount
0000505	CHESAPEAKE EMPLOYERS INSURANCE					10/06/2023	2,796.00	2,796.00
Payment Type	Payment Number					Payment Date	Payment Amount	Total Vendor Amount
Check						10/06/2023	2,796.00	2,796.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
448650213	WORKERS COMPENSATION FY23 AUDIT ADJUSTMENTS	10/05/2023	10/05/2023	0.00	2,796.00			

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Vendor Number	Vendor Name					Total Vendor Amount
0003612	CHRISTINA TAYLOR					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND 9/18	REPL OLD CK #20616 PARK DEPOSIT	10/05/2023	10/05/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					85.02
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	85.02			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5177983091	RESTOCK SAFETY FIRST AID CABINET	10/04/2023	10/04/2023	0.00	85.02	
Vendor Number	Vendor Name					Total Vendor Amount
0000377	CLAIRVILLE W BLOXOM					270.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	270.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2162	STRIPING OF 6748	10/04/2023	10/04/2023	0.00	270.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					116.85
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	116.85			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0042978 OCT FY 24	DOWNTOWN WIFI	10/05/2023	10/05/2023	0.00	116.85	
Vendor Number	Vendor Name					Total Vendor Amount
0000586	COMPTROLLER OF MD COMPLIANCE DIVISION					2,525.66
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	2,525.66			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9-18-2023	UNCLAIMED PROPERTY REFUND CHECKS	10/05/2023	10/05/2023	0.00	2,525.66	
Vendor Number	Vendor Name					Total Vendor Amount
0003443	CORE & MAIN LP					9,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	9,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
T552862	SMART WATER METERS	10/04/2023	10/04/2023	0.00	9,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000668	DAVID C GASKILL, ATTORNEY AT LAW					107.52
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	107.52			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0000422	GASKILL FILING & RECORDING FEES	10/05/2023	10/05/2023	0.00	107.52	
Vendor Number	Vendor Name					Total Vendor Amount
0003610	DAWIT SADIK					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	REPLC CHECK 25242 MISPELLED NAME	10/03/2023	10/03/2023	0.00	25.00	

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Vendor Number	Vendor Name					Total Vendor Amount
0003494	DR JACK LEEB					1,030.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	1,030.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3232	PSYCHOLOGICAL NEW RECRUITS	10/04/2023	10/04/2023	0.00	1,030.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003516	EAST COAST MASONRY LLC					24,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	24,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
000491	MASONARY WORK EAST, WEST, SOUTH SIDES OF TOWN H	10/05/2023	10/05/2023	0.00	24,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					8.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	8.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
316310	WATER & COOLER RENTAL FEES	10/04/2023	10/04/2023	0.00	8.75	
Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					355.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	355.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2302402	MONITORING WELL SAMPLES	10/04/2023	10/04/2023	0.00	355.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003376	EVETTE GEDDINS					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND 9/18	REPL OLD CK #21083 PARK DEPOSIT	10/05/2023	10/05/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003611	GARDNER SIGN INC					405.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	405.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
23-1800	BERLIN POLICE TAGS FOR VEHICLES	10/05/2023	10/05/2023	0.00	405.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003613	HONOR MCELROY & JOEL JAMES					10.94
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	10.94			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND 9/18	REPL OLD CK #18452 ELECTRIC REFUND	10/05/2023	10/05/2023	0.00	10.94	
Vendor Number	Vendor Name					Total Vendor Amount
0002578	IAN JANES					750.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	750.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
536	SOUND TECH	10/04/2023	10/04/2023	0.00	750.00	

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Vendor Number	Vendor Name					Total Vendor Amount
0002532	JENSEN KELSEY					471.06
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	471.06			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/3/2023 REIMB	MD SHRM MEETING, MEAL, HOTEL STAY, LAPTOP CHARG	10/04/2023	10/04/2023	0.00	471.06	
Vendor Number	Vendor Name					Total Vendor Amount
0003616	KRISTIL WHEELER					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	10/05/2023	10/05/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001400	MARYLAND MAYORS ASSOCIATION					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/01/2023	MD MAYORS ASSOCIATION	10/05/2023	10/05/2023	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001402	MARYLAND MUNICIPAL ATTORNEYS ASSOCIATION					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9/15/2023	ANNUAL MEMBERSHIP DUES	10/05/2023	10/05/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					578.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	578.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
848762,762,770,848816,817	INSPECTION SERVICES	10/04/2023	10/04/2023	0.00	578.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003076	NCSI					20.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	20.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
38474	PRE EMPLOYMENT BACKGROUND	10/05/2023	10/05/2023	0.00	20.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001625	ONE CALL CONCEPTS, INC.					89.01
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	89.01			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3096166	MISS UTILITY TICKETS	10/04/2023	10/04/2023	0.00	89.01	
Vendor Number	Vendor Name					Total Vendor Amount
0003127	QUADIENT FINANCE USA, INC					500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8273 10/01/2023	POSTAGE TOWN WIDE	10/05/2023	10/05/2023	0.00	500.00	

Payment Register
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Vendor Number	Vendor Name					Total Vendor Amount
0001800	RENEE WINTER					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND 9/18	REPL OLD CK #20171 PARK DEPOSIT	10/05/2023	10/05/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003615	RICHARD CASHEN					16.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	16.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND 9/18	REPL OLD CK #19264 ELECTRIC REFUND	10/05/2023	10/05/2023	0.00	16.80	
Vendor Number	Vendor Name					Total Vendor Amount
0003171	RICKY JARMON					866.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	866.71			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SEPT FY 24	CUSTODIAL SERVICE FOR PD	10/04/2023	10/04/2023	0.00	866.71	
Vendor Number	Vendor Name					Total Vendor Amount
0001819	ROBERT CHREST					1,200.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	1,200.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
065094	SAFETY TRAINING	10/05/2023	10/05/2023	0.00	1,200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002762	SARAH JOHNSON					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND 9/18	REPL OLD CK #15848 PARK DEPOSIT	10/05/2023	10/05/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001978	SOUTHEASTERN TRANSFORMER CO, INC					19,071.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	19,071.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
106471	3-50KVA PAD MOUNT TRANSFORMERS	10/04/2023	10/04/2023	0.00	19,071.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001997	STAPLES BUSINESS CREDIT					1,672.38
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	1,672.38			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1651305356	OFFICE SUPPLIES	10/05/2023	10/05/2023	0.00	1,672.38	
Vendor Number	Vendor Name					Total Vendor Amount
0002557	STATE OF MARYLAND - DEPT OF NATURAL RESOURCES					200.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/06/2023	200.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
120-11	SCALES AND TAILS OKTOBERFEST	10/04/2023	10/04/2023	0.00	200.00	

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Vendor Number 0002022	Vendor Name STUART C IRBY CO					Total Vendor Amount 1,996.00
Payment Type Check	Payment Number		Payment Date 10/06/2023	Payment Amount 1,996.00		
Payable Number S013729709.001	Description INVENTORY STOCK	Payable Date 10/04/2023	Due Date 10/04/2023	Discount Amount 0.00	Payable Amount 1,996.00	
Vendor Number 0002093	Vendor Name THE DISPATCH					Total Vendor Amount 710.00
Payment Type Check	Payment Number		Payment Date 10/06/2023	Payment Amount 710.00		
Payable Number 154567	Description OKTOBERFEST ADS	Payable Date 10/04/2023	Due Date 10/04/2023	Discount Amount 0.00	Payable Amount 142.00	
Payable Number 154677	Description OKTOBERFEST AND PIUMPKIN SCAV ADS	Payable Date 10/04/2023	Due Date 10/04/2023	Discount Amount 0.00	Payable Amount 142.00	
Payable Number 6854	Description OKTOBERFEST AND PIUMPKIN SCAV ADS	Payable Date 10/04/2023	Due Date 10/04/2023	Discount Amount 0.00	Payable Amount 426.00	
Vendor Number 0003594	Vendor Name THE EDELWEISS BAND					Total Vendor Amount 1,500.00
Payment Type Check	Payment Number		Payment Date 10/06/2023	Payment Amount 1,500.00		
Payable Number 755561	Description WCAC CAD 2024-09 OKTOBERFEST BAND	Payable Date 10/04/2023	Due Date 10/04/2023	Discount Amount 0.00	Payable Amount 1,500.00	
Vendor Number 0003614	Vendor Name TREVIN MADDOX					Total Vendor Amount 134.42
Payment Type Check	Payment Number		Payment Date 10/06/2023	Payment Amount 134.42		
Payable Number REFUND 9/18	Description REPL OLD CK #19108 ELECTRIC REFUND	Payable Date 10/05/2023	Due Date 10/05/2023	Discount Amount 0.00	Payable Amount 134.42	
Vendor Number 0002185	Vendor Name TYLER TECHNOLOGIES INC					Total Vendor Amount 668.00
Payment Type Check	Payment Number		Payment Date 10/06/2023	Payment Amount 668.00		
Payable Number 025-440355	Description TYLER SOFTWARE SUPPORT	Payable Date 10/03/2023	Due Date 10/03/2023	Discount Amount 0.00	Payable Amount 668.00	
Vendor Number 0002189	Vendor Name ULINE					Total Vendor Amount 136.46
Payment Type Check	Payment Number		Payment Date 10/06/2023	Payment Amount 136.46		
Payable Number 168795104	Description ROPE SPOOL FOR FLAGPOLES	Payable Date 10/04/2023	Due Date 10/04/2023	Discount Amount 0.00	Payable Amount 136.46	
Vendor Number 0002928	Vendor Name UNIFIRST CORPORATION					Total Vendor Amount 148.34
Payment Type Check	Payment Number		Payment Date 10/06/2023	Payment Amount 148.34		
Payable Number 1430092547	Description UNIFORMS FOR PUBLIC WORKS DEPARTMENT	Payable Date 10/04/2023	Due Date 10/04/2023	Discount Amount 0.00	Payable Amount 148.34	
Vendor Number 0003570	Vendor Name US BANK EQUIPMENT FINANCE					Total Vendor Amount 218.00
Payment Type Check	Payment Number		Payment Date 10/06/2023	Payment Amount 218.00		
Payable Number 511188252	Description COPIER LEASE AND CONTRACT	Payable Date 10/04/2023	Due Date 10/04/2023	Discount Amount 0.00	Payable Amount 218.00	

Payment Register

APPKT02828 - 20231006SW

Vendor Number	Vendor Name					Total Vendor Amount
0003617	VALERIE BEVINS					25.00
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/06/2023 25.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERVATION DEPOSIT	10/05/2023	10/05/2023	0.00	25.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					511.51
Payment Type	Payment Number					Payment Date Payment Amount
Check						10/06/2023 511.51
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P2362222	WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	10/05/2023	10/05/2023	0.00	511.51	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	54	49	0.00	86,591.59
Packet Totals:		54	49	0.00	86,591.59

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-86,591.59
Packet Totals:		-86,591.59



Town of Berlin, MD

Payment Register

APPKT02833 - 20231011SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000196	AQUA-AEROBIC SYSTEMS INCORP					4,123.67
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/11/2023	4,123.67	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1069097	DIGESTER MIXER IMPELLER AND BASE	10/11/2023	10/11/2023	0.00	4,123.67	
Vendor Number	Vendor Name					Total Vendor Amount
0002056	AXON ENTERPRISES INC					10,738.23
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/11/2023	10,738.23	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INUS192476	RENEWAL OF AXON BODY 3 CONTRACT	10/10/2023	10/10/2023	0.00	10,738.23	
Vendor Number	Vendor Name					Total Vendor Amount
0000306	BELAIR ROAD SUPPLY					459.98
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/11/2023	459.98	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
538501	VALVE FOR HYDRANTS	10/11/2023	10/11/2023	0.00	459.98	
Vendor Number	Vendor Name					Total Vendor Amount
0000323	BERLIN AUTOMOTIVE					312.61
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/11/2023	164.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
467458	PARTS FOR VEHICLE REPAIRS	10/11/2023	10/11/2023	0.00	131.24	
Check				10/11/2023	148.59	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
467954,466535,467448	PARTS FOR VEHICLE REPAIRS	10/11/2023	10/11/2023	0.00	148.59	
Check				10/11/2023	164.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5569216	GASKET MATERIAL	10/11/2023	10/11/2023	0.00	32.78	
Vendor Number	Vendor Name					Total Vendor Amount
0000335	BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICE!					30,873.52
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/11/2023	30,873.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1ST QRT ALLOCATION	FY 24 BERLIN EMS FUNDS ALLOCATION	10/11/2023	10/11/2023	0.00	30,873.52	
Vendor Number	Vendor Name					Total Vendor Amount
0000431	BURKE EQUIPMENT COMPANY					529.46
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				10/11/2023	529.46	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3009770	GRASS CUTTERS AND TRACTOR PARTS	10/11/2023	10/11/2023	0.00	529.46	

Payment Register
APPKT02833 - 20231011SW

Vendor Number	Vendor Name					Total Vendor Amount
0000453	CAPITAL ELECTRIC SUPPLY COMPANY					273.55
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	273.55			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S052969474.001	LED STREET LIGHTS	10/10/2023	10/10/2023	0.00	273.55	
Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					290.94
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	290.94			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8406462548	REPLENISH FIRST AID CABINET	10/10/2023	10/10/2023	0.00	290.94	
Vendor Number	Vendor Name					Total Vendor Amount
0000735	DEVIN SYSTEMS					343.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	343.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2318	BLANK CHECK STOCK	10/11/2023	10/11/2023	0.00	343.50	
Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					354.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	354.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2302436	WEEKLY DISCHARGE SAMPLES	10/11/2023	10/11/2023	0.00	354.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000888	FASTENAL					168.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	168.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MDSAS139015	MASTER LOCKS	10/11/2023	10/11/2023	0.00	168.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					75.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	75.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
35026779	GREAT AMERICA COPIER LEASE AGREEMENT	10/10/2023	10/10/2023	0.00	75.60	
Vendor Number	Vendor Name					Total Vendor Amount
0001010	HASTINGS TOWING					200.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	200.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
34153	TOW WW F450 TO PITTSVILLE	10/10/2023	10/10/2023	0.00	200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001083	J & A BOTTLELESS WATER COOLERS INC					168.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	168.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
66886	WATER COOLER QUARTERLY RENTAL	10/11/2023	10/11/2023	0.00	168.00	

Payment Register
APPKT02833 - 20231011SW

Vendor Number	Vendor Name					Total Vendor Amount
0003474	LAUREN MCCARTHY					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND 10/9	PARK RESERATION DEPOSIT	10/10/2023	10/10/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001390	MARYLAND CHIEFS OF POLICE ASSOC					207.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	207.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/5/2023	ENTRY LEVEL TESTS FOR POLICE OFFICER	10/10/2023	10/10/2023	0.00	207.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001394	MARYLAND DEPT OF THE ENVIRONMENT					50.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	50.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0230001 CERTIFICATE	MDE CERTIFICATION APP CROMBLAD	10/11/2023	10/11/2023	0.00	50.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					1,003.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	1,003.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
848954,956,957, 848907	INSPECTION SERVICES	10/11/2023	10/11/2023	0.00	1,003.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,620.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	3,620.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 10-08-2023	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	10/10/2023	10/10/2023	0.00	3,620.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000804	ONSOLVE INTERMEDIATE HOLDING COMPANY					3,620.70
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	3,620.70			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15291064	CODERED ANNUAL CONTRACT FY24	10/10/2023	10/10/2023	0.00	3,620.70	
Vendor Number	Vendor Name					Total Vendor Amount
0003532	PARKSIDE CTE					68.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	68.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1011	PANSY PLANT FOR PARKS	10/11/2023	10/11/2023	0.00	68.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001688	PFALLER MEGHAN					135.95
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	135.95			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	BOOTS FOR MONTRELL MOORE	10/11/2023	10/11/2023	0.00	135.95	

Payment Register
APPKT02833 - 20231011SW

Vendor Number	Vendor Name					Total Vendor Amount	
0001700	PIPING & CORROSION SPECIALTIES INC					1,240.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/11/2023	1,240.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
20644	POWER PLANT FUEL LINE CATHODIC PROTECTION SURVE'	10/11/2023	10/11/2023	0.00	1,240.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001740	PUBLIC SERVICE COMMISSION					250.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/11/2023	250.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
1-102	PSC SERVICES 7/1/2023 - 9/30/2023	10/11/2023	10/11/2023	0.00	250.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001757	RACETRACK AUTO CENTER					2,555.73	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/11/2023	2,555.73
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
152385, 152150	VEHICLE MAINTENANCE	10/10/2023	10/10/2023	0.00	2,555.73		
Vendor Number	Vendor Name					Total Vendor Amount	
0002795	SANDPIPER ENERGY INC					1,223.77	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/11/2023	1,223.77
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
06-605972-74395-1 OCT FY 2	POWER PLANT GAS SUPPLY	10/10/2023	10/10/2023	0.00	1,223.77		
Vendor Number	Vendor Name					Total Vendor Amount	
0001978	SOUTHEASTERN TRANSFORMER CO, INC					143.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/11/2023	143.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
106470	CAPACITOR DISPOSAL	10/10/2023	10/10/2023	0.00	143.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003461	TECHMD					341.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/11/2023	341.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
230287	SERVER HARDWARE REPLACEMENT	10/10/2023	10/10/2023	0.00	341.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002165	TOWN OF OCEAN CITY MD					489.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/11/2023	489.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
127122,00706281	TIPPING FEE WHEN BORROWED TRASH TRUCK	10/11/2023	10/11/2023	0.00	489.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002894	TPC WIRE & CABLE CORP					3,425.23	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						10/11/2023	3,425.23
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
814111	CABLE FOR MOLE	10/10/2023	10/10/2023	0.00	3,425.23		

Payment Register
APPKT02833 - 20231011SW

Vendor Number	Vendor Name					Total Vendor Amount
0003383	TRANSFORMER MAINTENANCE & SERVICE INC					84.91
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	84.91			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
67983	TRANSFORMER GROUND STRAPS & BOLTS	10/11/2023	10/11/2023	0.00	84.91	
Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					45.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	45.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 10-08-2023	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	10/10/2023	10/10/2023	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002231	VA MD & DE ASSOC OF ELECTRIC COOPERATIVES					1,200.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	1,200.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
27496	LINEMAN TRAINING CLASSES	10/11/2023	10/11/2023	0.00	1,200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002252	VERIZON WIRELESS-720117503-00001					527.53
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	527.53			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9945182846	MDT SERVICE	10/11/2023	10/11/2023	0.00	527.53	
Vendor Number	Vendor Name					Total Vendor Amount
0003618	WILLIAM BURKE					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REFUND	PARK RESERATION DEPOSIT	10/10/2023	10/10/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					11,419.95
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		10/11/2023	11,419.95			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124 SEPT FY 24	RECYCLE, REFUGE, AND CAN PULLS	10/10/2023	10/10/2023	0.00	11,419.95	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	38	37	0.00	80,610.83
Packet Totals:		38	37	0.00	80,610.83

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-80,610.83
Packet Totals:		-80,610.83



Town of Berlin, MD

Payment Register

APPKT02835 - 20231012SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number		Vendor Name	Total Vendor Amount	
0002338		WISE RONDELL	203.60	
Payment Type	Payment Number		Payment Date	Payment Amount
Check			10/12/2023	203.60
Payable Number	Description		Payable Date	Due Date
10/5/2023	WAGES CONTRACTUAL		10/12/2023	10/12/2023
			Discount Amount	Payable Amount
			0.00	203.60

Payment Register

APPKT02835 - 20231012SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	203.60
Packet Totals:		1	1	0.00	203.60

Fund	Name	Amount
98	POOLED CASH	-203.60
Packet Totals:		-203.60



Town of Berlin, MD

Payment Register

APPKT02830 - 20231006SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0003109	JAMES BRADFORD FARM TRUST	2,022.50			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		10/06/2023	2,022.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
OCT BOUNDS PAYMENT	JAMES BOUNDS BOND SPRAY SITE	10/06/2023	10/06/2023	0.00	2,022.50

Vendor Number	Vendor Name	Total Vendor Amount			
0003110	JESSE JONES FARM TRUST	2,022.50			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		10/06/2023	2,022.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
OCT BOUNDS PAYMENT	JAMES BOUNDS BOND SPRAY SITE	10/06/2023	10/06/2023	0.00	2,022.50

Payment Register

APPKT02830 - 20231006SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	4,045.00
Packet Totals:		2	2	0.00	4,045.00

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-4,045.00
Packet Totals:		<u>-4,045.00</u>

Billing Questions:

800-854-7642

Send Billing Inquiries To:**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$2,354.22
- Payments	\$2,354.22
- Other Credits	\$0.00
+ Purchases	\$2,763.11
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$2,763.11

Account Number XXXX XXXX XXXX
 Credit Limit \$5,000.00 \$2,236.00
 Available Credit September 8, 2023 29
 Statement Closing Date
 Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$2,763.11
 Minimum Payment Due: \$138.00
Payment Due Date: October 4, 2023

MESSAGES

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

TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$2,354.22-
08/10	08/11	05436846ZBLKPSNVV	WM SUPERCENTER #2560 BERLIN MD	\$365.58
08/10	08/11	75306376Z50PWZQQR	MARYLAND CHIEFS OF POL 667-3143216 MD	\$450.00
08/10	08/11	82305096Y000AMRJ6	SP MYCUSTOMGOLFBALL EDEN PRAIRIE MN	\$370.18
08/17	08/17	5543286755YA3JEHM	TST* J & M MEAT MARKET BERLIN MD	\$112.36
08/17	08/17	5230186760EWSZD22	SUNOCO 8001347602 QPS BERLIN MD	\$11.96
08/17	08/17	527048776RQEBJTFS	DUNKIN #355321 Q35 OCEAN CITY MD	\$30.06
08/21	08/21	75504997AS66GTJN7	MVA SALISBURY 800-1234567 MD	\$100.00
08/25	08/25	55432867D60QG7NF6	CHEWY.COM 800-672-4399 FL	\$155.98

Transactions continued on next page

BANK OF OCEAN CITY
 PO BOX 2360
 OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
 New Balance: \$2,763.11
 Minimum Payment Due: \$138.00
Payment Due Date: October 4, 2023

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
 PO BOX 71205
 CHARLOTTE NC 28272-1205

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

Account Number:

XXXX XXXX XXXX

TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/26	08/26	55446417EN68JZ6T8	GALLS LEXINGTON KY	\$133.03
08/27	08/27	55446417FN6EY39L7	GALLS LEXINGTON KY	\$160.99
08/27	08/27	55446417FN6GPABRV	GALLS LEXINGTON KY	\$307.97
09/06	09/06	85504997SS66LNJV4	DRIVEEZMD REBILL 5555555555 MD	\$25.00
09/07	09/07	82711167S000FDW1T	SP BESTFLAG NASHVILLE TN	\$540.00

INTEREST CHARGE CALCULATION

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.74% (v)	\$0.00	29	\$0.00
Cash Advances	25.24% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	23.49% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	19.99% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	19.99% (v)	\$0.00	29	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,172.11
- Payments	\$1,172.11
- Other Credits	\$72.57
+ Purchases	\$1,014.55
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$941.98

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$466.00
Statement Closing Date September 8, 2023 29
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$941.98
Minimum Payment Due: \$47.00
Payment Due Date: **October 4, 2023**

MESSAGES

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TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/23	08/23	55432867B5ZXNM9AQ	AMAZON.COM AMZN.COM/BILL WA CREDIT	\$72.57-
08/24	08/24	85421207Q00XSZ2P6	PAYMENT - THANK YOU	\$1,172.11-
08/21	08/21	5543286795ZANQ92N	AMZN MKTP US*TQ8CC2XE0 AMZN.COM/BILL WA	\$109.57
08/21	08/21	5543286795ZBV0J2Q	AMAZON.COM*TQ4437XR0 AMZN.COM/BILL WA	\$72.57
08/22	08/22	52708247BRQEB8BQQ	ROYAL FARMS #178 BERLIN MD	\$44.00
08/26	08/26	55429507ES0MMXLR8	MGH INC 4109025000 MD	\$675.00
09/01	09/01	52708247MRQEBQGT4	ROYAL FARMS #178 BERLIN MD	\$41.92
09/07	09/07	55310207S2DKMTQLE	AMAZON.COM*TL0NV3D21 SEATTLE WA	\$71.49

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$941.98
Minimum Payment Due: \$47.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$865.65
- Payments	\$865.65
- Other Credits	\$0.00
+ Purchases	\$281.33
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$281.33

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00\$1,218.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$281.33
Minimum Payment Due: \$25.00
Payment Due Date: **October 4, 2023**

MESSAGES

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TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$865.65-
08/14	08/14	053146173EHVMZZEB	THE ADKINS COMPANY BERLIN MD	\$50.07
08/15	08/15	527048774WHL2NXKG	SHERWIN WILLIAMS 70528 OCEAN CITY MD	\$85.36
08/21	08/21	05416017943A7M1P8	WAL-MART #2560 BERLIN MD	\$108.41
09/01	09/01	05314617MEHY347QT	THE ADKINS COMPANY BERLIN MD	\$37.49

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$281.33
Minimum Payment Due: \$25.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,221.50
- Payments	\$1,221.50
- Other Credits	\$9.57
+ Purchases	\$1,077.30
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,067.73

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00\$3,845.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$1,067.73
Minimum Payment Due: \$53.00
Payment Due Date: **October 4, 2023**

MESSAGES

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TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$1,221.50-
09/02	09/02	05587457M0000073A	LUX REWARDS CASHBACK EASYSAVINGS CREDIT	\$9.57-
			2309 7.60 826 1.25 CREDIT	
08/15	08/15	5543286735XF6TDVW	HP *INSTANT INK 855-785-2777 CA	\$13.77
08/16	08/16	554295074LVX3Z69K	SHUTTERFLY, INC. 6506105200 CA	\$87.69
08/20	08/20	5543286785YXYKGYD	AMZN MKTP US*TQ7A514O1 AMZN.COM/BILL WA	\$160.11
08/21	08/21	05416017943A7M0RA	WAL-MART #2560 BERLIN MD	\$31.08
08/21	08/21	52707157A09FNZNGN	THE HOME DEPOT #2578 BERLIN MD	\$19.05

Transactions continued on next page

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$1,067.73
Minimum Payment Due: \$53.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/30	08/30	75418237J59498G6N	EIG*CONSTANTCONTACT.CO WALTHAM MA	\$76.00
08/31	08/31	55310207K2DZM96W8	AMZN MKTP US*T39137WY0 AMZN.COM/BILL WA	\$109.93
08/31	08/31	82305097K000Q6XDZ	CANVA* I03894-39464601 CAMDEN DE	\$238.00
09/06	09/06	55310207T2DK9GFQ9	BANNERSONTHECHEAP.COM 877-710-1876 TX	\$211.78
09/07	09/07	55310207S2DKE8G3F	AMAZON.COM*TR7XP9LI2 SEATTLE WA	\$129.89

INTEREST CHARGE CALCULATION

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.74% (v)	\$0.00	29	\$0.00
Cash Advances	25.24% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	23.49% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	19.99% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	19.99% (v)	\$0.00	29	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$3,804.68
- Payments	\$3,804.68
- Other Credits	\$0.00
+ Purchases	\$1,110.42
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,110.42

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00\$3,829.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$1,110.42
Minimum Payment Due: \$56.00
Payment Due Date: **October 4, 2023**

MESSAGES

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TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/24	08/24	85421207Q00XSZ2P6	PAYMENT - THANK YOU	\$3,804.68-
08/15	08/15	85544027401KFGTWL	STROBES N MORE 877-995-7630 RI	\$417.45
08/15	08/15	25247807300Y73683	WEATHERTECH BOLINGBROOK IL	\$236.90
08/15	08/15	25247807300Y7369M	WEATHERTECH BOLINGBROOK IL	\$209.90
08/17	08/17	5543286755Y8NZGQT	AMZN MKTP US*TQ44B4342 AMZN.COM/BILL WA	\$44.97
08/20	08/20	5543286785YZGGMB2	AMZN MKTP US*TQ20C1AY0 AMZN.COM/BILL WA	\$106.46
08/24	08/24	55429507DN1LE849Z	SATELLITE INDUSTRIES I MINNEAPOLIS MN	\$81.27
09/06	09/06	02305377S00HZ9Q2A	TRACTOR SUPPLY CO #181 BERLIN MD	\$13.47

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$1,110.42
Minimum Payment Due: \$56.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

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PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,187.36
- Payments	\$1,187.36
- Other Credits	\$339.98
+ Purchases	\$2,541.42
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$2,201.44

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00\$2,675.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$2,201.44
Minimum Payment Due: \$110.00
Payment Due Date: **October 4, 2023**

MESSAGES

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TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/15	08/15	85544027401KFGSQM	STROBES N MORE 877-995- CREDIT	\$339.98-
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$1,187.36-
08/09	08/11	85544026Y01FH0FSJ	STROBES N MORE 877-995-7630 RI	\$1,419.14
08/14	08/14	5550080732LR0BL1L	HOW SWEET IT IS EDEN MD	\$319.98
08/16	08/16	554838275BLH1ZHFF	WAL-MART #2560 BERLIN MD	\$11.97
08/16	08/16	053146175EHWGB3GT	THE ADKINS COMPANY BERLIN MD	\$17.77
08/16	08/16	527048775RQEBNFPS	DUNKIN #355321 Q35 OCEAN CITY MD	\$26.78
08/21	08/21	55432867A5ZFKLQ2W	FOOD LION #1206 SELBYVILLE DE	\$45.98

Transactions continued on next page

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$2,201.44
Minimum Payment Due: \$110.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

S Account Number: XXXX XXXX XXXX

TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/23	08/23	55432867B5ZRHDSD3	AMZN MKTP US*TQ1D31B31 AMZN.COM/BILL WA	\$545.56
08/25	08/25	05314617EEHXNFLBH	THE ADKINS COMPANY BERLIN MD	\$9.99
08/25	08/25	05314617EEHXNFL8Y	THE ADKINS COMPANY BERLIN MD	\$16.98
08/31	08/31	85504997LX2KRMT5N	ROMMEL S 7739 SELBYVILLE DE	\$30.99
09/06	09/06	55463157S606YLXZX	QUICKLANE OF PITTSVILL PITTSVILLE MD	\$96.28

INTEREST CHARGE CALCULATION

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.74% (v)	\$0.00	29	\$0.00
Cash Advances	25.24% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	23.49% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	19.99% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	19.99% (v)	\$0.00	29	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$142.40
- Payments	\$142.40
- Other Credits	\$0.00
+ Purchases	\$274.97
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$274.97

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00\$1,225.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$274.97
Minimum Payment Due: \$25.00
Payment Due Date: **October 4, 2023**

MESSAGES

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TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$142.40-
08/13	08/13	5543286715WZDTX3A	AMZN MKTP US*TO8DO6LV1 AMZN.COM/BILL WA	\$28.61
08/14	08/14	5543687727L85XGTZ	PLAK THAT LLC OCEAN CITY MD	\$73.58
09/07	09/07	55432867S5SW74HJJ	TST* J & M MEAT MARKET BERLIN MD	\$172.78

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$274.97
Minimum Payment Due: \$25.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$2,550.86
- Payments	\$2,550.86
- Other Credits	\$0.00
+ Purchases	\$1,549.60
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,549.60

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00\$3,450.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$1,549.60
Minimum Payment Due: \$77.00
Payment Due Date: **October 4, 2023**

MESSAGES

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TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$2,550.86-
08/10	08/11	55500376YRBGHR5V4	WAWA 589 EASTON MD	\$13.61
08/11	08/11	55432866Z5WQ5823R	PARKMOBILE 770-818-9036 MD	\$4.45
08/11	08/11	55432866Z5WQ58261	PARKMOBILE 770-818-9036 MD	\$4.45
08/11	08/11	55432866Z5WQ5827K	PARKMOBILE 770-818-9036 MD	\$4.45
08/17	08/17	5543286755Y8N19MA	AMZN MKTP US*TQ24W1362 AMZN.COM/BILL WA	\$361.46
08/23	08/23	55432867B5ZX7LT2D	AMZN MKTP US*TQ0GX1691 AMZN.COM/BILL WA	\$35.01
08/25	08/25	05410197D320QWHGK	STAPLS7613822716000001 877-8267755 NJ	\$98.30
09/07	09/07	55263527SN0HDYAM3	ADP PAYROLL & TAX S 973-974-7265 NJ	\$1,027.87

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$1,549.60
Minimum Payment Due: \$77.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$986.28
- Payments	\$986.28
- Other Credits	\$0.00
+ Purchases	\$151.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$151.00

Account Number XXXX XXXX XXXX
Credit Limit \$10,000.00\$9,849.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$151.00
Minimum Payment Due: \$25.00
Payment Due Date: October 4, 2023

MESSAGES

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TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/24	08/24	85421207Q00XSZ2P6	PAYMENT - THANK YOU	\$986.28-
08/31	08/31	55432867K6262R0EH	IN *D3CORP 410-2132400 MD	\$125.00
09/05	09/05	55506297RM4SX41AV	BERLIN AUTO WASH BERLIN MD	\$26.00

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$151.00
Minimum Payment Due: \$25.00
Payment Due Date: October 4, 2023

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,482.46
- Payments	\$1,482.46
- Other Credits	\$0.00
+ Purchases	\$455.25
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$455.25

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00\$1,044.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$455.25
Minimum Payment Due: \$25.00
Payment Due Date: **October 4, 2023**

MESSAGES

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

TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$1,482.46-
08/28	08/28	52708247HRQEBAVLM	ROYAL FARMS #178 BERLIN MD	\$106.50
08/30	08/30	02305377K00H12APY	BJS WHOLESALE #0197 MILLSBORO DE	\$323.06
08/31	08/31	55432867K626G6RQT	FOOD LION #0658 BERLIN MD	\$25.69

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$455.25
Minimum Payment Due: \$25.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$288.00
- Payments	\$288.00
- Other Credits	\$0.00
+ Purchases	\$0.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$0.00

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00\$1,500.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$0.00
Minimum Payment Due: \$0.00
Payment Due Date: **October 4, 2023**

MESSAGES

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TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$288.00-

INTEREST CHARGE CALCULATION

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.74% (v)	\$0.00	29	\$0.00
Cash Advances	25.24% (v)	\$0.00	29	\$0.00

(v) - variable

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$0.00
Minimum Payment Due: \$0.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$993.06
- Payments	\$1,986.12
- Other Credits	\$99.83
+ Purchases	\$613.98
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$478.91-

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00\$1,907.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$478.91-
Minimum Payment Due: \$0.00
Payment Due Date: **October 4, 2023**

MESSAGES

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TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$993.06-
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$993.06-
08/31	08/31	02305377L01EZWEJY	TRACTOR SUPPLY CO #181 BERLIN MD CREDIT	\$9.49-
09/06	09/06	55432867T5SH9HZSR	AMZN MKTP US AMZN.COM/BILL WA CREDIT	\$90.34-
08/16	08/16	02305377500J4TW2D	TRACTOR SUPPLY CO #181 BERLIN MD	\$9.49
08/16	08/16	527082475RQEB5M7F	ROYAL FARMS #178 BERLIN MD	\$45.50
08/22	08/22	55432867A5ZMXA8EX	AMZN MKTP US*TQ4XX7QH0 AMZN.COM/BILL WA	\$27.00

Transactions continued on next page

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$478.91-
Minimum Payment Due: \$0.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account
Number: XXXX XXXX XXXX

TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/24	08/24	55432867Q60735661	AMZN MKTP US*T35S54ZG2 AMZN.COM/BILL WA	\$148.46
08/28	08/28	55432867G61AXXK4V	AMZN MKTP US*T33EB2AV1 AMZN.COM/BILL WA	\$97.45
08/28	08/28	05314617HEHV8QJVZ	THE ADKINS COMPANY BERLIN MD	\$35.14
08/30	08/30	15270217J00P0Q7PL	EBAY O*20-10473-17580 SAN JOSE CA	\$210.94
08/31	08/31	52708247LRQEBBWNY	ROYAL FARMS #178 BERLIN MD	\$40.00

PLEASE DO NOT PAY, AS OF THIS STATEMENT DATE YOUR ACCOUNT HAS A CREDIT BALANCE.

INTEREST CHARGE CALCULATION

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.74% (v)	\$0.00	29	\$0.00
Cash Advances	25.24% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	23.49% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	19.99% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	19.99% (v)	\$0.00	29	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$482.50
- Payments	\$482.50
- Other Credits	\$0.00
+ Purchases	\$48.62
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$48.62

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00\$1,451.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$48.62
Minimum Payment Due: \$25.00
Payment Due Date: **October 4, 2023**

MESSAGES

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

TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/25	08/25	85421207D00XSZQFL	PAYMENT - THANK YOU	\$482.50-
08/17	08/17	5543286755Y7HWAFJ	SQ *BAKED DESSERT CAFE BERLIN MD	\$48.62

INTEREST CHARGE CALCULATION

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	19.99% (v)	\$0.00	29	\$0.00

(v) - variable

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$48.62
Minimum Payment Due: \$25.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,054.91
- Payments	\$1,054.91
- Other Credits	\$0.00
+ Purchases	\$1,820.97
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,820.97

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00\$3,179.00
Available Credit September 8, 2023 29
Statement Closing Date
Days in Billing Cycle

PAYMENT INFORMATION

New Balance: \$1,820.97
Minimum Payment Due: \$91.00
Payment Due Date: **October 4, 2023**

MESSAGES

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

TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/24	08/24	85421207Q00XSZ2P6	PAYMENT - THANK YOU	\$1,054.91-
08/14	08/14	0543684728PLVEJVE	CAPITAL ELEC BERLIN BERLIN MD	\$300.90
08/16	08/16	02305377500J4TVZW	TRACTOR SUPPLY CO #181 BERLIN MD	\$588.91
08/17	08/17	053146176EHW9T8DA	THE ADKINS COMPANY BERLIN MD	\$26.16
08/22	08/22	55432867A5ZN82JV4	IN *COMPLIANCE ASSURAN 901-3819960 AL	\$905.00

BANK OF OCEAN CITY
PO BOX 2360
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX
New Balance: \$1,820.97
Minimum Payment Due: \$91.00
Payment Due Date: **October 4, 2023**

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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