



**BERLIN MAYOR AND COUNCIL**  
**Meeting Agenda**

**Berlin Town Hall**  
**10 William Street**  
**Monday, September 25, 2023**

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

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

- 1. 7:05 PM CONSENT AGENDA:**
  - a) Approval of Minutes for Regular Session of 9.11.23
- 2. 7:10 PM PRESENTATION(S):**
  - a) Recognition of Volunteer Service Award – Mayor Zack Tyndall
  - b) Citation – Years of Service to Parks Commission, Bruce Hyder – Mayor Zack Tyndall
- 3. 7:20 PM SWEARING IN CEREMONY:** Newly Appointed Boards, Commission, and Committee Members – Mayor Zack Tyndall
- 4. 7:30 PM DISCUSSION:** LIG Multi-Year Plan - Mayor Zack Tyndall and Finance Director Natalie Saleh
- 5. 8:00 PM ITEM(S) FOR APPROVAL:**
  - a) Motion 2023-38: Annual Event Approval – Economic & Community Development Director Ivy Wells
  - b) Motion 2023-42: Three-Year Maryland Department of Transportation (MDOT) Salt Agreement – Public Works Director Jimmy Charles
  - c) Motion 2023-43: Special Projects Coordinator Job Description – Human Resources Director Kelsey Jensen & Town Administrator Mary Bohlen
  - d) Motion 2023-44: Authorize the Application for Federal Funds from US Department of Transportation, Reconnecting Communities & Neighborhoods for Community Planning Project – Town Administrator Mary Bohlen and TRAIN Representative Patti Stevens
- 6. 8:15 PM REPORTS:** Town Administrator's Report, Departmental Reports
- 7. 8:20 PM COMMENTS FROM THE PUBLIC**

Any person who may wish to speak on a matter at the Regular Session may be heard during COMMENTS FROM THE PUBLIC for a period of five (5) minutes or such time as may be deemed appropriate by the Mayor. Anyone wishing to be heard shall state their name, street name, and subject on which they wish to speak.
- 8. 8:30 PM COMMENTS FROM THE COUNCIL**
- 9. 8:40 PM COMMENTS FROM THE MAYOR**
- 10. 8:50 PM COMMENTS FROM THE PRESS**
- 11. 9:00 PM ADJOURNMENT**

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





**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, September 11, 2023**

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

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

**Staff Present:** Town Administrator Mary Bohlen, Economic & Community Development Director Ivy Wells, Finance Director Natalie Saleh, Planning Director David Englehart, Public Works Director Jimmy Charles, Water Resources Director Jamey Latchum, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Administrative Assistant Kate Daub, and Executive Administrative Assistant Sara Gorfinkel.

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

**1. Consent Agenda:**

**A) Approval of Minutes for:**

1. Regular Session of 8.21.23
2. Work Session of 8.28.23
3. Regular Session of 8.28.23

On the motion of Councilmember Orris, second by Councilmember Nichols, 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>	5				

**2. Discussion:**

**a) Stormwater Ditch Maintenance**

Mr. Steven LeMasters was present at the meeting on behalf of EA Engineering. He reported that the draft map included in the meeting packet reflects areas in the corporate limits of the Town of Berlin that are within a Public Drainage Association (PDA), and locations of storm drainpipes, major waterways, or channels. Mayor Tyndall asked if the map was in Geographic Information System (GIS) format; Mr. LeMasters answered the map is GIS information, however, he acknowledged the map was created in 2006 and is not up to date. Mayor Tyndall suggested the map be added to the town website

to ensure citizens have access to information that may help them determine whether their ditch is public or private, as well as how the ditch may be managed.

Councilmember Knerr asked if the map shows privately owned ditches; Mr. LeMasters answered the map shows ditches that were identified as part of the Army Corps Study completed in 2006, adding they have located ditches within certain areas since that time such as the one on Maple Avenue. Vice President Burrell shared he is concerned with putting the burden of ditch management on property owners who may have limited physical or financial resources, particularly senior citizens. Mayor Tyndall asked Mr. LeMasters if he had any suggestions as to how the town could address Vice President Burrell's concern; Mr. LeMasters stated it is his opinion that it would be up to the town to set its own rules and regulations regarding ditch management responsibilities.

Town Administrator Mary Bohlen made the Council aware that it would require a significant increase in equipment and personnel needs should the town take on the maintenance of privately owned ditches. Mayor Tyndall suggested investigating the possibility of micro-grant programs or other available resources to provide citizens with the assistance they need; he asked the Council to develop a list of resources that may be helpful which he said can be made accessible on the town website. Mayor Tyndall acknowledged the map is a draft and asked what would be needed to make it more robust; Mr. LeMasters said the map can be updated using the documents submitted as part of the stormwater management designs for development, however, he clarified there would still be a gap in the timeframe, specifically between the years of 2006 and 2013. Mayor Tyndall recommended that the current version of the map be added to the website, and he encouraged citizens to report any discrepancies that exist which will assist the town in moving forward with the development of an updated version.

- b) Open Letter to the Council regarding Heron Park from Mayor Zack and Councilmembers Green & Orris  
Mayor Tyndall explained that an open letter regarding Heron Park was written on behalf of Councilmembers Green, Councilmember Orris, and himself, to the other members of the Council who voted in majority to end contract negotiations with Coastal Ventures Properties and begin moving forward with the demolition of the property. He asked Ms. Bohlen to bring the Council up to speed as to where the town currently stands with the demolition bid portion of the project. Ms. Bohlen reported they have been in contact with Davis, Bowen, and Friedel, Inc. (DBF) and met with their engineers on-site to begin working on drawings and other documents that will be needed to get the demolition process moving. Mayor Tyndall referred to the budget estimate document that was used at the time the town applied for the demolition grant; he said the budget estimate created in October 2020 noted a demolition cost of \$552,840.

Mayor Tyndall continued by reviewing the high points of the letter which was also included in the meeting packet. He said additional changes have been made to the proposed contract of sale, most notably the sale price which he said now includes the appraised value of \$1.2 million. He continued by saying line item 2C of the contract indicates that the buyer agrees that parcel 57 shall have a rear setback of one hundred feet in perpetuity and stated that a residential component will be incorporated into the redevelopment of the property. Mayor Tyndall said line item 2F includes the transfer of two sewer equivalent dwelling units (EDUs) from parcel 57, adding one EDU would go to parcel 410 and the other would go to parcel 191. Lastly, he said line item 2G states that the seller shall convey thirty-four sewer EDUs and the buyer will be responsible for the purchase of any additional EDUs.

He stated that engineers from DBF were on-site to evaluate the existing building following the last Mayor and Council Regular Session meeting on August 28, 2023, to begin preparing documents to take the demolition of the building to bid. Mayor Tyndall said DBF believes it is unlikely that the town would be able to demolish the entire building within the available grant funds and believes that the town will have to spend money to secure and stabilize the remaining portion of the building if the entire demolition cannot be accomplished within the available funding.

Councilmember Green shared that he was very disappointed with the decision the Council made to end contract talks with Coastal Ventures Properties, LLC., but said he is hopeful they can continue working on the demolition portion of the project and make the best out of the situation that he believes was a disappointing outcome. He acknowledged that Mr. Palmer Gillis with Coastal Ventures Properties had reached out to many of the councilmembers to see if there was an opportunity to revisit talks and said he was made aware that there had been a potential reconsideration which is why the contract was back on the meeting agenda. He said he received a great letter from Planning Commission member Matt Stoehr and read a portion of the letter aloud to the Council. In summary, Mr. Stoehr shared that he believes Berlin does not appear to be in a financial position to take on the risk of demolition, adding that he sees a potential sale of parcel 57 and development of the project as a reduction of unknown financial risk, immediate reduction of the debt and an increase of the town's future tax base without annexation. Councilmember Green said he agrees with Mr. Stoehr's statement.

Councilmember Orris said he stands by the statements he shared on social media. He revealed that he walked the Heron Park property over the weekend and reread old newspaper articles dating back to 2019 and 2020 when the town was faced with the increased tax rate situation, adding a debate at the time was whether the town should spend \$140,000 to demolish the buildings on the property. He said residents had expressed to him that they would be in favor of selling parcel 57 and acknowledged that he was ready to revisit the discussion after he heard there was a possible reconsideration by a member of the Council.

Councilmember Nichols stated she has had time to mull things over since having a conversation with Mr. and Mrs. Gillis and talking with people from the community; she said she stands by her initial vote and has not changed her position.

Councilmember Knerr said he had a great discussion with Palmer Gillis which was centered around the potential uses of parcel 57, however, he stated the big unknown for him is the EDUs. He asked Mr. Gillis if the intention was to demolish the entire building or simply clean it up; Mr. Gillis answered that the scope of his plan for demolition had been shared and could best be considered as select demolition. Mr. Gillis said there are parts of the building he feels have potential for repurposing but said select demolition can sometimes cost more than total demolition. He continued by saying that the EDUs come with the purchase of the property just as they did with the town bought it in 2010.

Councilmember Knerr stated that he feels he and Mr. Gillis have one thing in common which is they do not want to leave anything on the table when negotiating a contract. He said there is an exorbitant amount of EDUs on parcel 57 and believes they should be paid for; he proposed including five EDUs with the sale of the property and transferring the remaining EDUs back to the town. Mr. Gillis responded by saying the number of EDUs was presented as part of one package when contract negotiations first began, and he does not know how to answer Councilmember Knerr's proposal because the future uses of the property have not been confirmed. Mr. Gillis said taking away the

quantity of EDUs proposed is extreme and does not leave him with the latitude they would want to pursue for the property. Councilmember Knerr said he is struggling to leave thirty-six EDUs on the table. Mr. Gillis disclosed that he would be willing to consider a reduction of EDUs, however, he said he cannot see going down to five.

A lengthy discussion followed concerning the number of EDUs that should be included as part of the sale for parcel 57. Mayor Tyndall emphasized that DBF Engineering is hopeful the town can possibly accomplish the demolition for the amount of money available through grant funding but said DBF has expressed it would likely not be possible without any additional out-of-pocket costs. Ms. Bohlen clarified that DBF had indicated monies may need to be shifted to shore up support systems rather than demo the entire building to keep the cost of demolition within the amount available through the grant. Councilmember Orris said he was of the understanding that the purpose of the demolition grant was to drive economic activity and asked if the town would be in violation of the conditions of the grant should the town choose to move forward on its own. Ms. Bohlen answered the town would not be in violation because the demolition would improve the property to drive future economic development.

Vice President Burrell shared that he has had mixed emotions about the letter to the Council. He said the Council is made up of decision-makers and strongly believes in the outcome of a majority vote, adding that he is bound to support the decisions the group makes. He continued by saying Heron Park is a legacy property that the town had no immediate intention of selling. Vice President Burrell said he feels the Council voted to do the right thing for the Town of Berlin at the last meeting but said he does not feel the proposed contract is a good deal for the town. He confirmed that he stands by his vote against moving forward with Coastal Ventures Properties, however, he said that he would have supported the decision made by the Council had the outcome of the vote not gone in his favor.

Mayor Tyndall clarified that the decision to revisit the discussion was made because a member of the Council may be reconsidering their vote, in conjunction with the concerns he and Councilmembers Green and Orris have about the level of risk and financial impact that the town of Berlin is taking on by not moving forward with Coastal Ventures Properties. Councilmember Knerr asked if Mr. Gillis would be willing to take a further reduction in EDUs and asked Mr. Gillis to provide a number that he would be comfortable with. Mr. Gillis said he feels he is negotiating against himself and cannot answer the question without knowing what the uses of the property will be.

Councilmember Green said he feels they are spinning wheels as they continue with the discussion; he shared he has trusted Mr. Gillis and his team with the property and does not believe it is fair to say that they are disrespectful by bringing the discussion back, adding they were informed there may be an opportunity to move the goalposts forward. Councilmember Orris referred to a copy of the deed when the town acquired the property from Berlin Properties North and said the sale came with thirty-six EDUs assigned to the property; he questioned the precedent it would be setting if the town would require Mr. Gillis to pay for EDUs that would otherwise be part of the sale of a property to other people.

Mayor Tyndall asked what Councilmember Knerr would want to change in the draft contract to be able to move the deal forward; Councilmember Knerr answered that he wants Mr. Gillis to purchase more EDUs. Mr. Gillis responded by saying the EDUs go with the property, adding he has already agreed to give three EDUs back to the town.

Mayor Tyndall opened the meeting to public comment at 8:13 PM.

Resident Tony Weeg of Bay Street asked how the Council plans to finance the cost of demolition once the grant funds are expended. He said he believes the proposal by Coastal Ventures Properties is a good deal for the town of Berlin and thinks negotiating on EDUs is silly and frivolous. He asked the Council what the plan would be should they choose to walk away from the deal. Councilmember Knerr said the existing building has substantial value and can be rehabbed in a number of ways; he said spending the demolition grant in excess of the \$500,000 the town was awarded does not have to happen.

Resident Nick Rigopoulos of Baker Street asked to put forth a pitch for the town to hold onto the property and maintain the building for adaptive reuse, which he said is more in the spirit of what he saw written on the State of Maryland website for revitalization funds. He said the town would not get back the green space if the property were to be privatized and believes there are ways to incorporate a self-sustaining community center as part of the space that could benefit the town and the people of the town.

Resident Mary Hedlesky of Westminster Drive said the Planning Commission made a recommendation regarding how the town should move forward with parcel 57, adding the \$1.2 million the town would get from the sale would go toward the debt. She continued by saying she does not agree with the notion that the buyer should pay for EDUs, adding that they are part of the property and were factored into the price reflected by the new appraisal. She continued by saying that she read the first page of the grant information and disagreed with what the Council said last meeting; she said it is not taken kindly if the town accepts the grant money and does not follow through with what it agreed to do.

Resident Marie Velong of West Street said the proposed sale would not resolve everything for the taxpayers. She said the town made a decision at the last meeting not to move forward with the sale and should have stuck with it, adding that she agrees the EDUs are worth way more than what the town would be getting in return.

Resident Matt Stoehr of Purnell Crossing North said the State Governor made a recent statement that money is going to be tight in Maryland. He said the town's budget is already extremely tight and is not able to fund everything it wants to. Mr. Stoehr acknowledged that the town has an opportunity to bring in additional funds through a good project and fears the town is at risk of taking a significant financial hit should it take on the demolition of the property. Mr. Gillis added that the town's debt service would be reduced by over \$100,000 a year by moving forward with nine already impervious surface acres.

Mr. Gillis continued by saying he was present at the meeting because he thought there was a new agreement in place following the decision made at the last meeting only to find out the plan had changed again. He said he is willing to negotiate further on the EDU reductions and reassign more back to the town, but not at the level that Councilmember Knerr proposed. Mr. Gillis disclosed he has been working in good faith and in full transparency but said he is tired of the deal changing each time he comes back to the table.

Councilmember Nichols thanked Mr. Gillis for being present at the meeting and acknowledged that the decision made at the last meeting was at the urgency of time; she said she never misled anyone into believing that she had changed her vote. Mr. Gillis said the town paid too much for the purchase of the

property and it has been left in disrepair since then; he said the value of the property is not worth what some members of the Council think it is. Mr. Rigopoulos asked the Council to hold on to the property and do right by the people of Berlin.

Mr. Gillis apologized to the Council if they felt his excitement transcended into the feeling of bullying; he shared that he is frustrated with the process and acknowledged that the agreement he felt they had in place had failed.

At the conclusion of the discussion, Mayor Tyndall asked if any members of the Council wished to change their vote from August 28, 2023, in which a motion was approved to end negotiations with Coastal Ventures Properties, LLC. and proceed fully with the \$500,000 Demolition Grant for parcel 57; no request was made by the Council resulting in no change to the motion.

### 3. Item(s) For Approval:

#### a) Motion 2023-37: Town of Berlin Naming Policy

Ms. Bohlen said the Naming Policy was conceived several years ago but never moved forward. She clarified that requests are made on occasion from people expressing interest in renaming facilities or projects and the proposed policy would address how the town will work to handle such requests. Councilmember Orris said he thought a policy was already established through the Parks Commission; Ms. Bohlen answered that a Parks Memorial Donation program was established, however, she said it was specific to the parks and park amenities.

Councilmember Green said he remembers the matter had come about in 2017 when the town was discussing the possibility of renaming Heron Park; Mayor Tyndall confirmed but said a policy was never voted on at the time. Ms. Bohlen added that the policy would provide a guideline to those interested in preserving something.

On the motion of Councilmember Orris, second by Vice President Burrell, Motion 2023-37: Town of Berlin Naming Policy 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				

#### b) Motion 2023-38: Annual Event Approval

Mayor Tyndall asked for approval to table the motion until the next meeting on September 25, 2023; he said there are a few things that need to be confirmed before bringing it forward for approval.

On the motion of Councilmember Orris, second by Councilmember Nichols, motion to table Motion 2023-38: Annual Event Approval to September 25, 2023, was approved by the following vote:

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

c) Motion 2023-39: Decatur Farms Pump Repair

Water Resources Director Jamey Latchum said the department sustained a catastrophic failure with a sewage pump at Decatur Farms. He said the location is only operating on one pump and they do not have a spare to replace the pump that has failed, adding that the motion being presented is to authorize the sewage pump repair and approve the quote submitted by Shafer, Trozell, & Howe in the amount of \$11,125. Mr. Latchum clarified that the amount was not included in the FY24 budget.

On the motion of Councilmember Orris, second by Councilmember Nichols, Motion 2023-39: Decatur Farms Pump Repair 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				

d) Motion 2023-40: Harrison Avenue Water Main Relocation

Mr. Latchum explained he is seeking approval from the Mayor and Council to begin the relocation of the water main under 115 Broad Street. He said the existing water main dates back to 1935 and needs to be replaced. He clarified that he is requesting to transfer \$120,000 from the William Street Lead Lines and Valves Replacement Project to ensure adequate funding is available to proceed with the project.

On the motion of Councilmember Knerr, second by Councilmember Nichols, Motion 2023-40: Harrison Avenue Water Main Relocation 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				



## e) Motion 2023-41: Declare Property Surplus

Ms. Bohlen stated the items included in the motion have been declared as surplus property, adding all items are from the Water Department. She said it is likely that additional equipment will be brought forward at a later date if it is in a condition to be sold. Vice President Burrell asked what the process is for disposing of property; Ms. Bohlen answered if the property is not in a condition to be sold the town has the ability to simply dispose of it, however, she said the equipment is listed on govdeals.com and eligible for a bidding process if it is in condition to be sold.

On the motion of Councilmember Orris, second by Councilmember Green, Motion 2023-41: Declare Property Surplus 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				

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

Councilmember Green said he was surprised to see that Granicus was interested in resubmitting additional information for new audio-visual equipment; Ms. Bohlen said they have sent new information on a scaled-down system which they are looking into. Councilmember Green shared that he is seeing a lot of Town staff including those from the Electric Department working on the William Street Lift Station; Mr. Latchum clarified that they needed to upgrade the electrical service at the lift station as part of the improvements being made.

Town Attorney David Gaskill reminded the Mayor and Council that he will be on vacation from September 14<sup>th</sup> to September 26<sup>th</sup>.

Ms. Bohlen added that she will be out of the office on September 14<sup>th</sup> and September 15<sup>th</sup>.

## 5. Comments from the Public

Mr. Rigopoulos thanked the Mayor and Council for letting him speak during the Heron Park discussion earlier in the meeting.

## 6. Comments from the Council

Councilmember Orris asked Mr. Latchum what the deadline was for the Broad Street Lift Station Request for Proposal (RFP); Mr. Latchum confirmed the deadline is October 18, 2023, and a mandatory pre-bid meeting will be held on September 26, 2023. Councilmember Orris continued by saying he reached out to the Chairperson of the Local Development Council (LDC) and was told their next meeting is September 21, 2023; he confirmed that they are still waiting on the information needed on behalf of the town. Mayor Tyndall responded by saying the town will comply with the deadline they were given; Finance Director Natalie Saleh added that the deadline is September 15<sup>th</sup> and said she will copy all Councilmembers on her email when she submits the information.

## 7. Comments from the Mayor

Mayor Tyndall thanked all departments for their work during the Small Town Throw Down on September 16, 2023.

## 8. Comments from the Press – none.

## 9. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 8:55 PM.

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

Respectfully Submitted,

*Kate Daub*

Kate Daub  
Administrative Assistant



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov

**Mayor**

Wm. Gee Williams, III

**Vice President**

Elroy Brittingham, Sr.

**Council Members**

Dean Burrell, Sr.

Lisa Hall

Paula Lynch

Troy Purnell

**Town Attorney**

David Gaskill

**Town Administrator**

Anthony J. Carson, Jr.

**April 25, 2011**

**Hon. Richard Meehan, Chair**

**Local Development Council for**

**Ocean Downs Video Facility Grants**

## Summary of Town of Berlin Grant Request

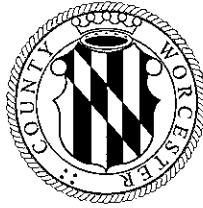
- Berlin seeks to apply its local share of the slots impact grants towards the principal cost of the land the Town purchased in 2010 for 5.25 acres of property adjacent to US 113 and Bay Street Extended.
- The town purchased the property for the purpose of a future location for a Municipal Police Station and a Community Center.
- The Town of Berlin is asking the Local Development Council to approve using the first \$14,800 collected each month of our share of the local impact grant funds to first pay for the principal cost of the property.
- After the property is paid off in August 2015 the town would then ask that a portion of future impact grants be used in conjunction with any grants available at that time, to help fund the construction of a new municipal police station and community center.
- In 56 months an average of \$14,800 in grants would pay off 100% of land cost principal (\$828,530).
- Local impact grants above the monthly level of \$14,800 would be budgeted for capital improvements for sidewalks.
- A small portion of the local impact grants each year would be used to promote tourism in Berlin targeted at patrons of Ocean Downs Casino.

**Thank you for the Local Development Council's consideration of this request.**

A handwritten signature of Wm. Gee Williams, III.

**Gee Williams**

**Mayor**



Included in packet to serve  
as reference

COMMISSIONERS  
JAMES C. CHURCH, PRESIDENT  
JAMES L. PURNELL, JR., VICE PRESIDENT  
JUDITH O. BOGGS  
MADISON J. BUNTING, JR.  
LOUISE L. GULYAS  
MERRILL W. LOCKFAW, JR.  
VIRGIL L. SHOCKLEY

OFFICE OF THE  
COUNTY COMMISSIONERS

GERALD T. MASON  
CHIEF ADMINISTRATIVE OFFICER  
JOHN E. "SONNY" BLOXOM  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

April 7, 2011

Richard W. Meehan, Chair  
Local Development Council for Ocean Downs Video Lottery Facility  
c/o Worcester County Administration  
Government Center  
One West Market Street, Room 1103  
Snow Hill, Maryland 21863

RE: Multi-year Plan for the Expenditure of Local Impact Grant Funds

Dear Chairman Meehan:

Please be advised that at our meeting of April 5, 2011, the Worcester County Commissioners conceptually approved the attached multi-year plan for the expenditure of local impact grant funds from the Ocean Downs Video Lottery Facility as requested in your letter dated March 14, 2011. We look forward to your review and comment on this plan prior to formal adoption and expenditure of any grant funds by Worcester County.

If you should have any questions or concerns with regard to this matter, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

James C. Church  
President

JCC/KS:dd

cf: Edward A. Tudor, Director of Development Review & Permitting  
Harold L. Higgins, Finance Officer  
Kathy Whited, Budget Officer  
Sheriff Reginald T. Mason  
Debbie Goeller, Health Officer  
John H. Tustin, Director of Public Works  
Dr. Jon M. Andes, Superintendent of Schools - Worcester County Board of Education  
CC101/Richard Meehan

**MULTI-YEAR PLAN  
FOR THE  
EXPENDITURE OF  
LOCAL IMPACT GRANT FUNDS  
FROM  
THE OCEAN DOWNS VIDEO LOTTERY FACILITY**

**BACKGROUND:** In 2007 the Maryland General Assembly passed legislation to authorize video lottery terminals in Maryland subject to the passage of a Constitutional Amendment by the voters of the State. The Constitutional Amendment passed by a majority vote in the 2008 general election. One of the components of the original legislation, which was subsequently amended in the 2009 General Assembly Session, provided for the establishment of local development councils. These development councils are to advise county or municipal governments regarding the expenditure of local impact grants received from video lottery terminal facilities located in or adjacent to their jurisdiction. Prior to the expenditure of any such funds the county must develop, in consultation with the development council, a multi-year plan for the use of the funds. While State law is silent relative to the structure of the plan it says that the funds shall be used for improvements in the communities in immediate proximity to the video lottery facilities for the following purposes:

1. Infrastructure improvements;
2. Facilities;
3. Public safety;
4. Sanitation;
5. Economic and community development, including housing; and
6. Other public services and improvements.

**PURPOSE:** The Ocean Downs Video Lottery Facility has only been in operation for approximately three months. Consequently, the facility's true impacts on the immediate area surrounding it and on the County in general as well as the amounts of the local impact grants are only hypothetical at this time. Until such time as discernable patterns emerge, it is difficult to establish a long term plan for funds distribution. With that being said, this document outlines general classes of distributions that should be considered until sufficient data exists that can be used to refine this plan.

**MAJOR IDENTIFIED IMPACTS AND POTENTIAL DISTRIBUTIONS:**

1. Education and Workforce Development. Probably one of the most easily overlooked impacts from the video lottery facility, but arguably one of the most important, is the need to ensure that the County has an adequate supply of highly trained and well educated workers. If Worcester County is to benefit economically from the gaming industry over the long term, it is vital that it be County citizens who fill the jobs generated, not only those at the facility itself but also those in all of the other fields it will impact as outlined above. Many of the businesses that constitute the tourism industry or that support and service it are owned by Worcester County citizens. They, their families and many of their friends and associates make their living primarily from the tourism industry that will benefit from the gaming venue. These people invest in our local economy through the businesses they operate, the homes they construct or buy, the local stores they buy from, the employees they pay, and the tax revenue to local government that ensues from those investments. Additionally, those that live in Worcester County and have invested in it care the most about the quality of life here. Making sure these people stay here is critical.

One way to assist in retaining our citizens is to make sure that they are prepared to fill the job opportunities that are expected to come. It is not only education and training for the two hundred jobs that have reportedly been created as a result of the video lottery operation but even more importantly in those other fields that will be affected such as public safety workers, addictions counselors, traffic engineers, event planners, hospitality workers, food service staff, building trades, and even public sector jobs in the government agencies that will plan for and manage the impacts. Adequate consideration must be given to weigh the value of investing in education and training for the future against more short term projects that address only more immediate needs. This should not be construed to mean that we necessarily need to or even should create a number of new education and training programs but instead signifies that proper investment of the impact grants in educational facilities is certainly suitable. In particular, reducing the debt service for the recently completed Worcester County Career and Technology Center with impact grants strikes an appropriate balance since it will provide a large portion of the workforce development education and training.

2. Public Safety Impacts. Without a doubt one of the most important functions of local government is to provide for the health and safety of its citizens. It is also highly probable that this is one area where the impact of the video lottery facility will be most easily identifiable. One will only need to compare the statistics dealing with the number of calls for assistance from police and emergency medical personnel before and after the opening

of the video lottery facility to gauge its impact. It has already been reported that the Berlin Fire Company has responded to additional calls for ambulance service since the opening of the facility. It can be expected that during the summer months the number of calls will rise even more due to the influx of summer visitors. The additional direct burdens on law enforcement will also be easy to identify. Certainly the increased traffic will likely result in more traffic accidents. Furthermore, the increased number of visitors will probably lead to a greater number of calls for service to deal with criminal behavior and for assistance for such things as disorderly conduct, petty theft and drunk and disorderly calls. There is also a strong belief by some people that there will be increased burdens on law enforcement personnel from more significant criminal activity such as prostitution, drug use and sale, and burglary, etc. Only time will tell the true extent of the additional demands on personnel and expenses. These factors should be monitored closely and appropriate resources provided to meet the demand.

3. Road and Transportation System Impacts. One can hardly quarrel that the video lottery facility will have impacts on the transportation network in the immediate area of the facility. The mere construction of the MD Rt. 589 improvements in front of Ocean Downs and the US Rt. 50 turn lane extensions are a clear indication of that. More importantly it should be recognized that these improvements were paid for by Ocean Downs and are located on State Highways. This is significant since most additional impacts and the improvements necessary to mitigate them will also occur on these same State Highways and be funded by the developer. At the present time it appears that any impacts to actual County roads in the immediate vicinity will be rather limited with one major exception.

The exception is the provision of a service road on the southerly side of US Rt. 50. Current long term plans for the MD Rt. 589 and US Rt. 50 interchange call for a grade separated interchange with a connection to the proposed and partially constructed County service road. It is entirely possible that construction may occur sooner rather than later should the video lottery facility generate traffic demands greater than currently anticipated or from the addition of table games and other forms of entertainment at Ocean Downs. Estimated costs for construction of such an interchange are significant. However, once again, these costs are not expected to be borne in any part by the County. The County requires that all costs associated with the construction of the service road are borne by the developers of the properties along its alignment. However, there will most likely be some costs to the County in connecting the service road to the interchange should development

of the properties south of US Rt. 50 and the construction of the service road occur prior to the construction of a grade separated interchange. Planning for this possibility, from both an engineering and a financial perspective, should begin in the near future.

4. Public Facilities, Services and Improvements. Certainly changes have come and will continue as a result of the video lottery facility opening at Ocean Downs. Increases in attendance over the summer and fall seasons will have impacts different or at least more intense than those evident during the winter. Should table games be introduced, as currently being contemplated in the Maryland Legislature, or current restrictions on entertainment and promotional activities be lifted or modified, the intensity of the existing impacts will certainly escalate and new and perhaps currently unidentified impacts could follow. Actual impacts to public facilities and services, however, may be less significant in Worcester County than other areas due to the unique way in which the County addresses public facilities like water and sewer, trash collection, stormwater management, public housing or other services and improvements not discussed previously.

Worcester County has a long history of requiring development to pay its own way. For example, while the County operates numerous water and wastewater plants, they were not constructed or expanded with the use of County funds. The infrastructure must be built to the County's standards at a developer's expense and then turned over to the County for operation. Any expansions or other modifications due to intensified needs are also at the expense of the developer. In the same manner, all stormwater management facilities are designed and constructed at the developer's expense. However, unlike water and wastewater facilities, they are not turned over to the County for operation but remain the sole responsibility of the developer. At present, the County does not fund or operate a housing authority. It does manage a number of grant programs for housing rehabilitation but it does not appear that there will be any additional demands on these programs as a result of the video lottery facility as it currently exists or may evolve. Worcester County does not operate a trash collection program either. All businesses contract with private haulers to transport their refuse to the County-owned central landfill site north of Snow Hill. The solid waste division of the County operates as an enterprise fund. This structure of operation is designed so that the cost of operation is borne by the users. Therefore, any additional refuse disposal requirements generated by the facility (which are not anticipated to be significant) will be the sole financial responsibility of the facility. Given that the Town of Ocean City recently ceased taking solid waste to the central landfill,



actual landfill capacity should be more than adequate.

5. Problem Gambling and Secondary Impacts. It is anticipated that the presence of the new video lottery facility at the existing Ocean Downs Racetrack will contribute to increases in cases of problem gambling and their secondary impacts, such as family strife, separation, divorce and, at times, problem drinking. These are significant issues affecting the resident population and visitors. We recognize, however, that specific dedicated funding sources for addressing these problems have already been established through legislation. Current law provides that programs to deal with the affects of problem gambling will be administered largely through the Health Department. Certainly there will be instances of non-residents needing some type of assistance; however, when seeking help these individuals generally will do so when returning to their home areas as do the many others with differing issues that visit our County every year.



Included in packet to serve  
as reference

TEL: 410-632-0886  
FAX: 410-632-3003

OFFICE OF THE TREASURER

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

HAROLD L. HIGGINS, CPA  
FINANCE OFFICER

PHILLIP G. THOMPSON, CPA  
ASSISTANT FINANCE OFFICER

August 2, 2012

Richard W. Meehan, Chair  
Local Development Council  
For Ocean Downs Video Lottery Facility  
One West Market Street, Room 1103  
Snow Hill, Maryland 21863

RE: Request for detailed explanation of local grant funds expended to date.

Dear Mr. Meehan:

Pursuant to your request I have compiled the attached summary of revenue and expenditures for the Worcester County Casino/VLT Fund for fiscal years 2011 and 2012. Revenue for the period totals \$1,973,535.02 and expenditures total \$202,050. The expenditures incurred were for the purchase of 8 public safety vehicles and I have included the accounts payable summary for these items. In the future it is anticipated that Casino/VLT funds will be used to retire debt on the recently constructed Worcester Technical High School in accordance with the Multi-Year Plan.

Should you have any questions, or require additional data, please do not hesitate to contact me.

Sincerely,

Phillip G. Thompson  
Assistant Finance Officer



## MOTION OF MAYOR AND COUNCIL 2023-38

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

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

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

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

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023 by the mayor of the town of Berlin.

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

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

## 2024 Events

### \*Alcohol Event

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

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

# 2024 BERLIN EVENT SCHEDULE

**\*\*Indicates Alcohol Permitted Event**

## **Chamber Events**

### **Berlin Restaurant Week**

**January 12-18, 2024**

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

Event sponsored by Cam Bunting and Berlin Main Street.

### **Berlin Little League Parade**

**TBD**

**8 am – 9 am**

Main Street

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

### **Berlin Spring Celebration**

**Saturday, March 30<sup>th</sup>, 2024**

**10 am – 5 pm**

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

### **Take Pride in Berlin Week & Berlin Clean-Up Day**

**April 14<sup>th</sup> – April 20<sup>th</sup>, 2024**

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

### **Spring Just Walk**

**tbd**

**8:30 am – 11 am**

Stephen Decatur Park

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

### **\*\*Berlin Jazz & Blues Wine & Brews**

**Saturday, May 4<sup>th</sup>, 2024**

**10 am – 6 pm**

Downtown Berlin

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

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

### **Berlin Spring Cruisers**

**Saturday, May 18<sup>th</sup>, 2024**

**10 am – 2 pm**

Downtown Berlin

Classic cars and cruisers line the streets of downtown Berlin.

Sponsored by the Berlin Chamber of Commerce.

### **Memorial Day at the Monument**

**Sunday, May 26<sup>th</sup>, 2024**

Veterans Monument

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

### **Berlin Memorial Day Parade at Henry Park**

**Monday, May 27<sup>th</sup>, 2024**

**11 am – 5 pm**

Dr. William Henry Park

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

### **\*\*Sundays at the Museum**

**Sunday, June 9<sup>th</sup>, 2024**

**6 pm – 7:30 pm**

Monthly event at the Calvin B. Taylor House Museum.

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

### **Berlin Bathtub Races**

**Friday, June 14<sup>th</sup>, 2024**

**6 pm – 8 pm**

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

**Berlin Fireworks****Tuesday, July 3<sup>rd</sup>, 2024****9:15pm**

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

**\*\*Sundays at the Museum****Sunday, July 14<sup>th</sup>, 2024****6 pm – 7:30 pm**

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

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

**National Night Out****Tuesday, August 6<sup>th</sup>, 2024****4 pm – 7 pm**

William Henry Park

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

Sponsored by the Berlin Police Department.

**Berlin Peach Festival****Saturday, August 3<sup>rd</sup>, 2024****10 am – 3pm**

Calvin B. Taylor House Museum

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

Sponsored by Berlin Heritage Foundation.

**\*\*Sundays at the Museum****Sunday, August 11<sup>th</sup>, 2024****6 pm – 7:30 pm**

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

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

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

Henry Park

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



**\*\*Small Town Throw Down**

**Saturday, September 7<sup>th</sup>, 2024**

**1pm – 6 pm**

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

**\*\*Sundays at the Museum**

**Sunday, September 8<sup>th</sup>, 2024**

**6 pm – 7:30 pm**

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

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

**\*\*Berlin Fiddlers Convention**

**Friday, September 20<sup>th</sup> - Sunday September 22<sup>nd</sup>, 2024**

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

**Sunday 10 pm – 1 pm**

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

**Berlin Fall Cruisers**

**Saturday, October 5<sup>th</sup>, 2024**

**10 am – 2 pm**

Downtown Berlin

Watch as classic cars and cruisers line downtown Main Street.

Sponsored by the Berlin Chamber of Commerce

**\*\*Berlin Oktoberfest**

**Saturday, October 12<sup>th</sup>, 2024**

**11 am – 4 pm**

Downtown Berlin

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

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

**Berlin Truck or Treat**

**Saturday, October 26<sup>th</sup>, 2024**

**10 am – 1 pm**

Stephen Decatur Park

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

### **Berlin Homecoming Harvest**

**tbd**

**2 pm- 5pm**

Taylor House Museum

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

### **Fall Just Walk Berlin**

**tbd**

**8:30 am – 11 am**

Stephen Decatur Park

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

### **Ice Ice Berlin / Tree Lighting**

**Friday, November 29<sup>th</sup>, 2024**

**5:00 pm – 8 pm**

Downtown Berlin

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

Sponsored by Town of Berlin and Berlin Main Street

### **Berlin Christmas Parade**

**Thursday, December 5<sup>th</sup>, 2024**

**7 pm – 9pm**

Downtown Main Street

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

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

**Tuesday, December 31, 2024**

**5:00 pm – 6:30pm Kids**

**10 pm – 12:30am Adults**

Downtown Berlin

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

### **Berlin Farmers Market**

Each Sunday from May thru September

9 am – 1pm

Main Street, Pitts Street, Commerce Street

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

Sponsored by Town of Berlin and Berlin Main Street



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

[www.berlinmd.gov](http://www.berlinmd.gov)

## **Mayor**

Zack Tyndall

## **Vice President**

Dean Burrell

## **Council Members**

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

## **Town Attorney**

David Gaskill

## **Town Administrator**

Mary Bohlen



September 29, 2023

Ms. April R. Payne, Administrator

Board of License Commissioners of Worcester County

One West Market Street – Room 1201

Snow Hill, MD 21863

Dear Ms. Payne,

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

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

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

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

Thank you for your consideration.

Sincerely,

Zack Tyndall

Mayor



**MOTION OF THE MAYOR AND COUNCIL 2023-42**

A Motion of the Mayor and Council of the Town of Berlin to approve the attached THREE-YEAR SALT UTILIZATION AGREEMENT with Maryland Department of Transportation (MDOT) in an amount not to exceed \$45,000 for the term September 1, 2023 through August 31, 2026.

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

# THREE (3) YEAR SALT UTILIZATION AGREEMENT

by and between

State Highway Administration

and

Town of Berlin TOWN, Maryland

This AGREEMENT (“**Agreement**”) is made as of the 1<sup>st</sup> day of September 2023, executed in duplicate, by and between the State Highway Administration (“**SHA**”) acting for, and on the behalf of the State of Maryland and Town of Berlin TOWN, Maryland, a political subdivision of the State of Maryland and a body politic and corporate (“**TOWN**”), sometimes collectively referred to as “the **Parties**”.

**WHEREAS**, during certain winter snow emergency operations (“**Snow Event**”) the TOWN may have a need to obtain additional salt (“**Salt**”) to effectively complete their winter snow operations; and

**WHEREAS**, the TOWN has requested, and SHA has agreed, to allow the TOWN to obtain Salt from SHA stockpiles during a Snow Event in accordance with the terms and conditions contained herein; and

**WHEREAS** the TOWN shall reimburse SHA for the cost of Salt plus other related expenses; and

**WHEREAS** SHA and the TOWN agree that this Agreement will benefit both parties of this Agreement and will promote the safety, health and general welfare of the citizens of the State.

**NOW, THEREFORE**, in consideration of the premises and of the mutual promises between SHA and the TOWN, as set forth herein, the adequacy of which is hereby acknowledged, the Parties hereby agree to the following:

## **I. TERM & BUDGET**

The term of this Agreement is three (3) years, beginning the first (1<sup>st</sup>) day of September 2023 and ending on the thirty first (31<sup>st</sup>) day of August 2026, both dates inclusive, unless sooner terminated as set forth herein (the “**Term**”). For budgeting and planning purposes only, during the Term of this Agreement the total cost for Salt shall not exceed Forty Five Thousand Dollars (\$45,000). The TOWN shall be responsible for actual costs incurred at the time of delivery.

## II. SALT COSTS

- A. The cost of Salt, at the execution of this Agreement is One Hundred Six Dollars and Six Cents (\$106.06) per ton, which includes the price of the Salt, a delivery charge and an overhead charge.
- B. The Salt price listed herein is subject to change.
- C. The “**Delivery Charge**” includes the cost of fuel and mileage to transport the Salt to a SHA Salt dome. The “**Overhead Charge**” is determined by the federally approved Overhead Rate that may be adjusted on October 1<sup>st</sup> of each year. The current Overhead Rate is eight and twenty two hundredths percent (8.22%).
- D. The cost of the Salt may be adjusted weekly to account for Delivery Charge variances.

## III. CHARGE NUMBER

SHA has established a charge number for the TOWN which will be used to document Salt withdrawals from SHA’s inventory system. The current charge number for the TOWN is BY **BY297M84**.

## IV. PROCEDURES

- A. Salt Loading
  - 1. SHA Shop Locations: For purposes of this Agreement, the SHA shops to be used for Salt for the TOWN, as determined by SHA, are:
    - Berlin Satellite Shop-RME-Rodney Hubble
  - 2. Prior to a Snow Event: The TOWN will contact Rodney Hubble, SHA’s Resident Maintenance Engineer (RME), or designee, of the Snow Hill Shop at 410 632-0511 to arrange for the TOWN’s trucks to be loaded with the Salt at the designated location the day before a local forecasted snow if time permits; otherwise SHA and the TOWN will determine which SHA salt storage site is appropriate to use to load the Salt onto the trucks and SHA will provide an operator to facilitate the loading of the Salt.
  - 3. During the Snow Event: The TOWN will contact the appropriate SHA Shop nearest to that truck and request to be loaded at an approximate preferred time of arrival. SHA will then arrange for an operator to meet the TOWN truck at that location as close to the preferred time as possible without negatively affecting SHA operations. In addition, if a TOWN truck is in the vicinity of a specific dome during a Snow Event and a SHA operator is present, the TOWN truck may then be topped off, if desired.

In situations where the SHA Snow Event operations are already active when the TOWN operations begin, the TOWN can notify SHA as far in advance as possible and SHA will make every effort to provide an operator at all the locations requested to begin loading TOWN trucks with Salt.

4. Post Snow Event: The TOWN can contact the appropriate SHA shop to request re-loading after a Snow Event, and SHA will schedule the re-loading at the Parties' convenience.
5. The TOWN shall not return any unused Salt to any SHA shop.

**B. Load Records**

1. The TOWN shall ensure all vehicles picking up Salt on their behalf are identified by a sticker or placard indicating the TOWN's name.
2. Only a SHA authorized loader operator shall load the TOWN trucks.
3. SHA shall create a written loading record that must be signed by the TOWN driver. A copy shall be given to the TOWN driver to account for every load of Salt that the TOWN receives from SHA. Each load record shall contain the following information:
  - a. truck number or license tag number,
  - b. the number of scoops/ buckets loaded,
  - c. the number of tons loaded based on the scoops / bucket size value multiplied by the number of scoops /buckets.

**V. PAYMENT**

- A. SHA shall provide a detailed invoice to the TOWN by May 31<sup>st</sup> of each year for all actual costs incurred to provide Salt to the TOWN. The invoice shall be accompanied by normal documentation from SHA to evidence actual costs incurred.
- B. Upon request by the TOWN, SHA may provide information to include the number of buckets and estimated tonnage provided to the TOWN for each date of delivery.
- C. The estimated cost of the Salt is based on the average amount of Salt used during the previous three (3) years at the prevailing rate at the time of execution of this Agreement and will be subject to future adjustments during the Term according to costs for Salt, delivery and overhead in effect at that time.
- D. Reimbursement to SHA for the Salt during the Term, including SHA overhead, is estimated to be Forty Five Thousand Dollars (\$45,000) and is based on quantities from the previous term, however, actual costs and tonnage may vary and the

TOWN shall reimburse SHA for all actual tonnage (which includes the delivery charge) and overhead costs.

- E. In the event of extremely heavy Salt usage, SHA reserves the right to submit progress billings to the TOWN in lieu of an annual invoice.
- F. Invoices for Salt are due within thirty (30) days of receipt.
- G. In the event SHA does not receive payment of an invoice within thirty (30) days of the TOWN's receipt, SHA will notify the TOWN of the overdue payment and provide the TOWN the opportunity to pay such overdue amounts. If payment of the overdue amount is not received within thirty (30) days following notification, SHA will then notify the TOWN in writing, and the parties hereby agree that SHA may make a deduction from the TOWN's share of Highway User Revenue equal to the overdue invoice amount(s) or SHA may refer the overdue amount to the Central Collection Unit, at 300 West Preston Street, Room 500, Baltimore MD 21201-2365 for collection of any overdue amount.

## **VI. GENERAL**

- A. SHA does not supply brine, a pretreatment salt-based mixture.
- B. Title VI Assurances. All parties to this Agreement shall comply with the requirements of **APPENDIX A** (2 pages) and **APPENDIX E** (1 page) of SHA's Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A which generally set forth non-discrimination regulations and other civil rights related regulations. **APPENDIX A** and **APPENDIX E** are attached hereto and incorporated herein as substantive parts of this Agreement. The term "Acts" in Appendix A refers to 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3. The term "Recipient" in Appendix refers to MDOT SHA.
- C. SHA and the TOWN agree to cooperate with each other to accomplish the terms and conditions of this Agreement.
- D. The provisions contained in this Agreement shall be binding upon the parties until the earlier to occur of; (i) three (3) years from the date first written above, (ii) thirty (30) days after written notice has been given by either party to the other that they elect to no longer be bound by the terms and conditions of this Agreement, or (iii) August 31, 2026. However, termination of this Agreement, and any Amendments thereto, is contingent on all outstanding invoices being paid by the TOWN.
- E. The TOWN shall indemnify, hold harmless and defend, at SHA's option, the State of Maryland, SHA and the Maryland Department of Transportation, from and against any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses, incurred in connection with the loss of life, personal injury and/or property damage arising from or in connection with the activities



performed pursuant to this Agreement by the TOWN or its contractors, agents or assigns.

- F. SHA reserves the right to limit or deny Salt to the TOWN to avoid jeopardizing SHA's snow remediation operations.
- G. This Agreement shall inure to and be binding upon the Parties, their agents, successors and assigns.
- H. This Agreement and the rights and liabilities of the parties hereto shall be determined in accordance with Maryland law and in Maryland courts.
- I. The recitals (WHEREAS clauses) at the beginning of this Agreement are incorporated as substantive provisions of this Agreement.
- J. All notices and/or invoices, if to the TOWN, shall be addressed to:

Mary Bohlen  
TOWN Administrator  
10 Williams Street  
Berlin, MD 21811  
Phone: 410 641-4314  
Fax: 410-641-2316  
E-mail: [mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov)

And if to SHA:

Rodney Hubble  
Resident Maintenance Engineer  
Maryland State Highway Administration  
5603 Market Street  
Snow Hill, MD 21863  
Phone: 410-632-0511  
Fax: 410-632-0643  
E-mail: [rhubble@mdot.maryland.gov](mailto:rhubble@mdot.maryland.gov)

With copies to:

Mark Crampton  
District Engineer, D-1  
State Highway Administration  
660 West Road  
Salisbury, MD 21801  
Phone: 410-877-4008  
Fax:  
Email: [mcrampton1@mdot.maryland.gov](mailto:mcrampton1@mdot.maryland.gov)

And,

SHA Agreements Team  
Office of Procurement and Contract Management  
State Highway Administration  
707 N. Calvert Street  
Mailstop C-405  
Baltimore, MD 21202  
Phone: (410) 545-5547  
E-mail: shaagreementsteam@mdot.maryland.gov

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed by their respective duly authorized officers on the day, month and year first above written.

**STATE HIGHWAY ADMINISTRATION**

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_ (SEAL)  
Andre Futrell  
Deputy Administrator for  
District Operations

\_\_\_\_\_  
Date

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Assistant Attorney General

**RECOMMENDED FOR APPROVAL:**

\_\_\_\_\_  
Rodney Hubble  
Resident Maintenance Engineer

\_\_\_\_\_  
William J. Bertrand  
Director  
Office of Finance

\_\_\_\_\_ **TOWN, MARYLAND**  
a body corporate and politic

\_\_\_\_\_  
WITNESS

BY: \_\_\_\_\_ (Seal)  
Zackary C. Tyndall  
Mayor

Date \_\_\_\_\_

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

\_\_\_\_\_  
TOWN Attorney

## **APPENDIX A OF THE TITLE VI ASSURANCES**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of

equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such. provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction; the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX E OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. § 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP 'persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 741 00);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq*).





**MOTION OF THE MAYOR AND COUNCIL 2023-43**

A Motion of the Mayor and Council of the Town of Berlin APPROVING THE SPECIAL PROJECTS COORDINATOR JOB DESCRIPTION.

The Special Projects Administrator will report directly to the Town Administrator and serve to perform all aspects of work to meet the objectives of the Town. The Special Projects Administrator will be responsible for working on critical/special projects assigned by the Town Administrator and assist in the daily operations of the Administration Department.

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, Sr. 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



TOWN OF BERLIN  
JOB DESCRIPTION

Job Title: Special Projects Administrator  
Department: Administration  
Reports To: Town Administrator  
FLSA Status: Non-Exempt  
Prepared By: Human Resources Director, KJ  
Prepared Date: 09/19/2023

**OBJECTIVE:**

The Special Projects Administrator reports directly to the Town Administrator and serves to perform all aspects of work to meet the objectives of the Town. The Special Projects Administrator is responsible for working on critical/special projects assigned by the Town Administrator and assists in the daily operations of the Administration Department. Work involves the application of professional knowledge and personal judgment to a variety of managerial and administrative needs. The Special Projects Administrator will work with elected officials, the Town Administrator, Department Heads, employees, citizens, and third-party vendors.

**JOB DUTIES:**

Specific duties and responsibilities include, but are not limited to, the following:

- 1) Assists the Town Administrator in the duties and responsibilities prescribed by the Town Charter for the day-to-day management of the Town.
- 2) Provides administrative support to one or more officials or administrators as directed by the Town Administrator.
- 3) In the absence of the Town Administrator, may be asked to assist with operational duties and responsibilities by providing support to Department.
- 4) Coordinates interdepartmental projects often serving as team leader.
- 5) Reviews and assigns responsibility for follow-up for most incoming correspondence received by the Town Administrator.
- 6) Works on specific, ongoing, or short-term projects as assigned by the Town Administrator.
- 7) Develops new or revised management initiatives to simplify and improve operations.
- 8) Makes operational decisions on daily matters in consultation with the appropriate department head per the Town Code. In addition, provides support, guidance, and direction to departments during crises.
- 9) Ensures that continuous and correct information is shared among all town departments which allows the coordination of activities and proper management of resources.
- 10) Anticipates, identifies, and addresses opportunities and challenges throughout the organization.

- 11) Performs special, ad hoc assignments such as researching issues, conducting studies, performing analyses, and developing recommendations on a variety of management and policy issues.
- 12) Meets with members of the public including members of the business community and citizen groups to develop programs and implement projects to solve town service problems and explain Town policies, procedures, goals, and objectives.
- 13) Maintains a high level of confidentiality with all records and information.
- 14) Prepares complex and routine internal and external oral and written communications.
- 15) Able to prepare and analyze data as needed.
- 16) Assists in the preparation of the Mayor and Council meeting packets and agendas as needed.
- 17) Attends evening meetings of the Mayor & Council, and other commissions, committees, and organizations as necessary and prepares the agenda and minutes for Mayor and Council executive sessions.
- 18) Management of Town Elections to include scheduling, legal advertising, records keeping, corresponding with appropriate County/State agencies, and scheduling/preparing necessary meetings of the Board of Elections.
- 19) Receives feedback from citizens and ensures a responsible follow-up as needed.
- 20) Assists with the preparation of applications and maintains documentation for state, federal and other grant funds and ensures that the activities of a given grant program are completed in a timely and accurate manner and expenditures are made under a given program.
- 21) Files appropriate documentation to administering agencies as required.
- 22) Works with third-party vendors, consultants, and contractors in the completion of Town projects as required.
- 23) Performs other administrative duties or assignments as assigned.

**EDUCATION AND LICENSING:**

High school diploma required. A minimum of two years of college with an associate degree in public administration, accounting, or business administration is required. Bachelor's degree preferred. Five (5) years of experience working with a government entity is preferred. Must maintain a valid Driver's License with a good driving record; pre-employment and periodic review of Motor Vehicle Records is required.

**JOB EXPERIENCE AND KNOWLEDGE:**

Experience in grant writing, administration, and accounting preferred. Must possess a general knowledge of generally accepted government accounting principles. Must possess knowledge of the operation of standard office equipment. Considerable knowledge of the principles and practices of public administration. Skilled in managing a variety of complex projects and programs concurrently. Able to evaluate organization and management procedures and make recommendations for improvements. Knowledge of organizational behavior and organizational development, including leadership development and change management theory, and the ability to apply concepts.

JOB SKILLS:

Computer literacy with word processing and spreadsheet software applications. Must possess excellent organizational skills with an emphasis on filing and maintenance of records. Must possess exceptional writing skills. Must be able to work without direct supervision. Possess time management skills and work in a fast-paced environment. Able to work efficiently with little supervision.

WORK CONDITIONS:

Most work is conducted inside a climate-controlled environment. Occasional travel with use of a Town-owned vehicle or eligible for mileage reimbursement for use of personal vehicle, according to the Internal Revenue Service. Required to work evening meetings, specifically the 2nd and 4th Mondays for Mayor and Council Meetings; additional meetings outside of regular work hours may be required. May be required to work an occasional weekend or holiday.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee occasionally will lift up to 25 lbs and rarely up to 50 lbs. Minimal physical effort is required. The employee will be subject to pre-employment, post-accident, random, and reasonable cause drug and/or alcohol testing. The employee will be subject to a pre-employment background screening.

RESPONSIBILITY & AUTHORITY:

Responsible for maintaining knowledge and skills necessary to perform the work required. The position is subject to all other general personnel regulations and procedures of the Town of Berlin, including disciplinary policy and grievance procedures as outlined in the employee handbook.

ADMINISTRATIVE, SUPERVISORY, and OPERATIONAL REPORTING:

Reports directly to the Town Administrator.

RELATIONSHIPS:

Must possess human relations skills and the ability to work well with coworkers, as well as elected and appointed officials, consultants, vendors, outside agencies, and the general public.



**MOTION OF THE MAYOR AND COUNCIL 2023-44**

A Motion of the Mayor and Council of the Town of Berlin to AUTHORIZE THE TOWN OF BERLIN TO APPLY FOR FEDERAL FUNDS FROM THE US DEPARTMENT OF TRANSPORTATION, RECONNECTING COMMUNITIES AND NEIGHBORHOODS – NEIGHBORHOOD ACCESS AND EQUITY PROGRAM (RCN-NAE) IN THE AMOUNT OF \$1.2 MILLION FOR A COMMUNITY PLANNING PROJECT.

The purpose of the project is to conduct community engagement, a feasibility study, and develop a preliminary design for a pedestrian and bike crossing over Route 113 and safe connections to the essential services and recreation. If awarded, these funds will be made available on a reimbursement basis.

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, Sr. 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

INFLATION REDUCTION ACT

IIRA

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FACT SHEETS

Neighborhood Access and Equity (NAE) Grant Program

	Inflation Reduction Act (IRA)
Fiscal year (FY)	2022
Appropriation (General Fund)	\$3.205 B*

\*Funds were appropriated in FY22 and remain available until September 30, 2026.

Note: Except as indicated, all references in this document are to the Inflation Reduction Act (IRA), enacted as Pub. L. 117-169 (Aug. 16, 2022).

Program Purpose

The IRA establishes the Neighborhood Access and Equity Grant (NAE) Program to provide funds for projects that improve walkability, safety, and affordable transportation access through context-sensitive strategies and address existing transportation facilities that create barriers to community connectivity or negative impacts on the human or natural environment, especially in disadvantaged or underserved communities. The program also provides funding for planning and capacity building activities in disadvantaged or underserved communities as well as funding for

technical assistance to units of local government to facilitate efficient and effective contracting, design, and project delivery and to build capacity for delivering surface transportation projects.

## **Statutory Citation**

- § 60501; 23 U.S.C. 177

## **Funding Features**

### **Type of Budget Authority or Authorization of Appropriations**

- Appropriated Budget Authority from the General Fund, not subject to any limitation on obligations.

### **Distribution of Funds**

- \$1.893 billion for grants to eligible entities for activities eligible under the program. [§ 60501; 23 U.S.C. 177(a)]
- \$1.262 billion for grants to eligible recipients for eligible projects in economically disadvantaged communities. [§ 60501; 23 U.S.C. 177(d)]
- \$50 million for technical assistance activities and capacity building subgrants to units of local government, as well as FHWA operations and administration. [§ 60501; 23 U.S.C. 177(g)]

## **Federal Share**

- The Federal share of the cost of an activity carried out with a grant under the program may not exceed 80% except that the Federal share of the cost of an eligible project may be up to 100% for projects in a disadvantaged or underserved community. Â [§ 60501; 23 U.S.C. 177(f)]

## **Program Features**

This is a new program established under the IRA.

### **Eligible Projects**

The program provides funds to eligible entities—

- to improve walkability, safety, and affordable transportation access through projects that are context-sensitive—
  - to remove, remediate, or reuse a facility described in 23 U.S.C. 177(c)(1);
  - to replace a facility described in 23 U.S.C. 177(c)(1) with a facility that is at-grade or lower speed;
  - to retrofit or cap a facility described in 23 U.S.C. 177(c)(1);
  - to build or improve complete streets, multiuse trails, regional greenways, or active transportation networks and spines; or
  - to provide affordable access to essential destinations, public spaces, or transportation links and hubs;

- to mitigate or remediate negative impacts on the human or natural environment resulting from a facility described in 23 U.S.C. 177(c)(2) in a disadvantaged or underserved community through–
  - noise barriers to reduce impacts resulting from a facility described in 23 U.S.C. 177(c)(2);
  - technologies, infrastructure, and activities to reduce surface transportation-related greenhouse gas emissions and other air pollution;
  - natural infrastructure, pervious, permeable, or porous pavement, or protective features to reduce or manage stormwater run-off resulting from a facility described in 23 U.S.C. 177(c)(2);
  - infrastructure and natural features to reduce or mitigate urban heat island hot spots in the transportation right-of-way or on surface transportation facilities; or
  - safety improvements for vulnerable road users; and
- for planning and capacity building activities in disadvantaged or underserved communities to–
  - identify, monitor, or assess local and ambient air quality, emissions of transportation greenhouse gases, hot spot areas of extreme heat or elevated air pollution, gaps in tree canopy coverage, or flood prone transportation infrastructure;
  - assess transportation equity or pollution impacts and develop local anti-displacement policies and community benefit agreements;
  - conduct predevelopment activities for projects eligible under 23 U.S.C. 177(a);
  - expand public participation in transportation planning by individuals and organizations in disadvantaged or underserved communities; or
  - administer or obtain technical assistance related to activities described in 23 U.S.C. 177(a).

## Eligible Entities

- A State,
- A unit of local government;
- A political subdivision of a State,
- An entity described in 23 U.S.C. 207(m)(1)(E) (Federally recognized Indian Tribe);
- A U.S. territory;
- A special purpose district or public authority with a transportation function;
- A Metropolitan Planning Organization (as defined in 23 U.S.C. 134(b)(2)); or
- For grants for planning and capacity building activities in disadvantaged or underserved communities, in addition to the eligible entities described above, a non-profit organization or institution of higher education that has partnered with an eligible entity. [§ 60501; 23 U.S.C. 177(b)]

## Eligible Facilities

For projects eligible for funding under 23 U.S.C. 177(a)(1)(A)-(C), an eligible facility as described by this program is–

- a surface transportation facility for which high speeds, grade separation, or other design factors create an obstacle to connectivity within a community. [§ 60501; 23 U.S.C. 177(c)(1)]

For projects eligible for funding under 23 U.S.C. 177(a)(2), an eligible facility as described by this program is–

- a surface transportation facility which is a source of air pollution, noise, stormwater, or other burden to a disadvantaged or underserved community. [§ 60501; 23 U.S.C. 177(c)(2)]



## Additional Considerations

### Technical Assistance

This program will provide funding for other activities, including:

- guidance, technical assistance, templates, training, or tools to facilitate efficient and effective contracting, design, and project delivery by units of local government;
- subgrants to units of local government to build capacity to assume responsibilities to deliver surface transportation projects; and
- FHWA operations and administration. [§ 60501; 23 U.S.C. 177(g)]

For purposes of grants awarded for projects in economically disadvantaged communities under 23 U.S.C. 177(d), an economically disadvantaged community is one that:

- is economically disadvantaged, underserved, or located in an area of persistent poverty;
- has entered or will enter into a community benefits agreement with representatives of the community;
- has an anti-displacement policy, a community land trust, or a community advisory board in effect; or
- has demonstrated a plan for employing local residents in the area impacted by the activity or project proposed under the program. [§ 60501; 23 U.S.C. 177(d)(2)]

## Funding Limitations

- Funds cannot be used for a project for additional through travel lanes for single-occupant passenger vehicles. [§ 60501; 23 U.S.C. 177(h)(2)]

## Disadvantaged Business Enterprise Program

- Grants administered by or through a State DOT shall be expended in compliance with DOT's Disadvantaged Business Enterprise (DBE) program. [§ 60501; 23 U.S.C. 177(e)(2)]

## Treatment of Projects

- Treats a project funded under 23 U.S.C. 177(a) or (d) as if it were located on a Federal-aid highway. This ensures applicability of Davis-Bacon wage requirements that apply to other projects on Federal-aid highways. [§ 60501; 23 U.S.C. 177(e)(1)]

## Additional Information and Assistance

- FHWA can connect you with your local FHWA office and support you through technical assistance for planning, design, construction, preserving, and improving public roads and in the stewardship of Federal funds. For assistance, visit: [https://www.fhwa.dot.gov/bipartisan-infrastructure-law/technical\\_support.cfm](https://www.fhwa.dot.gov/bipartisan-infrastructure-law/technical_support.cfm)

- For more information on resources to help communities understand the best ways to apply for grants, and to plan for and delivery transformative infrastructure projects and services. Whether it's the first time you're applying for a DOT grant or you're looking for more technical details and guidance, visit: <https://www.transportation.gov/dot-navigator>

Page last modified on June 13, 2023



## September 25, 2023 Weekly Report

### Departments this Week:

#### Town Administrator

- Reminder that Dave Gaskill is on vacation through the 26<sup>th</sup>.
- DBF is identifying openings in the processing plant at Heron Park that should be blocked up and where walls would have to be constructed to secure areas that remain. They have measured pertinent interior elements, such as interior walls, bearing walls and columns, and are determining demolition priority based upon condition to help delineate portions of buildings that can/should be demolished. This will also help bidders with their quantity take-off effort.
- Information about when FirstNet will be on site for the new cellular devices should be forthcoming by the end of this week or early next.
- Staff met with Steven LeMasters of EA to discuss stormwater conveyances/facilities. EA will develop a proposal to review all currently available data for incorporation into the map that was provided (to include data that may not have been available in the production of the recent map), as well as for the work necessary to locate, survey and incorporate all privately owned stormwater not shown on the existing map.
- Staff met to discuss DBF's proposal for Design Phase work for West Street and will be meeting with DBF soon to further clarify.

#### Economic and Community Development

- We received a \$25,000 Main Street Improvement Grant for event entertainment, reusable bags, marketing, professional development/travel & beautification.
- (8) additional benches were added to William & Main Streets (from previous grant)
- 2nd Wave Coffee & Social will open in October; located on William St next to Mandala Pies. The Dusty Lamb has moved above Baked and will have limited/appointment-only hours.
- The BERLIN Pumpkin Scavenger Hunt returns this October with 26 downtown shop windows for kids to find painted pumpkins, created by Jess Hall - Happy Now Creations. Contest lasts the month of October.
- Christmas Parade registrations continue.
- Wooden Octopus Facade Grant review
- I will be the staff person working this weekend during the Berlin Fiddlers Convention.
- This Sunday is the last Farmers Market of the year.

#### Electric

- William Street Lift Station-Installed new service
- Sunset Lakes-Installed new service
- Broad & Main-Replaced broken light pole
- Pitts Street-Paint Victorian light pole
- Various Locations-Tree Trimming & Street Light Repairs

- Disconnects & Reconnects-(Non-Payment)
- Washington Street-Customer Upgrade
- Power Plant-Replace Transformer Electrical Boxes

#### **Finance Director**

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

#### **Human Resources Director**

- Posted new job openings and ran ads.
- Mary and I finalized the Special Project Coordinator description – which will be approved and posted soon.
- Processed an MSRS overpayment for an employee.
- Hired the new Customer Service Representative – who will start on 09/25/23.
- Insurance claim for a Victorian Light Pole.
- Held the annual flu clinic with Rite Aid on 09/19/23 – huge thank you to Rite Aid!
- Attended my Certified Public Manager Program from 09/18/23 – 09/22/23. It is all day every day this week.

#### **Planning Department**

- Issued 19 Building Permits which included 10 new construction townhouse permits, 2 remodeling, one pole building, one shed, one pergola, one fence, one roof, and one pool permit.

- The Board of Appeals met on 9/13/2023 and granted a Conditional Use for the construction of 20 townhouse rental units at 534 Bay Street.
- The Planning Commission met on 9/13/2023 and granted Site Plan Approval for a mixed-use commercial and residential building at 19 Gay Street.

### **Police Department**

- 9/10-9/14/23: Chief Downing attended the Maryland Chiefs and Sheriff's annual training conference in Ocean City, MD.
- 9/18: Lt Lawson and Senior Officer Bratten conducted firearms training with Chief Downing, Pfc Marshall, and members of the Worcester County Fire Marshall Office.
- Collisions – 8; Arrests – 3

### **Public Works**

- We have been analyzing our trash routes, commercial and residential. We will soon have a hard count on how many cans are picked up daily, how many houses have multiple cans, potentially misbilled commercial stops, etc.
- Cleaned up garden areas downtown with the help of the HAC to ensure they are neat and tidy for coming events.
- Cleaned up debris and mended fence at Tyson building (Heron Park).
- We will begin working on clearing some of the ditches at Stephen Decatur Park to help with stormwater mitigation later this week. We need to remove various debris from the ditches as well as clean several culvert pipes around the park.
- Replacement swings/chains/spinners ordered from Gametime were delayed but should be here by sometime next week for installation.
- Normal trash and recycling collection.
- Grass cutting and maintenance in parks and town-owned areas.
- Watering and maintenance in town gardens.

### **Water Resources**

- One employee passed CDL class B with tanker endorsement!
- Assisted with Peak Shaving by running WWTP generator.
- Rereads for water meters.
- Ordered replacement pump for Decatur Farms lift station.
- Walnut Hill water service
  - tapped main and placed meter pit.
- Abandoned services for Old OC Blvd property
- Startup of Williams St lift Station!
- Pulled pump 2 at West St lift station, and removed rags that were clogging it up
  - cleaned wet well.
- Troubleshooting more problems with the drying bed mole at the WWTP
  - Determined that one mole has a bad PLC.
- MD Rural Water performed energy audit for WWTP.



## Check Run Reports for:

8.31.23

9.1.23

9.5.23

9.7.23

9.10.23

9.15.23

9.18.23

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



Town of Berlin, MD

# Payment Register

APPKT02790 - 20230911SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002406</a>	AE MOORE JANITORIAL INC					409.16
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/11/2023	409.16	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">439648</a>	PAPER PRODUCTS AND OTHER SUPPLIES	09/05/2023	09/05/2023	0.00	206.43	
<a href="#">440022</a>	PAPER TOWELS AND TOILET PAPER	09/07/2023	09/07/2023	0.00	202.73	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS					81.14
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/11/2023	81.14	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN225489</a>	COPIER CONTRACT	09/07/2023	09/07/2023	0.00	81.14	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000166</a>	ANIXTER POWER SOLUTIONS, LLC					501.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/11/2023	501.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5805809-00</a>	3 STANDARD BOXES 150 BOLTS INVENTORY STOCK	09/07/2023	09/07/2023	0.00	501.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000246</a>	ATLANTIC PUMPING INC.					612.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/11/2023	612.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">361328</a>	WILLIAM ST LIFT STATION	09/07/2023	09/07/2023	0.00	612.50	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000323</a>	BERLIN AUTOMOTIVE					1,323.86
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/11/2023	110.68	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">461842, 461844</a>	PARTS FOR VEHICLE REPAIRS	09/05/2023	09/05/2023	0.00	99.86	
Check				09/11/2023	177.69	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">463169, 463105, 463905</a>	HORN ASSEMBLY	09/07/2023	09/07/2023	0.00	177.69	
Check				09/11/2023	734.76	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">464991, 462141, 461831, 277</a>	PARTS FOR VEHICLE REPAIRS	09/05/2023	09/05/2023	0.00	734.76	
Check				09/11/2023	110.68	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">465428</a>	GREASE	09/07/2023	09/07/2023	0.00	10.82	
Check				09/11/2023	300.73	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">466224</a>	BATTERY CHARGER	09/07/2023	09/07/2023	0.00	300.73	

**Payment Register**
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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000342</a>	BERLIN HERITAGE FOUNDATION, INC.					9,276.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	9,276.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000419</a>	PASS THROUGH GRANT FROM HUMPHREYS FOUNDATION	09/08/2023	09/08/2023	0.00	9,276.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000405</a>	BRASURE'S PEST CONTROL INC					380.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	380.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">814207,208,208,210</a>	QUARTERLY PEST MAINTENANCE TOWN FACILITIES	09/01/2023	09/01/2023	0.00	220.00	
<a href="#">815876</a>	BRASURES PEST CONTROL TOWN HALL QRTLY SPRAYING	09/07/2023	09/07/2023	0.00	105.00	
<a href="#">815877</a>	QUARTERLY PEST CONTROL MAINTENANCE	09/07/2023	09/07/2023	0.00	55.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000431</a>	BURKE EQUIPMENT COMPANY					20,962.65
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	3,337.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7/26/2023</a>	BUSH HOG SPRAY SITE A	09/11/2023	09/11/2023	0.00	3,337.00	
Check		09/11/2023	17,625.65			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">ZD1211-3-60 KUBOTA</a>	LAWN MOWER	09/01/2023	09/01/2023	0.00	17,625.65	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003598</a>	CAMBRIDGE AUTO BODY					15,634.08
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	15,634.08			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5/10/2023 REPAIR</a>	REPAIR COST FOR ELECTRIC DUMP TRUCK PAID BY LGIT	09/08/2023	09/08/2023	0.00	15,634.08	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000453</a>	CAPITAL ELECTRIC SUPPLY COMPANY					1,391.61
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,391.61			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S052732624.001, 002</a>	CABLE GRIPS DIGESTER	09/07/2023	09/07/2023	0.00	344.24	
<a href="#">S052793978.001</a>	RE-STOCK INVENTORY	09/01/2023	09/01/2023	0.00	440.00	
<a href="#">S52495247.003</a>	MILWAUKEE DIRLL M18 FUEL 7/16IN HEX UTILITY HTIW	09/01/2023	09/01/2023	0.00	607.37	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000480</a>	CATO OIL CO., INC.					12,251.24
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	12,251.24			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">CFSI-2722</a>	TOWN VEHICLE GAS	09/05/2023	09/05/2023	0.00	12,251.24	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000529</a>	CINTAS FIRST AID & SAFETY					105.88
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	105.88			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5174407553</a>	RESTOCK SAFETY FIRST AID CABINET	09/08/2023	09/08/2023	0.00	105.88	



**Payment Register**
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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000572</a>	COMCAST					116.85
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	116.85			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0042978 SEPT FY 24</a>	DOWNTOWN WIFI	09/01/2023	09/01/2023	0.00	116.85	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000571</a>	COMCAST BUSINESS					1,424.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,424.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">180160695</a>	TELEPHONE SERVICES	09/01/2023	09/01/2023	0.00	1,424.40	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003443</a>	CORE & MAIN LP					1,811.45
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,811.45			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">T355374</a>	PARTS FOR LEAK	09/07/2023	09/07/2023	0.00	1,811.45	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000949</a>	COYNE CHEMICAL					5,046.11
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	5,046.11			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">412936</a>	POLYMER K290FLX	09/01/2023	09/01/2023	0.00	5,046.11	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000622</a>	CROPPERS INC					451.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	451.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">13216</a>	F350 REPLACE TIRE	09/07/2023	09/07/2023	0.00	451.98	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000627</a>	CUES					1,962.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,962.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">970003524</a>	ANNUAL SUPPORT	09/07/2023	09/07/2023	0.00	1,962.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003595</a>	DAUVIT SADIK					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	09/01/2023	09/01/2023	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003596</a>	DAVIDA WASHINGTON					50.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	50.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	09/01/2023	09/01/2023	0.00	25.00	
<a href="#">REFUND 9/2/2023</a>	PARK RESERVATION DEPOSIT	09/05/2023	09/05/2023	0.00	25.00	

**Payment Register**
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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000678</a>	DAVIS, BOWEN & FRIEDEL					1,175.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,175.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">177975</a>	PROJ 0050A116.A01 ENGINEERINGS	09/11/2023	09/11/2023	0.00	1,175.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003516</a>	EAST COAST MASONRY LLC					12,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	12,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">000489</a>	MASONARY WORK EAST,WEST, SOUTH SIDES OF TOWN H	09/11/2023	09/11/2023	0.00	12,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000794</a>	EASTERN SHORE COFFEE					8.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	8.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">313083</a>	WATER & COOLER RENTAL FEES	09/05/2023	09/05/2023	0.00	8.75	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000847</a>	ENVIROCORP, INC.					1,205.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,205.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN2302091</a>	MONITORING WELL SAMPLES	09/07/2023	09/07/2023	0.00	1,205.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					160.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	160.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">363451</a>	OC TODAY AD	09/01/2023	09/01/2023	0.00	144.00	
<a href="#">363785</a>	ADVERTISING NOTICE OF ZONING APPEALS,OTHER ADS	09/07/2023	09/07/2023	0.00	16.25	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003447</a>	GLENDA HOLDEN					500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8/28-9/10</a>	CLEANING SERVICES	09/05/2023	09/05/2023	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					259.55
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	259.55			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">34702802</a>	ANNUAL & QUARTERLY FOR PW, ELEC, WR COPIER MACH	09/01/2023	09/01/2023	0.00	183.95	
<a href="#">34802346</a>	GREAT AMERICA COPIER LEASE AGREEMENT	09/07/2023	09/07/2023	0.00	75.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001011</a>	HATTIE P. BURSON					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	09/01/2023	09/01/2023	0.00	25.00	

**Payment Register**
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Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0001032</a>	HILL'S ELECTRIC MOTOR SERVICE INC.						3,780.81
Payment Type	Payment Number						Payment Date Payment Amount
Check							09/11/2023 3,780.81
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">0143389</a>	TROUBLESHOOT S DIGESTER MIXER	09/07/2023	09/07/2023	0.00	1,075.00		
<a href="#">0143816</a>	SBR FAN MOTOR	09/07/2023	09/07/2023	0.00	916.67		
<a href="#">0143868</a>	TROUBLESHOOT PISTA GRIT	09/07/2023	09/07/2023	0.00	1,040.00		
<a href="#">0143933</a>	SOUTH DIGESTER MIXER MOTOR	09/07/2023	09/07/2023	0.00	749.14		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0002971</a>	HUNTER CALEB						147.79
Payment Type	Payment Number						Payment Date Payment Amount
Check							09/11/2023 147.79
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">REIMB 9/5/2023</a>	ANNUAL SAFETY BOOTS	09/08/2023	09/08/2023	0.00	147.79		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0001068</a>	INTERCOASTAL TRADING INC.						5,170.30
Payment Type	Payment Number						Payment Date Payment Amount
Check							09/11/2023 5,170.30
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">232575</a>	BLEACH	09/07/2023	09/07/2023	0.00	481.25		
<a href="#">233167</a>	BLEACH	09/07/2023	09/07/2023	0.00	1,493.80		
<a href="#">233197</a>	BLEACH	09/07/2023	09/07/2023	0.00	1,020.00		
<a href="#">233352</a>	BLEACH	09/07/2023	09/07/2023	0.00	2,175.25		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0003109</a>	JAMES BRADFORD FARM TRUST						2,022.50
Payment Type	Payment Number						Payment Date Payment Amount
Check							09/11/2023 2,022.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">SEPT FY 24</a>	JAMES BOUNDS BOND SPRAY SITE	09/05/2023	09/05/2023	0.00	2,022.50		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0003110</a>	JESSE JONES FARM TRUST						2,022.50
Payment Type	Payment Number						Payment Date Payment Amount
Check							09/11/2023 2,022.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">SEPT FY 24</a>	JAMES BOUNDS BOND SPRAY SITE	09/05/2023	09/05/2023	0.00	2,022.50		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0003396</a>	LYWOOD ELECTRIC INC						6,314.00
Payment Type	Payment Number						Payment Date Payment Amount
Check							09/11/2023 6,314.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">1574</a>	FLOW METER FOR SLUDGE PRESS	09/08/2023	09/08/2023	0.00	6,314.00		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0001495</a>	MIDDLE DEPARTMENT INSPECTION AGENCY						959.00
Payment Type	Payment Number						Payment Date Payment Amount
Check							09/11/2023 959.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">848462,61,60,57,55,53,51,50</a>	INSPECTION SERVICES	09/07/2023	09/07/2023	0.00	959.00		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS						3,551.80
Payment Type	Payment Number						Payment Date Payment Amount
Check							09/11/2023 3,551.80
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">PPE 9/10/2023</a>	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	09/11/2023	09/11/2023	0.00	3,551.80		

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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002754</a>	NOYES MICROSYSTEMS INC					660.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	660.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1017244</a>	WORK ON BACKUP SERVER DRIVE AND IAPRO EMAIL TRA	09/01/2023	09/01/2023	0.00	660.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001625</a>	ONE CALL CONCEPTS, INC.					64.77
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	64.77			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">3086165</a>	MISS UTILITY TICKETS	09/07/2023	09/07/2023	0.00	64.77	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003422</a>	OPTEON APPRAISAL INC					1,100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">721274316</a>	UPDATE APPRAISAL PARCEL 57 HERON PARK	09/11/2023	09/11/2023	0.00	1,100.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001648</a>	PARKER FORESTRY SERVICES					5,177.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	5,177.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">FMP_9_B_23</a>	FOREST MANAGEMENT PLAN	09/11/2023	09/11/2023	0.00	5,177.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001676</a>	PENINSULA AUTO & TRUCK PARTS, INC					186.70
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	186.70			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">209317</a>	BATTERY NEW HOLLAND	09/07/2023	09/07/2023	0.00	186.70	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001682</a>	PEP-UP, INC.					1,333.79
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,333.79			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5862145,5862146</a>	OFF ROAD DIESEL GENERATORS	09/07/2023	09/07/2023	0.00	1,333.79	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003127</a>	QUADIENT FINANCE USA, INC					500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8273_SEPT FY 24</a>	POSTAGE TOWN WIDE	09/07/2023	09/07/2023	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002524</a>	QUADIENT LEASING USA INC					1,669.53
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,669.53			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">N10089590</a>	QUADIENT POSTAGE MACHINE LEASE PAYMENT	09/07/2023	09/07/2023	0.00	481.65	
<a href="#">N10098086</a>	QUADIENT QUARTERLY FOR MAIL STUFFER	09/07/2023	09/07/2023	0.00	1,187.88	

**Payment Register**
**APPKT02790 - 20230911SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001755</a>	RACE TRACK AUTO BODY & MARINE					1,355.76
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,355.76			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">151404</a>	LUBE OIL ADN FILTER CHANGE, BRAKE PADS AND BRAKE F	09/01/2023	09/01/2023	0.00	1,355.76	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003171</a>	RICKY JARMON					866.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	866.71			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">AUG FY 24</a>	CUSTODIAL SERVICE FOR PD	09/07/2023	09/07/2023	0.00	866.71	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001814</a>	RJ LOCK & SECURITY					250.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	250.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">85770</a>	REPLACE LOCK AND KEYS GEOTHERMAL ROOM TOWN HA	09/05/2023	09/05/2023	0.00	250.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001904</a>	SELBYVILLE TRACTOR & EQUIPMENT INC					383.43
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	383.43			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">63337</a>	NEW HOLLAND TRACTOR	09/07/2023	09/07/2023	0.00	383.43	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003245</a>	SNOW HILL VETERINARY SVCS LLC					75.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	75.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">08/16/2023</a>	BRAVECTO FOR LUKE	09/01/2023	09/01/2023	0.00	75.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002022</a>	STUART C IRBY CO					1,185.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	1,185.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S013691821.001</a>	RE-STOCK INVENTORY	09/01/2023	09/01/2023	0.00	1,185.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003461</a>	TECHMD					6,505.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	6,505.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">225255</a>	IT SERVICES - CARDS COMPLETE	09/05/2023	09/05/2023	0.00	4,459.00	
<a href="#">227548</a>	SERVER HARDWARE REPLACEMENT	09/08/2023	09/08/2023	0.00	2,046.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003087</a>	THERMAL PROCESS SYSTEMS INC					2,416.21
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		09/11/2023	2,416.21			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">78123.3</a>	MOLE SWIVEL	09/07/2023	09/07/2023	0.00	2,416.21	

**Payment Register**
**APPKT02790 - 20230911SW**

<b>Vendor Number</b> <a href="#">0003382</a>	<b>Vendor Name</b> TK CONSTRUCTION INC					<b>Total Vendor Amount</b> 122,336.25
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			09/11/2023	122,336.25		
<b>Payable Number</b> <a href="#">APPL #3 FY 24</a>	<b>Description</b> WILLIAM STREET PUMP STATION	<b>Payable Date</b> 09/11/2023	<b>Due Date</b> 09/11/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 122,336.25	
<b>Vendor Number</b> <a href="#">0003453</a>	<b>Vendor Name</b> TONY LAWSON					<b>Total Vendor Amount</b> 25.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			09/11/2023	25.00		
<b>Payable Number</b> <a href="#">REFUND 9/4</a>	<b>Description</b> PARK RESERVATION DEPOSIT	<b>Payable Date</b> 09/05/2023	<b>Due Date</b> 09/05/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 25.00	
<b>Vendor Number</b> <a href="#">0003149</a>	<b>Vendor Name</b> TRANSAMERICA					<b>Total Vendor Amount</b> 137.04
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			09/11/2023	137.04		
<b>Payable Number</b> <a href="#">2505102766</a>	<b>Description</b> TRANSAMERICA EE PAID SUPPLEMENTAL INS.	<b>Payable Date</b> 09/01/2023	<b>Due Date</b> 09/01/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 137.04	
<b>Vendor Number</b> <a href="#">0002993</a>	<b>Vendor Name</b> TUCKAHOE UNDERGROUND LLC					<b>Total Vendor Amount</b> 5,400.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			09/11/2023	5,400.00		
<b>Payable Number</b> <a href="#">23500</a>	<b>Description</b> WESTVIEW ELECTRICAL DIRECETIONAL BORES	<b>Payable Date</b> 09/06/2023	<b>Due Date</b> 09/06/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 5,400.00	
<b>Vendor Number</b> <a href="#">0002928</a>	<b>Vendor Name</b> UNIFIRST CORPORATION					<b>Total Vendor Amount</b> 119.98
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			09/11/2023	119.98		
<b>Payable Number</b> <a href="#">1430088334</a>	<b>Description</b> UNIFORMS FOR PUBLIC WORKS DEPARTMENT	<b>Payable Date</b> 09/05/2023	<b>Due Date</b> 09/05/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 119.98	
<b>Vendor Number</b> <a href="#">0002205</a>	<b>Vendor Name</b> UNITED WAY OF THE EASTERN SHORE					<b>Total Vendor Amount</b> 45.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			09/11/2023	45.00		
<b>Payable Number</b> <a href="#">PPE 9/10/2023</a>	<b>Description</b> UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	<b>Payable Date</b> 09/11/2023	<b>Due Date</b> 09/11/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 45.00	
<b>Vendor Number</b> <a href="#">0002220</a>	<b>Vendor Name</b> USA BLUEBOOK					<b>Total Vendor Amount</b> 189.40
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			09/11/2023	189.40		
<b>Payable Number</b> <a href="#">INV00109646</a>	<b>Description</b> ACID CARTRIDGES	<b>Payable Date</b> 09/07/2023	<b>Due Date</b> 09/07/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 189.40	
<b>Vendor Number</b> <a href="#">0002252</a>	<b>Vendor Name</b> VERIZON WIRELESS-720117503-00001					<b>Total Vendor Amount</b> 527.45
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			09/11/2023	527.45		
<b>Payable Number</b> <a href="#">9942775374</a>	<b>Description</b> MDT SERVICE	<b>Payable Date</b> 09/07/2023	<b>Due Date</b> 09/07/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 527.45	

**Payment Register**
**APPKT02790 - 20230911SW**

<b>Vendor Number</b> <a href="#">0003055</a>	<b>Vendor Name</b> WASHINGTON NATIONAL INSURANCE COMPANY					<b>Total Vendor Amount</b> 511.51
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">P2353756</a>	<b>Payable Number</b> <a href="#">P2353756</a>	<b>Description</b> WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	<b>Payable Date</b> 09/11/2023	<b>Due Date</b> 09/11/2023	<b>Payment Date</b> 09/11/2023
						<b>Payment Amount</b> 511.51
						<b>Discount Amount</b> 0.00
						<b>Payable Amount</b> 511.51
<b>Vendor Number</b> <a href="#">0002304</a>	<b>Vendor Name</b> WEST OCEAN CITY ILLNESS & INJURY CENTER					<b>Total Vendor Amount</b> 125.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">20621737</a>	<b>Payable Number</b> <a href="#">20621737</a>	<b>Description</b> DOT PHYSICAL	<b>Payable Date</b> 09/07/2023	<b>Due Date</b> 09/07/2023	<b>Payment Date</b> 09/11/2023
						<b>Payment Amount</b> 125.00
						<b>Discount Amount</b> 0.00
						<b>Payable Amount</b> 125.00
<b>Vendor Number</b> <a href="#">0002348</a>	<b>Vendor Name</b> WOR WIC COMMUNITY COLLEGE					<b>Total Vendor Amount</b> 20.00
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">13191</a>	<b>Payable Number</b> <a href="#">13191</a>	<b>Description</b> K9 AND POLICE TRAINING	<b>Payable Date</b> 09/07/2023	<b>Due Date</b> 09/07/2023	<b>Payment Date</b> 09/11/2023
						<b>Payment Amount</b> 20.00
						<b>Discount Amount</b> 0.00
						<b>Payable Amount</b> 20.00
<b>Vendor Number</b> <a href="#">0002363</a>	<b>Vendor Name</b> WORCESTER COUNTY LANDFILL					<b>Total Vendor Amount</b> 15,760.45
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">124 AUG FY 24</a> <a href="#">309 AUG FY 24</a>	<b>Payable Number</b> <a href="#">124 AUG FY 24</a> <a href="#">309 AUG FY 24</a>	<b>Description</b> RECYCLE, REFUGE, AND CAN PULLS SLUDGE	<b>Payable Date</b> 09/07/2023 09/07/2023	<b>Due Date</b> 09/07/2023 09/07/2023	<b>Payment Date</b> 09/11/2023
						<b>Payment Amount</b> 15,760.45
						<b>Discount Amount</b> 0.00
						<b>Payable Amount</b> 14,274.05
						<b>Payable Amount</b> 1,486.40
<b>Vendor Number</b> <a href="#">0002384</a>	<b>Vendor Name</b> WORCESTER YOUTH & FAMILY COUNSELING SERVICES					<b>Total Vendor Amount</b> 11,933.77
<b>Payment Type</b> Check	<b>Payment Number</b> <a href="#">JULY FY 24</a>	<b>Payable Number</b> <a href="#">JULY FY 24</a>	<b>Description</b> ANNUAL YOUTH PROGRAM	<b>Payable Date</b> 09/08/2023	<b>Due Date</b> 09/08/2023	<b>Payment Date</b> 09/11/2023
						<b>Payment Amount</b> 11,933.77
						<b>Discount Amount</b> 0.00
						<b>Payable Amount</b> 11,933.77

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	87	69	0.00	293,980.01
Packet Totals:		87	69	0.00	293,980.01





Town of Berlin, MD

# Payment Register

APPKT02795 - 20230918SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0000581</a>	COMPTROLLER OF MARYLAND	727.46			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/18/2023	727.46		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">AUGUST FY 24</a>	ENVIRONMENTAL TRUST FUND REPORT	09/18/2023	09/18/2023	0.00	727.46

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0000584</a>	COMPTROLLER OF MARYLAND	2,410.08			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/18/2023	2,410.08		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">AUGUST FY 24</a>	ELECTRIC UNIVERSAL SERVIC EPROGRAM FUND	09/18/2023	09/18/2023	0.00	2,410.08

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0003459</a>	MARYLAND DEPT OF ASSESSMENTS & TAXATION	7,229.11			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		09/18/2023	7,229.11		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">2ND QRT FY 24</a>	MARYLAND FRANCHISE TAX	09/18/2023	09/18/2023	0.00	7,229.11

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	3	3	0.00	10,366.65
Packet Totals:		3	3	0.00	10,366.65



Town of Berlin, MD

# Payment Register

APPKT02786 - 20230831SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount	
<a href="#">0002338</a>	WISE RONDELL	814.40	
Payment Type	Payment Number	Payment Date	Payment Amount
Check		08/31/2023	814.40
Payable Number	Description	Payable Date	Due Date
<a href="#">8/23 8/24,8/29,8/21</a>	CONTRACTUAL FINANCE DEPARTMENT	08/31/2023	08/31/2023
		Discount Amount	Payable Amount
		0.00	814.40

**Payment Register**

APPKT02786 - 20230831SW

**Payment Summary**

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



Town of Berlin, MD

# Payment Register

APPKT02793 - 20230915SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number		Vendor Name	Total Vendor Amount	
<a href="#">0002338</a>		WISE RONDELL	203.60	
Payment Type	Payment Number		Payment Date	Payment Amount
Check			09/14/2023	203.60
Payable Number	Description		Payable Date	Due Date
<a href="#">9/14 FY 24</a>	WAGES 8 HOURS		09/14/2023	09/14/2023
			Discount Amount	Payable Amount
			0.00	203.60

Payment Register

APPKT02793 - 20230915SW

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



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09953 - Refunds 1 UBPKT09952 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
33-0260931-08	CARLSON, LEE	9/18/2023	25291	5.14			5.14	Generated From Billing
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	5.14				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	5.14
<b>Revenue Total:</b>	5.14

## General Ledger Distribution

Posting Date: 09/14/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>				
	10-1110-1098	CLAIM ON CASH-FUND 10	-5.14	Yes
	10-2010-2074	UNAPPLIED CREDITS	5.14	
		<b>10 Total:</b>	0.00	
<b>Fund: 98 - POOLED CASH</b>				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-5.14	
	98-2498-2200	DUE TO OTHER FUNDS	5.14	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09896 - Refunds 1 UBPKT09895 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	9/1/2023	25214	1,445.61			1445.61	Deposit
55-3460001-02	BRITTINGHAM, TYRONN	9/1/2023	25215	371.05			371.05	Deposit
<b>Total Refunds: 2</b>			<b>Total Refunded Amount:</b>	1,816.66				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1816.66
<b>Revenue Total:</b>	1816.66

## General Ledger Distribution

Posting Date: 08/30/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>				
	10-1110-1098	CLAIM ON CASH-FUND 10	-1,816.66	Yes
	10-2010-2074	UNAPPLIED CREDITS	1,816.66	
	<b>10 Total:</b>		0.00	
<b>Fund: 98 - POOLED CASH</b>				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-1,816.66	
	98-2498-2200	DUE TO OTHER FUNDS	1,816.66	Yes
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	





Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09913 - Refunds 1 UBPKT09912 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0471751-09	SEILER, DANA	9/5/2023	25217	18.90			18.90	Generated From Billing
<b>Total Refunds: 1</b>				<b>Total Refunded Amount:</b>	18.90			

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	18.90
<b>Revenue Total:</b>	18.90

## General Ledger Distribution

Posting Date: 09/01/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>				
	10-1110-1098	CLAIM ON CASH-FUND 10	-18.90	Yes
	10-2010-2074	UNAPPLIED CREDITS	18.90	
	<b>10 Total:</b>		0.00	
<b>Fund: 98 - POOLED CASH</b>				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-18.90	
	98-2498-2200	DUE TO OTHER FUNDS	18.90	Yes
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09928 - Refunds 1 UBPKT09927 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	9/7/2023	25218	450.86			450.86	Deposit
66-2010001-01	SABIA, DIANA	9/7/2023	25219	206.03			206.03	Deposit
<b>Total Refunds: 2</b>			<b>Total Refunded Amount:</b>	656.89				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	656.89
<b>Revenue Total:</b>	656.89

## General Ledger Distribution

Posting Date: 09/06/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>				
	10-1110-1098	CLAIM ON CASH-FUND 10	-656.89	Yes
	10-2010-2074	UNAPPLIED CREDITS	656.89	
	<b>10 Total:</b>		0.00	
<b>Fund: 98 - POOLED CASH</b>				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-656.89	
	98-2498-2200	DUE TO OTHER FUNDS	656.89	Yes
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09936 - Refunds 1 UBPKT09935 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
44-1210811-08	SASS, CHLOE	9/18/2023	25290	134.08			134.08	Generated From Billing
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	134.08				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	134.08
<b>Revenue Total:</b>	134.08

## General Ledger Distribution

Posting Date: 09/08/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>				
	10-1110-1098	CLAIM ON CASH-FUND 10	-134.08	Yes
	10-2010-2074	UNAPPLIED CREDITS	134.08	
	<b>10 Total:</b>		0.00	
<b>Fund: 98 - POOLED CASH</b>				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-134.08	
	98-2498-2200	DUE TO OTHER FUNDS	134.08	Yes
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	