



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

**Berlin Town Hall**  
**10 William Street**  
**Monday, May 22, 2023**

**NEW AGENDA FORMAT:** Please note that times indicated below are approximate. Also note additional timing protocols that 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 5.8.23
- 2. 7:10 PM PROCLAMATION:** 2023-05: June 19<sup>th</sup> through 25<sup>th</sup>, 2023 as National Pollinator Week - Mayor Zack Tyndall
- 3. 7:15 PM PRESENTATION:** Berlin Skatepark Location Study Findings – We Heart Berlin President Tony Weeg
- 4. 7:30 PM FIRST READING –** Ordinance 2023-04: Amending Chapter 8, Article II Entitled Business Licenses – Economic and Community Development Director Ivy Wells and Town Attorney David Gaskill (Public Hearing will be held on Monday, June 12, 2023).
- 5. 7:40 PM DISCUSSION:** Short-Term Rentals – Planning Director David Engelhart, Town Attorney David Gaskill, and Chief of Police Arnold Downing
- 6. 8:00 PM ITEM(S) FOR APPROVAL:**
  - a) Motion 2023-14: Declare Surplus Property – Chief of Police Arnold Downing
- 7. 8:10 PM REPORTS:** Town Administrator's Report, Departmental Reports
- 8. 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.
- 9. 8:30 PM COMMENTS FROM THE COUNCIL**
- 10. 8:50 PM COMMENTS FROM THE MAYOR**
- 11. 8:55 PM COMMENTS FROM THE PRESS**
- 12. 9:00 PM ADJOURNMENT**

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

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





**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, May 8, 2023**

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

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

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

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

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.

Mayor Tyndall introduced his new Executive Administrative Assistant, Ms. Sara Gorfinkel, and welcomed her to the Mayor's Office. Ms. Gorfinkel shared that she is very excited to join the Town of Berlin; she said she had the great opportunity to volunteer in the Welcome Center for the past eight months and is looking forward to transitioning to a full-time position. She stated she is excited to give back to the Town her family loves so much.

1. Consent Agenda:

A) Approval of Minutes for:

1. Work Session Minutes of 4.07.23
2. Regular Session Minutes of 4.24.23

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. First Reading: Ordinance 2023-04 FY24 Budget Adoption

Mayor Tyndall stated that the Public Hearing on the budget is scheduled for Monday, June 12th, 2023. He read the ordinance and asked Finance Director Ms. Natalie Saleh to provide a brief summary of the Fiscal Year 2024 projected revenues and expenditures. Mayor Tyndall made the Council aware that the Town received notification from the Maryland Department of Natural Resources that the grant application submitted for the playground equipment was unsuccessful. He clarified this would result in a change to the Town's portion of funds that were allocated for the project. He said they will make the appropriate adjustments to the draft budget and share a revised copy once it is available. Mayor Tyndall confirmed the Town planned to contribute \$55,000 toward the project and explained that he has made a request to add a \$25,000 line item back on the budget to assist the Public Works Department in making necessary repairs to the current playground equipment.

Mayor Tyndall continued by saying a budget assumption being made is that the County will grant the Town's request to reallocate funds for the Flower Street roundabout project in the amount of \$122,000 as a one-time payment for Berlin Fire Company EMS support; he said he expects to be notified of the County's decision soon. Mayor Tyndall added that salaries have changed across all departments and all funds to reflect the proposed increase to reach the thirty-fifth percentile of the market as illustrated by Paypoint HR following the Wage Compensation and Salary Study; he said a 2.25% Cost of Living adjustment is also included. He asked if Council would agree to provide some direction to Paypoint regarding what the group would like to see as a final market rate in hopes of getting the deliverable in time to review the findings publicly; he said he would like to schedule a work session prior to the next Regular Session meeting on Monday, May 22<sup>nd</sup>, 2023.

Councilmember Knerr shared that he feels they have been throwing darts at the wall in past years to determine how much they should increase employees' pay and said it is not a good way to do things. He said he feels they have a solid path going forward following the Paypoint HR study to bring employees up to where they need to be. He acknowledged that thirty-five percent is not perfect but said it will allow them to start somewhere while working through the budget constraints they are facing in the next fiscal year.

Councilmember Orris asked if the Paypoint HR representatives have any concerns with implementing Cost of Living increases; Human Resources Director Kelsey Jensen said the representatives felt it was more important to get closer to fifty percent of the market rate versus applying a cost-of-living increase should funding not be available to implement both options simultaneously. Mayor Tyndall clarified that moving forward at thirty-five percent of the market would help bring staff to an equitable line of compensation, adding the cost-of-living increase would assist those that may not be impacted as greatly by the change. He asked if any members of the Council had an objection to proceeding with a final report from Paypoint HR being compiled at thirty-five percent of the market; he stressed that the Town's goal would be to work toward achieving fifty percent of the market rate.

Vice President Burrell said he is of the opinion that a commitment must be made to the staff; he said it irks him that the needs of staff are repeatedly put last. He added that he feels let down that the Town is not able to do more than the thirty-five-market percentile and a 2.25% cost of living increase. Mayor Tyndall said he shares Vice President Burrell's frustration, however, he stated he feels they have done a better job of putting human capital forward as a priority this year. Councilmember Orris asked if an additional market rate increase will be considered next year if only a thirty-five percent increase is decided upon for the upcoming year; Mayor Tyndall answered it would be smart to look at it, though, he said developing a step and grade system would be the next phase. He confirmed this phase will have some cost ramifications.

Ms. Saleh provided a reminder that they have been working within the \$200,000 Contingency set aside as part of the General Fund to act on the findings provided by the Wage Study. She said the Utility Funds are following the General Funds and must also be considered. Councilmember Orris asked if the Utility Funds can absorb the additional payroll being discussed; Ms. Saleh answered yes.

Councilmember Green acknowledged that the situation is very discouraging, adding that the Council is trying to fix something that has been many years in the making. He said he wants every employee to be adequately paid and feels the step and grade system that Administration will bring to Council, along with the numbers available following the Wage Study will help to achieve that. Councilmember Green suggested using funds that may be available following the denial of the playground grant to address the cost-of-living adjustment or increasing the proposed market rate being discussed; he said he does not want to see underreported revenues put the Town in another constraining position. Ms. Saleh suggested placing the one-time payment back on the budget to give employees an incentive during the holidays.

Councilmember Nichols emphasized that Council is facing significant budget challenges; she said she does not want taxpayers to think the discussion involves giving employees a thirty-five percent raise. She said the increase being proposed is to get employees within the mid-level range of what another person in the same job description would be

paid. Mayor Tyndall said he feels the consensus is to let Paypoint HR know that Council would like them to finalize the report at a thirty-five percent market rate with the goal of achieving fifty percent, along with implementing a 2.25% cost of living adjustment and developing a step and grade system; All councilmembers when in agreement with the proposed path forward.

Councilmember Orris asked if it would be possible to mark items in the budget that are paid for by Impact Fees; Ms. Saleh said she will fix the notes before the budget is adopted. Councilmember Orris asked if Mayor Tyndall had any plans regarding the Berlin Fire and EMS contracts received earlier in the day; Mayor Tyndall said he did not have an opportunity to review the submissions.

### 3. Item(s) For Approval

#### a) Motion 2023-12 Business License Fees:

Economic and Community Development Director Ivy Wells said it has been determined there is not enough time to implement an entirely new business license fee structure for the next fiscal year. She explained a recommendation was made to follow through with the motion originally presented at the Mayor and Council meeting on Monday, April 24, 2023, adding that the caveat was to review and consider further refinement of the fee structure based on suggestions made by Council. Ms. Wells stated the motion being presented reads that business license fees will increase from \$75 to \$100 for most businesses and from \$150 to \$300 for financial organizations operating in the Town of Berlin.

Councilmember Orris asked why financial organizations are charged more for licenses; Ms. Bohlen said that financial institutions have historically been charged more compared to a regular business, however, she said she cannot provide any more insight into why that may be. Mayor Tyndall clarified that his level of support would be to keep the financial institutions at the same level as the other businesses. Councilmember Orris asked if out-of-town businesses that conduct business in Town will be part of the new fee structure; Ms. Bohlen acknowledged that it will be part of the discussion going forward, however, she added that it will be difficult to monitor.

Councilmember Knerr asked if it would be possible to impose a trader's license fee starting in the new fiscal year; Ms. Saleh explained that the business license as defined in the Town Code is to operate a business with a physical location. Town Attorney David Gaskill clarified that the Town Code would have to be amended to adjust course and impose a change that would require anyone doing business within the Town to have a Town business license. Ms. Wells suggested creating a Contracting License versus amending the current charter; Ms. Bohlen said it would still require that an Ordinance be drafted and publicly advertised before the Town was to begin imposing any fees. Councilmember Green said contractors and businesses expect to pay a few and feel it is a missed opportunity to help offset some expenses.

Mayor Tyndall proposed that Motion 2023-12 be amended to note the approved increase of annual business license fees from \$75 to \$150 for all businesses operating within the Town of Berlin; Councilmember Knerr formally made the motion.

Vice President Burrell suggested the proposed motion remain unchanged to which financial institutions continue to pay more.

On the motion of Councilmember Knerr, second by Councilmember Orris, Motion 2023-12: Business License Fees with amendments was approved by the following vote:

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

Mayor Tyndall requested they move forward with the changes to the Town Charter as discussed in hopes of adding the First Reading to the next Regular Session meeting agenda on Monday, May 22<sup>nd</sup>, 2023. Vice President Burrell repeated his request to consider designating a Special Fee District related to the Main Street corridor. Mayor Tyndall confirmed it will be something they investigate further as part of implementing a new fee structure going forward.

4. Discussion: Speeding

Mayor Tyndall made the Council aware that a post was shared on social media to inform the public about an upcoming meeting regarding speeding; he said the meeting was coordinated by Councilmember Orris with the help of Chief of Police Arnold Downing following a special request made by a resident from District II. He explained the meeting will be narrowly focused on Broad Street; however, he added the goal is to have a more public discussion as it relates to speed cameras and the areas in Town that should be reviewed and studied for camera placement. Chief Downing confirmed there is a greater need for speed enforcement which is why they are looking into companies that provide the type of technology they want to use. Councilmember Nichols reported that she was approached by a resident requesting to put speed bumps down their road; she said she made it known that would not be possible, but she encouraged residents to continue taking photos and calling the Police Department to report speed violations. Chief Downing echoed Councilmember Nichols's recommendation and reiterated the importance of reporting cases of speeding in Town.

5. Reports: Town Administrator's Report, Departmental Reports – none.

6. Comments from the Public

Berlin resident, Ms. Gladys Watson, was present at the meeting to share her desire for a dog park in Town. She said the nearest public dog park is in Ocean City, which she said takes her close to forty-five minutes to travel to. Ms. Watson shared that she feels Berlin would benefit from a park as she often sees a large number of dogs in Town and feels their owners would appreciate having a safe place to bring them. She acknowledged that she does not know how much the project would cost, but she believes Stephen Decatur Park would have the space available in the back section and asked that the Council consider her request.

9. Comments from the Council

Vice President Burrell revisited his request for assigned parking downtown. One concern that he said is repeatedly brought to his attention is the lack of assigned parking specifically at the dental office off the public parking lot on Williams Street. He said he feels it would be sufficient if some reserved parking was available during portions of the day and set aside for those visiting the offices and businesses in Town. Mayor Tyndall acknowledged that he may have misunderstood Vice President Burrell's request when it was last mentioned, as he said he believed the request was for additional handicapped parking spaces. Vice President Burrell clarified that he would like to see more open spaces for anyone that may need them for just a certain amount of time during the morning or afternoon hours. Ms. Bohlen noted that it would not be recommended to reserve public street parking spaces for specific businesses, but if the specific spaces being discussed were in the parking lot between Main and William Street, Taylor Bank, which owns the lot, but allows its use for public parking, could be contacted with a request.

Councilmember Knerr thanked Ms. Watson for her recommendation of the dog park; he said he believes it would be a wonderful addition to Berlin. He continued by referencing the contracts received earlier in the day from the Berlin Fire Company and Emergency Medical Services; he asked if it would be possible to overlay the Town's version of the contracts with the contracts received to determine the differences. Ms. Bohlen said she can ask Administrative Assistant Kate Daub to review the documents and highlight any differences between the versions.

Councilmember Nichols supported Vice President Burrell's request for designated parking spaces downtown and suggested that Taylor Bank be contacted to discuss the idea further.

Councilmember Orris thanked Ms. Watson for recommending the dog park; he suggested that a route to form more discussion and move forward would be to coordinate with the Parks Commission. Mayor Tyndall referred to the list of projects reviewed by the Council to which the projects were ranked by priority; he confirmed several projects were ranked

ahead of the dog park. He asked that Ms. Watson take pictures of signs at other parks in hopes that a funding agency may be listed to help the Town pursue a grant in that specific direction. Councilmember Orris asked if there was an update on the EV Charging Stations; Electric Utility Director Tim Lawrence said the stations have been installed and are ready for activation. He clarified that the Town must set up a rate structure that must go through the Public Service Commission, adding that the stations cannot be activated until the rate structure is determined. Councilmember Orris asked if the public turnout at events is getting closer to the turnouts experienced before COVID; Ms. Wells confirmed.

Councilmember Green shared that he feels blessed to live in Berlin and be able to attend the events in Town. He said he realizes the effort that goes into it and thanked all Town Departments and staff for their hard work. He spoke on behalf of the verdict that was carried out in the Officer Glen Hilliard murder trial who was killed in the line of duty; he said justice was served.

#### 10. Comments from the Mayor

Mayor Tyndall thanked Councilmember Green for his comment; he said he was happy to see the community come together and support law enforcement officers that were at the trial. He said the events held in Town over the weekend went very well and said the lampposts along the streets are looking great. Mr. Lawrence elaborated on the work being done by saying his department changed the color of the lamp posts outside Town Hall from green to black and said they are putting in new light bulbs which have a control feature to adjust the brightness. He said he will need the Council's approval to continue moving forward with the work throughout the downtown area.

On the motion of Vice President Burrell, second by Councilmember Orris, Re-Painting of the Downtown Lamp Posts 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				

#### 11. Comments from the Press – none.

#### 12. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Orris, the Mayor and Council meeting was adjourned at approximately 8:50 PM.

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

Respectfully Submitted,

*Kate Daub*

Kate Daub

Administrative Assistant



# TOWN OF BERLIN

## PROCLAMATION 2023-05

### *National Pollinator Week*

The Mayor and Council of the Town of Berlin does hereby proclaim June 19th through 25th, 2023, to be our Municipality's observance of National Pollinator Week as an affiliate of Bee City USA.

*WHEREAS*, pollinator species such as thousands of species of bees are essential partners in producing much of our food supply; and

*WHEREAS*, pollinator species provide significant environmental benefits that are necessary for maintaining healthy, biodiverse urban and suburban ecosystems; and

*WHEREAS*, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational economic development opportunities; and

*WHEREAS*, for decades the Town of Berlin has managed town landscapes and public lands that include many municipal parks and greenways, as well as wildlife habitats; and

*WHEREAS*, the Town of Berlin provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats and environments; and


NOW, THEREFORE, I, Zack Tyndall, Mayor of the Town of Berlin, do hereby proclaim June 19th through 25th, 2023 as our Municipality's observance of **National Pollinator Week**.

And, Berlin as an affiliate of **Bee City USA®** we urge all citizens to recognize this observance.

In witness whereof, I have hereunto set my hand and caused the seal of Berlin, to be affixed this 22nd day of May, 2023.

**WITNESS MY HAND AND SEAL**

*Zackery Tyndall*  
 Zackery Tyndall, Mayor

An aerial rendering of a proposed skatepark. The park features several concrete ramps, bowls, and a central area with various obstacles. A parking lot with several cars is visible in the upper left. The surrounding area includes green grass, trees, and a road with a dashed yellow line. The title 'BERLIN SKATEPARK FEASIBILITY STUDY' is overlaid in large white text.

# BERLIN SKATEPARK FEASIBILITY STUDY

SPOHN RANCH, INC. // WE HEART BERLIN, INC. // TOWN OF BERLIN, MD // MAY 10, 2023



# CONTENTS:

- 01 TYPOLOGY
- 02 TRENDS
- 03 REGIONAL PRECEDENTS
- 04 POPULATION CALCULATOR
- 05 SITE EVALUATION CRITERIA
- 06 STEPHEN DECATUR PARK
- 07 HERON PARK
- 08 HENRY PARK
- 09 COST ESTIMATE
- 10 SUMMARY

## PROJECT DESCRIPTION:

We Heart Berlin, Inc. (Client) in collaboration with the Town of Berlin, Maryland seeks professional consultation and design services for the development of a concrete skatepark at one of three potential sites in Berlin, Maryland.

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## PROJECT TEAM:



01

# *SKATEPARK TYPOLOGY*



## SKATE DOT

- Approximately 500 - 2,500 square feet
- Approximately 1 - 4 elements
- Comfortably serves approximately 1 - 5 riders at a time

## SKATE SPOT

- Approximately 2,500 - 5,000 square feet
- Approximately 5 - 15 elements
- Comfortably serves approximately 5 - 15 riders at a time

## NEIGHBORHOOD SKATEPARK

- Approximately 5,000 - 15,000 square feet
- Comfortably serves approximately 15 - 50 riders at a time
- Increased focus on amenities - lighting, spectator seating, etc.

## REGIONAL SKATEPARK

- Approximately 15,000+ square feet
- Comfortably serves 50+ riders at a time
- Typically designed to accommodate regional events and competitions

## PRECEDENTS:



## PRECEDENTS:



**PRECEDENTS:**



**PRECEDENTS:**



## STREET

- Popularized in metropolitan cities with public plazas
- Terrain found in the urban environment – stairs, benches, curbs, planters, handrails, etc.
- Linear / angular lines and flow

## TRANSITION

- Revolutionized in the empty backyard swimming pools of Southern California
- Radiused vertical walls – quarter-pipe, mini-ramp, vert ramp, bowl, snake run, ditch, full pipe, etc.
- Curvilinear lines and flow

## PUMP TRACK

- A series of rhythmic pathways made up of rollers and bermed turns, pump tracks offer a unique riding experience for all wheel types and skill levels.
- Pump tracks can be constructed with either concrete, asphalt or compacted earth, but for both durability and functionality reasons, Spohn Ranch recommends concrete pump tracks as the superior solution.







02

# SKATEPARK TRENDS



# CONCRETE IS THE OPTIMAL MATERIAL FOR SKATEPARK CONSTRUCTION.

Modern skatepark terrain is constructed using concrete, not wood or steel. Three decades of case studies nationwide prove that wood and metal ramps cannot withstand the daily abuse inflicted by skatepark users. Especially in regions with harsh winters, any material other than concrete suffers from severe durability issues and creates maintenance headaches. Further proof of concrete's superiority – Tony Hawk's non-profit foundation which helps fund skatepark projects, will only provide grants for skateparks constructed with concrete.

The only scenario where wood or ramps are acceptable is an indoor environment, but even then, concrete is still superior.

## DETERIORATING WOOD RAMPS



## EXPERTLY HAND-SCULPTED CONCRETE

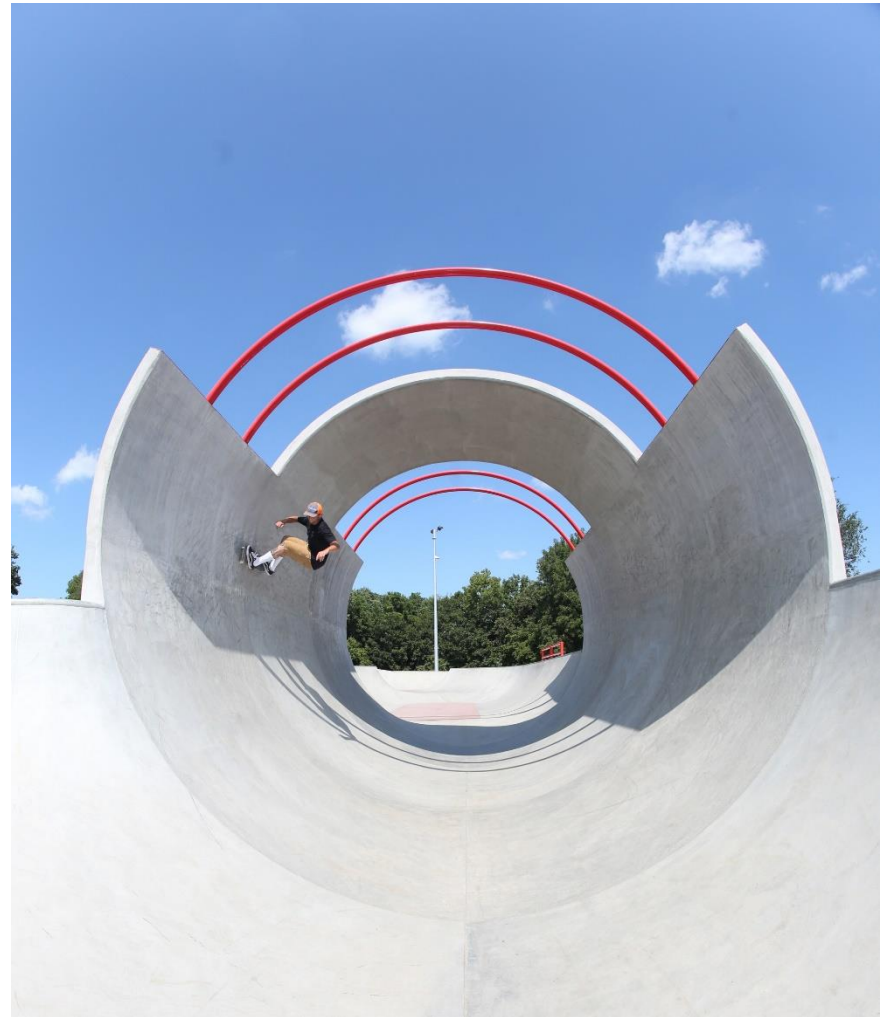


# SKATEPARKS ARE A NATURAL CANVAS FOR ART.

Modern skateparks are increasingly focusing on art and aesthetics to complement the inherently artistic act of riding and performing tricks on a skateboard. Art and aesthetics are typically integrated via one or several of the methods below:

- Skateable sculptures
- Integral color and color patterns
- Architectural lines and shapes
- Diverse textures and materials – brick, granite, etc.
- Nods to local culture and heritage
- Integrated landscaping

Creating artistic spaces is truly a win-win. It serves skateboarders by providing the unique, challenging terrain they crave, while serving the community at large by providing visual focal points rich with artistic value. And unlike art behind museum glass, skateable art is interactive and provides wheel sport athletes with a canvas to express their creativity and individual style.

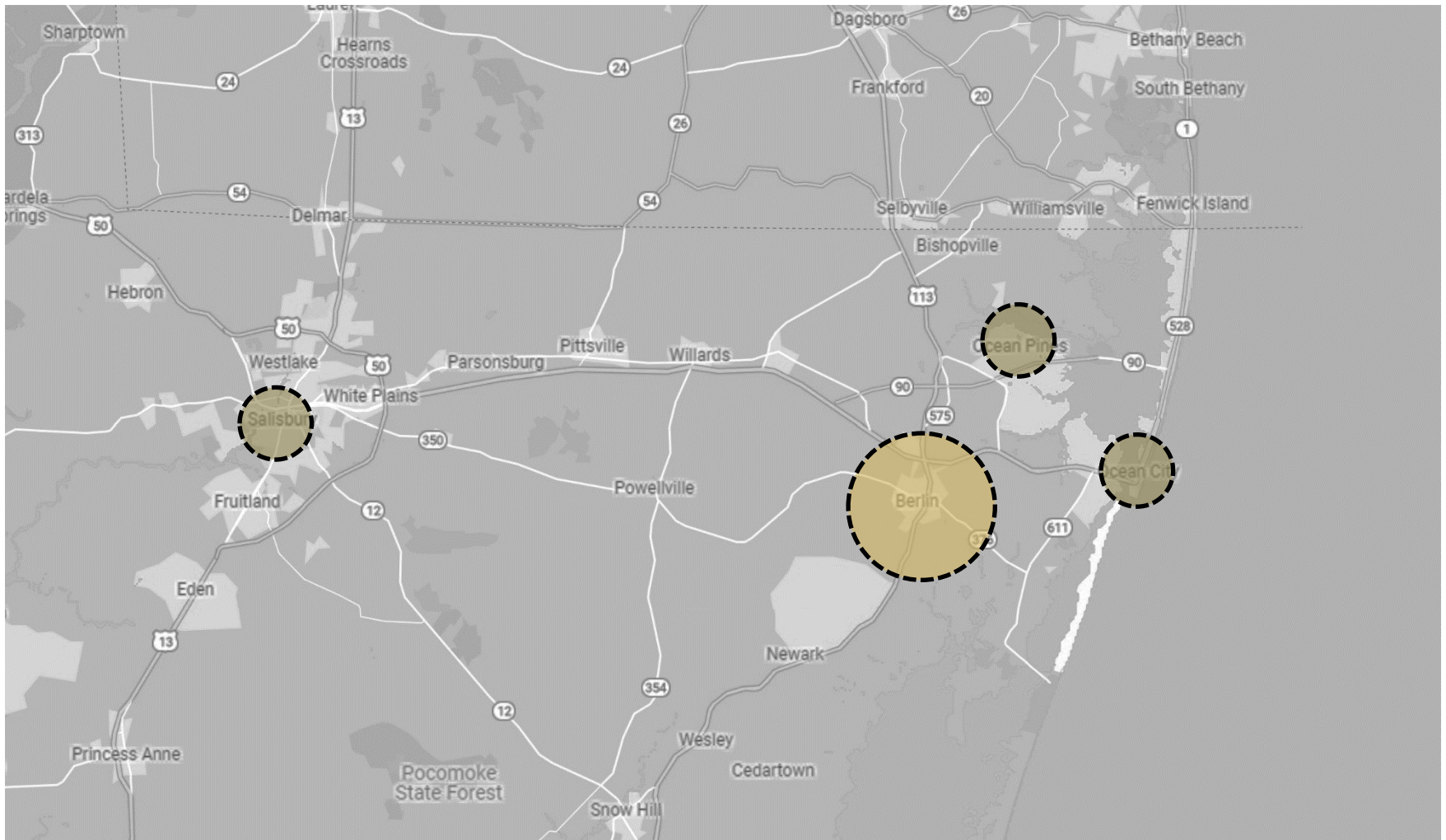


## PRECEDENTS:



03  
***REGIONAL  
PRECEDENTS***







## OCEAN CITY, MD

- 9 miles from Berlin
- Neighborhood skatepark
- 14,000 square feet
- Concrete / wood ramps



## OCEAN PINES, MD

- 8 miles from Berlin
- Neighborhood skatepark
- 7,000 square feet
- Concrete



## SALISBURY, MD

- 22 miles from Berlin
- Neighborhood skatepark
- 13,000 square feet
- Concrete

04

# *POPULATION CALCULATOR*



01.

## DEFINE TARGET AREA

U.S. Census Bureau (2020) estimates Berlin's population at 4,700

02.

## APPLY SKATEBOARDER %

Recent statistics from the National Sporting Goods Association and American Sports Data estimate that approximately 2% of the U.S. population participates in skateboarding.

- $4,700 \times 2\% = \underline{94 \text{ skateboarders}}$  in Berlin

03.

## DEFINE # OF ACTIVE SKATEBOARDERS

If you had to plan as if every person with access to a skateboard was going to use the skatepark every day, your final numbers would be astronomical. It makes more sense to plan for the population of skateboarders who ride on a regular basis and would frequent the skatepark at least a few times per year.

- $94 / 2 = \underline{47 \text{ active skateboarders}}$  in Berlin

04.

## APPLY "SKATE SESSION" %

For the average skateboarder, there are roughly 10 skateable hours during the day (10am – 8pm). With the average skate session lasting about 2 hours, there are 5 sessions during the day. While these sessions will obviously overlap, this model gives a good sense for how skateboarders will ride at different times.

- $47 / 5 = \text{an average of } \underline{10 \text{ skateboarders}}$  riding in Berlin at a time

05.

## DEFINE OPTIMAL SQUARE FOOTAGE

Spoehn Ranch has visited thousands of skateparks across the country and collected observable data on the number of skateboarders it takes before a park feels crowded and quality of the skateboarding experience is negatively affected. One skateboarder requires approximately 1,400 square feet of skatepark - roughly a 38' x 38' square.

- $10 \times 1,400 = \underline{14,000 \text{ square feet}}$  of skatepark in Berlin



**TARGET:**  
**14,000**  
**SQUARE FOOT**  
**OF SKATEPARK**

## OTHER FACTORS TO CONSIDER:

- Demographics – Although skateboarding spans the full spectrum of ages, youth are its most common participants. If your target area has a significantly younger or older demographic compared to national averages, consider applying a multiplier to either increase or decrease your quantities.
- Wheel sports culture – If wheel sports are an important component of your target area's culture (think Southern California), consider applying a multiplier to increase your quantities.
- Other wheeled sports – Skateboarders are not the only demographic that use skateparks. If your community's skateparks will allow other wheeled activities such as BMX, in-line skates, scooters, etc. it's best to plan accordingly from the beginning and apply a multiplier to increase your quantities.
- If you build it, they will come – If it seems like your community doesn't have that many skateboarders, it's likely because there are limited spaces to safely and legally skateboard. Trust us, when a new skatepark opens, it will be very well used – whether it's existing skateboarders you didn't know lived in your community or new participants buying a skateboard for the first time.

05

# ***SITE EVALUATION CRITERIA***



## VISIBILITY

- How easy would it be for law enforcement and parents to patrol and check-in on the skatepark?
- Is the site surrounded by other active areas, giving users the sense that eyes could be on them at any given time?

## ACCESSIBILITY

- How centralized is the site? Is it on the outskirts of the community and difficult for the majority of the community's residents to access?
- What is the proximity to public transportation? (bus, train, trails, pathways, etc.)

## DESIGN CANVAS

- Is there enough space to achieve the desired square footage? Is there potential for future expansion?
- Is the shape of the space conducive to skateboarding traffic patterns or do awkward corners and boundaries create challenges?
- Is the topography conducive to skatepark design? Do natural elevation changes present opportunities or challenges?
- Would the scenery, aesthetics and atmosphere compliment a social gathering space like a skatepark?
- Do sub-surface and drainage present opportunities or challenges?

## BARRIERS TO SHOVEL-READY

- Does the agency already own the property? Is it properly zoned? Or would a property acquisition and zoning process be lengthy and challenging?
- Would use of the site require demolition of existing structures? How extensive?
- Does use of the site for a skatepark conflict with future plans for the space?

## AMENITIES + INFRASTRUCTURE

- Does the site have existing support amenities within walking distance or would they have to be created from scratch? Parking, restrooms, drinking fountain, shade, spectator seating, etc.
- Is the site already set up for key utilities like water for a drinking fountain and power for lighting?

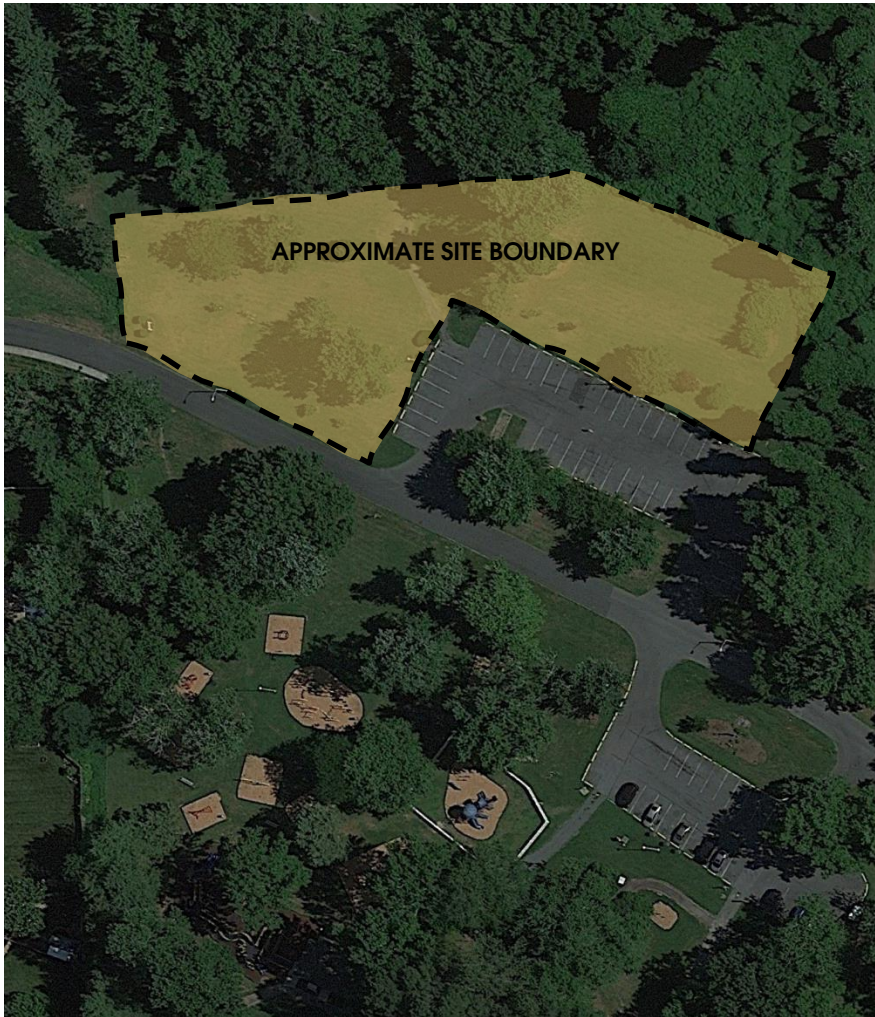
## ENVIRONMENTAL IMPACT

- Would use of the site for a skatepark conflict with other activities within the overall space? Would a skatepark displace an existing recreational activity?
- Would use of the site for a skatepark negatively impact natural or cultural resources?
- Would the skatepark's proximity to homes cause excess noise beyond ambient levels?

06

# *STEPHEN DECATUR PARK*

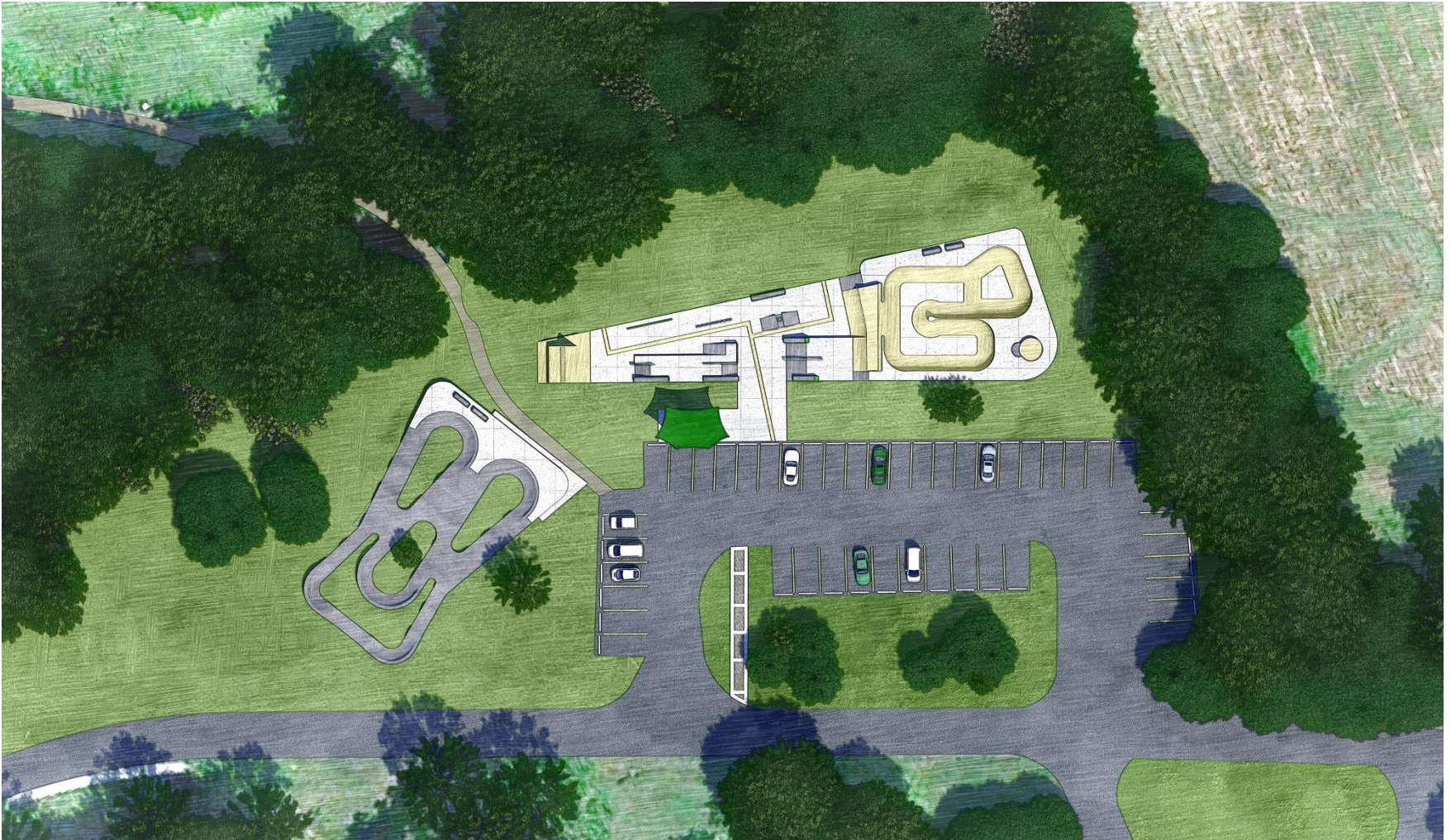




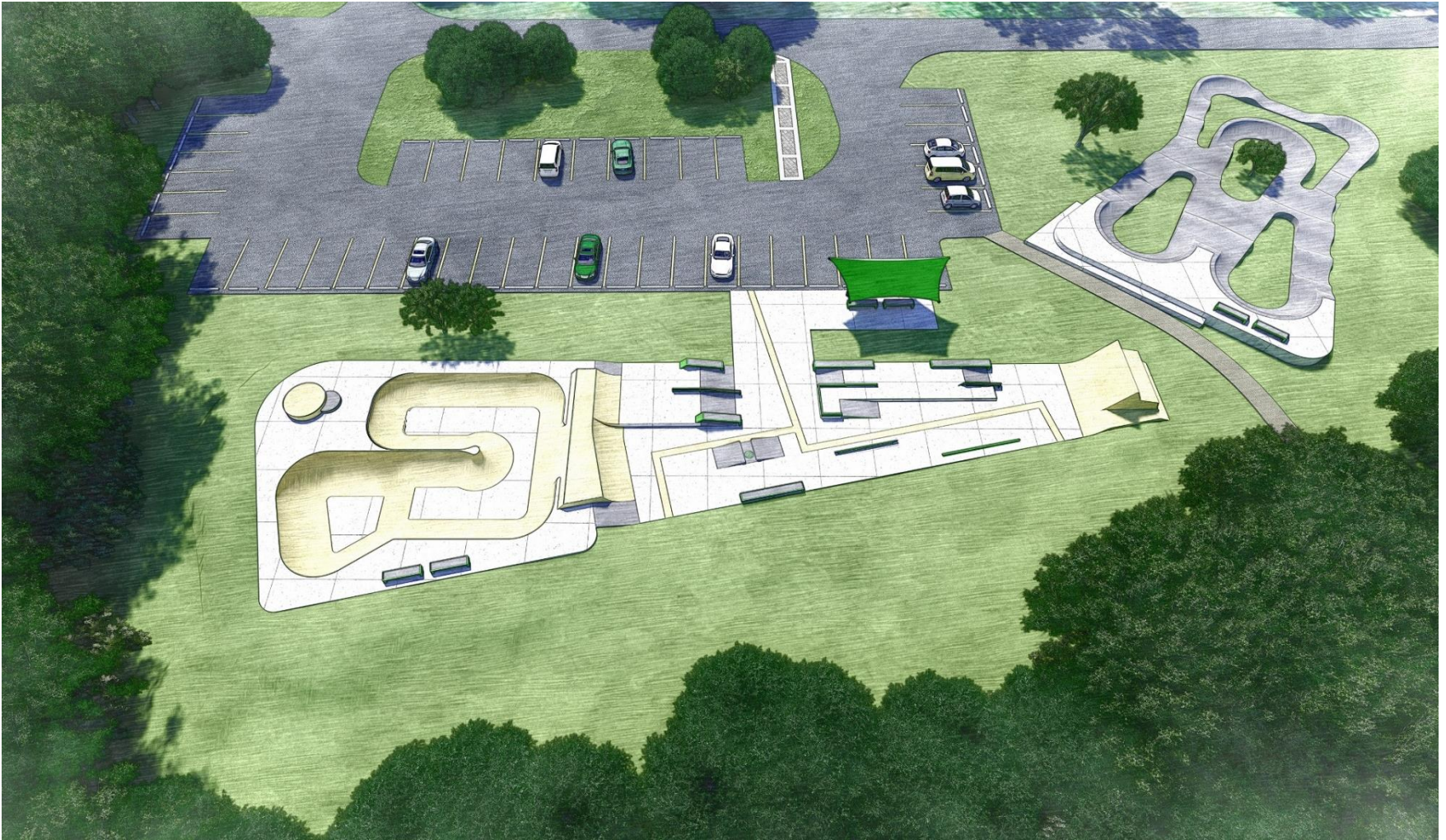
- **VISIBILITY** – Skatepark area is highly visible from Tripoli St. and part of an active / populated recreation area
- **ACCESSIBILITY** – Within Berlin’s boundary, the site is fairly centralized in both the north/south and east/west directions
- **DESIGN CANVAS** – A 14,000 SF skatepark could fit within the east portion of the site, but depending on the design, it may need to split up into a secondary area on the west side of the path. Topography is suitable.
- **BARRIERS TO SHOVEL-READY** – Demolition would be minimal – primarily turf and a handful of trees. Property is City-owned.
- **AMENITIES & INFRASTRUCTURE** – The site has sufficient existing parking and a basic level of utility infrastructure. Restroom building (with drinking fountain) is in-process and would likely be complete prior to skatepark opening.
- **IMPACT TO SURROUNDING ENVIRONMENT** – Closest residential properties are 300’+ from skatepark area and buffered by robust tree lines. Proximity to Worcester Highway indicates skatepark sounds would blend in with ambient noise levels within a fairly small radius. Edge of cemetery is also approximately 300’ from skatepark area, so some additional trees / landscape screening could be beneficial on the west side of the site.

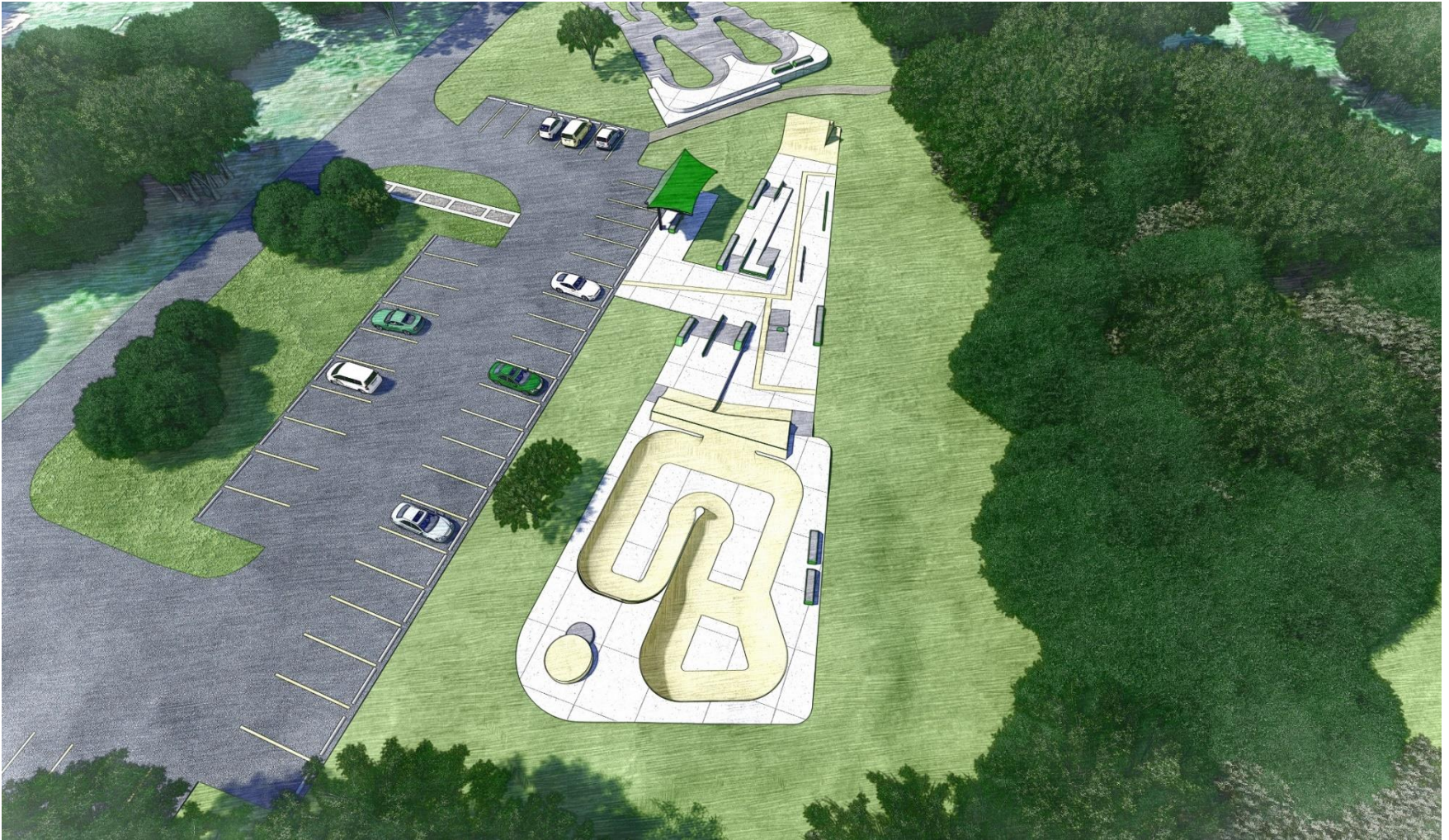
**SITE PHOTOS – JANUARY '23:**



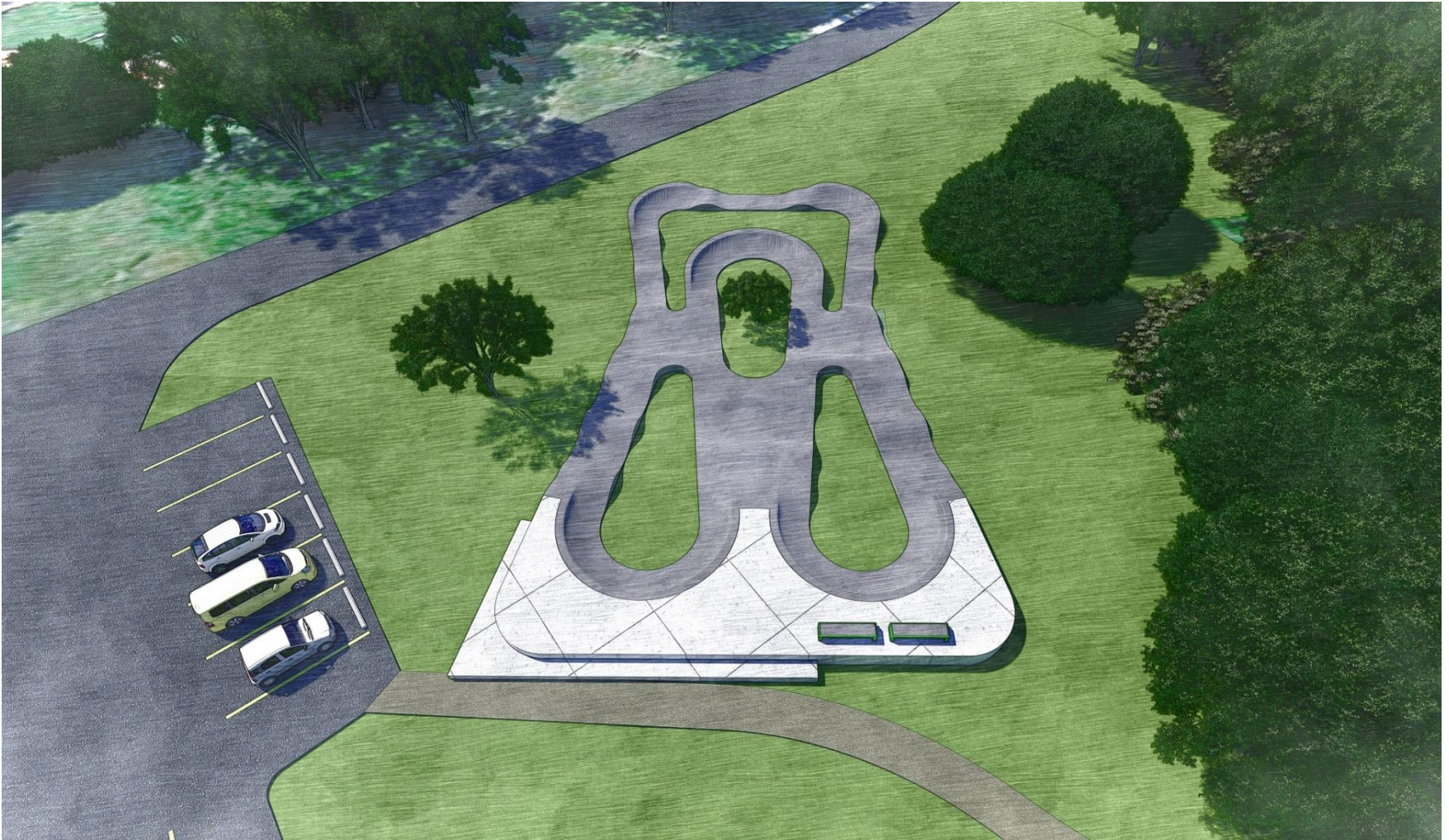


## STEPHEN DECATUR PARK SAMPLE DESIGN OVERLAY









07  
**HERON  
PARK**



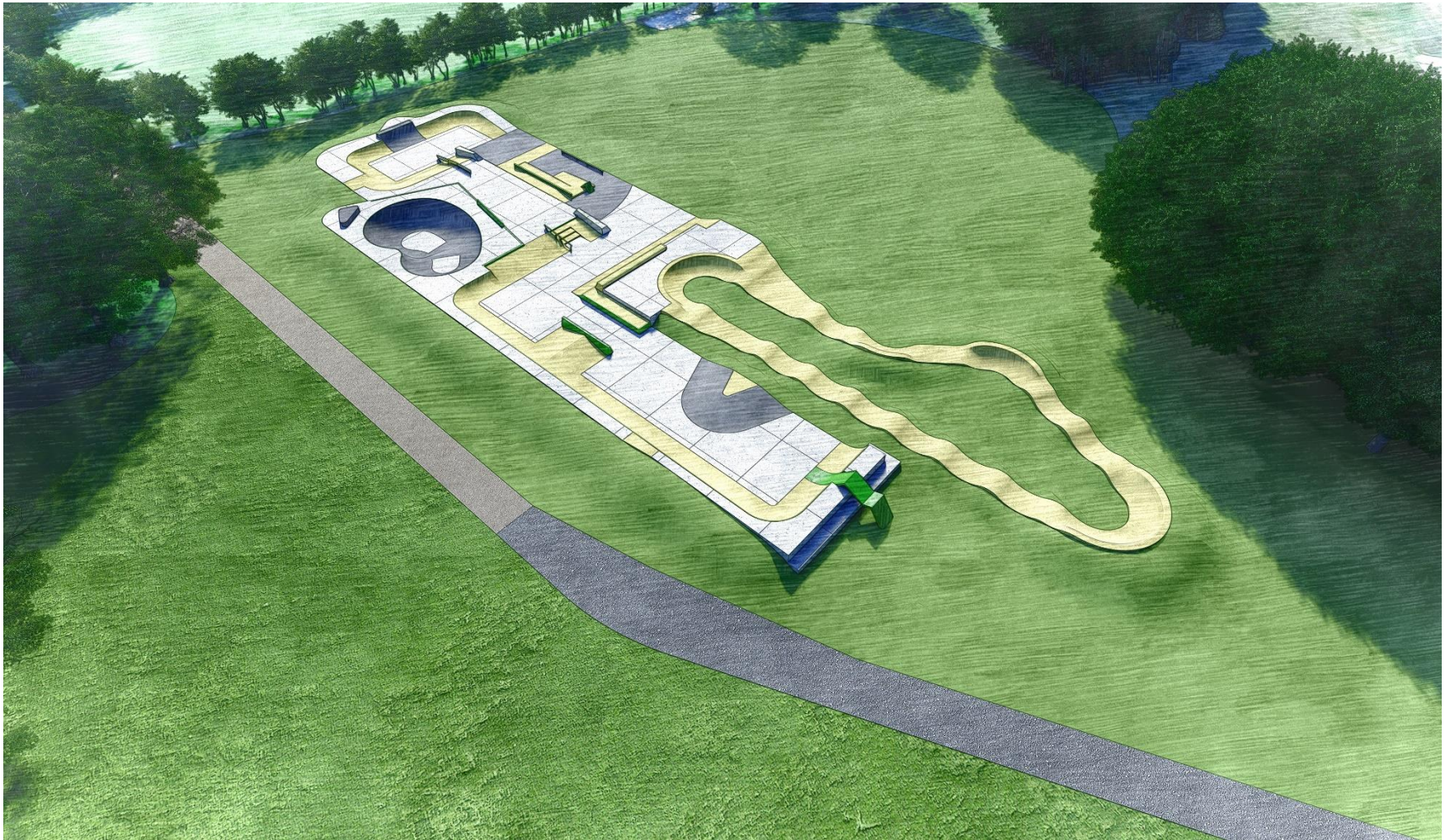


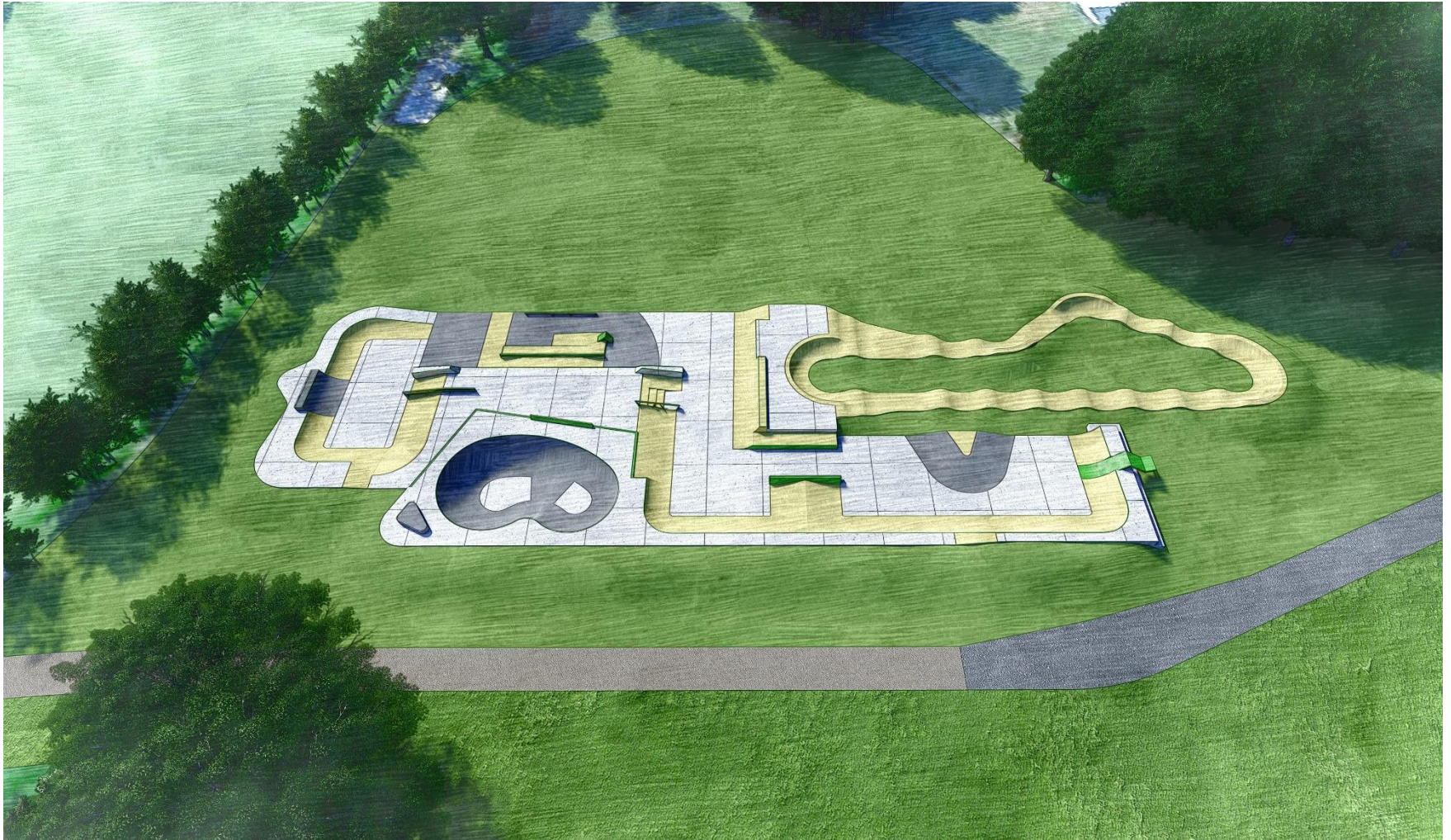
- **VISIBILITY** – Skatepark area isn’t visible from any major streets and isn’t within an active / populated recreation area
- **ACCESSIBILITY** – Within Berlin’s boundary, the site is fairly centralized in the east/west direction, but it is on the far northern end, located a considerable distance from the majority of residential properties.
- **DESIGN CANVAS** – Canvas is a bit unclear due to future master planning of the overall park, but it appears there is ample square footage for a neighborhood skatepark. Parcel shape and topography are suitable.
- **BARRIERS TO SHOVEL-READY** – Minimal existing structures requiring demolition. Property is City-owned, but will require coordination with a private developer working with a TBD timeline.
- **AMENITIES & INFRASTRUCTURE** – Existing amenities are virtually non-existent and would need to be built from scratch – including parking lot, restroom, etc.
- **IMPACT TO SURROUNDING ENVIRONMENT** – No residential properties within the general vicinity to be concerned with. Stormwater ponds to the north present a safety issue and would require fencing / security of some kind.

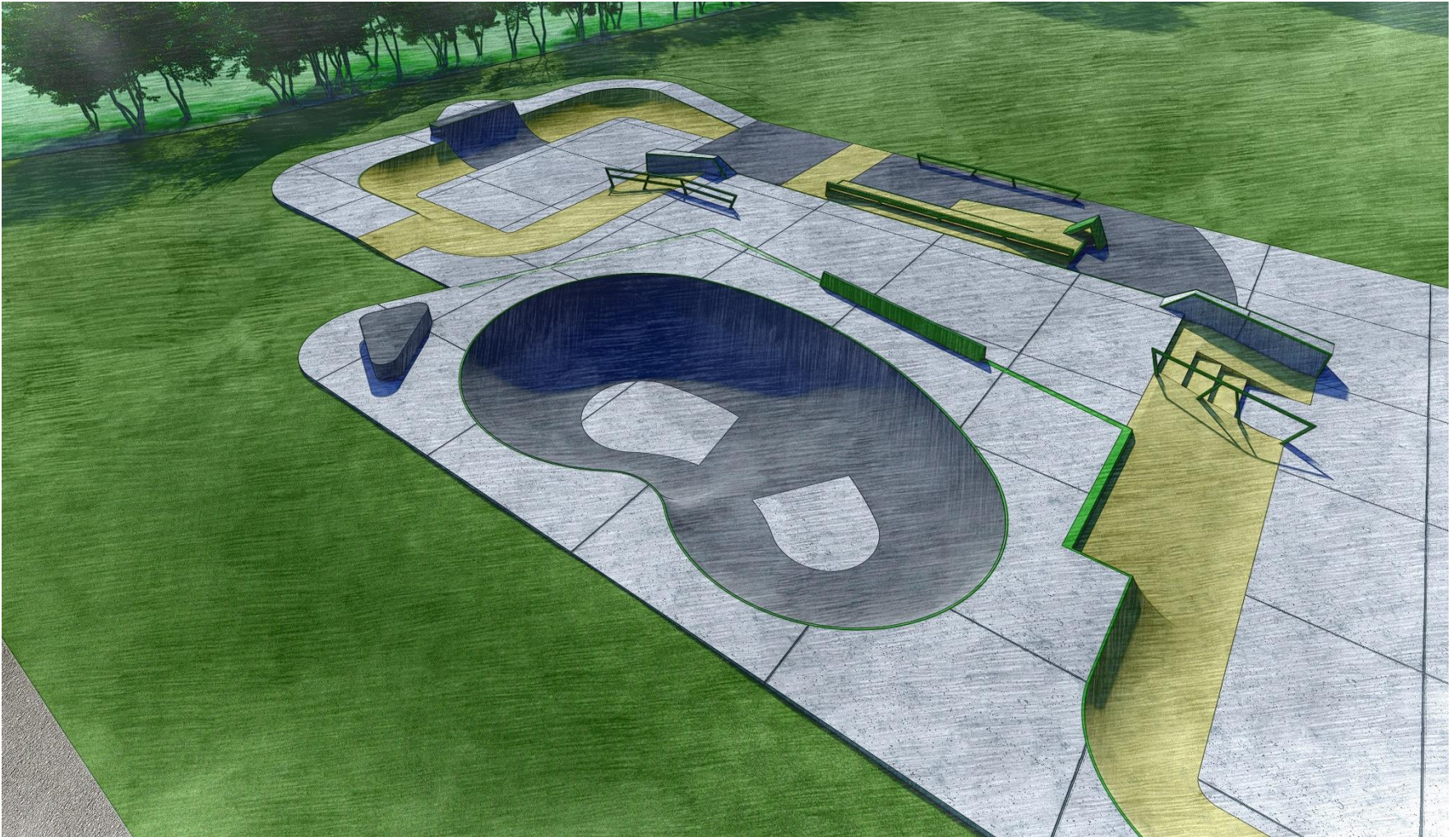
## SITE PHOTOS – JANUARY '23:











08

# HENRY PARK

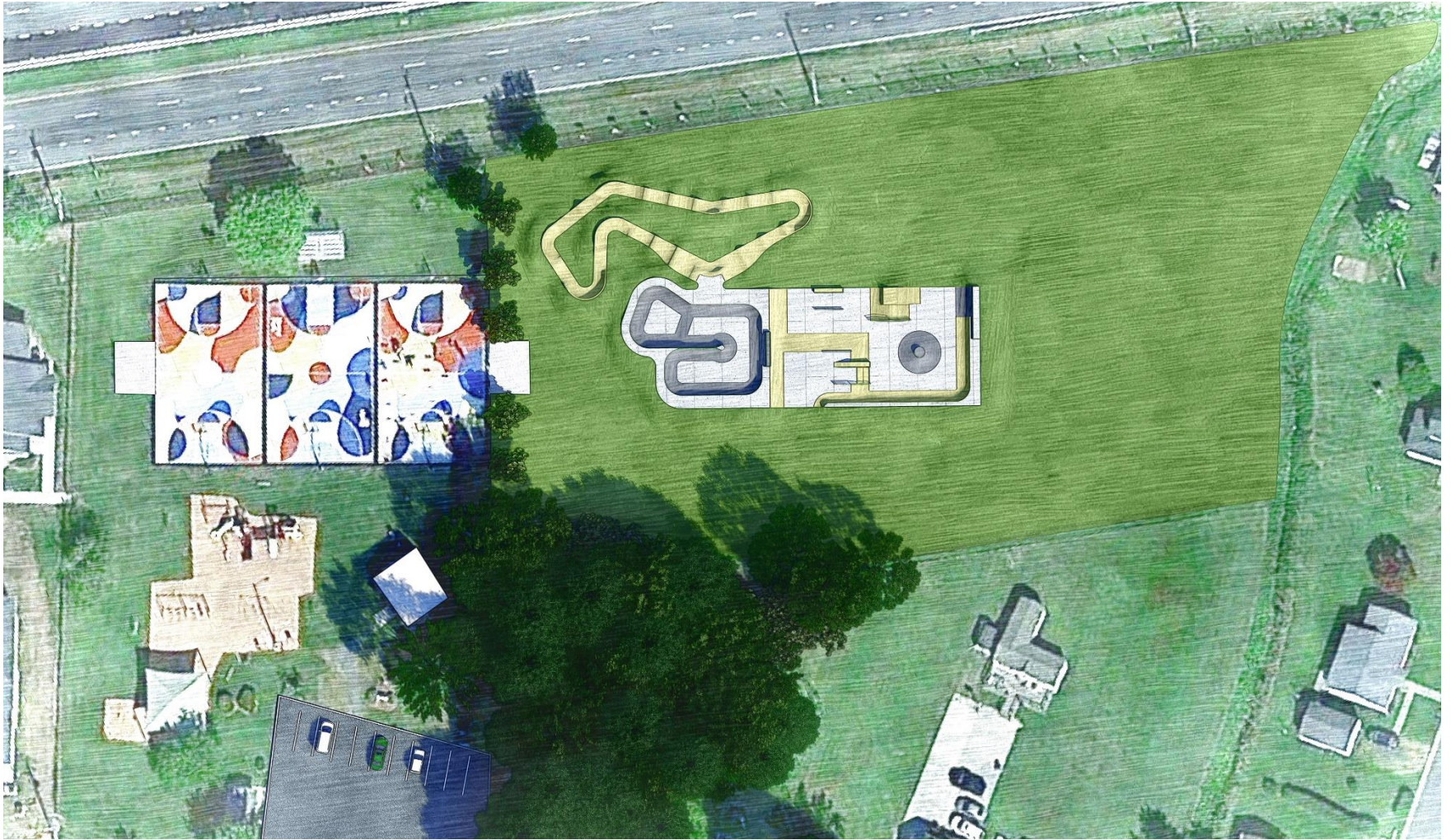




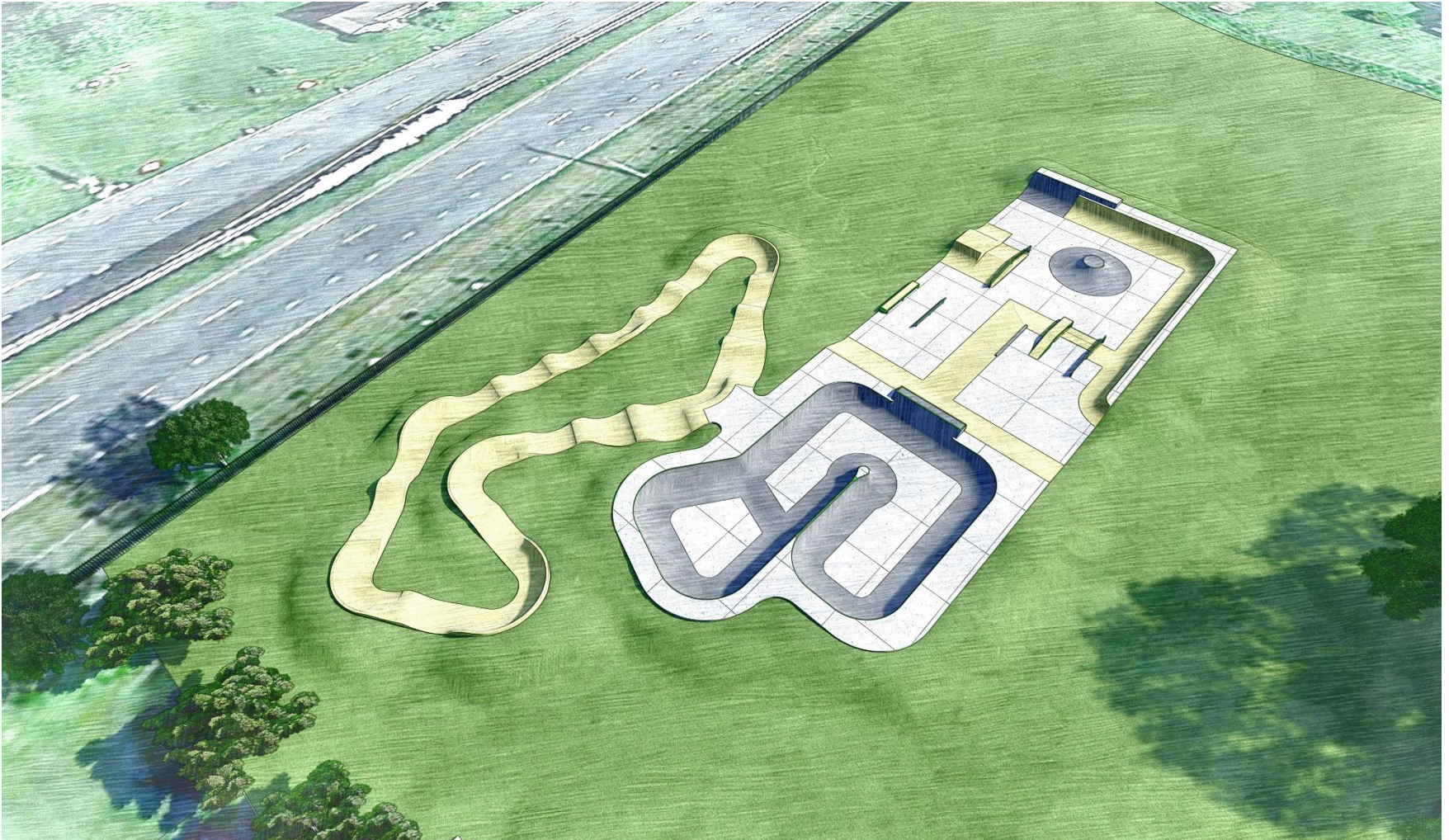
- **VISIBILITY** – Skatepark area is highly visible from the Worcester Highway and Showell St.
- **ACCESSIBILITY** – Within Berlin’s boundary, the site is fairly centralized in the north/south direction, but it is east of the Worcester Highway, where there are fewer residential properties. There is currently no access path from the parking lot, so a significant ADA upgrade would be required as part of the skatepark project.
- **DESIGN CANVAS** – Ample square footage for a neighborhood skatepark. Parcel shape and topography are suitable.
- **BARRIERS TO SHOVEL-READY** – Demolition would be minimal – primarily turf and a handful of trees. Property is City-owned. Proximity to residential properties could present a challenging approval process.
- **AMENITIES & INFRASTRUCTURE** – The site has an existing parking lot, but it would be insufficient for the skatepark. Restroom building with drinking fountain exists approximately 250’ from the skatepark area. A basic level of utility infrastructure appears to be in place.
- **IMPACT TO SURROUNDING ENVIRONMENT** – Several residential properties are < 300’ from the skatepark area, which is not ideal. Possible that proximity to Worcester Highway and additional landscape screening could nullify this issue.

**SITE PHOTOS – JANUARY '23:**









09

# *COST ESTIMATE*

SCOPE OF WORK:	ESTIMATED COST:
SKATEPARK:	
CONSTRUCTION DOCUMENTS & ENGINEERING	\$40,000.00
MOBILIZATION & GENERAL CONSTRUCTION REQUIREMENTS	\$40,000.00
CLEARING & DEMOLITION	\$30,000.00
DRAINAGE	\$50,000.00
EARTHWORK	\$100,000.00
STEEL COPING, EDGE PROTECTION & GRIND RAILS	\$80,000.00
CONCRETE SKATE ELEMENTS / TERRAIN	\$305,000.00
CONCRETE FLATWORK	\$120,000.00
INTEGRAL COLOR	\$20,000.00
BONDING	\$15,000.00
<b>SKATEPARK SUB-TOTAL:</b>	<b>\$800,000.00</b>
SITE AMENITIES:	
LANDSCAPING	\$30,000.00
SPORTS LIGHTING	\$150,000.00
SHADE STRUCTURE	\$30,000.00
SPECTATOR SEATING	\$10,000.00
DRINKING FOUNTAIN	\$15,000.00
<b>SITE AMENITIES SUB-TOTAL:</b>	<b>\$235,000.00</b>
<b>GRAND TOTAL:</b>	<b>\$1,035,000.00</b>

# 10 *SUMMARY*



SITE	HENRY PARK	HERON PARK	STEPHEN DECATUR PARK
VISIBILITY	8	5	8
ACCESSIBILITY	5	4	8
DESIGN CANVAS	7	6	7
BARRIERS TO SHOVEL-READY	7	5	8
AMENITIES & INFRASTRUCTURE	5	4	6
IMPACT TO SURROUNDING ENVIRONMENT	5	6	6
<u>TOTAL SCORE</u>	<u>37</u>	<u>30</u>	<u>43</u>

\* Sites ranked from 1 (worst) to 10 (best) for a total possible rank of 60

\* “BARRIERS TO SHOVEL-READY” and “IMPACT TO SURROUNDING ENVIRONMENT” are ranked in terms of how minimal they are

**SPOHN RANCH’S PROFESSIONAL RECOMMENDATION IS TO PURSUE STEPHEN DECATUR PARK AS THE MOST FEASIBLE SITE FOR SKATEPARK DEVELOPMENT.**

ORDINANCE 2023-04

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

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

Sec. 8-19. - Definitions.

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

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

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

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

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

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

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

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

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

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

- (a) ~~With the exception of vendors,~~ [N]o person shall operate any BUSINESS OR business establishment within the town without obtaining an annual license from the town. Failure to obtain or renew a business license within 90 days as required pursuant to this title constitutes a municipal infraction pursuant to chapter 1, section 1-23 of this Code and shall be punishable as a misdemeanor, the penalty for which shall not exceed a fine of \$1,000.00 and/or imprisonment for a term not to exceed six months.
- (b) The fee for the business license shall be as set forth by the Mayor and Council of the town. The annual fee schedule may be amended by the Mayor and Council from time to time.
- (c) The town administrator shall designate the appropriate department/personnel to oversee the billing and collection of the fee from the responsible person of each business establishment. The business license fee shall be due and payable on July 1 of each and every year, and the entire fee shall be collected before any license is issued.
- (d) Subject to all applicable provisions of other ordinances of the town, statutes of Maryland and all laws of the federal government, the business license shall be transferable, upon written notice to the town administrator, and shall be renewable from year to year during the continuous operation of the business by the licensee.
- (e) In the event that any person commences business operation in the town subsequent to July 1 in any year, the fee may be prorated based on the number of months of operation during the licensing year.

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

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

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

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

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

\_\_\_\_\_  
Zackery Tyndall, Mayor

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



## MOTION OF THE MAYOR AND COUNCIL 2023-14

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO DECLARE THE FOLLOWING ITEMS AS SURPLUS PROPERTY AND AUTHORIZE THE DISPOSAL THROUGH SALE TO THE POLICE OFFICERS THEY WERE ASSIGNED TO, GRANTING THEM TO RETIRED OFFICERS AND/OR TO OTHER LAW ENFORCEMENT AGENCIES PER MARYLAND STATE LAW.

<u>MANUFACTURER</u>	<u>MODEL</u>	<u>SERIAL NUMBER</u>
GLOCK	G-30	WUT062
GLOCK	G-30	WUT063
GLOCK	G-21	ABNN523
GLOCK	G-21	ABNN521
GLOCK	G-21	ABNN522
GLOCK	G-21	BADW605
GLOCK	G-21	BADW607
GLOCK	G-21	BADW608
GLOCK	G-21	BADW609
GLOCK	G-21	BADW610
GLOCK	G-21	BADW611
GLOCK	G-21	BADW612
GLOCK	G-21	BADV610

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.

\_\_\_\_\_  
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



**Monday, May 22, 2023**  
**Weekly Report**

**Departments this Week:**

**Town Administrator**

- Continuing to look into options to address the legalization of recreational cannabis and addressing it from both an employer and employee perspective.
- Continued to work on Bikeway project.
- Continued review with Kelsey of Paypoint HR documents.
- Signage will be going up over the next week or so restricting access to non-public areas of all facilities. This is the recommended response to “1<sup>st</sup> Amendment Audits” being experienced by government entities but is also simply a good idea to discourage free access to certain areas for the safety and protection of staff, equipment, information, etc. as well as the general public.

**Economic and Community Development**

- Completed DHCD closing meetings & reports for Facade Grants
- Impact report for Main Street Improvement grant
- Arranged for the Ocean Downs Casino shuttle now for all events.
- New PARKING directional signs to be put up downtown directing visitors to Decatur Park & St. Paul’s Church
- Community Bike Ride is Thursday at 6 pm. Meet at Roadie Joes
- Community Yard Sale is Saturday beginning at 7:30 am
- Berlin Cruisers is Saturday 10 AM – 2 PM
- The Berlin Farmers Market is every Sunday from 9 AM – 2 PM
- \*Awarded a Maryland State Arts Council Grant for \$18,478.29. Funding approved for restoring mural on Pitts St Building, entertainment & marketing.
- I will be on Vacation Friday through Monday

**Electric**

- Downtown Street Lights: Painting project
- Downtown: Installed camera system
- Maple Ave: Installed Electrical Service
- Littleworth Lane: Installed Construction Temp Service
- Various Locations: Street Light Repair
- Power Plant: Maintenance

**Police Department**

- 5/6: Candidates for entry-level recruits tested (physical and written) by Lt Fisher and Sgt Bragg.
- 5/8: Behind the Lines, Inc (Heather Brown) completed an overall of mental health and wellness, peer support, and the resources available to the agency. Mrs. Brown will schedule mental health assessments for June with all the officers.
- 5/10: Chief Downing attended a Memorial Day Parade committee meeting regarding the logistics of the event. The town event form was completed with Mrs. Wells and Early and committee members.

- 5/11: Chief Downing attended a meeting with the Mayor, Town Administrator Mary Bohlen, and Town Attorney Dave Gaskill regarding Short-Term Rentals.
- 5/15: Lt Fisher, A/Sgt Collins, and HR Director Jensen conducted an interview with a recruit candidate.
- 5/15: Sgt Bragg, Cpl Bireley, and Senior Officer Kerr are attending peer support training at the Eastern Shore Criminal Police Academy (Mrs. Brown is teaching the course).
- Collisions – 10 (5 collisions on the weekend of May 12<sup>th</sup>); Arrests – 2

#### **Finance Director**

- FY 2024 Budget for adoption
- DBF invoices review and processing.
- RE tax submission to State and County
- Credit cards payments and processing- Shirley
- Bank reconciliations and journal entries
- Water and electric meters readings- Melissa
- Smart metering project planning and Tyler integration
- Check processing and credit cards payments, review registers, checks, and Town's cards payments - Shirley.
- Department meetings scheduled, projects, and planning.
- Attending GFOA conference 20-24
- Tyler credit card processing implementation
- PCA calculations and review – Melissa
- Energy assistance allocations – Michelle and Blakley
- Miscellaneous accounts receivable review

#### **Water Resources**

- 2" tap and meter pit installation for Gull Creek irrigation
- Bid Opening for smart meter installation project.
- New water service installed on Flower St
- Cleaned lift stations.
- Troubleshooting alarms at 346W lift station, pulled pumps, and replaced floats.
- Assisted with Jazz, Blues, Wine, & Brews event
- Meter re-reads
- Three employees attending training in water/wastewater.
- Assisted with new garden at Branch St well house.
- Terra Firma paved patches throughout town
- Updating Town Boundary GIS layer

#### **Public Works**

- Cody and I attended the National Recreation and Park Association Playground maintenance course Hosted by the Maryland Recreation and Parks Association. This was a very informative class on do's and don'ts. How to make repairs, industry standards, inspection documentation - recordkeeping and liability concerns.
- Berlin Horticulture Advisory Committee and Public Works have been working on planting projects throughout town. Garden pot, Pollinator Way, War Memorial, Tinley Park, and Town

Hall. Public Works and Water Resource teamed up to do planting at Branch Street Well with leadership from the HAC.

- We power-washed the pavilion, picnic table, and playground equipment at both Henry Park and Decatur Park. Very pleased with how clean the equipment looks.
- Our station crews have been doing a great job each week collecting recycling and trash - very limited call-ins.

#### **Human Resources Director**

- Open Enrollment:
  - Preparing for Open Enrollment on 05/16 & 05/17.
  - Plan Documents finalized and meetings with CareFlex (previously Innovative) and One Digital.
  - Collected all annual review documents, Emergency Contact Forms, Maryland State Retirement Beneficiary Forms, Leave Balances, etc...
  - Working with Vendors for Open Enrollment on logistics/set up/arrival.
  - Conducted a successful Open Enrollment. Had 28 employees come in on 05/16, 32 employees come through on 05/17, and the remaining employees made other arrangements with me to complete their paperwork.
  - **HUGE** thank you to all of the vendors for Open Enrollment! One Digital, Care Flex (Innovative), Atlantic General Hospital, Washington National, AFLAC, United Way, and the Worcester County Health Department.
- Submitted all LEOPS enrollment paperwork.
- Met with Arnold, Mary, and the Mayor to discuss some police personnel ideas on 05/03/23.
- Participated in a "Time to Care Act" informative call on 05/04/23.
- Payroll processing and all related reporting on 05/08/23.
- Onboarded and input a new hire – Sara Gorfinkel, Executive Administrative Assistant to the Mayor. She is a welcomed addition and brings some great experience with her.
- Save the Date – Town of Berlin Employee's Jolly Rogers Day 07/30/23!
- Working with Tim to get the Electric Vehicle repaired. Needed to be sent to a Ford Dealership in Cambridge due to its size. None of our normal local shops could accommodate it.
- Conducted an interview for a Police Officer on 05/16/23.
- Working through Paypoint's information. Disseminated to staff on 05/17/23.



## Check Run Reports for:

5.3.23

5.8.23

5.11.23

**\*\*FULL CHECK RUNS AND CREDIT CARD STATEMENTS ARE  
AVAILABLE IN THE ONLINE PACKET**



Town of Berlin, MD

# Payment Register

APPKT02643 - 20230508SW

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					285.02
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	285.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">432929</a>	WHITE PAPER TOWEL FOR PUBLIC WORKS RESTROOM	05/02/2023	05/02/2023	0.00	82.76	
<a href="#">433361</a>	PAPER PRODUCTS AND OTHER JANITORIAL SUPPLIES	05/05/2023	05/05/2023	0.00	202.26	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000323</a>	BERLIN AUTOMOTIVE					221.94
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	221.94	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">446863,147278</a>	PARTS FOR TRUCKS AND EQUIPMENT	05/05/2023	05/05/2023	0.00	221.94	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000480</a>	CATO OIL CO., INC.					10,391.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	10,391.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">CFSI-1663</a>	GAS TOWN VEHICLES	05/02/2023	05/02/2023	0.00	10,391.75	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000529</a>	CINTAS FIRST AID & SAFETY					62.01
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	62.01	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8406232292</a>	FIRST AID CABINET	05/08/2023	05/08/2023	0.00	62.01	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002647</a>	CINTAS RUGS					31.34
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	31.34	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">4154132118</a>	RUG SERVICE	05/08/2023	05/08/2023	0.00	31.34	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000572</a>	COMCAST					116.85
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	116.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0042978 MAY FY 23</a>	COMCAST DOWNTOWN WIFI	05/03/2023	05/03/2023	0.00	116.85	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003443</a>	CORE & MAIN LP					27,300.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	27,300.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S723799</a>	RFP 2022-01 SMART WATER METERS	05/08/2023	05/08/2023	0.00	27,300.00	

**Payment Register**
**APPKT02643 - 20230508SW**

Vendor Number	Vendor Name						Total Vendor Amount	
<a href="#">0000678</a>	DAVIS, BOWEN & FRIEDEL						46,073.66	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							05/08/2023	46,073.66
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
<a href="#">173489</a>	PROJ 0050A002.001 ENGINEERING SERVICES	05/04/2023	05/04/2023	0.00	1,609.38			
<a href="#">173490</a>	PROJ 0050A002.022 HERON PARK	05/04/2023	05/04/2023	0.00	7,838.25			
<a href="#">173492</a>	PROJ 0050A002.036 BRANCH ST WELL #3 REPLCMNT	05/04/2023	05/04/2023	0.00	385.00			
<a href="#">173493</a>	PROJ 0050A002.070 SMART METER UPGRD PROJ	05/04/2023	05/04/2023	0.00	562.50			
<a href="#">173494</a>	PROJ 0050A002.077 PUBLIC WRKS DEPT BLDG PLANNING	05/04/2023	05/04/2023	0.00	440.00			
<a href="#">173495</a>	PROJ 0050A109.A01 POWELLTON AVE WELL BLDG	05/04/2023	05/04/2023	0.00	3,622.38			
<a href="#">173496</a>	PROJ 0050A112.B01 BROAD ST PUMP STAT UPGRD	05/04/2023	05/04/2023	0.00	420.00			
<a href="#">174394</a>	PROJ 0050A002.001 GENERAL ENGINEERING SVCS	05/04/2023	05/04/2023	0.00	1,560.00			
<a href="#">174395</a>	PROJ 0050A002.020 BERLIN ACTIVITIES DEPOT	05/04/2023	05/04/2023	0.00	355.00			
<a href="#">174396</a>	PROJ 0050A002.022 HERON PARK	05/04/2023	05/04/2023	0.00	1,763.00			
<a href="#">174397</a>	PROJ 0050A002.061 IG BURTON CHEVROLET DEALERSHIP	05/04/2023	05/04/2023	0.00	2,678.73			
<a href="#">174398</a>	PROJ 0050A002.069 BRANCH ST WEOLLO#3 REPLCMNT	05/04/2023	05/04/2023	0.00	65.00			
<a href="#">174399</a>	PROJ 0050A002.070 SMART METER UPGRD PROJ	05/04/2023	05/04/2023	0.00	2,323.86			
<a href="#">174400</a>	PROJ 0050A002.073 WEST ST UTILITY & RDWY IMPROVS	05/04/2023	05/04/2023	0.00	530.00			
<a href="#">174401</a>	PROJ 0050A002.077 PUBLIC WRKS DEPT BLDG PLANNING	05/04/2023	05/04/2023	0.00	2,178.40			
<a href="#">174402</a>	PROJ 0050A002.078 SUNLIGHT LN EXT TOWNHOME UNITS	05/04/2023	05/04/2023	0.00	12,809.15			
<a href="#">174404</a>	PROJ 0050A002.079 WSET VIEW (PC NORTH)	05/04/2023	05/04/2023	0.00	160.00			
<a href="#">174405</a>	PROJ 0050A002.080 MSP BARRACK	05/04/2023	05/04/2023	0.00	805.00			
<a href="#">174406</a>	PROJ 0050A002.081 WM ST WTR SVC REPLCMNT	05/04/2023	05/04/2023	0.00	817.50			
<a href="#">174407</a>	PROJ 0050A109.A01 POWELLTON AVE WELL BLDG	05/04/2023	05/04/2023	0.00	329.15			
<a href="#">174408</a>	PROJ 0050A112.B01 BRAOD ST PUMP STATUPGRD	05/04/2023	05/04/2023	0.00	3,831.36			
<a href="#">176491</a>	PROJ 0050A002.061 IG BURTON CHEVROLET	05/04/2023	05/04/2023	0.00	990.00			

Vendor Number	Vendor Name						Total Vendor Amount	
<a href="#">0003109</a>	JAMES BRADFORD FARM TRUST						2,022.50	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							05/08/2023	2,022.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
<a href="#">BOUNDS PAYMENT MAY FY 23</a>	BOUNDS SPRAY SITE BOND	05/05/2023	05/05/2023	0.00	2,022.50			

Vendor Number	Vendor Name						Total Vendor Amount	
<a href="#">0002532</a>	JENSEN KELSEY						9.50	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							05/08/2023	9.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
<a href="#">5/2/2023</a>	CUPCAKES FOR KATE'S BIRTHDAY	05/03/2023	05/03/2023	0.00	9.50			

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							05/08/2023	2,022.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
<a href="#">BOUNDS PAYMENT MAY FY 23</a>	BOUNDS SPRAY SITE BOND	05/05/2023	05/05/2023	0.00	2,022.50			

Vendor Number	Vendor Name						Total Vendor Amount	
<a href="#">0001387</a>	MARYLAND & DELAWARE RAILROAD						17,943.94	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							05/08/2023	17,943.94
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
<a href="#">2023-2024</a>	ANNUAL LEASE AGREEMENT FOR MD/DE RAILROAD	05/03/2023	05/03/2023	0.00	16,443.94			
<a href="#">2023-2024 BIKE</a>	ANNUAL RESERVATION FEE 2023-2024	05/03/2023	05/03/2023	0.00	1,500.00			

# Payment Register

APPKT02643 - 20230508SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001455</a>	MDGFOA					600.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	600.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REG #6190</a>	MD GFOA SUMMER CONFERENCE	05/05/2023	05/05/2023	0.00	600.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001493</a>	MID-ATLANTIC WASTE SYSTEMS					7,950.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	7,950.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">M39438</a>	95 GALLON WASTE WHEELRS WITH TOWN SEAL	05/02/2023	05/02/2023	0.00	7,950.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					3,557.60
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	3,557.60	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 5/7/2023</a>	NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS	05/08/2023	05/08/2023	0.00	3,557.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003076</a>	NCSI					40.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	40.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7829182</a>	PRE EMPLOYMENT BACKGROUND KRUGER	05/03/2023	05/03/2023	0.00	20.00	
<a href="#">7859698</a>	PRE EMPLOYMENT BACKGROUND SCREENING	05/03/2023	05/03/2023	0.00	20.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001585</a>	NOLAN'S LAWN EQUIPMENT, INC.					255.86
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	255.86	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">19504</a>	WEED EATER STRING	05/08/2023	05/08/2023	0.00	255.86	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001625</a>	ONE CALL CONCEPTS, INC.					68.14
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	68.14	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">3046162</a>	MISS UTLITY TICKETS	05/02/2023	05/02/2023	0.00	68.14	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001676</a>	PENINSULA AUTO & TRUCK PARTS, INC					144.87
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	144.87	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">206517</a>	PARTS FOR TRUCKS AND EQUIPMENT	05/05/2023	05/05/2023	0.00	13.17	
<a href="#">206518</a>	PARTS FOR TRUCKS AND EQUIPMENT	05/05/2023	05/05/2023	0.00	131.70	
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				05/08/2023	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">APR FY 23</a>	POSTAGE FOR POSTAGE MACHINE IN TOWN HALL	05/05/2023	05/05/2023	0.00	500.00	

# Payment Register

APPKT02643 - 20230508SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001768</a>	RAMB ASSOCIATES					750.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	750.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2065</a>	ADVERTISING	05/02/2023	05/02/2023	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001781</a>	RED SUN CUSTOM APPAREL					335.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	335.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2023-37776P</a>	SHIRTS	05/08/2023	05/08/2023	0.00	335.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003171</a>	RICKY JARMON					800.04
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	800.04	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">APR FY 23</a>	MONTHLY CLEANING SERVICE POLICE BUILDING	05/02/2023	05/02/2023	0.00	800.04	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002885</a>	STANFORD TROY MAWYER					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">303</a>	FM LIVE MUSIC GRANT FUNDED	05/02/2023	05/02/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001997</a>	STAPLES BUSINESS CREDIT					434.11
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	434.11	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1648426616</a>	OFFICE SUPPLIES	05/03/2023	05/03/2023	0.00	434.11	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003467</a>	SUNRISE SAFETY SERVICES INC					1,667.25
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	1,667.25	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0037839</a>	SIGN FIRST ADMENDMENT	05/02/2023	05/02/2023	0.00	1,667.25	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002077</a>	TERRA FIRMA					5,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	5,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1145-23-01</a>	PATCH PAVING	05/03/2023	05/03/2023	0.00	5,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002786</a>	THE PETE STORE					2,106.77
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	2,106.77	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">15W167531</a>	REPAIRS 82 AUTOMATED TRUCK	05/05/2023	05/05/2023	0.00	2,106.77	

# Payment Register

APPKT02643 - 20230508SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002169</a>	TRACTOR SUPPLY CO					188.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	188.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">420508,304524</a>	TOOLS, PARTS, AND OTHER SUPPLIES	05/08/2023	05/08/2023	0.00	188.96	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003149</a>	TRANSAMERCIA					407.97
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	407.97	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2504989664</a>	TRANSAMERICA EMPLOYEE PAID SUPPLEMENTAL LIFE	05/02/2023	05/02/2023	0.00	407.97	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					107.10
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	107.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">14300678438</a>	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	05/04/2023	05/04/2023	0.00	107.10	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE					45.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	45.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 5/07/2023</a>	UNITED WAY EMPLOYEE CONTRIBUTIONS	05/08/2023	05/08/2023	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002220</a>	USA BLUEBOOK					867.63
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	867.63	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">343216</a>	TYVEK SUITS	05/08/2023	05/08/2023	0.00	867.63	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002252</a>	VERIZON WIRELESS-720117503-00001					527.44
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	527.44	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">9933271364</a>	MDT CARD FEE	05/02/2023	05/02/2023	0.00	527.44	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER					135.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	135.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">19999794,20010727</a>	WEST OC INJURY POST ACCIDENT DRUG SCREENINGS	05/02/2023	05/02/2023	0.00	90.00	
<a href="#">20043567</a>	PRE EMPLOYMENT DRUG SCREENING	05/03/2023	05/03/2023	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002348</a>	WOR WIC COMMUNITY COLLEGE					120.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				05/08/2023	120.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">258</a>	TRAINING FOR KEITH DUKES	05/03/2023	05/03/2023	0.00	120.00	

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	62	36	0.00	133,239.75
Packet Totals:		62	36	0.00	133,239.75



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09598 - Refunds 1 UBPKT09595 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-0570631-03	BERGER, SHAWN	5/3/2023	24453	318.22			318.22	Deposit
22-5200000-00	SHORE UP-REFUNDS	5/3/2023	24454	1,289.45			1289.45	Deposit
<b>Total Refunds: 2</b>			<b>Total Refunded Amount:</b>	1,607.67				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1607.67
<b>Revenue Total:</b>	1607.67

## General Ledger Distribution

Posting Date: 05/02/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-1,607.67	Yes
	10-2010-2074	UNAPPLIED CREDITS	1,607.67	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-1,607.67	
	98-2498-2200	DUE TO OTHER FUNDS	1,607.67	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09596 - Refunds 1 UBPKT09594 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
44-0180001-06	HORYNA, ANDREA	5/3/2023	24452	5.71			5.71	Generated From Billing
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	5.71				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	5.71
<b>Revenue Total:</b>	5.71

## General Ledger Distribution

Posting Date: 05/02/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-5.71	Yes
	10-2010-2074	UNAPPLIED CREDITS	5.71	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-5.71	
	98-2498-2200	DUE TO OTHER FUNDS	5.71	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT09635 - Refunds 1 UBPKT09634 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0474401-05	REIMANN, MARK	5/11/2023	24492	108.86			108.86	Generated From Billing
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	108.86				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	108.86
<b>Revenue Total:</b>	108.86

## General Ledger Distribution

Posting Date: 05/11/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-108.86	Yes
	10-2010-2074	UNAPPLIED CREDITS	108.86	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-108.86	
	98-2498-2200	DUE TO OTHER FUNDS	108.86	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	