



**BERLIN MAYOR AND COUNCIL
Meeting Agenda**

**Berlin Town Hall
10 William Street
Monday, April 24, 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:
 - 1. Work Session of 3.23.23
 - 2. Executive Session of 4.10.23
 - 3. Regular Session of 4.10.23

2. 7:10 PM PROCLAMATION: 2023-04: May as National Bike Month – Patti Stevens and Mayor Zack Tyndall

3. 7:15 PM PRESENTATION: East Bound Disc Golf Six-Month Review – President Shawn Johnson

4. 7:30 PM Public Hearing: Ordinance 2023-02 FY24 Real Estate Tax Rate – Mayor Zack Tyndall (First Reading was held Monday, April 10, 2023).

5. 8:00 PM ITEM(S) FOR APPROVAL:

- a) Special One Day Permit Application: Nicmar Youth Connection Grounds Fundraiser on Monday, May 29th, 2023 – Nick Johnson
- b) Special One Day Permit Application: Boggs Disharoon Post 123 Celebration of Life on Sunday, May 7, 2023
- c) Resolution 2023-02: Transfer to LEOPS – Human Resources Director Kelsey Jensen and Chief of Police Arnold Downing
- d) Resolution 2023-03: LEOPS Pick Up Resolution – Human Resources Director Kelsey Jensen and Chief of Police Arnold Downing
- e) Motion 2023-12: Business License Fee Increase – Economic and Community Development Director Ivy Wells and Town Administrator Mary Bohlen
- f) Motion 2023-13: Healthcare Renewal with Carefirst for FY 2024 - Human Resources Director Kelsey Jensen

6. 8:30 PM Berlin Fire Company and Fire Company EMS Quarterly Report – President David Fitzgerald and Chief R.J. Rhode

7. 8:50 PM REPORTS: Town Administrator's Report, Departmental Reports

8. 9:00 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. 9:10 PM COMMENTS FROM THE COUNCIL
- 10. 9:20 PM COMMENTS FROM THE MAYOR
- 11. 9:25 PM COMMENTS FROM THE PRESS
- 12. 9:30 PM ADJOURNMENT

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

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





BERLIN MAYOR AND COUNCIL

Meeting Minutes

Work Session with the Berlin Fire Company and Fire Company EMS Thursday, March 23, 2023

6:00 PM WORK SESSION – Berlin Town Hall Council Chambers

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

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, and Administrative Assistant Kate Daub

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

This meeting was also broadcast live via Facebook. Mayor Tyndall called the meeting to order at approximately 6:40 PM.

Mayor Tyndall indicated the Work Session was scheduled to discuss items relating to Berlin Fire Company and Fire Company EMS capital items, future contracts, and funding. He stated that the Mayor and Council agreed to alter its County grant request for Fiscal Year 2024 to include the shifting of funds for the proposed Phase One Flower Street roundabout project in order to help offset the cost of funding to the Fire Company EMS.

Berlin Fire Company President David Fitzgerald distributed a handout that outlined the capital expenses for Fire Company Emergency Medical Services (EMS); he said in an effort to save time, there were specific topics he wanted to focus on during the EMS portion of the work session. Mr. Fitzgerald noted the cost of ambulances has increased significantly. He referred to an outline included in the handout which showed the price breakdown and said a new ambulance is estimated to cost roughly \$403,000; he said this is an increase of approximately \$100,000 since the need for an ambulance was first introduced to Mayor and Council in September 2022. He said he expects the cost to increase again by \$20,000 in one to two years at which time they will need to purchase an additional ambulance. Mr. Fitzgerald said a decision must be made to order a new ambulance in the next two to three months to ensure they receive it in July 2025. He said the *Worcester County Fire/*EMS Company Strategic Planning Committee met *with all Fire Chiefs, Presidents, and EMS Captains a few weeks ago and opted to make a request to the County Commissioners for an increase in funding for ambulance replacement in the FY24 budget; he confirmed \$75,000 was requested. He acknowledged that if the County comes through with \$75,000 and the Town contributes \$45,000, they would be able to move forward with the purchase of the first ambulance.

Councilmember Orris asked to confirm the in-town and out-of-town percentage of EMS calls received. Mr. Fitzgerald answered a consistent average is approximately sixty percent in-town and forty percent out-of-town. Mayor Tyndall asked if the numbers are adjusted for nursing homes and hospital calls; Mr. Fitzgerald said the numbers have never been adjusted and Chief Rhode added that the properties are still in Town. Mayor Tyndall said that billing costs offset because of insurance in this instance and should be adjusted; he asked how many units other Towns have compared to Berlin. Mr. Fitzgerald said Ocean City has ten or eleven units, but most have two; he added that Pocomoke, Ocean Pines, *Snow Hill, and Berlin have three units.

Mr. Fitzgerald said they use the model outlined in the Matrix Study to rotate the use of their vehicles; he said all ambulances are in service and fully equipped, adding they would need to buy ambulances more frequently if they did not rotate. Mayor Tyndall asked how frequent the purchase would be; Mr. Fitzgerald estimated the lifespan of each ambulance would be cut in half. Councilmember Knerr asked to confirm that an ambulance is

replaced on a *ten-year cycle; a *discussion followed concerning the recommendation to extend the life cycle an additional two years resulting in a twelve-year lifespan. Mr. Fitzgerald confirmed, adding the intention was to replace all ambulances at the same time; he said that funding does not allow them to stay on that schedule. Councilmember Knerr said he believes their cash flow would change dramatically if they were to consider a *twelve-year replacement cycle. Mr. Fitzgerald admitted it is something they have considered but said he fears it would cause operational issues.

Councilmember Nichols asked if the Fire Company would consider financing the purchase of a new ambulance versus paying cash. Mr. Fitzgerald said he believes they would be kicking the can down the road by financing; he clarified by saying financing would require that any money received from the County would go to the financial institution to pay off the new ambulance. He said there would not be any money going into the bank to save for the next unit, however, he said he would run a report to see what the numbers would look like.

Mayor Tyndall asked if any progress was made regarding the \$48,000 the Mayor and Council allotted to help the Fire Company offset the cost of new cardiac monitors; Mr. Fitzgerald said the monitors have been ordered but had not been delivered. Mayor Tyndall asked to confirm the purchase was for three new life packs; Mr. Fitzgerald confirmed, adding that three mounts have also been ordered as the packs must be mounted. Councilmember Knerr requested that a copy of the contracts be emailed. Mayor Tyndall asked if the transmission modules for the life packs were received; Mr. Fitzgerald said they received all the options needed to do a transmission. Mayor Tyndall asked if *EMS received any donations to help cover the balance of the life packs; Mr. Fitzgerald said that enough donations were received to cover the cost. He said he believes they were roughly \$1,200 short, adding they received more donations than anticipated.

Councilmember Nichols asked if fundraising has been successful; Mr. Fitzgerald said the EMS Corporation does not fundraise like the Fire Company. He said they sent out an annual letter asking for donations and donations increased slightly, but he added the letter was not received well.

Mayor Tyndall asked to confirm the collection rate on medical response calls; Mr. Fitzgerald said they were around eighty percent with the old company, however, he added they are now using a more aggressive company from an operation standpoint. He said he expects the rate to be higher and added they will have a better idea in June 2023 after the transition period concludes. Mayor Tyndall asked what the loss would be if the EMS Corporation had to run on just the collection of insurance for paid service; Mr. Fitzgerald said they would operate at a 1.3-million-dollar deficit. Mayor Tyndall asked what the driving factors are of the deficit; Mr. Fitzgerald explained that the capital workforce is eighty to ninety percent of the budget along with maintenance, medical and vehicle costs.

Councilmember Knerr asked if the *EMS has averaged out the cost per call; Mr. Fitzgerald said he did not bring the operational information with him and does not know the number offhand. Councilmember Knerr asked to confirm if the County pays the EMS Corporation a flat rate per call outside of the Town; Mr. Fitzgerald confirmed. Councilmember Knerr asked if the *EMS has calculated the actual loss per call; Mr. Fitzgerald said he did not have the information available. Mayor Tyndall requested the information be shared.

Councilmember Nichols said she wanted to revisit the comparison between the Police Department and Fire Company that Mr. Fitzgerald made during the discussion; she said it is not fair to compare them because they are apples and oranges. Mr. Fitzgerald said his comparison was made to provide clarification regarding the availability of personnel to handle calls.

Vice President Burrell complemented the ambulance replacement fund and cash flow analysis provided. He followed up on the request to run the comparative numbers between the two-year and three-year replacement cycles.

Councilmember Green asked what the EMS Corporation needs to make a commitment to the vendor for a new ambulance; he asked how much money is needed to reserve the unit. Mr. Fitzgerald said the vendor typically asks for ten percent of the cost; he clarified they would need to come up with \$40,300, adding they currently do not have that in the bank. Mr. Fitzgerald acknowledged that he could ask for flexibility in regard to paying half of the ten percent at the time the unit is ordered and address the balance when they receive County funds on July 1st, 2023. He continued by saying he will need confirmation as to how much the Town can contribute given that he expects it will alter their cash flow as the EMS Corporation does not have contingency funds to pull from.

Mayor Tyndall asked where *EMS stood on the Self-Contained Breathing Apparatus (SCBA) units and other capital items; he said the Town has \$220,000 in APRA funds available for the Fire Company and asked if it would be beneficial to redistribute some of the funds to help with the ambulance costs. Mr. Fitzgerald said he would not recommend moving the money; he stated if they are not awarded the grant, they will have to use County and Town funds to purchase the air packs.

Councilmember Knerr asked if the SCBA units are readily available for purchase; Mr. Fitzgerald answered there is a six to eight-month wait. Councilmember Orris asked if there was enough money to buy them using the ARPA and County funds; Mr. Fitzgerald confirmed, adding they would be approximately \$2,000 short. Chief Rhode said it was recommended the *Fire Company apply for the Assistance to Firefighters Grant which he said they have done. He said the timeline on grant approval works in their favor given that the standards for air packs are potentially changing on January 1st, 2024; he explained the extra time would allow them to purchase the air packs under the new standards.

Lengthy discussion followed regarding Fire Company capital funding. Mr. Fitzgerald brought attention to the highlighted page of the handout he provided; he said an engine and a rescue unit have been due for replacement but have been postponed numerous times. He acknowledged the cost for each unit is substantially higher than the costs presented to the Mayor and Council in November 2022. Chief Rhode said the prices highlighted in the handout are likely to change by an additional \$100,000 because they cannot get the order in quickly enough; he said the Environmental Protection Agency (EPA) standards for the units are changing as of January 1, 2027, which will cause an increase in the purchase price. Mr. Fitzgerald confirmed the highlighted portions of the handout are up-to-date numbers; he said if they were to order a new engine and rescue truck by April 2023, the engine would be ready in February 2025 and the rescue truck would be ready in February 2027. Chief Rhode made the Council aware that the new rescue truck they are hoping to purchase will also include a water tank on board; he said this would allow the truck to serve two functions and have various capabilities to complete a successful operation.

Councilmember Knerr asked if all trucks carry hazmat materials; Chief Rhode clarified most hazmat materials and hazmat calls are handled by the County's Special Operations team. He said their rescue truck has hazmat capabilities that allow them to support an operation until the County team arrives.

Discussion continued regarding the housing of apparatus at each Fire Company station. Mr. Fitzgerald said it is important they rotate the trucks and units to limit wear and tear; he acknowledged they are having to increase maintenance because engines are not being rotated as often as they should.

Councilmember Knerr revisited the topic of fundraising and asked if the Fire Company has discussed the possibility of going back to a casino night; Mr. Fitzgerald said the company is finding it difficult to gather the help and allot the time needed to coordinate a fundraiser. Mayor Tyndall suggested the Fire Company consider participating in Town events in hopes of increasing community support and involvement. Councilmember Nichols suggested getting the Cadet Program involved in fundraising.

Mr. Fitzgerald referred to the handout and highlighted the verbiage concerning the Insurance Services Organization (ISO) and National Fire Protection Association (NFPA) study that recommends how many pieces of apparatus they should have in Town. Mayor Tyndall said he believes the numbers are high. *Chief Rhode said their ISO rating decreased this year, which shows improvement and indicates the Fire Company is meeting the ISO's expectations.

Councilmember Orris asked to confirm that his understanding is correct in that \$350,000 a year is a solid funding amount for the Fire Company. Mr. Fitzgerald confirmed it is a good number and continued by providing a breakdown of the disbursement of funds. Councilmember Orris said that it feels as if the Fire Company will always be behind based on the numbers; Mr. Fitzgerald agreed and said they are looking at potential financing options for the items discussed during the meeting.

Mayor Tyndall said that Fiscal Year 24 is going to be a challenging financial time for the Town and acknowledged he does not know where additional capital for the Fire Company will come from. Mr. Fitzgerald thanked the Mayor and Council for the work session and said he will provide updated numbers regarding the financing for new ambulances next week. Councilmember Green asked how the financial institutions are looking to secure the loan; Mr. Fitzgerald said the local bank will secure it with the apparatus and one of their station properties.

Councilmember Nichols revisited the topic of fundraising and suggested the Fire Company do a calendar; she said she believes people will buy it and it could be a lucrative fundraising option.

The work session was adjourned at approximately 8:06 PM.

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant

** Indicates a change was made prior to the approval of minutes. Minutes were stricken from Consent Agenda on April 10, 2023.*



Closed Session Summary

To be included in the minutes in the next Open Meeting

1. Statement of the time, place, and purpose of the closed session:

- a. Time of closed session: April 10, 2023, 5:00 PM
- b. Place (location) of closed session: Vote to Close (live on Facebook): Mayor and Council Chambers; Meeting: Conference Room
- c. Purpose of the closed session: Discussion re: Draft Wage Compensation and Classification Study
- d. Date and time that we will return to public meeting: April 10, 2023 at 7:00 PM

2. Record of the vote of each member as to closing the session:

- a. Motion to close meeting made by: None
- b. Seconded by:
- c. Members voting in favor:
- d. Members opposed:
- e. Members abstaining:
- f. Members absent:

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Article § 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;

4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action taken/each recorded vote
Draft Wage Compensation and Classification Study		Group did not approve moving into Closed Session/No Closed Session held.

This statement was made by: Mayor Zack Tyndall, presiding officer

List members who have received open meetings training (at least one member must be in attendance during closed session): Mayor Zack Tyndall, Councilmember Jack Orris, Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney David Gaskill.

CLOSED SESSION
MAYOR AND COUNCIL OF BERLIN MARYLAND
Monday, April 10, 2023

Present: Mayor Zackery Tyndall, Council V-P Dean Burrell, Councilmembers Steve Green, Jay Knerr, Shaneka Nichols, and Jack Orris

Staff Present: Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney David Gaskill; Administrative Assistant Kate Daub (start of meeting)

Absent: None

Others present:

Authority to close session: Pursuant to Maryland General Provisions Article; Sec 3-305(b):

(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects on or more specific individuals:

- a. Discussion re: Draft Wage Compensation and Classification Study

The start of the meeting was streamed live via Facebook.

On Monday, April 10, 2023 at approximately 5:00 PM, Mayor Tyndall read the published statement of closure, which indicated the purpose of the session as noted above.

Discussion followed regarding a public objection to the Closed Session. Councilmember Green indicated that he had received a phone call and then emailed a summary of that conversation to all members of the Mayor and Council, the Town Administrator, Human Resources Director, and Town Attorney at approximately 4:00 PM on that day. The objection was raised that the topic of discussion was perceived to be regarding an entire class of employees, which was not permissible under the statute.

The Town Attorney noted that he was not aware of the objection until this moment and therefore was unable to provide a studied response to the objection stated.

The Mayor and Council discussed at some length ultimately determining that they would not move into Closed Session.

At approximately 5:10 PM, the Facebook livestream ended.

Mayor Tyndall, Councilmembers Burrell and Green, Town Administrator, Human Resources Director and Town Attorney moved to the Conference Room to hold the planned meeting with Rick Campbell of Paypoint HR via zoom. This discussion was not subject to the Open Meetings Act as there was not a quorum of Councilmembers present and no action would be taken.

Respectfully Submitted,



Mary T. Bohlen
Town Administrator



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, April 10, 2023

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

Present: Mayor Zackery Tyndall, Vice President Dean Burrell, Councilmembers Steve Green, Jay Knerr, 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, Water Resources Director Jamey Latchum, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, and Administrative Assistant Kate Daub.

Staff Absent: Planning Director David Englehart.

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 7:05 PM.

1. Consent Agenda:

Mayor Tyndall stated he received an email from Berlin Fire Company President David Fitzgerald requesting that amendments be made to the Work Session minutes from March 23, 2023; he asked that Line item A Two be pulled from the agenda and that adoption of the minutes be postponed until corrections can be made.

A) Approval of Minutes for:

1. Executive Session Minutes of 3.23.23:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Executive Session Minutes of March 23, 2023, were 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				

3. Executive Session Minutes of 3.27.23:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Executive Session Minutes of March 27, 2023, were 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. Regular Session Minutes of 3.27.23:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Regular Session Minutes of March 27, 2023, were approved by the following vote:

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

5. Work Session Minutes of 4.3.23:

On the motion of Vice President Burrell, second by Councilmember Knerr, the Work Session Minutes of April 3, 2023, were approved by the following vote:

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

2. Proclamation 2023-03 – Take Pride in Berlin Week:

Mayor Tyndall proclaimed April 17th through April 23rd of 2023 as Take Pride in Berlin Week. After reading the proclamation, Mayor Tyndall turned the presentation over to Economic and Community Development Director Ivy Wells to review the weekly events that are scheduled to take place. She explained that the focus for the current year will be on nonprofits located in Town limits. She said each nonprofit has been designated a day throughout the week to share resources and collect donations in front of the Welcome Center. She completed the overview by encouraging residents to volunteer for Clean Up Day on Saturday, April 23rd, 2023; she said there are a variety of locations throughout Town where volunteers will be able to join and participate.

3. Presentations:

a) Donation to the Horticultural Advisory Committee from We Heart Berlin for flowers at Burbage Park:

We Heart Berlin President Tony Weeg explained that discussions began over a year ago concerning the table tennis park project at Burbage Park; he said the capstone of the project was going to involve members of We Heart Berlin planting flowers throughout the park to make it look beautiful. Within that year, Mr. Weeg said the Berlin Horticultural Advisory Committee was created and the group approached Mr. Weeg about taking on the planting. Mr. Weeg noted that the selling of bricks at the park resulted in a successful fundraiser, adding that We Heart Berlin had money to put toward the purchase of flowers and landscaping supplies for Burbage Park. As a result, Mr. Weeg confirmed that We Heart Berlin Board members voted to donate \$2,900 to the Town of Berlin for the flowers. Mayor Tyndall accepted the donation and asked Horticultural Advisory Committee member Carolyn Downes who was present at the meeting to share more information regarding the projects the group is working on. Ms. Downes said there are many ecological benefits that can happen in Town as a result of the formation of the committee. Public Works Director Jimmy Charles explained that his department works directly with the Committee and highlighted that the group has several great ideas planned for the coming year. Ms. Downes emphasized the importance of the group's recent name change from the

Beautification Committee to the Horticultural Advisory Committee; she said the change was designed to make the group more inclusive.

b) Atlantic General Health System Updates:

President and Chief Executive Officer Mr. Don Owrey was present at the meeting on behalf of Atlantic General Health (AGH) System. He shared that the past three years have been extremely challenging, specifically since the onset of the pandemic; he said it has had a profound effect on clinical operations across the healthcare sector and it has left a high-cost structure in place without a revenue stream necessary to support it. Mr. Owrey announced that the organization was victim to a ransomware attack in January of 2023 and an investigation with cyber experts was launched immediately to better understand the depth of the breach. He continued by saying that AGH is trying to remain innovative and adapt to make sure they can recruit the right type of individuals to the organization in light of the labor challenges they have faced. He said a number of new programs have been implemented over the past ten months including a Mako Robotic Orthopedic Surgery Program and a new skincare clinic, in addition to several new providers who will be joining their medical staff in the coming months. Mr. Owrey said it is their goal to continue to build good relationships with their partners in the community as well as with patients, employees, and medical staff; he admitted that resources are limited in healthcare, but he acknowledged their focus remains on being able to create operating margins that allow AGH to reinvest in its people, programs, and technology. He said they also remain focused on expanding access to primary care and building programs that allow the coordination of services to work in a fluid manner with as little friction as possible for patients in need.

Councilmember Knerr said he was impressed with the response of the leadership team led by Mr. Owrey following the ransomware attack.

Vice President Burrell continued by saying every team requires leadership and thanked Mr. Owrey for his guidance during a difficult time.

Councilmember Orris echoed the comments of other members of the Council; he thanked AGH and those involved in healthcare, as he said they are truly an asset to the community.

Mayor Tyndall offered to write a letter of advocacy and support in light of the challenges the health system is facing.

4. Discussion Item – Request for Proposal: Storm Water Project

Mr. Latchum explained he is seeking approval from the Mayor and Council to go out to bid for contractual work that is needed to complete Phase B of the stormwater project in the Pine, Nelson, and Franklin area.

Councilmember Orris asked to clarify what Phase B entails; Mr. Latchum clarified that Phase A incorporated the area of William Street, Cedar Street, and Pine Street. He continued by saying Phase C included Graham Avenue and roughly half of Nelson Street; he said the project is at a halt because water cannot continue flowing until the Phase B section is complete. Mr. Latchum clarified the area as part of Phase B includes the remainder of Pine Street, Franklin Avenue, and Nelson Street.

Councilmember Green said he is happy to see that progress is being made and thanked all those involved with the project for their efforts. Mr. Latchum acknowledged that EA Engineering Project Manager Mr. Darl Kolar and Town Administrator Mary Bohlen have worked very hard with Maryland Coastal Bays to secure some of the funding needed for the project. Councilmember Orris asked if the project is entirely grant-funded; Mr. Kolar confirmed that half has been funded by the Maryland Coastal Bays Program through the Bipartisan Infrastructure Law granted by the Environmental Protection Agency (EPA). He said the balance of the project will be paid for by Town ARPA funds.

Councilmember Nichols asked how Phase B will compare to the work that has already been done; Mr. Kolar said the work is to advance stormwater piping and will be done primarily underground.

Councilmember Orris asked if there was an established timeline for project completion; Mr. Latchum said the goal is to set a June deadline for bids followed by a six or eight-month construction schedule.

Mayor Tyndall asked Mr. Kolar to provide more information regarding the Community Meeting scheduled for Tuesday, April 18th, 2023; Mr. Kolar said the meeting is being held to review three upcoming stormwater projects in the Town. He explained one project under discussion is for construction and the other two projects are in the design phase. Councilmember Orris asked if residents will be able to ask questions concerning other topics that are not listed on the meeting agenda; Mr. Kolar said he is open to it, but he added that he wants to keep the meeting generally focused on the three projects.

Councilmember Orris referred to a plan the Mayor and Council were presented with a few years ago that involved a phase-based approach to correct stormwater issues in certain areas of the Town and asked how the three projects fit into that plan. Mr. Kolar said the current plan is similar to the one presented because they are trying to capitalize on grant funding opportunities. Further discussion followed concerning several other stormwater-related questions asked by the Council.

On the motion of Councilmember Knerr, second by Councilmember Nichols, the Request for Proposal: Storm Water Project Phase B was approved by the following vote:

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

5. First Reading – Ordinance 2023-02 FY24 Real Estate Tax Rate:

Mayor Tyndall noted there was no tax rate listed in the ordinance; he added that the rate has been advertised to remain consistent with the tax rate from Fiscal Year 2023 which is eighty-one and a half cents. He continued by saying they are working through some of the findings for a handful of outstanding items such as the Paypoint HR Study and solidifying final healthcare numbers. Finance Director Natalie Saleh confirmed the Town is currently facing a \$325,000 deficit; however, she acknowledged some adjustments will be made due to utility fund changes. Mayor Tyndall said he feels it is safe to plan for some form of an increase to the rate this fiscal year. He admitted that costs are too fluid and changing rapidly, adding that the goal is to mitigate the deficit as much as possible.

Councilmember Orris asked if a Public Hearing can be held if there is no amount listed in the ordinance; Ms. Bohlen said a number to include in the Ordinance will have to be agreed upon prior to the Public Hearing, but that the Ordinance can be amended at approval. Councilmember Green referred to the Constant Yield notice that was advertised which listed the rate as eighty-one and a half cents and asked if the same rate can be used; Ms. Bohlen confirmed, but she clarified the Constant Yield notice and the Ordinance are two different advertisements. She explained the Constant Yield advertisement is very specific language as required by the State of Maryland and that the purpose of the ordinance is to discuss the Town of Berlin's annual tax rate for Fiscal Year 2024.

Ms. Saleh said she would not advise the Mayor and Council to delay establishing a rate. She suggested introducing the ordinance at the rate advertised in the Constant Yield notice, adding the number can be changed if necessary. She said this would ensure the timeline for advertisements and legal procedures is met. After further discussion between the Mayor and Council, Mayor Tyndall stated that, by consensus, the tax rate can reflect the advertised rate of eighty-one and a half cents. He announced that the Public Hearing will be on Monday, April 24, 2023, at 7 PM.

6. Item(s) For Approval:

a) Special Permit Application for Berlin 50plus Center Movie Night on Friday, June 9th, 2023, at Stephen Decatur Park:

Berlin Fifty Plus Center Site Manager Ms. Kelly Jenkins and Site Manager Supervisor Ms. Tina Dyke were present at the meeting. Ms. Jenkins explained that the center tries to coordinate a community movie night each year and the events in previous years have been held primarily on-site at the center. She stated her hope was to get the event into the Town or Community, which is why she chose Stephen Decatur Park as the location. Ms. Jenkins added the event is scheduled for Friday, June 9, 2023, and there will be no charge to attend. She continued by saying her group plans to have a small concession stand to include soft drinks, popcorn, and candy; she confirmed all proceeds would go to their center.

Councilmember Orris asked what movie would be shown; Ms. Jenkins answered War with Grandpa. Vice President Burrell said the work the center does is fantastic.

Chairman of the Town Parks Commission Mr. Mike Wiley shared that he has received a number of requests to bring movie nights back to the park since they were stopped and said he welcomes the event request by the 50plus Center.

Chief Downing said the Police Department believes in community partnership and offered to pay for the concession items on the department's behalf.

On the motion of Vice President Burrell, second by Councilmember Orris, the Special Permit Application for Berlin 50plus Center Movie Night on Friday, June 9th, 2023, at Stephen Decatur Park 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 2023-11: Memorandum of Understanding with Maryland Delaware Railroad Company regarding the Proposed Berlin Bikeway Project

Ms. Bohlen explained that this agenda item is being tabled, but it is anticipated for discussion at the next Mayor and Council.

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

Ms. Bohlen reported on the Berlin Bikeway project and said the Town has a requirement to get the Bikeway design to the point of 90% completion before the grant application is submitted. She clarified the total cost for that portion of the project will be roughly \$42,000 adding the amount was not specifically budgeted. However, she confirmed that monies were budgeted for the Bikeway project in its entirety. Ms. Bohlen said

the request made before the Council is to authorize DBF to move forward to get the Town to that point in the design. She continued by saying that it has been brought to their attention that if the Town does not reach the point of 90% completion, the application will likely not be considered going forward. Ms. Bohlen stressed that 90% completion does not guarantee funding, nor does it guarantee that the project will be turned away entirely but increases the likelihood it will.

On the motion of Councilmember Orris, second by Councilmember Green, motion to move forward with the \$42,00 design work needed to bring the Berlin Bikeway Project to 90% completion for grant submission 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				

Councilmember Orris asked if an offer has been made to a candidate for the Mayor's Assistant role; Mayor Tyndall said virtual interviews were conducted with seven candidates and the list will be whittled down to a few candidates to bring in for in-person interviews on April 19th and April 20th, 2023.

Councilmember Green asked to confirm the process for filling Boards and Commissions vacancies; Mayor Tyndall said an application must be submitted online or in person, at which time interviews will be scheduled; he added that all applicants are equally considered for the role based on their scope, their interview, and qualifications. He said he hopes to see recommendations for appointments in May. Vice President Burrell asked to confirm that the Mayor would present a candidate to the Council for approval; Mayor Tyndall confirmed.

Vice President Burrell asked when the deliverable would be available following Mr. Dhiru Thadani's visit to Town; Ms. Bohlen said she believes the deliverable is a week or so out.

Councilmember Nichols asked Public Works Director Jimmy Charles for more information concerning the upcoming Yard Clean Up. Mr. Charles said the annual Spring Yard Clean Up allows residents to put their yard debris at the curb for removal. He confirmed that registration is not needed for participation.

Councilmember Green asked if any feedback had been received following the use of motor vehicle blockades used at the Spring Celebration; Mr. Charles said they were easy to assemble and put in place, adding he feels they help to improve safety at events. Councilmember Nichols asked where the blockades were placed; Mr. Charles answered they were placed just south of Stevenson Church as well as Jefferson Street on Main Street. Councilmember Nichols asked if the blockades will be used during the Christmas Parade; Mayor Tyndall confirmed the Town does not have enough blockades to block every intersection. He said that Police units typically block the intersections, adding he does not think the blockades will be used as much during the parade.

a) Water Resources: SBR2 Motive Pump Emergency Repair

Mr. Latchum explained that a motive pump for Sequence Batch Reactor Two needed to be repaired at the Treatment Plant; he said the repair was considered an emergency because the treatment plant cannot be without the equipment due to its impact on operations.

On the motion of Councilmember Knerr, second by Vice President Burrell, the motion to approve Invoice 013-9771 for the SBR2 Motive Pump in the amount of \$19,906.98 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				

Human Resources Director Kelsey Jensen said that she received the Resolutions from the State of Maryland for LEOPS enrollment; she clarified that the State produces the Resolutions and the Town is required to adopt them. She made the Mayor and Council aware that the documents will be put before them at the next Regular Session meeting on April 24, 2023.

Mr. Charles said the diesel exhaust fluid sending unit part of the department's fully automated trash truck went bad; he said a new unit needed to be ordered which was installed on Friday, however, he said they continue to have issues. He stated the truck will not be available for use during trash pickup on Tuesday, April 11th but he said he hopes to have the truck repaired by Wednesday, April 12th.

6. Comments from the Public – none.

7. Comments from the Council

Councilmember Knerr asked to revisit the T Junction project at the end of Main Street; Mayor Tyndall said a preliminary discussion was had with the State concerning the Maryland-T Project that would go at the intersection of Maryland 818 or North Main Street and Route 50. He said the Council sent a letter of support to the State and the project is currently at a staff-level review.

Councilmember Orris asked where the revenue comes in when businesses pay their taxes and referred to the line item in the budget document labeled Corporation Tax; Ms. Saleh said that businesses in Town pay their taxes and the line item reflects what the Town gets back. Councilmember Orris asked if there is a living document that is updated regularly to which the Council can review in light of the Open Meetings Act disputes that have occurred. Ms. Bohlen said the information can be found electronically, adding that the Maryland Municipal League does a good job putting out information, particularly legislative information. Mayor Tyndall said it would be best to bookmark the link so that the most recent version of the information is accessible and can be consulted as needed. Councilmember Knerr stated that online courses are offered which the Council can take at their leisure.

Councilmember Nichols acknowledged that the information is ever-changing which makes it more likely that something can be missed; she said any mistake or oversight by Council is not deliberate.

Councilmember Green said he is impressed with the level of transparency the Mayor and Council operate under, adding he believes Council did the right thing by objecting not to going into Closed Session prior to the Regular Session meeting. He complimented the Town of Berlin and the Chamber of Commerce for holding a successful Spring Celebration. He suggested adding the Tax Rate discussion to the Utility Fund Work Session agenda to allow for further conversation on the subject.

8. Comments from the Mayor

Mayor Tyndall asked that the draft budget be looked at optimistically. He acknowledged that the Town would pull every lever to figure out the best way possible to share the burden, adding that it will be a challenging year to determine the best way forward in addressing the current budget deficit.

9. Comments from the Press – none.

10. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor, and Council meeting was adjourned at approximately 8:24 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 2023-04

National Bike Month

WHEREAS, the bicycle is an economical, healthy, convenient, and environmentally sound form of transportation and an excellent tool for recreation and enjoyment of the Town of Berlin's scenic beauty; and

WHEREAS, throughout the month of May, the residents of the Town of Berlin and its visitors will experience the joys of bicycling through educational programs, races, community events, charity events, or by simply getting out and going for a ride; and

WHEREAS, the Town of Berlin's road and trail system attracts bicyclists each year, providing economic health, transportation, tourism, and scenic benefits; and

WHEREAS, creating a bicycling-friendly community has been shown to improve citizens' health, well-being, and quality of life, growing the economy of the Town of Berlin attracting tourism dollars, improving traffic safety, supporting student learning outcomes, and reducing pollution, congestion, and wear and tear on our streets and roads; and

WHEREAS, the Town of Berlin, the League of American Bicyclists, schools, parks and recreation departments, police departments, public health districts, hospitals, companies and civic groups will be promoting bicycling during the month of May; and

WHEREAS, these groups are also promoting greater public awareness of bicycle operation and safety education in an effort to reduce collisions, injuries, and fatalities and improve health and safety for everyone on the road; and,

NOW THEREFORE, be it proclaimed that the MAYOR AND COUNCIL OF THE TOWN OF BERLIN hereby declare the month of May 2023 as National Bike Month.

WITNESS MY HAND AND SEAL

Mayor Zack

Zackery Tyndall, Mayor



Eastbound Disc Golf Inc.
49 Deep Channel Dr Berlin MD 21811
443-534-4542
contact@eastbounddg.org

Mayor & Town council
Berlin, MD 21811

To our friends in Berlin,


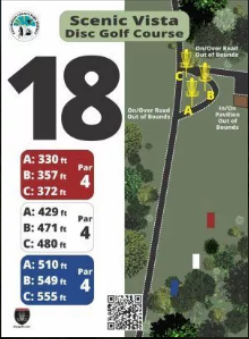

We are pleased to propose a more permanent iteration of disc golf at Decatur Park,
please see details below.

Warm regards,

Shawn Johnson
President
Eastbound Disc Golf

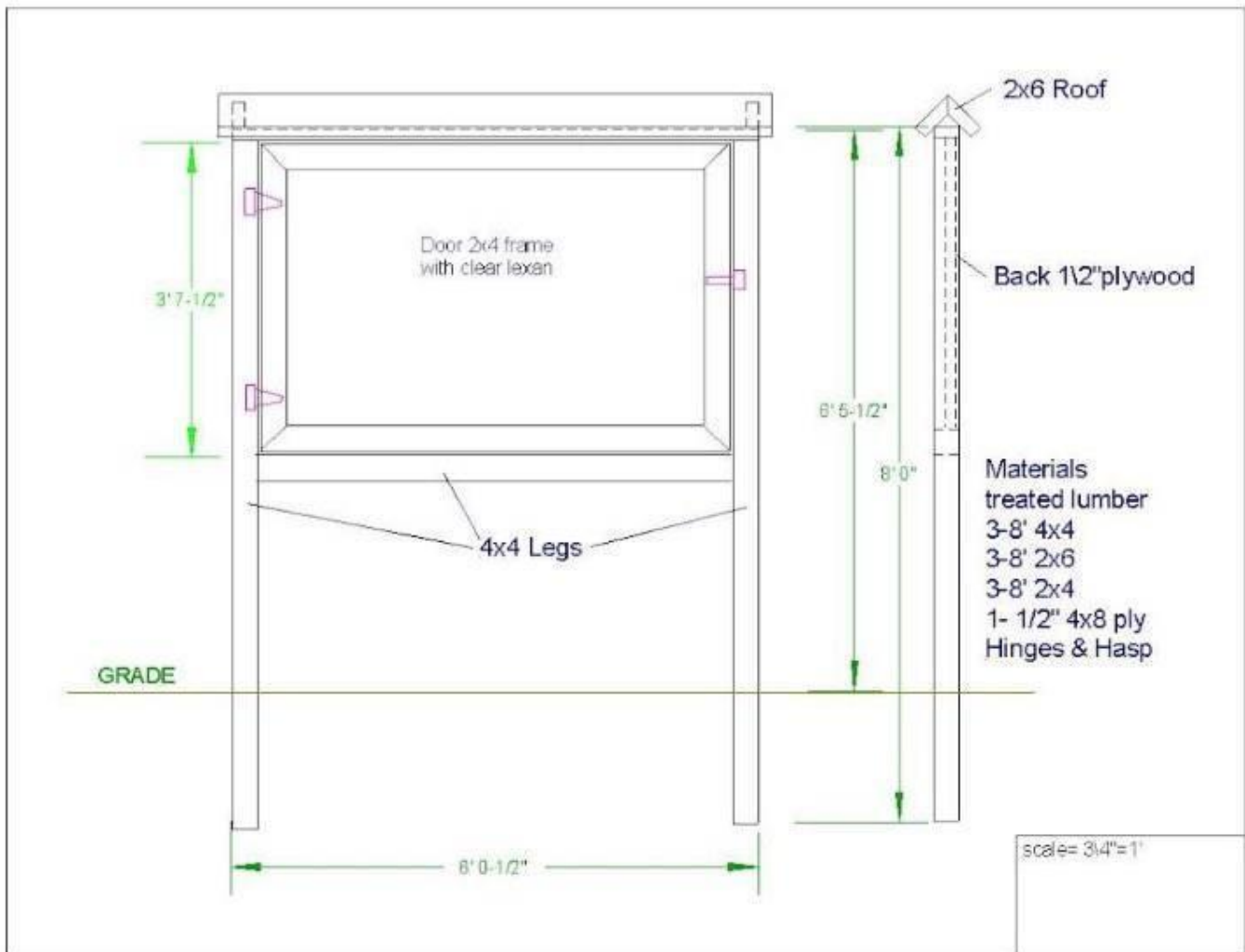
Subject: Decatur Disc Golf (permanent installation)

Component	Details	Quantity	Cost
Baskets (targets)	Veteran by Dynamic Discs	9	\$3600
Pavers	1'x1'	32	\$64
Sakrete	(below pavers)	20	\$110
Kiosk	see reference below	1	\$1200
Lumber	4"x4"x10' -pressure treated	3	\$60
DD Tee Signs	see reference below	16	\$640-\$1440

 <p>9 344ft Par 4</p>	 <p>18 A: 330 ft Par 4 B: 357 ft C: 372 ft A: 429 ft Par 4 B: 471 ft C: 480 ft A: 510 ft Par 4 B: 549 ft C: 555 ft</p>	 <p>13 Par 3 155 ft</p>
12" X 18" COLOR TEE SIGN	9" X 12" COLOR TEE SIGN	5" X 10" BASIC COLOR SIGN
\$89 .ea	\$70 .ea	\$40 .ea
12" x 18" Aluminum Sign with UV-resistant Ink	9" x 12" Aluminum Sign with UV-resistant Ink	5" x 10" Highly Durable FRP Sign with UV-resistant Ink
Custom Full Color Hole Layout	Custom Full Color Hole Layout	Full Color and Highly Visible
Most Visible Tee Sign	Highly Visible	Great Value



KIOSK





ORDINANCE 2023-02

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A
MARYLAND MUNICIPAL CORPORATION, SETTING THE REAL PROPERTY TAX RATE FOR FISCAL
YEAR 2024**

WHEREAS the Town Charter § C3-10 requires that the Mayor and Council pass an Ordinance setting the real property tax rate necessary to sustain the Town's budget; and

WHEREAS the Mayor and Council have determined what the real property tax rate shall be.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin, Maryland that the tax rate for fiscal year 2023-2024 shall be \$.8350 per \$100.00 of assessed value of real property located within the Town limits of Berlin, Maryland.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the 10 day of April, 2023, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this _____ day of _____, 20_____, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of _____ in favor to _____ opposed, with _____ abstaining, and _____ absent.

Dean Burrell Sr., Vice President of the Council

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

Zackery Tyndall, Mayor
President of the Council

ATTEST:

Mary Bohlen, Town Administrator

FY 2024 RE Tax Revenues Projections

Net RE Base is Per Department of Assessment- Estimated values

		Additional Revenues	Revenue % Increase
FY 2023 Net assessable real property base	481,534,886		
Tax Rate per \$100	0.8150		
FY 2023 Current Revenue Projected	\$ 3,924,509		

PROJECTED FY 2024			
Net assessable real property base	515,257,481		
Tax Rate per \$100	0.8150		
Revenue Projected for FY 2024	4,199,348	274,839	7.00%
		\$ 274,839	

Net assessable real property base	515,257,481		
Tax Rate per \$100	0.8200		
Revenue Projected for FY 2024	4,225,111	25,763	7.16%
		\$ 300,602	

Net assessable real property base	515,257,481		
Tax Rate per \$100	0.8250		
Revenue Projected for FY 2024	4,250,874	51,526	7.72%
		\$ 326,365	

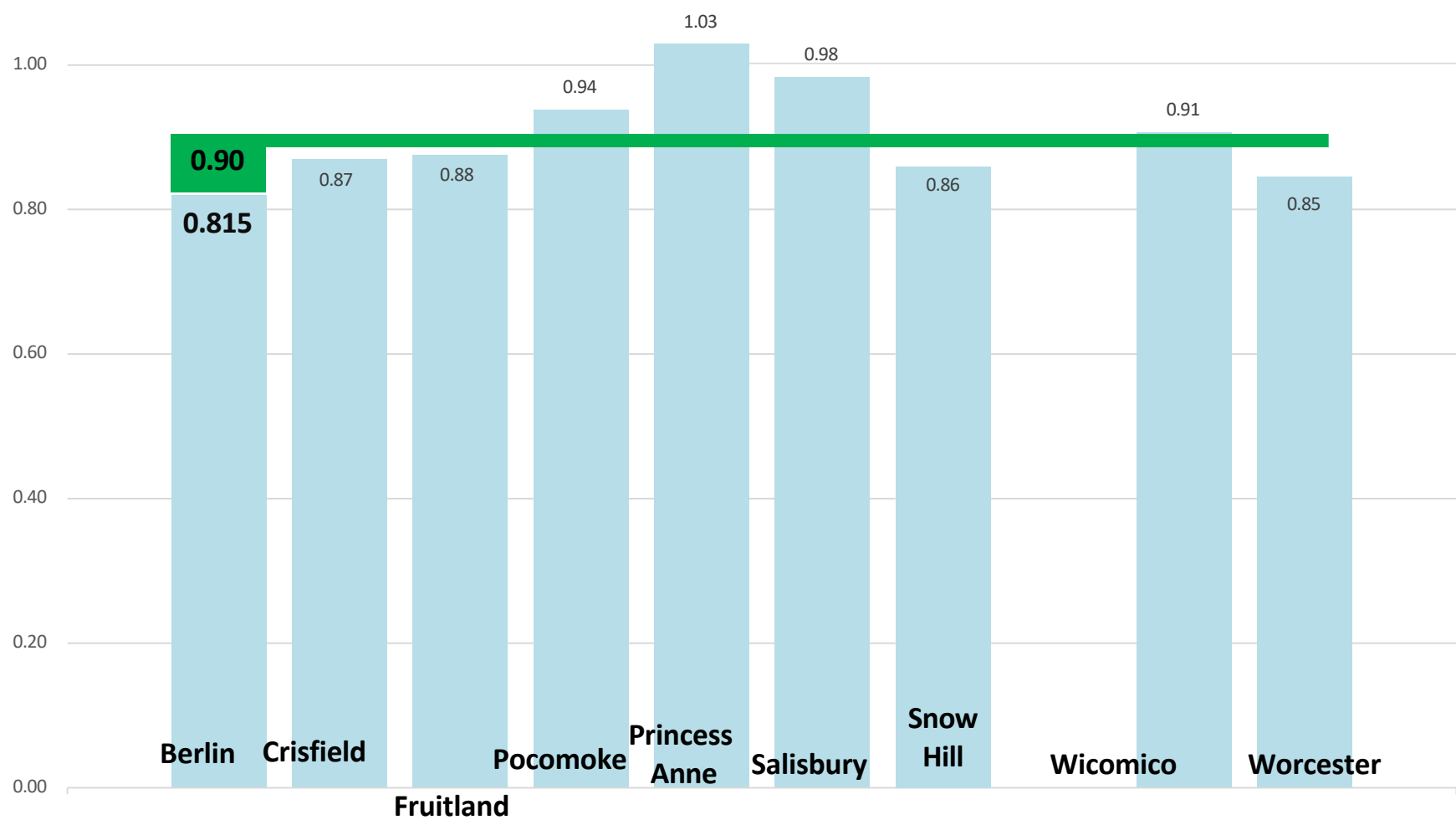
Net assessable real property base	515,257,481		
Tax Rate per \$100	0.8300		
Revenue Projected for FY 2024	4,276,637	77,289	8.28%
		\$ 352,128	

Net assessable real property base	515,257,481		
Tax Rate per \$100	0.8350		
Revenue Projected for FY 2024	4,302,400	103,051	8.84%
		\$ 377,891	

RE Property Assessed at	\$400,000	Tax Bill @.815C	\$3,260.00
		Tax Bill @.82C	\$3,280.00
		Tax Bill @.825C	\$3,300.00
		Tax Bill @.83C	\$3,320.00
		Tax Bill @.84C	\$3,360.00

Residential	1603	82.76	426,410,812
Commercial	334	17.24	88,846,669
	1937	%	515,257,481
*** same RE tax rate applies to both***			

MUNICIPAL & COUNTY PROPERTY TAX RATES FY 2023



The blue columns are the current tax rates. The green column and line is a property tax rate that illustrates a comparison with other municipalities at 0.90 cents. RE tax rate average of the compared municipalities is 0.91 cents.



BOARD OF LICENSE COMMISSIONERS FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET – ROOM 1201
SNOW HILL, MARYLAND 21863
PHONE: 410-632-1908, EXTENSION 1120
Email: apayne@co.worcester.md.us

APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE PROVISIONS OF THE
MARYLAND ALCOHOLIC BEVERAGES ARTICLE

Date of Application: 4/17/23

Name of Applicant: Nick Johnson

Address of Applicant: 104 Schoolfield St., Berlin, md 21811

Telephone: 202-236-8266 Email: Nick@nicmaryouthconnection.org

Location for which Permit is sought: 104 Schoolfield St., Berlin, md 21811

grounds Fundraiser Cook out

Hours Requested: 11am - 8pm

Election District No.: _____

Convention or Group for which Permit sought: Nicmar youth Connection Entprs.

Date for which Permit sought: May 29th, 2023

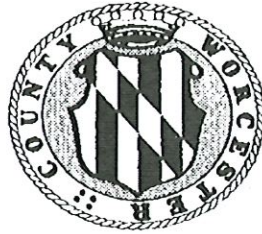
If within incorporated town, has the Mayor & Council approved issuance of Permit? _____

() Beer: \$100 per day () Beer-Wine: \$100 per day () Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



BOARD OF LICENSE COMMISSIONERS FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET - ROOM 1201
SNOW HILL, MARYLAND 21863
PHONE: 410-632-1908, EXTENSION 1120
e-mail: apayne@co.worcester.md.us

APPLICATION FOR SPECIAL SUNDAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS
UNDER THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF
MARYLAND AT ITS 1967 SESSION

Date of Application: 4-18-23

Name of Applicant: Boggs Disharoon Post 123

Address of Applicant: 10111 Old O.C. Blvd P.O. Box 136

Telephone: 410-726-9486 E-Mail: _____

Class and Number of License now held: "C" B.W.L. 69 License

Location for which Permit is sought: Old Ocean City Blvd

Berlin Md.

Election District No.: 3-1

Convention or Group for which Permit sought: Celebration of Life For member

Date for which Permit sought: MAY 7, 2023

If within incorporated town, has Mayor & Council approved issuance of Permit? _____

FEE: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT



**RESOLUTION 2023-02
OF THE MAYOR AND TOWN COUNCIL OF
THE TOWN OF BERLIN, MARYLAND
AUTHORIZING A TRANSFER TO THE
LAW ENFORCEMENT OFFICERS' PENSION SYSTEM**

WHEREAS, the Mayor and Town Council of the Town of Berlin, Maryland, on behalf of the Town of Berlin, Maryland (collectively "Berlin"), has determined it would be in the best interests of the Town of Berlin and its citizens, and the law enforcement officers employed by the Berlin Police Department ("Officers"), to withdraw eligible Officers from the Employees' Pension System ("EPS") and transfer them to the Law Enforcement Officers' Pension System ("LEOPS") operated and maintained by the Board of Trustees for the Maryland State Retirement and Pension System ("System") for eligible law enforcement personnel throughout the State of Maryland; and

WHEREAS, in accordance with the Annotated Code of Maryland, State Personnel and Pensions Article ("SPP"), § 31-2A-03(a), at least sixty percent (60%) of the eligible Officers have petitioned to become members of LEOPS, and have elected to withdraw and make a transfer from the EPS to the LEOPS under the terms and conditions appertaining thereto; and

WHEREAS, in accordance with SPP § 31-2A-03(a)(1), a Resolution of the Mayor and Town Council is required by the System to approve and effectuate participation of eligible Officers in the LEOPS.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Town Council, hereby authorize, approve, and agree to implement the LEOPS for eligible Officers in the Berlin Police Department, and further agree to the withdrawal of such Officers from the EPS and the transfer of such Officers to the LEOPS; and

BE IT FURTHER RESOLVED, that the Mayor and Town Council, approve the withdrawal of Officers from the EPS effective on June 30, 2023, at 11:59 p.m., and participation in the LEOPS effective on July 1, 2023, at 12:00 a.m., pursuant to Maryland Annotated Code, State Personnel and Pension Article, § 31-2A-03(a) and § 31-302; and

BE IT FURTHER RESOLVED, by the Mayor and Town Council, that in accordance with SPP § 26-202(b)(1)(vi)2 and (2), eligible Officers hired on or before June 30, 2023, shall have a one-time irrevocable election to join and participate in the LEOPS effective July 1, 2023, by submitting a written application to the State Retirement Agency before July 1, 2023; and

BE IT FURTHER RESOLVED, by the Mayor and Town Council, that in accordance with SPP §§ 26-201(a)(6), 26-202(a), and 31-2A-03(a)(2)(iii), all eligible Officers hired on or after July 1, 2023 shall not be entitled to join the EPS, but shall be in and part of the LEOPS; and

The above Resolution was introduced and passed at the regularly scheduled meeting of the Mayor and Town Council, on April 24, 2023, and shall become effective on July 1, 2023.

INTRODUCED by the Mayor and Town Council, at a Regular Meeting on April 24, 2023, at which meeting copies were available to the public for inspection.

ADOPTED by the Mayor and Town Council, at a Regular Meeting on April 24, 2023, at which meeting copies were available to the public for inspection.

Adopted: _____

Attest: _____

Zack Tyndall, Mayor

Mary Bohlen, Town Administrator

Dean Burrell, Vice President

Jack L. Orris, Jr., Councilmember

Shaneka N. Nichols, Councilmember

Jay Knerr, Councilmember

Steve Green, Councilmember



PICK-UP RESOLUTION
FOR THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM
OF THE TOWN OF BERLIN, MARYLAND
RESOLUTION 2023-03

The Mayor and Town Council of the Town of Berlin, Maryland ("Berlin") met at a duly called and authorized meeting on the date set forth below, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Council Members, and the following resolutions were made, seconded, and adopted by those present at the meeting.

WHEREAS, Berlin is currently a participating governmental unit in the Employees' Pension System ("EPS"), and has elected to become a participating governmental unit in the Maryland Law Enforcement Officers' Pension System ("LEOPS") effective on July 1, 2023;

WHEREAS, all law enforcement officers employed by Berlin ("officers") will be enrolled in the LEOPS effective July 1, 2023, and all new officers hired on or after July 1, 2023 will be enrolled in the LEOPS;

WHEREAS, the Mayor and Town Council of the Town of Berlin, Maryland has the authority to adopt this resolution on behalf of the Town of Berlin, Maryland;

WHEREAS, the State Retirement Agency has adopted procedures for reporting picked-up contributions in order to provide consistency in the administration of State law;

WHEREAS, in accordance with Annotated Code of Maryland, State Personnel and Pensions Article ("SPP"), § 21-313, an approved employer may pick-up all of the mandatory employee contributions for its employees participating in the Maryland State Retirement and Pension System; and

WHEREAS, by Resolution No. 2009-01, dated April 13, 2009, Berlin became an approved employer in accordance with SPP § 21-313 with respect to the EPS and now desires to confirm that it is an approved employer with respect to the LEOPS, and to pick up all of the mandatory employee contributions for Berlin officers participating in the LEOPS;

NOW, THEREFORE, BE IT RESOLVED, that beginning on and after July 1, 2023, which is the effective date of Berlin's participation in the LEOPS, Berlin has determined to pick up all of the mandatory contributions by the employees who are members of the LEOPS through a payroll reduction;

BE IT FURTHER RESOLVED, that said picked-up contributions paid by payroll reduction, even though designated as employee contributions for state law purposes, are being paid by Berlin in lieu of said contributions by the employee;

BE IT FURTHER RESOLVED, that the pick-up treatment shall continue for all employees of Berlin who participate in the EPS; and

BE IT FURTHER RESOLVED, that said members of the EPS and LEOPS shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by Berlin to the EPS and LEOPS. This pick-up applies to mandatory contributions that the employee is required to make to the EPS and LEOPS.

Dated this 24th day of April, 2023, and effective July 1, 2023.

Adopted: _____

Attest: _____

Zack Tyndall, Mayor

Mary Bohlen, Town Administrator

Dean Burrell, Vice President

Jack L. Orris, Jr., Councilmember

Shaneka N. Nichols, Councilmember

Jay Knerr, Councilmember

Steve Green, Councilmember

Notes:

1. Picked-up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal income tax withholding taxes, until distributed from the EPS and the LEOPS.
2. Picked-up contributions will be included in the gross income of the employees, for employment tax purposes, if required, as the contributions are made to the EPS and the LEOPS.
3. This resolution is designed to comply with the formal action requirement set forth in Revenue Ruling 2006-43, issued by the Internal Revenue Service. The resolution should only be used where the contributions to be picked up are mandatory employee contributions. This resolution does not apply if a participating employee from and after

the date of the “pick-up” has a cash or deferred election right (within the meaning of Section 1.401(k)-1(a)(3)) with respect to designated employee contributions. Thus, for example, participating employees must not be permitted to opt out of the “pick-up”, or to receive the contributed amounts directly instead of having them paid by the employing unit to the System.



MOTION OF THE MAYOR AND COUNCIL 2023-12

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE INCREASE OF ANNUAL BUSINESS LICENSE FEES FROM \$75 TO \$150 PER FISCAL YEAR TO BE IMPOSED UPON ANY BUSINESS ESTABLISHMENT OPERATING WITHIN THE TOWN. THE NEW FEE WILL GO INTO EFFECT FOR FISCAL YEAR 2024.

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

Dean Burrell, Sr. Vice President of the Council

APPROVED THIS ____ DAY OF _____, 20____ BY THE MAYOR OF THE TOWN OF BERLIN.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



MOTION TO APPROVE NO. 2023-13

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE RECOMMENDED HEALTHCARE RENEWAL TO REMAIN WITH CAREFIRST AT A 5.08 % INCREASE FOR FISCAL YEAR 2024.

APPROVED THIS ____ DAY OF _____, 20____ BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING.

DEAN BURRELL
VICE-PRESIDENT OF THE COUNCIL

APPROVED THIS ____ DAY OF _____, 20____ BY THE MAYOR OF THE TOWN OF BERLIN.

ZACK TYNDALL, MAYOR
PRESIDENT OF THE COUNCIL

ATTEST: _____
MARY BOHLEN
TOWN ADMINISTRATOR

Fire-Rescue
Jan 1 – Mar 31, 2023
In-Town Fire/Rescue Call Responses

40
44.44% of calls

(Out Town—50---55.56%)
(Total Calls=90 Last Year=86 + 4)

3

Fire-Rescue
Jan 1 – Mar 31, 2023
Busiest Days
Tuesdays and Saturday
Followed by Wednesday
Busiest Times of Day
4 pm to 5 pm and 8 pm to 9 pm
Followed by 8 am to 9 am/11 am to 1 pm

4

Berlin Fire Company
Quarterly Update
January 1 to March 31, 2023

1

OPERATIONS
RESPONSE
REPORT

2

Fire-Rescue
Simultaneous Calls—Jan 1 – Mar 31, 2023

12

ADMINISTRATIVE
and
FINANCIAL
REPORT

Times where we were still
involved in a first call when a second
call for fire/rescue services occurred

7

5

Fire-Rescue Jan 1 – Mar 31, 2023

Fire-Rescue Jan 1 – Mar 31, 2023

- Revenue Budget Highlights

Fund Raisers--\$900 Easter Bunny Breakfast

Donations as budgeted

Response Time

3.58 minutes

(4.08 last year)

County response time standard to respond from station is 6 minutes
pg 29-Matrix report—nine minutes or less to respond

8

6

Capital Items

- Breathing Apparatus—grant and/or ARPA funds—letter of support requested
- Apparatus—Rescue and Engine--\$2.5 million
Loan for 15 years—next two apparatus are 1998 and 2006 and will be 40 and 32 years old when the loans are paid

Other Capital-Ropes, Hydraulic Equipment, etc.

11

Fire-Rescue Jan 1 – Mar 31, 2023

• Expense Budget Highlights

Building Repairs—slightly over—dryer, circulator motor, drain pump and other unexpected repairs
Vehicle Fuel—at expected budget
Vehicle Maintenance—at expected budget
tire replacements and pump repairs
still pending—concerned of costs

9

Volunteer Hours

Jan 1 – Mar 31, 2023

Emergency Response Hours

926.82

Training-Meetings-Fundraisers-Collateral Duties, etc.

1158.05

Total Volunteer Hours-2,084.87

At \$15.00 hr - \$31,273.05

Many more undocumented hours are provided

10

EMS Jan 1 – Mar 31, 2023

In-Town EMS Call Responses

306

59.53% of calls

(218 Out of Town-40.47%)

(Total Calls=514 Last Year=404 +110)₃

EMS Jan 1 – Mar 31, 2023

In-Town

TRANSPORTS 175

57.19 %

NON-TRANSPORTS 131

(Out Town-110 trans—108 non)

Berlin Fire Company
Emergency Medical Services

Quarterly Update
January 1 – March 31, 2023

OPERATIONAL
REPORT

EMS- Jan 1 – Mar 31, 2023

Response Times

1.10 minute average (.94 last year)

(This includes second run night time and third run calls that may be full volunteer response from home)

Increase in simultaneous calls

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

7

EMS Jan 1 – Mar 31, 2023

Simultaneous Calls

95

Calls when 2 or more EMS units on calls at same time

5

ADMINISTRATIVE AND FINANCIAL REPORT

EMS Jan 1 – Mar 31, 2023

Busiest Days

Tuesday followed by Friday

Busiest Times of Day

8 pm to 9 pm

Followed by 1 pm to 2 pm

8

6

EMS Capital Funds Summary

Ambulance Replacements

2025-2027-2029

Cardiac Monitors—ARPA/other grant funds-submitted paperwork to town for funds release

AED units-next year

EMS has NO contingency funds for emergencies

11

EMS Jan 1 – Mar 31, 2023

- Revenue Budget Highlights
Annual Drive—\$4,000 increase
Invoices--\$11,000 increase—call volume—new billing company

9

EMS Jan 1 – Mar 31, 2023

- Expense Budget Highlights
Fuel—slightly over (increased call volume/costs)

Office/Computer Supplies—slightly over due to increased printing costs for annual mailer and addition of capital equipment page

Overtime—Shift Coverage--\$10,000 higher

10



**April 24, 2023
Weekly Report**

Departments this Week:

Town Administrator

- Vacation April 11 to 14, 2023
- Enterprise Fund Budget Work Session on Monday, April 17th
- Stormwater Community Meeting at Town Hall on Tuesday, April 28th
- Clean-Up Day on Saturday, April 22nd from 8:30-10:30. Decatur and Henry Parks, Hudson Branch, and Downtown.
- A Pride Month Celebration is being planned for Thursday, June 1st in front of Town Hall; additional information will follow.
- The Christmas Holiday schedule is being amended. Currently, most Town offices are closed on Friday, December 22nd and Monday, December 25th; the schedule will be revised to Monday and Tuesday, December 25 and 26. Additional details to come.

Economic and Community Development

- Met with applicants & reviewed 8 Facade Grant Applications
- Clean Up Day is Saturday. Folks are asked to report to the welcome center at 8:30 am. Planting of all the flowers/pots/etc. downtown will take place on Saturday. Restore the Shore will also be assisting with cleanup at Henry Park. The parks commission will be assisting as well.
- Mapped out Farmer's Market layout & created a new brochure. Begins Sunday, May 7th.
- New merchant maps have been redesigned and are available.
- Received floor estimates for Welcome Center &
- Hope to have a new floor installed soon. *Old floor crumbling away.
- Writing Main Street Improvement Grant (MIP) for \$25,000 for events, Main Street Conference & other travel as needed, flowers for downtown, reusable bags & marketing. Non-Matching grant.
- Met with Natalie and requested my department have a specific line item dedicated to grant funding received so it's easy to decipher what is grant funded.
- Thank you to Cody for installing the new map on the Heart of Gold building and for installing the new Free Little Art Gallery outside of the Welcome Center.

Electric

- Berlin Ice Plant: Relocated Electric Utility Pole
- Maple Street: Repaired Primary Cable Damage
- Schoolfield Street: Assisted Wastewater with pump removal
- Old OC Blvd: Removed Faulted Transformer
- Various Locations: Assisted Comcast with noise interference issues
- Various Locations: Weed Control
- Decatur Ext: Installed Underground Electrical Service
- Meter Cutoffs: (Non-Payment)
- Various Locations: Street Light Repairs & Tree Trimming
- Power Plant: Engine Maintenance

Police Department

- 4/5: Pfc Lloyd was selected Berlin Police Department First Responder of the Year by American Legion Post 166 in Ocean City.
- 4/7: Chief Downing attended the groundbreaking ceremony for the new Maryland State Police Berlin Barrack.
- 4/14: Chief Downing completed the mandated physical agility assessment and a handgun conversion course.
- 4/18: Pfc Lloyd was recognized by the Worcester County Alcohol and Other Drugs Task for his driving while impaired enforcement.
- Events: Spring Celebration & Little Parade (The Berlin Community Policing Grant covered the overtime for both events.
- Traffic Collisions – 4; Arrests - 1

Finance Director

- FY 2024 Budget, General Fund
- FY 2024 Utility Funds Budgets
- DBF invoices review and processing.
- RE tax projections
- Annual Franchise Tax Return and quarterly payments, Shirley, Natalie
- MD PSC Annual form and submissions – annual revenues, annual KWs
- MD PSC PCA monthly calculations and submissions.
- Credit cards payments and processing- Shirley
- Bank reconciliations and journal entries- Natalie
- Miscellaneous billing and daily reconciliations – Melissa.
- Developers' invoices, escrow funds, and outstanding invoices- Melissa.
- 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, Natalie
- Department meetings scheduled, projects, and planning.
- ARPA Grant reconciliation of projects, submission date April 30th
- New credit card processing implementation with Tyler-Natalie
- Due dates, disconnects, customer accounts review, electric deposits- Michelle and Blakely
- Energy assistance allocation to electric customers – Michelle and Blakely

Water Resources

- Cleaned post EQ tank at WWTP.
- Collected monitoring well samples.
- Pulled pump at Schoolfield lift station for repairs.
- Pressure washed Well 3.
- One employee attended wastewater training.
- Responded to high-level alarm at 346East lift station.
- Troubleshooting pumps at Franklin Knoll lift station.
- Cleaned three lift stations.
- Installation of a new transformer for the well pump at Well 1.
- One employee attended Flagger Certification class.

Public Works

- Sanitation: #82 our fully automated trash truck had a Def relay sensor go bad. Had to return the truck to Peterbilt for program-up data. A wiring harness is shorted out and needs to be replaced. A temporary fix was made until a new harness arrives. All Public Works crews empty over 2000 street cans last week. Did not have many calls and did all the recycling for the week.
- Earth Day is April 22: Meet at the Welcome Center at 8:30 AM. All Volunteers are welcome to help. See the Town website for more information. We picked up a truckload of plants.
- Spring Bulk pickup is April 19 if trash collection service is Tuesday and Wednesday. April 26 if the trash collection service is Thursday. **Please sign up on the Town of Berlin website.**
- Yard Cleanup is May 3 for customers with trash collection service on Tuesday and Wednesday; it is May 10 if the trash collection service is Thursday. **Please sign up on the Town of Berlin website.**
- Playground equipment was inspected on Tuesday, April 18, 2023. We expected less infarction this year. I should have a more detailed report at the next council meeting.
- Vegetation control starts this week. Crews have been out this week spraying on sidewalks and streets.
- Crews have been mulching and cleaning of the parks.

Human Resources Director

- Interviewed for Stormwater. Made an offer and it was accepted. Going through the pre-employment process now.
- Held seven pre-interview calls for the Mayor's Assistant Position and will hold three formal in-person interviews on the 19th and 20th. Did reach out to those not selected and thanked them for their interest. The Mayor and I then updated the interview questions for that position.
- Processed Payroll and all reporting associated with that on 04/10.
- Met with One Digital's Chris Carroll and Amanda Campbell on 04/10 & 4/13 to go over healthcare renewals for FY24. Presented at the Work Session.
- Updated the internal budget to reflect a 5.08% health care increase (previously 10%) and a 15% liability insurance increase (previously 5%).
- Conducted a Zoom call with Paypoint HR on 04/10.
- Hosted a pre-bid meeting via Zoom for Smart Meters on 04/11.
- Call with Enquirion and Zwayve on the new LGIT Portal on 04/12.
- Updated pay data for the Paypoint study to include new hires and changes that have occurred. They also failed to include one position, so we worked through having that included.
- Received the Law Enforcement Officers Pension System Resolutions (2) from Maryland State Retirement that we must adopt to participate. Will be on the April 24th agenda.
- Conducted a call with Matt Jones regarding the Worker's Compensation Renewal Rates. Low renewal percentage, but the recommendation was to leave it as is because we have a pay study outstanding and several police vacancies, once those are filled there will be an increase to our payroll exposures and it will increase the mod (a formula that factors in payroll expenses, position type, and the number of injuries).
- Provided the Berlin Police Department with liability waivers for their K9 Training on 04/14.
- Finalized the Open Enrollment vendors/times/dates. With an organization our size, having a large vendor presence during the dates is challenging, especially because we ask them to be present for three days. With that being said, I have adjusted the open enrollment dates to be more worthwhile to the vendors while still allowing employees more than one date option. We will be dropping Thursday from the enrollment dates. All employees are asked to participate in open enrollment, even if not selecting benefits. Open Enrollment will take place on Tuesday, May 16th from 12 pm – 4 pm and Wednesday, May 17th from 8 am – 4 pm.



CERTIFICATE OF EXCELLENCE IN RELIABILITY


This is to acknowledge that

Town of Berlin

has significantly exceeded the 5-year average for all U.S. electric utilities
for reliable electric service. The utility participates in the American Public Power
Association's e-Reliability Tracker service to track its power outages
and restoration against national benchmarks..*

*As reported by the Energy Information Administration

APRIL 5, 2023


Paul Zummo
Director, Research & Development



Check Run Reports for:

04.06.23

04.17.23

04.19.23

CREDIT CARD STATEMENTS

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



Town of Berlin, MD

Payment Register

APPKT02627 - 20230406SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
0003109	JAMES BRADFORD FARM TRUST			2,022.50
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/06/2023	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
BOUNDS BOND PAYMENT APF	BOUNDS SPRAY SITE BOND	04/06/2023	04/06/2023	0.00 2,022.50

Vendor Number	Vendor Name			Total Vendor Amount
0003110	JESSE JONES FARM TRUST			2,022.50
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/06/2023	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
BOUNDS BOND PAYMENT FY	BOUNDS SPRAY SITE BOND	04/06/2023	04/06/2023	0.00 2,022.50

Payment Summary

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



Town of Berlin, MD

Payment Register

APPKT02631 - 20230417SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000581	COMPTROLLER OF MARYLAND					52,807.97
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/17/2023	52,200.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2023 RPS SUPPLIERS	2023 RENEWABLE ENERGY COMPLIANCE FEES	04/17/2023	04/17/2023	0.00	52,200.00	
Check		04/17/2023			607.97	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MAR FY 23	ENVIRONMENTAL TRUST FUND REPORT	04/17/2023	04/17/2023	0.00	607.97	
Vendor Number	Vendor Name					Total Vendor Amount
0000583	COMPTROLLER OF MARYLAND					37,699.36
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/17/2023	37,699.36			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BRF-1 1ST QRT FY 23	MD BAYRESTORATION FEES	04/17/2023	04/17/2023	0.00	37,699.36	
Vendor Number	Vendor Name					Total Vendor Amount
0000584	COMPTROLLER OF MARYLAND					2,406.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		04/17/2023	2,406.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MAR FY 23	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	04/17/2023	04/17/2023	0.00	2,406.90	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	4	4	0.00	92,914.23
Packet Totals:		4	4	0.00	92,914.23



Town of Berlin, MD

Payment Register

APPKT02633 - 20230418SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0003459	MARYLAND DEPT OF ASSESSMENTS & TAXATION	9,685.55			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		04/19/2023	9,685.55		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1ST QRT FY 23	APRIL FY 23 52-6000776 FRANCHISE TAX	04/19/2023	04/19/2023	0.00	9,685.55

Payment Register

APPKT02633 - 20230418SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	9,685.55
Packet Totals:		1	1	0.00	9,685.55



Town of Berlin, MD

Payment Register

APPKT02635 - 20230419SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
0000031	AC SCHULTES OF DELAWARE INC			11,763.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/19/2023	11,763.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
12644	NEW PUMP AND PIPING FOR WELL #1	04/19/2023	04/19/2023	0.00 11,763.00

Vendor Number	Vendor Name			Total Vendor Amount
0000090	AFLAC			638.50
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/19/2023	638.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
504165	AFLAC SUPPLEMENTAL INSURANCE	04/17/2023	04/17/2023	0.00 638.50

Vendor Number	Vendor Name			Total Vendor Amount
0002787	ALTEC INDUSTRIES INC			495.10
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/19/2023	495.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
51194144	DIGGER DIRRICK ROPE	04/18/2023	04/18/2023	0.00 495.10

Vendor Number	Vendor Name			Total Vendor Amount
0000146	AMERICAN SAFETY UTILITY			119.27
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/19/2023	119.27	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
479939	CLIMBING GEAR CHARLES MCWILLIAMS	04/18/2023	04/18/2023	0.00 119.27

Vendor Number	Vendor Name			Total Vendor Amount
0000249	ATLANTIC TRACTOR			374.34
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/19/2023	374.34	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
P65727	BLADES,GRASS CUTTER PARTS	04/18/2023	04/18/2023	0.00 374.34

Vendor Number	Vendor Name			Total Vendor Amount
0000312	BENEFITMALL			77,139.71
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/19/2023	77,139.71	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
321525 MAY FY 23	BENEFITMALL - MED, DENT, VIS, LIFE, DISAB - MAY 23	04/17/2023	04/17/2023	0.00 77,139.71

Vendor Number	Vendor Name			Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC			17,816.76
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		04/19/2023	17,816.76	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
8282500340	PROJ PZ943373.M.00 MISC ENGINEERING	04/18/2023	04/18/2023	0.00 1,950.00
8282500341	PROJ P Z943384.M.00	04/18/2023	04/18/2023	0.00 975.00
8282500342	PROJ PZ943716.F.50	04/19/2023	04/19/2023	0.00 2,160.51
8282500343	PROJ PZ943734.F.50	04/19/2023	04/19/2023	0.00 12,731.25

Payment Register

APPKT02635 - 20230419SW

Vendor Number	Vendor Name					Total Vendor Amount
0000453	CAPITAL ELECTRIC SUPPLY COMPANY					33.15
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	33.15	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S051558449.001	2" PVC STRAIGHT COUPLINGS & ADAPTERS	04/17/2023	04/17/2023	0.00	33.15	
Vendor Number	Vendor Name					Total Vendor Amount
0000480	CATO OIL CO., INC.					9,212.15
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	9,212.15	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MAR FY 23	TOWN VEHICLE GAS	04/18/2023	04/18/2023	0.00	9,212.15	
Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					2,556.34
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	2,556.34	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9913024900 APR FY 23	UTILITY -SPRAY SITES	04/18/2023	04/18/2023	0.00	2,556.34	
Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					750.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	750.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APP-3N-029	FRINGER PRINTING	04/17/2023	04/17/2023	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000570	COLLINS JESSICA					251.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	251.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PER DIEM 4/23/2023	MEALS TRAVEL HOLD THE LINE CONFERENCE	04/17/2023	04/17/2023	0.00	251.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					729.48
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	251.54	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0024711 MAY FY 23	COMCAST INTERNET & DIGITAL SVCS	04/19/2023	04/19/2023	0.00	251.54	
Check				04/19/2023	223.07	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0041947 MAY FY 23	COMCAST INTERNET & DIGITAL SVCS	04/19/2023	04/19/2023	0.00	223.07	
Check				04/19/2023	31.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0053157 APR FY 23	TELEVISION SERVICE - POLICE DEPARTMENT	04/18/2023	04/18/2023	0.00	31.80	
Check				04/19/2023	223.07	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0149930 MAY FY 23	COMCAST INTERNET & DIGITAL SVCS	04/19/2023	04/19/2023	0.00	223.07	
Vendor Number	Vendor Name					Total Vendor Amount
0003098	DAVIS JR DAVID					169.58
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	169.58	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4/12/2023	MILEAGE TO COMPUTER CLASSES	04/17/2023	04/17/2023	0.00	23.58	
4/6/2023	MICROSOFT CLASSES AT OCEAN RESORTS	04/17/2023	04/17/2023	0.00	146.00	

Payment Register

APPKT02635 - 20230419SW

Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					39.19
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	39.19	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
778268	DRINKING WATER AND COOLER RENTAL FEE	04/18/2023	04/18/2023	0.00	39.19	
Vendor Number	Vendor Name					Total Vendor Amount
0000899	FIRE PROTECTIVE SERVICE					121.44
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	121.44	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
107530	ANNUAL FIRE EXTINGUISHER CHECKUP	04/18/2023	04/18/2023	0.00	121.44	
Vendor Number	Vendor Name					Total Vendor Amount
0000907	FLAG PUBLICATIONS INC					152.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	152.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
358028,284,285,286	ADMINISTRATION ADVERTISEMENTS	04/18/2023	04/18/2023	0.00	152.50	
Vendor Number	Vendor Name					Total Vendor Amount
0003521	FULL MOON ENTERTAINMENT SERVICES LLC					900.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	900.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
640483	SPRING CELEBRATION DEPOSIT	04/17/2023	04/17/2023	0.00	900.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003447	GLENDA HOLDEN					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APR 10 - APR 23	FY23 CLEANING SERVICES	04/17/2023	04/17/2023	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					212.64
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	212.64	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
33788217	COPIER LEASE POLICE DEPT	04/17/2023	04/17/2023	0.00	137.04	
33788218	GREAT AMERICA LEASE MICR PRINTER 017-1654429-000	04/19/2023	04/19/2023	0.00	75.60	
Vendor Number	Vendor Name					Total Vendor Amount
0003461	INTERGRATED COMPUTER SOLUTIONS OF VESTAL LLC					1,245.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	1,245.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
213990	IT SERVICES	04/19/2023	04/19/2023	0.00	1,245.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002532	JENSEN KELSEY					30.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	30.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4/10/2023	MILEAGE SALISBURY LIGT MEETING	04/17/2023	04/17/2023	0.00	30.00	

Payment Register

APPKT02635 - 20230419SW

Vendor Number	Vendor Name					Total Vendor Amount
0001286	LEGAL SHIELD					31.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	31.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
139007 APR FY 23	LEGALSHIELD SUPPLMENTAL EMPLOYEE PAID INSURANCE	04/17/2023	04/17/2023	0.00	31.90	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					110.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	110.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
845541	INSPECTION SERVICE	04/18/2023	04/18/2023	0.00	110.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,566.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	3,566.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 04/09/2023	NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS	04/18/2023	04/18/2023	0.00	3,566.80	
Vendor Number	Vendor Name					Total Vendor Amount
0003400	PLAK THAT LLC					140.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	140.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6784	FACADE GRANT SIGN FOR BUSINESSES	04/19/2023	04/19/2023	0.00	140.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001717	PNC BANK, N A					1,424.20
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	1,424.20	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
603869013 4/11 FY 23	GRICE, GRAHAM, VINE STS PROJ BOND INTEREST PYMT	04/19/2023	04/19/2023	0.00	1,424.20	
Vendor Number	Vendor Name					Total Vendor Amount
0003314	POWER DELIVERY PROGRAM					676.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	676.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
CIGT-014981C	LINEMAN METER SCHOOL	04/18/2023	04/18/2023	0.00	676.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					99.57
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	99.57	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
148553	LUBE, OIL FILTER VEHICLE #6735	04/17/2023	04/17/2023	0.00	99.57	
Vendor Number	Vendor Name					Total Vendor Amount
0002092	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					84.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	84.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AB3-013-420	METER LOG ON FEE	04/17/2023	04/17/2023	0.00	84.00	

Payment Register

APPKT02635 - 20230419SW

Vendor Number	Vendor Name					Total Vendor Amount
0002786	THE PETE STORE					700.05
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	700.05	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15P209786	DEF SENDING UNIT	04/19/2023	04/19/2023	0.00	700.05	
Vendor Number	Vendor Name					Total Vendor Amount
0002163	TOWN OF BERLIN					33,576.03
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	33,576.03	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APR FY 23	TOWN UTILITY BILLINGS	04/18/2023	04/18/2023	0.00	33,576.03	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					295.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	295.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430063880	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	04/18/2023	04/18/2023	0.00	97.61	
1430065112	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	04/18/2023	04/18/2023	0.00	198.35	
Vendor Number	Vendor Name					Total Vendor Amount
0003207	UNITED ENERGY TRADING LLC					272.74
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	272.74	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
229650	NATURAL GAS TRANSPORTATION - POWER PLANT	04/19/2023	04/19/2023	0.00	272.74	
Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					45.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	45.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 04/09/2023	UNITED WAY EMPLOYEE CONTRIBUTIONS	04/18/2023	04/18/2023	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002246	VERIZON-000014448231					827.99
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	827.99	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
14448231 MAY FY 23	VERIZON TELEPHONE SERVICE 000014448231	04/19/2023	04/19/2023	0.00	827.99	
Vendor Number	Vendor Name					Total Vendor Amount
0002247	VERIZON-000718605643					56.52
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	56.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
850-466-066-0001-46 APR FY	VERIZON TELEPHONE SERVICE 000718605643	04/19/2023	04/19/2023	0.00	56.52	
Vendor Number	Vendor Name					Total Vendor Amount
0002857	VERIZON-850462866001-13					48.21
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				04/19/2023	48.21	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
850-462-866-0001-13 APR FY	VERIZON SERVICE 850462866001-13	04/19/2023	04/19/2023	0.00	48.21	

Payment Register

APPKT02635 - 20230419SW

Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					511.51
Payment Type	Payment Number					Payment Date Payment Amount
Check						04/19/2023 511.51
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P2317357	WASHINGTON NAT - SUPPLEMENTAL INSUR EMPL FUNDED	04/17/2023	04/17/2023	0.00	511.51	
Vendor Number	Vendor Name					Total Vendor Amount
0002352	WORCESTER CO FIREARM'S TNG CTR					1,050.00
Payment Type	Payment Number					Payment Date Payment Amount
Check						04/19/2023 1,050.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
07012022-05	WOR CO RANGE FEES	04/17/2023	04/17/2023	0.00	1,050.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					11,250.80
Payment Type	Payment Number					Payment Date Payment Amount
Check						04/19/2023 11,250.80
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124 MAR FY 23	REFUSE, RECYCLE AND CAN PULLS	04/17/2023	04/17/2023	0.00	11,250.80	

Payment Register

APPKT02635 - 20230419SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	50	44	0.00	180,016.43
Packet Totals:		50	44	0.00	180,016.43



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09540 - Refunds 1 UBPKT09539 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
33-0050331-15	GARDO, KYLIE	4/19/2023	24338	125.83			125.83	Generated From Billing
Total Refunds: 1			Total Refunded Amount:	125.83				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	125.83
Revenue Total:	125.83

General Ledger Distribution

Posting Date: 04/13/2023

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-125.83	Yes
	10-2010-2074	UNAPPLIED CREDITS	125.83	
		10 Total:	0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-125.83	
	98-2498-2200	DUE TO OTHER FUNDS	125.83	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09545 - REFUNDS 20230414MC

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-1271101-01	CLARK, EDWARD	4/14/2023	24339	275.92			275.92	Deposit
66-0550401-03	LTD, HOMES @ BERLIN II	4/14/2023	24340	305.47			305.47	Deposit
66-1150001-13	BERLIN HOUSING LIHTC LLC	4/14/2023	24341	22.78			22.78	Deposit
66-1860001-00	BERLIN HOUSING LIHTC LLC	4/14/2023	24342	161.17			161.17	Deposit
Total Refunds: 4				Total Refunded Amount:	765.34			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	765.34
Revenue Total:	765.34

General Ledger Distribution

Posting Date: 04/19/2023

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-765.34	Yes
	10-2010-2074	UNAPPLIED CREDITS	765.34	
	10 Total:		0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-765.34	
	98-2498-2200	DUE TO OTHER FUNDS	765.34	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09530 - YEARLY SOLAR CLOSE OUT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-1490601-01	PHILLIPS, BRIAN	4/19/2023	24329	119.12			119.12	Generated From Billing
22-1610001-00	CLIFTON, DONALD	4/19/2023	24330	103.52			103.52	Generated From Billing
22-2180001-02	SIMPSON, TIMOTHY & DENISE	4/19/2023	24331	9.54			9.54	Generated From Billing
22-3120001-01	FITZGERALD, ROGER	4/19/2023	24332	158.93			158.93	Generated From Billing
33-0590101-01	AMOS, MICHAEL & DANELLE	4/19/2023	24333	715.29			715.29	Generated From Billing
44-0330041-13	STRAMA, JOHN	4/19/2023	24334	134.79			134.79	Generated From Billing
44-1340011-03	BUNTING, NORMAN JR	4/19/2023	24335	124.95			124.95	Generated From Billing
77-1170001-00	ACE PRINTING	4/19/2023	24336	330.54			330.54	Generated From Billing
77-1180001-00	ACE PRINTING	4/19/2023	24337	124.76			124.76	Generated From Billing
Total Refunds: 9				Total Refunded Amount:	1,821.44			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1821.44
Revenue Total:	1821.44

General Ledger Distribution

Posting Date: 04/11/2023

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-1,821.44	Yes
	10-2010-2074	UNAPPLIED CREDITS	1,821.44	
		10 Total:	0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-1,821.44	
	98-2498-2200	DUE TO OTHER FUNDS	1,821.44	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	