



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, March 27, 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.

5:00 PM CLOSED SESSION – Conference Room

1. Statement of Closure – Mayor Zack Tyndall
2. Public comments or questions regarding the purpose for closure
3. Motion to close and adjournment to Executive Session
4. Executive Session Agenda: Discussion re: PayPoint HR Wage and Compensation Study Findings Review. Pursuant to Maryland Code; 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 one or more specific individuals.

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

1. **7:05 PM CONSENT AGENDA:** Approval of the Minutes for Regular Session of 3.13.23
2. **7:08 PM PROCLAMATION:** 2023-02: Fair Housing Month – Mayor Zack Tyndall
3. **7:10 PM PRESENTATION:** East Bound Disc Golf Six-Month Review – Eastbound Disc Golf President Shawn Johnson
4. **7:25 PM ITEM(S) FOR APPROVAL:**
 - a) Request for Proposal: Smart Meter Installation – Water Resources Director Jamey Latchum & DBF Engineer Josh Taylor
 - b) Motion 2023-08: Program Open Space FY24 Annual Program – Town Administrator Mary Bohlen
 - c) Motion 2023-09: Award for Growth Element – Planning Director Dave Engelhart and Planning Commission Member Ron Cascio
 - d) Motion 2023-10: PJM Annual Officer Certification Form – Town Administrator Mary Bohlen
5. **8:05 PM DISCUSSION ITEM:**
 - a) FY2024 Real Estate Tax Rate – Mayor Zack Tyndall
 - b) Town of Berlin Letter to Worcester County Regarding LPPRP – Mayor Zack Tyndall
6. **8:20 PM REPORTS:** Town Administrator's Report, Departmental Reports
7. **8:30 PM COMMENTS FROM THE PUBLIC**

Any person who may wish to speak on a matter at the Regular Session may be heard during COMMENTS FROM THE PUBLIC for a period of five (5) minutes or such time as may be deemed appropriate by the Mayor. Anyone wishing to be heard shall state their name, street name, and subject on which they wish to speak.

- 8. 8:40 PM COMMENTS FROM THE COUNCIL**
- 9. 8:55 PM COMMENTS FROM THE MAYOR**
- 10. 9:00 PM COMMENTS FROM THE PRESS**
- 11. 9:05 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

Monday, March 13, 2023

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

Present: Mayor Zackery Tyndall, Councilmembers Jay Knerr, Jack Orris, and Shaneka Nichols

Absent: Vice President Dean Burrell, Councilmember Steve Green

Staff Present: Town Administrator Mary Bohlen, Economic and Community Development Director Ivy Wells, Planning Director Dave Engelhart, 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: Finance Director Natalie Saleh, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing

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

1. Approval of the Minutes for:

a. Work Session of 2.27.2023:

On the motion of Councilmember Orris, second by Councilmember Knerr, the Work Session Minutes of 2.13.2023 was approved by the following vote:

Name	Counted toward Quorum			Recused		Absent
	Aye	No	Abstain			
Dean Burrell, VP						X
Steve Green						X
Jack Orris	X					
Shaneka Nichols	X					
Jay Knerr	X					
<i>Voting Tally</i>	3					2

b. Regular Session Minutes of 2.27.23:

On the motion of Councilmember Knerr, second by Councilmember Orris, the Regular Session Minutes of 2.27.2023 was approved by the following vote:

Name	Counted toward Quorum			Recused		Absent
	Aye	No	Abstain			
Dean Burrell, VP						X
Steve Green						X
Jack Orris	X					
Shaneka Nichols	X					
Jay Knerr	X					
<i>Voting Tally</i>	3					2

2. Taylor House Museum Special Event Requests:

President Dr. Melissa Reid and Office Manager Heather Nottingham were present on behalf of the Taylor House Museum. Dr. Reid stated they began selling beer and wine at several events in the past and they are wishing to do the same for the upcoming season. She said one date has been added to

the schedule for Earth Day and is in partnership with Burley Builders. Councilmember Orris commented on the layout for the Peach Festival by saying he felt it would be good to continue having it spread throughout the Town; Dr. Reid said people are strongly encouraged to walk the streets and she asked that streets remain open for the festival. She emphasized that closing streets would block off their location and create an unsafe bottleneck. Dr. Reid clarified they are only asking for Baker Street to be closed.

On the motion of Councilmember Nichols, second by Councilmember Orris, the Taylor House Museum Special Event Requests 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>	3				2

Dr. Reid asked if it would be easier for the Town to drop off the porta-potty and leave it for the duration of the season; Water Resources Director Jamey Latchum said it would be better to drop it off and pick it up for each event.

3. Discussion: Rails and Trails Grant Application:

Town Administrator Mary Bohlen began the discussion by deferring to Planning Director Dave Engelhart's Staff Report included in the meeting packet. Mr. Engelhart explained the bike path construction estimate is shown in two phases. He said the cost of the project's original design was supported by the design grant received in Fiscal Year 2017 from the Maryland Department of Transportation Bikeway Program. Mr. Engelhart confirmed the most recent budget estimate for the bikeway construction is \$1,263,276.00; he confirmed this amount includes both phases of the project. He clarified the program is a twenty-five percent cost to the Town in cash or in-kind services, adding that the project would require \$315,819.00 in matching funds from the town.

Mr. Engelhart continued by providing a breakdown of the matching funds received in addition to the funds the Town has allocated for the project from previous fiscal years; he said the total amount comes to \$229,684.00 which creates a shortfall of \$86,135.00 needed to move forward with both phases of the project. Mr. Engelhart stated that Davis, Bowen, and Friedel, Inc. (DBF) has provided an estimate of \$42,000 to complete the design services necessary for a ninety percent completion status as required for the submittal of applications by the Maryland Department of Transportation (MDOT) Bikeways Program and to obtain approvals from the Maryland/Delaware Railroad and the Maryland State Highway Administration; he clarified this would be an additional cost that is not noted on the estimates provided in the packet.

Councilmember Orris asked if there is a reason the grant has not been approved for the past two years; Mr. Engelhart said the County was looking for more complete engineering plans and additional comments from State Highway concerning locations where signage will be placed. He said the Town has an agreement with the Maryland Delaware Railroad for an easement within their right of way to construct the path, adding that the agreement was included with the last submittal. However, Mr. Engelhart said there were additional questions about the maintenance of the path which have been resolved. Mayor Tyndall acknowledged that the original design work had some age to it and funding had not been available to make the necessary updates. Councilmember Orris asked

if the designs included in the meeting packet were updated; Mr. Engelhart said the documents are not the updated versions.

Mayor Tyndall said he wanted to point out that the \$1.2 million price tag of Phase One and Phase Two is a significant amount of money, however, he continued by saying he wants to put it in perspective that the grant requires a twenty-five percent match of the total amount. He said he is grateful the County has been willing to split portions of it; he added that the total match on behalf of the Town is about twelve and a half percent, excluding the design funds. He said the County's share would be roughly the same.

Councilmember Orris asked if ditches and drainage have been taken into consideration; Mr. Engelhart said stormwater was included as part of the initial design and will be updated in the next design. Mayor Tyndall asked to clarify if the bikeway would go to the back of Heron Park; Mr. Engelhart said the bikeway would ultimately end at the back of the park. He noted that there is a bridge that has been granted to the Town from the Railroad located closer to Route 50 and just west of the ponds at Heron Park; he said the bridge is not safe for bike wear or a pedestrian bikeway to carry the paving needed. He said the bridge will not be touched as part of the current phase of the project's design, but he added it is something that can be included as part of a future phase if additional funding become available.

Mayor Tyndall said he recommends moving forward with both phases unless there is a difference of opinion among the Council. Mr. Engelhart said a letter of intent must be sent out by April 1st, 2023; he added the letter does not commit the Town to the project, but he said it informs the State of the Town's desire to be included in the cycle that begins May 1st, 2023. Economic and Community Development Director Ivy Wells said the intention of the discussion is to determine if there is financial approval by the Council that matching funds will be factored into subsequent budgets to meet the requirements of the grant.

Councilmember Orris asked what the in-kind funds would look like; Ms. Bohlen said it would be primarily cash, other grant funds, the County funds, and funds the Town has already committed to the project. Councilmember Orris acknowledged the project has been in the budget for the past three years and said he believes they should keep it moving forward. Mayor Tyndall asked if the funds for the DBF estimate are matchable; Mr. Engelhart said the Bikeways Program allows for a design fund request, but he added that it would put the Town back on asking for construction funds as construction funds cannot be used for design purposes.

Councilmember Orris thanked Mr. Engelhart for his Staff Report. Mayor Tyndall recognized Patti Stevens with the County Bike Program who was present at the meeting. He thanked her for being part of the conversations with MDOT and helping the Town look over application materials and providing feedback.

4. Town Administrator's Report

Ms. Bohlen said she is still working with Administrative Assistant Kate Daub and Public Works Superintendent Cody Chesser to transition into the Parks Commission. She said they are working on the annual Open Space Development plan and said it is the first time she has been asked to submit the plan to the County since 2019. Ms. Bohlen continued with her report by saying she has initiated the process of trying to determine what kind of system would work well in the Council Chambers for improved audio-visual equipment. Councilmember Knerr asked if any preliminary systems have been looked at; Ms. Bohlen said she and Human Resources Director Kelsey Jensen investigated options several a few years ago, adding one of which was the same company that provides the County with their system.

Councilmember Orris referred to Ms. Bohlen's weekly report and asked her to explain some of the various stormwater-related projects she noted. Ms. Bohlen said they are grants that have been discussed previously and said she is working on updating the entire spreadsheet for the Town's grants; she added she did not have it at hand and did not want to misstate the information.

Councilmember Orris asked noted the check report for Sun Signs purchase and asked what it was for; Ms. Wells said it was the Reverend Dr. Charles Tindley historical marker sign for the park on Commerce Street. Councilmember Knerr asked if it was funded by grant; Ms. Wells confirmed.

5. Departmental Reports:

a. Economic and Community Development Director – Ivy Wells

Ms. Wells said she is working to help several businesses and property owners complete applications for the Facade Grant; she said the deadline for applications is April 14th, 2023. She made the Council aware that nine new benches will be delivered to Public Works on Wednesday, April 15th; she confirmed the benches were grant funded and will be placed throughout the downtown area. Ms. Wells said the Berlin Horticultural Advisory Committee will be picking out various pots and plants to be placed on William Street along with window and lamp post baskets which she said were also grant-funded. She continued by saying that her department is working on coordinating Take Pride in Berlin Week and Clean Up Day. Ms. Wells said she will be out of the office the last week of March attending the National Main Street Conference.

b. Planning Director – Dave Englehart

Mr. Englehart added to Ms. Well's report by saying the Horticultural Advisory Committee presented the Historic District Commission with their plan to add benches and plants and it was well received. He stated the Planning Commission met on Wednesday, March 8th, and passed a motion to move forward with a \$30,000 American Rescue Plan (ARPA) funded line item that was budgeted for a Growth Element Discussion with the community to be facilitated by a consultant. Mr. Engelhart explained that Mr. Dhuru Thaddani was selected as the preferred consultant as he is an architect and specializes in Small Town America; he added the Planning Commission made a motion to recommend to the Council that they move forward with hiring Mr. Thadani to conduct growth element research services for the Town as part of the \$30,000 ARPA funded budget line item. Consequently, Mr. Engelhart said he has reached out to Mr. Thaddani to request a quote for the scope of his work, services, and deliverables and that his proposal and a motion to approve the award will be at the March 27, 2023 meeting. He continued by saying he is aware the County is holding public sessions soon to redefine its growth areas; he emphasized the growth areas have previously mirrored those of the Town and said it is time to protect Berlin's interests.

Mayor Tyndall thanked Mr. Engelhart and acknowledged Planning Commission member Mr. Ron Cascio for spearheading the discussion.

Councilmember Orris stressed how important community involvement is particularly when it comes to growth in Berlin.

Councilmember Nichols said she is pleased the Town is on the road to being proactive and said she is very glad the discussion is moving forward. She thanked all those involved for making it happen.

c. Electric Utility Director – Tim Lawrence

Mr. Lawrence was not present at the meeting; Ms. Wells spoke on his behalf. She said Mr. Lawrence asked to make the Council aware of the issues the Electric Department is having with the deterioration of the lower half of the historic lamp posts downtown due to dogs marking their spots when going to the bathroom. She said Mr. Lawrence is strongly encouraging dog owners to curb their dogs elsewhere.

d. Water Resources Director – Jamey Latchum

Mr. Latchum began his report by saying the department framed out and installed a new door for the Franklin Avenue Well and continued with troubleshooting the Schoolfield Lift Station due to pumps tripping out. He said three employees took assessments for training in water or wastewater and he confirmed the department received a quote for parts needed to rebuild the Sequencing Batch Reactor (SBR) Two motive pump; he said the repair was an emergency as the SBR plays a major role in the processes of the plant. Mr. Latchum made Council aware that two variable message signs (VMS) will be going up on Route 346 in the area of the IG Burton Car Dealership; he explained there will be a water tie-in beginning March 21st, 2023, from 8 PM to Wednesday, March 22nd, 2023, at 6 AM. He confirmed that both lanes will be closed during that time.

Councilmember Knerr acknowledged that the Department is short-staffed and thanked Mr. Latchum and the department for all they do.

e. Public Works Director – Jimmy Charles

Mr. Charles deferred to his weekly report.

f. Human Resources Director – Kelsey Jensen

Ms. Jensen said she did not submit a weekly report because she was out of the Country, however, she said she conducted interviews for open positions with the Public Works and Water Resources Departments prior to leaving for vacation. Following the interviews, she said they tried to hire four new employees, adding some individuals did not pass pre-employment screenings and they are only able to move forward with two new staff members. Ms. Jensen reported that one current employee has transferred to a different department, but she said several positions remain open to be filled. She continued by saying she completed a Reasonable Suspicion Drug and Alcohol Course along with Ms. Bohlen, Mr. Latchum, and Mr. Charles and she reported that the Paypoint HR Wage and Compensation Study Draft Report is expected to be received soon.

Councilmember Orris asked if the draft report is expected to be ready by the end of March; Ms. Jensen said she received an email a week ago from Paypoint HR making her aware that the report will be available within the next few weeks. Ms. Jensen said she would imagine it will be ready by the end of the month.

6. Comments from the Council

Councilmember Orris stated he wanted to follow up on answers Mr. Latchum provided in a recent email regarding stormwater maintenance; he asked if ditches were considered in the number of stormwater management facilities in Town. Mr. Latchum answered that some are part of the stormwater maintenance. Councilmember Orris referred to Mr. Latchum's email concerning the Town's requirement to perform inspections every three years for all stormwater management facilities and EA Engineering's assistance in facilitating the inspections; he asked if the Town pays for them. Mr. Latchum said the Town has had interns perform the inspections in the past which were paid for through Maryland Coastal Bays Program. Councilmember Orris asked what Town facilities are included as part of the Town's agreements for inspection maintenance; Mr. Latchum said

anything that is affiliated with a stormwater conveyance. Mr. Engelhart added that stormwater maintenance and inspection agreements act like an easement and allow the Town to gain access to properties to inspect their condition and operating efficiency. Councilmember Orris reiterated his request for a Work Session to provide an overview of the stormwater utility; he continued by saying he feels it is important to keep an eye on House Bill (H0055) that has been introduced in the General Assembly. Councilmember Orris provided a summary of the bill and a lengthy discussion followed regarding the bill's potential impact on the Town and its residents. Mayor Tyndall confirmed that EA Engineering provides an overview of the stormwater utility each year; he suggested they discuss the potential impacts of the new bill with EA at that time.

Councilmember Orris noted that the County will be holding a Public Hearing on April 6th, 2023, on their Land Preservation Park and Recreation Plan; he said the plan is revised every six years and the public hearing is held to discuss the draft. He said he feels it would be an opportunity for the Town to collaborate with the County as it relates to the skate park, and he suggested that a certain fixed amount be requested for the park's development. Ms. Bohlen confirmed that Phase One and Phase Two of the skatepark are included in the Open Space Development Plan; she said the plan is on the agenda to be discussed at the next Council Meeting on March 27th, 2023. She noted that the request for the Town's updates to the LPPRP was made in January, with less than 24 hours to respond, therefore items were missed. We Heart Berlin Executive Director Tony Weeg was present at the meeting and said the goal is to get Phase One of the Skatepark in the LPPRP report and presented to the County Commissioners at the public hearing on April 6th. Mr. Weeg said the request is to have a letter from the Mayor and Council stating they would like to have the skatepark added to the LPPRP as an amendment under the accessible playground item. Councilmember Orris had indicated that he would be glad to draft a letter requesting an amendment. Mayor Tyndall asked that Mr. Weeg send any supplemental information to him and said he will consolidate it along with the LPPRP Community Parks and Playground information so that a draft letter of support can be available for the Mayor and Council to approve at the next regular session meeting on March 27th, 2023.

7. Comments from the Mayor

Mayor Tyndall said fourth-grade Buckingham Elementary School students visited Town Hall as part of the "If I Were Mayor" Essay contest; he said it was a fun visit. He continued by saying that funding was added during the ARPA plan for strategic planning; he said he has met with Beacon in hopes of moving forward.

8. Comment from the Public

Resident Mike Wiley spoke in support of the Rails to Trails project and thanked the Council for being proactive with it; he said he thinks the project is a great idea.

Resident Jim Herman said he is directly affected by the erosion caused by stormwater at his residence in the Henry's Mill development. He said there is a drainage pipe that runs through his property which blows out on occasion after heavy rainfall. Mr. Herman said that the water is not just coming from Henry's Mill, adding that the water also comes from the Henry's Green development. Mayor Tyndall said the pipe has been looked at several times and said it falls on the responsibility of the Homeowner's Association. Mr. Herman said he was led to believe the Town was going to take care of it years ago and acknowledged he may have misunderstood; he said something is going to have to be done before there is any more significant damage.

Resident Ted Eschenburg said Henry's Green does not have a Homeowner's Association. He said it would not be fair for the residents of Henry's Mill to be paying for all the water that is causing problems coming from Henry's Green.

Resident Gladys Watson asked Mayor and Council to consider adding a dog playground park to one of the open spaces in Town.

Resident Mary Hedlesky commented on the ongoing stormwater problems at Buckingham Estates; she asked that Westminster Drive not be forgotten if stormwater funds become available.

Resident Candy Combs said the residents of Henry's Mill have been asking the Town to get a shared facility agreement with Henry's Green since 2014 for help with the maintenance of their stormwater pump; she said they need to have something that makes Henry's Green residents help with their stormwater that is flowing into Henry's Mill.

Mr. Weeg thanked the Mayor and Council for helping to advance the skatepark project; he said the Dhiru Thadani project has merit and believes Berlin could benefit from that type of planning. Mr. Weeg asked if it would be possible to make the Rail to Trail path loop around Heron Park.

Henry's Mill resident Linda Palmer said she lives next to a ditch and reported her yard floods with any significant rainfall; she said she is excited to hear of all the projects the Town is considering but she asked that the wastewater problems in her community be addressed.

Ms. Patti Stevens thanked the Council for their investment and decision to move forward with the Rails to Trails project.

Resident Mary Fiori thanked the Mayor and Council for their support and for pushing forward with the skate park.

9. Comments from the Press – none.

10. Adjournment:

On the motion of Councilmember Knerr, second by Councilmember Nichols, the Mayor, and Council meeting was adjourned at approximately 8:46 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>	3				2

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant



TOWN OF BERLIN

PROCLAMATION 2023-02

Fair Housing Month

WHEREAS the Congress of the United States passed the Civil Rights Act of 1968, in which it was declared that the law of the land would guarantee the rights of equal housing opportunity, and;

WHEREAS the month of April is recognized by the federal government as Fair Housing Month and realtors, developers, financial institutions, landlords, tenants and the public at-large are reminded that it is illegal to discriminate in housing on the basis of age, race, religion, sex or national origin, and;

WHEREAS fair housing groups and the Maryland Department of Housing and Community Development have, over the years, received complaints of alleged illegal housing discrimination, and;

WHEREAS the State of Maryland, through the Maryland Department of Housing and Community Development, supports fairness in housing through a variety of programs and working partnerships with the federal government, local governments and private sector businesses to ensure better living conditions for all Marylanders, and;

WHEREAS equal housing opportunity is a condition of life in our community that can and should be achieved;

NOW THEREFORE, be it proclaimed that the MAYOR AND COUNCIL OF THE TOWN OF BERLIN hereby declare the month of April 2023 as FAIR HOUSING MONTH in the Town of Berlin citizens.

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,


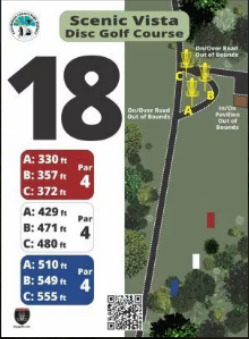

We are pleased to propose a more permanent iteration of disc golf at Decatur Park,
please see details below.

Warm regards,

Shawn Johnson
President
Eastbound Disc Golf

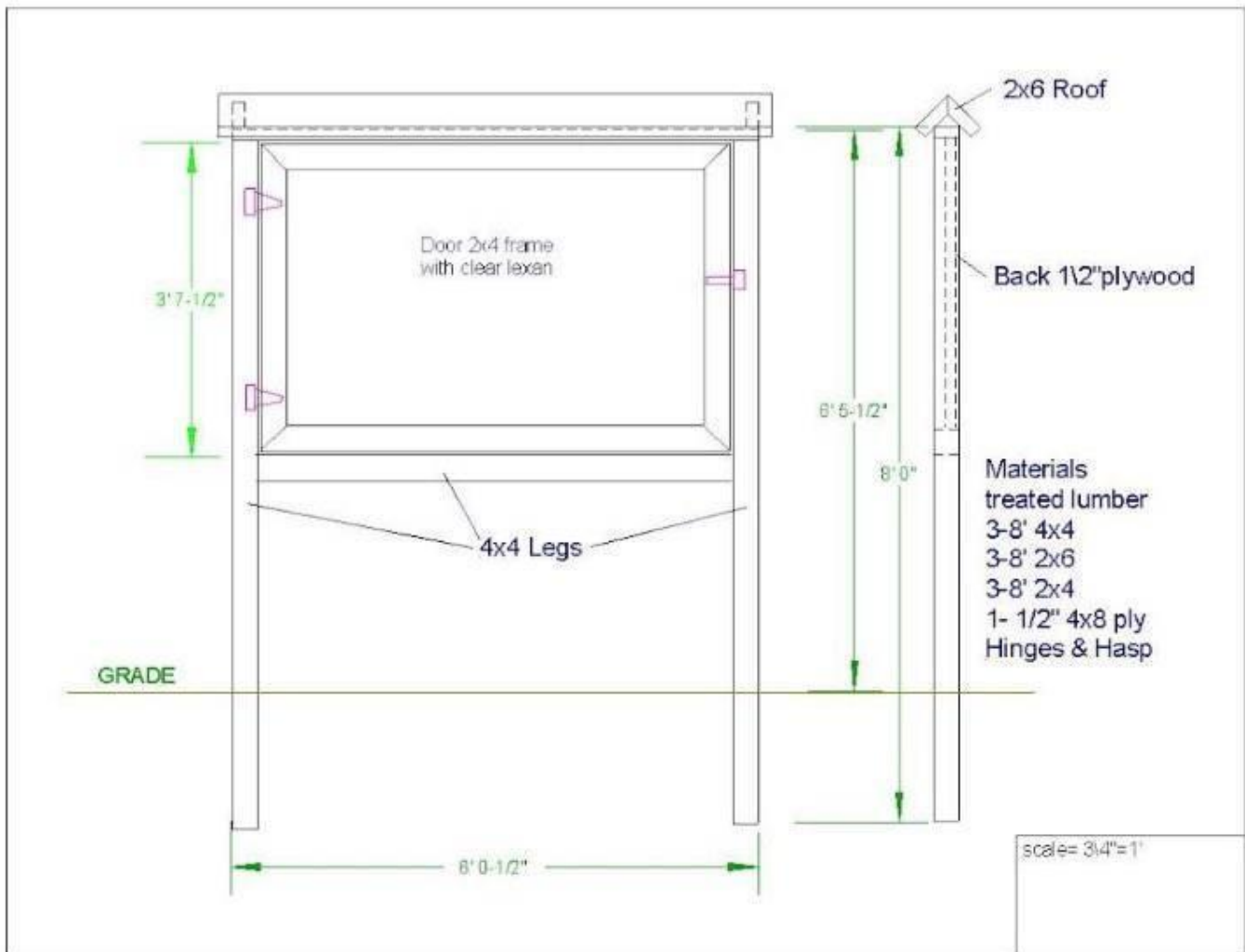
Subject: Decatur Disc Golf (permanent installation)

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

		
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



RFP 2023-06 Smart Water Meter Installation

ADVERTISEMENT

TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP # 2023-06
Smart Water Meter Installation

Due Date: Thursday, May 4, 2023
Time: 3:00 PM EST

The Town of Berlin is seeking Proposals for the installation of Town provided equipment including smart meters, transmitters and appurtenances, for the Town of Berlin's Smart Meter Upgrade Project. The Smart Meter Upgrade project scope includes upgrading all Town owned water meters to Neptune smart meters, any necessary repair or replacement of existing meter assemblies, and coordination with the Town, the Town's meter supplier (Core & Main), and the Town's Meter Reading and Billing systems provider (Tyler Technologies) for startup and testing of all smart meter reading and billing systems. Qualified contractors are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/ or contact Town Administrator Mary Bohlen at 410-641-4314/ mbohlen@berlinmd.gov for the official RFP. EEO.



RFP 2023-06 Smart Water Meter Installation

GENERAL INFORMATION

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for the installation of Town provided equipment including smart meters, transmitters, and appurtenances for the Town of Berlin's Smart Meter Upgrade Project by submitting to the Town by the date and time and at the location as indicated herein.

RFP # 2023-06

Smart Water Meter Installation

Due Date: May 4, 2023

Time: 3:00 AM EST

Deliver submittals to:

Mary Bohlen, Town Administrator
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFP 2023-06

The Town of Berlin (the "Town") is seeking Contractor ("Bidder") proposals for installation of Town provided equipment including smart meters, transmitters, and appurtenances for the Town of Berlin's Smart Meter Upgrades Project. All upgrades are located in the Town of Berlin, Maryland 21811. Proposals must be submitted to the address above, by the date and time, and in the format indicated herein.

It is the responsibility of potential bidders to thoroughly review this Request for Proposal and ensure their full understanding of same.

Proposals received after the due date will not be considered. Bidders accept all risks of late delivery of mailed or shipped submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the Town to pay any costs incurred by bidders in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Contractor") must comply with the Town of Berlin's equal opportunity requirements.

ABOUT BERLIN: The Town of Berlin is a community of approximately 5,000 people located on Maryland's eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.



RFP 2023-06 Smart Water Meter Installation

A. SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified Contractor for the installation of Town provided equipment including smart meters, transmitters and appurtenances for the Town of Berlin's Smart Meter Upgrades Project. All work shall be performed in accordance with the Contract Documents, including this RFP, Drawings, Technical Specifications, and the applicable general requirements of the *Town of Berlin Design and Construction Standards for Water, Sewer, and Roadway Systems*.

B. SPECIFICATIONS

1. Smart meters to be installed include residential and commercial meters, sizes and approximate quantities are as follows:
 - a. 6" - Three (3)
 - b. 4" - Ten (10)
 - c. 3" - Three (3)
 - d. 2" – Seventy-five (75)
 - e. 1.5" – Twenty-three (23)
 - f. 1" - Sixty (60)
 - g. 5/8" x 3/4" – One Thousand, seven hundred and seventy-five (1775)
2. Each meter installation shall be tracked on a map and database provided by the Town and a Meter Data Sheet shall be completed with all property, meter, and water service data. All Service Line Inventory data shall be electronically provided to the Town and Town Engineer in database format. The Service Line Inventory Database (provided by the Town) shall be based on Environmental Protection Agency (EPA) Lead and Copper Rule (LCR) guidelines and shall include, at a minimum:
 - a. Account Number (provided by Town)
 - b. House Address (see Town provided list for reference)
 - c. Meter Size (Diameter in inches)
 - d. Service Size (Diameter in inches on the public and private sides)
 - e. Water Service Material (Public side and Private side shall be investigated 2 feet on either side of the meter, as capable).
 - f. GPS Location of each meter shall be obtained by the Town Engineer.
3. Meter vaults or pits shall be replaced as deemed necessary by the Town. This work may include the following:
 - a. Replacement of meter setters in the existing pit.
 - b. Replacement of meter vaults or pits, complete.
 - c. Replacement of water service lines.
 - d. Drilling holes for antenna installation in the meter pit lid (all materials).
 - e. All fittings and appurtenances required for the above-mentioned work.
 - f. Restoration of surface and subgrade to pre-construction conditions, including any disturbance to grass, driveways, pavement, or concrete, as required by the work. Refer to the Cost Proposal for restoration bid items.



RFP 2023-06 Smart Water Meter Installation

C. MINIMUM REQUIREMENTS

1. Work shall be started within 30 calendar days of award of contract.
2. Contract Time: Work shall be completed within 120 calendar days of start date. Liquidated Damages of \$500 per day shall be charged to the Contractor to cover cost overruns beyond the Contract Time.
3. Contractor is responsible for, at a minimum:
 - a. Notification of appropriate agencies as required by regulations prior to start of work.
 - b. Complete traffic control as required.
 - c. Arrangements for delivery of equipment and materials required for meter installation; the Town of Berlin shall assist in determining suitable times and locations for acquisition of meters.
4. Contractor shall ensure that personnel working on site shall be appropriately supervised to ensure the completion of duties per the contract.
5. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of residents and visitors to the Town.
6. Contractor shall take reasonable care to ensure the cleanliness of the streets, sidewalks, parking areas and other affected areas during deliveries.
7. Workday hours shall begin no earlier than 8:00 AM and shall end no later than 6:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays. Work outside the hours indicated above shall be done only with the express permission of the Town.
8. As work progresses the Contractor shall track all meter installations and complete installation Data Sheet for each meter installed for Town Service Line Inventory.
9. All work shall comply with the Code of the [Town of Berlin, Article III Noise, §14-43\(4\)](#).
10. Contractor shall warranty their work for a minimum period of two years (2-years) from project acceptance.
11. In addition to the section indicated above, Contractor shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland and any other entity or agency with authority over projects of this nature.

D. CONTACT INFORMATION

Town Administrator Mary Bohlen
Berlin Town Hall
10 William Street
Berlin, MD 21811
Phone: 410-641-4341
Email: mbohlen@berlinmd.gov

All questions and concerns must be submitted to Ms. Bohlen; information gathered from any other individual, including other employees of the Town unless specified by Ms. Bohlen, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.



RFP 2023-06 Smart Water Meter Installation

E. MINIMUM REQUIREMENTS FOR CONTRACTORS

1. A minimum of ten (10) years' experience with installing, startup, and testing smart meters and associated meter reading equipment.
2. Appropriate licensure, certifications, permits required for completion of the project.

F. SUBMITTAL REQUIREMENTS

Dates and times applicable to RFP 2023-06 are on the following page. Responses to RFP 2023-06 must include the following information:

1. Statement of all relevant licensure, certifications and qualifications as applicable for the completion of the project. Proof of such shall be required prior to issuance of Notice to Proceed.
2. A minimum of three (3) references relating to the services being requested with full name, title, address, phone number, email; references from Maryland municipalities preferred.
3. The completed Cost Proposal as included in this RFP.
4. The completed Signature page as included in this RFP.
5. The completed List of Proposed sub-contractors (if applicable) included on the Cost Proposal page.
6. Additionally, bidders are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
 - o Scheduling of work to include a general idea of progression of work.
 - o An estimate of the number of personnel expected to be onsite at a given time.
 - o Any specific needs the contractor anticipates.
 - o Any other information the bidder feels is relevant for consideration.
7. Printed and electronic or email submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.
8. If printed, the Town encourages double-sided printing where appropriate. Complete submission should not exceed 20 sheets of paper and must be in a sealed envelope addressed to;

Town of Berlin RFP 2023-06
Attn: M. Bohlen, Town Administrator
10 William Street
Berlin, MD 21811

9. If electronic (via USB drive), USB must be clearly labeled: "TOB RFP 2023-06"
10. If via email, send to mbohlen@berlinmd.gov with the subject "RFP 2023-06 Smart Meter Installation".

• **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.

• **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.



RFP 2023-06 Smart Water Meter Installation

G. DEADLINES AND IMPORTANT DATES:

Tuesday, April 11, 2023, 3:00 PM – MANDATORY Pre-Bid Meeting: Pre-bid Meeting shall be held at Town Hall, 10 William Street, Berlin, MD 21811 and will be followed by site visit(s) if requested.

Friday, April 21, 2023, by 4:30 PM – Deadline to submit questions: Questions from potential Bidders are due via email to mbohlen@berlinmd.gov. Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

Thursday, April 27, 2023, by 4:30 PM – Posting of responses: Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/government/request-for-proposals/>.

Thursday, May 4, 2023, by 3:00 PM – Due Date for Proposals: Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline, at which time proposals will be publicly opened and read aloud at Berlin Town Hall, 2nd Floor Conference Room, 10 William Street, Berlin, MD 21811. Proposals received after that date and time will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

H. EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of Contractor with similar projects.
- Information acquired from municipal references.
- Overall quality of proposal.
- Project understanding.
- Anticipated project cost.
- Anticipated project schedule.

The Town may select a limited number of bidders for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Town to pay any costs incurred by bidders in the preparation and submission of their qualifications. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The installer selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder review and execute the Standard Town Agreement. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.



RFP 2023-06 Smart Water Meter Installation

• **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Bids shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

• **EQUAL OPPORTUNITY EMPLOYMENT:** The successful contractor or contractors must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

• **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

• **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

- a. Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000
- b. Vehicle Liability: \$1,000,000
- c. Workers Compensation: \$1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

• **HOLD HARMLESS:** The Town of Berlin shall be held harmless against claims for injuries to persons or damages to property, errors, omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees or subcontractors.

• **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

• **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).



RFP 2023-06 Smart Water Meter Installation

Contractor: _____

COST PROPOSAL

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

The following table should be included within the proposal submission.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, Furnish and Install Sediment & Erosion Control Measures, and Provide Traffic Control Measures.	--	LS	--		
2.	Install Smart Meters, Complete, as Required by the Contract Documents.	6"	EA	3		
3.		4"	EA	10		
4.		3"	EA	3		
5.		2"	EA	75		
6.		1.5"	EA	23		
7.		1"	EA	60		
8.		5/8" x 3/4"	EA	1775		
9.	Replace Existing Meter Pit, Complete	--	EA	200		
10.	Replace Existing Meter Setter in Existing Pit	--	EA	200		
11.	Drill Hole in Existing Meter Pit Lid for Installation of Antenna (all materials)	--	EA	100		
12.	Replace Existing Water Service Piping.	--	LF	1000		
13.	Restoration of Disturbed Asphalt.	--	SY	40		
14.	Restoration of Disturbed Sidewalk.	--	SY	60		
15.	Restoration of Disturbed Curb & Gutter.	--	LF	40		
16.	Restoration of Disturbed Stone Driveway	--	SY	40		

Total Base Bid (Items 1 – 16) \$ _____

(Written Amount) _____



RFP 2023-06 Smart Water Meter Installation

Contractor: _____

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

Please attach additional sheet(s) or continue list on reverse if necessary.



RFP 2023-06 Smart Water Meter Installation

Contractor: _____

SIGNATURES

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

Signature: _____

Date: _____

Printed Name: _____

Firm Name: _____

Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State Zip: _____

Phone: _____





MOTION OF THE MAYOR AND COUNCIL 2023-08

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE THE 2024 PROGRAM OPEN SPACE ANNUAL PROGRAM.

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

Dean Burrell, Sr. Vice President

Approved this ____ day of _____, 20____ by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor

ATTEST: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Mary Bohlen, Town Administrator

MEETING DATE: March 27, 2022

SUBJECT: 2024 Program Open Space (POS) Annual Program

SUMMARY

Attached is the 2024 POS Annual Program “wish list” as approved by the Berlin Parks Commission.

FINANCIAL IMPACT

None associated with approval of the plan. Financial Impact would come at the time of project implementation. These projects would be eligible for grant consideration, particularly under the Community Parks and Playgrounds grant program. Because of the way that CP&P works, application for grant funding is made in late summer, with project approval the following spring, and then budget (state) approval in early fall.

OPTIONS FOR CONSIDERATION

1. Addition or removal of projects from the Plan.
2. Re-ordering of projects on the Plan.
3. Amendments to scale of projects or phasing of projects.
4. Any combination of the above.

STAFF RECOMMENDATION

Approval of the 2024 Program Open Space Annual Program.

ADDITIONAL INFORMATION/ATTACHMENTS

As noted on the attached:

- Funding has been previously awarded through CPP on the Decatur Park Comfort Station and an application is being drafted for additional funding through Land and Water Conservation Fund. DNR will be acting as project sponsor on the LWCF application with award notification expected in spring of 2024.
- A grant application for the complete replacement of the playground equipment in Decatur Park is pending with Community Parks and Playgrounds; notification for this program generally occurs in spring.

Attachments:

Annual POS Program for Development

2024 Proposed Program Open Space Projects and Twelve Visions Consistency Statement

PROGRAM OPEN SPACE ANNUAL PROGRAM FOR DEVELOPMENT
FISCAL YEAR 2024

Source of Funds (for Annual Program Only)

<u>Sponsor</u>	<u>Project Name, Project Description</u>			<u>Acreage Project</u>	<u>Total</u>	<u>Local</u>	<u>State(POS Local Funds)</u>	<u>Federal</u>
BERLIN								
<u>Stephen Decatur Park:</u>		Map 302	Parcel 873					
1	Construction of Permanent Restrooms			<.5	\$266,000	\$11,000	\$99,000 CPP (Awarded 2021)	\$132.784 LWCF (Invited to apply)
							\$23,216 est. additional funding needed	
2	Inclusive Playground			< 1	\$1,024,940	\$55,700	\$969,240 (CPP application pending)	
<u>Location TBD:</u>								
3	Skate Park Phase I (feasibility report currently underway) – Stormwater Mitigation and “Street” Park Development			< 1	\$250,000	\$25,000	\$225,000	
4	Skate Park Phase II			< 1	\$250,000	\$25,000	\$225,000	
<u>Decatur, Henry, Burbage and Heron:</u>								
5	Purchase of AED units for each park (4 initially)				\$10,000	\$1,000	\$9,000	
<u>Decatur and Heron Parks:</u>								
6	Purchase of Water-side Life Saving Devices (approx.. 10 total)				\$50,000	\$5,000	\$45,000	
<u>Heron Park</u>		Map 0025	Parcel 0052					
7	ADA Walking Path from parking to lagoons and around lagoons			+/- 30	\$250,000	\$25,000	\$225,000	
8	Entertainment Venue			+/- 1	UNK			
<u>Stephen Decatur Park:</u>		Map 302	Parcel 873					
9	Partial Conversion of Tennis Court to Pickleball Courts			+/- 1	UNK			

<u>Location TBD:</u>							
10	Dog Park			+/- 1	UNK		
<u>Heron Park</u>		Map 0025	Parcel 0052				
11	Observation Platform(s) over lagoons			< 1	UNK		
TOTALS					\$2,100,940	\$147,700	\$1,820,456

TOWN OF BERLIN
2024 Proposed Program Open Space Projects
Twelve Visions Consistency Statement
Summary of Prior POS/CPP Grant Awards
March 20, 2023

DEVELOPMENT PROJECTS:

The projects listed below are in priority order and are generally consistent with the Town's submission to the LPPRP for Worcester County; the LPPRP does not reflect smaller equipment purchases such as the AED units and Life Saving Devices noted in C.5. and D.6. The LPPRP was initially submitted to Worcester County in January 2023, but a request to update and amend was made in March 2023 to be more reflective of the information below.

- A. **STEPHEN DECATUR PARK:** Stephen Decatur Park is a general use park featuring playground equipment, tennis courts, disc golf course, picnic tables, a pavilion and a walking path, as well as a Nature Trail and Pond.
1. **Permanent Restrooms:** Visitors to the park have long requested the installation of a permanent restroom facility to replace the portable toilets currently in use. The initial estimate for the project was \$110,000 and, in 2021, the Town was successful in being awarded \$99,000 in Community Parks and Playgrounds funds (\$11,000 Town match to total \$110,000). When the project was bid, however, it was found that construction costs had increased significantly since the initial budget estimates had been formulated, with current estimates closer to \$266,000 for the project (including engineering and construction management). The Town applied for funding under the Land and Water Conservation Fund in November, 2022 and has been notified that the project is eligible for funding up to \$132,784, leaving an estimated \$23,216 unfunded at this time.
 - a. **Timeline:** Pending approval of LWCF award, project is anticipated to be completed in FY24.
 2. **Inclusive Playground:** The Town currently has a Community Parks and Playgrounds grant submitted for a total project cost of \$1,024,940; \$969,240 in CPP funds and \$55,700 in Town match (cash and in-kind).
 - a. **Timeline:** Pending approval of CPP award, project is anticipated to be completed in FY25.
- B. **LOCATION TO BE DETERMINED:** A local grassroots non-profit, We Heart Berlin, has been very active in raising funds and advocacy for a skate park. They have commissioned a feasibility study which is nearing completion to examine potential locations suitable for such development, community interest, design concepts and other aspects of the development of a new skate facility. Their vision is to make a park that, while primarily for skateboard enthusiasts, will accommodate a variety of wheeled recreation equipment including roller skates and bicycles. Following the completion of the feasibility report and location recommendations, community input will be gathered to help determine the final location.
3. **Skate Park Phase I:** Design of a "street" park including urban features typically found in streetscapes such as curbs, rails and the like with emphasis on stormwater mitigation.
 - a. **Timeline:** Pending application for and award of funds Phase I could be started within FY24 with completion in FY25.

4. **Skate Park Phase II:** Expansion of and addition to the facilities developed in Phase I.
 - a. **Timeline:** Pending application for and award of funds Phase I could be started within FY25 with completion in FY26.
- C. **DECATUR, HENRY, BURBAGE and HERON PARKS:** Berlin's current public parks (Stephen Decatur, Dr. William Henry, Burbage and Heron (formerly Berlin Falls)).
 5. **Automatic External Defibrillator (AED) Units:** Purchase one unit for each park. This is an initial purchase with additional units to be considered at a later time. Henry and Burbage Parks are small, and one unit will be sufficient. Decatur and Heron Parks will likely warrant consideration of additional units in the future, particularly for Heron Park which is currently a passive use park consisting primarily of a walking path, which covers a significant area.
 - a. **Timeline:** Pending award of funds, completion would be within six to nine months depending on availability of units.
- D. **DECATUR AND HERON PARKS:** Both Decatur and Heron Parks have water features that currently lack life-saving devices. Decatur's Nature Trail and Pond features a pond of just under 1 acre; Heron Parks lagoons cover nearly 30 acres.
 6. **Water-side Live Saving Devices:** Approximately 10 water-side life saving devices (life rings) would be purchased to be placed in multiple locations at each park; two to three at Decatur and the remainder at Heron Park.
 - a. **Timeline:** Pending award of funds, completion would be within six to nine months depending on availability of units.
- E. **HERON PARK:** Heron Park is currently a passive use park with a path around the lagoons. It is a popular location for dog-walkers and bird-watchers.
 7. **ADA Walking Path:** The walking path around the lagoons is currently just a low-mown and worn trail created by foot traffic. There is an incline from the parking area to the path, which is difficult for those who may experience mobility challenges. The Town would like to create an accessible walking trail from the parking area to the lagoons and around the lagoons.
 - a. **Timeline:** Pending award of funds, completion would be within 18 to 24 months.
 8. **Entertainment Venue:** The development of an Entertainment Venue which could allow for live performances. The Town is currently considering the sale of several parcels included in the park, but which are not suitable for park facilities. However, the area of the lagoons and an area below them would be retained and would be an ideal location for such a permanent fixture.
 - a. **Timeline:** Pending award of funds, completion would be within 18 to 24 months.

F. STEPHEN DECATUR PARK: Partial conversion of existing tennis courts to pickleball courts.

9. **Pickleball Courts:** the Stephen Decatur Tennis Courts were completely refurbished using Program Open Space and Community Parks and Playgrounds funds in 2018 (completed). Immediately following completion of that project, requests for pickleball began coming in to Town staff. The Town would like to explore conversion of one or two of the existing tennis courts into pickleball courts, ideally in such a way that the courts can continue to be used both for tennis and pickleball.

- a. **Timeline:** Pending award of funds, completion would be within 6 to 12 months.

G. LOCATION TBD:

10. **Dog Park:** Community interest in a dog park has been expressed. Consideration will be given to a membership system with a form of electronic access to allow accountability and compliance with licensing and vaccination regulations.

- a. **Timeline:** Pending award of funds, completion would be within 18 months.

H. HERON PARK:

11. **Observation Platform(s):** Construction of one or more observation decks/platforms on the lagoons to allow visitors to more easily view wildlife/birds or to simply enjoy the environment.

- a. **Timeline:** Pending award of funds, completion would be within 18 months.

THE TWELVE VISIONS:

The proposed projects are consistent with the 12 Planning Visions:

1. **Quality of Life and Sustainability:** The Town of Berlin has consistently worked to provide citizens and visitors a sustainable and positive quality of life through a variety of services, features and amenities; the development, improvement and maintenance of parks is one way we strive to achieve that. Stormwater mitigation has been a particular challenge of the Town and is one of the first considerations in the development and maintenance of parks facilities. Berlin was one of the first municipalities in the state to establish a stormwater utility with a fee based revenue source dedicated to maintenance and management of Town owned stormwater facilities. Berlin has received a number of designations and recognitions through the years for sustainability efforts include designation as a Maryland Sustainable Community and, more recently, as a Bee City.
2. **Public Participation:** The Town has held facilitated sessions with its citizens to address areas such as strategic planning and resiliency and additional such sessions are being planned in the coming fiscal year to address growth. Public participation in board and commission and Mayor and Council meetings is encouraged and public hearings are held as appropriate for a variety of issues.
3. **Growth Areas:** The Town's parks are locating in existing population areas and within walking distance of residential neighborhoods and business areas. The Town is currently planning to specifically address the topic of growth in the community and surrounding area within the coming months.

4. **Community Design:** As part of the upcoming growth discussions, specific consideration will be given to walkability, particularly to existing facilities, such as schools, parks and shopping.
5. **Infrastructure:** Growth areas of the Town are considered in relation to existing infrastructure, to include utilities, streets, sidewalks and parks, as well as schools and other recreation facilities.
6. **Transportation:** As a small rural community, the Town does not provide public transportation facilities itself, however, there are public buses available to/from surrounding areas through Shore Transit. The Town and State Highway Administration are responsible for well-maintained streets and highways in and around Berlin.
7. **Housing:** A variety of housing options are available within the Town of Berlin including single-family homes, above ground floor units in the commercial district, senior housing, apartments and planned communities.
8. **Economic Development:** Continued development and maintenance of the Town's parks facilities encourages and sustains the Town's economic development by offering attractive amenities to both residents and visitors near housing and commercial features.
9. **Environmental Protection:** The Town considers the environmental impact of and on land and other resources, and responsible considerations are included in the Town's purchasing policies and facilities use and management. The impact on the coastal bays is considered through the Town's stormwater management and the Town has been the recipient of a number of water-quality related grant funding programs. No wetlands or other sensitive areas are being removed or infringed upon in the development of the proposed projects.
10. **Resource Conservation:** No undue consumption of resources will take place and open spaces are being preserved by not allowing residential or commercial development. All projects are located on land owned and maintained by the Town and within the corporate limits of the Town. All areas are already in use as public parks in existing population centers.
11. **Stewardship:** Berlin was the first designated Sustainable Community in Maryland and has continued to balance growth with resource protection and management.
12. **Implementation:** The Town gives consideration to all aspects of the Twelve Visions in the development and implementation of projects, programs and efforts to serve our community and the immediate area.

STREET ADDRESSES OF PARKS:

Stephen Decatur Park, 130 Tripoli Street, Berlin, MD 21811

Dr. William Henry Park, 123 Flower Street, Berlin, MD 21811

John Howard Burbage Park, 309 William Street, Berlin, MD 21811

Heron Park, 10009 Old Ocean City Boulevard, Berlin, MD 21811

SUMMARY OF PRIOR POS/CPP GRANT AWARDS:

GRANT #	YEAR	PROJECT	AMOUNT AWARDED
POS 4341-23-153	2003	HENRY PARK LAND PREPARATION	\$ 7,605
*	2005	SDP PROJECT I	\$ 83,000
*	2005	SDP PROJECT II	\$ 22,000
*	2005	HENRY PARK	\$ 41,000
POS 4789-23-169	2006	HENRY PARK FENCING	\$ 81,000
CPP 4912-23-174	2007	HENRY PARK AMENITIES	\$ 38,300.00
CPP 4913-23-175	2007	SDP AMENITIES	\$ 11,900.00
POS 5480-23-192	2008	SDP FITNESS TRAIL STATIONS	\$ 28,800.00
POS 5476-23-190	2008	BERLIN PARKS PLAN	\$ 22,500.00
POS 5479-23-191	2008	SDP LARGE PLAY UNIT REPLACEMENT	\$ 165,600.00
POS 5481-23-193	2008	SDP NATURE TRAIL & POND, PICNIC AREA, AND SIGNAGE	\$ 9,900.00
POS 6021-23-227	2012	HENRY PARK BASKETBALL COURTS	\$ 37,805.34
CPP 6114-23-228	2014	HENRY PARK BASKETBALL COURTS	\$ 66,000
CPP 6430-23-238	2016	SDP TENNIS COURTS	\$ 215,000
CPP 6545-23-246	2017	HENRY PARK RESTROOMS	\$ 95,895
POS 6722-23-252	2017	SDP TENNIS COURTS RNOVATION	\$ 20,000
CPP 7301-23-269	2022	SDP RESTROOMS	\$ 99,000
CPP 7434-23-271	2023	WHP BASKETBALL COURT LIGHTING	\$ 111,650
* Pulled from CPP website			



MOTION OF THE MAYOR AND COUNCIL 2023-09

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO AWARD A PLANNING SERVICES AGREEMENT TO THADANI ARCHITECTS + URBANISTS (TAU) IN AN AMOUNT NOT TO EXCEED \$8,000.00 FOR WORK TOWARD UPDATING THE GROWTH ELEMENT OF THE TOWN’S COMPREHENSIVE PLAN.

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

Dean Burrell, Sr. Vice President

Approved this ____ day of _____, 20____ by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor

ATTEST: _____
Mary Bohlen, Town Administrator



Mayor Zack Tyndall
Town of Berlin
10 William Street
Berlin, MD 21811

March 15, 2023

LETTER OF AGREEMENT BETWEEN
PLANNER (TAU)
AND
TOWN OF BERLIN, MARYLAND

This agreement states the terms and conditions of the planning services to be provided by Thadani Architects + Urbanists (TAU) for the following services:

Analyze the strengths, weaknesses, opportunities, and threats that currently exist for the future well-being of the Town of Berlin. Prepare an informative lecture based on the analysis to be presented to the town's residents.

RECONNAISSANCE TRIP

Planner, Dhiru Thadani shall travel to Berlin, tour the town and region, spend two days and one night, and meet with stakeholders to understand the existing conditions and proposed developments in and around the town. The proposed dates for this trip are April 5 and 6, two days during the week of April 9 or later.

SYNOPSIS & LECTURE

The visit, analysis, and documentation will help prepare a lecture for the town's residents. The illustrated lecture will identify best practice principles and techniques of planning for future growth and regeneration of existing small towns. The duration of the lecture would be approximately one hour in length, with an additional hour for Q&A.

LECTURE & DELIVERABLES

A public lecture will be scheduled at a convenient date and time in the Town of Berlin, after a week of the reconnaissance trip. The drawings, diagrams, and PowerPoint presentation shall be delivered in digital form once the final payment has been received.



COMPENSATION

1. The Architect shall invoice at the end of the month for time expended on the project at an hourly rate of \$200 an hour for the Director and \$125 an hour for the Draftsperson.
2. Out-of-town travel days are billed at a flat rate of \$2,000 a day.
3. The overall fee shall not exceed Eight Thousand Dollars (\$8,000), exclusive of reimbursable expenses.
4. The client shall pay all reimbursable expenses. This includes accommodations, meals, ground transportation, courier and postage, and printing. The reimbursable expenditure shall be invoiced at cost, with no markup. This is in addition to the professional fee.
5. Invoices shall be paid within 15 days of receipt.

PUBLICATION

The Planner shall be free to use all drawings made during the process for use in publications and marketing material. The Client has the option to request that the name of the town be included, or choose to remain anonymous.

I agree with the above:

PLANNER
Dhuru A. Thadani, Principal

March 15, 2023

TOWN OF BERLIN
Mayor Zack Tyndall

DATE



MOTION OF THE MAYOR AND COUNCIL 2023-10

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE THE PJM ANNUAL OFFICER CERTIFICATION FORM.

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

Dean Burrell, Sr. Vice President

Approved this _____ day of _____, 20____ by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor

ATTEST: _____
Mary Bohlen, Town Administrator

**Tariff, Attachment Q
Appendix 1**

**PJM MINIMUM PARTICIPATION CRITERIA
ANNUAL OFFICER CERTIFICATION FORM**

Participant Name: <u>Town of Berlin, Maryland</u> ("Participant")
--

I, Mary Bohlen, a duly authorized officer of Participant, understanding that PJM Interconnection, L.L.C. and PJMSettlement, Inc. ("PJMSettlement") are relying on this certification as evidence that Participant meets the minimum requirements set forth in the PJM Open Access Transmission Tariff ("PJM Tariff"), Attachment Q hereby certify that I have full authority to represent on behalf of Participant and further represent as follows, as evidenced by my initialing each representation in the space provided below:

1. All employees or agents transacting in markets or services provided pursuant to the PJM Tariff or PJM Amended and Restated Operating Agreement ("PJM Operating Agreement") on behalf of the Participant have received appropriate training and are authorized to transact on behalf of Participant. As used in this representation, the term "appropriate" as used with respect to training means training that is (i) comparable to generally accepted practices in the energy trading industry, and (ii) commensurate and proportional in sophistication, scope and frequency to the volume of transactions and the nature and extent of the risk taken by the participant. MB

2. Participant has written risk management policies, procedures, and controls, approved by Participant's independent risk management function and applicable to transactions in any PJM Markets in which it participates and for which employees or agents transacting in markets or services provided pursuant to the PJM Tariff or PJM Operating Agreement have been trained, that provide an appropriate, comprehensive risk management framework that, at a minimum, clearly identifies and documents the range of risks to which Participant is exposed, including, but not limited to credit risks, liquidity risks and market risks. As used in this representation, a Participant's "independent risk management function" can include appropriate corporate persons or bodies that are independent of the Participant's trading functions, such as a risk management committee, a risk officer, a Participant's board or board committee, or a board or committee of the Participant's parent company.
 - a. Participant is providing to PJM or PJMSettlement, in accordance with Tariff, Attachment Q, section III, with this Annual Officer Certification Form, a copy of its current governing risk management policies, procedures and controls applicable to its activities in any PJM Markets pursuant to Attachment Q or because there have been substantive changes made to such policies, procedures and controls applicable to its market activities since they were last provided to PJM. _____

 - b. If the risk management policies, procedures and controls applicable to Participant's market activities submitted to PJM or PJMSettlement were submitted prior to the current certification, Participant certifies that no substantive changes have been made to such policies, procedures and controls applicable to its market activities since such submission. MB

3. An FTR Participant must make either the following 3.a. or 3.b. additional representations, evidenced by the undersigned officer initialing either the one 3.a. representation or the four 3.b. representations in the spaces provided below:

a. Participant transacts in PJM's FTR markets with the sole intent to hedge congestion risk in connection with either obligations Participant has to serve load or rights Participant has to generate electricity in the PJM Region ("physical transactions") and monitors all of the Participant's FTR market activity to endeavor to ensure that its FTR positions, considering both the size and pathways of the positions, are either generally proportionate to or generally do not exceed the Participant's physical transactions, and remain generally consistent with the Participant's intention to hedge its physical transactions. _____

b. On no less than a weekly basis, Participant values its FTR positions and engages in a probabilistic assessment of the hypothetical risk of such positions using analytically based methodologies, predicated on the use of industry accepted valuation methodologies. _____

Such valuation and risk assessment functions are performed either by persons within Participant's organization independent from those trading in PJM's FTR markets or by an outside firm qualified and with expertise in this area of risk management.

Having valued its FTR positions and quantified their hypothetical risks, Participant applies its written policies, procedures and controls to limit its risks using industry recognized practices, such as value-at-risk limitations, concentration limits, or other controls designed to prevent Participant from purposefully or unintentionally taking on risk that is not commensurate or proportional to Participant's financial capability to manage such risk. _____

Exceptions to Participant's written risk policies, procedures and controls applicable to Participant's FTR positions are documented and explain a reasoned basis for the granting of any exception. _____

4. Participant has appropriate personnel resources, operating procedures and technical abilities to promptly and effectively respond to all PJM and PJMSettlement communications and directions.

MB _____

5. Participant has demonstrated compliance with the Minimum Capitalization criteria set forth in Tariff, Attachment Q that are applicable to any PJM Markets in which Participant transacts, and is not aware of any change having occurred or being imminent that would invalidate such compliance. *MB* _____

6. All Participants must certify and initial in at least one of the four sections below:

- a. I certify that Participant qualifies as an "appropriate person" as that term is defined under section 4(c)(3), or successor provision, of the Commodity Exchange Act or an "eligible contract participant" as that term is defined under section 1a(18), or successor provision, of the Commodity Exchange Act. I certify that Participant will cease transacting in any PJM Markets and notify PJM and PJMSettlement immediately if Participant no longer qualifies as an "appropriate person" or "eligible contract participant." _____

If providing audited financial statements, which shall be in US GAAP format or any other format acceptable to PJM, to support Participant's certification of qualification as an "appropriate person:"

I certify, to the best of my knowledge and belief, that the audited financial statements provided to PJM and/or PJMSettlement present fairly, pursuant to such disclosures in such audited financial statements, the financial position of Participant as of the date of those audited financial statements. Further, I certify that Participant continues to maintain the minimum \$1 million total net worth and/or \$5 million total asset levels reflected in these audited financial statements as of the date of this certification. I acknowledge that both PJM and PJMSettlement are relying upon my certification to maintain compliance with federal regulatory requirements. _____

If not providing audited financial statements to support Participant's certification of qualification as an "appropriate person," Participant certifies that they qualify as an "appropriate person" under one of the entities defined in section 4(c)(3)(A)-(J) of the Commodities Exchange Act. _____

If providing audited financial statements, which shall be in US GAAP format or any other format acceptable to PJM, to support Participant's certification of qualification as an "eligible contract participant:"

I certify, to the best of my knowledge and belief, that the audited financial statements provided to PJM and/or PJMSettlement present fairly, pursuant to such disclosures in such audited financial statements, the financial position of Participant as of the date of those audited financial statements. Further, I certify that Participant continues to maintain the minimum \$1 million total net worth and/or \$10 million total asset levels reflected in these audited financial statements as of the date of this certification. I acknowledge that both PJM and PJMSettlement are relying upon my certification to maintain compliance with federal regulatory requirements. _____

If not providing audited financial statements to support Participant's certification of qualification as an "eligible contract participant," Participant certifies that they qualify as an "eligible contract participant" under one of the entities defined in section 1a(18)(A) of the Commodities Exchange Act. _____

- b. I certify that Participant has provided an unlimited Corporate Guaranty in a form acceptable to PJM as described in Tariff, Attachment Q, section III.D from an issuer that has at least \$1 million of total net worth or \$5 million of total assets per Participant for which the issuer has issued an unlimited Corporate Guaranty. I also certify, to the best of my knowledge and belief, that the audited financial statements provided to PJM and/or PJMSettlement present fairly, pursuant to such disclosures in such audited financial statements, the financial position of the issuer as of the date of those audited financial statements. Further, I certify that Participant will cease transacting PJM's Markets and notify PJM and PJMSettlement immediately if issuer of the unlimited Corporate Guaranty for Participant no longer has at least \$1 million of total net worth or \$5 million of total assets per Participant for which the issuer has issued an unlimited Corporate Guaranty. _____

I certify that the issuer of the unlimited Corporate Guaranty to Participant continues to have at least \$1 million of total net worth or \$5 million of total assets per Participant for which the issuer has issued an unlimited Corporate Guaranty. I acknowledge that PJM and PJMSettlement are relying upon my certifications to maintain compliance with federal regulatory requirements. _____

- c. I certify that Participant fulfills the eligibility requirements of the Commodity Futures Trading Commission exemption order (78 F.R. 19880 – April 2, 2013) by being in the

business of at least one of the following in the PJM Region as indicated below (initial those applicable):

1. Generating electric energy, including Participants that resell physical energy acquired from an entity generating electric energy: _____
2. Transmitting electric energy: _____
3. Distributing electric energy delivered under Point-to-Point or Network Integration Transmission Service, including scheduled import, export and wheel through transactions: MB
4. Other electric energy services that are necessary to support the reliable operation of the transmission system: _____

Description only if c(4) is initialed:

Further, I certify that Participant will cease transacting in any PJM Markets and notify PJM and PJMSettlement immediately if Participant no longer performs at least one of the functions noted above in the PJM Region. I acknowledge that PJM and PJMSettlement are relying on my certification to maintain compliance with federal energy regulatory requirements. MB

- d. I certify that Participant has provided a Letter of Credit of \$5 million or more to PJM or PJMSettlement in a form acceptable to PJM and/or PJMSettlement as described in Tariff, Attachment Q, section V.B that the Participant acknowledges cannot be utilized to meet its credit requirements to PJM and PJMSettlement. I acknowledge that PJM and PJMSettlement are relying on the provision of this letter of credit and my certification to maintain compliance with federal regulatory requirements. _____
- e. I certify that Participant has provided a surety bond of \$5 million or more to PJM or PJMSettlement in a form acceptable to PJM and/or PJMSettlement as described in Tariff, Attachment Q, section V.D that the Participant acknowledges cannot be utilized to meet its credit requirements to PJM and PJMSettlement. I acknowledge that PJM and PJMSettlement are relying on the provision of this surety bond and my certification to maintain compliance with federal regulatory requirements. _____
7. I acknowledge that I have read and understood the provisions of Tariff, Attachment Q applicable to Participant's business in any PJM Markets, including those provisions describing PJM's Minimum Participation Requirements and the enforcement actions available to PJM and PJMSettlement of a Participant not satisfying those requirements. I acknowledge that the information provided herein is true and accurate to the best of my belief and knowledge after due investigation. In addition, by signing this certification, I acknowledge the potential consequences of making incomplete or false statements in this Certification. MB

Date: March 27, 2023

Mary Bohlen
Participant (Signature)

Print Name:
Title:

Mary Bohlen
Town Administrator



**THE TOWN OF BERLIN, MARYLAND NOTICE
OF A PROPOSED
REAL PROPERTY TAX INCREASE**

The Mayor and Council of the Town of Berlin, Maryland proposes to increase real property taxes.

1. For the tax year beginning July 1, 2023, the estimated real property assessable base will increase by 4.4%, from \$515,257,481 to \$537,944,112.

2. If the Town of Berlin maintains the current tax rate of \$0.8150 per \$100 of assessment, real property tax revenues will increase by 4.4% resulting in \$184,897 of new real property tax revenues.

3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.7806, the constant yield tax rate.

4. The Town of Berlin is considering not reducing its real property tax rate enough to fully offset increasing assessments. The Town of Berlin proposes to adopt a real property tax rate of \$0.8150 per \$100 of assessment. This tax rate is 4.4% higher than the constant yield tax rate and will generate \$184,897 in additional property tax revenues.

The proposed real property tax rate will be introduced at 7 pm on April 10th at Town of Berlin, Town Hall, 10 William Street, Berlin, MD 21811.

A public hearing on the proposed real property tax rate increase will be held at 7 pm on April 24th at Town of Berlin, Town Hall, 10 William Street, Berlin, MD 21811.

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call 410-641-2770 for further information.

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	

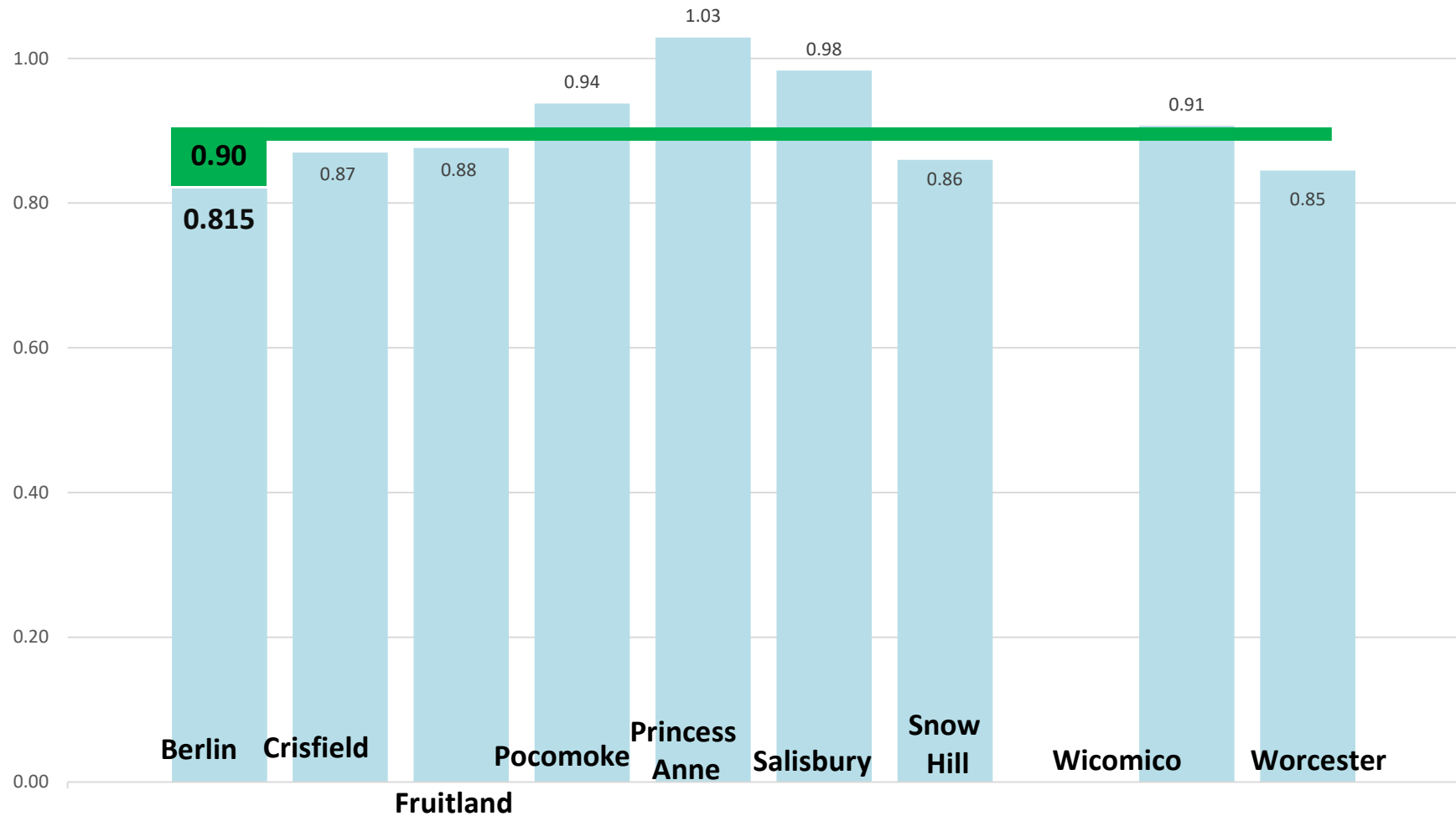
Net assessable real property base	515,257,481		
Tax Rate per \$100	0.8300		
Revenue Projected for FY 2024	4,276,637	77,289	8.28%
		\$ 352,128	

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.

**UPDATED 3/14/23							
Berlin Projects							
The projects below are development/capital plans and do not necessarily include smaller projects included in the Program Open Space Program for Development.							
Develop							
Capitol Improvement Plan:	Location:	Acerage to Acquire:	? Rehabilitate?	Estimated Cost:	Actual Cost	Description:	
1. Permanent Restrooms	Stephen Decatur Park	0	X	266,000		Comm. Parks & Playground in place and LWCF funding pending. Additional funds estimated at approx. \$25,000 needed	
2. Inclusive Playground	Stephen Decatur Park	0	X	1,000,000		This estimate is for Decatur Park only and is based on a concept currently under review for a Community Parks and Playgrounds grant	
3. Skate Park Phase I	TBD	0	X	250,000		Feasibility report currently underway to be followed with community input regarding location, design work to include stormwater mitigation and "street" park design	
4. Skate Park Phase II	TBD	0	X	250,000		Expansion and completion of above	
5. Rails and Trails Bikeway *	Along railroad from Heron Park to Evans Road	0	X	1,300,000		Partial design work has been completed and the balance of the design is underway. Funding being sought is from MDOT Bikeways program and the Town of Berlin and Worcester County have committed funds of approximately \$190,000 toward the project.	
6. ADA Walking Path	Heron Park	0	X	500,000		Development of accessible access from the parking area to the lagoons at Heron Park and around the lagoons.	
7. Entertainment Venue	Heron Park	0	X	750,000		Construction of an entertainment venue and parking for live performances.	
8. Pickleball Courts	Stephen Decatur Park	0	X	100,000		Conversion of 1 or 2 (of 4) tennis court(s) to pickleball courts.	
9. Dog Park	TBD	TBD	X	100,000		Development of a dog park.	
10. Observation Platform(s)	Heron Park	0	X	250,000		Building of observation platform(s) over one of more of the lagoons.	
	Total:	0		Total: 4,766,000			
*Not included on POS Annual Plan as funding will primarily be from MDOT							



March 27, 2023
Weekly Department Reports

Departments this Week:

Town Administrator

- Completed the updates to the LPPRP, which has been reviewed and approved by the Parks Commission and to be discussed by the Mayor and Council on Monday, March 27, 2023.
- Updates to the 2024 Annual Program Open Space Development plan which will be presented at the March 27th Meeting for submission to Worcester County; this is the first request for submission to the County in several years.
- Monthly meeting with DBF to discuss ongoing and upcoming/planned projects.
- Letter of Intent for the Bikeways grant went out Friday, March 17th.
- Working with Valerie Mann on the Land, Water Conservation Fund (LWCF) grant application to complete the SDP Restrooms. Valerie and I had a virtual meeting with a representative of DNR regarding the grant – for this program DNR submits on behalf of the Town. Because of the way that the federal grant calendar works for this program, we will likely not receive notification of award until next spring.
- A closed session to discuss Heron Park parcel sale has been scheduled for Thursday, March 23rd at 6:00 PM, to be immediately followed by the work session at 6:30 PM with the Berlin Fire/Berlin EMS.
- A closed session to discuss the draft Salary Study will be held on Monday, March 27th at 5:00 PM; Rick Campbell of Paypoint HR will be in attendance.
- A new agenda format and Departmental reports will begin with the packet for the Monday, March 27th Meeting.
- Ernie Crofoot was on-site on Tuesday, March 21st to provide Ethics Training to staff and the Ethics Commission.

Economic and Community Development

- Harrison Group Bus Tour came to Berlin with other potential bus tour operators. Toured them to a variety of spots and then was invited to talk about Berlin at their reception at Harrisons Harbor Watch
- Completed the Strategic Demolition Grant year-end report. The grant agreement states the Town must spend 50% of the grant funding within the first year. Since this is not the case, we have assured them that the Town will fulfill its obligation to spend the full \$500,000 by June 2024 (grant deadline).
- Façade Grant applications are due April 14; reviewing those applications that have been submitted and continuing to meet with business owners for assistance on their applications.
- We have a few new vendors joining us for The Berlin Farmers Market including a farm that makes their own hot sauce using the peppers they grow and another bakery specializing in alfajores and The Street Kitchen will be offering tacos and breakfast items.
- Working with Tim and crew on the security cameras set up for downtown and with Public Works on the new Motor Vehicle Barriers for events.
- We will now be utilizing TEAM Productions for our event staging (grant funded by the Maryland Arts Council) due to the Berlin stage in need of repair. This partnership will provide the TEAM

staff to set up and take down the stage for each event allowing town staff to focus on other event needs of the day. This is co-sponsored by Ocean City Tourism.

- We have been reaching out to the Berlin Memorial Day Parade team of DJ Lockwood and Gabe Purnell to set up a meeting about this year's event.
- I will be attending the National Main Street Conference in Boston next week.

Planning Department

- Issued 8 Building Permits, including 3 fence permits, 2 for residential remodeling and additions, one for replacement of windows, one demolition permit, and one grading and excavation permit.
- Issued one Notice of Violation.
- The Historic District Commission will meet Wednesday, April 5, 2023, at 5:30 PM.
- The Board of Zoning Appeals will meet Wednesday, April 12, 2023, at 5:30 PM.

Electric

- Light controls are installed and fully operational at Henry Park. They will be available from 5 to 11 PM and will stay on for one hour when activated but will go off at 11 regardless of when activated.

Police Department

- 3/15: Members of the Berlin Police Department were summoned before the Board of License Commissioners for Worcester County regarding a noise complaint and a possible violation of restriction rules of the board (no violation was found). During the process, the agency obtained a list of all licensed properties within the Town of Berlin with their property restrictions and special conditions established by the board.
- 3/16: Sgt Bragg and other local law enforcement officers from Worcester County met with the Department of Juvenile Services for a "Lunch and Learn." The officers reviewed the new laws which included; no charges can be filed against a child under thirteen and a juvenile (under 18) can't be interrogated until after they had consulted with an attorney among other changes.
- The agency has been awarded supplemental funds (\$15,000) from the FY23 Police, Accountability, Community and Transparency (PACT) Grant. The initial grant totaled \$36,480 for the "Berlin Police Department Mental Health Program" and the additional \$15,000 is for complaint reporting and documenting software (IAPRO). The agency may receive an additional \$11,000 for the Police Recruitment and Retention Grant (PACT). All things funds are unused funds from the FY23 from the Governor's Office of Crime Control and Prevention (GOCCP).
- The Community Grant Program Fund (\$20,850), the Police Recruitment and Retention (\$18,500), and the Police, Accountability, Community and Transparency (PACT) (\$38,00) grants are in the process of submission for FY24 for approximately \$77,500.
- The agency has established April 24, 2023, as the application deadline for the entry-level police recruit position and May 6, 2023, as the testing date.
- Collisions – 4; Arrests – 2

Water Resources

- Did a treatment plant tour for Coastal kids on Saturday. Had about 25 kids and their parents
- Installed water and sewer for new home on Maple Avenue.

- Worked on William Street lift station and Schoolfield
- Hauled sludge
- We have a tentative delivery date of 3-31 for William Street lift station
- Will be presenting meter replacement to mayor and council 2-27
- Water tie-in on 346 Tuesday night from 8pm to 6 am
- Working on tying up loose ends for Broad Street lift station

Public Works

- Spring Bulk pickup will be Wednesday April 19, 2023, if your trash service is Tuesday and Wednesday. Your trash service is on Thursday, Wednesday April 26, 2023, will be Bulk pickup. Please go to the town web page to pre-register your items. We will only pick Pre-Register items.
- Regular trash service and recycling will continue as normally. Please have your trash and recycling at the curb by 6am on you specified days
- Crews where tree trimming and limbing up, sweeping on street West Street, Decatur Street and franklin Ave.
- Crews have been assembling the new benches, Will talk with HAC (Horticultural Advisory Committee) on placement. Purchase 5 White planters to be placed throughout the town with HAC advice on placement.

Human Resources Director

- Onboarded a new Distribution and Collection Technician – Steven Cooper on 03/15/23.
- Held interviews & made an offer for another Distribution and Collection Technician – he accepted and will start on 04/03/23.
- New ADP representative introduction call.
- New Nationwide representative introduction call.
- Updated the Maryland State Retirement Payroll Schedule.
- Ran annual queries on all CDL employees through Clearinghouse.
- Held random drug screenings.
- Met with OneDigital to go over the healthcare renewal strategies.
- Sent all departments vacation leave projections for buyback and year-end.
- Annual account review with ABS to discuss copier equipment leases.
- Updating the staff directory.
- Mary and I met with Paypoint HR to go over the draft pay study.
- Participated in the Ethics Training put on by Ernie Crofoot.



Check Run Reports for:

3.09.23

3.10.23

3.13.23

3.14.23

3.16.23

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



Town of Berlin, MD

Payment Register

APPKT02606 - 20230309SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
0000249	ATLANTIC TRACTOR			1,259.13
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/09/2023	1,259.13	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
P63289,63649,63979,64331,6	PARTS AND SUPPLIES TO SERVICE TRACTOR	03/09/2023	03/09/2023	0.00 1,259.13

Vendor Number	Vendor Name			Total Vendor Amount
0000323	BERLIN AUTOMOTIVE			78.92
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/09/2023	78.92	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
443495	SERVICE VENTRAC TORRO	03/09/2023	03/09/2023	0.00 78.92

Vendor Number	Vendor Name			Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC			10,034.88
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/09/2023	10,034.88	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
8282500124	PROJ P.Z943373.M.00 MISC ENGINEERING SVCS	03/09/2023	03/09/2023	0.00 1,657.50
8282500125	PROJ P.Z943716.F.50 ENGINEERING ELECTRIC CONSULTIN	03/09/2023	03/09/2023	0.00 8,377.38

Vendor Number	Vendor Name			Total Vendor Amount
0000431	BURKE EQUIPMENT COMPANY			1,184.45
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/09/2023	1,184.45	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
DEL-3005596,5659,5739	PARTS AND OTHER SUPPLIES TO SERVICIE TRACTOR	03/09/2023	03/09/2023	0.00 1,184.45

Vendor Number	Vendor Name			Total Vendor Amount
0000455	CARD'S TECHNOLOGY			785.20
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/09/2023	785.20	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
210775	PDF EDITING SOFTWARE LICENSE	03/09/2023	03/09/2023	0.00 785.20

Vendor Number	Vendor Name			Total Vendor Amount
0002647	CINTAS RUGS			90.41
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/09/2023	90.41	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
4145735379	RUG SERVICE	03/09/2023	03/09/2023	0.00 61.30
4148534690	RUG SERVICE	03/09/2023	03/09/2023	0.00 29.11

Vendor Number	Vendor Name			Total Vendor Amount
0000534	CJIS-CR			955.50
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/09/2023	955.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
APP-2N-028	FRINGER PRINTING	03/09/2023	03/09/2023	0.00 955.50

Payment Register

APPKT02606 - 20230309SW

Vendor Number	Vendor Name					Total Vendor Amount
0003443	CORE & MAIN LP					13,254.24
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	13,254.24	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S319986	RFP 2022-01 SMART WATER METERS	03/09/2023	03/09/2023	0.00	3,600.00	
S389618	METER PITS (INSIGHT HOMES)	03/07/2023	03/07/2023	0.00	9,654.24	
Vendor Number	Vendor Name					Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL					11,083.20
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	11,083.20	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
173024	PROJ 0050A002.001 GEN ENGINEERING SVCS	03/06/2023	03/06/2023	0.00	2,025.00	
173025	PROJ 0050A002.009 PURNELL CROSSING	03/06/2023	03/06/2023	0.00	2,191.17	
173026	PROJ 0050A002.022 HERON PARK (TYSON PLANT)	03/06/2023	03/06/2023	0.00	2,126.25	
173027	PROJ 0050A002.050 HOMES AT BERLIN	03/06/2023	03/06/2023	0.00	61.38	
173028	PROJ 050A002.059 WILLOWA AT BERLIN	03/06/2023	03/06/2023	0.00	248.94	
173029	PROJ 0050A002.060 ROADWAY PAVEMENT OVERLAY PROJS	03/06/2023	03/06/2023	0.00	120.00	
173031	PROJ 0020A002.062 BERLIN AUTOZONE	03/06/2023	03/06/2023	0.00	61.38	
173032	PROJ 0050A002.069 BRANCH ST WELL #3 REPLACEMENT	03/06/2023	03/06/2023	0.00	158.20	
173033	PROJ 0050A002.075 MAIN ST RT 818 MD-SHA PAVING PRO	03/06/2023	03/06/2023	0.00	42.50	
173034	PROJ 0050A109.A01 POWELLTON AVE WELL BLDG	03/06/2023	03/06/2023	0.00	1,186.50	
173035	PROJ 0050A112.B01 BROAD ST PUMP STATION UPGDS	03/06/2023	03/06/2023	0.00	1,165.00	
173036	PROJ 0050A114.A1 PUMP STATION REHAB - WILLIAM ST	03/06/2023	03/06/2023	0.00	435.00	
176030	PROJ 0050A002.061 IG BURTON CHEVROLET DEALERSHIP	03/06/2023	03/06/2023	0.00	1,261.88	
Vendor Number	Vendor Name					Total Vendor Amount
0000752	DIVISION OF STATE DOCUMENTS					225.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	225.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
72713	MARYLAND REGISTER - FIRST CLASS DELIVERY	03/06/2023	03/06/2023	0.00	225.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000808	ED SUPPLY CO					371.12
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	371.12	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6675-1227250	CANNERY ELECTRICAL STARTER	03/09/2023	03/09/2023	0.00	371.12	
Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					1,512.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	1,512.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2203349	HYDRANT SAMPLES	03/08/2023	03/08/2023	0.00	221.00	
IN2300499	MONITORING WELL SAMPLES	03/09/2023	03/09/2023	0.00	850.00	
IN2300543	WEEKLY DISCHARGE MONITORING SAMPLES	03/09/2023	03/09/2023	0.00	441.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003198	EVOQUA WATER TECHNOLOGIES LLC					13,875.64
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	13,875.64	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
905742481	FLEX HOSE & ACTUATORS SBR	03/09/2023	03/09/2023	0.00	13,875.64	

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Vendor Number	Vendor Name					Total Vendor Amount
0003447	GLENDA HOLDEN					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FEB 27 - MAR 12	FY23 CLEANING SERVICES	03/07/2023	03/07/2023	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					137.04
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	137.04	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
33581119	COPIER LEASE POLICE DEPT	03/08/2023	03/08/2023	0.00	137.04	
Vendor Number	Vendor Name					Total Vendor Amount
0001032	HILL'S ELECTRIC MOTOR SERVICE INC.					1,259.01
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	1,259.01	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0138983	WIRE UP CHEMICALS PUMPS	03/09/2023	03/09/2023	0.00	134.72	
0138993	REPLACE SURGE MODULE	03/09/2023	03/09/2023	0.00	1,124.29	
Vendor Number	Vendor Name					Total Vendor Amount
0001039	HOLT PAPER CO.					262.72
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	262.72	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
488068	PAPER TOWELS	03/09/2023	03/09/2023	0.00	262.72	
Vendor Number	Vendor Name					Total Vendor Amount
0001068	INTERCOASTAL TRADING INC.					3,090.15
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	3,090.15	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
230605,230607,230608	BLEACH	03/09/2023	03/09/2023	0.00	3,090.15	
Vendor Number	Vendor Name					Total Vendor Amount
0003109	JAMES BRADFORD FARM TRUST					2,022.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BOUNDS PAYMENT MAR FY 23	BOUNDS SPRAY SITE BOND	03/07/2023	03/07/2023	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				03/09/2023	2,022.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BOUNDS PAYMENT MAR FY 23	BOUNDS SPRAY SITE BOND	03/07/2023	03/07/2023	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					878.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	878.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
844769,844833,844852	INSPECTION SERVICE	03/08/2023	03/08/2023	0.00	355.00	
844885,844919	INSPECTION SERVICE	03/08/2023	03/08/2023	0.00	523.00	

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Vendor Number	Vendor Name					Total Vendor Amount
0002754	NOYES MICROSYSTEMS INC					1,135.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	1,135.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1017179	IT WORK (SERVER, EMAIL,BACK-UP)	03/08/2023	03/08/2023	0.00	1,135.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001555	SALEH NATALIE					25.38
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	25.38	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 3/7/23	TRAVELTO & FROM SALISBURY PSC HEARING	03/08/2023	03/08/2023	0.00	25.38	
Vendor Number	Vendor Name					Total Vendor Amount
0001904	SELBYVILLE TRACTOR & EQUIPMENT INC					431.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	431.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
61409,434,462,461,495	PARTS AND SUPPLIES TO SERVICE TRACTOR	03/09/2023	03/09/2023	0.00	431.80	
Vendor Number	Vendor Name					Total Vendor Amount
0001997	STAPLES BUSINESS CREDIT					1,800.03
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	1,800.03	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1647286186	OFFICE SUPPLIES	03/09/2023	03/09/2023	0.00	1,800.03	
Vendor Number	Vendor Name					Total Vendor Amount
0001998	STAPLES CREDIT PLAN					204.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	204.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FEB FY 23 2026 3951	STAPLES OFFICE SUPPLIES	03/07/2023	03/07/2023	0.00	204.89	
Vendor Number	Vendor Name					Total Vendor Amount
0002092	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					77.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	77.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AB3-02-420	METER LOG ON FEE	03/08/2023	03/08/2023	0.00	77.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003220	THE GUN SHOP					3,739.30
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	3,739.30	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
48494A	9MM AND 223 AMMO	03/08/2023	03/08/2023	0.00	3,739.30	
Vendor Number	Vendor Name					Total Vendor Amount
0002163	TOWN OF BERLIN					30,302.28
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	30,302.28	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MAR FY 23	TOWN UTILITY BILLINGS	03/09/2023	03/09/2023	0.00	30,302.28	

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Vendor Number	Vendor Name					Total Vendor Amount
0003524	TREETOP PRODUCTS CONSOLIDATED					6,376.19
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/09/2023	6,376.19
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SOTRE107023	BENCHES MAIN ST IMPROVEMENT FRANT FUNDED	03/07/2023	03/07/2023	0.00	6,376.19	
Vendor Number	Vendor Name					Total Vendor Amount
0002220	USA BLUEBOOK					350.79
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/09/2023	350.79
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
280298	FLASH LIGHTS FOR TRUCKS	03/09/2023	03/09/2023	0.00	350.79	
Vendor Number	Vendor Name					Total Vendor Amount
0002252	VERIZON WIRELESS-720117503-00001					527.47
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/09/2023	527.47
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9928466835	MDT CARD FEE	03/08/2023	03/08/2023	0.00	527.47	
Vendor Number	Vendor Name					Total Vendor Amount
0002348	WOR WIC COMMUNITY COLLEGE					20.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/09/2023	20.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
13037	K-9 AND EMPLOYEE TRAINING	03/08/2023	03/08/2023	0.00	20.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					3,619.20
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/09/2023	3,619.20
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
309 FEB FY 23	SLUDGE	03/09/2023	03/09/2023	0.00	3,619.20	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	53	34	0.00	113,490.94
Packet Totals:		53	34	0.00	113,490.94

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-113,490.94
Packet Totals:		<u>-113,490.94</u>



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01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0003174	BALSOMA ANTHONY D					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/09/2023	03/09/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002916	BASSETT DAVID					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/09/2023	03/09/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003495	BRIDDELL SHAMAR					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/09/2023	03/09/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003505	MCWILLIAMS CHARLES					150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/09/2023	150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/09/2023	03/09/2023	0.00	150.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	4	4	0.00	600.00
Packet Totals:		4	4	0.00	600.00

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-600.00
Packet Totals:		-600.00



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01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0002202	UNITED STATES POSTAL SERVICE	5,000.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/09/2023	5,000.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
POSTAGE FY 23 MAR	POSTAGE FOR BULK MAILING UTILITY BILLINGS	03/09/2023	03/09/2023	0.00	5,000.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	5,000.00
Packet Totals:		1	1	0.00	5,000.00

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-5,000.00
Packet Totals:		-5,000.00



Town of Berlin, MD

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01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000380	BIRELEY CHRISTOPHER					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/09/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/06/2023	03/06/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000393	BOHLEN MARY					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/09/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/06/2023	03/06/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000399	BRAGG MERLE					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/09/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/06/2023	03/06/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002636	BRATTEN GARY					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/09/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/06/2023	03/06/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000435	BURRELL DEAN SR					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/09/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/06/2023	03/06/2023	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003504	CAMPBELL JOE					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/09/2023	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/08/2023	03/08/2023	0.00	100.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000451	CAMPBELL MICHAEL					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/09/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/06/2023	03/06/2023	0.00	150.00	

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Vendor Number 0003230	Vendor Name CHARLES JAMES					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0003079	Vendor Name CHESSEY CODY					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0000541	Vendor Name CLARK ROBERT					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0000553	Vendor Name COARD CHRIS					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0000564	Vendor Name COFFEY MELISSA					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0000599	Vendor Name CORBIN SAMUEL					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0000668	Vendor Name DAVID C GASKILL, ATTORNEY AT LAW					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0003098	Vendor Name DAVIS JR DAVID					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	

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Vendor Number 0000728	Vendor Name DENNIS RICKY C					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0000775	Vendor Name DOWNING ARNOLD					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0000777	Vendor Name DUFFY CAROLYN					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0000778	Vendor Name DUKES KEITH ALAN					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002956	Vendor Name EARLY ALLISON					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0000843	Vendor Name ENGELHART DAVID					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001581	Vendor Name EVANS NOAH DAVID					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0000905	Vendor Name FISHER ROBERT					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	

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Vendor Number 0002920	Vendor Name FORTUNE BRIAN					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0003496	Vendor Name GREEN STEVE					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0003345	Vendor Name HALL ADAM					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002971	Vendor Name HUNTER CALEB					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001054	Vendor Name HURLEY DONALD M. III					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002532	Vendor Name JENSEN KELSEY					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0003468	Vendor Name KATHRYN DAUB					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001228	Vendor Name KERR JOSEPH					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	

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Vendor Number 0003202	Vendor Name KNERR JAY					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001268	Vendor Name LATCHUM JAMES					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001278	Vendor Name LAWRENCE TIM					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001280	Vendor Name LAWSON JEFFREY D					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002800	Vendor Name LLOYD KEVIN					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001318	Vendor Name LOCKWOOD JAMES					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0003219	Vendor Name MARSHALL AVERY					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0003449	Vendor Name MILLER PAUL					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	

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Vendor Number 0001534	Vendor Name MUMFORD WILLIE					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0003203	Vendor Name NICHOLS SHANEKA					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001593	Vendor Name O'CONNOR MICHAEL					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001649	Vendor Name PARKINSON ALAN					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001688	Vendor Name PFALLER MEGHAN					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002942	Vendor Name ROMBLAD CONNOR A					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001555	Vendor Name SALEH NATALIE					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0001885	Vendor Name SACHELL SR EARLEST M					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	

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Vendor Number 0003140	Vendor Name SHORD ELIZABETH					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002166	Vendor Name TOWNSEND MICHELLE					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002632	Vendor Name TUBBS THOMAS					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002294	Vendor Name WEBB EDWARD					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002299	Vendor Name WELLS IVY					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002309	Vendor Name WHITE SHIRLEY					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002316	Vendor Name WIENHOLD AUGUST J.					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	
Vendor Number 0002338	Vendor Name WISE RONDELL					Total Vendor Amount 150.00
Payment Type Check	Payment Number					Payment Date 03/09/2023
Payable Number 3RD QRT FY 23	Description CELL PHONE ALLOWANCE	Payable Date 03/06/2023	Due Date 03/06/2023	Discount Amount 0.00	Payment Amount 150.00	

Payment Register

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Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	55	55	0.00	8,200.00
Packet Totals:		55	55	0.00	8,200.00

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-8,200.00
Packet Totals:		-8,200.00



Town of Berlin, MD

Payment Register

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01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
0002624	MAYOR ZACK TYNDALL			177.50
Payment Type	Payment Number	Payment Date	Payment Amount	
Check	24178	03/10/2023	177.50	
Payable Number	Description	Payable Date	Due Date	
REIMB 03/09/2023	TRAVEL MILEAGE AND TOLLS 12/22	03/10/2023	03/10/2023	
		Discount Amount	Payable Amount	
		0.00	177.50	

Payment Register

APPKT02610 - 20230310SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	177.50
Packet Totals:		1	1	0.00	177.50

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-177.50
Packet Totals:		-177.50



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09462 - Refunds 1 UBPKT09461 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-1100321-19	KISNER, RACHEL	3/14/2023	24179	153.51			153.51	Deposit
22-5200000-00	SHORE UP-REFUNDS	3/14/2023	24180	1,303.56			1303.56	Deposit
66-1030001-14	BANKS, KENNETH	3/14/2023	24181	161.41			161.41	Deposit
Total Refunds: 3			Total Refunded Amount:	1,618.48				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1618.48
Revenue Total:	1618.48

General Ledger Distribution

Posting Date: 03/13/2023

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-1,618.48	Yes
	10-2010-2074	UNAPPLIED CREDITS	1,618.48	
	10 Total:		0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-1,618.48	
	98-2498-2200	DUE TO OTHER FUNDS	1,618.48	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT09468 - 20230313MC

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	3/13/2023	24182	725.00			725.00	Deposit
Total Refunds: 1			Total Refunded Amount:	725.00				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	725.00
Revenue Total:	725.00

General Ledger Distribution

Posting Date: 03/14/2023

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-725.00	Yes
	10-2010-2074	UNAPPLIED CREDITS	725.00	
		10 Total:	0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-725.00	
	98-2498-2200	DUE TO OTHER FUNDS	725.00	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	



Town of Berlin, MD

Payment Register

APPKT02613 - 20230316SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
0000090	AFLAC			957.75
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/16/2023	957.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
122666	AFLAC SUPPLEMENTAL INSURANCE	03/14/2023	03/14/2023	0.00 957.75

Vendor Number	Vendor Name			Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC			129.92
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/16/2023	129.92	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
5422191-00	CRC CABLE CLEANER	03/13/2023	03/13/2023	0.00 129.92

Vendor Number	Vendor Name			Total Vendor Amount
0000312	BENEFITMALL			76,943.86
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/16/2023	76,943.86	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
321525 APR FY 23	APRIL 2023 BENEFITMALL MED, DENT, VIS, LIFE, DISAB	03/14/2023	03/14/2023	0.00 76,943.86

Vendor Number	Vendor Name			Total Vendor Amount
0000405	BRASURE'S PEST CONTROL INC			380.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/16/2023	380.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
776617.20,21,22,26,27	BRASURE'S PEST CONTROL - QUARTERLY MAINTENANCE	03/13/2023	03/13/2023	0.00 380.00

Vendor Number	Vendor Name			Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.			2,265.28
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/16/2023	2,265.28	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
9913024900 FEB FY 23	UTILITY -SPRAY SITES	03/14/2023	03/14/2023	0.00 2,265.28

Vendor Number	Vendor Name			Total Vendor Amount
0002647	CINTAS RUGS			399.52
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/16/2023	399.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
17363078 FEB FY 23	FLOOR MATS, COVERALLS AND RUGS - POWER PLANT	03/13/2023	03/13/2023	0.00 399.52

Vendor Number	Vendor Name			Total Vendor Amount
0000572	COMCAST			31.80
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/16/2023	31.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
202300159	TELEVISION SERVICE - POLICE DEPARTMENT	03/15/2023	03/15/2023	0.00 31.80

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Vendor Number	Vendor Name					Total Vendor Amount
0000581	COMPTROLLER OF MARYLAND					526.21
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	526.21	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FEB FY 23	ENVIRONMENTAL TRUST FUND REPORT	03/14/2023	03/14/2023	0.00	526.21	
Vendor Number	Vendor Name					Total Vendor Amount
0000584	COMPTROLLER OF MARYLAND					2,409.91
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	2,409.91	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FEB FY 23	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	03/14/2023	03/14/2023	0.00	2,409.91	
Vendor Number	Vendor Name					Total Vendor Amount
0003530	COOPER STEVEN					50.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	50.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3RD QRT FY 23	CELL PHONE ALLOWANCE	03/15/2023	03/15/2023	0.00	50.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003098	DAVIS JR DAVID					87.91
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	87.91	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
03092023	WINDOWS MANAGING FILES AND FOLDERS	03/13/2023	03/13/2023	0.00	87.91	
Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					8.88
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	8.88	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
294507	DRINKING WATER AND COOLER RENTAL FEE	03/13/2023	03/13/2023	0.00	8.88	
Vendor Number	Vendor Name					Total Vendor Amount
0003161	EASTERN SHORE MOBILE DRUG & ALCOHOL TESTING LLC					165.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	165.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3010	NEW HIRE PRE EMPLOY DRUG TEST & DOT INQUIRE	03/13/2023	03/13/2023	0.00	165.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003521	FULL MOON ENTERTAINMENT SERVICES LLC					1,500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	1,500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
646354	DEPOSIT FOR EDELWEISS BAND OKTOBERFEST	03/14/2023	03/14/2023	0.00	1,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000975	GRAVES UNIFORM					292.99
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	292.99	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
107512	UNIT CITATION PINS	03/16/2023	03/16/2023	0.00	292.99	

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Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					75.60
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	75.60	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
33581120	GREAT AMERICA LEASE MICR PRINTER 017-1654429-000	03/13/2023	03/13/2023	0.00	75.60	
Vendor Number	Vendor Name					Total Vendor Amount
0003527	IMAGE AMERICA ENTERPRISES					600.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	600.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
202322	INSIDE MARYLAND MAGAZINE AD	03/14/2023	03/14/2023	0.00	600.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001286	LEGAL SHIELD					31.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	31.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
139007 MAR FY 23	LEGALSHIELD SUPPLEMENTAL EMPLOYEE PAID INSURANCE	03/14/2023	03/14/2023	0.00	31.90	
Vendor Number	Vendor Name					Total Vendor Amount
0003154	LOWER SHORE ENTERPRISES, INC					80.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	80.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN00033642	DOCUMENT DESTRUCTION 2/2/2023	03/16/2023	03/16/2023	0.00	80.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002624	MAYOR ZACK TYNDALL					690.34
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	690.34	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
03092023 REIMB	MILEAGE TO & FROM WASHINGTON DC WHITE HOUSE	03/13/2023	03/13/2023	0.00	180.00	
REIMB 10/9-10-11 22	LODGING & MILEAGE MML TO & FROM ANNAPOLIS	03/13/2023	03/13/2023	0.00	510.34	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					75.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	75.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
845016	INSPECTION SERVICE	03/15/2023	03/15/2023	0.00	75.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,291.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	3,291.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 03/13/2023	NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS	03/13/2023	03/13/2023	0.00	3,291.80	
Vendor Number	Vendor Name					Total Vendor Amount
0001677	PENINSULA DRY CLEANERS, INC					85.10
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	85.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
90	DRY CLEANING SERVICES	03/16/2023	03/16/2023	0.00	85.10	

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Vendor Number	Vendor Name					Total Vendor Amount
0001682	PEP-UP, INC.					7.71
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	7.71	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
-10546	DIESEL FUEL - POWER PLANT	03/13/2023	03/13/2023	0.00	7.71	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					725.27
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	725.27	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
147996	6735 REAR BRAKES, FUEL INJECTOR CLEAN	03/16/2023	03/16/2023	0.00	725.27	
Vendor Number	Vendor Name					Total Vendor Amount
0002795	SANDPIPER ENERGY INC					125.45
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	125.45	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
06-605972-67941-1 FEB FY 23	NATURAL GAS FOR POLICE DEPARTMENT	03/16/2023	03/16/2023	0.00	125.45	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					97.39
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	97.39	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430057924	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	03/13/2023	03/13/2023	0.00	97.39	
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				03/16/2023	45.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 03/13/2023	UNITED WAY EMPLOYEE CONTRIBUTIONS	03/13/2023	03/13/2023	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER					31.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/16/2023	31.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
19729483	DRUG TEST MCLAREN	03/16/2023	03/16/2023	0.00	31.00	

Payment Register

APPKT02613 - 20230316SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	30	29	0.00	92,110.59
Packet Totals:		30	29	0.00	92,110.59

Cash Fund Summary

Fund	Name	Amount
98	POOLED CASH	-92,110.59
Packet Totals:		-92,110.59