



## BERLIN MAYOR AND COUNCIL

### Meeting Agenda

Berlin Town Hall

10 William Street

Monday, January 23, 2023

#### **7:00 PM      REGULAR SESSION – Council Chambers**

1. Approval of the Minutes for 1.09.2023
2. Public Hearing – Ordinance 2023-01 Amending Chapter 22 of the Town Code, Parks and Recreation Article III Section 22-48, Hours and Section 22-49, Rules and Regulations for Henry Park Basketball Court Lighting/Hours - Town Administrator, Mary Bohlen (First Reading held on Monday, January 9, 2023)
3. Heron Park Negotiation Period Extension Agreement - Town Attorney David Gaskill
4. Community Center Fundraising – Mayor Zack Tyndall, Finance Director Natalie Saleh & Public Works Director Jimmy Charles
5. Berlin Fire Company Quarterly Report – President David Fitzgerald and Chief R.J. Rhode
6. Town Administrator's Report
7. Departmental Reports
8. Comments from the Council
9. Comments from the Mayor
10. Comments from the Public
11. Comments from the Press
12. Adjournment

#### **8:30 PM (approx.)      EXECUTIVE SESSION – Conference Room**

1. Executive Session Agenda: STATUTORY AUTHORITY TO CLOSE SESSION, Maryland Code, General Provisions Article, Section 3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.
  - a. Discussion item: Berlin Fire Company & Berlin Fire Company EMS

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

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## BERLIN MAYOR AND COUNCIL

## Meeting Minutes

Monday, January 9, 2023

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

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

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

**Staff Absent:** Economic and Planning Director Ivy Wells and Water Resources Director Jamey Latchum.

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 12.12.2022:

On the motion of Councilmember Orris, second by Councilmember Nichols, the Regular Session Minutes of 12.12.2022 were 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>	5				

Mayor Zack Tyndall deviated from the agenda to introduce the Town of Berlin Parks Commission members present at the meeting; Mr. Mike Wiley, Patricia Dufendach, Sarah Hooper, Bruce Hyder, and Laura Stearns were in attendance. On their behalf, Mr. Wiley honored Mary Bohlen for her years of service and commitment to the commission. He offered their congratulations on her new position as Town Administrator.

## 2. First Reading – Ordinance 2023-01: Amending Chapter 22 of the Town Code, Parks and Recreating Article III Section 22-48, Hours and Section 22-49, Rules and Regulations for Henry Park Basketball Court Lighting/Hours

Ms. Bohlen reviewed the proposed amendments to Section 22-48 and 22-49 of the Town Code. She made Council aware that there were two text errors in Section 22-48 (1) of the ordinance included in the meeting packet. She clarified the word “of” was not crossed out and confirmed it will be corrected. Ms. Bohlen added that the sentence “any play on said courts after the hour of 11 PM” reads incorrectly and needs to be changed. She explained that due to the new addition of lighting at the Dr. William Henry Park basketball courts, a survey was circulated to poll the community regarding the preferred times lighting at the courts should be permitted; she added the deadline for survey submission is Monday, January 16<sup>th</sup>. Ms. Bohlen said the results will be revealed at the next Mayor and Council meeting on Monday, January 23<sup>rd</sup>.

Councilmember Knerr asked if the text on page two of the ordinance in Section 8 should be changed in order to make it more clear; he said the section highlights that park facilities are available for reservation but it does not mention what it can be reserved for. Ms. Bohlen said no; she explained any individual can reserve them for various purposes. Mayor Tyndall added that it is designed for more than just the recreational facility during park hours.

Vice President Burrell asked if it is necessary to differentiate between the use of the pavilion and the courts due to the change of time for park hours. Ms. Bohlen said she did not believe so as only the court hours are being specified as being later; she added there is no change to the hours for the pavilion thus it is already differentiated elsewhere in the ordinance.

Councilmember Nichols asked where the park hours are indicated. Ms. Bohlen clarified that the park hours are half an hour before sunrise and half an hour after sunset; she said the basketball courts are being included given that the tennis courts are already permitted to be used until 11 PM per the ordinance. Councilmember Nichols asked if the tennis courts are being used until 11 PM. Electric Utility Director Tim Lawrence referred to a printout of the time schedule for Stephen Decatur tennis courts; he said the use ranges anywhere from 6:07 PM to 9:10 PM. Councilmember Nichols stated she has concerns over the proposed time of 11 PM given the information shared by Mr. Lawrence.

Vice President Burrell asked if survey results that have been received can be shared. Administrative Assistant Kate Daub said five surveys have been collected; she said two respondents selected 11 PM as the turnoff time and two selected 9 PM.

Councilmember Green referred to a WBOC story in which citizens were interviewed regarding the topic of basketball court lighting at Henry Park; he stated one of the residents preferred an 8 PM turnoff time. He said it is important to make it clear that residents understand the lights are turned on and off by the user. Ms. Bohlen confirmed the information that went out and can be found on the website does clarify it.

Mayor Tyndall asked Mr. Lawrence to explain more about how the tennis court lighting works. Mr. Lawrence said the tennis courts are set up to run for a certain amount of time; he explained that a warning light would signal when there are five to ten minutes left before they turn off. He added the user would have to press the button again to keep the lights going; Mr. Lawrence said this is how the lights at the basketball courts would also work. He said he believes the system is designed to allow for the lights to turn off and on at different times on different dates.

Councilmember Nichols acknowledged that it may not be equitable for the tennis courts and basketball courts to be set at different times, adding that her concern is the proximity to which the basketball courts are located to residences. Vice President Burrell said he believes the ordinance should be consistent throughout, regardless of proximity to residences, as it is an ordinance of the Town of Berlin.

Town of Berlin resident and Parks Commission member Mr. Bruce Hyder said one factor he believes should be considered is that the sun sets after 8 PM during the summer months; he added that he thinks the later hours would work best for people given that it does not get dark until 9 PM. Parks Commission member Laura Stearns said the noise that accompanies the light should also be taken into consideration.

Mayor Tyndall suggested that they wait to fill in the blanks on the amended ordinance until the survey results are determined. Ms. Bohlen said if the intention is to change the timing of the tennis

court lights, she would recommend incorporating that into the ordinance so it could be done for the public hearing to avoid presenting an additional ordinance later. Mayor Tyndall agreed with Vice President Burrell that the times permitted should be consistent across all Town of Berlin parks. Vice President Burrell said he believes the change should be incorporated. Ms. Bohlen said the only reference to a specific time is in Section 22-48; she said they can change the time listed to read 9 PM if that is the time the Council decides as opposed to 11 PM.

Town Attorney David Gaskill advised that it would be best to make the change prior to the release of the next council packet rather than wait until the Public Hearing to discuss the results of the survey. Ms. Bohlen said she can do a poll vote for the Council to let them know of the survey results prior and see what they would prefer at that time.

### 3. Motions for Approval

#### a. 2023-01: Amendments to the Purchasing Policy

Ms. Bohlen explained that the amendments being proposed are to ensure that practice and policy are consistent; she added they are not changing anything significant as far as what they do or have been doing. She stated that she felt some items in the existing policy needed additional clarification.

Councilmember Green asked if the dollar amount for the annual agreement referenced on page fifteen of the policy had changed; Ms. Bohlen said no; she confirmed it is intended to specify that an agreement versus a one-time purchase is accounted for.

Councilmember Nichols asked if the Park Fee Refund line item noted on page fifteen should be highlighted; Ms. Bohlen confirmed it was highlighted due to a formatting change. Councilmember Nichols asked how often park refunds are issued; Ms. Bohlen answered weekly.

Councilmember Knerr asked Ms. Bohlen to explain more about the procedures for checks and balances for purchasing. Ms. Bohlen said she has the power to approve a purchase up to \$10,000, however, she added that in practice she would discuss the purchase with Council first if it was for something significant. She said that Department Heads are required to notify her if a purchase were to exceed their \$5,000 limit before the requisition can be approved.

Mayor Tyndall added that all check registers are included in the council packet, which he said began in 2020. He emphasized that the public could see every expenditure and every transaction.

Resident Carol Rose asked if the motion is strictly for budgeted items. Finance Director Natalie Saleh said there is a procedure in place for all budgeted items; she explained that a requisition must be created in the system at which time a request for purchase is required. Ms. Saleh said if any requisition is out of the ordinary, it must be approved during a Mayor and Council meeting. She added that if the item is not in the budget, Ms. Bohlen would have the authority to approve the purchase up to \$10,000.

On the motion of Councilmember Orris, second by Vice President Burrell, Motion 2023-01: Amendments to the Purchasing Policy was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				

Jay Knerr	X				
<i>Voting Tally</i>	5				

b. 2023-02: Use of Local Impact Grant (Ocean Downs Casino) Funds for LEOPS

Mayor Tyndall explained that Worcester County asks the Town of Berlin to complete a report every September that shows the expenditures for the previous year as it relates to local Impact Grant funds from the Ocean Downs Casino; he said the uses of this are spelled out in legislation from the State of Maryland. He added that along with the report, the Town is required to complete a form that lists the anticipated uses for the upcoming fiscal year. Mayor Tyndall said the Town has requested to use funds for the LEOPS study that is being done in hopes of getting the numbers brought to current. He clarified that the previous study was done in 2019, but those numbers need to be brought to current if the Town is to enter the system beginning July 1, 2023.

Mayor Tyndall said the Local Development Council (LDC) at the county level has asked for more information and has requested to see the study before they would consider the use of casino revenue funds for LEOPS. He said he believes it would send a message to the LDC that the Council is unified in its request for LEOPS, which is why the motion is being presented. He further clarified that the motion is not to enter the LEOPS system nor to serve as a commitment by the LDC to use funds to cover it.

Councilmember Orris said he feels the motion as it currently reads is a little premature. Mayor Tyndall said he feels the motion is imperative because were the LDC to issue a ruling on the Town's request, it may require a public comment period which could extend up to forty-five days; he added this may affect the ability to include it in the Fiscal Year 24 Budget Process as it relates to the funding plan. Councilmember Orris said it was his understanding that they wanted to see if the Town could use some of the casino revenue for LEOPS, but not all of it; he proposed that a work session be scheduled to work through and develop the plan further.

Councilmember Knerr shared his agreement with Councilmember Orris; he added that he believes they should get all the data necessary, including the LEOPS study, and move forward at that time.

Lengthy discussion followed regarding the proposed motion and what would occur should the motion be passed by Council. Vice President Burrell asked if a letter could be sent on the Council's behalf to show their unified support as an alternative; Mayor Tyndall said that is essentially what the motion is intended to do. Vice President Burrell said it is the responsibility of the Town of Berlin to inform the LDC of the intent to use funds for the safety aspect of the grant; however, he said he does not believe it needs to be as formal as a motion given that the results of the study have not been received.

Resident James Johnstone said he agreed most with Councilmember Orris and Councilmember Knerr's idea to come up with a more comprehensive plan before submitting a motion to the LDC; he said he believes it would bring relevant conciseness to the Town of Berlin and make it seem less disorganized. Councilmember Orris acknowledged that it is a big opportunity for the Town and said he would prefer they remain prudent and do it right. Councilmember Nichols agreed that it would be best to bring everything to the table at one time.

Mayor Tyndall reminded Council that the study has a defined time-period, and he does not believe it is wise for Council to stay silent on the next meeting; he said he thinks they need to make the LDC aware that it is a unified front of the group to pursue LEOPS and they would like to use a portion of LDC funds to do so.

Councilmember Green said he believes that no matter what decision the Council makes concerning the motion it is going to require a special meeting of the LDC. He shared his agreement with Mayor Tyndall regarding the extent of time the process is going to take, however, he said he is not on the same page as far as the immediate pressing need for a motion to be approved. Councilmember Green asked if the topic can be revisited in two weeks once the findings of the report are available.

Ms. Saleh said the concerns being discussed are valid, but she reiterated that the discussion is to have a unanimous decision to move forward and not overwrite any decision to be made by the LDC.

Ms. Rose asked why the motion was not added to an earlier council meeting agenda if time is an issue. She also said there are five council members that want to move forward, and she does not understand why they cannot agree to either approve the motion or write a letter.

Councilmember Green directed his question to Police Chief Arnold Downing; he asked if Chief Downing would take umbrage if Council were to not move forward with the motion. Chief Downing said the process moving forward should be done with consensus.

On the motion of Councilmember Nichols, second by Vice President Burrell, Motion 2023-02: to Support the Future Use of the Local Impact Grant (Ocean Downs Casino) Funds to Cover the Additional Costs of Funding the Law Enforcement Officers Pension System (LEOPS) 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>	4	1			

Councilmember Knerr said he fully supports the Town embracing LEOPS, but not in this manner. He said he wants to see the study and formulate a plan to move forward in a productive manner. He added he believes the motion is unnecessary.

c. 2023-03: Transfer of Unassigned General Funds

Mayor Tyndall said the Town has made several transfers using its unassigned fund balance after the annual audit has been completed. He explained that they like to keep the fund at approximately \$1,000,000; he said the Town was above the threshold by \$1,166,000 which was consistent with last year when the Town filled up the buckets of stabilization. Mayor Tyndall said the recommendation for the current year is to make the following transfers of \$1,000,00 into capital as defined by the line items listed in the motion.

Councilmember Green asked if the stabilization reserve fund is a budget stabilization fund. Mayor Tyndall said yes, adding there is a metric geared toward a Government Finance Officers Association (GFOA) threshold that is a percentage of operating expenses for a given year; he said he believes the Town of Berlin's fund is several months' worth of reserves.

Councilmember Orris said he feels the Town should investigate communication efforts as part of the funds being discussed. Mayor Tyndall agreed but said he believes there are other metrics that can be used to address this that are not part of the proposed motion.

Ms. Saleh explained that the Town is ultimately assigning its spendable balance to a purpose. She said the proposal would allow the Town to reclassify the spendable balance and earmark, adding it would help to set it aside future capital projects for the general fund. She clarified that if there was future intent to transfer a certain amount from the general fund to the stormwater fund, it would require a budget amendment and a motion for Council to accept.

Vice President Burrell asked where the amounts listed in the motion came from. Mayor Tyndall said the \$400,000 toward a new Public Works facility came from the draft capital plan; he said this also applies for the \$500,000 toward Town Hall Renovations. He said the amounts are not exact he said they serve as an educated guess.

Ms. Rose advised the Mayor and Council to be careful about the tax rate and asked that they take into consideration how the rate would be affected by the funding being discussed.

Councilmember Orris acknowledged that as budget season approaches and capital is reviewed it remains important to keep an eye on residents and what can be done for them, such as Homestead Tax Credit.

On the motion of Councilmember Green, second by Councilmember Nichols, Motion 2023-03: Transfer of Unassigned General Funds 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>	5				

#### 4. Quarterly Finance Report: July 1, 2022, to September 30, 2022

Ms. Saleh provided a detailed overview of the quarterly finance report. She explained that the information presented includes data collected at the start of the fiscal year which on average does not have much budget activity. She added that the General Fund is the main fund that operates on revenues coming from property taxes and intergovernmental taxes. She stated the Town of Berlin has contributed revenue derived primarily from taxes, grants, licenses, and permit fees. She added that resources generated by this fund are spent for the general government and in accordance with the annual appropriated budget; she noted that the general fund also impacts every Town utility fund. Ms. Saleh clarified that the report covers the financial highlights for a three-month period; she brought attention to the Property Taxes line item on page 3 of the report. Ms. Saleh explained that the \$2,567,078 amount listed indicates that the Town has 40% left as budgeted to collect to meet the full amount that was projected to be received at the start of Fiscal Year 23. She added that the Town is still at a 60% differential, however, she clarified it is common to see this number in the first quarter.

Ms. Saleh provided a breakdown of budgeted expenses by category; she added that the largest expense is Public Safety, Police, and Fire Company contributions at 31.6%, followed by the General Government at 26.7%, Public Works at 15.1%, Planning Community Development at 5% and .8% for Recreation and Parks. She added that 17.2% in the amount of \$1,552,095 has been allocated in Fiscal Year 23 for Capital outlay expenditures. Ms. Saleh referenced the Non-Spendable Balance on page 7 of the report; she brought attention to the Unassigned Balance amount listed for Fiscal Year 23 and noted it is different from Fiscal Year 22. She added that she wanted to remind Council of the classifications for non-spendable restrictive funds to provide clarity regarding which funds belong to which descriptions and the purpose they serve as part of the budget.

Ms. Saleh continued to provide an overview of the Capital Projects and assets. When discussing the projects concerning the Water and Sewer Department, she noted that the Town is still receiving a fair amount in hauler fees which serves as a booster for unexpected expenditures or future capital improvements. Councilmember Green asked what the expected timeline is as to how long hauler fees will continue; Ms. Saleh said she believed they would be down in Fiscal 22 but added she believes there are a few more months left to which fees can be expected.

Vice President Burrell referred to the information presented concerning the General Fund Revenue; he asked how much of the 2% licensing fees are generated by business fees. Ms. Saleh said she believes the Town has 70,000 business licenses but she can provide further details following the meeting.

Councilmember Orris thanked Ms. Saleh for her informative and concise presentation. Ms. Saleh provided confirmation that the financial summary will be included in the newsletter once the half-year is reached.

#### 5. Town Administrator's Report

Ms. Bohlen strongly encouraged all residents to sign up for Code Red. She also asked that the Council consider addressing the topic of tie votes that surfaced following the last Town election; she explained there is no provision in the Town Code that addresses a tie in an election. She asked the Mayor and Council to give some thought as to how they may like to address that going forward.

#### 6. Departmental Reports:

##### a. Planning Director – Dave Englehart

Mr. Englehart said the department issued five Certificates of Occupancy, one of which was for the new Harbor Freight location on Route 50. He added that the next Planning Commission meeting was moved from January 11<sup>th</sup> to January 18<sup>th</sup>, 2023, to allow more time for site plan revisions to the Westview Project by Sunlight Lane. Mr. Englehart said there will also be a site plan review on North Main Street next to Berlin Main Place; he explained that Heron Savings Bank wants to add a bank to the empty parcel at the location.

Councilmember Orris asked if there was any update on the Short-Term Rental Application inspections; Mr. Englehart said no, adding the inspections have been started.

##### b. Electric Utility Director – Tim Lawrence

Mr. Lawrence said that the department installed the primary line and one transformer at the new townhouse development located at Purnell Crossing North. He said they will be removing the Christmas decorations throughout the Town starting on Tuesday, January 10<sup>th</sup>, 2023; he added they will begin to remove the decorations from the tree at the Atlantic Hotel with plans to remove the tree entirely once that is completed. Mr. Lawrence stated that the lighting project at Henry Park is expected to be completed and ready for operation by Friday, January 13, 2023; he confirmed that a test run would take place at that time to ensure the lights are working properly. Mayor Tyndall added that he would like to have a lighting of the court to celebrate the project with the community. Vice President Burrell suggested the celebration be held off until the courts are ready to be used.

Mr. Lawrence continued with his report by stating the department held a peak shave on December 24<sup>th</sup> and repaired a power outage on Branch Street and North Main Street on December 25<sup>th</sup>, 2022. He added that his department had several employees work both days that weekend to restore power to the locations. Councilmember Green congratulated Mr. Lawrence on a great job working



over the holiday weekend. Mayor Tyndall acknowledged the other departments and employees that also work throughout the holidays and thanked them for their commitment.

c. Police Chief – Arnold Downing

Chief Downing began his report by highlighting a \$35,00 grant his department received entitled Initiative Against Violent Crime in the Community; he clarified that all grant funds will be used for overtime. He added that with the additional five grants the department has received totaling \$101,000, \$47,000 will also be used for overtime which will help the overtime burden they are experiencing. Chief Downing stated the department has received approximately \$170,000 in grant awards throughout the year. He added he received a check in the amount of \$4,000 from the Local Government Insurance Trust (LGIT) for reimbursement for part of the Leopold Initiative.

Chief Downing reported that there have been several serious collisions throughout the Town; consequently, he said State Highway has been contacted to discuss lighting improvements in problem areas. He added that the agency will be receiving assistance from their ally partners to allow for staff to attend the funeral services for Lieutenant Fisher's father.

Mayor Tyndall acknowledged January 9<sup>th</sup> as Law Enforcement Day and thanked Chief Downing and his staff for their hard work. He added that a letter was sent to State Highway on behalf of the Town requesting adjustments to the intersection of North Main Street; he added that he is hopeful it will improve the lighting problems Chief Downing highlighted in his report.

d. Finance Director - Natalie Saleh

Ms. Saleh began her report by stating the department finished the financial highlights for the first quarter as well as the uniform financial reports for Fiscal Year 22. She added that due to the number of ongoing projects, there are many invoices received from DBF Engineering and EA engineering which continue to go through review and processing. Ms. Saleh confirmed the department worked on the upcoming budget schedule, adding that an email was sent with the information. She confirmed that she will prepare a summary once the information is verified and ready for circulation; she added it will also be posted online.

She said they plan to discuss the upcoming capital projects by January 30, 2023, adding that she expects all departments to submit what they would like to see in Fiscal Year 24. Ms. Saleh stated they are working on the Electric Rate Study with Booth and Associates, as well as the Smart Meter Project with Tyler Integration. She closed her report by thanking Jimmy Charles and the Public Works Department for the improvements in the Customer Service area of Town Hall.

e. Public Works Director – Jimmy Charles

Mr. Charles said the Special Collection Trash and Recycling pickups throughout the holidays went well; he thanked the Public Works crews for their hard work. He said they completed the first Christmas Tree Pickup on January 4, 2023, adding that over eighty trees were collected and brought to local goat farms. Mr. Charles said they have been working hard to bring the playground equipment in the parks up to code to ensure the equipment is safe for use.

f. Human Resources Director – Kelsey Jensen

Ms. Jensen said she has completed the Maryland State Retirement and Chesapeake Insurance audits. She stated she onboarded four new employees with two more onboards scheduled over the next two weeks. Ms. Jensen said she will be attending the International Municipal Clerks Association Region II Conference with Administrative Assistant Kate Daub in Frederick, Maryland from January 10<sup>th</sup> through January 13<sup>th</sup>, 2023. She closed her report stating she signed the Town

up for a job fair at Salisbury University on February 23, 2023; she is hopeful that the vacant positions will be filled by that time, but she added it will be a good networking opportunity.

Councilmember Nichols asked which departments new employees were onboarded for; Ms. Jensen said one was for the Electric Department as a new line apprentice and one in the Water Department for the Spray Site Operator. She added that two Police Department recruits were onboarded, however, she said they are not going to work out for the upcoming academy.

g. Administrative Assistant – Kate Daub

Ms. Daub reminded the Mayor and Council of the next Parks Commission meeting to be held on Tuesday, January 10<sup>th</sup> at 5:30 PM in the Town Hall Conference Room.

#### 7. Comments from the Council

Vice President Burrell asked where the notices come from which states that only two councilmembers can attend a meeting; Town Attorney David Gaskill said it is set forth by the State Ethics Committee. Ms. Jensen clarified it applies to meetings set in a business setting. Mr. Gaskill said in situations where a meeting is publicly advertised and open to the public, it would not be good practice if more than two members were present.

Councilmember Knerr requested that the Council Meeting Packets be available for review by the Wednesdays prior to the council meetings.

Councilmember Nichols stressed the importance of remaining focused on the updates and improvements needed at the Public Works Building.

Councilmember Orris requested that the Comprehensive and Strategic Plan get back on Council's radar. He asked if there was an update on the Berlin Fire Company landing page; Ms. Bohlen said it should be going live soon. Lastly, Councilmember Orris renewed his motion for a work session to be scheduled to work on the plan and further explain the Council's intention to the LDC regarding the use of Local Impact Grant Funds for LEOPS.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion to Schedule a Work Session at a later date regarding the review of the LEOPS Study and to Develop a Plan regarding the Multi-Year Plan to Submit to the LDC was approved by the following vote:

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

Councilmember Green said the Maryland Department of Commerce Rural Maryland Economic Development Fund announced a number of grants across the state last year, including \$800,000 for Worcester County. He asked how much of that amount would Berlin get to help improve Fiber Optic Main Street Connectivity. Mayor Tyndall said it is being driven by the County with some input from the municipalities; he confirmed that it is for the downtown corridor and the Town of Berlin's is mainly defined.

Councilmember Green shared that he was approached by a citizen about Heron Park; he asked to shed light on what the Heron Park project will entail. Mr. Gaskill said a contract provided by Coastal Ventures Properties, LLC. will be presented to the Council once it is finalized at which time the Council will vote on whether to proceed. Councilmember Green asked if there was an updated timeline on the process; Mayor Tyndall said the original extended negotiation period has expired, adding the developer wishes to continue with the process for an additional 180 days. As the proposed extension would require a vote by Council, Mayor Tyndall stated the motion will be up for discussion on the next meeting agenda.

#### 8. Comments from the Mayor

Mayor Tyndall said he would like to address the Town of Berlin's 2022 accomplishments and 2023 goals; he asked that they be sent to him directly for submission. He thanked all staff members for their hard work during the holiday season. Ms. Jensen echoed Mayor Tyndall's comment; she acknowledged the strain the extra work time can have.

#### 9. Comment from the Public

Resident Carol Rose asked if the Tri-County Town Housing Project survey results will be shared on the Town website. Mayor Tyndall said that some of the findings of the study are not available to the public; he added that what is able to be shared will be put on the website. Ms. Bohlen suggested that a link be shared on the website that would take a user directly to the findings of the study. Ms. Rose said she had a meeting with a County Administrator and was told that he expected to meet with Town of Berlin officials to further discuss fiber optics possibilities for the Town; she said she was led to believe the Town of Berlin did want to explore the options. Ms. Rose asked Mayor Tyndall if the meeting had occurred. Mayor Tyndall said that the Town of Berlin does want fiber optics and if the County is willing to pay for it, the Town is willing to accept it. Ms. Rose revisited the billboard installation and asked how it was paid for. Mayor Tyndall said the question would best be answered by the Town of Berlin's Economic Community and Development Director Ivy Wells who was not present at the meeting; Ms. Saleh said she would look into it and get back to Ms. Rose tomorrow.

James Johnstone asked how much of the Town's electricity is purchased versus being produced on-site; Mr. Lawrence said their facility is not used to produce daily power; however, he added that the generation plan on William Street is only used during high peak demands which are run anywhere from five to twenty-one times a year and between the hours of 2:00 PM and 6:00 PM. He said this generation saves the Town ratepayers approximately \$500,000 to \$550,000 a year by reducing the capacity and transmission charges during peak demand. Mr. Johnstone asked how much of the Town's energy is purchased through green sources; Mr. Lawrence said he thinks about 12%. Mr. Johnstone shared his concerns regarding an alcohol problem he believes the Town is facing; he said alcohol is becoming too accessible and wanted to bring his concern to the attention of the Mayor and Council in hopes of finding a solution to the problem.

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

#### 11. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Knerr, the Mayor, and Council meeting was adjourned at approximately 9:33 PM.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				

Jay Knerr	X				
<i>Voting Tally</i>	5				

Respectfully Submitted,

*Kate Daub*

Kate Daub  
Administrative Assistant



# ORDINANCE 2023-01

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 22, PARKS AND RECREATION, ARTICLE III, SECTION 22-48, HOURS AND SECTION 22-49, RULES AND REGULATIONS.

BE IT ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT CHAPTER 22, ARTICLE III, SECTIONS 22-48 AND 22-49 BE AMENDED AS FOLLOWS:

## Sec. 22-48. - Hours.

The public parks in the town shall not be occupied, except as hereinafter set forth, between the hours of one-half hour after sundown to one-half hour before sunrise in each day. **THE SPECIFIC FACILITIES NAMED BELOW SHALL BE PERMITTED TO BE IN USE AFTER SUNDOWN AS SPECIFIED:**

- (1) The lighted tennis courts and handball courts located in the Stephen Decatur Park shall be permitted to be used after sunset up to ~~and including the hour of 11:00 p.m.~~            PM. Any play on said courts after ~~the hour of 11:00 p.m.~~            PM and prior to sunrise shall be prohibited.
- (2) **THE BASKETBALL COURTS LOCATED IN THE DR. WILLIAM HENRY PARK SHALL BE PERMITTED TO BE USED AFTER SUNSET UP TO            PM. ANY PLAY ON SAID COURTS AFTER            PM AND PRIOR TO SUNRISE SHALL BE PROHIBITED**

## Sec. 22-49. - Rules and regulations.

The rules and regulations for the use of the parks are as set forth herein:

- (1) The washing, waxing, cleaning or repairing of any type of motor vehicle shall be prohibited in the parks.
- (2) The operation and/or parking of unauthorized motor vehicles as defined herein in any area of the parks not designated as a parking area or otherwise authorized by the police department of the town or its authorized agent shall be prohibited.
- (3) All applicable provisions of chapter 4, animals, shall apply.
- (4) No motor vehicle shall be parked in the parks, whether in the parking areas or otherwise, overnight.
- (5) No mobile home or any other type of structure shall be used for sleeping in the parks, including the parking areas thereof, without permission being obtained from the Mayor and Council.
- (6) No open container of alcoholic beverages shall be possessed in any of the parks, unless explicitly approved in advance by the Mayor and Council as part of an organized special event. The organizer of said event shall be responsible for obtaining any additional permitting required by Worcester County or the State of Maryland regarding the possession, distribution/sale, and/or consumption of alcohol.
- (7) Smoking or vaping of tobacco products, medical marijuana, illegal substances or any other substances shall be prohibited in all town owned public parks.
- (8) The following parks facilities are available for reservation upon completion of a park reservation form and by payment of associated fees as established by the Mayor and Council and detailed on the park reservation form:
  - a. The pavilion at Stephen Decatur Park during regular park hours.
  - b. One or more of the tennis courts at Stephen Decatur Park during the hours as set forth in

section 22-48.

- c. The pavilion at Dr. William Henry Park during regular park hours.
- d. One or more of the basketball courts at Dr. William Henry Park **DURING THE HOURS AS SET FORTH IN SECTION 22-48.**

Individuals or organizations desiring to reserve these facilities must complete a reservation form as provided by the Town of Berlin and make payment of associated fees, which shall be established by the Mayor and Council and set-forth on the reservation form. Fees shall be waived only by the express permission of the Mayor and Council or, in the case of reservation by a certified non-profit agency or organization, by the town administrator upon request and with verification of non-profit status.

Reservation of the above facilities takes precedence over any other use. If no prior reservation of any of the above-named facilities exists, all facilities are available on a first-come-first-served basis.

- (9) Organizers of special events shall file a special event application and any associated documents as appropriate a minimum of 60 days prior to the scheduled event. Such application shall be subject to review and approval by the Mayor and Council.
- (10) Special events must be free to all attendees unless a business use of park form, along with all other appropriate documentation, has been submitted and explicitly authorized by the Mayor and Council.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and thereafter a statement of the substance of the Ordinance was published as required by law.

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

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

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

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

ATTEST:

\_\_\_\_\_  
Mary Bohlen, Town Administrator

**Exclusive Negotiating Privilege Agreement**

THIS Exclusive Negotiating Privilege Agreement is entered into this \_\_\_\_ day of January, 2023 by and between the Mayor and Council of the Town of Berlin, Maryland and Coastal Ventures Properties, LLC.

The parties hereto agree as follows:

1. Coastal Ventures shall have the exclusive right to negotiate with the Mayor and Council for the purchase and/or lease of Parcels 57, 410, and 191 comprising a portion of the property known as Heron Park which is owned by the Mayor and Council.
2. The Mayor and Council shall not solicit or entertain bids or offers on Parcels 57, 410, and 191 from any other person or entity during the term of this Agreement.
3. This Exclusive Negotiating Privilege Agreement shall expire within 180 days. The Mayor and Council may extend this Agreement, in its sole discretion, if the Mayor and Council finds that an extension is warranted. The Mayor and Council may cancel this Agreement, in its sole discretion, if the parties hereto fail to reach an agreement on a contract for the purchase and/or lease of Parcels 57, 410, and 191 within a reasonable time.
4. Coastal Ventures shall, during this negotiating period, provide detailed plans to the Mayor and Council based upon its submitted Proposal dated February 14, 2022.
5. The parties hereto agree that if an agreement is reached, a Land Disposition Contract will be entered into setting forth the terms and conditions of the sale and/or lease of Parcels 57, 410, and 191.

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Palmer Gillis, President  
Coastal Ventures Properties, LLC

Berlin Fire Company

Quarterly Update

October 1 to December 31, 2022

1

OPERATIONS  
RESPONSE  
REPORT

2

2

Fire-Rescue

October 1 – December 31, 2022

In-Town Fire/Rescue Call Responses

39

43.34% of calls

(Out Town—51---56.66%)

(Total Calls=90 Last Year=99)

3

Fire-Rescue Oct 1 – Dec 31, 2022

Busiest Days

Tuesdays and Wednesdays

Followed by Thursday

Busiest Times of Day

7 am to 8 am and 6 pm to 7 pm

Followed by 6 pm to 7 pm

4

16



## Simultaneous Calls—Oct 1-Dec 31, 2022

8

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

5

5

## Fire-Rescue Oct 1 – Dec 31, 2022

Response Time

4.05 minutes

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

6

6

## Fire-Rescue Oct 1 – Dec 31, 2022

- Revenue Budget Highlights
  - Annual Donations—\$30,710 (down approx. \$1100)
  - Fund Raisers--\$1002 Friday Night Dinners
  - Business decision to suspend due to product costs, availability, and volunteer staffing
  - Invoicing--\$3100

Town funds received for FY22-23  
Half of county funds received for FY22-23

8

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## ADMINISTRATIVE and FINANCIAL REPORT

7

7

## Fire-Rescue Oct 1 – Dec 31, 2021

- Expense Budget Highlights
  - Utilities—slightly over—increased Town bills
  - Building Repairs—slightly over—dryer, circulator motor unexpected repairs
  - Vehicle Fuel—at expected budget
  - Vehicle Maintenance—at expected budget
    - tire replacements and pump repairs still pending

9

9

## Volunteer Hours October 1-December 31, 2022

Emergency Response Hours

688.79

Training-Meetings-Fundraisers, Collateral Duties, etc.

1059.25

10

10

## Capital Items

- Breathing Apparatus—grant and/or ARPA funds
- Apparatus—Rescue and Engine--\$2 million
  - Engines—33 and 23 years old
    - Another 15 years old
  - Rescue—22 years old

Other Capital-Ropes, Hydraulic Equipment, etc.

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Berlin Fire Company  
Emergency Medical Services

Quarterly Update  
October 1 to December 31, 2022

1

OPERATIONAL  
REPORT

2

EMS Oct 1 – Dec 31, 2022

In-Town EMS Call Responses

313

63.23% of calls

(182 Out of Town-36.77%)  
(Total Calls=495 Last Year=488)

3

EMS Oct 1 – Dec 31, 2022

In-Town

TRANSPORTS 245

78.27 %

NON-TRANSPORTS 68

(Out Town-97 trans—85 non)

4

## EMS Oct 1 – Dec 31, 2022

### Busiest Days

Friday followed by Thursday and Saturday

### Busiest Times of Day

4 pm to 5 pm

Followed by 2 pm to 3 pm

5

## EMS- Oct 1 – Dec 31, 2022

### Response Times

1.07 minute average (1.18 last year)

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

Increase in simultaneous calls

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

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## ADMINISTRATIVE AND FINANCIAL REPORT

7

## EMS Oct 1 – Dec 31, 2022

- Revenue Budget Highlights
  - Annual Drive—\$4,000 increase
  - Capital Funds--\$300
  - Invoices--\$3,000 increase—call volume—new billing company

8

## EMS Oct 1 – Dec 31, 2022

- Expense Budget Highlights
  - Fuel—slightly over (increased call volume/costs)
  - Office/Computer Supplies—slightly over due to increased printing costs for annual mailer and addition of capital equipment page

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## EMS Capital Funds Summary

Ambulance Replacements

2025-2027-2029

Costs increasing quarterly

Cardiac Monitors—ARPA/other grant funds

EMS has NO contingency funds for emergencies

AED units-next year

10



## Check Run Reports for:

01.06.23

01.11.23

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



Town of Berlin, MD

## Payment Register

APPKT02575 - 20230111SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">0000678</a>	DAVIS, BOWEN & FRIEDEL					18,458.39	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				01/11/2023	18,458.39		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">171408</a>	PROJ 0050A002.001 GENERAL ENGINEERING	01/11/2023	01/11/2023	0.00	851.60		
<a href="#">171409</a>	PROJ 0050A002.009 PURNELL CROSSING	01/11/2023	01/11/2023	0.00	11,660.05		
<a href="#">171410</a>	PROJ 0050A002.020 BERLIN ACTIVITY DEPOT	01/11/2023	01/11/2023	0.00	720.00		
<a href="#">171411</a>	PROJ 0050A002.050 HOME AT BERLIN	01/11/2023	01/11/2023	0.00	88.59		
<a href="#">171412</a>	PROJ 0050A002.059 WILLOWS OF BERLIN	01/11/2023	01/11/2023	0.00	1,251.50		
<a href="#">171413</a>	PROJ 0050A002.060 ROADWAY PAVEMENT OVERLAY PROJ	01/11/2023	01/11/2023	0.00	60.00		
<a href="#">171414</a>	PROJ 0050A002.061 IG BURTON CHEVROLET DEALERSHIP	01/11/2023	01/11/2023	0.00	487.50		
<a href="#">171415</a>	PROJ 0050A002.062 BERLIN AUTOZONE	01/11/2023	01/11/2023	0.00	97.50		
<a href="#">171416</a>	PROJ 0050A002.069 BRANCH ST WELL #3 REPLACEMENT	01/11/2023	01/11/2023	0.00	811.65		
<a href="#">171417</a>	PROJ 0050A002.075 MAIN ST (RT 818) MD-SHA PAVING	01/11/2023	01/11/2023	0.00	347.50		
<a href="#">171418</a>	PROJ 0050A002.076 PINE,FRANKLIN & NELSON SWM UPGDS	01/11/2023	01/11/2023	0.00	160.00		
<a href="#">171419</a>	PROJ 0050A109.A01 POWELLTON AVE WELL	01/11/2023	01/11/2023	0.00	1,245.00		
<a href="#">171420</a>	PROJ 0050A112.B01 BROAD ST PUMP STATION	01/11/2023	01/11/2023	0.00	677.50		

Payment Register

APPKT02575 - 20230111SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	13	1	0.00	18,458.39
Packet Totals:		13	1	0.00	18,458.39





Town of Berlin, MD

# Payment Register

APPKT02573 - 20230111SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount	
<a href="#">0000968</a>	GOODY HILL GROUND WORK INC					99,343.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						01/11/2023	99,343.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">APPLI #1</a>	STORM DRAIN REPLACEMENT 105 WASHINGTON	01/11/2023	01/11/2023	0.00	99,343.00		

Payment Register

APPKT02573 - 20230111SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	99,343.00
Packet Totals:		1	1	0.00	99,343.00



Town of Berlin, MD

## Payment Register

APPKT02571 - 20230111SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003149</a>	TRANSAMERCIA					271.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	271.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2504845197</a>	TRANSAMERICA EMPLOYEE PAID SUPPLEMENTAL LIFE	01/11/2023	01/11/2023	0.00	271.98	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002246</a>	VERIZON-000014448231					801.69
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	801.69			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">14448231 DEC FY 23</a>	VERIZON TELEPHONE SERVICE 000014448231	01/11/2023	01/11/2023	0.00	801.69	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003055</a>	WASHINGTON NATIONAL INSURANCE COMPANY					511.51
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	511.51			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">-P2285138</a>	WASHINGTON NAT - SUPPLEMENTAL INSUR EMPL FUNDED	01/11/2023	01/11/2023	0.00	511.51	

Payment Register

APPKT02571 - 20230111SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	3	3	0.00	1,585.18
Packet Totals:		3	3	0.00	1,585.18



Town of Berlin, MD

# Payment Register

APPKT02561 - 20230106SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003098</a>	DAVIS JR DAVID					217.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/06/2023	217.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PER DIEM 1/9/2023</a>	METER SCHOOL MTAP 4 PALMYRA VA 1/9-1/13	01/06/2023	01/06/2023	0.00	217.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002248</a>	VERIZON BUSINESS					204.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/06/2023	204.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">09799067</a>	BUSINESS TELEPHONE CALLS	01/06/2023	01/06/2023	0.00	204.60	

**Payment Register**

APPKT02561 - 20230106SW

**Payment Summary**

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	421.60
<b>Packet Totals:</b>		<b>2</b>	<b>2</b>	<b>0.00</b>	<b>421.60</b>



Town of Berlin, MD

# Payment Register

APPKT02566 - 20230111SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000054</a>	ACE PRINTING AND MAILING					751.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	751.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">55637</a>	BILLING FORMS	01/05/2023	01/05/2023	0.00	751.80	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS					1,522.47
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	1,522.47	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN205830</a>	ABS EQUIPMENT BILLING SUPERVISOR MONTHLY	01/05/2023	01/05/2023	0.00	25.89	
<a href="#">IN206478</a>	COPIER SERVICE	01/11/2023	01/11/2023	0.00	77.28	
<a href="#">IN206523</a>	CONTRACT INVOICE UTILITY BILLING PRINTER P1761	01/06/2023	01/06/2023	0.00	175.38	
<a href="#">IN206524</a>	CONTRACT INVOICE TOWN HALL MAIN COPIER J2567	01/06/2023	01/06/2023	0.00	1,064.58	
<a href="#">IN206525</a>	CONTRACT INVOICE PLANNING COPIER J2568	01/06/2023	01/06/2023	0.00	179.34	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002787</a>	ALTEC INDUSTRIES INC					5,475.68
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	5,475.68	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">51124321</a>	E74 REPLACE HYDR ROTATION CYLINDER	01/04/2023	01/04/2023	0.00	5,475.68	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000166</a>	ANIXTER POWER SOLUTIONS, LLC					94.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	94.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5484868-00</a>	#2 BURNDY ALUM PIN TERMINALS	01/05/2023	01/05/2023	0.00	94.75	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000323</a>	BERLIN AUTOMOTIVE					449.67
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	434.69	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">432735.436028</a>	VARIOUS ENGINE MATERIALS POWER PLANT	01/11/2023	01/11/2023	0.00	434.69	
Check				01/11/2023	14.98	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">435282</a>	ALISTER PK MINIATURE LIGHT BULBS	01/11/2023	01/11/2023	0.00	14.98	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000529</a>	CINTAS FIRST AID & SAFETY					60.64
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	60.64	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5139430943</a>	FIRST AID KIT AND SUPPLIES	01/11/2023	01/11/2023	0.00	60.64	

# Payment Register

APPKT02566 - 20230111SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000534</a>	CJIS-CR					1,879.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	1,879.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">APP-CM-025</a>	FRINGER PRINTING	01/11/2023	01/11/2023	0.00	1,879.75	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000572</a>	COMCAST					701.87
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	213.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0024711 JAN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	01/05/2023	01/05/2023	0.00	213.96	
Check				01/11/2023	185.53	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0041947 JAN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	01/05/2023	01/05/2023	0.00	185.53	
Check				01/11/2023	116.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0042978 JAN FY 23</a>	COMCAST DOWNTOWN WIFI	01/05/2023	01/05/2023	0.00	116.85	
Check				01/11/2023	185.53	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0149930 JAN FY 23</a>	COMCAST INTERNET & DIGITAL SVCS	01/05/2023	01/05/2023	0.00	185.53	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000571</a>	COMCAST BUSINESS					1,038.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	1,038.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">161666806</a>	COMCAST TELEPHONE SERVICE	01/05/2023	01/05/2023	0.00	1,038.80	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003443</a>	CORE & MAIN LP					179,600.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	179,600.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">R199029</a>	RFP 2022-01 SMART WATER METERS	01/05/2023	01/05/2023	0.00	6,500.00	
<a href="#">S097657</a>	RFP 2022-01 SMART WATER METERS	01/11/2023	01/11/2023	0.00	18,000.00	
<a href="#">S115921</a>	RFP 2022-01 SMART WATER METERS	01/11/2023	01/11/2023	0.00	155,100.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000794</a>	EASTERN SHORE COFFEE					58.92
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	58.92	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">771976</a>	DISTILLED WATER	01/05/2023	01/05/2023	0.00	58.92	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000845</a>	ENVIREP, INC.					2,325.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	2,325.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">74572</a>	SERVICE GORMAN RUPP PUMPS	01/05/2023	01/05/2023	0.00	2,325.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003508</a>	FURNACE TOWN					100.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	100.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1/4/2023</a>	DONATION IN LIEU OF FLOWERS EMPLOYEE IMMEDIATE FAI	01/11/2023	01/11/2023	0.00	100.00	



# Payment Register

APPKT02566 - 20230111SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003447</a>	GLEND A HOLDEN					1,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	1,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">DEC / JAN 1 FY 23</a>	FY23 CLEANING SERVICES	01/05/2023	01/05/2023	0.00	500.00	
<a href="#">JAN 2 THRU JAN 15 FY 23</a>	FY23 CLEANING SERVICES	01/11/2023	01/11/2023	0.00	500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					521.29
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	521.29			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">33092390</a>	GREAT AMERICA	01/05/2023	01/05/2023	0.00	308.65	
<a href="#">33178745</a>	COPIER LEASE POLICE DEPT	01/11/2023	01/11/2023	0.00	137.04	
<a href="#">33178756</a>	GREAT AMERICA LEASE MICR PRINTER 017-1654429-000	01/11/2023	01/11/2023	0.00	75.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002971</a>	HUNTER CALEB					217.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	217.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PER DIEM 1/23/23</a>	LINEMAN SCHOOL LTAP 8 PALMYRA VA 1/23-1/27	01/05/2023	01/05/2023	0.00	217.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001068</a>	INTERCOASTAL TRADING INC.					2,957.85
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	2,957.85			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">224784</a>	BLEACH	01/05/2023	01/05/2023	0.00	2,957.85	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003461</a>	INTERGRATED COMPUTER SOLUTIONS OF VESTAL LLC					1,145.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	1,145.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">206403</a>	IT SERVICES	01/11/2023	01/11/2023	0.00	1,145.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003109</a>	JAMES BRADFORD FARM TRUST					2,022.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	2,022.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BOUNDS BOND PAYMENT JAN</a>	BOUNDS SPRAY SITE BOND	01/11/2023	01/11/2023	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002532</a>	JENSEN KELSEY					320.63
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	320.63			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PER DIEM</a>	MEALS & MILEAGE TO & FROM FREDERICK MD CONF	01/11/2023	01/11/2023	0.00	320.63	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003468</a>	KATHRYN DAUB					94.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/11/2023	94.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PER DIEM</a>	MEALS & INCIDENTALS / TO & FROM FREDERICK MD CONF	01/11/2023	01/11/2023	0.00	94.00	

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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					4,439.96
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	4,439.96	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 01/01/2023</a>	NATIONWIDE RETIREMENT EMPLOYEE CONTRIBUTIONS	01/05/2023	01/05/2023	0.00	4,439.96	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001625</a>	ONE CALL CONCEPTS, INC.					45.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	45.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2126161</a>	MISS UTILITY TICKETS	01/05/2023	01/05/2023	0.00	45.75	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001677</a>	PENINSULA DRY CLEANERS, INC					80.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	80.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">20-3979</a>	DRY CLEANING SERVICES	01/11/2023	01/11/2023	0.00	80.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003297</a>	PHYLLIS G KIMMEL LAW OFFICE PLLC					5,224.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	5,224.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">186</a>	ELECTRIC MATTERS	01/11/2023	01/11/2023	0.00	5,224.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001697</a>	PIGG, KRAHL, STERN & CO., P.A.					14,500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	14,500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">241835</a>	PKS FY 2022 ANNUAL AUDIT	01/11/2023	01/11/2023	0.00	14,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003127</a>	QUADIENT FINANCE USA, INC					1,051.65
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	1,051.65	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8273 JAN FY 23</a>	POSTAGE FOR POSTAGE MACHINE IN TOWN HALL	01/11/2023	01/11/2023	0.00	1,051.65	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003493</a>	ROLOGARD GLOBAL COMPANY LLC					22,500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	22,500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">122122-088</a>	GRANT FUNDED VEHICLE BARRIERS	01/05/2023	01/05/2023	0.00	22,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003222</a>	SFS TOOLS AND SAFETY LLC					1,971.86
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	1,971.86	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">412463</a>	RUBBER GOODS TESTING	01/04/2023	01/04/2023	0.00	384.80	
<a href="#">412464</a>	RUBBER GOODS TESTING	01/04/2023	01/04/2023	0.00	1,587.06	

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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002092</a>	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					63.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	63.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">AB2-12-420</a>	METER LOG ON FEE	01/11/2023	01/11/2023	0.00	63.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002175</a>	TRANSFORMER MAINTENANCE & SVC INC					49,328.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	49,328.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">63600</a>	TRANSFORMER TESTING REFURB TEST	01/04/2023	01/04/2023	0.00	49,328.80	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002185</a>	TYLER TECHNOLOGIES INC					3,232.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	3,232.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">025-407259</a>	TYLER SOFTWARE SUPPORT	01/05/2023	01/05/2023	0.00	3,232.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					221.27
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	221.27	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430046229</a>	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	01/05/2023	01/05/2023	0.00	128.22	
<a href="#">1430047255</a>	UNIFORM AND CLEANING SERVICE - PUBLIC WORKS	01/05/2023	01/05/2023	0.00	93.05	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE					80.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	80.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 01/01/2023</a>	UNITED WAY EMPLOYEE CONTRIBUTIONS	01/05/2023	01/05/2023	0.00	45.00	
<a href="#">PPE 8-14-2022</a>	EMPLOYEE CONTRIBUTIONS	01/11/2023	01/11/2023	0.00	35.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002231</a>	VA MD & DE ASSOC OF ELECTRIC COOPERATIVES					2,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	2,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">24680</a>	LINEMAN & METER TRAINING	01/04/2023	01/04/2023	0.00	1,000.00	
<a href="#">26334</a>	LINEMAN & METER TRAINING	01/04/2023	01/04/2023	0.00	1,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002252</a>	VERIZON WIRELESS-720117503-00001					527.45
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	527.45	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">9923708381</a>	MDT CARD FEE	01/11/2023	01/11/2023	0.00	527.45	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002247</a>	VERIZON-000718605643					54.66
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/11/2023	54.66	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">850-466-066-0001-46 DEC FY</a>	VERIZON TELEPHONE SERVICE 000718605643	01/05/2023	01/05/2023	0.00	54.66	

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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002857</a>	VERIZON-850462866001-13					46.09
Payment Type	Payment Number					Payment Date      Payment Amount
Check						01/11/2023      46.09
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">850-462-866-0000001-13 DEC</a>	VERIZON SERVICE 850462866001-13	01/05/2023	01/05/2023	0.00	46.09	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003055</a>	WASHINGTON NATIONAL INSURANCE COMPANY					26.08
Payment Type	Payment Number					Payment Date      Payment Amount
Check						01/11/2023      26.08
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">P2285138</a>	WASHINGTON NAT - SUPPLEMENTAL INSUR EMPL FUNDED	01/05/2023	01/05/2023	0.00	26.08	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER					156.00
Payment Type	Payment Number					Payment Date      Payment Amount
Check						01/11/2023      156.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">19351993</a>	DRUG TESTING	01/11/2023	01/11/2023	0.00	31.00	
<a href="#">19387839</a>	DOT PHYSICAL PAUL MILLER	01/05/2023	01/05/2023	0.00	125.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002348</a>	WOR WIC COMMUNITY COLLEGE					40.00
Payment Type	Payment Number					Payment Date      Payment Amount
Check						01/11/2023      40.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12968</a>	K-9 AND EMPLOYEE TRAINING	01/11/2023	01/11/2023	0.00	40.00	

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Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	59	45	0.00	307,926.19
Packet Totals:		59	45	0.00	307,926.19



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			
<a href="#">0003110</a>	JESSE JONES FARM TRUST	2,022.50			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/11/2023	2,022.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">BOUNDS BOND PAYMENT JAN</a>	BOUNDS SPRAY SITE BOND	01/11/2023	01/11/2023	0.00	2,022.50

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	2,022.50
Packet Totals:		1	1	0.00	2,022.50