



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, November 27, 2023

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

6:00 PM WORK SESSION – Council Chambers
Discussion Re: Town of Berlin Employee Step and Grade System

7:30 PM CALL TO ORDER, REGULAR SESSION – Council Chambers

- 1. 7:35 PM CONSENT AGENDA:**
 - a) Approval of Minutes for:
 1. Closed Session of 11.13.23
 2. Regular Session of 11.13.23
- 2. 7:40 PM PRESENTATION:** BEACON Strategic Plan Phase I Review – BEACON Director John Hickman
- 3. 8:00 PM ITEM(S) FOR APPROVAL:**
 - a) Motion 2023-53: Approve Phase II of BEACON Strategic Plan – Mayor Zack Tyndall
 - b) Motion 2023-58: Acknowledging request of Local Development Committee (LDC) to Phase Out Planned Use of Casino Funds for LEOPS – Mayor Zack Tyndall
 - c) Motion 2023-59: Approval of Date Changes to 2024 Town Event Schedule – Economic & Community Development Director Ivy Wells
- 4. 8:15 PM ANNOUNCEMENT:** Poll Vote Results of Mayor and Council Approving Contractor for Seahawk Road Striping Project – Town Administrator Mary Bohlen & Public Works Director Jimmy Charles
- 5. 8:20 PM REPORTS:** Town Administrator's Report, Departmental Reports
- 6. 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.
- 7. 8:40 PM COMMENTS FROM THE COUNCIL**
- 8. 8:50 PM COMMENTS FROM THE MAYOR**
- 9. 8:55 PM COMMENTS FROM THE PRESS**
- 10. 9:00 PM ADJOURNMENT**

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on www.berlinmd.gov, 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.



CLOSED SESSION
MAYOR AND COUNCIL OF BERLIN MARYLAND
Monday, November 13, 2023

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

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Water Resources Director Jamey Latchum

Absent: Councilmember Jay Knerr

Others present: via Teams – Gale Pearson and Zachary Bland representing Nachawati Law Group, PLLC and Kane Law Group

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

(7) To consult with counsel to obtain legal advice on a legal matter; and

(8) To consult with staff, consultants, or other individuals about pending or potential litigation.

a. Discussion item: PFAS (perfluoroalkyl or polyfluoroalkyl substances) Class Action Lawsuit

The motion and vote to go into Closed Session were streamed live via Facebook beginning approximately at 6:00 PM. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. Councilmember Orris moved to go into Closed Session and Councilmember Burrell seconded and approval was unanimous. Mayor Tyndall noted that he had neglected to request public comment prior to the motion to close and did so at that time. Hearing none, he requested a repeat of the motion to close. Councilmember Orris so moved, Councilmember Burrell seconded and approval was unanimous. The Mayor and Council, as well as Ms. Bohlen, Mr. Gaskill, and Mr. Latchum moved from the Council Chambers to the Conference Room immediately following adjournment of the Regular Session.

Joining the meeting remotely via Teams were representatives of the legal firms as identified above.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
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Following a motion by Councilmember Nichols, seconded by Councilmember Orris, the Meeting adjourned at approximately 7:08 PM.

Respectfully Submitted,



Mary T. Bohlen
Town Administrator

Attachment: Closed Session Summary of November 13, 2023



Closed Session Summary

To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: November 13, 2023, 6:00 PM
- b. Place (location) of closed session: Vote to Close (live on Facebook); Mayor and Council Chambers; Meeting: Conference Room
- c. Purpose of the closed session: Discussion re: PFAS (perfluoroalkyl or polyfluoroalkyl substances) Class Action Lawsuit
- d. Date and time that we will return to public meeting: Monday, November 13, 2023, 7:00 PM

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

- a. Motion to close meeting made by: Orris
- b. Seconded by: Burrell
- c. Members voting in favor: Green, Nichols
- d. Members opposed: none
- e. Members abstaining: none
- f. Members absent: Knerr

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Article § 3-305(b) (7) To consult with counsel to obtain legal advice on a legal matter; (8) To consult with staff, consultants, or other individuals about pending or potential litigation.

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

Topic description	Persons present for discussion	Action taken/each recorded vote
PFAS Class Action Lawsuit	Mayor Tyndall, VP Burrell, Council Green, Nichols, Orris; Town Admin. Bohlen; Town Attorney Gaskill; Water Resources Dir Latchum; Via Teams: from Attorney's office Gale Pearson, Zachary Bland	Present Attorney's agreement for approval during Regular Session immediately following

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

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



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, November 13, 2023

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

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

Absent: Councilmember Jay Knerr

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

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 7:10 PM.

1. Consent Agenda:

A) Approval of Minutes for:

1. Regular Session of 10.23.23
2. Closed Session of 10.23.23
3. Special Open Session of 11.02.23

On the motion of Councilmember Orris, second by Councilmember Nichols, the Consent Agenda was approved by the following vote:

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

2. Presentation: Citation – Years of Service Award, Kate Patton

Mayor Tyndall introduced Ms. Kate Patton, Executive Director of the Lower Shore Land Trust organization. He announced that Ms. Patton would be retiring from her position after serving eighteen years in her role as Executive Director and thanked her for her service to

the community and partnership with the Town of Berlin. Ms. Patton shared that she greatly appreciates the partnership with the Town, but acknowledged they have many projects left to accomplish including making the town more walkable and protecting the area's waterways. She said she hopes to continue being helpful in other ways despite her retirement.

3. Item(s) For Approval:

a) Motion 2023-53: Approve Phase II of BEACON Strategic Plan

Mayor Tyndall explained that Phase One of the BEACON Strategic Plan project is near completion and the motion being presented is to seek the Council's approval to move on to Phase Two. He said Mr. John Hickman and his team would be presenting the results of Phase I at the second Council meeting in November or the first meeting in December. Mayor Tyndall emphasized they do not want to preclude the BEACON team from continuing to move forward with the study to ensure the project remains on track.

Councilmember Green asked if the town was pleased with the result of the number of community surveys collected as part of the first process; Town Administrator Mary Bohlen stated that Mr. Hickman had indicated he felt the number of surveys received was on par with his experience; she clarified that one hundred ten surveys had been collected. Councilmember Orris said he felt it would make more sense to have the BEACON team present their findings from the Phase One portion of the study before moving on to Phase Two. Mayor Tyndall noted that they can table the motion and move it to the next meeting agenda.

On the motion of Vice President Burrell, second by Councilmember Orris, motion to table Motion 2023-53: Approve Phase II of BEACON Strategic Plan was approved by the following vote:

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

b) Motion 2023-54: Approval of Agreement for Legal Representation in Class-Action Lawsuit Regarding PFAS Contaminants

Mayor Tyndall reported the Mayor and Council met in Closed Session prior to the Regular Session meeting regarding Perfluoroalkyl or Polyfluoroalkyl Substances (PFAS) with outside legal counsel. He explained current water testing that has been done in town has revealed PFAS results that are below four parts per trillion which is the

threshold determined by the Maryland Department of Environment. He emphasized the chemicals detected in the water are not a result of anything the town has done and are the result of outside factors, adding that the matter is not limited to the town of Berlin and is in fact affecting municipalities and cities across the County. He stated the Mayor and Council as well as town staff remain vigilant in testing which occurs every six months. Consequently, Mayor Tyndall confirmed the town of Berlin has decided to remain in a class action lawsuit against 3M Company and DuPont Industries.

Water Resources Director Jamey Latchum acknowledged that water changes daily which is why they test it regularly. He said that the PFAS and Perfluorooctanoic Acid (PFOA) testing results including all supplements that go with it can be found on the town's Consumer Confidence Reports (CCR). Mr. Latchum continued by saying the town is required to advertise the report in the newspaper but said it can also be found online and at the library.

Town Attorney David Gaskill explained the town is automatically included in the class action lawsuit because it has a community water system that serves more than 3,300 people. He clarified that the town was approached by Nachawati Law Group which is part of the plaintiff's counsel in the lawsuit against 3M Company and DuPont Industries. Mr. Gaskill explained the motion presented would allow the town to enter into a retainer agreement with Nachawati Law Group to represent the town of Berlin in the class action.

On the motion of Councilmember Orris, second by Councilmember Green, Motion 2023-54: Approval of Agreement for Legal Representation in Class-Action Lawsuit regarding PFAS Contaminants was approved by the following vote:

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

- c) Motion 2023-48: West Street Roadway Reconstruction and Utility Upgrades
Davis, Bowen, and Friedel, Inc. Senior Engineer Josh Taylor and EA Engineering Senior Engineer Steven LeMasters were present at the meeting to discuss the West Street Roadway project. Mr. Taylor explained that the project is multidimensional and involves roadway and pedestrian improvements, potential bikeway improvements, storm drainage and management, water and sewer improvements, as well as the possibility of extending the work to a small portion of Buckingham Lane at the end of West Street. He

clarified that the original proposal was modified after consulting with EA Engineering and town staff, which now includes the additional designs. Despite the modifications, Mr. Taylor confirmed the design phase of the project remains under the budgeted amount of \$100,000.

Councilmember Orris asked to confirm that the water flow down West Street goes into Bottle Branch; Mr. Taylor confirmed. Councilmember Orris asked if there were any other significant possibilities for stormwater flow in the areas of Westminster Drive and Abbey Lane; Mr. Taylor answered that he did not have any other possibilities to propose, however, he said that DBF will be sharing any survey data on West Street with EA Engineering so that they can utilize the information as they see fit for any potential improvements with Westminster Drive and Abbey Lane. Ms. Bohlen clarified that all money currently available for Westminster and Abbey is for design only and not for actual construction. Councilmember Orris asked to confirm that no stormwater from West Streets flows out at the bottom of Evans Road; Mr. Taylor responded by saying everything included in the scope of the project flows to Bottle Branch. Councilmember Orris asked if State Highway would be contacted to coordinate a plan as to what would effectively happen at Route 113; Mr. Taylor said they would use environmental safety design devices to help collect the water and hold it long enough to effectively flow downstream.

Mr. LeMaster stated the town's stormwater ordinance requires stormwater management attenuation for an increase in the pervious areas. He acknowledged there is a concern for the flows into Bottle Branch and the cross-section of Route 113, which he said is something they will continue to monitor. Mr. LeMasters continued by saying there may be more longer-term planning projects they will consider in the area to help the overall watershed, however, he said they are currently only looking at the requirements for the West Street project.

Vice President Burrell asked if the project would address the standing water concerns shared by the residents of West Street; Mr. Taylor answered it would. Councilmember Orris asked if EA Engineering would be spearheading the Westminster and Abbey design; Mr. LeMasters confirmed. He said there is no controlling device for stormwater in the area of Westminster and Abbey, adding the goal is to add a device that will slowly release the water downstream.

On the motion of Councilmember Nichols, second by Councilmember Orris, Motion 2023-48: West Street Roadway Reconstruction and Utility Upgrades Design Phase was approved by the following vote:

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

Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr					X
<i>Voting Tally</i>	4				1

d) Motion 2023-55: Approval of RFP 2023-10 Heron Park Demolition

Mr. Andrew Welch, DBF Engineering, Inc. Senior Structural Engineer was present to discuss the development of the Heron Park Demolition Request for Proposal (RFP). He explained that they have developed plans for demolition after completing an extensive assessment of the buildings as well as reconnaissance efforts to complete a measure site survey, topographic survey, and additional property line location review. He said they are proposing a partial demolition, which includes plans that outline how to safely protect and close off portions of the building that will remain. Mr. Welch continued by saying they have tailored the bid form with a base bid and included alternates, adding it will give the town the opportunity to assign and select the base bid and possibly add alternates to maximize the usage of the \$500,000 Demolition Grant the town was awarded.

Mr. Welch referred to the map of the building included in the meeting packet and explained the building structures were assigned a number between one and eight with one indicating the structure considered to be in the worst condition. He said areas one and two are located in the middle of the building and have already partially collapsed; Mr. Welch confirmed they have slated areas one and two for demolition as part of the base bid along with the removal of debris and cleanup of the site toward the west side of the project. He continued by saying area three would be listed as a bid alternate as there are portions of the building also in poor condition and have partially collapsed; he added the remainder of the building, specifically areas four through eight are in fairly robust condition and will be listed as bid alternates.

Councilmember Green asked if the areas listed in the base bid would be addressed by using a majority of the demolition grant funds; he said he questions if the town should pursue the demolition of areas one, two, and three at the same time. Mr. Welch responded by saying he believes the town should tackle areas one, two, and three, however, he said they may want to negotiate with the low bidder as to partial demolition or reconstruction and/or reinforcement of area three should grant monies not be available. He stated that he spoke with contractors and was provided with estimated deconstruction costs which range from \$10 to \$15 per square foot; he said it is his opinion that monies are available for areas one, two, and three but is uncertain if additional funds would remain for the other areas.

Mayor Tyndall acknowledged that the proposed bid document is structured in a way that would allow them to use any unused grant money to ensure the remaining parts of the buildings are more capable of being repurposed commercially. Councilmember Nichols shared that she supports the way the bid document was designed.

Ms. Bohlen asked to confirm the timeline on the RFP should it be approved; Mr. Welch said he believes four weeks is sufficient for the bidding process to go forward, adding that he does not believe contractors will take very long to bid. He continued by saying he anticipates it may potentially take eight weeks before a bid is approved and an additional ninety days after to complete the work.

On the motion of Vice President Burrell, second by Councilmember Nichols, Motion 2023-56: Approval of RFP 2023-10 Heron Park Demolition was approved by the following vote:

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

e) Motion 2023-56: Approval of Award for RFP 2023-09: Broad Street Pump Lift Station Replacement

Water Resources Director Jamey Latchum reported four bids were received for the Broad Street Lift Station Replacement project. Following a review of the bids by DBF Engineering, he said a recommendation is being made to award RFP 2023-09 to Hopkins Construction for \$978,030. Mr. Latchum confirmed the bid total is slightly below the \$1 million budgeted for the project.

On the motion of Councilmember Orris, second by Councilmember Green, Motion 2023-56: Approval of Award of RFP 2023-09 Broad Street Pump Station Replacement was approved by the following vote:

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

- f) Motion 2023-57: Amendments to Employee Handbook, Sections Three & Appendices
Human Resources Director Kelsey Jensen explained that many of the changes made to the sections were of a legal nature and reviewed by Town Attorney David Gaskill and the town's Local Government Insurance Trust (LGIT) Attorney Matt Peter. She said she also consulted with neighboring municipalities, including the town of Ocean City and Worcester County, to learn more about how they addressed certain issues noted in section three, and feels they have made the appropriate adjustments.

A discussion followed which included questions from the members of Council seeking clarity regarding several of the proposed changes. Ms. Jensen reminded the Council that many of the changes were guidelines already in place but needed more formalization. Vice President Burrell referred to Section 3.01 General Employee Work Practices and asked how improper attire or inappropriate personal appearance is determined; Ms. Jensen answered that Section One of the handbook addresses employee responsibilities, adding one of which is improper or offensive attire. She said she is of the belief that the Department Head would bring the violation to her or Ms. Bohlen's attention. Ms. Bohlen acknowledged that it can be difficult to define, but it would likely be a judgment call that can be appealed. Vice President Burrell said it would be in the town's best interest to further clarify the matter in the handbook.

On the motion of Councilmember Orris, second by Vice President Burrell, Motion 2023-57: Amendments to Employee Handbook, Sections Three and Appendices was approved by the following vote:

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

- g) Resolution 2023-04: Fee Schedule Revision

Ms. Bohlen explained there are several fees the town charges that have not been reviewed in many years. She said they are unclear when some fees were last evaluated, however, fees associated with the Planning Department were known to have been set by Resolution in 2011. Where the last update was unknown, 2013 was used as the base year. She said they used a website, www.in2013dollars.com, to calculate the rate of inflation for a given period of time to help determine whether a new fee was necessary. Ms. Bohlen shared it is important to note that the fees and costs being proposed are only paid by the person who is using the service or applying for the permit; she clarified that the fees and costs are not passed along to the general taxpayer.

Councilmember Orris asked for more information concerning the verbiage noted under Impact Fees which states that Impact Fees are set by the Town Code and an increase is recommended. Ms. Bohlen answered that establishing actual dollar figures in the Town Code was a mistake and should not have been done. She continued by saying she would like to bring back an ordinance or ordinances that would remove those sections of the Code, eliminate the actual named dollar amount, and change it to review by the Mayor and Council, adding that the Ordinance presented to amend those sections of Code would allow for that going forward. Councilmember Orris asked to revisit the possibility of including in the impact fee an allocation for the Fire and EMS as suggested by the Berlin Fire Company during a recent Work Session meeting. In addition, he asked if a regular review of fees could occur more frequently and recommended that there be a review every three years; Ms. Bohlen acknowledged the timeline for review would be possible.

Councilmember Green asked Planning Director David Engelhart how many long-term rental licenses the town currently has; Mr. Engelhart answered that he would estimate roughly fifty rentals. Councilmember Green shared that he feels the long-term rental license fee is too low and proposed an increase; he suggested increasing the fee from \$10 to \$50. Mr. Engelhart agreed that an increase was necessary and said he believed \$50 was more than fair. Councilmember Green asked if the proposed fees would go into effect on the first of the calendar year; Ms. Bohlen confirmed.

Mayor Tyndall asked if there was any way to incorporate parking into the fee schedule should an owner of a property rental not be able to accommodate the parking that is needed on-site. Mr. Engelhart said it was possible but added that it would depend on the parking lots or streets for which a fee would be implemented. He continued by saying he believes the notion of the ordinance outlined in the Town Code that any money collected as part of a parking fee is to go into a fund devoted to parking and used for the development of more parking lots or a parking garage.

Mr. Engelhart offered an additional option and proposed raising the Impact Fee overall. He said a portion of the fee could be devoted to parking, however, Town Attorney David Gaskill questioned whether it would be permissible by law to do so. Following further discussion, Ms. Bohlen acknowledged that more work needed to be done on the topic and said it may be in the best interest of the town to consider bringing in professionals to assist with the undertaking.

Vice President Burrell asked how many commercial dumpsters the town has; Public Works Director Jimmy Charles said the town has 5-four-yard dumpsters and 4-six-yard dumpsters. Vice President Burrell asked if the proposed fee would be billed quarterly; Mr. Charles confirmed. He stated the town collects roughly ninety commercial cans per week along with the dumpsters and believes the town is undercharging for the service. Vice President Burrell asked what it would take to adjust the fees; Mayor Tyndall answered the

fee would have to be increased from \$95 to \$125 for each container per quarter. Ms. Bohlen agreed the town is significantly undercharging when compared to what a private hauler would charge. She said the town should not be competing with private businesses and must consider raising the fee to what private haulers charge or higher, or stop collecting commercial trash. Mr. Charles stated the hope is to get out of the dumpster business because the town cannot afford to continue providing the service.

Mayor Tyndall asked for consensus from the Council on whether the town can effectively start to make it known the town would like to exit the four- and six-yard dumpster business on July 1, 2024. Councilmember Nichols agreed and said any new business owner can be made aware that a dumpster will not be provided by the town. Mr. Charles asked for clarification regarding whether fees for dumpster service will be raised; Councilmember Orris said he does not believe prices should be raised before ending the service. Vice President Burrell recommended the town keep the price of the dumpsters as is given that the service will end June 30, 2024, and suggested they revisit the price of the waste wheeler cans. After a lengthy conversation, the Council came to a consensus to increase the fee for waste wheeler trash pickup for commercial collection to \$150 per quarter per can.

Charging for additional cans for residential collection was also considered. It was noted that the Town does currently charge a one-time fee for an additional can upon request but does not charge for any residential collection. It was also noted that charging for residential collection under any circumstance would need to be a Code amendment.

Prior to approving Resolution 2023-04, Councilmember Orris clarified the changes to be made. He said the Long-Term Rental License fee will increase to \$75, the service fee for waste wheeler commercial trash pickup will increase to \$150 per quarter per wheeler, and Commercial Dumpster Pickup will be discontinued as of June 30, 2024, adding that no changes will be made to the fee prior to discontinuing the service. Lastly, he stated that staff will continue to work on the Impact Fee review as well as the possibility of incorporating an emergency services fee and parking fee into the rate.

On the motion of Councilmember Orris, second by Vice President Burrell, Resolution 2023-04 was approved by the following vote:

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

<i>Voting Tally</i>	4				1
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4. Discussion: Town of Berlin Employee Step and Grade System

Ms. Jensen shared that several variations of a Step and Grade system have been proposed, however, she said she is suggesting that a Work Session be scheduled later to further discuss the development of a system in more detail. Councilmember Orris said he is in favor of a Work Session and would like to revisit the incremental increases per step as noted in Ms. Jensen's report. He said he was more familiar with a system by which the incremental increases plateau as an employee moved higher along the grade scale, but he pointed out that Ms. Jensen's report noted a 2.5% increase between steps. Ms. Jensen noted that her model was simply a starting point and that increases could be set at whatever rate the Council deemed appropriate.

Councilmember Green said he is in favor of including more grades, adding he feels the creation of a Step and Grade system is a step in the right direction. He acknowledged the Council is trying to correct a mistake from the past in which there were some shortsighted decisions made that flat-funded employees for a period of a few years. Vice President Burrell stated there needs to be a commitment to whatever system they adopt, adding the town needs to show a commitment to its employees for the service they provide to residents.

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

Ms. Bohlen reported they continue to work on getting quotes for striping on Seahawk Road; she said she hopes to move the project along quickly and anticipates that she will be sending an email to the Council for a poll vote over the next week. Councilmember Nichols asked if there was a possibility the County could assist with funding; Ms. Bohlen answered that they are pursuing partners for the project.

Mr. Latchum made the Council aware that January 2, 2024, will be the start date for the Smart Meter Replacement project. He said the Phase II portion of the Stormwater Replacement project began on Pine Street, Franklin Avenue, and Nelson Street and reported that they have already come into a few problems they are trying to work through. Mr. Latchum stated that water service in the area may be interrupted due to valve installation and anticipates having to work some night shifts as a result. Vice President Burrell asked if the water service would be shut off all night; Mr. Latchum said he would expect it to be off between the hours of 9 PM and 2 or 3 AM. Vice President Burrell asked when residents of the area will be notified of the shut-off; Mr. Latchum stated his rule of thumb is to provide notification seventy-two hours prior but said they will give at least forty-eight hours' notice.

6. Comments from the Public

Ms. Marie Velong of West Street thanked Mr. Latchum and the Water Resources Department for the work they did on West Street to replace a very aging valve. She said the roads and infrastructure have been ignored for a long time and believes improvements should be a priority for the Council. She said she was unclear about the purpose of a Strategic Plan and

asked for more information; Mayor Tyndall explained the development of a plan is to help determine a strategic direction for the entire town. He said the purpose of it is to identify the town's priorities, lay out a plan, and further articulate where the money is spent in relation to the strategic initiatives. Ms. Velong shared that she does not understand why town fees do not take time, labor, and the cost of gas into consideration. She suggested that a parking fee be referred to as a parking usage fee, adding that commercial parking is based on a building's square footage which can be factored into the fee.

Ms. Mary Hedlesky of Westminster Drive thanked Electric Utility Director Tim Lawrence for the electrical plant tours he provides to Berlin Intermediate School students.

7. Comments from the Council

Vice President Burrell shared that his original surgery date was postponed, but he still anticipates having the surgery and will be away from the Council for a long period of time.

Councilmember Nichols said one thing she took away from the meeting was that it has been a long time since any major changes have happened; she said she hopes people understand that it will have an impact on discussions Council will have come budget season.

Councilmember Orris asked if there was an update on the Geographic Information System (GIS) mapping project; Mayor Tyndall said an agreement is in place for the town to move forward, however, he said the Eastern Shore Region GIS Cooperative has undergone some personnel changes and the project needs to be revisited. Councilmember Orris asked if any response had been received since uploading the drainage maps to the town website; Ms. Bohlen answered that she had not received any feedback. He asked if there was a program available that would allow interns to assist the Planning Department with their administrative duties. Mayor Tyndall said a pathway exists that allows anyone interested to apply for an internship on the town website, adding that a person can specify they would like it to be in the Planning and Zoning Department. Councilmember Orris asked to confirm the normal Customer Service office hours; Ms. Bohlen confirmed the office is open 8 AM to 4 PM.

Councilmember Green thanked all town employees for their work during the Truck and Treat event at Stephen Decatur Park. Although Halloween is not a town event, he said it is amazing to see what the community puts together; he said the town of Berlin should be very proud of what they do. He thanked the town resources that helped with the Build Buckingham Walk.

Vice President Burrell asked if nonprofits in town pay for trash collection; Mr. Charles answered that churches and the Fire Company are exempt from paying the fee under the Town Code.

8. Comments from the Mayor

Mayor Tyndall thanked all those involved with the Touch a Truck event at Worcester Preparatory School. He said his wife created a coloring book to distribute at the event for Municipal Government Works Month and many of the town departments were featured in it. He acknowledged November 13th through November 17th was American Education Week and thanked everyone who works in a school system for the work they do. Mayor Tyndall said Operation Greenlight was held from November 6th through November 12th which is an initiative that shines light on the needs and resources available to veterans. He thanked Mr. Lawrence and the Electric Department for adding green lights throughout town. Lastly, he reported that the town Christmas Tree is scheduled to arrive on November 14th at 3 PM, adding the parade route will end at the Atlantic Hotel.

9. Comments from the Press

Ms. Cindy Hoffman with the Bayside Gazette asked if the town was currently involved in litigation concerning the PFAS class-action lawsuit; Mr. Gaskill said the class action was filed in South Carolina and every government, state, municipality in the County that has a water system which serves more than 3,300 people was named a plaintiff. He said the town of Berlin opted to engage with the firms to represent the town's interests on the matter. Ms. Hoffman asked if there was a cost for representation; Mr. Gaskill said there was a standard contingency fee arrangement in place in which the lawyers would not get paid unless money was awarded in the outcome of the case. He confirmed the town was not responsible for any out-of-pocket costs.

10. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 9:49 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>	4				1

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant



Progress Report Strategic Planning for the Town of Berlin - Phase One

Report to Mayor and Council

November 20, 2023

Presented November 27, 2023

BEACON has completed all of the steps in Phase 1 with this report.

The first step in Phase 1 was meeting with the client to develop broad goals for the Town of Berlin's strategic plan. BEACON has held multiple meetings and emails with the Town of Berlin staff and Mayor between September 15th 2023 and November 16th 2023 to design and review the survey, the collection process, committee makeup, and to schedule meetings.

BEACON aimed to gather residents' perspectives on the strengths, weaknesses, opportunities, and threats of the Town of Berlin before initiating discussions with stakeholders for strategic planning. While developing the survey, the decision was made to include input from stakeholder group members. However, to avoid redundancy and potential duplicate information from individuals, BEACON opted to create a single survey to ensure that feedback from a town resident would not be duplicated.

The survey contained questions that allowed for the Town of Berlin's residents to give input that will help shape the Town of Berlin's strategic plan and the opportunity to share what they believe the town's strengths, weaknesses, opportunities, and threats are. BEACON created a rough draft and several revision drafts of the community stakeholder survey after receiving

feedback from the Town of Berlin. Once BEACON created a final draft of the survey, it was sent to the Town of Berlin for distribution. The Town of Berlin included the link to the online version of the survey in all of the electric and water bills that they sent to town residents in October, 2023. Results were collected until November 1, 2023. (Note, BEACON has received some additional paper surveys on November 20, which will be tabulated.) In addition to the online survey BEACON also produced a paper version, which was made accessible at the town hall. In total, we received 111 survey responses from Berlin residents 47 of which were completed electronically and 64 of which were completed on paper. BEACON discussed promoting the survey widely via press releases, but because the focus was solely on residents and business owners, it was decided to only direct the link and paper survey to a known list of residents.

The survey consisted of nine questions directed towards both residents and business owners. Below are the questions along with the overarching themes derived from the responses we collected.

1. How would you describe yourself? (Select only one.)

- 95.5% of respondents are residents in the town of Berlin.
- 18.01 % of respondents are Berlin business owners, most of which are Berlin residents.

2. What values do you believe are most important to the town of Berlin? (Select up to three.)

- 71.17% of respondents said that safety is the value that is most important to them.

- 56.67% of respondents said that tradition is the value that is most important to them.
 - 49.55% of respondents said that sustainability is the value that is most important to them.
3. How satisfied are you with the quality of life in Berlin?
- 90.82% of respondents are either satisfied or very satisfied.
 - Only 9.17% of respondents are not satisfied.
4. Are there any specific community services or facilities that you feel are lacking?
(Select up to three.)
- 60.36% of respondents chose recreational facilities.
 - 32.43% of respondents chose affordable housing.
 - 27.93% of respondents chose other and specified what they felt is lacking.
5. How well do you think the local government involves residents in decision-making processes?
- 63.26% of respondents feel that residents are either adequately involved or more than adequately involved.
 - 36.73% of respondents feel that residents are not adequately involved.
6. What do you believe are Berlin's top strengths?
- #1 most mentioned strength: Small town charm
 - #2 most mentioned strength: Community involvement
 - #3 most mentioned strength: Safety
7. What main challenges or threats does Berlin face? (for example: environment, economic, social, other)

- #1 most mentioned challenge or threat: Overdevelopment
 - #2 most mentioned challenge or threat: Affordable housing
 - #3 most mentioned challenge or threat: Stormwater issues
8. What opportunities should Berlin pursue to enhance the town's growth and improvement?
- There were a lot of different opportunities that were suggested and there wasn't one opportunity that was mentioned a lot of times in comparison to the other opportunities suggested.
 - The opportunity with the most mentions was parking.
 - The following opportunities each had several mentions: affordable housing and biking trails, repurposing the chicken plant, state park and green spaces, bike path and rail with a trail, fiscal responsibility and town foundation, balance between growth and preservation, and use of Heron park.
9. What specific goals should the town prioritize in its strategic planning?
- #1 most mentioned goal: Environmental Conservation
 - Tied for #2 most mentioned goal: Historic Preservation and Fiscal Responsibility
 - #4 most mentioned goal: Infrastructure and Services

Following the creation of the survey for the residents of the Town of Berlin, BEACON compiled a set of key informant questions. These questions were designed to gather insights from town council members and Worcester County commissioners who represent Berlin. The aim was to understand their perspectives on the strengths, weaknesses, opportunities, and threats of the Town of Berlin, as well as their goals and concerns related to the town. BEACON held key

informant telephone interviews with every Berlin councilmember and 2 of the 3 Worcester County commissioners. BEACON completed these key informant interviews between October 23rd and November 8th. The key informant question list that BEACON developed asked eight questions. The questions and the overall themes that BEACON pulled from each question based on the responses that they received are listed below.

1. In your opinion, what are the Town of Berlin's strengths?

- Responding to the needs of residents and providing excellent customer service to residents and businesses.
- The upkeep of downtown makes it clean and amazing.
- Having multiple unique events throughout the year.
- The sense of community is desirable, the community is tight and strong-knit.
- Charming and small-town feel.
- The town is safe and the crime rate is low.
- The town has a historical appreciation and the residential population is active and interested in preserving the past.
- Providing open communication with community leaders and having a transparent municipality.

2. In your opinion, what are the Town of Berlin's weaknesses?

- Aging underground infrastructure and larger town wide issues such as storm water management.
- Having a vision for the future and long-term planning.
- Cost of living.
- Affordable housing.

- Parking shortage.
3. In your opinion, are there opportunities that the Town of Berlin should pursue, and if so, what are these opportunities?
- Seeking out and applying for grant funding.
 - Growth, for example building single family dwellings and allowing the private sector to invest in properties owned by the town.
 - Building and strengthening relationships with the community as a whole.
 - Implementing a food tax to create a parking fund to acquire private property.
4. In your opinion, are there threats that the Town of Berlin should be aware of, and if so, what are these threats?
- Mounting development pressures and increased development.
 - Unbalanced growth, expanding the town too quickly, and residential overdevelopment.
 - Aging infrastructure.
 - Tax rate increasing to pay for services and equipment. Must be aware of the tax base.
5. Are there any initiatives that the Town of Berlin is working on that are important to you, and if so, what are these initiatives?
- A. Are there any initiatives that the Town of Berlin should be working on that are important to you, and if so what are these initiatives?
- The community center project.
 - The plan for Heron Park including building a skateboard park.

- Stormwater management review and projects to help stop and mitigate flooding.
 - Adding sidewalks to roads in key growing business districts.
 - Should be working on getting funding to improve infrastructure.
 - Should be working on securing equitable funding for the fire department.
6. In your opinion, are there any challenges that the Town of Berlin is currently facing, and if so, what are these challenges?
- Growth. Managing town growth carefully and slowly, but making sure the town grows because the inner town is bursting at the seams
 - Tax revenue and rate. Looking at the current tax rate and the needs of the town, keeping an eye on the tax rate.
 - Continue to provide the necessary services for residents and finding a balance between government spending and what the community wants, making sure we are being fiscally responsible.
 - Improving infrastructure.

A. If you believe that the Town of Berlin is currently facing challenges, what do you believe the Town of Berlin should do to overcome these challenges?

- Identify, recognize, and deal with challenges as they come up.
- Bring residents together when discussing challenges.
- Bring in people that know how to solve the challenge and that can mean seeking assistance from State and Federal agencies.
- Creating a strong strategic action plan.
- Reassessing expenses.

7. Are there any challenges that you believe the Town of Berlin will be faced with in the future, and if so, what are these challenges?

- Growth and growth pressures.
- Correcting storm water and flood management issues and improving infrastructure.
- Not enough parking: Needs to be possible to find a parking spot within walking distance of the downtown, might need to build a parking garage, need more parking signs.

A. If you believe that the Town of Berlin will be faced with challenges in the future, is there anything that the Town of Berlin can do now to avoid having to face these future challenges?

- Identify potential issues and challenges.
- Create and develop strategic action plans.
- Need to properly plan and can't stop planning.
- Fix infrastructure.
- Looking for other sources to offset costs for upgrades and changes like accessing state grants.
- Expanding the parking fund program.

B. If you believe that the Town of Berlin will be faced with challenges in the future, what do you believe the Town of Berlin should do to overcome these challenges?

- Bring the community together as a whole to identify future challenges.

- The community needs to work together as a whole to see what can be done now to solve challenges and to develop action plans.
8. Is there anything you would like to add to the discussion or is there something we did not ask that we should?
- No, can't think of anything, covered everything.
 - Berlin is a special place, we are a tourist destination with a valuable culture.
 - Must preserve historical roots and use history to bring people together.
 - Must be progressive with our approach to town matters and we must make sure all racial and ethnic communities are on one accord and that we bring all people together.
 - The largest financial issue facing the town is a very large aesthetically displeasing abandoned chicken plant. There are solutions that will eliminate large budgetary issues in the future and allow the town to stabilize tax increases. This piece of dilapidated property can be revitalized for the future of the town.

BEACON tabulated the information received responses from the community and stakeholder survey and key informant interviews with town councilmembers and county commissioners. With this information, BEACON organized an introductory Strategic Planning Stakeholders' Committee meeting session where department leaders and community members would provide feedback on the Town of Berlin's strengths, weaknesses, opportunities, and threats.

On November 6, 2023, an introductory session with the Strategic Planning Stakeholders' Committee for the Town of Berlin convened with a total attendance of 16

participants. Among those present were stakeholders representing Atlantic General Hospital, the Board of Education, Berlin Police Department, Tourism, and various town employees. Unfortunately, several individuals were unable to attend due to prior commitments or last-minute conflicts. BEACON determined who would be invited to the stakeholder meeting by using a list of potential invitees that the Town of Berlin shared with BEACON. The primary objective of the meeting was to initiate the strategic planning process and clarify the course and purpose of the upcoming Town of Berlin strategic planning sessions. The session allowed the collection of Strengths, Weaknesses, Opportunities, and Threats of the organization from Town Department heads.

Key elements covered during the session included the analysis of preliminary findings from the community stakeholder survey and the initial outcomes of the SWOT analysis. During the introductory session, participants discussed their current community values, updated their community values statement to include pillars, created two examples for a vision statement, and listed what they believe the town's strengths, weaknesses, opportunities, and threats are. The updated community values statement with pillars examples are as follows:

- **Vibrancy:**
 - Pillar: A Place to Do Business - Fostering a business-friendly environment for entrepreneurship and economic growth.
 - Pillar: Embracing growth and future-oriented - Fostering growth, innovation, and preparation for the town's future.

- **Heritage:**
 - Pillar: Historic Preservation Honoring and preserving the rich cultural heritage and architecture of Berlin.
- **Resiliency:**
 - Pillar: Financially Sustainable - Ensuring responsible stewardship for a stable and secure financial foundation.
- **Cultural Enrichment:**
 - Pillar: Arts / Entertainment / Esthetic - Creating a vibrant cultural scene for residents and visitors to enjoy.
- **Inclusivity:**
 - Pillar: Welcoming – Embracing diversity and promoting a welcoming community for all.
 - Pillar: Friendly - Cultivating a culture of friendliness and strong community connections.
- **Well- Being:**
 - Pillar: Committed to Wellness / Culture of Wellness - Prioritizing the health and well-being of our residents.

These are the two examples of vision statements that the participants created:

1. At the heart of the Town of Berlin lies our unwavering commitment to fostering a community that embodies a clean, safe, enjoyable, and affordable environment for

residents, workers, and visitors alike. We envision a town where these core values serve as the foundation for a vibrant and thriving community, creating a harmonious balance between tradition and progress.

2. In the Town of Berlin, we are dedicated to creating a community that is clean, safe, fun, and affordable for everyone who lives, works, or visits here. We want our town to be a lively and thriving place where these important values form the basis for a balanced mix of tradition and progress.

The following are what the participants believe are the strengths, weaknesses, opportunities, and threats of the Town of Berlin:

Strengths:

- Cultural and historical heritage
- Diversity of people
- Access to businesses and services.
- Environmentally friendly (green spaces and healthy living)
- Proximity to major highways
- Safe
- Community events / engagement
- Diverse and vibrant business community

Weaknesses:

- Communication
- Infrastructure – Fiber Optic Internet
- Affordable housing
- Disproportional growth
- Limited workforce to fill positions in public services
- Parking
- Event succession planning

Opportunities:

- Infrastructure and Accessibility
- Affordable Housing
- Diversified town events
- Multi-purpose community spaces
- Shuttles / transportation for visitors
- Event succession planning
- Public Art / Murals / Statues

Threats:

- Economic challenges

- Housing / Affordability
- Overdevelopment
- Behavioral health and provider access
- Inappropriate growth
- Ability to maintain workforce
- Access to event / recreation for all ages

BEACON has completed the elements set forth in Phase 1. This report, which summarizes the data that has been collected, will be presented at the November 27, 2023 council Meeting and will allow for questions and clarification by the Town Council and Mayor.

To ensure that the project stays on schedule, BEACON has begun preliminary scheduling for elements of Phase two. BEACON has arranged for tentative meetings to complete the initial steps in Phase two of this strategic planning process. These meetings include a listings session tentatively scheduled for December 4, 2023, and a Committee session to be held on December 12 or 13, 2023. In the next stakeholder meeting session, BEACON and the Committee will review the summary created in the first stakeholder meeting, and reach consensus on the items included here. BEACON and the Town of Berlin will use these items to develop the initial strategic goals which frame the action steps for the town.

Attachments

- 1 – Power Point Summary of process and survey results
- 2 – Notes from Initial Committee Meeting

On November 6, 2023, an introductory session on the strategic planning process for the Town of Berlin convened with a total attendance of 16 participants. Among those present were stakeholders representing Atlantic General Hospital, the Board of Education, Berlin Police Department, Tourism, and various town employees. Unfortunately, several individuals were unable to attend due to prior commitments or last-minute conflicts.

The primary objective of the meeting was to initiate the strategic planning process and clarify the course and purpose of the upcoming Town of Berlin strategic planning sessions. Key elements covered during the session included the analysis of preliminary findings from the community stakeholder survey and the initial outcomes of the SWOT analysis. Presented below are the preliminary results gathered from the initial discussions and breakout groups conducted during this session.

Current Community Values: The Town of Berlin is committed to being a clean, safe, fun, and affordable place to live, work and visit.

- Discussion was to include pillars of focus areas that are important to Berlin and to expand the values.
- Values mentioned to be included in pillars / focus areas:
 - o A place to do business
 - o Financially sustainable
 - o Historic Preservation
 - o Arts / Entertainment / Esthetic
 - o Welcoming – inclusive, diverse, hospitality
 - o Growing / Moving Forward / Future Oriented
 - o Accessible - Proximity
 - o Friendly
 - o Committed to wellness / Culture of wellness
 - o Clean, safe, fun, and affordable

Examples of updated community values statement with Pillars:

Core Values:

- **Vibrancy:**
 - o Pillar: A Place to Do Business - Fostering a business-friendly environment for entrepreneurship and economic growth.
 - o Pillar: Embracing growth and future-oriented - Fostering growth, innovation, and preparation for the town's future.
- **Heritage:**
 - o Pillar: Historic Preservation Honoring and preserving the rich cultural heritage and architecture of Berlin.
- **Resiliency:**
 - o Pillar: Financially Sustainable - Ensuring responsible stewardship for a stable and secure financial foundation.
- **Cultural Enrichment:**
 - o Pillar: Arts / Entertainment / Esthetic - Creating a vibrant cultural scene for residents and visitors to enjoy.

- **Inclusivity:**
 - Pillar: Welcoming – Embracing diversity and promoting a welcoming community for all.
 - Pillar: Friendly - Cultivating a culture of friendliness and strong community connections.
- **Well- Being:**
 - Pillar: Committed to Wellness / Culture of Wellness - Prioritizing the health and well-being of our residents.

Example of vision statement:

1. At the heart of the Town of Berlin lies our unwavering commitment to fostering a community that embodies a clean, safe, enjoyable, and affordable environment for residents, workers, and visitors alike. We envision a town where these core values serve as the foundation for a vibrant and thriving community, creating a harmonious balance between tradition and progress.
2. In the Town of Berlin, we are dedicated to creating a community that is clean, safe, fun, and affordable for everyone who lives, works, or visits here. We want our town to be a lively and thriving place where these important values form the basis for a balanced mix of tradition and progress.

SWOT Conversation:

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> • Cultural and historical heritage • Diversity of people • Access to businesses and services. • Environmentally friendly (green spaces and healthy living) • Proximity to major highways • Safe • Community events / engagement • Diverse and vibrant business community 	<ul style="list-style-type: none"> • Communication • Infrastructure – Fiber Optic Internet • Affordable housing • Disproportional growth • Limited workforce to fill positions in public services • Parking • Event succession planning
<u>Opportunities</u>	<u>Threats</u>
<ul style="list-style-type: none"> • Infrastructure and Accessibility • Affordable Housing • Diversified town events • Multi-purpose community spaces • Shuttles / transportation for visitors • Event succession planning • Public Art / Murals / Statues 	<ul style="list-style-type: none"> • Economic challenges • Housing / Affordability • Overdevelopment • Behavioral health and provider access • Inappropriate growth • Ability to maintain workforce • Access to event / recreation for all ages

In the next session we will review this summary, and reach consensus on the items included here. We will use these items to develop the initial strategic goals which frame the actions steps for the town.



MOTION OF THE MAYOR AND COUNCIL 2023-53

A motion of the Mayor and Council of the Town of Berlin to APPROVE PHASE II OF THE PROPOSED STRATEGIC PLAN DEVELOPED BY THE BUSINESS, ECONOMIC, AND COMMUNITY OUTREACH NETWORK (BEACON) OF THE FRANKLIN P. PERDUE SCHOOL OF BUSINESS AT SALISBURY UNIVERSITY in the amount of \$9,300.

The Business, Economic, and Community Outreach Network (BEACON) of the Franklin P. Perdue School of Business at Salisbury University will continue to work with the Mayor and Council of Berlin Maryland to develop a strategic plan for the Town, focused on Projects and Goals.

The Project will be completed in three phases. At the conclusion of each phase, BEACON and the Town of Berlin will meet to discuss the results, determine if the anticipated next steps are appropriate, adjust activities as necessary, and then continue if agreed.

Phase I was approved by Motion 2023-31 at the Regular Meeting of the Mayor and Council of Berlin on August 28, 2023 and presented to the Mayor and Council at their Regular Meeting of November 27, 2023.

A Community Listening Session is tentatively scheduled for Monday, December 4, 2023 at 5:30 PM.

APPROVED THIS ____ DAY OF _____, 2023 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

Dean Burrell, Sr., Vice-President of the Council

Approved this ____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

Strategic Planning for the Town of Berlin – Next Phases

Presented November 27, 2023

Phase 2

- 1) Work with the Client to develop a list of key constituent stakeholders and conduct a constituent listening session in Berlin with a limited target group of representative stakeholders.
Note, in discussions, this will be an open community session. If the Council would like, BEACON can also conduct a second stakeholder only session. (BEACON did meet with the Business roundtable on 11/114 to collect information from that group)
- 2) Work with Mayor to develop a sub-group composed of elected officials, key department leaders, and key constituent group representatives to focus on the strategic plan;
- 3) Facilitate a half-day strategic planning retreat (1 of 2 retreats) for a targeted group of officials and constituents, location TBD;
- 4) Analyze the findings of the retreat;
- 5) Prepare a PowerPoint of findings and prepare for Phase 3.

If contracted to proceed:

Phase 3

- 6) Reconvene group of officials and constituents for the second half-day strategic planning retreat (2 of 2 retreats), location TBD;
- 7) Review previous retreat materials and findings;
- 8) Develop a complete strategic action plan of projects and initiatives for the Town based on the findings from the initial retreat;
- 9) Present report to officials, if requested, present to an open town session
- 10) Provide follow-up assistance during the after-care period to incorporate follow-up committee work after the retreat and assist with tracking progress.



MOTION OF THE MAYOR AND COUNCIL 2023-58

A motion of the Mayor and Council of the Town of Berlin acknowledging the REQUEST OF THE LOCAL DEVELOPMENT COMMITTEE (LDC) TO PHASE OUT THE PLANNED USE OF “CASINO FUNDS” IN THE TOWN’S GENERAL FUND BUDGET FOR THE LAW ENFORCEMENT OFFICERS PENSIONS SYSTEM (LEOPS) OVER FUTURE YEARS. THE MAYOR AND COUNCIL ARE COMMITTED TO WORKING TOWARD THIS GOAL AND TO CONTINUE TO GIVE DUE CONSIDERATION TO OTHER AREAS OF FUNDING COMMITMENT FOR THESE FUNDS.

APPROVED THIS ____ DAY OF _____, 2023 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

Dean Burrell, Sr., Vice-President of the Council

Approved this ____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



MOTION OF MAYOR AND COUNCIL 2023-59

A motion of the Mayor and Council of the Town of Berlin APPROVING THE CHANGES TO THE 2024 TOWN EVENT SCHEDULE AS OUTLINED BELOW.

Fall Cruisers:

10 AM to 2 PM

Original Date: Saturday, October 5, 2023

New Date: Saturday, October 12, 2023

Oktoberfest:

11 AM to 4 PM

Original Date: Saturday, October 12, 2023

New Date: Saturday, October 19, 2023

**New Rain Date: Sunday, October 20, 2023*

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

Dean Burrell, Vice President of the Council

Approved this ____ day of _____, 2023 by the mayor of the town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator

2024 Events

*Alcohol Event

Event	Date	Sponsor	Time
Berlin Restaurant Week	1/12-18/2024	Cam Bunting	10am-9pm
Spring Celebration	3/30/2024	Chamber of Commerce	10 am - 5 pm
Take Pride in Berlin/Clean up	4/22/2024	Town of Berlin	9:00 AM
Spring Just Walk	TBD	Parks Commission	9am
Berlin Jazz & Blues Wine & Brews	5/4/2024	Chamber of Commerce	10 am - 6 pm
Berlin Little League Parade	TBD	Berlin Little league	8:00 AM
Spring Cruisers	5/18/2024	Chamber of Commerce	10 am - 2 pm
Memorial Day at Monument	5/26/2024	American Legion	8 am - 9 am
Memorial Day Parade	5/27/2024	Berlin Improvement Assoc.	11 am - 5 pm
Sundays at the Museum	6/9/2024	Heritage Foundation	6 pm - 7:30 pm
Bathtub Races	6/14/2024	Chamber of Commerce	6 pm - 8 pm
Berlin Fireworks	7/3/2024	Town of Berlin	DUSK
Sundays at the Museum	7/14/2024	Heritage Foundation	6 pm - 7:30 pm
Peach Festival	8/3/2024	Heritage Foundation	10 am - 3pm
National Night Out	8/6/2024	Town/Police Dept	4 pm - 7 pm
Sundays at the Museum	8/11/2024	Heritage Foundation	6 pm - 7:30 pm
Back to School Movie in the Park	TBD	Briddell Family Foundation	7:30pm-9:30pm
Small Town Throw Down	9/7/2024	John Fager/Atlantic Hotel	1 pm - 6 pm
Sundays at the Museum	9/8/2024	Heritage Foundation	6 pm - 7:30 pm

Event	Date	Sponsor Entity	Time
Fiddlers Convention	9/20/2024	Chamber of Commerce	5 pm - 10 pm
Fiddlers Convention	9/21/2024	Chamber of Commerce	10 am - 6 pm
Fiddlers Jam during Farmers Mkt	9/22/2024	Chamber of Commerce	10am-1pm
Fall Cruisers	10/12/2024	Chamber of Commerce	10 am - 2pm
Homecoming Harvest	TBD	Heritage Foundation	2 pm - 5 pm
Oktoberfest	10/19/2024	Town of Berlin	11am-4pm
Fall Just Walk	TBD	Parks Commission	8:30 AM
Truck-N-Treat	10/26/2024	Town of Berlin	10 am - 1pm
Ice Ice Berlin & Tree Lighting	11/29/2024	Town of Berlin	5:00 pm - 9 pm
Christmas Parade	12/5/2024	Town of Berlin	7 pm - 9 pm
New Years Eve	12/31/2024	Town of Berlin	6 pm - 12:30 am
Berlin Farmers Market	Sundays May-September	Town of Berlin	9 am - 1 pm



STAFF REPORT

TO: Mayor and Council

FROM: James Charles, Public Works Director
Mary Bohlen, Town Administrator

MEETING DATE: November 27, 2023

SUBJECT: Seahawk Road Traffic Striping

SUMMARY

In response to the attached email requesting a poll vote, the Council responded unanimously with proceeding with Straight Line to perform striping and related work on Seahawk Road between Rt. 50 and Flower Street. Because of the complaints and concerns raised regarding the condition of the road, a formal RFP process was not completed in an effort to expedite the project, however staff sought three independent quotes and received two.

FINANCIAL IMPACT

The Public Works Department budget currently contains the following allocations:

Line Item 01-5320-5252 Street Repair: \$15,000; of which \$4,000 was specifically intended for the SHA to stripe Seahawk.

Line Item 01-5300-5255 Capital Outlay Equipment/Concrete Pad for PW: \$18,000

As per the attached email, presuming that the relocation of the Public Works facility will move forward, it would not make sense to complete the concrete pad at the current location, making those funds available for use elsewhere. Additionally, some funding will be needed for the completion of a small section of sidewalk on Seahawk to complete the pedestrian crossing. That amount is not anticipated to be significant.

The re-allocation of funds will occur in a comprehensive budget amendment at a later date.

ATTACHMENTS:

Email from Town Administrator requesting poll vote

Quotes received for completion of the work from Straight Line and Sealcoat & Line Striping LLC

Mary Bohlen

From: Mary Bohlen
Sent: Friday, November 17, 2023 11:25 AM
To: David Gaskill; Dean Burrell; Jack Orris; Jay Knerr; Shaneka Nichols; Steve Green; Zackery Tyndall
Cc: James Charles
Subject: Request for poll vote: Line Striping on Seahawk Drive
Attachments: 10.23 Seahawk Straight Line quote.pdf; Proposal 336 - Seahawk Rd.pdf; FW: Stephen Decatur HS

All,

IMPORTANT: When replying to this email, reply only to me; DO NOT REPLY ALL.

As mentioned on Monday evening, Jimmy has been working to get quotes for striping on Seahawk. He has gotten two quotes – attached - but has not had luck in obtaining a third. The third attachment – email titled “Stephen Decatur HS” contains pictures in the body that will give you a clearer understanding of the proposed work.

At this time we would like to recommend going with the Straight Line quote for a total of \$20,346 and are requesting you to reply with your vote. It would be greatly appreciated if you could reply over the weekend so that Jimmy can move forward on Monday if favorable. If approved this will be announced at the Nov. 27 Meeting for public record.

You will recall that we had budgeted \$4,000 this year with the intent of utilizing the SHA to perform the work at a significantly reduced cost. However, due to equipment breakdown that will not be possible. The condition of the striping on Seahawk should not wait until the SHA can do the work, as they are giving no indication of when (or if) that may be. The poor condition/visibility has been noted by members of the public at Council Meetings and through other communications/complaints.

As Jimmy notes in his email below, the \$4,000 budgeted for striping and the \$18,000 allocated to a concrete pad at the existing Public Works facility can be utilized for this project and will cover the Straight Line quote. Additionally, he has discussed the possibility of the school assisting with the cost, though has not gotten confirmation on that. We wish to move quickly on approval so that the contractor can get to work while the weather is favorable, otherwise the work will likely have to wait until spring.

Again, please reply only to me when responding. Thank you.



Mary Bohlen - Town Administrator
Town of Berlin

10 William Street, Berlin, MD 21811

Office: 410-641-4314 | Fax: 410-641-2316
mbohlen@berlinmd.gov | berlinmd.gov



SEALCOAT & LINE STRIPING LLC

410-726-1398

Sealcoat - Crack Fill - Line Striping - Reflective Coatings
Preformed Thermo Plastic - Concrete Staining & Sealing
Hot Water Powerwash - Asphalt Repair - Trip Hazard Grinding
Parking Bollards - Signage - Playground Markings
General Construction - Drywall - Paint - Trim - Kitchen and Bathroom Remodels

Proposal dated 11/1/23

PROPOSAL 336

SEAHAWK RD

Work below includes labor & materials

As per on site meeting and discussion with Jimmy Charles:

- **Grinding** – Remove one crosswalk and several sets of arrows (exact amount of arrows to be removed will be determined by others at a later date).
- **Preform arrows** – Install new arrows overtop of remaining arrows that don't get removed.
- **Preform Crosswalk** – Install one new piano key style crosswalk. Keys shall be 16" wide by 8' long spaced 3' apart.
- **Line Striping** – All white and yellow traffic markings on both sides of the road as well as the center lines from Rt. 50 to Flower St. shall be recoated with fast dry Waterborne traffic marking paint.

TOTAL BID FOR THE ABOVE DESCRIBED SCOPE OF WORK IS \$29,080

Thank you very much for the opportunity to provide this quote. Please don't hesitate to call if you have any questions.

Sign & date here to accept this proposal

SEALCOATING & LINE STRIPING LLC

31688 Morris Leonard Rd., Parsonsburg, MD 21849

miles.moffit@hotmail.com

Mary Bohlen

From: Dean Burrell
Sent: Friday, November 17, 2023 11:31 AM
To: Mary Bohlen
Subject: Re: Request for poll vote: Line Striping on Seahawk Drive

S. Nichols approved via phone call
11/20/23, 1:13 PM

Mary
I vote to approve the request
have we approached the developer to assist with the cost.

Get Outlook for iOS



Dean Burrell - Councilmember
Town of Berlin

Mary Bohlen

From: Jack Orris
Sent: Friday, November 17, 2023 11:38 AM
To: Mary Bohlen
Subject: Re: Request for poll vote: Line Striping on Seahawk Drive

I vote to approve the reallocation and moving forward as proposed.

-Jack

Get Outlook for iOS



Jack Orris - Councilmember

Mary Bohlen

From: Steve Green
Sent: Friday, November 17, 2023 11:38 AM
To: Mary Bohlen
Subject: RE: Request for poll vote: Line Striping on Seahawk Drive

Hi Mary,
I vote to approve. Hope you have a good weekend and Happy Thanksgiving!
Steve



Steve Green - Council Member
Town of Berlin

Mary Bohlen

From: Jay Knerr
Sent: Monday, November 20, 2023 3:11 PM
To: Mary Bohlen
Subject: Re: Follow-Up: Request for poll vote: Line Striping on Seahawk Drive

I am in favor
Jay

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Jay Knerr - Councilmember
Town of Berlin
10 William Street, Berlin, MD 21811
Office: 1



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410 641 2770 Fax 410 641 2316

www.berlinmd.gov

All meetings are subject to change.

<u>2024 MAYOR AND COUNCIL MEETING SCHEDULE</u>	
2 nd & 4 th Monday unless otherwise noted	
January 8	January 22
February 12	February 26
March 11	March 25
April 8	April 22
May 13	*Tuesday, May 28
June 10	June 24
July 8	July 22
August 12	August 26
September 9	September 23
*Tuesday, October 15	October 28
*Tuesday, November 12	November 25
December 9	(No 4 th Monday meeting in Dec.)
*The normal Monday date falls on a Holiday	

<u>2024 Board and Commission Meetings</u>			
Parks Commission 5:30 PM (1st Tue. EO month)	January 2	March 5	May 7
	July 2	NNO August 6	September 3
	November 5		
Historic District Commission 5:30 PM (1st Wednesdays)	January 3	February 7	March 6
	April 3	May 1	June 5
	July 3	August 7	September 4
	October 2	November 6	December 4
**Board of Appeals 6:30 PM (1st Wednesdays)	January 3	February 7	March 6
	April 3	May 1	June 5
	July 3	August 7	September 4
	October 2	November 6	December 4
Planning Commission 5:30 PM (2nd Wednesdays)	January 10	February 14	March 13
	April 10	May 8	June 12
	July 10	August 14	September 11
	October 9	November 13	December 11

- *Board of Supervisors of Elections:* The next Regular Berlin Municipal Election is Tuesday, October 1, 2024. Board of Elections meeting schedule will be posted when available.
- *Ethics Commission and Housing Board of Review* meet only as needed.
- *Board of Appeals* meets only held when a case is filed.



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410 641 2770 Fax 410 641 2316

www.berlinmd.gov

2024 Town of Berlin Holiday Schedule

Most Town Offices are closed

<u>Holiday</u>	<u>Date</u>	<u>Day of the Week</u>
**Christmas	December 25, 2023 December 26, 2023	Monday Tuesday
New Year Holiday	December 29, 2023 January 1, 2024	Friday Monday
Martin Luther King, Jr. Day	January 15, 2024	Monday
Presidents Day	February 19, 2024	Monday
Good Friday	March 29, 2024	Friday
Memorial Day	May 27, 2024	Monday
Juneteenth National Independence Day	June 19, 2024	Wednesday
Independence Day	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Columbus Day	October 14, 2024	Monday
Veterans Day	November 11, 2024	Monday
Thanksgiving	November 28, 2024 November 29, 2024	Thursday Friday
Christmas Holiday	December 24, 2024 December 25, 2024	Tuesday Wednesday
New Year Holiday	December 31, 2024 January 1, 2025	Tuesday Wednesday
*As of July 1, 2023, all Town employees are granted one additional paid holiday in recognition of their birthday. Birthday holiday is effective until June 30, 2024, and then subject to review by the Mayor.		

**Please Note: Christmas Holiday dates have changed. Most Town Offices will now be closed on Monday, December 25, and Tuesday, December 26, 2023.



Check Run Reports for:

11.01.23

11.02.23

11.14.23

11.16.23

11.17.23



Town of Berlin, MD

Payment Register

APPKT02859 - 20231102SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number		Vendor Name	Total Vendor Amount	
0003315		OCEAN BREEZE	5,967.56	
Payment Type	Payment Number		Payment Date	Payment Amount
Check			11/02/2023	5,967.56
Payable Number	Description	Payable Date	Due Date	Discount Amount
-116993-1	A/C UNIT MAYOR,MAYOR ASSIST & NATALIE OFFICE	11/02/2023	11/02/2023	0.00
				Payable Amount
				5,967.56

Payment Register

APPKT02859 - 20231102SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	5,967.56
Packet Totals:		1	1	0.00	5,967.56



Town of Berlin, MD

Payment Register

APPKT02869 - 20231116SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number		Vendor Name		Total Vendor Amount	
0002163		TOWN OF BERLIN		31,927.21	
Payment Type		Payment Number		Payment Date	Payment Amount
Check				11/16/2023	525.00
Payable Number		Description		Payable Date	Due Date
11/13/2023		MID ATLANTIC JUDGES ASSOC PARADE PAYMENT		11/16/2023	11/16/2023
				Discount Amount	Payable Amount
				0.00	525.00
Check				11/16/2023	31,402.21
Payable Number		Description		Payable Date	Due Date
-NOV FY 24		TOWN UTILITY BILLINGS		11/16/2023	11/16/2023
				Discount Amount	Payable Amount
				0.00	31,402.21

Payment Register

APPKT02869 - 20231116SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	31,927.21
Packet Totals:		2	2	0.00	31,927.21



Town of Berlin, MD

Payment Register

APPKT02856 - 20231102SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
0000196	AQUA-AEROBIC SYSTEMS INCORP			4,585.64
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/02/2023	4,585.64	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
1038752	DIGESTER PARTS	11/01/2023	11/01/2023	0.00 4,585.64

Vendor Number	Vendor Name			Total Vendor Amount
0000323	BERLIN AUTOMOTIVE			40.68
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/02/2023	40.68	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
472853	OIL GORMAN RUPP PUMPS	11/02/2023	11/02/2023	0.00 40.68

Vendor Number	Vendor Name			Total Vendor Amount
0003620	BRENDA J KOLAR			600.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/02/2023	600.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
2	MSAC OPERATING GRANT - FACE PAINTING OKTOBERFES	10/30/2023	10/30/2023	0.00 600.00

Vendor Number	Vendor Name			Total Vendor Amount
0000496	CHEMSEARCH			910.90
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/02/2023	910.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
8419451, 8434930	CHERRY WIPES	11/02/2023	11/02/2023	0.00 910.90

Vendor Number	Vendor Name			Total Vendor Amount
0003463	CIVICPLUS LLC			1,080.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/02/2023	1,080.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
272560	CIVICPLUS ANNUAL CODE SUPPLEMENT SUBSCRIPTION	11/01/2023	11/01/2023	0.00 1,080.00

Vendor Number	Vendor Name			Total Vendor Amount
0000563	CODY COMPUTER SERVICES			1,688.36
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/02/2023	1,688.36	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
10809	NIBRS SUBMISSION SOFTWARE SUPPORT AND MAINTEN	11/02/2023	11/02/2023	0.00 1,688.36

Vendor Number	Vendor Name			Total Vendor Amount
0000572	COMCAST			1,163.98
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/02/2023	198.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
41 016 0023325 NOV FY 24	COMCAST INTERNET & DIGITAL SERVICES	10/30/2023	10/30/2023	0.00 198.80
Check		11/02/2023	223.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
41 016 0042184 NOV FY 24	COMCAST INTERNET & DIGITAL SERVICES	10/30/2023	10/30/2023	0.00 223.85

Payment Register
APPKT02856 - 20231102SW

Check					11/02/2023	116.85
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	41 016 0042978 NOV FY 24	DOWNTOWN WIFI	10/31/2023	10/31/2023	0.00	116.85
Check					11/02/2023	425.58
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	41 016 0043323 NOV FY 24	COMCAST INTERNET & DIGITAL SERVICES	10/30/2023	10/30/2023	0.00	425.58
Check					11/02/2023	198.90
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	41 016 0043547 NOV FY 24	COMCAST INTERNET & DIGITAL SERVICES	10/30/2023	10/30/2023	0.00	198.90
Vendor Number	Vendor Name					Total Vendor Amount
0003443	CORE & MAIN LP					274.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/02/2023	274.00
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	T751583	CABLE FOR SENSORS	11/01/2023	11/01/2023	0.00	274.00
Vendor Number	Vendor Name					Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL					23,800.92
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/02/2023	23,800.92
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	179386	PROJ 0050002.019 OCEAN'S EAST SEAHAWK	11/02/2023	11/02/2023	0.00	690.00
	179387	PROJ 0050A002.049 EVANS RD WAREHSE	11/02/2023	11/02/2023	0.00	3,654.19
	179388	PROJ 0050A002.059 WILLOW AT BERLIN	11/02/2023	11/02/2023	0.00	75.00
	179389	PROJ 0050A002.070 SMART METER UPGRD	11/02/2023	11/02/2023	0.00	320.00
	179391	PROJ 0050A002.078 SUNLIGHT LN EXT IJKLMN NTH	11/02/2023	11/02/2023	0.00	999.31
	179392	PROJ 0050A002.079 WEST VIEW PC NORTH	11/02/2023	11/02/2023	0.00	7,963.64
	179395	PROJ 0050A002.082 HARRISON AVE WTRMAIN REPL	11/02/2023	11/02/2023	0.00	1,249.85
	179396	PROJ 0050A002.082 HARRISON AVE WTRMAIN REPL	11/02/2023	11/02/2023	0.00	1,230.00
	179397	PROJ 0050A112.B01 BROAD ST PUMP STAT	11/02/2023	11/02/2023	0.00	920.00
	179398	PROJ 0050A112.B01 BROAD ST PUMP STAT	11/02/2023	11/02/2023	0.00	4,010.00
	179399	PROJ 0050A114.A01 PUMP STAT REHAB WM ST	11/02/2023	11/02/2023	0.00	2,688.93
Vendor Number	Vendor Name					Total Vendor Amount
0000784	EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC					13,250.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/02/2023	13,250.00
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	167287	PROJ 61470490 HERON PARK SWPPP UPGRADE	11/01/2023	11/01/2023	0.00	6,950.00
	167288	PROJ WESTMINSTER ABBEY LN SUBMERGED GRAVEL WEI	11/01/2023	11/01/2023	0.00	6,300.00
Vendor Number	Vendor Name					Total Vendor Amount
0003625	HATTIE BERKLEY					25.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/02/2023	25.00
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	REFUND	PARK RESERVATION DEPOSIT	11/01/2023	11/01/2023	0.00	25.00
Vendor Number	Vendor Name					Total Vendor Amount
0001040	HOME DEPOT CREDIT CARD SERVICES					2,017.71
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/02/2023	2,017.71
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	10/13/2023	TOOLS, PART AND OTHER SUPPLIES	11/01/2023	11/01/2023	0.00	338.22
	VARI INVS 10/13	TOOLS, PART AND OTHER SUPPLIES	11/01/2023	11/01/2023	0.00	612.80
	VARI INVS 10/23	MONTHLY SUPPLIES	11/01/2023	11/01/2023	0.00	1,066.69

Payment Register
APPKT02856 - 20231102SW

Vendor Number	Vendor Name					Total Vendor Amount
0001068	INTERCOASTAL TRADING INC.					3,765.30
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	3,765.30			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
232574,233939	SODIUM HYPO	11/02/2023	11/02/2023	0.00	3,765.30	
Vendor Number	Vendor Name					Total Vendor Amount
0003109	JAMES BRADFORD FARM TRUST					2,022.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	2,022.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BOUNDS NOV PAYMENT	JAMES BOUNDS BOND SPRAY SITE	11/01/2023	11/01/2023	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		11/02/2023	2,022.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BOUNDS NOV PAYMENT	JAMES BOUNDS BOND SPRAY SITE	11/01/2023	11/01/2023	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
0001391	MARYLAND COAST DISPATCH INC					568.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	568.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7090	SIP N SHOP, OKTOBERFEST, SCAVNEGER HUNT ADS	10/31/2023	10/31/2023	0.00	568.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001394	MARYLAND DEPT OF THE ENVIRONMENT					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1902 CERTIFICATE	CERTIFICATION RENEWAL DEVANS	11/02/2023	11/02/2023	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002624	MAYOR ZACK TYNDALL					180.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	180.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 10/23/2023	MILEAGE, TOLLS, TRAVEL BALTIMORE & COLLEGE PARK	11/01/2023	11/01/2023	0.00	180.60	
Vendor Number	Vendor Name					Total Vendor Amount
0002780	NEW WAVE					983.48
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	983.48			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
14211	LOGO APPAREL	11/01/2023	11/01/2023	0.00	466.98	
14212	LOGO APPAREL	11/01/2023	11/01/2023	0.00	442.50	
14213	LOGO APPAREL	11/01/2023	11/01/2023	0.00	74.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001573	NEXGRID					5,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	5,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2023271	DOWNTOWN AMI ANNUAL SUPPORT AGREEMENT FEE	11/01/2023	11/01/2023	0.00	5,000.00	

Payment Register
APPKT02856 - 20231102SW

Vendor Number	Vendor Name					Total Vendor Amount
0003315	OCEAN BREEZE					6,350.57
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	6,350.57			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
I-16993-1	A/C UNIT MAYOR, MAYOR ASSIST & NATALIE OFFICE	11/02/2023	11/02/2023	0.00	6,350.57	
Vendor Number	Vendor Name					Total Vendor Amount
0001676	PENINSULA AUTO & TRUCK PARTS, INC					128.53
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	128.53			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
208948,208939	PARTS FOR VEHICLE REPAIRS	10/30/2023	10/30/2023	0.00	128.53	
Vendor Number	Vendor Name					Total Vendor Amount
0002619	PENNSYLVANIA STATE UNIVERSITY					3,051.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	3,051.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
910775923 11/01 FY 24	GIS TRAINING	11/02/2023	11/02/2023	0.00	3,051.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001682	PEP-UP, INC.					700.49
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	700.49			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6542185	OFF ROAD FUEL FOR GRASS CUTTERS	10/30/2023	10/30/2023	0.00	700.49	
Vendor Number	Vendor Name					Total Vendor Amount
0003346	PITCHED MEDIA					1,168.63
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	1,168.63			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
04792	SIP & SHOP, HISTORY, EVENTS POSTERS AND RACK CARDS	10/30/2023	10/30/2023	0.00	1,168.63	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					630.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	630.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
151592	TIRES FOR TAHOE	11/02/2023	11/02/2023	0.00	630.40	
Vendor Number	Vendor Name					Total Vendor Amount
0003171	RICKY JARMON					866.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	866.71			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
OCT FY 24	CUSTODIAL SERVICE FOR PD	11/02/2023	11/02/2023	0.00	866.71	
Vendor Number	Vendor Name					Total Vendor Amount
0001814	RJ LOCK & SECURITY					25.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	25.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
94652	KEYS FOR SHOP	10/30/2023	10/30/2023	0.00	25.50	

Payment Register
APPKT02856 - 20231102SW

Vendor Number	Vendor Name					Total Vendor Amount
0003245	SNOW HILL VETERINARY SVCS LLC					58.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	58.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0000424	APOQUEL FOR LUKE	11/02/2023	11/02/2023	0.00	58.80	
Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					809.10
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	809.10			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S013680914.001	GENERAL ELECTRIC CT'S BUSH MOUNTED 200:5 JAB-OC	11/01/2023	11/01/2023	0.00	809.10	
Vendor Number	Vendor Name					Total Vendor Amount
0003461	TECHMD					5,815.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	5,815.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
230798	IT SERVICES - CARDS COMPLETE	11/01/2023	11/01/2023	0.00	4,462.00	
232131	IT SERVICES - MICROSOFT 365 & AZURE	11/01/2023	11/01/2023	0.00	1,353.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003382	TK CONSTRUCTION INC					3,232.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	3,232.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
23-0100	DECATUR FARMS LS FLANGE	11/01/2023	11/01/2023	0.00	3,232.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003149	TRANSAMERCIA					137.04
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	137.04			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2505166124	TRANSAMERICA EE PAID SUPPLEMENTAL INS.	10/30/2023	10/30/2023	0.00	137.04	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					142.34
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	142.34			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430096841	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	10/31/2023	10/31/2023	0.00	142.34	
Vendor Number	Vendor Name					Total Vendor Amount
0003570	US BANK EQUIPMENT FINANCE					218.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	218.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
513454603	COPIER LEASE AND CONTRACT	10/30/2023	10/30/2023	0.00	218.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002220	USA BLUEBOOK					424.35
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	424.35			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV00170929	LAB SUPPLIES	11/02/2023	11/02/2023	0.00	424.35	

Payment Register
APPKT02856 - 20231102SW

Vendor Number	Vendor Name					Total Vendor Amount
0003387	UTILITY TRANSFORMER BROKERS LLC					42,960.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	42,960.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5412	ELECTRICAL TRANSFORMERS	10/30/2023	10/30/2023	0.00	42,960.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002248	VERIZON BUSINESS					105.88
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	105.88			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
05790775	BUSINESS TELEPHONE CALLS	10/30/2023	10/30/2023	0.00	105.88	
Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					511.54
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	511.54			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P2370715	WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	10/30/2023	10/30/2023	0.00	511.54	
Vendor Number	Vendor Name					Total Vendor Amount
0002291	WBOC					600.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	600.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/23/2023	HOLIDAY COMMERICAL	10/31/2023	10/31/2023	0.00	600.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002364	WORCESTER COUNTY ART COUNCIL					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/02/2023	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10/31/2023	IN MEMORY OF MATHILDE LOUISE KHOM	11/01/2023	11/01/2023	0.00	100.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	61	45	0.00	132,115.45
Packet Totals:		61	45	0.00	132,115.45



Town of Berlin, MD

Payment Register

APPKT02862 - 20231114SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number: 0002202
Vendor Name: UNITED STATES POSTAL SERVICE

Total Vendor Amount: 5,000.00

Payment Type: Check
Payment Number:

Payment Date: 11/14/2023
Payment Amount: 5,000.00

Payable Number: INV0000426
Description: POSTAGE FOR BULK MAILING

Payable Date: 11/14/2023
Due Date: 11/14/2023

Discount Amount: 0.00
Payable Amount: 5,000.00

Payment Register

APPKT02862 - 20231114SW

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



Town of Berlin, MD

Payment Register

APPKT02864 - 20231116SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002702	ABSOLUTE SECURITY GROUP INC					930.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/16/2023	930.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
22300	ACCESS CONTROL MAINTENANCE AGREEMENT	11/16/2023	11/16/2023	0.00	595.00	
52771-1	FIRE ALARM INSPECTION	11/13/2023	11/13/2023	0.00	335.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000060	ACTION ISLAND GRAPHICS					73.53
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/16/2023	73.53	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9141	TEE SHIRTS BRIAN FORTUNE	11/15/2023	11/15/2023	0.00	73.53	

Vendor Number	Vendor Name					Total Vendor Amount
0000090	AFLAC					546.48
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/16/2023	546.48	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
992524	AFLAC EMPLOYEE PAID SUPPLEMENTAL INSURANCE	11/13/2023	11/13/2023	0.00	546.48	

Vendor Number	Vendor Name					Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC					14,304.65
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/16/2023	14,304.65	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
58540024-00	PRECAST TRANSFORMER PADS RESTOCK INVENTORY	11/15/2023	11/15/2023	0.00	1,146.40	
5864889-00	1/0 25 KV PRIMARY U/G CABLE INVENTORY STOCK	11/16/2023	11/16/2023	0.00	13,158.25	

Vendor Number	Vendor Name					Total Vendor Amount
0000205	ARCTIC HEATING & AIR					5,900.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/16/2023	5,900.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1432764	HVAC MINI-SPLIT SBR BUILDING	11/13/2023	11/13/2023	0.00	5,900.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002612	AT&T MOBILITY					3,380.30
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/16/2023	3,380.30	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
287333869680 OCT FY 24	AT&T TOWN ISSUED DEVICES	11/15/2023	11/15/2023	0.00	3,380.30	

Vendor Number	Vendor Name					Total Vendor Amount
0000312	BENEFITMALL					80,755.20
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/16/2023	80,755.20	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
321525 DEC FY 24	BENEFITMALL DEC 2023 MED DENT VIS LIFE DIS	11/13/2023	11/13/2023	0.00	80,755.20	

Payment Register
APPKT02864 - 20231116SW

Vendor Number	Vendor Name					Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC					11,067.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	11,067.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8282503073	PROJ P.Z943734.F.50	11/16/2023	11/16/2023	0.00	10,247.00	
8282503231	PROJ P.Z943384.M.00 MICS ENGINEERING	11/16/2023	11/16/2023	0.00	820.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003577	CAREFLEX LLC					973.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	973.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2310-04713	CAREFLEX HRA & FSA ADMIN FEES	11/13/2023	11/13/2023	0.00	973.50	
Vendor Number	Vendor Name					Total Vendor Amount
0000480	CATO OIL CO., INC.					9,247.04
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	9,247.04			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
CFSI-3257	TOWN VEHICLE GAS	11/14/2023	11/14/2023	0.00	9,247.04	
Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					62.84
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	62.84			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5182549022	RESTOCK SAFETY FIRST AID CABINET	11/13/2023	11/13/2023	0.00	62.84	
Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					460.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	460.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APP-AN-029	FINGERPRINTING	11/13/2023	11/13/2023	0.00	460.25	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					31.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	31.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0053157 NOV FY 24	TELEVISION SERVICE POLICE DEPT 0053157	11/16/2023	11/16/2023	0.00	31.80	
Vendor Number	Vendor Name					Total Vendor Amount
0000581	COMPTROLLER OF MARYLAND					409.52
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	409.52			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
OCT FY 24	ENVIRONMENTAL TRUST FUND REPORT	11/15/2023	11/15/2023	0.00	409.52	
Vendor Number	Vendor Name					Total Vendor Amount
0000584	COMPTROLLER OF MARYLAND					2,409.30
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	2,409.30			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
OCT FY 24	ELECTRIC UNIVERSAL SERIVCE PROGRAM FUND	11/15/2023	11/15/2023	0.00	2,409.30	

Payment Register
APPKT02864 - 20231116SW

Vendor Number	Vendor Name					Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL					9,400.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	9,400.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
179679	PROJ 0050A116.A01 HERON PARK DEMOLITION	11/13/2023	11/13/2023	0.00	9,400.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					54.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	54.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
319252	WATER & COOLER RENTAL FEES	11/13/2023	11/13/2023	0.00	8.75	
659386	WATER & COOLER RENTAL FEES	11/15/2023	11/15/2023	0.00	46.23	
Vendor Number	Vendor Name					Total Vendor Amount
0003624	ELAINE I MANGER					180.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	80.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
12/16 QUARTET	CHRISTMAS CAROLING - NANCYS QUARTET	11/13/2023	11/13/2023	0.00	80.00	
Check		11/16/2023	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
12162023	CHRISTMAS CAROLING	11/13/2023	11/13/2023	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					1,724.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	1,724.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2302702	WEEKLY DISCHARGE SAMPLES	11/13/2023	11/13/2023	0.00	354.00	
IN2302737	MONITORING WELL SAMPLES	11/13/2023	11/13/2023	0.00	1,370.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000899	FIRE PROTECTIVE SERVICE					438.59
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	438.59			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
111447	FIRE EXTINGUISHER INSPECTIONS	11/16/2023	11/16/2023	0.00	438.59	
Vendor Number	Vendor Name					Total Vendor Amount
0000930	GALLS LLC					489.10
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	489.10			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
026215337	RECRUIT UNIFORM SUPPLIES	11/16/2023	11/16/2023	0.00	489.10	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					75.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	75.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
35235056	GREAT AMERICA COPIER LEASE AGREEMENT	11/13/2023	11/13/2023	0.00	75.60	
Vendor Number	Vendor Name					Total Vendor Amount
0001032	HILL'S ELECTRIC MOTOR SERVICE INC.					980.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	980.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0145593	BREAKER FUSES	11/13/2023	11/13/2023	0.00	980.00	

Payment Register
APPKT02864 - 20231116SW

Vendor Number	Vendor Name					Total Vendor Amount
0001039	HOLT PAPER CO.					418.39
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	418.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
544070	SUPERKLEEN LIME SCALE REMOVER	11/13/2023	11/13/2023	0.00	418.39	
Vendor Number	Vendor Name					Total Vendor Amount
0003388	ICE CONCEPTS INC					8,348.15
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	8,348.15			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
33496	SPONSORED ICE SCULPTURES FOR ICE ICE BERLIN	11/16/2023	11/16/2023	0.00	8,348.15	
Vendor Number	Vendor Name					Total Vendor Amount
0001068	INTERCOASTAL TRADING INC.					22,948.73
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	22,948.73			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
234124	SODA ASH	11/13/2023	11/13/2023	0.00	2,262.40	
234233	BLEACH	11/13/2023	11/13/2023	0.00	3,122.35	
234326, 234327	CAUSTIC	11/13/2023	11/13/2023	0.00	17,563.98	
Vendor Number	Vendor Name					Total Vendor Amount
0002532	JENSEN KELSEY					36.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	36.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11/02/2023	MISCELLANEOUS AND MILEAGE TO LIGT MEETING	11/13/2023	11/13/2023	0.00	36.96	
Vendor Number	Vendor Name					Total Vendor Amount
0001391	MARYLAND COAST DISPATCH INC					142.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	142.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
155157	SIP N SHOP ADS	11/15/2023	11/15/2023	0.00	142.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001417	MATHESON TRI-GAS INC					746.33
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	746.33			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0028589352	TOOLS AND OXYGEN FOR EQUIPMENT	11/13/2023	11/13/2023	0.00	746.33	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					1,611.65
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	1,611.65			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
849440,439,625,626	INSPECTION SERVICES	11/13/2023	11/13/2023	0.00	1,611.65	
Vendor Number	Vendor Name					Total Vendor Amount
0001520	MOSCA DESIGN					2,963.39
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	2,963.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
38417	CHRISTMAS TREE LED LIGHTS	11/15/2023	11/15/2023	0.00	2,963.39	

Payment Register
APPKT02864 - 20231116SW

Vendor Number	Vendor Name					Total Vendor Amount	
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,620.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/16/2023	3,620.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
PPE 11/05/2023	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	11/15/2023	11/15/2023	0.00	3,620.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003076	NCSI					40.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/16/2023	40.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
39759	NEW HIRE BACKGROUND - MAINTENANCE	11/13/2023	11/13/2023	0.00	40.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001625	ONE CALL CONCEPTS, INC.					93.05	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/16/2023	93.05
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
3106166	MISS UTILITY TICKETS	11/13/2023	11/13/2023	0.00	93.05		
Vendor Number	Vendor Name					Total Vendor Amount	
0001677	PENINSULA DRY CLEANERS, INC					63.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/16/2023	63.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
1072	DRY CLEANING	11/15/2023	11/15/2023	0.00	63.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001688	PFALLER MEGHAN					19.49	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/16/2023	19.49
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
11/2/2023	SPEAKERS FOR SCADA	11/13/2023	11/13/2023	0.00	19.49		
Vendor Number	Vendor Name					Total Vendor Amount	
0001697	PIGG, KRAHL, STERN & CO., P.A.					45,000.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/16/2023	45,000.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
247268	FY 23 AUDIT	11/13/2023	11/13/2023	0.00	20,000.00		
247394	FY 23 AUDIT	11/15/2023	11/15/2023	0.00	25,000.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001719	POCOMOKE HIGH SCHOOL MARCHING BAND					150.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/16/2023	150.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
01-24	BAND TRAVEL	11/15/2023	11/15/2023	0.00	150.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003127	QUADIENT FINANCE USA, INC					1,000.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/16/2023	1,000.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
11/01/23 #8273	POSTAGE TOWN WIDE	11/13/2023	11/13/2023	0.00	1,000.00		

Payment Register
APPKT02864 - 20231116SW

Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					87.55
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	87.55			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
153064	STABILITRAK LIGHT WARNING 3739	11/16/2023	11/16/2023	0.00	87.55	
Vendor Number	Vendor Name					Total Vendor Amount
0001771	RANDY DAVIS					5,400.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0219	TREE PARADE THROUGH TOWN	11/13/2023	11/13/2023	0.00	500.00	
Check		11/16/2023	4,900.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0222	DECEMBER CARRIAGE RIDES	11/13/2023	11/13/2023	0.00	4,900.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003626	REMLAP CREATIONS					180.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	180.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11-11-23	BANNER RECYCLE INTO BAGS	11/16/2023	11/16/2023	0.00	180.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001814	RJ LOCK & SECURITY					74.37
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	74.37			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
93126	KEYS TOWN HALL	11/15/2023	11/15/2023	0.00	74.37	
Vendor Number	Vendor Name					Total Vendor Amount
0001840	ROYAL PLUS INC					7,443.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	7,443.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
23516, 22470	WALL IN CHAMBERS - PAYMENT TO ROYAL PLUS	11/13/2023	11/13/2023	0.00	7,443.90	
Vendor Number	Vendor Name					Total Vendor Amount
0002795	SANDPIPER ENERGY INC					18.78
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	18.78			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
06-605973-74395-1 OCT FY 2	POWER PLANT GAS SUPPLY	11/13/2023	11/13/2023	0.00	18.78	
Vendor Number	Vendor Name					Total Vendor Amount
0003222	SFS TOOLS AND SAFETY LLC					126.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	126.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
425765	TOOL BUCKETS FOR TRUCKS	11/15/2023	11/15/2023	0.00	126.40	
Vendor Number	Vendor Name					Total Vendor Amount
0001997	STAPLES BUSINESS CREDIT					1,085.34
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	1,085.34			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1651884472	STAPLES OFFICE SUPPLY ORDER	11/13/2023	11/13/2023	0.00	1,085.34	

Payment Register

APPKT02864 - 20231116SW

Vendor Number	Vendor Name					Total Vendor Amount
0002011	STEPHEN DECATUR HIGH SCHOOL MARCHING BAND					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
18004	BAND TRAVEL	11/16/2023	11/16/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002012	STEPHEN DECATUR MIDDLE SCHOOL BAND					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
102-02	BAND TRAVEL	11/15/2023	11/15/2023	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					2,253.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	2,253.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S013776748.001	CT'S 400:5 JAB-O GE 750X136204	11/13/2023	11/13/2023	0.00	1,315.35	
S013778877.001	STREET LIGHT WIRE 600v URD CABLE	11/13/2023	11/13/2023	0.00	937.65	
Vendor Number	Vendor Name					Total Vendor Amount
0003212	SWARTZ'S FABRICATION & REPAIR LLC					707.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	707.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
974	DOT DUMP TRUCKS	11/13/2023	11/13/2023	0.00	707.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002092	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					70.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	70.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AB3-10-419	METERS LOG ON	11/13/2023	11/13/2023	0.00	70.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002786	THE PETE STORE					5,457.70
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	5,457.70			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15W167765.02	82 WIRING HARNESS	11/13/2023	11/13/2023	0.00	5,457.70	
Vendor Number	Vendor Name					Total Vendor Amount
0002163	TOWN OF BERLIN					31,927.21
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	31,927.21			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0000427	MID-ATLANTIC JUDGES ASSOC PARADE PAYMENT	11/14/2023	11/14/2023	0.00	525.00	
NOV FY 24	TOWN UTILITY BILLINGS	11/14/2023	11/14/2023	0.00	31,402.21	
Vendor Number	Vendor Name					Total Vendor Amount
0002185	TYLER TECHNOLOGIES INC					250.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	250.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
025-444291	MASS FILE CHANGE OUT FOR NEW METERS	11/13/2023	11/13/2023	0.00	250.00	

Payment Register

APPKT02864 - 20231116SW

Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					139.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	139.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430097909	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	11/13/2023	11/13/2023	0.00	139.40	
Vendor Number	Vendor Name					Total Vendor Amount
0003207	UNITED ENERGY TRADING LLC					109.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	109.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
243414	POWER PLANT NATURAL GAS TRANSPORT FEES	11/16/2023	11/16/2023	0.00	109.00	
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		11/16/2023	45.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 11/05/2023	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	11/15/2023	11/15/2023	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002252	VERIZON WIRELESS-720117503-00001					527.56
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	527.56			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9947618742	MDT SERVICE	11/15/2023	11/15/2023	0.00	527.56	
Vendor Number	Vendor Name					Total Vendor Amount
0002264	VISION METERING					570.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	570.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
221106	L&G AXS4 METER 12S 120 -480V CL200 ELECTRIC METER	11/13/2023	11/13/2023	0.00	570.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER					357.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	357.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
20705327	PRE EMPLOYMENT DRUG SCREENING	11/13/2023	11/13/2023	0.00	45.00	
20910731,20910536	DRUG TESTING	11/13/2023	11/13/2023	0.00	62.00	
20914474	NEW HIRE PRE EMPLOYMENT DRUG SCREENING - MAINTI	11/13/2023	11/13/2023	0.00	45.00	
20972138, 20740277	DOT PHYSICALS	11/13/2023	11/13/2023	0.00	205.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002348	WOR WIC COMMUNITY COLLEGE					172.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	172.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
13269	K9 AND POLICE TRAINING	11/13/2023	11/13/2023	0.00	172.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					11,576.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	11,576.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124 OCT FY 24	RECYCLE, REFUGE, AND CAN PULLS	11/13/2023	11/13/2023	0.00	11,576.75	

Payment Register**APPKT02864 - 20231116SW**

Vendor Number		Vendor Name	Total Vendor Amount			
0002384		WORCESTER YOUTH & FAMILY COUNSELING SERVICES	1,862.37			
Payment Type		Payment Number	Payment Date	Payment Amount		
Check			11/16/2023	1,862.37		
Payable Number		Description	Payable Date	Due Date	Discount Amount	Payable Amount
OCT 31		ANNUAL YOUTH PROGRAM	11/13/2023	11/13/2023	0.00	1,862.37

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	79	66	0.00	301,835.15
Packet Totals:		79	66	0.00	301,835.15



Town of Berlin, MD

Payment Register

APPKT02871 - 20231117SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					294.94
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/17/2023	294.94	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
443553	PAPER PRODUCTS AND OTHER SUPPLIES	11/17/2023	11/17/2023	0.00	294.94	

Vendor Number	Vendor Name					Total Vendor Amount
0000306	BELAIR ROAD SUPPLY					8,543.67
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/17/2023	8,543.67	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
543417	WEST ST WATER VALVE REPAIR	11/17/2023	11/17/2023	0.00	8,543.67	

Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					1,392.33
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/17/2023	1,392.33	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9913024900 NOV FY 24	ELECTRIC UTILITY SERVICE SPRAY SITES	11/17/2023	11/17/2023	0.00	1,392.33	

Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					1,115.95
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/17/2023	252.83	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0024711 DEC FY 24	COMCAST INTERNET & DIGITAL SERVICES	11/17/2023	11/17/2023	0.00	252.83	
Check				11/17/2023	223.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0041947 DEC FY 24	COMCAST INTERNET & DIGITAL SERVICES	11/17/2023	11/17/2023	0.00	223.85	
Check				11/17/2023	415.42	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0052845 DEC FY 24	COMCAST INTERNET & DIGITAL SERVICES	11/17/2023	11/17/2023	0.00	415.42	
Check				11/17/2023	223.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0149930 DEC FY 24	COMCAST INTERNET & DIGITAL SERVICES	11/17/2023	11/17/2023	0.00	223.85	

Vendor Number	Vendor Name					Total Vendor Amount
0000949	COYNE CHEMICAL					5,046.11
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/17/2023	5,046.11	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
419110	K 290-FLX POLYMER	11/17/2023	11/17/2023	0.00	5,046.11	

Vendor Number	Vendor Name					Total Vendor Amount
0001286	LEGAL SHIELD					31.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/17/2023	31.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
139007 NOV FY 24	LEGAL SHIELD EMPLOYEE PAID	11/17/2023	11/17/2023	0.00	31.90	

Payment Register
APPKT02871 - 20231117SW

Vendor Number	Vendor Name					Total Vendor Amount	
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,620.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/17/2023	3,620.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
PPE 11-19-23	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	11/17/2023	11/17/2023	0.00	3,620.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0001676	PENINSULA AUTO & TRUCK PARTS, INC					756.46	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/17/2023	756.46
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
210203	PARTS FOR VEHICLE REPAIRS	11/17/2023	11/17/2023	0.00	756.46		
Vendor Number	Vendor Name					Total Vendor Amount	
0001968	SNOW HILL HIGH SCHOOL MARCHING BAND					150.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/17/2023	150.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
1516	BAND TRAVEL	11/17/2023	11/17/2023	0.00	150.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002928	UNIFIRST CORPORATION					139.40	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/17/2023	139.40
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
1430099072	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	11/17/2023	11/17/2023	0.00	139.40		
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						11/17/2023	45.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
PPE 11-19-23	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	11/17/2023	11/17/2023	0.00	45.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002246	VERIZON-000014448231					833.38	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/17/2023	833.38
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
14448231 NOV FY 24	TELEPHONE SERVICE	11/17/2023	11/17/2023	0.00	833.38		
Vendor Number	Vendor Name					Total Vendor Amount	
0002247	VERIZON-000718605643					58.30	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						11/17/2023	58.30
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
000718605643 NOV FY 24	VERIZON TELEPHONE SERVICE 5 MILE BRANCH RD	11/17/2023	11/17/2023	0.00	58.30		

Payment Register

APPKT02871 - 20231117SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	16	16	0.00	22,027.44
Packet Totals:		16	16	0.00	22,027.44



Town of Berlin, MD

Payment Register

APPKT02853 - 20231102SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number		Vendor Name	Total Vendor Amount	
0002338		WISE RONDELL	203.60	
Payment Type		Payment Number	Payment Date	Payment Amount
Check		25623	11/02/2023	203.60
Payable Number		Description	Payable Date	Due Date
11/2/2023		CONTRACTUAL FINANCE DEPARTMENT	11/02/2023	11/02/2023
			Discount Amount	Payable Amount
			0.00	203.60

Payment Register

APPKT02853 - 20231102SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	203.60
Packet Totals:		1	1	0.00	203.60



Town of Berlin, MD

Payment Register

APPKT02866 - 20231116SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000086	AERIAL CRANE CO INC.					1,653.60
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
30035	SOUTH DIGESTER MIXER MOTOR	11/16/2023	11/16/2023	11/16/2023	1,653.60	
				Discount Amount	Payable Amount	
				0.00	1,653.60	

Vendor Number	Vendor Name					Total Vendor Amount
0000197	AQUALAW PLC					3,424.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
15759	HELP WITH MDE DISCHARGED PERMIT	11/16/2023	11/16/2023	11/16/2023	3,424.00	
				Discount Amount	Payable Amount	
				0.00	3,424.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000306	BELAIR ROAD SUPPLY					2,864.70
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
543418,543915,544217	ALPHA COUPLINGS	11/16/2023	11/16/2023	11/16/2023	2,864.70	
				Discount Amount	Payable Amount	
				0.00	2,864.70	

Vendor Number	Vendor Name					Total Vendor Amount
0000496	CHEMSEARCH					235.95
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
8451675	OIL EFFLUENT PUMPS	11/16/2023	11/16/2023	11/16/2023	235.95	
				Discount Amount	Payable Amount	
				0.00	235.95	

Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					720.93
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
8406508863	REPLENISH FIRST AID CABINET	11/16/2023	11/16/2023	11/16/2023	720.93	
				Discount Amount	Payable Amount	
				0.00	720.93	

Vendor Number	Vendor Name					Total Vendor Amount
0002647	CINTAS RUGS					62.16
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
4173865124	RUGS AND RUG CLEANING SERVICE	11/16/2023	11/16/2023	11/16/2023	62.16	
				Discount Amount	Payable Amount	
				0.00	62.16	

Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					3.99
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
659381	DISTILLED WATER	11/16/2023	11/16/2023	11/16/2023	3.99	
				Discount Amount	Payable Amount	
				0.00	3.99	

Payment Register
APPKT02866 - 20231116SW

Vendor Number	Vendor Name					Total Vendor Amount
0001394	MARYLAND DEPT OF THE ENVIRONMENT					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1723 CETIFICATE	CERT RENEWAL SCOOPER	11/16/2023	11/16/2023	0.00	100.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001652	PASCO OF FRUITLAND					431.76
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	431.76			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5644927/D	GENERATOR BATTERIES WWTP	11/16/2023	11/16/2023	0.00	431.76	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					1,345.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	1,345.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
309 OCT FY 24	SLUDGE	11/16/2023	11/16/2023	0.00	1,345.60	
Vendor Number	Vendor Name					Total Vendor Amount
0002398	ZEP SALES & SERVICE					576.47
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		11/16/2023	576.47			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9009163025	SPIRIT II	11/16/2023	11/16/2023	0.00	576.47	

Payment Register

APPKT02866 - 20231116SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	11	11	0.00	11,419.16
Packet Totals:		11	11	0.00	11,419.16



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT10096 - Refunds 1 UBPKT10095 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0473671-16	JUAREZ-HERNANDEZ, DAVID	11/1/2023	25622	59.95			59.95	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	59.95			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	59.95
Revenue Total:	59.95

General Ledger Distribution

Posting Date: 10/31/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-59.95	Yes
	10-2010-2074	UNAPPLIED CREDITS	59.95	
	10 Total:		0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-59.95	
	98-2498-2200	DUE TO OTHER FUNDS	59.95	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT10131 - Refunds 1 UBPKT10129 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0501001-15	MORRIS, RAKIYA	11/16/2023	25748	83.61			83.61	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	83.61			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	83.61
Revenue Total:	83.61

General Ledger Distribution

Posting Date: 11/09/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-83.61	Yes
	10-2010-2074	UNAPPLIED CREDITS	83.61	
	10 Total:		0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-83.61	
	98-2498-2200	DUE TO OTHER FUNDS	83.61	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	