



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

**Berlin Town Hall**  
**10 William Street**  
**Monday, January 8, 2024**

- 6:00 PM**      **CLOSED SESSION – Council Chambers**  
STATUTORY AUTHORITY TO CLOSED SESSION, General Provisions Article, §3-305(b) (3)  
1. To consider the acquisition of real property for a public purpose and matters directly related thereto; *Purpose:* To consider the purchase of real property for use as public parking.

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

**1. 7:05 PM**      **CONSENT AGENDA:**

- a) Approval of Minutes for:  
1. Work Session of 12.11.23  
2. Regular Session of 12.11.23  
3. Work Session of 12.20.23

- 2. 7:10 PM**      **ANNOUNCEMENT:** William Street Pump Station Upgrade Project  
Recommendation of Acceptance – Town Administrator Mary Bohlen and Water Resources Director Jamey Latchum

- 3. 7:20 PM**      **DISCUSSION** – Fire Company request for reallocation of FY23 ARPA Funds for Capital Expense – Mayor Zack Tyndall

**4. 7:50 PM**      **ITEM(S) FOR APPROVAL:**

*A public comment period will now be offered after discussion by the Mayor and Council for each Item For Approval. Any person who may wish to speak will be given two (2) minutes or such time as may be deemed appropriate by the Mayor.*

- a) Motion 2024-01: Special One Day Permit Application Berlin Fire Company for Berlin Chamber of Commerce Awards Dinner – Berlin Fire Company President David Fitzgerald

- 5. 8:00 PM**      **REPORTS:** Town Administrator's Report, Departmental Reports

**6. 8:15 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. 8:30 PM**      **COMMENTS FROM THE COUNCIL**

**8. 8:45 PM**      **COMMENTS FROM THE MAYOR**

**9. 8:55 PM**      **COMMENTS FROM THE PRESS**

**10. 9:00 PM**      **ADJOURNMENT**





**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Work Session with the Delegation from District 38**  
**Monday, December 11, 2023**

**6:00 PM      WORK SESSION – Berlin Town Hall Conference Room**

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

**Absent:** Vice-President Dean Burrell

**Staff Present:** Town Administrator Mary Bohlen, Town Attorney David Gaskill, Mayor's Executive Assistant Sara Gorfinkel, and Administrative Assistant Kate Daub

**Others Present:** Senator Mary Beth Carozza, Delegate Charles Otto

**Arrived Late:** Delegate Wayne Hartman

This meeting was also broadcast live via Facebook. Mayor Tyndall called the meeting to order at approximately 6:05 PM.

1. Opening Statement:

Mayor Tyndall introduced the members of Delegation 38 present at the meeting, which included Senator Mary Beth Carozza and Delegate Charles Otto. He announced that Delegate Wayne Hartman would be joining the meeting later, as he was coming from another engagement. He stated the purpose of the Work Session is to allow the Council to speak with members of District 38 before the State Legislative Session in January of 2024.

2. Discussion:

Senator Carozza thanked the Mayor and Council for their public service and congratulated the Stephen Decatur High School Football Team for winning the Maryland State Championship. She continued by reviewing some of the issues she expects to be a focus at the upcoming 2024 Maryland General Assembly Session and shared they will be working together on a bipartisan basis to address public safety and crime concerns. Senator Carozza acknowledged that action must be taken at the State Level to do something about violent crime, specifically juvenile crime. She highlighted that she is currently working on a bipartisan public safety bill with Senator Ron Watson from Prince George's County. She praised the Town of Berlin for having the foresight to support the Berlin Police Department's enrollment in the Law Enforcement Officers Pension System (LEOPS), which she said is a crucial tool for both retention and recruitment of officers.

Senator Carozza clarified that she represents all of Worcester and Somerset Counties, as well as more than half of Wicomico County; she added that she also serves on the Senate Education, Energy, and Environmental Affairs Committee which covers housing, community development, Veterans Affairs, elections, and ethics. She noted that almost every issue that is in front of the Council will likely go through her committee and acknowledged that coordination is very important. She continued by saying that Maryland Governor Wes Moore

addressed upcoming budget concerns at the recent Maryland Association of Counties (MACo) Convention, adding the expectation is many State Highway and Transportation projects will be affected. She said they have fought hard for the return of Highway User Funds and have made significant progress.

She reported that many of the budget challenges they face are driven by the expense of the Kirwan Blueprint Education Plan, however, she noted there is a new Chairperson of the Senate Education, Energy and Environmental Affairs Committee. Senator Carozza explained the change in personnel is significant because the former chair, Paul Pinsky, was the author of the Kirwan Blueprint Bill and said there was less likelihood that revisions would be made to a piece of legislation he authored and became law. She stated there have been productive conversations regarding the timeline for implementation of the Kirwan Blueprint Plan, and said the adjustment is important because it can free up some of the budget commitments that have been made to allow them to look at other priority areas where funding may be needed.

Senator Carozza made the Council aware she is a member of the Apprenticeship 2030 Commission; she said her role is important for the Eastern Shore because there is a very aggressive goal in the Kirwan Blueprint to have 45% of graduating high school seniors complete a youth apprenticeship or industry-related credential. She explained that many school systems have indicated they want the option of industry-related credentials or school-to-work apprenticeship programs that are already in place in Worcester County, adding the goal is to increase apprenticeships and school-to-work memberships to 60,000 by the year 2030. She congratulated the Town of Berlin for participating in the Water and Wastewater Treatment Apprenticeship program and said she was very impressed with Water Resources Director Jamey Latchum and his team during a recent visit to their facility.

Delegate Otto acknowledged that a priority for the Maryland Municipal League (MML) is camera enforcement, but shared he is opposed to it, adding he would rather see individual personnel provide the enforcement. He thanked the Mayor and Council for serving in local government and made them aware that he has continued to fight for Highway User Revenues and said the funds are crucial to local-level road infrastructure. Mayor Tyndall said he has been looking at how the fiscal projections for the upcoming year are going to impact State Highway Projects and grants, as well as the possibility of holding funds at the Fiscal Year 2024 level for HURs in the upcoming budget cycle due to fiscal constraints. Senator Carozza shared the concern was addressed at the MACo Conference and both parties in the Maryland General Assembly have recognized the impact the issue will have on constituents.

Delegate Hartman arrived at approximately 6:26 PM.

Councilmember Orris asked if the budgetary concerns are expected to impact the Fiscal Year 2025 budget or if current transportation revenues will be affected. Delegate Hartman answered they had heard of an 8% reduction in transportation across the board in which a list of projects would be impacted, however, he clarified that none of the projected impacted are in Worcester County. He continued by saying he was appointed to the Maryland Tourism Development Board in July of 2023 and the budget was created before his appointment to the role. He explained the Tourism Development Board is under the Department of

Commerce, and they will be working with them to determine how the State spends the nearly \$10 million that has been directed to tourism. Delegate Hartman said he will continue to share information with the Mayor and Council as he learns more in his new role.

Senator Carozza emphasized the Delegation is working with Superintendent of Schools Mr. Lou Taylor and Worcester County Commissioner Mr. Chip Bertino on the Buckingham Elementary Replacement School appeal. She said they are putting together good information, as well as making the case that the appeal is a simple push for fairness under the adjacent school formula. Senator Carozza stressed that the entire Buckingham Elementary School community deserves a replacement school and believes the facts are on their side to make a solid case for an appeal. She continued by reporting that there have been personnel changes with the interagency school construction council; she said they have based their plans on an established formula and stressed that the Board cannot change the rules of the formula in the middle of the game. Councilmember Nichols said the Delegation's support of the Buckingham School Rebuild means a great deal; she said the Berlin community has felt like they have not been heard and were forgotten.

Mayor Tyndall reviewed the information included in the Town of Berlin snapshot; he thanked the Delegation for their support of the town's electric utility, particularly when they had to change the Renewable Portfolio Standard (RPS) regulations to be able to fit what the town needs to sustain a small electric utility; he said it has had a significant impact on the town's customers. Mayor Tyndall continued by reporting the town also supports a 750,000-gallon-per-day wastewater treatment facility as well as a 500,000-gallon-per-day water processing facility, adding that he believes the town may operate the largest spray site facility in the State. He emphasized the town continues to work with the Maryland Department of the Environment (MDE) to better understand processes that would help to improve the way they treat its effluent.

He made the Delegation aware the town has applied for Maryland Department of Transportation (MDOT) grant funding, specifically for the Rails and Trails project, however, he said the town was not successful. Consequently, Mayor Tyndall said they are investigating other potential bipartisan infrastructure legislation funding options that may be available and asked the Delegation to pass along any information that could help. He added that the town is pursuing the development of a Community Center on Flower Street and explained that a committee has been established for the project. He said the town continues to work in partnership with the Berlin Community Improvement Association and Shore Up.

Mayor Tyndall acknowledged the biggest priority for the town as a local municipality will be ways to grow revenues. He shared that they budget on a one-year basis when they go through the budgeting process each fiscal year and are always looking for new ways to expand revenues. Mayor Tyndall noted that Berlin is constrained because most of the town's revenue is through real property taxes.

### 3. Comments from the Council:

Vice President Pro Tempore Shaneka Nichols thanked the Delegation for attending the meeting. She thanked them again for their continued support of the Buckingham School Rebuild. She said the Community Center would be a vital addition to the town and would

provide a safe place for children, as well as provide them with the continued education they need.

Councilmember Knerr echoed Vice President Pro Tempore Nichol's comment by saying he was glad to hear the Delegation were strong advocates for a new Buckingham School. He asked for more information regarding the new Public Safety Legislation that Senator Carozza highlighted earlier in the meeting. Senator Carozza responded by saying there are several different tracks to the legislation and she has been part of a bipartisan effort on the Senate side, adding Delegate Hartman has been involved with the Republican package. She noted that Governor Moore has discussed selecting some of the proposals and introducing them as his initiative, which she said is important given the makeup of the Maryland General Assembly. She emphasized that Governor Moore's support increases the likelihood that something would get done.

Senator Carozza clarified some bills that have passed the Senate have not passed the entire Maryland General Assembly, specifically a bill that would increase the penalties for repeat violent offenders. She said the Maryland General Assembly also passed legislation that prohibited law enforcement from questioning juveniles without an attorney's approval, which means the public safety of other juveniles is being affected. She said the proposed legislation would not only overturn the entire bill but would provide exceptions that would permit the questioning of juveniles without an attorney's approval if the juvenile was involved in a violent crime or if a crime involved a firearm.

Delegate Hartman explained the House and Senate Republican caucuses are unified on five pieces of legislation, some of which he said revolve around the matter of public safety. He said an old piece of legislation involves the theft of a gun as a felony; however, he said the charge is based on the value of the gun, adding the threshold of the value is \$1,000. He clarified that many of the guns, particularly handguns, are not worth \$1,000.

He continued by reviewing an additional piece of legislation involving the recent passage of the legalization of marijuana. He said the new legislation does not allow law enforcement to search a vehicle under the premise of the smell of marijuana, adding that law enforcement has reported losing fifty to sixty percent of illegal guns on the street because they cannot search the vehicles, which he said is a detriment to public safety. He continued by saying that any legislative reform is going to require both parties to work together and be proactive.

Councilmember Orris thanked the Delegation for the Buckingham Elementary School Rebuild support. He asked if there were any updates on House Bill 55 which states that a county or municipality is authorized to establish a certain fund to provide support for the repair of infrastructure in a community subject to a condominium association or a homeowner's association. In addition, the bill requires that certain property tax revenues be assigned to a fund created under the Act. Senator Carozza noted that she was planning to talk to the bill sponsor, as well as the Coastal Association of Realtors to better understand their stance on some of the issues the bill addresses. She acknowledged that she was uncertain whether the Maryland Municipal League (MML) had taken a position on the matter.

Delegate Hartman added that many condo and homeowner associations in his district are very concerned about the impact the bill will have. He clarified the bill also requires an engineer to evaluate all common elements of a building's structure, such as a roof, windows, or railings, to determine a replacement cost for each. Delegate Hartman explained that a reserve would allow for an entity to be replaced without the need for a special assessment and noted that an association currently has three years to make up the reserve. However, he stressed there are not enough resources or engineers to conduct the studies and evaluations of buildings and made the Council aware that he and Senator Carozza are working on a piece of legislation that would eliminate buildings made up of six units or less and extend the three-year reserve make up to five years.

Councilmember Green thanked the Delegation for taking the time to speak with the Mayor and Council. He said it was his understanding there have been discussions regarding the Buckingham School Rebuild project that included the possibility of moving fourth graders from Buckingham to Berlin Intermediate School; he said the impact of putting nine and ten-year-olds with twelve and thirteen-year-olds is not a viable option and hopes it is not considered to address the overcrowding. He returned to the subject of HUR revenues and said the Town of Berlin received a letter on September 28, 2023, which stated the revised HUR estimate to the town for fiscal year 2024 is \$298,000 and \$339,000 for fiscal year 2025. He asked the Delegation if they felt the projected amounts could change coming into the next budget season; he acknowledged a \$40,000 increase from the fiscal year 2024 to 2025 reflects a 12% increase and roughly one penny on the town tax rate.

Senator Carozza responded by saying she will be attending a meeting with the State Highway Administration on Thursday, December 14, 2023, and intends to clarify the impact of Governor Moore's announcement on the projects in District 38. She continued by saying that she would not advise the Council on how to move forward from a budgeting perspective until she had all the information confirmed. Mayor Tyndall added that he expects the town will likely use the fiscal year 2024 number for the upcoming budget and said he rather be conservative in their projections.

Councilmember Green shared that he feels it may be best for a councilmember to be present at the local level meeting with State Highway; Mayor Tyndall said he speaks regularly with District Engineer Mark Crampton and believes the town has communicated its consolidated transportation plan request. He continued by saying he does not believe it will be a detriment to the town if a member of the Council is absent from the meeting.

Following no further questions or comments from the Council, the Work Session was adjourned at approximately 7:18 PM.

Respectfully Submitted,

*Kate Daub*

Kate Daub  
Administrative Assistant



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, December 11, 2023**

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

**Present:** Mayor Zackery Tyndall, Vice President Pro Tempore Nichols, Councilmembers Steve Green, Jay Knerr, and Jack Orris.

**Absent:** Vice President Dean Burrell

**Staff Present:** Town Administrator Mary Bohlen, Town Attorney David Gaskill, Finance Director Natalie Saleh, Economic & Community Development Director Ivy Wells, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing, Public Works Director Jimmy Charles, Water Resources Director Jamey Latchum, Mayor's Executive Assistant Sara Gorfinkel 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. Work Session of 11.27.23
2. Regular Session of 11.27.23

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

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

2. Presentation(s):

a) FY23 DRAFT Audit

Ms. Leslie Michalik and Ms. Alyssa Revell were present at the meeting on behalf of PKS & Company, P.A. Ms. Michalik explained that PKS has completed an audit of the financial statements of the town of Berlin for the fiscal year ended June 30, 2023. She clarified the main objective of an audit is for PKS to express an opinion of the town's financial statements as to whether there is a fair and accurate presentation of the financial positions of the town

and whether they are following generally accepted accounting principles. In addition, Ms. Michalik noted that PKS reviews two additional factors as part of government auditing standards, which are the town's compliance with applicable laws, regulations, and grant agreements, as well as the town's internal accounting procedures and controls. She reported that PKS did not identify any noncompliance issues during their audit.

Ms. Michalik provided an overview of the town's financial results and said the General Fund balance increased by \$2,133,000 for the fiscal year. When compared to the town's budget and revenues, she said that it is a favorable variance with expenses. She reported the General Fund balance at the end of the year was \$9,981,000, which she said must be broken down into categories based on how spendable the money is. Ms. Michalik clarified that the town had a non-spendable fund balance of \$1.1 million, adding the town also had some restricted fund balance from slot revenues totaling \$447,000.

She continued by noting the Committed Fund balances are in accordance with internal regulations, adding the town set aside \$1.5 million as committed for disaster recovery, debt service, and accumulated impact fees. Ms. Michalik explained the Assigned Fund Balance, which includes funds the Mayor and Council have designated for the Community Center, Police forfeiture money, stabilization reserve, and capital reserve, is \$3.5 million. Additionally, she stated the Unassigned or Spendable Fund balance represents approximately five months of operating expenses that total \$3,279,000. Mayor Tyndall thanked the members of the Council, Finance Department, and Town Administrator Mary Bohlen for working together to establish many of the funds reviewed by Ms. Michalik and said he believes the town is in a much better position going forward from a fiscal planning and preparedness standpoint.

Ms. Revell stated the town has four Enterprise Funds, which include Electric, Water, Sewer, and Stormwater; she clarified each fund is intended to run like a for-profit business as they are funded by user chargers. She explained the revenues of each fund are set to cover the cost of utility expenses. Ms. Revell began by reviewing the highlights for the Electric Fund and said the fund had an operating income of \$112,000 at the end of Fiscal Year 2023 compared to an operating income of \$317,000 in Fiscal Year 2022. She reported that electric service charges increased nine percent to roughly \$468,000 compared to the previous year, and expenses for the Electric Fund increased approximately \$72,000, which she said is primarily due to an increase in payroll-related costs.

She continued with a review of the Water Fund and reported the fund ended with a net operating loss of \$49,000 which she confirmed decreased from last year's operating loss. Ms. Revell said the water service charges increased by one percent, and expenses increased by six percent, adding the increases are mainly due to an increase in water supply. She noted the non-operating revenue of \$1.3 million is made up of capital grants and the new capital service fee, which was implemented on September 1, 2022, of the current fiscal year, and the Capital Grant is mostly related to the American Rescue Plan (APRA) monies of \$1.2 million the town recognized in the past year.

She reported the town collected \$172,000 of special connection fees related to the Water Fund, which are restricted for capital projects and repayment debt. She confirmed the Water Fund



ended with an increase in net position of \$1.5 million for fiscal year 2023. Councilmember Orris asked to confirm the capital service fee for the Water Fund is \$97,000; Ms. Revell clarified the total is \$113,000. Councilmember Green asked if the new fee passed in September 2022 generated the \$113,000; Ms. Revell confirmed, adding the new fee was not in effect for a full fiscal year.

She continued with the Enterprise Fund overview and said the Sewer Fund ended the year with an operating income of about \$748,000 compared to an operating income of \$741,000 the previous year. Ms. Revell noted the town's operating revenues increased by \$205,000, and its operating expenses increased by \$190,000. Overall, she confirmed the Sewer Fund ended the fiscal year with an increase in net position of \$1.2 million.

Lastly, Ms. Revell stated the Stormwater Fund had an operating income of just over \$10,000 compared to a loss of \$89,000 in fiscal year 2022. She reported the Stormwater Fund ended the year with an increase in net position of \$89,000. Mayor Tyndall acknowledged that it may be the first time the stormwater fund has ended the year with a positive number. Ms. Revell concluded the report by stating the Enterprise Funds ended the fiscal year with a total net position of just over \$31 million, adding that roughly \$23 million is investment in the town's capital assets and net of any related debt. She confirmed approximately \$1.2 million is related to the town's special connection fees and EDUs, which are restricted monies and leave the town in an unrestricted net position in the Enterprise Fund of \$6.5 million. In conclusion, Ms. Revell reported the town is in a healthy financial position and the books are in good working order.

Councilmember Knerr shared that it is gratifying to see the town is in good shape and said it is a testament to Financial Director Natalie Saleh and her staff for the work they do.

Councilmember Green said the increase reflected in the Unassigned Balance is something they should be proud of.

b) RedSpeed Cameras Review

Police Chief Arnold Downing made the Council aware that the speed studies conducted in the past few months have indicated two locations in town where speed cameras should be considered. He confirmed Flower Street and Seahawk Road captured an adequate number of speed violations which suggests that cameras would be effective in those areas.

After receiving the results of the studies, Chief Downing said he contacted Electric Utility Director Tim Lawrence to ensure the cameras could be appropriately placed at the recommended locations. He continued by saying they may also want to consider having discussions with the County about altering the speed limit in the areas; he confirmed there is a difference of five miles per hour between County roads and Town roads and suggested it would be advantageous to designate a twenty-five mile per hour speed limit all the way through.

Councilmember Orris referred to the results of the speed camera studies included in the meeting packet and asked to confirm there was a total of one hundred thirty-three speeders on South Main Street. Chief Downing confirmed but clarified the total reflected the number of drivers traveling northbound on South Main Street, adding the speed violations recorded did

not meet the threshold to warrant a monetary fine. Mayor Tyndall asked if the recommendation is to pursue both camera locations on Flower Street; Chief Downing said all six locations on Flower Street are recommended.

Following the discussion, no action was needed on behalf of the Council, however, all members present unanimously agreed to move forward with the speed camera locations proposed.

### 3. Item(s) For Approval:

Mayor Tyndall announced a change was made to the agenda format, adding that a Public Comment period will now follow each Item for Approval. He clarified that any person wishing to comment on an item will be given two minutes to do so before any debate or discussion by the Council.

#### a) Motion 2023-58: Acknowledging request by Local Development Committee (LDC) to Phase Out Planned Use of Casino Funds for LEOPS

Mayor Tyndall reported the Local Development Council (LDC) issued a response to Motion 2023-58 acknowledging the LDC's request to phase out the planned use of casino funds for the Law Enforcement Officer's Pension System (LEOPS). He said the LDC has approved the wording of the motion and opened the meeting to public comment.

Councilmember Green asked if any changes had been made to the motion that was previously presented; Ms. Bohlen responded by saying the only change was the addition of language referring to the updated multiyear plan and noted there was uncertainty as to whether the LDC was requiring the plan to be submitted in the current year. Mayor Tyndall answered the plan had already been submitted and clarified that a new multiyear plan would be submitted for fiscal year 2027. Councilmember Orris asked if the LDC approved the wording in the updated motion; Ms. Bohlen said the motion presented is what the LDC recently reviewed.

Councilmember Knerr asked why they needed to wait until the fiscal year 2027 to submit a new plan; Mayor Tyndall explained the town already has an approved spending plan through 2026. Councilmember Knerr said there is nothing that prohibits the town from revising the plan to meet their request and suggested they work with the LDC to address the plan to phase out of LEOPS. Finance Director Natalie Saleh clarified that the LDC's request was for the town to adhere to their recommendation by including additional language in the motion that addresses the town's commitment to fully phase out funding for LEOPS by slot revenues.

Councilmember Orris read an excerpt from the LDC meeting minutes and said he believes the confusion among the Council stems from a line which states "The Mayor and Council are committed to providing written plans by April 1, 2024." He acknowledged the town is not submitting a new plan, however, he said he believes the town is submitting its intent in writing to describe how they will gradually have the General Fund take on the cost of LEOPS. Mayor Tyndall answered that the LDC has approved the town's multi-year plan for fiscal years 2024, 2025, and 2026. He continued by saying the LDC is expecting the town to comply with their recommendation when the new plan is submitted for fiscal years 2027, 2028, and 2029.

Mayor Tyndall suggested revising the language in the motion presented by noting that the Mayor and Council are committed to submitting an updated multi-year plan by the end of fiscal year 2025 for fiscal years 2027 through 2025.

On the motion of Councilmember Green, second by Councilmember Orris, Motion 2023-58: Acknowledging the request by the Local Development Committee (LDC) to Phase Out Planned Use of Casino Funds for LEOPS with changes was approved by the following vote:

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

b) Motion 2023-60: Stormwater Management Upgrades Phase II – Pine Street, Nelson Street, and Franklin Avenue

Water Resources Director Jamey Latchum reported that the Water Resources Department is seeking approval from the Mayor and Council to authorize the funding allocation for additional water and sanitary utility materials to continue with the construction of the Pine Street, Franklin Avenue, and Nelson Street Stormwater Improvements project. During construction, he explained they had uncovered a need for the addition of a fire hydrant, new waterline valves and tee, as well as converting to the use of corrugated metal material in place of reinforced concrete piping which will allow them to avoid the relocation of an existing Verizon fiber-optic utility located underground.

Councilmember Green asked to clarify the recommendation presented includes reallocating funds in the current budget for a new audio-visual system as well as the digitization of documents for a total of \$100,000 to cover the costs that are outside the scope of the original contract for the Stormwater Improvements project; Ms. Saleh confirmed. Councilmember Orris offered an alternative suggestion and asked if it would be possible to reallocate ARPA funds from the Rails and Trails Phase II project given that the project is currently at a standstill; Mayor Tyndall responded by saying he believes it would be cleaner to stay with the transfer of funds already proposed to alleviate the cash flow but said they can revisit reappropriating the Rails and Trails funds to categories the Council sees fit at a future meeting.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2023-60: Stormwater Management Upgrades Phase II – Pine Street, Nelson Street, and Franklin Avenue not to exceed \$100,000 was approved by the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent

Shaneka Nichols, VP-PT	X				
Dean Burrell, VP					X
Steve Green	X				
Jack Orris	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				1

Councilmember Green asked why there was gravel in the storm drains around Nelson and Pine Streets; Mr. Latchum answered that it was in response to the Erosion and Sediment Control Plan the town is required to submit to the Maryland Department of the Environment (MDE).

4. Discussion: Fire Company request for reallocation of FY23 ARPA Funds for Capital Expense  
Mayor Tyndall said Berlin Fire Company President David Fitzgerald submitted a request to reallocate fiscal year 2023 ARPA funds for capital expenses. He reminded the Council that the town allocated up to \$220,000 in ARPA funds for the use of capital, specifically for Self-Contained Breathing Apparatus (SCBA). However, he said the Fire Company received the Assistance for Firefighters Grant (AFG) and used the funds to cover the cost of the SCBA. Mayor Tyndall clarified the Fire Company's request is to reappropriate the remaining funds of the \$220,000 for the capital equipment they have already purchased to pay for principal and interest. He said he stands by his previous recommendation that the Council should hold off acting on the request until the Fire Company makes the town aware of what the FY25 contract amounts will be, which he said is expected in January or early February of 2024.

Town Attorney David Gaskill read a portion of the current contract between the town and Berlin Fire Company. He said an important takeaway is that the contract states ARPA funds of \$83,039.18 will be distributed to the Fire Company by July 30, 2023, for a one-time payment for Fire Company fiscal year 2024 operating expenses and any remaining funds shall be released upon approval of qualifying projects submitted by the Fire Company and approved by the Mayor and Council. Councilmember Knerr commented that the town seems to have a rocky relationship with the Fire Company and believes releasing the funds will show the town is putting its best effort forward to improve the relationship. He noted the Fire Company's letter stated they had purchased two new trucks, and the funds could help them to reduce the principal owed.

A lengthy discussion followed between the Mayor and Council which included a recommendation by Mayor Tyndall to draft a Memorandum of Understanding (MOU) to ensure the funds will be used on equipment that stays in the Town of Berlin and can serve in fire suppression for the town. Ms. Bohlen acknowledged the Fire Company is asking to expend the funds for capital purposes and said it would be perfectly reasonable for the town to work toward an MOU. Councilmember Nichols said she believes a conversation should be had during the upcoming Work Session meeting with the Fire Company on Wednesday, December 20, 2023; she said she does not want to withhold funds but believes it important for all those involved to be on the same page moving forward. Mayor Tyndall agreed and said they would revisit the discussion during the Work Session.

5. PJM Quarterly Report

Electric Utility Director Tim Lawrence said the PJM quarterly report is for July, August, and September 2023. He shared that the total energy sold for the Town of Berlin was 12,516,394 kWh and the American Municipal Power Bill for that period was \$446,902. He continued by saying the PJM charges were \$472,183 and the PJM ARR credit was \$59,358. Mr. Lawrence noted that fuel, lube, and other costs for the Power plant were \$185,647, total power costs were \$1,045,373 and the cost per kWh sold was 0.08352. Lastly, he said the anticipated ARR Allocation credit for July 1, 2023, through May 31, 2024, is expected to be approximately \$235,656.46.

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

Ms. Bohlen reported there will be a pre-bid meeting for the Heron Park Building Demolition Request for Proposal on Wednesday, January 3, 2024. She said she attended the Maryland Public Service Commission Annual Rate Hearing on Monday, December 4, 2023, along with Ms. Saleh, Mayor Tyndall, and Accountant Melissa Coffey, adding the town received a good result. She reminded the Council that Town Hall will be closed from 12:30 p.m. to 1:30 p.m. for a staff holiday luncheon and most town offices will be closed Monday, December 25<sup>th</sup> and Tuesday, December 26<sup>th</sup> for the Christmas holiday. In addition, she said she will be out of the office on vacation from December 18<sup>th</sup> through 22<sup>nd</sup>.

7. Comments from the Public

Resident Mary Hedlesky of Westminster Drive wished the Mayor and Council happy holidays.

8. Comments from the Council

VP-PT Nichols wished everyone a happy holiday season and said her thoughts are with Vice President Burrell following his surgery.

Councilmember Knerr wished the Council a Merry Christmas. He brought up the issue of parking in town and asked to revisit the conversation about how to provide additional parking. He said he has been made aware of an opportunity to lease property and believes it is an option worth exploring. Ms. Bohlen said a conversation regarding any potential real property acquisition should be held in Closed Session.

Councilmember Orris wished everyone happy holidays and a safe New Year.

Councilmember Green thanked Public Works Director Jimmy Charles for helping the Council put together their float for the Berlin Christmas Parade. He echoed Councilmember Knerr's belief that parking issues in town need to be addressed and said he thinks it is time for the Council to consider all available options.

9. Comments from the Mayor

Mayor Tyndall agreed that the parking issue needs to be addressed and said the Council needs to look at constructive ways the town would be able to pay for any potential options that may be available. He thanked all town staff and volunteers who helped to make the Christmas Parade a success. He provided a reminder that the Menorah Lighting is scheduled for Thursday, December 14<sup>th</sup>, 2023, at 5:30 p.m. and will be held at The Inn Berlin.

Ms. Saleh added that the Town of Berlin established an Energy Assistance Fund to help lower-income families pay their utility bills. She encouraged residents to contribute to the fund and noted that donation information can be found on the town's website.

10. Comments from the Press

11. Adjournment:

On the motion of Vice President Pro Tempore Nichols, second by Councilmember Knerr, the Mayor and Council meeting was adjourned at approximately 9:02 PM.

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

Respectfully Submitted,

*Kate Daub*

Kate Daub  
Administrative Assistant



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Work Session**  
**Wednesday, December 20, 2023**

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

**Present:** Mayor Zack Tyndall, Vice-President Pro Tempore Shaneka Nichols, Councilmembers Steve Green, Jay Knerr, and Jack Orris.

**Absent:** Vice President Dean Burrell

**Staff Present:** Town Attorney David Gaskill and Administrative Assistant Kate Daub.

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

This meeting was broadcast live via Facebook. Mayor Tyndall called the meeting to order at approximately 6:05 PM.

1. Opening Statement:

Mayor Tyndall announced the purpose of the meeting is to review quarterly operational and financial information of the Berlin Fire Company (BFC) and Emergency Medical Services (EMS).

2. Discussion – Berlin Fire Company and Emergency Medical Services.

President Fitzgerald confirmed the projected financial request to the town on behalf of the Berlin Fire Company in fiscal year (FY) 2025 will be \$200,000 for operating expenses and \$150,000 for capital expenses. He explained the amounts stem from historical information based on past studies and audits of the Fire Company's operating costs. He said the amounts requested would sufficiently fund Fire and Rescue protection for the Town of Berlin, in addition to the outstanding areas designated by the County.

Councilmember Knerr asked how much of the money the town allocated to the Fire Company in FY24 went directly to Fire Rescue. Mr. Fitzgerald said the contract for FY24 noted \$200,000 in operating expenses and confirmed the goal was met. However, he said a balance of roughly \$140,000 of ARPA funds has yet to be dispersed and is still owed per the contract. Mayor Tyndall clarified that it is a pending item before the Council; he said the funds from ARPA are earmarked for the Fire Company in the FY24 contract, but the disbursement has not been approved. Councilmember Orris asked if an FY25 draft contract could be provided given that the funding amounts have already been determined; President Fitzgerald stated there would not be any changes to the FY24 contract except for the new amounts.

President Fitzgerald reported the Fire Company's official capital plan is to be submitted to the town by December 30, 2023. He provided the Mayor and Council with a flyer that

summarized all the BFC's Capital Apparatus, the vehicle's expected lifespan, as well as the anticipated replacement year for the apparatus. He noted several question marks listed next to the replacement year for specific pieces of apparatus indicating the lifespan of the apparatus had been extended. President Fitzgerald pointed out that the replacement year for Engine 607 and the Rescue Engine are highlighted in bold because the replacement apparatus had been ordered. He said the Fire Company took out loans to help purchase the apparatus but said the expected payoff date is the year 2038; he said this will significantly drive their cash flow depending on the town's willingness and ability to financially contribute.

Councilmember Knerr asked if the timeframe for loan payoff would be reduced should the town meet their \$150,000 capital fund goal each year; President Fitzgerald answered it would take a few years off but would not quite cut it in half.

Councilmember Orris asked if manufacturer recommendations were taken into consideration when determining the lifespan of the apparatus; President Fitzgerald confirmed but said many other factors affect the lifespan and must also be factored in. Chief Rhode added the lifespan for other capital items such as hydraulic tools is continually affected because replacement parts are no longer available. He continued by saying the industry is transitioning to battery-operated tools which are more expensive.

Discussion followed regarding the development of a possible funding formula between the town and BFC. President Fitzgerald said the budget amounts requested were determined using the constant yield tax rate chart available on the County's website. Consequently, he said they would be looking at approximately six and a half cents on the tax dollar for fire and rescue operations. He continued by saying he compared the information to funding the County provides which is a base amount of \$250,000 and an additional \$1,000 per call. Mr. Fitzgerald said he applied the same metrics to the town with the town base being \$200,000. He explained that a \$1,000 per call formula for every call received in town would have produced a total of \$153,000 based on the number of calls received in 2022. He acknowledged that a call-based funding formula would work well for them and get them very close to meeting the projected funding amounts needed to support Fire Company operations. Mayor Tyndall made Mr. Fitzgerald aware that the goal of their meetings is to try and develop a formula moving into the new calendar year that works for all parties.

Councilmember Orris asked if there should be a greater charge for out-of-town calls; Mayor Tyndall answered that the town would not be responsible for funding out-of-town calls. Councilmember Knerr asked if the Fire Company continues to bill insurance companies; Mr. Fitzgerald answered yes, however, he said they mistakenly announced that outstanding bills do not go to collections which has resulted in very few bills being paid. He added that any bill payment received will go to capital funding. Mayor Tyndall asked if the County provides additional funding beyond the \$250,000 base and \$1,000 per call; Mr. Fitzgerald said no. Mayor Tyndall asked if the town would be responsible for additional funding should the parties agree to a funding formula that mimics the County's; Mr. Fitzgerald said funding generated by a formula would get the Fire Company to where it needs to be.



The conversation shifted to the subject of impact fees after Mayor Tyndall reported the Council would like to revisit the possibility of an increase. Chief Rhode shared that the Fire Company is willing to provide any information needed to assist the town in the development of an impact fee formula. Mayor Tyndall responded by saying it is difficult to determine what to charge without knowing what needs to be recovered, adding it is important the town finds a way to recover impacts on future developments that may mimic the size of existing developments. Mr. Fitzgerald said the Fire Company will continue to provide the town with an evaluation of any new development and asked they be made aware of new development projects as soon as possible. He said they are not being given sufficient time to review a proposal before the date of a Planning Commission meeting when the project is publicly reviewed.

Mayor Tyndall acknowledged there have been staff-level discussions regarding how the town can improve the process, but he commended the Fire Company for responding to all inquiries they have been given. Vice President Pro Tempore (VP-PT) Nichols asked where the Fire Marshal would come in as part of the project review and suggested that any plans received for future developments be passed along to the Fire Company and Fire Marshal at the same time. Mayor Tyndall responded by saying the question could best be answered by Planning David Engelhart, however, Mr. Engelhart was not present at the meeting.

#### b) Emergency Medical Services

Mr. Fitzgerald explained the Emergency Medical Services (EMS) budget is more difficult to review because it is not as fixed as the fire budget. He reported that 90% of the EMS budget is payroll and said he has been made aware that neighboring Fire Companies will likely be raising salaries in the coming year; he said this is a concern because they must find a way to remain competitive to ensure they retain staff. In addition, Mr. Fitzgerald emphasized they are unable to provide the town with a budget amount until they are made aware of the County formula to determine where they will be short on expenses. He noted the amount requested from the town is typically what they need to cover EMS expenses.

Councilmember Knerr asked if the Fire Company has calculated an average per call cost each time an ambulance is sent out; Mr. Fitzgerald answered they use a call value formula. He explained the formula includes the number of EMS calls per year which he said is roughly two thousand calls and divides the number by the EMS budget of \$1.3 million. Using this formula, Mr. Fitzgerald said he estimates the average cost per EMS call is \$650. Mayor Tyndall asked if it would be reasonable to ask that the town be provided a working number for EMS by February 1, 2024, to assist the town in budget preparation; Mr. Fitzgerald confirmed.

Mr. Fitzgerald continued by saying there has been no change in budget projections for capital ambulances and equipment. He said he will need to update the spreadsheet of capital items he provides to the Mayor and Council, as he was of the understanding the Local Development Committee (LDC) funds the town would be distributing to EMS for \$40,000 would be distributed each year for three years. However, he said he now

understands the allocation is for one year. Mayor Tyndall asked how much the County provides for ambulance replacement; Mr. Fitzgerald answered they receive \$25,000 per unit for every unit. Mayor Tyndall said a goal is to come up with a formula that helps the town meet the level of funding needed to support EMS operations and asked if the County provides additional funding beyond what is received through the funding formula. Mr. Fitzgerald said the County expects any additional capital that is needed to come out of the formula. However, he said they continue to apply for grants and other loans that would help to offset their capital expenses.

Mr. Fitzgerald clarified the County reimbursement for calls varies for out-of-town EMS versus in-town EMS calls. He said a full out-of-town run that results in transport to a medical facility is \$900, however, he said the County reduces the number to \$225 for an in-town call, which is a reduction of \$675. Mayor Tyndall asked to confirm the County still provides \$225 for in-town runs; Mr. Fitzgerald confirmed they receive \$225 for any call outside of town limits that do not result in transport but clarified they do not receive any County funding for in-town calls with no transport. Councilmember Orris asked him to confirm his understanding that a full run amount for in-town calls that result in transport to a medical facility is \$225 and that no funding is received for in-town calls that do not result in transport; Mr. Fitzgerald confirmed.

Councilmember Knerr asked what prompted the City of Pocomoke to take over their EMS division; Mr. Fitzgerald answered the EMS division as a nonprofit experienced a lack of volunteers and determined that it needed to transition to career staffing but could not take on the financial burden of doing so. He said the city took over the responsibility and now has a full budget. Mayor Tyndall said the town of Berlin offers the Law Enforcement Officers Pension System (LEOPS) which is a recruitment and retention tool available to EMS personnel, adding the town would be willing to entertain the possibility of leased employees to assist the Fire Company from a partnership standpoint. Mr. Fitzgerald said it is his understanding that town staff, specifically the Town Administrator, would be fully in charge of EMS employees and he does not believe there would be support from Fire Company members. In response, Mayor Tyndall stated he wanted to state for the record that the Town Administrator has never directed the operational activities of Fire and EMS personnel.

Discussion continued regarding the role mileage plays as part of the County formula. Mr. Fitzgerald said mileage is paid at the IRS rate only for transport to Salisbury Tidal Health. Mayor Tyndall stated it is his understanding the County formula has a point at which round trips must exceed a certain amount because other entities may hit a greater mileage threshold. Mr. Fitzgerald offered a difference of opinion and said round-trip mileage is not taken into consideration, adding that mileage is set at twenty-five miles. He acknowledged the formula may seem complex, but the rationale is companies that take on more mileage have more expenses. He said it would not be reasonable to provide companies with money they do not need.

Additionally, Mr. Fitzgerald said the County provides \$8,000 for every full-time equivalent employee, as well as a Personnel Supplement of \$175,000 that is included in

the formula. Mayor Tyndall asked if the Supplement would apply if the Fire Company went to sixteen full-time equivalents; Mr. Fitzgerald confirmed. A lengthy conversation followed regarding the information needed to develop an EMS funding formula; the information included data used as part of the County formula, as well as the current cost per call and the number of in-town calls received each quarter. Mayor Tyndall said he believes it would be advantageous to mimic the County formula to determine what may be financially tangible moving forward. Mr. Fitzgerald agreed but said they need to have a better understanding of their finances which they hope to have by February 1, 2024.

Mayor Tyndall moved to the next agenda item and said the town appropriated roughly \$8,000 in FY23 funds to be carried forward to FY24, and identified two events based on the Police Department's Emergency Planning in which on-site Fire and EMS Services were of best practice. He continued by saying the Fire Company submitted a quote for services to the town for those services and there was a disagreement between the two parties regarding the onsite placement of the apparatus. In full transparency, Mayor Tyndall said an agreement on the placement of the apparatus could not be reached, however, he said a proposal was made to revisit the request for onsite services in the future.

Mr. Fitzgerald said the professional expertise of the corporation's EMS officers, the operational officer consulting with staff, and the fire operational officer had determined that responding from the firehouse would be best practice. Councilmember Orris said he respects their professional opinion, adding it may seem logical to revisit the possibility of purchasing an emergency utility vehicle like the one the Police Department has. Mr. Fitzgerald said he would contact the new County Procurement Officer Nicholas Rice, as well as the Town of Berlin Economic and Community Development Director Ivy Wells to determine whether any funding or grant opportunities may be available. Mayor Tyndall asked to clarify that the Fire Company would agree to provide EMS service if a utility emergency vehicle was in play onsite; Mr. Fitzgerald answered yes. Mayor Tyndall proposed exploring the option to advance the \$8,000 as the first point in funding for the vehicle.

In addition, he suggested the Fire Company have a conversation with the Federal Park Service and the State Park Service about types of reimbursement that may be available for calls to federal park locations. Mr. Fitzgerald said he would investigate the possibilities.

Lastly, Mayor Tyndall addressed the Fire Company's previous request concerning the disbursement of remaining ARPA funds in the amount of \$136,980.82 to make a payment on the loan for the new fire engine and rescue truck. He said the current contract reads the ARPA funds are to be released on approval of qualifying projects submitted by the BFC. Mr. Fitzgerald said they would submit an alternative project if the Mayor and Council deemed that fire apparatus is not a qualifying project. Mayor Tyndall responded by saying he is not disputing the release of funds but recommended that they wait to do so until the upcoming budget year numbers are established.

Councilmember Green returned to Mayor Tyndall's belief that a Memorandum of Understanding (MOU) is needed before releasing the funds and asked why it would be necessary; Mayor Tyndall answered the Fire Company's request encompasses funding for two pieces of apparatus and believes it would be prudent to have an MOU in place given that \$100,000 of ARPA funds would be used for specific pieces of equipment. He continued by saying he would not feel an MOU is necessary if the capital was being lumped together as part of a funding formula. Councilmember Knerr responded by saying the funding would still be put towards capital and does not see the need for an MOU.

VP-PT Nichols shared that she believes the MOU would make sense, as the funding would be going to specific pieces of apparatus; she said an MOU would help to alleviate any discrepancies regarding the uses of the funding. She said she does not want to get to a place where the town is at risk of losing Fire and EMS services should the town not be able to meet the Fire Company's funding requests in the future. She questioned what would happen to the equipment if the town and Fire Company were unable to reach an agreement for service in FY25. Chief Rhode disputed the need for an MOU by saying the funding is already outlined in the signed contract and has been agreed upon by both parties.

After a lengthy debate regarding the need for an MOU, Mr. Gaskill clarified that an MOU is not a contract nor enforceable, however, he said it would be sensible as a matter of due diligence to have a clear understanding of the Fire Company's capital items and expenses. Councilmember Green asked if the item should be presented in the form of a motion at the next Regular Session meeting on Monday, January 8, 2023, to determine the release of funding. Mr. Fitzgerald said he would be willing to provide a copy of the loan and purchase documents to prove the vehicles have been ordered. Mayor Tyndall asked if there was a deliverable date for the equipment; Mr. Fitzgerald answered January 2025 and September 2025. Councilmember Knerr said that he believes they are overcomplicating the request and feels the Council should vote on whether to release the funding to the Fire Company.

Following no further comments, Mayor Tyndall adjourned the work session meeting at approximately 7:51 PM.

Respectfully Submitted,

*Kate Daub*

Kate Daub  
Administrative Assistant



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

[www.berlinmd.gov](http://www.berlinmd.gov)

**Mayor**

Zack Tyndall

**Vice President**

Dean Burrell

**Council Members**

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

**Town Attorney**

David Gaskill

**Town Administrator**

Mary Bohlen



January 9, 2024

T.K. Construction Co., Inc.

31812 Johnson Road

Salisbury, Maryland 21804

Re: William Street Pump Station Upgrade Project Final Acceptance/Warranty Recommendation

To Whom It May Concern:

Please accept this notification that, on the recommendation of the Town's engineering firm, Davis, Bowen & Friedel, Inc., the Town of Berlin acknowledges final acceptance and start of the 2-year warranty for the William Street Pump Station Upgrade Project, effective as of December 8, 2023. The completion date of the 2-year warranty is set for December 8, 2025. A warranty inspection will be performed in November 2025 prior to the warranty completion date.

If you have any questions, please contact me at 410-641-4314 or [mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov).

Sincerely,



Mary T. Bohlen  
Town Administrator

DBF: Josh Taylor and Nick Bradley

TOB: Director of Water Resources Jamey Latchum

Ring W. Lardner, P.E.  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA, LEED GA  
Jason P. Loar, P.E.  
Jamie L. Sechler, P.E.

December 12, 2023

Town of Berlin  
10 Williams Street  
Berlin, Maryland 21811

ATTN: Ms. Mary Bohlen  
Town Administrator

RE: William Street Pump Station  
Recommendation of Acceptance  
Berlin, Maryland  
DBF #0050A114

Dear Ms. Bohlen:

On Friday, December 8, 2023, Davis, Bowen & Friedel, Inc. and Town personnel performed the final walk through for the William Street Pump Station and verified that all punch list items remaining have been completed.

It is the recommendation of Davis, Bowen & Friedel, Inc. that the Town of Berlin accept the work performed and begin the two-year warranty with a start date of December 8, 2023. Should you have any questions regarding this correspondence please call.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.



Joshua J. Taylor, P.E.  
Associate

NSB  
L:\0050A Berlin\0050A114 - William Street Pump Station\Admin\CA\Close Out\2023-12-08 Bohlen.docx

cc: Mr. Jamey Latchum, Town of Berlin



**Berlin Fire Company, Inc.**  
**Berlin Fire Company Emergency Medical Services, Inc**  
214 North Main Street  
Berlin, Maryland 21811-1004  
410-641-1977 • 410-641-2494 FAX  
[www.berlinfire.com](http://www.berlinfire.com)



**BERLIN FIRE COMPANY, INC.**

October 12, 2023

Mayor and Council of Berlin  
10 William Street  
Berlin, MD 21811

Dear Mayor and Council:

The Mayor and Council allocated from the American Rescue Funds for Berlin Fire Company's capital expenses an amount of \$220,000. The intended use of these funds was to replace all of the existing self-contained breathing apparatus (SCBA). The remaining funds for this project would come from our capital equipment account in which we placed funds from the county out of town run revenue that is usually placed in the apparatus replacement fund or used for other capital items. We have received a FEMA-Assistance for Firefighter Grant (AFG) to assist with funding the SCBA replacement and upgrading our breathing air compressor. We will now be using those fire company designated funds for items that the AFG grant will not cover and to purchase equipment for the new apparatus (engine and rescue) that are on order.

The fire company has requested for several years and substantiated by our capital plans and the fire study initiated by the Town, an annual amount of \$150,000 to capital and more specifically to ensure our apparatus replacement remains on schedule.

The Mayor and Council distributed \$83,019.18 of the American Rescue Funds to Berlin Fire Company to fulfil the FY23-24 operating request of \$200,000. Therefore, the remaining balance of American Rescue Funds of \$136,980.82 is available. We are requesting these funds to be immediately distributed to the fire company to pay on the loan for the engine and rescue. We will provide a copy of the canceled check and receipt from the loan vendor for your records. This payment will allow us to reduce the term of the loan by approximately one year and save approximately \$10,000 of interest and continues to substantiate the annual request of \$150,000 for capital.

Please advise if any additional information is needed to fulfill this request.

Sincerely,

David A. Fitzgerald  
President



**MOTION OF THE MAYOR AND COUNCIL 2024-01**

A motion of the Mayor and Council of the Town of Berlin APPROVING THE SPECIAL EVENT ONE DAY PERMIT APPLICATION – BERLIN FIRE COMPANY, INC. FOR THE BERLIN CHAMBER OF COMMERCE AWARD DINNER ON JANUARY 18, 2024, FROM 5:30 P.M. TO 10:30 P.M.

The event is to be held at the Berlin Fire Company Headquarters located at 214 N. Main Street, Berlin.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

\_\_\_\_\_  
Shaneka Nichols, Vice President Pro Tempore of the Council

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024 by the Mayor of the Town of Berlin.

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

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





## BOARD OF LICENSE COMMISSIONERS FOR WORCESTER COUNTY

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

### APPLICATION FOR SPECIAL ONE DAY PER DIEM PERMIT

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

Name of Applicant: Berlin Fire Company, Inc Date of Application: 12/26/2023  
Address of Applicant: 214 N. Main Street  
Telephone: 410-641-1977 Email: bfc@berlinfire.com  
Location for which Permit is sought: SAME AS ABOVE

Hours Requested: 5<sup>30</sup> pm to 10<sup>30</sup> pm  
Election District No.: Town - District 1 County - District 3 MD - District 38 Fed-Dist 1  
Convention or Group for which Permit sought: Berlin Award Dinner  
Berlin Chamber of Commerce Dinner  
Date for which Permit sought: 01/18/2024

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

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

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

*[Signature]* *Berlin Fire Co. Inc*

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



## January 8, 2024 Weekly Report

### Departments this Week:

#### Town Administrator

First, I'd like to wish everyone a Happy New Year!

- Smart Water Meter installation began on Tuesday, January 2, 2024, and is expected to continue for approximately six months. Further information can be found on the Town website at [www.berlinmd.gov](http://www.berlinmd.gov) and updates will be provided periodically throughout the project period.
- Heron Park Demolition: Bid opening for the demolition project was January 3rd with recommendation of award anticipated at the January 22nd Meeting.
- Berlin will be assisting the City of Salisbury with trash collection as Salisbury is currently experiencing "unprecedented" equipment issues. Salisbury will be fully reimbursing Berlin for costs associated with the assistance and there will be no impact to our services.
- Reminder that the Board of Supervisors of Elections has a vacancy that needs to be filled as soon as possible as the Town gears up for the October 2024 Municipal Election. Interested persons can find information at: <https://berlinmd.gov/mayor/become-involved/>
- Reminder that most Town offices will be closed on Monday, January 15, 2024, in observance of Dr. Martin Luther, King, Jr. Day.

#### Economic and Community Development

- Worked 12 pm to 12:30 am for New Year's Eve in Berlin event
- Restaurant Week is January 12-18. Participating restaurant menus will be posted on the window of the Berlin welcome center and on social media.
- Will begin working on both the Berlin DHCD Sustainable Communities redesignation application and the Sustainable Maryland redesignation application.
- Applying for Worcester County Arts Council Grant to continue live music at the farmers market from July through September
- Monthly Berlin merchant meeting is Wednesday, Jan. 10, at 8:30 am.
- The Quarterly Arts and Entertainment Advisory Board meeting is Thursday, Jan. 11, at 3:30 pm.
- Attending the Winter Maryland Economic Development Association (MEDA) Conference on January 11 in Annapolis.

#### Electric

- Demand, Meter Reads & Transfers
- OC Blvd: Prep work for EV Charging Station

- New Year's Eve-Ball Drop
- Downtown: Remove Christmas Tree & Decorations
- Broad Street: Install Electric Service
- Decatur Ext: Assist Wastewater with pump clean out.
- South Main Street: Install Electric Service
- Power Plant: Maintenance

#### **Finance Director**

- FY 2025 Budget planning, scheduled for budget.
- FY 2025 capital projects and details of FY 2024 progress
- Jeannine Bosse, new customer service representative introduction and training, system set up.
- FY 2024 budget vs actual review
- Water resources projects review with Jamey.
- Personnel cost estimates
- SAAP Grant Application for FY 2025
- ARPA grant expenditures details
- Impact fees, review, and calculations
- DBF invoices review and processing.
- Credit card payments and processing- Shirley
- Bank reconciliations and journal entries - Melissa
- Electric rate study paperwork and necessary reports for evaluation
  - Working with Booth and Assoc-in process
- Water and electric meter readings- Michelle
- Smart metering project planning and Tyler integration
- Check processing and credit card payments, review registers, checks, and Town cards payments
- Department meetings scheduled, projects, and planning.

#### **Human Resources Director**

- Working on the step and grade system placements per the Mayor and Council's recommendation.
- Processed payroll and all related paperwork on 12/18/23 and 01/02/24.
- Held interviews for an Electric Apprentice on 12/5 & 12/6 – Interviewed five candidates. We have hired Jacob Burkey, he will begin employment in January. I also contacted all the other applicants to thank them for their time and interest.
- Working on adding lift stations to insurance, they will likely need to come on-site to inspect them.
- Working on the Maryland State Retirement Audit.
- Sent all the information for the year-end total comp statements for employees to One Digital to create the packet.

- Working with One Digital to try to establish a possible timeframe for the renewal process to begin. We typically meet in January/February. I do want to start earlier to explore some HRA options.
- Held interviews for the Customer Service Representative on 12/11/23 & 12/12/23. Selected Jeannine Bosse, she was onboarded on 01/02/24. I also contacted all of the other applicants to thank them for their time and interest.
- Went to my CPM luncheon in Baltimore on 12/13/23. Rode up there with County Administrator Weston Young and OC Internal Auditor Karen Scott.
- Working with LGIT on recovering replacement costs of a Fire Hydrant that was hit by a non-member vehicle.
- Filed two reports with LGIT for a tree that fell in SDP and landed on two property owners' fences.
- Filed a Worker's Compensation Claim.
- Sent out quarterly leave reports to each department head for their staff.
- Submitted a literature review and logic model for my CPM course.
- Scheduled initial interviews for the Special Projects Administrator (SPA) for January 17<sup>th</sup> and 18<sup>th</sup>.
- \*\*\*\*Please note, I will be out of the Country on vacation from January 6-13. I will not have access to my phone or email during this time. Please contact Mary Bohlen with any Chesapeake Workers Comp or LGIT Liability Claims and she will do a manual claim over the phone.

### **Planning Department**

- Issued 6 permits, including one new single-family dwelling, 2 excavation permits, one demolition permit, one remodeling permit, and one roofing permit.
- The Historic District Commission will meet on Wednesday, January 3, at 5:30 PM.
- The Planning Commission will meet on Wednesday, January 10, 2024, at 5:30 PM.

### **Police Department**

- 12/5: Chief Downing and Lt Fisher attended a meeting hosted by the Worcester County Emergency Services (Electronic Services Section) in regard to closing all law enforcement channels from the general public. Encryption of all LEO channels is to be completed by February/March of 2024.
- 12/13: Sworn staff engaged in a quarter wellness training (check), which included a group discussion and availability for scheduling of one on one sessions.
- 1/1: Sgt Bragg and Recruits Rickards, Ebke, and Duncan completed the New Year's Day 5K Hot Chocolate Run in Salisbury, MD 21811.
- The agency was very busy with the holiday events (Christmas Parade, Lighting of the Menorah, and the "Ball Drop" on New Year's Eve.
- A/Cpl Avery Marshall was named Officer of the Year for three consecutive years (2021, 2022, & 2023).
- Collisions – 10; Arrest – 5

## **Public Works**

- Effective Jan. 1<sup>st</sup>, the general refuse rate will increase at the Worcester County landfill from \$75/ton to \$80/ton. We will monitor the change in operating costs for our sanitation department during these rate increases.
- Public works assisted with road closures, trash collection, and set up for the town's NYE event.
- Christmas tree collection will take place on Jan. 3<sup>rd</sup> and 10<sup>th</sup>. Please make sure any trees set out for pickup have all decorations removed.
- After the holidays we see a sharp increase in cardboard for our recycling collection. Please keep in mind that all boxes set out for collection should be broken down, tied in bundles, or placed in bags in stacks of 12 inches or less.
- We've had several trees/limbs fall in Stephen Decatur Park with the storms we've had recently. As soon as the ground is dry enough to get equipment in, these areas will be addressed.
- The end of the holiday season means we will return to normal pickup days for trash/recycling. Please check the town website for pickup instructions on future holidays.

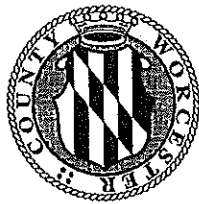
## **Water Resources**

- Sewer blockage Broad St
- Read meters.
- As of 1/2/24, we have started the meter replacement!!!!
- Working with contractor to assist with meters.
- Helped with New Years Celebration
- Fixed water leak Decatur
- Hauled sludge.
- Worked on septage screen.



# Christmas Tree Collection 2024





DEC 4 '23 11:12:06

DALLAS BAKER JR., P.E.  
DIRECTOR

**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**  
6113 TIMMONS ROAD  
SNOW HILL, MD 21863

CHRISTOPHER CLASING, P.E.  
DEPUTY DIRECTOR

### **ATTENTION LANDFILL CUSTOMERS!**

Please be advised that effective January 1, 2024, our general refuse rate will increase from \$75 to \$80 per ton. This is being done to standardize our rates and speed up the checkout processing time. Customers will no longer be billed separate rates for domestic refuse or construction/demolition material. To comply with State mandated reporting, customers will still need to report if, and how much, construction/demolition material they are transporting.

In addition, there will now be a removal charge of \$20 per can for any paint or petroleum product illegally dumped on the landfill. Empty cans are allowed but cans that are dumped with any product remaining will be subject to this charge. See below for further detail:

#### **Paint Cans**

Paint cans containing liquid paint may not be placed on the landfill. There will be \$20 per can charge if landfill staff must remove the cans. No charge will be applied if the customer removes the cans. Empty paint cans may be placed on the landfill without incurring the removal charge. Customers are encouraged to leave the lids off the empty cans to expedite the inspection process. If customers need to dispose of paint cans with liquid paint in them, the cans must be filled with dirt or cat litter to absorb the excess liquid. Paint cans filled with dirt/cat litter may be placed on the landfill without incurring the \$20 removal charge.

#### **Petroleum Product Cans**

Petroleum product cans containing liquid petroleum products may not be placed on the landfill. There will be \$20 per can charge if landfill staff must remove the cans. No charge will be applied if the customer removes the cans. Empty petroleum product cans may be placed on the landfill without incurring the removal charge. Customers are encouraged to leave the lids off the empty cans to expedite the inspection process. If customers need to dispose of petroleum product cans with liquid petroleum product in them, the product must be emptied into one of the appropriate petroleum product recycling tanks located near the Solid Waste Administration Building on Central Site Lane. Once the cans have been emptied of petroleum product, they may be disposed of on the landfill without incurring the \$20 removal charge.

If you have any questions, please contact the Worcester County Landfill at 410-632-3177.



## Check Run Reports for:

12.07.23

12.08.23

12.13.23

12.18.23

12.19.23

12.21.23





Town of Berlin, MD

# Payment Register

APPKT02889 - 20231208SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000015</a>	ABC PRINTERS INC					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">63520</a>	2024 DESK CALENDARS	12/08/2023	12/08/2023	0.00	500.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS					47.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	47.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN232093, IN229129</a>	ABS BILLING SUPERVISOR OFFICE PRINTER FY2024	12/05/2023	12/05/2023	0.00	47.89	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000244</a>	ATLANTIC MACHINERY, INC					340.29
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	340.29	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">103874, 103893</a>	8" SUCTION HOSE VAC TRUCK	12/07/2023	12/07/2023	0.00	340.29	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000249</a>	ATLANTIC TRACTOR					396.24
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	396.24	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">P91721</a>	BLADES AND GRASS CUTTER PARTS	12/07/2023	12/07/2023	0.00	396.24	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000255</a>	ATT:DATA CONTROLL DIV-PAYROLL MARYLAND STATE F					429,467.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	429,467.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8698</a>	MSRS ANNUAL PAYMENT EMPLOYER CONTRIBUTION 11.5	12/05/2023	12/05/2023	0.00	429,467.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000298</a>	BEACON ELECTRIC INC					432.76
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	432.76	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12684</a>	CONNECT TOWN HALL TEMP GENERATOR	12/08/2023	12/08/2023	0.00	432.76	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000306</a>	BELAIR ROAD SUPPLY					95.02
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	95.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">544824</a>	N DIGESTER DECANT HOSE FITTINGS	12/07/2023	12/07/2023	0.00	95.02	

**Payment Register**
**APPKT02889 - 20231208SW**

Vendor Number	Vendor Name					Total Vendor Amount	
0003317	CARTER MACHINERY COMPANY INC					2,248.32	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/08/2023	2,248.32
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
00429375	TOWN HALL TEMP GENERATOR	12/05/2023	12/05/2023	0.00	1,897.32		
1525423	BACKUP GENERATOR ANNUAL CVA 10 WILLIAM ST	12/07/2023	12/07/2023	0.00	351.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0000480	CATO OIL CO., INC.					10,357.44	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/08/2023	10,357.44
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
NOV FY 24	TOWN VEHICLE GAS	12/05/2023	12/05/2023	0.00	10,357.44		
Vendor Number	Vendor Name					Total Vendor Amount	
0000512	CHREST, ROBERT N					1,200.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/08/2023	1,200.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
095506	TRAINING TRENCH SAFETY	12/07/2023	12/07/2023	0.00	1,200.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0000529	CINTAS FIRST AID & SAFETY					103.23	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/08/2023	103.23
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
5186186169	RESTOCK SAFETY FIRST AID CABINET	12/05/2023	12/05/2023	0.00	103.23		
Vendor Number	Vendor Name					Total Vendor Amount	
0000572	COMCAST					116.85	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/08/2023	116.85
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
41 016 0042978 DEC FY 24	DOWNTOWN WIFI	12/05/2023	12/05/2023	0.00	116.85		
Vendor Number	Vendor Name					Total Vendor Amount	
0003443	CORE & MAIN LP					4,895.82	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/08/2023	4,895.82
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
T783629	SMART WATER METERS	12/07/2023	12/07/2023	0.00	334.22		
T918433,T906192,T904827	INVENTORY	12/07/2023	12/07/2023	0.00	4,561.60		
Vendor Number	Vendor Name					Total Vendor Amount	
0000622	CROPPERS INC					20.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/08/2023	20.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
17700	PLUG TIRE TRUCK 27 DAVE	12/07/2023	12/07/2023	0.00	20.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0000678	DAVIS, BOWEN & FRIEDEL					6,786.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/08/2023	6,786.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
180328	PROJ 0050A117.A01 BERLIN BIKEWAYS	12/07/2023	12/07/2023	0.00	357.50		
180452	PROJ 0050A116.A01 HERON PARK PLANT DEMOLITION	12/07/2023	12/07/2023	0.00	6,428.50		

**Payment Register**
**APPKT02889 - 20231208SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000740</a>	DICARLO PRECISION INSTRUMENT INC					1,882.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	1,882.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">05186647-IN</a>	METAL DETECTOR	12/07/2023	12/07/2023	0.00	1,882.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000794</a>	EASTERN SHORE COFFEE					8.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	8.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">322010</a>	WATER & COOLER RENTAL FEES	12/06/2023	12/06/2023	0.00	8.75	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000795</a>	EASTERN SHORE FOREST PRODUCTS INC					300.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	300.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">268204</a>	ENGINEERED WOOD FIBER MULCH DECATUR PARK	12/05/2023	12/05/2023	0.00	300.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003161</a>	EASTERN SHORE MOBILE DRUG & ALCOHOL TESTING LI					386.68
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	386.68			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">3765</a>	Q4 2023 DRUG TESTING RANDOM	12/05/2023	12/05/2023	0.00	386.68	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000888</a>	FASTENAL					336.59
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	336.59			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">MDSAS139406</a>	UNISTRUT	12/07/2023	12/07/2023	0.00	336.59	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000899</a>	FIRE PROTECTIVE SERVICE					83.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	83.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">111458</a>	FIRE PRO - SERVICE FOR CO2	12/07/2023	12/07/2023	0.00	83.25	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000904</a>	FISHER SCIENTIFIC					456.45
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	456.45			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7974254, 8012884</a>	A1 MEDIUM	12/07/2023	12/07/2023	0.00	456.45	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					236.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	236.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">366057</a>	ADV PUBLIC UTILITY LAW HEARING	12/06/2023	12/06/2023	0.00	45.00	
<a href="#">366191</a>	SIP & SHOP ADS	12/05/2023	12/05/2023	0.00	79.00	
<a href="#">366409</a>	FLAG PUBLICATIONS - ADMINISTRATION ADVERTISING	12/05/2023	12/05/2023	0.00	33.75	
<a href="#">366415</a>	SIP & SHOP ADS	12/06/2023	12/06/2023	0.00	79.00	

**Payment Register**
**APPKT02889 - 20231208SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000968</a>	GOODY HILL GROUND WORK INC					8,080.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	8,080.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">10253</a>	REPLACE VALVES WEST ST	12/07/2023	12/07/2023	0.00	8,080.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					75.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	75.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">35445928</a>	GREAT AMERICA COPIER LEASE AGREEMENT	12/06/2023	12/06/2023	0.00	75.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001068</a>	INTERCOASTAL TRADING INC.					2,879.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	2,879.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">234491</a>	BLEACH WWTP	12/07/2023	12/07/2023	0.00	2,879.80	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001391</a>	MARYLAND COAST DISPATCH INC					142.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	142.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">155569</a>	SIP N SHOP ADS	12/06/2023	12/06/2023	0.00	142.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001428</a>	MCCMA C/O ICMA					200.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	200.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000431</a>	M BOHLEN MCCMA MEMBERSHIP	12/07/2023	12/07/2023	0.00	200.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001495</a>	MIDDLE DEPARTMENT INSPECTION AGENCY					4,848.94
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	4,848.94			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">849969,970,971, 850015,016</a>	INSPECTION SERVICES	12/05/2023	12/05/2023	0.00	2,448.94	
<a href="#">850265--850274</a>	INSPECTION SERVICES	12/05/2023	12/05/2023	0.00	2,400.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003637</a>	NAPA AUTO PARTS					854.62
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	134.41			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">4569844,469412</a>	TOOLS, PARTS, AND OTHER SUPPLIES	12/07/2023	12/07/2023	0.00	134.41	
Check		12/08/2023	324.38			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">469267,469918,471546</a>	REPAIRS PARTS AND SUPPLIES	12/07/2023	12/07/2023	0.00	324.38	
Check		12/08/2023	395.83			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">471116,471119,471312</a>	REPAIR PARTS AND OTHER SUPPLIES	12/07/2023	12/07/2023	0.00	395.83	

**Payment Register**
**APPKT02889 - 20231208SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					3,620.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	3,620.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 12/03/2023</a>	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	12/05/2023	12/05/2023	0.00	3,620.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003076</a>	NCSI					20.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	20.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">40399</a>	BACKGROUND FOR WATER OPERATOR	12/05/2023	12/05/2023	0.00	20.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001625</a>	ONE CALL CONCEPTS, INC.					102.35
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	102.35			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">3116166</a>	MISS UTILITY TICKETS	12/06/2023	12/06/2023	0.00	102.35	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003627</a>	OUTER CONTROL LLC					1,750.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	1,750.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">828</a>	GRANT FUNDED MSAC OPERATING NYE LIVE MUSIC	12/05/2023	12/05/2023	0.00	1,750.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001676</a>	PENINSULA AUTO & TRUCK PARTS, INC					373.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	373.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">210993</a>	BATTERIES VAC TRUCK	12/07/2023	12/07/2023	0.00	373.40	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003297</a>	PHYLLIS G KIMMEL LAW OFFICE PLLC					2,788.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	2,788.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">212</a>	101 MDPSC CASE NO.9508	12/07/2023	12/07/2023	0.00	2,788.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001709</a>	PJM INTERCONNECTION LLC					1,500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	1,500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">90091618</a>	SUBSCRIPTON FEE 2024	12/08/2023	12/08/2023	0.00	1,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002524</a>	QUADIENT LEASING USA INC					1,187.88
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/08/2023	1,187.88			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">Q1095490</a>	QUADIENT QUARTERLY FOR MAIL STUFFER	12/06/2023	12/06/2023	0.00	1,187.88	

**Payment Register**
**APPKT02889 - 20231208SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001755</a>	RACE TRACK AUTO BODY & MARINE					79.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	79.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">139636</a>	REPAIR FAULTY TIRE SENSOR VEHICLE # 80 F-150	12/07/2023	12/07/2023	0.00	79.90	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003636</a>	RICHARD'S CARD LLC					20,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	20,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000430</a>	DHCD FACADE GRANT	12/05/2023	12/05/2023	0.00	20,000.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003461</a>	TECHMD					5,812.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	5,812.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">234632</a>	IT SERVICES - CARDS COMPLETE	12/05/2023	12/05/2023	0.00	4,459.00	
<a href="#">CLD-234891</a>	IT SERVICES - MICROSOFT 365 & AZURE	12/06/2023	12/06/2023	0.00	1,353.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002184</a>	TTI INC					8,324.87
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	8,324.87	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">128570</a>	HYDRAULIC CYLINDER TRASH TRUCK #82	12/05/2023	12/05/2023	0.00	8,324.87	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002928</a>	UNIFIRST CORPORATION					139.40
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	139.40	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430102345</a>	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	12/05/2023	12/05/2023	0.00	139.40	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE					45.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	45.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 12/03/2023</a>	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	12/05/2023	12/05/2023	0.00	45.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002220</a>	USA BLUEBOOK					2,911.18
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/08/2023	831.71	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV00179502</a>	PH PROBE	12/07/2023	12/07/2023	0.00	831.71	
Check				12/08/2023	1,008.99	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV00188972,88860,198164</a>	LAB SUPPLIES	12/07/2023	12/07/2023	0.00	1,008.99	
Check				12/08/2023	1,070.48	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV00202037, 1990</a>	SUPPLIES	12/07/2023	12/07/2023	0.00	1,070.48	

**Payment Register****APPKT02889 - 20231208SW**

Vendor Number		Vendor Name				Total Vendor Amount	
<a href="#">0002363</a>		WORCESTER COUNTY LANDFILL				13,292.25	
Payment Type		Payment Number		Payment Date		Payment Amount	
Check				12/08/2023		13,292.25	
Payable Number		Description		Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">124 NOV FY 24</a>		RECYCLE, REFUGE, AND CAN PULLS		12/07/2023	12/07/2023	0.00	13,292.25

Payment Register

APPKT02889 - 20231208SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	58	50	0.00	539,724.52
Packet Totals:		58	50	0.00	539,724.52





Town of Berlin, MD

# Payment Register

APPKT02892 - 20231213SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number: 0003459 Vendor Name: MARYLAND DEPT OF ASSESSMENTS & TAXATION

Payment Type: Check Payment Number:

Total Vendor Amount

7,229.11

Payment Date: 12/13/2023 Payment Amount: 7,229.11

Discount Amount: 0.00 Payable Amount: 7,229.11

Payable Number: 3RD QRT FY 24 Description: MARYLAND FRANCHISE TAX

Payable Date: 12/13/2023 Due Date: 12/13/2023

Payment Register

APPKT02892 - 20231213SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	7,229.11
Packet Totals:		1	1	0.00	7,229.11



Town of Berlin, MD

# Payment Register

APPKT02895 - 20231218SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0000581</a>	COMPTROLLER OF MARYLAND	582.20			
Payment Type	Payment Number	Payment Date	Payment Amount	Discount Amount	Payable Amount
Check		12/18/2023	582.20		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">NOV FY 24</a>	ENVIRONMENTAL TRUST FUND REPORT	12/18/2023	12/18/2023	0.00	582.20

Vendor Number	Vendor Name	Total Vendor Amount			
<a href="#">0000584</a>	COMPTROLLER OF MARYLAND	2,415.10			
Payment Type	Payment Number	Payment Date	Payment Amount	Discount Amount	Payable Amount
Check		12/18/2023	2,415.10		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">NOV FY 24</a>	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	12/18/2023	12/18/2023	0.00	2,415.10

Payment Register

APPKT02895 - 20231218SW

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	2,997.30
Packet Totals:		2	2	0.00	2,997.30



Town of Berlin, MD

# Payment Register

APPKT02897 - 20231221SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000060</a>	ACTION ISLAND GRAPHICS					58.91
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">9318</a>	CLOTHING FOR RECRUITS	12/18/2023	12/18/2023	12/21/2023	58.91	
				Discount Amount	Payable Amount	
				0.00	58.91	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000090</a>	AFLAC					546.48
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">323875</a>	AFLAC EMPLOYEE PAID SUPPLEMENTAL INSURANCE	12/12/2023	12/12/2023	12/21/2023	546.48	
				Discount Amount	Payable Amount	
				0.00	546.48	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000166</a>	ANIXTER POWER SOLUTIONS, LLC					5,559.25
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">5751431-00,5751431-01</a>	ALUM CONNECTORS	12/11/2023	12/11/2023	12/21/2023	1,439.25	
<a href="#">5773064-00, 5773064-01</a>	HY-CRIMPS	12/12/2023	12/12/2023		209.00	
				Discount Amount	Payable Amount	
				0.00	240.67	
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">5801178-00</a>	1000FT 4/0 URD CABLE SWEETBRIAR SECONDARY WIRE	12/13/2023	12/13/2023	12/21/2023	2,830.00	
				Discount Amount	Payable Amount	
				0.00	2,830.00	
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">5808706-00</a>	FIBERGLASS PEDESTAL SECONDARY BOXES	12/13/2023	12/13/2023	12/21/2023	1,439.25	
				Discount Amount	Payable Amount	
				0.00	989.58	
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">5875120-00</a>	HOMAC CEA4 TRANSFORMER ADAPTER SPADES	12/11/2023	12/11/2023	12/21/2023	1,290.00	
				Discount Amount	Payable Amount	
				0.00	1,290.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003640</a>	ANLEY FLAG COMPANY					583.50
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">2023/12/20</a>	CUSTOM 3X5 FT FLAG SIGNAL SIDED W/2 SIDED GROMMI	12/21/2023	12/21/2023	12/21/2023	583.50	
				Discount Amount	Payable Amount	
				0.00	583.50	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000298</a>	BEACON ELECTRIC INC					112.50
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">12691</a>	REPLACE PUMP ROOM HEATER POWER PLANT	12/13/2023	12/13/2023	12/21/2023	112.50	
				Discount Amount	Payable Amount	
				0.00	112.50	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000312</a>	BENEFITMALL					85,298.33
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">JAN FY 24</a>	BENEFITMALL MED DENT VIS LIFE DIS JAN 2024	12/12/2023	12/12/2023	12/21/2023	85,298.33	
				Discount Amount	Payable Amount	
				0.00	85,298.33	

**Payment Register**
**APPKT02897 - 20231221SW**

Vendor Number	Vendor Name					Total Vendor Amount	
0000394	BOOTH & ASSOCIATES INC					10,170.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/21/2023	10,170.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
8282503375	PROJ PZ943384.M.00 MICS ENGINEERING	12/19/2023	12/19/2023	0.00	102.50		
8282503493	PROJ P Z 943734.F.50 RATE SVC & REGULATORY COMPLIA	12/19/2023	12/19/2023	0.00	10,067.50		
Vendor Number	Vendor Name					Total Vendor Amount	
0000405	BRASURE'S PEST CONTROL INC					270.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/21/2023	270.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
832833	QUARTERLY PEST SPRAYING PUBLIC WORKS	12/19/2023	12/19/2023	0.00	55.00		
832837	PEST CONTROL 113 SCHOOLFIELD STREET	12/21/2023	12/21/2023	0.00	55.00		
832843	QUARTERLY PEST CONTROL	12/20/2023	12/20/2023	0.00	105.00		
832844	QUARTERLY PEST CONTROL	12/11/2023	12/11/2023	0.00	55.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003495	BRIDDELL SHAMAR					90.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/21/2023	90.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
12/13 REMIB	CDL TEST FEE	12/14/2023	12/14/2023	0.00	90.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0000464	CARLTON SCALE					357.50	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/21/2023	357.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
INV49850	CALIBRATE SCALES	12/19/2023	12/19/2023	0.00	357.50		
Vendor Number	Vendor Name					Total Vendor Amount	
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					804.71	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/21/2023	804.71
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
9913024900 DEC FY 24	ELECTRIC UTILITY SERVICE SPRAY SITES	12/20/2023	12/20/2023	0.00	804.71		
Vendor Number	Vendor Name					Total Vendor Amount	
0000529	CINTAS FIRST AID & SAFETY					1,171.32	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/21/2023	1,171.32
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
8406555976	REPLENISH FIRST AID CABINET	12/14/2023	12/14/2023	0.00	1,171.32		
Vendor Number	Vendor Name					Total Vendor Amount	
0002647	CINTAS RUGS					62.16	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/21/2023	62.16
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
4176711522	RUGS AND RUG CLEANING SERVICE	12/14/2023	12/14/2023	0.00	62.16		
Vendor Number	Vendor Name					Total Vendor Amount	
0000534	CJIS-CR					1,268.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						12/21/2023	1,268.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
APP-BN-030	FINGERPRINTING	12/20/2023	12/20/2023	0.00	1,268.00		

**Payment Register**
**APPKT02897 - 20231221SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000564</a>	COFFEY MELISSA					26.59
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/21/2023	26.59	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12/19 REIMB</a>	MILEAGE PSC HEARING TRAVEL BERLIN - SALISBURY	12/19/2023	12/19/2023	0.00	26.59	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000572</a>	COMCAST					1,982.20
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/21/2023	198.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0023325 JAN FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	12/19/2023	12/19/2023	0.00	198.90	
Check				12/21/2023	252.84	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0024711 JAN FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	12/19/2023	12/19/2023	0.00	252.84	
Check				12/21/2023	223.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0041947 JAN FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	12/19/2023	12/19/2023	0.00	223.85	
Check				12/21/2023	223.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0042184 JAN FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	12/19/2023	12/19/2023	0.00	223.85	
Check				12/21/2023	212.79	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0043323 JAN FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	12/19/2023	12/19/2023	0.00	212.79	
Check				12/21/2023	198.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0043547 JAN FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	12/19/2023	12/19/2023	0.00	198.90	
Check				12/21/2023	415.42	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0052845 JAN FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	12/20/2023	12/20/2023	0.00	415.42	
Check				12/21/2023	31.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0053157 DEC FY 24</a>	TELEVISION SERVICE POLICE DEPT 0053157	12/20/2023	12/20/2023	0.00	31.80	
Check				12/21/2023	223.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0149930 JAN FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	12/19/2023	12/19/2023	0.00	223.85	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000666</a>	DAVID A BRAMBLE INC					4,701.20
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/21/2023	4,701.20	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2244</a>	REPLACE VALVE THAT BROKE	12/14/2023	12/14/2023	0.00	4,701.20	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003098</a>	DAVIS JR DAVID					217.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/21/2023	217.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12/19 PER DIEM</a>	METER TRAINING MTAP #6 PALMYRA VA	12/20/2023	12/20/2023	0.00	217.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002952</a>	DELAWARE MUNICIPAL CLERKS ASSOCIATION					500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				12/21/2023	500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2024 CONF</a>	IIMC REGION II CLERKS CONF REGISTRATION K.DAUB	12/12/2023	12/12/2023	0.00	500.00	

## Payment Register

APPKT02897 - 20231221SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003642</a>	EASTERN SHORE ASPHALT SEALERS					4,175.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	4,175.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">367</a>	DEPOSIT FOR 10 POINT ASPHALT SEALCOATING	12/20/2023	12/20/2023	0.00	4,175.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000794</a>	EASTERN SHORE COFFEE					61.92
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	61.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">660932</a>	DISTILLED WATER	12/14/2023	12/14/2023	0.00	61.92	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000847</a>	ENVIROCORP, INC.					797.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	797.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN2303030</a>	MONITORING WELL SAMPLES	12/19/2023	12/19/2023	0.00	355.00	
<a href="#">IN2303031</a>	WEEKLY DISCHARGE SAMPLES	12/19/2023	12/19/2023	0.00	442.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000897</a>	FERGUSON ENTERPRISES					95.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	95.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0663463,0663465</a>	GASKETS	12/19/2023	12/19/2023	0.00	95.98	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000899</a>	FIRE PROTECTIVE SERVICE					529.89
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	529.89			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">111603</a>	REPLACEMENT SMOKE DET. AND SEMI-ANNUAL INSPECTI	12/12/2023	12/12/2023	0.00	323.21	
<a href="#">112018</a>	FIRE EXTINGUISHER SERVICING ANNUAL INSPECTION	12/12/2023	12/12/2023	0.00	206.68	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					317.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	317.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">355795</a>	FLAG PUBLICATIONS - ADMINISTRATION ADVERTISING	12/12/2023	12/12/2023	0.00	33.75	
<a href="#">366650</a>	SIP & SHOP ADS	12/19/2023	12/19/2023	0.00	142.00	
<a href="#">366888</a>	SIP & SHOP ADS	12/19/2023	12/19/2023	0.00	142.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000930</a>	GALLS LLC					883.89
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	883.89			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">026518694</a>	CLOTHING FOR RECRUITS	12/18/2023	12/18/2023	0.00	883.89	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000968</a>	GOODY HILL GROUND WORK INC					18,285.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	18,285.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">10254</a>	SIDEWALK DECATUR HIGH	12/11/2023	12/11/2023	0.00	3,750.00	
<a href="#">10255</a>	REPAIR HYDRANT HIT BY CAR	12/21/2023	12/21/2023	0.00	14,535.00	



# Payment Register

APPKT02897 - 20231221SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002578</a>	IAN JANES					750.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	750.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">631</a>	GRAND FUINDED MSAC NYE SOUND TECH	12/19/2023	12/19/2023	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001068</a>	INTERCOASTAL TRADING INC.					3,737.45
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	596.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">234664</a>	BLEACH	12/14/2023	12/14/2023	0.00	596.75	
Check		12/21/2023	3,140.70			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">234763,234787</a>	BLEACH	12/19/2023	12/19/2023	0.00	3,140.70	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001083</a>	J & A BOTTLELESS WATER COOLERS INC					174.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	174.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">67517</a>	TOWN HALL WATER COOLERS	12/12/2023	12/12/2023	0.00	174.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003109</a>	JAMES BRADFORD FARM TRUST					2,022.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	2,022.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BOUNDS BOND PAYMENT D</a>	JAMES BOUNDS BOND SPRAY SITE	12/11/2023	12/11/2023	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001121</a>	JEFFREY AUXER DESIGNS LLC					800.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	800.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12-01</a>	CHRISTMAS PARADE TROPHIES	12/19/2023	12/19/2023	0.00	800.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003110</a>	JESSE JONES FARM TRUST					2,022.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	2,022.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BOUNDS BOND PAYMENT D</a>	JAMES BOUNDS BOND SPRAY SITE	12/11/2023	12/11/2023	0.00	2,022.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003371</a>	LASER DISPLAY COMPANY					1,500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	1,500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#"># B2023121</a>	SPONSORED LASER SHOW NYE	12/19/2023	12/19/2023	0.00	1,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001286</a>	LEGAL SHIELD					31.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	31.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">139007 DEC FY 24</a>	LEGAL SHIELD EMPLOYEE PAID	12/14/2023	12/14/2023	0.00	31.90	

**Payment Register**
**APPKT02897 - 20231221SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001318</a>	LOCKWOOD JAMES					189.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	189.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12/12</a>	PRESCRIPTION SAFETY GLASSES	12/14/2023	12/14/2023	0.00	189.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001391</a>	MARYLAND COAST DISPATCH INC					284.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	284.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">155722</a>	SIP N SHOP ADS	12/13/2023	12/13/2023	0.00	142.00	
<a href="#">155787</a>	SIP N SHOP ADS	12/19/2023	12/19/2023	0.00	142.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003638</a>	MATTHEW AMEY					11,550.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	11,550.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV0000432</a>	FACADE GRANT	12/12/2023	12/12/2023	0.00	11,550.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003637</a>	NAPA AUTO PARTS					214.31
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	214.31			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">473140</a>	TOOLS, PARTS AND OTHER SUPPLIES	12/18/2023	12/18/2023	0.00	135.32	
<a href="#">475540</a>	REPAIR PARTS AND OTHER SUPPLIES	12/18/2023	12/18/2023	0.00	78.99	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					3,570.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	3,570.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 12/17/2023</a>	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	12/18/2023	12/18/2023	0.00	3,570.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001677</a>	PENINSULA DRY CLEANERS, INC					185.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	185.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1104</a>	DRY CLEANING	12/11/2023	12/11/2023	0.00	185.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001697</a>	PIGG, KRAHL, STERN & CO., P.A.					950.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	950.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">247084</a>	FY 23 AUDIT	12/19/2023	12/19/2023	0.00	950.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001757</a>	RACETRACK AUTO CENTER					1,073.15
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	1,073.15			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">153680</a>	REPAIR 6747	12/11/2023	12/11/2023	0.00	1,073.15	

**Payment Register**
**APPKT02897 - 20231221SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001781</a>	RED SUN CUSTOM APPAREL					85.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	85.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2023-40947P</a>	SHIRTS WATER EMPLOYEE	12/14/2023	12/14/2023	0.00	85.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003626</a>	REMLAP CREATIONS					144.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	144.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12/8/23</a>	BANNER REUSABLE BAGS	12/12/2023	12/12/2023	0.00	144.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001555</a>	SALEH NATALIE					26.59
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	26.59			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12/19 REIMB</a>	MILEAGE PSC HEARING TRAVEL BERLIN - SALISBURY	12/19/2023	12/19/2023	0.00	26.59	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002795</a>	SANDPIPER ENERGY INC					180.87
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	180.87			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">06-605972-67941-1 DEC FY 2</a>	NATURAL GAS PD	12/20/2023	12/20/2023	0.00	180.87	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001904</a>	SELBYVILLE TRACTOR & EQUIPMENT INC					147.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	147.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">64540</a>	TRACTOR FAN BLOWER MOTOR	12/14/2023	12/14/2023	0.00	147.20	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001934</a>	SHERWOOD-LOGAN ASSOCIATION INC.					44,569.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	44,569.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">091018</a>	SBR FLYGT PUMP	12/14/2023	12/14/2023	0.00	44,569.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001960</a>	SIGNS ILLUSTRATED					372.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	372.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">12/18/2023</a>	EXTRA NO PARKING SIGNS FOR PARADE	12/19/2023	12/19/2023	0.00	372.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001997</a>	STAPLES BUSINESS CREDIT					478.95
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	478.95			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1652464453</a>	OFFICE SUPPLIES	12/11/2023	12/11/2023	0.00	478.95	

**Payment Register**
**APPKT02897 - 20231221SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003467</a>	SUNRISE SAFETY SERVICES INC					202.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	202.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV127530</a>	SIGNS FOR ENTRANCE TOWN PARKING LOT	12/13/2023	12/13/2023	0.00	202.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002077</a>	TERRA FIRMA					6,300.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	6,300.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1209-23-01</a>	PAVING PATCHES	12/14/2023	12/14/2023	0.00	6,300.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002092</a>	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					70.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	70.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">AB3-11-418</a>	METERS LOG ON	12/20/2023	12/20/2023	0.00	70.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002163</a>	TOWN OF BERLIN					34,311.45
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	34,311.45			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">DECN FY 24</a>	TOWN UTILITY BILLINGS	12/13/2023	12/13/2023	0.00	34,311.45	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					139.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	139.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430103411</a>	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	12/12/2023	12/12/2023	0.00	139.40	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003207</a>	UNITED ENERGY TRADING LLC					105.67
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	105.67			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">245689</a>	POWER PLANT NATURAL GAS TRANSPORT FEES	12/19/2023	12/19/2023	0.00	105.67	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE					45.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	45.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 12/17/2023</a>	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	12/18/2023	12/18/2023	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003387</a>	UTILITY TRANSFORMER BROKERS LLC					44,903.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		12/21/2023	44,903.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5493</a>	ELECTRICAL TRANSFORMERS	12/19/2023	12/19/2023	0.00	43,665.00	
<a href="#">5495</a>	ELECTRICAL TRANSFORMERS	12/19/2023	12/19/2023	0.00	1,238.00	

**Payment Register**
**APPKT02897 - 20231221SW**

<b>Vendor Number</b> <a href="#">0002246</a>	<b>Vendor Name</b> VERIZON-000014448231	<b>Total Vendor Amount</b> 832.94			
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 12/21/2023	<b>Payment Amount</b> 832.94		
<b>Payable Number</b> <a href="#">14448231 DEC FY 24</a>	<b>Description</b> TELEPHONE SERVICE	<b>Payable Date</b> 12/18/2023	<b>Due Date</b> 12/18/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 832.94
<b>Vendor Number</b> <a href="#">0002857</a>	<b>Vendor Name</b> VERIZON-850462866001-13	<b>Total Vendor Amount</b> 48.96			
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 12/21/2023	<b>Payment Amount</b> 48.96		
<b>Payable Number</b> <a href="#">850462866001-13 DEC FY 24</a>	<b>Description</b> VERIZON PHONE SERVICE LT FISHER OFFICE	<b>Payable Date</b> 12/19/2023	<b>Due Date</b> 12/19/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 48.96
<b>Vendor Number</b> <a href="#">0002299</a>	<b>Vendor Name</b> WELLS IVY	<b>Total Vendor Amount</b> 36.00			
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 12/21/2023	<b>Payment Amount</b> 36.00		
<b>Payable Number</b> <a href="#">12/13/23 PERDIEM</a>	<b>Description</b> DINNER MEDA WINTER CONF	<b>Payable Date</b> 12/13/2023	<b>Due Date</b> 12/13/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 36.00
<b>Vendor Number</b> <a href="#">0002348</a>	<b>Vendor Name</b> WOR WIC COMMUNITY COLLEGE	<b>Total Vendor Amount</b> 180.00			
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 12/21/2023	<b>Payment Amount</b> 180.00		
<b>Payable Number</b> <a href="#">13320</a>	<b>Description</b> K9 AND POLICE TRAINING	<b>Payable Date</b> 12/20/2023	<b>Due Date</b> 12/20/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 180.00
<b>Vendor Number</b> <a href="#">0002363</a>	<b>Vendor Name</b> WORCESTER COUNTY LANDFILL	<b>Total Vendor Amount</b> 66.40			
<b>Payment Type</b> Check	<b>Payment Number</b>	<b>Payment Date</b> 12/21/2023	<b>Payment Amount</b> 66.40		
<b>Payable Number</b> <a href="#">309 NOV FY 24</a>	<b>Description</b> YARD WASTE	<b>Payable Date</b> 12/14/2023	<b>Due Date</b> 12/14/2023	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 66.40

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	89	75	0.00	301,225.82
Packet Totals:		89	75	0.00	301,225.82



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT10227 - 20231207MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-1380001-00	TAYLOR, SHARON	12/7/2023	25841	162.44			162.44	Deposit
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	162.44				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	162.44
<b>Revenue Total:</b>	162.44

## General Ledger Distribution

Posting Date: 12/07/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>				
	10-1110-1098	CLAIM ON CASH-FUND 10	-162.44	Yes
	10-2010-2074	UNAPPLIED CREDITS	162.44	
	<b>10 Total:</b>		0.00	
<b>Fund: 98 - POOLED CASH</b>				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-162.44	
	98-2498-2200	DUE TO OTHER FUNDS	162.44	Yes
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT10224 - Refunds 1 UBPKT10223 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0471871-12	MCVICAR, MADISON	12/7/2023	25840	172.51			172.51	Generated From Billing
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	172.51				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	172.51
<b>Revenue Total:</b>	172.51

## General Ledger Distribution

Posting Date: 12/06/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>				
	10-1110-1098	CLAIM ON CASH-FUND 10	-172.51	Yes
	10-2010-2074	UNAPPLIED CREDITS	172.51	
	<b>10 Total:</b>		0.00	
<b>Fund: 98 - POOLED CASH</b>				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-172.51	
	98-2498-2200	DUE TO OTHER FUNDS	172.51	Yes
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	





Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT10211 - Refunds 1 UBPKT10210 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	12/7/2023	25839	829.91			829.91	Deposit
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	829.91				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	829.91
<b>Revenue Total:</b>	829.91

## General Ledger Distribution

Posting Date: 12/01/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-829.91	Yes
	10-2010-2074	UNAPPLIED CREDITS	829.91	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-829.91	
	98-2498-2200	DUE TO OTHER FUNDS	829.91	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT10209 - Refunds 1 UBPKT10208 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	12/7/2023	25838	1,075.22			1075.22	Deposit
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	1,075.22				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	1075.22
<b>Revenue Total:</b>	1075.22

## General Ledger Distribution

Posting Date: 12/01/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-1,075.22	Yes
	10-2010-2074	UNAPPLIED CREDITS	1,075.22	
	<b>10 Total:</b>		0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-1,075.22	
	98-2498-2200	DUE TO OTHER FUNDS	1,075.22	Yes
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT10280 - Refunds 1 UBPKT10279 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	12/19/2023	25896	650.75			650.75	Deposit
77-0450512-01	FOOKS, TERESA	12/19/2023	25897	206.20			206.20	Deposit
Total Refunds: 2		Total Refunded Amount:		856.95				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	856.95
Revenue Total:	856.95

## General Ledger Distribution

Posting Date: 12/18/2023

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-856.95	Yes
	10-2010-2074	UNAPPLIED CREDITS	856.95	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-856.95	
	98-2498-2200	DUE TO OTHER FUNDS	856.95	Yes
		<b>98 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	