



**BERLIN MAYOR AND COUNCIL  
Meeting Agenda**

**Berlin Town Hall  
10 William Street  
Monday, March 11, 2024**

- 6:30 PM EXECUTIVE CLOSED SESSION – Conference Room**  
STATUTORY AUTHORITY TO CLOSED SESSION, General Provisions Article, §3-305(b) (3) To consider the acquisition of real property for a public purpose and matters directly related thereto.
- 7:00 PM CALL TO ORDER, REGULAR SESSION – Council Chambers**
- 1. 7:05 PM CONSENT AGENDA:**
    - a) Approval of Minutes for:
      1. Closed Session of 2.26.24
      2. Regular Session of 2.26.24
  - 2. 7:10 PM PROCLAMATION:** March 2024 as Women’s History Month – Mayor Zack Tyndall
  - 3. 7:15 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 2024-13: Award of Contract for RFP# 2024-02 Harrison Avenue Water Utility Improvements – Water Resources Director Jamey Latchum & DBF Engineer Josh Taylor
    - b) Motion 2024-14: Award of Additional Heron Park Demolition Work – Town Administrator Mary Bohlen & DBF Engineer Andrew Welch
  - 4. 7:30 PM PUBLIC HEARING – Ordinance 2024-01: Mayor and Council of Berlin Infrastructure Bonds, 2024 Series A – Mayor Zack Tyndall (Public Hearing will be held on Monday, March 11, 2024).**
  - 5. 7:45 PM PRESENTATION(S):**
    - a) Town of Berlin Financial Overview: FY24 6-Month Review – Finance Director Natalie Saleh
    - b) Town of Berlin 2023 Annual Report & 2024 Goals – Mayor Zack Tyndall
  - 6. 8:15 PM REPORTS:** Town Administrator’s Report, Departmental Reports
  - 7. 8:30 PM COMMENTS FROM THE PUBLIC**

Any person who may wish to speak on a matter at the Regular Session may be heard during COMMENTS FROM THE PUBLIC for a period of five (5) minutes or such time as may be deemed appropriate by the Mayor. Anyone wishing to be heard shall state their name, street name, and subject on which they wish to speak.
  - 8. 8:40 PM COMMENTS FROM THE COUNCIL**
  - 9. 8:50 PM COMMENTS FROM THE MAYOR**

**10. 8:55 PM            COMMENTS FROM THE PRESS**

**11. 9:00 PM            ADJOURNMENT**

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on [www.berlinmd.gov](http://www.berlinmd.gov), or type @townofberlinmd in the Facebook search bar. QR code links to online packet. Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats for persons with disabilities are made available upon request.  
TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.





Closed Session Summary  
To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: February 26, 2024, 6:30 PM
- b. Place (location) of closed session: Vote to Close (live on Facebook): Mayor and Council Chambers; Meeting: Conference Room
- c. Purpose of the closed session: Discussion re: Personnel Matter in Water Resources Department
- d. Date and time that we will return to public meeting: February 26, 2024, 7:00 PM

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

- a. Motion to close meeting made by: Councilmember Jack Orris
- b. Seconded by: Councilmember Jay Knerr
- c. Members voting in favor: 5
- d. Members opposed: 0
- e. Members abstaining: 0
- f. Members absent: 0

**3. Statutory authority to close session:**

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

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

Topic description	Persons present for discussion	Action taken/each recorded vote
Personnel matter in Water Resources Department	Mayor Tyndall, VP Burrell, Councilmembers Green, Nichols, Knerr, and Orris and Human Resources Director Jensen, Water Resources Director Latchum, and Town Attorney Gaskill.	None.

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

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



CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, February 26, 2024

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

**Staff Present:** Human Resources Director Kelsey Jensen, Water Resources Director Jamey Latchum, and Town Attorney David Gaskill

**Absent:** none

**Others present:** none

**Authority to close session:** Pursuant to Maryland General Provisions Article; Sec 3-305(b)(1): To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals and matters directly related thereto;

a. Discussion item: Personnel Matter in the Water Resources Department

The motion and vote to go into Closed Session were streamed live via Facebook beginning at approximately 6:30 PM. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. Councilmember Orris moved to go into Closed Session and Councilmember Knerr seconded; approval was unanimous. Mayor Tyndall requested public comment; with no public present, the Meeting moved into Closed Session in the Conference Room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
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Following a motion by Councilmember Orris, seconded by Councilmember Nichols, the Meeting adjourned at approximately 7:00 PM.

Respectfully Submitted,

Kelsey Jensen  
Human Resources Director

Attachment: Closed Session Summary of January 8, 2024



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, February 26, 2024**

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

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

**Staff Present:** Town Administrator Mary Bohlen, Town Attorney David Gaskill, Economic & Community Development Director Ivy Wells, Electric Utility Director Tim Lawrence, Police Chief Arnold Downing, Finance Director Natalie Saleh, Public Works Director Jimmy Charles, Human Resources Director Kelsey Jensen, 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 7:05 PM.

**1. Consent Agenda:**

**A) Approval of Minutes for:**

1. Special Open Session of 2.05.24
2. Regular Session of 2.12.24

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

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

**2. Item(s) For Approval:**

**a) Motion 2024-11: Approval of Chamber of Commerce Alcohol Permit Request for 2024 Events**

Executive Director Ryan Nellans was present on behalf of the Berlin Chamber of Commerce. Prior to addressing the permit request for approval, he shared he is very proud of what the Chamber of Commerce Board has put together in the past year. He made the Council aware that he conducted a poll seeking the types of events the community wanted to see hosted in town and reported that an overwhelming majority asked for more educational and family-friendly opportunities. Mr. Nellans said the Chamber of Commerce has completed the first of an eight-week Small Business Financial Literacy

Course which he said was well attended, adding there are several family-friendly events planned for the upcoming spring season that are in the early stages of development.

Mr. Nellans stated he was at the meeting to ask the Council for permission to provide pre-mixed spirits for the events listed in the motion. He explained Mr. Cody Miller with Forgotten 50 Distillery was not able to attend the meeting, however, he has been working with Mr. Miller to determine how spirits could be responsibly prepared off-site and give other Berlin businesses such as Forgotten 50 an opportunity to be included in downtown events. He clarified that he and Mr. Miller hope to prepare spirits that contain an alcohol content between 5% to 20%, which he said is the content also found in craft beers and wines. Mr. Nellans emphasized their focus is on seeking the opportunity to serve spirits in addition to beer and wine in a responsible and accountable manner that is consistent with how the Chamber of Commerce has been operating its events for the past two years.

Councilmember Orris acknowledged the addition of liquor to be served at the events has the potential to change the event's dynamic; he asked Chief of Police Arnold Downing to share his thoughts on the matter. Chief Downing said he has concerns, particularly regarding the duration of time liquor would be served; however, he said the County Alcohol Board would have the final say as to whether permission to serve liquor would be granted. Councilmember Orris said he would like to find a way to include Forgotten 50 in downtown events because they are a town business but shared that he has concerns with adding liquor. Councilmember Knerr asked if Forgotten 50 would have a vendor booth at events; Mr. Nellans answered they had planned to submit a Maryland-355 Nonprofit Festival form for the Jazz and Blues event in May 2024. If approved, Mr. Nellans reported Forgotten 50 would be permitted to serve their wares. He clarified they would be relying on the County application for all other events being proposed, which he said would allow event volunteers to serve the product.

Councilmember Knerr asked how the Chamber will handle a situation if other businesses decide to distill and request to sell their product during town events; Mr. Nellans answered he would consider it the same way he does for any other vendor application; he reiterated that he is looking for vendors that are responsible, accountable, and would be a good partner. Ultimately, he said the objective is to find vendors that would be a good fit for the events.

Councilmember Nichols asked Mr. Nellans to confirm how volunteers would be expected to prepare the spirits; Mr. Nellans clarified the drinks would be premade and meet accountability standards, as well as the target alcohol content to ensure the drink is consistent with health and safety standards. Councilmember Green acknowledged the shared concerns of approving the request are legitimate and said he is not comfortable approving all four events proposed. He recommended the Council approve the addition of liquor for the Jazz and Blues festival only before moving forward with approval for the other events. Mayor Tyndall commented that it is important to remain mindful of the public perception of Berlin and town events, adding he would question whether the addition of serving liquor would change that. Mr. Nellans responded by saying he hopes that it will have zero impact.

Mayor Tyndall opened the meeting to Public Comment at 7:23 PM.

Berlin Chamber of Commerce President Cindi Krempel stated that liquor is served at other businesses and restaurants along Main Street and should not be factored into the Council's decision. She

emphasized the alcohol content of the liquor drinks proposed is not very different from the content of the beer and wine that is already being served, adding that she believes the addition of liquor would be a good opportunity for the Chamber to get other Berlin businesses involved. Town Administrator Mary Bohlen reported that Mr. Miller commented on the meeting video shared via Facebook stating Forgotten 50 will be kegging the cocktails and no cocktail will exceed 10% alcohol content.

Resident Lauren Georgevich of South Main Street said she believes there is a miscommunication as to what standard alcohol percentages are, adding a common glass of white wine can run between 12% and 15% alcohol. Because of this, she said a liquor cocktail at 10% alcohol content is significantly less alcoholic than a glass of wine.

Burley Oak Director of Sales Matt Burrier provided further clarification that the liquor drinks served will likely be poured into a glass of ice which will dilute the drink and lessen the overall alcohol content. He acknowledged the liquor drink may equate to a higher alcohol volume, but the total content consumed would be less.

Mayor Tyndall closed the Public Comment at 7:32 PM.

Economic and Community Development Director Ivy Wells said the perception of events is due in large part to the way they are marketed, adding the Chamber's marketing has always been very classy.

Councilmember Green returned to his recommendation and suggested the motion be revised to only include the Jazz and Blues event on May 4, 2024, at which time the Council can review the event and seek feedback from the Chamber, town staff, and the Police Department to determine approval for other events.

On the motion of Councilmember Green, second by Councilmember Orris, amended Motion 2024-11: Approval of Chamber of Commerce Alcohol Permit Request for the Jazz and Blues, Wine, and Brews Festival on Saturday, May 4, 2024, from 10 Am to 6 PM received the following vote:

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

- b) Motion 2024-12: Approval for Burley Oak Brewing Company to sell alcohol to be consumed on premises at the Berlin Farmer's Market and during events approved by the Mayor and Council for the sale/consumption of alcohol

Mr. Burrier made the Council aware that Burley Oak Brewing Company currently has a State-issued permit that allows them to sell packaged goods not to be consumed on-premises at the Farmer's

Markets but emphasized the license allows them to provide samples for consumption. He explained Burley Oak is now seeking approval from the Mayor and Council to participate in other downtown events, including the Farmer's Market, and sell their products for consumption without going through the Chamber of Commerce for permission to do so. Councilmember Knerr asked if the opportunity would be available to other producers with an honest license; Ms. Wells answered several vendors sell alcohol products at the Farmer's Market, however, she said only sample tastings of the product can be consumed on-premises.

Mr. Burrier stated Burley Oak is not looking to change its operations during the Farmer's Market adding they hope to avoid going through the Chamber of Commerce for permission to sell and provide alcohol for consumption at other downtown events. Mayor Tyndall asked the Council if they wanted such requests to be handled at the staff level or if they wanted to entertain a change in the process to allow the request to go directly before the group for approval; he said it is his opinion the request could be handled at the staff level. Councilmember Orris shared that he is concerned about the use of the word consumption in the motion and asked if the document could be amended to note "consumption of samples." Mayor Tyndall said he would recommend allowing staff to handle all Farmer's Market requests to ensure participating vendors follow the same rules and procedures; he suggested the Council separate the requests listed in the motion.

Councilmember Orris asked to clarify the request being sought for the other four events noted in the motion; Mr. Burrier said they are requesting to sell their product at events on their own as opposed to selling it to the Chamber as a distributor. Chief Downing clarified that all event sales currently go to the Chamber of Commerce because the Chamber buys the product from Burley Oak to be made available at events. Mr. Nellans commented that it is his understanding that Burley Oak is attempting to go around the vendor approval process for events sponsored by the Chamber of Commerce. Mr. Burrier responded by saying the Chamber does not buy enough of their product to have on hand at the events; he said event participants buy drink tickets that cannot be used because Burley Oak does not have enough product to provide. Mr. Burrier stressed that they are looking for protection to be able to provide as much product as they need without being limited to what the Chamber allows them to sell.

Vice President Burrell stated it seems Burley Oak may be trying to circumvent the authority of the Chamber during Chamber events. Councilmember Nichols added it sounds as if Burley Oak is trying to bypass those who are trying to regulate how much is being served at the events. Mr. Burrier said event participants are getting upset with the wrong entity as a result of not providing enough of their product, adding it is negatively affecting the public perception of their brand. Councilmember Knerr said he would be comfortable sending Burley Oak's request to the staff level for the Farmer's Market but does not feel the other requests should be addressed by the Mayor and Council. He suggested that Burley Oak work with the Chamber to come to a better agreement. Councilmember Green asked if they are running out of supply for every event; Mr. Burrier confirmed, adding the Chamber allots a certain amount of money to each dispenser and it has not been enough for them to provide adequate supply based on the demand at events.

Mayor Tyndall asked if there was a way the Chamber could spread out the market share to Berlin-specific brewers; Mr. Nellans said the Chamber allots a dollar amount to each of their providers for the supply, however, he said the Chamber received a bill from Burley Oak following the Jazz and Blues event



last year for providing additional product the Chamber did not initially pay for. He said part of the accountability on the part of the Chamber was to request they have everything in writing beforehand to ensure they know exactly what they are going to be purchasing and at what rate to remain fiscally responsible.

Mayor Tyndall opened the meeting up to Public Comment at 8:01 PM.

Resident Jim Meckley of Buckingham Road said he is concerned with the selling of beer at the Farmer's Market; he said he always viewed the market as a family and kid-friendly event that takes place early in the morning and does not feel it is an appropriate place to sell or consume alcohol.

Mr. Gabe Purnell of Mary Road said the matter of selling and consuming alcohol during events is a slippery slope and fears it could lead to more problems in the future.

Resident Lindsay George of Tingle Lane and an employee of Burley Oak said she would suggest they focus on getting more Berlin businesses to participate in events rather than going outside of Berlin. She said Burley Oak is willing to work on finding a solution to create a better partnership with the Chamber. Ms. George continued by saying that fairness is important, adding that Burley Oak should be treated like any other vendor that wishes to participate in the Farmer's Markets.

Resident Adam Davis of South Main Street and owner of Berlin Beer Company said he feels it is an all-or-nothing proposition. If one entity is permitted to participate, Ms. Davis said all similarly licensed holders should be treated the same way.

Mayor Tyndall closed the Public Comment session at 8:08 PM.

Councilmember Orris asked to confirm whether vendors are permitted to provide sample tastings of their products at Farmer's Markets as part of their State-issued license; Ms. Wells confirmed. Councilmember Orris said he is inclined to agree the matter is an all-or-nothing decision to be fair and equitable and acknowledges it may warrant further discussion among the group. Ms. Wells clarified that any samples distributed at the Farmer's Market are permitted by the State as part of its licensing because they are trying to promote manufacturing in Maryland and believe that Farmer's Markets are the best place to do that; she said the objective is to promote local businesses. Vice President Burrell said he feels the other events listed in the motion are Chamber events and it would be inappropriate for the Mayor and Council to take any action on Burley Oak's alcohol-related requests concerning a Chamber event. Councilmember Nichols agreed, adding she feels Burley Oak's request is an attempt to bypass the people in charge of the event.

Mayor Tyndall suggested the Council consider tabling Motion 2024-12 and revisit it at a later date to allow the Mayor's office to connect with the Chamber to see if it is necessary to coordinate a meeting with Burley Oak. Councilmember Orris said it is his recommendation to amend Motion 2024-12 stating the Berlin farmers market discussion involving Burley Oak's request should return to the staff level for further discussion; additionally, he recommended they table the request for action on the other events requested. Ms. Bohlen explained the Mayor could request a motion to approve the item, however, she said the motion fails if no council member were to make the motion. Thus, Mayor Tyndall asked the

Council for a motion to approve Motion 2024-12. As no motion was made, Mayor Tyndall continued to agenda item 3A.

### 3. Presentation(s):

#### a) BEACON Strategic Plan: Summary of Current Progress

BEACON Director Mr. John Hickman and Associate Director Jessica Iacona were present at the meeting to provide an update on the Strategic Plan. Mr. Hickman explained that the initial phase of constructing an updated Strategic Plan involved a series of meetings and email exchanges with town staff and Mayor Tyndall from September 15, 2023, to November 16, 2023. He said the discussions focused on designing and reviewing a survey, establishing the collection process, forming the committee, and arranging meeting schedules. He noted the survey's objective was to gather residents' perspectives on the strengths, weaknesses, opportunities, and threats (SWOT analysis) of the town before engaging stakeholders in strategic planning discussions. From there, Mr. Hickman reported that BEACON convened an introductory session of the Strategic Planning Stakeholders' Committee to provide input on the SWOT analysis conducted to kickstart the strategic planning process.

Following the initial Strategic Planning meeting sessions, Mr. Hickman said BEACON organized two additional listening sessions open to town residents to gather additional views for the planning process. He reported the first session took place on January 10, 2024, at the Worcester County Public Library on Branch Street and the second session took place on January 17, 2024, at St. Paul's United Methodist Church on Flower Street. He explained the decision to hold two separate sessions was based on location as Route 113 divides the town into east and west Berlin, adding that it allowed for a comprehensive understanding of the priorities of town residents and business owners located on both sides of the highway.

He said several common themes were identified during the sessions including aspects of Berlin that citizens are pleased with, as well as those of concern which included affordability. Mayor Tyndall acknowledged the financial worries shared and said it may be worth it for the Council to consider how it can help provide resources that would assist citizens from an affordability standpoint. Mr. Hickman continued by saying an additional review was held during a subsequent Strategic Planning Stakeholder meeting to ensure there was agreement on the items addressed, particularly the Mission Statement, Values, and Vision of the town.

Mayor Tyndall referred to a conversation he had with Vice President Burrell, in which the matter of multifamily dwellings was discussed. He shared that he would like to see the expansion of multifamily dwellings in a different area other than the one in which he lives as he feels there are enough multifamily units in his neighborhood. He continued by saying an important aspect to look at when addressing affordability is related to single-family dwellings and growing the tax base. Vice President Burrell said he believes they may have to entertain new ways to help sustain their way and quality of life, adding it can be achieved by increasing the number of single-family dwellings and bringing new business to town.

After further review and discussion concerning Phase II of the Strategic Plan, Mr. Hickman made the Council aware of the anticipated timeline should the group choose to move on to Phase III. He said he hopes to have a draft version of the final plan ready for the Strategic Plan Committee to review by

March 18<sup>th</sup> as well as schedule an additional community session to allow for public feedback on the draft version. Mr. Hickman acknowledged that scheduling may be challenging given that they are working against the town's budget meeting schedule, however, he stated the goal is to have a plan in place to present to the Council for approval by the Regular Session meeting on Monday, April 8, 2024.

Councilmember Orris acknowledged that he had concerns at the start of the project but shared he has been very impressed with BEACON and looks forward to continuing the process.

On the motion of Councilmember Orris, second by Vice President Burrell, motion to approve moving to the Phase III segment of the BEACON Strategic Plan received the following vote:

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

Mr. Purnell asked to address the Council regarding the Strategic Plan process. He said he is very concerned with the division between the west and east sides of town, adding they need to be more unified and connected. Mr. Purnell made the Council aware that a committee was formed to address this and suggested that Vice President Burrell and Councilmember Nichols join their next meeting. Councilmember Nichols responded by saying she was not aware of the committee but would ensure she attended the next meeting; Vice President Burrell echoed Councilmember Nichols's comment and confirmed he would also be at the next meeting.

b) Town of Berlin Financial Overview: FY2024 6-Month Review

In the interest of time, Finance Director Natalie Saleh suggested they move the presentation to the next meeting. Following no objection from the Council, Mayor Tyndall announced the presentation would be moved to the next Regular Session meeting on Monday, March 25, 2024.

c) PJM Quarterly Report

Electric Utility Director Tim Lawrence said the PJM quarterly report is for October through December of 2023. He shared that the total energy sold for the Town of Berlin was 9,517,588 kWh and the American Municipal Power Bill for that period was \$496,433. He continued by saying the PJM charges were \$213,273 and the PJM ARR credit was \$59,358. Mr. Lawrence noted that fuel, lube, and other costs for the Power plant were \$3,050, total power costs were \$653,398 and the cost per kWh sold was 0.06865. Lastly, he said the power rates for Berlin ended the year at \$59.56 MWH, which is 10.9% higher than had been forecast, but 2.4% lower than the 2022 rates; he said this statistic has improved since he joined the town as the Electric Utility Director in 2010.

d) Town of Berlin 2023 Annual Report and 2024 Goals

Mayor Tyndall requested to table the motion as he is still gathering information that he would like to include in the presentation. Following no objection from the Council, the Town of Berlin 2023 Annual Report and 2024 Goals presentation was moved to the next Regular Session meeting on Monday, March 25, 2024.

4. Discussion: Step & Grade System for FY2025 with COLA and Projections

Human Resources Director Kelsey Jensen directed the Council to a Staff Report she prepared and included in the meeting packet. She noted the report outlined the financial implications involving the implementation of an Employee Step and Grade System, along with cost projections to reflect a 2% through 4% Cost of Living (COLA) increase. Ms. Jensen stated the total cost to implement the Step and Grade System with a 2% COLA would be \$316,000, \$372,000 with a 3% COLA, and \$428,000 with a 4% COLA. She continued by saying she is seeking guidance from the Mayor and Council regarding a path forward as she will need to prepare budget figures for the next fiscal year. She emphasized the Council would not be obliged to act on their recommendation but said one is needed to begin calculating budget numbers accordingly.

In addition, Ms. Jensen stated she considered different ways to address longevity in the system. She explained she first looked at any employee with ten or more years of service by adding \$100 per year to their annual salary and did the same for those with twenty years or more of service. To provide other options for consideration, she said she used the same principle but changed the dollar amount to \$50. Ms. Jensen acknowledged the importance of appropriately addressing tenure given that several employees hold the same position, but some individuals have been with the town longer than others and should be compensated appropriately.

A lengthy discussion followed which included questions and comments between staff and the Council. Vice President Burrell said he does not want any matters involving staff to begin at the end of the budget process; he said it is time to put staff first. Mayor Tyndall acknowledged the importance of determining a path forward, however, he shared he is not comfortable doing so until they have more tangible budget numbers. He said he does not want to commit to something that may be taken away later. Councilmember Green agreed but said he believes the Council needs to determine a placeholder for budget purposes with the understanding that it may change. He suggested moving forward with the Step and Grade System proposed as well as a 2% COLA; Vice President Burrell and Councilmember Nichols said they would be in support of Councilmember Green's recommendation.

Ms. Saleh asked if the Council would consider a 3% COLA because the significance between the 2% and 3% would be a significant help to employees, particularly for those who did not see an increase in the prior year. Councilmember Knerr said he agrees it is important to show something in the budget but is concerned about where the money will come from. Councilmember Orris said he knew the endeavor the Council embarked on was going to be a multi-year process; he said he wants to go with the numbers that have been proposed but acknowledged that COLAs are dependent on the budget and not guaranteed. Conversely, he said he would rather aim high than low and would be comfortable moving forward with the Step and Grade System and a 3% COLA as the placeholder for the budget, adding he would also support a 2% COLA if the group was in agreement.

Mayor Tyndall thanked Ms. Jensen for her hard work and asked that she use the Step and Grade System and 2% COLA in the budget presentation for their upcoming work session meeting. Ms. Jensen thanked the Council for considering putting staff first in budget discussions.

5. First Reading – Ordinance 2024-01: Mayor and Council of Berlin Infrastructure Bonds, 2024 Series A  
Town Attorney David Gaskill summarized the ordinance by saying it would allow the Mayor and Council to go through the bond market for infrastructure bonds to assist the town with several capital projects. Mayor Tyndall announced the Public Hearing would be held at the next Regular Session meeting on Monday, March 11, 2024.
6. Announcement(s):
  - a) Tax Rate Public Hearing Date  
Mayor Tyndall reported the Tax Rate Public Hearing date has been set for Monday, April 22, 2024, at 7 PM, adding the tax rate will be introduced at the Regular Session meeting on Monday, April 8, 2024.
  - b) Poll Vote Results for Portion of Opioid Settlement  
Ms. Bohlen reported a poll vote of the Mayor and Council was conducted via email seeking authorization to permit Nachawati Law Group to vote for the Town's approval of the current Endo Opioid Settlement plan and elect to accept the outlined releases. Mayor Tyndall announced the vote by the Council was unanimously in favor of the recommendation, however, he said no response was received from Councilmember Nichols. Following a review of the poll vote, Councilmember Nichols voted in favor of accepting the recommendation.
7. Reports: Town Administrator's Report, Departmental Reports  
Mayor Tyndall stated the Water Resources Department is asking for the Mayor and Council's approval to purchase equipment for a spray irrigation pump station; he said a copy of the invoice has been provided to the Council and the Department is requesting the approval of \$14,940 for the purchase of equipment.

On the motion of Vice President Pro Tempore Nichols, second by Councilmember Nichols, motion to authorize the purchase of SCADA equipment for a spray irrigation pump station received the following vote:

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

8. Comments from the Public – none.

9. Comments from the Council

Vice President Burrell asked if they could encourage State Highway to repave Flower Street; Public Works Director Jimmy Charles said the Public Works and the Water Resources Department will be doing work in the area and plan to address paving at that time.

Councilmember Knerr asked if an update could be provided on the options for a new AV system in the Council Chambers; Ms. Bohlen answered the project has been put on hold because they are waiting to proceed with the next steps of Town Hall renovations. Councilmember Knerr asked to explore the possibility of changing streaming platforms from Facebook to YouTube.

Councilmember Nichols asked to revisit her prior request to lower the speed limit on Flower Street and in the areas of Maple Avenue and Schoolfield Street; she also asked if speed bumps could be added.

Councilmember Orris said he is hopeful that Planning Director David Engelhart will attend the next meeting to revisit discussions on the town's design standards and the role the Planning Commission could play in it.

10. Comments from the Mayor – none.

11. Comments from the Press – none.

12. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 10:08 PM.

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

Respectfully Submitted,

*Kate Daub*

Kate Daub

Special Projects Administrator



**MOTION OF MAYOR AND COUNCIL 2024-13**

A motion of the Mayor and Council of the Town of Berlin APPROVING THE AWARD OF RFP #2024-02 HARRISON AVENUE WATER UTILITY IMPROVEMENTS to GOODY HILL GROUNDWORK, INC. in an amount not to exceed \$156,725.00.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024 by the Council of the Town of Berlin, Maryland by affirmative vote of \_\_\_\_ to \_\_\_\_ opposed with \_\_\_\_ abstaining and \_\_\_\_ absent.

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

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024 by the Mayor of the town of Berlin.

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

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



# STAFF REPORT

**TO:** Mayor and Council

**FROM:** Jamey Latchum, Water Resources Director

**MEETING DATE:** March 11, 2024

**SUBJECT:** Harrison Avenue Water Utility Improvements

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## SUMMARY

On March 1, 2024, the Town received four bids in response to RFP #2024-02 Harrison Avenue Water Utility Improvements. Following a review of the low bidder's bid package, Davis, Bowen & Friedel, Inc., (DBF) has made the recommendation to award RFP# 2024-02 to Goody Hill Groundwork, Inc. Pending the Mayor and Council's decision to accept DBF's recommendation, the award amount for completion of the Harrison Avenue Water Utility Improvements project would be \$156,725.00; however, the final project cost will depend on the actual installed work.

The Mayor and Council approved a transfer of \$120,000 from the William Street Lead Lines and Valves Replacement project to cover the projected cost of the Harrison Avenue Improvements on March 21, 2023. Thus, the total project cost per Goody Hill's bid package has exceeded the amount budgeted by \$36,725.00.

The Town of Berlin Water Resources Department is seeking approval from the Mayor and Council to transfer \$36,725.00 from the Powellton Avenue Wellhouse Building project to cover the balance that is needed to move forward with RFP# 2024-02 Harrison Avenue Water Utility Improvements. At the close of the current fiscal year (FY24), these funds will be returned to the account (20-5710-5255) to complete the Powellton Avenue building in fiscal year 2025.

## OPTIONS FOR CONSIDERATION

None.

## STAFF RECOMMENDATION

Approve Motion 2024-13 to award the project to Goody Hill Groundwork, Inc. in the amount of (not to exceed) \$156,725.00 and approve the transfer of \$36,275.00 to move forward with the Harrison Avenue Water Utility Improvements project.

Jamey Latchum  
Director, Water Resources Department

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March 5, 2024

Town of Berlin  
10 Williams St.  
Berlin, MD 21811

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.

ATTN: Ms. Mary Bohlen  
Town Administrator

RE: Recommendation of Award – RFP 2024-02  
Harrison Avenue Water Utility Improvements  
Berlin, Maryland  
DBF# 0050A002.082

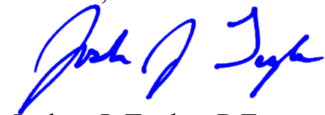
Ms. Bohlen:

On March 1, 2024, the Town received four sealed bids in response to RFP #2024-02. This correspondence is to inform you that the low bidder for the referenced project is Goody Hill Groundwork, Inc. Enclosed, please find one copy of the low bidders' bid package, as well as a copy of the Bid Tabulation for the referenced project. Davis, Bowen & Friedel, Inc., (DBF) has reviewed the low bidder's bid package and find all documentation to be properly submitted.

Based on Goody Hill Groundwork, Inc.'s previous work experience with the Town and with other projects of similar size and scope, DBF trusts that the Contractor has the resources and experience necessary to complete the project. Based on these findings, DBF recommends award of the Harrison Avenue Water Utility Improvements project to Goody Hill Groundwork, Inc, contingent upon the availability of funds. Should the Town choose to accept DBF's recommendation, the award amount for the completion of the referenced project would be One Hundred Fifty-Six Thousand, Seven Hundred Thirty Dollars, and 00/100 (\$156,725.00). The final project cost will depend on the actual installed work.

If the Mayor and Council concur, please provide notification to DBF and we will continue the award process. Should you have any questions, comments, or concerns, please contact me at 410-543-9091.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.



Joshua J. Taylor, P.E.  
Associate

L:\0050A Berlin\0050A002 On-call\0050A002.082 - Harrison Avenue Water Utility Improvements\Bidding\Bids\2024.03.05.Bohlen-Award Recommendation.docx

Enclosures

cc: Jamey Latchum, Town of Berlin  
Scott A. Savage, Goody Hill Groundwork, Inc.

**TOWN OF BERLIN**  
**Harrison Avenue Water Utility Improvements**  
**DBF # 0050A112**  
**March 3, 2024**

**BID TABULATION**

<u><b>BID TABULATION</b></u>					Goody Hill Groundwork, Inc.		Hopkins Construction Inc.		T.K. Construction Inc.		David A. Bramble, Inc.	
Item No. & Description		Size/ Depth	Unit	Est. Qty	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization, Bonds, and Insurance (Max. 3% of Total Bid)	--	LS	--	--	\$ 4,700.00	--	\$ 5,000.00	--	\$ 7,000.00	--	\$ 8,500.00
2	Furnish and Install Sediment and Erosion Control Measures.	--	LS	--	--	\$ 1,500.00	--	\$ 1,000.00	--	\$ 500.00	--	\$ 28,600.00
3	Traffic Control	--	LS	--	--	\$ 3,475.00	--	\$ 4,000.00	--	\$ 28,900.00	--	\$ 9,500.00
4	Abandonment of Existin Water Main	--	LS	--	--	\$ 1,806.00	--	\$ 2,500.00	--	\$ 4,630.00	--	\$ 12,000.00
5	Flowable Fill	--	CF	14	\$ 152.00	\$ 2,128.00	\$ 120.00	\$ 1,680.00	\$ 485.71	\$ 6,800.00	\$ 425.00	\$ 5,950.00
6	Furnish and Install <b>Fusible DR-18 C-900 PVC</b> Water Main Via Directional Bore and Tie into Existing System	8" DIA.	LF	300	\$ 355.00	\$ 106,500.00	\$ 400.00	\$ 120,000.00	\$ 485.00	\$ 145,500.00	\$ 500.00	\$ 150,000.00
7	Furnish and Install 6" Water Main with Restoration	6" DIA.	LF	15	\$ 76.00	\$ 1,140.00	\$ 170.00	\$ 2,550.00	\$ 745.00	\$ 11,175.00	\$ 1,300.00	\$ 19,500.00
8	Furnish and Install Residential Water Service Lateral with Restoration	1" DIA.	LF	40	\$ 180.00	\$ 7,200.00	\$ 75.00	\$ 3,000.00	\$ 190.00	\$ 7,600.00	\$ 205.00	\$ 8,200.00
9	Furnish and Install Fire Hydrant Assembly	--	EA	2	\$ 10,758.00	\$ 21,516.00	\$ 10,000.00	\$ 20,000.00	\$ 12,087.50	\$ 24,175.00	\$ 18,000.00	\$ 36,000.00
CONTINGENCY												
C1	Miscellaneous Excavation and Test Pitting	--	CY	20	\$ 30.00	\$ 600.00	\$ 20.00	\$ 400.00	\$ 25.00	\$ 500.00	\$ 0.01	\$ 0.20
C2	Furnish and Install Mechanical Joint Ductile Iron Fittings	--	LBS	300	\$ 7.20	\$ 2,160.00	\$ 4.00	\$ 1,200.00	\$ 25.00	\$ 7,500.00	\$ 20.00	\$ 6,000.00
C3	Furnish and Instal Select Fill	--	CY	10	\$ 40.00	\$ 400.00	\$ 25.00	\$ 250.00	\$ 10.00	\$ 100.00	\$ 35.00	\$ 350.00
C4	Furnish and Install Graded Aggregate Base Course	--	CY	10	\$ 65.00	\$ 650.00	\$ 65.00	\$ 650.00	\$ 50.00	\$ 500.00	\$ 110.00	\$ 1,100.00
C5	Furnish and Install Miscellaneous Concrete	--	CY	10	\$ 295.00	\$ 2,950.00	\$ 200.00	\$ 2,000.00	\$ 175.00	\$ 1,750.00	\$ 290.00	\$ 2,900.00
TOTAL BID (ITEMS 1 - 27)					\$	156,725.00	\$	164,230.00	\$	246,630.00	\$	288,600.20
6A	Furnish and Install 300 LF of 8" Diameter <b>DR-11 HDPE</b> Water Main Via Directional Bore and Tie into Existing System	8" DIA.	LF	300	\$ 312.00	\$ 93,600.00	\$ 350.00	\$ 105,000.00	\$ 465.00	\$ 139,500.00	\$ 453.00	\$ 135,900.00
						Highlighted Cells Indicate Math Error on Cost Proposal Form, Corrected in Bid Tabulation						

## RFP #2024-02 Harrison Avenue Water Utility Improvements

Contractor: Goody Hill Groundwork, Inc.

### COST PROPOSAL

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

The following table should be included within the proposal submission.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance (Max. 3% of Total Bid)	--	LS	--	\$ 4,700.00	\$ 4,700.00
2.	Furnish and Install Sediment and Erosion Control Measures.	--	LS	--	\$ 1,500.00	\$ 1,500.00
3.	Traffic Control	--	LS	--	\$ 3,475.00	\$ 3,475.00
4.	Abandonment of Existing Water Main	--	LS	--	\$ 1,806.00	\$ 1,806.00
5.	Flowable Fill	--	CF	14	\$ 152.00	\$ 2,128.00
6.	Furnish and Install <b>Fusible DR-18 C-900 PVC</b> Water Main Via Directional Bore and Tie into Existing System	8" DIA.	LF	300	\$ 355.00	\$ 106,500.00
7.	Furnish and Install 6" Water Main with Restoration	6" DIA.	LF	15	\$ 76.00	\$ 1,140.00
8.	Furnish and Install Residential Water Service Lateral with Restoration	1" DIA.	LF	40	\$ 180.00	\$ 7,200.00
9.	Furnish and Install Fire Hydrant Assembly	--	EA	2	\$10,758.00	\$ 21,516.00
<b>CONTINGENCIES</b>						
C1.	Miscellaneous Excavation and Test Pitting	--	CY	20	\$ 30.00	\$ 600.00
C2.	Furnish & Install Mechanical Joint Ductile Iron Fittings	--	LBS	300	\$ 7.20	\$ 2,160.00
C3.	Furnish and Install Select Fill	--	CY	10	\$ 40.00	\$ 400.00
C4.	Furnish and Install Graded Aggregate Base Course	--	CY	10	\$ 65.00	\$ 650.00
C5.	Furnish & Install Miscellaneous Concrete	--	CY	10	\$ 295.00	\$ 2,950.00
<b>Total Base Bid (Items 1 – C5) \$ <u>156,725.00</u></b> <b>(Written Amount) <u>One Hundred Fifty-Six Thousand Seven Hundred Twenty-Five Dollars</u></b>						
<b>Alternate Bid Item:</b> Bid Item 6A - Furnish and Install 300 LF of 8" Diameter <b>DR-11 HDPE</b> Water Main Via Directional Bore and Tie into Existing System. <b>Cost per LF \$ <u>312.00</u> /LF Total Cost \$ <u>93,600.00</u></b>						



**Contractor:** Goody Hill Groundwork, Inc.

**ADDENDA:**

BIDDER acknowledges receipt of the following ADDENDUM:

## Addendum #2

**Proposed Subcontractors:**

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
<b>Tuckahoe Underground</b>	<b>4618 Preston Rd. Federalsburg, MD</b>	<b>Horizontal Directional Drill</b>

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

Contractor: Goody Hill Groundwork, Inc.

**SIGNATURES**

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

Signature:  \_\_\_\_\_

Date: 03/01/2024

Printed Name: Scott A. Savage, President

Firm Name: Goody Hill Groundwork, Inc. Tax/EIN: 41-2046562

DBA (if different than above): \_\_\_\_\_

Address: P.O. Box 200

City, State Zip: Berlin, MD 21811

Phone: (410)726-9429

## RFP #2024-02 Harrison Avenue Water Utility Improvements

**Contractor: Goody Hill Groundwork, Inc.**

### F. Submittals

1. Goody Hill Groundwork, Inc. possess all licenses, certifications, and qualifications as relevant and required by this project including Federal, State and local.
2. References:
  - i. Town Of Ocean City MD, Woody Vickers, (443)944-7212  
[woody@oceancitymd.gov](mailto:woody@oceancitymd.gov)
  - ii. Maryland Stadium Authority, Tony Pruner, (410)223-4132  
[tpruner@mdstad.com](mailto:tpruner@mdstad.com)
  - iii. Worcester County, Mike McCabe, (443)783-0220  
[mmccabe@co.worcester.md.us](mailto:mmccabe@co.worcester.md.us)
3. Cost Proposal attached
4. Signature page attached
5. Proposed sub-contractors attached
6. Scheduling of work:
  - i. NTP, locating of conflicting utilities, test pitting, notification of affected property owners
  - ii. Remove section of existing 8" line to be abandoned on Harrison Ave and reconfigure to maintain water to Harrison Ave residential property as well as brewery building during construction.
  - iii. Install valves, reducers and Tee to immediately reconnect Baker and Harrison with 8" valve to isolate new 8" main.
  - iv. Reconfigure connection point on Broad Street with valves and TEE and install hydrant.
  - v. Install 300 LF 8" water main and connect both ends, flush at hydrant.
  - vi. Install and connect residential water service.
  - vii. Install 6" commercial water service.
  - viii. Remove and abandon old residential and commercial service.
  - ix. Fill old 8" line with grout, cap and abandon in place.
  - x. Complete restoration.
  - xi. There will be a minimum of 8 personnel on site at all times, additional as required.
  - xii. Goody Hill Groundwork has completed numerous jobs similar to this one. Recently we completed an approx. 2500 LF installation of 8" water main by

both HDD and open cut methods along US Rt 50 and within the State ROW. This job included numerous service connections and fire hydrants along the path of installation.





MOTION OF MAYOR AND COUNCIL 2024-14

A motion of the Mayor and Council of the Town of Berlin APPROVING AMENDMENTS TO THE SCOPE OF WORK IN THE HERON PARK BUILDING DEMOLTION PROJECT UNDER RFP 2024-01 to JNT ENTERPRISES as outlined below and as recommended by Davis, Bowen & Friedel, Inc.

FIRST PRIORITIES

Testing and Pre-con	\$4,450.00
Area 1	\$40,925.48
Area 2	\$50,857.76
Area 3	\$62,262.02
<b>Total</b>	<b>\$158,495.28</b>
Original Bid	\$112,715.00
<b>New Total</b>	<b>\$271,210.28</b>

ADD

Area 7 (Misc)	\$31,000
<b>New Total</b>	<b>\$302,210.28</b>

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024 by the Council of the Town of Berlin, Maryland by affirmative vote of \_\_\_\_ to \_\_\_\_ opposed with \_\_\_\_ abstaining and \_\_\_\_ absent.

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

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024 by the Mayor of the town of Berlin.

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

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



March 1, 2024

Town of Berlin  
10 Williams St.  
Berlin, MD 21811

*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.*

ATTN: Ms. Mary Bohlen  
Town Administrator

RE: Heron Park Building Demolition  
Berlin, Maryland  
DBF# 0050A116.A01

Dear Ms. Bohlen:

We have reviewed the estimates provided by JNT Enterprises for additional work itemized per the attached. The JNT estimates provided do not include the cost for underpinning wall foundations that may not currently exist below grade between building Areas. Currently this is an unknown. We had discussions with the contractor about doing some test pitting when mobilized to confirm what would be needed to remove soil down to grade.

At this time, I suggest that we be cautious and figure only the FIRST PRIORITIES and possibly the ADD outlined below. That would leave us with \$127,789.72 to work with as we literally uncover existing conditions. We will need to get sediment and erosion control approval as we are disturbing an area greater than 5,000 sf. We are working on that plan currently.

**FIRST PRIORITIES**

Testing and Pre-con	\$4,450.00
Area 1	\$40,925.48
Area 2	\$50,857.76
Area 3	\$62,262.04
Total	\$158,495.28
Original Bid	\$112,715.00
New Total	\$271,210.28
<b>ADD</b>	
Add Area 7 (Misc)	\$31,000.00
New Total	\$302,210.28

Should you have any questions, comments, or concerns, please contact me at 410-543-9091.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.

*Andrew E. Welch*

Andrew E. Welch, P.E.  
Associate

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Enclosures



# Estimate

2402-1312-0835

2024-02-21

JNT Enterprises  
8212 Balt. Annap. Blvd  
Pasadena Maryland 21122  
info@JNTDigs.com  
410-437-3447

Town of Berlin - Mary Bohlen  
10 William Street  
Berlin MD 21811  
mbohlen@berlinmd.gov  
(410) 641-4314

Heron Park Building Demo  
10009 Old Ocean City Blvd, Berlin, MD, 21811

## Testing and Pre-Con

<i>Description</i>	<i>Total</i>
<u>Asbestos Testing.</u> Asbestos testing for buildings 4, 5, and 6. To include, Sample Collection, Report and 80 Samples.	\$4,450.00
	\$4,450.00

## Area 1

<i>Description</i>	<i>Total</i>
<u>Demolition Concrete: 6" Flatwork</u> Demolition Concrete: 6" Flatwork, Includes Haul Out and Disposal.	\$11,860.48
<u>Demolition Services: Footers</u> Demolition of Footers to Include Hauling Out and Disposal.	\$12,075.00
<u>Site Work:</u> Site work: To include Dirt Haul out and Disposal of 38 Truckloads. To include grading area for proper water flow, seed and straw.	\$16,990.00
	\$40,925.48

## Area 2

<i>Description</i>	<i>Total</i>
<u>Demolition Concrete: 6" Flatwork</u> Demolition Concrete: 6" Flatwork, Includes Haul Out and disposal.	\$18,357.76

<u>Demolition Services: Footers</u>	\$12,180.00
Demolition of Footers to Include Hauling Out and Disposal.	

<u>Site Work:</u>	\$20,320.00
Site work: To include Dirt Haul out and Disposal of 44 Truckloads. To include grading area for proper water flow, seed and straw.	

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\$50,857.76

### Area 3

<i>Description</i>	<i>Total</i>
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<u>Demolition Concrete: 6" Flatwork</u>	\$21,527.04
Demolition Concrete: 6" Flatwork, Includes Haul Out and Disposal.	

<u>Demolition Services: Footers</u>	\$17,325.00
Demolition of Footers to Include Hauling Out and Disposal.	

<u>Site Work:</u>	\$23,410.00
Site work: To include Dirt Haul out and Disposal of 52 Truckloads. To include grading area for proper water flow, seed and straw.	

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\$62,262.04

### Area 4

<i>Description</i>	<i>Total</i>
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<u>Demolition Concrete: 6" Flatwork</u>	\$8,350.72
Demolition Concrete: 6" Flatwork, Includes Haul Out and Disposal.	

<u>Demolition Services: Footers</u>	\$8,225.00
Demolition of Footers to Include Hauling Out and Disposal.	

<u>Demolition Service:</u>	\$19,200.00
Demolition Service: Demolition of Area 4	

<u>Asbestos Removal</u>	\$0.00
Asbestos Removal:	

<u>Site Work:</u>	\$10,600.00
Site work: To include Dirt Haul out and Disposal of _ Truckloads. To include grading area for proper water flow, seed and straw.	

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\$46,375.72

### Area 5

<i>Description</i>	<i>Total</i>
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<u>Demolition Concrete: 6" Flatwork</u>	\$6,766.08
Demolition Concrete: 6" Flatwork, Includes Haul Out and Disposal.	

<u>Demolition Services: Footers</u>	\$7,315.00
Demolition of Footers to Include Hauling Out and Disposal.	

<u>Demolition Service:</u>	\$25,250.00
Demolition Service: Demolition of Area 5	
<u>Asbestos Removal</u>	\$0.00
Asbestos Removal:	
<u>Site Work:</u>	\$8,240.00
Site work: To include Dirt Haul out and Disposal of _ Truckloads. To include grading area for proper water flow, seed and straw.	
	\$47,571.08

## Area 6

<i>Description</i>	<i>Total</i>
<u>Demolition Concrete: 6" Flatwork</u>	\$37,025.28
Demolition Concrete: 6" Flatwork, Includes Haul Out and Disposal.	
<u>Demolition Services: Footers</u>	\$19,250.00
Demolition of Footers to Include Hauling Out and Disposal.	
<u>Demolition Service:</u>	\$59,800.00
Demolition Service: Demolition of Area 6	
<u>Asbestos Removal</u>	\$0.00
Asbestos Removal:	
<u>Site Work:</u>	\$37,095.00
Site work: To include Dirt Haul out and Disposal of _ Truckloads. To include grading area for proper water flow, seed and straw.	
	\$153,170.28

## Area 7

<i>Description</i>	<i>Total</i>
<u>Demolition Service:</u>	\$15,000.00
Demolition Service: Demolition of Pipes, Conduit, Wires, and Lights from ceiling of Area 7 for clean look and use.	
<u>Concrete: Flatwork</u>	\$16,000.00
Concrete Troth, Fill and Finish, Hard Trowel Finish. 3500psi W/ Air,	

*Total* \$436,612.36

**Compensation.** Client shall pay as set forth above. Price is subject to change, with customer's approval.

**Invoicing & Payment.** Invoice will be issued to Client upon completion of the Work. Client shall pay invoice within 10 days of Client's receipt of the invoice.

## Please Note:

- ❖ *JNT INC DBA JNT Enterprises follows the NAHB Residential Construction Performance Guidelines on all work done and all warranty work. Please note shrinkage cracks in concrete are normal and only cracks that exceed the guidelines are considered warranty work. \*\*\*For valid warranty, foundation must be built per IRC/local codes. MCF must install exterior waterproofing and stone drain. No water intrusion warranty on damp proofing.*
- ❖ *For valid warranty customer must supply JNT INC DBA JNT Enterprises with an engineered IRC rebar report to be built to current IRC codes and specifications. JNT INC DBA JNT Enterprises is not responsible for any wall design.*
- ❖ *JNT INC DBA JNT Enterprises, Warranty is included and accepted by both parties.*
- ❖ *JNT INC DBA JNT Enterprises. does not warranty wall against air pockets in exterior finish of concrete wall. Extra charge may occur if 1<sup>st</sup> floor decking is installed before basement slab is complete.*
- ❖ *JNT INC DBA JNT Enterprises. is not responsible for cracks in foundation or flatwork due to movement of soils, frozen ground, no protected concrete, or improper backfilling of foundation due to excessive fill or unsuitable material.*
- ❖ *JNT INC DBA JNT Enterprises. is not responsible for cracks above headers or doors. It is understood that homeowner or builder are aware that concrete in some cases will get cracks due to shrinkage of concrete. Cracks will only be repaired if crack is larger than what the residential building codes allow.*
- ❖ *COLD weather or HOT weather concrete protection, i.e....blankets, plastic, ice, or any additives necessary to perform work in either condition (accelerator / retarder) will be an additional charge if used.*
- ❖ *When we are faced with additional cost due to the weather conditions. Concrete is affected by extreme cold or hot conditions. It's not only the weather conditions during the day, but the temperatures throughout the night as well. Therefore, our concrete distributors will have to run hot water to help keep concrete warm, thus costing them additional cost that they in turn charge us. Usually, this time frame is around the beginning of November throughout April, depending on the temperatures. Once they start billing us, we will in turn bill you for hot water fees. Acceleration additives are selected by JNT INC DBA JNT Enterprises so that concrete sets quicker before colder temperatures of the evening set in. This is necessary to warrant the quality of the job.*

*The reason these prices are not included in your original proposal is because when we are bidding these jobs, we have no idea what time of year they will be built. We review the weather conditions every day and won't use additives if not necessary, but once the concrete plants turn on the hot water, that fee will be billed. If we have extremely cold weather, we will need to use blankets and straw for protection of footers, walls, and flatwork. That will be an additional fee.*
- ❖ *Customer responsible to protect soil from freezing after dig. Frozen soil can incur extra show up fees, additional work fees, etc.*
- ❖ *JNT INC DBA JNT Enterprises is not responsible for any damage to footings, walls, flatwork, or other concrete that sits unprotected below freezing conditions.*
- ❖ *JNT INC DBA JNT Enterprises not responsible for any damage (I.E. spalling, cracks, etc.) to concrete flatwork due to salts or other chlorides, harmful products placed on concrete. Application of any deicing materials can cause immediate and/or long- term damage, weakening to concrete.*
- ❖ *All interior concrete and sub soil must be protected from freezing, by customer at all times during construction.*
- ❖ *No warranty on any concrete cracks or other damage if not protected.*
- ❖ *Allowing footings or other concrete to freeze will damage foundation, slab, etc.*
- ❖ *JNT INC DBA JNT Enterprises is not responsible for any discoloration or marking of concrete due to winter coverings to protect slab from freezing.*
- ❖ *Any rain damage i.e. Removing mud or water from foundation and/or footings will incur extra fees.*

- ❖ *JNT INC DBA JNT Enterprises is not responsible for any existing utilities, driveways, curbs, sidewalks or landscaping due to damage for access to job. The builder is responsible to supply access for all trucks. Any damage to equipment, pump truck or vehicles due to access to pump concrete and pour any concrete or strip foundation will be responsibility of builder, homeowner or contractor for cost of repairs or loss of Maryland Concrete Foundations, Inc. equipment, pump trucks and vehicles.*
- ❖ *JNT INC DBA JNT Enterprises will not be responsible for leaks between existing foundation and new addition foundation.*
- ❖ *Wash out area for concrete trucks and pump trucks to be supplied by builder.*
- ❖ *Any debris generated by work performed will be placed in an onsite dumpster (supplied by others) unless otherwise noted and agreed upon by both parties in contract.*
- ❖ *Job must be ready \$ 450.00 show up fee if crew arrives and job is not ready or incorrect excavation. (If done by others) etc.*
- ❖ *Extra work or wait time for crew charged at \$425.00 per hour.*
- ❖ *Egress wells or any other window wells are not warranted against water infiltration.*
- ❖ *Contractor and/or Homeowner is responsible for applying for all permits from town, city or county.*
- ❖ *Contractor and/or Homeowner is responsible for scheduling all inspections and verifying they passed.*  
The above price is submitted based on plans submitted only. The above price is subject to modification if a site inspection indicates a revision of the same taking into consideration the topography of the land, the general access to the building site, etc. If it is determined by the contractor that a modification is necessary, the parties shall consult with one another and contractor will provide a written estimate of the modification and upon signed agreement will proceed. In the event that the parties are unable to agree to the additional charges, or agree to some other resolution of the matter, this Proposal/Contract will be voided at the option of the contractor. If IRC vertical rebar is not installed per contract, Maryland Concrete Foundations, Inc. is not responsible for any cost or code violation per county or state code.

PLEASE NOTE THAT IT IS THE BUILDER'S RESPONSIBILITY TO SUPPLY ACCESS FOR ALL TRUCKS

**PAYMENT TO BE MADE AS FOLLOWS: 1/3 Deposit upon signing of the contract, balance due upon each phase of work. Portion of deposit will be applied towards the completion of each phase of work. Walls need to be paid in full prior to flatwork being started.**

ALL PAST DUE BALANCES ARE SUBJECT TO 2% INTEREST PER MONTH. (24% PER ANNUM) LATE CHARGES. THE BUYER FURTHER AGREES THAT IF THE ACCOUNT IS NOT PAID; THE BUYER WILL PAY ALL COLLECTION COSTS INCLUDING ATTORNEY FEES; AS ALLOWED BY LAW. THIS CONTRACT CREATES A MORTGAGE OR LIEN AGAINST YOUR PROPERTY TO SECURE PAYMENT AND MAY CAUSE A LOSS OF YOUR PROPERTY IF YOU FAIL TO PAY THE AMOUNT AGREED UPON.

All work to be completed in a workman like manner according to standard practices. Our workers will be covered by Workers Compensation Insurance. This contract creates a mortgage or lien against your property to secure timely payment and may cause a loss of your property if you fail to make the amount agreed upon on the contract terms. You have the right to consult an attorney. You have the right to rescind this contract within three (3) business days after the date you sign it by notifying us in writing that you are rescinding the contract.

#### **HIDDEN, CONCEALED, AND UNFORESEEABLE CONDITION**

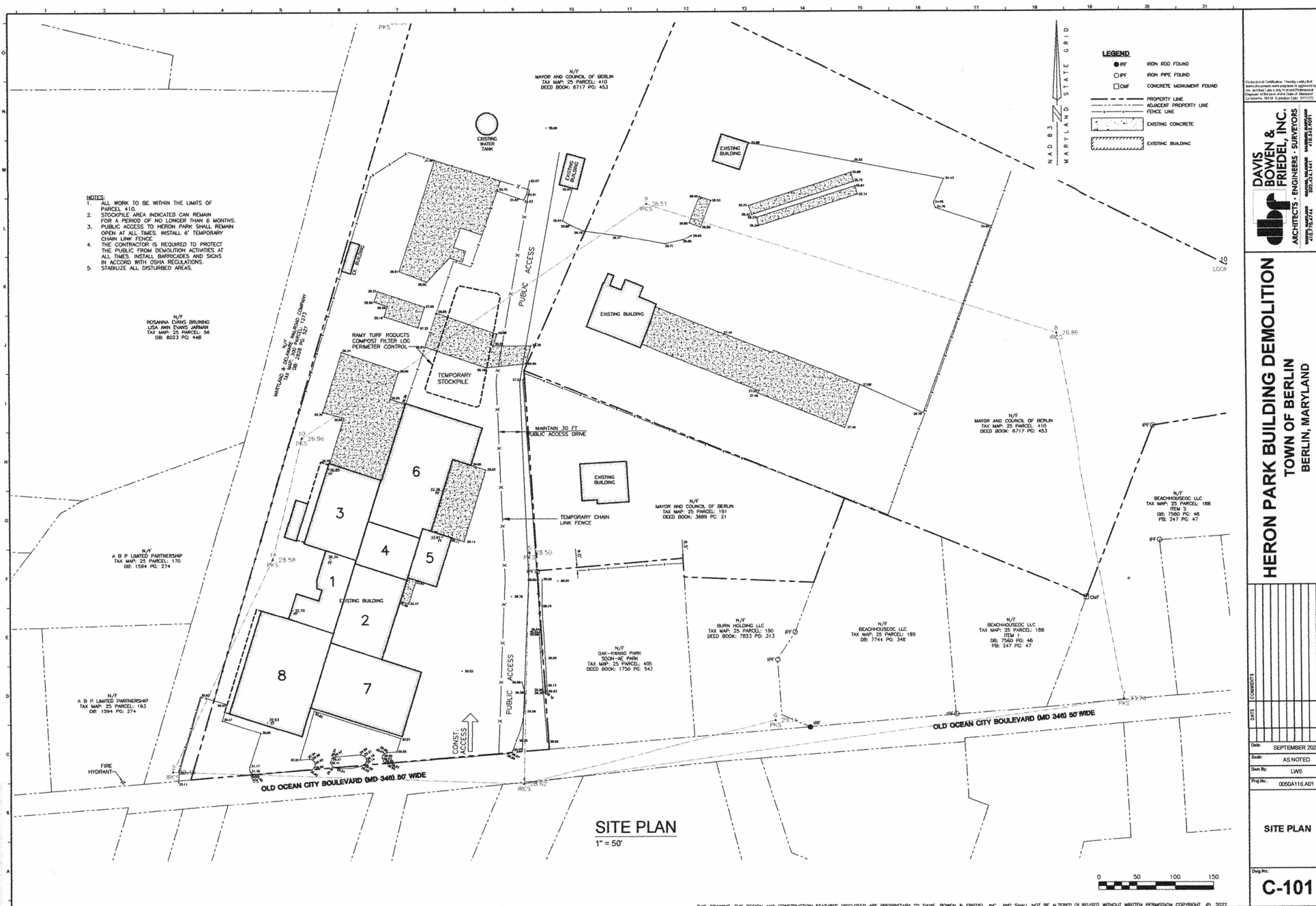
The parties agree that in the event that, contractor discovers a hidden, concealed, and/or unforeseeable condition requiring an extra cost: The contractor shall notify the owner verbally at once to expedite agreement as to the charges to correct or cure such condition, and provide a written estimate as soon as possible. Both parties must agree to such extra charges, or agree to a resolution method or this contract may be cancelled by either of them. For purpose of this section, "a hidden, concealed and /or unforeseeable condition" shall mean a condition not readily observable to a prudent contractor inspecting the subject property for the purpose of performing this proposal.

#### **PROPOSAL MUST BE SIGNED AND RETURNED. PROPOSALS AND PRICES ARE ONLY VALID IF SIGNED AND RETURNED WITHIN 30 DAYS OF THE ABOVE DATE. ACCEPTANCE OF PROPOSAL:**

The prices, specifications, and conditions are satisfactory and are hereby accepted. By signing below, it is understood that in the event that the party to whom this Proposal/Contract is submitted fails to make payments due on the account, I acknowledge and consent that I am personally and individually guarantying the faithful performance of the obligation and agree to be personally responsible for any outstanding sums due and owing under this Proposal/Contract including the assessment of interest and

attorney's fees as set forth. I further acknowledge that this agreement is being signed under Seal and as such creating a specialty Contract extending the period of time of limitations for the enforcement of this agreement.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





**TOWN OF BERLIN, MARYLAND  
NOTICE OF PUBLIC HEARING**

**ORDINANCE NO. 2024-01**

**MAYOR AND COUNCIL OF BERLIN INFRASTRUCTURE BONDS, 2024 SERIES A**

Notice is hereby given that the Council (the “Council”) of Mayor and Council of Berlin (the “Town”), will hold a public hearing to consider an Ordinance authorizing the issuance and sale to the Community Development Administration of general obligation bonds in one or more series in an aggregate principal amount not to exceed \$3,800,000 (the “Bonds”) to be issued under the State of Maryland’s Local Government Infrastructure Financing Program, pursuant to the authority of Sections 4-101 through 4-255 of the Housing and Community Development Article of the Annotated Code of Maryland, as amended (the “Act”). The purpose of the Bonds is to provide all or a portion of the funds necessary to (i) finance, reimburse and/or refinance all or a portion of the costs of two separate projects generally referred to by the Town as the Electric AMI Meter System and the Public Works Building (which building may be occupied by other Town departments as well), (ii) fund reserves, and/or (iii) pay or reimburse costs of issuance and other related costs of the Bonds, subject to the further provisions of such Ordinance.

PLACE OF MEETING: Council Chambers (2<sup>nd</sup> Floor), Town Hall, 10 William Street, Berlin, Maryland 21811

TIME: 7:00 p.m.

DATE: Monday, March 11, 2024

All interested parties are encouraged to attend the public hearing or to submit written comments as described below.

WRITTEN PUBLIC COMMENTS MAY BE SUBMITTED UNTIL 12 PM/NOON on Monday, March 11, 2024 as follows: (i) email to [info@berlinmd.gov](mailto:info@berlinmd.gov) and use Meeting Comments as the email subject line, (ii) fax to 410-641-2316, (iii) drop off in either drop box at Town Hall—one is at the rear of the building behind the stair tower and the other is at the corner of Bay and William Streets on the building, or (iv) mail to Berlin Town Hall, Attn: Meeting Comments, 10 William Street, Berlin, MD 21811. The Town is not responsible for delays or delivery failures on the part of USPS or by any other delivery method.

The full text of the Ordinance is available for review at Berlin Town Hall during regular business hours, Monday through Friday, 8:00 AM to 4:00 PM or on the Town website at [www.berlinmd.gov](http://www.berlinmd.gov).

This public hearing is required by the Act. The Ordinance may be passed (i) as introduced or (ii) as amended, either at the Council meeting held on the same day as and following the public hearing or at a subsequent Council meeting.

Pursuant to the Act, (i) the Ordinance will become effective upon its passage by the Council and its approval by the Mayor, and (ii) the qualified voters of the Town will have the right to petition the Ordinance to referendum within 20 days after its passage by the Council (such time period to be calculated in accordance with Maryland law).

Persons with questions concerning this matter may call 410-641-2770.

**ORDINANCE NO. 2024-01****MAYOR AND COUNCIL OF BERLIN  
INFRASTRUCTURE BONDS, 2024 SERIES A**

AN ORDINANCE OF THE COUNCIL OF MAYOR AND COUNCIL OF BERLIN, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND (THE “ISSUER”), PROVIDING FOR THE ISSUANCE AND SALE OF AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED THREE MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$3,800,000.00) OF GENERAL OBLIGATION BONDS OF MAYOR AND COUNCIL OF BERLIN, MARYLAND, TO BE KNOWN AS THE “MAYOR AND COUNCIL OF BERLIN INFRASTRUCTURE BONDS, 2024 SERIES A” (OR BY SUCH OTHER OR ADDITIONAL DESIGNATION OR DESIGNATIONS AS REQUIRED BY THE COMMUNITY DEVELOPMENT ADMINISTRATION IDENTIFIED HEREIN, THE “BONDS”), TO BE ISSUED AND SOLD PURSUANT TO THE AUTHORITY OF SECTIONS 4-101 THROUGH 4-255 OF THE HOUSING AND COMMUNITY DEVELOPMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED, FOR THE PURPOSE OF PROVIDING ALL OR A PORTION OF THE FUNDS NECESSARY FOR (I) FINANCING, REIMBURSING AND/OR REFINANCING COSTS OF THE PROJECTS GENERALLY REFERRED TO BY THE ISSUER AS (A) ELECTRIC AMI METER SYSTEM AND (B) PUBLIC WORKS BUILDING, (II) FUNDING A PORTION OF A CAPITAL RESERVE FUND AND/OR OTHER RESERVES, AND/OR (III) PAYING OR REIMBURSING ISSUANCE AND OTHER COSTS RELATED TO THE BONDS; PROVIDING THAT THE BONDS SHALL BE ISSUED UPON THE FULL FAITH AND CREDIT OF THE ISSUER; PROVIDING FOR THE DISBURSEMENT OF THE PROCEEDS OF THE SALE OF THE BONDS AND FOR THE LEVY OF ANNUAL TAXES UPON ALL ASSESSABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE ISSUER FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON THE BONDS AS THEY SHALL RESPECTIVELY MATURE OR COME DUE; PROVIDING FOR THE FORMS, TENOR, DENOMINATIONS, MATURITY DATE OR DATES AND OTHER PROVISIONS OF THE BONDS; PROVIDING FOR THE SALE OF THE BONDS; AND PROVIDING FOR RELATED PURPOSES, INCLUDING, WITHOUT LIMITATION, THE METHOD OF FIXING THE INTEREST RATE OR RATES TO BE BORNE BY THE BONDS, THE APPROVAL, EXECUTION AND DELIVERY OF DOCUMENTS, AGREEMENTS, CERTIFICATES AND INSTRUMENTS, AND THE MAKING OF OR PROVIDING FOR THE MAKING OF REPRESENTATIONS AND COVENANTS CONCERNING THE TAX STATUS OF INTEREST ON THE BONDS.

**RECITALS**

WHEREAS, Mayor and Council of Berlin (the “Issuer”) is a municipal corporation of the State of Maryland organized under a charter (the “Charter”) adopted in accordance with Article XI-E of the Constitution of Maryland and operating under the Charter and other applicable law; and

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WHEREAS, Sections 4-101 through 4-255 of the Housing and Community Development Article of the Annotated Code of Maryland, as amended (the “Act”), authorize the Community Development Administration (the “Administration”), a governmental unit in the Division of Development Finance of the Department of Housing and Community Development, a principal department of the government of the State of Maryland, to provide financial assistance to political subdivisions and municipal corporations to finance, among other things, infrastructure projects and to establish a capital reserve fund in connection therewith; and

WHEREAS, pursuant to the authority of the Act, the Issuer has determined to issue its general obligation bonds in one or more series in the aggregate principal amount not to exceed Three Million Eight Hundred Thousand Dollars (\$3,800,000.00) (the “Bonds,” as defined herein) for the purpose of providing all or a portion of the funds necessary for (i) financing, reimbursing and/or refinancing all or a portion of the costs of the Project (as defined in Section 1(a) hereof), (ii) funding a portion of a capital reserve fund and/or other reserves required by the Administration under the Program identified below, and/or (iii) paying or reimbursing issuance and other costs related to the Bonds; and

WHEREAS, the Issuer proposes to issue and sell the Bonds to the Administration, in connection with the Local Government Infrastructure Financing Program of the Administration (the “Program”); and

WHEREAS, it is the intention of the Issuer by this Ordinance to provide for the issuance and sale of the aforementioned Bonds and to obtain a loan or loans from the Administration pursuant to the Program (collectively, the “Loan”); and

WHEREAS, the Issuer intends to authorize the execution and delivery of the Bonds and all other documents, agreements, certificates and other materials related to the issuance, sale and delivery of the Bonds and the Loan; and

WHEREAS, the Administration intends to issue one or more series of its Local Government Infrastructure Bonds to finance the Loan and other loans to be financed pursuant to the Program.

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**NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF MAYOR AND COUNCIL OF BERLIN:**

**SECTION 1. Authorization, Terms, Form of Bonds.**

(a) Mayor and Council of Berlin (the “Issuer”) shall borrow upon its full faith and credit and shall issue and sell upon its full faith and credit an aggregate principal amount not to exceed Three Million Eight Hundred Thousand Dollars (\$3,800,000.00) of its general obligation bonds, to be issued pursuant to the authority of Sections 4-101 through 4-255 of the Housing and Community Development Article of the Annotated Code of Maryland, as amended (the “Act”), to be known as the “Mayor and Council of Berlin Infrastructure Bonds, 2024 Series A” (or by such other or additional designation or designations as required by the Administration (as defined below) prior to issuance, including, without limitation, to identify separate series or subseries (collectively, the “Bonds” and, individually, a “Bond”). The proceeds from the sale of the Bonds shall be used for the public purpose of providing all or a portion of the funds necessary for (i) financing, reimbursing and/or refinancing all or a portion of the costs of two separate projects generally referred to by the Issuer as: (A) Electric AMI Meter System and (B) Public Works Building (which building may be occupied by other departments of the Issuer in addition to the Public Works Department), together with, in each such case as is applicable with respect to the projects identified in clauses (i)(A) and (B), the acquisition or payment for, improved or unimproved land, necessary property rights and equipment, related site and utility improvements, related planning, study, design, architectural, engineering, document development, bidding, permitting, acquisition, demolition, removal, construction, reconstruction, expansion, rehabilitation, renovation, repair, construction management, inspection, installation, improvement, furnishing and equipping expenses and other related expenses, paving, repaving, sidewalk, curb, gutter and drain work, landscaping, and functionally related activities necessary at the locations or facilities at or near which such undertakings occur, administrative, financial and legal expenses, and related or similar costs, and any such costs that may represent the Issuer’s share or contribution to such undertaking (collectively, the “Project”), (ii) funding a portion of a capital reserve fund and/or other reserves required by the Community Development Administration (the “Administration”) under the Program identified in subsection (b) below, and/or (iii) paying or reimbursing issuance and other costs related to the Bonds. Notwithstanding the foregoing description of the Project, the Mayor of the Issuer (the “Mayor”), in consultation with the Town Administrator of the Issuer (the “Town Administrator”), any other appropriate officials of the Issuer, and the Administration, is hereby authorized and empowered, on behalf of the Issuer, to determine prior to the sale of the Administration’s Bonds (as defined in subsection (c) below) not to apply proceeds of the Bonds to finance, reimburse or refinance costs of any one or more of the purposes described in clauses (i) – (iii) above due to tax, budgetary or other considerations, including, without limitation, because the Issuer has determined not to finance, reimburse or refinance costs of either the Electric AMI Meter System project or the Public Works Building project from proceeds of the Bonds or because of other moneys becoming available for application to any of the purposes described in clauses (i) – (iii) above. To the extent no proceeds of the Bonds will be applied to the Electric AMI Meter System project or the Public Works Building project in

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accordance with this subsection (a), references in this Ordinance to the “Project” shall be construed to refer to such remaining project.

(b) The Bonds shall be issued as one or more fully registered bond certificate(s) in the aggregate principal amount not to exceed Three Million Eight Hundred Thousand Dollars (\$3,800,000.00) payable to the Administration as the registered owner thereof. The Bonds shall be issued in such aggregate principal amount or such lesser aggregate principal amount as determined by the Mayor pursuant to subsection (g) below, which shall be equal to the aggregate principal amount of the loan or loans to the Issuer from the Administration (collectively, the “Loan”) under the Local Government Infrastructure Financing Program of the Administration (the “Program”).

(c) The Bonds shall be dated as of the date of issue, or as of such other date as is specified by the Administration; shall be numbered from R-1 upward or as otherwise required by the Administration; shall be initially registered in the name of the Administration or its designee; shall bear interest from the date of issuance of the Local Government Infrastructure Bonds issued by the Administration (the “Administration’s Bonds”), payable semiannually on April 1 and October 1 or on such other days as the Administration may require in connection with the Program, at such annual rate or rates and be payable in annual principal installments at the designated office of the Administration or of the trustee for the Administration’s Bonds.

(d) The Bonds shall bear interest at an aggregate rate or rates of interest for a total interest cost (expressed as a yield) not to exceed (1) 5.00 percent for a loan with a maturity of twenty (20) years or less and (2) 5.40 percent with a loan with a maturity in excess of twenty (20) years but not exceeding thirty (30) years, the actual rate or rates of interest to be borne by the Bonds to be determined and established by the Mayor acting pursuant to Section 1(g) of this Ordinance.

(e) The Bonds shall be in substantially the form set forth on Exhibit A attached hereto and made a part hereof, which form, together with all of the covenants and conditions therein contained, is hereby adopted by the Issuer as and for the form of obligation or obligations to be incurred by the Issuer and such covenants and conditions are hereby made binding upon the Issuer, including the promise to pay therein contained.

(f) The Bonds are to be issued in connection with the Program in order to provide all or a portion of the funds needed to (i) finance, reimburse and/or refinance all or a portion of the costs of the Project, (ii) fund a portion of a capital reserve fund and/or other reserves required by the Administration under the Program, and/or (iii) pay or reimburse costs of issuance and other related costs of the Bonds. Under the Program, the Issuer will enter into a Repayment Agreement and a Pledge Agreement with the Administration (respectively, the “Repayment Agreement” and the “Pledge Agreement”). The Issuer also will execute and deliver in connection with the issuance of the Bonds and the Program any additional documents, agreements, instruments and certificates requested by the Administration (which, together with the Repayment Agreement and the Pledge Agreement, are herein referred to as the “Program Documents”). The Program Documents shall

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be in such forms and shall contain such terms and conditions as shall be approved by the Mayor and/or the Town Administrator as further provided in this Ordinance and as shall be acceptable to, and otherwise approved by, the Administration.

(g) Because this Ordinance is being passed before the details have been finalized for the financing pursuant to which the Administration will issue the Administration's Bonds (the "Administration Financing") that will fund the Loan to the Issuer under the Program, the Mayor is hereby authorized to make such changes to the amount and form of the Bonds, including insertions therein or additions or deletions thereto, as may be necessary or appropriate to conform the terms of the Bonds to the terms of the financing to be provided to the Issuer under the Program. Without limiting the foregoing, it is presently contemplated that the Loan will be in an amount not to exceed \$3,800,000.00 in aggregate principal amount hereby authorized, subject to final approval by the Administration; accordingly, the Mayor is specifically authorized: (i) to make changes to the aggregate principal amount of the Bonds in order to reflect the final aggregate principal amount of the Loan, not to exceed \$3,800,000.00 as approved by the Administration and accepted by the Issuer, (ii) with the assistance of the Town Administrator and any other appropriate officials of the Issuer, to determine the amortization term(s) of the Bonds taking into account the useful lives of the various components of the Project, not to exceed the maximum maturity as set forth in subsection (d) above, and (iii) to authorize and approve an interest rate or rates and payment schedule(s) reflecting the principal and interest payments with respect to the Bonds but not to exceed the maximum total interest cost to be borne by the Bonds for the applicable term(s) as set forth in subsection (d) above.

(h) This borrowing is in conformance with and does not exceed any and all applicable debt limitations under the Charter of the Issuer (the "Charter").

(i) Certain provisions of this Section 1 are subject to the provisions of Section 14 of this Ordinance.

**SECTION 2. Execution and Completion of Documents.** The Bonds, the Repayment Agreement and the Pledge Agreement shall be executed on behalf of the Issuer by the manual or facsimile signature of the Mayor, and the seal of the Issuer shall be affixed thereto or reproduced thereon and attested to by the manual signature of the Town Administrator. The other Program Documents shall be executed on behalf of the Issuer by the Mayor and/or the Town Administrator. In the event any official whose signature appears on any of the Bonds or the Program Documents shall cease to be an official prior to the delivery of the Bonds or the Program Documents, or, in the event any official whose signature appears on any of the Bonds or the Program Documents becomes an official after the date of the issue, the Bonds or the Program Documents shall nevertheless be valid and binding obligations of the Issuer in accordance with their terms. The Mayor is hereby authorized, empowered and directed to complete the applicable form(s) of the Bonds and to make modifications, deletions, corrections or other changes thereto in any manner which the Mayor, in the Mayor's discretion, shall deem necessary or appropriate in order to complete the issuance and sale of the Bonds, as will not alter the substance thereof. The Mayor is hereby authorized, empowered and directed to complete the forms of the Repayment Agreement

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and the Pledge Agreement and to make modifications, deletions, corrections or other changes thereto in any manner in which the Mayor, in the Mayor's discretion, shall deem necessary or appropriate in order to complete the execution and delivery of the Repayment Agreement and the Pledge Agreement in accordance with the provisions of this Ordinance, as will not alter the substance thereof. Either or both of the Mayor and the Town Administrator is hereby authorized, empowered and directed to complete the applicable forms of the other Program Documents and to make modifications, deletions, corrections or other changes thereto in any manner which such official(s), in the discretion of such official(s), shall deem necessary or appropriate in order to complete the execution and delivery of the other Program Documents in accordance with the provisions of this Ordinance, as will not alter the substance thereof. The execution and delivery of the Bonds, the Repayment Agreement and the Pledge Agreement by the Mayor and the execution and delivery of the other Program Documents by the duly authorized applicable official(s) provided for in this Section 2 shall be conclusive evidence of such official's or officials' approval of the forms and substance thereof. To the extent appropriate, additional officials of the Issuer and counsel to the Issuer may be signatories to the Program Documents with respect to facts, representations, certifications, covenants and agreements within the scope of their respective responsibilities or authority. Certain provisions of this Section 2 are subject to the provisions of Section 14 of this Ordinance.

**SECTION 3. Registration of Bonds.** The Finance Director of the Issuer, who is also sometimes referred to as the Director of Finance of the Issuer (in either such case, the "Finance Director") shall act as registrar for the Bonds and shall maintain registration books for the registration and registration of transfer of the Bonds; provided that, if at any time the registrar of the Bonds needs to take any action in such capacity the position of the Finance Director is vacant or in the absence, disability or unavailability of the incumbent Finance Director, the authority to act as registrar for the Bonds shall be exercised in the following order of priority: (i) first, by any incumbent acting or interim Finance Director of the Issuer, (ii) second, if there is no incumbent acting or interim Finance Director of the Issuer or in the absence, disability or unavailability of any incumbent acting or interim Finance Director of the Issuer, by the Town Administrator, and (iii) third, if there is no incumbent Town Administrator or in the absence, disability or unavailability of any incumbent Town Administrator, by any incumbent acting or interim Town Administrator of the Issuer. No security or bond shall be required of any of the officials identified in this Section 3 in the performance of the duties of registrar for the Bonds.

The Issuer may deem and treat the person in whose name any Bond shall be registered upon the books of the Issuer as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of, premium, if any, and interest on such Bond and for all other purposes.

**SECTION 4. Prepayment.** The Bonds are being issued in connection with the Program and will secure payment of the Administration's Bonds, which are being issued by the Administration to provide funds to purchase the Bonds from the Issuer, among other purposes. The Repayment Agreement limits the right of the Issuer to prepay the Bonds in accordance with restrictions upon the right of the Administration to redeem the Administration's Bonds.

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Accordingly, the Issuer may prepay the Bonds only in accordance with the provisions of the Repayment Agreement and the terms governing prepayments as set forth in the Bonds.

**SECTION 5. Replacement of Mutilated, Lost, Stolen, or Destroyed Bonds.** In case any Bond shall become mutilated or be destroyed, lost or stolen, the Issuer may cause to be executed and delivered a new Bond of like series or subseries, date and tenor and bearing the same or a different number, in exchange and substitution for each Bond mutilated, destroyed, lost or stolen, upon the owner paying the reasonable expenses and charges of the Issuer in connection therewith and, in the case of any Bond being destroyed, lost or stolen, upon the owner filing with the Issuer evidence satisfactory to it that such Bond was destroyed, lost or stolen, and furnishing the Issuer with indemnity satisfactory to it. Any Bond so issued in substitution for a Bond so mutilated, destroyed, lost or stolen: (i) may be typewritten, printed or otherwise reproduced in a manner acceptable to the Administration, and (ii) shall constitute an original contractual obligation on the part of the Issuer under this Ordinance whether or not the Bond in exchange for which said new Bond is issued shall at any later date be presented for payment and such payment shall be enforceable by anyone, and any such new Bond shall be equally and proportionately entitled to the benefits of this Ordinance with all other like Bonds, in the manner and to the extent provided herein.

**SECTION 6. Use of Proceeds.** The proceeds of the Bonds shall be held and invested by the Administration in its sole discretion and shall be:

(a) Administered and disbursed by the Administration pursuant to the Repayment Agreement. The proceeds of the Bonds shall be used, when and as required, to pay Development Costs (as defined in the Repayment Agreement).

(b) After the Project has been completed and all Development Costs in connection therewith have been paid, any balance of the proceeds of the sale of the Bonds held by the Administration under the Repayment Agreement may be applied to the next principal installment or installments coming due, payment of interest on the Bonds or prepayment of the Bonds, as permitted by the Administration.

**SECTION 7. Covenants.** The Issuer covenants with the Administration and for the benefit of the Administration and the owners from time to time of the Bonds that so long as the Bonds or installments of principal thereunder shall remain outstanding and unpaid:

(a) The Issuer will duly and punctually pay, or cause to be paid, to the Administration or its designee the principal of the Bonds, premium (if any) and interest accruing thereon, at the dates and places and in the manner mentioned in the Bonds from unlimited ad valorem taxes in the event that available funds are inadequate to make such payment.

(b) The Issuer covenants that so long as any of the Bonds are outstanding and not paid, unless other funds are available for payment of principal of, premium, if any, and interest on the Bonds, it shall levy annually, in the manner prescribed by law, ad valorem taxes on all real and

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tangible personal property within its corporate limits subject to assessment for unlimited taxation in rate and amount sufficient to provide for the payment of the principal of and interest on the Bonds as the same become due and payable; and in the event that the revenues available from the taxes so levied in any fiscal year shall prove inadequate for the above purposes, the Issuer shall levy additional taxes in the succeeding fiscal year to make up such deficiency; and the full faith and credit and the unlimited taxing power of the Issuer are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds as the same become due.

(c) The Issuer will promptly provide to the Administration (or to any person designated by the Administration) all financial information and operating data concerning the Issuer as may be required by the Administration in its discretion in order for the Administration to comply with the requirements of Rule 15c2-12 of the United States Securities and Exchange Commission, as in effect from time to time, applicable to the Administration's Bonds.

**SECTION 8. Ordinance a Contract.** The provisions of this Ordinance shall constitute a contract with the purchasers and owners from time to time of the Bonds, and this Ordinance shall not be repealed, modified or altered in any manner materially adverse to the Administration and/or the interests of such purchasers or owners while the Bonds or any portion thereof remain outstanding and unpaid without the consent of the owners of the Bonds and the Administration.

**SECTION 9. Pledge of Local Government Payments.** As contemplated and authorized by Section 4-229(b) of the Act, the Issuer hereby pledges, assigns and grants a lien and a security interest to the Administration, its successors in trust and assigns, in all right, title and interest of the Issuer in and to the Local Government Payments (as defined in the Pledge Agreement), now or hereafter acquired, (i) to secure payment of the principal of, premium, if any, and interest on the Bonds and any other Local Obligations (as defined in the Pledge Agreement) issued and to be issued from time to time by the Issuer under the Program and (ii) to provide for deposits to the capital reserve fund securing the Bonds and/or other reserves required under the Program the amount of the Issuer's portion of any deficiency in such capital reserve fund and/or such other reserves as the Administration shall require, all as more fully set forth and provided in the Pledge Agreement.

**SECTION 10. Purchase Price of Bonds.** The Bonds shall be sold for cash in accordance with the terms and provisions of this Ordinance at par, or if premium or discount is permitted by law, at such premium or discount as is agreed to with the Administration in accordance with the terms and provisions of this Ordinance, and as authorized by Section 4-229(a) of the Act.

**SECTION 11. Sale of Bonds.** The Bonds shall be sold to the Administration under the Program at private sale, as authorized by Section 4-229(a) of the Act.

**SECTION 12. Authority to Take Action; Publication and Public Hearing.**

(a) To the extent not otherwise expressly provided for herein, the appropriate officials and employees of the Issuer are hereby authorized and directed to do all acts and things required

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of them by the provisions of this Ordinance, for the full, punctual and complete performance of all the terms, covenants and provisions of the Bonds, the Program Documents and this Ordinance and to do and perform all acts and to execute, seal and deliver all documents or instruments of writing which may be necessary or desirable to carry out the full intent and purpose of this Ordinance and the Program Documents.

(b) As required by the Act, prior to the issuance of the Bonds, the Issuer shall publish in a newspaper of general circulation in the jurisdiction of the Issuer a notice of the proposed issuance of the Bonds, which notice shall include the proposed amount of the issue, the nature of the projects to be financed or refinanced, the time and place of the public hearing, the name of the person(s) and address of the place where written comments may be sent, and the Issuer shall hold a public hearing on the proposed issuance of the Bonds. Such actions may be (or have been) taken prior to or simultaneously with the passage of this Ordinance.

(c) The Issuer shall comply with any publication and/or posting requirements set forth in the Charter that are determined to be applicable to this Ordinance.

### **SECTION 13. Tax Matters**

(a) Any one or more of the Mayor, the Town Administrator and the Finance Director shall be the officers of the Issuer responsible for the issuance of the Bonds within the meaning of the Arbitrage Regulations (defined herein). Any one or more of the Mayor, the Town Administrator and the Finance Director shall also be the officer(s) of the Issuer responsible for the execution and delivery (on the date of issuance of the Bonds) of a certificate of the Issuer (the "Section 148 Certificate") which complies with the requirements of Section 148 ("Section 148") of the Internal Revenue Code of 1986, as amended (the "Code"), and the applicable regulations thereunder (the "Arbitrage Regulations"), and such official or officials are hereby directed to execute the Section 148 Certificate and to deliver the same to the Administration on the date of the issuance of the Bonds. The Section 148 Certificate may be contained within any of the Program Documents at the discretion of the Administration.

(b) The Issuer shall set forth in the Section 148 Certificate its reasonable expectations as to relevant facts, estimates and circumstances relating to the use of the proceeds of the Bonds, or of any monies, securities or other obligations to the credit of any account of the Issuer which may be deemed to be proceeds of the Bonds pursuant to Section 148 or the Arbitrage Regulations (collectively, "Bond Proceeds"). The Issuer covenants that the facts, estimates and circumstances set forth in the Section 148 Certificate will be based on the Issuer's reasonable expectations on the date of issuance of the Bonds and will be, to the best of the certifying official's or officials' knowledge, true and correct as of that date.

(c) The Issuer covenants and agrees with each of the holders of any of the Bonds that it will not make, or (to the extent that it exercises control or direction) permit to be made, any use of the Bond Proceeds which would cause the Bonds to be "arbitrage bonds" within the meaning

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of Section 148 and the regulations thereunder that are applicable to the Bonds on the date of issuance of the Bonds and that may subsequently lawfully be made applicable to the Bonds.

(d) The Issuer further covenants that it shall make such use of the proceeds of the Bonds, regulate the investment of the proceeds thereof, and take such other and further actions as may be required to maintain the excludability from gross income for federal income tax purposes of interest on the Bonds. All officials, officers, employees and agents of the Issuer are hereby authorized and directed to take such actions, and to provide such certifications of facts and estimates regarding the amount and use of the proceeds of the Bonds, as may be necessary or appropriate from time to time to comply with, or to evidence the Issuer's compliance with, the covenants set forth in this Section.

(e) Any one or more of the Mayor, the Town Administrator and the Finance Director, on behalf of the Issuer, may make such covenants or agreements in connection with the issuance of Bonds issued hereunder as such official(s) shall deem advisable in order to assure the registered owners of such Bonds that interest thereon shall be and remain excludable from gross income for federal income tax purposes, and such covenants or agreements shall be binding on the Issuer so long as the observance by the Issuer of any such covenants or agreements is necessary in connection with the maintenance of the exclusion of the interest on such Bonds from gross income for federal income tax purposes. The foregoing covenants and agreements may include such covenants or agreements on behalf of the Issuer regarding compliance with the provisions of the Code as such applicable identified official(s) shall deem advisable in order to assure the registered owners of such Bonds that the interest thereon shall be and remain excludable from gross income for federal income tax purposes, including, without limitation, covenants or agreements relating to the investment of the proceeds of such Bonds, the payment of rebate (or payments in lieu of rebate) to the United States, limitations on the times within which, and the purpose for which, such proceeds may be expended, or the use of specified procedures for accounting for and segregating such proceeds. Such official(s) may also make on behalf of the Issuer any elections, designations or determinations authorized or permitted by the Code or the Arbitrage Regulations.

#### **SECTION 14. Effective Date; Miscellaneous.**

(a) Pursuant to Section C4-4 of the Charter, the Mayor is the chief executive officer of the Issuer. Notwithstanding the provisions of Section C3-10 of the Charter, pursuant to Section 4-232(c) of the Act, this Ordinance shall take effect from the date of its passage by the Council and its approval by the Mayor, and it is the intent hereof that the laws of the State of Maryland shall govern its construction and the construction of the Bonds. Any copy of this Ordinance duly certified by the Town Administrator or the Mayor, or any such official's successor in office, shall constitute evidence of the contents and provisions hereof.

(b) Notwithstanding any other provision of this Ordinance:

(i) References in this Ordinance to the Mayor shall be construed to refer to the Vice President of the Council not only if the position of the Mayor is vacant within the meaning

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of Section C6-14 of the Charter but also if the incumbent Mayor is absent, disabled or unavailable at any applicable time.

(ii) If the position of the Town Administrator is vacant or in the absence, disability or unavailability of the incumbent Town Administrator, the authority to attest to the affixed or reproduced seal of the Issuer on the Bonds, the Repayment Agreement and the Pledge Agreement shall be exercised in the following order of priority: (A) first, by any incumbent acting or interim Town Administrator of the Issuer, (B) second, if there is no incumbent acting or interim Town Administrator of the Issuer or in the absence, disability or unavailability of any incumbent acting or interim Town Administrator of the Issuer, by the Finance Director, and (C) third, if there is no incumbent Finance Director or in the absence, disability or unavailability of any incumbent Finance Director, by any incumbent acting or interim Finance Director of the Issuer.

(iii) Except as otherwise expressly provided in Section 3 of this Ordinance and in clauses (i) and (ii) of this subsection (b), any reference to an official of the Issuer in this Ordinance shall be deemed to refer to any person serving in an acting or interim capacity as such identified official if the position of the identified official is vacant or in the absence, disability or unavailability of the incumbent identified official.

(iv) With respect to the attestation as to the affixed or reproduced seal of the Issuer on any of the Program Documents other than the Repayment Agreement and the Pledge Agreement, any one or more of the following officials may provide such attestation: the Town Administrator, the Mayor, the Vice President of the Council and/or the Finance Director.

(v) In the event two or more officials are charged with responsibility for taking any actions in accordance with the provisions of this Ordinance and any such official's position is not filled at the applicable time (including in an acting or interim capacity) or any such official (including in an acting or interim capacity) is absent, disabled or unavailable, any such action may be taken solely by the remaining official or officials.

(c) Notwithstanding the foregoing provisions of this Ordinance, but subject to the provisions of subsection (b) above, which subsection (b) shall control over the provisions of this subsection (c) in applicable circumstances, in the event the position of any official who is referred to by title in this Ordinance is vacant at the time any action authorized to be taken by such official in accordance with the provisions of this Ordinance shall occur, and no person has been elected or appointed to or is employed in such position (including in an acting or interim capacity) and is incumbent in such position, references in this Ordinance to such official shall be deemed to refer to any other appropriate official of the Issuer charged with such responsibilities under the Charter or the Town Code or, to the extent not so provided for in the Charter or the Town Code, as designated by the Council by motion or other appropriate action. Written evidence of any such designation shall be provided to the Administration. References in this Ordinance to the term "official" shall be construed to include "employee" where applicable.

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(d) References in this Ordinance to the phrases “to finance,” “to pay” or “to fund” or similar phrases shall be deemed to refer to and include “to reimburse” or “to refinance” or similar phrases.

(e) References in this Ordinance to the phrase “including” and similar phrases shall be deemed to refer to and include “including, but not limited to,” “including, without limitation,” or similar phrases.

(f) To the extent not paid from proceeds of the Bonds, the Issuer shall pay costs of issuance relating to the Bonds from other available sources. References in this Ordinance to “costs of issuance” or “issuance costs” of the Bonds shall be deemed to include the costs of issuance or issuance costs of the Administration’s Bonds allocable to the Issuer in accordance with the Program. The Council expressly acknowledges the obligation of the Issuer to pay the allocable fees of the Administration’s bond counsel in the event the Issuer withdraws from the Program.

(g) The proceeds of the Bonds, including any premium of the Administration’s Bonds that may be allocated to the Issuer, are hereby appropriated for purposes of the Project and the other purposes specified in this Ordinance.

(h) Any actions taken by officials of the Issuer in connection with the Issuer’s anticipated participation in the Program prior to the effective date of this Ordinance are hereby ratified, confirmed and approved.

(i) The title of this Ordinance shall be deemed to be, and is, a fair summary of this Ordinance for all purposes.

(j) Pursuant to Section 4-232(b) of the Act, this Ordinance shall be subject to petition to referendum by the qualified voters of the Issuer in accordance with the Charter provided that the petition is filed not later than 20 days after this Ordinance is passed by the Council. The provisions of Section C3-12 of the Charter allowing for a referendum petition to be filed within 20 days following approval of an ordinance by the Mayor or passage of an ordinance by the Council over the Mayor’s veto shall be disregarded and the provisions of Section 4-232(b) of the Act shall control the period in which any referendum petition must be filed.

(k) The provisions of this Ordinance shall be liberally construed in order to effectuate the transactions contemplated hereby.

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THIS ORDINANCE was introduced and read at a meeting of the Mayor and Council held on the 26<sup>th</sup> day of February, 2024, and thereafter, notice of the public hearing concerning this Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was passed this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the Council of the Town of Berlin, Maryland, by affirmative vote of \_\_\_\_\_ in favor to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

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

THIS ORDINANCE was approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the Mayor of the Town of Berlin and was effective immediately, subject to submission of a petition to referendum by the qualified voters of the Town within the time period provided by the Act.

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

Exhibit A. – Form of Bond

#234265;50016.019

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## [FORM OF BOND]

## EXHIBIT A

**United States of America  
State of Maryland  
Mayor and Council of Berlin  
Infrastructure Bond, 2024 Series [A]**

No. R-\_\_\_\_\_ \$\_\_\_\_\_

Mayor and Council of Berlin, a municipal corporation duly organized and existing under the Constitution and laws of the State of Maryland (the “Issuer”), hereby promises to pay to the

Maryland Community Development Administration

or its registered assigns, the principal amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_), plus interest on each unpaid principal installment at rates per annum resulting in the total interest cost (“TIC”) (expressed as a yield) set forth on Exhibit A attached hereto, in lawful money of the United States of America, as follows: (a) interest on the outstanding and unpaid principal of this bond shall be due and payable in semiannual payments commencing on \_\_\_\_\_, 20\_\_\_\_, and continuing on the first day of [October] and [April] in each year thereafter until final maturity; and (b) principal of this bond shall be paid commencing on \_\_\_\_\_ and on \_\_\_\_\_ in each year thereafter until final maturity in the aggregate amount of principal installments as set forth on Exhibit A. Payment of the principal hereof and the interest due hereon shall be made by check mailed to the address of the registered owner of this bond as shown on the registration books maintained by the Issuer, or in such other manner and to such other address as the registered owner of this bond may designate. If any payment of the principal of or interest on this bond shall be due on a day other than a Business Day (defined herein), such payment shall be made on the next Business Day with like effect as if made on the originally scheduled date. A “Business Day” is any day other than a Saturday, Sunday or legal holiday in the State of Maryland observed as such by the Issuer.

In the event any payment hereon (whether principal, interest or both) is not paid when due and payable, such payment shall continue as an obligation of the Issuer and shall bear interest until paid at the rate or rates of interest borne by this bond.

This bond, designated as “Mayor and Council of Berlin Infrastructure Bond, 2024 Series [A]” (this “Bond”), is a general obligation of the Issuer, and has been duly issued by the Issuer for the purpose of providing all or a portion of the funds necessary for (i) financing, reimbursing and/or refinancing all or a portion of the costs of two separate projects generally referred to by the Issuer as: (A) Electric AMI Meter System and (B) Public Works Building, (ii) funding a portion of a

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capital reserve fund and/or other reserves required by the Administration, and/or (iii) paying issuance and other costs related to this Bond. Unless paid from other sources, the Issuer covenants that so long as any portion of this Bond is outstanding and not paid, it shall levy annually, in the manner prescribed by law, ad valorem taxes on all real and tangible personal property within its corporate limits subject to assessment for unlimited taxation in rate and amount sufficient to provide for the payment of the principal of and interest on this Bond as the same become due and payable.

This Bond is issued pursuant to the authority of Sections 4-101 through 4-255 of the Housing and Community Development Article of the Annotated Code of Maryland, as amended, Sections C7-19, C7-19.1 and C7-21 of the Charter of the Issuer, and Ordinance No. 2024-01 of the Issuer passed by the Council of the Issuer on \_\_\_\_\_, 2024, approved by the Mayor of the Issuer on \_\_\_\_\_, 2024 and effective on \_\_\_\_\_, 2024 (the “Ordinance”). The full faith and credit of the Issuer are hereby irrevocably pledged to the payment of the principal of this Bond and the interest to accrue hereon.

This Bond is issued in connection with the Local Government Infrastructure Financing Program of the Community Development Administration, a governmental unit in the Division of Development Finance of the Department of Housing and Community Development, a principal department of the government of the State of Maryland (the “Administration”). This Bond is subject to the terms and conditions of the Repayment Agreement dated as of \_\_\_\_\_, 2024, between the Issuer and the Administration (the “Repayment Agreement”).

This Bond is subject to prepayment by the Issuer to the extent provided in the Repayment Agreement.

Notice of prepayment shall be given, the date of prepayment determined, and all prepayments of this Bond shall be applied in accordance with the provisions of the Repayment Agreement.

The Issuer may treat the person in whose name this Bond is registered as the absolute owner hereof, whether or not this Bond shall be overdue, for the purpose of receiving payment thereof and for all other purposes whatsoever, and shall not be affected by any notice to the contrary, except as provided below.

This Bond is assignable and upon such assignment the assignor shall promptly notify the Issuer by certified mail, and the assignee shall surrender this Bond to the Issuer for transfer on the registration records and verification of the portion of the principal amount hereof and interest hereon paid or unpaid, and every such assignee shall take this Bond subject to such condition. In connection with any transfer of this Bond, the Issuer may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such transfer and any reasonable fees or expenses of the Issuer incurred in connection with such transfer.

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Principal of this Bond is paid in annual installments and this Bond is subject to partial redemption without any notation of such payment being made on this Bond or the surrender of this Bond for cancellation and the issuance of a new Bond or Bonds in the amount of the unpaid principal hereof. Accordingly, the outstanding principal of this Bond may be less than the stated face amount hereof and any purchaser or transferee of this Bond should contact the Issuer and the prior owner of this Bond to ascertain the outstanding face amount hereof.

As declared by Section 4-231(c) of the Housing and Community Development Article of the Annotated Code of Maryland, as amended, this Bond shall have and possess all the attributes of negotiable instruments as provided in Section 19-224 of the Local Government Article of the Annotated Code of Maryland, as amended. This Bond is issued with the intent that the laws of the State of Maryland shall govern its construction.

No recourse shall be had for the payment of the principal of, the interest on, or for any claim based hereon or on the Ordinance against any elected or appointed official or employee, past, present or future of the Issuer or any agency thereof; and any such recourse, claim or liability is expressly waived by acceptance by the owner of the delivery of this Bond.

It is hereby certified and recited that each and every act, condition and thing required to exist, to be done, to have happened and to be performed precedent to and in the issuance of this Bond does exist, has been done, has happened and has been performed in full and strict compliance with the Constitution and laws of the State of Maryland, the Charter of the Issuer and the proceedings of the Issuer.

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IN WITNESS WHEREOF, Mayor and Council of Berlin has caused this Bond to be signed in its name by the manual or facsimile signature of its [Mayor] and its corporate seal to be affixed hereto and attested by the manual signature of the [Town Administrator], as of \_\_\_\_\_, 2024.

(SEAL)

ATTEST:

MAYOR AND COUNCIL OF BERLIN

\_\_\_\_\_  
[Town Administrator]

By: \_\_\_\_\_  
[Mayor]

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**BOND PAYMENT SCHEDULE**

[Repayment Schedule to be Inserted.]

Each installment of Principal and Interest or Interest alone shall be the aggregate of amounts set forth in this Exhibit A for the date of such payment as shown under the heading designated “[Total].”

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# Town of Berlin, Maryland

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## **FY 2024 SECOND QUARTER FINANCIAL OVERVIEW**

# General Fund



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**The General Fund is the general operating fund of the Town.**

**General Fund** – used to account and report all the financial resources not accounted for and reported in other funds. It includes all transactions for general governmental services.

Revenues are derived primarily from:

- Taxes, grants, licenses and permit fees, intergovernmental revenues (highway user revenue, slots revenue).

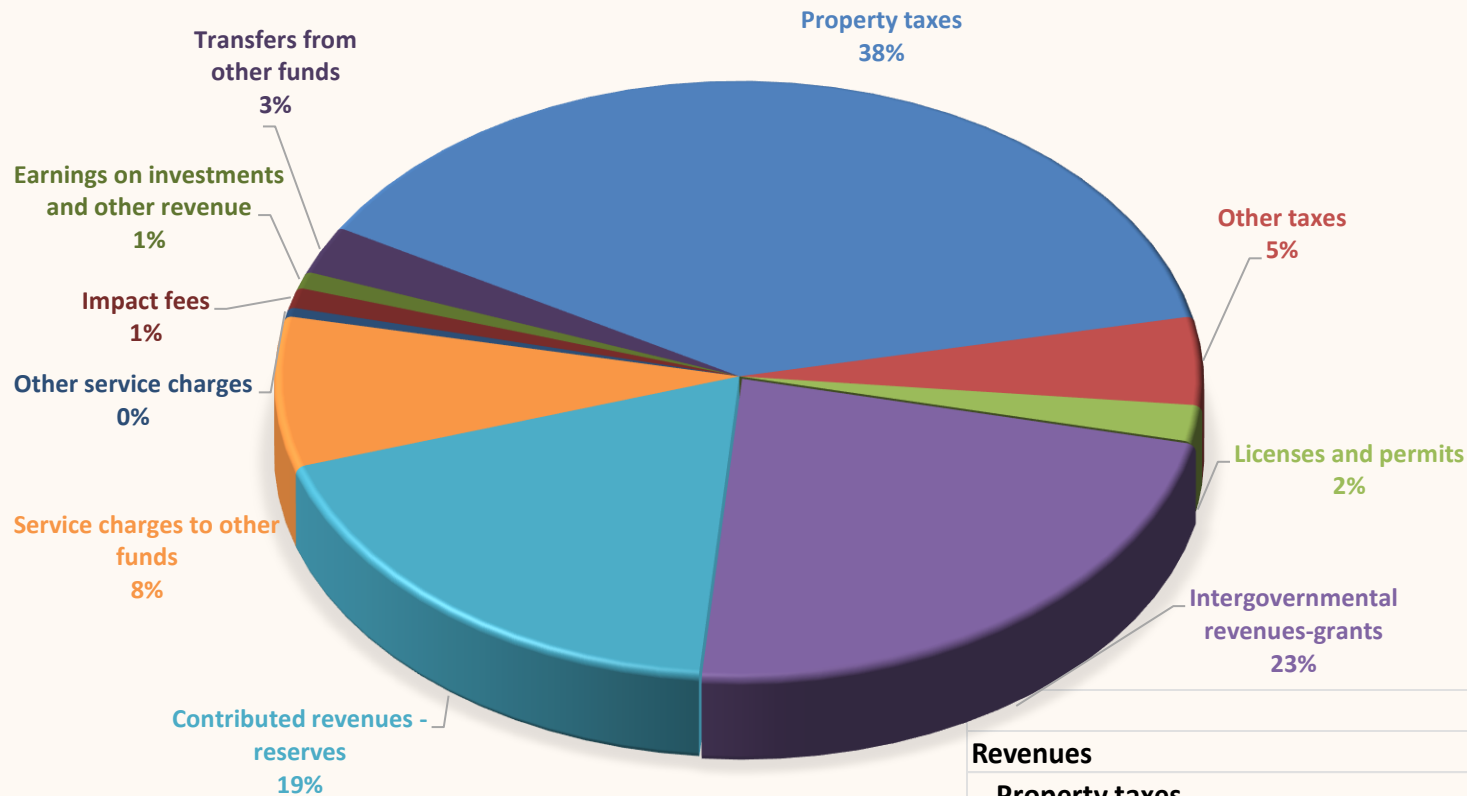
Resources generated by fund are spent for general government and in accordance with the annual appropriated budget approved by Mayor and Council.

# FINANCIAL HIGHLIGHTS GENERAL FUND

## FY 2024 SIX MONTHS ENDED DECEMBER 31, 2023

	FY 2024						FY 2023
			July-December				Jul-Dec
	Budget		Actual		Diff \$	Diff %	Actual
<b>Revenues</b>							
Property taxes	\$ 4,575,256	\$	3,484,272		1,090,984	-24%	\$ 3,378,145
Other taxes	570,000		403,667		166,333	-29%	268,399
Licenses and permits	234,500		113,453		121,047	-52%	88,818
Intergovernmental revenues	1,306,100		808,091		498,009	-38%	906,466
Contributed revenues - grants	1,415,445		99,371.36		1,316,074	-93%	4,686,067
Service charges to other funds	972,085		486,043		486,043	-50%	363,856
Other service charges	57,350		29,225		28,125	-49%	60,432
Impact fees	130,000		98,096		31,904	-25%	46,000
Earnings on investments and other revenue	108,000		253,187		(145,187)	134%	118,510
Transfers from other funds	310,000		-		310,000	-100%	-
Contributions from reserves	2,226,190		-		2,226,190	-100%	-
Total revenues	\$ 11,904,926	\$	5,775,404		6,129,522	-51%	\$ 9,916,693

# GENERAL FUND FY 24 BUDGETED REVENUES BY SOURCE



Revenues	2024 Budget	
	\$	%
Property taxes	4,575,256	38.4%
Other taxes	570,000	4.8%
Licenses and permits	234,500	2.0%
Intergovernmental revenues-grants	2,721,545	22.9%
Contributed revenues - reserves	2,226,190	18.7%
Service charges to other funds	972,085	8.2%
Other service charges	57,350	0.5%
Impact fees	130,000	1.1%
Earnings on investments and other revenue	108,000	0.9%
Transfers from other funds	310,000	2.6%
<b>Total revenues</b>	<b>11,904,926</b>	<b>100.0%</b>

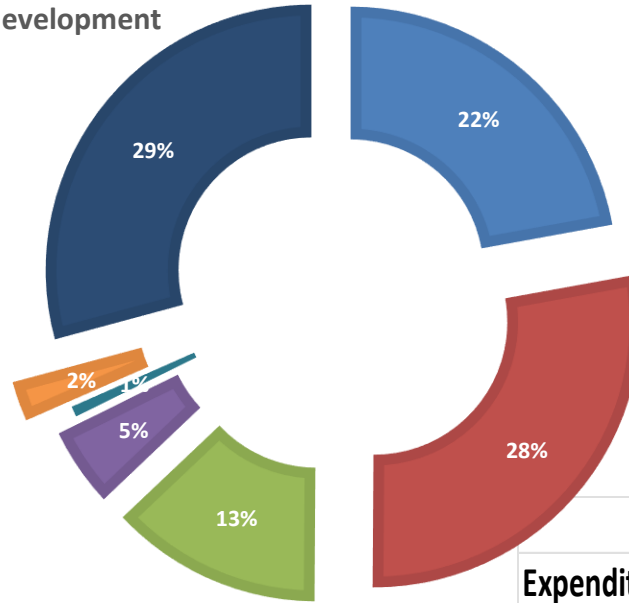


**FINANCIAL HIGHLIGHTS GENERAL FUND**  
**FY 2024 SIX MONTHS ENDED DECEMBER 31, 2023**

	FY 2024						FY 2023
			July-December				Jul-Dec
	Budget		Actual		Diff \$	Diff %	Actual
<b>Expenditures</b>							
General government	2,635,664		696,149		1,939,515	-74%	600,253
Public safety	3,328,944		1,735,252		1,593,692	-48%	1,490,862
Public works	1,532,720		638,338		894,382	-58%	553,830
Planning and community development	568,760		342,998		225,762	-40%	251,380
Recreation and parks	74,535		39,477		35,058	-47%	34,391
Debt service	288,705		239,246		49,459	-17%	234,118
Capital outlay	3,475,598		222,040		3,253,558	-94%	291,290
Total expenditures	\$ 11,904,926	\$	3,913,501		7,991,425	-67%	\$ 3,456,125
<b>Net change in fund balance as of 12/31/23</b>	\$	\$	1,861,903				\$ 6,460,568

# GENERAL FUND FY 24 BUDGETED EXPENSES BY CATEGORY

- General government
- Public safety
- Public works
- Planning and community development
- Recreation and parks
- Debt service
- Capital outlay



	2024 Budget	
Expenditures	\$	%
General government	2,635,664	22.1%
Public safety	3,328,944	28.0%
Public works	1,532,720	12.9%
Planning and community development	568,760	4.8%
Recreation and parks	74,535	0.6%
Debt service	288,705	2.4%
Capital outlay	3,475,598	29.2%
<b>Total expenditures</b>	<b>11,904,926</b>	<b>100.0%</b>

**CHANGES IN GENERAL FUND BALANCE  
FY 2024 SIX MONTHS ENDED DECEMBER 31, 2023**

				<b>FY 2024</b>				<b>FY 2023</b>
				<b>Actual</b>				<b>Actual</b>
<b>Fund balances</b>								
Nonspendable (due to/due from other funds)			\$	1,149,137			\$	1,149,137
Restricted (slots revenues)				330,754				447,340
Committed (impact fees, debt reduction, disaster recovery)				1,563,922				1,563,922
Assigned (insurance, police forfeiture, capital, stabilization and community center)				3,541,908				3,541,908
Unassigned				1,861,903				3,279,029
<b>Total fund balances, end of December</b>			\$	<b>8,447,624</b>			\$	<b>9,981,336</b>

# General Fund Balance

Nonspendable fund balance - amounts that cannot be spent because they are either not in a spendable form (such as inventories and prepaid amounts) or are legally or contractually required to be maintained intact.

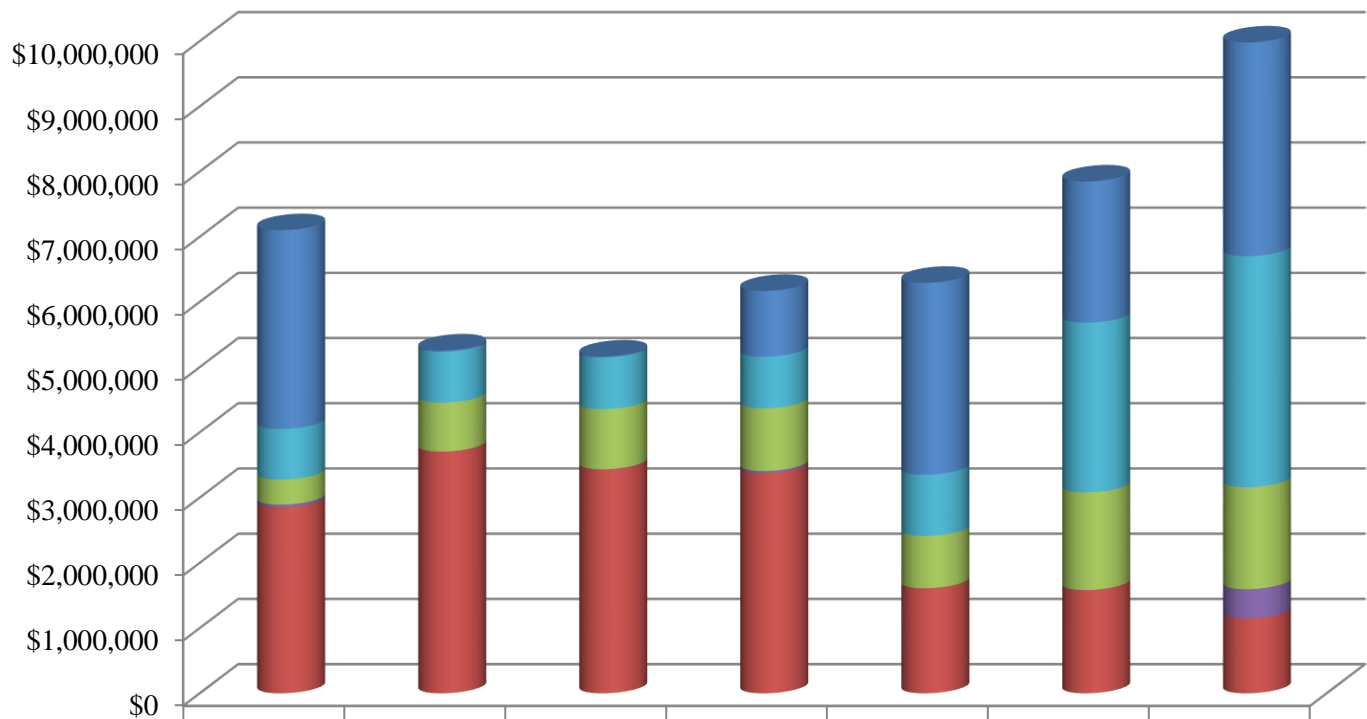
Restricted fund balance - amounts that can be spent only for specific purposes because of constraints imposed by external providers (such as grantors, bondholders, and higher levels of government), or imposed by constitutional provisions or enabling legislation.

Committed fund balance - amounts that can be spent only for specific purposes determined by a formal action of the Mayor and Council.

Assigned fund balance - amounts the Mayor and Council intend to use for specific purposes that do not meet the criteria to be classified as restricted or committed.

Unassigned fund balance - amounts that are available for any purpose; these amounts can be reported only in the Town's General Fund.

# GENERAL FUND BALANCES FISCAL YEARS 2017-2023



	2017	2018	2019	2020	2021	2022	2023
■ Unassigned	3,049,111	21,927	15,782	1,008,044	2,941,969	2,166,752	3,279,029
■ Assigned (Health,Comm.Cntr,Stabilization, Police,Capital Reserve)	775,247	777,201	790,676	791,005	938,602	2,600,983	3,541,908
■ Committed (Impact fees,Debt Reduction, Disaster Recovery)	383,769	750,414	921,293	961,743	802,215	1,496,878	1,563,922
■ Restricted (Local Impact Grant-Ocean Downs)	39,082	2,407	4,233	32,886	1,277	4,587	447,340
■ Nonspendable (Due from other funds)	2,853,376	3,703,396	3,430,930	3,375,304	1,609,137	1,579,137	1,149,137

## GENERAL FUND BALANCE OS OF JUNE 30, 2023

■ **Nonspendable** \$ 1,149,137

Due from Sewer and Storm Water Funds-reduced by half in FY'21

■ **Restricted** 447,340\*

Slot revenues – limitations on how monies can be spent by higher level of government. \*Balance as of 06/30/2023

■ **Committed** 1,563,922

Impact fees, debt reduction, disaster recovery – limitations on how monies can be spent placed by M&C by ordinance.

■ **Assigned** 3,541,908

Health care, community center, police forfeiture, stabilization reserve, capital reserve – M&C assigned specific purposes for the funds.

■ **Unassigned** 3,279,029

Amount available for spending in the event of unexpected contingencies.

**Total fund balance FY 2023 as of June 30, 2023** **\$ 9,981,336**

# General Fund Capital Projects and Assets FY 2024 as of December 31, 2023

<b>Administration Department:</b>		
	IT Server	\$ 17,633
<b>Building and Grounds:</b>		
	Heron Park Building Demolition	\$ 26,654
	Town Hall Brick Work	\$ 36,000
	Town Hall AC Unit	\$ 12,318
	Berlin Bikeway	\$ 358
<b>Police Department:</b>		
	Asphalt Sealcoat	\$ 4,175
<b>Public Works:</b>		
	Trailer	\$ 9,820
<b>Sanitation:</b>		
	Trash Cans, Lids	\$ 3,600
<b>Streets:</b>		
	Streets and Paths Paving	\$ 861
	Snow Plows	\$ 16,850
	Ford F550 Dump Truck	\$ 93,240



# FINANCIAL HIGHLIGHTS ELECTRIC FUND

## FY 2024 SIX MONTHS ENDED DECEMBER 31, 2023

	2024					2023
			July-December			Jul-Dec
	Budget	Actual	Diff \$	Diff %		Actual
Revenues						
Operating revenues						
Charges for services	\$ 6,202,130	\$ 2,763,622	3,438,508	-55%		\$ 2,472,863
Sales and Services	435,000	12,442	422,558	-97%		143,597
Interest on delinquent accounts	25,000	13,545	11,455	-46%		11,048
Miscellaneous	1,100	191	909	-83%		48
Total operating revenues	\$ 6,663,230	\$ 2,789,800	3,873,430	-58%		\$ 2,627,557
Contribution from reserves	600,000	-	600,000	-100%		-
Bond Loan Proceeds	750,000	-	750,000	-100%		-
Total revenues	\$ 8,013,230	\$ 2,789,800	5,223,430	-65%		\$ 2,627,557
Operating expenses						
Purchased power	2,948,565	1,419,697	1,528,868	-52%		1,422,502
Personnel expenses	1,222,295	610,772	611,523	-50%		595,972
Supplies and operating	622,654	231,039	391,615	-63%		121,417
Professional services	295,000	52,685	242,315	-82%		54,670
Contracted services	136,465	21,921	114,544	-84%		13,907
Insurance	30,300	29,559	741	-2%		25,468
Repairs and maintenance	55,700	17,374	38,326	-69%		9,586
General overhead	458,435	229,218	229,218	-50%		200,225
Debt service	478,816	53,361	425,455	-89%		62,837
Capital outlay	1,765,000	116,794	1,648,206	-93%		22,013
Total operating expenses	\$ 8,013,230	\$ 2,782,419	5,230,811	-65%		\$ 2,528,596
Operating income (loss) as of 12/31/23	\$ -	\$ 7,381				\$ 98,961



# Electric Fund Capital Projects and Assets FY 2024 as of December 31, 2023

<b>Power Plant:</b>		
	Transformer Control Boxes	\$ 4,831
<b>Power Distribution:</b>		
	Transformers 3-50KVA	\$ 19,071
	Overhead Treansformers	\$ 38,315
	2023 Chevrolet Silverado	\$ 44,178
	Utility Poles 45 Ft	\$ 10,399



**FINANCIAL HIGHLIGHTS WATER FUND**  
**FY 2024 SIX MONTHS ENDED DECEMBER 31, 2023**

	FY 2024						FY 2023
			July-December				Jul-Dec
	Budget		Actual	Diff \$	Diff %		Actual
Revenues							
Operating revenues							
Water service	\$ 735,000	\$	336,349	398,651	-54%	\$	325,170
Service charges	35,000		3,750	31,250	-89%		21,921
Special connection fees	265,500		91,704	173,796	-65%		163,977
Sales and Services	156,800		65,949	90,851	-58%		43,853
Interest on delinquent accounts	10,070		12,947	(2,877)	29%		7,510
Miscellaneous	69,000		34,821	34,179	-50%		29,479
Total operating revenues	\$ 1,271,370	\$	545,520	725,850	-57%	\$	591,910
Contribution from reserves	1,255,000		-	1,255,000	-100%		-
Total revenues	\$ 2,526,370	\$	545,520	1,980,850	-78%	\$	591,910
Operating expenses							
Personnel expenses	359,975		193,943	166,032	-46%		142,763
Supplies and operating	191,849		109,293	82,556	-43%		84,809
Contracted services	32,513		9,967	22,545	-69%		2,075
Insurance	13,400		13,624	(224)	2%		11,012
Repairs and maintenance	409,430		48,188	361,242	-88%		64,036
General overhead	144,204		72,102	72,102	-50%		78,046
Capital outlay	1,375,000		133,705	1,241,295	-90%		217,128
Total operating expenses	\$ 2,526,370	\$	580,823	1,945,547	-77%	\$	599,870
Operating income (loss) as of 12/31/23	\$ -	\$	(35,303)			\$	(7,960)

# FINANCIAL HIGHLIGHTS SEWER FUND

## FY 2024 SIX MONTHS ENDED DECEMBER 31, 2023

	FY 2024						FY 2023
			July-December				Jul-Dec
	Budget		Actual	Diff \$	Diff %		Actual
Revenues							
Operating revenues							
Sewer service	\$ 2,220,000	\$	982,446	1,237,554	-56%	\$	989,371
Service charges	480,000		200,124	279,876	-58%		138,428
Special connection fees	735,660		251,316	484,344	-66%		238,629
Sales and Services	500		-	500	-100%		-
Hauler fees	150,000		435,382	(285,382)	190%		405,389
Interest on delinquent accounts	24,500		23,285	1,215	-5%		16,382
Miscellaneous	2,550		2,708	(158)	6%		2,112
Total operating revenues	\$ 3,613,210	\$	1,895,262	1,717,948	-48%	\$	1,790,311
Contribution from reserves	1,765,100		-	1,765,100	-100%		-
Total revenues	\$ 5,378,310	\$	1,895,262	3,483,048	-65%	\$	1,790,311
Operating expenses							
Supplies and operating	554,309		196,184	358,125	-65%		179,557
Contracted services	40,165		11,381	28,784	-72%		10,553
Insurance	27,900		28,843	(943)	3%		23,152
Repairs and maintenance	174,500		117,953	56,547	-32%		89,007
General overhead	330,826		165,413	165,413	-50%		173,025
Debt service	560,100		204,564	355,536	-63%		204,564
Capital outlay	2,100,000		306,467	1,793,533	-85%		18,685
Total operating expenses	\$ 4,700,310	\$	1,523,604	3,176,706	-68%	\$	1,106,950
Contribution to capital reserve	378,000		-				-
Transfers to general fund	300,000		-				-
Operating income (loss) as of 12/31/23	\$ -	\$	371,658			\$	683,361

## WATER & SEWER FUNDS CAPITAL PROJECTS, ASSETS FY 24 AS OF DECEMBER 31, 2023

### Water Fund

#### Water Administration Department:

	Ford F550 Dump Truck	\$ 87,312
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#### Water Treatment:

	Powelton Ave Well House	\$ 3,182
	Harrison Ave Watermain	\$ 1,230

#### Water Distribution:

	Harrison Ave Watermain	\$ 3,430
	Smart Meters Project	\$ 18,773
	William St Water Services	\$ 5,316

### Sewer Fund

#### Sewer Administration Department:

	Ford F150 Truck	\$ 55,640
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#### Collection System:

	Ford F150 Truck	\$ 55,535
	Broad Street Lift Station	\$ 7,171
	William Street Pump Station	\$135,576

#### Treatment Plant:

	WW Plant Flow Meter and Pump	\$ 50,883
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#### Spray Site:

	Ford Ranger	\$ 36,500
	Lawn Mower	\$ 17,626
	Forest Management	\$ 5,178



# FINANCIAL HIGHLIGHTS STORM WATER FUND

## FY 2024 SIX MONTHS ENDED DECEMBER 31, 2023

	FY 2024						FY 2023
			July-December				Jul-Dec
	Budget		Actual		Diff \$	Diff %	Actual
Revenues							
Operating revenues							
Service charges	\$ 301,100	\$	132,609		168,491	-56%	\$ 110,799
Interest on delinquent accounts	700		644		56	-8%	464
Miscellaneous	50		30		20	-39%	-
Total operating revenues	\$ 301,850	\$	133,283		168,567	-56%	\$ 111,263
Contributed revenues - grants	542,000		-		542,000	-100%	110,000
Contribution from reserves	383,000		-		383,000	-100%	-
Total revenues	\$ 1,226,850	\$	133,283		1,093,567	-89%	\$ 221,263
Operating expenses							
Personnel expenses	152,665		61,231		91,434	-60%	48,751
Supplies and operating	17,935		3,638		14,297	-80%	5,507
Professional services	25,000		6,950		18,050	-72%	1,570
Contracted services	5,730		256		5,474	-96%	564
Insurance	1,900		1,993		(93)	5%	1,584
General overhead	38,620		19,310		19,310	-50%	2,243
Capital outlay	975,000		6,300		968,700	-99%	16,129
Total operating expenses	\$ 1,216,850	\$	99,678		1,117,172	-92%	\$ 76,347
Transfers to general fund	10,000		-				-
Operating income (loss) as of 12/31/23	\$ -	\$	33,605				\$ 144,915



**Storm Water  
Fund  
Capital Projects  
and Assets  
FY 2024 as of  
December 31,  
2023**

**Storm Water:**

Westminster, Abbey Submerged Wetland \$6,300



# In Conclusion ...

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**Questions?**  
**Comments?**



**March 11, 2024  
Weekly Report**

**Departments this Week:**

**Town Administrator**

- Budget work is underway with Department Heads meeting with Finance over the next few weeks. The public budget schedule is available on the [Town website](#).
- Interviews were held on Monday, March 4<sup>th</sup> for the Board of Supervisors of Elections.
- The Board of Supervisors of Elections will meet on March 12<sup>th</sup> at 5:00 PM.
- Advertising for the open Administrative Assistant II position is ongoing.
- Both the RFQ for Design/Build and the RFP for IT Audit Services are active.
- Kate, Kelsey, and I attended Maryland Public Information Act training hosted by Worcester County on Thursday. The training was conducted by the MPIA Ombudsman and a member of the OAG.
- Several staff and Councilmembers attended the Tuesday, March 5<sup>th</sup> Worcester County Commissioners Meeting for the Mayor's presentation of the FY2025 Unrestricted Grant request. Because a quorum of members of the Mayor & Council was anticipated to be present at the March 5, 2024, County Commissioners Meeting, that information was posted to the Town website.

As above, the presumption was that a quorum would be present at the March 7 site visit from Secretary Day to kick-off the Heron Park Demolition project, and it was posted accordingly.

Ongoing:

- 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), including a map of the planned work areas and updates will be provided periodically throughout the project period.

**Economic and Community Development**

- At next week's merchant meeting we will discuss commercial trash collection and dumpsters with Jimmy Charles. All downtown business and property owners are encouraged to attend. 3/13, 8:30 am, Town Hall council chambers.
- Working out details for the Main Street parking lot adjacent to the Sterling Tavern to be paved.
- Preparing for upcoming Main Street & A&E District grants, Farmers Market & other upcoming event planning.
- Attending the MD DEPT OF AG Farmers market conference next week.

**Electric**

- Broad Street: Repaired Faulted Electrical Service
- Demands & Meter Reads



- Heron Park: Disconnect Service to Building
- Westview Development: Installed Transformers & Services
- Davis Court: Replaced Transformer
- Walnut Hill: Installed Electric Service
- Power Plant: MDE Inspection
- Graham Ave: Repair Street Light
- Power Plant: Maintenance

#### **Finance Director**

- FY 2025 Budget with each department
- FY 2025 capital projects and details of FY 2024 progress
- FY 2024 budget vs actual review – 6 months
- Electric smart meters and public works building bond issuance.
- Water resources projects review with Jamey.
- Personnel cost estimates
- 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's card payments.
- Department meetings scheduled, projects, and planning.

#### **Human Resources Director**

- The Lift Stations have been added to LGIT insurance. They denied coverage on Little West Street due to its age and condition. Recently Jamey and I went to add a new lift station to our coverage, and that is when we discovered none of the lift stations were listed under covered property on our insurance. I assumed maybe there was a reason why, so I reached out to LGIT and they said they should have been added years ago. So we worked together to get them all added although it should have been done previously.
- Filed a Worker's Compensation Claim on 02/22/24.
- Processed payroll and all related paperwork on 02/26/24.
- Attended (virtually) LGIT Safeguarding Success: Navigating the Essentials of Safety Committees on 02/21/24.
- Attended the Salisbury University Career Fair on 02/22/24. Met several great students and had them enroll in alerts for our job postings.
- Attended the Eastern Shore SHRM Meeting: Leadership and renewing energy on 02/27/24.

- Attended the Maryland Public Information Act Training in Snow Hill on 02/29/24. Finally met Lisa Kershner, Maryland State Ombudsman in person, we have had calls via phone and Zoom many times over the last seven years.
- In my CPM class from 03/04-03/08 this week's topic is Managing Public Sector Resources. Only four more assignments are due and one more week of class in May! Then in June, I will need to complete and submit my capstone final paper and present my capstone project in Baltimore. Then graduation will be in July!
- Reviewing applications for the Administrative Assistant II position.

### **Planning Department**

- Issued 12 Permits, including 4 Fence permits, 2 for residential additions, one for roofing, one utility shed, one deck, 2 residential remodeling, and one foundation repair.
- Issued one Certificate of Occupancy.
- The Historic District Commission will meet on Wednesday, March 6, 2024, at 5:30 PM.
- The Planning Commission will meet Wednesday, March 13, 2024, at 5:30 PM and will be reviewing Concept Plans for a proposed hotel to be constructed at the intersection of Franklin Avenue and U.S. Route 113 North.

### **Public Works**

- Curbing at the post office was completed last week. In the coming weeks, we'll be digging it out, putting fresh soil and mulch in, and replanting it with the help of the HAC.
- Public Works assisted with the invasive species workshop on 3/2, dealing with removing English Ivy in Stephen Decatur Park. We were able to clear most of the ivy off trees on the playground/tennis court side of the park. We have also worked with Lara Mulvaney this week to clear some of the larger Wysteria vines from the pond side of the park.
- With event season approaching, we are overhauling our vehicle barricades to replace worn parts, check for issues, and ensure they're safe and ready to be used.
- Our crews have been continuing to clean the parks in preparation for spring. We have removed dead trees, trimmed limbs, and hauled debris away from both parks.
- Regular trash collection and recycling is taking place.
- We continue to do routine street sweeping and pothole repairs on town streets.

### **Water Resources**

- Meter reading & re-reads
- Paving patches throughout town
- Installed conduit for electric for WWTP gate installation.
- Contractor assisted with pulling jammed pump at Schoolfield lift station.
  - Pump sent for repairs/quote for repairs.
- Replaced sewer lateral on Bay St, orangeburg was replaced with plastic for the cleanout.
- One employee attended virtual training.
- Meter replacement project
  - 798 meters completed.
- Abandoned services for Old Ocean City Property for demolition preparation.

- Jet sewer lateral on Gay St for sewer backup. Inspected lateral with video to determine the cause.
- Electric motor installed for Spray Site B garage door. Awaiting electrician to complete installation.
- Willows punch list with DBF
- Reviewed backflow prevention with Hydrocorp
- Met with an MDE representative regarding grant funding.



## Check Run Reports for:

2.22.24

2.23.24

2.28.24

Credit Card Statements



Town of Berlin, MD

# Payment Register

APPKT02957 - 20240223SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS					45.37
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/23/2024		45.37
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN237805</a>	ABS BILLING SUPERVISOR OFFICE PRINTER FY2024	02/22/2024	02/22/2024	0.00	25.89	
<a href="#">IN237875</a>	ABS WASTE TONER FOR AP PRINTER	02/22/2024	02/22/2024	0.00	19.48	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002612</a>	AT&T MOBILITY					4,063.13
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/23/2024		4,063.13
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">287333869680X12082023</a>	AT&T MOBILITY TOWN-ISSUED DEVICES	02/20/2024	02/20/2024	0.00	4,063.13	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000405</a>	BRASURE'S PEST CONTROL INC					325.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/23/2024		325.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">837274,278,279,281,282</a>	QUARTERLY PEST MANAGEMENT	02/20/2024	02/20/2024	0.00	325.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000511</a>	CHOPTANK ELECTRIC COOPERATIVE, INC.					3,720.49
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/23/2024		3,720.49
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">414700 FEB FY 24</a>	ELECTRIC UTILITY SERVICE SPRAY SITES	02/22/2024	02/22/2024	0.00	3,720.49	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000572</a>	COMCAST					1,990.16
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				02/23/2024		279.23
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0024711 MAR FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	02/22/2024	02/22/2024	0.00	279.23	
Check				02/23/2024		246.04
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0041947 MAR FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	02/22/2024	02/22/2024	0.00	246.04	
Check				02/23/2024		239.25
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0042184 MAR FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	02/22/2024	02/22/2024	0.00	239.25	
Check				02/23/2024		247.16
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0043323 MAR FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	02/22/2024	02/22/2024	0.00	247.16	
Check				02/23/2024		526.33
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0052845 MAR FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	02/22/2024	02/22/2024	0.00	526.33	
Check				02/23/2024		237.85
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0149930 MAR FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	02/22/2024	02/22/2024	0.00	237.85	

# Payment Register

APPKT02957 - 20240223SW

Check					02/23/2024	214.30
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">41 016 043547 MAR FY 24</a>	COMCAST INTERNET & DIGITAL SERVICES	02/22/2024	02/22/2024	0.00	214.30	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000581</a>	COMPTROLLER OF MARYLAND					821.75
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						02/23/2024 821.75
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">JAN FY 24</a>	ENVIRONMENTA; TRUST FUND REPORT	02/20/2024	02/20/2024	0.00	821.75	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000584</a>	COMPTROLLER OF MARYLAND					2,405.78
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						02/23/2024 2,405.78
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">JAN FY 24</a>	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	02/20/2024	02/20/2024	0.00	2,405.78	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003443</a>	CORE & MAIN LP					1,776.89
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						02/23/2024 1,776.89
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">U279538</a>	ONE HAND WRENCH	02/22/2024	02/22/2024	0.00	1,776.89	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000666</a>	DAVID A BRAMBLE INC					33,791.17
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						02/23/2024 33,791.17
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">230909-3</a>	BERLIN STORMWATER MANAGEMENT UPGRDS PHASE 2	02/22/2024	02/22/2024	0.00	33,791.17	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003494</a>	DR JACK LEEB					525.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						02/23/2024 525.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">3343</a>	PSYCHOLOGICAL ASSESMENT NEW HIRE	02/22/2024	02/22/2024	0.00	525.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000808</a>	ED SUPPLY CO					258.12
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						02/23/2024 258.12
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">6675-1305928</a>	PRESSURE SWITCHES FOR POWER PLANT	02/23/2024	02/23/2024	0.00	106.32	
<a href="#">6675-1325514</a>	LIGHTBULBS	02/22/2024	02/22/2024	0.00	151.80	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000847</a>	ENVIROCORP, INC.					1,045.00
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						02/23/2024 1,045.00
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">IN2400330</a>	WEEKLY DISCHARGE SAMPLES	02/22/2024	02/22/2024	0.00	520.00	
<a href="#">IN240331</a>	MONITORING WELL SAMPLES	02/22/2024	02/22/2024	0.00	525.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000888</a>	FASTENAL					1,049.39
<b>Payment Type</b>	<b>Payment Number</b>					<b>Payment Amount</b>
Check						02/23/2024 1,049.39
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">MDSAS140664,140480</a>	PARTS FOR MOLE	02/22/2024	02/22/2024	0.00	1,049.39	

# Payment Register

APPKT02957 - 20240223SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000899</a>	FIRE PROTECTIVE SERVICE					42.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	42.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">112778</a>	FIRE EXTINGUISHER RECHARGE	02/22/2024	02/22/2024	0.00	42.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					30.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	30.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">368457</a>	HARRISON AVE WATER UTILITY IMPROVEMENTS RFP AD	02/23/2024	02/23/2024	0.00	30.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003482</a>	GILLESPIE PRECAST LLC					974.06
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	974.06			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">118256</a>	EV TRANSFORMER PAD I G BURTON JEEP	02/22/2024	02/22/2024	0.00	974.06	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000968</a>	GOODY HILL GROUND WORK INC					410.16
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	410.16			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">10261</a>	FILL DIRT BROAD ST	02/23/2024	02/23/2024	0.00	410.16	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					492.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	492.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">35961607</a>	ANNUAL & QUARTERLY FOR PW, ELEC, WR COPIER MACH	02/22/2024	02/22/2024	0.00	183.95	
<a href="#">35989004</a>	GREAT AMERICA	02/23/2024	02/23/2024	0.00	308.65	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003655</a>	GREENLAW SITE AND STORMWATER LLC					1,700.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	1,700.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">01</a>	LITTLEWORTH COURT WATER LINE	02/22/2024	02/22/2024	0.00	1,700.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001316</a>	LOCAL GOVERNMENT INSURANCE TRUST					4,665.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	4,665.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">123670,123545</a>	LIFTSTATIONS ADDED TO INSURANCE	02/23/2024	02/23/2024	0.00	4,665.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001505</a>	MML POLICE EXECUTIVE ASSOCIATION					370.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	370.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">4/15-18</a>	MML PEA CONFERENCE TRAINING REGISTRATION	02/22/2024	02/22/2024	0.00	370.00	

# Payment Register

APPKT02957 - 20240223SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001676</a>	PENINSULA AUTO & TRUCK PARTS, INC					344.41
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	344.41			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">212581</a>	BOBCAT BATTERY	02/22/2024	02/22/2024	0.00	186.70	
<a href="#">212647</a>	BATTERY FOR TRUCK #27	02/22/2024	02/22/2024	0.00	157.71	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001757</a>	RACETRACK AUTO CENTER					782.43
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	782.43			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">155243</a>	NEW TIRES VEHICLE #26 FORD F-150 2017	02/23/2024	02/23/2024	0.00	782.43	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001904</a>	SELBYVILLE TRACTOR & EQUIPMENT INC					249.87
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	249.87			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">64936</a>	TRACTOR BELT	02/22/2024	02/22/2024	0.00	249.87	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003629</a>	STRAIGHT LINE SOLUTIONS LLC					20,345.47
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	20,345.47			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7553</a>	LINE STRIPING ON SEAHAWK DRIVE	02/23/2024	02/23/2024	0.00	20,345.47	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002020</a>	STROBES N MORE					1,006.59
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	1,006.59			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">302612</a>	EQUIPMENT FOR 6748	02/22/2024	02/22/2024	0.00	1,006.59	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003382</a>	TK CONSTRUCTION INC					11,480.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	11,480.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">24-0015</a>	BROAD ST INSERT A VALVE	02/22/2024	02/22/2024	0.00	11,480.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002185</a>	TYLER TECHNOLOGIES INC					90.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	90.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">025-454886</a>	MASS FILE CHANGE OUT FOR NEW METERS	02/20/2024	02/20/2024	0.00	90.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003207</a>	UNITED ENERGY TRADING LLC					406.44
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	406.44			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">250966</a>	POWER PLANT NATURAL GAS TRANSPORT FEES	02/22/2024	02/22/2024	0.00	406.44	



**Payment Register**
**APPKT02957 - 20240223SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003570</a>	US BANK EQUIPMENT FINANCE					196.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	196.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">522624436</a>	COPIER LEASE AND CONTRACT	02/22/2024	02/22/2024	0.00	196.20	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002246</a>	VERIZON-000014448231					832.95
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	832.95			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">000014448231 FEB FY 24</a>	TELEPHONE SERVICE	02/22/2024	02/22/2024	0.00	832.95	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002247</a>	VERIZON-000718605643					58.30
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	58.30			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">000718605643 FEB FY 24</a>	VERIZON TELEPHONE SERVICE 5 MILE BRANCH RD	02/22/2024	02/22/2024	0.00	58.30	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002857</a>	VERIZON-850462866001-13					48.83
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	48.83			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">850462866000-13 FEB FY 24</a>	VERIZON PHONE SERVICE LT FISHER OFFICE	02/22/2024	02/22/2024	0.00	48.83	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003055</a>	WASHINGTON NATIONAL INSURANCE COMPANY					511.51
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	511.51			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">P2403467</a>	WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	02/22/2024	02/22/2024	0.00	511.51	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER					100.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		02/23/2024	100.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">21464640</a>	PHYSICAL NEW HIRE	02/22/2024	02/22/2024	0.00	100.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	46	41	0.00	96,954.07
Packet Totals:		46	41	0.00	96,954.07



Town of Berlin, MD

# Payment Register

APPKT02960 - 20240228SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003138</a>	CARD SERVICES CENTER					16,663.77
Payment Type	Payment Number			Payment Date	Payment Amount	
Bank Draft	<a href="#">DFT0000498</a>			02/28/2024	942.54	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0216 JAN FEB FY 24</a>	BOC CREDIT CARD KELSEY JENSEN	02/22/2024	02/22/2024	0.00	942.54	
Bank Draft	<a href="#">DFT0000499</a>			02/28/2024	2,122.66	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0413 JAN FEB FY 24</a>	BOC CREDIT CARD JAMEY LATCHUM	02/22/2024	02/22/2024	0.00	2,122.66	
Bank Draft	<a href="#">DFT0000500</a>			02/28/2024	3,722.31	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0595 JAN FEB FY 24</a>	BOC CREDIT CARD JAMES CHARLES	02/22/2024	02/22/2024	0.00	3,722.31	
Bank Draft	<a href="#">DFT0000501</a>			02/28/2024	858.05	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0174 JAN FEB FY 24</a>	BOC CREDIT CARD IVY WELLS	02/22/2024	02/22/2024	0.00	858.05	
Bank Draft	<a href="#">DFT0000502</a>			02/28/2024	453.14	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0208 JAN FEB FY 24</a>	BOC CREDIT CARD SARA GORFINKEL	02/22/2024	02/22/2024	0.00	453.14	
Bank Draft	<a href="#">DFT0000503</a>			02/28/2024	515.24	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0470 JAN FEB FY 24</a>	BOC CREDIT CARD ROBERT CLARK	02/22/2024	02/22/2024	0.00	515.24	
Bank Draft	<a href="#">DFT0000504</a>			02/28/2024	415.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0694 JAN FEB FY 24</a>	BOC CREDIT CARD CODY CHESSER	02/28/2024	02/28/2024	0.00	415.80	
Bank Draft	<a href="#">DFT0000505</a>			02/28/2024	318.45	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0117 JAN EFB FY 24</a>	BOC CREDIT CARD AUGUST WIENHOLD	02/22/2024	02/22/2024	0.00	318.45	
Bank Draft	<a href="#">DFT0000506</a>			02/12/2024	3,994.32	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0182 JAN FEB FY 24</a>	BOC CREDIT CARD ARNOLD DOWNING	02/22/2024	02/22/2024	0.00	3,994.32	
Bank Draft	<a href="#">DFT0000507</a>			02/28/2024	229.86	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0371 JAN FEB FY 24</a>	BOC CREDIT CARD MARY BOHLEN	02/22/2024	02/22/2024	0.00	229.86	
Bank Draft	<a href="#">DFT0000508</a>			02/28/2024	79.84	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0710 JAN FEB FY 24</a>	BOC CREDIT CARD KATE DAUB	02/27/2024	02/27/2024	0.00	79.84	
Bank Draft	<a href="#">DFT0000509</a>			02/28/2024	1,288.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0488 JAN FEB FY 24</a>	BOC CREDIT CARD MEGHAN PFALLER	02/22/2024	02/22/2024	0.00	1,288.00	
Bank Draft	<a href="#">DFT0000510</a>			02/28/2024	1,534.56	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0389 JAN FEB FY 24</a>	BOC CREDIT CARD TIM LAWRENCE	02/22/2024	02/22/2024	0.00	1,534.56	
Bank Draft	<a href="#">DFT0000511</a>			02/28/2024	189.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0447 JAN FEB FY 24</a>	BOC CREDIT CARD DAVE EVANS	02/22/2024	02/22/2024	0.00	189.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Manual Bank Draft	14	14	0.00	16,663.77
Packet Totals:		14	14	0.00	16,663.77



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT10429 - Refunds 1 UBPKT10428 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-6720001-02	O'MALLEY, KEVIN	2/22/2024	26253	35.22			35.22	Generated From Billing
Total Refunds: 1		Total Refunded Amount:		35.22				

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	35.22
Revenue Total:	35.22

### General Ledger Distribution

Posting Date: 02/13/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-35.22	Yes
	10-2010-2074	UNAPPLIED CREDITS	35.22	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-35.22	Yes
	98-2498-2200	DUE TO OTHER FUNDS	35.22	
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT10445 - 20240221MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-0220002-03	SHERMAN, LEWIS	2/21/2024	26254	110.36			110.36	Deposit
22-0220011-04	SHERMAN, LEWIS	2/21/2024	26255	102.86			102.86	Deposit
Total Refunds: 2			Total Refunded Amount:	213.22				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	213.22
Revenue Total:	213.22

## General Ledger Distribution

Posting Date: 02/22/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-213.22	Yes
	10-2010-2074	UNAPPLIED CREDITS	213.22	
	10 Total:		0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-213.22	
	98-2498-2200	DUE TO OTHER FUNDS	213.22	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$1,154.68
- Payments	\$1,154.68
- Other Credits	\$0.00
+ Purchases	\$3,994.32
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$3,994.32

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$1,005.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$3,994.32  
Minimum Payment Due: \$200.00  
Payment Due Date: March 4, 2024

**MESSAGES**

Help us "Go Green" by reducing paper. Visit our website [www.24-7cardaccess.com](http://www.24-7cardaccess.com) to sign up for electronic statements or to make a payment online.

**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSV9W	PAYMENT - THANK YOU	\$1,154.68-
01/13	01/13	5513158QX2DLYSMMX	DMI* DELL HLTHCR/PTR ROUND ROCK TX	\$1,787.94
01/13	01/13	5550629QXL3816VWG	IACP ALEXANDRIA VA	\$525.00
01/13	01/13	5550629QXL3816W0Q	IACP ALEXANDRIA VA	\$190.00
01/13	01/13	5550629QXL3816W3F	IACP ALEXANDRIA VA	\$190.00
01/17	01/17	5543286D16275AXM0	AMZN MKTP US*RT5X55UK1 AMZN.COM/BILL WA	\$19.12
01/19	01/19	0230537D400GJKFPT	USPS PO 2306490811 BERLIN MD	\$23.59
01/19	01/19	0265390D38PMZAXM5	BERLIN CHEVY SERVICE BERLIN MD	\$217.34
01/22	01/22	5543286D663HW5D0H	AMZN MKTP US*R82BM8KV2 AMZN.COM/BILL WA	\$94.33

Transactions continued on next page

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$3,994.32  
Minimum Payment Due: \$200.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**TRANSACTIONS (continued)**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/24	01/24	0230537D900GP8SNH	TRACTOR SUPPLY CO #181 BERLIN MD	\$195.02
01/29	01/29	7550499DES66DV8LL	MD POLICE & CORR TRN C SYKESVILLE MD	\$150.00
02/01	02/01	0541601DG43A799EF	WAL-MART #2560 BERLIN MD	\$128.00
02/05	02/05	5550629DM61FSX6J4	LA POLICE GEAR INC VALENCIA CA	\$104.82
02/06	02/06	8271116DM000QJWQS	1RC* OC BURIEN WA	\$369.16
			TOTAL *FINANCE CHARGE* BILLED IN 2023	\$33.59

**INTEREST CHARGE CALCULATION**

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.99% (v)	\$0.00	29	\$0.00
Cash Advances	25.49% (v)	\$0.00	29	\$0.00

(v) - variable



Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$216.06
- Payments	\$216.06
- Other Credits	\$0.00
+ Purchases	\$318.45
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$318.45

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$1,181.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$318.45  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSV9W	PAYMENT - THANK YOU	\$216.06-
01/11	01/11	5543286QV60KX0RMD	AMZN MKTP US*RT9JJ0JK2 AMZN.COM/BILL WA	\$19.49
01/17	01/17	0230537D200GH5ZG9	TRACTOR SUPPLY CO #181 BERLIN MD	\$3.98
01/18	01/18	5543286D262FSX9R2	AMZN MKTP US*R83T24ID0 AMZN.COM/BILL WA	\$9.99
01/25	01/25	0230537DA00H26VNR	BJS WHOLESALE #0197 MILLSBORO DE	\$147.53
01/27	01/27	5531020DB2DZXQZPF	AMZN MKTP US*R28AK2OD0 SEATTLE WA	\$7.70
02/06	02/06	5531020DM2DL77QK8	AMAZON.COM*RB6009M10 SEATTLE WA	\$59.19
02/07	02/07	0543684DN8PLMZ5VH	CAPITAL ELEC BERLIN BERLIN MD	\$21.72
02/07	02/07	5531020DN2DJYF3HN	AMZN MKTP US*RB9Z260I2 SEATTLE WA	\$48.85

TOTAL \*FINANCE CHARGE\* BILLED IN 2023 \$0.00

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$318.45  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX 0

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$644.05
- Payments	\$644.05
- Other Credits	\$61.47
+ Purchases	\$477.27
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$415.80

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$922.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$415.80  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSV9W	PAYMENT - THANK YOU	\$644.05-
02/01	02/01	5543286DG5X072XKV	AMZN MKTP US AMZN.COM/BILL WA CREDIT	\$61.47-
01/13	01/13	5543286QX60YZZRJX	AMZN MKTP US*RT0Q95JF1 AMZN.COM/BILL WA	\$103.25
01/19	01/19	8514051D6S66FF4LG	CUSTOM PRODUCTS CORPOR FLOWOOD MS	\$116.29
01/19	01/19	5548382D4BLH5AWXS	WAL-MART #2560 BERLIN MD	\$31.00
01/22	01/22	7512995D6S66J7LMK	RJ LOCK & SECURITY OF OCEAN CITY MD	\$12.00
01/25	01/25	0230537DA00H26VHQ	TRACTOR SUPPLY CO #181 BERLIN MD	\$5.09
01/26	01/26	5543286DA5VARWB5N	AMZN MKTP US*R03SP6NF1 AMZN.COM/BILL WA	\$42.88
01/26	01/26	5543286DA5VQYKD48	AMZN MKTP US*R09CH1JX1 AMZN.COM/BILL WA	\$37.04
01/29	01/29	5543286DD5W3RZ44Y	AMZN MKTP US*R05ZV6UA2 AMZN.COM/BILL WA	\$68.25
02/01	02/01	5543286DG5WW0A5LX	AMZN MKTP US*R23KC0E72 AMZN.COM/BILL WA	\$61.47

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$415.80  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$24.57
- Payments	\$24.57
- Other Credits	\$0.00
+ Purchases	\$189.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$189.00

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$1,311.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$189.00  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSVP9W	PAYMENT - THANK YOU	\$24.57-
01/18	01/18	5543286D262BTX34J	THERMCO PRODUCTS INC 973-300-9100 NJ	\$189.00
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$189.00  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$1,114.75
- Payments	\$1,114.75
- Other Credits	\$53.99
+ Purchases	\$912.04
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$858.05

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$4,129.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$858.05  
Minimum Payment Due: \$43.00  
Payment Due Date: March 4, 2024

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/13	01/13	7545491QXS66ENTW7	CARTER HOSPITALITY GRO 240-6570 CREDIT	\$53.99-
		CHECK-IN 01/13/24	FOLIO #116619770	
01/25	01/25	8542120D900XSVP9W	PAYMENT - THANK YOU	\$1,114.75-
01/10	01/11	5270487QVRQEQJG3H	DUNKIN #355321 Q35 OCEAN CITY MD	\$29.28
01/11	01/11	8536943QWVKXE9PK0	REM HISTORIC INNS OF A ANNAPOLIS MD	\$269.66
		CHECK-IN 01/10/24	FOLIO #0000211755	
01/20	01/20	8271116D4000DA8V9	THE VENUS PROJECT VENUS FL	\$130.00
01/22	01/22	7541823D65JV3BJB9	DNH*GODADDY.COM TEMPE AZ	\$30.34
01/23	01/23	5542950D7LXWHQNFK	BANNERS ON THE CHEAP 18003217265 TX	\$257.36
01/30	01/30	7541823DE5KAM2ARV	EIG*CONSTANTCONTACT.CO WALTHAM MA	\$76.00
02/07	02/07	8230509DN000F5MVP	CANVA* I04054-55901431 CAMDEN DE	\$119.40

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$858.05  
Minimum Payment Due: \$43.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$311.12
- Payments	\$311.12
- Other Credits	\$0.00
+ Purchases	\$2,122.66
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$2,122.66

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$2,853.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$2,122.66  
Minimum Payment Due: \$106.00  
Payment Due Date: March 4, 2024

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSV9W	PAYMENT - THANK YOU	\$311.12-
01/18	01/18	0230537D300H9BGDG	TRACTOR SUPPLY CO #181 BERLIN MD	\$139.99
01/22	01/22	5542950D6ML32XDST	SOURCE ONE PARTS CENTE 8004661571 CA	\$128.12
01/29	01/29	8550499DEX2DQJDPN	ROMMEL S 7739 SELBYVILLE DE	\$1,239.99
02/02	02/02	5544641DH5V1VJNP7	THE MARYLAND RURAL WAT GLENWOOD MD	\$25.00
02/05	02/05	5526352DMBLHSL2X	HARBOR FREIGHT TOOLS34 BERLIN MD	\$79.96
02/06	02/06	0230537DN00HBQY84	TRACTOR SUPPLY CO #181 BERLIN MD	\$35.97
02/07	02/07	5543286DN5YL580YE	SQ *M L K & ASSOCIATES 877-417-4551 PA	\$473.63
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$2,122.66  
Minimum Payment Due: \$106.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$533.80
- Payments	\$533.80
- Other Credits	\$22.99
+ Purchases	\$3,745.30
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$3,722.31

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$1,277.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$3,722.31  
Minimum Payment Due: \$186.00  
Payment Due Date: March 4, 2024

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/23	01/23	0541019D831TB0AB9	STAPLES 00112888 OCEAN CITY CREDIT	\$22.99-
01/25	01/25	8542120D900XSV9W	PAYMENT - THANK YOU	\$533.80-
01/11	01/11	5270824QWRQEB90KJ	ROYAL FARMS #384 FRUITLAND MD	\$10.01
01/17	01/17	5550629D1TAWD9G4B	OCEAN BREEZE BERLIN MD	\$185.00
01/19	01/19	0541019D431TB05RY	STAPLES 00112888 OCEAN CITY MD	\$77.45
01/20	01/20	5543286D462S8VTT1	AMZN MKTP US*R84P53PF2 AMZN.COM/BILL WA	\$265.88
01/20	01/20	5548382D5BLH1FNLS	SAMSLUB #6383 SALISBURY MD	\$188.64
01/23	01/23	0531461D8EHSZR25E	THE ADKINS COMPANY BERLIN MD	\$29.74
01/24	01/24	5270824D9RQEBJT03	ROYAL FARMS #178 BERLIN MD	\$53.02

Transactions continued on next page

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$3,722.31  
Minimum Payment Due: \$186.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**TRANSACTIONS (continued)**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	5270824DARQEBHLFE	ROYAL FARMS #167 SALISBURY MD	\$13.09
01/26	01/26	5542950DALSJ9P2GV	AVERY PRODUCTS CORPORA 7146748117 CA	\$356.51
01/26	01/26	8230509DA000JRG3R	STROBES N MORE LLC WESTERLY RI	\$1,152.92
02/04	02/04	5542950DKLXX0VAKH	AVERY PRODUCTS CORPORA 7146748117 CA	\$1,392.77
02/06	02/06	5526352DNBLJ42420	HARBOR FREIGHT TOOLS34 BERLIN MD	\$20.27
TOTAL *FINANCE CHARGE* BILLED IN 2023			\$0.00	

**INTEREST CHARGE CALCULATION**

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.99% (v)	\$0.00	29	\$0.00
Cash Advances	25.49% (v)	\$0.00	29	\$0.00
PROTECTED BALANCE	20.24% (v)	\$0.00	29	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$218.27
- Payments	\$218.27
- Other Credits	\$0.00
+ Purchases	\$79.84
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$79.84

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$1,420.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$79.84  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSVP9W	PAYMENT - THANK YOU	\$218.27-
01/22	01/22	5543286D75SAPQ3V1	FOOD LION #0658 BERLIN MD	\$10.98
01/27	01/27	0541019DQ3260TDWQ	STAPLES INC STAPLES.COM MA	\$68.86
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$79.84  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233



Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$821.93
- Payments	\$821.93
- Other Credits	\$0.00
+ Purchases	\$942.54
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$942.54

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$4,057.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$942.54  
Minimum Payment Due: \$47.00  
Payment Due Date: March 4, 2024

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSVP9W	PAYMENT - THANK YOU	\$821.93-
01/24	01/24	0522702D88PLX85A0	GRADLEADERS DUBLIN OH	\$200.00
01/29	01/29	5526352DDN0KNQHJN	ADP PAYROLL & TAX S 973-974-7265 NJ	\$732.06
02/07	02/07	5543286DP5YRPND4R	FOOD LION #0658 BERLIN MD	\$10.48
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$18.65

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$942.54  
Minimum Payment Due: \$47.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$125.00
- Payments	\$125.00
- Other Credits	\$0.00
+ Purchases	\$229.86
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$229.86

Account Number XXXX XXXX XXXX  
Credit Limit \$10,000.00  
Available Credit \$9,770.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$229.86  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

**MESSAGES**

Help us "Go Green" by reducing paper. Visit our website [www.24-7cardaccess.com](http://www.24-7cardaccess.com) to sign up for electronic statements or to make a payment online.

**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSVP9W	PAYMENT - THANK YOU	\$125.00-
01/23	01/23	5550629D7M4MJ96ZN	BERLIN AUTO WASH BERLIN MD	\$29.29
01/26	01/26	5543286DB5VDZS1L1	TST* J & M MEAT MARKET BERLIN MD	\$75.57
01/31	01/31	5543286DF5WNN6BM9	IN *D3CORP 410-2132400 MD	\$125.00
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$229.86  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$260.03
- Payments	\$260.03
- Other Credits	\$0.00
+ Purchases	\$1,288.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,288.00

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$212.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$1,288.00  
Minimum Payment Due: \$64.00  
Payment Due Date: March 4, 2024

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSV9W	PAYMENT - THANK YOU	\$260.03-
01/26	01/26	5544641DA5V1W50JG	THE MARYLAND RURAL WAT GLENWOOD MD	\$25.00
01/26	01/26	5544641DA5V1W50LL	THE MARYLAND RURAL WAT GLENWOOD MD	\$25.00
01/26	01/26	5544641DA5V1W50LV	THE MARYLAND RURAL WAT GLENWOOD MD	\$960.00
02/06	02/06	5530959DM60SL5641	CSM LUMENS LA PLATA MD	\$278.00
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$1,288.00  
Minimum Payment Due: \$64.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$376.20
- Payments	\$376.20
- Other Credits	\$0.00
+ Purchases	\$515.24
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$515.24

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$984.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

PAYMENT INFORMATION

New Balance: \$515.24  
Minimum Payment Due: \$26.00  
Payment Due Date: March 4, 2024

MESSAGES

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TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSV9W	PAYMENT - THANK YOU	\$376.20-
01/10	01/11	5543286QS60ANB536	AMZN MKTP US*RT1UV0660 AMZN.COM/BILL WA	\$22.56
01/10	01/11	5531020QS2DJSWS8T	AMAZON.COM*RT1KO5072 SEATTLE WA	\$29.60
01/15	01/15	8230509QZ0006G8SX	AMAZON RET* 113-459125 SEATTLE WA	\$25.17
01/17	01/17	5543286D1626JE4SA	AMZN MKTP US*R863B7FV2 AMZN.COM/BILL WA	\$17.00
01/20	01/20	5543286D462S8VK19	AMZN MKTP US*R84E76N31 AMZN.COM/BILL WA	\$147.98
01/31	01/31	5270824DGRQEBML50	ROYAL FARMS #178 BERLIN MD	\$51.00
02/04	02/04	5531020DK2DZXZ9YZ	AMZN MKTP US*RB1OQ33S0 SEATTLE WA	\$221.93
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$515.24  
Minimum Payment Due: \$26.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$140.67
- Payments	\$140.67
- Other Credits	\$0.00
+ Purchases	\$453.14
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$453.14

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$1,046.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$453.14  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

**MESSAGES**

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**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSV9W	PAYMENT - THANK YOU	\$140.67-
01/18	01/18	0541019D331TB045N	STAPLES 00112888 OCEAN CITY MD	\$131.94
01/23	01/23	0541019D831TB0AFN	STAPLES 00112888 OCEAN CITY MD	\$32.29
01/25	01/25	7536943D90512ZYP4	COPY CENTRAL OF OCEAN BERLIN MD	\$16.91
01/29	01/29	8518412DES66QP7H0	MARYLAND MUNICIPAL LEA 410-2685514 MD	\$220.00
01/31	01/31	5548077DG0T0P8BEN	TOPS PRODUCTS WARRENVILLE IL	\$32.50
01/31	01/31	5548077DG0T0P947E	TOPS PRODUCTS WARRENVILLE IL	\$19.50
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$453.14  
Minimum Payment Due: \$25.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233

Account Number: XXXX XXXX XXXX

**Billing Questions:**

800-854-7642

**Send Billing Inquiries To:**

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$440.59
- Payments	\$440.59
- Other Credits	\$0.00
+ Purchases	\$1,534.56
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,534.56

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$2,464.00  
Statement Closing Date February 8, 2024  
Days in Billing Cycle 29

**PAYMENT INFORMATION**

New Balance: \$1,534.56  
Minimum Payment Due: \$77.00  
Payment Due Date: March 4, 2024

**MESSAGES**

Help us "Go Green" by reducing paper. Visit our website [www.24-7cardaccess.com](http://www.24-7cardaccess.com) to sign up for electronic statements or to make a payment online.

**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
01/25	01/25	8542120D900XSVP9W	PAYMENT - THANK YOU	\$440.59-
01/12	01/12	8536943QXVNP11SQB	BEST WESTERN PLUS CROS ZION CROSSROA VA	\$597.44
		CHECK-IN 01/07/24	FOLIO #0000457393	
01/14	01/14	0541601QY43A77P1A	WAL-MART #2560 BERLIN MD	\$12.24
01/17	01/17	8265413D2WGN9G7EQ	BERLIN PIZZA BERLIN MD	\$45.55
01/17	01/17	5543286D2629HYX7A	FOOD LION #0658 BERLIN MD	\$6.88
01/30	01/30	0230537DF00GYSV2H	TRACTOR SUPPLY CO #181 BERLIN MD	\$179.99
02/01	02/01	5543286DG5WZD2W46	AMZN MKTP US*R22HB9KP0 AMZN.COM/BILL WA	\$41.93
02/05	02/05	5554650DLHSQTLAF3	ARCTIC HEATING & AIR C BERLIN MD	\$219.00
02/05	02/05	5531020DL2DLVK46M	AMAZON.COM*RB5FX5ED0 SEATTLE WA	\$431.53
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

BANK OF OCEAN CITY  
PO BOX 2360  
OMAHA, NE 68103-2360

Account Number: XXXX XXXX XXXX  
New Balance: \$1,534.56  
Minimum Payment Due: \$77.00  
Payment Due Date: March 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER  
PO BOX 71205  
CHARLOTTE NC 28272-1205

TIM LAWRENCE  
TOWN OF BERLIN MD  
10 WILLIAMS ST  
BERLIN MD 21811-1233