



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, February 12, 2024

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

1. 7:05 PM CONSENT AGENDA:

- a) Approval of Minutes for:
 - 1. Regular Session of 1.22.24

2. 7:10 PM PRESENTATION:

- a) Proclamation 2024-01: Month of February as National Black 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 2024-06: Approval of Special Event Application for Record Store Day on Saturday, April 20, 2024 – Economic & Community Development Director Ivy Wells
- b) Motion 2024-07: Approval of Employee Step and Grade System – Human Resources Director Kelsey Jensen & Town Administrator Mary Bohlen
- c) Motion 2024-08: Approval of Request for Quote (RFQ) 2024-01: Design and Build Services for three (3) facilities owned and operated by the Town – Mayor Zack Tyndall & Town Administrator Mary Bohlen
- d) Motion 2024-09: Approval of Request for Proposal (RFP) 2024-03: Audit Services for the Town's existing Information Technology Contract and System – Town Administrator Mary Bohlen & Special Projects Administrator Kate Daub
- e) Motion 2024-10: Approval of Town of Berlin's FY25 Worcester County Unrestricted Grant Funding Request – Mayor Zack Tyndall

4. 8:00 PM REPORTS: Town Administrator's Report, Departmental Reports

5. 8:15 PM COMMENTS FROM THE PUBLIC

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

6. 8:30 PM COMMENTS FROM THE COUNCIL

7. 8:45 PM COMMENTS FROM THE MAYOR

8. 8:55 PM COMMENTS FROM THE PRESS

9. 9:00 PM ADJOURNMENT

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

TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.





BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, January 22, 2024

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

Present: Mayor Zackery Tyndall, Vice President Pro Tempore (VP-PT) Shaneka Nichols, Councilmembers Steve Green, Jay Knerr, and Jack Orris.

Absent: Vice President Dean Burrell

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Water Resources Director Jamey Latchum, Police Chief Arnold Downing, Public Works Director Jimmy Charles, 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. Closed Session of 1.08.24
2. Regular Session of 1.08.24

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

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

2. Item(s) For Approval:

Mayor Tyndall announced that a change had been made to the agenda format; he noted that a public comment period would follow discussion by the Council for each item for approval.

- a) Motion to Approve: Approval of Draft Consolidated Transportation Program (CPT) Letter
 Mayor Tyndall brought attention to the draft Consolidated Transportation Program (CPT) request letter addressed to the Worcester County Commissioners included in the meeting packet. He acknowledged that the requests were similar to those made in the previous year and briefly reviewed the projects included in the letter. Mayor Tyndall said the Pedestrian Bridge across Route 113 and Route 376 (Bay Street) remained on the list; however, he said the town is pursuing

bipartisan infrastructure funding at the federal level for the project. He continued by clarifying that the sidewalks along Route 346 (Old Ocean City Boulevard) have been separated into two parts; he said one area encompasses Sunlight Lane to Route 818 and the second area includes Route 818 to Route 377. He stated the second area is made up of many residential communities which would require a focus on pedestrian safety. He said the objective is to remain consistent with the request the town submitted last year in hopes of making it easier for the Maryland Department of Transportation to review. Lastly, Mayor Tyndall reported the town had requested a traffic circle in the area of Route 818 and Route 346 intersection, however, he said the reference to a traffic circle was removed. He stated the town is now requesting to work towards an alternative solution to improve traffic flow and safety at the intersection.

Councilmember Orris said he is more comfortable keeping the list the same as the previous year given that State Highway will likely not be cutting as much funding as originally announced. He asked Public Works Director Jimmy Charles if the crosswalks noted in the letter were the same as discussed at a recent council meeting and located down from the railroad tracks; Mr. Charles answered that State Highway is responsible for the engineering and design work of the project and he will follow up with them for an update. Mayor Tyndall clarified that the sidewalks Councilmember Orris has referenced are the same as those included in the request.

Councilmember Knerr asked if a timer could be included with the crosswalks at Route 113 and Route 346; Police Chief Arnold Downing responded by saying State Highway will not add a crosswalk without a timer. Councilmember Green said it is important to note that the projects included in the letter are not based on prioritization. VP-PT Nichols said she would like to revisit the possibility of adding sidewalks in front of the Berlin Police Station, as well as throughout the areas of Districts 3 and 4. Mayor Tyndall emphasized the projects listed in the letter are considered State projects; he clarified it is not comprehensive of all the projects the town intends to address moving forward.

On the motion of Councilmember Green, second by Councilmember Knerr, motion to approve the Draft Consolidated Transportation Program (CPT) Letter received the following vote:

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

- b) Motion 2024-02: Recommendation of Award for RFP #2024-01: Heron Park Demolition
Town Administrator Mary Bohlen announced the recommendation being made is to award RFP# 2024-01 to JNT Enterprises in the amount of \$112,715.

Mr. Justin Miller of JNT Enterprises and Mr. Andrew Welch with DBF Engineering Inc. were present at the meeting to speak in support of the proposed recommendation. Councilmember Orris asked if Mr.

Miller could clarify why there was such a variance between the total bid cost submitted by JNT Enterprises versus the one other bid received for the project. Mr. Miller said he could not speak to the other bid, however, he said he compiled what he considers to be a fair price bid based on his calculations after having toured the site as well as his experience in demolition. Councilmember Orris asked to confirm the bid has included the cost of securing the site for demolition; Mr. Miller confirmed but stated he does not believe the project will require the amount of fencing that was listed in the RFP.

Councilmember Knerr asked if there was an opportunity to expand the scope of demolition to include other portions of the building beyond the three prioritized sections given the amount of grant funding that will still be available; Mr. Welch responded by saying potential vendors had an opportunity to tour the facility during the pre-bid meeting to look at what the entire project would entail. He said the hope was to negotiate the possibility of addressing other portions of the facility with the low bidder should there be additional grant funds available. Councilmember Orris asked if the Request for Proposal process must be revisited should they choose to pursue demolition of other portions of the facility; Mayor Tyndall said it would be important for the Council to determine what they hope to accomplish by the end of the project, as well as what the plans are for the property moving forward when considering additional demolition.

VP-PT Nichols shared that she feels it would be in the best interest of the town to repurpose what can be salvaged and demolish the rest. Mr. Welch said it is his opinion there are sections of the building that can be put back into service; he said it would be advantageous to use additional funding on repairs. Mr. Miller reminded the Council that future uses of the property must be considered when determining which structures should remain, adding that the potential uses will impact whether foundation walls must extend down below grade.

Councilmember Orris asked to confirm the date on which all grant funds must be expended; Ms. Bohlen answered the closing date for the grant is June 30, 2024, however, she said she believes there may be some flexibility with the date if the project is well underway but not complete. Councilmember Orris asked if the Council wished to revisit a previous discussion concerning the possibility of using the remaining funds on the other parcels of the property. Councilmember Knerr said it would be beneficial to ask Mr. Miller for an updated bid that outlines the cost to demo buildings four, five, and six, as well as the entire back area of the facility; he said it would help the Council to better understand how much money they have to work with.

Mayor Tyndall asked Mr. Miller if there was an estimated project start date; Mr. Miller said he expects it to begin in roughly thirty days. Following discussion concerning the possibility of including other portions of the building in the demolition, Mr. Miller confirmed he would prepare a quote that reflects cost figures for each of the numbered portions of the building that remain, as well as cost figures that reflect taking those areas to slab or grade. Councilmember Green applauded Mr. Miller for participating in the Request for Proposal process and shared that the valuation the town will get out of the work is very welcoming.

Mayor Tyndall opened the discussion to public comment at approximately 7:31 PM. Mr. James Tingle commended Mr. Miller and JNT Enterprises for taking on the challenges of the project and said he believes the plan proposed is a win-win situation.

On the motion of Councilmember Knerr, second by VP-PT Nichols, Motion 2024-02:

Recommendation of Award for RFP #2024-01: Heron Park Demolition received the following vote:

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

Councilmember Orris returned to his suggestion that the Council should consider continuing discussions regarding what to do with the property moving forward. Councilmember Knerr asked if the town was required to put a property it intends to sell through a Request for Proposal (RFP) process; Town Attorney David Gaskill said the town would not be required to RFP it, however, he said it would be advised. Ms. Bohlen recommended the Council begin to work through the demolition first as there is still much to be done and revisit discussions once the project progresses.

c) Motion 2024-03: Approval of RFP# 2024-02: Harrison Avenue Water Main Relocation

Mr. Josh Taylor with DBF Engineering, Inc. was present at the meeting to discuss the Request for Proposal (RFP) 2024-02. He reported they are ready to move forward with the bidding process on the Harrison Avenue Water Main Relocation Project. He explained there is an existing one-hundred-year-old water main under the new Berlin Beer Company building and they would like to relocate the water main out into Harrison Avenue. Mr. Taylor said they have developed an RFP that includes the plans and specifications of the project and are seeking approval from the Mayor and Council to begin advertising the RFP to expedite the bidding process. He clarified that the Berlin Beer Company hopes to open in the Spring and the goal is to complete the project before then.

Councilmember Knerr asked how long the project would take to complete once work begins; Mr. Taylor answered the awarded contractor would likely be given a forty-five-day contract. He added the actual work will take roughly a week or two, however, the forty-five-day contract will allow the contractor to get all the necessary materials in place. Councilmember Knerr asked if the Berlin Beer Company would have water access during the relocation; Water Resources Director Jamey Latchum confirmed the Beer Company currently has water access which will not be affected, however, he said they will be required to shut the water off temporarily during the project. Ms. Bohlen added the existing water main will remain in place and active until it must be removed and noted that repairs to the fire hydrant on the corner of Harrison and Broad would be added to the bid documents as it would be cost-effective to have that work done in conjunction with the water main relocation.

Councilmember Orris asked if the project would impact traffic in the area; Mr. Latchum said they are trying to minimize the disturbance of traffic as much as possible.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2024-03: Approval of RFP# 2024-02: Harrison Avenue Water Main Relocation received the following vote:

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

d) Motion 2024-04: Approval to Pre-Order New Trash Truck

Public Works Director Jimmy Charles reported the lead turnaround time for a new trash truck from the date of order is ten to twelve months. He said he received a quote for the chassis and truck in December 2023 through Sourcewell, which would lock in the purchase price of a new truck. Mr. Charles shared that he included the cost of a new truck in his budget for the next fiscal year, however, he said he fears waiting until July 1, 2024, to start the process and further delay the timeline for delivery. Mayor Tyndall emphasized the cost of a new truck will be included as a fiscal year 2025 budget line item and included in the General Fund Budget presentation, adding the plan is to use Impact Fees and some Capital funding for the purchase.

Councilmember Green asked if the new truck would be different than the truck the Sanitation Department is currently using; Mr. Charles said the truck is ultimately the same design but will include a GPS camera system that can capture the pickup of each can. Councilmember Orris asked for clarification regarding line item five of The Pete Store quote included in the council packet that noted "Marketing and Service Support" for \$1,400; Mr. Charles said he was unsure of what the line item entailed but would report back once he had more information.

On the motion of Councilmember Orris, second by VP-PT Nichols, Motion 2024-04: Approval to Pre-Order New Trash Truck in the amount of \$416,000 received the following vote:

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

VP-PT Nichols asked if Mr. Charles planned to keep the current truck after the new truck was received; Mr. Charles said he planned to alternate trucks to keep the hours of the new unit down.

3. Berlin Fire Company, Inc. Quarterly Report

Fire Company President David Fitzgerald and newly elected Emergency Medical Services Captain Joe Daw were present on behalf of the organization. Mr. Fitzgerald presented information about the Berlin Fire Company, including the busiest day and times of day for calls and revenue and expense budget

highlights. He reported that the total volunteer hours for fire rescue had significantly increased compared to the prior year's number from the same quarter.

He continued by saying payments for Fire Response invoices are down by \$600; he acknowledged that residents are aware they will not be penalized if they do not pay a bill, which he said is likely why the number has continued to decrease. He reported that revenue collected for event parking decreased by roughly \$1,100 due to the weather on days of events, however, he said they saw an increase in revenue for Banquet Hall and Conference Center room rentals. Councilmember Orris asked how much the Fire Company charges for a rental; Mr. Fitzgerald answered it is \$300 for four hours and a deposit is also required. He clarified they will often negotiate the rate with a nonprofit that is looking to rent space for an event.

Mr. Fitzgerald thanked the Mayor and Council for releasing the balance of American Rescue Plan Act (ARPA) funds and confirmed they have used the funds on the principal payment for a new Fire Engine and a new Rescue vehicle. In addition, he said they continue to review the Self-Contained Breathing Apparatus (SCBA) specs in hopes of getting the units ordered. Mr. Fitzgerald confirmed the organization will be requesting \$150,000 from the town in the next fiscal year for capital.

Councilmember Orris said it was his understanding that member physicals and incentives were separated in past reports; Mr. Fitzgerald answered the information has always been reported together. Councilmember Orris asked for more information concerning the types of incentives that are offered; Mr. Fitzgerald acknowledged that Fire Company members put in a large number of volunteer hours, and they try to come up with different ways to thank them for the help they provide. Councilmember Knerr asked for more information concerning the Fire Company's recruitment efforts given Mr. Fitzgerald's report that recruitment numbers have significantly decreased; Mr. Fitzgerald answered they try to recruit two or three new members each year, however, he acknowledged that retaining members is a challenge. Mayor Tyndall asked if the Fire Company has explored Associate Membership options; Mr. Fitzgerald confirmed but said they have had a difficult time developing a program that would fit the needs of the entire Company.

4. Berlin Fire Company Emergency Medical Services, Inc. Quarterly Report

Mr. Joe Daw presented information regarding the Berlin Fire Company Emergency Medical Services, including the busiest day and times of day for calls and revenue and expense budget highlights. Mr. Fitzgerald added they have started their budget planning for fiscal year 2025 and have been in communication with neighboring counties to remain up to date with changes in pay rates. He acknowledged they will likely need to adjust their rates to remain competitive, adding that more information will be shared during their upcoming budget presentation to the Mayor and Council.

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

Ms. Bohlen made the Council aware the Smart Water Meter Installation project is underway and will continue for several months. She announced the Town of Berlin's Board of Supervisors of Elections has one vacancy and noted any interested candidate must be a registered voter in the town. Mayor Tyndall instructed any person interested in the position to call the Mayor's Office.

Councilmember Green referred to Ms. Bohlen's Weekly Report included in the meeting packet and said he is very familiar with the BoardDocs program being considered to assist with meeting management; he

said he believes it to be a great program. He asked if Ms. Bohlen was happy with the number of candidates that were interviewed for the Special Projects Administrator position; Ms. Bohlen answered yes.

Public Works Director Jimmy Charles reported the Seahawk Road line striping project is expected to take place on Thursday, January 25, and Friday, January 25, 2024.

VP-PT Nichols shared that she is highly anticipating the installation of speed cameras on Flower Street. Councilmember Green asked for clarification regarding the timeline of the project; Chief of Police Arnold Downing said they continue to work through the process of getting electric service to the areas in which cameras will be placed.

6. Comments from the Public – none.

7. Comments from the Council

VP-PT Nichols said she was happy with the turnout for the Strategic Plan listening sessions. She thanked Reverend Peggy Riggs and Chief Downing for coordinating the session at St. Paul's Church.

Councilmember Knerr said he attended both listening sessions and was very pleased with the discussions.

Councilmember Orris echoed VP-PT Nichols and Councilmember Knerr; he said he is looking forward to attending the Strategic Plan stakeholders meeting on Thursday, January 25, 2024.

Councilmember Green shared he also attended both listening sessions and felt the comments made were of true honesty. He said a major takeaway from the sessions is that there is a belief the town is polarized and divided. He continued by saying it is a major concern to him but is hopeful the Strategic Plan can be used as a tool to guide their decision-making in the future.

8. Comments from the Mayor

Mayor Tyndall updated the Council on a recent Community Center meeting and said they are working with Town Attorney David Gaskill, as well as the Berlin Community Improvement Association (BCIA) to try and combine the remaining parcels on the site of the old Flower Street school. He noted that there will be transfer fees associated and asked the Council to approve the transfer of \$5,000 from the Community Center Fund to cover the costs.

On the motion of Councilmember Orris, second by VP-PT Nichols, motion to transfer \$5,000 from the Community Center Fund to cover the transfer fees and administrative costs associated with the consolidation of parcels on the site of the former Old Flower Street School was approved by the following vote:

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

<i>Voting Tally</i>	4				1
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Mayor Tyndall thanked town resident Mr. Gabe Purnell for sharing a picture of the old Flower Street School. He said he is hoping to use the picture as part of a collection of old photos he is hoping to put together.

9. Comments from the Press – none.

10. Adjournment:

On the motion of Vice President Pro Tempore Nichols, second by Councilmember Orris, the Mayor and Council meeting was adjourned at approximately 8:30 PM.

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

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant



MOTION OF THE MAYOR AND COUNCIL 2024-06

A motion of the Mayor and Council of the Town of Berlin APPROVING THE SPECIAL EVENT ONE DAY PERMIT APPLICATION – RECORD STORE DAY ON SATURDAY, APRIL 20, 2024, FROM 11 AM TO 3 PM.

The event will require two road closures between the hours of 8 AM and 5 PM:

1. Pitts Street between William Street and Main Street
2. Gay Street from Broad Street to the Atlantic Hotel parking lot

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, Sr. 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

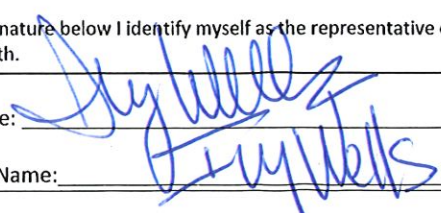
ATTEST: _____
Mary Bohlen, Town Administrator



**SPECIAL EVENT
APPLICATION**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 1/16/2024		Event Start time: 11AM	Road Closure Start: 8AM
Requested Date(s) of the event: 4/20/2024		End time: 3PM	End: 5PM
Name of Event: RECORD STORE DAY IN BERLIN		*Location of Event: GAY STREET AND PITTS STREET	
Estimated number of attendees: 500		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: IVY WELLS		Applicant Cell Phone: 443-513-8691	
Sponsoring Organization or Business Name: TOWN OF BERLIN/BERLIN A&E		Email: IWELLS@BERLINMD.GOV	
Person(s) to Contact Day of Event:	Name: IVY WELLS , Cell # 443-513-8691		
	Name: ALLISON EARLY , Cell # 443-513-8753		
Description of event: Celebrating Record Store Day with live music and a musicians market for swapping instruments. Celebrating the shops that sell vinyl: Sound Storm Records, Viking Tree, Pitts Street Treasures and UpTown Antiques.			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): Musical instruments - # TBD			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following: <u>Marketing/Advertising:</u> TBD			
<u>Parking/Shuttle:</u> No Shuttle.			
<u>Inclement weather:</u> Live music will move indoors.			
The event sponsor hereby agrees to the following conditions: 1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event. 2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier. 3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties. 4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors. 5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: 		Date: 1-22-2024	
Printed Name: Ivy Wells			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <u>8 am</u> End: <u>5 pm</u>	State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date	No-Parking signs to be placed: _____ Time/date Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.					
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date				
Picnic Tables	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date				
Stage	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date Extensions needed: <input type="checkbox"/>				
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Fencing to be placed: _____ Time/date <input type="checkbox"/>				
Porta-potties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date				
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>				
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>					
Additional Forms Required:			Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure							
Park Reservation Application and Permit							
Request for Electric Service							
Request for Banner Placement							
Sign Permit							
Vendor's Application and Certification for Peddling and Soliciting							
Business Use of Park Application							
Proof of Insurance							
Other:							

Approved by the Mayor and Council on the _____ day of _____, 20____. For _____ Opposed _____ Abstain.

Commerce St.

Pitts St.

Broad St.

Main St.

Gay St.

William St.





MOTION OF THE MAYOR AND COUNCIL 2024-07

A Motion of the Mayor and Council of the Town of Berlin to approve the TOWN OF BERLIN EMPLOYEE STEP AND GRADE SYSTEM FOR FISCAL YEAR (FY) 2025.

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, Sr. Vice President of the Council

APPROVED THIS ____ DAY OF _____, 2024 BY THE MAYOR OF THE TOWN OF BERLIN.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council
FROM: Kelsey Jensen, Human Resources Director
MEETING DATE: February 12, 2024
SUBJECT: Step and Grade System for FY 2025

SUMMARY:

In fiscal year (FY) 2024, the Town of Berlin hired Paypoint HR to conduct a wage and compensation study. This study required a thorough assessment of each position and then compared those positions to other agencies in our area. Paypoint then provided a report where they outlined what 20-80% of the market compensation was for similar roles. Upon completion, the Council placed current positions at 35% of the market value with the intent of getting to 50% of the market in FY 2025.

At the November 27, 2023, Mayor and Council Work Session, we discussed next steps for the FY 2025 budget. I asked for guidance on implementing a step and grade system or moving to 50% of the market. At that time, the Council came to a consensus to move forward with a 25-grade Step and Grade system. They requested that all positions be assigned a grade based on the market data gathered through the Paypoint HR study. All positions were already assigned a grade by Paypoint HR on a 16-grade scale. This information was used as the basis when placing positions on the newly created 25-grade scale, but adjustments were made based on internal hierarchy and organizational needs. Once a grade was assigned to each position, I was then asked to move forward with assigning the closest step based on the current employee's current rates (rounding up, not down) and then adding one additional step to all employees for the FY 2025 budget figures. We also factored in unbudgeted previously existing roles and possible future roles when assigning grades to provide us with a basis for any future needs. This did not affect costs since those positions are unfilled but did allow us to visualize future possibilities.

When we began this process, we did so with the understanding that it could take a few years to get the system fully in place, but the initial goal was to get each employee placed on the scale and to establish placement for future hires. With that said, in the first year or two adjustments to placements may be needed. It is important to note that placements were then reviewed by the Town Administrator and the Mayor. After the three of us met, I sent this information to all Department Directors for review and input. Aside from a few minor changes, all of which were made, the Department Directors agreed with initial placement. Most did indicate they still felt a COLA and/or additional steps for more tenured employees should be implemented too.

As with any step and grade system, all positions will 'cap out' at the last step, they can still receive Cost of Living increases if they are awarded each year, but they would not move forward with steps once they reach the last step for the position. While a step and grade system is an excellent planning tool, and allows for more pay transparency, I discussed these concerns with the Town

Administrator and the Mayor. If this is implemented, I would request additional consideration be given when an employee ‘caps out’. This is a universal system, so not every position will start at step one for their grade, they would start at the nearest step based on Paypoints market rates, so in some cases that could be step one, in others it may be step seven. We would also factor in things outlined in our personnel manual as being tied to a step, i.e. a CDL, a designation/certification, etc. That said, I do not want to see a person max out after 14 years because they started at step seven. I would recommend that consideration be given to that matter. And again, adjustments may be made to placement to try to have every position start as close to a step one as possible, but that is not always the case when implementing this system with existing personnel.

FINANCIAL IMPACT:

What is being presented today is a 25-grade step and grade system with 21 steps. There is 5% between each grade and 2.5% between each step. We assigned a grade to each position based on the job, not on the individual currently filling the role. We then placed each employee at the step closest to their current rate, plus one for FY 2025. Based on the current employee group, we are looking at a grand total of approximately \$178,000 which does not include fringe. With FICA (7.65%), Workers Compensation (varies based on position), Maryland State Retirement (roughly 11% for employees & roughly 37% for sworn officers) the total is approximately \$210,000. There may also be costs associated with vacation buyback and Workers Compensation Insurance, but those are not estimated as easily and would not be as significant. This also did not account for any scheduled pay increases for positions with previously scheduled increases.

OPTIONS FOR CONSIDERATION TO START:

1. Do nothing; this is not a recommended outcome, but if you feel you are not ready to move forward with an option at this point, this is a possibility.
2. Implement what has been presented today as a starting point for a step and grade system.
3. Implement what has been presented today, but in addition, provide additional raises for COLA or steps for tenure.
4. Wait on this recommendation and implement the 50% of the market rate in FY 2025 which would be approximately \$370,000 based on the last calculations completed. But this would still not give every employee an increase in FY 2025 and last time this option was discussed a step and grade system was the preferred route forward by the Council.

STAFF RECOMMENDATION:

At this time, I recommend option three, to get all positions established on the new pay scale and bring pay further in line with the market, as well as providing a COLA increase, which is an economic factor not tied to the Step and Grade, job duties, titles, or other job-related factors. Additionally, not providing a COLA increase will not help in keeping Berlin in line with the market going forward.

ATTACHMENTS:

- The step and grade table.
- A list of recommended grades – the first column shows Paypoints recommendation, and the second column shows our recommended grade.
- A list of tenured employees by years of service.

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	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	
Grade 1	31,200	31,980	32,780	33,599	34,439	35,300	36,182	37,087	38,014	38,965	39,939	40,937	41,961	43,010	44,085	45,187	46,317	47,474	48,661	49,878	51,125	Grade 1
	1,200	1,230	1,261	1,292	1,325	1,358	1,392	1,426	1,462	1,499	1,536	1,575	1,614	1,654	1,696	1,738	1,781	1,826	1,872	1,918	1,966	
	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.68	21.19	21.72	22.27	22.82	23.39	23.98	24.58	
Grade 2	32,760	33,579	34,418	35,279	36,161	37,065	37,992	38,941	39,915	40,913	41,936	42,984	44,059	45,160	46,289	47,446	48,632	49,848	51,094	52,372	53,681	Grade 2
	1,260	1,292	1,324	1,357	1,391	1,426	1,461	1,498	1,535	1,574	1,613	1,653	1,695	1,737	1,780	1,825	1,870	1,917	1,965	2,014	2,065	
	15.75	16.14	16.55	16.96	17.39	17.82	18.27	18.72	19.19	19.67	20.16	20.67	21.18	21.71	22.25	22.81	23.38	23.97	24.56	25.18	25.81	
Grade 3	34,398	35,258	36,139	37,043	37,969	38,918	39,891	40,888	41,911	42,958	44,032	45,133	46,261	47,418	48,603	49,819	51,064	52,341	53,649	54,990	56,365	Grade 3
	1,323	1,356	1,390	1,425	1,460	1,497	1,534	1,573	1,612	1,652	1,694	1,736	1,779	1,824	1,869	1,916	1,964	2,013	2,063	2,115	2,168	
	16.54	16.95	17.37	17.81	18.25	18.71	19.18	19.66	20.15	20.65	21.17	21.70	22.24	22.80	23.37	23.95	24.55	25.16	25.79	26.44	27.10	
Grade 4	36,118	37,021	37,946	38,895	39,867	40,864	41,886	42,933	44,006	45,106	46,234	47,390	48,575	49,789	51,034	52,309	53,617	54,958	56,332	57,740	59,183	Grade 4
	1,389	1,424	1,459	1,496	1,533	1,572	1,611	1,651	1,693	1,735	1,778	1,823	1,868	1,915	1,963	2,012	2,062	2,114	2,167	2,221	2,276	
	17.36	17.80	18.24	18.70	19.17	19.65	20.14	20.64	21.16	21.69	22.23	22.78	23.35	23.94	24.54	25.15	25.78	26.42	27.08	27.76	28.45	
Grade 5	37,924	38,872	39,844	40,840	41,861	42,907	43,980	45,079	46,206	47,362	48,546	49,759	51,003	52,278	53,585	54,925	56,298	57,706	59,148	60,627	62,143	Grade 5
	1,459	1,495	1,532	1,571	1,610	1,650	1,692	1,734	1,777	1,822	1,867	1,914	1,962	2,011	2,061	2,112	2,165	2,219	2,275	2,332	2,390	
	18.23	18.69	19.16	19.63	20.13	20.63	21.14	21.67	22.21	22.77	23.34	23.92	24.52	25.13	25.76	26.41	27.07	27.74	28.44	29.15	29.88	
Grade 6	39,820	40,815	41,836	42,882	43,954	45,053	46,179	47,333	48,517	49,730	50,973	52,247	53,553	54,892	56,265	57,671	59,113	60,591	62,106	63,658	65,250	Grade 6
	1,532	1,570	1,609	1,649	1,691	1,733	1,776	1,821	1,866	1,913	1,960	2,010	2,060	2,111	2,164	2,218	2,274	2,330	2,389	2,448	2,510	
	19.14	19.62	20.11	20.62	21.13	21.66	22.20	22.76	23.33	23.91	24.51	25.12	25.75	26.39	27.05	27.73	28.42	29.13	29.86	30.60	31.37	
Grade 7	41,811	42,856	43,928	45,026	46,152	47,305	48,488	49,700	50,943	52,216	53,522	54,860	56,231	57,637	59,078	60,555	62,069	63,620	65,211	66,841	68,512	Grade 7
	1,608	1,648	1,690	1,732	1,775	1,819	1,865	1,912	1,959	2,008	2,059	2,110	2,163	2,217	2,272	2,329	2,387	2,447	2,508	2,571	2,635	
	20.10	20.60	21.12	21.65	22.19	22.74	23.31	23.89	24.49	25.10	25.73	26.37	27.03	27.71	28.40	29.11	29.84	30.59	31.35	32.14	32.94	
Grade 8	43,902	44,999	46,124	47,277	48,459	49,671	50,912	52,185	53,490	54,827	56,198	57,603	59,043	60,519	62,032	63,583	65,172	66,801	68,471	70,183	71,938	Grade 8
	1,689	1,731	1,774	1,818	1,864	1,910	1,958	2,007	2,057	2,109	2,161	2,215	2,271	2,328	2,386	2,445	2,507	2,569	2,634	2,699	2,767	
	21.11	21.63	22.18	22.73	23.30	23.88	24.48	25.09	25.72	26.36	27.02	27.69	28.39	29.10	29.82	30.57	31.33	32.12	32.92	33.74	34.59	
Grade 9	46,097	47,249	48,430	49,641	50,882	52,154	53,458	54,794	56,164	57,568	59,008	60,483	61,995	63,545	65,133	66,762	68,431	70,141	71,895	73,692	75,535	Grade 9
	1,773	1,817	1,863	1,909	1,957	2,006	2,056	2,107	2,160	2,214	2,270	2,326	2,384	2,444	2,505	2,568	2,632	2,698	2,765	2,834	2,905	
	22.16	22.72	23.28	23.87	24.46	25.07	25.70	26.34	27.00	27.68	28.37	29.08	29.81	30.55	31.31	32.10	32.90	33.72	34.56	35.43	36.31	
Grade 10	48,401	49,611	50,852	52,123	53,426	54,762	56,131	57,534	58,972	60,447	61,958	63,507	65,095	66,722	68,390	70,100	71,852	73,649	75,490	77,377	79,311	Grade 10
	1,862	1,908	1,956	2,005	2,055	2,106	2,159	2,213	2,268	2,325	2,383	2,443	2,504	2,566	2,630	2,696	2,764	2,833	2,903	2,976	3,050	
	23.27	23.85	24.45	25.06	25.69	26.33	26.99	27.66	28.35	29.06	29.79	30.53	31.30	32.08	32.88	33.70	34.54	35.41	36.29	37.20	38.13	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	

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	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	
Grade 11	50,822	52,092	53,394	54,729	56,097	57,500	58,937	60,411	61,921	63,469	65,056	66,682	68,349	70,058	71,809	73,605	75,445	77,331	79,264	81,246	83,277	Grade 11
	1,955	2,004	2,054	2,105	2,158	2,212	2,267	2,323	2,382	2,441	2,502	2,565	2,629	2,695	2,762	2,831	2,902	2,974	3,049	3,125	3,203	
	24.43	25.04	25.67	26.31	26.97	27.64	28.34	29.04	29.77	30.51	31.28	32.06	32.86	33.68	34.52	35.39	36.27	37.18	38.11	39.06	40.04	
Grade 12	53,363	54,697	56,064	57,466	58,902	60,375	61,884	63,431	65,017	66,643	68,309	70,016	71,767	73,561	75,400	77,285	79,217	81,197	83,227	85,308	87,441	Grade 12
	2,052	2,104	2,156	2,210	2,265	2,322	2,380	2,440	2,501	2,563	2,627	2,693	2,760	2,829	2,900	2,972	3,047	3,123	3,201	3,281	3,363	
	25.66	26.30	26.95	27.63	28.32	29.03	29.75	30.50	31.26	32.04	32.84	33.66	34.50	35.37	36.25	37.16	38.09	39.04	40.01	41.01	42.04	
Grade 13	56,031	57,431	58,867	60,339	61,847	63,394	64,978	66,603	68,268	69,975	71,724	73,517	75,355	77,239	79,170	81,149	83,178	85,257	87,389	89,574	91,813	Grade 13
	2,155	2,209	2,264	2,321	2,379	2,438	2,499	2,562	2,626	2,691	2,759	2,828	2,898	2,971	3,045	3,121	3,199	3,279	3,361	3,445	3,531	
	26.94	27.61	28.30	29.01	29.73	30.48	31.24	32.02	32.82	33.64	34.48	35.34	36.23	37.13	38.06	39.01	39.99	40.99	42.01	43.06	44.14	
Grade 14	58,832	60,303	61,811	63,356	64,940	66,563	68,227	69,933	71,681	73,473	75,310	77,193	79,123	81,101	83,128	85,207	87,337	89,520	91,758	94,052	96,403	Grade 14
	2,263	2,319	2,377	2,437	2,498	2,560	2,624	2,690	2,757	2,826	2,897	2,969	3,043	3,119	3,197	3,277	3,359	3,443	3,529	3,617	3,708	
	28.28	28.99	29.72	30.46	31.22	32.00	32.80	33.62	34.46	35.32	36.21	37.11	38.04	38.99	39.97	40.96	41.99	43.04	44.11	45.22	46.35	
Grade 15	61,774	63,318	64,901	66,524	68,187	69,891	71,639	73,430	75,265	77,147	79,076	81,053	83,079	85,156	87,285	89,467	91,704	93,996	96,346	98,755	101,224	Grade 15
	2,376	2,435	2,496	2,559	2,623	2,688	2,755	2,824	2,895	2,967	3,041	3,117	3,195	3,275	3,357	3,441	3,527	3,615	3,706	3,798	3,893	
	29.70	30.44	31.20	31.98	32.78	33.60	34.44	35.30	36.19	37.09	38.02	38.97	39.94	40.94	41.96	43.01	44.09	45.19	46.32	47.48	48.67	
Grade 16	64,863	66,484	68,146	69,850	71,596	73,386	75,221	77,101	79,029	81,004	83,030	85,105	87,233	89,414	91,649	93,940	96,289	98,696	101,163	103,693	106,285	Grade 16
	2,495	2,557	2,621	2,687	2,754	2,823	2,893	2,965	3,040	3,116	3,193	3,273	3,355	3,439	3,525	3,613	3,703	3,796	3,891	3,988	4,088	
	31.18	31.96	32.76	33.58	34.42	35.28	36.16	37.07	37.99	38.94	39.92	40.92	41.94	42.99	44.06	45.16	46.29	47.45	48.64	49.85	51.10	
Grade 17	68,106	69,808	71,554	73,342	75,176	77,055	78,982	80,956	82,980	85,055	87,181	89,361	91,595	93,884	96,232	98,637	101,103	103,631	106,222	108,877	111,599	Grade 17
	2,619	2,685	2,752	2,821	2,891	2,964	3,038	3,114	3,192	3,271	3,353	3,437	3,523	3,611	3,701	3,794	3,889	3,986	4,085	4,188	4,292	
	32.74	33.56	34.40	35.26	36.14	37.05	37.97	38.92	39.89	40.89	41.91	42.96	44.04	45.14	46.27	47.42	48.61	49.82	51.07	52.34	53.65	
Grade 18	71,511	73,299	75,131	77,009	78,935	80,908	82,931	85,004	87,129	89,307	91,540	93,829	96,174	98,579	101,043	103,569	106,158	108,812	111,533	114,321	117,179	Grade 18
	2,750	2,819	2,890	2,962	3,036	3,112	3,190	3,269	3,351	3,435	3,521	3,609	3,699	3,791	3,886	3,983	4,083	4,185	4,290	4,397	4,507	
	34.38	35.24	36.12	37.02	37.95	38.90	39.87	40.87	41.89	42.94	44.01	45.11	46.24	47.39	48.58	49.79	51.04	52.31	53.62	54.96	56.34	
Grade 19	75,087	76,964	78,888	80,860	82,881	84,954	87,077	89,254	91,486	93,773	96,117	98,520	100,983	103,508	106,095	108,748	111,466	114,253	117,109	120,037	123,038	Grade 19
	2,888	2,960	3,034	3,110	3,188	3,267	3,349	3,433	3,519	3,607	3,697	3,789	3,884	3,981	4,081	4,183	4,287	4,394	4,504	4,617	4,732	
	36.10	37.00	37.93	38.87	39.85	40.84	41.86	42.91	43.98	45.08	46.21	47.37	48.55	49.76	51.01	52.28	53.59	54.93	56.30	57.71	59.15	
Grade 20	78,841	80,812	82,832	84,903	87,026	89,201	91,431	93,717	96,060	98,461	100,923	103,446	106,032	108,683	111,400	114,185	117,040	119,966	122,965	126,039	129,190	Grade 20
	3,032	3,108	3,186	3,265	3,347	3,431	3,517	3,604	3,695	3,787	3,882	3,979	4,078	4,180	4,285	4,392	4,502	4,614	4,729	4,848	4,969	
	37.90	38.85	39.82	40.82	41.84	42.89	43.96	45.06	46.18	47.34	48.52	49.73	50.98	52.25	53.56	54.90	56.27	57.68	59.12	60.60	62.11	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	

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	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	
Grade 21	82,783	84,852	86,974	89,148	91,377	93,661	96,003	98,403	100,863	103,384	105,969	108,618	111,334	114,117	116,970	119,894	122,892	125,964	129,113	132,341	135,649	Grade 21
	3,184	3,264	3,345	3,429	3,514	3,602	3,692	3,785	3,879	3,976	4,076	4,178	4,282	4,389	4,499	4,611	4,727	4,845	4,966	5,090	5,217	
	39.80	40.79	41.81	42.86	43.93	45.03	46.16	47.31	48.49	49.70	50.95	52.22	53.53	54.86	56.24	57.64	59.08	60.56	62.07	63.63	65.22	
Grade 22	86,922	89,095	91,322	93,606	95,946	98,344	100,803	103,323	105,906	108,554	111,268	114,049	116,900	119,823	122,819	125,889	129,036	132,262	135,569	138,958	142,432	Grade 22
	3,343	3,427	3,512	3,600	3,690	3,782	3,877	3,974	4,073	4,175	4,280	4,387	4,496	4,609	4,724	4,842	4,963	5,087	5,214	5,345	5,478	
	41.79	42.83	43.91	45.00	46.13	47.28	48.46	49.67	50.92	52.19	53.49	54.83	56.20	57.61	59.05	60.52	62.04	63.59	65.18	66.81	68.48	
Grade 23	91,268	93,550	95,889	98,286	100,743	103,262	105,843	108,489	111,201	113,981	116,831	119,752	122,745	125,814	128,959	132,183	135,488	138,875	142,347	145,906	149,553	Grade 23
	3,510	3,598	3,688	3,780	3,875	3,972	4,071	4,173	4,277	4,384	4,493	4,606	4,721	4,839	4,960	5,084	5,211	5,341	5,475	5,612	5,752	
	43.88	44.98	46.10	47.25	48.43	49.64	50.89	52.16	53.46	54.80	56.17	57.57	59.01	60.49	62.00	63.55	65.14	66.77	68.44	70.15	71.90	
Grade 24	95,832	98,227	100,683	103,200	105,780	108,425	111,135	113,914	116,761	119,680	122,672	125,739	128,883	132,105	135,407	138,793	142,262	145,819	149,464	153,201	157,031	Grade 24
	3,686	3,778	3,872	3,969	4,068	4,170	4,274	4,381	4,491	4,603	4,718	4,836	4,957	5,081	5,208	5,338	5,472	5,608	5,749	5,892	6,040	
	46.07	47.22	48.41	49.62	50.86	52.13	53.43	54.77	56.14	57.54	58.98	60.45	61.96	63.51	65.10	66.73	68.40	70.11	71.86	73.65	75.50	
Grade 25	100,623	103,139	105,717	108,360	111,069	113,846	116,692	119,609	122,599	125,664	128,806	132,026	135,327	138,710	142,178	145,732	149,376	153,110	156,938	160,861	164,883	Grade 25
	3,870	3,967	4,066	4,168	4,272	4,379	4,488	4,600	4,715	4,833	4,954	5,078	5,205	5,335	5,468	5,605	5,745	5,889	6,036	6,187	6,342	
	48.38	49.59	50.83	52.10	53.40	54.73	56.10	57.50	58.94	60.42	61.93	63.47	65.06	66.69	68.35	70.06	71.82	73.61	75.45	77.34	79.27	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	

Town of Berlin - Position Titles	Department	Paypoint Assigned Grade	TOB New Recc. Grade
Summer Seasonal			1
Empty Grade			2
Maintenance and Custodial Worker	Bldg. & Grnds		3
Customer Service Representative	Finance	2	4
Stormwater Laborer	Water Resources	2	4
Police Communications Officer I	Police	3	5
Police Officer Trainee	Police	3	5
Equipment Operator I	Public Works	3	5
Sanitation Operator I	Public Works	2	5
Administrative Assistant I	Economic Development	3	5
Spraysite Operator	Water Resources	3	5
Administrative Assistant II	Administration		6
Police Communications Officer II	Police		6
Police Records Clerk I	Police	4	6
Equipment Operator II	Public Works	4	6
Sanitation Operator II	Public Works		6
Permits Coordinator	Planning & Zoning	5	6
Electric Line Worker Apprentice	Electric Utility	3	6
Distribution/Collection Technician	Water Resources	4	6
Water Operator I	Water Resources	4	6
Wastewater Treatment Plant (WWTP) Operator	Water Resources	4	6
Police Records Clerk II	Police		7
Administrative Assistant III	Administration	2	7
Police Officer	Police	5	7
Sanitation Crew Leader	Public Works	5	7
Water Operator II	Water Resources	5	7
Executive Assistant	Elected		8
Utility Billing Supervisor	Finance	7	8
Maintenance Mechanic	Public Works	6	8
Spraysite Supervisor	Water Resources	5	8
Fiscal Specialist	Finance	5	9
Police Officer First Class	Police	6	9
Power Plant Operator	Electric Utility	7	9
Electric Line Worker 3rd Class	Electric Utility	5	9
Accountant	Finance	6	10
Police Detective (CBI)	Police	7	10
Police Senior Officer	Police	8	11
Electric Line Worker 2nd Class	Electric Utility	7	11
Meter Technician	Electric Utility	7	11
Senior Power Plant Operator	Electric Utility		11

Wastewater Treatment Plant (WWTP) Laboratory Manager	Water Resources	8	11
Public Information Officer	Administration	8	11
Town Clerk	Administration	9	11
Acting Corporal	Police		12
Wastewater Assistant Superintendent	Water Resources	9	12
Police Corporal	Police	9	13
Substation Lineman	Electric Utility	10	13
Assistant Power Plant Superintendent	Electric Utility	12	14
Acting Sergeant			14
Public Works Superintendent	Public Works	11	14
Electric Line Worker 1st Class	Electric Utility	9	14
Water Superintendent	Water Resources	11	14
Wastewater Superintendent	Water Resources	11	14
Special Projects Coordinator	Administration		15
Police Sergeant	Police	10	15
Chief Line Worker	Electric Utility	11	16
Power Plant Superintendent	Electric Utility	13	16
Acting Lieutenant	Police		16
Police Lieutenant	Police	12	17
Line Crew Superintendent	Electric Utility		17
Empty Grade			18
Economic and Community Development Director	Economic Development	13	19
Planning & Zoning Director	Planning & Zoning	13	19
Empty Grade			20
Human Resources Director	Administration	14	21
Finance Director	Finance	14	21
Public Works Director	Public Works	14	21
Deputy Town Administrator	Administration	14	22
Electric Utility Director	Electric Utility	14	22
Water & Wastewater Director	Water Resources	14	22
Police Chief	Police	14	23
Empty Grade			24
Town Administrator	Administration	16	25
<u>Unclassified</u>			
Mayor			
Council			
Town Attorney			

Years of Service	Number of Employees
40+	1
35+	1
30+	5
25+	5
20+	2
15+	7
10+	11
5+	14
0-4	26



MOTION OF THE MAYOR AND COUNCIL 2024-08

A motion of the Mayor and Council of the Town of Berlin to approve the REQUEST FOR QUOTE (RFQ) 2024-01 DESIGN AND BUILD SERVICES FOR THREE (3) FACILITIES OWNED AND OPERATED BY THE TOWN: 1) PARTIAL RENOVATION OF TOWN HALL; 2) COMPLETE BUILD OF A NEW PUBLIC WORKS FACILITY; AND 3) COMPLETE BUILD OF A NEW COMMUNITY CENTER.

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

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

APPROVED THIS ____ DAY OF _____, 2024 BY THE MAYOR OF THE TOWN OF BERLIN.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

RFQ 2024-01 Facilities Design and Build Services

ADVERTISEMENT

TOWN OF BERLIN

REQUEST FOR QUALIFICATIONS

2024 – 01

Facilities' Design and Build Services

Due Date: _____

Time: 3:00 P.M. EST

The Town of Berlin is seeking RFQ's for Design and Build Services for three (3) facilities owned and operated by the Town: 1) Partial Renovation of Town Hall; and 2) Complete Build of a new Public Works Facility; and 3) Complete Build of a new Community Center. Qualified firms are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/ for the official RFQ.

Sealed proposals will be accepted until 3:00 PM on _____. EEO.

RFQ 2024-01 Facilities Design and Build Services

TOWN OF BERLIN

REQUEST FOR QUALIFICATIONS

RFQ # 2024 – 01

FACILITIES DESIGN AND BUILD SERVICES

by filing with the Town of Berlin, 10 William Street, Berlin, MD, 21811 until:

Date: _____

Time: 3:00 P.M. EST

Deliver submittals to:

Mary Bohlen, Town Administrator
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFQ 2024 – _____

The Town of Berlin is seeking Statements of Qualifications for Design and Build Services for facilities owned and operated by the Town.

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

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

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

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

General Information

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

RFQ 2024-01 Facilities Design and Build Services

NOTICE: Notice is hereby given that letters of interest and statement of qualifications will be received by the Town of Berlin, Maryland for Facilities Design and Build Services by filing with the Town at the above location.

PURPOSE/BACKGROUND: The Town of Berlin, Maryland (the “Town”) is soliciting statements of qualifications for Facilities Design and Build Services as further described below.

Scope of Services

Qualified firms will have experience in the following areas as may be applicable:

- Design services, including, but not necessarily limited to: partial renovation of existing buildings, to include evaluation of existing conditions; new facilities including site planning, roadways and water, sewer, stormwater, and electrical infrastructure, and structure design;
- Surveying;
- Geotechnical Investigation, studies and services;
- Permitting;
- Right-of-way and easement acquisition;
- Creation of plans, specifications, cost estimates and analysis, including graphic representation, to proceed to bid phase;
- Bid phase services, including all aspects of the bid process including compilation of bid results and preparation and presentation of recommendations to the Mayor and Council;
- Construction management services including construction administration, inspection and Resident Project Representative Services.

This list is not intended to be a comprehensive itemization of all tasks and activities to be performed by the successful firm.

QUALIFICATIONS: These services will require the firm to have the following qualifications:

- Five (5) or more years of related experience
- Experience working with Maryland municipal or private entities on similar projects
- Appropriate certifications, licensure, or other applicable industry or regulatory requirements

SUBMITTAL REQUIREMENTS:

Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the firm’s interest in the project and highlighting its qualifications. A summary of the firm’s experience in requested service areas.
- A description of the firm’s experiences working with municipal government.
- List of proposed sub-contractors (if applicable);
- Statement of qualifications, including related experience and specific qualifications as well as resumes of key team members.
- A minimum of three (3) references relating to the services being requested with full name, title, address, phone numbers and email addresses.
- If hardcopies submitted, responses should be limited to no more than ten (10) sheets of paper double sided excluding specific project examples, references, resumes and covers. An original plus four (4) copies must be submitted.
- A schedule of hourly rates.

RFQ 2024-01 Facilities Design and Build Services

- A cost estimate for each major component: design of Town Hall Renovation; of new Public Works Facility; of new Community Center; of Full Bid services for Town Hall Renovation; and for new Public Works facility; and for a new Community Center; as described in the Scope of Services. As the process included in this document is for RFQ submittals and not proposals this information is being sought for information only and will not be part of the consideration for award.
- A narrative summary description of the proposed effort and of the service(s)/products that will be delivered.

• **PROPRIETARY PROPOSAL MATERIAL:** As a government entity, the Town of Berlin is subject to respond to requests for documents under the Freedom of Information Act. Any proprietary information revealed in the proposal should, therefore, be clearly identified as such and will be protected as allowed under the law.

• **SIGNATURES:** The Signature page located at the end of this document shall be submitted and signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

• **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects
- Experience of proposed project team and key team members
- Overall quality of statement of qualifications
- Project understanding
- Anticipated project cost

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

• **QUESTIONS:** Questions regarding this project may be directed to Mary Bohlen via e-mail at mbohlen@berlinmd.gov. Any oral communications or communications with any other party may be considered unofficial and non-binding on the Town.

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

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful submitter will be expected to enter into a contract with the Town. Following selection, the successful submitter shall prepare a proposal and scope of work for review by the Town. Once the Town and successful firm have reached an agreement on the scope of services, a final contract will be prepared by the Town. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the Town may elect to negotiate a Contract with the next-highest ranked firm. The Town shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

RFQ 2024-01 Facilities Design and Build Services

- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful firm or firms must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The Firm shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the Firm, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Firm.
- **BONDING REQUIREMENTS:** _____
- **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the Town, firm agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the firm or firms ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

DEADLINES AND IMPORTANT DATES: All dates/times indicated herein are Eastern Standard Time (EST); submittals must be received by the dates/times indicated to be eligible for consideration. Submittals beyond the dates/times indicated will not be considered.

Window for on-site visit(s): _____ to _____ from 8:30 AM to 1:00 PM by appointment only. To schedule a date/time, please contact Kate Daub, Special Projects Administrator at kdaub@berlinmd.gov or 410-641-4002.

Deadline to submit questions: _____ **by 4:00 PM** - Questions from potential submitters are due via email to each of the following email addresses:

mbohlen@berlinmd.gov

kdaub@berlinmd.gov

info@berlinmd.gov

Please note: Questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address or individual will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding.

RFQ 2024-01 Facilities Design and Build Services

Posting of Responses: _____ **by 4:00 PM** - Responses to questions from potential submitters will be posted at the following link by the deadline. It is the responsibility of potential submitters to visit the website for this information berlinmd.gov/government/request-for-proposals/.

Due Date for Proposals: _____ **by 3:00 PM** -

If hardcopy: An original and four (4) copies of the proposal must be received by the deadline. Proposals must be in a sealed envelope and addressed to: Town of Berlin, Attn: Mary Bohlen, 10 William Street, Berlin, MD 21811. The outside of the envelope must be clearly marked "RFP # 2024 - ____". Proposals received after that date and time will not be considered.

If digital/electronic: Must be submitted in pdf format by the deadline and sent to each of the following email addresses:

mbohlen@berlinmd.gov

kdaub@berlinmd.gov

info@berlinmd.gov

Digital/electronic submittals must contain the Subject: "Deadline Submission for RFP # 2024 - ____"

Regardless of submittal format it is the responsibility of the submitter to ensure delivery by the date(s)/time(s) indicated.

Addenda: Should addenda be issued which alters any aspect of this RFQ, including pertinent deadlines, such Addenda shall be posted to the Town of Berlin website: berlinmd.gov/government/request-for-proposals/ and to the Demandstar bidding site as well as notification sent to known interested parties. It is the responsibility of the interested submitter to ensure that it is aware of any such addenda.

Following receipt and review of submissions, one or more submitters may be invited to appear before a selection committee, at which time additional information may be requested.

RFQ 2024-01 Facilities Design and Build Services

Bidder: _____

SIGNATURES

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

Signature: _____ Date: _____

Printed Name: _____

Firm Name: _____ Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State Zip: _____

Phone: _____



MOTION OF THE MAYOR AND COUNCIL 2024-09

A motion of the Mayor and Council of the Town of Berlin to approve the REQUEST FOR PROPOSAL (RFP) 2024-03 AUDIT SERVICES FOR EXISTING INFORMATION TECHNOLOGY CONTRACT AND SYSTEM.

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

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

APPROVED THIS ____ DAY OF _____, 2024 BY THE MAYOR OF THE TOWN OF BERLIN.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

ADVERTISEMENT

**TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP # 2024 – 03
Audit Services for Existing Information Technology Contract and System**

Due Date: _____
Time: 3:00 P.M. EST

The Town of Berlin is seeking Proposals for Audit Services for the Town's existing Information Technology Contract and System. Qualified firms are encouraged to visit the Town of Berlin website at [berlinmd.gov/government/request-for-proposals/for official RFP](http://berlinmd.gov/government/request-for-proposals/for-official-RFP).

Sealed proposals will be accepted until 3:00 PM on _____. EEO.

TOWN OF BERLIN

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for:

RFP # 2024 – 03

Audit Services for Existing Information Technology Contract and System

by filing with the Town of Berlin, 10 William Street, Berlin, MD, 21811 until:

Date: _____

Time: 3:00 P.M. EST

Deliver submittals to:

Mary Bohlen, Town Administrator

Town of Berlin

10 William St.

Berlin, MD. 21811

Attn: RFP # 2024 – _____

The Town of Berlin is seeking Proposals for Audit Services for the Town's existing Information Technology Contract and System.

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

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

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

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

General Information

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

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for Audit Services for the Town's existing Information Technology Contract and System by filing with the Town at the above location.

PURPOSE/BACKGROUND: The Town of Berlin, Maryland (the “Town”) is soliciting proposals for Audit Services for the Town’s existing Information Technology (“IT”) Contract and System. The successful proposer will provide these services to the Town of Berlin as further described below.

Scope of Services

- A. The Scope of Services includes two primary deliverables as indicated below. Audit of the Town of Berlin Information Technology System:
1. Evaluate the systems and processes in place that secure Berlin’s data in all areas of business including, but not necessarily limited to:
 - a. Accounting/Finance
 - b. Utility Billing/Operations
 - c. Human Resources/Payroll/Benefits Management
 2. Determine if risks to Berlin’s Information Technology assets and operations exist and help identify methods to minimize those risks, including assessments of remote and local storage and access of Information Technology.
 3. Ensure information management processes are in compliance with IT-specific laws, policies, and standards.
 4. Determine inefficiencies in IT systems and associated management and help identify methods to minimize those inefficiencies.
 5. Evaluate the existing IT Services Agreement(s) for scope and cost, to include licensing and other third-party considerations purchased through the current IT Services Provider.
 6. Recommendation to the Town of Berlin regarding future action based on the results of that audit. Such recommendation will be presented in the form of a written report and the successful firm may be asked to present such report at a public Meeting of the Mayor and Council.
- B. Subject to determination based on recommendations per Part A above and based on the desire of the Mayor and Council of the Town of Berlin: Development of a Request for Proposal for Information Technology Services.
1. Assist Town staff with drafting of a Request for Proposals for an agreement with an appropriate organization for the provision of IT services.
 2. Assist Town staff with the completion of the RFP process to include the review and evaluation of responses to the RFP; may also include interview with submitters as determined to be prudent.

IMPORTANT DISCLAIMERS: The Firm selected for this project shall be prohibited from participating in any competitive Request for Proposal/Bid/Qualification solicitation regarding Information Technology related work with the Town of Berlin for a minimum of five years following this project.

The statement regarding vendor affiliations located on the acknowledgement page must be signed; failure to sign acknowledgement will result in submittal being eliminated from consideration.

Qualified firms will have experience in the following areas:

- IT system needs assessment and design.
- Knowledge of industry standards for IT systems for organizations of similar size and function.
- Knowledge of industry standards for IT systems security measures.

This list is not intended to be a comprehensive itemization of all tasks and activities to be performed by the successful firm. The Town's existing IT contractor has been provided a copy of this RFP and will be available as reasonable to provide information regarding the Town's existing IT infrastructure.

QUALIFICATIONS: These services will require the firm to have the following qualifications:

- Five (5) or more years of related experience.
- Experience working with municipal or private entities on similar projects.
- Appropriate licensure in the State of Maryland and within the relevant industry(ies).

SUBMITTAL REQUIREMENTS:

Responses to this RFP must include the following information:

- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications. A summary of the firm's experience in requested service areas.
- A description of the firm's experiences working with municipal government.
- Statement of qualifications, including related experience and specific qualifications as well as resumes of key team members.
- Statement of relevant licensure, certifications, and qualifications as applicable for the completion of the project.
- List of proposed sub-contractors (if applicable).
- A minimum of three (3) references relating to the services being requested with full name, title, address, phone, and fax numbers.
- A complete Cost Proposal/Work Estimate including thorough illustration of significant classifications of items and their associated costs, including a schedule of hourly rates.
 - Cost Proposal should reflect Parts A and B of the **Scope of Services** above.
 - Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request.
- The completed Signature page as included in this RFP.
- Additionally, submitters are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
 - Scheduling of work to include a general idea of progression through the project.
 - Any other information the submitter feels is relevant for consideration, including what information will be needed from the Town of Berlin to assist in the completion of the audit.

• **PROPRIETARY PROPOSAL MATERIAL:** As a government entity, the Town of Berlin is subject to respond to requests for documents under the Freedom of Information Act. Any proprietary information revealed in the proposal should, therefore, be clearly identified as such and will be protected as allowed under the law.

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

• **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects
- Experience of proposed project team and key team members
- Overall quality of statement of qualifications
- Project understanding
- Anticipated project cost

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

• **QUESTIONS:** Questions regarding this project may be directed to Mary Bohlen via e-mail at mbohlen@berlinmd.gov. Any oral communications will be considered unofficial and non-binding on the Town.

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

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The Town further reserves the right to accept or reject all or any part or combination of parts of the successful firm's proposal. The firm selected as the apparently successful firm will be expected to enter into a contract with the Town. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the Town. Once the Town and Consultant have reached an agreement on the scope of services, a final contract will be prepared by the Town. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the Town may elect to negotiate a Contract with the next-highest ranked firm. The Town shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

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

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

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

• **INSURANCE REQUIREMENTS:** The Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the Consultant, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Consultant.

• **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the Town, firm agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

• **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the consultant or consultants ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

DEADLINES AND IMPORTANT DATES: All dates/times indicated herein are Eastern Standard Time (EST); submittals must be received by the dates/times indicated to be eligible for consideration. Submittals beyond the dates/times indicated will not be considered.

_____ by 4:00 PM - **Deadline to submit questions:** Questions from potential Bidders are due via email to each of the following email addresses:

mbohlen@berlinmd.gov

kdaub@berlinmd.gov

info@berlinmd.gov

Please note: Questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address or individual will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding.

_____ by 4:00 PM - **Posting of responses:** Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information berlinmd.gov/government/request-for-proposals/.

_____ by 3:00 PM - **Due Date for Proposals:**

If hardcopy: An original and four (4) copies of the proposal must be received by the deadline. Proposals must be in a sealed envelope and addressed to: Town of Berlin, Attn: Mary Bohlen, 10 William Street, Berlin, MD 21811. The outside of the envelope must be clearly marked "RFP # 2024 - ____". Proposals received after that date and time will not be considered.

If digital/electronic: Must be submitted in pdf format by the deadline and sent to each of the following email addresses:

mbohlen@berlinmd.gov

kdaub@berlinmd.gov

info@berlinmd.gov

Digital/electronic submittals must contain the Subject: "Deadline Submission for RFP # 2024 - ____"

Regardless of submittal format it is the responsibility of the submitter to ensure delivery by the date(s)/time(s) indicated.

Addenda: Should addenda be issued which alters any aspect of this RFQ, including pertinent deadlines, such Addenda shall be posted to the Town of Berlin website: berlinmd.gov/government/request-for-proposals/ and to the Demandstar bidding site as well as notification sent to known interested parties. It is the responsibility of the interested submitter to ensure that it is aware of any such addenda.

Bidder: _____

SIGNATURES

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

Signature: _____ Date: _____

Printed Name: _____

Firm Name: _____ Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State Zip: _____

Phone: _____

Statement of Vendor Affiliations:

I, the undersigned, affirm that neither I, nor the firm I represent and for which I am submitting this bidding document, are currently affiliated with or represent in any way any of the companies/corporations listed below. Failure to sign this statement, or to disclose such relationship, shall result in immediate elimination of this bid from consideration:

*Tyler Technologies

*ICS

*TechMD

*Cards Technologies

*Any other software or other relevant organization or firm that is currently doing business, or which expects to do business with the Town of Berlin in the immediate future.

Signature: _____ Date: _____

Printed Name: _____



MOTION OF THE MAYOR AND COUNCIL 2024-10

A motion of the Mayor and Council of the Town of Berlin APPROVING THE TOWN OF BERLIN’S FISCAL YEAR (FY) 2025 WORCESTER COUNTY UNRESTRICTED GRANT FUNDING REQUEST IN THE AMOUNT OF \$526,000.

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, Sr., 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



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov

February 7, 2024

Mayor

Zack Tyndall

Vice President

Dean Burrell

Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

Town Attorney

David Gaskill

Town Administrator

Mary Bohlen



Hon. Anthony "Chip" Bertino, President
Worcester County Commissioners
1 Market Street, Room 1103
Snow Hill, Maryland 21863

DRAFT

President Bertino,

On behalf of the Mayor and Council, citizens, and business community within the Town of Berlin, I thank you for the opportunity to make a funding request for the fiscal year 2025. In preparation for our meeting on Tuesday, March 5, 2024, we have included a summary of our municipal requests.

The Mayor and Council would like to request an increase in the unrestricted county grant for fiscal year 2025 of 7.5%, bringing the total grant to \$500,000. The unrestricted grant helps to offset the cost of services that the Town of Berlin provides in lieu of Worcester County providing these services.

Additionally, the Town of Berlin would like to request \$10,000 to assist with quarterly promotional videos for the downtown business district. Worcester County currently has two Destination Marketing Organizations (DMOs) through the State of Maryland with the purpose of marketing and developing tourism. The downtown businesses have requested additional promotion to help boost commerce in the Town of Berlin, and we respectfully ask the County Commissioners to join us in this effort.

Due to resident concerns pertaining to the safety of Seahawk Road, the Town of Berlin contracted with a vendor to restripe the roadway, including directional arrows, crosswalks, and no-parking zones, and a sidewalk extension with ADA landings, needed for Stephen Decatur High School and Stephen Decatur Middle School. Seahawk Road is a municipal roadway, but due to the markings needed for both schools, the cost of the project increased drastically. The Mayor and Council request the Worcester County Commissioners reimburse the Town of Berlin for the increased cost associated with striping Seahawk Road (\$12,000) and the cost of the sidewalk leading to the schools (\$4,000) in the amount of \$16,000.

The Town of Berlin is grateful for the grant provided each fiscal year by the Worcester County Commissioners and respectfully requests a total of \$526,000 in funding for fiscal year 2025. We look forward to attending your meeting, to discuss these requests in more detail and answer any questions you may have.

Respectfully,

Mayor Zack Tyndall
10 William Street
Berlin, MD 21811
(410) 641-1954
MayorZack@berlinmd.gov



February 12, 2024
Weekly Report

Departments this Week:

Town Administrator

- Continuing to review Impact Fees for consideration of Town Code amendments and fee adjustments. Currently gathering information from other municipalities.
- Striping work on Seahawk Road is complete.
- Public Works Director Jimmy Charles is working on plans to enhance tracking and data gathering for Town-provided trash services; he intends to get a better handle on the overall solid waste program.
- Application is proceeding on the CDA LGIF Bond issue approved on Monday, February 5, 2024.
- 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 for potential members of the Board of Supervisors of Elections will be held in early March. There is one vacancy on the Board.

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

Economic and Community Development

- Continued work on our Sustainable Communities Applications (2 total)
- Working on our yearly National Main Street report
- Restoration of the ad murals on the Pitts Street building will begin this Spring with the hiring of local artist Olga Deshields (grant-funded)
- Working with Jimmy on new trash cans for downtown and arranged a meeting for downtown businesses and property owners to learn about the new tagged cans, etc. The meeting will be on Wednesday, March 13th, at 8:30 am at Town Hall.
- Gearing up for The Berlin Farmers Market with a meeting of all the farmers set for the end of February.
- Assisting property owners with new tenants
- Updated the Berlin Main Street website and re-started our Meet the Merchant Mondays social media campaign
- Attended Taste of the Eastern Shore in Annapolis.
- The Berlin Bubble Project: Operation Snowballreturning.....soon.

Electric

- Evans Rd: Installed Transformer & Energized Service
- Sunset Lakes: Installed Service & Energized
- Broad Street: Installed Service & Energized
- Bethal Rd: Replaced Faulted Transformer

- Westview Development: Install Transformers, Services & Energize
- Power Plant: MDE Inspection
- Various Locations: Street Light Repairs & Tree Trimming

Finance Director

- FY 2025 Budget planning. Projections, scenarios
- FY 2025 Capital projects
- Half year financials preparation, budgeted vs actual highlights
- CDA Bond for electric smart meters and public works building.
- Bond application and tax questionnaires
- Department goals and achievements
- Meeting with department heads, budget for FY 2025 projections
- Personnel FY 2025 budget with Kelsey
- EA invoices processing
- DBF invoices review and processing.
- RE tax projections
- Credit cards 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 meters readings- Michelle
- Smart metering project planning and Tyler integration
- Check processing and credit cards payments, review registers, checks, and Town's cards payments - Shirley.
- Department meetings scheduled, projects, and planning.

Human Resources Director

- Working on adding lift stations to insurance, they came on-site on 01/04/24 for more information. There have also been several follow-up emails regarding the data needed to get them added.
- Sent my recommended position placements for the step and grade system to T.A. Mary Bohlen for review and input, then we met with Mayor Tyndall for his review and input, and then I emailed it out to the Department Heads and spoke with, or met with, each one for their input and review. It will be presented to the Council for approval on 02/12/24.
- Working with One Digital to try to establish a possible timeframe for the renewal process to begin – they have been swapped with calendar year renewals, but we typically meet in February.
- Processed payroll and all related paperwork on 01/29/24.
- Onboarded new Electric Lineman Apprentice Jacob Burkey on 01/29/24.
- Held interviews for the Special Projects Administrator (SPA) on January 18th. We hired Kate Daub. I then notified the other applicants of our selection. I plan to advertise for an Administrative Assistant next week.
- Attended my CPM class virtually from January 22 to January 26. And attended the in-person Lunch meeting at the U-Balt campus on February 7, 2024.
- Participated in Police Communication Officer interviews on 01/31/24. Chief Downing said they are tabulating the rankings and will hopefully have a selected candidate soon.
- Submitted the Time to Care Act Employee Census paperwork for the MABE, MACO, and MML Collaborative on 02/08/24.
- Sent anniversary dates for employees to the Mayor for recognition.

- Working with the vendor we used in 2022 to set up CPR training for staff for this year. Set up training in late April and early May – current certifications expire in May.
- Working with Jolly Rogers to set up another Jolly Rogers Day for this summer.

Police Department

- 1/18, Chief Downing attended the quarterly Worcester County Police Accountability Board meeting in Snow Hill, MD.
- 1/22 - 26, A/Sgt Collins completed First Line Administrator Training.
- 1/24, Chief Downing conducted a safety plan and site review of the Jehovah's Witnesses Kingdom Hall in Berlin, MD.
- 1/25, Chief Downing attended the Eastern Maryland Law Enforcement Coordination mandated call for the information sharing of vital data and statistics, intelligence, and crime trends.
- 1/29, A/Sgt Collins was promoted to full Sergeant and reassigned to the Patrol Division.
- Collisions – 3; Arrest – 1

Public Works

- Seahawk Rd. line striping and painting have been completed. New crosswalks were put in to help ensure student safety. Public works provided traffic control during painting and relocated/replaced signs afterward.
- We have made an effort to repair potholes around town. During the past couple of weeks, we have repaired approximately 20, ranging from smaller routine repairs to larger cut and patch jobs. If you wish to report a pothole on a town street, please contact Public Works so we can address it.
- Approximately 40 trash can lids have been replaced by our department over the past couple of weeks. If your lid has become damaged or broken off, please contact Public Works to have it replaced.
- (2) AEDs have been purchased for the Public Works department. We hope that after certification training, we will have them in our vehicles during events and throughout town in case of emergencies.
- New benches that were ordered for Stephen Decatur Park will be arriving this week, replacing older benches that are frequently in need of repair.
- Normal trash and recycling collection has been taking place, as well as routine parks and building maintenance.

Water Resources

- Miss Utility Tickets
- Installation of Insert-a-Valve on Broad St
- Responded to sanitary sewer overflow and jet sewer main.
- Cleaned septage tanks and post-EQ tank at WWTP.
- Submit NetDMR for the final 2 monitoring wells.
- Submit annual reports to MDE.
- Meter reading and re-reads
- Collected samples from monitoring wells at Spray Site A
- Three employees attended water sampler training.
- Received quotes for gate replacement at WWTP.
- Smart Meter Project – about 500 meters have been installed so far.



Check Run Reports for:

1.22.24

1.23.24

1.24.24

1.25.24

1.26.24

1.29.24

Credit Card Statements



Town of Berlin, MD

Payment Register

APPKT02922 - 20240122SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0003109	JAMES BRADFORD FARM TRUST	2,022.50			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/22/2024	2,022.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
FEB FY 24	JAMES BOUNDS BOND SPRAY SITE	01/22/2024	01/22/2024	0.00	2,022.50

Vendor Number	Vendor Name	Total Vendor Amount			
0003110	JESSE JONES FARM TRUST	2,022.50			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/22/2024	2,022.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
FEB FY 24	JAMES BOUNDS BOND SPRAY SITE	01/22/2024	01/22/2024	0.00	2,022.50

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	4,045.00
Packet Totals:		2	2	0.00	4,045.00



Town of Berlin, MD

Payment Register

APPKT02926 - 20240123SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0000583	COMPTROLLER OF MARYLAND	38,723.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/23/2024	38,723.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
BRF-1 FY 24	4TH QRT BAY RESTORATION FEES	01/23/2024	01/23/2024	0.00	38,723.00

Vendor Number	Vendor Name	Total Vendor Amount			
0001612	OCEAN INVESTMENT TITLE CORPORATION	3,781.40			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/23/2024	3,781.40		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
23-825OC	SETTLEMENT 130 FLOWER STREET	01/23/2024	01/23/2024	0.00	3,781.40

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	42,504.40
Packet Totals:		2	2	0.00	42,504.40



Town of Berlin, MD

Payment Register

APPKT02929 - 20240125SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002952	DELAWARE MUNICIPAL CLERKS ASSOCIATION					500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/25/2024	500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2024 CONF	IIMC REGION II CLERKS CONF REGISTRATION K.DAUB	12/12/2023	12/12/2023	0.00	500.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002338	WISE RONDELL					203.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/25/2024	203.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1/25 WAGES	CONTRACTUAL FINANCE DEPARTMENT	01/25/2024	01/25/2024	0.00	203.60	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	703.60
Packet Totals:		2	2	0.00	703.60



Town of Berlin, MD

Payment Register

APPKT02931 - 20240126SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000060	ACTION ISLAND GRAPHICS					143.57
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	143.57	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9333	TOB TEE SHIRTS & HOODIE JACOB BURKLEY	01/26/2024	01/26/2024	0.00	143.57	
Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					25.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	25.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN235627	ABS BILLING SUPERVISOR OFFICE PRINTER FY2024	01/23/2024	01/23/2024	0.00	25.89	
Vendor Number	Vendor Name					Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC					344.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	344.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5899272-00	1/0 ALUMINUM COMPRESSION LUGS (HOMAC)	01/24/2024	01/24/2024	0.00	344.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003347	ARES ENERGY LLC					58,545.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	58,545.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1767	POWER PLANT SUBSTATION RELAY CABINET REPLACEMENT	01/22/2024	01/22/2024	0.00	58,545.50	
Vendor Number	Vendor Name					Total Vendor Amount
0002612	AT&T MOBILITY					3,677.53
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	3,677.53	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
287333869680X11082023	AT&T MOBILITY TOWN-ISSUED DEVICES	01/26/2024	01/26/2024	0.00	3,677.53	
Vendor Number	Vendor Name					Total Vendor Amount
0000249	ATLANTIC TRACTOR					423.03
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	423.03	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P95038	SERVICE TRACTORS	01/23/2024	01/23/2024	0.00	423.03	
Vendor Number	Vendor Name					Total Vendor Amount
0000312	BENEFITMALL					82,071.72
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	82,071.72	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
321525 FEB FY 24	BENEFITMALL FEB 24 - MED DENT VIS LIFE DIS	01/22/2024	01/22/2024	0.00	82,071.72	

Payment Register

APPKT02931 - 20240126SW

Vendor Number	Vendor Name					Total Vendor Amount
0000390	BMI					435.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	435.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
51420252	BASE LICENSE FEE TO PLAY MUSIC	01/23/2024	01/23/2024	0.00	435.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					4,015.67
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	4,015.67			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
414700 JAN FY 24	ELECTRIC UTILITY SERVICE SPRAY SITES	01/23/2024	01/23/2024	0.00	2,252.24	
9913024900 JAN FY 24	ELECTRIC UTILITY SERVICE SPRAY SITES	01/23/2024	01/23/2024	0.00	1,763.43	
Vendor Number	Vendor Name					Total Vendor Amount
0002647	CINTAS RUGS					105.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	105.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
17363075 DEC FY 24	POWER PLANT TOWELS,RUG & COVERALLS	01/26/2024	01/26/2024	0.00	105.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					674.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	674.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APP-CN-028	FINGERPRINTING	01/22/2024	01/22/2024	0.00	674.25	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					1,869.35
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	199.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0023325 FEB FY 24	COMCAST INTERNET & DIGITAL SERVICES	01/23/2024	01/23/2024	0.00	199.00	
Check		01/26/2024	263.83			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0024711 FEB FY 24	COMCAST INTERNET & DIGITAL SERVICES	01/23/2024	01/23/2024	0.00	263.83	
Check		01/26/2024	223.85			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0041947 FEB FY 24	COMCAST INTERNET & DIGITAL SERVICES	01/23/2024	01/23/2024	0.00	223.85	
Check		01/26/2024	212.79			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0043323 FEB FY 24	COMCAST INTERNET & DIGITAL SERVICES	01/23/2024	01/23/2024	0.00	212.79	
Check		01/26/2024	198.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0043547 FEB FY24	COMCAST INTERNET & DIGITAL SERVICES	01/24/2024	01/24/2024	0.00	198.90	
Check		01/26/2024	513.56			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0052845 FEB FY 24	COMCAST INTERNET & DIGITAL SERVICES	01/22/2024	01/22/2024	0.00	513.56	
Check		01/26/2024	33.57			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0053157 JAN FY 24	TELEVISION SERVICE POLICE DEPT 0053157	01/22/2024	01/22/2024	0.00	33.57	
Check		01/26/2024	223.85			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0149930 FEB FY 24	COMCAST INTERNET & DIGITAL SERVICES	01/23/2024	01/23/2024	0.00	223.85	

Payment Register

APPKT02931 - 20240126SW

Vendor Number	Vendor Name					Total Vendor Amount
0000666	DAVID A BRAMBLE INC					251,829.72
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	251,829.72			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
230909-2	BERLIN STMWTR MANAGEMENT UPRDS PHSE 2	01/23/2024	01/23/2024	0.00	251,829.72	
Vendor Number	Vendor Name					Total Vendor Amount
0000930	GALLS LLC					968.01
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	968.01			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
026699957	UNIFORMS FOR COLLINS	01/22/2024	01/22/2024	0.00	552.04	
026804923,23296,88904	UNIFORMS	01/26/2024	01/26/2024	0.00	415.97	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					568.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	568.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
35656665	GREAT AMERICA COPIER LEASE AGREEMENT	01/22/2024	01/22/2024	0.00	75.60	
35756568	ANNUAL & QUARTERLY FOR PW, ELEC, WR COPIER MACH	01/23/2024	01/23/2024	0.00	183.95	
35778942	GREAT AMERICA	01/24/2024	01/24/2024	0.00	308.65	
Vendor Number	Vendor Name					Total Vendor Amount
0001286	LEGAL SHIELD					31.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	31.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
139007 JAN FY 24	LEGAL SHIELD EMPLOYEE PAID	01/22/2024	01/22/2024	0.00	31.90	
Vendor Number	Vendor Name					Total Vendor Amount
0003399	LEXIPOL LLC					7,540.39
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	7,540.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INVLEX1231092	ANNUAL LE POLICY AND TRAINING BULLETINS	01/22/2024	01/22/2024	0.00	7,540.39	
Vendor Number	Vendor Name					Total Vendor Amount
0001677	PENINSULA DRY CLEANERS, INC					46.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	46.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1209	DRY CLEANING	01/23/2024	01/23/2024	0.00	46.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001717	PNC BANK, N A					719.86
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	719.86			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
603869013 11/1/24	GRICE GRAHAM VINE ST BOND INTEREST PAYMNT	01/23/2024	01/23/2024	0.00	719.86	
Vendor Number	Vendor Name					Total Vendor Amount
0002795	SANDPIPER ENERGY INC					88.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	88.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
06-605972-67941-1JAN FY 24	NATURAL GAS PD	01/22/2024	01/22/2024	0.00	88.90	

Payment Register
APPKT02931 - 20240126SW

Vendor Number	Vendor Name	Total Vendor Amount				
0003222	SFS TOOLS AND SAFETY LLC	1,325.10				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	1,325.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
428070	ANNUAL RIBBER GOODS TESTING & REPLACEMENTS	01/22/2024	01/22/2024	0.00	379.10	
428071	ANNUAL RIBBER GOODS TESTING & REPLACEMENTS	01/22/2024	01/22/2024	0.00	946.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0003245	SNOW HILL VETERINARY SVCS LLC	168.00				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	168.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1/24/2024	ALLERGY MEDICINE FOR LUKE	01/25/2024	01/25/2024	0.00	168.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0002022	STUART C IRBY CO	678.75				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	678.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S013859558.001	STANDARD BOX 336 AUTOMATIC SLEEVES INVENTORY	01/26/2024	01/26/2024	0.00	678.75	
Vendor Number	Vendor Name	Total Vendor Amount				
0002026	SUN SIGNS	250.00				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	250.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
16349	NEW WELCOME CENTER A FRAME	01/24/2024	01/24/2024	0.00	250.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0002092	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC	147.00				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	147.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AB311418	METERS LOG ON	01/22/2024	01/22/2024	0.00	70.00	
AB3-12-419	METERS LOG ON	01/22/2024	01/22/2024	0.00	77.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0002786	THE PETE STORE	759.99				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	759.99	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15P224573	PARTS FOR SANITATION VEHICLES	01/22/2024	01/22/2024	0.00	759.99	
Vendor Number	Vendor Name	Total Vendor Amount				
0002147	TJ / H2B ANALYTICAL SERVICES USA, LLC	2,070.00				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	2,070.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
427012	ANNUAL OIL SAMPLES @ SUBSTATIONS MAINTENANCE	01/22/2024	01/22/2024	0.00	2,070.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0002928	UNIFIRST CORPORATION	306.85				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/26/2024	306.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430108805	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	01/23/2024	01/23/2024	0.00	143.60	
1430109891	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	01/23/2024	01/23/2024	0.00	163.25	

Payment Register
APPKT02931 - 20240126SW

Vendor Number	Vendor Name					Total Vendor Amount
0002210	UNIVERSITY OF MARYLAND					2,882.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	2,882.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
015-CW-024	CAP WIN SUBSCRIPTIONS	01/22/2024	01/22/2024	0.00	2,882.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003570	US BANK EQUIPMENT FINANCE					239.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	239.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
520340555	COPIER LEASE AND CONTRACT	01/25/2024	01/25/2024	0.00	239.80	
Vendor Number	Vendor Name					Total Vendor Amount
0003387	UTILITY TRANSFORMER BROKERS LLC					48,297.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	48,297.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5540	1-75, 1-100, 1-167 KVA PAD MOUNT TRANSFORMERS	01/26/2024	01/26/2024	0.00	48,297.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002231	VA MD & DE ASSOC OF ELECTRIC COOPERATIVES					1,200.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	1,200.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
25672	LINEMAN TRAINING CLASSES	01/22/2024	01/22/2024	0.00	1,200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002246	VERIZON-000014448231					834.09
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	834.09			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
14448231 JAN FY 24	TELEPHONE SERVICE	01/22/2024	01/22/2024	0.00	834.09	
Vendor Number	Vendor Name					Total Vendor Amount
0002247	VERIZON-000718605643					116.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	116.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
000718605643 DEC JAN FY 2	VERIZON TELEPHONE SERVICE 5 MILE BRANCH RD	01/22/2024	01/22/2024	0.00	116.60	
Vendor Number	Vendor Name					Total Vendor Amount
0002857	VERIZON-850462866001-13					49.26
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	49.26			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
850462866001-13 JAN FY 2	VERIZON PHONE SERVICE LT FISHER OFFICE	01/22/2024	01/22/2024	0.00	49.26	
Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					511.51
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/26/2024	511.51			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P2395213	WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	01/24/2024	01/24/2024	0.00	511.51	

Payment Register**APPKT02931 - 20240126SW**

Vendor Number		Vendor Name	Total Vendor Amount			
0002348		WOR WIC COMMUNITY COLLEGE	80.00			
Payment Type	Payment Number		Payment Date	Payment Amount		
Check			01/26/2024	80.00		
	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
	13357	K9 AND POLICE TRAINING	01/25/2024	01/25/2024	0.00	80.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	51	44	0.00	474,039.44
Packet Totals:		51	44	0.00	474,039.44



Town of Berlin, MD

Payment Register

APPKT02936 - 20240129SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0003138	CARD SERVICES CENTER					7,383.28
Payment Type	Payment Number	Payment Date	Payment Amount			
Bank Draft	DFT0000483	01/25/2024	644.05			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0694 DEC JAN FY 24	BOC CREDIT CARD CODY CHESSER	01/29/2024	01/29/2024	0.00	644.05	
Bank Draft	DFT0000484	01/25/2024	216.06			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0117 DEC JAN FY 24	BOC CREDIT CARD AUGUST WIENHOLD	01/24/2024	01/24/2024	0.00	216.06	
Bank Draft	DFT0000485	01/25/2024	440.59			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0389 DEC JAN FY 24	BOC CREDIT CARD TIM LAWRENCE	01/24/2024	01/24/2024	0.00	440.59	
Bank Draft	DFT0000486	01/25/2024	821.93			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0216 DEC JAN FY 24	BOC CREDIT CARD KELSEY JENSEN	01/24/2024	01/24/2024	0.00	821.93	
Bank Draft	DFT0000487	01/25/2024	311.12			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0413 DEC JAN FY 24	BOC CREDIT CARD JAMEY LATCHUM	01/24/2024	01/24/2024	0.00	311.12	
Bank Draft	DFT0000488	01/25/2024	376.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0470 DEC JAN FY 24	BOC CREDIT CARD ROBERT CLARK	01/24/2024	01/24/2024	0.00	376.20	
Bank Draft	DFT0000489	01/25/2024	125.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0371 DEC JAN FY 24	BOC CREDIT CARD MARY BOHLEN	01/24/2024	01/24/2024	0.00	125.00	
Bank Draft	DFT0000490	01/10/2024	1,001.56			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0710- DEC JAN FY 24	BOC CREDIT CARD KATE DAUB	01/29/2024	01/29/2024	0.00	1,001.56	
Bank Draft	DFT0000491	01/25/2024	1,114.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0174 DEC JAN FY 24	BOC CREDIT CARD IVY WELLS	01/26/2024	01/26/2024	0.00	1,114.75	
Bank Draft	DFT0000492	01/25/2024	533.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0595 DEC JAN FY 24	BOC CREDIT CARD JAMES CHARLES	01/24/2024	01/24/2024	0.00	533.80	
Bank Draft	DFT0000493	01/25/2024	218.27			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0710 DEC JAN FY 24	BOC CREDIT CARD KATE DAUB	01/29/2024	01/29/2024	0.00	218.27	
Bank Draft	DFT0000494	01/25/2024	260.03			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0488 DEC JAN FY 24	BOC CREDIT CARD MEGHAN PFALLER	01/29/2024	01/29/2024	0.00	260.03	
Bank Draft	DFT0000495	01/25/2024	24.57			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0447 DEC JAN FY 24	BOC CREDIT CARD DAVE EVANS	01/29/2024	01/29/2024	0.00	24.57	
Bank Draft	DFT0000496	01/25/2024	1,154.68			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0182 DEC JAN FY 24	BOC CREDIT CARD ARNOLD DOWNING	01/24/2024	01/24/2024	0.00	1,154.68	
Bank Draft	DFT0000497	01/25/2024	140.67			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0208 DEC JAN FY 24	BOC CREDIT CARD SARA GORFINKEL	01/24/2024	01/24/2024	0.00	140.67	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Manual Bank Draft	15	15	0.00	7,383.28
Packet Totals:		15	15	0.00	7,383.28



Town of Berlin, MD

Payment Register

APPKT02933 - 20240126SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0000572	COMCAST	223.85			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/26/2024	223.85		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41 016 0042184 FEB FY 24	COMCAST INTERNET & DIGITAL SERVICES	01/26/2024	01/26/2024	0.00	223.85

Vendor Number	Vendor Name	Total Vendor Amount			
0001439	MD DEPARTMENT OF AGRICULTURE	4,066.75			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/26/2024	4,066.75		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
AA082170	2023 MOSQUITO CONTROL	01/26/2024	01/26/2024	0.00	4,066.75

Vendor Number	Vendor Name	Total Vendor Amount			
0003207	UNITED ENERGY TRADING LLC	1,298.50			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		01/26/2024	1,298.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
248273	POWER PLANT NATURAL GAS TRANSPORT FEES	01/26/2024	01/26/2024	0.00	1,298.50

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	3	3	0.00	5,589.10
Packet Totals:		3	3	0.00	5,589.10



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT10360 - Refunds 1 UBPKT10359 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	1/23/2024	26076	795.34			795.34	Deposit
55-2510001-05	MORRIS, TONYA	1/23/2024	26077	185.25			185.25	Deposit
Total Refunds: 2			Total Refunded Amount:	980.59				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	980.59
Revenue Total:	980.59

General Ledger Distribution

Posting Date: 01/17/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-980.59	Yes
	10-2010-2074	UNAPPLIED CREDITS	980.59	
	10 Total:		0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-980.59	
	98-2498-2200	DUE TO OTHER FUNDS	980.59	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



UBPKT10346 - Refunds 1 UBPKT10345 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	1/23/2024	26073	2,434.96			2434.96	Deposit
Total Refunds: 1		Total Refunded Amount:		2,434.96				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	2434.96
Revenue Total:	2434.96

General Ledger Distribution

Posting Date: 01/12/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-2,434.96	Yes
	10-2010-2074	UNAPPLIED CREDITS	2,434.96	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-2,434.96	Yes
	98-2498-2200	DUE TO OTHER FUNDS	2,434.96	
	98 Total:		0.00	
	Distribution Total:		0.00	



UBPKT10349 - Refunds 1 UBPKT10348 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	1/23/2024	26074	391.69			391.69	Deposit
66-1230041-13	WILSON, JOCELYN	1/23/2024	26075	208.87			208.87	Deposit
Total Refunds: 2		Total Refunded Amount:		600.56				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	600.56
Revenue Total:	600.56

General Ledger Distribution

Posting Date: 01/12/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-600.56	Yes
	10-2010-2074	UNAPPLIED CREDITS	600.56	
	10 Total:			0.00
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-600.56	
	98-2498-2200	DUE TO OTHER FUNDS	600.56	Yes
	98 Total:			
	Distribution Total:			0.00

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,484.11
- Payments	\$1,484.11
- Other Credits	\$0.00
+ Purchases	\$1,154.68
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,154.68

Account Number XXXX XXXX XXXX 0182
Credit Limit \$5,000.00
Available Credit \$3,845.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$1,154.68
Minimum Payment Due: \$58.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$1,484.11-
12/10	12/11	5270715AT09FTV19J	THE HOME DEPOT #2578 BERLIN MD	\$14.92
12/10	12/11	5270715AT09FTV19S	THE HOME DEPOT #2578 BERLIN MD	\$8.00
12/21	12/21	5548382B4BLGY2BQY	WAL-MART #2560 BERLIN MD	\$246.77
12/22	12/22	5548382B5BLH58TXX	WAL-MART #2560 BERLIN MD	\$31.74
12/27	12/27	0543684BABLKL6QVD	WM SUPERCENTER #2560 BERLIN MD	\$30.43
12/27	12/27	5530959B9RQEB2RVL	NAPA STORE 8059462 BERLIN MD	\$57.50
12/28	12/28	5270715BB09FK2VXG	THE HOME DEPOT #2578 BERLIN MD	\$21.94
12/29	12/29	5544641BBN6JE6Q73	GALLS LEXINGTON KY	\$130.15
01/02	01/02	5554650QJ60DDZEMB	BLUE360 MEDIA LLC PARK CITY UT	\$537.03
01/04	01/04	7541823QL5HR14LA2	DNH*GODADDY.COM TEMPE AZ	\$76.20

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

Account Number: XXXX XXXX XXXX 0182
New Balance: \$1,154.68
Minimum Payment Due: \$58.00
Payment Due Date: February 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

ARNOLD DOWNING
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	\$191.92
- Payments	\$191.92
- Other Credits	\$0.00
+ Purchases	\$216.06
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$216.06

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,283.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$216.06
Minimum Payment Due: \$25.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$191.92-
12/22	12/22	7536943B4T099TWYF	THE UPS STORE 4613 OCEAN CITY MD	\$29.92
01/04	01/04	5548382QMBLG7E6J	WAL-MART #2560 BERLIN MD	\$186.14
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: \$216.06
Minimum Payment Due: \$25.00
Payment Due Date: February 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	\$190.42
- Payments	\$190.42
- Other Credits	\$0.00
+ Purchases	\$644.05
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$644.05

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$855.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$644.05
Minimum Payment Due: \$32.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$190.42-
12/14	12/14	5543286AW61LJQP3T	AMZN MKTP US*T22Z92U83 AMZN.COM/BILL WA	\$14.79
12/27	12/27	5531020B92DLPXXJA	AMZN MKTP US*3V48170Z3 SEATTLE WA	\$65.56
01/02	01/02	5543286QJ5Y1LNTX3	AMZN MKTP US*MA0Y81JE3 AMZN.COM/BILL WA	\$30.73
01/02	01/02	5543687QJ7J5DR6QS	ZORO TOOLS INC BUFFALO GROVE IL	\$161.89
01/04	01/04	5531020QL2DM3481Q	AMZN MKTP US*S00MU1823 SEATTLE WA	\$199.50
01/05	01/05	5543286QM5YYGEQA0	AMAZON.COM*TK4NH47E0 AMZN.COM/BILL WA	\$21.19
01/08	01/08	5543286QR5ZS6S8EH	AMZN MKTP US*RT5I520Z0 AMZN.COM/BILL WA	\$24.89
01/08	01/08	0543684QTBLKF96EB	WM SUPERCENTER #2560 BERLIN MD	\$26.50
01/10	01/10	5543286QS604F6Y42	AMZN MKTP US*TK1CA7W32 AMZN.COM/BILL WA	\$99.00
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: \$644.05
Minimum Payment Due: \$32.00
Payment Due Date: February 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	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases	\$24.57
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$24.57

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,475.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$24.57
Minimum Payment Due: \$24.57
Payment Due Date: February 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
12/28	12/28	7536943BATPV8H03F	THE UPS STORE 4613 OCEAN CITY MD	\$24.57
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: \$24.57
Minimum Payment Due: \$24.57
Payment Due Date: February 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	\$2,531.66
- Payments	\$2,531.66
- Other Credits	\$0.00
+ Purchases	\$1,114.75
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,114.75

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$3,586.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$1,114.75
Minimum Payment Due: \$56.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$2,531.66-
12/10	12/11	8545491ARS66M3SZ0	CARTER HOSPITALITY GRO 240-6570500 MD	\$53.99
		CHECK-IN 12/10/23	FOLIO #116619770	
12/13	12/13	5270487AWRQEHSPLV	DUNKIN #355321 Q35 OCEAN CITY MD	\$29.28
12/15	12/15	5542950AXLYA4XZJT	EB DECEMBER GENERAL M 8014137200 CA	\$25.00
12/18	12/18	5543286B1637BA69L	FOOD LION #0658 BERLIN MD	\$15.41
12/21	12/21	8230509B3000KE70E	CANVA* I04006-63314631 CAMDEN DE	\$75.00
12/29	12/29	8535335BDA85GBXQV	PAYPAL *TRI COUNTY 4029357733 CA	\$500.00
12/30	12/30	5543286BD5XDJAWRR	FOOD LION #0658 BERLIN MD	\$69.08

Transactions continued on next page

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

Account Number: XXXX XXXX XXXX
New Balance: \$1,114.75
Minimum Payment Due: \$56.00
Payment Due Date: February 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 X XX

TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
12/30	12/30	7541823BQ5HQQVL63	EIG*CONSTANTCONTACT.CO WALTHAM MA	\$76.00
01/04	01/04	8543154QMLD38D9F2	HOWARD COUNTY ARTS COU 410-313-2787 MD	\$28.00
01/04	01/04	0543684QL8PLGEZJJ	WWP*BRASURES PEST SELBYVILLE DE	\$55.00
01/05	01/05	8271116QM000FYQN9	MEDAMD.COM BALTIMORE MD	\$175.00
01/09	01/09	5543286QT600AV585	AMZN MKTP US*RT04O6XE0 AMZN.COM/BILL WA	\$12.99
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	31	\$0.00
Cash Advances	25.49% (v)	\$0.00	31	\$0.00
PROTECTED BALANCE	20.24% (v)	\$0.00	31	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$35.91
- Payments	\$35.91
- Other Credits	\$3.47
+ Purchases	\$314.59
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$311.12

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$4,688.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$311.12
Minimum Payment Due: \$25.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$35.91-
12/24	12/24	0558745B60000FJ6V	RESTAURANT NETWORK RBT EASYSAVING CREDIT	\$3.47-
12/13	12/13	5270487AWRQEBMNH9	DUNKIN #355321 Q35 OCEAN CITY MD	\$26.78
12/21	12/21	5543286B45SX5V9HM	FOOD LION #0658 BERLIN MD	\$43.26
12/21	12/21	0514048B4LM897SHP	CHICK-FIL-A #03048 OCEAN CITY MD	\$157.68
12/21	12/21	5548872B32E0LFGGG	JERSEY MIKES ONLINE OR MANASQUAN NJ	\$86.87
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: \$311.12
Minimum Payment Due: \$25.00
Payment Due Date: February 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	\$1,657.85
- Payments	\$1,657.85
- Other Credits	\$0.00
+ Purchases	\$533.80
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$533.80

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$4,466.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$533.80
Minimum Payment Due: \$27.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$1,657.85-
12/14	12/14	5526352AX0TDK2D7	CAB STORE NEWARK, DE NEWARK DE	\$99.99
12/14	12/14	0230537AXEHYKD4WD	CRACKER BARREL #333 BE BEL AIR MD	\$85.58
12/20	12/20	0543684B28PMTEVJM	CKE*RAYNES REEF BERLIN BERLIN MD	\$164.72
12/26	12/26	1527021B80111RN88	SUBWAY 19212 BERLIN MD	\$43.73
12/31	12/31	0541601BD43A7N3A4	WAL-MART #2560 BERLIN MD	\$40.50
01/04	01/04	5546315QM607QVLNV	QUICKLANE OF PITTSVILL PITTSVILLE MD	\$99.28
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: \$533.80
Minimum Payment Due: \$27.00
Payment Due Date: February 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	\$428.74
- Payments	\$1,430.30
- Other Credits	\$0.00
+ Purchases	\$1,219.83
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$218.27

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,281.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$218.27
Minimum Payment Due: \$25.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$428.74-
01/10	01/10	8542120QS00XSP4S6	PAYMENT - THANK YOU	\$1,001.56-
12/13	12/13	5543687AW3WA5P336	IIMC RCH CUCAMONGA CA	\$50.00
12/15	12/15	7541823AX5GQWLVE7	EIG*CONSTANTCONTACT.CO WALTHAM MA	\$669.90
12/16	12/16	8550499AZS66LZ332	DRIVEEZMD REBILL 5555555555 MD	\$25.00
12/19	12/19	0541019B13281KQLM	STAPLES INC STAPLES.COM MA	\$30.72
12/21	12/21	5543286B45SX5V9HX	FOOD LION #0658 BERLIN MD	\$16.22

Transactions continued on next page

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

Account Number: XXXX XXXX XXXX
New Balance: \$218.27
Minimum Payment Due: \$25.00
Payment Due Date: February 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
12/21	12/21	8230138B3S66L2P4M	WWW.JRSPOTDEPOT.COM 954-7413433 FL	\$165.29
12/22	12/22	7536943B4T099TWW4	THE UPS STORE 4613 OCEAN CITY MD	\$44.43
01/02	01/02	5543687QJ4YB6RPKF	PLAK THAT LLC OCEAN CITY MD	\$108.87
01/07	01/07	7536943QPSWX9PKBY	HYATT PLACE DEWEY BEAC DEWEY BEACH DE	\$109.40
		CHECK-IN 01/09/24	FOLIO #36687036	
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	31	\$0.00
Cash Advances	25.49% (v)	\$0.00	31	\$0.00
PROTECTED BALANCE	20.24% (v)	\$0.00	31	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,004.96
- Payments	\$1,004.96
- Other Credits	\$0.00
+ Purchases	\$821.93
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$821.93

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$4,178.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$821.93
Minimum Payment Due: \$41.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$1,004.96-
12/11	12/11	5541734AS4EXH43D3	TLF*HOOVER FISHER FLOR KENSINGTON MD	\$103.69
01/03	01/03	5526352QKN099H5AH	ADP PAYROLL & TAX S 973-974-7265 NJ	\$718.24
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: \$821.93
Minimum Payment Due: \$41.00
Payment Due Date: February 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	\$3,953.83
- Payments	\$3,953.83
- Other Credits	\$0.00
+ Purchases	\$125.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$125.00

Account Number XXXX XXXX XXXX 0371
Credit Limit \$10,000.00
Available Credit \$9,875.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$125.00
Minimum Payment Due: \$25.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$3,953.83-
12/31	12/31	5543286BD5XK90YMG	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: \$125.00
Minimum Payment Due: \$25.00
Payment Due Date: February 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	\$393.09
- Payments	\$393.09
- Other Credits	\$0.00
+ Purchases	\$260.03
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$260.03

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,239.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$260.03
Minimum Payment Due: \$25.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$393.09-
12/14	12/14	5530959AW60X0BS2R	CSM LUMENS LA PLATA MD	\$114.00
01/03	01/03	5543286QK5Y5W6QLK	AMZN MKTP US*2W7U68ZD3 AMZN.COM/BILL WA	\$9.46
01/03	01/03	5550629QLW5WD6JKF	CORNELL STORE ONLINE ITHACA NY	\$53.07
01/04	01/04	5543286QL5YM1ZMZZ	AMAZON.COM*TK38R18H0 AMZN.COM/BILL WA	\$79.49
01/05	01/05	5543286QM5YV2T62T	AMZN MKTP US*TK53N6FR1 AMZN.COM/BILL WA	\$4.01
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: \$260.03
Minimum Payment Due: \$25.00
Payment Due Date: February 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	\$1,026.77
- Payments	\$1,026.77
- Other Credits	\$0.00
+ Purchases	\$376.20
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$376.20

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,071.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$376.20
Minimum Payment Due: \$25.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$1,026.77-
12/14	12/14	5531020AW2DA801X7	AMZN MKTP US*5K0IJ3RL3 SEATTLE WA	\$115.04
12/19	12/19	0230537B200P6YHVP	TRACTOR SUPPLY CO #181 BERLIN MD	\$30.27
12/21	12/21	0531461B4EHWSMWAY	THE ADKINS COMPANY BERLIN MD	\$66.66
12/28	12/28	5270715BB09FK2T59	THE HOME DEPOT #2578 BERLIN MD	\$123.85
01/09	01/09	0531461QSEHSN13SA	THE ADKINS COMPANY BERLIN MD	\$40.38
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: \$376.20
Minimum Payment Due: \$25.00
Payment Due Date: February 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	\$77.37
- Payments	\$77.37
- Other Credits	\$0.00
+ Purchases	\$140.67
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$140.67

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,359.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$140.67
Minimum Payment Due: \$25.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$77.37-
12/12	12/12	5543286AS6176XMTZ	SQ *DOLLE'S CANDYLAND OCEAN CITY MD	\$28.62
12/12	12/12	0543684AV00D09QRV	DOLLAR TREE OCEAN CITY MD	\$15.90
12/14	12/14	5543286AX61YHDJD0	FOOD LION #0658 BERLIN MD	\$54.98
12/15	12/15	0541019AY31TAYK6X	STAPLES 00112888 OCEAN CITY MD	\$41.17
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: \$140.67
Minimum Payment Due: \$25.00
Payment Due Date: February 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	\$647.27
- Payments	\$647.27
- Other Credits	\$6.34
+ Purchases	\$446.93
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$440.59

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$3,962.00
Statement Closing Date January 10, 2024
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$440.59
Minimum Payment Due: \$25.00
Payment Due Date: February 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
12/20	12/20	8542120B200XV4JG9	PAYMENT - THANK YOU	\$647.27-
12/23	12/23	0558745B500007ZBF	RESTAURANT NETWORK RBT EASYSAVING CREDIT	\$0.72-
12/24	12/24	0558745B60000FJ6K	RESTAURANT NETWORK RBT EASYSAVING CREDIT	\$5.62-
12/18	12/18	8545491B0S66L1T9V	ATSSA 540-3681701 VA	\$92.00
12/19	12/19	5543286B263HPMS5E	FOOD LION #0658 BERLIN MD	\$33.09
12/19	12/19	5548872B2BLXAEJ2Z	JERSEY MIKES 28054 BERLIN MD	\$17.97
12/20	12/20	5548872B22DKGWATW	JERSEY MIKES ONLINE OR MANASQUAN NJ	\$140.49
01/03	01/03	5270487QLRQEBN3ZD	DUNKIN #355321 Q35 OCEAN CITY MD	\$13.39
01/05	01/05	5531020QM2DK24R56	AMAZON.COM*TK08M6EC2 SEATTLE WA	\$149.99

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: \$440.59
Minimum Payment Due: \$25.00
Payment Due Date: February 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