



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

**Berlin Town Hall**  
**10 William Street**  
**Monday, August 26, 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 8.12.2024

**2. 7:10 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 2024-48: Approval of the Special Event One-Day Permit Application for the Community Outreach and Food Giveaway hosted by Trinity Holiness Church on Saturday, September 28, 2024 – Rick Dennis
- b) Motion 2024-49: Approving Becker Morgan Group for Architectural and Engineering Services for the Development of the New Public Works Facility – Town Administrator Mary Bohlen
- c) Motion 2024-50: Approving Haley Architecture for Professional Services for the Town Hall Renovations Project – Town Administrator Mary Bohlen

**3. 7:40 PM PRESENTATION(S):**

- a) Quarterly PJM Update – Electric Utility Director Tim Lawrence

**4. 8:15 PM REPORTS: Town Administrator's Report, Departmental Reports**

**5. 8:30 PM COMMENTS FROM THE PUBLIC**

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

**6. 8:40 PM COMMENTS FROM THE COUNCIL**

**7. 8:50 PM COMMENTS FROM THE MAYOR**

**8. 9:00 PM COMMENTS FROM THE PRESS**

**9. 9:05 PM ADJOURNMENT TO CLOSED SESSION IMMEDIATELY FOLLOWING REGULAR SESSION**

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3- 305(b):

- A. (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
  - i. Discussion re: Acquisition of real property for public facilities.
- B. (7) To consult with counsel to obtain legal advice on a legal matter;
  - i. Opioid Class Action Settlement
- C. TENTATIVE: (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, August 12, 2024**

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

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

**Staff Present:** Town Administrator Mary Bohlen, Town Attorney David Gaskill, Police Chief Arnold Downing, Finance Director Natalie Saleh, Public Works Director Jimmy Charles, Special Projects Coordinator Kate Daub, and Administrative Assistant Stephen Hubbard.

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 7:01 PM.

1. Consent Agenda:

a) Approval of Minutes for:

1. Closed Session of 7.22.24
2. Regular Session of 7.22.24

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

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

2. Presentation(s):

a) FY24 Financial Highlights:

Finance Director Natalie Saleh presented the financial highlights for Fiscal Year 2024, delivering a comprehensive overview of expenditures and revenue. Ms. Saleh began by summarizing the town's overall financial health, focusing on the performance of the General Fund, which she described as the fiscal backbone of Berlin's operations.

Ms. Saleh started by highlighting the top-level positive news: property taxes and other key revenue streams were aligning well with the budgeted projections. Ms. Saleh pointed out that the town had

collected nearly \$4.6 million in property taxes, close to the initial projected amount. Ms. Saleh also noted an unexpected rise in room taxes, highlighting the growing tourism sector in Berlin, and stated that the increase provides a strong foundation as the town begins the new fiscal year.

Ms. Saleh then provided a detailed breakdown of the General Fund's outlays, which encompass essential services like public safety, public works, and general government operations. Ms. Saleh methodically walked the Council through each category of expenditures, explaining how funds had been allocated and how they were being managed. Public safety was collectively the largest expense, followed by public works.

Ms. Saleh emphasized the town's prudent financial management overall, particularly considering some of the large capital projects underway. This included the construction of the new public works facility, which is being funded by a \$2.8 million general obligation bond. Ms. Saleh explained how this bond works: rather than having the entire amount up front in cash, the town receives funds on a reimbursable basis as the construction progresses. Ms. Saleh explained that this method ensures that the town only draws down what it needs as it moves forward.

Ms. Saleh noted that while most revenues were on track, there were a few areas, such as impact fees, where collections had fallen slightly short of expectations. However, she reassured the Council that these shortfalls were not significant enough to impact the town's overall financial stability.

A key part of Ms. Saleh's presentation was discussing the ongoing audit. She informed the council that the auditors were scheduled to arrive in September and that the audit would include a "single audit" due to the town's expenditure of over \$750,000 in federal grants.

As she transitioned to the financial health of the town's Enterprise funds—electric, water, and sewer—Ms. Saleh adopted a more cautious tone, particularly regarding the electric fund. She reported that the electric fund had generated a modest operating income of \$8,826, which, although positive, fell short of previous years' more robust performance. This decline was attributed to rising costs for electrical equipment and supplies, along with a slight decrease in revenue from electricity sales. Ms. Saleh expressed concern about these trends, emphasizing that while the fund remains stable, the town should continue to monitor the situation.

Ms. Saleh briefed the council on the town's water resources and stormwater funds, detailing the successful completion of several key projects, including significant upgrades to the town's stormwater management system. The water resources fund has been bolstered by targeted investments in infrastructure, including the replacement of aging pipes and the enhancement of water treatment facilities. These projects have not only improved service reliability but also ensured that the town remains compliant with state and federal regulations. Ms. Saleh underscored that these completed projects are crucial for sustaining the town's infrastructure and accommodating future growth.

The council was particularly interested in the upcoming electric rate study, which Ms. Saleh explained would help determine whether the town's current rates were sufficient to cover rising costs and support future investments in infrastructure, such as the planned installation of new natural gas generators. Ms. Saleh also mentioned ongoing discussions with other municipal electric utilities across

the state regarding potential legislative changes that could provide the town with greater flexibility in adjusting rates.

Ms. Saleh highlighted several completed and ongoing capital projects, including the purchase of new police radios, trash cans, and public works vehicles, as well as significant investments in stormwater management. Ms. Saleh stated that while these projects required substantial outlays, they were essential for maintaining and improving the town's infrastructure and services. The mayor and council unanimously agreed with this assessment.

Ms. Saleh concluded her presentation by emphasizing the importance of continued careful financial management, particularly as the town looks ahead to potentially more challenging fiscal years. Ms. Saleh advised that despite a strong year, it is crucial to remain vigilant. Proactive measures will be essential in maintaining the town's financial health, particularly in managing enterprise funds and planning for future capital needs. The council expressed their appreciation for Ms. Saleh's work, with Mayor Tyndall commenting on the town's solid financial footing and the importance of the strategic decisions that lay ahead.

In a slight deviation from the published agenda, Mayor Tyndall took a moment to invite Tony Weeg, Executive Director of We Heart Berlin, to the front of the dais to present a generous \$15,000 check to Public Works Director Jimmy Charles and the Town of Berlin. This donation will fund the installation of four new flagpoles—two at the War Memorial and two at the entrances to Stephen Decatur Park. Standing thirty-four feet tall, these flagpoles will replace the current twenty-foot ones, offering enhanced visibility and durability.

b) Town of Berlin Summer Internship Presentations:

Mayor Tyndall invited this year's summer interns, Arusa Islam and Jake Parker, to share their experiences working in the Mayor's Office at Town Hall.

Arusa Islam, a rising senior at American University, began by expressing her deep connection to the town. Growing up near Ocean City and attending school in Berlin, she spoke of how the town had shaped her, making this internship feel more like a homecoming than just a summer job. "When my friends in D.C. asked me what I was doing for the summer," Ms. Islam recalled, "I told them I was going home. And there's no place I'd rather be."

Ms. Islam detailed her work with the Planning and Zoning Department, where she organized files and learned the intricacies of the town's operation. She spoke passionately about how each address in Berlin represents more than just a residence—it symbolizes the contributions and lives of the people who make up the community. Her remarks were filled with a sense of pride and gratitude for the opportunity to give back to the town.

Next up was Jake Parker, a sophomore at Gettysburg College, who tackled one of Berlin's ongoing challenges: parking. Mr. Parker described his project, which focused on managing parking during the busy tourist season. He worked diligently to encourage downtown employees to park in designated lots, particularly the one on Church and Bay Street, to free up more spaces for visitors. Mr. Parker's

efforts included creating over three hundred personalized parking passes and tracking their usage, with incentives to encourage compliance.

Mr. Parker also drew a connection between his academic studies to this real-world challenge, addressing issues like the "free rider" problem. He was pleased to report a noticeable improvement in parking availability and a reduction in complaints about parking in the downtown area.

Both interns received warm commendations from the mayor and council, who were impressed by the thoughtfulness and effectiveness of their work. Mayor Tyndall highlighted that while the town typically hosts only one intern each summer, the exceptional interviews and performance of both Arusa and Jake made it clear that bringing them on board was the right decision. He remarked on the high bar they have set for future interns and expressed gratitude for their service on behalf of the entire town. Councilmembers echoed this sentiment, expressing how refreshing it was to see the town through the eyes of its young residents.

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

#### a) Motion 2024-46: Change Order #7 Heron Park Demolition

Town Administrator Mary Bohlen, along with Andrew E. Welch, P.E., presented a proposal for the seventh change order related to ongoing demolition work at Heron Park. Councilmember Knerr questioned a shed at the edge of the property near the railroad track not being included in the proposed work under the change order, and Mr. Welch indicated that the potential developer had expressed interest in preserving it. Ms. Bohlen noted that if the Council wished to remove the shed, the contractor could be asked for an additional change order. The council agreed that further discussion was necessary to determine whether to proceed with the demolition or to retain the shed.

During the discussion, Councilmember Orris inquired about another structure on the property, which he initially thought was a tank. Mr. Welch clarified that the structure was a concrete wall that had encompassed a tank at some point, but currently had no building material inside. At Mayor Tyndall's suggestion, the council decided to revisit both the shed and the concrete wall during their August 26, 2024, scheduled work session with the potential developer to ensure a thorough decision-making process.

Mayor Tyndall opened the meeting to Public Comment at 7:36 PM.

Seeing no request for public comment, Mayor Tyndall closed the Public Comment Session at 7:36 PM.

On the motion of Vice President Burrell, second by Councilmember Orris, Motion 2024-46: Change Order #7 Heron Park Demolition received the following vote:

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

Shaneka Nichols	X				
Jack Orris	X				
<i>Voting Tally</i>	5				

b) Motion 2024-47: Extension of Moratorium on Planning Commission Actions

Town Administrator Mary Bohlen addressed the council regarding the current moratorium on Planning Commission actions, set to expire on September 15, 2024. Due to the ongoing search for a new Planning Director, Ms. Bohlen recommended extending the moratorium until October 15, 2024. She explained that while the town continues to accept and review planning applications, the moratorium temporarily halts final approvals until a new Planning Director is in place. This extension aims to ensure that the town's planning processes remain thorough and consistent during this transitional period.

Mayor Tyndall opened the meeting to Public Comment at 8:00 PM.

Resident Jayden Johnstone asked the town Administrator how long the search for a new planning director was expected to continue. Ms. Bohlen responded that efforts are ongoing, and this is still a top priority for the town.

Mayor Tyndall closed the Public Comment Session at 8:03 PM.

On the motion of Councilmember Orris, second by Councilmember Nichols, Motion 2024-47: Extension of Moratorium on Planning Commission Actions received the following vote:

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

4. Public Hearing(s):

a) Ordinance 2024-05: Amending Chapter 108

Town Administrator Mary Bohlen and Town Attorney Dave Gaskill presented Ordinance 2024-05, which seeks to amend Chapter 108 of the town's zoning rules, specifically the section on the timing of site plan review and approval. The amendment's primary focus is to remove rigid deadlines for site plan reviews, thereby granting the Planning Department and Commission more flexibility in managing the process.

During the meeting, it was noted that the public packet distributed had formatting issues with the ordinance, specifically misaligned strikethroughs, but that the correct version had been distributed to the Mayor and Council and was available with the public documents at the entrance to the room. To

clarify, the mayor read the proposed changes aloud for the record and stated that a corrected version would be posted on the town's website immediately.

Ms. Bohlen explained that the current deadlines can sometimes create unnecessary pressure, making it hard to thoroughly review site plans, and that applicants could potentially manipulate their filing submissions to take undue advantage of the timing constraints. By making the process more flexible, the town can ensure that all site plans are carefully reviewed, especially when complex issues arise. It was noted that this change would also put the town more in line with other municipalities.

Councilmember Orris expressed concerns about removing deadlines, fearing the potential for indefinite delays. In response, Mr. Gaskill suggested that these deadlines are often arbitrary and can sometimes create more problems than they solve. Ms. Bohlen also noted that one of the directives to the incoming Planning Director would be the development of comprehensive policies and procedures for these types of processes.

Mayor Tyndall opened the meeting to Public Comment at 8:05 PM.

Seeing no request for public comment, Mayor Tyndall closed the Public Comment Session at 8:05 PM.

On the motion of Councilmember Orris, second by Vice President Burrell, Ordinance 2024-05: Amending Chapter 108 received the following vote:

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

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

Town Administrator Mary Bohlen informed the council that most town offices would be closing early on Thursday, August 15<sup>th</sup> for a scheduled employee gathering. The offices would close at noon and remain closed for the rest of the day, allowing staff to participate in the event.

In response to a question from Councilmember Orris, Ms. Bohlen explained that the Broad Street Lift Station project is progressing, but she did not have the final timeline at hand. She also noted that a generator for the project was ordered but would likely not be delivered until sometime after the building's completion. Ms. Bohlen indicated that updates would continue to be provided as the project progresses.

The council reviewed the departmental reports, including updates on the recent installation of speed cameras on Flower Street. Councilmember Nichols took a moment to clarify that the town is not

implementing speed cameras as a revenue-generating measure. Police Chief Arnold Downing confirmed that the town collects only a relatively small percentage of fines compared to other revenue sources, and Ms. Bohlen added that the intention is for this revenue to decrease as driving behavior improves.

Councilmember Jay Knerr expressed his appreciation for the Town's Shorebird's Night, emphasizing how it brought together coworkers, friends, and families for a fun evening of baseball. He noted that the overwhelmingly positive response to the recent events, along with other recent initiatives, underscored the strong sense of community that thrives in Berlin. Councilmember Knerr thanked everyone who played a role in organizing these events, noting how they continue to enrich the town's vibrant and welcoming atmosphere.

6. Comments from the Public – none

7. Comments from the Council:

Vice President Burrell took the opportunity to address a growing concern regarding the safety of natural gas lines in the town. He requested that Sandpiper, a subsidiary of Chesapeake Utilities, be invited to provide a detailed presentation at a future council meeting. The goal would be to reassure the public by explaining the safety measures and protocols in place to protect the natural gas infrastructure under the town's streets. Vice President Burrell stressed the need for transparency and public awareness, pointing to the recent house explosion in Bel Air, Maryland, as a reminder of the importance of being proactive on this issue.

Councilmember Jack Orris voiced concerns regarding the new parking lot at the Little League Fields, emphasizing the need for adequate drainage systems to manage runoff, especially during heavy rainfall. Town Administrator Mary Bohlen pointed out that a previous administrator had made an agreement with the county, designating them as responsible for the stormwater of the property in question. Following this, Councilmember Orris asked that the Town review the stormwater associated with the parking lot, primarily to ensure that additional, excess flow was not being created and directed to the Town's stormwater systems.

Councilmember Green expressed his satisfaction with the recent installation of speed cameras, noting a drop in traffic violations and praising the initiative for improving road safety. It was suggested that the council review the effectiveness of the speed camera program later in the year, particularly as the school year progresses, to get a more accurate assessment.

Additionally, Councilmember Green praised the successful execution of recent community events, including the Runaway Bride Fun Run and the Peach Festival. Although he maintained his stance against closing down Main Street for these events, Councilmember Green acknowledged the Police Department's excellent work in managing traffic and keeping disruptions to a minimal level.

8. Comments from the Mayor

Mayor Zack Tyndall expressed his gratitude and pride in the town's recent successful events, particularly National Night Out and the Peach Festival. He praised Police Chief Arnold Downing and the entire Police Department for their efforts in ensuring public safety during these events and extended



his thanks to Public Works Director Jimmy Charles and his crew for their diligent work in setting up, managing, and swiftly restoring the event sites to their original condition.

In his closing remarks, Mayor Tyndall proudly announced that the town had recently secured a \$100,000 grant to fund the preliminary engineering and architectural design of the new community center. Mayor Tyndall underscored the importance of this grant in moving the project forward and reiterated the town's commitment to creating a space that will serve as a hub for community activities and engagement.

10. Comments from the Press – none.

11. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Orris, the Mayor and Council meeting was adjourned at approximately 8:33 PM.

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

Respectfully Submitted,



Stephen Hubbard  
Administrative Assistant



**MOTION OF THE MAYOR AND COUNCIL 2024-48**

A motion of the Mayor and Council of the Town of Berlin APPROVING THE SPECIAL EVENT ONE-DAY PERMIT APPLICATION – COMMUNITY OUTREACH AND FOOD GIVEAWAY HOSTED BY TRINITY HOLINESS CHURCH ON SATURDAY, SEPTEMBER 28, 2024, FROM 11:00 AM TO 4:00 PM.

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: <u>8/14/24</u>		Event Start time: <u>11</u> End time: <u>4</u>	Road Closure Start: <u>X</u> End:
Requested Date(s) of the event: <u>9/28/24</u>			
Name of Event: <u>Community Outreach</u>		*Location of Event: <u>Henny Park</u>	
Estimated number of attendees: <u>100</u>		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: <u>Rick Dennis</u>		Applicant Cell Phone:	
Sponsoring Organization or Business Name: <u>Trinity Holiness Church</u>		Email:	
Person(s) to Contact Day of Event:	Name: <u>Rick Dennis</u> , Cell # <u>443-513-8887</u> Name: <u>Sandy Hazard</u> , Cell # <u>302-531-8722</u>		
Description of event: <u>Community get together / outreach - giving away food</u>			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): <u>Just food made by the church</u>			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, what type of music			
What is your plan for the following: <u>Marketing/Advertising:</u> <u>posters / flyers</u>			
<u>Parking/Shuttle:</u> <u>N/A</u>			
<u>Inclement weather:</u> <u>N/A</u>			
<p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <p>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.</p>			
Signature: <u>[Signature]</u> Printed Name: <u>Ricky Dennis</u>		Date: <u>8/14/24</u>	

## DETAILS OF EVENT:

Shaded areas for office use only

<b>Street Closure</b>	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <input type="checkbox"/> End: <input type="checkbox"/>	State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" 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		

<b>Electric</b>	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

<b>Other Items/Services:</b>		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____
Stage	<input 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 type="checkbox"/> Yes <input checked="" 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			<input checked="" type="checkbox"/>		mal
Park Reservation Application and Permit	<input checked="" type="checkbox"/>				mal
Request for Electric Service	<input checked="" type="checkbox"/>				mal
Request for Banner Placement			<input checked="" type="checkbox"/>		mal
Sign Permit			<input checked="" type="checkbox"/>		mal
Vendor's Application and Certification for Peddling and Soliciting			<input checked="" type="checkbox"/>		mal
Business Use of Park Application			<input checked="" type="checkbox"/>		mal
Proof of Insurance			<input checked="" type="checkbox"/>		mal
Other:					mal

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.





# **SPECIAL EVENT REQUEST FOR ELECTRIC**

This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. 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: 8/14/24 Event start time: 11AM

Date(s) of the event: 9/28/24 Event end time: 4pm

Name of Event: Community Outreach

Number of vendors/activities needing electric service: 3 (ish)

Contact Name: Rick Dennis

Contact Phone (Day): 443-513-8887

Sponsoring Organization: Trinity Holiness Church

Email: \_\_\_\_\_

Signature: [Handwritten Signature]

Date: 8/14/24

Printed Name: Ricky Dennis

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETAILS OF EVENT: Please copy this page as needed.**

<p>Vendor: <u>Food</u> Phone: <u>413.513.8887</u></p> <p>Primary Contact: <u>Rick Dennis</u></p> <p>Vendor Type: <u>Food</u></p> <p>Load Information</p> <table style="width: 100%;"> <tr><td>Lighting</td><td>_____</td><td>KW</td></tr> <tr><td>Cooking</td><td>_____</td><td>KW</td></tr> <tr><td>Water Heating</td><td>_____</td><td>KW</td></tr> <tr><td>Miscellaneous</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Unusual Motors</td><td>_____</td><td>KW</td></tr> <tr><td>Other: _____</td><td>_____</td><td>KW</td></tr> <tr><td>Total Load</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Voltage</td><td>_____</td><td>KW</td></tr> </table> <p>Location of Service: <u>Henry Park</u> (determined w/Electric Department)</p>	Lighting	_____	KW	Cooking	_____	KW	Water Heating	_____	KW	Miscellaneous	_____	KW	Specify Unusual Motors	_____	KW	Other: _____	_____	KW	Total Load	_____	KW	Specify Voltage	_____	KW	<p>Vendor: _____ Phone: _____</p> <p>Primary Contact: _____</p> <p>Vendor Type: _____</p> <p>Load Information</p> <table style="width: 100%;"> <tr><td>Lighting</td><td>_____</td><td>KW</td></tr> <tr><td>Cooking</td><td>_____</td><td>KW</td></tr> <tr><td>Water Heating</td><td>_____</td><td>KW</td></tr> <tr><td>Miscellaneous</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Unusual Motors</td><td>_____</td><td>KW</td></tr> <tr><td>Other: _____</td><td>_____</td><td>KW</td></tr> <tr><td>Total Load</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Voltage</td><td>_____</td><td>KW</td></tr> </table> <p>Location of Service: _____ (determined w/Electric Department)</p>	Lighting	_____	KW	Cooking	_____	KW	Water Heating	_____	KW	Miscellaneous	_____	KW	Specify Unusual Motors	_____	KW	Other: _____	_____	KW	Total Load	_____	KW	Specify Voltage	_____	KW
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## NON-PROFIT ORGANIZATION REQUEST FOR WAIVER OF PARKS FEES

This Request for Waiver of Parks Fees is only for use by certified Non-Profit Organizations/. PROOF OF NON-PROFIT STATUS IS REQUIRED WITH SUBMISSION. FORM MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT DATE.

Name of Organization: Trinity Holiness Church

Contact Person: Rick Dennis

Address: 34640 Delaware Ave Frankford DE 19945  
Street Address City State Zip Code

Phone Number: 302-732-9788 Email Address: \_\_\_\_\_ EIN: \_\_\_\_\_

Park where activity or event will occur: ☐ Stephen Decatur Park ☒ William Henry Park

Requested Days/Times of Use: 9/28/24

# of Persons Expected to participate in activity/event 100

With the exception of government entities, Information/Forms which MUST accompany this form:

1. Non-profit (501(c)(3)) Letter of Determination from the IRS; OR
2. Copy of information from irs.gov website.

Request will not be considered without the above information.

### AGREEMENT

By signing below, the agent/responsible party understands and acknowledges:

1. That this is a request to waive fees associated with the reservation of the facilities of the Town of Berlin Park indicated above; any other costs or fees associated with the event, including those imposed by other agencies are not part of this waiver.
2. This form does not exempt the organization(s) from the applicability of any Town Code, other rules, regulations or policies associated with use of the parks. He/She further assumes full responsibility for complying with the rules and regulations set forth in the Town of Berlin Code of Ordinances and, specifically, Chapter 22, "Parks and Recreation", Sec. 22.48-50, as well as any additional terms and conditions imposed by the Mayor and Council of the Town of Berlin, as well as any applicable laws, regulations or codes imposed by the State of Maryland or Worcester County.
3. He/She understand that failure to comply may result in:
  - a. The imposition of limitations to use for the organization; and/or
  - b. Withdrawal of approval of this waiver; and/or
  - c. Refusal to authorize future use by the entity.
4. If this Request for Waiver is approved, such approval is applicable only to the date(s) specified above; additional waiver(s) must be requested for any future reservations of a Town of Berlin Park(s) by the organization.

Signature: Rick Dennis Date: 8/14/24

Printed Name: Rick Dennis

Office Use Only: Date Rec'd: \_\_\_\_\_ Initials: \_\_\_\_\_

☐ Verification of Non-Profit Status received. Non-profit ID # \_\_\_\_\_ OR ☐ Government Entity  
Request ☐ Approved ☐ Denied If denied state reason: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_



# **MOTION OF THE MAYOR AND COUNCIL 2024-49**

A motion of the Mayor and Council of the Town of Berlin APPROVING BECKER MORGAN GROUP FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DEVELOPMENT OF THE NEW PUBLIC WORKS FACILITY IN AN AMOUNT NOT TO EXCEED \$250,000.00 (FY25 Budget: 01-5300-5255 and funded by Bond Proceeds).

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





ARCHITECTURE  
ENGINEERING

PLANNING OUR  
CLIENTS' SUCCESS

August 13, 2024

Town of Berlin  
Attn: Mary Bohlen, Town Administrator  
10 William Street  
Berlin, Maryland 21811  
mbohlen@berlinmd.gov

Re: **Professional Services**  
**TOWN OF BERLIN – PUBLIC WORKS FACILITY**  
Berlin, Maryland 21811

Dear Mary:

We are thrilled to have been selected to design the new Town of Berlin - Public Works Facility. We look forward to working with your team to create a successful project.

Enclosed please find an original agreement documenting our initial services and estimated compensation for this work. If acceptable as written, please sign, complete the billing information, and return the agreement to our office. Upon receipt, we will proceed accordingly with our services.

Thank you for the opportunity to be of service. Please do not hesitate to call with any questions or concerns.

Sincerely,

BECKER MORGAN GROUP, INC.

Jack E. Mumford, III, AIA, NCARB  
Principal / Vice President

jem/mrc

enc: Proposal (08.13.2024)

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BECKER MORGAN GROUP, INC.

PORT EXCHANGE  
312 WEST MAIN STREET, SUITE 300  
SALISBURY, MARYLAND 21801  
410.546.9100  
FAX 410.546.5824

309 SOUTH GOVERNORS AVENUE  
DOVER, DELAWARE 19904  
302.734.7950  
FAX 302.734.7965

THE TOWER AT STAR CAMPUS  
100 DISCOVERY BOULEVARD, SUITE 102  
NEWARK, DELAWARE 19713  
302.369.3700

3333 JAECKLE DRIVE, SUITE 120  
WILMINGTON, NORTH CAROLINA 28403  
910.341.7600  
FAX 910.341.7506

www.beckermorgan.com



August 13, 2024  
TOWN OF BERLIN – PUBLIC WORKS FACILITY  
Page 2 of 4

## **Proposal / Agreement**

### **Professional Services**

#### **TOWN OF BERLIN – PUBLIC WORKS FACILITY**

Berlin, Maryland 21811

### **Project Scope**

The project scope consists of providing Architectural and Engineering services for the development of the new Town of Berlin – Public Works Facility. The project scope is as noted below:

- Budget +/- \$2.8 million
- Existing building is 65' x 75' ~ 4,875 sf
- New Addition 100' x 120 ~ 12,000 sf
- Town has boundary survey of entire four (4) parcel complex. A Topographic Survey will be provided as part of the new project.
- Civil Engineering services to include upgrade of public utilities.
- Solar panels either at grade or on the roof of the addition area (with assistance related to finding funding/grants)
- Property includes four (4) parcels – the parcel with the maintenance facility will also include the future skate park
- Program (offices, wash bay, garage, storage, classroom)
- Include lean-to overhang area for outdoor projects
- No natural gas available at site currently

### **Services Scope**

Becker Morgan Group, Inc. (BMG) will provide Design and Construction Phase Services for the above project, based on the information provided in the RFQ. The design team will commence work based on an agreed-upon project schedule to be determined with the Town Representatives.

Since the project scope is largely undefined at this time, we have provided a fixed fee for Task 001 - Conceptual Design / Surveying. After the completion of Task 001, we will provide fixed fees for Task 002, which includes the remainder of the A/E work required to complete the Construction Documents.

#### **Task 001 - Conceptual Design / Surveying**

Survey entire site to collect Topographic data and location of utilities. Interview key staff and stakeholders and develop a detailed program for the project. Provide Conceptual site and building plans to establish an agreed upon Conceptual design package. Deliverables to include:

- Conceptual Site Plans
- Conceptual Floor Plans
- Conceptual Elevations
- Conceptual Engineering Narratives
- Preliminary Cost Estimate

Fixed Fees for Task 001 – Conceptual Design and Surveying as follows:

Topographic Survey	\$ 8,000
Conceptual planning	<u>\$22,000</u>
<b>Total Fixed Fee</b>	<b>\$30,000</b>



August 13, 2024  
TOWN OF BERLIN – PUBLIC WORKS FACILITY  
Page 3 of 4

### Task 002 – Design and Construction Documents

Based on your project budget of 2.8m, we estimate our A/E fees for Design and Construction Documents to be as follows:

Civil	+/- \$ 80,000
Architecture	+/- \$ 80,000
MEP	+/- \$ 40,000
Structural	+/- \$ 20,000
<b>Estimated Total</b>	<b>+/- \$220,000</b>

**Total (both tasks) +/- \$250,000**

Fixed Fees for Task 002 - Design and Construction Documents to be determined after Conceptual Design is complete and agreed upon.

These fees will be billed monthly on a percentage complete basis as follows:

Schematic Design	1/3 of total task 002 fee
Design Development	1/3 of total task 002 fee
Construction Documents	1/3 of total task 002 fee

### Exclusions

#### Services

- Bidding & Construction Phase services (to be billed hourly as needed) \*
- Utility locator (by Town of Berlin)
- Water main upgrades\*
- Pump stations\*
- Regulatory Matters\*: Variances; Exceptions; Amendments; Hearings; Review Meetings
- Surveying\*: Subdivision Plats; Recordation; Agency Reviews; ALTA/ACSM Surveys; Recordation Drawings; As-Built Surveys; Construction Stake Out Services
- Studies\*: Traffic; Community Impact Statements; Feasibility
- Environmental: Phase 1 and Phase 2 Studies; Forest Conservation Compliance\*; Wetlands Delineation and Permitting\*; Critical Areas Compliance\*
- Engineering: Geotechnical (Soil Borings and Recommendations); Fire Protection, Life Safety; Technology and Telecommunications
- Design of any Off-Site Improvements or Utility Extensions to the Site\*
- Design\*: Clean Room, Furniture, Fixtures and movable Equipment (FF&E) Specification and/or Procurement; FF&E Color Coordination; Window Coverings
- Other Consultants: Acoustical; Cost Estimating and Control; Food Service; Building Envelope; Roofing; Scheduling
- Graphics\*: Models; 2D and 3D Presentation/Marketing Materials; Project Signage; Computer Animation
- Fees: Filing; Review; Permits; Agency Approvals; Bonds
- Reproduction: Printing of Construction and Bid Sets of Drawings and Specifications
- Coordination of Owner/Tenant Provided Materials or Services

#### Expenses

- Fees: Filing; Review; Permits; Agency Approvals; Bonds
- Reproduction: Printing of Drawings and Specifications
- Travel: Long-Distance Mileage, Tolls, Parking

\* Becker Morgan Group, Inc. has personnel qualified to perform these services as required.



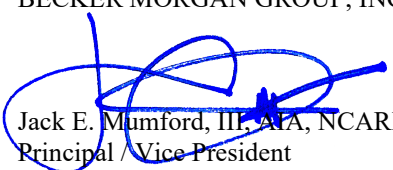
August 13, 2024  
TOWN OF BERLIN – PUBLIC WORKS FACILITY  
Page 4 of 4

### Agreement Terms

Reimbursable items such as printing, mileage, shipping, etc. are *not* included in our fee and will be billed separately. The attached *Terms and Conditions of Agreement* documents contract terms and is hereby incorporated into this agreement. If this proposal is acceptable as written, please sign, complete the billing information, and return to our office. Upon receipt, we will proceed accordingly with our services, at your direction.

Thank you for the opportunity to be of service.

BECKER MORGAN GROUP, INC.

  
Jack E. Mumford, III, AIA, NCARB  
Principal / Vice President

jem/mrc

Town of Berlin

Accepted:

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

\_\_\_\_\_  
*Printed*

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

Client Billing Information	(To Be Completed By Client – Please Print)
Billing Contact Name:	
Billing Entity:	
Billing Address: Street, City, State, Zip:	
Billing Email Address:	
Billing Contact Phone:	

enc: *Terms and Conditions of Agreement (01/01/24) MD*

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## TERMS AND CONDITIONS OF AGREEMENT For Professional Services

### Scope of Project and Services

See attached proposal/letter of agreement. All references herein to A/E means Design Professional - Architect, Engineer, Landscape Architect, Surveyor, or Interior Designer.

### Fixed Fee Projects

Billings are based upon the percentage of completion of each phase of services.

### Hourly Rate Schedule

Compensation for hourly services:

Principals	\$225 - 300/hr
Senior Associate	\$165 - 220/hr
Associate	\$120 - 200/hr
Architect/Engineer/Interior Designer/Landscape Architect & Surveyor	\$100 - 180/hr
Designer	\$ 80 - 160/hr
Technician	\$ 75 - 120/hr
Support	\$ 80 - 160/hr
Field Crew	\$190/hr
Expert Witness	1.5 x billing rate
3D Scanner	\$210/hr

*Rates subject to change each January.*

Any consultants required and authorized by the Owner will be billed at cost plus ten (10) percent.

### Estimated Fees

Fee estimates are valid for sixty (60) days. Where an estimated total is given for hourly work, it shall not constitute an upset figure, but is provided to assist in project budgeting only.

### Initial Payment

Services commence when the Owner's authorization is received with the initial payment, which will be applied to the final invoice.

### Invoices

Invoices are sent monthly for services performed. Payment is due upon receipt. A late charge will be added thirty (30) days after the invoice date at 1.5% per month simple interest.

### Reproduction Expenses

In-house reproduction expenses incurred in the interest of the project will be billed as follows:

Plots	Size	Regular	Color
	18x24	\$ 5.00	\$10.00
	24x36	\$10.00	\$15.00
	30x42	\$15.00	\$20.00
Photocopies	8½ x 11	\$ .15	\$ .50
	8½ x 14	\$ .20	\$ .75
	11x17	\$ .25	\$ 1.00
Prints	18x24	\$ 2.00	
	24x36	\$ 3.00	
	30x42	\$ 4.00	

### Reimbursable Expenses

Other expenses incurred in the interest of the project (travel, toll communications, postage, delivery, photographs, engineering or other consultants, renderings, models, etc.) will be billed monthly at cost plus ten (10) percent.

### Government Agency Fees / Approvals

The owner shall pay directly (outside of Becker Morgan Group, Inc.'s fees and reimbursables) for all of the following governmental charges,

including, but not limited to: application fees, review fees, permit fees, plat recordation, governmental charges, impact fees, front footage assessments, water flow and pressure test, tap-in fees, bonds, transfer taxes, etc. Owner should investigate and budget these items in their total project development soft costs. Owner acknowledges that the approval process necessary to estimate or maintain a project timeline is both unpredictable and outside of the A/E's control. A/E does not guarantee approvals by any governing authority or outside agency, nor the ability to achieve or maintain any project timeline.

### Additional Services

Services beyond those outlined in the attached Scope of Work, including for revisions due to adjustments in the scope, budget or quality of the project, for redesign of previously approved drawings, and for additional Construction Phase services, will be billed at hourly rates above or at fixed fees.

### Change of Scope

All fees are subject to renegotiations if the original scope of service is changed or if services are not completed within two (2) months of the project's projected completion date indicated in the proposal.

### Early GMP or Design / Build

If Owner solicits early GMP or Design / Build proposals based upon work-in-progress drawings or prior to A/E's receipt of, and response to, permitting comments, Owner acknowledges that any cost scheduling information resulting for such solicitations or procurement necessary will be subject to revision until the Construction Documents are finally completed and issued for construction, including all addenda. Any services required to highlight drawing changes associated with early GMP or Design / Build proposals shall be compensated as an Additional Service.

### Fast-Track or Phased Project Delivery

If Owner requests or requires fast-track design services or early or phased construction document packages, Owner assumes the elevated risk the design services and/or phased construction document packages will have errors, omissions or incomplete coordination. Accordingly, A/E shall have no liability to Owner with respect to fast-track design services or early or phased construction packages.

### Betterment

In the case of design errors or omissions that lead to an increase in the cost of construction, A/E shall have no liability to Owner for the portion of such cost increase that represents betterment or value added to the project.

### Third-Party Beneficiaries

Neither the Contractor nor any other person or entity, apart from the Owner and A/E, are intended beneficiaries of the A/E's services. A/E does not warrant or represent that its services or the Construction Documents will be free from errors, omissions or ambiguities. Owner shall inform all prospective contractors and construction managers, in writing, that A/E makes no representation whatsoever to any prospective contractor, trade contractor or construction manager regarding the quality, completeness or sufficiency of the Construction Documents, for any purpose whatsoever.

### Site Visitation

In the event A/E's scope of services includes periodic site visits during the construction phases, A/E shall be serving only in the capacity as a consultant to advise Owner on issues involving progress and general design compliance. A/E does not assume any responsibility for the means and methods of construction, shoring or temporary construction, the quality or timeliness of any contractor's work, job site safety, continuous on-site

inspections, or any issues that fall outside of A/E's scope of services as defined in this Agreement.

### Design Without Construction Review

Should Owner elect not to engage A/E to perform normal periodic construction observation and normal full service Submittals, RFIs, Substitution and Change Order review services during construction, Owner acknowledges that there is an increased risk to Owner of misinterpretation of A/E's design intent by the Contractor, the Owner or inspecting agencies; an increased risk of non-compliant construction work on the part of the Contractor; and a reduced opportunity afforded to the A/E and Owner to identify and resolve conflicts, errors or omissions in the construction or in the construction documents at a point when the consequences stemming from such risks and reduced opportunities could have been mitigated or avoided. Accordingly, A/E shall not be liable to Owner or others for any portions of any damages or harm that plausibly could have been avoided had the A/E been engaged to perform full service construction phase services.

### Ownership of Documents

All documents (drawings, sketches, reports, etc.) prepared as instruments of service shall remain the copyrighted property of the A/E and are specific only to this project, Owner, and this Agreement. Work which is furnished, but not paid for, will be returned to the A/E and will not be used for any purpose by the Owner until payment in full is rendered. Owner agrees to indemnify, defend and hold A/E harmless for all claims arising out of Owners reuse, misuse, modification or assignment of A/E's instruments of service. This provision shall survive termination of this Agreement.

### Insurance

The A/E is protected by Workmen's Compensation, Professional Liability and Standard Public Liability Insurance. The A/E will not be responsible for any loss, damage or liability arising from Owner's negligent acts, errors or omissions or those by Owner's consultants, contractors, and agents or from those of any person whose conduct is not within the A/E's contractual responsibility.

### Risk Allocation

Owner and A/E have discussed the risk, rewards and benefits of the project and the A/E's total fee for services. The risks have been allocated such that the Owner agrees that to the fullest extent permitted by law, A/E's total liability to Owner for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this agreement from any cause or causes, shall not exceed the total fee or \$50,000, whichever is greater. Such causes include, but are not limited to design professional's negligent errors, omissions, or breach of contract. This limitation of liability may be increased up to the limits of A/E's insurance coverage available to pay for said increased liability only if a mutually agreed increase in A/E's fees is negotiated and set to this or written amendment executed by both parties.

### Termination of Agreement

This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. This Agreement may be terminated by the Owner upon at least seven (7) days written notice to the A/E in the event that the Project is permanently abandoned. In the event of termination not the fault of the A/E, the A/E shall be compensated for all services performed to termination date, together with Reimbursable Expenses then due.

**Environmental Hazards / Subsurface Conditions**

The A/E does not perform services related to the identification, containment or removal of asbestos, hazardous waste, or any other environmental hazards, nor will it assume liability for any damages or costs related to these materials. Unless specifically included under A/E's scope of services, A/E assumes no liability for geotechnical engineering or any other analysis or testing of subsurface conditions (including soils and the location of any utilities or structures not visible on the surface).

**Nonpayment / Work Stoppage**

The A/E reserves the right to stop work on the project upon ten (10) days written notice to Owner for non-payment and withdraw any permit documents. A/E's stoppage of work shall be without liability for consequential or other damages resulting from the stoppage. Restart on the project after thirty (30) days of stoppage will require payment of additional fees.

**Standard of Care**

The Owner acknowledges the inherent risks associated with construction. In performing professional services, the A/E will use that degree of care and skill ordinarily exercised under similar circumstances by competent licensed A/E in the jurisdiction where the project is located. Under no circumstances shall any other representation (express or implied) or any type of warranty or guarantee be included or intended by the A/E during the completion of its services under this Agreement.

**Successors and Assigns**

The Owner and the A/E bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

**Affidavits / Certifications**

Any affidavits or certifications required by government agencies, lenders, or others shall be written to include language acceptable to the A/E. The Owner shall not require certification that would require knowledge or assumption of responsibilities beyond the scope of this agreement.

**Miscellaneous Provisions**

Unless otherwise specified, this Agreement shall be governed by Maryland Law. Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

**Collection**

If it is necessary to enforce collection on any amount past due under this agreement, the A/E shall be reimbursed for all legal and other reasonable costs related thereto, including (33%) attorney's fees, court costs, administrative time and other collection costs.

**Certificate of Merit**

The Owner shall make no claim (whether directly or in the form of a third party claim) against the A/E unless the Owner shall have first provided the A/E with a written certification executed by a licensed professional in the State of Maryland, specifying each and every act or omission which

the certifier contends constitutes a violation of the standard of care expected of an A/E performing professional services under similar circumstances. Such certificate shall be provided to the A/E thirty (30) days prior to the presentation of any such claim.

**Frivolous Suit or Counterclaim**

In the event the Owner makes a claim (or counterclaim) or brings an action against the A/E for any act arising out of the performance of the services hereunder, and the Owner fails to prove such a claim or action, then the Owner shall pay all legal and other costs incurred by the A/E in defense of such claim or action.

**Electronic Media**

If electronic media of project files are requested, the Owner or requesting party must sign an Electronic Media Release Form, plus remit \$200.00 per file, plus printing costs per sheet for one (1) record set for Owner and one (1) set for A/E.

**Publicity**

All publicity developed for this project will credit Becker Morgan Group, Inc. as the Architects/Engineers, as appropriate.

January 1, 2024

**Becker Morgan Group, Inc.**

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## MOTION OF THE MAYOR AND COUNCIL 2024-50

A motion of the Mayor and Council of the Town of Berlin APPROVING HALEY ARCHITECTURE FOR PROFESSIONAL SERVICES FOR THE TOWN HALL RENOVATIONS PROJECT IN AN AMOUNT NOT TO EXCEED \$269,670.00 (FY25 Budget: 01-5130-5255).

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



July 29, 2024

Mary Bohlen, Town Administrator  
Town of Berlin  
10 William Street  
Berlin, MD 21811  
[mbohlen@berlinmd.gov](mailto:mbohlen@berlinmd.gov)

Re: Proposal for Professional Design Services  
**Town Hall Renovation Project**  
Berlin, Maryland

Dear Ms. Bohlen,

Thank you for the opportunity to submit a proposal for professional services for the Town Hall Renovations Project located at 10 William Street in Berlin, Maryland.

We understand the building was constructed circa 1900 and consists of approximately 11,200 square feet. Interior renovations are anticipated to include a new more open entrance space with a new reconfigured staircase and a new elevator replacing an existing lift; reconfigured office spaces to include a minimum of fourteen (14) individual offices; two (2) conference rooms; a consolidated kitchen and break room area; and improved space utilization for Council Chambers. No exterior renovations are anticipated or included in our scope of work at this time.

We look forward to working with you on this project and appreciate the opportunity to be of service. Please contact me at [dhaley@haleyarchitecture.com](mailto:dhaley@haleyarchitecture.com) if you have any questions.

Sincerely,  
*Haley Architecture, LLC*

A handwritten signature in blue ink, appearing to read "Daniele Haley", is written over a light blue horizontal line.

Daniele Haley, AIA  
Owner / Architect

*10028 Silver Point Lane  
Ocean City, MD 21842  
p. 410.726.7964*





July 29, 2024

Proposal for Professional Design Services

**Town Hall Renovation Project**

Berlin, Maryland

**Design Services Scope**

**Overall Scope & Process**

Haley Architecture, LLC will provide overall project leadership and will coordinate our project team which includes SR/A Interiors and IMEG Engineering. The Architect will be the primary point of contact for all project communication and coordination. Our team will provide design and construction documents suitable for bidding, permit submission, and construction in the Town of Berlin, Maryland.

**Project Timeline & Tasks**

We propose to complete our services in the following phases and durations:

Schematic Design (2-month duration):

Conceptual Design Drawings

Structural & MEP Design Narratives

Design Development (3-month duration):

Design Development Drawings

Outline Specifications

Construction Documents (4-month duration):

Project Specifications

Permit Drawings

Bid Drawings

Construction Drawings

Bidding (1-month duration):

Respond to contractor questions.

Prepare addenda information as required.

Construction Administration (8-month duration):

Attendance at Preconstruction Conference.

Review shop drawing submittals for items requested in the contract documents.

Respond to Contractor questions and Requests for Information (RFIs).

Assist in reviewing procedures, agency selection, and reports for testing and inspections.

Conduct job site observations during construction as indicated below, plus one final job site observation at the end of the construction period and prepare job site observation reports.



## **Scope by Discipline**

### Architecture:

The Architectural team will document the existing conditions of Town Hall. We will present a reconfiguration / reorganization of spaces to better accommodate the needs of the Town of Berlin staff and residents. We will work with the various consultants to coordinate all the necessary building systems. We will meet with Town of Berlin staff to review and make changes as needed to the proposed design. Ultimately, design and construction documents will be completed as necessary for competitive bidding and construction. Our team will assist with the bidding and construction process to assure the Town is getting the best value for their budget.

### Structural Engineering:

Conduct an existing conditions assessment of the Town Hall structure (one visit to the site) and provide a report summarizing our findings and recommendations. Coordinate existing locations of load-bearing construction with appropriate Disciplines. Provide design assistance for the new entry stair, design and detail modifications to the existing second floor structure to accommodate a larger opening for a new hydraulic elevator to replace the existing lift. Design and detail a new foundation and support framing for the new hydraulic elevator as needed.

### Mechanical, Electrical, and Plumbing:

Provide design for HVAC (heating, ventilating, and air conditioning), Plumbing (domestic hot and cold water, sanitary drainage and venting), Fire Protection (standpipe locations and zone designations). Scope of work is understood to be limited to reuse and reconfiguration of existing systems to accommodate the Architectural renovations as well as limited replacement of any failed piping/equipment. If scope of design services extends beyond reuse/reconfiguration, it will be considered an additional service. This scope assumes adequate water supply and pressure are available to the site. If not, additional services will be required. Specifications for contractor-furnished hydraulically calculated piping installation drawings. Incoming electrical service, power distribution, and grounding. Electrical design for Interior lighting and controls including parking lot and site lighting. Emergency power distribution is assumed to be limited to the minimum required by code. Provisions for fire alarm updates / tie in. Telecommunications conduit only rough-in.

### Interiors:

The Interior designers will work in a supportive capacity with the Architectural Design team to coordinate finish selections and finish schedules, to assist with door and hardware selection, develop schedules, design casework and coordinate plumbing and lighting selections. They will be responsible for the development of design documents and bidding specifications for those various items. The Interiors team will design reflected ceiling plans with lighting layouts as well. They will provide sampling of finishes and presentation graphics to illustrate the overall design aesthetic. Additionally, they will assist with reviewing material submittals and shop drawings during the construction phase. For an additional fee, they can provide assistance with FF&E (Furniture, Fixtures, & Equipment). This fee would include budgeting and selection of FF&E as well as preparation of bidding packages to procure those items. Note: additional FF&E fee is indicated under the 'Compensation' section of this proposal.



## Compensation

For the services described above, we propose the following fixed fee of Two Hundred sixty-nine thousand six hundred seventy dollars (\$269,670).

### **Design & Construction Documents \$269,670**

We propose the following fixed fee to be allocated over the project phases as follows:

PHASE	TOTAL BY PHASE
SCHEMATIC DESIGN	\$ 49,770.00
DESIGN DEVELOPMENT	\$ 57,800.00
CONSTRUCTION DOCUMENTS	\$ 75,000.00
BIDDING	\$ 19,700.00
CONSTRUCTION ADMINISTRATION	\$ 67,400.00
<b>TOTAL</b>	<b>\$ 269,670.00</b>

### **[Optional] Additional Services: FF&E Services \$41,800**

We will bill for our services monthly based on the degree of completion each month. We do not require an initial payment.

## Reimbursable Expenses

The following reimbursable expenses are not included in the above fee and will be billed separately:

- Postage and delivery charges.
- Reproduction costs of drawings, specifications, and reports.
- Necessary consultants as approved by Client.
- Project specific insurance coverage riders or amendments necessary to comply with required insurance requirements above and beyond current limits and conditions.

## Additional Services

Our team can include the following as additional services upon request. Additional services will be performed on a time and material basis using standard hourly rates in effect at the time the service is performed, or for a negotiated fee, and only after approved in writing.

- Engineering: Geotechnical (soil borings and recommendations); Civil; Structural; Mechanical, Electrical, Plumbing; Fire Protection; Life Safety; Technology and Telecommunications
- Studies: traffic; community impact statements;
- Floodplain studies or coordination with FEMA.
- Regulatory matters: variances; special exceptions; amendments; hearings; review meetings
- LEED® design or documentation or similar environmental or energy conservation program.
- Environmental: Phase 1 and Phase 2 studies; tree conservation compliance; wetlands delineation and permitting; CAMA compliance



- Off-site improvements: design of any off-site improvements or utility extensions to the site
- Special Consultants: Acoustical; Cost Estimation; Food Service; Health Care; Building Envelope; Roofing; Scheduling; Security
- Graphics: presentation/marketing materials (2D / 3D); models; project signage; computer animation.
- Permitting: building, site, health, food service, environmental
- Any significant changes to the scope of the project or changes to substantially completed work.
- Invasive field takeoff to determine existing conditions that are not readily accessible or visible.
- Value engineering or negotiating construction cost/scope/alternates with contractors and related document revisions after Design Development documents are complete.
- Preparing as-built and/or record documents from markups or files provided by contractors or verifying the accuracy and completeness of same.
- Performing a confirmation site observation after the final job site observation has been completed.
- Meetings or visits to the site in excess of those indicated in the Scope of Services.
- Project durations exceeding those indicated in the Scope of Services.
- **Civil:** Accessibility assessment if exterior building access and/or improvements are planned.
- **Survey:** Utility investigation, discovery and mapping of the existing dry utilities within the SPL.
- Boundary surveys, topographic surveys, environmental feature locations, reviewing and incorporating a title report and/or title documents into the survey, exhibits other than those outlined hereon, consolidation plats, record plats, plats of corrections, easement and other plats known to be prepared in the local jurisdiction.
- **Structural:** General Contractor's means and methods items such as construction load checks for equipment, materials staging, swing stages, forklifts, etc. The design and detailing of landscape structures such as pergolas, trellises, fountains, planters, signs, and light pole bases.
- **Mechanical and Electrical:** Field testing, adjusting, balancing, or field time to assist installation contractor. Initial startup is the responsibility of the various contractors and/or subcontractors. Systems commissioning and special inspections. Please be advised that commissioning and/or special inspections may be required by some building/energy codes, even though it is excluded from this Proposal. If commissioning or engineering-related special inspections are required, our team can provide a proposal for additional services, or these services may be conducted by a third party. Life cycle cost analysis. ASHRAE 90.1 Energy Standards confirmation or building modeling. Assist in compliance with ASHRAE Standard 188-2015 Legionellosis: Risk Management for Building Water Systems.
- Detailed fire protection drawings, fire pump design, and hydraulic calculations.
- Lightning protection system evaluation and design.
- Development of an arc flash hazard analysis or modifications to an existing arc flash analysis for the facility.

### Agreement Terms

The attached *Terms and Conditions of Agreement* is hereby incorporated into this agreement. If this proposal is acceptable, please have it signed by the appropriate official and return a copy to our office.



**Client Acceptance**

**Town of Berlin**

SIGNATURE: \_\_\_\_\_

PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Client Billing Information**

Billing Contact: \_\_\_\_\_

Billing Entity: \_\_\_\_\_

Billing Mailing Address: \_\_\_\_\_

Billing e-mail Address: \_\_\_\_\_

Billing phone number: \_\_\_\_\_

attachments:

*Haley Architecture, LLC – Terms & Conditions 2024*

## TERMS & CONDITIONS

The following terms shall be the terms under which Haley Architecture, LLC performs their services:

### Entire Agreement

This agreement is to offer Haley Architecture, LLC (herein referred to as 'The Architect'), to perform the consulting services described in the attached Proposal. On acceptance by the Client, the Architect is strictly limited to the attached proposal and these Terms and Conditions for Architectural Services, which when acknowledged in writing, is authorized to proceed. The Client is defined as the person or business entity signed in the Agreement, authorizing the Architect to proceed.

This Agreement supersedes all prior written proposals and/or negotiations not referenced herein between the parties and is expressly conditioned upon the Client's agreement of the Terms and Conditions hereof. This Agreement may only be modified in writing, to be executed by both Parties.

### Services to be Performed

The services to be performed are described in the preceding Proposal and Fees. Unless otherwise specified in the Scope of Services and Fees or the Terms and Conditions, the Architect shall furnish all technical and professional services, including labor, materials, supplies, equipment, transportation and supervision to perform all tasks listed in the Scope of Services and Fees and in accordance with the Proposal. The duties of the Architect will be undertaken with reasonable skill and care.

### Client Responsibilities

The Architect assumes that the Client shall be the Project Representative, unless the Client notifies the Architect, in writing, that another Project Representative has been appointed within five (5) business days.

### Additional Services and Costs

All additional services shall be approved by the Client and the Architect in writing prior to proceeding. The following are additional services that are not specified above and are considered beyond the basic Scope of Services and Fees unless identified as 'Other Services' in writing:

- Making submissions to and negotiating approvals by landlords, freeholders, etc.
- Negotiating a price with a contractor.
- Services in any dispute between the client and another party.
- Services following damage by fire and other causes.
- Services following suspension, termination of any contract or agreement with, or the insolvency of any other party, providing services to the project.
- Services in connection with the government and other grants.
- Redesign to meet project budget costs. The Client is responsible for establishing project budget costs and obtain required cost estimates, other than indicative costs as set out in the Scope of Services and Fees.
- Interior Design Services
- Landscape design services
- Party representation in dispute or legal proceedings

**Fees for Additional Services:** The Architect and our consultants may provide additional services beyond those listed in the Scope of Services and Fees, by a negotiated sum or on an hourly basis performed in accordance with our current fiscal year Standard Hourly Rate Schedule in effect at the time of performance. This schedule is updated yearly and is available upon request.

Hourly rates specified above are valid for 1 calendar year (January 1 – December 31) and apply to all projects within that calendar year. These shall be reviewed annually and if deemed necessary, shall be increased on the first day of the subsequent year to reflect market conditions, employee benefits and salary compensation.

Reimbursable expenses shall include, but not be limited to: printing, reproductions, bulk copying, photographic services, long distance telephone calls, postage, shipping, delivery, long distance travel expenses, lodging, meals and/or other project related out-of-pocket expenses.

We have informed you that it might be necessary to appoint other consultants throughout the project, to ensure completion of the design. For example these may include, but are not limited to, structural engineers, mechanical engineers, kitchen designers, landscape designers, interior design consultants, audio/video consultants, lighting designers, etc. These consultants will be engaged and paid directly by yourselves. We would of course help you to commission such consultants and would provide them with any information that they require.

## Copyright

The Architect shall own the copyright of the drawings and documents produced in performing the services and generally assert the Architect's moral rights to be identified as the author of such work.

Providing that all fees and/or other amounts properly due are paid, the Client shall have a license to copy and use and allow other persons providing services to the original project ONLY to copy and use the drawings and documents for purposes related to construction of the original project ONLY; but may not be used for reproduction of the design for any part of any extension of the project or any other project. The Architect shall not be liable for any use of the drawings and documents other than for the purpose for which they were prepared. Reuse and/or modification of any such documents, without the Architect's written permission, shall be at the Client's sole risk, and the Client agrees to indemnify and hold the Architect harmless from all claims, damages and expenses, including solicitor's fees, arising out of such reuse and/or modification by the Client or by others acting through the Client.

No part of any design produced by the Architect may be registered by the Client without the written consent of the Architect. This, in accordance with the Architectural Works Copyright Protection Act passed by Congress in 1990, explicitly provides copyright protection to original designs of architecture in virtually any form, including architectural plans, drawings and buildings themselves.

## Publicity

The Architect and its consultants shall have the right to photograph the project and to use the photographs in the promotion of their professional service through publication, advertising, public relations, brochures, websites, or other marketing media.

## Liability

Insurance – the Architect shall maintain Professional Liability Insurance throughout the period of this Agreement. The maximum limit of our liability to the client in contract, tort or statutory duty for any one claim or series of claims arising from one event on this project is limited to the amount of your target cost for the building work. Any such liability will expire after six years from completion of the services. Professional Indemnity Insurance cover shall be maintained for this amount until the expiry of our liability.

Certificates of insurance are available on request.

The Architect and the Client waive consequential damage for claims, disputes and other matters in question arising out of or relating to this agreement.

The Architect shall not be responsible for the identification, removal, testing and/or certification of removal for any hazardous substance including, but are not limited to, PCB, petroleum, mold infestation, hazardous waste, asbestos, lead, and any other similar substances. The Architect and the Client acknowledge that the Scope of Services and Fees does not include any items related to a Hazardous Environmental Conditions.

## Indemnification

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its directors, employees and agents against claims, damages, liabilities, and costs arising from and in proportion to the negligent acts or failure to act of Client and its directors, employees, and agents in the performance of services under this Agreement on a comparative basis of fault. The Client shall not be obligated to indemnify the Architect and its directors, employee and agents for their own negligence or the negligence of others. the Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its directors, employees and agents against claims, damages, liabilities, and costs arising from and in proportion to the negligent acts or failure to act of the Architect and its directors, employees, and agents in the performance of services under this Agreement on a comparative basis of fault. the Architect shall not be obligated to indemnify the Client and its directors, employee and agents for their own negligence or the negligence of others. The other provisions of this Agreement notwithstanding, in the event of any claim within the purview of the indemnification provisions of this section, each indemnitee shall control its defense, and at the time of claim resolution each indemnitor shall provide reimbursement for any reasonable defense cost, recoverable by law, caused by any negligence or other fault by or attributable to each indemnitor as determined by a competent trier of fact. As such, the parties recognize and expressly acknowledge that the duty to defend is not applicable to this Agreement and wholly separate and distinct from the duty to indemnify and hold harmless as set forth in this section.

## Disputes

The Architect aims to provide a professional standard of service, but if at any time you are not satisfied, please bring the issue to our attention as soon as possible and we can discuss how to resolve the issue.

In the event of any dispute or difference arising under the agreement, the parties may:

- Attempt to settle the matter by negotiation or mediation; or,
- Start court proceedings to settle the dispute at any time

## **Construction Means and Methods**

The Architect shall not be responsible for, nor have control over or charge of, construction means, methods, sequences, techniques, or procedures, or for any health or safety precautions. Neither Client nor the Architect shall hold the other responsible for damages or delays in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events beyond the control of the Client's or the Architect's directors, employees, agents, or consultants.

## **Construction Observation**

When the Architect does not explicitly provide construction observation services within its written scope of work, it is agreed that the professional services of the Architect do not extend to or include the review or site observation of the contractor's work, performance, or pay request approval. During construction, the Client assumes the role of the engineer and will hold harmless the Architect for the contractor's performance or the failure of the contractor's work to conform to the design intent and the contract documents.

## **Suspension or Termination**

The Client may suspend or end performance of the services and other obligations by giving at least 7 days' written notice and stating the reason for doing so.

The Architect may suspend or end performance of the services and other obligations by giving at least 7 days' written notice and stating the reason for doing so. Such reasons include, but are not limited to, the Client's failure to pay any fees or other amounts due by the date when payment is due.

If the Architect was instructed to perform any services before the agreement was made or before the end of the 7-day period and the instruction or instructions were confirmed in writing, the Architect is entitled to any fees and expenses due before the Architect receives the notice of cancellation.

## **Force Majeure**

Except as hereinafter provided, no delay or failure in performance of the Architect shall constitute a default under this Agreement if and to the extent the delay or failure is caused by Force Majeure. Unless the Force Majeure frustrates performance of the Services, Force Majeure shall not operate to excuse, but only to delay, performance of the Services. If Services are delayed by reason of Force Majeure, the Architect will notify Client. Once the Force Majeure event ceases, the Architect shall resume performance of the Services as soon as possible. "Force Majeure" means any event beyond the control of the Architect to perform its obligations and which the Architect is unable to prevent, including without limitation, the combined action of workers, strikes, embargoes, fire, acts of terrorism, epidemics, explosions and other catastrophes, casualties, a moratorium on construction, delays in transportation, governmental delays in granting permits or approvals, changes in laws, expropriation or condemnation of property, governmental actions, unavailability or shortages of materials, national emergency, war, acts of terrorism, cyber-attacks, civil disturbance, floods, unusually severe weather conditions or other acts of God or public enemy.

## **Equal Employment Opportunity / Rights Under Federal Labor Laws**

The Architect and Client shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), 60-741.5(a) and Appendix A of Subpart A of 29 CFR 471 (as may be updated or amended). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime consultants and subconsultants take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.



**TOWN OF BERLIN**  
**Quarterly Report of PJM Activities**  
**Third Quarter FY 2024**

January through March 2024

Month	Energy Sold (kWh)	AMP Bill <sup>[1]</sup>	PJM Charges	PJM ARR Credit	Fuel, Lube, Other Costs <sup>[2]</sup>	Total Power Costs	Cost Per kWh Sold
January	5,481,356	\$224,483	\$76,136	(\$20,001)	\$121	\$280,739	\$0.05122
February	4,411,729	\$203,544	\$60,029	(\$18,711)	\$1,894	\$246,756	\$0.05593
March	4,000,158	\$178,901	\$62,777	(\$20,001)	\$262,639	\$484,316	\$0.12107
<b>Total</b>	<b>13,893,243</b>	<b>\$606,928</b>	<b>\$198,943</b>	<b>(\$58,713)</b>	<b>\$264,653</b>	<b>\$1,011,810</b>	<b>\$0.07283</b>

PJM Capacity Charges		
Period <sup>[3]</sup>	Obligation	\$/kW-day
2022-23	5,259 kW	\$0.09819
2023-24	7,850 kW	\$0.05714 <sup>[4]</sup>
2024-25	5,840 kW	\$0.06615 <sup>[4]</sup>

PJM Transmission Charges		
Year	Obligation	\$/kW-day
2022	4,700 kW	\$0.13182
2023	5,500 kW	\$0.14464
2024	5,300 kW	\$0.15710 <sup>[4]</sup>

**Upcoming Commitments**

**Long Term FTR Auction Various Times Throughout the Year - AMP to participate on behalf of the Town**

FTR Auction (Financial Transmission Rights) -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences. AMP purchased: 2023-2024: 0.8 MW 7x24 & 0.6 MW OP

**Annual ARR Allocation February-April 2024 - AMP to participate on behalf of the Town**

Transmission credits to offset a portion of Network Integration Transmission Service (NITS) charges. 5.2 MW awarded in the allocation.  
Anticipated credit for June 1, 2023 through May 31, 2024: \$235,656.46

**Annual FTR Auction April-May 2024 - AMP to participate on behalf of the Town**

FTR Auction April 2023 -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences.  
AMP purchased 1.4 MW 7x24 and 0.5 MW OP for Berlin for June 2023 to May 2024.

**Monthly FTR Auctions - AMP to participate on behalf of the Town**

FTR Auctions at various times -- financial instruments awarded to bidders that entitle the holder to a stream of revenues (or charges) based on congestion price differences.  
AMP purchased various monthly FTRs for Berlin July 2023 through June 2024

**PJM Officer Certification Form - PJM's Minimum Participation Requirements due April 30, 2024**

[1] **AMP** (\$0.04200/kWh purchased, January 1, 2024-December 31, 2024) 1.0 MW 7x24

(\$0.06250/kWh purchased, January 1, 2024-December 31, 2024) 1.0 MW 7x24

(\$0.035820/kWh purchased, January 1, 2024-December 31, 2024) Remaining Requirements, excludes Renewables

[2] Power Plant Fuel & Lube Oil Costs, Annual Net Metering Settlements, and Renewables Costs

[3] June 1 through May 31

[4] Projected



## August 26, 2024 Weekly Report

### Departments this Week:

#### Town Administrator

##### SAVE-THE-DATE

- Monday, August 26, 2024: 5:30 PM-Mayor and Council Worksession re: Sale of Parcel 57 (former Tyson plant); 7 PM-Regular Session; Closed Session (immediately following)
  - Monday, September 2, 2024: Most Town offices closed in observance of Labor Day
  - Tuesday, September 3, 2024: 3:30 PM-Board of Elections Supervisors; No September meeting of the Parks Commission
  - Wednesday, September 4, 2024: 5:30 PM-Historic District Commission; 6:30 PM-Board of Appeals
  - Monday, September 9, 2024: 7 PM: Mayor and Council Regular Meeting
  - Wednesday, September 11, 2024, 5:30 PM: Planning Commission Meeting.
- Sandpiper has been contacted regarding the possibility of a presentation at a future Council Meeting regarding their infrastructure/safety. More information will follow as available.
  - The Broad St lift station work is underway.
  - Interviews are underway to fill vacancies/renewals on Boards and Commissions. Vacancies exist on several and interested persons can submit for consideration: <https://berlinmd.gov/mayor/become-involved/>.
  - Interviewing for Planning Director continues.

#### Economic and Community Development

- Assisting the chamber on their upcoming Small Town Block Party event set for 9/7
- Revisions on our DHCD Sustainable Communities application
- We have had record numbers coming into the Welcome Center these last 2 weeks
- All the Christmas event planning: Parade, tree delivery parade, ice ice Berlin, carriage rides, Merry Marketplace, NYE
- Assisting property owners on upcoming vacancies
- Website updates
- Met with Mary, Jimmy and Jamey to address weekend restroom cleaning: Currently, the public restrooms are cleaned early Saturday and Sunday mornings by Water Resources. However, if the restrooms become messy or unfit for use after the 8am cleanings over the weekend, they will be closed until they can be cleaned on Monday morning. Also, several of the business/property owners have inquired about having the sidewalks power washed. After the meeting, it was clarified that it is the responsibility of each business or property owner to maintain the sidewalks in front of their establishments.

#### Electric

- South Main Street, Bay Street & William Street-Tree Trimming
- Maple Ave-Disconnect Service-Customer Request
- Henry's Mill-Paint Transformers & Street Light Poles

- 113 Schoolfield Street-Employee Luncheon
- Town Hall Parking Lot-Installing Street Light Pole
- Monday 8/19-Circuit 230 Outage-Storm Related
- Son Rise Church-Scheduled Outage-Transformer Maintenance
- Demands & Meter Reads
- Disconnects - (Non-Payment)
- Power Plant-Paint Fuel Tanks

## **Finance Director**

- Continue working on:
  - FY 2024 Audit Preparation, reports, bank reconciliations
  - FY 2024 year-end process, closing of the year, purchase orders
  - FY 2024 inventory, fixed assets review and recording
  - Welcoming new hire for customer service
  - Bank accounts review, collateral coverage, interest rates
  - CDA Bond paperwork, closing paperwork, first expenditures and draws
  - Delinquent accounts review
  - Public Service Commissioner's reports and submissions, PCA calculations - Melissa
  - ARPA Grant reports and reconciliations
  - DBF invoices review and processing
  - EA invoices review and processing
  - Credit card payments and processing- Shirley
  - Bank reconciliations and journal entries - Melissa
  - Electric rate study paperwork and necessary reports for evaluation
    - Working with Booth and Assoc-in process
  - Water and electric meter readings- Michelle
  - Smart metering project planning and Tyler integration
  - Check processing and credit card payments, review registers, checks, and Town's card payments - Shirley
  - Department meetings scheduled, projects, and planning.
  - New department position job duties and responsibilities, planning and draft for job description

## **Police Department**

- 8/3: Lt Fisher and Ptl Ebke assisted with traffic and safety at the Berlin Peach Festival.
- 8/3: Senior Officer and Ptl Rickards assisted the Snow Hill Police Department with the Blessing of the Combines.
- 8/6: The Berlin Police Department with assistance from town staff coordinated the 2024 Berlin National Night Out.
- 8/19-23: Cpl Marshall and Senior Officer Lloyd are attending the mandated First-Line Supervisor course.
- RedSpeed payment for July 2024 - \$13,975.43 (Flower Street Cameras Only)
- Peach Lane and Seahawk Road cameras came online after August the 5th
- Emergency Petition Transports to Tidal Health to Salisbury – 7
- Collisions – 7
- Arrests – 3

## Human Resources Director

- Hired a Customer Service Representative and she will be starting on 08/26/24, her name is Ariel Lupien.
- Interviewing for the Planning Director on 08/21/24.
- Completed the Workers Compensation Audit and submitted it on 08/14/24.
- Preparing documents for the PKS Financial audits.
- Posted the Stormwater Laborer Position on 08/15/24. Dylan Davis was occupying the role but was promoted to the newly added Distribution and Collection Technician position.
- Processed payroll and all related paperwork on 08/12/24.
- Participated in a call with ADP about expanding services provided to us on 08/06/24. Reviewing all the corresponding documentation and will have a follow-up call next week to discuss if any of the expansions can be of use.
- Assisted with the planning of the employee summer gathering on 08/15/24.
- In communication with a representative of Employer Support of the Guard and Reserves (ESGR) on our military leave policy to see how it can be improved and ensure it complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- Attended, virtually, the August Eastern Shore SHRM meeting on 08/21/24.
- Attending, virtually, the Maryland State Retirement Training on September's new payment processes on 08/22/24.

## Planning Department

- Permit Applications Received:
  - Main Street:
    - Excavation Permit for Hebron Savings Bank
  - 10445 Old Ocean City Blvd:
    - Tenant Fit Out
  - 510 William Street:
    - Fence and Inground Pool
  - Henrys Mill:
    - 1 Window Replacement at 211 Henrys Mill
    - 7 Window Replacements at 212 Henrys Mill
  - 9906 Old Ocean City Blvd:
    - Roofing
  - 204 West Street:
    - Addition
  - 11 South Main Street:
    - Sign
  - 219 Powell Circle:
    - Inground Pool
- Permits Released:
  - 304 Franklin Avenue:
    - Roofing
  - 16 Powellton Avenue:
    - Roofing
  - 505 Sunlight Lane, Lot 35:
    - Deck

## Public Works

- Working with Andrew Rementer, General Manager at The Maryland and Delaware Railroad Co., who's been clearing the railroad line within the town boundaries. They're planning a meeting in the coming weeks to talk about the railroad property lines and how they line up with nearby home ownership property lines.
- The tennis and pickleball courts at SDP are in the process of being power washed and cleaned. No one at Public Works can remember the courts ever being power washed, so it's a time-consuming project, but the results will be worth it. The tennis court nets, and center straps have also been replaced.
- Public Works has been busy the past couple of weeks, re-mulching all the exercise areas in the parks with new wood fiber mulch. All areas have been brought up to the correct grade.
- Heron Park is going to be a big focus in the coming months, with more attention being paid to it.
- Regular maintenance like grass cutting in the parks and other town-owned areas is happening as usual. Trash and recycling collection is also continuing regularly.

### **Water Resources**

- Water cut-offs
- Safety Training
- Reviewed Draft Groundwater Discharge Permit from MDE and provided response outlining concerns
- Submit Sustainable Maryland Renewal Application
- Collected monitoring well samples from Spray Site A
- Troubleshooting sensor failures at WWTP
- Troubleshooting High Tide signal failures at Spray Sites
- Two new water services on Franklin
- New water service Washington
- Video Washington sewer locate
- West Street sewer inspection
- Repaired water leak Flower St
- New water service on William St
- Unearthed manhole that was paved over by 6" of blacktop



## Check Run Reports for:

8.1.24

8.5.24

8.8.24

8.15.24

8.19.24

Credit Card Statements



Town of Berlin, MD

	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
	Bank Code				On Hold					
Vendor: _____									Vendor Total:	1,146.87
0216 JUN FY 24	Invoice	6/30/2024	6/30/2024	6/30/2024	6/30/2024	1,146.87	0.00	0.00	0.00	1,146.87
	BOC AP - BOC AP Checks				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
	Service		0.00	0.00	89.34	0.00	0.00	0.00		89.34
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
01-5100-5200	CONTRACTED SERVICES				89.34	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
	Service		0.00	0.00	74.45	0.00	0.00	0.00		74.45
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
01-5100-5200	CONTRACTED SERVICES				74.45	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
	Service		0.00	0.00	44.67	0.00	0.00	0.00		44.67
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
01-5120-5200	CONTRACTED SERVICES				44.67	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
	Service		0.00	0.00	44.67	0.00	0.00	0.00		44.67
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
01-5125-5200	CONTRACTED SERVICES				44.67	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
	Service		0.00	0.00	14.89	0.00	0.00	0.00		14.89
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
01-5130-5200	CONTRACTED SERVICES				14.89	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
	Service		0.00	0.00	297.80	0.00	0.00	0.00		297.80
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
01-5200-5200	CONTRACTED SERVICES				297.80	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
	Service		0.00	0.00	14.89	0.00	0.00	0.00		14.89
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
01-5300-5200	CONTRACTED SERVICES				14.89	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
	Service		0.00	0.00	44.67	0.00	0.00	0.00		44.67
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
01-5310-5200	CONTRACTED SERVICES				44.67	100.00%				



Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	74.79	0.00	0.00	0.00	74.79	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">01-5320-5200</a>	CONTRACTED SERVICES				74.79	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	29.78	0.00	0.00	0.00	29.78	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">01-5400-5200</a>	CONTRACTED SERVICES				29.78	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	29.78	0.00	0.00	0.00	29.78	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">01-5440-5200</a>	CONTRACTED SERVICES				29.78	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	14.89	0.00	0.00	0.00	14.89	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">10-5600-5200</a>	CONTRACTED SERVICES				14.89	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	29.78	0.00	0.00	0.00	29.78	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">10-5610-5200</a>	CONTRACTED SERVICES				29.78	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	89.34	0.00	0.00	0.00	89.34	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">10-5620-5200</a>	CONTRACTED SERVICES				89.34	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	22.34	0.00	0.00	0.00	22.34	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">20-5700-5200</a>	CONTRACTED SERVICES				22.34	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	29.78	0.00	0.00	0.00	29.78	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">20-5710-5200</a>	CONTRACTED SERVICES				29.78	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	22.33	0.00	0.00	0.00	22.33	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">20-5720-5200</a>	CONTRACTED SERVICES				22.33	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	22.34	0.00	0.00	0.00	22.34	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">24-5800-5200</a>	CONTRACTED SERVICES				22.34	100.00%				



Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	22.33	0.00	0.00	0.00	22.33	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">24-5810-5200</a>	CONTRACTED SERVICES				22.33	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	59.56	0.00	0.00	0.00	59.56	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">24-5830-5200</a>	CONTRACTED SERVICES				59.56	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	29.78	0.00	0.00	0.00	29.78	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">30-5030-5200</a>	CONTRACTED SERVICES				29.78	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
	Service		0.00	0.00	44.67	0.00	0.00	0.00	44.67	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">24-5820-5200</a>	CONTRACTED SERVICES				44.67	100.00%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	1	1,146.87	0.00	0.00	0.00	1,146.87	0.00	1,146.87
Grand Total:		1,146.87	0.00	0.00	0.00	1,146.87	0.00	1,146.87

**Account Summary**

Account	Name	Amount
<a href="#">01-5100-5200</a>	CONTRACTED SERVICES	163.79
<a href="#">01-5120-5200</a>	CONTRACTED SERVICES	44.67
<a href="#">01-5125-5200</a>	CONTRACTED SERVICES	44.67
<a href="#">01-5130-5200</a>	CONTRACTED SERVICES	14.89
<a href="#">01-5200-5200</a>	CONTRACTED SERVICES	297.80
<a href="#">01-5300-5200</a>	CONTRACTED SERVICES	14.89
<a href="#">01-5310-5200</a>	CONTRACTED SERVICES	44.67
<a href="#">01-5320-5200</a>	CONTRACTED SERVICES	74.79
<a href="#">01-5400-5200</a>	CONTRACTED SERVICES	29.78
<a href="#">01-5440-5200</a>	CONTRACTED SERVICES	29.78
Total:		759.73

Account	Name	Amount
<a href="#">10-5600-5200</a>	CONTRACTED SERVICES	14.89
<a href="#">10-5610-5200</a>	CONTRACTED SERVICES	29.78
<a href="#">10-5620-5200</a>	CONTRACTED SERVICES	89.34
Total:		134.01

Account	Name	Amount
<a href="#">20-5700-5200</a>	CONTRACTED SERVICES	22.34
<a href="#">20-5710-5200</a>	CONTRACTED SERVICES	29.78
<a href="#">20-5720-5200</a>	CONTRACTED SERVICES	22.33
Total:		74.45

Account	Name	Amount
<a href="#">24-5800-5200</a>	CONTRACTED SERVICES	22.34
<a href="#">24-5810-5200</a>	CONTRACTED SERVICES	22.33
<a href="#">24-5820-5200</a>	CONTRACTED SERVICES	44.67
<a href="#">24-5830-5200</a>	CONTRACTED SERVICES	59.56
Total:		148.90

Account	Name	Amount
<a href="#">30-5030-5200</a>	CONTRACTED SERVICES	29.78
Total:		29.78

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	\$1,857.06
+ Cash Advances	\$0.00
+ Fees Charged	\$35.00
+ Interest Charged	\$35.98
= New Balance	\$2,779.47

Account Number	XXXX XXXX XXXX
Credit Limit	\$5,000.00
Available Credit	\$2,220.00
Statement Closing Date	July 10, 2024
Days in Billing Cycle	31
Amount Past Due	\$43.00

PAYMENT INFORMATION

New Balance:	\$2,779.47
Minimum Payment Due:	\$182.00
Payment Due Date:	August 4, 2024

MESSAGES

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

TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
06/10	06/10	8550499HKS66LP8KH	DRIVEEZMD REBILL 555555555 MD	\$25.00
06/12	06/12	5544641HM8AYTN6HH	ETCH ART AWARDS SALISBURY MD	\$35.00
06/13	06/13	5543286HM5VTQT4QE	DNH*GODADDY.COM 480-505-8855 AZ	\$101.64
06/14	06/14	5543286HN5W39LKV	FOOD LION #0658 BERLIN MD	\$42.66
06/14	06/14	7270069HPS66GTQRB	THE STERLING TAVERN BERLIN MD	\$176.45
06/15	06/15	5543286HP5WDAYV2Q	DNH*GODADDY.COM 480-505-8855 AZ	\$101.64
06/15	06/15	8550499HRS66M712Q	DRIVEEZMD REBILL 555555555 MD	\$25.00
06/17	06/17	5543286HT5WVWWF4Y	AMZN MKTP US*DS4SB1CV3 AMZN.COM/BILL WA	\$112.34
06/17	06/17	5543286HT5WY5PY6X	FOOD LION #0658 BERLIN MD	\$39.16
06/20	06/20	5270715HX09G5GKPQ	THE HOME DEPOT #2578 BERLIN MD	\$52.98

Transactions continued on next page

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

Account Number: XXXX XXXX XXXX  
New Balance: \$2,779.47  
Minimum Payment Due: \$182.00  
Payment Due Date: August 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
06/25	06/25	7534551J1S66GN44D	GO GLASS FEDERALSBURG MD	\$490.00
06/25	06/25	5270715J209FYX9BH	THE HOME DEPOT #2578 BERLIN MD	\$42.32
06/26	06/26	5548872J301RH51X7	MD STATE POLICE ANNAPOLIS MD	\$10.00
06/29	06/29	5543286J560BP6NQW	SQ *POLICE BIKE STORE GOSQ.COM NJ	\$602.87
07/02	07/02	0000000000ATNEWA	BALANCE TRANSFER 5594 9512 4849 0182	\$851.43
07/10	07/10		LATE FEE	\$35.00

THIS IS A REMINDER YOUR ACCOUNT IS ONE PAYMENT  
PAST DUE. IF YOUR PAYMENT HAS BEEN MAILED,  
PLEASE DISREGARD THIS NOTICE.

**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)	\$1,964.16	31	<b>\$35.98</b>
Cash Advances	25.49% (v)	\$0.00	31	<b>\$0.00</b>

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$539.50
- Payments	\$539.50
- Other Credits	\$0.00
+ Purchases	\$467.02
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$467.02

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$888.00  
Statement Closing Date July 10, 2024  
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$467.02  
Minimum Payment Due: \$25.00  
Payment Due Date: August 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
07/02	07/02	8542120J900XVE17M	PAYMENT - THANK YOU	\$539.50-
06/28	06/28	8536927J6WGN97P60	PENINSULA AUTO AND TRU BERLIN MD	\$323.08
07/02	07/02	5543286J861DBJQYV	AMAZON MKTPL*R76XY6OM1 AMZN.COM/BILL WA	\$8.99
07/03	07/03	0541019JA326E4FEG	STAPLES 00112888 OCEAN CITY MD	\$12.41
07/09	07/09	5543286JF63G2273M	AMAZON.COM*RY9GP34K1 AMZN.COM/BILL WA	\$35.98
07/09	07/09	5548382JG00R2H345	WAL-MART #2560 BERLIN MD	\$86.56

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

Account Number: XXXX XXXX XXXX

New Balance: \$467.02

Minimum Payment Due: \$25.00

Payment Due Date: August 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	\$38.79
- Payments	\$38.79
- Other Credits	\$0.00
+ Purchases	\$1,421.91
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,421.91

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$78.00  
Statement Closing Date July 10, 2024  
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$1,421.91  
Minimum Payment Due: \$71.00  
Payment Due Date: August 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
07/02	07/02	8542120J900XVE17M	PAYMENT - THANK YOU	\$38.79-
06/10	06/10	5270715HK09FYKNYW	THE HOME DEPOT #2578 BERLIN MD	\$58.06
06/11	06/11	8230509HK000KZARS	AMAZON MAR* 113-801594 SEATTLE WA	\$101.15
06/14	06/14	0230537HP00MLKFJ9	TRACTOR SUPPLY CO #181 BERLIN MD	\$132.97
06/26	06/26	0230537J300KFWYQ	TRACTOR SUPPLY CO #181 BERLIN MD	\$437.95
06/27	06/27	0230537J500KGD1B4	TRACTOR SUPPLY CO #181 BERLIN MD	\$44.99
06/28	06/28	5543286J46050LYJ9	AMAZON MKTPL*RC8J57UY0 AMZN.COM/BILL WA	\$415.00
07/04	07/04	5543286JA61Y AQH86	AMAZON MKTPL*R73LL36Q0 AMZN.COM/BILL WA	\$153.80
07/05	07/05	5543286JB629SXVMB	AMAZON MKTPL*R73OH7G71 AMZN.COM/BILL WA	\$77.99

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

Account Number: XXXX XXXX XXXX  
New Balance: \$1,421.91  
Minimum Payment Due: \$71.00  
Payment Due Date: August 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	\$909.40
- Payments	\$909.40
- Other Credits	\$0.00
+ Purchases	\$330.39
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$330.39

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$1,169.00  
Statement Closing Date July 10, 2024  
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$330.39  
Minimum Payment Due: \$25.00  
Payment Due Date: August 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
07/02	07/02	8542120J900XVE17M	PAYMENT - THANK YOU	\$909.40-
06/14	06/14	5543286HN5W1KLL5V	AMAZON MKTPL*ZP0TS6JG3 AMZN.COM/BILL WA	\$30.68
06/18	06/18	0541601HS43A73SNB	WAL-MART #2560 BERLIN MD	\$19.94
06/24	06/24	0531461J1EHVR0WMR	THE ADKINS COMPANY BERLIN MD	\$24.01
06/24	06/24	0531461J1EHVR0WVE	THE ADKINS COMPANY BERLIN MD	\$4.30
06/25	06/25	5543286J15Z8SNHPS	AMAZON MKTPL*RG1G80W31 AMZN.COM/BILL WA	\$78.51
07/01	07/01	5543286J76101KTTW	AMZN MKTP US*RC9WH4901 AMZN.COM/BILL WA	\$78.41
07/01	07/01	5543286J76136Q9LY	AMZN MKTP US*RC7A18IN2 AMZN.COM/BILL WA	\$33.25
07/01	07/01	5543286J7614VSHYT	AMAZON MKTPL*RC4V35RL2 AMZN.COM/BILL WA	\$20.09
07/01	07/01	7530637J714N7MA2X	R. J. LOCK AND SECURIT OCEAN CITY MD	\$41.20

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

Account Number: XXXX XXXX XXXX  
New Balance: \$330.39  
Minimum Payment Due: \$25.00  
Payment Due Date: August 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	\$106.00
- Payments	\$106.00
- Other Credits	\$0.00
+ Purchases	\$0.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$0.00

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

PAYMENT INFORMATION

New Balance: \$0.00  
Minimum Payment Due: \$0.00  
Payment Due Date: August 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
07/02	07/02	8542120J900XVE17M	PAYMENT - THANK YOU	\$106.00-

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

(v) - variable

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

Account Number: XXXX XXXX XXXX  
New Balance: \$0.00  
Minimum Payment Due: \$0.00  
Payment Due Date: August 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	\$793.76
- Payments	\$793.76
- Other Credits	\$0.00
+ Purchases	\$1,304.54
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,304.54

Account Number	XXXX XXXX XXXX
Credit Limit	\$5,000.00
Available Credit	\$3,666.00
Statement Closing Date	July 10, 2024
Days in Billing Cycle	31

PAYMENT INFORMATION

New Balance:	\$1,304.54
Minimum Payment Due:	\$65.00
Payment Due Date:	August 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
07/02	07/02	8542120J900XVE17M	PAYMENT - THANK YOU	\$793.76-
06/08	06/10	8550246HHS66GS9RV	J A BOTTLELESS WATER 800-8888888 MD	\$87.00
06/09	06/10	5543286HH5SEVMR74	AMZN MKTP US*3H10X4A93 AMZN.COM/BILL WA	\$99.79
06/09	06/10	5543286HH5SGJDLV7	AMZN MKTP US*L562R1QA3 AMZN.COM/BILL WA	\$362.14
06/11	06/11	5543286HK5V53ZAH1	TST* J & M MEAT MARKET BERLIN MD	\$25.44
06/12	06/12	5270487HM02QDBW4X	DUNKIN #355321 Q35 OCEAN CITY MD	\$29.48
06/21	06/21	8271116HX0009WPQF	OCEAN PINES AREA CHAMB BERLIN MD	\$70.00

Transactions continued on next page

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

Account Number: XXXX XXXX XXXX  
New Balance: \$1,304.54  
Minimum Payment Due: \$65.00  
Payment Due Date: August 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
06/29	06/29	0541019J6326D5DAV	STAPLES INC STAPLES.COM MA	\$87.88
06/29	06/29	5543286J560FHLNQ3	AMAZON MKTPL*RC4AS1HM1 AMZN.COM/BILL WA	\$86.76
06/30	06/30	7541823J65XGB9BBX	EIG*CONSTANTCONTACT.CO WALTHAM MA	\$76.00
07/02	07/02	7541823J85XPA8KSV	PY *NATIONAL MAIN STRE CHICAGO IL	\$375.00
07/03	07/03	5548382JA00JKSA89	WAL-MART #2560 BERLIN MD	\$5.05

**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	\$119.77
- Payments	\$119.77
- Other Credits	\$0.00
+ Purchases	\$1,073.52
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,073.52

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$3,926.00  
Statement Closing Date July 10, 2024  
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$1,073.52  
Minimum Payment Due: \$54.00  
Payment Due Date: August 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
07/02	07/02	8542120J800XVDPF7	PAYMENT - THANK YOU	\$119.77-
06/26	06/26	8550499J3X2HSL89	ROMMEL S 7739 SELBYVILLE DE	\$960.77
06/28	06/28	5270824J505GHPXWD	ROYAL FARMS #178 BERLIN MD	\$112.75

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

Account Number: XXXX XXXX XXXX  
New Balance: \$1,073.52  
Minimum Payment Due: \$54.00  
Payment Due Date: August 4, 2024

Amount Enclosed: \$



Make Check Payable to:

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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	\$948.16
- Payments	\$948.16
- Other Credits	\$0.00
+ Purchases	\$4,040.78
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$4,040.78

Account Number XXXX XXXX XXXX  
Credit Limit \$5,000.00  
Available Credit \$959.00  
Statement Closing Date July 10, 2024  
Days in Billing Cycle 31

**PAYMENT INFORMATION**

New Balance: \$4,040.78  
Minimum Payment Due: \$202.00  
Payment Due Date: August 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
07/02	07/02	8542120J900XVE17M	PAYMENT - THANK YOU	\$948.16-
06/12	06/12	5543286HM5VKN7HQ6	SYSCO CORPORATION POCOMOKE CITY MD	\$53.92
06/14	06/14	5543286HN5W39LLN8	FOOD LION #0658 BERLIN MD	\$9.52
06/17	06/17	5230186HS04SKF3AV	SUNOCO 0251324000 QPS SALISBURY MD	\$45.86
06/28	06/28	0543684J5BLL964XR	WM SUPERCENTER #2560 BERLIN MD	\$119.24
06/28	06/28	5526352J50DQ7L3MG	HARBOR FREIGHT TOOLS34 BERLIN MD	\$545.30
06/28	06/28	8550499J5X2HWJ8LP	ROMMEL S 7739 SELBYVILLE DE	\$1,431.41
06/28	06/28	0531461J5EHY1EF69	THE ADKINS COMPANY BERLIN MD	\$22.08
06/28	06/28	8230509J500056D2Z	AMAZON MARKETPLAC* 985 SEATTLE WA	\$1,007.37
06/29	06/29	5543286J560EZS58P	LOWES #00424* SALISBURY MD	\$797.96
07/03	07/03	0531461JAEHX4HZQ9	THE ADKINS COMPANY BERLIN MD	\$8.12

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

Account Number: XXXX XXXX XXXX  
New Balance: \$4,040.78  
Minimum Payment Due: \$202.00  
Payment Due Date: August 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	\$481.00
- Payments	\$481.00
- Other Credits	\$0.00
+ Purchases	\$372.97
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$372.97

PAYMENT INFORMATION

New Balance:	\$372.97
Minimum Payment Due:	\$25.00
Payment Due Date:	August 4, 2024

Credit Limit	\$1,500.00
Available Credit	\$1,127.00
Statement Closing Date	July 10, 2024
Days in Billing Cycle	31

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
07/02	07/02	8542120J900XVE17M	PAYMENT - THANK YOU	\$481.00-
06/17	06/17	5531020HT03DWGL2M	AMAZON.COM*CF9WZ8523 SEATTLE WA	\$7.95
06/24	06/24	5543687J07KT8SBZ4	PLAK THAT LLC OCEAN CITY MD	\$88.68
07/02	07/02	5550036J90GWRJ04J	PP*ASSATEAGUE FARM &AM BERLIN MD	\$40.00
07/03	07/03	0230537JA00MJV81D	USPS PO 2306490811 BERLIN MD	\$3.69
07/06	07/06	5543286JQ62MG739E	AMAZON MKTPL*R75TF48W1 AMZN.COM/BILL WA	\$196.66
07/09	07/09	5543286JF63GATFPN	AMAZON.COM*RY0GM1PI0 AMZN.COM/BILL WA	\$13.29
07/10	07/10	5543286JG63JE088Y	AMZN MKTP US*RY8EK5NS2 AMZN.COM/BILL WA	\$22.70

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

Account Number: XXXX XXXX XXXX  
New Balance: \$372.97  
Minimum Payment Due: \$25.00  
Payment Due Date: August 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	\$1,175.66
- Payments	\$1,281.65
- Other Credits	\$0.00
+ Purchases	\$963.18
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$857.19

Account Number	XXXX XXXX XXXX
Credit Limit	\$5,000.00
Available Credit	\$2,971.00
Statement Closing Date	July 10, 2024
Days in Billing Cycle	31

PAYMENT INFORMATION

New Balance:	\$857.19
Minimum Payment Due:	\$43.00
Payment Due Date:	August 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
07/02	07/02	8542120J900XVE17M	PAYMENT - THANK YOU	\$1,281.65-
06/27	06/27	8211755J400000P7R	EDIBLE.COM ATLANTA GA	\$105.99
07/08	07/08	5543286JE638X9NB2	NNA SERVICES LLC 800-876-6827 CA	\$65.00
07/09	07/09	0543684JF8PKN8WYR	FSP*MARYLAND SHRM STAT WESTMINSTER MD	\$780.00
07/09	07/09	0543684JGHEVVNSJD	DOLLAR-GENERAL #0489 BERLIN MD	\$12.19

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

Account Number: XXXX XXXX XXXX  
New Balance: \$857.19  
Minimum Payment Due: \$43.00  
Payment Due Date: August 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	\$195.03
- Payments	\$195.03
- Other Credits	\$0.00
+ Purchases	\$524.00
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$524.00

Account Number XXXX XXXX XXXX  
Credit Limit \$10,000.00  
Available Credit \$9,476.00  
Statement Closing Date July 10, 2024  
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$524.00  
Minimum Payment Due: \$26.00  
Payment Due Date: August 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
07/02	07/02	8542120J800XVDPF7	PAYMENT - THANK YOU	\$195.03-
06/11	06/11	5550629HKM4E10B1M	BERLIN AUTO WASH BERLIN MD	\$31.29
06/28	06/28	2524780J50577QBRL	ISLAND CREAMERY BERLIN MD	\$367.71
07/01	07/01	5543286J7615S4TEP	IN *D3CORP 410-2132400 MD	\$125.00

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

Account Number: XXXX XXXX XXXX  
New Balance: \$524.00  
Minimum Payment Due: \$26.00  
Payment Due Date: August 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	\$624.40
- Payments	\$624.40
- Other Credits	\$0.00
+ Purchases	\$852.48
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$852.48

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$647.00  
Statement Closing Date July 10, 2024  
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$852.48  
Minimum Payment Due: \$43.00  
Payment Due Date: August 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
07/02	07/02	8542120J900XVE17M	PAYMENT - THANK YOU	\$624.40-
06/10	06/10	8550499HKX2HB7EBP	ROMMEL S 7739 SELBYVILLE DE	\$79.16
06/10	06/10	1527021HJ01VNMHAE	BALLUFF INC. FLORENCE KY	\$193.78
06/11	06/11	5543286HK5SXVP1J5	RS AMERICAS, INC. 800-433-5700 TX	\$103.37
06/12	06/12	5544641HM5V1VJNT9	THE MARYLAND RURAL WAT GLENWOOD MD	\$25.00
06/20	06/20	5512685HW062FT9HZ	PESTED.COM, LLC KINGSTON NY	\$260.00
06/22	06/22	5543286HY5YDTKF9P	AMZN MKTP US*2A1NH60H3 AMZN.COM/BILL WA	\$135.00
07/03	07/03	5526352JA0HSDR46S	HARBOR FREIGHT TOOLS34 BERLIN MD	\$36.74
07/09	07/09	5550037JG0NSA7XQW	WAWA 566 OCEAN CITY MD	\$19.43

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

Account Number: XXXX XXXX XXXX  
New Balance: \$852.48  
Minimum Payment Due: \$43.00  
Payment Due Date: August 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	\$787.90
- Payments	\$787.90
- Other Credits	\$0.00
+ Purchases	\$685.68
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$685.68

Account Number XXXX XXXX XXXX  
Credit Limit \$1,500.00  
Available Credit \$814.00  
Statement Closing Date July 10, 2024  
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$685.68  
Minimum Payment Due: \$34.00  
Payment Due Date: August 4, 2024

MESSAGES

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

TRANSACTIONS

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
07/02	07/02	8542120J900XVE17M	PAYMENT - THANK YOU	\$787.90-
06/12	06/12	8518412HMS66MA4JP	MARYLAND MUNICIPAL LEA 410-2685514 MD	\$600.00
06/20	06/20	5543286HX5XWV2N3T	PANERA BREAD #203764 P OCEAN CITY MD	\$67.09
06/20	06/20	0543684HX00Q5FBMJ	DOLLAR TREE OCEAN CITY MD	\$3.98
07/08	07/08	5543286JE638TJHR8	FOOD LION #0658 BERLIN MD	\$14.61

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

Account Number: XXXX XXXX XXXX  
New Balance: \$685.68  
Minimum Payment Due: \$34.00  
Payment Due Date: August 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	\$1,897.71
- Payments	\$1,897.71
- Other Credits	\$0.00
+ Purchases	\$40.42
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$40.42

Account Number	XXXX XXXX XXXX
Credit Limit	\$5,000.00
Available Credit	\$3,582.00
Statement Closing Date	July 10, 2024
Days in Billing Cycle	31

PAYMENT INFORMATION

New Balance:	\$40.42
Minimum Payment Due:	\$25.00
Payment Due Date:	August 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
07/02	07/02	8542120J800XVDPF7	PAYMENT - THANK YOU	\$1,897.71-
06/18	06/18	5545370HV00BMXYGW	ADVANCE AUTO PARTS 630 BERLIN MD	\$40.42

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

(v) - variable

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

Account Number: XXXX XXXX XXXX  
New Balance: \$40.42  
Minimum Payment Due: \$25.00  
Payment Due Date: August 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



Town of Berlin, MD

# Payment Register

APPKT03127 - 20240808SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number: 0000784 Vendor Name: EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC

Total Vendor Amount: 56,499.75

Payment Type: Check Payment Number:

Payment Date: 08/08/2024 Payment Amount: 56,499.75

Payable Number: 000000005372 Description: PROJ 14704-11-00-TM PINE,FRANKLIN NELSON CMCI

Payable Date: 06/30/2024 Due Date: 06/30/2024

Discount Amount: 0.00 Payable Amount: 56,499.75

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	56,499.75
Packet Totals:		1	1	0.00	56,499.75



Town of Berlin, MD

# Payment Register

APPKT03125 - 20240808SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002647</a>	CINTAS RUGS					56.59
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">4199636044</a>	RUGS AND RUG CLEANING SERVICE	06/30/2024	06/30/2024	08/08/2024	56.59	
				Discount Amount	Payable Amount	
				0.00	56.59	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000678</a>	DAVIS, BOWEN & FRIEDEL					25,373.09
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">186183</a>	PROJ 0050A002.001 ATTEND DEVEL REVIEW MTG W/TOV	06/30/2024	06/30/2024	08/08/2024	945.00	
<a href="#">186184</a>	PROJ 0050A002.059 WILLOW AT BERLIN PUNCHLST,INSP	06/30/2024	06/30/2024		155.00	
<a href="#">186185</a>	PROJ 0050A002.070 SMART METER UPG METER MAP GP	06/30/2024	06/30/2024		1,430.00	
<a href="#">186186</a>	PROJ 0050A002.078 SUNLIGHT LN EXT IJKLMN RPR INFRA	06/30/2024	06/30/2024		323.60	
<a href="#">186187</a>	PROJ 0050A002.079 WEST VIEW CONCRT TESTING PUNHI	06/30/2024	06/30/2024		227.35	
<a href="#">186188</a>	PROJ 0050A002.082 HARRISN AVE WRTMN REPL RPR INSI	06/30/2024	06/30/2024		7,549.64	
<a href="#">186189</a>	PROJ 0050A002.090 HEBRON SVG BANK INFRA PLN REV S	06/30/2024	06/30/2024		617.50	
<a href="#">186190</a>	PROJ 0050A109.A01 PWELLTONAVE WELL BLDG ADD DEV	06/30/2024	06/30/2024		1,980.00	
<a href="#">186191</a>	PROJ 0050A122.B01 BROAD ST PUMP STAT UPGD CONST	06/30/2024	06/30/2024		390.00	
<a href="#">186192</a>	PROJ 0050A116.A01 HERONPARK SELECTIVE DEMO	06/30/2024	06/30/2024		320.00	
<a href="#">186193</a>	PROJ 0050A118.A01 WEST ST PUMP STAT IMPROV	06/30/2024	06/30/2024		700.00	
<a href="#">186194</a>	PROJ 0050A118.B01 WST ST RDWY & UTIL EASE DESGN C	06/30/2024	06/30/2024		10,735.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000770</a>	DOVER PLUMBING					3,595.55
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">183343,182825</a>	LEAD FITTINGS	06/30/2024	06/30/2024	08/08/2024	3,595.55	
				Discount Amount	Payable Amount	
				0.00	3,595.55	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000968</a>	GOODY HILL GROUND WORK INC					122,382.90
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">PAYMENT #1</a>	HARRISON VALVES	06/30/2024	06/30/2024	08/08/2024	122,382.90	
				Discount Amount	Payable Amount	
				0.00	122,382.90	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003694</a>	HOPKINS CONSTRUCTION INC					11,250.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">PAYMENT #2</a>	BROAD STREET LIFT STATION	06/30/2024	06/30/2024	08/08/2024	11,250.00	
				Discount Amount	Payable Amount	
				0.00	11,250.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001707</a>	PITTSVILLE MOTORS					250.88
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
<a href="#">66117</a>	TANK ASSEMBLY FOR TRUCK #63	06/30/2024	06/30/2024	08/08/2024	250.88	
				Discount Amount	Payable Amount	
				0.00	250.88	

**Payment Register**

**APPKT03125 - 20240808SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002022</a>	STUART C IRBY CO					1,575.15
Payment Type	Payment Number					Payment Date      Payment Amount
Check						08/08/2024      1,575.15
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S013943556.001</a>	4" U-GUARD 15 LENGTHS	06/30/2024	06/30/2024	0.00	1,132.65	
<a href="#">S013954436.001</a>	PVC ADAPTERS INVENTORY STOCK	06/30/2024	06/30/2024	0.00	442.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002204</a>	UNITED UTILITY SUPPLY					61,847.00
Payment Type	Payment Number					Payment Date      Payment Amount
Check						08/08/2024      61,847.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">11728137</a>	PAD MOUNTED TRANSFORMERS	06/30/2024	06/30/2024	0.00	11,150.00	
<a href="#">11728414</a>	PAD MOUNTED TRANSFORMERS	06/30/2024	06/30/2024	0.00	50,697.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003387</a>	UTILITY TRANSFORMER BROKERS LLC					34,895.00
Payment Type	Payment Number					Payment Date      Payment Amount
Check						08/08/2024      34,895.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5785</a>	JEEP EV CHARGING STATION TRANSFORMER	06/30/2024	06/30/2024	0.00	34,895.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002231</a>	VA MD & DE ASSOC OF ELECTRIC COOPERATIVES					1,000.00
Payment Type	Payment Number					Payment Date      Payment Amount
Check						08/08/2024      1,000.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">26280</a>	LINEMAN TRAINING CLASSES	06/30/2024	06/30/2024	0.00	1,000.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	23	10	0.00	262,226.16
Packet Totals:		23	10	0.00	262,226.16





Town of Berlin, MD

Payment Register

APPKT03111 - 20240805SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003294</a>	EVERETT A SPELLS					300.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/05/2024		300.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2024-01 AUG 13</a>	WCAC GRANT FUNDED FARMERS MARKET	08/01/2024	08/01/2024	0.00	150.00	
<a href="#">2024-01 AUG 27</a>	WCAC GRANT FUNDED FARMERS MARKET	08/01/2024	08/01/2024	0.00	150.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003196</a>	STEVE FRENE					300.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/05/2024		300.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">081124 AUG 11</a>	WCAC GRANT FUNDED FARMERS MARKET	08/01/2024	08/01/2024	0.00	150.00	
<a href="#">082524 AUG 25</a>	WCAC GRANT FUNDED FARMERS MARKET	08/01/2024	08/01/2024	0.00	150.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	4	2	0.00	600.00
Packet Totals:		4	2	0.00	600.00



Town of Berlin, MD

# Payment Register

APPKT03123 - 20240808SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003737</a>	1NTEGER/TECHMD/ICS					1,628.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/08/2024	1,628.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">SMS-256111</a>	1NTEGER CORE SECURITY	07/30/2024	07/30/2024	0.00	814.00	
<a href="#">SMS-256949</a>	1NTEGER CORE SECURITY	08/06/2024	08/06/2024	0.00	814.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000086</a>	AERIAL CRANE CO INC.					1,653.60
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/08/2024	1,653.60	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">30973</a>	SOUTH DIGESTER MIXER MOTOR SWAP	08/07/2024	08/07/2024	0.00	1,653.60	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003738</a>	AT&T WIRELESS					734.59
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/08/2024	734.59	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PAYMENT POSTED TP AR ACCT AND NOT UTILITY BILLING	07/31/2024	07/31/2024	0.00	734.59	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000246</a>	ATLANTIC PUMPING INC.					450.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/08/2024	450.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">365808</a>	CLEAN EFFLUENT TANK	08/01/2024	08/01/2024	0.00	450.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000298</a>	BEACON ELECTRIC INC					1,919.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/08/2024	1,919.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">13005</a>	BEACON ELECTRIC WORK FOR AED INSTALLATION	08/06/2024	08/06/2024	0.00	1,919.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000394</a>	BOOTH & ASSOCIATES INC					8,858.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/08/2024	8,858.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8282506425</a>	PROJ P.Z043368.F.51 BERLIN COSS RATE CASR STUDY	08/07/2024	08/07/2024	0.00	93.00	
<a href="#">8282506480</a>	PROJ P.0669295F.50 2024 FINANCIALS	08/07/2024	08/07/2024	0.00	8,765.50	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003572</a>	BREANNA RANKIN					35.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/08/2024	35.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND 7/27</a>	PARK RESERVATION DEPOSIT	08/05/2024	08/05/2024	0.00	35.00	

**Payment Register**
**APPKT03123 - 20240808SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000451</a>	CAMPBELL MICHAEL					190.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	190.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REIMB 8/2</a>	COMP TOE SAFETY BOOTS	08/07/2024	08/07/2024	0.00	190.80	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000453</a>	CAPITAL ELECTRIC SUPPLY COMPANY					254.37
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	254.37			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S055746093.001</a>	CANNERY LS FUSES	08/01/2024	08/01/2024	0.00	254.37	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003577</a>	CAREFLEX LLC					1,172.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	1,172.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2407-06958</a>	CAREFLEX HRA & FSA ADMIN FEES	08/06/2024	08/06/2024	0.00	1,172.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000496</a>	CHEMSEARCH					465.85
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	465.85			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8776939</a>	CHERRY WIPES	08/01/2024	08/01/2024	0.00	465.85	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000529</a>	CINTAS FIRST AID & SAFETY					705.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	705.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8406952479</a>	GLOVES XL & FIRST AID	08/08/2024	08/08/2024	0.00	705.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000534</a>	CJIS-CR					634.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	634.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">APP-7P-XP</a>	FINGERTPRINTING	08/07/2024	08/07/2024	0.00	634.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000572</a>	COMCAST					233.70
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	233.70			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 016 0042978 JUL AUG FY</a>	DOWNTOWN WIFI	08/06/2024	08/06/2024	0.00	233.70	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000571</a>	COMCAST BUSINESS					1,669.18
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	1,669.18			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">209932682</a>	BUSINESS TELEPHONE SERVICES	07/30/2024	07/30/2024	0.00	1,669.18	

## Payment Register

APPKT03123 - 20240808SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000608</a>	COUNTYWEBSITE.COM					1,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	1,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41203</a>	BERLINMAINSTREET.COM WEBSITE	07/31/2024	07/31/2024	0.00	1,000.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000622</a>	CROPPERS INC					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">18077</a>	PLUG TIRE TRUCK 77	08/01/2024	08/01/2024	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000794</a>	EASTERN SHORE COFFEE					41.19
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	41.19			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">345920</a>	DISTILLED WATER	08/01/2024	08/01/2024	0.00	41.19	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000795</a>	EASTERN SHORE FOREST PRODUCTS INC					486.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	486.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">275892,939,938</a>	EWf PLAYGROUND	08/06/2024	08/06/2024	0.00	486.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000802</a>	EASTERN WATER BLAST SYSTEM					228.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	228.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">006580</a>	POWER WASH EQUIPMENT	08/06/2024	08/06/2024	0.00	228.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					121.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	121.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">375438</a>	EVENT ADVERTISING	07/31/2024	07/31/2024	0.00	89.00	
<a href="#">375944</a>	FLAG PUBLICATIONS ADMINISTRATION ADVERTISING	08/07/2024	08/07/2024	0.00	32.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000922</a>	FREEMIRE & ASSOCIATES					4,740.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	4,740.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0004630-IN</a>	ANNUAL HIGH TIDE MONITORING	08/01/2024	08/01/2024	0.00	4,740.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000930</a>	GALLS LLC					52.99
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	52.99			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">028646518</a>	PBT MOUTHPIECES	08/07/2024	08/07/2024	0.00	52.99	

## Payment Register

APPKT03123 - 20240808SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					75.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	75.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">37144491</a>	GREAT AMERICA COPIER LEASE AGREEMENT	08/07/2024	08/07/2024	0.00	75.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003176</a>	HEATHER KISER					750.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	750.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">8-7-2024</a>	PETTING ZOO FARMERS MARKET JULY-OCTOBER	08/07/2024	08/07/2024	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001032</a>	HILL'S ELECTRIC MOTOR SERVICE INC.					799.42
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	799.42			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0152685</a>	SOUTH DIGESTER MIXER MOTOR SWAP	08/07/2024	08/07/2024	0.00	799.42	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001068</a>	INTERCOASTAL TRADING INC.					2,494.80
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	2,494.80			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">242789</a>	BLEACH WWTP	08/01/2024	08/01/2024	0.00	2,494.80	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003109</a>	JAMES BRADFORD FARM TRUST					2,022.51
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	2,022.51			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BOUNDS BOND PAYMENT AI</a>	JAMES BOUNDS BOND SPRAY SITE	08/07/2024	08/07/2024	0.00	2,022.51	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002532</a>	JENSEN KELSEY					27.34
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	27.34			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REIMB FY 25</a>	CPM GRAD MILEAGE TO MEET M BOHLRN IN SALISBURY	07/25/2024	07/25/2024	0.00	27.34	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003110</a>	JESSE JONES FARM TRUST					2,022.51
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	2,022.51			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BOUNDS BOND PAYMENT AI</a>	JAMES BOUNDS BOND SPRAY SITE	08/07/2024	08/07/2024	0.00	2,022.51	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001218</a>	KEEN COMPRESS GAS					37.05
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	37.05			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0031235402</a>	OXYGEN	08/07/2024	08/07/2024	0.00	37.05	

## Payment Register

APPKT03123 - 20240808SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001394</a>	MARYLAND DEPT OF THE ENVIRONMENT					50.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	50.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1723 CERTIFY</a>	OPERATOR CERT EXAM	07/31/2024	07/31/2024	0.00	50.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002937</a>	MARYLAND DEPT OF THE ENVIRONMENT					1,147.16
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	1,147.16			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">AG014523</a>	POWER PLANT AIR QUALITY SYNTHETIC MINOR PERMIT	08/06/2024	08/06/2024	0.00	1,147.16	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001495</a>	MIDDLE DEPARTMENT INSPECTION AGENCY					1,893.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	1,893.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">854193,216,215</a>	INSPECTIONS SERVICES	07/30/2024	07/30/2024	0.00	560.00	
<a href="#">SI012457,456,453,414,410,4</a>	INSPECTIONS SERVICES	07/30/2024	07/30/2024	0.00	1,333.40	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001534</a>	MUMFORD WILLIE					174.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	174.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REIMB 8/5</a>	SAFETY BOOTS	08/05/2024	08/05/2024	0.00	174.90	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003637</a>	NAPA AUTO PARTS					425.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	425.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">496716</a>	TOOLS, PARTS, AND OTHER SUPPLIES	07/30/2024	07/30/2024	0.00	147.12	
<a href="#">498778,498317,499181</a>	SERVICE TRUCKS	08/07/2024	08/07/2024	0.00	278.13	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					4,460.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	4,460.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 7/28/2024</a>	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	07/30/2024	07/30/2024	0.00	4,460.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003076</a>	NCSI					20.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	20.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">48411</a>	BACKGROUND CHECK PRE EMPLOYMENT	08/06/2024	08/06/2024	0.00	20.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001676</a>	PENINSULA AUTO & TRUCK PARTS, INC					865.11
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	865.11			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">213976,215536,481,848</a>	PARTS FOR VEHICLE REPAIRS	08/06/2024	08/06/2024	0.00	693.77	
<a href="#">216077</a>	BATTERY TRUCK 77	08/07/2024	08/07/2024	0.00	171.34	

**Payment Register**
**APPKT03123 - 20240808SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001682</a>	PEP-UP, INC.					1,688.36
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/08/2024	1,688.36			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">7193759</a>	ANNUAL DIESEL FUEL POWER PLANT	08/07/2024	08/07/2024	0.00	1,688.36	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001751</a>	R J LOCK & SECURITY					140.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/08/2024	140.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">91206</a>	RESTROOM DOOR LOCK AT HENRY PARK	08/06/2024	08/06/2024	0.00	140.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001757</a>	RACETRACK AUTO CENTER					55.61
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/08/2024	55.61			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">158617</a>	LUDE OIL AND FILTER 6746	08/01/2024	08/01/2024	0.00	55.61	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003040</a>	REAL PROPERTY MAINTENANCE LLC					2,045.88
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/08/2024	2,045.88			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">F-40075</a>	REPAIR INDOOR UNIT PCB'S FOR AIR CONDITIONING UNIT	08/01/2024	08/01/2024	0.00	2,045.88	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003682</a>	RICHARD D BALDWIN					2,640.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/08/2024	2,640.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">7</a>	PLANNING INDEPENDENT CONSULTANT	07/30/2024	07/30/2024	0.00	2,640.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003171</a>	RICKY JARMON					987.14
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/08/2024	987.14			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">JUL FY 25</a>	CUSTODIAL SERVICE FOR POLICE DEPARTMENT	07/31/2024	07/31/2024	0.00	987.14	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003222</a>	SFS TOOLS AND SAFETY LLC					3,918.08
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/08/2024	3,918.08			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">435362,436363</a>	RUBBER GOODS TESTING AND REPLACEMENTS	07/31/2024	07/31/2024	0.00	3,918.08	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001947</a>	SHORITE CONTROL JOHN FUNK JR INC					552.50
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/08/2024	552.50			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">18699</a>	CALIBRATE FLOW METERS	08/01/2024	08/01/2024	0.00	552.50	



**Payment Register**
**APPKT03123 - 20240808SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001997</a>	STAPLES BUSINESS CREDIT					348.24
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	348.24			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7001483522</a>	OFFICE SUPPLIES	07/31/2024	07/31/2024	0.00	348.24	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002022</a>	STUART C IRBY CO					1,638.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	1,638.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S014004309.001</a>	ELBOW ARRESTORS, 25KV 15.3 MCOV	08/06/2024	08/06/2024	0.00	1,638.90	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003461</a>	TECHMD					6,557.03
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	6,557.03			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">202500082</a>	IT SERVICES - CARDS COMPLETE	08/05/2024	08/05/2024	0.00	4,702.50	
<a href="#">M365-256666</a>	SSL AND COPILOT FOR MAYOR'S OFFICE	08/06/2024	08/06/2024	0.00	451.73	
<a href="#">M365-257788</a>	OFFICE 365 AGREEMENT LICENSING	08/06/2024	08/06/2024	0.00	1,402.80	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002147</a>	TJ / H2B ANALYTICAL SERVICES USA, LLC					435.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	435.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV2877</a>	OIL SAMPLES FROM SAVAGE SUB TRANSFORMERS	07/30/2024	07/30/2024	0.00	435.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003149</a>	TRANSAMERCIA					137.04
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	137.04			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2505440500</a>	TRANSAMERICA EE PAID SUPPLEMENTAL INS.	07/30/2024	07/30/2024	0.00	137.04	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002184</a>	TTI INC					1,612.42
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	1,612.42			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">132890</a>	E6 DIGGER DERRICK HYDRAULIC REPAIRS	08/08/2024	08/08/2024	0.00	1,612.42	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002993</a>	TUCKAHOE UNDERGROUND LLC					2,800.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	2,800.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">24551</a>	ROAD BORE 40' UNDER HENRY RD & INSTALL AT POLE	08/06/2024	08/06/2024	0.00	2,800.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002185</a>	TYLER TECHNOLOGIES INC					210.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/08/2024	210.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">025-474316</a>	SMART METERS INTERFACE	08/07/2024	08/07/2024	0.00	210.00	

## Payment Register

APPKT03123 - 20240808SW

Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION						530.68
Payment Type	Payment Number	Payment Date	Payment Amount				
Check		08/08/2024	530.68				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">1430138923</a>	UNIFORMS FOR PUBLIC WORKS CREWS	08/06/2024	08/06/2024	0.00	252.76		
<a href="#">1430138924</a>	UNIFORMS FOR PUBLIC WORKS CREWS	08/06/2024	08/06/2024	0.00	138.96		
<a href="#">1430139959</a>	UNIFORMS FOR PUBLIC WORKS CREWS	08/06/2024	08/06/2024	0.00	138.96		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0002202</a>	UNITED STATES POSTAL SERVICE						5,000.00
Payment Type	Payment Number	Payment Date	Payment Amount				
Check		08/08/2024	5,000.00				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">INV0000453</a>	POSTAGE FOR BULK MAILING	07/31/2024	07/31/2024	0.00	5,000.00		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE						45.00
Payment Type	Payment Number	Payment Date	Payment Amount				
Check		08/08/2024	45.00				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">PPE 7/28/2024</a>	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	07/30/2024	07/30/2024	0.00	45.00		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0002220</a>	USA BLUEBOOK						1,281.98
Payment Type	Payment Number	Payment Date	Payment Amount				
Check		08/08/2024	1,281.98				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">INV00425788, INV00424622</a>	FLOATS	08/01/2024	08/01/2024	0.00	1,281.98		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0002248</a>	VERIZON BUSINESS						106.82
Payment Type	Payment Number	Payment Date	Payment Amount				
Check		08/08/2024	106.82				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">09602059</a>	BUSINESS TELEPHONE CALLS	07/30/2024	07/30/2024	0.00	106.82		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0002252</a>	VERIZON WIRELESS-720117503-00001						651.37
Payment Type	Payment Number	Payment Date	Payment Amount				
Check		08/08/2024	651.37				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">9969817004</a>	MDT SERVICE	08/07/2024	08/07/2024	0.00	651.37		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0003055</a>	WASHINGTON NATIONAL INSURANCE COMPANY						592.89
Payment Type	Payment Number	Payment Date	Payment Amount				
Check		08/08/2024	592.89				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">P2449110</a>	WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	08/06/2024	08/06/2024	0.00	592.89		
Vendor Number	Vendor Name						Total Vendor Amount
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER						250.00
Payment Type	Payment Number	Payment Date	Payment Amount				
Check		08/08/2024	250.00				
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
<a href="#">22215786,77010,77692,7654</a>	DRUG TESTING	08/07/2024	08/07/2024	0.00	200.00		
<a href="#">22221872</a>	RANDOM DRUG SCREENING	08/06/2024	08/06/2024	0.00	50.00		

**Payment Register**

**APPKT03123 - 20240808SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002348</a>	WOR WIC COMMUNITY COLLEGE					40.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/08/2024	40.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">13545</a>	K9 AND POLICE OFFICERS TRAINING	08/07/2024	08/07/2024	0.00	40.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	75	64	0.00	78,829.86
Packet Totals:		75	64	0.00	78,829.86



Town of Berlin, MD

# Payment Register

APPKT03137 - 20240815SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000070</a>	ADKINS COMPANY			17.40
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		08/15/2024	17.40	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">03744204</a>	SMALL PARTS & SUPPLIES	08/13/2024	08/13/2024	0.00 17.40

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000088</a>	AFFORDABLE BUSINESS SYSTEMS			1,301.37
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		08/15/2024	1,301.37	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">IN249444</a>	ABS INK CARTRIDGES SHIRLEY'S PRINTER	08/12/2024	08/12/2024	0.00 182.46
<a href="#">IN249934</a>	ABS ANNUAL EQUIP RENTAL TH, PZ & ECO, BILLING SUP	08/12/2024	08/12/2024	0.00 1,118.91

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000090</a>	AFLAC			877.71
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		08/15/2024	877.71	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">074679</a>	AFLAC EMPLOYEE PAID SUPPLEMENTAL INSURANCE	08/13/2024	08/13/2024	0.00 877.71

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000298</a>	BEACON ELECTRIC INC			581.12
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		08/15/2024	581.12	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">12948</a>	ELECTRIC REPAIRS AT HENRY PARK	08/12/2024	08/12/2024	0.00 581.12

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000312</a>	BENEFITMALL			84,966.37
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		08/15/2024	84,966.37	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">SEPT FY 25</a>	BENEFITMALL SEPT 2024 MED DENT VIS LIFE DIS	08/12/2024	08/12/2024	0.00 84,966.37

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000480</a>	CATO OIL CO., INC.			29,877.20
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		08/15/2024	11,831.45	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">CFSI-5461</a>	TOWN VEHICLE GAS	08/12/2024	08/12/2024	0.00 11,831.45
Check		08/15/2024	18,045.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">IN-143242</a>	POWER PLANT DIESEL FUEL	08/12/2024	08/12/2024	0.00 18,045.75

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000511</a>	CHOPTANK ELECTRIC COOPERATIVE, INC.			257.88
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		08/15/2024	257.88	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">9913024900 JULY FY 25</a>	ELECTRIC UTILITY SERVICE SPRAY SITE	08/14/2024	08/14/2024	0.00 257.88

# Payment Register

APPKT03137 - 20240815SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002647</a>	CINTAS RUGS					175.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	175.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">17363075 JULY FY 25</a>	RUGS & SHOP TOWELS POWER PLANT	08/14/2024	08/14/2024	0.00	175.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000581</a>	COMPTROLLER OF MARYLAND					715.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	715.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">JULY FY 25</a>	ENVIRONMENTAL TRUST FUND REPORT	08/14/2024	08/14/2024	0.00	715.20	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000584</a>	COMPTROLLER OF MARYLAND					2,410.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	2,410.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">JULY FY 25</a>	ELECTRIC UNIVERSAL PROGRAM FUND	08/14/2024	08/14/2024	0.00	2,410.20	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000794</a>	EASTERN SHORE COFFEE					131.37
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	131.37			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">230917, 346972</a>	DRINKING WATER & WATER COOLER RENTAL	08/12/2024	08/12/2024	0.00	90.18	
<a href="#">674564</a>	DISTILLED WATER	08/14/2024	08/14/2024	0.00	41.19	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000899</a>	FIRE PROTECTIVE SERVICE					203.69
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	203.69			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">115622</a>	SEMI ANNUAL FIRE INSPECTION	08/12/2024	08/12/2024	0.00	203.69	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					121.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	121.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">375776</a>	EVENT ADVERTISING	08/14/2024	08/14/2024	0.00	89.00	
<a href="#">376264</a>	FLAG PUBLICATIONS ADMINISTRATION ADVERTISING	08/14/2024	08/14/2024	0.00	32.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					455.04
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	455.04			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">37192814</a>	GREAT AMERICA LEASE FOR COPIER TH, PZ, MICHELLE	08/14/2024	08/14/2024	0.00	455.04	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001286</a>	LEGAL SHIELD					15.95
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	15.95			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">SEPT FY 25</a>	LEGAL SHIELD EMPLOYEE PAID	08/14/2024	08/14/2024	0.00	15.95	

## Payment Register

APPKT03137 - 20240815SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002603</a>	MARQUEE BROADCASTING INC					610.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	610.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">182539</a>	GENERAL ADVERTISING	08/14/2024	08/14/2024	0.00	610.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002412</a>	MARYLAND MUNICIPAL STORMWATER ASSOCIATION					1,030.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	1,030.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">#SW25</a>	ANNUAL DUES	08/14/2024	08/14/2024	0.00	1,030.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001435</a>	MD ASSOC OF MUNICIPAL WST WTR AGENC					1,097.29
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	1,097.29			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">#FY 25</a>	FY 25 ANNUAL DUES	08/14/2024	08/14/2024	0.00	1,097.29	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003449</a>	MILLER PAUL					22.99
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	22.99			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REIMB 8/14</a>	TOUCH PAINT ELECTRIC PICK UP TRUCK OEM MATCH	08/15/2024	08/15/2024	0.00	22.99	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					4,460.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	4,460.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 8/11/2024</a>	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	08/12/2024	08/12/2024	0.00	4,460.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001625</a>	ONE CALL CONCEPTS, INC.					77.18
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	77.18			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">4076169</a>	MISS UTILITY TICKETS	08/12/2024	08/12/2024	0.00	77.18	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001677</a>	PENINSULA DRY CLEANERS, INC					42.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	42.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">#1888</a>	DRY CLEANING SERVICE POLICE DEPT	08/13/2024	08/13/2024	0.00	42.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003682</a>	RICHARD D BALDWIN					3,600.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	3,600.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">#8</a>	PLANNING INDEPENDENT CONSULTANT	08/12/2024	08/12/2024	0.00	3,600.00	

## Payment Register

APPKT03137 - 20240815SW

Vendor Number <a href="#">0001555</a>	Vendor Name SALEH NATALIE					Total Vendor Amount 16.97
Payment Type Check	Payment Number			Payment Date 08/15/2024	Payment Amount 16.97	
Payable Number <a href="#">08/02 REIMB</a>	Description EMPLOYEE BD APPRECIATION CUPCAKES	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 16.97	
Vendor Number <a href="#">0002795</a>	Vendor Name SANDPIPER ENERGY INC					Total Vendor Amount 7,730.46
Payment Type Check	Payment Number			Payment Date 08/15/2024	Payment Amount 7,730.46	
Payable Number <a href="#">06-605972-67941-1 AUG FY</a>	Description NATURAL GAS POLICE DEPT	Payable Date 08/14/2024	Due Date 08/14/2024	Discount Amount 0.00	Payable Amount 78.96	
<a href="#">06-605972-74395-1 JULY FY</a>	G3520 NATURAL GAS SUPPLY POWER PLANT	08/12/2024	08/12/2024	0.00	7,651.50	
Vendor Number <a href="#">0003222</a>	Vendor Name SFS TOOLS AND SAFETY LLC					Total Vendor Amount 120.08
Payment Type Check	Payment Number			Payment Date 08/15/2024	Payment Amount 120.08	
Payable Number <a href="#">436335</a>	Description CLASS O RUBBER GLOVE PROTECTORS	Payable Date 08/14/2024	Due Date 08/14/2024	Discount Amount 0.00	Payable Amount 120.08	
Vendor Number <a href="#">0003245</a>	Vendor Name SNOW HILL VETERINARY SVCS LLC					Total Vendor Amount 341.00
Payment Type Check	Payment Number			Payment Date 08/15/2024	Payment Amount 341.00	
Payable Number <a href="#">7/11</a>	Description VET SERVICES FOR PUTTING LUKE DOWN	Payable Date 08/14/2024	Due Date 08/14/2024	Discount Amount 0.00	Payable Amount 341.00	
Vendor Number <a href="#">0003461</a>	Vendor Name TECHMD					Total Vendor Amount 12,663.30
Payment Type Check	Payment Number			Payment Date 08/15/2024	Payment Amount 12,663.30	
Payable Number <a href="#">258138</a>	Description WORK RELATED TO IT AUDIT	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 727.50	
<a href="#">258148</a>	SAVAGE SUBSTATION IT INFRASTRUCTURE	08/14/2024	08/14/2024	0.00	1,547.20	
<a href="#">258151</a>	NEW DOCKING STATION FOR A EARLY	08/13/2024	08/13/2024	0.00	305.00	
<a href="#">258410</a>	VISITOR CENTER IT INFRASTRUCTURE	08/14/2024	08/14/2024	0.00	1,526.60	
<a href="#">258411</a>	WATER RESOURCES IT INFRASTRUCTURE	08/14/2024	08/14/2024	0.00	1,547.20	
<a href="#">258412</a>	POWER PLANT IT INFRASTRUCTURE	08/14/2024	08/14/2024	0.00	1,095.20	
<a href="#">258413</a>	PLANNING IT INFRASTRUCTURE PROJECTS	08/14/2024	08/14/2024	0.00	1,089.60	
<a href="#">258416</a>	PUBLIC WORKS IT INFRASTRUCTURE PROJECTS	08/14/2024	08/14/2024	0.00	1,541.60	
<a href="#">258417</a>	TOWN HALL IT INFRASTRUCTURE PRODUCTS	08/14/2024	08/14/2024	0.00	3,283.40	
Vendor Number <a href="#">0002649</a>	Vendor Name TESCO - THE EASTERN SHORE SPECIALTY COMPANY					Total Vendor Amount 1,724.58
Payment Type Check	Payment Number			Payment Date 08/15/2024	Payment Amount 1,724.58	
Payable Number <a href="#">212057</a>	Description METER SOCKET GAP INDICATORS & SOCKET SAFETY CLIPS	Payable Date 08/14/2024	Due Date 08/14/2024	Discount Amount 0.00	Payable Amount 1,724.58	
Vendor Number <a href="#">0002092</a>	Vendor Name THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					Total Vendor Amount 119.00
Payment Type Check	Payment Number			Payment Date 08/15/2024	Payment Amount 119.00	
Payable Number <a href="#">AB4-07-419</a>	Description METER LOG ON	Payable Date 08/12/2024	Due Date 08/12/2024	Discount Amount 0.00	Payable Amount 119.00	



## Payment Register

APPKT03137 - 20240815SW

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002163</a>	TOWN OF BERLIN					35,544.71
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	35,544.71			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">AUG FY 25</a>	TOWN UTILITY BILLINGS	08/12/2024	08/12/2024	0.00	35,544.71	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002184</a>	TTI INC					1,152.91
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	1,152.91			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">133058</a>	OIL HYDRAULIC OIL LUBS FOR VEHICLES	08/12/2024	08/12/2024	0.00	842.38	
<a href="#">202500053</a>	OIL HYDRAULIC OIL LUBS FOR VEHICLES	08/12/2024	08/12/2024	0.00	310.53	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					166.72
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	166.72			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430141040</a>	UNIFORMS FOR PUBLIC WORKS CREWS	08/12/2024	08/12/2024	0.00	166.72	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE					50.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	50.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 8/11/2024</a>	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	08/12/2024	08/12/2024	0.00	50.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002363</a>	WORCESTER COUNTY LANDFILL					14,334.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	14,334.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">124 JULY FY 25</a>	RECYCLE, REFUGE, CAN PULLS AND DEMOLITIONS	08/12/2024	08/12/2024	0.00	14,334.40	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002384</a>	WORCESTER YOUTH & FAMILY COUNSELING SERVICES					12,464.92
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/15/2024	12,464.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">JULY FY 25</a>	FY25 BERLIN YOUTH PROGRAM	08/12/2024	08/12/2024	0.00	12,464.92	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	50	37	0.00	219,475.51
Packet Totals:		50	37	0.00	219,475.51



Town of Berlin, MD

Payment Register

APPKT03140 - 20240819SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number: 0000678  
Vendor Name: DAVIS, BOWEN & FRIEDEL

Total Vendor Amount: 24,429.49

Payment Type	Payment Number				Payment Date	Payment Amount
Check					08/19/2024	24,429.49
Payable Number	Description	Payable Date	Due Date		Discount Amount	Payable Amount
<a href="#">186183-</a>	PROJ 0050A002.001 ATTEND DEVEL REVIEW MTG W/TOV	06/30/2024	06/30/2024		0.00	945.00
<a href="#">186184-</a>	PROJ 0050A002.059 WILLOWS AT BERLIN PUNCHLIST,INSI	06/30/2024	06/30/2024		0.00	155.00
<a href="#">186185-</a>	PROJ 0050A002.070 SMART METER UPG PROJ METER MA	06/30/2024	06/30/2024		0.00	1,430.00
<a href="#">186186-</a>	PROJ SUNLIGHT LN RXT TWNHSE UNITS IJKLMN RPR INFR	06/30/2024	06/30/2024		0.00	80.00
<a href="#">186187-</a>	PROJ 0050A002.079 WEST VIEW CONCRETE TEST,PUNCHI	06/30/2024	06/30/2024		0.00	227.35
<a href="#">186188-</a>	PROJ 0050A002.082 HARRISON AVE WTRMIN REPL RPR IN	06/30/2024	06/30/2024		0.00	7,549.64
<a href="#">186189-</a>	PROJ 0050A002.090 HEBRON SAVING BK INFRA PLN REV S	06/30/2024	06/30/2024		0.00	617.50
<a href="#">186190-</a>	PROJ 0050A109.A01 POWELLTON AVE WELL BLDG SITE PL	06/30/2024	06/30/2024		0.00	1,980.00
<a href="#">186191-</a>	PROJ 0050A112.B01 BROAD ST PUMP STAT UPGRDS	06/30/2024	06/30/2024		0.00	390.00
<a href="#">186192-</a>	PROJ 0050A116.A01 HERON PK SELECTIVE DEMOLITION	06/30/2024	06/30/2024		0.00	320.00
<a href="#">186194-</a>	PROJ 0050A118.B01 WEST ST RDWAY AND UTILITIES	06/30/2024	06/30/2024		0.00	10,735.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	11	1	0.00	24,429.49
Packet Totals:		11	1	0.00	24,429.49



Town of Berlin, MD

# Payment Register

APPKT03113 - 20240805SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003294</a>	EVERETT A SPELLS					300.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/05/2024	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2024-01 AUG 13</a>	WCAC GRANT FUNDED FARMERS MARKET	08/01/2024	08/01/2024	0.00	150.00	
Check		08/05/2024	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2024-01 AUG 27</a>	WCAC GRANT FUNDED FARMERS MARKET	08/01/2024	08/01/2024	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003196</a>	STEVE FRENE					300.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/05/2024	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">081124 AUG 11</a>	WCAC GRANT FUNDED FARMERS MARKET	08/01/2024	08/01/2024	0.00	150.00	
Check		08/05/2024	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">082524 AUG 25</a>	WCAC GRANT FUNDED FARMERS MARKET	08/01/2024	08/01/2024	0.00	150.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	4	4	0.00	600.00
Packet Totals:		4	4	0.00	600.00



Town of Berlin, MD

# Payment Register

APPKT03135 - 20240815SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000166</a>	ANIXTER POWER SOLUTIONS, LLC					3,096.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/15/2024	3,096.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6013009-00</a>	500 COMPRESSION HY-LUGS 2 HOLE CONNECTORS	06/30/2024	06/30/2024	0.00	544.80	
<a href="#">6089284-00,6133039-00</a>	PRE-FAB CONCRETE TRANSFORMER PADS	06/30/2024	06/30/2024	0.00	2,552.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000968</a>	GOODY HILL GROUND WORK INC					4,500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/15/2024	4,500.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">10283</a>	818 WATER LINE REPAIR	06/30/2024	06/30/2024	0.00	4,500.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003637</a>	NAPA AUTO PARTS					99.33
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/15/2024	99.33	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">491404,472853,469216</a>	SUPPLIES AND SMALL PARTS	06/30/2024	06/30/2024	0.00	99.33	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001688</a>	PFALLER MEGHAN					129.99
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/15/2024	129.99	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND 6/30</a>	RUNNING BOARD FOR TRUCK CHR9 TO PERSONAL CARD	06/30/2024	06/30/2024	0.00	129.99	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002022</a>	STUART C IRBY CO					365.65
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/15/2024	365.65	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">S013877134,S013998399.00</a>	ANCHOR WRENCH	06/30/2024	06/30/2024	0.00	365.65	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					4,242.56
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/15/2024	4,242.56	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430134526,5430002697</a>	SHIRTS FOR EMPLOYEES	06/30/2024	06/30/2024	0.00	4,242.56	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	7	6	0.00	12,434.33
Packet Totals:		7	6	0.00	12,434.33





Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT11014 - 20240814MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
77-0450510-01	FOREMAN, SHANERA	8/14/2024	27367	95.17			95.17	Deposit
Total Refunds: 1		Total Refunded Amount:		95.17				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	95.17
Revenue Total:	95.17

## General Ledger Distribution

Posting Date: 08/15/2024

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-95.17	Yes
	10-2010-2074	UNAPPLIED CREDITS	95.17	
	<b>10 Total:</b>		0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-95.17	
	98-2498-2200	DUE TO OTHER FUNDS	95.17	Yes
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	



Refund Check Register  
Refund Check Detail

UBPKT10969 - Refunds 1 UBPKT10968 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
33-1480041-07	MULHOLLAND, RACHEL	8/1/2024	27242	90.16			90.16	Generated From Billing
55-3390001-02	SERPICO, FRANCESCO	8/1/2024	27243	31.92			31.92	Deposit
Total Refunds: 2		Total Refunded Amount:		122.08				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	122.08
Revenue Total:	122.08

General Ledger Distribution

Posting Date: 08/01/2024

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-122.08	Yes
	10-2010-2074	UNAPPLIED CREDITS	122.08	
	<b>10 Total:</b>		0.00	
<b>Fund:</b>	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-122.08	Yes
	98-2498-2200	DUE TO OTHER FUNDS	122.08	
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT10974 - Refunds 1 UBPKT10973 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0500251-10	MENDEZ, NIURKA FERNANDEZ	8/8/2024	27244	90.29			90.29	Generated From Billing
Total Refunds: 1		Total Refunded Amount:		90.29				

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	90.29
Revenue Total:	90.29

### General Ledger Distribution

Posting Date: 08/02/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-90.29	Yes
	10-2010-2074	UNAPPLIED CREDITS	90.29	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-90.29	Yes
	98-2498-2200	DUE TO OTHER FUNDS	90.29	
	98 Total:		0.00	
	Distribution Total:		0.00	