



**BERLIN MAYOR AND COUNCIL
Meeting Agenda**

**Berlin Town Hall
10 William Street
Monday, January 22, 2024**

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

1. 7:05 PM CONSENT AGENDA:

- a) Approval of Minutes for:
 - 1. Closed Session of 1.08.24
 - 2. Regular Session of 1.08.24

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 to Approve: Approval of Draft Consolidated Transportation Program (CPT) Letter – Mayor Zack Tyndall
- b) Motion 2024-02: Recommendation of Award for RFP# 2024-01: Heron Park Demolition – Town Administrator Mary Bohlen
- c) Motion 2024-03: Approve RFP# 2024-02: Harrison Avenue Water Main Relocation – Town Administrator Mary Bohlen and Water Resources Director Jamey Latchum
- d) Motion 2024-04: Approval to Pre-Order New Trash Truck – Public Works Director Jimmy Charles

3. 7:45 PM BERLIN FIRE COMPANY, INC. QUARTERLY REPORT

4. 8:00 PM BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICES, INC. QUARTERLY REPORT

5. 8:15 PM REPORTS: Town Administrator’s Report, Departmental Reports

6. 8:30 PM COMMENTS FROM THE PUBLIC

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

7. 8:40 PM COMMENTS FROM THE COUNCIL

8. 8:45 PM COMMENTS FROM THE MAYOR

9. 8:55 PM COMMENTS FROM THE PRESS

10. 9:00 PM ADJOURNMENT

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

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





Closed Session Summary

To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: January 8, 2024, 6:00 PM
- b. Place (location) of closed session: Vote to Close (live on Facebook): Mayor and Council Chambers; Meeting: Conference Room
- c. Purpose of the closed session: Discussion re: Potential purchase of real property for public parking
- d. Date and time that we will return to public meeting: Monday, January 8, 2024, 7:00 PM

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

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

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Article § 3-305(b) (3) To consider the acquisition of real property for a public purpose and matters directly related thereto.

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

Topic description	Persons present for discussion	Action taken/each recorded vote
Potential purchase of real property for public parking	Mayor Tyndall, V-P PT Nichols, Councilmembers Green, Knerr, Orris, Town Administrator Bohlen, Town Attorney, Gaskill	Consensus to: Form a team to further discuss and plan, including possible negotiation, consisting of Mayor, Councilmembers Green and Knerr, Town Administrator and Town Attorney; and to enter into discussions with the property owner.

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

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

CLOSED SESSION
MAYOR AND COUNCIL OF BERLIN MARYLAND
Monday, January 8, 2024

Present: Mayor Zackery Tyndall, Council V-P *Pro-Tempore* Shaneka Nichols, Councilmembers Steve Green, Jay Knerr, and Jack Orris

Staff Present: Town Administrator Mary Bohlen and Town Attorney David Gaskill

Absent: Councilmember V-P Dean Burrell

Others present: none

Authority to close session: Pursuant to Maryland General Provisions Article; Sec 3-305(b): (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;

- a. Discussion item: Potential purchase of real property for public parking.

The motion and vote to go into Closed Session were streamed live via Facebook beginning at approximately 6:00 PM. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. Council V-P PT Nichols moved to go into Closed Session and Councilmember Orris seconded; approval was unanimous. Mayor Tyndall requested public comment; with no public present, the Meeting moved into Closed Session and in the Conference Room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD

Following a motion by V-P PT Nichols, seconded by Councilmember Knerr, the Meeting adjourned at approximately 7:00 PM.

Respectfully Submitted,



Mary T. Bohlen
Town Administrator

Attachment: Closed Session Summary of January 8, 2024



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, January 8, 2024

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

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

Absent: Vice President Dean Burrell

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

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 7:05 PM.

1. Consent Agenda:

A) Approval of Minutes for:

1. Work Session of 12.11.23
2. Regular Session of 12.11.23
3. Work Session of 12.20.23

Councilmember Orris noted an error on page 11 of the Regular Session minutes; he stated the fiscal years were reversed when referencing the submission date for the next Local Development Committee (LDC) Multi-Year Plan. He said the wording should read the next plan will be submitted by the end of fiscal year 2024 for fiscal years 2025 through 2027.

He also added there was a grammatical error on page 6 in section 4; he indicated that an extra number was added to the end of the year 2023 in line two of the section.

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

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

2. **Announcement: William Street Pump Station Upgrade Project**
 Town Administrator Mary Bohlen explained a recommendation has been made by DBF Engineering, Inc. to acknowledge the final acceptance and start of a two-year warranty for the William Street Pump Station Upgrade Project with T.K. Construction Company, Inc. Water Resources Director Jamey Latchum added the recommendation is a formality in the event there are any problems once the work is completed. He said they will revisit the project in November 2025 to ensure there is nothing substantially wrong with what was replaced and/or repaired.
3. **Discussion: Fire Company request for reallocation of FY23 ARPA Funds for Capital Expense**
 Mayor Tyndall reported that a Work Session meeting was held with the Berlin Fire Company on Wednesday, December 20, 2023, at which time a discussion was had regarding the potential release of American Rescue Plan Act (ARPA) funds at the request of the Fire Company to be used toward capital expense principle for two pieces of fire apparatus. He clarified the discussion among the group centered on whether a Memorandum of Understanding (MOU) should be drafted before releasing the funds.

Councilmember Orris made a motion to release the fiscal year 2023 ARPA funds to the Berlin Fire Company for capital expenses which includes the principal payment for two pieces of apparatus.

On the motion of Councilmember Orris, second by Councilmember Green, motion release the fiscal year 2023 ARPA funds to the Berlin Fire Company in the amount of \$136,960.82 as per the contract for a principal payment for two pieces of apparatus received the following vote:

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

4. **Item(s) For Approval:**
 a) Motion 2024-01: Special One Day Permit Application Berlin Fire Company for Berlin Chamber of Commerce Awards Dinner

On the motion of Councilmember Knerr, second by Councilmember Green, Motion 2024-01: Special One Day Permit Application Berlin Fire Company for Berlin Chamber of Commerce Awards Dinner received the following vote:

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

Voting Tally	4				1
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5. Reports: Town Administrator's Report, Departmental Reports

Ms. Bohlen made the Council aware that most town offices will be closed on Monday, January 15, 2024, in observance of Dr. Martin Luther King, Jr. Day.

Councilmember Green said he attended the New Year's Eve celebration in downtown Berlin and acknowledged the large number of town resources needed for the event. He reported that the Kids Ball Drop was very well attended, however, he said he felt crowds were down for the Adult Ball Drop compared to previous years. Given the expenses associated with the event, he asked if two different ball drops were necessary.

Economic and Community Development Director Ivy Wells explained the idea for a more family-friendly ball drop was proposed by a former council member, adding the first ball drop takes place at 6 PM which she stated is midnight in Berlin, Germany. She continued by saying she would no longer refer to the 6 PM ball drop as a Kids event as the celebration has attracted people of all ages because of the energy the event brings. Ms. Wells said the local restaurants were very busy earlier in the evening but reported that crowds seemed to dissipate by 8 PM. She clarified that live music and street vendors were added to the event preceding the Midnight Ball Drop in hopes it would boost attendance, particularly at restaurants and bars, but said it did not seem to help improve the crowds.

Mayor Tyndall asked to confirm the number of hours that staff members work on the day of the event. Ms. Wells answered that she was the supervisor for the event and worked a thirteen-hour day; she clarified that she does not get paid overtime because she is a Department Director. Mayor Tyndall acknowledged that the New Year's Eve celebration is one of the town's more expensive events given the overtime costs; Ms. Bohlen noted that the event takes place on a town holiday which plays a factor in the amount. Electric Utility Director Tim Lawrence reported that he had crews work two different shifts and three employees worked the full day. He confirmed the total salary cost for the event for his department is \$3,463.67, however, he said the cost would be \$1,428.56 if the town were to eliminate the Midnight Ball Drop and hold the Kids Ball Drop only.

Public Works Director Jimmy Charles stated he had six hourly employees work at the event, two of whom worked the entire day. He said he was able to coordinate with the Electric Department to help minimize the number of people needed from his department and confirmed the total salary cost for his crew was \$2,606; he added that the cost would have been \$1,900 for the Kids Ball Drop only. Mayor Tyndall said it would be reasonable to assume that an additional \$1,500 to \$2,000 in salary costs can be associated with the Police Department for staff personnel needed at the event.

Councilmember Green shared that he feels times may be changing. He said he is a big supporter of town events but recognizes the financial impact of the New Year's Eve celebration; he suggested the Council revisit the matter during budget discussions. Mayor Tyndall asked to clarify if the recommendation is to only include the Kids Ball Drop and eliminate the Midnight Ball Drop; Councilmember Green answered that he feels the idea is worthy of consideration. Councilmember Orris agreed that it may be best to eliminate the Midnight Ball Drop, but asked if it would be possible to alternate the location of the ball drop for the Kids Celebration to give other businesses a piece of the action. Ms. Wells confirmed the ball drop can take place at any location. VP-PT Nichols and Councilmember Knerr added they would also be in favor of moving forward with a Kids Ball Drop only.

Councilmember Orris asked if there was an update on the insurance reimbursement for the fire hydrant replacement at Route 50 and Seahawk Road. Mr. Latchum responded by saying an insurance payment from the Local Government Insurance Trust (LGIT) had been received, however, he said the payment did not cover the total cost of replacement. He added that LGIT will be pursuing other options to recover the balance.

Mr. Charles reported that line-striping on Seahawk Road was set to begin on December 26, 2023, but was postponed due to weather. He said he is hopeful the project will be completed within the next few weeks. VP-PT Nichols asked if the work is expected to be completed in one day; Mr. Charles said it is his understanding that the work will be done in one day between the hours of 9 AM and 2 PM.

Mr. Latchum made the Council aware that the Smart Water Meter Replacement project began on Tuesday, January 2, 2024. He explained that his department is working with the project's contractor to develop a plan regarding the anticipated timeline for replacement to provide residents with enough time to plan accordingly. Mr. Latchum emphasized the importance of keeping water meters clear from debris and other obstructions to ensure the meters can be replaced quickly and professionally.

6. Comments from the Public – none.

7. Comments from the Council

Councilmember Orris thanked Finance Director Natalie Saleh and her department for providing an updated ARPA spending sheet. He asked to revisit a matter concerning parcel 52 at Heron Park and suggested the Parks Commission be tasked with overseeing the disposition of the parcel. Administrative Assistant Kate Daub responded by saying the next Parks Commission meeting packet has yet to be published and confirmed the matter can be added to the meeting agenda.

Councilmember Green provided a reminder that the next Community Listening Session is scheduled for Wednesday, January 10, 2024, at 10:30 AM as part of the BEACON Strategic Plan. He noted that the Berlin Planning Commission is beginning its Comprehensive Plan review and has asked for public input; he announced the next Planning Commission meeting will be on Wednesday, January 10, 2024, at 5:30 PM.

Councilmember Orris added that the Board of Elections is looking for a new member which needs to be filled by the upcoming election in October 2024.

8. Comments from the Mayor

Mayor Tyndall read a letter he drafted and addressed to Secretary of Budget and Management Helene T. Grady in reference to the proposed sports complex for the Town of Ocean City. In summary, he explained the letter was written on behalf of the Town of Berlin in support of Ocean City's request for \$1.2 million in state funding to perform a site assessment, preliminary design, and cost estimates for a youth sports complex.

Councilmember Orris asked if the councilmembers part of the project committee could share an update on the project's status as appropriate; Mayor Tyndall answered the most he can share is that he, as well as Councilmembers Green and Nichols, are part of the task force, in conjunction with residents, business leaders, and other elected officials. He stated they have had two public sessions and believes the actions that stemmed from the meetings have been accurately covered by the media. Councilmember Green

emphasized that the public and town citizens will have an opportunity to weigh in on the proposed project as planning moves forward.

Councilmember Knerr said he thinks it is appropriate for the Council to support the initiative for a sports complex, adding that he feels it would be a great addition to Worcester County. He continued by saying the letter, as written, does not commit the town to anything and made a motion to approve the letter. Councilmember Orris asked if the letter would defacto approve the request from Ocean City for their room tax increase; Mayor Tyndall said the letter is a budgetary request and is not related to a room tax increase in any way.

On the motion of Councilmember Knerr, second by Councilmember Green, motion to approve the letter in support of Ocean City's request for \$1.2 million in State funding to perform a site assessment, preliminary design, and cost estimates for a youth sports complex was approved by the following vote:

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

9. Comments from the Press – none.

10. Adjournment:

On the motion of Vice President Pro Tempore Nichols, second by Councilmember Orris, the Mayor and Council meeting was adjourned at approximately 7:52 PM.

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

Respectfully Submitted,

Kate Daub

Kate Daub
Administrative Assistant



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov

January 23, 2024

Mayor

Zack Tyndall

Vice President

Dean Burrell

Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

Town Attorney

David Gaskill

Town Administrator

Mary Bohlen

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

DRAFT

President Bertino,

I am writing on behalf of the Mayor and Council, citizens, and business community within the Town of Berlin to respectfully ask the Worcester County Commissioners to add the following projects to their list of State Transportation Priorities for 2024. The following projects are critical to improving the safety of our community and are not listed based prioritization of the requested project:

- PEDESTRIAN BRIDGE ACROSS RT. 113 at RT. 376 (BAY STREET)
 - The creation of RT. 113 divided the Town of Berlin. Residents who live west of RT. 113 have access to the town’s only grocery store, healthcare providers, Town Hall, and Worcester County library without having to cross a major highway. However, the residents who live east of RT. 113 lack safe access to these vital services. The intersection of RT 113. and RT. 376 is also perceived by residents as unsafe due to incidents from the past. Currently, this intersection is the only marked crosswalk along RT 113 in Berlin for residents to travel between neighborhoods. The Town of Berlin is requesting a pedestrian bridge to help improve pedestrian safety and increase interconnectivity between the neighborhoods and districts in town.
- TRAFFIC SIGNAL RT. 50 and RT. 818 (NORTH MAIN STREET)
 - The intersection of RT. 50 and RT. 818 (North Main Street) serves as one of the primary entrances to the Town of Berlin. Due to increased traffic along RT. 50 and growth in the area, the safety of this intersection is of concern for our community. The Town of Berlin requests the installation of a traffic light to improve safety for those who live, work in, and visit our town.
- SIDEWALKS RT. 346 (OLD OCEAN CITY BOULEVARD) - FROM SUNLIGHT LANE TO RT. 818 (MAIN STREET) and FROM RT. 818 (MAIN STREET) to RT. 377 (WILLIAM STREET)
 - The residents of Sunlight Lane currently do not have safe pedestrian access to Main Street. Residents are forced to walk on the roadway and share travel lanes with vehicular traffic.

- SIDEWALKS RT. 346 (OLD OCEAN CITY BOULEVARD) - FROM RT. 818 (MAIN STREET) to RT. 377 (WILLIAM STREET)
 - The Town of Berlin has several new businesses opening along the Rt. 346 corridor between Main Street and William Street. Unfortunately, there are no sidewalks in place along this section of roadway. Pedestrians are forced to share the roadway with vehicular traffic. Recently, the Town of Berlin police department and the Berlin Fire Company responded to an accident along this section of Rt. 346 where a pedestrian was hit by a vehicle.
- IMPROVE TRAFFIC FLOW AND SAFETY AT INTERSECTION OF RT. 818 (NORTH MAIN STREET) and RT. 346
 - Currently, the intersection of RT. 818 and RT. 346 is a four-way intersection with flashing lights. However, due to increased traffic at this intersection, confusion occurs and often creates unsafe conditions. The Town of Berlin would like to work towards a solution that improves traffic flow and safety at this intersection.
- CROSSWALKS – RT. 818, RT. 374, RT. 376, RT. 377, and RT. 346
 - The Town of Berlin has completed an inventory of sidewalks along the State Highways within municipal limits where yellow ADA pads already exist. In an effort to improve pedestrian safety and walkability, the Town of Berlin would like to have crosswalks painted connecting the yellow ADA pads that are already installed.

The Town of Berlin continues to be committed to working with the Maryland Department of Transportation to improve pedestrian safety along the state highways in town limits. We are prioritizing the addition of crosswalks along several state highways throughout the Town, including RT. 818, RT. 374, RT. 376, RT. 377, AND RT. 346. Many roadways already have ADA pads on the sidewalks, but lack painted crosswalks. Without painted crosswalks on the road, motorists do not give pedestrians the right of way, creating unsafe conditions for those on sidewalks.

The Town of Berlin greatly appreciates the Commissioner's consideration regarding the addition of these projects to the State Transportation Priorities in Worcester County for 2024.

Respectfully,

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



MOTION OF THE MAYOR AND COUNCIL 2024-02

A motion of the Mayor and Council of the Town of Berlin to AWARD RFP 2024-01 HERON PARK DEMOLITION TO JNT ENTERPRISES in the amount of \$112,715.00, WHICH INCLUDES THE ALTERNATIVE BID ITEMS.

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

Shaneka Nichols, Vice President Pro Tempore of the Council

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

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

January 16, 2024

Town of Berlin
10 Williams St.
Berlin, MD 21811

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

ATTN: Ms. Mary Bohlen
Town Administrator

RE: Recommendation of Award – RFP 2024-01
Heron Park Building Demolition
Berlin, Maryland
DBF# 0050A116.A01

Dear Ms. Bohlen:

This correspondence is to inform you that the low bidder for the referenced project is JNT Enterprises. Enclosed, please find one copy of the bidders' bid package, as well as a copy of the Bid Tabulation for the referenced project. Davis, Bowen & Friedel, Inc., (DBF) has reviewed the low bidder's bid package and find all documentation to be properly submitted. We have contacted references submitted and all have offered good recommendations and would award future work to JNT Enterprises.

Based upon the references contacted and scale of projects they completed, DBF trusts that the Contractor has the resources and experience necessary to complete this project. Based on these findings, DBF recommends award of the Heron Park Building Demolition project to JNT Enterprises. Should the Town choose to accept DBF's recommendation, the award amount for the Base Bid is \$83,980. The add alternates would bring the total bid to \$112,715. Additional work could be negotiated with this bidder. If the Mayor and Council concur, please provide notification to DBF and we will continue the award process.

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

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Andrew E. Welch, P.E.
Associate

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Enclosures



We DIG what you're sayin'

• 8212 Baltimore-Annapolis Blvd. • Pasadena, Maryland 21122 • Phone: (410) 437-DIGS •
• Fax: (410) 437-4851 • E-Mail: INFO@INTDIGS.COM • Website: JNTdigs.com •

December 21st 2023

Town of Denton
RFP 2024-01
10 William Street
Berlin, MD 21811

Subject: RFP 2024-01

Attn: M. Bohlen, Town Administrator

Dear Town of Berlin,

Attached please find our bid for RFP 2024-01, the Heron Park Building Demolition; located at 10009 Old Ocean City Blvd, Berlin MD 21811.

If the bid is granted, we look forward to working with the Town of Berlin, on developing a construction timeline. Since opening in 2006, JNT Enterprises has completed many demolition projects throughout the eastern United States, to include a few major projects on the Eastern Shore itself. Those major projects include demolitions in downtown Ocean City such as the St. Paul's Episcopal Church on 3rd street, the Sea Scape hotel on 16th street, the Town Courthouse, the Lifeguard Training and storage building, Halls Hotel and the Royalton Hotel to name a few. I am sure you will find JNT is more than qualified to complete your demo to 100% satisfaction in a safe and timely manner. The bid includes all materials but excludes revisions. We reserve the right to withdraw the bid if the Town of Berlin does not accept it within 120 days of opening. Thank you for your time and we look forward to working with you!

Regards,

A handwritten signature in black ink, appearing to read 'Justin Miller', with a stylized, flowing script.

Justin Miller
President

JNT INC, DBA. JNT Enterprises



We DIG what you're sayin'

• 8212 Baltimore-Annapolis Blvd. • Pasadena, Maryland 21122 • Phone: (410) 437-DIGS •
• Fax: (410) 437-4851 • E-Mail: INFO@INTDIGS.COM • Website: JNTdigs.com •

REFERENCES

Terry McGean, Town Manager

Town of Ocean City

301 N. Baltimore Avenue,

Ocean City, MD 21842

410-289-8221

Email: TMcgean@oceancitymd.gov

Est. 850k

Don Mulrine, Town Manager

Town of Denton

4 N. Second Street,

Denton, MD 21629

410-479-2050

DMulrine@dentonmaryland.com

Est. 350k

Ed Schultheis, Facilities Director

RE Michel Company

1 RE Michel Drive,

Glen Burnie MD 21060

410-760-4000

eks@remichel.com

Est. 2.8M

Jamie Pike

Baltimore City Fire Dept

401 E. Fayette Street,

Baltimore, MD 21202

410-365-1071

jamie.pike@baltimorecity.gov

EST. 430K

SECTION 00300

BID FORM

Proposal of JNT INC (hereafter called "BIDDER"), organized and existing under the laws of the State of MD doing business as JNT Enterprises to the Town of Berlin (hereinafter called "OWNER").

In compliance with the Invitation to Bidders, BIDDER hereby proposes to perform all WORK for the HERON PARK BUILDING DEMOLITION, Contract No. 0050A116.A01 RFP 2024-01, in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID each part thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this Contract on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the same within 90 consecutive calendar days thereafter. BIDDER further agrees to pay as liquidated damages, an amount of \$500.00 per calendar day as defined in the General Conditions.

BIDDER acknowledges receipt of the following ADDENDUM:

ADDENDUM 1 dated 12-20-23

**Insert "a corporation", "a partnership", or "an individual" as applicable*

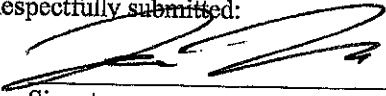
BIDDER Please Note:

The Town reserves the right to accept or reject any or all bids. The Town may elect to delete some or all portions of any bid item shown below and described in the contract documents or accept any or all alternate bid items in any order so that the PROJECT cost will match funding available. Bid shall be awarded to the lowest responsible and responsive bidder for the Base Bid. Bids shall include sales tax and all other applicable taxes and fees.

By submission of this bid, BIDDER certifies that he comprehends the bidding requirements set forth herein and is thoroughly familiar with the provisions of the contract documents. The BIDDER agrees that this bid shall not expire for a period of ninety (90) calendar days after bid closing and may not be withdrawn after the scheduled closing time for receiving bids.

Upon receipt of written notice of the acceptance of this bid, BIDDER will execute the formal contract attached within ten (10) days and deliver documentation required by the Town. The bid security attached in the sum of ~~10%~~ of the total PROJECT Bid (\$ 83,980.00) is to become the property of the OWNER in the event the contract is not executed within the time above set forth for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:


Signature

Title/Date

Address

License Number (If applicable)

Seal - (if bid is by a corporation)

END OF SECTION

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

ADDENDUM NO. 1

HERON PARK BUILDING DEMOLITION
TOWN OF BERLIN
WORCESTER COUNTY, MARYLAND
DBF #0050A116.A01
RFP 2024-01

DECEMBER 20, 2023

The following revisions are hereby made part of the Contract Documents. Unaltered provisions of the Bidding Documents shall remain in effect. Unless specified otherwise, material and work required by this Addendum shall conform to the requirements of the original Bid Documents.

Failure to acknowledge receipt of this Addendum on the Bid Form may subject the bidder to disqualification.

This Addendum totals 1 page.

Questions

- 1) Advertisement – Page 6 – First paragraph states printed and electronic or emails submittals will be accepted. The last paragraph states email submissions will not be accepted. Please confirm which is correct.
Electronic submissions of the Bid Proposal documents will not be accepted.
- 2) Drawing J16/S-102 shows a Roof Opening In-Fill detail, please confirm numbers and sizes of in-fills to be included in the proposal so all bidders are including the same numbers and sizes.
(2) 4'x4' and (2) 2'x2' openings.
- 3) Section 00020 - Invitation to Bidders – Page 1 – Paragraph 4 states a 5% bid bond is required and Prebid Meeting Minutes – Item 4 states a 10% bid bond is required. Please confirm the correct bid bond amount.
The Bid Bond is 5%.
- 4) Trench Detail J6 on S-102, contractor shall install a 4-inch PVC, SCH 40 pipe through the brick to allow drainage.
- 5) The electrical room and bridge are included in Area 3 for demolition.
- 6) Temporary fence shall be installed around remaining stockpile after demolition is completed.

END OF ADDENDUM

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following Base Bid lump sum prices:

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance		LS	1	9325.00
2.	General site preparation, site debris removal and perimeter controls		LS	1	9500.00
3.	Demolish Areas 1 and 2		LS	1	65155.00

BASE BID shall include Bid Items 1 through 3, lump sum of (\$ 83,980.00),
eighty three thousand nine hundred eighty

Amount shall be as shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

BIDDER agrees to perform all work described in the contract documents for the following Add Alternate lump sum prices:

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	TOTAL PRICE
1.	Demolish Area 3		LS	1	24435.00
2.	Remove debris from building interior Areas 4 through 8		LS	1	1200.00
3.	Remove interior suspended ceilings, batt insulation, debris, and loose paint in Area 8		LS	1	3100.00

BIDDER Please Note:

The Town reserves the right to accept or reject any or all bids. The Town may elect to delete some or all portions of any bid item shown below and described in the contract documents or accept any or all alternate bid items in any order so that the PROJECT cost will match funding available. Bid shall be awarded to the lowest responsible and responsive bidder for the Base Bid. Bids shall include sales tax and all other applicable taxes and fees.

By submission of this bid, BIDDER certifies that he comprehends the bidding requirements set forth herein and is thoroughly familiar with the provisions of the contract documents. The BIDDER agrees that this bid shall not expire for a period of ninety (90) calendar days after bid closing and may not be withdrawn after the scheduled closing time for receiving bids.

5% Upon receipt of written notice of the acceptance of this bid, BIDDER will execute the formal contract attached within ten (10) days and deliver documentation required by the Town. The bid security attached in the sum of ~~10%~~ 5% of the total PROJECT Bid (\$ 83,980.00) is to become the property of the OWNER in the event the contract is not executed within the time above set forth for the delay and additional time expense to the OWNER caused thereby.

Respectfully submitted:

Signature

Title/Date

Address

License Number

[Signature]
Pres 12-21-23
JNT INC dba JNT ENTERPRISES
We Dig What You're Sayin'!
8212 Balt. Annap. Blvd
Pasadena, MD 21122
(410) 487-DIGS (3447)
INFO@JNTDIGS.COM

Seal - (if bid is by a corporation)

MHIC # 104893 END OF SECTION

RFP 2024-01 Heron Park Building Demolition

Proposed Subcontractors:

Contractor: _____

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
Anderson Fence	30200 REHOBETH RD MARION, MD 21838	Safety fence
Wood Line Reporations	176 WALDO RD PASADENA MD 21122	wall Build

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



SECTION 00370

BID BOND

KNOW ALL PERSONS BY THESE PRESENTS, that we, the Undersigned
JNT, Inc. dba JNT Enterprises as Principal, and
Granite Re, Inc. as Surety, are hereby held and
 firmly bound unto the **Town of Berlin**, as OWNER, the penal sum of
Five percent of the bid amount (5%) for the payment of which, well and truly to be made, we
 hereby jointly and severally bind ourselves, successors and assigns.

Signed, this 2nd day of January, 2024.

The Condition of the above obligation is such that whereas the Principal has submitted to the **Town of Berlin** a certain BID, attached hereto and hereby made a part hereof to enter into a contract in writing, for the **Heron Park Building Demolition, Contract No. 0050A116.A01 RFP 2024-01**.

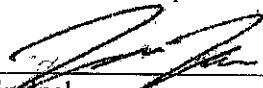
NOW, THEREFORE,

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attachment hereto (properly completed in accordance with said BID) and shall furnish a BOND for faithful performance of said contract, and for the payment of all persons performing labor and furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any extension.

In WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above. Surety executing Bonds shall be a licensed agent in the State of Maryland.

JNT, Inc. dba JNT Enterprises



Principal (L.S.)

Granite Re, Inc.

Surety

By: 

Kenneth D. Whittington, Attorney-in-Fact

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

END OF SECTION

BIDDER	BASE BID	AREA 3 ADD ALTERNATIVE	SUBMIT BID BOND	ACKNOWLEDGE ADDENDA
INT Enterprises	\$83,980.00	24,435.00	Yes	Yes
		Add: total Add Alt @ \$1200/3100 @		
Reynolds Excavating	\$132,500.00	\$205,000	Yes	Yes
		Add: total Add Alt (2) - \$60,000 - (3) 55,000		



MOTION OF THE MAYOR AND COUNCIL 2024-03

A motion of the Mayor and Council of the Town of Berlin to approve THE REQUEST FOR PROPOSAL, RFP# 2024-02 HARRISON AVENUE WATER MAIN RELOCATION, BID DOCUMENT AS PREPARED BY DAVIS, BOWEN, FRIEDEL, INC.

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

Shaneka Nichols, Vice-President Pro Tempore of the Council

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

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

RFP #2024-02 Harrison Avenue Water Utility Improvements

ADVERTISEMENT

TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP # 2024-02
Harrison Avenue Water Utility Improvements

Due Date: _____
Time: _____ EST

The Town of Berlin is seeking Proposals for the installation of approximately 300 LF of 8" watermain using trenchless installation methods (directional bore), the abandonment of an existing watermain with flowable fill, the installation of a 1" residential water service lateral, the installation of 20 LF of 6" watermain, and a 2" commercial water service. A portion of the work is adjacent to Broad Street (MD 374), a MD-SHA maintained roadway, and any work performed in the ROW will need to meet their requirements for utilities, restoration, and traffic control.

Qualified contractors are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/ or contact Director of Water Resources Jamey Latchum at 410-641-3845/ jlatchum@berlinmd.gov for the official RFP. EEO.



RFP #2024-02 Harrison Avenue Water Utility Improvements

GENERAL INFORMATION

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for the completion of work described herein, by submitting to the Town by the date and time and at the location as indicated herein.

RFP # 2024-02

Harrison Avenue Water Utility Improvements

Due Date: _____

Time: 3:00 pm EST

Deliver submittals to:

Jamey Latchum, Director of Water Resources

Town of Berlin

10 William St.

Berlin, MD. 21811

Attn: RFP #2024-02

The Town of Berlin (the "Town") is seeking Contractor ("Bidder") proposals for the installation of approximately 300 LF of 8" watermain using trenchless installation methods (directional bore), the abandonment of an existing watermain with flowable fill, the installation of a 1" residential water service lateral, the installation of 20 LF of 6" watermain and a 2" commercial water service. A portion of the work is adjacent to a MD-SHA maintained road and any work performed in the MD-SHA ROW will need to meet their requirements for utilities, restoration, and traffic control.

All improvements are located in the Town of Berlin, Maryland 21811. Proposals must be submitted to the address above, by the date and time, and in the format indicated herein. Proposals received after the due date/time will not be considered. Bidders accept all risks of late delivery of emailed, mailed, or shipped submittals regardless of fault.

It is the responsibility of potential bidders to thoroughly review this Request for Proposal (RFP) and ensure their full understanding of the same. The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals does not obligate the Town to pay any costs incurred by bidders in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against. The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Contractor") must comply with the Town of Berlin's equal opportunity requirements.

ABOUT BERLIN: The Town of Berlin is a community of approximately 5,100 people located on Maryland's eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.



RFP #2024-02 Harrison Avenue Water Utility Improvements

A. SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified Contractor for the installation of approximately 300 LF of 8" watermain using trenchless installation methods (directional bore), the abandonment of an existing watermain with flowable fill, the installation of a 1" residential water service lateral, the installation of 20 LF of 6" watermain and a 2" commercial water service. A portion of the work is adjacent to a MD-SHA maintained road and any work performed in the MD-SHA ROW will need to meet their requirements for utilities, restoration, and traffic control.

All work shall be performed in accordance with the Contract Documents, including this RFP, Drawings, Technical Specifications, and the applicable general requirements of the *Town of Berlin Design and Construction Standards for Water, Sewer, and Roadway Systems*.

B. SPECIFICATIONS

1. Refer to the attached technical specifications for additional information.

C. MINIMUM REQUIREMENTS

1. Work shall be started within 60 calendar days of Notice to Proceed).
2. Contract Time: Work shall be completed within 45 calendar days of start date. Liquidated Damages of \$500 per day shall be charged to the Contractor to cover cost overruns beyond the Contract Time.
3. Contractor is responsible for, at a minimum:
 - a. Notification of appropriate agencies as required by regulations prior to start of work.
 - b. Complete traffic control as required.
 - c. Arrangements for staging of equipment and materials; the Town of Berlin shall assist in determining suitable locations, however, if non-Town owned property is used for staging, it shall be the full responsibility of the contractor to enter into any agreement(s) with property owners, including negotiation and any compensation required.
4. Contractor shall ensure that personnel working on site shall be appropriately supervised to ensure the completion of duties per the contract.
5. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of residents and visitors to the Town.
6. Contractor shall take reasonable care to ensure the cleanliness of the streets, sidewalks, parking areas and other affected areas during deliveries.
7. Workday hours shall begin no earlier than 8:00 AM and shall end no later than 5:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays. Work outside the hours indicated above shall be done only with the express permission of the Town.
8. All work shall comply with the Code of the [Town of Berlin, Article III Noise, §14-43\(4\)](#).
9. Contractor shall warranty their work for a minimum period of two years (2-years) from project acceptance.
10. In addition to the section indicated above, Contractor shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland and any other entity or agency with authority over projects of this nature.



D. CONTACT INFORMATION

Director of Water Resources Jamey Latchum
Berlin Town Hall
10 William Street
Berlin, MD 21811
Phone: 410-641-4341
Email: jlatchum@berlinmd.gov

All questions and concerns must be submitted to Mr. Latchum; information gathered from any other individual, including other employees of the Town unless specified by Mr. Latchum, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.

E. MINIMUM REQUIREMENTS FOR CONTRACTORS

1. A minimum of five (5) years' experience with completing municipal water utility projects of similar scope.
2. Appropriate licensure, certifications, permits required for completion of the project.

F. SUBMITTAL REQUIREMENTS

Dates and times applicable to RFP #2024-02 are on the following page. Responses to RFP #2024-02 must include the following information:

1. Statement of all relevant licensure, certifications and qualifications as applicable for the completion of the project. Proof of such shall be required prior to issuance of Notice to Proceed.
2. A minimum of three (3) references relating to the services being requested with full name, title, address, phone number, email; references from Maryland municipalities preferred.
3. The completed Cost Proposal as included in this RFP.
4. The completed Signature page as included in this RFP.
5. The completed List of Proposed sub-contractors (if applicable) included on the Cost Proposal page.
6. Additionally, bidders are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
 - Scheduling of work to include a general idea of progression of work.
 - An estimate of the number of personnel expected to be onsite at a given time.
 - Any specific needs the contractor anticipates.
 - Any other information the bidder feels is relevant for consideration.
7. Printed and electronic or email submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.



RFP #2024-02 Harrison Avenue Water Utility Improvements

8. If printed, the Town encourages double-sided printing where appropriate. Complete submission should not exceed 20 sheets of paper and must be in a sealed envelope addressed to;

Town of Berlin RFP #2024-02
Attn: J. Latchum, Director of Water Resources
10 William Street
Berlin, MD 21811

9. If electronic (via USB drive), USB must be clearly labeled: "TOB RFP #2024-02"

10. If via email, send to jlatchum@berlinmd.gov with the subject "RFP #2024-02 - Harrison Avenue Water Utility Improvements".

- **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.
- **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.



RFP #2024-02 Harrison Avenue Water Utility Improvements

G. DEADLINES AND IMPORTANT DATES:

, 2024, at 10:00am EST – MANDATORY Pre-Bid Meeting: Pre-bid Meeting shall be held at Town Hall, 10 William Street, Berlin, MD 21811 and will be followed by site visit(s) if requested.

, 2024, at 5:00pm EST – Deadline to submit questions: Questions from potential Bidders are due via email to jlatchum@berlinmd.gov. Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

, 2024, at 5:00pm EST – Posting of responses: Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/government/request-for-proposals/>.

, 2024, at 3:00pm EST – Due Date for Proposals: Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline, at which time proposals will be publicly opened and read aloud at Berlin Town Hall, 2nd Floor Conference Room, 10 William Street, Berlin, MD 21811. Proposals received after that date and time will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

H. EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of Contractor with similar projects.
- Information acquired from municipal references.
- Overall quality of proposal.
- Project understanding.
- Anticipated project cost.
- Anticipated project schedule.

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

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

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The installer selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder review and execute the Standard Town Agreement. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.



RFP #2024-02 Harrison Avenue Water Utility Improvements

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

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Proposals shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

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

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

• **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

- a. Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000
- b. Vehicle Liability: \$1,000,000
- c. Workers Compensation: \$1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

• **HOLD HARMLESS:** The Town of Berlin and their consultants shall be held harmless against claims for injuries to persons or damages to property, errors, omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees or subcontractors.

• **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

• **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).



RFP #2024-02 Harrison Avenue Water Utility Improvements

Contractor: _____

COST PROPOSAL

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

The following table should be included within the proposal submission.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance (Max. 3% of Total Bid)	--	LS	--		
2.	Furnish and Install Sediment and Erosion Control Measures.	--	LS	--		
3.	Traffic Control	--	LS	--		
4.	Abandonment of Existing Water Main	--	LS	--		
5.	Flowable Fill	--	CY			
6.	Furnish and Install Water Main Via Directional Bore	8" DIA.	LF	300		
6A. ALTERNATE	Furnish and Install Water Main Via Open Cut with Restoration	8" DIA.	LF	300		
7.	Furnish and Install 6" Water Main with Restoration	6" DIA.	LF	20		
8.	Furnish and Install Residential Water Service Lateral with Restoration	1" DIA.	LF	30		
9.	Furnish and Install Commercial Water Service and Meter Assembly	2" DIA.	LS	--		
CONTINGENCIES						
C1.	Miscellaneous Excavation and Test Pitting	--	CY	20		
C2.	Furnish & Install Mechanical Joint Ductile Iron Fittings	--	LBS	300		
C3.	Furnish and Install Select Fill	--	CY	10		
C4.	Furnish and Install Graded Aggregate Base Course	--	CY	10		
C5.	Furnish & Install Miscellaneous Concrete	--	CY	10		
Total Base Bid (Items 1 – C5) \$ _____						
(Written Amount) _____						
ALTERNATE BID ITEM 6A. (OPEN CUT WITH RESTORATION)						
Total Base Bid (Items 1 – C5) \$ _____						
(Written Amount) _____						



RFP #2024-02 Harrison Avenue Water Utility Improvements

Contractor: _____

BIDDER acknowledges receipt of the following ADDENDUM:

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

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



RFP #2024-02 Harrison Avenue Water Utility Improvements

Contractor: _____

SIGNATURES

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

Signature: _____ Date: _____

Printed Name: _____

Firm Name: _____ Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State Zip: _____

Phone: _____





MOTION OF THE MAYOR AND COUNCIL 2024-04

A motion of the Mayor and Council of the Town of Berlin to APPROVE THE PURCHASE OF A NEW AUTOMATED TRASH TRUCK (2025 PETERBILT 520 CHASSIS) IN THE AMOUNT OF \$416,000.

The funds to purchase the truck will be expensed from the upcoming Fiscal Year (FY) 25 budget for \$416,000 and allocated from Impact Fees. The Mayor and Council cannot commit as-yet unbudgeted funds for FY25; therefore, the funding allocation will be from on-hand Impact Fees in FY 2024. Because the receipt of the truck and the actual expenditure will not occur until FY 2025, this will appear as a carry-forward from FY24 to FY25.

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

Shaneka Nichols, Vice President Pro Tempore of the Council

Approved this ____ day of _____, 2024 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Jimmy Charles, Public Works Director

MEETING DATE: Monday, January 22, 2024

SUBJECT: New Automated Trash Truck Purchase

SUMMARY

The Town of Berlin Public Works Department is seeking approval from the Mayor and Council to authorize the funding allocation for a new Automated Trash Truck.

The truck currently in operation was purchased in 2019 and is approaching the end of its useful life. As the projected lifespan of the truck was five years, its condition has continued to deteriorate. The aging equipment and operational functions have hindered Sanitation Crews from operating to their fullest extent. Additionally, the older equipment has taken on a heavier load which has resulted in increased maintenance and repair costs to ensure the truck remains in working order. These expenses have continued to place a significant financial burden on the Department.

A quote for a new automated trash truck was received from Sourcewell, a self-sustaining government organization with a cooperative purchasing program that manages competitive solicitations to meet local requirements. The quote, which is attached to this report, notes a total purchase cost in the amount of \$416,000. The expected funds necessary to purchase the truck will be expensed from the upcoming Fiscal Year (FY) 25 budget (see below) of \$416,000 and allocated from Impact Fees. The source will be determined during upcoming budget work sessions.

As the expected delivery time for the truck is twelve months following the time of order, we are seeking approval from the Mayor and Council to create a 2024 Purchase Order to lock in the price as per the quote via Sourcewell to move forward with the purchase of a new automated trash truck.

FINANCIAL IMPACT

Because the Mayor and Council cannot commit as-yet unbudgeted funds for FY25, the funding allocation will be from on-hand Impact Fees in FY 2024. However, because the receipt of truck

and the actual expenditure will not occur until FY 2025 this will appear as a carry-forward from FY24 to FY25.

As the lead-time on ordering this delay in expenditure from one Fiscal Year to the next is unavoidable, the vendor must have a Purchase Order to accept the order.

STAFF RECOMMENDATION

To approve the acquisition of a new automated trash truck in the amount of \$416,000 and issue a 2024 Purchase Order to lock in the price provided as submitted via quote by Sourcewell.

Jimmy Charles, Public Works Director
Town of Berlin, MD

December 20, 2023

Town of Berlin
309 William Street
Berlin, MD 21811

Attn: Mr. Jimmy Charles, Director of Public Works


Sourcewell Price for Labrie 33 Yd R/H Automizer Body.....	\$190,306.20
Material (Steel) Surcharge.....	\$ 7,000.00
Freight.....	\$ 3,682.00
Prep, Delivery and Training.....	\$ 3,500.00
Total Price for Labrie 33 Yd R/H Automizer.....	\$204,488.20



PRICE FIRM UNTIL February 18, 2024

OPTION: Auto Lube for R/H Arm Only..... \$10,946.00

Important Notice: The price quoted does not include re-routing of exhaust pipes, removing or relocating fuel tanks, battery boxes or air tanks, or any other chassis modifications. If any of the above is required an extra charge will be made on a time and material basis.

		Sourcewell Pricing Per Peterbilt Motors Company Contract # 060920-PMC		Matthew Tredway 9075 Dolby Rd Seaford, DE 19966 (302) 536-5545 mtredway@thepetestore.com	
Member # 060290-PMC		PO #		Date:12/5/2023	
Customer: Town of Berlin MD Bill To: Town of Berlin Address: 10 Williams St. Berlin MD 21811 Phone: 410-610-2846 Email: bclark@berlinmd.gov		End User: Town of Berlin MD Ship to: Berlin Address: 10 Willi Berlin MD 21811 Phone: 410-610-28 9304			
Item #	Description	Qty	Unit Price	Discount	Price
1	2025 Peterbilt 520 Chassis	1	\$ 262,050	25.00%	\$ 196,538
2	Flooring expense	120	\$ 40		\$ 4,800
3	Detailing	1	\$ 750		\$ 750
4	Delivery From Dealer	1	\$ 750		\$ 750
5	Marketing & Service Support	1	\$ 1,395		\$ 1,395.00
6	Manuals and Training	1	\$ 750		\$ 750
7	Est 2nd half price increase of 2% subject to change	1	\$ 5,241		\$ 5,241
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<u>Please note line 8 Surcharge is allowed by Sourcewell to protect from future possible Surcharges. This can be adjusted down at time of invoice.</u>				Invoice Subtotal	\$ 210,224
				Business Fees	\$ 462
				The Pete Store Processing Fees	\$ 299
				Sub Total	\$ 210,985
Signature: _____ Date: _____ Printed Name: _____ Title: _____				Deposit Received	
				TOTAL	\$ 210,985

Fire-Rescue

October 1 – December 31, 2023
In-Town Fire/Rescue Call Responses

57

47.1% of calls

(Out Town—64---52.9%)

From Last Year this quarter
Increase of 18 in town calls

Fire-Rescue

October 1 – December 31, 2023

Busiest Day

Tuesday followed by Monday

Busiest Times of Day

12 pm to 1 pm followed by 11 am to 12 pm

Berlin Fire Company

Quarterly Update

October 1 – December 31,
2023

OPERATIONS RESPONSE REPORT

Fire-Rescue
October 1 – December 31, 2023

Simultaneous Calls

21 times—2 OR more fire, rescue calls
occurring at the same time

(Last Year-Same Quarter—15 times)

ADMINISTRATIVE
and
FINANCIAL
REPORT

Fire-Rescue

October 1 – December 31, 2023

Volunteer Manpower

Emergency Calls---805.44 volunteer hours

Non-Emergency—Training, Meetings, etc.

1105.50 volunteer hours

TOTAL VOLUNTEER HOURS—1,910.94

Increase of 638.27 hours from last year same quarter
Call Volume, Length of Call times, Training (EV, physicals, etc)

Many other items—standby-administrative, etc.

Fire-Rescue
October 1 – December 31, 2023

Response Time

4 minutes 2 seconds

Total Increase in Response Times

by 20 seconds from same quarter last year

Likely causes are availability of volunteers and increased volume of traffic delaying
volunteers response to station

Still well below County and Matrix Report Standards

County response time standard to respond from station is 6 minutes
pg 29-Matrix report—nine minutes or less to respond

Capital Replacement

Engines—36 and 25 years old

Another 20 years old

Rescue—25 years old

\$2.5 million loan—\$200,000 annual loan payment for engine and rescue—15/16 years Town ARPA funds payment will reduce by approximately one year to 14/15 years

Funded by county out of town run funds

Both are on order—loan secured--

Next engine would be approx. 40 yrs old for replacement time

Other Capital Needs Planning-Hydraulic Tools, SCBA again, etc.

Continued \$150,000 per year request

Fire-Rescue

October 1 – December 31, 2023

• Revenue Budget Highlights

Annual Donation Drive Mailing less \$6,600

Increase in Memorial Donations \$4,780
(prominent community member passed away)

Fire Response Invoices less \$2500

To be used For Capital Apparatus (\$600 total)

Event Parking less \$1192 (rained out events—lower attendance-limited open time due to hall rental or weather)

Fund Raising Dinners—not having this year—food costs—labor availability- less-\$1000

Banquet Hall/Conference Ctr Rentals increase \$1598

(more outreach and conference center rentals-less need for labor—1 person)

ARPA Funds/FEMA Grant Update

• Mayor and Council transferred \$83,019.18 to provide operating request of \$200,000 for FY23-24

• Balance requested for loan for Engine/Rescue \$136,980.82---Received and principal payment sent

Annual Capital Request is \$150,000 FY23-24 and beyond
FEMA Grant for airparks—we will still have our matching amount of approx. \$20,000 and for possibly 7 airparks not covered by grant—Command vehicle and EMS units—project will be approx. one year due to manufacturer delivery times

Fire-Rescue

October 1 – December 31, 2023

• Expense Budget Highlights

Vehicle Expenses— at 88% of budget as of 12/31

overages due to repairs age of fleet—1 engine out for major repair currently (transmission)

EMS
October 1 – December 31, 2023
In-Town EMS Call Responses

330

60.9% of calls
(212 Out of Town-39.1%)

Increase from Last Yr– 17 in town calls

EMS
October 1 – December 31, 2023
In-Town

TRANSPORTS 252

74.4 %

NON-TRANSPORTS 78
(Out Town-121 trans—91 non)

Increase in Town transports of 7 from last year

Berlin Fire Company
Emergency Medical Services

Quarterly Update
October 1 – December 31,
2023

OPERATIONAL REPORT

EMS

October 1 – December 31, 2023

Station Notified to Responding Time

1.34 minute average (78 seconds)

(This includes third run calls that may be full
volunteer response from home)

Increase in simultaneous calls—finish offloading of patient at
AGH—still faster than next company handling call—second
run calls—securing building time, etc.

Last Year – 1.07 minute (63 seconds)

(page 29-Matrix report—60 seconds for staffed station)

EMS

October 1 – December 31, 2023

Busiest Days

Tuesday followed by Monday

Busiest Times of Day

11 am to 12 pm

followed by 2 pm to 3 pm

ADMINISTRATIVE

AND

FINANCIAL

REPORT

EMS

October 1 – December 31, 2023

Overlapping Calls

Times where one unit is in service and another
call is dispatched

xx times

Will update at Meeting—State Report not
updated

EMS Capital Funds Summary
No Capital Funds for Ambulance Replacements
Replacements Due--2025-2027-2029
All County Funds Received for per ambulance allocation are being used to pay ambulance
Ambulance Ordered for 2025 Delivery--\$411,000
Cash Flow Worksheet provided at work session
County providing \$75,000 per year
Town Request \$52,500 for two years then \$75,000 ongoing
Other Capital Expenditures—Future Monitors, Technology, etc.

Other Funding Information
• Event Response Vehicle--\$60,000
• Contingency Fund
• Pay Rate Adjustment to stay competitive for recruitment and retention
Additional personnel—Employee Supervisor
as volunteer availability decreases additional to support fire/ rescue responses

EMS
October 1 – December 31, 2023
• Revenue Budget Highlights
Donations—Less \$1900
Annual Donation drive will continue into third fiscal year quarter
Invoicing—increased \$29,000
Change in billing company-collection agency
Increased calls and transports

EMS
October 1 – December 31, 2023
• Expense Budget Highlights—
Medical Supplies—66%
increased costs—call volume
Payroll—52%
overtime-personnel vacancies-leave, etc.
Vehicle Maintenance/Repairs—93%
age of fleet—increased costs parts—labor
Should be 50% for med supply and payroll and 70% for vehicle maintenance and repair



January 22, 2024 Weekly Report

Departments this Week:

Town Administrator

- Kate and I met virtually with representatives of BoardDocs, a meeting agenda packet management system. As with previous systems we have reviewed, it would assist in producing our meeting packets and integrate with our live streaming, etc. We will review further upon receipt of a quote.
- Public Works assisted the City of Salisbury Monday-Thursday this week with trash collection. Salisbury will be fully reimbursing Berlin for costs associated with the assistance and there was no impact on our services.
- Alternative polling places for Districts 3 & 4 are under consideration for the 2024 Municipal Election.
- Kelsey, Dave E., and I will be interviewing candidates for the position of Special Projects Administrator on Thursday, 1/18.
- Developing a Request for Qualifications (RFQ) for design/architecture for Town Hall Renovations.
- Continuing to work on a Step-and-Grade system.
- Continuing to review Impact Fees for consideration of Town Code amendments and fee adjustments.

Ongoing:

- Smart Water Meter installation began on Tuesday, January 2, 2024, and is expected to continue for approximately six months. Further information can be found on the Town website at www.berlinmd.gov and updates will be provided periodically throughout the project period.
- Reminder that the Board of Supervisors of Elections has a vacancy that needs to be filled as soon as possible as the Town gears up for the October 2024 Municipal Election. Interested persons can find information at: <https://berlinmd.gov/mayor/become-involved/>

Economic and Community Development

- Updated events on the website and state tourism sites
- Monthly Merchant Meeting focused on advertising/marketing and celebrating Record Store Day on April 20th.
- Working with Public Works and the horticultural advisory board on supplies needed for the flower baskets & pots. We have \$2000 from The Maryland Main Street improvement Grant to use for supplies.

- Completed (2) Worcester County Arts Council Grants for Farmers Market music July-September and Oktoberfest
- Initial work on the town's Sustainable Communities Renewal Application
- Started working on the Berlin Farmers Market
- Berlin Restaurant Week has been very successful; one of the restaurants reported that Saturday night was their busiest ever.
- Arranging a tour program for the Maryland Municipal League conference attendees for Sunday, June 23, 11 am-1 pm

Electric

- Westview Development: Prep work for service installation
- Storm Restoration: Graham Ave - Replaced Utility Pole
- Jefferson Ave: Replaced Camera Equipment
- Westminster: Energized New Solar Customer
- Bryan Ave: Customer Side Electrical Upgrade
- Electric System Inspection & Maintenance
- Power Plant: Maintenance

Finance Director

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

Human Resources Director

- Submitted the OSHA 300A data for the Town on 01/04/24.

- Submitted the Maryland State Retirement Audit on 01/04/24.
- Working on adding lift stations to insurance, they came on-site on 01/04/24 for more information and photos if needed.
- Sent my recommended position placements for the step and grade system to Mary for review and input. We will then meet with each department head to present our recommendations and gather their input. Then it will be presented to the Mayor and Council (likely a February Meeting).
- Working with One Digital to try to establish a possible timeframe for the renewal process to begin. We typically meet in January/February, however, I want to start earlier to explore some HRA options.
- Was on vacation from 01/6/24-01/15/24. Catching up on emails and work from vacation.
- While I was out there was a Worker's Compensation injury filed by Kate Daub for an employee (thank you).
- Processed payroll and all related paperwork on 01/16/24.
- Completing the Time to Care Act Employee Census paperwork for the MABE, MACO, and MML Collaborative.
- W2s and Total Comp Statements were made available to employees on January 17th.
- Held interviews for the Special Projects Administrator (SPA) on January 18th.
- I will attend my CPM class virtually from January 22-January 26.
- Working with the vendor we used in 2022 to set up CPR training for staff for this year. Looking at the April/May timeframe – current certifications expire in May.

Planning Department

- Issued 10 Building permits for new condominium units at Westview. Issue 2 fence permits, one window installation permit, and one excavation permit.
- The Historic District Commission will meet on February 7, 2024, at 5:30 PM.
- The Planning Commission will hold a Work Session on the Town Comprehensive Plan on Wednesday, January 24, 2024, at 5:30 PM, and hold its next regularly scheduled meeting on February 14, 2024, at 5:30 PM.

Police Department

- 1/2 & 1/4: A/Sgt Collins taught the mandated Response to Resistance (Use of Force Policy) and ECD (Taser) to members of the agency.
- 1/16: Chief Downing attended the CRICKET Center Board monthly meeting.
- Collisions – 4; Arrests - 1

Public Works

- Our crew has been hard at work cleaning up the debris left from the recent storm. Downed limbs and trees have been cleaned up from the park and other areas around town. A section of the fence at Heron Park was repaired as well.
- Line-striping planned for Seahawk Road has been delayed due to the poor weather. We are hopeful that it will be completed sometime in the next couple of weeks.

- Our second Christmas tree pickup took place on 1/10. We picked up approximately 40 trees, bringing our total from both pickups to around 120 trees. Most of them have been taken to Marshall Creek Farms to be repurposed as food for the animals there.
- Our department has plows and salting equipment on standby in case of any winter weather coming our way.
- Normal trash and recycling collection, as well as street sweeping and maintenance in parks is taking place every week.

Water Resources

- Smart Meter Installation has begun.
- Preparing end-of-year reports for Sewage Sludge Generator and Sewage Sludge Utilization for MDE.
- Working on completing Capacity Management Report
- Prepared and submitted end-of-year reports for NetDMR to MDE for all 26 monitoring wells.
- Responded to water leaks.
- Troubleshooting moles for drying beds, cable reel has broken again.
- Miss Utility tickets
- Fire extinguisher inspections



Check Run Reports for:

1.02.24

1.03.24

1.05.24

1.10.24

1.18.24

Credit Card Statements



Town of Berlin, MD

Payment Register

APPKT02901 - 20240102SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Total Vendor Amount			
0000666	DAVID A BRAMBLE INC	111,355.65			
Payment Type	Payment Number	Payment Date	Payment Amount	Discount Amount	Payable Amount
Check		01/02/2024	111,355.65		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
230909-1	BERLIN STORMWTR MGNT UPGRD PHASE 2	01/02/2024	01/02/2024	0.00	111,355.65

Vendor Number	Vendor Name	Total Vendor Amount			
0003382	TK CONSTRUCTION INC	177,521.39			
Payment Type	Payment Number	Payment Date	Payment Amount	Discount Amount	Payable Amount
Check		01/02/2024	177,521.39		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
APPL #4	WILLIAM ST PUMP STAT UPGRD PROJECT	01/02/2024	01/02/2024	0.00	177,521.39

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	2	2	0.00	288,877.04
Packet Totals:		2	2	0.00	288,877.04



Town of Berlin, MD

Payment Register

APPKT02903 - 20240103SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount	
0003138	CARD SERVICES CENTER					13,623.90	
Payment Type	Payment Number			Payment Date	Payment Amount		
Bank Draft	DFT0000470			12/20/2023	191.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0117 NOV DEC FY 24	BOC CREDIT CARD AUGUST WIENHOLD	12/20/2023	12/20/2023	0.00	191.92		
Bank Draft	DFT0000471			12/20/2023	1,004.96		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0216 NOV DEC FY 24	BOC CREDIT CARD KELSEY JENSEN	12/20/2023	12/20/2023	0.00	1,004.96		
Bank Draft	DFT0000472			12/20/2023	77.37		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0208 NOV DEC FY 24	BOC CREDIT CARD SARA GARFINKLE	01/02/2024	01/02/2024	0.00	77.37		
Bank Draft	DFT0000473			12/20/2023	2,531.66		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0174 NOV FY 24	BOC CREDIT CARD IVY WELLS	12/20/2023	12/20/2023	0.00	2,531.66		
Bank Draft	DFT0000474			12/20/2023	1,026.77		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0470 NOV DEC FY 24	BOC CREDIT CARD ROBERT CLARK	12/20/2023	12/20/2023	0.00	1,026.77		
Bank Draft	DFT0000475			12/20/2023	428.74		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0710 NOV DEC FY 24	BOC CREDIT CARD KATE DAUB	12/20/2023	12/20/2023	0.00	428.74		
Bank Draft	DFT0000476			12/20/2023	393.09		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0488 NOV DEC FY 24	BOC CREDIT CARD MEGHAN PFALLER	12/20/2023	12/20/2023	0.00	393.09		
Bank Draft	DFT0000477			12/20/2023	3,953.83		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0371 NOV DEC FY 24	BOC CREDIT CARD MARY BOHLEN	12/20/2023	12/20/2023	0.00	3,953.83		
Bank Draft	DFT0000478			12/20/2023	1,657.85		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0595 NOV DEC FY 24	BOC CREDIT CARD JAMES CHARLES	12/20/2023	12/20/2023	0.00	1,657.85		
Bank Draft	DFT0000479			12/20/2023	1,484.11		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0182 NOV DEC FY 24	BOC CREDIT CARD ARNOLD DOWNING	12/20/2023	12/20/2023	0.00	1,484.11		
Bank Draft	DFT0000480			12/20/2023	647.27		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0389 NOV DEC FY 24	BOC CREDIT CARD TIM LAWRENCE	12/20/2023	12/20/2023	0.00	647.27		
Bank Draft	DFT0000481			12/20/2023	35.91		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0413 NOV DEC FY 24	BOC CREDIT CARD JAMEY LATCHUM	12/20/2023	12/20/2023	0.00	35.91		
Bank Draft	DFT0000482			12/20/2023	190.42		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0694 NOV DEC FY 24	BOC CREDIT CARD CODY CHESSER	12/20/2023	12/20/2023	0.00	190.42		

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Manual Bank Draft	13	13	0.00	13,623.90
Packet Totals:		13	13	0.00	13,623.90



Town of Berlin, MD

Payment Register

APPKT02909 - 20240110SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number		Vendor Name	Total Vendor Amount	
0000334		BERLIN FIRE CO	136,960.82	
Payment Type	Payment Number		Payment Date	Payment Amount
Check			01/10/2024	136,960.82
Payable Number	Description		Payable Date	Due Date
ARPA 24-2	ARPA FUNDS FIRE CAPITAL ALLOCATION		01/10/2024	01/10/2024
			Discount Amount	Payable Amount
			0.00	136,960.82

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	136,960.82
Packet Totals:		1	1	0.00	136,960.82



Town of Berlin, MD

Payment Register

APPKT02906 - 20240105SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					371.60
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	371.60	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
444702	PAPER PRODUCTS AND OTHER SUPPLIES	01/04/2024	01/04/2024	0.00	267.20	
444703	PAPER PRODUCTS AND OTHER CLEANING SUPPLIES	01/03/2024	01/03/2024	0.00	104.40	

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					2,179.66
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	2,179.66	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN233508	ABS BILLING SUPERVISOR OFFICE PRINTER FY2024	01/02/2024	01/02/2024	0.00	25.89	
IN234089	ABS BILLING SUPERVISOR EQUIPMENT RENTAL	01/03/2024	01/03/2024	0.00	179.88	
IN234090	ABS RENTAL OFFICE EQUIPMENT MAIN TOWN COPIER	01/03/2024	01/03/2024	0.00	1,720.00	
IN234090-	ABS RENTAL OFFICE EQUIPMENT MAIN TOWN COPIER	01/03/2024	01/03/2024	0.00	53.16	
IN234091	ABS RENTAL EQUIPMENT PLANNING AND ECO DEV COPIE	01/03/2024	01/03/2024	0.00	200.73	

Vendor Number	Vendor Name					Total Vendor Amount
0000197	AQUALAW PLC					321.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	321.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15858	LETTER TO MDE DISCHARGE PERMIT	01/04/2024	01/04/2024	0.00	321.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002916	BASSETT DAVID					100.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	100.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
12/21/23 REIMB	MDE LICENSE RENEWAL FEE	01/04/2024	01/04/2024	0.00	100.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000306	BELAIR ROAD SUPPLY					540.74
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	540.74	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
550391	FILLER FLANGE SEPTAGE	01/04/2024	01/04/2024	0.00	540.74	

Vendor Number	Vendor Name					Total Vendor Amount
0000405	BRASURE'S PEST CONTROL INC					55.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	55.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
832834	QUARTERLY SPRAYING PLANNING AND ZONING - PEST	01/04/2024	01/04/2024	0.00	55.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000451	CAMPBELL MICHAEL					164.25
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	164.25	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
01/03/2024	SAFETY BOOTS	01/04/2024	01/04/2024	0.00	164.25	

Payment Register

APPKT02906 - 20240105SW

Vendor Number 0000480	Vendor Name CATO OIL CO., INC.	Total Vendor Amount 9,497.33				
Payment Type Check	Payment Number			Payment Date 01/05/2024	Payment Amount 9,497.33	
Payable Number CFSI-3758	Description TOWN VEHICLE GAS	Payable Date 01/04/2024	Due Date 01/04/2024	Discount Amount 0.00	Payable Amount 9,497.33	
Vendor Number 0000529	Vendor Name CINTAS FIRST AID & SAFETY	Total Vendor Amount 46.62				
Payment Type Check	Payment Number			Payment Date 01/05/2024	Payment Amount 46.62	
Payable Number 5190335371	Description RESTOCK SAFETY FIRST AID CABINET	Payable Date 01/03/2024	Due Date 01/03/2024	Discount Amount 0.00	Payable Amount 46.62	
Vendor Number 0000572	Vendor Name COMCAST	Total Vendor Amount 233.70				
Payment Type Check	Payment Number			Payment Date 01/05/2024	Payment Amount 233.70	
Payable Number 41 016 0042978 DEC JAN FY	Description DOWNTOWN WIFI	Payable Date 01/02/2024	Due Date 01/02/2024	Discount Amount 0.00	Payable Amount 233.70	
Vendor Number 0000571	Vendor Name COMCAST BUSINESS	Total Vendor Amount 1,431.92				
Payment Type Check	Payment Number			Payment Date 01/05/2024	Payment Amount 1,431.92	
Payable Number 189784810	Description TELEPHONE SERVICES	Payable Date 01/02/2024	Due Date 01/02/2024	Discount Amount 0.00	Payable Amount 1,431.92	
Vendor Number 0000678	Vendor Name DAVIS, BOWEN & FRIEDEL	Total Vendor Amount 21,103.92				
Payment Type Check	Payment Number			Payment Date 01/05/2024	Payment Amount 21,103.92	
Payable Number 181198	Description PROJ 0050A002.001 WELL 34 SCOPE PF WRK & PERMIT	Payable Date 01/05/2024	Due Date 01/05/2024	Discount Amount 0.00	Payable Amount 405.00	
181199	PROJ 0050A002.022 HERON PK	01/05/2024	01/05/2024	0.00	258.75	
181200	PROJ 0050A002.049 EVANS RD WAREHSE	01/05/2024	01/05/2024	0.00	3,049.84	
181201	PROJ 0050A002.060 RDWY PAVE OVERLAY PROJS	01/05/2024	01/05/2024	0.00	165.00	
181202	PROJ 0050A002.063 BERLIN WWTP & SEWER ASSIST	01/05/2024	01/05/2024	0.00	450.00	
181203	PROJ 0050A002.070 SMART METER UPGD PROJ	01/05/2024	01/05/2024	0.00	1,295.00	
181204	PROJ 0050A002.073 WT ST UTILITY & RDWY IMPRO COST	01/05/2024	01/05/2024	0.00	1,308.25	
181205	PROJ 0050A002.079 WEST VIEW PC NORTH UTILITY RDWY	01/05/2024	01/05/2024	0.00	1,416.94	
181206	PROJ 0050A002.082 HARRISON AVE WTRMAIN REPL	01/05/2024	01/05/2024	0.00	4,512.50	
181207	PROJ 0050A002.083 BGAY ST DEVEL ENG PLAN REVIEW	01/05/2024	01/05/2024	0.00	600.00	
181208	PROJ 0050A002.084 PUMP STST INVENTORY GIS DATABA	01/05/2024	01/05/2024	0.00	650.00	
181209	PROJ 0050A109.A01 POWELLTON AVE WELL BLDG SITE PL	01/05/2024	01/05/2024	0.00	775.00	
181210	PROJ 0050A112.B01 BROAS ST PUMP STAT BIDDING & AV	01/05/2024	01/05/2024	0.00	1,549.20	
181211	PROJ 0050A114.A01 PUMPO STAT REHAB WM ST CHG OF	01/05/2024	01/05/2024	0.00	988.44	
181212	PROJ 0050A118.A01 WEST ST PUMP STATION	01/05/2024	01/05/2024	0.00	300.00	
181213	PROJ 050A002.073 WEST ST RDWY & UTILITIES	01/05/2024	01/05/2024	0.00	3,380.00	
Vendor Number 0000784	Vendor Name EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC	Total Vendor Amount 16,740.00				
Payment Type Check	Payment Number			Payment Date 01/05/2024	Payment Amount 16,740.00	
Payable Number 168901	Description TASK 0001 STORMWATER SUPPORT	Payable Date 01/04/2024	Due Date 01/04/2024	Discount Amount 0.00	Payable Amount 16,740.00	

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Vendor Number	Vendor Name					Total Vendor Amount
0000794	EASTERN SHORE COFFEE					74.39
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	74.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
660925	WATER & COOLER RENTAL FEES	01/03/2024	01/03/2024	0.00	74.39	
Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					263.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	263.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2303121	HYDRANT SAMPLES	01/04/2024	01/04/2024	0.00	263.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000899	FIRE PROTECTIVE SERVICE					224.75
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	224.75			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
112371	FIRE EXTINGUISHER SERVICE CALL	01/04/2024	01/04/2024	0.00	224.75	
Vendor Number	Vendor Name					Total Vendor Amount
0003521	FULL MOON ENTERTAINMENT SERVICES LLC					900.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	900.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
798428	GRANT FUNDED MSAC ARGOS ENTNTMT SPRING CELEBR	01/04/2024	01/04/2024	0.00	900.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					492.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	492.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
35542222	ANNUAL & QUARTERLY FOR PW, ELEC, WR COPIER MACH	01/02/2024	01/02/2024	0.00	183.95	
35570715	GREAT AMERICA	01/02/2024	01/02/2024	0.00	308.65	
Vendor Number	Vendor Name					Total Vendor Amount
0001040	HOME DEPOT CREDIT CARD SERVICES					1,991.36
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	1,991.36			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
-VARI INV	TOOLS, PARTS, AND OTHER SUPPLIES	01/05/2024	01/05/2024	0.00	1,148.56	
VARI INV	TOOLS, PARTS, AND OTHER SUPPLIES	01/05/2024	01/05/2024	0.00	712.43	
VARIO INV	MONTHLY SUPPLIES	01/05/2024	01/05/2024	0.00	130.37	
Vendor Number	Vendor Name					Total Vendor Amount
0003600	INTERCON TRUCK OF BALTIMORE					15,099.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	15,099.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9759244-IN, 245,246	LIFT GATES FOR PUBLIC WORKS TRUCKS	01/05/2024	01/05/2024	0.00	15,099.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001404	MARYLAND MUNICIPAL LEAGUE					70.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	70.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
M190	ACADEMY GRAD CLASS / MML SUMMER CONF MAYOR	01/04/2024	01/04/2024	0.00	70.00	

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Vendor Number	Vendor Name					Total Vendor Amount
0001493	MID-ATLANTIC WASTE SYSTEMS					7,700.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	7,700.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PSO006676-1	NEW 95 GALLON TRASH RECEPTICALS	01/04/2024	01/04/2024	0.00	7,700.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					8.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	8.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
848907-	INSPECTION SERVICES	01/04/2024	01/04/2024	0.00	8.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,570.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	3,570.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 12/31/23	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	01/02/2024	01/02/2024	0.00	3,570.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003076	NCSI					40.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	40.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41292	PRE EMPLOYMENT BACKGROUND	01/04/2024	01/04/2024	0.00	40.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003127	QUADIENT FINANCE USA, INC					1,051.86
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	1,051.86			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8273 01/01/24	POSTAGE TOWN WIDE	01/04/2024	01/04/2024	0.00	1,051.86	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					171.33
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	171.33			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
152887,154044	HEATER HOSE 6733	01/04/2024	01/04/2024	0.00	171.33	
Vendor Number	Vendor Name					Total Vendor Amount
0003171	RICKY JARMON					800.04
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	800.04			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
DEC FY 24	CUSTODIAL SERVICE FOR PD	01/04/2024	01/04/2024	0.00	800.04	
Vendor Number	Vendor Name					Total Vendor Amount
0003222	SFS TOOLS AND SAFETY LLC					182.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	182.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
427595	1/2 HEX TOOLS	01/04/2024	01/04/2024	0.00	182.20	

Payment Register

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Vendor Number	Vendor Name	Total Vendor Amount				
0002022	STUART C IRBY CO	2,187.20				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	2,187.20	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S013832493.001	3M 5451-CI-1/0A 3-M MOLDED RUBBER INSULATED KITS	01/02/2024	01/02/2024	0.00	2,187.20	
Vendor Number	Vendor Name	Total Vendor Amount				
0003461	TECHMD	5,812.00				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	5,812.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
236136	IT SERVICES - CARDS COMPLETE	01/03/2024	01/03/2024	0.00	4,459.00	
CLD-237623	IT SERVICES - MICROSOFT 365 & AZURE	01/04/2024	01/04/2024	0.00	1,353.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0002093	THE DISPATCH	142.00				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	142.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
155906	RESTAURANT WEEK ADS	01/04/2024	01/04/2024	0.00	142.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0003520	TOURS ENTERTAINMENT AMUSEMENT MANAGEMENT	2,000.00				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2521	GRANT FUNDED: MSAC 2024-22764	01/02/2024	01/02/2024	0.00	1,000.00	
Check				01/05/2024	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2526	GRANT FUNDED: MSAC 2024-22764	01/04/2024	01/04/2024	0.00	1,000.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0003149	TRANSAMERCIA	137.04				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	137.04	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2505224276	TRANSAMERICA EE PAID SUPPLEMENTAL INS.	01/02/2024	01/02/2024	0.00	137.04	
Vendor Number	Vendor Name	Total Vendor Amount				
0002185	TYLER TECHNOLOGIES INC	7,695.00				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	7,695.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
025-449575	TYLER SOFTWARE SUPPORT	01/04/2024	01/04/2024	0.00	3,375.00	
025-449577	MASS FILE CHANGE OUT FOR NEW METERS	01/04/2024	01/04/2024	0.00	4,200.00	
025-449744	MASS FILE CHANGE OUT FOR NEW METERS	01/04/2024	01/04/2024	0.00	120.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0002928	UNIFIRST CORPORATION	700.87				
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/05/2024	700.87	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430104506	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	01/02/2024	01/02/2024	0.00	139.40	
1430105550	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	01/02/2024	01/02/2024	0.00	139.40	
1430106640	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	01/02/2024	01/02/2024	0.00	282.67	
1430106642	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	01/02/2024	01/02/2024	0.00	139.40	

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Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					45.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	45.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 12/31/23	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	01/02/2024	01/02/2024	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003570	US BANK EQUIPMENT FINANCE					218.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	218.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
518070602	COPIER LEASE AND CONTRACT	01/03/2024	01/03/2024	0.00	218.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002248	VERIZON BUSINESS					105.55
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	105.55			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
06027810	BUSINESS TELEPHONE CALLS	01/02/2024	01/02/2024	0.00	105.55	
Vendor Number	Vendor Name					Total Vendor Amount
0002252	VERIZON WIRELESS-720117503-00001					527.56
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	527.56			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9952524928	MDT SERVICE	01/04/2024	01/04/2024	0.00	527.56	
Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					511.51
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/05/2024	511.51			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P2387587	WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	01/02/2024	01/02/2024	0.00	511.51	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	71	42	0.00	105,506.00
Packet Totals:		71	42	0.00	105,506.00



Town of Berlin, MD

Payment Register

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01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000090	AFLAC					546.48
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	546.48	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
673905	AFLAC EMPLOYEE PAID SUPPLEMENTAL INSURANCE	01/18/2024	01/18/2024	0.00	546.48	

Vendor Number	Vendor Name					Total Vendor Amount
0000246	ATLANTIC PUMPING INC.					175.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	175.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
362854	CLEAN BROAD ST LIFT STATION	01/18/2024	01/18/2024	0.00	175.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000249	ATLANTIC TRACTOR					278.52
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	278.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P94163	BLU DEF FUEL ADDITIVE	01/10/2024	01/10/2024	0.00	278.52	

Vendor Number	Vendor Name					Total Vendor Amount
0000325	BERLIN CHAMBER OF COMMERCE					353.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	353.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3993	DINNER/SOCIAL EVENT INSTALLATION DINNER	01/11/2024	01/11/2024	0.00	353.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000334	BERLIN FIRE CO					11,739.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	11,739.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FY 2024	FY 2024 AMOSS GRANT	01/11/2024	01/11/2024	0.00	11,739.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000453	CAPITAL ELECTRIC SUPPLY COMPANY					28,080.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	28,080.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S052552935.001	PRESSURE RELEASE SWITCHES	01/18/2024	01/18/2024	0.00	7.27	
S052768826.003..005	VICTORIAN STREET LIGHTS	01/18/2024	01/18/2024	0.00	23,905.00	
S053040591.003..001	REPLACE 8 FT VICTORIAN LIGHT TRUCK BY SCHOOL BUS	01/18/2024	01/18/2024	0.00	4,168.53	

Vendor Number	Vendor Name					Total Vendor Amount
0003317	CARTER MACHINERY COMPANY INC					1,597.32
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	1,597.32	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
00435931	TOWN HALL TEMP GENERATOR RENTAL	01/18/2024	01/18/2024	0.00	1,597.32	

Payment Register

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Vendor Number	Vendor Name						Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.						2,753.26
Payment Type	Payment Number						Payment Date Payment Amount
Check							01/18/2024 2,753.26
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
414700 DEC FY 24	ELECTRIC UTILITY SERVICE SPRAY SITES	01/18/2024	01/18/2024	0.00	2,753.26		
Vendor Number	Vendor Name						Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY						1,470.50
Payment Type	Payment Number						Payment Date Payment Amount
Check							01/18/2024 1,470.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
84065556976	REPLENISH FIRST AID CABINET	01/18/2024	01/18/2024	0.00	1,171.32		
8406605725	REPLENISH FIRST AID CABINET	01/18/2024	01/18/2024	0.00	299.18		
Vendor Number	Vendor Name						Total Vendor Amount
0002647	CINTAS RUGS						67.16
Payment Type	Payment Number						Payment Date Payment Amount
Check							01/18/2024 67.16
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
4179580767	RUGS AND RUG CLEANING SERVICE	01/18/2024	01/18/2024	0.00	67.16		
Vendor Number	Vendor Name						Total Vendor Amount
0000581	COMPTROLLER OF MARYLAND						434.11
Payment Type	Payment Number						Payment Date Payment Amount
Check							01/18/2024 434.11
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
DEC FY 24	ENVIRONMENTAL TRUST FUND REPORT	01/18/2024	01/18/2024	0.00	434.11		
Vendor Number	Vendor Name						Total Vendor Amount
0000584	COMPTROLLER OF MARYLAND						2,405.78
Payment Type	Payment Number						Payment Date Payment Amount
Check							01/18/2024 2,405.78
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
DEC FY 24	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	01/18/2024	01/18/2024	0.00	2,405.78		
Vendor Number	Vendor Name						Total Vendor Amount
0000622	CROPPERS INC						25.00
Payment Type	Payment Number						Payment Date Payment Amount
Check							01/18/2024 25.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0013974	REPAIR KUBOTA TIRE	01/18/2024	01/18/2024	0.00	25.00		
Vendor Number	Vendor Name						Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL						22,473.17
Payment Type	Payment Number						Payment Date Payment Amount
Check							01/18/2024 20,843.17
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
181198-	PROJ 0050A002.001 WELL #4 SCOPE OF WRK & PERMIT	01/11/2024	01/11/2024	0.00	405.00		
181200-	PROJ 0050A002.049 EVAN RD WREHSE UTILITY INSTL & T	01/11/2024	01/11/2024	0.00	3,049.84		
181202-	PROJ 0050A002.063 BERLIN WWTP & SEWER ASSIST UPG	01/11/2024	01/11/2024	0.00	450.00		
181203-	PROJ 0050A002.070 SMART METER UPGRD PROJ INSTL	01/11/2024	01/11/2024	0.00	1,295.00		
181204-	PROJ 0050A002.073 WT ST UTILITY & RDWY IMP COST	01/11/2024	01/11/2024	0.00	1,306.25		
181205-	PROJ 0050A002.079 WEST VIEW PC NORTH UTILITY RDW	01/11/2024	01/11/2024	0.00	1,416.94		
181206-	PROJ 0050A002.082 HARRISON AVE WTRMAIN REPL	01/11/2024	01/11/2024	0.00	4,512.50		
181207-	PROJ 0050A002.083 GAY ST DEVEL ENG PLN REVIEW SVC	01/11/2024	01/11/2024	0.00	600.00		
181208-	PROJ 0050A002.084 PUMOP STAT INV GIS DATABASE COS	01/11/2024	01/11/2024	0.00	650.00		
181209-	PROJ 0050A109.A01 POWELLTON AVE WELL BLDG BID,SIT	01/11/2024	01/11/2024	0.00	775.00		
181210-	PROJ 0050A112.B01 BROAD ST PUMP STAT PROJ BID AW	01/11/2024	01/11/2024	0.00	1,549.20		
181211-	PROJ 0050A114.A01 PUMP STAT REHAB WM ST PUNCH LI	01/11/2024	01/11/2024	0.00	988.44		
181212-	PROJ 0050A118.A01 WEST ST PUMP STATION	01/11/2024	01/11/2024	0.00	300.00		

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181213-	PROJ 050A002..073 WEST ST RDWY & UTILITIES	01/11/2024	01/11/2024	0.00	3,380.00
Check				01/18/2024	1,630.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
181323	PROJ 0050A116.A01 ENG SVCS HERON PK DEMOLITION	01/10/2024	01/10/2024	0.00	1,630.00
Check				01/18/2024	20,843.17
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
191201-	PROJ 0050A002.060 RDWY PVMEN OVERLAY PROJS	01/11/2024	01/11/2024	0.00	165.00
Vendor Number	Vendor Name				Total Vendor Amount
0000794	EASTERN SHORE COFFEE				83.99
Payment Type	Payment Number			Payment Date	Payment Amount
Check				01/18/2024	83.99
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
324642	WATER & COOLER RENTAL FEES	01/18/2024	01/18/2024	0.00	8.75
662415	DISTILLED WATER	01/18/2024	01/18/2024	0.00	21.97
662418	WATER & COOLER RENTAL FEES	01/18/2024	01/18/2024	0.00	53.27
Vendor Number	Vendor Name				Total Vendor Amount
0000847	ENVIROCORP, INC.				991.50
Payment Type	Payment Number			Payment Date	Payment Amount
Check				01/18/2024	991.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
IN2400058	WEEKLY DISCHARGE SAMPLES	01/18/2024	01/18/2024	0.00	354.00
IN2400059	MONITORING WELL SAMPLES	01/18/2024	01/18/2024	0.00	637.50
Vendor Number	Vendor Name				Total Vendor Amount
0000930	GALLS LLC				19.51
Payment Type	Payment Number			Payment Date	Payment Amount
Check				01/18/2024	19.51
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
026623527	EQUIPMENT FOR RECRUITS	01/10/2024	01/10/2024	0.00	19.51
Vendor Number	Vendor Name				Total Vendor Amount
0001068	INTERCOASTAL TRADING INC.				2,937.55
Payment Type	Payment Number			Payment Date	Payment Amount
Check				01/18/2024	2,937.55
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
235057	BLEACH	01/18/2024	01/18/2024	0.00	2,937.55
Vendor Number	Vendor Name				Total Vendor Amount
0001414	MARYLAND WATER QUALITY FINANCING ADMINISTRAT				175,567.24
Payment Type	Payment Number			Payment Date	Payment Amount
Check				01/18/2024	175,567.24
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
24017	BERLIN EFFLUENT STORAGE & SPRAY IRRG SYS	01/18/2024	01/18/2024	0.00	175,567.24
Vendor Number	Vendor Name				Total Vendor Amount
0003505	MCWILLIAMS CHARLES				85.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				01/18/2024	85.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
1/10/2024 PER DIEM	MEALS LINEMAN TRAINING CLASS LTAP3	01/10/2024	01/10/2024	0.00	85.00
Vendor Number	Vendor Name				Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY				2,027.00
Payment Type	Payment Number			Payment Date	Payment Amount
Check				01/18/2024	2,027.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
850652,653,,654,655,656,65	INSPECTION SERVICES	01/10/2024	01/10/2024	0.00	2,027.00

Payment Register

APPKT02917 - 20240118SW

Vendor Number	Vendor Name					Total Vendor Amount
0003637	NAPA AUTO PARTS					2.10
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	2.10			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
479103	FUSES	01/18/2024	01/18/2024	0.00	2.10	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,570.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	3,570.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 01/14/2024	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	01/18/2024	01/18/2024	0.00	3,570.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001625	ONE CALL CONCEPTS, INC.					97.03
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	97.03			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3126168	MISS UTILITY TICKETS	01/10/2024	01/10/2024	0.00	97.03	
Vendor Number	Vendor Name					Total Vendor Amount
0001682	PEP-UP, INC.					1,478.09
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	1,478.09			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6736761	OFF ROAD DIESEL	01/18/2024	01/18/2024	0.00	1,478.09	
Vendor Number	Vendor Name					Total Vendor Amount
0001688	PFALLER MEGHAN					119.99
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	119.99			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1/12 REIMB	HEATER FOR 346 W GENERATOR	01/16/2024	01/16/2024	0.00	119.99	
Vendor Number	Vendor Name					Total Vendor Amount
0003314	POWER DELIVERY PROGRAM					1,352.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	1,352.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
CIGT 0186657C	JACOB BURKEY LTAP MODULE 1	01/18/2024	01/18/2024	0.00	676.00	
CIGT 018730C	CHARLES MCWILLIAMS MODULE 2 LTAP 3 & 4	01/18/2024	01/18/2024	0.00	676.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002795	SANDPIPER ENERGY INC					88.48
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	88.48			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
06-605972-743695-1 DEC FY	NATURAL GAS PD	01/18/2024	01/18/2024	0.00	88.48	
Vendor Number	Vendor Name					Total Vendor Amount
0001908	SENSUS					300.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	300.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
DP 23000082	SPRT TELEPHONE HOURLY SUPPORT	01/10/2024	01/10/2024	0.00	300.00	

Payment Register
APPKT02917 - 20240118SW

Vendor Number	Vendor Name					Total Vendor Amount
0002093	THE DISPATCH					142.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	142.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
156032	RESTAURANT WEEK ADS	01/10/2024	01/10/2024	0.00	142.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002163	TOWN OF BERLIN					25,965.26
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	25,965.26			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
JAN FY 24	TOWN UTILITY BILLINGS	01/11/2024	01/11/2024	0.00	25,965.26	
Vendor Number	Vendor Name					Total Vendor Amount
0003383	TRANSFORMER MAINTENANCE & SERVICE INC					156.22
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	156.22			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
69071	TRANSFORMER GROUNDING STRAPS & BOLTS	01/18/2024	01/18/2024	0.00	156.22	
Vendor Number	Vendor Name					Total Vendor Amount
0002185	TYLER TECHNOLOGIES INC					16.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	16.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
025-450321	TYLER SOFTWARE SUPPORT	01/10/2024	01/10/2024	0.00	16.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					128.13
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	128.13			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430107739	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	01/10/2024	01/10/2024	0.00	128.13	
Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					45.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	45.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 01/14/2024	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	01/18/2024	01/18/2024	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER					170.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	170.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
21196022	DOT PHYSICAL MCWILLIAMS	01/18/2024	01/18/2024	0.00	125.00	
21198829	NEW HIRE PRE EMPLOYMENT DRUG SCREENING BOSSE	01/18/2024	01/18/2024	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					12,559.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		01/18/2024	12,559.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124 DEC FY 24	RECYCLE, REFUGE, AND CAN PULLS	01/10/2024	01/10/2024	0.00	11,018.80	
309 DEC FY 24	SLUDGE	01/18/2024	01/18/2024	0.00	1,540.80	

Payment Register

APPKT02917 - 20240118SW

Vendor Number		Vendor Name				Total Vendor Amount	
0002384		WORCESTER YOUTH & FAMILY COUNSELING SERVICES				3,951.02	
Payment Type		Payment Number		Payment Date		Payment Amount	
Check				01/18/2024		3,951.02	
Payable Number		Description		Payable Date	Due Date	Discount Amount	Payable Amount
12/31/2023		ANNUAL YOUTH PROGRAM		01/10/2024	01/10/2024	0.00	3,951.02

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	62	39	0.00	304,251.81
Packet Totals:		62	39	0.00	304,251.81



Town of Berlin, MD

Payment Register

APPKT02920 - 20240118SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0003504	CAMPBELL JOE					200.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	200.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 1/16	PRESCRIPTION SAFETY GLASSES	01/18/2024	01/18/2024	0.00	200.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000899	FIRE PROTECTIVE SERVICE					880.88
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	880.88	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
112198,445,447,446,374,910	EXTINGUISHER INSPECTION	01/18/2024	01/18/2024	0.00	880.88	

Vendor Number	Vendor Name					Total Vendor Amount
0002971	HUNTER CALEB					25.23
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	25.23	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 1/17	RELAY SWITCH SIGNAL FLASHER VEH #22	01/18/2024	01/18/2024	0.00	25.23	

Vendor Number	Vendor Name					Total Vendor Amount
0003637	NAPA AUTO PARTS					249.09
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	249.09	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
479992	SERVICE TRACTORS	01/18/2024	01/18/2024	0.00	249.09	

Vendor Number	Vendor Name					Total Vendor Amount
0001564	NATIONAL TRANSFORMER SALES					504.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	504.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
20230154	FOCUS FORM IS,CL.100 120V 2W TA15	01/18/2024	01/18/2024	0.00	504.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002786	THE PETE STORE					2,627.61
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				01/18/2024	2,627.61	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15W169810	VAC TRUCK STARTER	01/18/2024	01/18/2024	0.00	2,627.61	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	6	6	0.00	4,486.81
Packet Totals:		6	6	0.00	4,486.81



UBPKT10298 - Refunds 1 UBPKT10297 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0400001-14	BORDEAU, JOEL	1/5/2024	25977	89.98			89.98	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	89.98			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	89.98
Revenue Total:	89.98

General Ledger Distribution

Posting Date: 01/04/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-89.98	Yes
	10-2010-2074	UNAPPLIED CREDITS	89.98	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-89.98	Yes
	98-2498-2200	DUE TO OTHER FUNDS	89.98	
	98 Total:		0.00	
	Distribution Total:		0.00	



UBPKT10303 - Refunds 1 UBPKT10302 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	1/18/2024	26022	463.39			463.39	Deposit
66-0500351-15	ELLIS, KIMBERLY	1/18/2024	26023	138.24			138.24	Deposit
Total Refunds: 2		Total Refunded Amount:		601.63				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	601.63
Revenue Total:	601.63

General Ledger Distribution

Posting Date: 01/04/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-601.63	Yes
	10-2010-2074	UNAPPLIED CREDITS	601.63	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-601.63	Yes
	98-2498-2200	DUE TO OTHER FUNDS	601.63	
	98 Total:		0.00	
	Distribution Total:		0.00	

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$758.37
- Payments	\$758.37
- Other Credits	\$0.00
+ Purchases	\$1,484.11
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,484.11

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$3,405.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$1,484.11
Minimum Payment Due: \$74.00
Payment Due Date: January 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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$758.37-
11/08	11/10	52707159T09FSS44E	THE HOME DEPOT #2578 BERLIN MD	\$11.91
11/13	11/13	05416019X43A7MY8E	WAL-MART #2560 BERLIN MD	\$367.14
11/13	11/13	55432869Y5VBZGK3V	THE HOME DEPOT 2578 BERLIN MD	\$99.96
11/14	11/14	52707159Z09FP16M2	THE HOME DEPOT #2578 BERLIN MD	\$149.49
11/17	11/17	5270715A209FTE00A	THE HOME DEPOT #2578 BERLIN MD	\$39.96
12/01	12/01	8550499AGS66KFBEN	DRIVEEZMD REBILL 5555555555 MD	\$25.00
12/02	12/02	5543286AG5Y2JLHNA	AMZN MKTP US*CF9K510U3 AMZN.COM/BILL WA	\$92.21

Transactions continued on next page

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

Account Number: XXXX XXXX XXXX
New Balance: \$1,484.11
Minimum Payment Due: \$74.00
Payment Due Date: January 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
12/03	12/03	8271116AJ0002SK87	SP BRADLEYS WEB EVANS MILLS NY	\$76.45
12/04	12/04	7530637AK51YLK15G	MARYLAND CHIEFS OF POL 667-3143216 MD	\$150.00
12/06	12/06	0543684AMBLKTK5AF	WM SUPERCENTER #2560 BERLIN MD	\$201.86
12/07	12/07	8265413ANWGN9G7EB	BERLIN PIZZA BERLIN MD	\$111.24
12/07	12/07	0543684AM5SAKJSE7	WALMART.COM 8009666546 BENTONVILLE AR	\$158.89
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$33.59

INTEREST CHARGE CALCULATION

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.99% (v)	\$0.00	31	\$0.00
Cash Advances	25.49% (v)	\$0.00	31	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,298.24
- Payments	\$1,298.24
- Other Credits	\$0.00
+ Purchases	\$191.92
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$191.92

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,308.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$191.92
Minimum Payment Due: \$25.00
Payment Due Date: January 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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$1,298.24-
11/09	11/10	05436849T8PLV9R5D	CAPITAL ELEC BERLIN BERLIN MD	\$191.92
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

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

Account Number: XXXX XXXX XXXX
New Balance: \$191.92
Minimum Payment Due: \$25.00
Payment Due Date: January 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	\$359.68
- Payments	\$359.68
- Other Credits	\$0.00
+ Purchases	\$190.42
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$190.42

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,309.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$190.42
Minimum Payment Due: \$25.00
Payment Due Date: January 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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$359.68-
11/09	11/10	55432869T63ARS503	AMZN MKTP US*YN1231R73 AMZN.COM/BILL WA	\$80.55
11/14	11/14	55432869Y5V9B993E	AMZN MKTP US*IE8W41HF3 AMZN.COM/BILL WA	\$30.73
11/15	11/15	0531461A0EHVEPKTQ	THE ADKINS COMPANY BERLIN MD	\$20.35
11/29	11/29	5543687AD7M7ZAV4A	NORTHEASTERN SUPPLY IN OCEAN CITY MD	\$16.62
12/03	12/03	5543286AH5Y6KDVWS	AMZN MKTP US*EF12Q2463 AMZN.COM/BILL WA	\$29.57
12/05	12/05	0531461ALEHVDM14L	THE ADKINS COMPANY BERLIN MD	\$12.60
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

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

Account Number: XXXX XXXX XXXX
New Balance: \$190.42
Minimum Payment Due: \$25.00
Payment Due Date: January 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	\$915.23
- Payments	\$915.23
- Other Credits	\$0.00
+ Purchases	\$2,531.66
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$2,531.66

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$2,415.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$2,531.66
Minimum Payment Due: \$127.00
Payment Due Date: January 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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$915.23-
11/10	11/10	55436879W4ELTA2M9	MARRIOTT HOTELS OWINGS MILLS MD	\$481.65
		CHECK-IN 11/07/23	FOLIO #77450	
11/17	11/17	5543286A25WBHK17J	POP'S KITCHEN BERLIN MD	\$100.00
11/17	11/17	8271116A1000BNHW6	MEDAMD.COM BALTIMORE MD	\$95.00
11/18	11/18	5543286A35WN8B9PF	FOOD LION #2614 BERLIN MD	\$35.74
11/19	11/19	8230509A30008SWRZ	CANVA* I03974-19156998 CAMDEN DE	\$141.00
11/27	11/27	8230509AB000D9B7R	CANVA* I03982-39776594 CAMDEN DE	\$32.00
11/27	11/27	0230537AQ00KD7VXH	USPS PO 2306490811 BERLIN MD	\$66.00
11/28	11/28	5543286AQ5WTL207Y	SQ *EASTERN WOODLAND BERLIN MD	\$185.50
11/30	11/30	7541823AE5FB2V51J	EIG*CONSTANTCONTACT.CO WALTHAM MA	\$76.00

Transactions continued on next page

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

Account Number: XXXX XXXX XXXX
New Balance: \$2,531.66
Minimum Payment Due: \$127.00
Payment Due Date: January 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
12/03	12/03	5543286AJ5YEP7QLF	FOOD LION #0658 BERLIN MD	\$182.96
12/03	12/03	0230537AJ00H4JS4F	TRACTOR SUPPLY CO #181 BERLIN MD	\$9.53
12/05	12/05	5526352ALBLJ4131L	HARBOR FREIGHT TOOLS34 BERLIN MD	\$131.85
12/05	12/05	8230509AK000Q2N23	CANVA* I03990-43322790 CAMDEN DE	\$58.00
12/06	12/06	5543286AM5ZQTK53H	JIFFY LUBE #1277 OCEAN CITY MD	\$108.97
12/06	12/06	5550080AM2M6V9BLA	THE CAPNS SLICE BERLIN MD	\$351.07
12/06	12/06	8230509AL000KJJVX	WWW.AMAZON* 113-429462 SEATTLE WA	\$184.95
12/06	12/06	0230537ALEHKKQ4ND	TST* THE GLOBE BERLIN MD	\$171.21
12/07	12/07	5543286AM5ZKWVJH5	SQ *2ND WAVE COFFEE BERLIN MD	\$33.23
12/08	12/08	8550246ANS66L79WW	J A BOTTLELESS WATER 800-8888888 MD	\$87.00
			TOTAL *FINANCE CHARGE* BILLED IN 2023	\$0.00

INTEREST CHARGE CALCULATION

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.99% (v)	\$0.00	31	\$0.00
Cash Advances	25.49% (v)	\$0.00	31	\$0.00
PROTECTED BALANCE	20.24% (v)	\$0.00	31	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$1,326.71
- Payments	\$1,326.71
- Other Credits	\$0.00
+ Purchases	\$35.91
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$35.91

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$4,964.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$35.91
Minimum Payment Due: \$25.00
Payment Due Date: January 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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$1,326.71-
11/27	11/27	5526352AQLHH264T	HARBOR FREIGHT TOOLS34 BERLIN MD	\$35.91
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

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

Account Number: XXXX XXXX XXXX
New Balance: \$35.91
Minimum Payment Due: \$25.00
Payment Due Date: January 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$3,327.67
- Payments	\$3,327.67
- Other Credits	\$24.98
+ Purchases	\$1,682.83
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,657.85

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$3,342.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$1,657.85
Minimum Payment Due: \$83.00
Payment Due Date: January 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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$3,327.67-
11/30	11/30	5543286AE5XDGYNR2	LOWES #00424* SALISBURY MD CREDIT	\$24.98-
11/09	11/10	02305379S00J9VEK4	TRACTOR SUPPLY CO #181 BERLIN MD	\$99.99
11/16	11/16	0531461A1EHVNW4BH	THE ADKINS COMPANY BERLIN MD	\$33.90
11/17	11/17	5530876A2FY00HNGP	SHELL OIL 236862200QPS BERLIN MD	\$121.73
11/17	11/17	0531461A2EHX6Q5DW	THE ADKINS COMPANY BERLIN MD	\$26.17
11/20	11/20	5543286A55SG4T08Y	SALISBURY NOLAND CO SALISBURY MD	\$114.59
11/28	11/28	5543286AQ5WJK8XYH	TCT*ANDERSON'S 800-328-9650 MN	\$264.66
11/28	11/28	0230663AQ8PNKGT1V	MISSION BBQ DOVER, DE. DOVER DE	\$80.06
11/29	11/29	5543286AD5X318GY5	LOWES #00424* SALISBURY MD	\$255.20
11/30	11/30	5270824AFRQEBK7S4	ROYAL FARMS #167 SALISBURY MD	\$20.00

Transactions continued on next page

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

Account Number: XXXX XXXX XXXX
New Balance: \$1,657.85
Minimum Payment Due: \$83.00
Payment Due Date: January 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
12/02	12/02	5543286AG5XVY6N03	AMZN MKTP US*7930O9HJ3 AMZN.COM/BILL WA	\$60.99
12/03	12/03	0543684AJBLKYK814	SAMS CLUB #6383 SALISBURY MD	\$39.96
12/04	12/04	5531020AJ2DKVV86Y	AMZN MKTP US*GD6MO2BU3 SEATTLE WA	\$28.98
12/04	12/04	5531020AJ2DL7ZSMS	AMZN MKTP US*ZY0FN8VC3 SEATTLE WA	\$96.44
12/05	12/05	5543286AK5YVBPSK1	AMZN MKTP US*788EE5ZD3 AMZN.COM/BILL WA	\$16.99
12/05	12/05	5531020AK2DZ3NVSW	AMZN MKTP US*FL86Z4PA3 SEATTLE WA	\$37.90
12/06	12/06	5543286AL5ZBAFM4B	AMZN MKTP US*5941190J3 AMZN.COM/BILL WA	\$117.99
12/06	12/06	5543286AL5Z8NSWPY	LOWES #00424* SALISBURY MD	\$267.28
			TOTAL *FINANCE CHARGE* BILLED IN 2023	\$0.00

INTEREST CHARGE CALCULATION

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.99% (v)	\$0.00	31	\$0.00
Cash Advances	25.49% (v)	\$0.00	31	\$0.00
PROTECTED BALANCE	20.24% (v)	\$0.00	31	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$588.43
- Payments	\$588.43
- Other Credits	\$0.00
+ Purchases	\$428.74
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$428.74

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,071.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$428.74
Minimum Payment Due: \$25.00
Payment Due Date: January 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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$588.43-
11/21	11/21	5543687A57YFRMRSG	PLAK THAT LLC OCEAN CITY MD	\$349.99
11/23	11/23	8550499A8S66JT2HD	DRIVEEZMD REBILL 555555555 MD	\$25.00
11/28	11/28	0230537AD00K6FBVM	USPS PO 2306490811 BERLIN MD	\$28.75
12/04	12/04	8550499AKS66KSD7P	DRIVEEZMD REBILL 555555555 MD	\$25.00
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

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

Account Number: XXXX XXXX XXXX
New Balance: \$428.74
Minimum Payment Due: \$25.00
Payment Due Date: January 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	\$1,822.56
- Payments	\$1,822.56
- Other Credits	\$0.00
+ Purchases	\$1,004.96
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,004.96

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$3,995.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$1,004.96
Minimum Payment Due: \$50.00
Payment Due Date: January 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
11/14	11/14	85421209Y00XSTJY9	PAYMENT - THANK YOU	\$1,822.56-
11/14	11/14	55310209Y2DZPVVJT	AMAZON.COM*C971N5A33 SEATTLE WA	\$45.00
12/05	12/05	5526352AKN0MSA03X	ADP PAYROLL & TAX S 973-974-7265 NJ	\$959.96
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$18.65

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

Account Number: XXXX XXXX XXXX
New Balance: \$1,004.96
Minimum Payment Due: \$50.00
Payment Due Date: January 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$3,581.29
- Payments	\$3,581.29
- Other Credits	\$0.00
+ Purchases	\$3,953.83
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$3,953.83

Account Number XXXX XXXX XXXX
Credit Limit \$10,000.00
Available Credit \$6,046.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$3,953.83
Minimum Payment Due: \$198.00
Payment Due Date: January 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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$3,581.29-
11/13	11/13	55131589X2E062H86	ONSOLVE LLC ORMOND BEACH FL	\$3,620.70
11/28	11/28	5550629AQM4L99QSR	BERLIN AUTO WASH BERLIN MD	\$31.29
11/30	11/30	5543286AE5XERSXJV	IN *D3CORP 410-2132400 MD	\$125.00
12/04	12/04	5554650AK8AHEPFNV	LAZ PARKING 770111-FLA BALTIMORE MD	\$31.00
12/04	12/04	5270487AKW5MDWR0Y	KIMPTON MONACO B&O BRA BALTIMORE MD	\$145.84
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

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

Account Number: XXXX XXXX XXXX
New Balance: \$3,953.83
Minimum Payment Due: \$198.00
Payment Due Date: January 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	\$478.05
- Payments	\$478.05
- Other Credits	\$0.00
+ Purchases	\$393.09
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$393.09

PAYMENT INFORMATION

New Balance:	\$393.09
Minimum Payment Due:	\$25.00
Payment Due Date:	January 4, 2024

Account Number	XXXX XXXX XXXX
Credit Limit	\$1,500.00
Available Credit	\$1,106.00
Statement Closing Date	December 10, 2023
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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$478.05-
11/17	11/17	0543684A200Q6RHST	DOMINO'S 6086 BERLIN MD	\$26.00
11/17	11/17	5270487A2RQEHFPJE	RITE AID 00319 BERLIN MD	\$11.53
11/21	11/21	5526352A6BLH7JVDQ	HARBOR FREIGHT TOOLS34 BERLIN MD	\$49.84
11/21	11/21	0230537A600LYY81D	TRACTOR SUPPLY CO #181 BERLIN MD	\$9.99
11/22	11/22	5526352A7BLH7JW26	HARBOR FREIGHT TOOLS34 BERLIN MD	\$53.74
11/29	11/29	8271116AD000E9VMS	SP UTILITY PRO NEW YORK NY	\$241.99
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

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

Account Number: XXXX XXXX XXXX
New Balance: \$393.09
Minimum Payment Due: \$25.00
Payment Due Date: January 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	\$883.36
- Payments	\$883.36
- Other Credits	\$0.00
+ Purchases	\$1,026.77
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,026.77

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$358.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$1,026.77
Minimum Payment Due: \$51.00
Payment Due Date: January 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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$883.36-
11/15	11/15	0230537A000J00ND7	TRACTOR SUPPLY CO #181 BERLIN MD	\$57.97
11/17	11/17	5543286A25WHMFEPE	THE HOME DEPOT 2578 BERLIN MD	\$92.30
11/27	11/27	5531020AB2DZZSMDQ	AMAZON.COM*QT2BZ2GN3 SEATTLE WA	\$128.99
11/29	11/29	0531461AEEHV95L34	THE ADKINS COMPANY BERLIN MD	\$35.22
11/29	11/29	0230537AF00JBHGK2	TRACTOR SUPPLY CO #550 BRENTWOOD TN	\$47.98
11/30	11/30	0230537AL00L26TDZ	TRACTOR SUPPLY CO #550 BRENTWOOD TN	\$71.98
12/03	12/03	5543286AH5Y5ZJ1ZZ	AMAZON.COM*M42I15D73 AMZN.COM/BILL WA	\$229.34

Transactions continued on next page

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

Account Number: XXXX XXXX XXXX
New Balance: \$1,026.77
Minimum Payment Due: \$51.00
Payment Due Date: January 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

TRANSACTIONS (continued)

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

Tran Date	Post Date	Reference Number	Transaction Description	Amount
12/03	12/03	5531020AH2DKGRK30	AMAZON.COM*BH2F64NX3 SEATTLE WA	\$33.99
12/04	12/04	5270824AKRQEB4L05	ROYAL FARMS #178 BERLIN MD	\$40.00
12/06	12/06	0543684AMBLKTK54T	WM SUPERCENTER #2560 BERLIN MD	\$221.16
12/07	12/07	0541601AM43A801J6	WAL-MART #2560 BERLIN MD	\$29.36
12/07	12/07	0230537AN00LB088H	TRACTOR SUPPLY CO #181 BERLIN MD	\$38.48
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

INTEREST CHARGE CALCULATION

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

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	21.99% (v)	\$0.00	31	\$0.00
Cash Advances	25.49% (v)	\$0.00	31	\$0.00

(v) - variable

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$604.90
- Payments	\$604.90
- Other Credits	\$0.00
+ Purchases	\$77.37
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$77.37

Account Number XXXX XXXX XXXX
Credit Limit \$1,500.00
Available Credit \$1,422.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$77.37
Minimum Payment Due: \$25.00
Payment Due Date: January 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
11/21	11/21	8542120A500XSVP9V	PAYMENT - THANK YOU	\$604.90-
12/08	12/08	0541019AN32EZJ4XJ	STAPLES INC STAPLES.COM MA	\$77.37
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

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

Account Number: XXXX XXXX XXXX
New Balance: \$77.37
Minimum Payment Due: \$25.00
Payment Due Date: January 4, 2024

Amount Enclosed: \$



Make Check Payable to:

CARD SERVICES CENTER
PO BOX 71205
CHARLOTTE NC 28272-1205

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

Account Number: XXXX XXXX XXXX

Billing Questions:

800-854-7642

Send Billing Inquiries To:

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$2,599.23
- Payments	\$2,599.23
- Other Credits	\$0.00
+ Purchases	\$647.27
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$647.27

Account Number XXXX XXXX XXXX
Credit Limit \$5,000.00
Available Credit \$4,352.00
Statement Closing Date December 10, 2023
Days in Billing Cycle 31

PAYMENT INFORMATION

New Balance: \$647.27
Minimum Payment Due: \$32.00
Payment Due Date: January 4, 2024

MESSAGES

Help us "Go Green" by reducing paper. Visit our website 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
11/21	11/21	8542120A500XSV9V	PAYMENT - THANK YOU	\$2,599.23-
11/14	11/14	55432869Y5VDZ9XL6	IN *CAWLEY FAMILY FARM DENTON MD	\$400.00
11/17	11/17	5531020A12DYGLLQ4	AMAZON.COM*QP0LM5A23 SEATTLE WA	\$149.99
12/06	12/06	5546315AL607QJFPD	QUICKLANE OF PITTSVILL PITTSVILLE MD	\$97.28
TOTAL *FINANCE CHARGE* BILLED IN 2023				\$0.00

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

Account Number: XXXX XXXX XXXX
New Balance: \$647.27
Minimum Payment Due: \$32.00
Payment Due Date: January 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