



BERLIN MAYOR AND COUNCIL
Meeting Agenda

Berlin Town Hall
10 William Street
Monday, March 25, 2024

6:00 PM WORK SESSION – Council Chambers

To review the Worcester County Comprehensive Plan

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 3.11.24
 - 2. Regular Session of 3.11.24

2. 7:10 PM PROCLAMATION(S):

- a) 2024-04: Town of Berlin's Birthday
- b) 2024-05: April as Autism Awareness Month

3. 7:20 PM ANNOUNCEMENT AND APPROVAL – Ordinance 2024-01: Mayor and Council of Berlin Infrastructure Bonds, 2024 Series A – Mayor Zack Tyndall (Public Hearing was held on Monday, March 11, 2024).

4. 7:25 PM ITEM(S) FOR APPROVAL:

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

- a) Motion 2024-15: Special Event Permit for Stephen Decatur High School Prom to be held in Downtown Berlin on Saturday, April 27, 2024 – Mayor Zack Tyndall
- b) Motion 2024-16: Approval of Fiscal Year (FY) 2025 Parks' Plans – Town Administrator Mary Bohlen & Special Projects Coordinator Kate Daub
 - i. Program Open Space (POS) Annual Plan for Acquisition
 - ii. Parks Plan for Development
- c) Motion 2024-17: Approve the Purchase of Police Department Radios – Chief of Police Arnold Downing
- d) Motion 2024-18: Approval of AT&T FirstNet Vocality Kit – Mayor Zack Tyndall

5. 8:00 PM DISCUSSION AND CONSENSUS: Election Matters- Town Administrator Mary Bohlen and Special Projects Coordinator Kate Daub

- a) Alternate member to the Board of Supervisors of Elections
- b) Process to address tie-votes

6. 8:15 PM REPORTS: Town Administrator's Report, Departmental Reports

7. 8:20 PM COMMENTS FROM THE PUBLIC

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

7. 8:30 PM COMMENTS FROM THE COUNCIL
8. 8:45 PM COMMENTS FROM THE MAYOR
9. 8:55 PM COMMENTS FROM THE PRESS
10. 9:00 PM ADJOURNMENT OF REGULAR SESSION AND VOTE TO MOVE INTO CLOSED SESSION

Immediately following the conclusion of the Regular Session Meeting:

- 9:05 PM** **CLOSED SESSION – Conference Room**
STATUTORY AUTHORITY TO CLOSED SESSION, General Provisions Article, §3-305(b) (3) To consider the acquisition of real property for a public purpose and matters directly related thereto.

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: March 11, 2024, 6:30 PM
- b. Place (location) of closed session: Vote to Close (live on Facebook): Mayor and Council Chambers; Meeting: Conference Room
- c. Purpose of the closed session: Discussion re: Acquisition of real property
- d. Date and time that we will return to public meeting: March 11, 2024, 7:00 PM

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

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

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
a) For public throughway; b) For public facilities	Mayor, Z. Tyndall, Councilmembers D. Burrell, S. Green, J. Knerr, S. Nichols, J. Orris; Town Administrator M. Bohlen, Town Attorney D. Gaskill	a) Unanimous to move forward with survey/appraisal b) Unanimous to move forward with discussion with potential funding sources/property agent and to establish terms of initial negotiations.

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, March 11, 2024

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

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

Absent: none

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) Acquisition of real property for public thoroughway;
- b) Acquisition of real property for public facilities.

The motion and vote to go into Closed Session were streamed live via Facebook beginning at approximately 6:30 PM. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. Councilmember Orris moved to go into Closed Session and Councilmember Knerr seconded and approval was unanimous. The Mayor and Council, as well as Ms. Bohlen, and Mr. Gaskill moved from the Council Chambers to the Conference Room immediately following adjournment of the Regular Session.

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

Respectfully Submitted,



Mary T. Bohlen
Town Administrator

Attachment: Closed Session Summary of March 11, 2024



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, March 11, 2024

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

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

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Electric Utility Director Tim Lawrence, Finance Director Natalie Saleh, Public Works Director Jimmy Charles, Water Resources Director Jamey Latchum, Human Resources Director Kelsey Jensen, Mayor's Executive Assistant Sara Gorfinkel, and Administrative Assistant Kate Daub.

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

1. Consent Agenda:

A) Approval of Minutes for:

1. Closed Session of 2.26.24
2. Regular Session of 2.26.24

Councilmember Orris noted an error on page 9 of the Regular Session minutes. He stated the motion to authorize the purchase of SCADA equipment for a Water Resources Spray Irrigation Pump Station was made by Vice President Burrell and not Vice President Pro Tempore Nichols.

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

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

2. Proclamation: March 2024 as Women's History Month

Mayor Tyndall clarified that two proclamations were to be presented. First, he declared March as Women's History Month; he read the proclamation and said the town wished to celebrate all women, particularly the female employees of the town who do a tremendous job helping to make Berlin great.

Next, Mayor Tyndall declared the 21st of March as World Down Syndrome Day, adding the day is an opportunity to enhance public education and awareness about Down Syndrome. He encouraged town citizens to participate in the Lots of Socks campaign which recognizes the triplication (trisomy) of the 21st chromosome which is Down syndrome by wearing two mix-matched socks.

3. Item(s) For Approval:

- a) Motion 2024-13: Award of Contract for RFP# 2024-02 Harrison Avenue Water Utility Improvements
Water Resources Director Jamey Latchum made the Mayor and Council aware the Harrison Avenue water main is located under the new Berlin Beer Company Brew House on Broad Street. He clarified that the request presented involves abandoning the existing water main from underneath the building and installing a new service that can be accessible from the street. He acknowledged the existing infrastructure dates to the early 1930s and said it would be advantageous to remove the water main from under the building to ensure the structure remains intact should anything happen to it in the future. Mr. Latchum reported four bid submissions were received for the project on March 1, 2024. Following a review of the low bidder's bid package, he said Davis, Bowen, and Friedel, Inc. (DBF) made the recommendation to award RFP 2024-02 to GoodyHill Groundwork, Inc.

Councilmember Orris asked for clarification regarding Mr. Latchum's Staff Report included in the meeting packet, particularly regarding the recommendation to award the project in the amount of and not to exceed \$156,725; Mr. Latchum answered he does not anticipate the project will be very complex, however, he clarified the amount listed encompasses all that will be needed to properly move the water main. Town Administrator Mary Bohlen added the expectation is that the project will cost less than \$156,725. Per Mr. Latchum's report, Councilmember Orris noted that roughly \$36,000 would be transferred from the Powellton Avenue Wellhouse Building project to cover the balance needed to move forward with the Harrison Avenue Water Utility Improvements; he asked if there was an update on Powellton Avenue. Mr. Latchum said the new building has been designed but is hesitant to begin work on the project as they enter into the summer season. He said Powellton Avenue is the town's largest well and he does not want to limit water access.

Councilmember Knerr asked for clarification regarding discrepancies in the total cost of line items listed in the bid submissions received; DBF Engineer Josh Taylor answered he believes the cause is likely due to the availability of materials and equipment the project will require. Councilmember Green asked if there was a timeline for project completion; Mr. Latchum answered they were hopeful the project could be completed by May 1, 2024.

Mayor Tyndall opened the meeting to Public Comment at 7:21 PM.

Seeing no request for public comment, Mayor Tyndall closed the Public Comment Session at 7:22 PM.

On the motion of Councilmember Knerr, second by Vice President Burrell, Motion 2024-13: Award of Contract for RFP# 2024-02 Harrison Avenue Water Utility Improvements received the following vote:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				

Steve Green	X				
Jay Knerr	X				
Shaneka Nichols	X				
Jack Orris	X				
<i>Voting Tally</i>	5				

b) Motion 2024-14: Award of Additional Heron Park Demolition Work

DBF Engineer Andrew Welch reported additional estimates were solicited from JNT Enterprises for further demolition work to continue maximizing the use of available grant funding. He clarified that JNT submitted an initial bid proposal for \$112,715 which included demolition down to the concrete slab of areas one, two, and three; the amended scope of work would bring the total to \$302,210.28 and would leave approximately \$127,000 in contingency. To get the building to an improved starting point for possible repurposing and/or redevelopment, Mr. Welch said JNT was asked to provide cost estimates for the demolition and stabilization down to the bare ground of sections one through seven. After reviewing a letter he drafted which summarized the additional work requested and listed in order of priority, Mr. Welch said he is recommending a change order request to include the items listed as First Priorities. He noted the items would include the testing and pre-con for buildings four, five, and six, as well as the site work and demolition of concrete and footers for buildings one through three.

Councilmember Knerr said he was under the impression the request for additional demolition estimates would include taking areas one through six down to grade; Mr. Welch confirmed that JNT provided cost estimates for the work, however, he said moving forward with that scope of work would expend all available grant funding. Mr. Welch added that no additional monies would remain for contingency items, which is not recommended. Councilmember Orris asked if the areas behind the existing fence would be addressed as part of the new proposal; Ms. Bohlen said she did not believe discussions involved the areas behind the fence. Mayor Tyndall said the prioritization included cleaning the areas between the building and the fence that runs along the railroad, adding he believed the goal of the Council was to tighten up other areas that were not included in the scope of demolition work to ensure they are not easily accessible. Ms. Bohlen noted that the scope of the work was to fully utilize the grant possible, and that Public Works could do some of the clean-up behind the fence area; if funds remained following the current scope, the area behind the fence could be considered for additional work.

Councilmember Green asked to confirm whether the additional items included in the new demolition proposal would exceed the grant; Mayor Tyndall said the project is in the infancy stages, however, he clarified they will not exceed the grant based on the recommendation that has been proposed as roughly \$127,000 would remain. Councilmember Green stated he wants to make sure they do not exceed the available funding, adding he is adamantly opposed to spending any town money on the property beyond the demo grant.

On the motion of Councilmember Orris, second by Councilmember Nichols, Motion 2024-14: Approving Amendments to the Scope of Work in the Heron Park Building Demolition Project received the following vote:

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

4. Public Hearing – Ordinance 2024-01: Mayor and Council of Berlin Infrastructure Bonds, 2024 Series A
Before opening the Public Hearing, Finance Director Natalie Saleh reported that a phone conference was held on Monday, March 11th with the CDA Council and additional representatives to discuss the town's questionnaire and description of the projects as outlined in the ordinance. She said the meeting's purpose was to review the amounts of each project and confirm the anticipated timelines of each project. Ms. Saleh shared the CDA representatives had advised the bond funding would likely be available a week earlier than expected.

Councilmember Green asked to confirm if the first payment made on the bond will be for interest only; Ms. Saleh confirmed, adding that payments will be made on a biannual basis. She explained the first payment would be made in October 2024 which would be interest-only and the following payment in April 2025 would include principal and interest. Councilmember Orris asked to confirm the amounts of each project noted in the ordinance; Ms. Saleh answered the town is asking for \$1 million for electric utility infrastructure and \$2.8 million for a new Public Works facility.

Mayor Tyndall opened the Public Hearing at 7:38 PM.

Seeing no comments from the public, Mayor Tyndall closed the Public Hearing at 7:39 PM.

On the motion of Councilmember Orris, second by Councilmember Green, motion to approve Ordinance 2024-01: Mayor and Council of Berlin Infrastructure Bonds, 2024 Series A received the following vote:

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

5. Presentation(s)
a) Town of Berlin Financial Overview: FY2024 6-Month Review

Ms. Saleh provided a detailed overview of the six-month financial report. She reminded the Council that the General Fund is the main fund that operates on revenues coming from property taxes and

intergovernmental taxes. She stated the Town of Berlin has contributed revenue derived primarily from taxes, grants, licenses, and permit fees. Ms. Saleh clarified the report covers financial highlights for six months and includes data from July 1st to December 31st, 2023. She stated property taxes are the town's largest source of revenue received at 38.4%, adding it is very promising the town is currently projected to collect all budgeted tax revenue of \$4.5 million.

She continued with her report by reviewing the changes in the General Fund balance over the past year and the Capital Projects and Assets for fiscal year 2024 as of December 31, 2023. She brought attention to the Unassigned Fund Balance category which reflected a balance of roughly \$2.2 million in 2022 and had increased to \$3.2 million in 2023; Ms. Saleh said the General Fund is on a very healthy path to close out the end of the year. Councilmember Orris asked if the town received insurance reimbursement for the water damage that occurred in the Council Chambers. Human Resources Director Kelsey Jensen said a check was received which covered the cost of repairing the interior wall; however, she said the brickwork repairs to the building's exterior were not covered by insurance. Councilmember Green asked if Ms. Saleh felt the town would meet its revenue budget; Ms. Saleh shared she is a little concerned about State Highway User Revenues but believes the town will be fine for the fiscal year 2024 projections.

Ms. Saleh stated the revenues and expenses are on a good track concerning the Electric Fund. She thanked Electric Utility Director Tim Lawrence for doing a good job tracking his budget and being very diligent when ordering equipment and supplies. Ms. Saleh said there is a slight delay in the reported revenue for the Water Fund; she noted a small loss of \$35,000 for the Sewer Fund but said she is hopeful the number will improve over the next six months. She said the revenue is in a very good position for service charges; she confirmed that \$3.6 million had been budgeted for total operating revenues for the Sewer Fund and has already received roughly \$1.9 million in six months. Overall, Ms. Saleh reported she is very pleased to see the numbers as they are, adding she believes the town is moving in the right direction.

Councilmember Orris thanked Ms. Saleh for her report. Vice President Burrell said he believes the Council should develop specifications in an effort to standardize the vehicles being ordered and purchased by the departments.

b) Town of Berlin 2023 Annual Report and 2024 Goals

Mayor Tyndall stated the report is a culmination of work collected from all departments. He continued by sharing a PowerPoint presentation that provided a detailed overview of each department's highlights of 2023 and goals for 2024.

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

Councilmember Green asked if the town had been officially asked to pave the parking lot behind the Sterling Tavern restaurant; Mayor Tyndall answered the town had been notified by the property owner there were improvements they wished to make and did not feel they were responsible for incurring all the costs to do so. He continued by saying the project will likely be part of a larger discussion concerning parking in town, adding they are trying to do their due diligence to be better prepared for those meetings. Ms. Bohlen further clarified they hope to have additional discussions about the request later in the Spring.

Public Works Director Jimmy Charles said he attended a recent Merchant Meeting to review commercial trash collection policies as well as make merchants aware that the Department will be implementing a new system to identify commercial and residential trash cans. Mr. Charles continued by saying they would be adding labels to the cans in hopes of keeping a better record of where cans are placed throughout town.

Mr. Lawrence made the Council aware that Harrison Avenue would be closed from Baker Street to Broad Street on Wednesday, March 20, 2024, between 9 AM to 2 PM for electric utility work.

7. Comments from the Public

Resident Mary Hedlesky of Westminster Drive commented on the decline in audio quality during meetings and asked if anything could be done. Mayor Tyndall responded by saying the Council will make more of an effort to project into the microphones in hopes that it will improve the quality.

8. Comments from the Council

Vice President Burrell thanked Mayor Tyndall for his Annual Report presentation; he said it helps to hear the information shared to understand how hard and diligent staff continues to work for the citizens of the town. He thanked Department Heads and staff for the work they do.

Councilmember Knerr echoed Vice President Burrell's comments regarding the presentation. He revisited an email to the Council sent by Councilmember Orris earlier in the week regarding the future of the Heron Park property; he said he would like to restart the discussion and suggested adding the item to a future agenda.

Councilmember Nichols said Mayor Tyndall did a great job with his presentation, adding she appreciated how he included the town Boards, Commissions, and Committees. She shared that some members have served on the committees for many years, and it was nice to see them recognized. Councilmember Nichols said she would like the Council to consider her request to address the speed limit in certain areas of town.

Councilmember Orris said Mayor Tyndall's presentation was very well done. He reported that the Council received lapel pins from town resident Ms. Donna Pelling for Down Syndrome Awareness Day on March 21st, as well as Down Syndrome Awareness Month in October. He shared that he heard from Planning Director David Engelhart about design standards and was told Mr. Engelhart intends to include funding in his budget request to allow the Planning Commission to address the topic further. Councilmember Orris said he believes it would be in the best interest of the town to consider adopting standards so that things are not quite as subjective and ambiguous. He said he was pleased to see how well Westminster Drive held up following the heavy rain that recently came through the area.

Councilmember Green thanked Mayor Tyndall for all the work that went into his presentation. He reported that he attended the Worcester County Commissioner's meeting on Tuesday, March 5, 2024, and felt the town of Berlin was very well represented. He said he has also been watching the Planning Commission meetings and feels it may be beneficial for the Council to meet with the Planning Commission as Comprehensive Plan discussions move forward. Mayor Tyndall shared Worcester County has begun to embark on its Comprehensive Plan review and has asked the town to respond to certain

questions they have; he said he would like to propose a joint meeting between the Council and Planning Commission before responding to the County's request.

9. Comments from the Mayor

Mayor Tyndall made the Council aware that interviews were held for the vacant Board of Supervisors of Elections position and asked to gauge the group's willingness to add an alternate to the Board; all members of the Council agreed to explore the possibility further. Vice President Burrell asked if there was a process to address tie-voting in an election; Ms. Bohlen said the matter would be part of a discussion during the next Regular Session meeting on Monday, March 25, 2024.

10. Comments from the Press – none.

11. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Nichols, the Mayor and Council meeting was adjourned at approximately 9:01 PM.

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

Respectfully Submitted,

Kate Daub

Kate Daub
Special Projects Administrator

**STATEMENT REGARDING ORDINANCE NO. 2024-01
FOR MARCH 25, 2024 MAYOR AND COUNCIL MEETING**

On February 26, 2024, Ordinance No. 2024-01 authorizing the issuance of general obligation bonds of the Town not exceeding \$3,800,000 in aggregate principal amount for the purpose of financing, reimbursing or refinancing costs of two projects generally referred to as (1) Electric AMI Meter System and (2) Public Works Building, together with related costs, through the Community Development Administration's ("CDA") Local Government Infrastructure Financing Program, was introduced before the Mayor and Council.

As required by the statute governing CDA, a notice of public hearing concerning Ordinance No. 2024-01 was scheduled for March 11, 2024. Notice of such public hearing was published in *The Ocean City Digest* on February 29, 2024.

The public hearing concerning Ordinance No. 2024-01 was held on March 11, 2024. No one submitted written testimony ahead of such public hearing and no one asked to speak at such public hearing.

At its March 11, 2024 meeting, the Council, following the public hearing, voted to pass Ordinance No. 2024-01. However, through an inadvertent error, the version of Ordinance No. 2024-01 that was included in the packets available to the public and the Mayor and Council for the March 11, 2024 meeting was not the same as the version of the Ordinance that was introduced before the Mayor and Council on February 26, 2024. The version included in the March 11, 2024 packets was an earlier draft of Ordinance No. 2024-01 that had "F&B DRAFT: 02/06/2024" at the top of each page and a portion of Section 1(a) was highlighted.

While the differences between the versions of Ordinance No. 2024-01 as introduced on February 26, 2024 and as voted upon for passage on March 11, 2024 are not substantive, bond counsel to the Town has requested that the Council take a vote to pass the version of Ordinance No. 2024-01 as it was actually introduced on February 26, 2024 at the Mayor and Council meeting to be held on March 25, 2024. The vote to pass Ordinance No. 2024-01 that was taken at the March 11, 2024 meeting will be disregarded.

In addition, the second paragraph on page 13 of Ordinance No. 2024-01 as introduced was structured in a manner that assumed the vote to pass Ordinance No. 2024-01 would be taken on the same date as the public hearing. Therefore, bond counsel to the Town has requested that before passing the version of Ordinance No. 2024-01 as introduced, the Council vote to amend page 13 of the Ordinance to insert the date the public hearing was held and to indicate that the Ordinance will be passed as amended.

ORDINANCE NO. 2024-01

MAYOR AND COUNCIL OF BERLIN INFRASTRUCTURE BONDS, 2024 SERIES A

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

RECITALS

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

Underlining = Indicates material added by amendment after introduction

~~Strike through~~ = Indicates material deleted by amendment after introduction

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

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

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

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

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

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

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

SECTION 1. Authorization, Terms, Form of Bonds.

(a) Mayor and Council of Berlin (the “Issuer”) shall borrow upon its full faith and credit and shall issue and sell upon its full faith and credit an aggregate principal amount not to exceed Three Million Eight Hundred Thousand Dollars (\$3,800,000.00) of its general obligation bonds, to be issued pursuant to the authority of Sections 4-101 through 4-255 of the Housing and Community Development Article of the Annotated Code of Maryland, as amended (the “Act”), to

Underlining = Indicates material added by amendment after introduction

~~Strike through~~ = Indicates material deleted by amendment after introduction

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

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

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

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

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

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

(g) Because this Ordinance is being passed before the details have been finalized for the financing pursuant to which the Administration will issue the Administration’s Bonds (the “Administration Financing”) that will fund the Loan to the Issuer under the Program, the Mayor is hereby authorized to make such changes to the amount and form of the Bonds, including insertions therein or additions or deletions thereto, as may be necessary or appropriate to conform the terms of the Bonds to the terms of the financing to be provided to the Issuer under the Program. Without limiting the foregoing, it is presently contemplated that the Loan will be in an amount not

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to exceed \$3,800,000.00 in aggregate principal amount hereby authorized, subject to final approval by the Administration; accordingly, the Mayor is specifically authorized: (i) to make changes to the aggregate principal amount of the Bonds in order to reflect the final aggregate principal amount of the Loan, not to exceed \$3,800,000.00 as approved by the Administration and accepted by the Issuer, (ii) with the assistance of the Town Administrator and any other appropriate officials of the Issuer, to determine the amortization term(s) of the Bonds taking into account the useful lives of the various components of the Project, not to exceed the maximum maturity as set forth in subsection (d) above, and (iii) to authorize and approve an interest rate or rates and payment schedule(s) reflecting the principal and interest payments with respect to the Bonds but not to exceed the maximum total interest cost to be borne by the Bonds for the applicable term(s) as set forth in subsection (d) above.

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

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

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

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execution and delivery of the other Program Documents by the duly authorized applicable official(s) provided for in this Section 2 shall be conclusive evidence of such official's or officials' approval of the forms and substance thereof. To the extent appropriate, additional officials of the Issuer and counsel to the Issuer may be signatories to the Program Documents with respect to facts, representations, certifications, covenants and agreements within the scope of their respective responsibilities or authority. Certain provisions of this Section 2 are subject to the provisions of Section 14 of this Ordinance.

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

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

SECTION 4. Prepayment. The Bonds are being issued in connection with the Program and will secure payment of the Administration's Bonds, which are being issued by the Administration to provide funds to purchase the Bonds from the Issuer, among other purposes. The Repayment Agreement limits the right of the Issuer to prepay the Bonds in accordance with restrictions upon the right of the Administration to redeem the Administration's Bonds. Accordingly, the Issuer may prepay the Bonds only in accordance with the provisions of the Repayment Agreement and the terms governing prepayments as set forth in the Bonds.

SECTION 5. Replacement of Mutilated, Lost, Stolen, or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, lost or stolen, the Issuer may cause to be executed and delivered a new Bond of like series or subseries, date and tenor and bearing the same or a different number, in exchange and substitution for each Bond mutilated, destroyed, lost or stolen, upon the owner paying the reasonable expenses and charges of the Issuer in connection therewith and, in the case of any Bond being destroyed, lost or stolen, upon the owner filing with the Issuer evidence satisfactory to it that such Bond was destroyed, lost or stolen, and furnishing the Issuer with indemnity satisfactory to it. Any Bond so issued in substitution for a Bond so

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mutilated, destroyed, lost or stolen: (i) may be typewritten, printed or otherwise reproduced in a manner acceptable to the Administration, and (ii) shall constitute an original contractual obligation on the part of the Issuer under this Ordinance whether or not the Bond in exchange for which said new Bond is issued shall at any later date be presented for payment and such payment shall be enforceable by anyone, and any such new Bond shall be equally and proportionately entitled to the benefits of this Ordinance with all other like Bonds, in the manner and to the extent provided herein.

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

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

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

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

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

(b) The Issuer covenants that so long as any of the Bonds are outstanding and not paid, unless other funds are available for payment of principal of, premium, if any, and interest on the Bonds, it shall levy annually, in the manner prescribed by law, ad valorem taxes on all real and tangible personal property within its corporate limits subject to assessment for unlimited taxation in rate and amount sufficient to provide for the payment of the principal of and interest on the Bonds as the same become due and payable; and in the event that the revenues available from the taxes so levied in any fiscal year shall prove inadequate for the above purposes, the Issuer shall levy additional taxes in the succeeding fiscal year to make up such deficiency; and the full faith and credit and the unlimited taxing power of the Issuer are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds as the same become due.

(c) The Issuer will promptly provide to the Administration (or to any person designated by the Administration) all financial information and operating data concerning the Issuer as may be required by the Administration in its discretion in order for the Administration to comply with

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the requirements of Rule 15c2-12 of the United States Securities and Exchange Commission, as in effect from time to time, applicable to the Administration's Bonds.

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

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

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

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

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

(a) To the extent not otherwise expressly provided for herein, the appropriate officials and employees of the Issuer are hereby authorized and directed to do all acts and things required of them by the provisions of this Ordinance, for the full, punctual and complete performance of all the terms, covenants and provisions of the Bonds, the Program Documents and this Ordinance and to do and perform all acts and to execute, seal and deliver all documents or instruments of writing which may be necessary or desirable to carry out the full intent and purpose of this Ordinance and the Program Documents.

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

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a public hearing on the proposed issuance of the Bonds. Such actions may be (or have been) taken prior to or simultaneously with the passage of this Ordinance.

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

SECTION 13. Tax Matters

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

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

(c) The Issuer covenants and agrees with each of the holders of any of the Bonds that it will not make, or (to the extent that it exercises control or direction) permit to be made, any use of the Bond Proceeds which would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 and the regulations thereunder that are applicable to the Bonds on the date of issuance of the Bonds and that may subsequently lawfully be made applicable to the Bonds.

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

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

SECTION 14. Effective Date; Miscellaneous.

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

(b) Notwithstanding any other provision of this Ordinance:

(i) References in this Ordinance to the Mayor shall be construed to refer to the Vice President of the Council not only if the position of the Mayor is vacant within the meaning of Section C6-14 of the Charter but also if the incumbent Mayor is absent, disabled or unavailable at any applicable time.

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

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

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

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

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

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

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

(f) To the extent not paid from proceeds of the Bonds, the Issuer shall pay costs of issuance relating to the Bonds from other available sources. References in this Ordinance to "costs of issuance" or "issuance costs" of the Bonds shall be deemed to include the costs of issuance or issuance costs of the Administration's Bonds allocable to the Issuer in accordance with the

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Program. The Council expressly acknowledges the obligation of the Issuer to pay the allocable fees of the Administration's bond counsel in the event the Issuer withdraws from the Program.

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

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

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

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

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

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

A PUBLIC HEARING was held on March 11, 2024 and this Ordinance was passed as amended this _____ day of _____, 2024, by the Council of the Town of Berlin, Maryland, by affirmative vote of _____ in favor to _____ opposed, with _____ abstaining.

Dean Burrell, Sr., Vice President of the Council

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

Zackery Tyndall, Mayor

Exhibit A. – Form of Bond

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

No. R-_____ \$_____

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

Maryland Community Development Administration

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

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

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

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

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

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

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

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

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

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

Underlining = Indicates material added by amendment after introduction

~~Strike through~~ = Indicates material deleted by amendment after introduction

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

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

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

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

Underlining = Indicates material added by amendment after introduction
~~Strike through~~ = Indicates material deleted by amendment after introduction

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

(SEAL)

ATTEST:

MAYOR AND COUNCIL OF BERLIN

[Town Administrator]

By: _____
[Mayor]

Underlining = Indicates material added by amendment after introduction
~~Strike through~~ = Indicates material deleted by amendment after introduction

BOND PAYMENT SCHEDULE

[Repayment Schedule to be Inserted.]

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

Underlining = Indicates material added by amendment after introduction
~~Strike through~~ = Indicates material deleted by amendment after introduction



MOTION OF MAYOR AND COUNCIL 2024-15

A motion of the Mayor and Council of the Town of Berlin APPROVING THE SPECIAL EVENT APPLICATION FOR THE STEPHEN DECATUR HIGH SCHOOL PROM TO BE HELD ON MAIN STREET IN DOWNTOWN BERLIN ON SATURDAY, APRIL 27, 2024, FROM 6 PM TO 10 PM.

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

Dean Burrell, Vice President of the Council

Approved this ____ day of _____, 2024 by the mayor of the town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



SPECIAL EVENT APPLICATION



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

Today's Date: <u>3/18/24</u>		Event Start time: <u>6pm</u> End time: <u>10pm</u>		Road Closure Start: <u>12pm</u> End: <u>11pm</u>	
Requested Date(s) of the event: <u>4/27/24</u>					
Name of Event: <u>SDHS Prom</u>		*Location of Event: <u>Main Street</u> *If activity is in a Town park, a Parks Reservation form must be complete.			
Estimated number of attendees: <u>600</u>					
Applicant Name: <u>James Greenwood</u>		Applicant Cell Phone: <u>410-726-7100</u> { <u>410-432-5000 (x1888)</u> }			
Sponsoring Organization or Business Name: <u>Stephen Decatur High School</u>		Email: <u>jpgreenwood@worchester.k12.org</u>			
Person(s) to Contact Day of Event:		Name: <u>Jamie Greenwood</u> , Cell # <u>410-726-4100</u> Name: _____, Cell # _____			
Description of event: <u>Stephen Decatur High School Prom</u>					
If fundraiser, please indicate the beneficiary:					
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.):					
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music <u>DJ</u>					
What is your plan for the following: Marketing/Advertising: <u>N/A</u>					
Parking/Shuttle: <u>Shuttle from BIS and other surrounding locations</u>					
Inclement weather: <u>N/A</u>					
<p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none">1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street. <p>By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.</p>					
Signature: <u>[Signature]</u>		Date: <u>3/18/24</u>			
Printed Name: <u>James P. Greenwood</u>					

DETAILS OF EVENT:
Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <u>12pm</u> End: <u>11pm</u>	State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date	No-Parking signs to be placed: _____ Time/date Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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

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

Additional Forms Required:	Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure					
Park Reservation Application and Permit					
Request for Electric Service					
Request for Banner Placement					
Sign Permit					
Vendor's Application and Certification for Peddling and Soliciting					
Business Use of Park Application					
Proof of Insurance					
Other:					

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



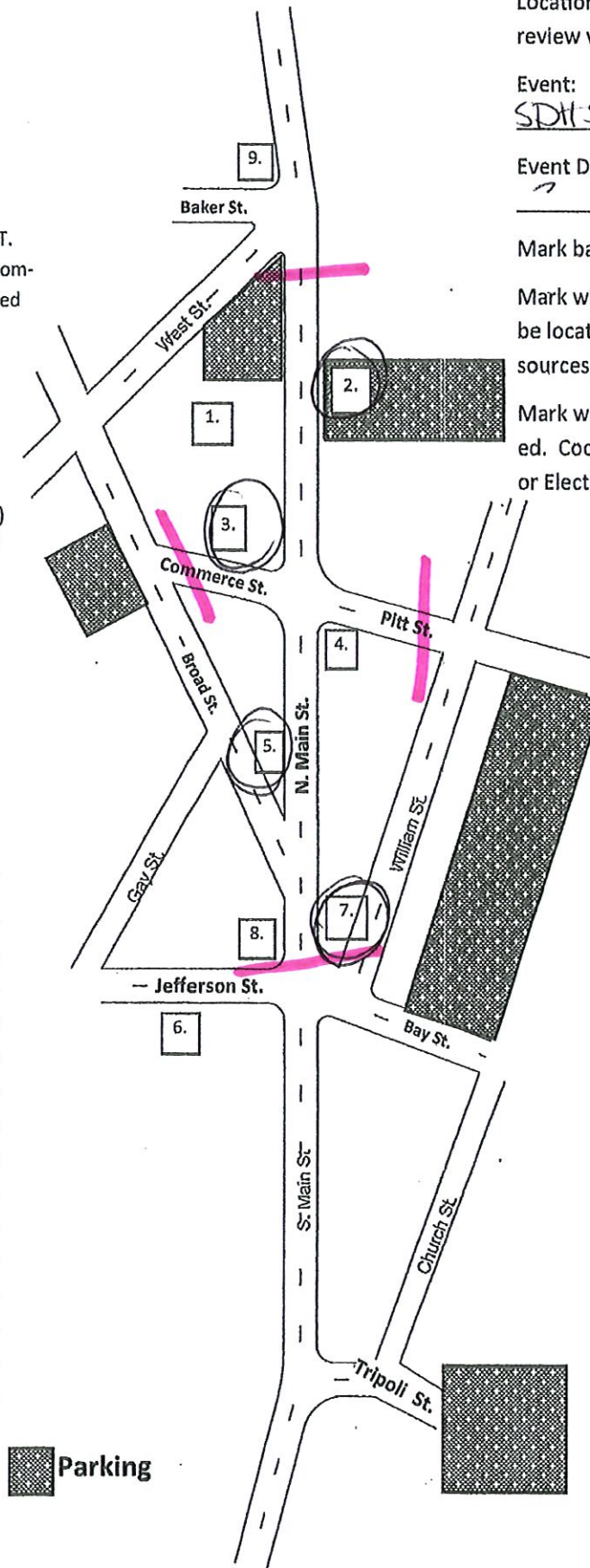
Electric Locations:

REVIEW WITH ELECTRIC DEPARTMENT.
Request for Electric Service must be completed. Circle # where electric is needed

1. West/Main Parking
2. Town Parking (Artisan's Way)
3. Taylor Bank (Commerce)
4. Pitt St. (1st Pole)
5. Broad St. (1st Pole)
6. Jefferson St. (1st Pole)
7. Sign post-Town Center (Main/Bay)
8. Secondary Pedestal feed for hotel tree (only after dark)
9. Baker St. (1st Pole)

Office Use only:

Comments: _____



MAP FOR STREET CLOSURE AND SERVICES

Location of all services dependent on review with appropriate department.

Event:

SDHS PROM

Event Date:

4/27/24

Mark barricade locations with red line.

Mark with "P" where porta-potties are to be located. Coordination with Water Resources will be required.

Mark with "S" where stage is to be located. Coordination with Public Works and/or Electric Department may be required.



MOTION OF THE MAYOR AND COUNCIL 2024-16

A motion of the Mayor and Council of the Town of Berlin APPROVING THE FISCAL YEAR (FY) 2025 PARKS' PLANS:

- I. PROGRAM OPEN SPACE (POS) ANNUAL PLAN FOR ACQUISITION
- II. PARKS PLAN FOR DEVELOPMENT

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.

Dean Burrell, Sr. Vice President of the Council

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

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council
FROM: Kate Daub, Special Projects Administrator
MEETING DATE: March 25, 2024
SUBJECT: 2025 Parks Annual Plan and Program Open Space (POS) Acquisition Plan

SUMMARY

Attached are the 2025 Parks' Plans which include the Program Open Space (POS) Annual Plan for Acquisition and the Parks Plan for Development "wish list" as approved by the Berlin Parks Commission.

The Town of Berlin has been advised of a modification to the application process for the upcoming fiscal year, as the Worcester County Department of Recreation and Parks has specifically referenced tying the POS Plan for Acquisition to the unrestricted county grant request submitted to the Worcester County Commissioners for fiscal year 2025 on Tuesday, March 5, 2024. Thus, the POS Annual Plan for Acquisition and Parks Plan for Development will be submitted as separate requests.

FINANCIAL IMPACT

None associated with approval of the Plan for Acquisition or Parks Plan for Development. Financial Impact would come at the time of project implementation. The projects listed would be eligible for grant consideration, particularly under the Community Parks and Playgrounds grant program. Because of the way that CP&P works, an application for grant funding is made in late summer, with project approval the following spring, and then budget (state) approval in early fall.

OPTIONS FOR CONSIDERATION

1. Addition or removal of projects from the Plan.
2. Re-ordering of projects on the Plan.
3. Amendments to the scale of projects or phasing of projects.
4. Any combination of the above.

STAFF RECOMMENDATION

Approval of the 2025 Program Open Space Annual Program.

Attachments:

Cover letter to Worcester County
POS Annual Plan for Acquisition
POS 12 visions for the Acquisition portion only
Parks Annual Plan for Development



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov

March 26, 2024

DRAFT

Mayor

Zackery Tyndall

Vice President

Dean Burrell

Council Members

Steve Green

Jay Knerr

Shaneka Nichols

Jack Orris

Town Attorney

David Gaskill

Town Administrator

Mary Bohlen



Worcester County Department of Recreation & Parks

Attn: Lisa Gebhardt

6030 Public Landing Road

Snow Hill, Maryland 21863

Dear Ms. Gebhardt:

The Town of Berlin is pleased to submit the 2025 Program Open Space Annual Program for Acquisition as discussed during our presentation to the Worcester County Commissioners on Tuesday, March 5, 2024.

The Town's project to be considered for Acquisition for 2025 is the purchase of three contiguous parcels of land for the purpose of the development of a passive park and stormwater mitigation facility. The availability of this land has only very recently come to the Town's attention and, unfortunately, is not yet at a stage for public disclosure. The listing price for the three parcels is \$599,000, and they are listed as one purchase package. The Town understands that appraisals to determine fair market value must be completed.

Attachments are as follows:

1. POS Annual Program for Acquisition for 2025;
2. Project Narrative and Twelve Vision Consistency Statement including a summary of past CPP/POS projects;

Due to the very preliminary nature of this information, we are unable to provide a map indicating the property location but can disclose that one of the three contiguous parcels is within Town limits and the other two are not, thus preventing the Town from accessing the local component; partnership with the County on this project is vital.

If there are any questions, please contact Town Administrator Mary Bohlen at 410-641-4314 or mbohlen@berlinmd.gov.

Sincerely,

Zack Tyndall

Mayor

PROGRAM OPEN SPACE
ANNUAL PROGRAM FOR ACQUISITION
FISCAL YEAR 2025

[illegible]

TOWN OF BERLIN
2025 Proposed Program Open Space Acquisition Projects
Twelve Visions Consistency Statement
Summary of Prior POS/CPP Grant Awards
March 28, 2024

ACQUISITION PROJECT:

A. **(Undisclosed Location):**

i. **Acquisition of Parcels for Passive Recreation and Stormwater Management:**

The Town has been presented with a potential opportunity for parcel acquisition and wanted to incorporate the project into this year's plan. Discussions with the current property owners are in the very early stages and confidentiality is being strictly protected at this stage of negotiations. The price reflected in the application is the present asking price for the property; the Town understands that POS funds will be based on appropriate appraisals that have yet to be determined.

THE TWELVE VISIONS:

The proposed projects are consistent with the 12 Planning Visions:

1. **Quality of Life and Sustainability:** The Town of Berlin has consistently worked to provide citizens and visitors with a sustainable and positive quality of life through a variety of services, features, and amenities; the development, improvement, and maintenance of parks is one way we strive to achieve that. Stormwater mitigation has been a particular challenge for the Town and is one of the first considerations in the development and maintenance of park facilities. Berlin was one of the first municipalities in the state to establish a stormwater utility with a fee-based revenue source dedicated to the maintenance and management of Town-owned stormwater facilities. Berlin has received several designations and recognitions through the years for sustainability efforts including designation as a Maryland Sustainable Community and, more recently, as a Bee City.
2. **Public Participation:** The Town continues to work toward facilitating sessions with its citizens to address areas such as strategic planning and resiliency; additional such sessions are being planned leading into the next fiscal year. Public participation in board and commission groups, as well as Mayor and Council meetings, is encouraged; Public hearings are also held as appropriate for a variety of issues.
3. **Growth Areas:** The Town's parks are located in existing population areas and within walking distance of residential neighborhoods and business areas. The Town continues to address the topic of growth in the community and surrounding area within the coming months.
4. **Community Design:** As part of the growth discussions, specific consideration are being given to walkability, particularly to existing facilities, such as schools, parks, and shopping.
5. **Infrastructure:** Growth areas of the Town are considered in relation to existing infrastructure including utilities, streets, sidewalks, and parks, as well as schools and other recreation facilities.
6. **Transportation:** As a small rural community, the Town does not provide public transportation facilities itself, however, there are public buses available to/from surrounding areas through Shore Transit. The Town, Worcester County, and State Highway Administration is responsible for well-maintained streets and highways in and around Berlin.
7. **Housing:** A variety of housing options are available within the Town of Berlin including single-family homes, above-ground floor units in the commercial district, senior housing, apartments, and planned communities.

8. **Economic Development:** Continued development and maintenance of the Town's Park facilities encourages and sustains the Town's economic development by offering attractive amenities to both residents and visitors near housing and commercial features.
9. **Environmental Protection:** The Town considers the environmental impact of and on land and other resources, and responsible considerations are included in the Town's purchasing policies and facilities use and management. The impact on the coastal bays is considered through the Town's stormwater management and the Town has been the recipient of several water-quality related grant funding programs. No wetlands or other sensitive areas are being removed or infringed upon in the development of the proposed projects.
10. **Resource Conservation:** No undue consumption of resources will take place and open spaces will continue to be preserved by not allowing residential or commercial development. All projects are located on land owned and maintained by the Town and within the corporate limits of the Town. All areas are already in use as public parks in existing population centers.
11. **Stewardship:** Berlin was the first designated Sustainable Community in Maryland and has continued to balance growth with resource protection and management.
12. **Implementation:** The Town considers all aspects of the Twelve Visions in the development and implementation of projects, programs, and efforts to serve our community and the immediate area.

STREET ADDRESSES OF EXISTING PARKS:

Stephen Decatur Park, 130 Tripoli Street, Berlin, MD 21811

Dr. William Henry Park, 123 Flower Street, Berlin, MD 21811

Heron Park, 10009 Old Ocean City Boulevard, Berlin, MD 21811

Burbage Park, 130 Tripoli Street (Rt. 113 and Tripoli Street)

SUMMARY OF PRIOR POS/CPP GRANT AWARDS:

GRANT #	YEAR	PROJECT	AMOUNT AWARDED
POS 4341-23-153	2003	HENRY PARK LAND PREPARATION	\$ 7,605
*	2005	SDP PROJECT I	\$ 83,000
*	2005	SDP PROJECT II	\$ 22,000
*	2005	HENRY PARK	\$ 41,000
POS 4789-23-169	2006	HENRY PARK FENCING	\$ 81,000
CPP 4912-23-174	2007	HENRY PARK AMENITIES	\$ 38,300.00
CPP 4913-23-175	2007	SDP AMENITIES	\$ 11,900.00
POS 5480-23-192	2008	SDP FITNESS TRAIL STATIONS	\$ 28,800.00
POS 5476-23-190	2008	BERLIN PARKS PLAN	\$ 22,500.00
POS 5479-23-191	2008	SDP LARGE PLAY UNIT REPLACEMENT	\$ 165,600.00
POS 5481-23-193	2008	SDP NATURE TRAIL & POND, PICNIC AREA, AND SIGNAGE	\$ 9,900.00
POS 6021-23-227	2012	HENRY PARK BASKETBALL COURTS	\$ 37,805.34
CPP 6114-23-228	2014	HENRY PARK BASKETBALL COURTS	\$ 66,000
CPP 6430-23-238	2016	SDP TENNIS COURTS	\$ 215,000
CPP 6545-23-246	2017	HENRY PARK RESTROOMS	\$ 95,895
POS 6722-23-252	2017	SDP TENNIS COURTS RENOVATION	\$ 20,000
CPP 7301-23-269	2022	SDP RESTROOMS	\$ 99,000
CPP 7434-23-271	2023	WHP BASKETBALL COURT LIGHTING	\$ 111,650
* Pulled from CPP website			

PARKS ANNUAL PLAN FOR DEVELOPMENT
FISCAL YEAR 2025

Source of Funds (for Annual Program Only)

<u>Sponsor</u>	<u>Project Name, Project Description</u>			<u>Acreage Project</u>	<u>Total</u>	<u>Local</u>	<u>State(POS Local Funds)</u>	<u>Federal</u>
BERLIN								
<u>Stephen Decatur Park:</u>	Map 302	Parcel 873						
Pending	Construction of Permanent Restrooms:			<.5	\$266,000	\$11,000	\$99,000 CPP (Awarded 2021) \$23,216 est. additional funding needed	\$132.784 LWCF (Application Pending)
<u>Henry Park:</u>	Map 301	Parcel 692						
Pending	Inclusive Playground			< 1	\$236,431	-	\$236,431 (CPP application pending)	
<u>Heron Park:</u>	Map 0025	Parcel 0191						
1	Skate Park Phase I (feasibility report currently underway) – Stormwater Mitigation and “Street” Park Development			< 1	\$250,000	\$25,000	\$225,000	
2	Skate Park Phase II			< 1	\$250,000	\$25,000	\$225,000	
<u>Heron Park</u>	Map 0025	Parcel 0052						
3	ADA Walking Path from parking to lagoons and around lagoons			+/- 30	\$250,000	\$25,000	\$225,000	
4	Entertainment Venue			+/- 1	UNK			
<u>Location TBD:</u>								
5	Dog Park			+/- 1	UNK			
<u>Heron Park</u>	Map 0025	Parcel 0052						
6	Observation Platform(s) over lagoons			< 1	UNK			
TOTALS					\$1,252,431	\$61,000	\$1,033,674	\$132,784



MOTION OF THE MAYOR AND COUNCIL 2024-17

A motion of the Mayor and Council of the Town of Berlin to APPROVE REQUISITION 202401085 WITH L3HARRIES TECHNOLOGIES IN THE AMOUNT OF \$43,200 (PLUS SHIPPING IF INCLUDED) FOR SIXTEEN (16) XL-200P RADIOS AND ACCESSORIES.

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.

Dean Burrell, Sr. Vice President of the Council

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

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



Berlin Police Department

129 DECATUR STREET
BERLIN, MARYLAND 21811

March 20, 2024

TO: Mayor and Council

FROM: Arnold R. Downing, Chief of Police

MEETING DATE: March 25, 2024

SUBJECT: Replacement Portable (Handheld) Radios

SUMMARY

On February 6, 2024, while Worcester County Emergency Services were reprogramming the current radios with encryption for all Worcester County Law Enforcement channels, the technicians informed the agency that the current units were ten (10) to eight (8) years old and out of warranty. The technicians added that Worcester County had been approached with a discounted quote from Harris (L3Harris Technologies) with a for new model discounted over 70%. The retail was listed as \$7,572 with a discounted price of **\$2,700**). The Berlin Police Department contacted L3Harris Technologies, Inc to inquire about the Worcester County radio quote and the agency was advised by L3Harris that the same price would be extended to the Berlin Police Department until June 2024.

The Berlin Police Department is requesting the approval from the Mayor and Council to purchase sixteen (16) of the L3Harris XL-200P fully fitted radios (speaker microphone, leather case, and charger) with a three year warranty. These portable (handheld) radios would replace the current radios which were obtained during FY17 budget cycle.

OPTIONS FOR CONSIDERATION

Continue Status Quo

STAFF RECOMMENDATION

Approve requisition 202401085 in the cost of \$43,200 (plus shipping if included) for sixteen (16) L3Harris XL-200P radios and listed accessories.



L3Harris Technologies, Inc.
Public Safety and Professional Communications
221 Jefferson Ridge Parkway
Lynchburg, Virginia 24501
Phone: 1-800-368-3277
Fax: 321-409-4393

Quote Name: Berlin Police Department_XL200P_12296_030624

Date: 3/6/2024 Valid for 30 days
Sales POC: Jim Magee
Area Sales Manager
609-841-4090
Jim.Magee@L3Harris.com

Berlin Police Department

L3Harris' Internal Use Only	
Quote by:	S. Spence
CRM #	
CCC Case #	INC-000325788

Item	Part Number	Description	Qty	List Price	Discount	Sale Price	Extended Sale Price
XL-200P LE							
1	XL-PFM1M-NA	PORTABLE,XL-200P,FKP,BLK,US,NA	16	\$ 3,160.00	25%	\$ 2,370.00	\$ 37,920.00
2	XL-Y3EWP	SERVICE ASSIST, EXT WARRANTY 3YR, XL200P	16	\$ 200.00	0%	\$ 200.00	\$ 3,200.00
3	XL-PL9F	FEATURE, P25C FALLBACK/MS FAILSOFT	16	\$ 275.00	25%	\$ 206.25	\$ 3,300.00
4	XL-PL5K	FEATURE,PROFILE OTAP OVER-THE-AIR PRGM	16	\$ 350.00	25%	\$ 262.50	\$ 4,200.00
5	XL-PL8N	FEATURE, IN-BAND GPS	16	\$ 300.00	25%	\$ 225.00	\$ 3,600.00
6	XL-FW2X	OPERATION,LOAD NIFOG PERSONALITY	16	\$ 0.01	100%	\$ -	\$ -
7	XL-PL5L	FEATURE,P25 OTAR(OVER-THE-AIR-REKEYING)	16	\$ 625.00	25%	\$ 468.75	\$ 7,500.00
8	XL-PL4F	FEATURE,P25 PHASE 2 TDMA	16	\$ 250.00	25%	\$ 187.50	\$ 3,000.00
9	XL-PL8Y	FEATURE, ENCRYPTION LITE	16	\$ 0.01	100%	\$ -	\$ -
10	XL-PKG8F	FEATURE,256-AES,64-DES ENCRYPTION	16	\$ 750.00	25%	\$ 562.50	\$ 9,000.00
11	XL-LLA	FEATURE,LINK LAYER AUTHENTICATION	16	\$ 125.00	25%	\$ 93.75	\$ 1,500.00
12	XL-PKGPT	FEATURE PACKAGE,P25 TRUNKING	16	\$ 1,600.00	25%	\$ 1,200.00	\$ 19,200.00
13	XL-PKGF1	FEATURE PACKAGE,ALL BANDS,V+U+7/800	16	\$ 1,600.00	25%	\$ 1,200.00	\$ 19,200.00
14	XL-PA3V	BATTERY,LI-ION,3100 MAH	16	\$ 150.00	25%	\$ 112.50	\$ 1,800.00
15	XL-NC5Z	ANTENNA,FLEX,HELICAL,136-870 MHZ	16	\$ 110.00	25%	\$ 82.50	\$ 1,320.00
16	XL-AE4B	SPEAKER MICROPHONE,EMER BUTTON	16	\$ 225.00	25%	\$ 168.75	\$ 2,700.00
17	XL-HC6Y	CASE,LEATHER,2.5IN BELT LOOP,D-SWIVEL,HC	16	\$ 65.00	25%	\$ 48.75	\$ 780.00
18	XL-CH6F	CHARGER, SINGLE BAY +	16	\$ 245.00	25%	\$ 183.75	\$ 2,940.00
			16			\$ (4,872.50)	\$ (77,960.00)
Lead time is subject to material availability at time of order						Total Sale Price \$	43,200.00

Terms and Conditions:

- The Terms and Conditions are governed by the agreement between L3Harris Technologies and State of Maryland. Please reference MBP# 12296 and contract number 060B7400088, if applicable. Also reference SIT# 796073 | State of Maryland Bulk Radio Pricing MBP - 23CS71793
- Storing battery packs is not recommended because the chemicals in the battery degrade over time and this affects the functionality of the battery. Improper storage of batteries may void warranty.
- Pricing does not include installation, programming, taxes or shipping (if applicable), unless otherwise noted. These items may be waived based on the terms and conditions which are applicable to this quote (Item 1) and could be subject to change.

Purchase Order requirements:

Purchase Order issued to L3Harris Technologies - PSC - 221 Jefferson Ridge Parkway - Lynchburg, VA 24501
The Purchase Order should include the following references:

Must include Quote Name and Date. If applicable, include MBP#.

All orders must contain valid model number, quantity, and price for each item.

Frequencies must be supplied with order if applicable.

Requested Delivery Date; If related to Grant Funding, important to provide Grant name, Agency, deadline and product receipt deadline, when applicable.

Shipping will default to Best Way ground, unless otherwise specific. Special shipping/delivery instructions (ex. Delivery lift gate required?) must be noted if applicable. Non Standard packing will be billed to the customer.

Bill to and Ship to addresses along with contact information must be included. Provide customer account number if readily available.

L3Harris DUNS#: 101474992; Cage Code: 1PNR4; Tax ID 34-0276860.

202401085
01-5200-5255



MOTION OF THE MAYOR AND COUNCIL 2024-18

A motion of the Mayor and Council of the Town of Berlin to APPROVE THE PURCHASE OF A VOCALITY (ROIP LTE) RADIO FROM AT&T FIRSTNET.

The Vocality Radio would allow multiple radios on different bands to communicate, giving the Town of Berlin the ability to interconnect with different agencies for regular operations or in case of emergencies or other events. The enhanced continuity between devices and networks will give coherence that leads to improved workflow and efficiency.

The Vocality Interoperability Box will include:

1. Cables & Power Supply
2. Secure Tunnels License
3. Limited Lifetime Warranty
4. Lifetime Software Updates
5. Cubic Vocality Remote Installation Support and Technical Expertise during and after the customer solution installation. This service is optional, but strongly recommended and includes:
 - a. Refine audio channels and perform volume adjustments in each direction.
 - b. Support onboarding session and any issues related to end-user IP infrastructure, LTE network, and/or PoC server.
 - c. Provide technical expertise for all issues, troubleshooting, and support for hands-on training on the overall implementation.

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.

Dean Burrell, Sr. Vice President of the Council

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

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



SPEED Quote

Quote Date: 3/8/2024

Quote #: 9846

End Customer Info:	
Company Name:	Town of Berlin
Contact:	Kate Daub
Phone #:	
Email:	
Street Address:	10 William Street
Street Address 2:	
City, State, Zip:	Berlin, MD 21811

AT&T Seller Info:	
Name:	Kelsey Corcoran
Phone:	5713879221
Email:	kc9054@att.com
Quote Only All orders are non-cancelable.	

Item	SKU	DESCRIPTION	Qty.	MSRP	Unit Price	Total Price
1	ROIP/LTENAFD/RP/1	Vocality ROIP LTE (NA) FirstNet Retail Pack, 1 Port Active	1	\$2,300.00	\$2,300.00	\$2,300.00
2	ROIP/PSU/US	12V 6A Desktop Power Supply - US	1	\$125.00	\$125.00	\$125.00
3	ROIP/SWF/1S	Secure Tunnel & Radio Security (TLS/DTLS) Activation Key	1	\$380.00	\$380.00	\$380.00
4	ROIP/CBL/68238-A-4733	PTT Cable - Connect PTT Radio to Vocality ROIP Audio Port (1 meter/3.28 ft), for "Radio" Harris XG-25M	1	\$325.00	\$325.00	\$325.00
5	ROIP/EXPINT/1	Expert Integration Professional Services (1 port)	1	\$585.00	\$585.00	\$585.00
6	ATT-INTEROP	AT&T Interoperability License Fee (applied by AT&T)	1	\$2,500.00	\$2,500.00	\$2,500.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
SUBTOTAL						\$6,215.00
SAVINGS						\$0.00
TOTAL						\$6,215.00

Notes: These items are considered special order and would not be eligible for buyers remorse. Radio is Harris XG-25M 700/800 MHz

This quote expires in 30 days from date of issue.

Questions related to this quote can be sent to: ATTSpeedSales@GetWirelessllc.com

POWERED BY
GetWireless



STAFF REPORT

TO: Mayor and Council
FROM: Kate Daub, Special Projects Administrator and
 Mary Bohlen, Town Administrator
MEETING DATE: Monday, March 25, 2024
SUBJECT: Amendments to Town Code for Elections

SUMMARY:

In preparation for the upcoming election cycle, a review of Chapter 12: Elections of the Town Code was performed which revealed the Code does not consist of a policy to decide a tie among the candidates in a town election. Additionally, Mayor Tyndall has requested to explore the potential of adding an Alternate to the Board. Thus, we are proposing amending the Code to include language that would establish a procedure to resolve tie votes in any Town of Berlin Election as well as address the addition of an alternate to the Board of Supervisors of Elections.

Alternate to the Board of Supervisors of Elections

By consensus, if the Mayor and Council agrees, language allowing an alternate will be drafted and included in an Ordinance as discussed below.

Tie Vote Options for Consideration: Maryland Annotated Code §4-108.4 “Filling of vacancy resulting from tie vote” requires municipalities to fill a vacancy resulting from a tie vote within 90 days of the Election.

- **Flipping a Coin.** The winner of the vacant seat can be determined by flipping a coin for two-way ties; the “call” for choice of heads or tails goes to the candidate with the first alphabetical last name.
- **Draw Straws:** In a two or three-way tie, the candidates can either draw straws or draw a name to determine the winner; as above, first choice given by alphabetical order.
- **Dice Roll/High card:** The winner of the vacant seat can be determined by a dice roll or selecting a playing card in which the candidate who has the higher number wins. Two suits of cards are spread on a table or tables with each candidate selecting a card.

Other Tie Vote Alternatives:

- **Appointment by Mayor and Council:** The vacancy for Mayor or Councilmember is to be filled by appointment of the remaining council members. This could be done either by secret ballot or voice vote as desired.
- **Secret Vote of the Board of Supervisors of Elections:** Tie is broken by the canvassing board which oversaw the election.
- **Special or Run-off Election:** A Special Election can be held no earlier than the 10th day or later than the 30th day after the first vote is completed; However, the tying candidates can agree to one of the options above or one candidate may resolve the tie by withdrawing from the race.

It is important to note that the first step in any tie-breaker would be to offer the candidates the option to voluntarily withdraw and thereby forfeit the race.

Ultimately, specific language to be incorporated into an Ordinance is decided by the Mayor and Council, but the recommendation of the applicable Board is important. The Board of Supervisors of Elections discussed the tie vote issue at their meeting on Tuesday, March 12, 2024 and one member indicated a preference for holding a Special or Run-off Election.

The draft ordinance will incorporate the appropriate language for First Reading on Monday, April 8, 2024, with approval at a Public Hearing to be held on April 22, 2024. This allows more than sufficient time for the language to be codified prior to the next Municipal Election scheduled for Tuesday, October 1, 2024.

The disadvantage of the some of the methods indicated above are:

- Coin flip or short straw: Requires the first choice to go to one or the other candidate and involves the physical action of a third individual (flipping the coin or presenting the straws).
- Determination by vote of the Mayor and Council or Board of Supervisors of Elections: Introduces the preferences of a small and exclusive group of people; more opportunity for selection to be considered politically motivated. Particularly in the case of the Board of Supervisors of Elections, this would be undesirable as they are a neutral party.
- Special Run-off Election:
 - There is cost associated with a Special Election - probably about half that of a Regular Election. The difference is primarily related to the number of advertisements to be run and the need for fewer workers at the polling place.
 - The applicable polling place would have to be reserved for the Run-off Election “just in case.”
 - The date for the Run-off Election and for accepting absentee voting applications would need to be set to allow sufficient time for the advertising requirement set by Town Code of “not less than two weeks prior to applicable date”.
 - MD Annotated Code requires a vacancy from a tie-vote to be filled within 90-days of the Election.
 - Because the regular Town Election is the first Tuesday of October, consideration needs to be given to the timing of the County/State/National Elections. The possibility of creating confusion for voters, voter apathy (three Elections in a short period of time), and the additional burden this would place on the Worcester County Board of Elections will need to be considered. The 90-day requirement could allow the Run-off Election to be pushed to the last week of November/first week of December in order to have the swearing-in done at the first meeting of December to stay within the 90-day period (as the second December meeting is typically canceled).
 - There is also a possibility of a second tie vote.

RECOMMENDATION:

Staff Recommendation is to utilize the dice roll or high card option. This is a random option with no necessary considerations for which candidate goes first as either action can occur by each candidate simultaneously. There is no need for a third-person to be involved beyond handing the candidates the die or spreading the cards on the table. There is no cost to this method as it would be done during the next Regularly Scheduled Meeting of the Mayor and Council.

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§ 4-108.4. Filling of vacancy resulting from tie vote

West's Annotated Code of Maryland

Local Government

Effective: October 1, 2016

West's Annotated Code of Maryland

Local Government (Refs & Annos)

Division II. Municipalities [Titles 4-8] (Refs & Annos)

Title 4. In General (Refs & Annos)

Subtitle 1. Definitions; General Provisions (Refs & Annos)

Effective: October 1, 2016

MD Code, Local Government, § 4-108.4

§ 4-108.4. Filling of vacancy resulting from tie vote

Currentness

A municipality shall fill a vacancy that resulted from a tie vote in an election for a municipal office within 90 days after the date of the election.

Credits

Added by Acts 2016, c. 280, § 1, eff. Oct. 1, 2016.

MD Code, Local Government, § 4-108.4, MD LOCAL GOVT § 4-108.4

Current with all legislation from the 2023 Regular Session of the General Assembly. Some statute sections may be more current, see credits for details.

END OF DOCUMENT

ORDINANCE NO. 2024-02

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN AMENDING CHAPTER 12, TITLED ELECTIONS, ARTICLE I AND III TO ESTABLISH AN ALTERNATE MEMBER TO THE BOARD OF SUPERVISORS OF ELECTIONS, TO ESTABLISH A PROCEDURE TO RESOLVE TIE VOTES IN TOWN MUNICIPAL ELECTIONS; AND GENERALLY RELATING TO PROCEDURES REGARDING THE TABULATION AND ANNOUNCEMENT OF ELECTION RESULTS.

NOW, THEREFORE, BE IT ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT CHAPTER 12, ENTITLED ELECTIONS, BE AMENDED, AS FOLLOWS:

ARTICLE I, IN GENERAL

To add Section 12-5 as follows:

Sec. 12-5. ALTERNATE MEMBER OF THE BOARD OF SUPERVISORS OF ELECTIONS.

AS ESTABLISHED IN THE CHARTER OF THE TOWN OF BERLIN, ARTICLE VI §C6-2 THE BOARD OF SUPERVISORS OF ELECTIONS CONSISTS OF FIVE (5) MEMBERS APPOINTED BY THE MAYOR WITH THE APPROVAL OF THE COUNCIL. ADDITIONALLY, THERE SHALL BE ONE ALTERNATE APPOINTED TO THE BOARD WHO SHALL ACT IN THE CAPACITY OF A BOARD MEMBER ONLY UPON THE ABSENCE OF AT LEAST ONE FULL MEMBER. ADDITIONALLY, THE ALTERNATE SHALL PARTICIPATE IN THE DUTIES OF A POLLING PLACE ON THE DAY OF THE ELECTION, ALONG WITH THE FULL MEMBERS OF THE BOARD. THE QUALIFICATIONS AND TERM OF THE ALTERNATE SHALL BE THE SAME AS FULL MEMBERS IN THAT THE ALTERNATE SHALL BE A QUALIFIED VOTER OF THE TOWN AND SHALL NOT HOLD OR BE A CANDIDATE FOR ANY ELECTIVE OFFICE DURING THEIR TERM, AND THE TERM SHALL BE FOR FOUR YEARS.

ARTICLE III, DIVISION 3. ELECTION RESULTS:

To amend Section 12-161 as follows:

Sec. 12-161. Tabulation and announcement of election results.

In addition to the provisions set forth in article VI of the Berlin Charter for the conduct of elections, the following provisions shall apply:

~~(1) The chairperson of the board of election supervisors shall announce the unofficial results of the election as soon as possible after the polls close and results have been tabulated. The chairperson shall post or cause to be posted the unofficial results of the vote on the town hall bulletin board, government access channel or other available means by the next business day following the close of the polls and the tabulation of the vote.~~

~~(2) Poll watchers may be selected by duly nominated individual candidates or by the presiding officer of the chief managing committee of any voluntarily associated group of~~

~~candidates or proponents or opponents of a measure on the ballot. Such watchers shall have the rights and be subject to the same limitations set forth in Md. Election Law Ann. § 10-311, as amended from time to time.~~

~~(3) Each group, organization, corporation or committee duly registered with the town according to section 12-6, may have one representative designated as a poll watcher present during the counting and tabulating of election results. Individual candidates who were duly nominated for placement on the ballot may have one representative designated as a poll watcher present during the counting and tabulating of election results.~~

~~(4) The designated individual identified as a poll watcher may not interact with the election judges and may not use any means now known, or available in the future, to communicate with persons outside the room where the results are being tabulated. Poll watchers must remain in the room where the results are being tabulated; if the poll watcher leaves the room, he may not be readmitted.~~

~~(5) Poll watchers must have on their person a signed document provided by the candidate, organization, corporation or committee specifically designating that person as a poll watcher. The board of elections supervisors will provide a form for this purpose, or a written statement signed by the appropriate candidate or officer of any organization, corporation or committee may be used in lieu of the form provided by the board of elections supervisors.~~

~~(6) The chief of the town police department or his authorized designee shall act as sergeant at arms during the counting and tabulating of the election results and shall, at the request of the chairperson of the board of supervisors of elections, remove any person present during that tabulation who becomes unruly, disorderly or otherwise disruptive to the process of tabulation.~~

~~(7) Upon completion of the unofficial count and tabulation, the media and the public will be admitted to the polling place or other site of the tabulation process for the announcement of the unofficial results. Official results will be certified to the town administrator of the town within 48 hours after the close of the polls, in accordance with article VI, section C6-12 of the Charter.~~

A. CLOSE OF POLLS

- (1) VOTERS WHO ARE WITHIN OR WHO HAVE JOINED THE QUEUE TO THE POLLING PLACE AT THE DESIGNATED TIME OF THE CLOSING OF THE POLLS SHALL BE PERMITTED TO VOTE. NO FURTHER ADMITTANCE TO THE POLLING PLACE OR QUEUE OF INDIVIDUALS DESIRING TO CAST THEIR VOTE PAST THE DESIGNATED TIME OF THE CLOSING OF THE POLLS SHALL BE PERMITTED.
- (2) WHEN ALL PERMITTED VOTERS HAVE CAST THEIR BALLOTS, THE POLL WORKERS SHALL ADJOURN TO THE DESIGNATED LOCATION TO TABULATE THE VOTES.

B. TABULATION OF RESULTS

- (1) UPON ARRIVAL AT THE DESIGNATED LOCATION FOR TALLYING THE VOTES, THE MEMBERS OF THE BOARD OF SUPERVISORS OF ELECTIONS SHALL ORGANIZE THEMSELVES IN A MANNER OF THEIR CHOOSING TO COMPLETE THE TALLY OF ALL VOTES CAST, INCLUDING OF ABSENTEE BALLOTS RECEIVED.
- (2) UPON COUNTING OF ALL BALLOTS RECEIVED, THE VOTE TALLIES SHALL BE NOTATED ON THE DESIGNATED FORM.

C. POLL WATCHERS

- (1) POLL WATCHERS MAY BE SELECTED BY DULY-NOMINATED INDIVIDUAL CANDIDATES OR BY THE PRESIDING OFFICER OF THE CHIEF MANAGING COMMITTEE OF ANY VOLUNTARILY ASSOCIATED GROUP OF CANDIDATES OR PROPONENTS OR OPPONENTS OF A MEASURE ON THE BALLOT. SUCH WATCHERS SHALL HAVE THE RIGHTS AND BE SUBJECT TO THE SAME LIMITATIONS SET FORTH IN MD. ELECTION LAW ANN. § 10-311, AS AMENDED FROM TIME TO TIME.
- (2) EACH GROUP, ORGANIZATION, CORPORATION OR COMMITTEE DULY REGISTERED WITH THE TOWN ACCORDING TO SECTION 12-6, MAY HAVE ONE REPRESENTATIVE DESIGNATED AS A POLL WATCHER PRESENT DURING THE COUNTING AND TABULATING OF ELECTION RESULTS. INDIVIDUAL CANDIDATES WHO WERE DULY NOMINATED FOR PLACEMENT ON THE BALLOT MAY HAVE ONE REPRESENTATIVE DESIGNATED AS A POLL WATCHER PRESENT DURING THE COUNTING AND TABULATING OF ELECTION RESULTS.
- (3) THE DESIGNATED INDIVIDUAL IDENTIFIED AS A POLL WATCHER MAY NOT INTERACT WITH THE ELECTION JUDGES AND MAY NOT USE ANY MEANS NOW KNOWN, OR AVAILABLE IN THE FUTURE, TO COMMUNICATE WITH PERSONS OUTSIDE THE ROOM WHERE THE RESULTS ARE BEING TABULATED. POLL WATCHERS MUST REMAIN IN THE ROOM WHERE THE RESULTS ARE BEING TABULATED; IF THE POLL WATCHER LEAVES THE ROOM, HE MAY NOT BE READMITTED.
- (4) POLL WATCHERS MUST HAVE ON THEIR PERSON A SIGNED DOCUMENT PROVIDED BY THE CANDIDATE, ORGANIZATION, CORPORATION OR COMMITTEE SPECIFICALLY DESIGNATING THAT PERSON AS A POLL WATCHER. THE BOARD OF ELECTIONS SUPERVISORS WILL PROVIDE A FORM FOR THIS PURPOSE, OR A WRITTEN STATEMENT SIGNED BY THE APPROPRIATE CANDIDATE OR OFFICER OF ANY ORGANIZATION, CORPORATION OR COMMITTEE MAY BE USED IN LIEU OF THE FORM PROVIDED BY THE BOARD OF ELECTIONS SUPERVISORS.
- (5) THE CHIEF OF THE TOWN POLICE DEPARTMENT OR HIS AUTHORIZED DESIGNEE SHALL ACT AS SERGEANT AT ARMS DURING THE COUNTING AND TABULATING OF THE ELECTION RESULTS AND SHALL, AT THE REQUEST OF THE CHAIRPERSON OF THE BOARD OF SUPERVISORS OF ELECTIONS, REMOVE ANY

PERSON PRESENT DURING THAT TABULATION WHO BECOMES UNRULY, DISORDERLY OR OTHERWISE DISRUPTIVE TO THE PROCESS OF TABULATION.

12-161.4 ANNOUNCEMENT OF RESULTS

- (1) UPON COMPLETION OF THE UNOFFICIAL COUNT AND TABULATION, THE MEDIA AND THE PUBLIC WILL BE ADMITTED TO THE POLLING PLACE OR OTHER SITE OF THE TABULATION PROCESS FOR THE ANNOUNCEMENT OF THE UNOFFICIAL RESULTS. OFFICIAL RESULTS WILL BE CERTIFIED TO THE TOWN ADMINISTRATOR OF THE TOWN WITHIN 48 HOURS AFTER THE CLOSE OF THE POLLS, IN ACCORDANCE WITH ARTICLE VI, SECTION C6-12 OF THE CHARTER.
- (2) THE CHAIRPERSON OF THE BOARD OF ELECTION SUPERVISORS SHALL ANNOUNCE THE UNOFFICIAL RESULTS OF THE ELECTION AS SOON AS POSSIBLE AFTER THE POLLS CLOSE AND RESULTS HAVE BEEN TABULATED. THE CHAIRPERSON SHALL POST OR CAUSE TO BE POSTED THE UNOFFICIAL RESULTS OF THE VOTE ON THE TOWN HALL BULLETIN BOARD, GOVERNMENT ACCESS CHANNEL OR OTHER AVAILABLE MEANS BY THE NEXT BUSINESS DAY FOLLOWING THE CLOSE OF THE POLLS AND THE TABULATION OF THE VOTE.

D. TIE VOTES

- (1) IF, UPON TABULATION OF THE VOTES, IT IS DETERMINED THAT AT LEAST TWO CANDIDATES FOR THE OFFICE OF MAYOR OR AN INDIVIDUAL COUNCIL SEAT RECEIVED THE SAME AND HIGHEST NUMBER OF VOTES, A TIE VOTE FOR THAT OFFICE SHALL BE DECLARED TO THE TOWN ADMINISTRATOR AND THE WINNING CANDIDATE WILL NOT BE DECLARED UNTIL SUCH TIME AS A TIE-BREAKER CAN BE PERFORMED. THE REMAINDER OF BALLOTS FOR SEATS NOT RESULTING IN A TIE, WILL BE CONSIDERED FINAL AND AVAILABLE FOR CERTIFICATION PER 12-161.4 ABOVE.
- (2) AS PER ARTICLE III §4 OF THE CHARTER OF THE TOWN OF BERLIN, "MEETINGS", THE CANDIDATES WHO RECEIVED THE TIE VOTES SHALL ATTEND THE NEXT REGULARLY SCHEDULED MEETING OF THE MAYOR AND COUNCIL FOR THE PURPOSE OF BREAKING THE TIE IN A PUBLIC FORUM.
- (3) AT THAT MEETING THE TOWN ADMINISTRATOR WILL OFFER EACH CANDIDATE THE OPPORTUNITY TO VOLUNTARILY WITHDRAW FROM THE RACE THEREBY FORFEITING TO THE REMAINING CANDIDATE.
- (4) IF NEITHER CANDIDATE CHOOSES TO FORFEIT AT THAT TIME, THE TOWN ADMINISTRATOR WILL HOLD A TIE-BREAKER CONTEST BY THE FOLLOWING MEANS:
 - a. _____

(5) THE CANDIDATE WHO IS SELECTED BY THE METHOD DESCRIBED ABOVE SHALL THEREFORE BE CERTIFIED AS THE WINNER OF THE CONTESTED SEAT AND SHALL BE SWORN IN ALONG WITH THE REMAINDER OF THE BALLOT.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2024, and thereafter a statement of the substance of the Ordinance having been published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this _____ day of _____, 2024, by the Mayor and Council of the Town of Berlin, Maryland by affirmative vote of _____ in favor, to _____ opposed, with _____ abstaining and _____ absent.

Dean Burrell, Vice-President

Approved on this _____ day of _____, 2024 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the _____ day of _____, 2024.

Zackery Tyndall, Mayor and President of Council

ATTEST: Mary Bohlen, Town Administrator



March 25, 2024 Weekly Report

Departments this Week:

Town Administrator

- Budget work is underway with Department Heads meeting with Finance over the next few weeks. The public budget schedule is available on the [Town website](#).
- The Board of Supervisors of Elections met on March 12th at 5:00 PM. Discussion/approvals included moving the Districts 3 & 4 polling place from the Police Station to St. Paul UMC on Flower Street; Chief Downing has been working with us on that and the request is scheduled to go before the Church board next week. There will also be discussion at the March 25th M&C meeting regarding adding an alternate to the Board and creating provisions for tie votes.
- IT Audit Services RFP opening was held Friday, March 15th. Four submittals were received and are being reviewed and evaluated.
- Site visits occurred last week for the Design and Build Services RFQ; opening date is Monday, April 1st.
- Interviews for the Administrative Assistant position are being held this week.
- A work session to discuss the Worcester County Comprehensive Plan request is scheduled Monday, March 25th at 6:00 PM.
- The Town received notification of a successful grant application under the Reconnecting Neighborhoods program for \$1.2 million. This project is intended to create a pedestrian bridge over Rt. 113.

Ongoing:

- Smart Water Meter installation is ongoing and is ahead of schedule at this time.
- Heron Demolition is underway. Limited activity will be observed initially as most work at this stage concerns asbestos testing.

Economic and Community Development

- Attended the Maryland Farmers Market Conference
- Attended the Maryland Main Street Meeting and Project Restore training.
- Completed Quarterly reports for Dept Housing & Comm Dev & Md Arts Council Grants
- Farmers Market Health Dept meeting/working on the layout.
- 2025 Budget Plan
- Updated website
- The Garden Nook opens across from the Welcome Center this weekend. Offers plants & garden supplies.
- Sound Storm Records moving next to Love Your Mama. The owners of that building opened their shop there.

- Will be submitting a Community Safety Works grant for additional historic lamp posts on Pitts & Commerce Streets. 100% grant funding; no match required.

Electric

- Flower Street: Straighten Utility Pole
- Various Locations: Pole Top Maintenance
- Broad Street: Prep Work for Service Upgrade
- Broad Street: Reroute Temp Service
- Frankin Ave: Disconnect for Service Upgrade
- Germantown Rd: Disconnect for Service Upgrade
- Westview Development: Install Transformers & Secondary Services
- Employee Flagger Training & Power Plant Emissions Certification
- Various Locations: Street Light Repairs & Tree Trimming
- Spring Celebration Event-Install Banners

Finance Director

Continues to work on:

- FY 2025 Budget with each department
- FY 2025 capital projects and details of FY 2024 progress
- FY 2024 budget vs actual review – 6 months
- Electric smart meters and public works building bond issuance.
- Water resources projects review with Jamey.
- Personnel cost estimates
- Impact fees, review, and calculations
- DBF invoices review and processing.
- Credit card payments and processing- Shirley.
- Bank reconciliations and journal entries - Melissa.
- Electric rate study paperwork and necessary reports for evaluation
 - Working with Booth and Assoc-in process
- Water and electric meter readings- Michelle
- Smart metering project planning and Tyler integration
- Check processing and credit card payments, review registers, checks, and Town's card payments. Department meetings scheduled, projects, and planning.

Human Resources Director

- Processed payroll and all related paperwork on 03.11.24.
- Emailed employee leave balances to department heads to review with their staff.
- Emailed out vacation buyback information and forms and encouraged staff to use their leave by the end of this fiscal year.
- Worked with ADP to set up new pay codes in ADP for Police Training. FTO, FT2, and FT3.
- Onboarded a new hire – Collin Shockley as a lateral transfer for the Police Department on 03.11.24.
- Conducted the Annual DOT Queries as required by federal mandates on 03.12.24.

- Facilitated random drug and alcohol screenings for staff on 03.13.24. Also sent our testers a new employee roster.
- Completed the initial budget spreadsheet implementing the step and grade system and a 2% COLA for the FY 2025 budget for personnel. Contacted each department to discuss scheduled increases for the remainder of FY 2024 and FY 2025. Then met with Natalie to review them and input them into Tyler on 03.19.24 and on 03.20.24.
- Mary, Kate, and I reviewed applications for the Administrative Assistant II position and held initial interviews with four candidates on 03.19.24.
- Reached out to Maui Jacks and the Shorebirds to discuss employee appreciation events or discounted pricing. Maui Jacks responded and we have set up some employee perks with them. More info to follow.
- I will be attending the internal departmental budget meetings for each department beginning on 03.22.24 (I am unable to make it to Electrics meeting).
- Mary and I will be attending the annual LGIT renewal workshop in Cambridge on 03.27.24.
- **Reminder, I will need payroll for the 25th done by 9:30 AM (on the 25th) at the latest. I will be leaving early on this day and out of the office on 03.26.24.**

Police Department

3/5: Lt Fisher attended the Worcester County Commissioners meeting with the Mayor, Council Members, and Staff supporting the Town of Berlin grant request.

3/7: Chief Downing attended the review of the Police Accountability Board review session hosted by the Police Executive Research Forum for the State of Maryland in Annapolis, MD.

3/11: The Berlin Police Department added Pfc. Collin Shockley to the agency as a lateral transfer (8 years) from the Kent County Sheriff's Office.

3/12: Senior Officer Bratten conduct firearms training with Sgt. Bragg, A/Cpl. Marshall, and S.O. Lloyd and complete a conversion firearms qualification course with Pfc. Shockley.

3/12: Chief Downing attended the SAKI (Sexual Assault Kit) Project meeting. The meeting outlined the State Maryland position to have all Sexual Assault Kits tested and DNA placed in CODIS (Combined DNA Index System).

3/13: All sworn members of the Berlin Police Department attended the quarterly Wellness Session with staff for the Behind the Lines.

3/13: Chief Downing, Lt Fisher, and Sgt Collins attended mandated "Maryland Track Kit" training to learn how to login collected Sexual Assault Kits into the Maryland SAKI database.

3/13: Sgt Bragg and Senior Officer Bratten attended the quarterly Peer Support Regional (Tri-County LEOs) meeting.

3/19: Chief Downing attended the Child Advocacy Center meeting for the month.

Cpl. Chris Bireley will be retiring on April 1st 2024.

Collisions – 8; Arrests – 2

Public Works

- Our department has begun the "spring cleanup" in the flower beds around town. Cutting back plants, removing weeds, mulching, and planting new plants will all be done in the coming weeks.

- We've started replacing street signs on the Decatur St./Decatur Farms area of town with updated high visibility signs. We will make our way down Flower St. as well in the coming days and hope to eventually go across the highway to do the rest of town as well.
- Getting inventory of and labeling all trash cans in town has begun. We've completed approximately 60% of Tuesday's trash route and hope to have the rest of town done, including residential and commercial cans, in the coming weeks.
- Normal trash and recycling collection is taking place.
- Regular street sweeping and street repair is taking place as well.
- Parks are being walked every day for trash and debris collection.

Water Resources

- Located sewer service for Walnut Hill
- Located water service for Walnut Hill and installed meter pit.
- Jet all sewers in Walnut Hill
- Tap new water service on Franklin Avenue
- Collected monitoring well samples from Spray Site A
- Preparing electric for WWTP electric gate installation
- Smart Meters: approximately 67% completion as of 3/19/24
- Fixed leak on Cedar Ave
- Troubleshooting mole cable reel
- Hauled dry sludge to landfill.
- Replaced decking boards on equipment trailer.
- One employee completed the ATSSA Flagger certification course.



Check Run Reports for:

3.04.24

3.05.24

3.06.24

3.11.24

3.13.24



Town of Berlin, MD

Payment Register

APPKT02968 - 20240306SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number: 00003335 Vendor Name: BERLIN FIRE COMPANY EMERGENCY MEDICAL SERVICE!

Total Vendor Amount: 48,255.54

Payment Type: Check Payment Number:

Payment Date: 03/06/2024 Payment Amount: 48,255.54

Payable Number: FY 24 STAFF ALLOCATION Description: FY 24 BERLIN EMS FUNDS ALLOCATION

Payable Date: 03/06/2024 Due Date: 03/06/2024

Discount Amount: 0.00 Payable Amount: 48,255.54

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	48,255.54
Packet Totals:		1	1	0.00	48,255.54



Town of Berlin, MD

Payment Register

APPKT02962 - 20240302SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
0003663	ACS			1,900.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/04/2024	1,900.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
PS10100	ANNUAL TESTING OF FATHOM METER TESTER	02/28/2024	02/28/2024	0.00 1,900.00

Vendor Number	Vendor Name			Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC			7,873.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/04/2024	3,393.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
5751431-02	ALUM CONNECTORS	02/27/2024	02/27/2024	0.00 147.00
5773064-02	CRIMPS AND CONNECTORS	02/29/2024	02/29/2024	0.00 80.00
5819093-00	CRIMPS AND CONNECTORS	02/29/2024	02/29/2024	0.00 146.00
5906202-00, 2766571-00	INVENTORY WOODEN CROSS-ARMS 8 & 10FT ARMS	02/28/2024	02/28/2024	0.00 3,020.00
Check		03/04/2024	4,480.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
5950699-00	FULL REELS OF SWEETBRIAR URD 4/0 CABLE	02/28/2024	02/28/2024	0.00 4,480.00

Vendor Number	Vendor Name			Total Vendor Amount
0000255	ATT:DATA CONTROLL DIV-PAYROLL MARYLAND STATE F			7,305.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/04/2024	7,305.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
8764	FINAL INTRASYSTEM TRANSFER VALUATION FEES LEOPS	02/29/2024	02/29/2024	0.00 7,305.00

Vendor Number	Vendor Name			Total Vendor Amount
0000405	BRASURE'S PEST CONTROL INC			55.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/04/2024	55.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
837553	POWER PLANT ANNUAL SPRAYING CONTRACT	02/27/2024	02/27/2024	0.00 55.00

Vendor Number	Vendor Name			Total Vendor Amount
0000571	COMCAST BUSINESS			1,430.54
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/04/2024	1,430.54	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
194672690	TELEPHONE SERVICES	03/01/2024	03/01/2024	0.00 1,430.54

Vendor Number	Vendor Name			Total Vendor Amount
0003530	COOPER STEVEN			175.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/04/2024	175.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
REIMB 2/23	COMPOSITE TOE BOOTS	02/27/2024	02/27/2024	0.00 175.00

Vendor Number	Vendor Name			Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL			24,437.76
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		03/04/2024	24,437.76	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
182556	PROJ 0050A002.001 INFRAS PROJS,BUDGET ESTI RT 346	03/01/2024	03/01/2024	0.00 3,675.00

Payment Register

APPKT02962 - 20240302SW

182557	PROJ 0050A002.049 PLN/DESIGN EVANS RD WHSE INSP C	03/01/2024	03/01/2024	0.00	950.44
182558	PROJ 0050A002.070 SMRT METER UPGRD MAPPING,CON	03/01/2024	03/01/2024	0.00	15,404.82
182559	PROJ 0050A002.082 HARRISON AVE WTRMAIN REPL PLN :	03/01/2024	03/01/2024	0.00	4,227.50
182560	BRD ST PUMP STST UPGRD PROJ AWARD & CONST SUBM	03/01/2024	03/01/2024	0.00	180.00

Vendor Number	Vendor Name	Total Vendor Amount			
0001040	HOME DEPOT CREDIT CARD SERVICES	1,315.67			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/04/2024	1,315.67		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
4612646	HOME DEPOT	02/28/2024	02/28/2024	0.00	159.46
SERV INVS	TOOLS, PARTS, AND OTHER SUPPLIES	02/28/2024	02/28/2024	0.00	672.26
--VARIOUS INVS---	TOOLS, PARTS, AND OTHER SUPPLIES	02/28/2024	02/28/2024	0.00	483.95

Vendor Number	Vendor Name	Total Vendor Amount			
0003109	JAMES BRADFORD FARM TRUST	2,022.50			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/04/2024	2,022.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
BOUNDS PAYMENT MAR FY :	JAMES BOUNDS BOND SPRAY SITE	03/04/2024	03/04/2024	0.00	2,022.50

Vendor Number	Vendor Name	Total Vendor Amount			
0002532	JENSEN KELSEY	28.94			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/04/2024	28.94		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
02/27	SHRM MONTHLY MEETING MILEAGE	02/27/2024	02/27/2024	0.00	28.94

Vendor Number	Vendor Name	Total Vendor Amount			
0003110	JESSE JONES FARM TRUST	2,022.50			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/04/2024	2,022.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
BOUNDS PAYMENT MAR FY :	JAMES BOUNDS BOND SPRAY SITE	03/04/2024	03/04/2024	0.00	2,022.50

Vendor Number	Vendor Name	Total Vendor Amount			
0001218	KEEN COMPRESS GAS	402.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/04/2024	402.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
0072065884	LEASE OXYEN CYLINDER	02/28/2024	02/28/2024	0.00	402.00

Vendor Number	Vendor Name	Total Vendor Amount			
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY	1,724.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/04/2024	1,724.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
851548-851554	INSPECTION SERVICES	02/27/2024	02/27/2024	0.00	1,604.00
851693	INSPECTION SERVICES	02/29/2024	02/29/2024	0.00	120.00

Vendor Number	Vendor Name	Total Vendor Amount			
0001565	NATIONWIDE RETIREMENT SOLUTIONS	3,570.00			
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/04/2024	3,570.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
PPE 02/25/2024	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFFERED COM	02/27/2024	02/27/2024	0.00	3,570.00

Payment Register

APPKT02962 - 20240302SW

Vendor Number	Vendor Name					Total Vendor Amount
0001771	RANDY DAVIS					9,080.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	9,080.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
182561	PROJ 0050A118.B01 WEST ST RDWY & UTILITIES	03/01/2024	03/01/2024	0.00	9,080.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003171	RICKY JARMON					800.04
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	800.04			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FEB FY 24	CUSTODIAL SERVICE FOR PD	02/29/2024	02/29/2024	0.00	800.04	
Vendor Number	Vendor Name					Total Vendor Amount
0003222	SFS TOOLS AND SAFETY LLC					163.57
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	163.57			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
429330	E4 BUCKET TRUCK-BOLT CUTTERS	02/27/2024	02/27/2024	0.00	163.57	
Vendor Number	Vendor Name					Total Vendor Amount
0001978	SOUTHEASTERN TRANSFORMER CO, INC					641.64
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	641.64			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
107566	OVERHEAD 25KVA SENT OUT FOR REPAIRS	02/28/2024	02/28/2024	0.00	641.64	
Vendor Number	Vendor Name					Total Vendor Amount
0001997	STAPLES BUSINESS CREDIT					606.73
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	606.73			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
505324,505327,505321	OFFICE SUUPLIES	03/04/2024	03/04/2024	0.00	606.73	
Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					844.65
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	844.65			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S013877134.001	INVENTORY MATERIAL	02/28/2024	02/28/2024	0.00	844.65	
Vendor Number	Vendor Name					Total Vendor Amount
0003461	TECHMD					4,544.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	4,544.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
242107	IT SERVICES - CARDS COMPLETE	02/28/2024	02/28/2024	0.00	4,459.00	
-242107	ANNUALLY BILLED ITEMS	02/28/2024	02/28/2024	0.00	85.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002093	THE DISPATCH					142.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	142.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7733	RESTAURANT WEEK ADS	02/28/2024	02/28/2024	0.00	142.00	

Payment Register
APPKT02962 - 20240302SW

Vendor Number	Vendor Name					Total Vendor Amount
0003149	TRANSAMERCIA					137.04
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	137.04			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2505295955	TRANSAMERICA EE PAID SUPPLEMENTAL INS.	02/27/2024	02/27/2024	0.00	137.04	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					282.02
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	282.02			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430114239	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	02/27/2024	02/27/2024	0.00	141.01	
143115314	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	02/27/2024	02/27/2024	0.00	141.01	
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		03/04/2024	45.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 02/25/2024	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	02/27/2024	02/27/2024	0.00	45.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002248	VERIZON BUSINESS					106.13
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	106.13			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
09014128	BUSINESS TELEPHONE CALLS	02/27/2024	02/27/2024	0.00	106.13	
Vendor Number	Vendor Name					Total Vendor Amount
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER					125.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	125.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
21370746	DOT PHYSICAL T. TUBBS	03/01/2024	03/01/2024	0.00	125.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002348	WOR WIC COMMUNITY COLLEGE					12,642.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/04/2024	12,642.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
13404	ENTRY LEVEL LAW ENFORCEMENT OFFICER TRAINING	02/29/2024	02/29/2024	0.00	12,642.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	41	29	0.00	84,421.73
Packet Totals:		41	29	0.00	84,421.73



Town of Berlin, MD

Payment Register

APPKT02970 - 20240311SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					213.34
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/11/2024	213.34	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
100454	PAPER PRODUCTS AND OTHER SUPPLIES	03/05/2024	03/05/2024	0.00	72.36	
101437	PAPER PRODUCTS AND OTHER SUPPLIES	03/05/2024	03/05/2024	0.00	140.98	

Vendor Number	Vendor Name					Total Vendor Amount
0000090	AFLAC					819.72
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/11/2024	819.72	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
366477	AFLAC EMPLOYEE PAID SUPPLEMENTAL INSURANCE	03/11/2024	03/11/2024	0.00	819.72	

Vendor Number	Vendor Name					Total Vendor Amount
0002612	AT&T MOBILITY					3,817.97
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/11/2024	3,817.97	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
287334906869X01082024	AT&T MOBILITY TOWN-ISSUED DEVICES	03/05/2024	03/05/2024	0.00	3,817.97	

Vendor Number	Vendor Name					Total Vendor Amount
0000249	ATLANTIC TRACTOR					226.04
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/11/2024	226.04	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P96787	SERVICE WWTP MOWER	03/11/2024	03/11/2024	0.00	226.04	

Vendor Number	Vendor Name					Total Vendor Amount
0000453	CAPITAL ELECTRIC SUPPLY COMPANY					294.38
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/11/2024	294.38	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S054353360.001	2" CONDUIT WWTP GATE	03/07/2024	03/07/2024	0.00	294.38	

Vendor Number	Vendor Name					Total Vendor Amount
0000480	CATO OIL CO., INC.					10,643.51
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/11/2024	10,643.51	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
CFSI-4233	TOWN VEHICLE GAS	03/05/2024	03/05/2024	0.00	10,643.51	

Vendor Number	Vendor Name					Total Vendor Amount
0000502	CHESAPEAKE COLLEGE					432.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/11/2024	432.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
21383,21415,21384	TRAINING	03/07/2024	03/07/2024	0.00	432.00	

Payment Register
APPKT02970 - 20240311SW

Vendor Number 0002756	Vendor Name CHESAPEAKE ENVIRONMENTAL SERVICES LLC					Total Vendor Amount 1,801.42
Payment Type Check	Payment Number		Payment Date	Payment Amount		
			03/11/2024	1,801.42		
Payable Number 18743	Description JET TINGLE	Payable Date 03/07/2024	Due Date 03/07/2024	Discount Amount 0.00	Payable Amount 1,801.42	
Vendor Number 0000529	Vendor Name CINTAS FIRST AID & SAFETY					Total Vendor Amount 1,139.15
Payment Type Check	Payment Number		Payment Date	Payment Amount		
			03/11/2024	1,139.15		
Payable Number 8406658337	Description REPLENISH FIRST AID CABINET	Payable Date 03/07/2024	Due Date 03/07/2024	Discount Amount 0.00	Payable Amount 849.52	
Payable Number 8406706876	Description REPLENISH FIRST AID CABINET	Payable Date 03/07/2024	Due Date 03/07/2024	Discount Amount 0.00	Payable Amount 289.63	
Vendor Number 0002647	Vendor Name CINTAS RUGS					Total Vendor Amount 73.21
Payment Type Check	Payment Number		Payment Date	Payment Amount		
			03/11/2024	73.21		
Payable Number 4185330280	Description RUGS AND RUG CLEANING SERVICE	Payable Date 03/07/2024	Due Date 03/07/2024	Discount Amount 0.00	Payable Amount 73.21	
Vendor Number 0000534	Vendor Name CJIS-CR					Total Vendor Amount 455.50
Payment Type Check	Payment Number		Payment Date	Payment Amount		
			03/11/2024	455.50		
Payable Number APP-2P-030	Description FINGERPRINTING	Payable Date 03/07/2024	Due Date 03/07/2024	Discount Amount 0.00	Payable Amount 455.50	
Vendor Number 0000572	Vendor Name COMCAST					Total Vendor Amount 116.85
Payment Type Check	Payment Number		Payment Date	Payment Amount		
			03/11/2024	116.85		
Payable Number 41 016 0042978 MAR FY 24	Description DOWNTOWN WIFI	Payable Date 03/04/2024	Due Date 03/04/2024	Discount Amount 0.00	Payable Amount 116.85	
Vendor Number 0000622	Vendor Name CROPPERS INC					Total Vendor Amount 25.00
Payment Type Check	Payment Number		Payment Date	Payment Amount		
			03/11/2024	25.00		
Payable Number 0014351	Description REPAIR TRAILER TIRE	Payable Date 03/07/2024	Due Date 03/07/2024	Discount Amount 0.00	Payable Amount 25.00	
Vendor Number 0000678	Vendor Name DAVIS, BOWEN & FRIEDEL					Total Vendor Amount 315.00
Payment Type Check	Payment Number		Payment Date	Payment Amount		
			03/11/2024	315.00		
Payable Number 179987	Description PROJ 0050A114.A01 WM ST PUMP STAT,CONST SUBMITT	Payable Date 03/06/2024	Due Date 03/06/2024	Discount Amount 0.00	Payable Amount 315.00	
Vendor Number 0000794	Vendor Name EASTERN SHORE COFFEE					Total Vendor Amount 39.95
Payment Type Check	Payment Number		Payment Date	Payment Amount		
			03/11/2024	39.95		
Payable Number 665475	Description DISTILLED WATER	Payable Date 03/07/2024	Due Date 03/07/2024	Discount Amount 0.00	Payable Amount 39.95	

Payment Register

APPKT02970 - 20240311SW

Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					2,070.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	2,070.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2400475	MONITORING WELL SAMPLES	03/07/2024	03/07/2024	0.00	2,070.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003198	EVOQUA WATER TECHNOLOGIES LLC					15,630.68
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	15,630.68			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
906329314	12" KEYSTONE ACTUATOR VALVE	03/11/2024	03/11/2024	0.00	15,630.68	
Vendor Number	Vendor Name					Total Vendor Amount
0000897	FERGUSON ENTERPRISES					1,648.76
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	1,648.76			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0669306,0670502	EXPANSION JOINT	03/07/2024	03/07/2024	0.00	1,648.76	
Vendor Number	Vendor Name					Total Vendor Amount
0000907	FLAG PUBLICATIONS INC					284.97
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	284.97			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
368946,368947,368948	FLAG PUBLICATIONS - ADMINISTRATION ADVERTISING	03/06/2024	03/06/2024	0.00	110.00	
36911	FLAG PUBLICATIONS - ADMINISTRATION ADVERTISING	03/11/2024	03/11/2024	0.00	65.00	
369212	FLAG PUBLICATIONS - ADMINISTRATION ADVERTISING	03/11/2024	03/11/2024	0.00	28.75	
369213	FLAG PUBLICATIONS - ADMINISTRATION ADVERTISING	03/11/2024	03/11/2024	0.00	53.72	
369214	FLAG PUBLICATIONS - ADMINISTRATION ADVERTISING	03/11/2024	03/11/2024	0.00	27.50	
Vendor Number	Vendor Name					Total Vendor Amount
0000930	GALLS LLC					451.99
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	451.99			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
027236341	UNIFORMS FOR SHOCKLEY	03/05/2024	03/05/2024	0.00	451.99	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					101.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	101.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
36077690	GREAT AMERICA COPIER LEASE AGREEMENT	03/07/2024	03/07/2024	0.00	101.60	
Vendor Number	Vendor Name					Total Vendor Amount
0003603	HARVEST TECHNOLOGY LLC					6,950.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	6,950.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1005	DRYING BED CABLE REEL FULL UNIT	03/08/2024	03/08/2024	0.00	6,950.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001032	HILL'S ELECTRIC MOTOR SERVICE INC.					959.92
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	959.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0148577	SCHOOLFIELD CABINET	03/07/2024	03/07/2024	0.00	959.92	

Payment Register

APPKT02970 - 20240311SW

Vendor Number	Vendor Name					Total Vendor Amount
0002578	IAN JANES					450.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	450.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
500100	SOUND TECH FOR RECORD STORE DAY	03/07/2024	03/07/2024	0.00	450.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001083	J & A BOTTLELESS WATER COOLERS INC					87.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	87.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
-66782	TOWN HALL WATER COOLERS	03/08/2024	03/08/2024	0.00	87.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003522	LISA ANDERSON					900.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	900.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
798429	GRANT FUNDED SPRING CELEBRATION MUSIC	03/05/2024	03/05/2024	0.00	900.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003660	LYWOOD AUTOMATION LLC					1,427.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	1,427.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1914,1888	SCADA PROGRAM CONTROLS	03/07/2024	03/07/2024	0.00	1,427.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY					1,408.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	1,408.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
851910,911,912,913,914	INSPECTION SERVICES	03/06/2024	03/06/2024	0.00	1,408.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003637	NAPA AUTO PARTS					95.46
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	95.46			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
482585	SERVICE WWTP MOWER	03/11/2024	03/11/2024	0.00	95.46	
Vendor Number	Vendor Name					Total Vendor Amount
0001564	NATIONAL TRANSFORMER SALES					297.24
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	297.24			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
010164	4S FOCUS AXR CL20 240V L+G METER INVENTORY STOCK	03/06/2024	03/06/2024	0.00	297.24	
Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,795.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	3,795.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 03/10/2024	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	03/11/2024	03/11/2024	0.00	3,795.00	

Payment Register
APPKT02970 - 20240311SW

Vendor Number	Vendor Name					Total Vendor Amount
0001625	ONE CALL CONCEPTS, INC.					108.38
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	108.38			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4026168	MISS UTILITY TICKETS	03/04/2024	03/04/2024	0.00	108.38	
Vendor Number	Vendor Name					Total Vendor Amount
0001676	PENINSULA AUTO & TRUCK PARTS, INC					373.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	373.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
212845	REPLACEMENT BATTERIES FOR ALTEC BUCKET TRUCK #3	03/06/2024	03/06/2024	0.00	373.40	
Vendor Number	Vendor Name					Total Vendor Amount
0001677	PENINSULA DRY CLEANERS, INC					141.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	141.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1412	DRY CLEANING	03/07/2024	03/07/2024	0.00	141.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002619	PENNSYLVANIA STATE UNIVERSITY					3,051.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	3,051.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
910775923 3/22/2024	GIS TRAINING	03/07/2024	03/07/2024	0.00	3,051.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003297	PHYLLIS G KIMMEL LAW OFFICE PLLC					82.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	82.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
222	101 GENERAL MULTIPLE MATTERS	03/05/2024	03/05/2024	0.00	82.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003127	QUADIENT FINANCE USA, INC					1,575.29
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	1,575.29			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8273 MAR FY 24	POSTAGE TOWN WIDE	03/05/2024	03/05/2024	0.00	1,575.29	
Vendor Number	Vendor Name					Total Vendor Amount
0002524	QUADIENT LEASING USA INC					1,669.53
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	1,669.53			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
Q1223508	QUADIENT POSTAGE MACHINE LEASE PAYMENT	03/05/2024	03/05/2024	0.00	481.65	
Q1233101	QUADIENT QUARTERLY FOR MAIL STUFFER	03/06/2024	03/06/2024	0.00	1,187.88	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					832.67
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		03/11/2024	832.67			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
155367,154834,155129	VEHICLE MAINTENANCE	03/07/2024	03/07/2024	0.00	832.67	

Payment Register

APPKT02970 - 20240311SW

Vendor Number	Vendor Name					Total Vendor Amount	
0002001	STATE HIGHWAY ADMINISTRATION					2.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/11/2024	2.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
AF017682	BILLBOARD ASSATEAGUE ROAD ANNUAL FEE	03/05/2024	03/05/2024	0.00	2.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002022	STUART C IRBY CO					4,650.66	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/11/2024	4,650.66		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
S013663454.001	ALFO CSG27-LX-100A-125-CB-12KV LOADBREAK CUTOUT	03/06/2024	03/06/2024	0.00	2,380.96		
S013697056.001	ALUM FORM OVERHEAD TRANSFORMER CLUSTER MIOU	03/06/2024	03/06/2024	0.00	2,269.70		
Vendor Number	Vendor Name					Total Vendor Amount	
0002092	THE DEPT OF PUBLIC SAFETY & CORRECTIONAL SVC					84.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/11/2024	84.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
AB4-02-419	METERS LOG ON	03/07/2024	03/07/2024	0.00	84.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002093	THE DISPATCH					142.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/11/2024	142.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
156104	RESTAURANT WEEK ADS	03/05/2024	03/05/2024	0.00	142.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002189	ULINE					90.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/11/2024	90.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
174675343	RED PIN FLAGS 21" FOR DIRECT BURIED U/G CABLE	03/06/2024	03/06/2024	0.00	90.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003113	UNA BELLA LLC					2,500.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/11/2024	2,500.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
GRANT	FACADE GRANT	03/11/2024	03/11/2024	0.00	2,500.00		
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				03/11/2024	45.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
PPE 03/10/2024	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	03/11/2024	03/11/2024	0.00	45.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002252	VERIZON WIRELESS-720117503-00001					1,135.15	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/11/2024	1,135.15		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
9954996363 FEB FY 24	MDT SERVICE	03/05/2024	03/05/2024	0.00	527.56		
9957453415	MDT SERVICE	03/05/2024	03/05/2024	0.00	607.59		

Payment Register**APPKT02970 - 20240311SW**

Vendor Number		Vendor Name		Total Vendor Amount	
0002304		WEST OCEAN CITY ILLNESS & INJURY CENTER		31.00	
Payment Type		Payment Number		Payment Date	Payment Amount
Check				03/11/2024	31.00
Payable Number		Description		Payable Date	Due Date
21455978		DRUG TEST		03/05/2024	03/05/2024
				Discount Amount	Payable Amount
				0.00	31.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	57	48	0.00	73,483.74
Packet Totals:		57	48	0.00	73,483.74



Town of Berlin, MD

Payment Register

APPKT02975 - 20240313SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000249	ATLANTIC TRACTOR					278.52
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2024	278.52	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P98808	BLU DEF FUEL ADDITIVE	03/12/2024	03/12/2024	0.00	278.52	

Vendor Number	Vendor Name					Total Vendor Amount
0000312	BENEFITMALL					81,710.62
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2024	81,710.62	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APRIL FY 24	BENEFITMALL 04/2024 MED, DENT, VIS, LIFE, DIS	03/12/2024	03/12/2024	0.00	81,710.62	

Vendor Number	Vendor Name					Total Vendor Amount
0000394	BOOTH & ASSOCIATES INC					13,242.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2024	13,242.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8282504247	PROJ P.0669282.M.00 MISC ENGINEERING	03/12/2024	03/12/2024	0.00	1,907.25	
8282504377	PROJ PWR PLNT OPER,REG COMPL,REV & PWR COST FOR	03/12/2024	03/12/2024	0.00	11,099.50	
8282504395	PROJ P.Z943368.F.51 BERLIN COSS	03/12/2024	03/12/2024	0.00	236.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003671	BURKEY JACOB					85.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2024	85.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PER DIEM APRIL	MEALS AND INCIDENTALS 4/22 - 4/26 LINEMAN TRAINING	03/12/2024	03/12/2024	0.00	85.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000529	CINTAS FIRST AID & SAFETY					97.77
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2024	97.77	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5199554362	RESTOCK SAFETY FIRST AID CABINET	03/12/2024	03/12/2024	0.00	97.77	

Vendor Number	Vendor Name					Total Vendor Amount
0002647	CINTAS RUGS					69.08
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2024	69.08	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
17363075 FEB FY 24	POWER PLANT TOWELS,RUG & COVERALLS	03/12/2024	03/12/2024	0.00	69.08	

Vendor Number	Vendor Name					Total Vendor Amount
0002973	COX MASONRY					3,800.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2024	3,800.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
315, 167	CONCRETE CURB AT POSTOFFICE	03/13/2024	03/13/2024	0.00	3,800.00	

Payment Register

APPKT02975 - 20240313SW

Vendor Number	Vendor Name					Total Vendor Amount	
0000678	DAVIS, BOWEN & FRIEDEL					1,585.30	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	1,585.30		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
182843	PROJ 0050A116.A01 ENG SVCS TYSON PLNT DEMOLITION	03/12/2024	03/12/2024	0.00	1,585.30		
Vendor Number	Vendor Name					Total Vendor Amount	
0000794	EASTERN SHORE COFFEE					90.18	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	90.18		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
330632	WATER & COOLER RENTAL FEES	03/12/2024	03/12/2024	0.00	8.75		
665469	WATER & COOLER RENTAL FEES	03/12/2024	03/12/2024	0.00	81.43		
Vendor Number	Vendor Name					Total Vendor Amount	
0000795	EASTERN SHORE FOREST PRODUCTS INC					368.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	368.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
269771	TOP SOIL POST OFFICE	03/12/2024	03/12/2024	0.00	176.00		
269775	MULCH	03/12/2024	03/12/2024	0.00	192.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003606	GECKO ROBOTICS					37,250.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	37,250.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
INV-000465	FUEL TANKS-ULTRASONIC THICKNESS MEASUREMENT SC	03/12/2024	03/12/2024	0.00	37,250.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0000968	GOODY HILL GROUND WORK INC					61,056.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	61,056.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
APPL 1	SMART METER PROJECT	03/12/2024	03/12/2024	0.00	61,056.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0000971	GRAN TURK EQUIPMENT CO					3,116.70	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	3,116.70		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
2031384-01	PARTS FOR TRASH TRUCK 82 AND 15	03/13/2024	03/13/2024	0.00	3,116.70		
Vendor Number	Vendor Name					Total Vendor Amount	
0001083	J & A BOTTLELESS WATER COOLERS INC					174.00	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	174.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
68348	TOWN HALL WATER COOLERS	03/13/2024	03/13/2024	0.00	174.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003637	NAPA AUTO PARTS					1,017.27	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	856.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
481517,482710	REPAIRS PARTS FOR VEHICLES #81	03/13/2024	03/13/2024	0.00	264.63		
481629	ECONOMIC DEVELOPMENT VEHICLE MAINTANCE	03/12/2024	03/12/2024	0.00	511.97		
482929 #82	PARTS FOR SANITATION VEHICLES	03/12/2024	03/12/2024	0.00	79.90		

Payment Register

APPKT02975 - 20240313SW

Check					03/13/2024	160.77	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
483304,481516,483926,482	TOOLS, PARTS AND OTHER SUPPLIES	03/12/2024	03/12/2024	0.00	160.77		
Vendor Number	Vendor Name				Total Vendor Amount		
0001819	ROBERT CREST				1,200.00		
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	1,200.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
095520	TRAINING	03/12/2024	03/12/2024	0.00	1,200.00		
Vendor Number	Vendor Name				Total Vendor Amount		
0002189	ULINE				1,998.75		
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	1,998.75		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
174415103	WELLHOUSE SHELVING	03/12/2024	03/12/2024	0.00	1,998.75		
Vendor Number	Vendor Name				Total Vendor Amount		
0002928	UNIFIRST CORPORATION				363.54		
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	363.54		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
1430116333	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	03/12/2024	03/12/2024	0.00	141.01		
1430117485	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	03/12/2024	03/12/2024	0.00	81.52		
1430117486	UNIFORMS FOR PUBLIC WORKS DEPARTMENT	03/12/2024	03/12/2024	0.00	141.01		
Vendor Number	Vendor Name				Total Vendor Amount		
0002516	UNITED STATES POSTAL SERVICE				320.00		
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	320.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
PI 73	FIRST-CLASS PRESORT PERMIT	03/13/2024	03/13/2024	0.00	320.00		
Vendor Number	Vendor Name				Total Vendor Amount		
0002384	WORCESTER YOUTH & FAMILY COUNSELING SERVICES				849.09		
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				03/13/2024	849.09		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
FEB FY 24	ANNUAL YOUTH PROGRAM	03/13/2024	03/13/2024	0.00	849.09		

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	29	21	0.00	208,672.57
Packet Totals:		29	21	0.00	208,672.57



Town of Berlin, MD

Payment Register

APPKT02965 - 20240304SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number		Vendor Name	Total Vendor Amount	
0000678		DAVIS, BOWEN & FRIEDEL	9,080.00	
Payment Type	Payment Number		Payment Date	Payment Amount
Check			03/04/2024	9,080.00
Payable Number	Description		Payable Date	Due Date
182561	PROJ 0050A118.B01 WT ST RDWY & UTILITIES		03/04/2024	03/04/2024
			Discount Amount	Payable Amount
			0.00	9,080.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	9,080.00
Packet Totals:		1	1	0.00	9,080.00



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT10469 - 20240301MT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
55-1880001-01	FOREMAN, LATINA	3/1/2024	26330	108.07			108.07	Deposit
Total Refunds: 1		Total Refunded Amount:		108.07				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	108.07
Revenue Total:	108.07

General Ledger Distribution

Posting Date: 03/05/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-108.07	Yes
	10-2010-2074	UNAPPLIED CREDITS	108.07	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-108.07	
	98-2498-2200	DUE TO OTHER FUNDS	108.07	
	98 Total:		0.00	Yes
	Distribution Total:		0.00	



UBPKT10482 - Refunds 1 UBPKT10480 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	3/5/2024	26327	3,928.61			3928.61	Deposit
55-3380001-01	RAYNE, ANGELA	3/5/2024	26328	389.47			389.47	Deposit
Total Refunds: 2			Total Refunded Amount:	4,318.08				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	4318.08
Revenue Total:	4318.08

General Ledger Distribution

Posting Date: 03/04/2024

	Account Number	Account Name	Posting Amount	IFT
Fund:	10 - ELECTRIC			
	10-1110-1098	CLAIM ON CASH-FUND 10	-4,318.08	Yes
	10-2010-2074	UNAPPLIED CREDITS	4,318.08	
	10 Total:		0.00	
Fund:	98 - POOLED CASH			
	98-1098-1000	CENTRAL DEPOSITORY CASH	-4,318.08	
	98-2498-2200	DUE TO OTHER FUNDS	4,318.08	Yes
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT10530 - Refunds 1 UBPKT10529 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0442871-07	APT, BAY TERRACE	3/13/2024	26380	194.88			194.88	Generated From Billing
Total Refunds: 1		Total Refunded Amount:		194.88				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	194.88
Revenue Total:	194.88

General Ledger Distribution

Posting Date: 03/12/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-194.88	Yes
	10-2010-2074	UNAPPLIED CREDITS	194.88	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-194.88	Yes
	98-2498-2200	DUE TO OTHER FUNDS	194.88	
	98 Total:		0.00	
	Distribution Total:		0.00	



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT10479 - Refunds 1 UBPKT10478 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
55-3320001-02	PENDLETON, CAROLYN	3/5/2024	26329	69.27			69.27	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	69.27			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	69.27
Revenue Total:	69.27

General Ledger Distribution

Posting Date: 03/04/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC	10-1110-1098	CLAIM ON CASH-FUND 10	-69.27	Yes
	10-2010-2074	UNAPPLIED CREDITS	69.27	
	10 Total:		0.00	
Fund: 98 - POOLED CASH	98-1098-1000	CENTRAL DEPOSITORY CASH	-69.27	Yes
	98-2498-2200	DUE TO OTHER FUNDS	69.27	
	98 Total:		0.00	
	Distribution Total:		0.00	