



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

**Berlin Town Hall**  
**10 William Street**  
**Monday, July 14, 2025**

**5:30 PM**      **CLOSED SESSION – Conference Room**

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3- 305(b): (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

**6:00 PM**      **CALL TO ORDER, REGULAR SESSION – Council Chambers**

**1. 6:05 PM**      **APPROVAL OF MINUTES:** *(Strategic Plan: DS1)*

- a) Closed Session of 06.09.25
- b) Regular Session of 06.09.25

**2. 6:10 PM**      **PRESENTATION:** Chesapeake Employers Insurance and Deeley Insurance – Human Resources Director Kelsey Jensen *(Strategic Plan: DS3)*

**3. 6:20 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 2025-39: Approve Driven Over Given Basketball Giveaway Event at Henry Park – Event Organizer Al Handy *(Strategic Plan: DS1, AS4; DS6, AS3)*
- b) Motion 2025-40: Approval of Haley Architecture Additional Services Associated with Town Hall Renovations – Mayor Zack Tyndall *(Strategic Plan: DS4, AS1)*
- c) Motion 2025-41: Declaration of Surplus Equipment – Chief of Police Arnold Downing *(Strategic Plan: DS2; DS3, AS5)*

**4. 6:40 PM**      **PUBLIC HEARING:** Resolution 2025-05 Re-zoning of Parcel 57 – Town Administrator Mary Bohlen *(Strategic Plan: DS3; DS4)*

**5. 6:50 PM**      **ITEM(S) FOR DISCUSSION:**

- a) Draft Ordinance Regarding Business Licenses – Town Attorney David Gaskill *(Strategic Plan: DS4)*
- b) Draft Ordinance Regarding Amending Peddlers/Solicitors Code – Town Attorney David Gaskill *(Strategic Plan: DS2, DS4)*
- c) West Street and Washington Street Parking – Mayor Zack Tyndall *(Strategic Plan: DS5, AS1)*
- d) Maryland Municipal League Summer Conference Feedback – Councilmembers Nichols & Orris *(Strategic Plan: DS1 – DS6)*

**6. 7:00 PM**      **BFC & BFCEMS Bi-Annual Presentation:** President David Fitzgerald *(Strategic Plan: DS2, AS2)*

**7. 7:20 PM**      **ITEM(S) FOR ANNOUNCEMENT:**

- a) United Energy Trading, LLC Natural Gas Contract Poll Vote – Mayor Zack Tyndall *(Strategic Plan: DS3)*
- b) Street Sign Auction – the Mayor’s Executive Assistant Sara Gorfinkel *(Strategic Plan: DS1; DS6)*

**8. 7:30 PM**      **REPORTS:** Town Administrator’s Report, Departmental Reports *(Strategic Plan: DS3; DS4)*

**9. 7:40 PM**      **COMMENTS FROM THE PUBLIC** *(Strategic Plan: DS4; DS5)*

*Anyone wishing to speak during COMMENTS FROM THE PUBLIC at the Regular Session may do so for up to five (5) minutes, or as determined by the Mayor. Please state your name, street, and the subject you wish to address.*

**10. 7:45 PM COMMENTS FROM THE COUNCIL**

**11. 7:50 PM COMMENTS FROM THE MAYOR**

- a) Comments from the Mayor's Executive Assistant – Executive Assistant Sara Gorfinkel
- b) Comments from the Mayor – Mayor Zack Tyndall

**12. 7:55 PM COMMENTS FROM THE PRESS**

**13. 8:00 PM ADJOURNMENT**

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on [www.berlinmd.gov](http://www.berlinmd.gov), or type @townofberlinmd in the Facebook search bar. QR code links to online packet and Strategic Plan. 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  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, June 9, 2025

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

**Staff Present:** Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney Dave Gaskill

**Absent:** none

**Others present:** none

**Authority to close session:** Pursuant to Maryland General Provisions Article; Sec 3-305(b):

(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and

Beginning at approximately 5:00 PM, the motion and vote to go into Closed Session were held in the Council Chambers and streamed live via Facebook. Mayor Tyndall read the Closed Session Summary, which is attached and incorporated into these Minutes upon approval. With no questions or comments from the public and following a motion by Councilmember Orris and second by Councilmember Knerr, approval was unanimous to go into Closed Session.

The Facebook feed was ended and the group moved to the Conference Room.

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 6:03 PM.

Respectfully Submitted,

*MTB*

Mary T. Bohlen  
Town Administrator

Attachment: Closed Session Summary of June 9, 2025



## BERLIN MAYOR AND COUNCIL

### Meeting Minutes

Monday, June 9, 2025

#### 6:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

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

**Staff Present:** Town Administrator Mary Bohlen, Town Attorney David Gaskill, Human Resources Director Kelsey Jensen, Finance Director Natalie Saleh, Economic and Community Development Director Ivy Wells, Acting Planning Director Ryan Hardesty, Electric Utility Director Tim Lawrence, Chief of Police Arnold Downing, Public Works Director Jimmy Charles, Director of Water Resources Jamey Latchum, Mayor's Executive Administrative Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:07 PM.

#### 1. Approval of Minutes (Strategic Plan: DS1):

##### a. Regular Session of 05.27.25

On the motion of Councilmember Orris, second by Councilmember Nichols, the Regular Session Minutes of 05.27.25, were 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. PUBLIC HEARING: Ordinance 2025-02: FY26 Budget – Mayor Zack Tyndall (Strategic Plan: DS3; DS4)

Ms. Saleh reviewed the minor changes to the FY26 budget, which included combining the Food Lion gift card with the One-time Payment for Employee Retention, the \$50,000 grant from Worcester County, and a few personnel-related changes. Mayor Tyndall thanked everyone again, including his colleagues on the Council and the Department Heads, for the time and effort that went into creating the FY26 budget. He believed it was an all-around solid package. Mayor Tyndall opened the Public



Hearing at 6:09 PM. Seeing no comments from the public, Mayor Tyndall closed the Public Hearing at 6:10 PM.

Councilmember Orris discussed the concern regarding the budget for the Comprehensive Plan, budgeted at \$100,000, and asked if part of the funds from the additional \$50,000 grant from Worcester County could be allocated towards this project. Mayor Tyndall informed him \$100,000 could be enough for the Comprehensive Plan, but it could also range up to \$130,000 or \$140,000. Ms. Bohlen added that the City of Cambridge recently completed a Comprehensive Plan for \$168,000, but Cambridge was a much larger municipality. Councilmember Orris questioned if the Enterprise Funds should have contributed to the cost of the Comprehensive Plan, and Ms. Saleh didn't believe this should be the case. Ms. Bohlen agreed that while it spoke to utilities to a certain extent, it was a document geared more towards the Planning and Zoning Department. Councilmember Orris expressed his desire to be proactive in finding solutions if additional funding was needed for this project.

On the motion of Councilmember Orris, second by Councilmember Knerr, Ordinance 2025-02: FY26 Budget was adopted 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				

### 3. Items for Approval:

- a. Motion 2025-32: Special Use of Park Request, Tingle-Mumford Family Reunion – Chiquitta Postley (*Strategic Plan: DS1, AS4; DS6, AS3*)

Ms. Daub explained on Ms. Postley's behalf that she came before the Mayor and Council as a formality, as the Tingle-Mumford family reunion exceeded 50 people. Ms. Postley expressed the importance of a family reunion, as their family typically hasn't seen each other outside of funerals. They want their family, especially their children, to know each other and have people to reach out to.

On the motion of Vice President Burrell, second by Councilmember Nichols, Motion 2025-32: Special Use of Park Request, Tingle-Mumford Family Reunion 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 2025-33: Approve Free Library Box, Eagle Scout 227 – Special Projects Administrator Kate Daub & Vincent Schicchi (Strategic Plan: DS1, AS1; DS4)

Mr. Schicchi, Life Scout in Berlin Troop 225, discussed the installation of a Little Free Library in Stephen Decatur Park. The Little Free Library would be his Eagle Scout project sponsored by the Berlin Lions' Club. Mr. Schicchi stated that the library box would be installed near the fenced-in playground along the walking path, per the Parks Commission's recommendation. He will be fundraising all the money needed for the project and building the Little Free Library via a kit. Mr. Schicchi's family and friends would stock the library with both adult and children's books. He planned to ask the Berlin Library for donations as well. Once the Little Free Library was built, Mr. Schicchi would work with the Town on the installation process. He and his family would continue to maintain and organize the library voluntarily once his Eagle Scout project ended. The Council thought this project was a wonderful idea and would be very well received by the community.

On the motion of Councilmember Orris, second by Councilmember Green, Motion 2025-33: Approve Free Library Box, Eagle Scout 227 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				

- c. Motion 2025-34: Approve Land and Water Conservation Fund and Community Parks and Playgrounds Grant Applications for Skate Park – Special Projects Administrator Kate Daub & Tony Weeg (Strategic Plan: DS1, AS1; DS6, AS4)

Ms. Daub discussed the Town's intent to pursue funding through the FY27 Land and Water Conservation Fund (LWCF) and the Community Parks and Playgrounds Program (CPP) to support the development of the proposed Berlin Skatepark at Heron Park. She explained the project would be carried out in phases to allow for careful planning and resource management. This phased approach would ensure a more manageable construction timeline and enable portions of the project to be completed and used by the public as they are finished, rather than waiting for the entire project to be completed at once. The total

estimated cost was \$975,000, which would cover all phases of the project, including the final design, permitting, construction, and amenity installation.

Ms. Daub stated the Town planned to submit an application for FY27 LWCF funding by June 25, 2025, and Mayor Tyndall believed \$250,000 would be the most the Town would receive. Mr. Weeg added that he met with Ms. Pickle, and she thought the Town would be a great fit for this funding. He wanted to focus on obtaining funding for the site preparation first. Mayor Tyndall said if the Town could obtain funding for phase one, there would be a good chance the Town would receive support and funding for phase two as well. The CCP grant application window was now open, but a due date had yet to be defined. Ms. Daub noted she would update the Mayor and Council once she knew more, and mentioned past applications had typically been due by late summer.

Councilmember Orris asked for clarity regarding who funded each grant. The LWCF was federally funded, and the CPP was state funded. Ms. Bohlen reminded the public that grant processes tended to be slow. Mr. Weeg asked for a letter of support from the Town, and Ms. Bohlen explained this was a part of the grant process, so one would be provided.

Councilmember Knerr thanked everyone for their roles in the progression of the skatepark.

We Heart Berlin has invested over \$75,000 in early-phase work, including conceptual design, community engagement, and planning. Ms. Weeg stated that once the first round of grant funding has been received, more funds will follow per discussions he was having with others in the community.

On the motion of Councilmember Knerr, second by Vice President Burrell, Motion 2025-34: Approve Land and Water Conservation Fund and Community Parks and Playgrounds Grant Applications for Skate Park 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				

d. Motion 2025-35: Fire/EMS Contracts – Mayor Zack Tyndall (Strategic Plan: DS2, AS2)

Councilmember Orris discussed the concerns he had regarding the contracts in their original form. They felt skewed compared to other programs that were Town-funded and noted most other programs held one meeting per year with the Town, as opposed to multiple meetings per year, like the Berlin Fire Department (BFC) and Berlin Fire Department and Emergency Medical Services (BFCEMS) received. Councilmember Knerr was in favor of eliminating the contracts as they seemed unnecessary, so he went ahead and prepared a

simplified version that accomplished what was needed and eliminated excess verbiage. Mayor Tyndall added that Mr. Gaskill reviewed the contracts and stated they were sound.

Councilmember Orris inquired if it would be a good idea to create a standard contract with a timeframe for regular review, like after every municipal election, and Mr. Gaskill believed this would be complicating the process, and this wasn't a one-size-fits-all approach. He didn't think the process could be any more simplified than it already was. Councilmember Green liked what Councilmember Knerr drafted for next year and wanted to make a motion to approve the two-page contract for FY26 as he felt the optics of changing the contract at that point were not healthy for the relationship between the Town and BFC and BFCEMS. Councilmember Knerr expressed his concern about being up against the wire timing-wise. Vice President Burrell stated that in all his years on the Council, nothing has taken up more time than this relationship between the Town and the BFC and BFCEMS. He believed a new low had been reached by BFC and BFCEMS due to the communications he, other members of the Mayor and Council, and Town staff received earlier that day.

Vice President Burrell asked if BFC and BFCEMS had a contract with Worcester County, and Mr. Gaskill stated not to his knowledge. So, Vice President Burrell inquired if the Town could pass BFC and BFCEMS's funds off to the County, meaning the County would combine its funds with the Town's funds and deliver the funding to BFC and BFCEMS. Mayor Tyndall expressed it was worth having a conversation with the County. Councilmember Nichols asked what would happen when BFC and BFCEMS stated the grant funding was not enough, and Mayor Tyndall stated it would be a negotiation between Worcester County and BFC and BFCEMS.

Councilmember Orris inquired if there were any amendments to the contracts drafted by Councilmember Knerr, and Ms. Gaskill informed him he was trying to get BFC and BFCEMS's approval for signature. Ms. Bohlen asked for clarification as to what changes were made to the contracts. Mayor Tyndall stated on page two, strike item two in its entirety of the BFC's contract, and on page three of BFCEMS's contract, second two, item two, strike the last sentence that reads requesting \$75,000.

On the motion of Councilmember Green, second by Councilmember Orris, Motion 2025-35: Fire/EMS Contracts 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				

- e. Motion 2025-36: Approve FY26 Contracts – Town Administrator Mary Bohlen (Strategic Plan: DS3; DS4)

Ms. Bohlen explained that this was the same request the Council has seen in previous years for contract approvals, except for a few changes regarding costs. For the EKM Law contract line item, \$50,000 would not be paid upfront and all at once, but rather was a retainer that would be used throughout the fiscal year and capped at \$50,000. Councilmember Knerr asked if the new Tyler modules were included, and Ms. Bohlen stated they were. Councilmember Orris inquired for further clarity regarding the MD DE Railroad Lease Agreements costs regarding stormwater and whether it was included in, and Ms. Bohlen stated she could not specifically speak to that, but did not believe so. Ms. Saleh agreed with Ms. Bohlen that stormwater was not included. Councilmember Green inquired if EKM Law would be at all Planning Commission meetings, and Mayor Tyndall said only the meetings deemed necessary.

On the motion of Councilmember Orris, second by Councilmember Nichols, Motion 2025-36: Approve FY26 Contracts 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				

- f. Motion 2025-37: Approve ParkMobile Contract – Councilmembers Green and Knerr (Strategic Plan: DS3; DS4)

Councilmembers Green and Knerr were running point on the ParkMobile contract, and once approved, Ms. Bohlen would become the point of contact. Councilmember Knerr explained the parking lot was close to being in place, so he contacted ParkMobile. He discussed the pay structure and how customers could pay via the app. Whether a customer paid or not would be determined by their license plate. Twenty cents per transaction and 3% of the whole transaction would go to ParkMobile, and the Town would receive the rest. There were no upfront fees, the Town could cancel its contract with ParkMobile at any time, and ParkMobile would provide signage, as the Town decided not to go the kiosk route.

Councilmember Orris thought it was great and asked what the Town planned on charging for parking. Councilmember Knerr discussed that event parking costs on a weekday would be \$1.50 an hour, and the event on a weekend day would be \$4 an hour. Councilmember Orris had a follow-up question regarding police enforcement and if that was the route, how would they determine who paid? Through license plates? Councilmember Knerr explained Berlin Police Officers would have access to this information through the backend of the ParkMobile

app. Ms. Bohlen asked that needs to be communicated clearly with Mr. Charles and Mr. Lawrence as well. Vice President Burrell was curious how the public would be aware of the rates, and Mayor Tyndall stated that this could be found within the app. Ms. Saleh questioned how ParkMobile would pay the Town, and Councilmember Knerr confirmed via check. Mr. Lawrence inquired if the lot would require lighting, as he believed the lot should have lighting and Mayor Tyndall said the Town would provide minimal lighting at this point but would evaluate lighting for security. Ms. Bohlen explained the Planning Commission was concerned about introducing too much bright, intrusive light.

On the motion of Vice President Burrell, second by Councilmember Orris, Motion 2025-37: Approve ParkMobile Contract 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				

Councilmember Green asked Mr. Charles to give a West Street parking lot update to the public. Mr. Charles noted that this week or next, Public Works would be putting poles in the ground for entrance, exit, and additional signage to keep a general flow in from West Street and exit onto Washington Street. The lot should accommodate 80 vehicles or so. This might limit on-street parking for vehicles to allow for space for vehicles driving both ways. Signage would direct people to the West Street parking lot. Councilmember Green believed it was important to discuss logistics, as it was also a safety issue.

Mayor Tyndall asked Chief Downing and Mr. Charles to look at the parking situation and stated the Mayor and Council would have a more comprehensive discussion at the first meeting in July. Councilmember Orris inquired if the Town should post an announcement about parking changes starting July 1<sup>st</sup>, and Mayor Tyndall asked the Town to notify the public that the areas of Washington Street, West Street, and Broad Street would see parking changes. Mr. Charles questioned if a policy had to be in place, and Chief Downing stated no, it did not. Mr. Charles added that the signage would not be ready immediately, so there was time to decide. Councilmember Green asked the public for grace throughout this transition and process.

- g. Motion 2025-38: Approval for Nominated Board, Commission, Committee Members – Mayor Zack Tyndall (Strategic Plan: DS1; DS4)

Mayor Tyndall stated he was nominating Ben Allen and Brittany Lindsey for a three-year term on the Ethics Commission. He also nominated Lisa Doyle as the 1<sup>st</sup> Alternate for a

three-year term on the Historic District Commission. Councilmember Nichols inquired if each board, commission, and committee needed alternates, but Mayor Tyndal did not believe so.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2025-38: Approval for Nominated Board, Commission, Committee Members 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				

h. Resolution 2025-04 Fee Schedule Revisions FY26-30 – Town Administrator Mary Bohlen (Strategic Plan: DS3, AS5)

Ms. Bohlen proposed the adoption of this schedule, which provided for annual increases through FY30. She was in the process of developing an RFP for a Comprehensive Fee Study, which would be broken into two parts, to make sure fees were deemed more sensible and defensible. The point of the fees was to avoid taxpayers funding these requests. Two fees were added to the Fee Schedule: a moderate fee was added for application to the Historic District Commission, and an annexation fee was added as it was previously left off.

Mayor Tyndall inquired if there was any reason Impact Fees could not be put on an escalator, and Mr. Gaskill stated Impact Fees were in an Ordinance, so you could not simply change the fee cost listed on the Fee Schedule. Councilmember Orris asked on page 58 of the council packet if the deposit regarding utilizing Town park properties for events could be left at 50% and Ms. Bohlen explained the Town could leave it as 50%, but the cost was intended to cover electrical usage. Mayor Tyndall proposed a resident and non-resident rate. Ms. Bohlen expressed this would put a little more of a burden on Town staff, and the reimbursement of \$35 encouraged clean-up post-event. Ms. Saleh explained that the fees were also for damage and wear and tear. It was determined by Mayor Tyndall to leave it as-is for the time being.

On the motion of Councilmember Knerr, second by Councilmember Orris, Resolution 2025-04 Fee Schedule Revisions FY26-30 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. Reports: Town Administrator's Report, Departmental Reports (Strategic Plan: DS3; DS4)

Ms. Bohlen reminded the public Town Hall would be closing Friday, June 6<sup>th</sup>, and Friday, June 13<sup>th</sup>, at noon for records retention. Town Hall would also be closed on Thursday, June 19<sup>th</sup> for Juneteenth. Councilmember Orris asked how the records retention process was going, and Ms. Bohlen stated that Town staff were trying to work around the lack of communication from the State Archives. Councilmember Orris inquired about an RFP for stormwater mapping and asked to be one of the two Councilmembers who would be a part of the RFP process.

Councilmember Green asked Ms. Hardesty if the Town's Code Enforcement Officer was being proactive or reactive in their role. Ms. Hardesty explained the Town's Code Enforcement Officer was actively patrolling in town looking for violations while also handling complaints that had been called in. Mayor Tyndall noted the Code Enforcement Officer's vehicle should have lights on it, and Ms. Hardesty agreed, as it made frequent stops. Mr. Charles stated that lights and signage could be added to the vehicle. Councilmember Knerr inquired if a warning was being given to residents first before receiving a violation fee, and Ms. Hardesty stated yes, a warning was given first, then the Code Enforcement Officer would check a few weeks later.

Vice President Burrell asked Mr. Charles if the new trash truck was ready for service and Mr. Charles said the title had arrived that day, so it was ready to hit the streets. He did mention the Public Works team was working on understanding the camera system so the truck would be active on the streets come the first week in July. Mr. Charles discussed the importance of keeping the cans three feet apart, and the biggest lid breaker was cans facing the wrong direction. In the winter, the lids break more easily. Mr. Charles reminded the public that trashcan wheels should face towards the house. Councilmember Knerr asked for a trash etiquette reminder to be shared with residents.

5. Comments from the Public (Strategic Plan: DS4; DS5) – None.

6. Comments from the Council

Councilmember Nichols was excited to see the new Code Enforcement Officer out and stressed the Town wanted to keep her safe while she's out and about. She was also excited about the Torch Run as it has been one of her favorite events, and she loved seeing them run throughout the county. Councilmember Orris added it was nice to see all the Department Heads in attendance.

7. Comments from the Mayor's Office

Ms. Gorfinkel announced the Town received the CDBG demolition grant funding in full, \$297,000, so the Multipurpose Building will be demolished shortly. For the Reconnecting Communities and Neighborhoods grant program, Ms. Gorfinkel explained the definition of "unobligated" was still being debated. The Town was awarded \$1.2 million to build a bridge for safe crossing over Route 113. The Town executed the grant and had the phase one funding of \$250,000 obligated. Ms. Gorfinkel was unsure if the Town would receive the remaining funds due to all the changes at the federal level. The Town would be signing unto a coalition letter urging the U.S. House of



Representatives and U.S. House of Senate to preserve crucial funding for the Reconnecting Communities and Neighborhoods grant program.

Mr. Gaskill asked if the Town would have to give the \$250,000 in obligated funds back if the rest of the funding would not be provided and therefore, the project would not finished. Ms. Bohlen stated the Town shouldn't be, and Mayor Tyndall added if the Town were, the state would take the lead on legal filings for issues such as this. Ms. Gorfinkel announced the Town's Street Sign Auction, which would include 158 signs and launch on July 1<sup>st</sup> and run through July 15<sup>th</sup>. Bids would start at \$20 for green street signs and \$40 for vintage silver street signs, with bid increments of \$5. Mayor Tyndall asked if buyers would receive a tax write-off, and Ms. Bohlen stated they would not.

Mayor Tyndall reminded everyone there would not be a second meeting in June due to the Maryland Municipal League Summer Conference.

8. Comments from the Press – None.

9. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Orris, the Mayor and Council meeting was adjourned at approximately 8:02 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,



Laura Brown  
Administrative Assistant



## MOTION OF THE MAYOR AND COUNCIL 2025-39

A motion of the Mayor and Council of the Town of Berlin APPROVING THE SPECIAL EVENT PERMIT FOR DRIVEN OVER GIVEN "SKILLS COMPETITION & BASKETBALL GIVEAWAY" AT HENRY PARK ON SUNDAY, AUGUST 17, 2025, FROM 3:00 PM TO 8:00 PM.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

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

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025 by the Mayor of the Town of Berlin.

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

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



## TOWN OF BERLIN SPECIAL USE OF PARK FORM

Note: This form is to be completed by/with Town staff. It will be the determination of Town staff if additional services are required for the event/activity. Based on that determination additional forms and meetings with Town staff may be required to insure a successful event. FORM MUST BE SUBMITTED SIXTY (60) DAYS AHEAD OF EVENT DATE.

TODAY'S DATE: \_\_\_\_\_ EVENT/ACTIVITY DATE: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NAME: \_\_\_\_\_ Anticipated # of attendees \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR  
(IF APPLICABLE) SERVICES? ☐ YES ☐ NO

DESCRIPTION OF EVENT/ACTIVITY: \_\_\_\_\_

### PARK REQUESTED

<input type="checkbox"/> Stephen Decatur Park, Tripoli Street <input type="checkbox"/> Pavilion <input type="checkbox"/> # of _____ Tennis Courts (max 3) <input type="checkbox"/> Other _____	<input type="checkbox"/> Dr. William Edward Henry Park, Flower Street <input type="checkbox"/> Pavilion <input type="checkbox"/> # of _____ Basketball Courts (max 2) <input type="checkbox"/> Other _____
<input type="checkbox"/> Heron Park	

PLEASE CHECK ALL THAT APPLY BELOW:

- ☐ More than one consecutive date;
- ☐ More than 50 people;
- ☐ Any event/activity that charges attendees a fee and/or involves the sale or goods or services;
- ☐ Use of areas other than the pavilion

Fees: \$70 per day per amenity, plus \$15 for electric (if applicable). \$35 will be refunded when facility is left in good condition. Failure to adhere to the parks rules and/or leave the facility in good condition may result in the forfeiture of that \$35 and/or refusal by the Town of Berlin to permit the user to reserve the park in the future.

Office Use Only:

Fee calculation:

\$70 X 2 (number of facilities requested) = \$ 140 X 1 (number of days) = (a) \$ 140  
\$15 for electric X 1 (number of days) = (b) \$ 15

(a) + (b) = \$ 155 Total fee to be paid

Does activity require any additional Town services?

- ☐ Additional trash cans
- ☐ Additional picnic tables
- ☐ Road Closure
- ☐ Other \_\_\_\_\_
- ☐ Referral to another department/additional forms to be completed \_\_\_\_\_

**Notes/Comments:** \_\_\_\_\_

7/10/25: Fees Not Paid

I, the undersigned acknowledge and agree to the following:

1. This form is being submitted at least sixty(60) days prior to the requested Event/Activity date indicated on page one and I understand that requests submitted less than sixty(60) days prior to that date will not be accepted.
2. PARKS RULES: I have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s).
3. VEHICLES STRICTLY PROHIBITED ON PARKS' GROUNDS. I understand that vehicles are not permitted in the parks beyond the parking lots. ABSOLUTELY NO EXCEPTIONS without prior express authorization.
4. RESERVATION OF FACILITY(IES). I understand that this reservation is only for the facility(ies) indicated above; all other areas of the park are open to the public and may be in use during my event.
5. LIABILITY INSURANCE/RELEASE OF LIABILITY: I certify that I or the organization which I represent possesses appropriate liability insurance and that, upon request, I will provide the Town of Berlin with verification of such insurance. If I do not possess such insurance, I understand that purchase of insurance may be required for this event/activity. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

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



Date: \_\_\_\_\_

7/3/25

7/10/25: Fees Not Paid

Clerk: KD Fee Pd: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Refund: ☐ YES ☐ NO

Date: \_\_\_\_\_



## TOWN OF BERLIN PARK PAVILION RESERVATION FORM

**THIS FORM MUST BE COMPLETED AND DELIVERED TO TOWN HALL WITH DEPOSIT IN ORDER TO CONFIRM RESERVATION. NO VERBAL RESERVATIONS WILL BE ACCEPTED.**

TODAY'S DATE: \_\_\_\_\_ EVENT/ACTIVITY DATE: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NAME: \_\_\_\_\_ Anticipated # of attendees \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ WILL EVENT INVOLVE FEES PAID BY ATTENDEES AND/OR SALE OF GOODS OR  
(IF APPLICABLE) SERVICES? ☐ YES ☐ NO

DESCRIPTION OF EVENT/ACTIVITY: \_\_\_\_\_

### PARK REQUESTED

☐ Stephen Decatur Park, Tripoli Street

☐ Dr. William Edward Henry Park, Flower Street

Use this form for:

- a) One-day pavilion use; and
- b) Gatherings of 50 or fewer people

Individuals/Organizations meeting any of the criteria below must meet with Town Staff. Call 410-641-2770 for information.

- a) More than one consecutive date;
- b) More than 50 people;
- c) Any event/activity that charges attendees a fee and/or involves the sale of goods or services;
- d) Use of any other areas of the park, such as athletic courts;
- e) Use of Heron Park.

Fees: \$70.00 per day plus \$15 for electric (if applicable). \$35.00 will be refunded when facility is left in good condition. Failure to adhere to the parks rules and/or leave the facility in good condition may result in the forfeit of that \$35.00 and/or refusal by the Town of Berlin to permit the user to reserve the park in the future.

**Notes/Comments:** \_\_\_\_\_

I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s). I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS. I understand that this reservation is only for the facility indicated above; all other areas of the park are open to the public and may be in use during my event. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

7/3/25

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

Office Use: Clerk: KD Fee Pd: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Refund: ☐ YES ☐ NO Date: \_\_\_\_\_



## **BUSINESS USE OF PARK APPLICATION**

This form is required when sale of goods or services is being requested in connection with an event or activity within a Town of Berlin Park, or on a recurring basis within a Town of Berlin Park. A Vendor's Application and Certification for Peddling and Soliciting may also be required.

Name of Business/Organization: \_\_\_\_\_ Agent/Responsible Party: \_\_\_\_\_  
(Individual Person must be identified)

Address \_\_\_\_\_ Phone #: (W) \_\_\_\_\_ (C) \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

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

Purpose of Facility Use: \_\_\_\_\_

Requested Days/Times of Use: \_\_\_\_\_

# of Persons Expected to participate in activity/event \_\_\_\_\_

List all individuals/employees who may/will conduct the business activity:

1)	6)
2)	7)
3)	8)
4)	9)
5)	10)

Please add any other information relevant to this application, including a description of items to be sold, services to be performed and/or fees to be charged:

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Reverse must be completed and signed.

## AGREEMENT

By signing below, the agent/responsible party understands that, until approval by the Mayor and Council, this form is an application for use of the parks for the aforementioned purposes, and not a permit for use. He/She further assumes full responsibility for complying with the rules and regulations set forth in the Town of Berlin Code of Ordinances and, specifically, Chapter 22, "Parks and Recreation", Sec. 22.48-50, as well as any additional terms and conditions imposed by the Mayor and Council of the Town of Berlin. He/She understand that failure to comply may result in:

1. The imposition of limitations to this permit; and/or
2. Withdrawal of this permit; and/or
3. Refusal by the Mayor and Council to authorize future use by the entity.

A copy of this permit must be in the possession of the person conducting the business activity and shown upon request.

I, further acknowledge and agree to the following:

- 1) The Mayor and Council of the Town of Berlin reserves the right to refuse approval of any permit for any reason at their discretion.
- 2) I am responsible for application for and payment of a Town of Berlin Business License Fee or Vendor Permit as applicable under the Code of the Town of Berlin, Chapter 8.
- 3) If the nature of the business activity involves the sale or provision of food or drink to be prepared on site and/or prior to sale and to be sold to and/or consumed by the public, I am responsible for obtaining any and all applicable permits from any other agencies including, but not necessarily limited to, agencies of Worcester County and the State of Maryland. The Mayor and Council of the Town of Berlin reserves the right to deny approval of this permit pending verification of appropriate permits obtained from any other agency as applicable. Alcohol sales are prohibited under any circumstance.
- 4) That, if applicable, I am responsible for completion and submission of road closure permit forms to the State Highway Administration.
- 5) The Town of Berlin is in no way responsible for my adherence to the above conditions and that any fees associated with this permit, including the Town of Berlin Business License Fee and/or Vendor Permit, paid to the Town of Berlin, are separate from and unrelated to any fee charged for any other purpose by any other agency.
- 6) I will maintain insurance appropriate to the activity proposed and will provide proof of said insurance upon request.
- 7) If appropriate to the activity proposed, I will have my customers/clients sign documents acknowledging that the Town of Berlin holds no responsibility for any loss/injury/damage incurred by their participation in my business activity.
- 8) I will be responsible for any damage to Town of Berlin owned or leased property incurred as a result of my use of the facility under this permit.
- 9) Under NO circumstance are motorized vehicles permitted on parks' grounds, except those areas designated for parking of motor vehicles, without express written approval by an authorized representative of the Town of Berlin.

Signature:  Date: 7/3/25

Printed Name: \_\_\_\_\_

Office Use Only: Date Rec'd: <u>7/7/2025</u>		Initials: <u>KD</u>	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Non-profit organizations:</u> <input type="checkbox"/> Proof of Non-profit certification submitted and verified.			
By _____		Date: _____	
<u>All others:</u> Mayor and Council of the Town of Berlin on the _____ day of _____.			
_____ For to _____ Opposed with _____ Abstaining			
Additional Conditions/Notations: _____ _____			



## MOTION OF THE MAYOR AND COUNCIL 2025-40

A Motion of the Mayor and Council of the Town of Berlin TO APPROVE THE HALEY ARCHITECTURE PROPOSAL FOR ADDITIONAL SERVICES TO THE TOWN HALL RENOVATION PROJECT as described on the attached and in the amount of \$75,130.00.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND, BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

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

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, by the Mayor of the Town of Berlin.

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

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



June 3, 2025

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

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

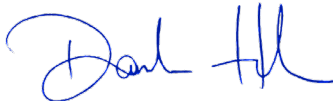
Dear Ms. Bohlen,

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

As we discussed, you would like our design team to provide additional Services for the addition of the Planning and Zoning Building to the renovations as well as added scope to reconfiguring and renovating the main front façade of Town Hall and other exterior improvements to change the Customer Service Entrance to the building. Our original scope was limited to the reconfiguration of spaces within the existing Town Hall only.

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

Sincerely,  
*Haley Architecture, LLC*

A handwritten signature in blue ink, appearing to read "Daniele Haley".

Daniele Haley, AIA  
Owner / Architect

*10028 Silver Point Lane  
Ocean City, MD 21842  
p. 410.726.7880*

June 3, 2025

Proposal for Additional Design Services

**Town Hall Renovation Project**

Berlin, Maryland

**Additional Design Services Scope**

**Scope by Discipline**

Architecture:

The Architectural team will include the total interior renovation of the existing Planning and Zoning building to accommodate Economic Development's relocation as well as added Architectural services to update the main front façade of Town Hall, create a more prominent main entry, and reconfigure the customer service entry areas.

Survey Services:

Additional services include a full interior 3d scan of the existing Planning and Zoning Building as well as documentation of the as-built conditions in the form of a 3d model for use by the Design Team.

Structural Engineering:

The original scope of work included design assistance for the new entry stair (designed by others) but did not include modifications to the existing second floor structure to accommodate a reconfigured stair opening. This Amendment includes structural Design and Construction Administration Services for:

- Facade bracing at the enlarged opening.
- New floor infill consisting of metal deck with plywood sheathing supported on steel beams, girders, and angle framing.
- Six (6) new steel posts and foundations.

Mechanical, Electrical, and Plumbing:

The base scope of work was initially limited to reuse and reconfiguration of the Town Hall building to accommodate the Architectural renovations. As requested, the scope of services will be expanded to demolition and replacement of all HVAC, Plumbing and Fire protection systems. It will also now include the Planning and Zoning Building.

Interiors:

Planning and Zoning Building Addition will be a continuation of the design within the main Town Hall building and will include the following

- Selection of interior finishes and applications.
- Selection of Decorative Lighting Fixture to coordinate with Haley Architecture's Reflected Ceiling Plan.
- Selection and placement of Plumbing Fixtures
- Schedules - material, plumbing, decorative lighting and door hardware.

- Cut Sheets for products included in schedules.
- Elevations, details, and sections of Casework and Millwork where applicable.
- Preliminary pricing of the FF&E budget for amenities, interior and known outdoor
- Submittal reviews (including: Shop Drawings, Product Data, and Samples)
- SR/A will adhere to the services outlined in the original Town Hall Proposal, including
  - o Selection and Budgeting
  - o FF&E Bid Preparation
  - o

### **Compensation**

For the services described above, we propose the following fixed fee of Seventy-five thousand one hundred thirty dollars (\$75,130.00).

### **Design & Construction Documents \$75,130.00**

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

### **Reimbursable Expenses**

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

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

### **Additional Services**

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

- Engineering: Geotechnical (soil borings and recommendations); Civil; Structural; Mechanical, Electrical, Plumbing; Fire Protection; Life Safety; Technology and Telecommunications
- Studies: traffic; community impact statements;
- Floodplain studies or coordination with FEMA.
- Regulatory matters: variances; special exceptions; amendments; hearings; review meetings
- LEED® design or documentation or similar environmental or energy conservation program.
- Environmental: Phase 1 and Phase 2 studies; tree conservation compliance; wetlands delineation and permitting; CAMA compliance
- Off-site improvements: design of any off-site improvements or utility extensions to the site
- Special Consultants: Acoustical; Cost Estimation; Food Service; Health Care; Building Envelope; Roofing; Scheduling; Security
- Graphics: presentation/marketing materials (2D / 3D); models; project signage; computer animation.
- Permitting: building, site, health, food service, environmental
- Any significant changes to the scope of the project or changes to substantially completed work.

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

### Agreement Terms

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

**Client Acceptance**

**Town of Berlin**

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

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

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

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

**Client Billing Information**

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

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

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

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

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

attachments:

*Haley Architecture, LLC – Terms & Conditions 2025*

## TERMS & CONDITIONS

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

### Entire Agreement

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

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

### Services to be Performed

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

### Client Responsibilities

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

### Additional Services and Costs

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

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

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

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

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

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

## **Copyright**

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

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

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

## **Publicity**

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

## **Liability**

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

Certificates of insurance are available on request.

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

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

## **Indemnification**

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

## **Disputes**

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

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

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

## **Construction Means and Methods**

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

## **Construction Observation**

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

## **Suspension or Termination**

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

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

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

## **Force Majeure**

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

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

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





# MOTION OF THE MAYOR AND COUNCIL 2025-41

A Motion of the Mayor and Council of the Town of Berlin TO DECLARE THE FOLLOWING ITEMS AS SURPLUS PROPERTY AND AUTHORIZE THEIR DISPOSAL through sale or other means.

Department	Item Description	Make/Model	VIN Number	Mileage	Comments
Police	Military Surplus Motorcycle	Kawasaki 2002	JKAKLEA172DA01496	1,246	Never Utilized
Police	Military Surplus Motorcycle	Kawasaki 2002	JKAKLEA112DA01851	7,700	Never Utilized
Police	Patrol Vehicle	Chevy Tahoe 2014	1GNLC2E08ER182758	129,573	No Longer Needed
Police	Patrol Vehicle	Ford Explorer 2007	1FMEU73E27UB22898	90,961	No Longer Needed

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND, BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

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

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, by the Mayor of the Town of Berlin.

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

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



**RESOLUTION NO. 2025-05**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF BERLIN, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND**

**To change the zoning classification of the property identified as Worcester County Tax Map Number 0025, Parcel 0057, consisting of approximately 9.35 acres, from R-1 Residence District to B-2 Shopping District.**

WHEREAS, On June 14, 2025 the Berlin Planning Commission reviewed the application for such re-zoning and approved recommendation of these changes to the Berlin Mayor and Council by a unanimous motion;

AND WHEREAS on the date as indicated below, the Mayor and Council of the Town of Berlin did hold a duly advertised Public Hearing regarding this matter;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Berlin as follows:

To change the zoning classification of the property as described above and as recommended by the Berlin Planning Commission

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by the Council of the Town of Berlin, Maryland, by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by the Mayor of the Town of Berlin.

ATTEST:

\_\_\_\_\_  
Zachary Tyndall, Mayor and President of Council

\_\_\_\_\_  
Mary Bohlen, Town Administrator



**Town of Berlin**  
**Department of Planning & Zoning**  
3 Bay Street, Berlin, Maryland 21811  
Phone 410-641-1483 Fax 410-641-2316  
[www.berlinmd.gov](http://www.berlinmd.gov)

Thursday, June 12, 2025

Mr. Mark Spencer Cropper  
C/o Coastal Venture Properties, LLC  
6200 Coastal Highway, Suite 200  
Ocean City, MD 21842

Subject: Rezoning Approval – Tax Map 25, Parcel 57 (Tyson Property)

Dear Mr. Cropper,

Please be advised that at its meeting on Wednesday, June 11, 2025, the Town of Berlin Planning Commission reviewed the rezoning application submitted on behalf of Coastal Venture Properties, LLC. for the property identified as Tax Map 25, Parcel 57 (commonly known as the Tyson Property). Following its review, the Planning Commission recommended approval of the request to reclassify the property from the R-1 Residential District to the B-2 Shopping District. This recommendation is based on findings demonstrating both a substantial change in the character of the neighborhood and a material error in the original zoning classification.

Pursuant to this recommendation, a Public Hearing has been scheduled for Monday, July 14, 2025, during the regular session of the Mayor and Council. The meeting will begin at 6:00 p.m. in the Town Hall Council Chambers, 2nd Floor, located at 10 William Street, Berlin, Maryland 21811. At that time, the Mayor and Council will consider the rezoning request for formal action.

Please note that any approval of the rezoning request does not constitute approval of any specific development proposal. Any future development on the property will be subject to the Town's standard development review procedures, including, but not limited to, site plan approval, building and zoning permits, utility coordination, and compliance with applicable codes and regulations.

Should you have any questions regarding this matter or next steps in the process, please feel free to contact my office at (410) 641-4143 or via email at [rhardesty@berlinmd.gov](mailto:rhardesty@berlinmd.gov).

Sincerely,

Ryan Hardesty  
Acting Planning Director  
Town of Berlin

Law Offices  
**AYRES, JENKINS, GORDY & ALMAND, P.A.**  
6200 COASTAL HIGHWAY, SUITE 200  
OCEAN CITY, MARYLAND 21842  
www.ajgalaw.com

GUY R. AYRES, III (1973-2019)  
JAMES W. ALMAND  
WILLIAM E. ESHAM, III  
MARK SPENCER CROPPER  
BRUCE F. BRIGHT  
HEATHER E. STANSBURY  
MAUREEN F. L. HOWARTH  
RYAN D. BODLEY  
BRADFORD F. KIRBY  
VICTORIA O'NEILL  
SPENCER AYRES CROPPER

EMAIL ADDRESS:  
mcropper@ajgalaw.com

(410) 723-1400  
FAX (410) 723-1861

May 12, 2025

OF COUNSEL  
HAROLD B. GORDY, JR.  
M. DEAN JENKINS  
ALVIN I. FREDERICK

Town of Berlin  
Attn: Mary Bohlen, Administrator  
10 William Street  
Berlin, Maryland 21811-0000

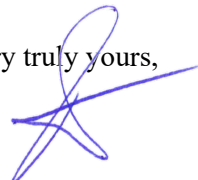
Re: Tax Map 25, Parcel 57/ Tyson Property/ Rezoning

Dear Ms. Bohlen:

Please see attached the application for re-zoning ("Application") to change the zoning classification for that improved real property generally referred to and known as Tax Map 25, Parcel 57 that is owned by the Town of Berlin ("Berlin"), but under contract to be purchased by my client, Coastal Venture Properties, LLC ("CVP"). The legal basis for the rezoning is that there is a mistake in the existing zoning and that a change in the character of the neighborhood has occurred. As the matter progresses through the approval process, I reserve the right to withdraw one of the arguments as deemed necessary or appropriate.

Should any additional information be needed in the Application to proceed with the map amendment, let me know and it will be supplied without delay. Your anticipated cooperation is appreciated.

Very truly yours,



Mark Spencer Cropper

Enclosures

## Mary Bohlen

---

**From:** Mark Cropper <mcropper@ajgalaw.com>  
**Sent:** Thursday, May 22, 2025 3:23 PM  
**To:** Emily Morris; Ryan Hardesty  
**Cc:** Mary Bohlen  
**Subject:** FW: 2025 05 12 Gillis Letter & Application with Exhibits.pdf

Emily and Ryan,

In response to the below email:

2 (d). – The intended use of the property is described in the Land Disposition Agreement between Coastal Ventures Properties, LLC (“CVP”) and the Town of Berlin (“Berlin”) dated April 15, 2025 (“Agreement”) in Article I under the definition of “Project”, Section 2.1.5 and on Exhibit “D”.

4. – The property to be rezoned is described as “Parcel 57” in Recital R-1 of the Agreement. Attached to my cover letter and draft application form was a copy of the plat entitled “Subdivision Plat of Lands of Berlin Properties North, LLC, Parcel # 1705, Tax Map #301”, filed on June 4, 2008 and recorded at SVH 226/Folio 70. Since Berlin owns Parcel 57, it already knows the “significant land marks or other features.” Of greatest importance is the fact that it was previously the location of the Tyson Poultry Plant. As far as what will be demolished or remain, that has not yet been determined.

5. –
- (i) Population change, none of significance;
  - (ii) Public facilities are now and will be provided by Berlin;
  - (iii) Transportation patterns provided by MD Rt. 346, Rt. 50, US 113 and Berlin roads.
  - (iv) All proposed improvements will be compatible and permitted with C-2 zoning and surrounding uses;
  - (vi) The rezoning can only occur if consistent with Berlin Comprehensive Land Use Plan, which it is. That Plan supports commercial/retail uses where deemed appropriate provided adequate roads and utilities exist, which they do.

As indicated in my cover letter (previously sent with the form application), I am proceeding based upon (i) a mistake in existing zoning and (ii) a change in the character of the neighborhood. As for mistake, it is presently zoned R-1 (Residential) and it was used for industrial purposes (Tyson Plant) for decades. As for the change in the character of the neighborhood, the Tyson

Plant no longer exists and the property has been conveyed to Berlin for redevelopment purposes, including commercial and retail uses. Industrial uses are no longer favored within Berlin town limits, while commercial/retail uses are favored and benefit all of the Berlin community.

This message should be more than sufficient to address your below questions and clarifications. But, if you disagree, let me know. We intend to proceed at the next available Planning Commission meeting. Because of the terms of the Agreement, we expect the Mayor and Council of Berlin to make known to the Planning Commission that it supports the requested rezoning, even though it should be obvious by its consent to the application.

Mark

Mark Cropper  
Partner  
Ayres, Jenkins, Gordy & Almand, P.A.

Tel: 410-723-1400  
Fax: 410-723-4730  
Email: [mcropper@ajgalaw.com](mailto:mcropper@ajgalaw.com)  
Web: [www.ajgalaw.com](http://www.ajgalaw.com)



6200 Coastal Highway, Suite 200  
Ocean City, MD 21842

**LEGAL NOTICE**

Unless expressly stated otherwise, this e-mail is intended to be confidential and may be privileged. It is intended for the addressees only. Access to this e-mail by anyone except addressees is unauthorized. If you are not an addressee, any disclosure or copying of the contents of this email or any action taken (or not taken) in reliance on it is unauthorized and may be unlawful. If you are not an addressee, please inform the sender immediately. E-mail communications may be intercepted or inadvertently misdirected. While the American Bar Association deems e-mail a valid and authorized form of communication between attorneys and clients, absolute secrecy, confidentiality, and security (of this e-mail message and any attachments thereto) cannot be assured. The relationship of attorney/client shall not be, and is not, established solely as a result of the transmission of this e-mail. Absent a written engagement letter signed by Ayres, Jenkins, Gordy and Almand, P.A., no attorney/client relationship shall be deemed to, nor shall, exist and any belief that information or documents provided by this e-mail are privileged is mistaken, unwarranted and incorrect.



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov

## Application for Re-Zoning Request by Property Owner

The information below is a guide to the minimum requirements and expectations for the Town of Berlin Re-Zoning process and does not necessarily include all information or actions applicable to a specific Re-Zoning Request. Additional State and/or County regulations will apply to all re-zoning requests.

### PROJECT INFORMATION

Property Physical Address: 10009 Old Ocean City Blvd., Berlin, Maryland 21811-0000

Property Tax Map/Parcel: Tax Map 25, Parcel 57 Tax Account Number: 03-014800

Current Zoning Designation: R-1 Residence District Desired Zoning Designation: B-2 Shopping District

Property Owner Name: Mayor and Council of Berlin

Mailing Address: 10 William Street, Berlin, Maryland 21811-0000 (Owner)/6200 Coastal Highway, Suite 200 Ocean City, Maryland 21842 (Applicant/Attorney)

Phone: 410-723-1400 (Applicant/Attorney) Email: mcropper@ajgalaw.com (Applicant/Attorney)

Representative (if applicable) Name: Mark Spencer Cropper as attorney for Coastal Venture Properties, LLC

Representative Mailing Address: 6200 Coastal Highway, Suite 200 Ocean City, Maryland 21842

Phone: 410-723-1400 Email: mcropper@ajgalaw.com

By my signature below, I affirm that:

1. I have sufficient legal authority to submit this Request for Re-zoning;
2. The information provided is true and correct to the best of my knowledge;
3. I have read and understand this document and have been given the opportunity to request additional information or clarification of any items included below.
4. I understand that Re-zoning is a legal process and that it is recommended that I engage with legal counsel to represent my best interests in this process.

Printed name: Mark Spencer Cropper/Attorney for Coastal Venture Properties, LLC

Signature:  Date: May 12, 2025

*This document is generally intended to be used for a party requesting re-zoning of their legally owned property(ies) and not including property owned by others. In such case additional requirements and considerations will need to be addressed.*

*This document is intended to be used as a guide and additional information may be requested by applicable parties/agencies, including the Town of Berlin, Worcester County, and the State of Maryland and others as appropriate. Requesters are advised to use the General Requirements, Process, and Procedures section below as a guide to determine relevant information to include in their request, or to understand what further information or data may be requested during the annexation process.*

**NOTE: See owner's consent form signed by Mayor Z. Tyndall - at end of applicant's submittal.**



## Application for Re-Zoning Request by Property Owner

*Check (✓) if information is provided in the plan submittal package or indicate N/A if item is not applicable. Provide notes of explanation where necessary (use space allocated at the end of this form or additional sheet(s) as appropriate). Requests not completed per these instructions may be rejected.*

(✓)	MINIMUM INFORMATION REQUIRED FOR SUBMITTAL
<input checked="" type="checkbox"/>	1. Dated request submitted to the Planning Department of the Town of Berlin. Such request may contain additional sheets providing narrative to address the various questions and information in this document.
	2. Request must contain, at a minimum;
<input checked="" type="checkbox"/>	a. Name, Address, Phone, and email of ALL legal owners of the subject property(ies). In the case of ownership by a corporation or other legal entity: authorized agent or representative(s) with a statement affirming such.
<input checked="" type="checkbox"/>	b. Signatures of ALL legal owners(s) identified above.
<input checked="" type="checkbox"/>	c. Copies of State Department of Assessments and Taxation (SDAT) Property data, including Tax Map with subject property clearly marked.
<input checked="" type="checkbox"/>	d. Reason for request including intent for use of property to include an indication of planned future use.
<input checked="" type="checkbox"/>	3. Map identifying subject property(ies) and current Town of Berlin Zoning Designation to demonstrate that property is within the Town of Berlin and to indicate zoning of surrounding properties.
<input checked="" type="checkbox"/>	4. Plat to-scale showing property and significant landmarks, structures, and other features.
<input checked="" type="checkbox"/>	5. Refer to State of Maryland Code, Land Use §4-204. Zoning regulations – Amendment, repeal, and Reclassification for the minimum information which will be addressed in the findings for re-zoning.
<input checked="" type="checkbox"/>	6. Payment of Re-zoning Request fee must accompany application. The applicant further understands that payment of the request fee does not imply approval of the request and that any fees/invoices paid as part of the re-zoning process are non-refundable regardless of final outcome. Additional invoicing for advertising costs for public hearing as applicable will be due and payable prior to final processing of successful re-zoning request..

### GENERAL REQUIREMENTS, PROCESS, AND PROCEDURES FOR ANNEXATION REQUESTED BY PROPERTY OWNER

#### 1. Minimum Requirements

- The area must be within the existing corporate limits of the municipality.
- Per MD Code, Land Use §4-204, the requester must allege and adequately demonstrate that the Re-zoning is based on:
  - A substantial change in the character of the neighborhood where the property is located; or
  - A mistake in the existing zoning classification.
- Any additional information that is relevant to the request, including land surveys and information pertaining to any of the points listed below must be compiled and presented by the requester and at their expense.

#### 2. Review by Town of Berlin Planning Director within 30 business days of submission

- Submission of this request must be accompanied by payment of the non-refundable Re-Zoning Request Fee.
  - The Town of Berlin Planning Department will engage with the applicant and appropriate Departments of the Town and outside agencies to review the request to determine the minimum submission requirements to continue the process as appropriate, including, but not limited to:
    1. All items indicated in MINIMUM INFORMATION REQUIRED section above;
    2. Determination of general, potential benefit/detriment to surrounding properties;
    3. Determination of general, potential impact to public services including emergency services, infrastructure, Town owned/operated utilities, including stormwater, and general Town services.
- If any of the items listed above are deemed by the Planning Department to be insufficient in addressing the anticipated questions and concerns of the Planning Commission, the applicant will be invited to review and address those items prior to resubmitting. The Planning Department itself does not have the authority to halt the re-zoning process, except in cases where the applicant is either unable or unwilling to provide the necessary information. A minimum of one (1) meeting with the applicant and Town Departments and/or outside agencies will be scheduled prior to advancement of application.

#### 3. Referral to Planning Commission:



- Following review and determination of satisfaction to the minimum requirements for consideration, the Planning Department will forward the request to the Planning Commission of the Town of Berlin for additional consideration according to the Charter and Code of the Town of Berlin and the requirements of the State of Maryland and Worcester County.
  - The Planning Commission will review the request at the next appropriately scheduled meeting of that body to determine:
    1. If, as deemed pertinent to the Planning Commission, additional data and information is required from the applicant; and/or
    2. If the request is recommended for immediate referral and recommendation to the Mayor and Council; OR
    3. The Planning Commission MAY elect to hold a public hearing within sixty (60) days of referral. Such Public Hearing shall be held in accordance with the Charter and Code of the Town of Berlin.
  - If the Planning Commission DOES NOT find the request to be appropriate and complete, they shall:
    1. Advise the applicant of their decision; and
    2. Recommend to the Mayor and Council that the request be denied.
  - The Planning Commission must render their decision within sixty (60) days of submission of the request.

#### **4. Referral to the Mayor and Council:**

- Regardless of favorable or unfavorable recommendation and independent of any Public Hearing held by the Planning Commission:
  - The Mayor and Council, as required by the State of Maryland Code, Land Use, §4-204(b)(1). Zoning regulations, shall examine findings of fact that address:
    - (i) population change;
    - (ii) the availability of public facilities;
    - (iii) present and future transportation patterns;
    - (iv) compatibility with existing and proposed development for the area;
    - (v) the recommendation of the planning commission; and
    - (vi) the relationship of the proposed amendment to the local jurisdiction's plan.
  - The Mayor and Council SHALL hold a public hearing regarding such request for re-zoning.
  - Placement on an agenda of the Mayor and Council shall be dependent on meeting the advertising requirements for such public hearing.
    1. Such advertising must provide at least 15 days' notice and run for two successive weeks.
    2. Property must be posted indicating the date, time, and place of such public hearing.
    3. Notice shall contain a summary of the proposed zoning regulation or boundary.
  - A Resolution of the Town of Berlin must be drafted for passage by the Mayor and Council of the Town of Berlin at said public hearing.

#### **5. Upon Approval/Denial of Re-zoning Request by the Mayor and Council:**

- If APPROVED
  - Per State of Maryland Code, Land Use §4-203 , the Zoning Resolution may not become effective until ten (10) days after the public hearing or hearings. At that time, appropriate action shall be taken to update/incorporate the re-zoning designation on Town maps and other official documents as applicable.
- If DENIED
  - Per MD Code §4-204(b)(4) The Mayor and Council may not allow the filing of all or part of the land for which a re-zoning request has been denied on the merits in the 12 months before the date of the application.

**ADDITIONAL ITEMS FOR CONSIDERATION BY APPLICANT**

The applicant(s) must be aware that, if Request for Re-zoning is approved there will be future considerations and requirements imposed upon the property(ies), including, but not necessarily limited to:

- 1. All applicable conditions of the zoning designation will be applicable per Town Code and/or other authorities/agencies as appropriate.
- 2. No specific development project, whether new construction, re-development, renovation of existing structures, or other is implied to be approved by approval of the re-zoning requests; all applicable permits and approvals will be required before any development-associated work can begin. This shall include connections to Town utilities and any site plan review and approval.

Upon receipt and review of this application, and prior to advancement of the request, the applicant will be provided additional information regarding what specific considerations will be applicable to their specific request.

**ADDITIONAL NOTES OF EXPLANATION:** Please add additional sheets as needed.

**OFFICE USE ONLY Below this line**

Date Request Rec'd: 05/12/2025	Initials: MTB	Fee: \$ 515.00	
	Note: Check rec'd 5/27/25	Check # 3168	
	Or circle:	Cash	CC

Additional invoicing for advertisement	Inv. #: _____	Amount \$ _____	
Date Paid: _____	Check # _____	Or circle:	Cash
			CC

	REVIEWED BY	Favorable Yes/No If no indicate reason (attach)	Date
PLANNING AND ZONING	<u>MTB</u>	<u>Yes</u>	<u>6/4/25</u>
ADMINISTRATION	<u>MTB</u>	<u>Yes</u>	<u>6/2/25</u>
ECONOMIC AND COMMUNITY DEVELOPMENT	<u>MTB</u>	<u>Yes</u>	<u>6/4/25</u>
ELECTRIC DEPARTMENT	<u>MTB</u>	<u>Yes</u>	<u>6/4/25</u>
FINANCE	<u>MTB</u>	<u>Yes</u>	<u>7/9/25</u>
LEGAL	<u>MTB</u>	<u>Yes</u>	<u>6/4/25</u>
POLICE	<u>MTB</u>	<u>Yes</u>	<u>6/4/25</u>
PUBLIC WORKS DEPARTMENT	<u>MTB</u>	<u>Yes</u>	<u>6/4/25</u>
STORMWATER MANAGEMENT	<u>MTB</u>	<u>Yes</u>	<u>6/4/25</u>
WATER DEPARTMENT	<u>MTB</u>	<u>Yes</u>	<u>6/4/25</u>
WASTEWATER DEPARTMENT	<u>MTB</u>	<u>Yes</u>	<u>6/4/25</u>

Public Hearing Process: BY PLANNING COMMISSION <u>N/A</u>	
Public Hearing Notice Published (copy attached):	1st _____ Paper _____ 2nd _____ Paper _____
Date Notice sent _____:	_____ Wor. County Planning _____ MD Dept of Planning
Public Hearing Process: BY MAYOR AND COUNCIL Resolution <u>2025 - 05</u>	
Public Hearing Notice Published (copy attached):	1st <u>6/26/2025</u> Paper <u>Ocean City Digest</u> 2nd <u>7/3/2025</u> Paper <u>Ocean City Digest</u>
Date Notice sent _____:	_____ Wor. County Planning _____ MD Dept of Planning

Coastal Venture Properties, LLC  
150 W Market St Ste 200  
Salisbury, MD 21801-5140

PNC Bank  
16-3/540

3168

PAY TO THE  
ORDER OF

Berlin, Town of

05/15/2025

\$ \*\*515.00

Five hundred fifteen and 00/100\*\*\*\*\*

DOLLARS

Carolyn Duffy  
Berlin, Town of  
10 William Street  
Berlin, MD 21811

*Carolyn Duffy*  
AUTHORIZED SIGNATURE

MEMO

Heron Park rezoning fee

⑈003168⑈ ⑆054000030⑆ 5505149559⑈

Details on Back

Photo Safe Deposit

Coastal Venture Properties, LLC

05/15/2025

Berlin, Town of

3168

Heron Park rezoning fee

515.00

View Map

No Ground Rent Redemption on File

No Ground Rent Registration on File

Special Tax Recapture: None

Account Number:District - 03 Account Identifier - 014800

Owner Information

Owner Name:MAYOR & COUNCIL OF BERLIN

Use:EXEMPT COMMERCIAL

Mailing Address:10 WILLIAM ST  
BERLIN MD 21811-

Principal Residence:NO

Deed Reference:/06717/ 00453

Location & Structure Information

Premises Address:10009 OLD OCEAN CITY BLVD  
BERLIN 21811-0000

Legal Description:9.35 ACS  
NORTH SIDE R-346  
SUBDIV LDS BERLIN PROPERTIES

Map:0025

Grid:0009

Parcel:0057

Neighborhood:30081.24

Subdivision:0000

Section:

Block:

Lot:

Assessment Year:2023

Plat No:

Plat Ref:226/ 70

Town: BERLIN

Primary Structure Built1950

Above Grade Living Area79,547 SF

Finished Basement Area

Property Land Area9.3500 AC

County Use

Stories

Basement

TypeLIGHT MANUFACTURING

Exterior/

QualityC3

Full/Half Bath

Garage

Last Notice of Major Improvements

Value Information

Base Value

Value

Phase-in Assessments

As of01/01/2023

As of07/01/2024

As of07/01/2025

Land:

610,200

710,200

Improvements

354,900

420,200

Total:

965,100

1,130,400

1,075,300

1,130,400

Preferential Land:

0

0

Transfer Information

Seller: BERLIN PROPERTIES NORTH LLC

Date: 02/17/2016

Price: \$2,500,000

Type: ARMS LENGTH MULTIPLE

Deed1: /06717/ 00453

Deed2:

Seller: HUDSON FOODS INC

Date: 12/29/2005

Price: \$0

Type: ARMS LENGTH MULTIPLE

Deed1: SVH /04611/ 00722

Deed2:

Seller: CORBETT ENTERPRISES INC

Date: 06/14/1989

Price: \$0

Type: NON-ARMS LENGTH OTHER

Deed1: RHO /01482/ 00214

Deed2:

Exemption Information

Partial Exempt Assessments:

Class

07/01/2024

07/01/2025

County:

420

1,075,300.00

1,130,400.00

State:

420

1,075,300.00

1,130,400.00

Municipal:

420

1,075,300.00|1,130,400.00

1,075,300.00|1,130,400.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

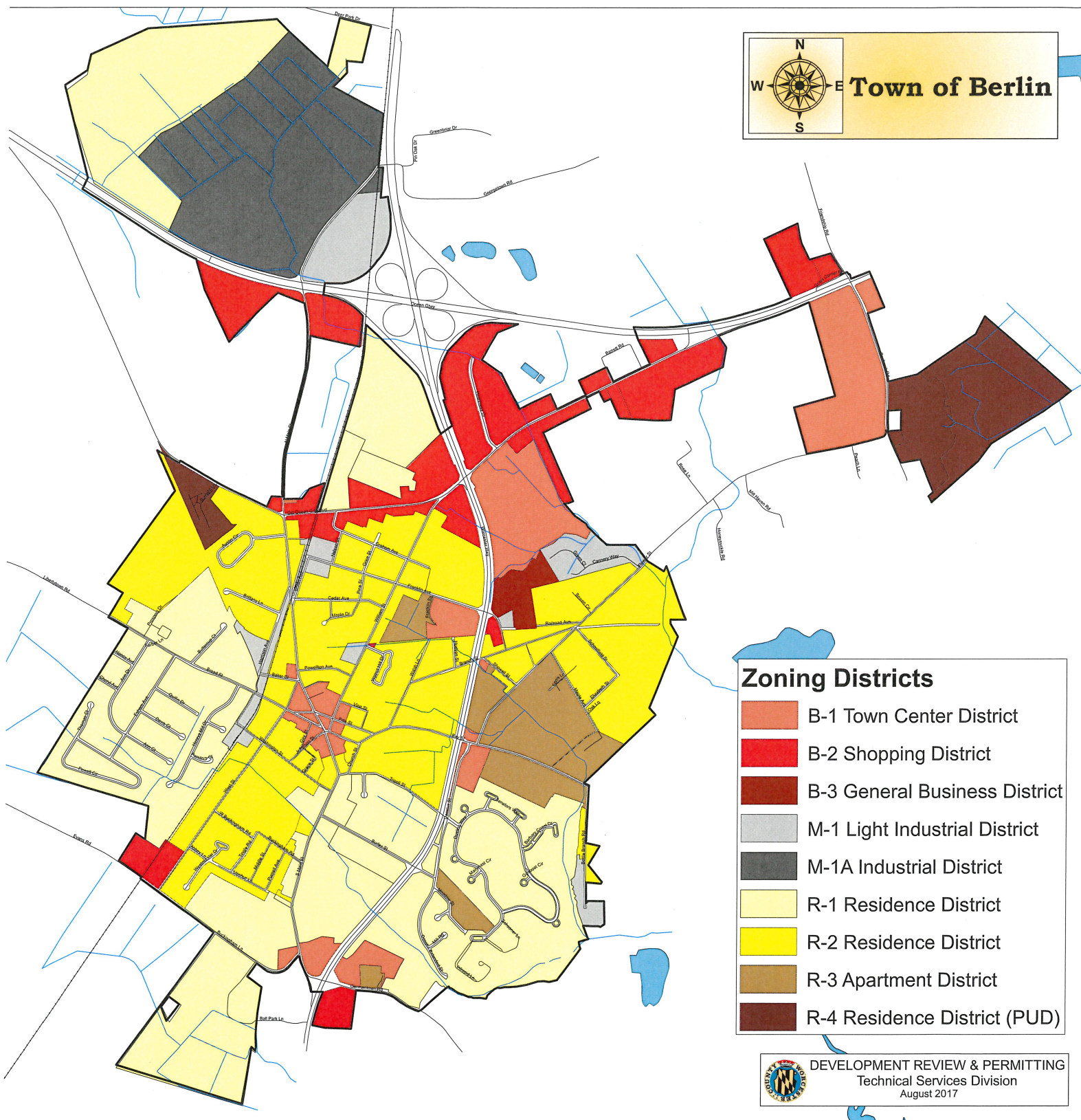
Homeowners' Tax Credit Application Status: No Application

Date:

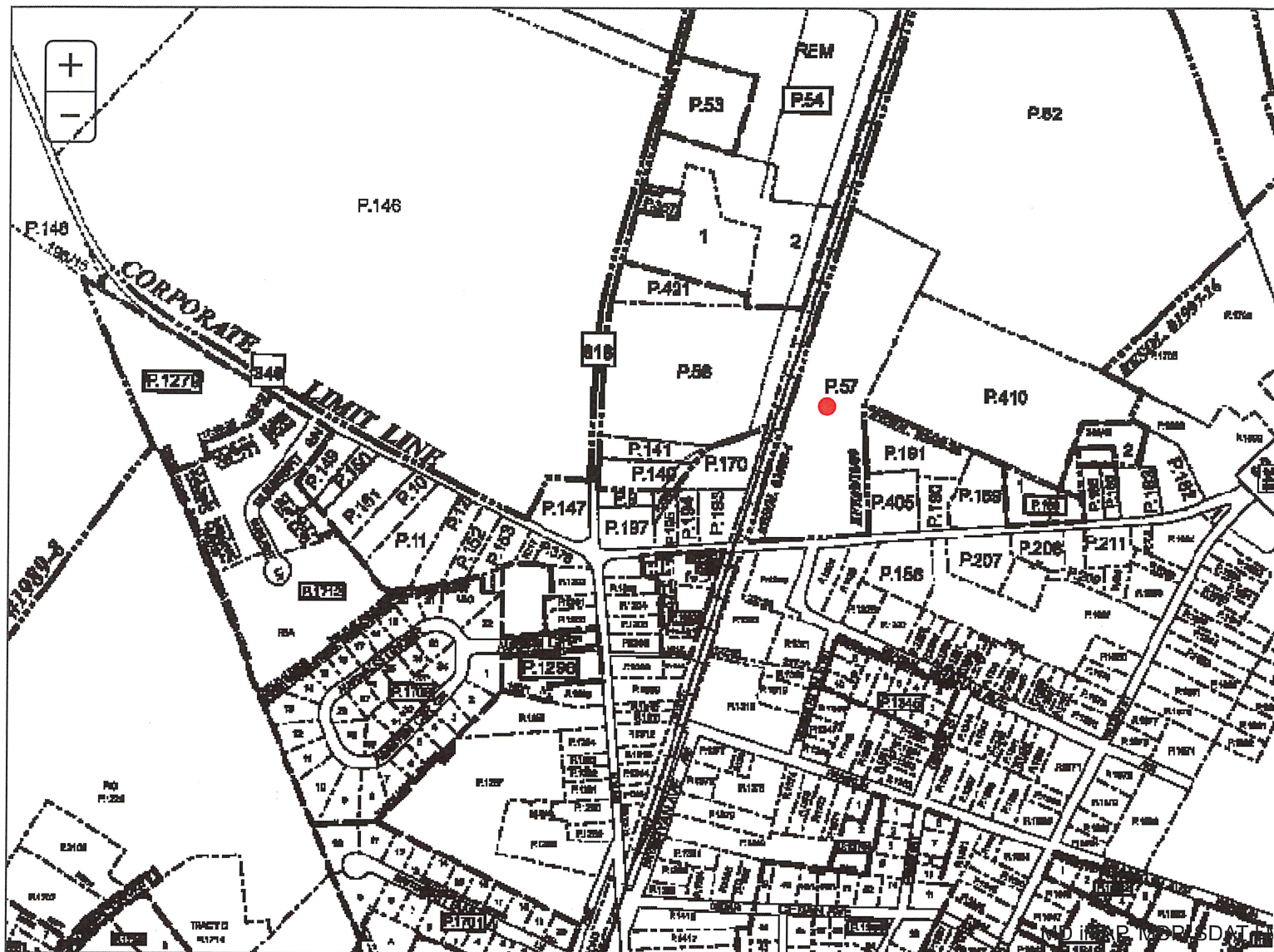
Give Feedback









District: **03** Account Number: **014800**

The information shown on this map has been compiled from deed descriptions and plats and is not a property survey. The map should not be used for legal descriptions. Users noting errors are urged to notify the Maryland Department of Planning Mapping, 301 W. Preston Street, Baltimore MD 21201.

If a plat for a property is needed, contact the local Land Records office where the property is located. Plats are also available online through the Maryland State Archives at [www.plats.net](http://www.plats.net) (<http://www.plats.net>).

Property maps provided courtesy of the Maryland Department of Planning.

For more information on electronic mapping applications, visit the Maryland Department of Planning web site at <http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx> (<http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx>).





## Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811  
Phone 410-641-2770 Fax 410-641-2316  
www.berlinmd.gov

### OWNER'S NOTARIZED CONSENT

I, the undersigned, do hereby authorize the Applicant, Coastal Ventures Properties, LLC (and its authorized representatives, Palmer Gillis and Mark Cropper), to file on behalf of the owner all rezoning, conditional use, variance, special exception, or other land use or permitting applications necessary to amend proffers, and develop Worcester County Tax Map number(s) 03-014800 as the applicant may reasonably determine for the purposes of: requesting the Property to be rezoned from R-1 Residence District to B-2 Shopping District,

and further authorize any of the following: \_\_\_\_\_

### OWNER ACKNOWLEDGEMENT & CONSENT

Mayor and Council of Berlin

Owner/Company

Zackary Tyndall

Signature

Zackary Tyndall

Print Name

Mayor

Title

### STATE OF MARYLAND

### COUNTY OF WORCESTER to wit:

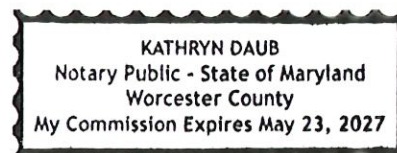
On this 21 day of may, 2025, before me, Zackary Tyndall, the Mayor of Town of Berlin, known to me (or satisfactorily proven) to be the person(s) whose name(s) is subscribed to within the instrument and acknowledged that he executed the same for the purpose therein contained.

In witness whereof I hereunto set my hand and official seal.

Kathryn Daub  
(Signature of Notary Public)

Notary Public

My Commission Expires: 5/23/2027



the decedent's death; or

(2) Two months after the personal representative mails or otherwise delivers to the creditor a copy of this published notice or other written notice, notifying the creditor that the claim will be barred unless the creditor presents the claims within two months from the mailing or other delivery of the notice. A claim not presented or filed on or before that date, or any extension provided by law, is unenforceable thereafter. Claim forms may be obtained from the Register of Wills.

Frances S. Purnell  
Personal Representative  
True Test Copy  
Terri Westcott  
Register of Wills for  
Worcester County  
One W. Market Street  
Room 102 - Court House  
Snow Hill, MD 21863-1074

Name of newspaper designated by personal representative:  
Ocean City Digest  
Date of publication:  
June 19, 2025

OCD-6/19/3t



**NOTICE**  
**OF PUBLIC HEARINGS**  
**BOARD OF ADJUSTMENTS AND**  
**APPEALS**  
**TOWN OF OCEAN CITY,**  
**MARYLAND**

Pursuant to the provisions of Chapter 2 Administration, Article IV, Division 5 of the Code of the Town of Ocean City, Maryland hereinafter referred to as Code, same being the Board of Adjustments and Appeals Ordinance for Ocean City, Maryland, notice is hereby given that public hearing will be conducted in the Council Chambers of City Hall located at 301 Baltimore Avenue, Ocean City, Maryland.

**Wednesday, July 2, 2025**  
**At 3:00 PM**

**BAAV 25-041** - A request has been submitted for a variance from TOC Code Section 38-71 (a)(5) Minimum Elevation Requirements, to reduce the minimum 3' freeboard elevation requirement above the AE-6 flood zone by approximately 2.3 feet for a lateral extension to the rear of an existing interior townhouse unit, and to match existing the lowest floor elevation approved by BAA variance 2002-004. Locally known as 501 Bayshore Drive Unit 7- parcel number 112-20-5347 Lot 7.  
**Owner: Guy and Laurie Sosnowski**  
**Applicant: Guy and Laurie Sosnowski**

**BAAV 25-042** - A request has been submitted for a variance from TOC Code Section 38-71 (a)(5) Minimum Elevation Requirements, to reduce the minimum 3' freeboard elevation requirement above the AE-6 flood zone for a lateral extension to the

rear of an existing single-family house, and to match existing the lowest floor elevation of the primary structure located in the X zone. Locally known as 321 White Heron Court - parcel number 116-05-5313A Lot 29.  
**Owner: Phillip and Anne Creek**  
**Applicant: Mills Creek Builders - Kevin Rohe**

**BAAV 25-043** - A request has been submitted for a variance from TOC Code Section 38-71 (a)(5) Minimum Elevation Requirements, to reduce the minimum 3' freeboard elevation requirement above the AE-6 flood zone for a lateral extension of open unenclosed decks to the rear of a proposed single-family house, which will otherwise meet required minimum elevation. Locally known as 315 South Heron Gull Court - parcel number 116-11-6071A Lot 97.  
**Owner: Keith and Shelley Coffin**  
**Applicant: Keith A. Coffin**

OCD-6/19/2t

**NOTICE**  
**OF APPOINTMENT**  
**NOTICE TO CREDITORS**  
**NOTICE TO UNKNOWN HEIRS**  
Estate No. 20704  
**TO ALL PERSONS INTERESTED**  
**IN THE ESTATE OF**  
**SANDRA PECK**  
AKA: SANDRA ANN PECK

Notice is given that Ryan B. Wolfgram, 17994 Woods Overlook Dr., Dumfries, VA 22026-3111, was on June 12, 2025 appointed Personal Representative of the estate of Sandra Peck who died on June 05, 2025, with a will.

Further information can be obtained by reviewing the estate file in the office of the Register of Wills or by contacting the personal representative or the attorney.

All persons having any objection to the appointment (or to the probate of the decedent's will) shall file their objections with the Register of Wills on or before the 12th day of December, 2025.

Any person having a claim against the decedent must present the claim to the undersigned personal representative or file it with the Register of Wills with a copy to the undersigned on or before the earlier of the following dates:

(1) Six months from the date of the decedent's death; or

(2) Two months after the personal representative mails or otherwise delivers to the creditor a copy of this published notice or other written notice, notifying the creditor that the claim will be barred unless the creditor presents the claims within two months from the mailing or other delivery of the notice. A claim not presented or filed on or before that date, or any extension provided by law, is unenforceable thereafter. Claim forms may be obtained from the Register of Wills.

Ryan B. Wolfgram  
Personal Representative  
True Test Copy  
Terri Westcott  
Register of Wills for  
Worcester County  
One W. Market Street  
Room 102 - Court House  
Snow Hill, MD 21863-1074

Name of newspaper designated by personal representative:  
Ocean City Digest  
Date of publication:  
June 19, 2025

OCD-6/19/3t

**NOTICE**  
**of Self Storage Sale**

Please take notice Main Street Storage located at 9842 Main Street, Berlin, MD, 21811 intends to hold a public sale to the highest bidder of the property stored by the following tenants for default on their Storage Contracts. The sale will occur as an online auction via [www.lockerfox.com](http://www.lockerfox.com) on 7/2/2025 at 10:00AM. This sale may be withdrawn at any time without notice. Certain terms and conditions apply.

OCD-6/26/1t



**THE TOWN OF BERLIN,**  
**MARYLAND**

**NOTICE**  
**OF PUBLIC HEARING**  
**Monday, July 14, 2025**  
**6:00 PM**

To consider the Re-zoning of the Parcel of Property identified as Tax Map 25, Parcel 57

Pursuant to the Town of Berlin, MD Code Sections 108-214 and 108-215, the Berlin Mayor and Council will hold a Public Hearing during its regularly scheduled meeting on the date and time indicated above in the Council Chambers of Berlin Town Hall, 10 William Street, Berlin, MD 21811 to consider the recommendation of the Berlin Planning Commission for the change of zoning classification of the above indicated parcel. The Planning Commission passed, by unanimous vote, a motion to recommend the rezoning of 10009 Old Ocean City Blvd., Berlin, MD from R-1 Residence District to B-2 Shopping District at its meeting held on Wednesday, June 11, 2025.

The hearing is open to the public, and public testimony is encouraged. Persons with questions regarding this hearing may call 410-641-2770 for further information.

OCD-6/26/2t

RAYMOND D. COATES JR, ESQ  
COATES,COATES, & COATES,  
P.A.  
6200 COASTAL HIGHWAY,  
SUITE 300  
OCEAN CITY, MD 21842

**NOTICE**  
**TO CREDITORS OF**  
**APPOINTMENT OF FOREIGN**  
**PERSONAL REPRESENTATIVES**  
**ESTATE NO. 17401**

NOTICE IS GIVEN that the CIRCUIT court of WINCHESTER, VIRGINIA appointed (1) STEVEN PETER YEATRAS whose address is 12 140TH ST UNIT 3 OCEAN CITY, MD 21842-6329 as the PERSONAL REPRESENTATIVE of the

Estate of **PETER S YEATRAS** who died on **MARCH 20, 2015** domiciled in **VIRGINIA, USA.**

The name and address of the Maryland resident agent for service of process is (1) **RAYMOND D COATES JR whose address is 6200 COASTAL HWY STE 30 OCEAN CITY, MD 21842-6678.** At the time of death, the decedent owned real or leasehold property in the following Maryland counties: **WORCESTER COUNTY.**

All persons having claims against the decedent must file their claims with the Register of Wills for **WORCESTER COUNTY** with a copy to the foreign personal representative on or before the earlier of the following dates:

(1) Six months from the date of the decedent's death; or

(2) Two months after the foreign personal representative mails or delivers to the creditor a copy of this published notice or other written notice, notifying the creditor that the claim will be barred unless the creditor presents the claim within two months from the mailing or delivery of the notice. Claims filed after that date or after a date extended by law will be barred.

**TERRI WESTCOTT, Register of Wills for WORCESTER COUNTY**  
**ONE W MARKET STREET**  
**ROOM 102 - COURT HOUSE**  
**SNOW HILL, MD 21863-1074**  
OCD-6/26/3t

REENA J. PATEL ESQ.  
LAW OFFICE OF  
MARIANNA BATIE  
1321 MOUNT HERMON RD.,  
STE. B  
SALISBURY, MD 21804-5303  
SMALL ESTATE

**NOTICE**  
**OF APPOINTMENT**  
**NOTICE TO CREDITORS**  
**NOTICE TO UNKNOWN HEIRS**  
ESTATE NO. 20537  
**TO ALL PERSONS INTERESTED**  
**IN THE ESTATE OF**  
**DOROTHY MARIE SHOCKLEY**

Notice is given that Ernest C. Shockley, 28551 Crystal Ln., Milton, DE 19968-9681, was on June 17, 2025 appointed personal representative of the small estate of Dorothy Marie Shockley who died on January 25, 2025, with a will.

Further information can be obtained by reviewing the estate file in the office of the Register of Wills or by contacting the personal representative or the attorney.

All persons having any objection to the appointment shall file their objections with the Register of Wills within 30 days after the date of publication of this Notice. All persons having an objection to the probate of the will shall file their objections with the Register of Wills within six months after the date of publication of this Notice.

All persons having claims against the decedent must serve their claims on the undersigned personal representative or file them with the Register of Wills with a copy to the undersigned on or before the earlier of the following dates:

(1) Six months from the date of the decedent's death; or



livery of the notice. A claim not presented or filed on or before that date, or any extension provided by law, is unenforceable thereafter. Claim forms may be obtained from the Register of Wills.

Frances S. Purnell  
Personal Representative  
True Test Copy  
Terri Westcott  
Register of Wills for  
Worcester County  
One W. Market Street  
Room 102 - Court House  
Snow Hill, MD 21863-1074

Name of newspaper designated by  
personal representative:  
Ocean City Digest  
Date of publication:  
June 19, 2025

OCD-6/19/3t

NOTICE  
OF APPOINTMENT  
NOTICE TO CREDITORS  
NOTICE TO UNKNOWN HEIRS  
Estate No. 20704  
TO ALL PERSONS INTERESTED  
IN THE ESTATE OF  
SANDRA PECK  
AKA: SANDRA ANN PECK

Notice is given that Ryan B. Wolfgram, 17994 Woods Overlook Dr., Dumfries, VA 22026-3111, was on June 12, 2025 appointed Personal Representative of the estate of Sandra Peck who died on June 05, 2025, with a will.

Further information can be obtained by reviewing the estate file in the office of the Register of Wills or by contacting the personal representative or the attorney.

All persons having any objection to the appointment (or to the probate of the decedent's will) shall file their objections with the Register of Wills on or before the 12th day of December, 2025.

Any person having a claim against the decedent must present the claim to the undersigned personal representative or file it with the Register of Wills with a copy to the undersigned on or before the earlier of the following dates:


(1) Six months from the date of the decedent's death; or

(2) Two months after the personal representative mails or otherwise delivers to the creditor a copy of this published notice or other written notice, notifying the creditor that the claim will be barred unless the creditor presents the claims within two months from the mailing or other delivery of the notice. A claim not presented or filed on or before that date, or any extension provided by law, is unenforceable thereafter. Claim forms may be obtained from the Register of Wills.

Ryan B. Wolfgram  
Personal Representative  
True Test Copy  
Terri Westcott  
Register of Wills for  
Worcester County  
One W. Market Street  
Room 102 - Court House  
Snow Hill, MD 21863-1074

Name of newspaper designated by  
personal representative:  
Ocean City Digest  
Date of publication:  
June 19, 2025

OCD-6/19/3t



THE TOWN OF BERLIN,  
MARYLAND  
**NOTICE  
OF PUBLIC HEARING**  
Monday, July 14, 2025  
6:00 PM

To consider the Re-zoning of the Parcel of Property identified as Tax Map 25, Parcel 57

Pursuant to the Town of Berlin, MD Code Sections 108-214 and 108-215, the Berlin Mayor and Council will hold a Public Hearing during its regularly scheduled meeting on the date and time indicated above in the Council Chambers of Berlin Town Hall, 10 William Street, Berlin, MD 21811 to consider the recommendation of the Berlin Planning Commission for the change of zoning classification of the above indicated parcel. The Planning Commission passed, by unanimous vote, a motion to recommend the rezoning of 10009 Old Ocean City Blvd., Berlin, MD from R-1 Residence District to B-2 Shopping District at its meeting held on Wednesday, June 11, 2025.

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call 410-641-2770 for further information.

OCD-6/26/2t

RAYMOND D. COATES JR, ESQ  
COATES, COATES, & COATES,  
P.A.  
6200 COASTAL HIGHWAY,  
SUITE 300  
OCEAN CITY, MD 21842

NOTICE  
TO CREDITORS OF  
APPOINTMENT OF FOREIGN  
PERSONAL REPRESENTATIVES  
ESTATE NO. 17401

NOTICE IS GIVEN that the CIRCUIT court of WINCHESTER, VIRGINIA appointed (1) STEVEN PETER YEATRAS whose address is 12 140TH ST UNIT 3 OCEAN CITY, MD 21842-6329 as the PERSONAL REPRESENTATIVE of the Estate of PETER S YEATRAS who died on MARCH 20, 2015 domiciled in VIRGINIA, USA.

The name and address of the Maryland resident agent for service of process is (1) **RAYMOND D COATES JR whose address is 6200 COASTAL HWY STE 300 OCEAN CITY, MD 21842-6678.** At the time of death, the decedent owned real or leasehold property in the following Maryland counties: **WORCESTER COUNTY.**

All persons having claims against the decedent must file their claims with the Register of Wills for **WORCESTER COUNTY** with a copy to the foreign personal representative on or before the earlier of the following dates:

(1) Six months from the date of the decedent's death; or

(2) Two months after the foreign personal representative mails or delivers to the creditor a copy of this published notice or other written notice, notifying the creditor that the claim will be barred unless the creditor presents the claim within two months from the mailing or delivery of the notice. Claims filed after that date or after a date extended by law will be barred.

TERRI WESTCOTT, Register of  
Wills for WORCESTER COUNTY  
ONE W MARKET STREET  
ROOM 102 - COURT HOUSE  
SNOW HILL, MD 21863-1074  
OCD-6/26/3t

NOTICE  
OF PUBLIC HEARING  
WORCESTER COUNTY  
BOARD OF ZONING APPEALS  
AGENDA  
THURSDAY JULY 10, 2025

Pursuant to the provisions of the Worcester County Zoning Ordinance, notice is hereby given that a public hearing will be held in-person before the Board of Zoning Appeals for Worcester County, in the Board Room (Room 1102) on the first floor of the Worcester County Government Center, One West Market Street, Snow Hill, Maryland. Audio and video recording will take place during this public hearing.

The public is invited to view this meeting live online at - <https://worcestercountymd.swagit.com/live>

**6:30 p.m. Case No. 25-40**, on the lands of Dara and John Wooten, requesting a variance to the side yard setback from 7 feet to 4 feet (to encroach 3 feet) for a proposed landing with steps in the A-2 Agricultural District, pursuant to Zoning Code §§ ZS 1-116(c)(4), ZS 1-202(b)(5), ZS 1-122(c)(1) and ZS 1-305, located at 10610 Flower Street, Tax Map 25, Parcel 97, Tax District 3, Worcester County, Maryland.

**6:35 p.m. Case No. 25-39**, on the lands of Donald D'Aquila, on the application of Hugh Cropper IV, requesting three (3) variances to reduce the Atlantic Coastal Bays Critical Area Buffer (1) from 100 feet to 41.79 feet (to encroach 58.21 feet) for a proposed dwelling; (2) from 100 feet to 29.71 feet (to encroach 70.29 feet) for a proposed garage; and (3) from 100 feet to 13.79 feet (to encroach 86.21 feet) for a proposed driveway in the A-2 Agricultural District, pursuant to Zoning Code §§ ZS 1-116(m), ZS 1-202(b)(5) and ZS 1-305 and Natural Resources Code §§ 3-104(d)(4) and NR 3-111, located at 8718 Grey Fox Lane, Tax Map 33, Parcel 206, Tax District 3, Worcester County, Maryland.

**6:40 p.m. Case No. 25-41**, on the lands of Everett Glenn Holland Revocable Trust and Jean Truitt Holland Revocable Trust, on the application of Cedar Hall Energy Center LLC, requesting a special exception for a public utility structure (battery energy storage system) in the R-2 Suburban Residential District, pursuant to Zoning Code §§ ZS 1-116(c)(3) and ZS 1-206(c)(10), located on the 07-14-25 Council Packet Page 47 of 105 Road at its intersection with the

Pocomoke Beltway, Tax Map 91, Parcel 68, Tax District 1, Worcester County, Maryland.

OCD-6/26/2t

JOSEPH E. MOORE ESQ  
WILLIAMS, MOORE, SHOCKLEY  
& HARRISON  
3509 COASTAL HIGHWAY  
OCEAN CITY, MD 21842

NOTICE  
OF APPOINTMENT NOTICE TO  
CREDITORS NOTICE TO  
UNKNOWN HEIRS

To all persons interested in the estate of **KAREN MARY ASKLAND PIPPIN** Estate No. 20715 Notice is given that **JORDAN J PIPPIN** whose address is 3 PENDERS CT BERLIN, MD 21811-1462 was on **JUNE 18, 2025** appointed Personal Representative of the estate of **KAREN MARY ASKLAND PIPPIN** who died on **JUNE 01, 2025** without a will.

Further information can be obtained by reviewing the estate file in the office of the Register of Wills or by contacting the personal representative or the attorney.

All persons having any objection to the appointment (or to the probate of the decedent's will) shall file their objections with the Register of Wills on or before the **18th** day of **DECEMBER, 2025.**

Any person having a claim against the decedent must present the claim to the undersigned personal representative or file it with the Register of Wills with a copy to the undersigned on or before the earlier of the following dates:

(1) Six months from the date of the decedent's death; or

(2) Two months after the personal representative mails or otherwise delivers to the creditor a copy of this published notice or other written notice, notifying the creditor that the claim will be barred unless the creditor presents the claims within two months from the mailing or other delivery of the notice. A claim not presented or filed on or before that date, or any extension provided by law, is unenforceable thereafter. Claim forms may be obtained from the Register of Wills.

TERRI WESTCOTT, Register of  
Wills for WORCESTER COUNTY  
ONE W MARKET STREET  
ROOM 102 - COURT HOUSE  
SNOW HILL, MD 21863-1074  
OCD-6/26/3t

NOTICE  
TO CREDITORS OF  
APPOINTMENT OF FOREIGN  
PERSONAL REPRESENTATIVE  
ESTATE NO. 20714

Notice is given that the Register of Wills of Bucks County, Pennsylvania appointed (1) Dawn Hartman, 1270 Paso Fino Dr., Warrington, PA 18976-1945 as the Executrix of the Estate of Eleanor M. Gladkowski who died on January 28, 2025 domiciled in Pennsylvania, USA.

The name and address of the Maryland resident agent for service of process is (1) Ron Gladkowski, 736 Mooring Rd., Unit B, Ocean City, MD 21852-4812

At the time of death, the decedent

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 8, ENTITLED BUSINESSES, ARTICLE II, ENTITLED BUSINESS LICENSES, SECTION 8-26, ENTITLED RULES AND REGULATIONS.

NOW, THEREFORE BE IT ENACTED BY THE MAYOR AND COUNCIL THAT SECTION 8-26 BE AMENDED AS FOLLOWS:

Sec. 8-26. - Rules and Regulations.

- A. The Mayor and Council are hereby authorized and empowered to make, adopt, promulgate and amend, from time to time, such rules and regulations as the Mayor and Council deem necessary or proper to carry out and enforce the provisions of this article and to define or construe any of the terms or provisions of this article.
- B. IT SHALL BE A CONDITION TO THE ISSUANCE OF ANY AND ALL LICENSES UNDER THIS CHAPTER THAT THE BUSINESS LICENSED SHALL BE USED AND OPERATED ONLY FOR LAWFUL PURPOSES AND THAT THE LICENSEE SHALL EXERCISE SUFFICIENT CONTROL OVER THE ESTABLISHMENT SO AS TO NOT ALLOW THE ESTABLISHMENT TO BE USED AND OPERATED IN A MANNER THAT WOULD BE DETRIMENTAL TO OR ADVERSELY AFFECT THE HEALTH, SAFETY, MORALS, PEACE, COMFORT AND GENERAL WELFARE OF THE SURROUNDING PROPERTIES AND RESIDENTS AND/OR THE PUBLIC IN GENERAL. AS A FURTHER CONDITION TO THE ISSUANCE OF A LICENSE, THE LICENSEE SHALL USE AND OPERATE THE BUSINESS IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, ORDINANCES, RULES AND REGULATIONS.
- C. THE RIGHT IS RESERVED TO THE MAYOR AND COUNCIL TO REFUSE TO GRANT ANY LICENSE, TO SUSPEND OR REVOKE ANY LICENSE PREVIOUSLY GRANTED OR TO PLACE APPROPRIATE RESTRICTIONS ON ANY LICENSE WHICH IS DETERMINED BY THE MAYOR AND CITY COUNCIL, AFTER NOTICE AND OPPORTUNITY FOR A HEARING, TO BE DETRIMENTAL TO OR TO ADVERSELY AFFECT THE HEALTH, SAFETY, MORALS, PEACE, COMFORT AND GENERAL WELFARE OF THE SURROUNDING PROPERTIES AND RESIDENTS AND/OR THE PUBLIC IN GENERAL. IN MAKING A DETERMINATION AS TO WHAT ACTION TO TAKE REGARDING A LICENSE, THE MAYOR AND COUNCIL MAY CONSIDER, IN ADDITION TO ANY OTHER RELEVANT FACTORS, THE FOLLOWING TYPES OF PROBLEMS OR CONDITIONS:
  - (1) EXCESSIVE NOISE EMANATING FROM THE ESTABLISHMENT OR PREMISES.
  - (2) EXCESSIVE TRAFFIC CONGESTION.
  - (3) EXCESSIVE LOITERING OUTSIDE THE ESTABLISHMENT DURING OR AFTER BUSINESS HOURS.
  - (4) TRASH ACCUMULATION, LITTERING OR ALLOWING LITTER TO GO ONTO SURROUNDING PROPERTIES.

- (5) FIGHTING AND/OR DISORDERLY CONDUCT ON THE PREMISES.
- (6) PREMISES BEING USED FOR ILLEGAL ACTIVITIES, WITH OR WITHOUT THE KNOWLEDGE OF THE LICENSEE.
- (7) ANY ACTIVITIES CREATING A COMMON LAW NUISANCE.
- D. THE TERMS OF THIS CHAPTER SHALL APPLY TO BUSINESSES LOCATED WITHIN OR REGULARLY DOING BUSINESS UNDER SUBSECTION H OF THIS SECTION, WITHIN THE CORPORATE LIMITS OF BERLIN.
- E. NO LICENSE SHALL BE ISSUED TO ANY PERSON FOR A BUSINESS LOCATED IN AN AREA NOT ZONED FOR THAT PURPOSE OR TO ANY PERSON FOR A BUSINESS WHICH MAY BE IN VIOLATION OF ANY OTHER CITY ORDINANCE.
- F. NO BUSINESS LICENSE WILL BE ISSUED TO ANY PERSON WHO HAS NOT PAID PRIOR YEARS' PERSONAL PROPERTY TAXES, OVERDUE TAXES, FEES, UTILITY CHARGES, MISCELLANEOUS BILLING OR RELATED ASSESSMENTS ON SUCH PROPERTY OR OWED BY THE PROPERTY/BUSINESS OWNER IN BERLIN.
- G. NO BUSINESS LICENSE WILL BE ISSUED TO ANY PERSON OR BUSINESS REQUIRED UNDER STATE OR COUNTY LAW TO FIRST HAVE OBTAINED A LICENSE OR CERTIFICATE FOR THE PROFESSION OR TRADE IN WHICH IT IS ENGAGED UNLESS A COPY OF A CURRENT LICENSE OR CERTIFICATE IS ON FILE WITH THE TOWN.
- H. NO GENERAL CONTRACTOR, SUB-CONTRACTOR OR HOME IMPROVEMENT CONTRACTOR SHALL PERFORM WORK ON ANY PROPERTY WITHIN THE TOWN OR OBTAIN A PERMIT TO PERFORM WORK WITHIN THE TOWN WITHOUT HAVING FIRST OBTAINED A BUSINESS LICENSE UNDER THIS CHAPTER AND COMPLIED WITH THIS SECTION.
- I. ALL GENERAL CONTRACTORS, SUB-CONTRACTORS AND HOME IMPROVEMENT CONTRACTORS SHALL HAVE AVAILABLE AT THEIR PLACE OF BUSINESS AND AT EACH WORK SITE WHERE THEY ARE PERFORMING ANY SERVICE WITHIN THE TOWN OF BERLIN, MARYLAND, A COPY OF A CURRENT BUSINESS LICENSE ISSUED PURSUANT TO THIS CHAPTER 109.
- J. THIS CHAPTER SHALL NOT APPLY TO THE DELIVERY OF PROPERTY OR MATERIALS WITHIN THE TOWN WHEN THE ONLY SERVICE PERFORMED IN CONNECTION WITH SUCH DELIVERY IS UNLOADING AND PLACING THE PROPERTY OR MATERIALS AT THE SITE OR LOCATION.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, 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 \_\_\_\_\_, 2025, 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 \_\_\_\_\_, 2025 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Zackery Tyndall, Mayor and  
President of Council

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

ORDINANCE NO. 2025-04

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 8, ENTITLED BUSINESSES, ARTICLE III, ENTITLED PEDDLING AND SOLICITING, SECTIONS 8-47 THROUGH 8-56, AND CREATING NEW SECTIONS 8-57 AND 8-58.

NOW BE IT ENACTED BY THE MAYOR AND COUNCIL THAT SECTIONS 8-47 THROUGH 8-56 BE AMENDED AS FOLLOWS:

~~Sec. 8-47. -- Definitions.~~

~~———— The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~———— *Distributor* means any person who distributes or causes to be distributed on any street or public place within the town any handbill, advertisement, circular, card, pamphlet or printed material of any kind other than a regularly delivered newspaper, magazine or periodical.~~

~~———— *Merchandise* means all goods, wares, food, meat, fish, ice cream, fruits, vegetables, magazines, periodicals, printed material, farm products, services and orders or contracts for services, home improvements or alterations and anything that may be sold or distributed by peddlers, solicitors or distributors, as defined herein.~~

~~———— *Peddler* means any person, whether a resident of the town or not, who goes from house to house, from place to place or from street to street, traveling by foot, automotive vehicle or any other type of conveyance, carrying or transporting merchandise for the purpose of selling and delivering the merchandise to customers. The term "peddler" shall also include the words "hawker," "huckster" and "transient merchant."~~

~~———— *Solicitor* means any person, whether a resident of the town or not, who goes from house to house, from place to place or from street to street, traveling by foot, automotive vehicle or any other type of conveyance, soliciting, taking or attempting to take orders for the sale of merchandise or services of any kind for future performance or delivery, whether or not such individual has, carries or exposes for sale a sample of the merchandise or services, and whether or not he is collecting advance payments on such sales or orders, or who engages in any of the foregoing activities from a stationary location on any street or other public place. The term "solicitor" shall also include the term "canvasser" or any person who goes from door to door, as described above, for the purpose of soliciting contributions and/or who collects funds from a stationary location on any street or other public place.~~

~~(Code 1977, § 75-1)~~

~~Sec. 8-48. -- Registration certificate required.~~

~~———— It shall be unlawful for any peddler, solicitor, distributor or transient merchant to sell, offer for sale or distribute merchandise, printed material or services within the town without first filing an application for registration and obtaining a registration certification from the town.~~

~~(Code 1977, § 75-2)~~

~~Sec. 8-49. -- Carrying of certificate, display, expiration.~~

~~Upon obtaining a registration certificate as hereinafter provided, a peddler, solicitor, distributor or transient merchant may conduct his activities within the town only as long as he adheres to the regulations set forth herein and carries the registration certificate upon his person at all times during the conduct of his activities. The registration certificate shall identify the person and the type of activity for which he has registered and shall be shown to any police officer or citizen upon request. All certificates shall expire on the date shown thereon, but in no case shall any certificate be issued for a period of time of more than one month.~~

~~(Code 1977, § 75-3)~~

~~Sec. 8-50. -- Application for certificate.~~

- ~~(a) Every applicant for a certificate under this article, other than for the solicitation of contributions, shall file with the police department of the town a sworn written application on a form to be furnished by the town, which shall give or be accompanied by the following information or documents:~~
- ~~(1) Name and description of the applicant.~~
  - ~~(2) Permanent home address and full local address of the applicant.~~
  - ~~(3) A brief statement of the nature of the activity and a description of the merchandise or service to be sold or performed.~~
  - ~~(4) If employed, the name and address of the employer, together with credentials establishing the exact relationship.~~
  - ~~(5) The length of time for which the certificate is desired.~~
  - ~~(6) If a vehicle is to be used, a description of such vehicle and its license number.~~
  - ~~(7) A statement as to whether the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefor.~~
- ~~(b) In the case of solicitation of contributions, one person shall make application for the organization at least 30 days prior to the proposed date the solicitation will begin, which application shall give or be accompanied by the following:~~
- ~~(1) Name and local residence of the applicant.~~
  - ~~(2) Name and official address of the organization represented and the names and addresses of the organization's local officers and managers.~~
  - ~~(3) Purpose of the solicitation.~~
  - ~~(4) Name and address of the person who will be in direct charge of conducting the solicitation.~~
  - ~~(5) A list of the names and addresses of all sponsors, promoters and solicitors connected with the solicitation.~~
  - ~~(6) An outline of the methods to be used in conducting the solicitation.~~
  - ~~(7) The dates when the solicitation is to be made, giving the commencement and termination date.~~
  - ~~(8) A statement as to whether or not any commission, fee, wage or other compensation is to be paid in connection with such solicitation and, if so, the details as to the amount to be expended from the funds collected.~~

~~(Code 1977, § 75-4)~~



~~Sec. 8-51. -- Issuance of certificate.~~

- ~~(a) Upon receipt of the completed application form and payment of the fee herein required, a registration certificate shall be issued by the police department. The certificate shall give such information as shall be deemed necessary to adequately identify the registrant and the activity in which he is involved. The expiration date of the registration certificate shall in all cases be indicated.~~
- ~~(b) In the case of solicitation of contributions, the certificate shall be issued to the organization, which shall supply each of its agents or solicitors with credentials, in a form approved by the police department, giving the name of the solicitor, the name of the sponsoring organization, the purpose for which the solicitation is being made, the signature of the managing officer of the organization, the date during which the solicitation is authorized to be made and the number of the registration certificate issued to the organization by the town.~~
- ~~(c) Except as provided in subsection (b) of this section, where an organization has several agents peddling, soliciting or distributing merchandise or printed material, each agent shall be registered separately. Upon expiration of a certificate, a new certificate will be issued upon compliance with all provisions of this article.~~

~~(Code 1977, § 75-5)~~

~~Sec. 8-52. -- General regulations.~~

~~No person shall:~~

- ~~(1) Peddle, solicit or distribute merchandise except between the hours of 9:00 a.m. and 6:00 p.m., unless specifically having been invited into a house by the occupant or having made an appointment with a person previously.~~
- ~~(2) Attempt to peddle, solicit or distribute merchandise or printed material without first having identified himself as a peddler, solicitor or distributor registered with the town and having displayed his certificate or credentials, in the case of the solicitation of funds.~~
- ~~(3) Have exclusive right to any location in the public streets or operate in any congested area where his operations might impede or inconvenience the public.~~
- ~~(4) Enter or attempt to enter the residence of any person in the town without an express invitation from the occupant of such residence.~~
- ~~(5) Conduct himself in such a manner as to become objectionable to or annoy an occupant of any residence.~~
- ~~(6) Shout, cry out, blow a horn, ring a bell or use any sound-making or amplifying device upon any of the streets, parks or public places of the town or upon private premises where sound of sufficient volume is produced or emitted therefrom to be capable of being plainly heard upon the streets, avenues, parks or other public places of the town or upon private premises, for the purpose of attracting attention to any merchandise or services.~~
- ~~(7) Distribute obscene merchandise or printed material or that which advocates unlawful contact.~~
- ~~(8) Litter the streets, public places or properties within the town with any merchandise or printed material.~~
- ~~(9) Peddle, solicit or distribute prepared food items, unless exempted under § 8-53, without the prior approval of the mayor and council.~~

~~(Code 1977, § 75-6; Ord. No. 2014-4, 7-14-2014)~~

~~Sec. 8-53. -- Exemptions.~~

~~———— The following persons or organizations are exempt from the registration procedure, upon compliance with all other provisions of this article and submission of applicable identification and documents to support the claim to exemption:~~

- ~~(1) — Any person selling fruits and farm products grown by himself, with or without the help of others, or any person delivering bread and bakery products, meat and meat products or milk and milk products at retail.~~
- ~~(2) — Any person engaged in the delivery of goods, wares or merchandise or other articles or things, in the regular course of business, to the premises of persons who had previously ordered the same or were entitled to receive the same by reason of a prior agreement.~~
- ~~(3) — Any school, political or civic organization, benevolent society, service club or organization not for profit whose principal office is located in the town.~~
- ~~(4) — Newspaper subscription solicitors.~~
- ~~(5) — Persons selling personal property at wholesale to dealers in such articles.~~
- ~~(6) — Persons conducting a bona fide auction sale pursuant to law or a sale required by statute or by order of any court.~~

~~(Code 1977, § 75-7)~~

~~State Law reference — Exemption from local fee for persons selling fresh fruits, vegetables or other country produce, Md. Business Regulations Code Ann. § 17-912.~~

~~Sec. 8-54. -- Interstate commerce, interpretation of provisions.~~

~~———— This article shall not be applied so as to occasion any undue burden upon interstate commerce with respect to any business or activity referred to herein. It is the intent of the Mayor and Council that this article be interpreted so as to achieve the primary purpose of protecting the health, safety and welfare of the inhabitants of the town and not as to unduly regulate or control the proper conduct of any business or commercial activity.~~

~~(Code 1977, § 75-8)~~

~~Sec. 8-55. -- Fees.~~

~~———— No registration certificate shall be issued until the proper fees hereinafter set forth have been paid to the town office:~~

- ~~(1) — Twenty-five dollars per year per person, not prorated, accounting from July 1, or a daily charge of \$5.00 per person.~~
- ~~(2) — )Where an application is made for an organization, the fee shall be the same as in subsection (1) of this section, for such organization, together with one-half of such fee added for each person constituting a part of such organization and engaged in such soliciting or peddling within the town.~~

~~(Code 1977, § 75-9)~~

~~Sec. 8-56. - Violations and penalties.~~

~~Any violation of the provisions of this article shall be punishable, upon conviction, as a misdemeanor as provided in section 1-23 for each day said violation continues.~~

~~(Code 1977, § 75-10)~~

SEC. 8-47. - DEFINITIONS.

THE FOLLOWING WORDS AND PHRASES, WHEN USED IN THIS CHAPTER, SHALL, FOR THE PURPOSE OF THIS CHAPTER, HAVE THE MEANINGS RESPECTIVELY ASCRIBED TO THEM IN THIS SECTION, EXCEPT AS MAY HEREINAFTER BE SPECIFICALLY PROVIDED:

PEDDLER

ANY PERSON WHO SHALL ENGAGE IN PEDDLING AS HEREIN DEFINED.

PEDDLING

THE SELLING OR OFFERING FOR SALE OF ANY GOODS, WARES OR MERCHANDISE FOR IMMEDIATE DELIVERY WHICH THE PERSON SELLING OR OFFERING FOR SALE CARRIES WITH HIM OR HER IN TRAVELING, OR HAS IN HIS OR HER POSSESSION OR CONTROL, UPON ANY OF THE STREETS OR SIDEWALKS OR FROM HOUSE TO HOUSE WITHIN THE TOWN; PROVIDED, HOWEVER, THAT THE WORD "PEDDLING" SHALL NOT APPLY TO THE SEEKING OF OR TAKING OF ORDERS:

- A. BY ANY MANUFACTURER OR PRODUCER FOR THE SALE OF BREAD OR BAKERY PRODUCTS, MEAT AND MEAT PRODUCTS OR MILK OR MILK PRODUCTS, PRODUCE, EGGS OR OTHER AGRICULTURAL PRODUCTS;
- B. BY INSURANCE OR REAL ESTATE AGENTS OR BROKERS LICENSED UNDER THE APPLICABLE LAWS OF THE STATE OF MARYLAND; OR
- C. BY PERSONS FOR THE SALE OF NEWSPAPERS REGULARLY PUBLISHED AND/OR DISTRIBUTED IN WORCESTER COUNTY.

PERSON

ANY NATURAL PERSON, ASSOCIATION, PARTNERSHIP, FIRM OR CORPORATION.

SOLICITING

THE SEEKING OR TAKING OF CONTRACTS OR ORDERS FOR ANY GOODS, WARES OR MERCHANDISE FOR FUTURE DELIVERY OR FOR SUBSCRIPTIONS OR CONTRIBUTIONS UPON ANY OF THE STREETS OR SIDEWALKS OR FROM HOUSE TO HOUSE WITHIN THE TOWN; PROVIDED, HOWEVER, THAT THE WORD "SOLICITING" SHALL NOT APPLY TO THE SEEKING OF OR TAKING OF ORDERS:

- A. BY ANY MANUFACTURER OR PRODUCER FOR THE SALE OF BREAD OR BAKERY PRODUCTS, MEAT AND MEAT PRODUCTS OR MILK OR MILK PRODUCTS;
- B. BY INSURANCE OR REAL ESTATE AGENTS OR BROKERS LICENSED UNDER THE APPLICABLE LAWS OF THE STATE OF MARYLAND; OR
- C. BY PERSONS FOR THE SALE OF NEWSPAPERS REGULARLY PUBLISHED AND/OR DISTRIBUTED IN WORCESTER COUNTY

## SOLICITOR

ANY PERSON WHO SHALL ENGAGE IN SOLICITING AS HEREINABOVE DEFINED.

### SEC. 8-48. - LICENSE REQUIRED.

- A. NO PERSON SHALL ENGAGE IN SOLICITING OR PEDDLING IN THE TOWN WITHOUT FIRST REGISTERING WITH THE POLICE DEPARTMENT AND OBTAINING A TOWN LICENSE THEREFOR.
- B. ANY APPLICANT WISHING TO OBTAIN A TOWN LICENSE FOR THE SOLICITING OR PEDDLING OF ANY PRODUCT, ITEM OR SERVICE ALSO REGULATED BY ANOTHER GOVERNMENTAL AGENCY (I.E., THE HEALTH DEPARTMENT) MUST SHOW EVIDENCE OF COMPLIANCE WITH SUCH REGULATIONS AND A CURRENT LICENSE, WHERE APPROPRIATE, PRIOR TO THE ISSUANCE OF A TOWN LICENSE.

### SEC. 8-49. - APPLICATION FOR LICENSE.

- A. EVERY PERSON DESIRING TO ENGAGE IN SOLICITING OR PEDDLING IN THE TOWN SHALL FIRST REQUEST A LICENSE THEREFOR FROM THE POLICE DEPARTMENT, GIVING HIS OR HER NAME, ADDRESS, SEX, AGE, PREVIOUS CRIMINAL RECORD, IF ANY, THE NAME AND ADDRESS OF THE PERSON FOR WHOM HE OR SHE WORKS, IF ANY, THE TYPE OR TYPES OF ARTICLE, DEVICE, SUBSCRIPTION, CONTRIBUTION, SERVICE OR CONTRACT WHICH HE OR SHE DESIRES TO SELL OR FOR WHICH HE OR SHE WISHES TO SOLICIT WITHIN THE TOWN, THE LENGTH OF TIME FOR WHICH HE OR SHE WISHES TO BE REGISTERED, THE TYPE OF VEHICLE HE OR SHE USES, IF ANY, AND ITS REGISTRATION NUMBER.
- B. NOTWITHSTANDING THE PROVISIONS OF SUBSECTION A HEREOF, ANY CIVIC, RELIGIOUS OR CHARITABLE ORGANIZATION SHALL BE PERMITTED, IN LIEU OF THE PROCEDURE HEREINBEFORE SET FORTH, TO REGISTER ITS SOLICITORS AND PEDDLERS ACTING FOR AND ON BEHALF OF SUCH ORGANIZATION OR ASSOCIATION BY THE SUBMISSION OF THE NAMES AND ADDRESSES OF ALL PERSONS ACTING FOR AND ON BEHALF OF SUCH ORGANIZATION, TOGETHER WITH A CERTIFICATION BY AN OFFICER THEREOF THAT ALL OF THE PERSONS WHOSE NAMES APPEAR ON SUCH LIST ARE MEMBERS OF SUCH ORGANIZATION AND/OR ARE ACTING ON ITS BEHALF AND ARE OF GOOD REPUTE AND WITHOUT PRIOR CRIMINAL RECORD OF A CRIME INVOLVING MORAL TURPITUDE.

### SEC. 8-50. - FEES.

NO LICENSE SHALL BE ISSUED UNTIL THE PROPER FEES, AS SHALL BE DETERMINED BY THE COUNCIL BY RESOLUTION, SHALL HAVE BEEN PAID TO THE POLICE DEPARTMENT.

### SEC. 8-51. - LICENSE ISSUANCE; CONDITIONS.

UPON RECEIPT OF THE REQUIRED APPLICATION PROPERLY COMPLETED BY THE APPLICANT, TOGETHER WITH THE NECESSARY FEES, THE POLICE DEPARTMENT SHALL ISSUE A SOLICITOR'S AND PEDDLER'S PERMIT, UNLESS THE APPLICANT SHALL HAVE BEEN CONVICTED OF A CRIME INVOLVING MORAL TURPITUDE OR UNLESS THE ORGANIZATION MAKING APPLICATION SHALL BE UNDER INVESTIGATION BY THE CONSUMER PROTECTION

DIVISION OF THE OFFICE OF THE ATTORNEY GENERAL OF MARYLAND. NO LICENSE ISSUED PURSUANT HERETO SHALL BE TRANSFERABLE FROM ONE PERSON TO ANOTHER.

SEC. 8-52. - DISPLAY OF LICENSE; COMPLIANCE WITH LICENSE.

EVERY SOLICITOR OR PEDDLER SHALL, AT ALL TIMES WHILE ENGAGED IN SOLICITING OR PEDDLING IN THE TOWN, CARRY ON HIS OR HER PERSON THE LICENSE AND, UPON REQUEST, EXHIBIT THE SAME TO ALL POLICE OFFICERS, TOWN OFFICIALS AND CITIZENS. NO SOLICITOR OR PEDDLER SHALL ENGAGE IN SELLING OR OFFERING FOR SALE OR IN SEEKING OR TAKING OF ORDERS OR CONTRACTS FOR ANY GOODS, WARES, MERCHANDISE, ARTICLE, DEVICE, SUBSCRIPTION, CONTRIBUTION, SERVICE OR CONTRACT NOT MENTIONED UPON SUCH LICENSE, NOR SHALL ANY PERSON USE ANY VEHICLE FOR SOLICITING OR PEDDLING OTHER THAN THE VEHICLE REGISTERED UPON HIS OR HER LICENSE.

SEC. 8-53. - TIME AND LOCATION RESTRICTIONS.

- A. NO PERSON SHALL ENGAGE IN SOLICITING OR PEDDLING AT ANY TIME ON SUNDAY OR UPON ANY OTHER DAY OF THE WEEK BEFORE 9:00 A.M. OR AFTER 5:00 P.M., EXCEPT UPON INVITATION FROM OR ON APPOINTMENT WITH THE RESIDENT.
- B. A PERSON WHO SOLICITS OR PEDDLES GOODS ON THE STREETS OF THE TOWN FROM EITHER A VEHICLE OR CONVEYANCE OF ANY DESCRIPTION SHALL KEEP MOVING FROM PLACE TO PLACE AND NOT REMAIN IN ANY ONE PLACE LONGER THAN 20 MINUTES OR RETURN THERETO WITHIN A PERIOD OF FIVE HOURS. A SOLICITOR OR PEDDLER SHALL NOT BE DEEMED TO HAVE COMPLIED WITH THIS PROVISION UNLESS HE OR SHE SHALL HAVE MOVED A DISTANCE OF AT LEAST 100 FEET FROM THE POINT OR PLACE AT WHICH HE OR SHE LAST STOPPED.
- C. NO SOLICITOR OR PEDDLER SHALL STOP OR TAKE UP LOCATION FOR THE PURPOSE OF SELLING AT ANY POINT WHICH IS LESS THAN 250 FEET FROM THE ENTRANCE OF ANY STORE OR PLACE OF BUSINESS WHICH SELLS, AT RETAIL, TRADE GOODS, WARES, MERCHANDISE, FOODSTUFFS OR PRODUCE SIMILAR TO THAT WHICH THE SOLICITOR OR PEDDLER IS OFFERING FOR SALE.

SEC. 8-54. - NOISE.

NO PERSON ENGAGED IN SOLICITING OR PEDDLING SHALL SOLICIT OR CRY HIS OR HER GOODS, WARES, MERCHANDISE, OFFERS, CONTRACTS OR SERVICES UPON ANY OF THE STREETS OR SIDEWALKS OF THE TOWN, NOR SHALL HE OR SHE USE ANY LOUDSPEAKER OR HORN OR ANY OTHER DEVICE FOR ANNOUNCING HIS OR HER PRESENCE TO THE MEMBERS OF THE PUBLIC.

SEC. 8-55. - NUISANCES.

ENTERING A PRIVATE RESIDENCE OR PLACE OF BUSINESS IN THE TOWN BY A SOLICITOR OR PEDDLER UNDER FALSE PRETENSES FOR THE PURPOSE OF SELLING OR OFFERING FOR SALE OR FOR SOLICITING ORDERS FOR GOODS, WARES, MERCHANDISE, CONTRACTS OR PERSONAL SERVICES; OR REMAINING IN A PRIVATE RESIDENCE OR THE PREMISES THEREOF OR ANY PLACE OF BUSINESS OR ON THE PREMISES THEREOF AFTER

THE OWNER OR OCCUPANT THEREOF SHALL HAVE REQUESTED ANY SOLICITOR OR PEDDLER TO LEAVE; OR GOING IN AND UPON THE PREMISES OF THE PRIVATE RESIDENCE OR PLACE OF BUSINESS BY A SOLICITOR OR PEDDLER FOR ANY SUCH PURPOSE WHEN THE OWNER OR OCCUPANT THEREOF HAS DISPLAYED A "NO SOLICITING" SIGN ON SUCH PREMISES IS PROHIBITED AND IS FURTHER DECLARED TO BE A NUISANCE.

SEC. 8-56. - FORM AND CONTENTS OF LICENSE.

EACH LICENSE SHALL BE ISSUED IN CARD FORM, SHALL BE CARRIED BY THE PERSON FOR WHOSE BENEFIT IT IS ISSUED AND SHALL CONTAIN THE FOLLOWING: NUMBER OF PERMIT, FEE PAID, DATE OF ISSUE, EXPIRATION DATE, NAME, AGE, HEIGHT, WEIGHT, NAME OF EMPLOYER, ADDRESS AND SIGNATURE OF HOLDER. THE REVERSE SIDE OF SUCH LICENSE SHALL CONTAIN ANY REGULATIONS THEN IN EFFECT AND CONTROLLING THE HOLDER AS WELL AS ANY CONDITIONS AND/OR LIMITATIONS TO WHICH SUCH PERMIT IS SUBJECT.

SEC. 8-57. - NUMBERING OF LICENSES.

LICENSES SHALL BE ISSUED IN NUMERICAL ORDER; PROVIDED, HOWEVER, THAT SEPARATE RECORDS IN A SEPARATE NUMERICAL ORDER SHALL BE RETAINED AND MAINTAINED FOR SUCH LICENSES AS ARE ISSUED WITHOUT PAYMENT OF A LICENSE FEE.

SEC. 8-58. - VIOLATIONS AND PENALTIES.

ANY VIOLATION OF THE PROVISIONS OF THIS ARTICLE SHALL BE PUNISHABLE, UPON CONVICTION, AS A MISDEMEANOR AS PROVIDED IN SECTION 1-23 FOR EACH DAY SAID VIOLATION CONTINUES.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, 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 \_\_\_\_\_, 2025, 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 \_\_\_\_\_, 2025 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the \_\_\_\_ day of \_\_\_\_\_, 2025.



\_\_\_\_\_  
Zackery Tyndall, Mayor and  
President of Council

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



The Berlin Fire Company and Berlin Fire Company Emergency Medical Services Bi-annual Presentations will be posted when available.



		<b>TRANSACTION CONFIRMATION FOR IMMEDIATE DELIVERY</b>	Date: <u>6/20/2025</u> TC#: <u>598061</u>																														
This Transaction Confirmation is subject to the base agreement between Seller and Buyer dated : <u>6/20/2025</u> . The terms of this Transaction Confirmation are binding unless disputed in writing within 2 Business Days of receipt unless otherwise specified in the base agreement.																																	
<b>SELLER</b> United Energy Trading, LLC 225 Union Blvd, Suite 200 Lakewood, CO 80228  Attn: Jen Williams Phone: (303) 991-3905 Email: <a href="mailto:Natgasconfirms@uetllc.com">Natgasconfirms@uetllc.com</a>		<b>BUYER</b> Town of Berlin 10 William St Berlin MD 21811  Attn: Mary Bohlen Phone: 410-641-2770 Email: <a href="mailto:mbohlen@berlinmd.gov">mbohlen@berlinmd.gov</a>																															
<b>Delivery Period:</b> Begin <u>7/1/2025</u> End <u>6/30/2026</u>																																	
<b>Contract Price:</b> \$5.51 DTH, plus charges pursuant to item 3 on the Base Contract. Broker Fees are included if applicable																																	
<b>Performance Obligation and Contract Quantity:</b> Firm																																	
<b>Estimated Monthly Contract Volumes:</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Citygate Dth</th> <th colspan="2" style="text-align: left;">Citygate Dth</th> <th colspan="2" style="text-align: left;">Citygate Dth</th> </tr> </thead> <tbody> <tr> <td>July</td><td>651</td> <td>November</td><td>0</td> <td>March</td><td>0</td> </tr> <tr> <td>August</td><td>496</td> <td>December</td><td>62</td> <td>April</td><td>0</td> </tr> <tr> <td>September</td><td>90</td> <td>January</td><td>93</td> <td>May</td><td>0</td> </tr> <tr> <td>October</td><td>0</td> <td>February</td><td>28</td> <td>June</td><td>300</td> </tr> </tbody> </table>				Citygate Dth		Citygate Dth		Citygate Dth		July	651	November	0	March	0	August	496	December	62	April	0	September	90	January	93	May	0	October	0	February	28	June	300
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August	496	December	62	April	0																												
September	90	January	93	May	0																												
October	0	February	28	June	300																												
<b>Delivery Point(s):</b> Delivered to DNG City Gate																																	
<b>Special Provisions:</b> Firm service, full-requirements delivery based on Buyer's usage requirements.																																	
<b>LDC/Swing Tolerance:</b> DCQ N/A																																	
<b>Meter Numbers:</b> See Exhibit A																																	
<b>Annual Estimated Volume:</b> 1,720 Citygate Dth																																	
<b>Tariff Changes and Other Transporter Issues:</b> If there are any changes to the tariffs of any natural gas pipelines or local distribution companies that materially affect any gas transactions or associated costs and fees under this Contract, the parties shall amend, in good faith, this Transaction Confirmation, as applicable, to equitably preserve the balance of costs, risks, and benefits agreed to by the parties prior to such tariff changes.																																	
<b>Other Terms:</b> To the extent any Transaction entered into subject to this Confirmation contains an embedded option, then the parties hereto intend that the Transaction fall within either (i) the Forward Contract Exclusion based on facts and circumstances and by satisfying the following seven (7) factors: (1) the embedded option does not undermine the overall nature of the Transaction as a whole; (2) the predominant feature of the Transaction is actual delivery; (3) the embedded option cannot be severed and marketed separately; (4) seller intends at the time it enters into the Transaction, to deliver the underlying nonfinancial commodity if the option is exercised; (5) buyer intends at the time it enters into the Transaction, to take delivery of the underlying nonfinancial commodity if it exercises the embedded option; (6) both parties are Commercial Parties (as defined below); and (7) the exercise or non-exercise of the embedded option is based primarily on physical factors or regulatory requirements that reasonably influence the demand for, or the supply of, the non financial commodity, or (ii) the Trade Option Exemption if it is (A) the offeree/buyer of such option, it is a producer, processor, commercial user of, or a merchant handling the commodity, or the products or byproducts thereof, that is/are the subject of the transaction (a "Commercial Party") and it is entering into the Transaction solely for purposes related to its business as such, and/or (B) the offeror/seller of such option, it is either a Commercial Party and it is entering into the transaction solely for purposes related to its business as such or it is an "eligible contract participant" as defined in Section 1a(18) of the Commodity Exchange Act.																																	
<b>OFO/OMO:</b> In the event of Operational Orders issued by Transporter or LDC, Buyer shall be responsible for maintaining gas consumption levels at the referenced facility(ies) within the order tolerance levels. If the Buyer fails to maintain gas consumption levels at the referenced facility(ies) within the order tolerance levels during the Operational Orders, Seller shall charge Buyer for such volumes at the daily market price associated with the highest locational pricing on that day available to the Seller. Operational Order resolution shall be consistent with the applicable LDC and/or Transporter tariff.																																	
<b>Material Deviation:</b> The Contract Price is based on Buyer's Contract Quantity for the accounts shown. Seller and Buyer agree that actual usage may vary somewhat in the future. However, to the extent actual usage is more than twenty-five percent (25%) higher than the Contract Quantity or more than twenty-five percent (25%) below the Contract Quantity without prior notification from Buyer and such differences cannot be explained by ambient air temperatures proportionately higher or lower than the historical average, then Seller may charge Buyer current market prices at the Delivery Point for Buyer's increased usage or assess liquidated charges to Buyer calculated using current market prices at the Delivery Point for gas Buyer failed to consume.																																	

Seller: United Energy Trading, LLC  
 By:   
 Print Name: Amy Snyder  
 Title: Director of Origination  
 Date: 6/23/2025


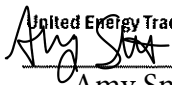
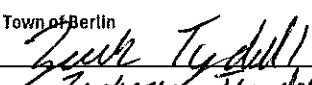
Buyer: Town of Berlin  
 By:   
 Print Name: Zachary Tyndall  
 Title: Mayor  
 Date: June 23, 2025

Exhibit A

Addendum to Transaction Confirmation  
between United Energy Trading, LLC and  
Town of Berlin  
6/20/2025

LDC Acct #	Service Address	City	ST	Zip	Comments/Notes
06-605972-74395-1	309 Williams St	Berlin	MD	21811	Generator

Seller: United Energy Trading, LLC  
By:   
Print Name: Amy Snyder  
Title: Director of Originaiton  
Date: 6/23/2025

Buyer: Town of Berlin  
By:   
Print Name: Zachary Tydall  
Title: Mayor  
Date: June 23, 2025



## Natural Gas Base Contract

Date: June 20, 2025

**Seller:**

United Energy Trading, LLC  
225 Union Blvd., Suite 200  
Lakewood, CO 80228

Contact Amy Snyder  
Telephone 302-382-3726  
E-mail asnyder@uetllc.com  
Legal Notices: generalcounsel@uetllc.com

**Buyer:**

Town of Berlin  
10 William St  
Berlin, MD 21811

Contact Mary Bohlen  
Telephone 410-641-2770  
E-mail mbohlen@berlinmd.gov

**1. Facility(ies) Covered by This Base Contract:**

All facilities identified in any current or future  
Transaction Confirmation

**Utility Account Service # (s):**

See Transaction Confirmation/Exhibit A

**2. Contract Quantity:** The quantity of natural gas purchased by Buyer and delivered by Seller under this Base Contract shall equal Buyer's monthly natural gas consumption quantity for the facility(ies) listed above (the "Facilities"), as measured by the applicable natural gas local distribution company during its normal monthly meter-reading process, plus an offset for imbalance between nominated and scheduled quantities. Buyer shall purchase its full natural gas requirements for the Facilities from Seller during the Delivery Period of this Base Contract.

**3. Contract Price:** The Contract Price for all quantities of natural gas delivered under the Initial Period (as defined in Section 5) of this Base Contract shall be equal to the price detailed in the Transaction Confirmation plus any incremental charges or surcharges imposed by any applicable natural gas pipeline and/or local distribution company, subject to adjustment after the Initial Period in accordance with the General Terms and Conditions.

**4. Delivery Point(s):** Delivered to DNG City Gate

**5. Delivery Period:**

Initial Period Begin: 7/1/2025 Initial Period End: 6/30/2026

The purchase and delivery obligations under this Base Contract shall commence on the Initial Period Begin date and remain in effect until the Initial Period End date (the "Initial Period"), after which Seller can automatically renew for successive one (1) Month periods (each a "Renewal Period") at a price tied to the Platts Inside FERC 1st of the month index closest to the Delivery Point plus applicable adders, unless either party terminates this Base Contract, effective as of the end date of the then-applicable Initial Period or Renewal Period, by providing notice to the other party at least fifteen (15) days prior to the end of the Initial Period or Renewal Period. Notwithstanding anything to the contrary in the foregoing, Buyer may terminate this Base Contract prior to such end date if Buyer pays Seller a termination fee equal to the cost of unwinding previously purchased gas in accordance with the current Transaction Confirmation

**6. Nomination and Imbalance:** Buyer and Seller shall coordinate their activities in nominating any volumes of natural gas for delivery, giving sufficient time to meet the deadlines of the affected natural gas pipelines and/or local distribution companies, and shall use commercially reasonable efforts to avoid any imposition of imbalance charges by such natural gas pipelines and/or local distribution companies.

**7. Operational Flow Orders:** In the event of Operational Orders issued by Transporter or LDC, Buyer shall be responsible for maintaining gas consumption levels at the referenced facility within the order tolerance levels. Operational Order resolution shall be consistent with the applicable LDC and/or Transporter tariff.

**8. Terms and Conditions:** The General Terms and Conditions for Retail Sales of Natural Gas attached to this Base Contract (the "General Terms and Conditions") are incorporated herein by reference and made a part hereof.

Seller: United Energy Trading, LLC  
By: Amy Snyder  
Print Name: Amy Snyder  
Title: Director of Operations

Buyer: Town of Berlin  
By: Jack Tyndall  
Print Name: Jack Tyndall  
Title: Mayor

Date: 6/23/2025

Date: 06/23/2025

## GENERAL TERMS AND CONDITIONS FOR RETAIL SALES OF NATURAL GAS

These General Terms and Conditions for Retail Sales of Natural Gas (these "General Terms and Conditions") and the Natural Gas Base Contract to which they are attached, as such Natural Gas Base Contract may be amended from time to time by one or more Fixed Price Natural Gas Transaction Confirmations (the "Base Contract"), shall be construed together as a single integrated agreement (the "Contract") between United Energy Trading, LLC ("Seller" or "UET") and Customer ("Buyer").

1. **Performance:** Seller agrees to sell and deliver, and Buyer agrees to receive and purchase, the quantity of natural gas ("Gas") agreed to in the Base Contract (the "Contract Quantity") in accordance with the terms of this Contract.
2. **Transportation:** Seller shall arrange and pay for transportation needed to deliver Gas to the applicable delivery point agreed to by the parties in the Base Contract (the "Delivery Point") during the relevant period (including any applicable renewal period) during which deliveries are to be made as agreed by the parties in the Base Contract (the "Delivery Period").
3. **Tariff Changes and Other Transporter Issues:** If there are any changes to the tariffs of any natural gas pipelines or local distribution companies that materially affect any Gas transactions under this Contract, the parties shall amend these General Terms and Conditions and/or the terms and conditions of the Base Contract, as applicable, to equitably preserve the balance of costs, risks, and benefits agreed to by the parties prior to such tariff changes. Seller shall not be liable for any damages associated with any failure or delay in providing services or other performance under this Contract to the extent that such failure or delay is due to failure or delay in Buyer being enrolled in Seller's shipper pool with respect to the applicable natural gas pipelines or local distribution companies.
4. **Pricing:** The amount to be paid by Buyer to Seller with respect to any Gas transaction under the Base Contract shall be equal to the product of (i) the quantity of Gas delivered by Seller in connection with such transaction, multiplied by (ii) the contract price agreed to by the parties with respect to such transaction under the Base Contract (the "Contract Price"). Seller may adjust the Contract Price after the Initial Period to a price tied to the Platts Inside FERC 1st of the month index closest to the Delivery Point plus applicable adders.
5. **Taxes:** Seller shall pay or cause to be paid all taxes, fees, levies, penalties, licenses or charges imposed by any government authority ("Taxes") on or with respect to the Gas prior to the Delivery Point. Buyer shall pay or cause to be paid all Taxes imposed on or with respect to the Gas at and after the Delivery Point. If a party is required to remit or pay Taxes that are the other party's responsibility hereunder, the party responsible for such Taxes shall promptly reimburse the other party for such Taxes. If Buyer is entitled to an exemption from any such Taxes or charges, Buyer shall furnish Seller with any necessary documentation of such exemption.
6. **Billing and Payment:** Seller shall invoice Buyer for Gas delivered and received during the preceding month. If the actual quantity delivered is not known by the billing date, Seller shall invoice Buyer based upon Seller's estimated volume. The invoiced quantity will then be adjusted to the actual quantity on the following month's billing or as soon as practicable thereafter as actual delivery information is available. Additionally, Buyer shall be responsible for any and all charges and amounts resulting from rebills from the applicable utility/local distribution company. Rebills shall be passed through by Seller on the invoice month following receipt of the rebill from the applicable utility/local distribution company by Seller, or as soon as practicable thereafter. Buyer will remit in full to Seller the invoice amount, in immediately available funds, within twenty (20) calendar days after Seller's issuance of the invoice. If Buyer, in good faith, disputes the amount of any such invoice or any part thereof, Buyer will pay such amount as it concedes to be correct; provided, however, if Buyer disputes the amount due, it shall only be permitted to withhold any disputed amount if it provides supporting documentation acceptable in industry practice to support its determination regarding such disputed amount. Buyer and Seller shall promptly resolve any billing dispute. If Buyer fails to pay the invoice amount when due, Seller may collect from Buyer, in accordance with applicable law, a late charge equal to the lower of (i) (a) one and one-half percent (1 1/2%) of the outstanding balance per month or (b) Five Dollars (\$5.00) per month, whichever is greater; or (ii) the maximum applicable lawful interest rate, and Seller may pursue any other remedy available to Seller under the terms of the Contract. All invoices shall be conclusively presumed final and accurate unless either party questions the accuracy of such invoices in writing, with adequate explanation and/or documentation, within two (2) years after the month in which the relevant invoice is received by Buyer; provided that if a determination of any Gas volumes transacted by Seller and Buyer is affected by any changes made to a third party's determination of any respective Gas volumes received or delivered by Seller, including any changes by applicable natural gas pipelines or local distribution companies due to meter corrections, rebills, or other reasons, then Seller shall pass through such changes, including any resulting additional Gas costs or imbalance charges, to Buyer within thirty (30) days of Seller's settlement of such changes with such third party. For the avoidance of doubt, such third party adjustments shall not be subject to the above two (2) year limitation noted in this Section 6.
7. **Remedy:** If Seller fails to perform any obligation to deliver Gas to Buyer hereunder and such nonperformance is not otherwise excused under this Contract, Seller shall pay Buyer an amount equal to (i) the positive difference, if any, between the purchase price paid by Buyer in order to acquire replacement Gas and the Contract Price for such Gas, adjusted for commercially reasonable differences in transportation costs to or from the applicable Delivery Point, multiplied by (ii) the difference between the Contract Quantity for the day(s) of such breach and the quantity actually delivered by Seller for such day(s). If Buyer has used commercially reasonable efforts to replace the Gas and no such replacement is available, then Seller shall pay Buyer an amount equal to (i) the positive difference, if any, between the fall-back index price set forth on the Base Contract or otherwise agreed to by the parties or, if not so agreed to, for the delivery point on the applicable pipeline that is closest to the applicable Delivery Point and for which an index price is published by Platts (the "Fall-Back Index Price") for such Gas and the Contract Price, adjusted for commercially reasonable differences in transportation costs to or from the applicable Delivery Point, multiplied by (ii) the difference between the Contract Quantity for the day(s) of such breach and the quantity actually delivered by Seller for such day(s). If Buyer fails to perform any obligation to receive Gas from Seller hereunder and such nonperformance is not otherwise excused under this Contract, Buyer shall pay Seller an amount equal to (i) the positive difference, if any, between the Contract Price for such Gas and the sales price received by Seller in selling such Gas to a third party, adjusted for commercially reasonable differences in transportation costs to or from the applicable Delivery Point, multiplied by (ii) the difference between the Contract Quantity for the day(s) of such breach and the quantity actually received by Buyer for such day(s). The remedy provided for in this Section 7 shall be the sole and exclusive remedy available to the parties with respect to the volume of Gas delivered or received by the parties under the Contract, except as otherwise provided in Section 10 upon the occurrence of an Event of Default.
8. **Force Majeure:** Except with regard to a party's obligation to make payment(s) due hereunder, neither party shall be liable to the other for failure to perform any obligation hereunder to the extent such failure was caused by Force Majeure. "Force Majeure" means any cause not reasonably within the control of the party claiming suspension of its obligations due to Force Majeure, including but not limited to the following: (i) physical events such as acts of God, landslides, lightning, earthquakes, fires, storms or storm warnings, such as hurricanes, which result in evacuation of the affected area, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery or equipment or lines of pipe; (ii) weather related events affecting an entire geographic region, such as low temperatures which cause freezing or failure of wells or lines.



of pipe; (iii) acts of others such as strikes, lockouts or other industrial disturbances, riots, sabotage, terrorism, insurrections or wars; (iv) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, regulation, or policy having the effect of law promulgated by a governmental authority having jurisdiction; (v) interruptions of any upstream transportation scheduled as Firm; and (vi) any cause recognized as "Force Majeure," "Uncontrollable Force," or similar cause under an applicable natural gas pipeline or local distribution company tariff. "Firm" shall mean transportation of Gas that is allowed to be interrupted by the applicable natural gas pipeline or local distribution company tariff without liability only to the extent that such interruption is due to Force Majeure or similar cause under such transporter's tariff.

**9. Credit Terms:** If Buyer does not meet Seller's credit standards at any time, Seller shall be entitled to request that Buyer provide or establish credit support for Buyer's obligations under the Contract, including, but not limited to, an irrevocable standby letter of credit, a prepayment, a guaranty, or other good and sufficient security of a continuing nature, all in the form, amount, and for a term as determined by and acceptable to Seller.

**10. Events of Default:** In addition to any and all other remedies available to Seller under this Contract and any other damages allowed by law, Seller shall have the right, at its sole election and upon written notice, to immediately (A) withhold and/or suspend deliveries, or (B) terminate and/or liquidate this Contract, upon the occurrence of any of the following events (each an "Event of Default"): (i) Buyer fails to pay any amount due to Seller under the Contract on or before the second business day following Seller's delivery of written notice to Buyer that such payment is past due; (ii) Buyer makes an assignment or any general arrangement for the benefit of creditors, files a petition or otherwise commences, authorizes, or acquiesces in the commencement of a proceeding or case under any bankruptcy or similar law for the protection of creditors or has such petition filed or proceeding commenced against it, or otherwise becomes bankrupt or insolvent (however evidenced), becomes unable to pay its debts as they fall due, or has a receiver, provisional liquidator, conservator, custodian, trustee or other similar official appointed with respect to it or substantially all of its assets; (iii) Buyer fails to provide the required credit support within two (2) business days as requested by Seller in accordance with Section 9; or (iv) Buyer otherwise fails to comply with the terms of this Contract. If Seller elects to liquidate this Contract, Seller shall make a good faith determination of all amounts owing from Buyer under this Contract for the remainder of the Delivery Period, whether or not then due, in a manner that accounts for the Contract Quantity not received by Buyer, the Contract Price for such Contract Quantity not received by Buyer and the market price at which Seller could sell to a third party the Contract Quantity that is not received by Buyer, due to the termination of the Contract. Promptly following such determination, Seller shall provide an invoice for such amounts to Buyer and Buyer shall pay to Seller the amounts owed pursuant to this Section 10 within ten (10) days of the issuance of Seller's invoice.

**11. Risk of Loss; Warranty; Indemnity:** Title to any Gas delivered hereunder shall pass from Seller to Buyer at the Delivery Point. Seller shall have responsibility for and assume any liability with respect to the Gas prior to its delivery to Buyer at the Delivery Point. Buyer shall have responsibility for and any liability with respect to said Gas at and after its delivery to Buyer at the Delivery Point. Seller agrees to indemnify Buyer and save it harmless from all losses, liabilities or claims including reasonable attorneys' fees and costs of court ("Claims"), from any and all persons, arising from or out of claims of title, personal injury including any wrongful death action, or property damage from said Gas or other charges thereon which attach before title passes to Buyer. Buyer agrees to indemnify Seller and save it harmless from all Claims, from any and all persons, arising from or out of claims regarding payment, personal injury including any wrongful death action, or property damage from said Gas or other charges thereon which attach after title passes to Buyer. Seller warrants that it will have the right to convey and will transfer good and marketable title to all Gas delivered to Buyer, free and clear of all liens, encumbrances, and claims. **EXCEPT AS PROVIDED IN THIS SECTION 11, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE OR ARISING FROM COURSE OF DEALING OR USAGE OF TRADE, ARE HEREBY EXPRESSLY DISCLAIMED.**

**12. Damages:** DAMAGES UNDER THIS CONTRACT SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES. IN NO EVENT SHALL EITHER BUYER OR SELLER BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR INDIRECT DAMAGES.

**13. Assignment; Amendment:** Buyer must inform Seller of any account changes (i.e. sale of a property to a new owner, closing of property, etc.) as soon as reasonably possible and may not assign this Contract in whole or in part without Seller's prior written consent. Unless and until this Contract has been novated (in whole or in part) to a new owner, Buyer shall remain responsible for any and all fees and charges under this contract (including monthly invoices for all improperly transferred accounts), and including, for the avoidance of doubt, any early termination fees resulting under this Contract. This Contract will be binding on the parties' respective successors and assigns. No amendment of this Contract or its terms will be valid unless agreed to in writing by both parties.

**14. Quality and Measurement:** All Gas delivered by Seller shall meet the pressure, quality, and heat content requirements of the Receiving Transporter (as defined below). The unit of quantity measurement for purposes of this Contract shall be one MMBtu dry. Measurement of Gas quantities hereunder shall be in accordance with the established procedures of the Receiving Transporter. "Receiving Transporter" shall mean any gas gathering or pipeline company, or local distribution company, acting in the capacity of a transporter and receiving Gas at a Delivery Point, or any gas gathering or pipeline company, or local distribution company delivering Gas at a Delivery Point, as applicable.

**15. Priority:** In the event of a conflict among the terms of (i) a Fixed Price Natural Gas Transaction Confirmation executed by the parties, (ii) the Base Contract, and (iii) these General Terms and Conditions, the terms of the documents or agreements shall govern in the priority listed in this sentence.

**16. Choice of Law; Resolution of Disputes; Arbitration; WAIVER OF JURY TRIAL:** The interpretation and performance of this Contract shall be governed by the laws of the State of Delaware, excluding, however, any conflict of laws rule that would apply the law of another jurisdiction. Any dispute arising out of this Contract not resolved voluntarily by the parties shall be submitted for binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. **TO THE EXTENT A CLAIM IS HELD TO BE NOT ARBITRABLE, EACH PARTY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT TO TRIAL BY JURY WITH RESPECT TO SUCH CLAIM.**

**17. Severability:** If any provision in this Contract is determined to be invalid, void or unenforceable by any arbitrator or court having jurisdiction, that provision shall be severed from the remainder of this Contract and replaced automatically by a provision containing terms as nearly like the invalid, void or unenforceable provision as possible, and the Contract, as so modified, shall remain in full force and effect; provided that, if the application of any provision of this Contract is determined to be invalid, void or unenforceable only with respect to a certain person or circumstance, then that provision shall remain valid, lawful, and enforceable as applied to any other persons or circumstances.

**18. Forward Contract:** The parties agree that this Contract and any transactions performed under this Contract constitute a "forward contract" within the meaning of the United States Bankruptcy Code and that Seller is a "forward contract merchant" within the meaning of the United States Bankruptcy Code.

**19. Third Party Beneficiary:** There are third party beneficiaries to this contract when applicable through a broker agreement.

**20. Waiver:** No waiver of any provision, breach or remedy under this Contract shall be binding unless in writing and signed by the party bound to such waiver. No waiver of any provision, breach or remedy under this Contract shall be deemed to be or otherwise constitute a waiver of any other provision, breach or remedy under this Contract (whether or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.

**21. Construction:** Should any provision of this Contract require interpretation by an arbitrator or court, it is agreed that such arbitrator or court interpreting or construing this Contract shall not construe any provision against one party more strictly by reason of any rule of interpretation that relates to the source of preparation of a document, it being agreed that the agents of both parties have participated in the preparation of this Contract and that legal counsel was consulted by each party prior to its execution.

**22. Entire Agreement:** This Contract sets forth all understanding between the parties respecting each transaction subject hereto, and any prior contracts, understandings, and representations, whether oral or written, relating to such transactions are merged into and superseded by this Contract.

**23. Relationship of Parties:** The relationship of the Parties under this agreement shall be that of independent contractors. Nothing in this Agreement shall constitute either a partnership or joint venture between the Parties, nor shall it constitute any Party to be the agent, employee, or representative of the other Party for any purpose. This provision will continue to be effective after the termination of this Agreement.



# Town of Berlin Street Sign Auction

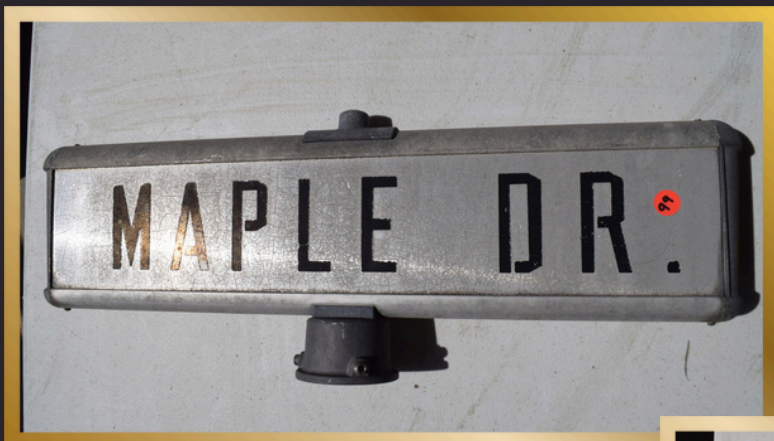
*Goes Live July 1st!*

The Town of Berlin has completed a comprehensive audit of our street signs, ensuring they are fully compliant with current SHA regulations. As part of this update, the old street signs are now available for purchase through our auction website.

All proceeds from the sale will support the Berlin Community Center. Options to pay for shipping or pick up your signs for free at Town Hall will be available.



**Bid Now!**



For more information or to learn more, contact the Mayor's Office at [mayorzack@berlinmd.gov](mailto:mayorzack@berlinmd.gov) or 410-641-3858

Auction Website:  
<https://tobm.cbo.io>



**July 14, 2025  
Weekly Report**

**Departments This Week:**

**Town Administrator**

**SAVE THE DATE:**

- Monday, July 14: 5:30 PM Closed Session; 6:00 PM Regular Meeting
- Wednesday, July 16, 5:30 PM: Planning Commission rescheduled from July 9
- Thursday, July 17, 6 PM: Berlin hosts LESMA Dinner.
- Monday, July 28: Closed TBD; 6:00 PM Regular Meeting
- Wednesday, August 6: 5:30 PM-HDC; 6:00 PM-Bd of Appeals (TBD)
- Monday, August 11, 5:00 PM: SDP Flag Ribbon Cutting
- Monday, August 11: Closed TBD; 6:00 PM Regular M&C Meeting
- Wednesday, August 13, 5:30 PM: Planning Comm.
- Monday, August 25: Closed TBD; 6:00 PM Regular M&C Meeting
- Monday, September 1: Most Town offices closed for the Labor Day holiday.
- Stephen Decatur Park Comfort Station Bid Opening scheduled for Tuesday, July 15, 2025. Anticipate recommendation for award at the July 28 M&C Meeting
- Comprehensive Plan RFP was issued on July 1st. Bid opening scheduled for Friday, September 5, 2025. Overall, this project is expected to take ~18 months.
- Impact Development and General Fees Review and Update RFP should be released mid-July.
- Multipurpose Building Demolition RFP in development; should be ready in the coming weeks.
- Continuing to work on RFPs for a number of other projects, including Digitizing of Records, Engineering services, and Stormwater. It is my intent to form review committees similar to the Comp Plan Committee for each of these projects. Committee makeup will vary for each; likely that the Digitizing Records committee will consist of staff only, but the others will be extended to two Councilmembers.

**Economic and Community Development**

- Working for the past several months with the Restaurant Association of Maryland, Maryland Department of Agriculture, and Maryland's Best to have The Berlin Farmers Market as the site for the Maryland Farmers Market Chefs Challenge. This will be an on-site cooking competition with the winner, getting a golden ticket to the World Chef championships. Received the confirmation we were chosen and the event will take place on Sunday, August 10 during the market.
- Working on our Maryland State Arts Council annual report.
- We have received word that the Berlin Chamber of Commerce will be moving into their new permanent location in the rear of the Dispatch building (next to Salon Moderno).
- Runaway Bride Berlin will be opening this month on Main Street next to Reverie Wine Bar in the former location of The Dusty Lamb.
- This Saturday, 12-5pm, is the celebration for the anniversary of Taylor Bank with an event by the Berlin Chamber of Commerce. Main, Pitts & Commerce Streets will be closed.
- Downtown Berlin has been voted Best Residential Community in Worcester County by the readers of Coastal Style Magazine!

**Electric**

- North Main Street-Installed primary service & transformer
- Disconnects, Non-Payment
- West Street-Home Energy Audit
- Various Locations-Tree Trimming & Street Light Repairs
- Circuit 210-Pole Top Maintenance
- Frederick, MD-New Bucket Truck Inspection
- Power Plant-Peak Shaving-Several Days



- Jefferson Street-Disconnect for Customer Panel Repairs
- Frederick, MD-Pickup Digger Derrick Rental Truck.

#### **Finance Director**

Continues to work on:

- FY 2025 Audit preparation and planning
- FY 2025 end year performance. Review actual vs budgeted, purchase orders and encumbrances
- FY 2025 capital projects for fixed assets recording inventory records
- Grants, water loans, public works bond, electric AMI meters bond
- Opioid settlements, outstanding plan and questions
- Bank accounts review, collateral coverage, interest rates
- CDA Bond paperwork, closing paperwork, first expenditures and draws
- Delinquent accounts review
- Public Service Commissioner's reports and submissions, PCA calculations - Michelle
- ARPA Grant closing reports and reconciliations
- DBF invoices review and processing
- EA invoices review and processing
- RE tax paperwork, exempt accounts, appeals and reductions in assessments
- Credit card payments and processing
- 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 the Town's card payments - Shirley
- Department meetings scheduled, projects, and planning.
- New department position job duties and responsibilities, planning, and draft for job description
- Customer service and accountant position interviews
- Closing of FY 2025 steps and procedures
- Implementation of new Tyler modules for code enforcement, assets, and project accounting

#### **Human Resources Director**

- Completing the onboarding process for two returning seasonal employees for 2025. We have a total of seven summer seasonal employees. One in electric, three in water, and three in public works.
- Completed the onboarding process for a new Senior Police Officer, Shawn Engelbrecht.
- Completed an exit interview with Officer West.
- Closing out several end-of-year processes and reports.
- Updating pay rates, retirement contributions, health insurance, ancillary benefits, and employees' time in ADP. And sorting out things with employees that are not matching up as far as benefits.
- Updating all pay rates and retirement rates with the Maryland State Retirement System.
- Updated the FY 2026 Step and Grade figures to include the 2% COLA and sent them to all staff. Then, sent all personnel rates to the department heads to review with staff ahead of receiving their first pay statement.
- Updating all of my spreadsheets for bills for FY 2026 to reflect the current contributions.
- Creating blanket purchase orders for FY 2026.
- Working with Jamey, LGIT, contractors, and the insurance adjuster on the Franklin Ave. insurance claim.
- Filed one workers' compensation claim (thankfully, report only).
- Processed payroll and all related reports on 06/13/25 and 06/30/25.
- Attended the final Eastern Shore Leadership Institute's Leadership in Action classes at Wor Wic on 06/12/25.
- Attended the Maryland Municipal League Conference from June 23-25.
- Conducted interviews for Customer Service Representative and an Accountant between July 7th and 9th. We will be contacting the applicants next week when we have decided.

- With another retirement on the horizon, I am working on an updated job description and online advertisement.
- Save the dates:
- Shorebirds: 07/19/25. Only a few tickets remain – contact Laura if you are interested.
- Employee Summer Gathering: 08/07/25. More information to come.
- Jolly Rogers: 08/23/25. Contact me if you wish to attend.
- Employee Narcan training: 09/16/25. More information to come.
- This time of year, there are a lot of changes occurring, so I do ask for patience during this time. I also ask that every employee review their first paycheck of FY 2026 closely and notify me immediately if anything does not appear to be correct.

#### **Planning Department**

- Historic District Commission meeting 7/2/25- 6 cases
- Planning Commission meeting 6/11/25- 2 cases
- Attended Municipal Tuesday at MML Conference
- 2 Day supervisor training in Cambridge, MD

#### *Permits Received:*

- Fence- 4
- Alterations- 7
- Renovations- 1
- Roof/siding- 3
- Sign- 1
- Generator- 1
- Excavation- 1
- Solar- 2
- NR interior fit out- 1
- Encapsulation- 1
- Deck repair- 1

#### *Permits released:*

- Alterations- 3
- Repair- 6
- Sign- 3
- Fence- 1
- C.O.- 2

#### *Code Violations:*

- Grass- 10
- Rubbish/Junk- 5
- Plant growth- 2
- Ditch/trench- 4
- Vehicles- 7
- Parking in front yard- 1
- Exterior- 10
- Interior- 8
- Sign- 1
- Work without permit- 2

#### *GIS report:*

- Working on Historic District and Zoning map data for public use
- Updated parcel data
- Collected new valve locations for Franklin Water Tower
- Reviewing data from DBF collected during Water Smart Meter Replacement Project
- Researching easements

- Organized SWM files
- Webinar for ESRI & Microsoft integration
- Pitts St. Valve location
- Working on updates for maps on the website
- Working on easements for the forcemain, digitized and georeferenced multiple scanned plans
- Assisted 8 employees from Water Resources with MDE certification

#### **Police Department**

- 6/4, The sworn members participated in the quarterly Wellness Training session.
- 6/9-20, Cpl Marshall attended and successfully completed Firearms Instructor's Training in Sykesville, MD.
- 6/20, Lt Fisher, Sgt Bragg, Sgt Collins, Cpl Lloyd and Ptl Rickards were detailed to the Berlin Bathtub Races and the agency unveiled the new Polaris utility vehicle during the event.
- 6/26, Firearms Instructor A/Cpl Bratten qualified Chief Downing, Lt Fisher, Cpl Marshall, Ptl Duncan, Ptl Rickards, retired agency members, individuals from the Ocean Pines Police Department and Cpl Marshall assisted and qualified A/Cpl Bratten at the Worcester County Fire Range.
- 7/3, Cpl Lloyd completed all requirements to become Berlin Police Department's first Certified Drone Operator.
- 7/3, Lt Fisher, Sgt Collins, Cpl Marshall, Cpl Lloyd, A/Cpl Bratten, Pfc Collins, Pfc. Shockley, Ptl Ebke, and Ptl Rickards were detailed to the Town of Berlin Fireworks.
- 7/9, Mayor Tyndall sworn in Senior Officer Shawn Englebrecht as the Town of Berlin's newest officer.
- Arrests – 22
- Collisions – 11

#### **Public Works**

- PW continues to make improvements to the West St. parking lot. We've added additional signage and worked to ensure a clean presentation for coming events.
- Before fireworks on July 3rd, PW worked to clean up Heron Park. Picking up trash, reorganizing materials, cutting grass, and taking care of any safety issues were all part of the preparation for this event.
- We have been working in the parks and around town to trim any trees that pose an issue for vehicles or pedestrians. We have also been trying to limb up as much dead wood as possible in the parks to try and improve the appearance and health of our trees.
- Normal grass cutting and maintenance in parks and town owned areas is taking place.
- Weekly trash and recycling collection continues as normal.
- Street sweeping is being done downtown and at needed areas around town on a weekly basis.

#### **Water Resources**

- Continue working on water main for Franklin Ave Water Tower
- Cleaned out interior of chemical tanks at Well #2
- Fixed water leak at Pitts and Bay
- Fixed digester mixer motor
- Hauled sludge
- Responded to multiple issues with lift stations
- Having issues with Verizon phone line and looking into a new service w/ Kate and Hannah
- Had an electrical issue in the sludge electrical room
- Filled Franklin Ave Water Tower to get testing complete
- Worked on the yearly DMRQA tests for the lab



## Check Run Report

06.06.25

06.17.25

06.18.25

06.23.25

06.26.25



Town of Berlin, MD

# Payment Register

APPKT03373 - 20250606SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0003737</a>	1NTEGER/TECHMD/ICS			880.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		06/06/2025	880.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">SMS-281203</a>	1NTEGER CORE SECURITY	06/03/2025	06/03/2025	0.00 880.00

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0002702</a>	ABSOLUTE SECURITY GROUP INC			588.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		06/06/2025	588.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">93521</a>	CENTRAL STATION MONITORING	06/02/2025	06/02/2025	0.00 588.00

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0002406</a>	AE MOORE JANITORIAL INC			22.49
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		06/06/2025	22.49	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">118769-1</a>	TOILET PAPER	06/04/2025	06/04/2025	0.00 22.49

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000087</a>	AERZEN USA CORPORATION			595.19
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		06/06/2025	595.19	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">SEPI-25-002885</a>	SEAL KITS, DRIVE SHAFT	06/04/2025	06/04/2025	0.00 595.19

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000394</a>	BOOTH & ASSOCIATES INC			12,694.75
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		06/06/2025	9,837.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">8282510556</a>	PROJ P.0669282.M.00 MISC ENGINEERING TWN OF BERLI	06/05/2025	06/05/2025	0.00 105.50
<a href="#">8282510593</a>	PROJ P.0787283.F.50 RATE SVCS P PLNT OPER,REG COMP	06/05/2025	06/05/2025	0.00 9,731.50
Check		06/06/2025	2,857.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">8282510653</a>	POWER PLT SAVAGE SUBSTATION SPILL PREVENTION PLN	06/05/2025	06/05/2025	0.00 2,857.75

Vendor Number	Vendor Name			Total Vendor Amount
<a href="#">0000405</a>	BRASURE'S PEST CONTROL INC			380.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		06/06/2025	380.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
<a href="#">911813</a>	QUARTERLY PEST CONTROL POWER PLANT	06/02/2025	06/02/2025	0.00 55.00
<a href="#">911815</a>	QUARTERLY GENERAL PEST CONTROL	06/05/2025	06/05/2025	0.00 55.00
<a href="#">911816</a>	PEST CONTROL	06/02/2025	06/02/2025	0.00 55.00
<a href="#">911817</a>	QUARTERLY PEST CONTROL 113 SCHOOLFIELD STREET	06/02/2025	06/02/2025	0.00 55.00
<a href="#">913212</a>	TOWN HALL INTERIOR SPRAYING FOR PEST	06/05/2025	06/05/2025	0.00 105.00
<a href="#">913213</a>	QUARTERLY PEST CONTROL	06/04/2025	06/04/2025	0.00 55.00

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Vendor Number <a href="#">0002736</a>	Vendor Name BRYAN DOUGLAS RUSSO					Total Vendor Amount 150.00	
Payment Type Check	Payment Number					Payment Date 06/06/2025	Payment Amount 150.00
Payable Number <a href="#">2025-06-01</a>	Description WCAC GRANT FUNDED FARMERS MARKET MUSIC	Payable Date 06/02/2025	Due Date 06/02/2025	Discount Amount 0.00	Payable Amount 150.00		
Vendor Number <a href="#">0000453</a>	Vendor Name CAPITAL ELECTRIC SUPPLY COMPANY					Total Vendor Amount 83.16	
Payment Type Check	Payment Number					Payment Date 06/06/2025	Payment Amount 83.16
Payable Number <a href="#">S058712178.001</a>	Description PHOTO CELLS	Payable Date 06/04/2025	Due Date 06/04/2025	Discount Amount 0.00	Payable Amount 83.16		
Vendor Number <a href="#">0003317</a>	Vendor Name CARTER MACHINERY COMPANY INC					Total Vendor Amount 456.00	
Payment Type Check	Payment Number					Payment Date 06/06/2025	Payment Amount 456.00
Payable Number <a href="#">1991771</a>	Description G3520 ENGINE INTAKE MANIFOLD INSPECTION POWER PI	Payable Date 06/02/2025	Due Date 06/02/2025	Discount Amount 0.00	Payable Amount 152.00		
<a href="#">1994715</a>	TOWN HALL GENERATOR PM 1	06/04/2025	06/04/2025	0.00	152.00		
<a href="#">1994716</a>	113 SCHOOLFIELD ST GENERATOR PM 1	06/04/2025	06/04/2025	0.00	152.00		
Vendor Number <a href="#">0000480</a>	Vendor Name CATO OIL CO., INC.					Total Vendor Amount 10,099.77	
Payment Type Check	Payment Number					Payment Date 06/06/2025	Payment Amount 10,099.77
Payable Number <a href="#">MAY FY 58</a>	Description TOWN VEHICLE GAS	Payable Date 06/03/2025	Due Date 06/03/2025	Discount Amount 0.00	Payable Amount 10,099.77		
Vendor Number <a href="#">0003872</a>	Vendor Name CHRISTINA DESAUTELS					Total Vendor Amount 35.00	
Payment Type Check	Payment Number					Payment Date 06/06/2025	Payment Amount 35.00
Payable Number <a href="#">REFUND</a>	Description PARK RESERVATION DEPOSIT	Payable Date 06/02/2025	Due Date 06/02/2025	Discount Amount 0.00	Payable Amount 35.00		
Vendor Number <a href="#">0000572</a>	Vendor Name COMCAST					Total Vendor Amount 116.85	
Payment Type Check	Payment Number					Payment Date 06/06/2025	Payment Amount 116.85
Payable Number <a href="#">41 016 0042978 JUN FY 25</a>	Description DOWNTOWN WIFI	Payable Date 06/02/2025	Due Date 06/02/2025	Discount Amount 0.00	Payable Amount 116.85		
Vendor Number <a href="#">0000678</a>	Vendor Name DAVIS, BOWEN & FRIEDEL					Total Vendor Amount 28,299.49	
Payment Type Check	Payment Number					Payment Date 06/06/2025	Payment Amount 28,299.49
Payable Number <a href="#">193288</a>	Description PROJ 0050A002.001 GEN ENG SVCS,INFRAS PROJ S	Payable Date 06/02/2025	Due Date 06/02/2025	Discount Amount 0.00	Payable Amount 620.00		
<a href="#">193289</a>	PROJ 0050A002.059 WILLOWS AT BERLIN	06/02/2025	06/02/2025	0.00	150.00		
<a href="#">193290</a>	PROJ 0050A002.060 ROADWAY PAVEMENT OVERLAY PRC	06/02/2025	06/02/2025	0.00	850.00		
<a href="#">193291</a>	PROJ 0050A002.070 SMART METER UPGD PROJECT	06/02/2025	06/02/2025	0.00	1,019.50		
<a href="#">193292</a>	PROJ 0050A002.093 WTR CAP MNGT RT 346 TEST WELL	06/02/2025	06/02/2025	0.00	1,157.50		
<a href="#">193293</a>	PROJ 0050A109.A01 POWELLTON AVE WELL BLDG ADDITI	06/02/2025	06/02/2025	0.00	5,011.69		
<a href="#">193294</a>	PROJ 0050A109.FOI POWELLTON AVE WELL BLDG ADDITI	06/02/2025	06/02/2025	0.00	1,183.88		
<a href="#">193295</a>	PROJ 0050A112.B01 BROAD ST PUMP STATION UPGRADE	06/02/2025	06/02/2025	0.00	1,605.90		
<a href="#">193296</a>	PROJ 0050A115.B01 STEPHEN DECATUR PK COMF STAT	06/02/2025	06/02/2025	0.00	2,138.75		
<a href="#">193297</a>	PROJ 0050A118.A01 WEST ST PUMP STAT IMPROVEMENT	06/02/2025	06/02/2025	0.00	1,950.00		
<a href="#">193871</a>	PROJ 0050A117.A01 BERLIN BIKEWAYS CD'S	06/02/2025	06/02/2025	0.00	290.00		
<a href="#">194107</a>	PROJ 0050A002.001 GEN ON CALL ENGINEERING SVCS	06/02/2025	06/02/2025	0.00	1,140.50		
<a href="#">194108</a>	PROJ 0050A002.009 PURNELL CROSSING	06/02/2025	06/02/2025	0.00	312.50		

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<a href="#">194109</a>	PROJ 0050A002.022 HERON PARK PLAN FOR ROADWAY	06/02/2025	06/02/2025	0.00	77.50
<a href="#">194110</a>	PROJ 0050A002.059 WILLOWS AR BERLIN	06/02/2025	06/02/2025	0.00	60.00
<a href="#">194111</a>	PROJ 0050A002.060 RDWY PAVEMENT OVERLAY PROJS	06/02/2025	06/02/2025	0.00	1,990.25
<a href="#">194112</a>	PROJ 0050A002.060 RDWY PAVEMENT OVERLAY PROJS	06/02/2025	06/02/2025	0.00	63.75
<a href="#">194113</a>	PROJ 0050A002.070 SMART METER UPGD PROJECT	06/03/2025	06/03/2025	0.00	162.50
<a href="#">194114</a>	PROJ 0050A002.085 LCRR/LSL-INVENTORY ASSISTANCE	06/03/2025	06/03/2025	0.00	260.00
<a href="#">194115</a>	PROJ 0050A002.093 WATER CAP MNGT & WATER SUPPLY	06/03/2025	06/03/2025	0.00	1,901.32
<a href="#">194116</a>	PROJ 0050A109.F01 POWELLTON AVE WELL BLDG ADDITI	06/03/2025	06/03/2025	0.00	4,733.95
<a href="#">194117</a>	PROJ 0050A112.B01 BROAD ST PUMP STATION UPGRADE	06/03/2025	06/03/2025	0.00	770.00
<a href="#">194118</a>	PROJ 0050A115.B01 STEPHEN DECATUR PK COMF STATIO	06/03/2025	06/03/2025	0.00	850.00

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000784</a>	EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC					3,402.50
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	3,402.50			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">2026-00003765</a>	PROJ 14704-11-00-TM PINE,FRANKLIN,NELSON CMCI	06/02/2025	06/02/2025	0.00	3,402.50	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003847</a>	EAST COAST CONTRACTING					21,506.59
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	21,506.59			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">PAYMENT #1</a>	WELL #1 BUILDING REPLACEMENT	06/05/2025	06/05/2025	0.00	21,506.59	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000794</a>	EASTERN SHORE COFFEE					62.31
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	62.31			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">690262</a>	DRINKING WATER & WATER COOLER RENTAL	06/02/2025	06/02/2025	0.00	62.31	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003876</a>	ESSENCE ZEKOLL					35.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	35.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	06/02/2025	06/02/2025	0.00	35.00	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000907</a>	FLAG PUBLICATIONS INC					321.25
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	321.25			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">387887</a>	ADMINISTRATION ADVERTISING	06/02/2025	06/02/2025	0.00	28.75	
<a href="#">387888</a>	CCR REPORT 2024	06/04/2025	06/04/2025	0.00	255.00	
<a href="#">388177</a>	ADMINISTRATION ADVERTISING	06/05/2025	06/05/2025	0.00	37.50	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003842</a>	FLEET SERVICES CO					513.45
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	513.45			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">41618</a>	REPLACE STEERING WHEEL	06/04/2025	06/04/2025	0.00	513.45	

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000949</a>	GEORGE S COYNE CHEMICAL					5,136.11
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	5,136.11			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">453764</a>	POLYMER	06/02/2025	06/02/2025	0.00	5,136.11	

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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003746</a>	HALEY ARCHITECTURE					36,657.68
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	24,002.68			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BERL COMM CENT-06</a>	PHASE 1 COMMUNITY CENTER	06/04/2025	06/04/2025	0.00	24,002.68	
Check		06/06/2025	12,655.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BERL TWN HALL -06</a>	PROFESSIONAL DESIGN SERVICES TOWN HALL RENOVATION	06/04/2025	06/04/2025	0.00	12,655.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003878</a>	HARDESTY RYAN					208.74
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	208.74			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6/2 PER DIEM</a>	MEALS,MILEAGE TO/FROM TRAINING CAMBRIDGE MD	06/05/2025	06/05/2025	0.00	208.74	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003800</a>	HAWKINS INC					3,114.65
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	3,114.65			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7082168</a>	SODIUM HYPOCHLORITE	06/04/2025	06/04/2025	0.00	3,114.65	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001032</a>	HILL'S ELECTRIC MOTOR SERVICE INC.					37.76
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	37.76			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0160340</a>	CAPACITORS GRAHAM	06/04/2025	06/04/2025	0.00	37.76	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001040</a>	HOME DEPOT CREDIT CARD SERVICES					3,536.11
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	3,536.11			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">APR/MAY INVS FY 25</a>	TOOLS, PARTS, AND OTHER SUPPLIES	06/02/2025	06/02/2025	0.00	2,298.24	
<a href="#">FY 25 APR/MAY INVS</a>	TOOLS, PART AND OTHER SUPPLIES	06/02/2025	06/02/2025	0.00	992.16	
<a href="#">INVS APR/MAY FY 25</a>	TOOLS,PARTS, AND SUPPLIES	06/02/2025	06/02/2025	0.00	245.71	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001083</a>	J & A BOTTLELESS WATER COOLERS INC					119.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	119.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">71547</a>	TOWN HALL WATER COOLERS	06/05/2025	06/05/2025	0.00	119.90	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002801</a>	J & S EQUIPMENT					12,042.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	12,042.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">24676</a>	24 FOOT TRAILER FULL TILT	06/02/2025	06/02/2025	0.00	12,042.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003109</a>	JAMES BRADFORD FARM TRUST					2,022.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	2,022.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">BOUNDS PAYMENT JUN FY 2</a>	JAMES BOUNDS BOND SPRAY SITE	06/02/2025	06/02/2025	0.00	2,022.50	



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<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003110</a>	JESSE JONES FARM TRUST					2,022.50
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	2,022.50			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">BOUNDS PAYMENT JUN FY 2</a>	JAMES BOUNDS BOND SPRAY SITE	06/02/2025	06/02/2025	0.00	2,022.50	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003874</a>	LADONNA JACOBS					85.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	85.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	06/02/2025	06/02/2025	0.00	85.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					4,775.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	4,775.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">PPE 06/01/2025</a>	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	06/02/2025	06/02/2025	0.00	4,775.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003076</a>	NCSI					20.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	20.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">58329</a>	PRE EMPLOYMENT BACKGROUND CHECK LEWIS-WATSON	06/05/2025	06/05/2025	0.00	20.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001625</a>	ONE CALL CONCEPTS, INC.					64.16
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	64.16			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">5056171</a>	MISS UNTILITY TICKETS	06/04/2025	06/04/2025	0.00	64.16	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001676</a>	PENINSULA AUTO & TRUCK PARTS, INC					284.45
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	284.45			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">221125,984,985,986,222033</a>	TOOLS, PARTS AND OTHER SUPPLIES	06/05/2025	06/05/2025	0.00	284.45	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003838</a>	PILOT INSTITUTE LLC					372.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	372.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">-INV-6777</a>	DRONE RESPONDERS BUNDLE COURSE	06/03/2025	06/03/2025	0.00	372.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001725</a>	PPC LUBRICANTS					3,011.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/06/2025	3,011.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">2352490</a>	DIESEL FUEL ADDITIVES AND ENGINE OIL	06/02/2025	06/02/2025	0.00	3,011.00	

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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003127</a>	QUADIENT FINANCE USA, INC					1,287.69
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	804.69			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">JUNE FY 25</a>	POSTAGE TOWN WIDE	06/03/2025	06/03/2025	0.00	804.69	
Check		06/06/2025	483.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">MAY FY 25</a>	POSTAGE TOWN WIDE	06/02/2025	06/02/2025	0.00	483.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002524</a>	QUADIENT LEASING USA INC					1,669.53
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	481.65			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">Q1876424</a>	QUADIENT POSTAGE MACHINE LEASE PAYMENT	06/02/2025	06/02/2025	0.00	481.65	
Check		06/06/2025	1,187.88			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">Q1888056</a>	QUADIENT QUARTERLY FOR MAIL STUFFER	06/05/2025	06/05/2025	0.00	1,187.88	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001757</a>	RACETRACK AUTO CENTER					637.30
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	637.30			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">164621</a>	NEW TIRE FOR 6734	06/02/2025	06/02/2025	0.00	258.76	
<a href="#">164923</a>	LUBE OIL FILTER TIRE ROTATION OXYGEN SENSOR 6733	06/03/2025	06/03/2025	0.00	378.54	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003875</a>	RANDAL CLAWSON					35.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	35.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	06/02/2025	06/02/2025	0.00	35.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001819</a>	ROBERT CREST					800.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	800.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6/3/2025</a>	SAFETY TRAINING	06/04/2025	06/04/2025	0.00	800.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001904</a>	SELBYVILLE TRACTOR & EQUIPMENT INC					228.74
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	228.74			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">68917</a>	TRACTOR FILTERS	06/04/2025	06/04/2025	0.00	228.74	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001996</a>	STANLEY STEEMER OF DELMARVA					1,354.05
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/06/2025	1,354.05			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">501495</a>	STRIP AND WAX VCT FLOORS	06/02/2025	06/02/2025	0.00	1,354.05	

**Payment Register**
**APPKT03373 - 20250606SW**

Vendor Number	Vendor Name					Total Vendor Amount	
0002020	STROBES N MORE					5,494.36	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/06/2025	5,494.36
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
783319	LIGHTS FOR THREE NEW VEHICLES (SPEED CAMERA FUND	06/03/2025	06/03/2025	0.00	5,494.36		
Vendor Number	Vendor Name					Total Vendor Amount	
0002022	STUART C IRBY CO					1,070.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/06/2025	1,070.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
S014250579.001	FULL REEL OF #6 UNDGRND TRIPLEX CABLE INVENTORY	06/02/2025	06/02/2025	0.00	865.00		
S014256459.001	BURNDY U39ART2 U COMPRESSION DIE	06/02/2025	06/02/2025	0.00	205.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002026	SUN SIGNS					600.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/06/2025	600.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
16620	HAC RAIN GARDEN SIGN BURBAGE PARK	06/02/2025	06/02/2025	0.00	600.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0002037	SUSSEX ENVIRONMENTAL HEALTH CONSULTANTS					530.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/06/2025	530.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
26362	113 SCHOOLFIELD STREET MOLD TESTING	06/03/2025	06/03/2025	0.00	530.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003869	T&M PHILLIPS LLC					6,000.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/06/2025	6,000.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
14794	40' HIGH CUBE SHIPPING STORAGE CONTAINERS	06/05/2025	06/05/2025	0.00	6,000.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003461	TECHMD					6,315.80	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/06/2025	6,315.80
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
IMS-280393	IT SERVICES - CARDS COMPLETE	06/03/2025	06/03/2025	0.00	4,877.00		
M365-280755	OFFICE 365 AGREEMENT LICENSING	06/03/2025	06/03/2025	0.00	1,438.80		
Vendor Number	Vendor Name					Total Vendor Amount	
0003520	TOURS ENTERTAINMENT AMUSEMENT MANAGEMENT					500.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/06/2025	500.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
2943	GRANT FUNDED MIP STAGES FOR OKTOBERFEST PARADE	06/02/2025	06/02/2025	0.00	500.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0003149	TRANSAMERCIA					137.04	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/06/2025	137.04
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
2505734502	TRANSAMERICA EE PAID SUPPLEMENTAL INS.	06/02/2025	06/02/2025	0.00	137.04		

**Payment Register**
**APPKT03373 - 20250606SW**

Vendor Number	Vendor Name						Total Vendor Amount	
0002928	UNIFIRST CORPORATION						270.75	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							06/06/2025	270.75
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
1430183533	UNIFORMS FOR PUBLIC WORKS CREWS	06/02/2025	06/02/2025	0.00	135.03			
1430184655	UNIFORMS FOR PUBLIC WORKS CREWS	06/02/2025	06/02/2025	0.00	135.72			
Vendor Number	Vendor Name						Total Vendor Amount	
0002205	UNITED WAY OF THE EASTERN SHORE						50.00	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							06/06/2025	50.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
PPE 06/01/2025	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	06/02/2025	06/02/2025	0.00	50.00			
Vendor Number	Vendor Name						Total Vendor Amount	
0002299	WELLS IVY						170.00	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							06/06/2025	170.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
PER DIEM 6/3	TRAVEL & MEALS MAIN STREET MEETING OAKLAND MD	06/03/2025	06/03/2025	0.00	170.00			
Vendor Number	Vendor Name						Total Vendor Amount	
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER						185.00	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							06/06/2025	185.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
23605486	PRE EMPLOYMENT PHYSICAL ENGELBRECHT	06/02/2025	06/02/2025	0.00	185.00			
Vendor Number	Vendor Name						Total Vendor Amount	
0003873	WILLIAM BURKE						35.00	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							06/06/2025	35.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
REFUND	PARK RESERVATION DEPOSIT	06/02/2025	06/02/2025	0.00	35.00			
Vendor Number	Vendor Name						Total Vendor Amount	
0002363	WORCESTER COUNTY LANDFILL						15,020.80	
Payment Type	Payment Number						Payment Date	Payment Amount
Check							06/06/2025	13,898.40
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
124 MAY FY 25	RECYCLE, REFUGE, CAN PULLS AND DEMOLITIONS	06/05/2025	06/05/2025	0.00	13,898.40			
Check							06/06/2025	1,122.40
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount			
309 MAY FY 25	SLUDGE	06/05/2025	06/05/2025	0.00	1,122.40			

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	100	62	0.00	196,142.42
Packet Totals:		100	62	0.00	196,142.42



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

### UBPKT11961 - Refunds 1 UBPKT11960 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
77-0510109-02	SAVAGE, JACK	6/17/2025	29034	64.56			64.56	Generated From Billing
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	64.56				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	64.56
<b>Revenue Total:</b>	64.56

## General Ledger Distribution

Posting Date: 06/12/2025

	Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>				
	10-1110-1098	CLAIM ON CASH-FUND 10	-64.56	Yes
	10-2010-2074	UNAPPLIED CREDITS	64.56	
	<b>10 Total:</b>		0.00	
<b>Fund: 98 - POOLED CASH</b>				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-64.56	
	98-2498-2200	DUE TO OTHER FUNDS	64.56	Yes
	<b>98 Total:</b>		0.00	
	<b>Distribution Total:</b>		0.00	



Town of Berlin, MD

# Payment Register

APPKT03383 - 20250618SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0001707	PITTSVILLE MOTORS					1,998.47
Payment Type	Payment Number				Payment Date	Payment Amount
Check					06/18/2025	1,998.47
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
254828,253878	REPAIRS TO 2017 FORD ESCAPE	06/18/2025	06/18/2025	0.00	1,998.47	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	1,998.47
Packet Totals:		1	1	0.00	1,998.47





Town of Berlin, MD

# Payment Register

APPKT03377 - 20250618SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000015</a>	ABC PRINTERS INC					2,655.90
Payment Type	Payment Number					Payment Date Payment Amount
Check						06/18/2025 2,655.90
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">65863</a>	CASE FILE FOLDERS	06/11/2025	06/11/2025	0.00	2,655.90	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000054</a>	ACE PRINTING AND MAILING					979.40
Payment Type	Payment Number					Payment Date Payment Amount
Check						06/18/2025 979.40
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">56182</a>	MSAC GRANT FUNDED ARTIST POSTCARDS	06/18/2025	06/18/2025	0.00	432.23	
<a href="#">56183</a>	FARMERS MARKET MAPS	06/18/2025	06/18/2025	0.00	203.81	
<a href="#">56184</a>	OKTOBERFEST POSTERS	06/18/2025	06/18/2025	0.00	217.73	
<a href="#">56190</a>	FLOWER ST MARKET BANNER	06/18/2025	06/18/2025	0.00	125.63	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002406</a>	AE MOORE JANITORIAL INC					887.44
Payment Type	Payment Number					Payment Date Payment Amount
Check						06/18/2025 887.44
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">121351</a>	PAPER PRODUCTS & CLEANING SUPPLIES	06/18/2025	06/18/2025	0.00	887.44	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000090</a>	AFLAC					582.46
Payment Type	Payment Number					Payment Date Payment Amount
Check						06/18/2025 582.46
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">424090</a>	AFLAC EMPLOYEE PAID SUPPLEMENTAL INSURANCE	06/18/2025	06/18/2025	0.00	582.46	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000277</a>	BARCO PRODUCTS LLC					5,315.25
Payment Type	Payment Number					Payment Date Payment Amount
Check						06/18/2025 5,315.25
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INVRC32131</a>	METAL TRASH CANS AND LINERS	06/10/2025	06/10/2025	0.00	5,315.25	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003747</a>	BECKER MORGAN GROUP INC					11,032.34
Payment Type	Payment Number					Payment Date Payment Amount
Check						06/18/2025 11,032.34
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2024294.00-9</a>	PROFESSIONAL SERVICES NEW PUBLIC WORKS FACILITY	06/10/2025	06/10/2025	0.00	11,032.34	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000306</a>	BELAIR ROAD SUPPLY					2,398.02
Payment Type	Payment Number					Payment Date Payment Amount
Check						06/18/2025 2,398.02
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">622269</a>	CURB BOXES	06/18/2025	06/18/2025	0.00	1,078.80	
<a href="#">622738</a>	LP SLEEVE & PVC LUC PACK FOR WATER LEAK	06/18/2025	06/18/2025	0.00	929.70	
<a href="#">623632</a>	METER PIT	06/18/2025	06/18/2025	0.00	389.52	

**Payment Register**
**APPKT03377 - 20250618SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003325</a>	BETH SISE					35.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	35.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND 6/9</a>	PARK RESERVATION REFUND	06/10/2025	06/10/2025	0.00	35.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000431</a>	BURKE EQUIPMENT COMPANY					295.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	295.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">DEL-3022520</a>	ZERO TURN BELTS & BLADES	06/18/2025	06/18/2025	0.00	295.96	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003504</a>	CAMPBELL JOE					224.85
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	224.85			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6/4/2025</a>	UNIFORM WORK BOOTS	06/17/2025	06/17/2025	0.00	224.85	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000464</a>	CARLTON SCALE					407.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	407.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV75934</a>	SCALE INSPECTION	06/18/2025	06/18/2025	0.00	407.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003871</a>	CHABAD OF PALM AIRE CORP					2,659.92
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	2,659.92			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6600028212</a>	8 FT LARGELED LIGHT UP MENORAH	06/18/2025	06/18/2025	0.00	2,659.92	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000496</a>	CHEMSEARCH					210.20
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	210.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">9174524</a>	HYDRAULIC OIL	06/18/2025	06/18/2025	0.00	210.20	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000511</a>	CHOPTANK ELECTRIC COOPERATIVE, INC.					965.81
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	965.81			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">9913024900 MAY FY 25</a>	ELECTRIC UTILITY SERVICE	06/18/2025	06/18/2025	0.00	965.81	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000529</a>	CINTAS FIRST AID & SAFETY					133.25
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	133.25			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5275732208</a>	FIRST AID SAFETY KIT AND REPLENISH	06/18/2025	06/18/2025	0.00	133.25	

**Payment Register**
**APPKT03377 - 20250618SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0002647</a>	CINTAS RUGS					181.95
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/18/2025	181.95			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">17363075 MAY FY 25</a>	RUGS & SHOP TOWELS POWER PLANT	06/18/2025	06/18/2025	0.00	181.95	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000534</a>	CJIS-CR					672.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/18/2025	672.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">APP-5Q-030</a>	FINGERTPRINTING	06/11/2025	06/11/2025	0.00	672.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000564</a>	COFFEY MELISSA					374.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/18/2025	374.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">6/17</a>	MEALS GFOA CONF WASHINGTON DC 6/27/2025 - 7/2/2025	06/17/2025	06/17/2025	0.00	374.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000581</a>	COMPTROLLER OF MARYLAND					433.90
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/18/2025	433.90			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">MAY FY 25</a>	ENVIRONMENTAL TRUST FUND REPORT	06/17/2025	06/17/2025	0.00	433.90	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000584</a>	COMPTROLLER OF MARYLAND					2,405.49
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/18/2025	2,405.49			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">MAY FY 25</a>	ELECTRIC UNIVERSAL SERVICE PROG FUND	06/17/2025	06/17/2025	0.00	2,405.49	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003567</a>	DAVID KEIFER					35.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/18/2025	35.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">REFUND 6/9</a>	PARK RESERVATION DEPOSIT	06/10/2025	06/10/2025	0.00	35.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003494</a>	DR JACK LEEB					545.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/18/2025	545.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">3730</a>	PSYCHOLOGICAL ASSESMENT ENGLEBRECHT	06/11/2025	06/11/2025	0.00	545.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000794</a>	EASTERN SHORE COFFEE					8.75
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		06/18/2025	8.75			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<a href="#">598574</a>	DRINKING WATER & WATER COOLER RENTAL	06/10/2025	06/10/2025	0.00	8.75	

**Payment Register**
**APPKT03377 - 20250618SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003161</a>	EASTERN SHORE MOBILE DRUG & ALCOHOL TESTING LI					60.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	60.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">5445</a>	PRE EMPLOYMENT DRUG SCREENING	06/18/2025	06/18/2025	0.00	60.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000802</a>	EASTERN WATER BLAST SYSTEM					2,473.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	2,473.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">231824</a>	POWER WASH EQUIPMENT	06/18/2025	06/18/2025	0.00	2,473.50	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000847</a>	ENVIROCORP, INC.					1,466.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	1,466.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">IN2501328</a>	WEEKLY DISCHARGE SAMPLES	06/18/2025	06/18/2025	0.00	416.00	
<a href="#">IN2501329</a>	MONITORING WELL SAMPLES	06/18/2025	06/18/2025	0.00	1,050.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003294</a>	EVERETT A SPELLS					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6/29</a>	GRANT FUNDED FARMERS MARKET MUSIC	06/18/2025	06/18/2025	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000884</a>	FARMERS AND PLANTERS CO INC					351.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	351.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">671</a>	PRAMITOL 25E	06/18/2025	06/18/2025	0.00	351.90	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000888</a>	FASTENAL					205.44
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	205.44			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">MDSAS146701</a>	LOCKS	06/18/2025	06/18/2025	0.00	205.44	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000899</a>	FIRE PROTECTIVE SERVICE					315.48
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	315.48			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">119944</a>	ANNUAL FIRE EXTINGUISHER INSPECTION	06/10/2025	06/10/2025	0.00	315.48	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000904</a>	FISHER SCIENTIFIC					313.86
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	313.86			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1412599</a>	A1 MEDIUM	06/18/2025	06/18/2025	0.00	313.86	

**Payment Register**
**APPKT03377 - 20250618SW**

Vendor Number	Vendor Name					Total Vendor Amount	
0000907	FLAG PUBLICATIONS INC					27.50	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/18/2025	27.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
388496	ADMINISTRATION ADVERTISING	06/10/2025	06/10/2025	0.00	27.50		
Vendor Number	Vendor Name					Total Vendor Amount	
0000922	FREEMIRE & ASSOCIATES					2,727.05	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/18/2025	2,727.05
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
2502039-IN	HIGH TIDE CONTROLLERS	06/18/2025	06/18/2025	0.00	2,727.05		
Vendor Number	Vendor Name					Total Vendor Amount	
0002814	FRONTLINE MOBILE TECH LLC					12,025.00	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/18/2025	12,025.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
FLM51945	CHEVY TAHOE CONSOLE KITS (SPEED CARMERA FUNDS)	06/11/2025	06/11/2025	0.00	4,222.00		
FLM51970	ETIX EQUIPMENT FOR NEW VEHICLES 9SPEED CAMERA FL	06/18/2025	06/18/2025	0.00	2,684.00		
FLM51971	CHEVY TAHOE PRSONER PARTITIONS (SPEED CAMERA FUI	06/18/2025	06/18/2025	0.00	5,119.00		
Vendor Number	Vendor Name					Total Vendor Amount	
0000949	GEORGE S COYNE CHEMICAL					5,136.11	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/18/2025	5,136.11
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
455147	POLYMER	06/18/2025	06/18/2025	0.00	5,136.11		
Vendor Number	Vendor Name					Total Vendor Amount	
0000968	GOODY HILL GROUND WORK INC					5,458.80	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/18/2025	5,458.80
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
10340	12 JEFFERSON MOVE WATER METER	06/18/2025	06/18/2025	0.00	5,458.80		
Vendor Number	Vendor Name					Total Vendor Amount	
0000977	GREAT AMERICA FINANCIAL					530.64	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/18/2025	530.64
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
39377843	GREAT AMERICA COPIER LEASE AGREEMENT 017-165442!	06/17/2025	06/17/2025	0.00	75.60		
39409004	GREAT AMERICA LEASE FOR COPIER TH, PZ, MICHELLE	06/10/2025	06/10/2025	0.00	455.04		
Vendor Number	Vendor Name					Total Vendor Amount	
0003800	HAWKINS INC					2,198.35	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/18/2025	2,198.35
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
7095159	CHEMICALS	06/18/2025	06/18/2025	0.00	2,198.35		
Vendor Number	Vendor Name					Total Vendor Amount	
0001032	HILL'S ELECTRIC MOTOR SERVICE INC.					615.92	
Payment Type	Payment Number					Payment Date	Payment Amount
Check						06/18/2025	615.92
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
0160628	LIFT STATION GRAHAM AVE	06/18/2025	06/18/2025	0.00	615.92		

**Payment Register**
**APPKT03377 - 20250618SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001034</a>	HITCHENS TIRE SERVICE					1,661.56
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	1,661.56			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">00495216</a>	TIRES FOR 82 SANITATION	06/18/2025	06/18/2025	0.00	1,661.56	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003600</a>	INTERCON TRUCK OF BALTIMORE					1,188.46
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	1,188.46			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">9767095-IN</a>	WHEEL SIMULATOR TRUCKS	06/18/2025	06/18/2025	0.00	1,188.46	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001083</a>	J & A BOTTLELESS WATER COOLERS INC					174.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	174.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">71733</a>	TOWN HALL WATER COOLERS	06/18/2025	06/18/2025	0.00	174.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003637</a>	NAPA AUTO PARTS					1,247.45
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	386.26			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">521626</a>	PARTS AND OTHER SUPPLIES	06/10/2025	06/10/2025	0.00	81.76	
<a href="#">521888</a>	PARTS FOR VEHICLE REPAIRS	06/10/2025	06/10/2025	0.00	30.16	
<a href="#">523119</a>	PARTS FOR VEHICLE REPAIRS	06/10/2025	06/10/2025	0.00	167.96	
<a href="#">523207</a>	PARTS AND OTHER SUPPLIES	06/10/2025	06/10/2025	0.00	106.38	
Check		06/18/2025	861.19			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">523676,522154;521580</a>	PARTS FOR VEHICLES	06/10/2025	06/10/2025	0.00	861.19	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001565</a>	NATIONWIDE RETIREMENT SOLUTIONS					4,775.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	4,775.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">PPE 06/15/2025</a>	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	06/17/2025	06/17/2025	0.00	4,775.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002754</a>	NOYES MICROSYSTEMS INC					2,170.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	2,170.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1017576</a>	LABOR FOR SERVER MOVE AND CONFIGURATION	06/11/2025	06/11/2025	0.00	2,170.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003315</a>	OCEAN BREEZE					1,760.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	1,760.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">202501453</a>	MAINTENANCE AGREEMENT TOWN HALL	06/10/2025	06/10/2025	0.00	1,760.00	

**Payment Register**
**APPKT03377 - 20250618SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001677</a>	PENINSULA DRY CLEANERS, INC					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2736</a>	DRY CLEANING SERVICE POLICE DEPT	06/18/2025	06/18/2025	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001707</a>	PITTSVILLE MOTORS					32.74
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	32.74			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">258057</a>	FORD RANGER REPAIR	06/18/2025	06/18/2025	0.00	32.74	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001711</a>	PLASTIC PLACE					533.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	533.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">INV965054</a>	TRASH BAGS	06/18/2025	06/18/2025	0.00	533.96	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001740</a>	PUBLIC SERVICE COMMISSION					157.55
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	157.55			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">SB-0002</a>	SPECIAL ASSESSMENT FISCAL CODE 1-102	06/18/2025	06/18/2025	0.00	157.55	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001768</a>	RAMB ASSOCIATES					750.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	750.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2067</a>	SEE LOVE TV ADVERTISING FOR SUMMER 2025	06/18/2025	06/18/2025	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003877</a>	ROMMEL'S ACE HOME CENTER					1,349.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	1,349.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">14586</a>	STIHL ELECTRIC BLOWER AND WEED TRIMMER	06/18/2025	06/18/2025	0.00	1,349.98	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001555</a>	SALEH NATALIE					374.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	374.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6/17</a>	MEALS GFOA CONF WASHINGTON DC 6/27/2025 - 7/2/2025	06/17/2025	06/17/2025	0.00	374.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002795</a>	SANDPIPER ENERGY INC					64.13
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	64.13			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">200002458210 JUN FY 25</a>	NATURAL GAS POLICE DEPT	06/11/2025	06/11/2025	0.00	64.13	

**Payment Register**
**APPKT03377 - 20250618SW**

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001904</a>	SELBYVILLE TRACTOR & EQUIPMENT INC					370.24
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	370.24			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">69010</a>	PARTS FOR TRACTORS AND GRASS CUTTERS REPAIRS	06/18/2025	06/18/2025	0.00	370.24	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0001997</a>	STAPLES BUSINESS CREDIT					406.68
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	406.68			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7005445181</a>	OFFICE SUPPLIES	06/18/2025	06/18/2025	0.00	406.68	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002001</a>	STATE HIGHWAY ADMINISTRATION					7,225.79
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	7,225.79			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">AC006482</a>	SNOW EVENT 2024-2025	06/10/2025	06/10/2025	0.00	7,225.79	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002077</a>	TERRA FIRMA					4,154.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	4,154.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1152-25-02</a>	PATCH PAVING	06/18/2025	06/18/2025	0.00	4,154.00	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003220</a>	THE GUN SHOP					687.48
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	687.48			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">52326</a>	SIMUNITIONS AMMUNITION	06/11/2025	06/11/2025	0.00	687.48	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002111</a>	THE SHERWIN-WILLIAMS CO					163.90
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	163.90			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6350-6</a>	HYDRANT PAINT	06/18/2025	06/18/2025	0.00	163.90	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003797</a>	THOMAS AHLERS					169.60
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	169.60			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	SAFTEY BOOTS	06/18/2025	06/18/2025	0.00	169.60	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002163</a>	TOWN OF BERLIN					26,751.84
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	26,751.84			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">JUN FY 25</a>	TOWN UTILITY BILLINGS	06/17/2025	06/17/2025	0.00	26,751.84	
Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002928</a>	UNIFIRST CORPORATION					1,265.91
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/18/2025	1,265.91			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">1430185686</a>	UNIFORMS FOR PUBLIC WORKS CREWS	06/10/2025	06/10/2025	0.00	135.72	



**Payment Register**
**APPKT03377 - 20250618SW**

<a href="#">1430186680</a>	UNIFORMS FOR PUBLIC WORKS CREWS	06/18/2025	06/18/2025	0.00	135.72
<a href="#">J726576, J726577</a>	UNI-FIRST MEDICAL CABINET	06/18/2025	06/18/2025	0.00	994.47
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">0003207</a>	UNITED ENERGY TRADING LLC	109.09			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check		06/18/2025	109.09		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">281015</a>	NATURAL GAS TRANSPORT FEES POWER PLANT	06/18/2025	06/18/2025	0.00	109.09
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">0002205</a>	UNITED WAY OF THE EASTERN SHORE	50.00			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check		06/18/2025	50.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">PPE 6/15/2025</a>	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	06/17/2025	06/17/2025	0.00	50.00
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">0002233</a>	VALERIE J MANN	535.00			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check		06/18/2025	535.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">JUN FY 25</a>	GRANT WRITING SERVICE	06/11/2025	06/11/2025	0.00	535.00
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">0002252</a>	VERIZON WIRELESS-720117503-00001	642.64			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check		06/18/2025	642.64		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">6114294140</a>	MDT SERVICE	06/11/2025	06/11/2025	0.00	642.64
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">0003055</a>	WASHINGTON NATIONAL INSURANCE COMPANY	336.00			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check		06/18/2025	336.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">P2546593</a>	WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	06/18/2025	06/18/2025	0.00	336.00
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">0002304</a>	WEST OCEAN CITY ILLNESS & INJURY CENTER	240.00			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check		06/18/2025	240.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">23656539</a>	PRE EMPLOYMENT DRUG SCREENING	06/11/2025	06/11/2025	0.00	240.00
<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Total Vendor Amount</b>			
<a href="#">0002384</a>	WORCESTER YOUTH & FAMILY COUNSELING SERVICES	2,881.13			
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>		
Check		06/18/2025	2,881.13		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>
<a href="#">JUN FY 25</a>	FY25 BERLIN YOUTH PROGRAM	06/10/2025	06/10/2025	0.00	2,881.13

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	85	71	0.00	129,747.57
Packet Totals:		85	71	0.00	129,747.57



Town of Berlin, MD

# Payment Register

APPKT03379 - 20250618SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number: 0000731  
Vendor Name: DEPARTMENT OF ASSESSMENTS AND TAXATION

Total Vendor Amount: 7,153.89

Payment Type: Check  
Payment Number:

Payment Date: 06/18/2025  
Payment Amount: 7,153.89

Payable Number: FORM 29E FY 25  
Description: 2ND QRT MD FRANCHISE TAX

Payable Date: 06/18/2025  
Due Date: 06/18/2025  
Discount Amount: 0.00  
Payable Amount: 7,153.89

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	1	1	0.00	7,153.89
Packet Totals:		1	1	0.00	7,153.89



Town of Berlin, MD

# Payment Register

APPKT03387 - 20250625SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003138</a>	CARD SERVICES CENTER					14,969.35
Payment Type	Payment Number	Payment Date	Payment Amount			
Bank Draft	<a href="#">DFT0000725</a>	06/23/2025	2,231.39			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0413 MAY JUN FY 25</a>	BOC CREDIT CARD JAMEY LATCHUM	06/25/2025	06/25/2025	0.00	2,231.39	
Bank Draft	<a href="#">DFT0000726</a>	06/23/2025	370.97			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0117 MAY JUN FY 25</a>	BOC CREDIT CARD AUGUST WIENHOLD	06/23/2025	06/23/2025	0.00	370.97	
Bank Draft	<a href="#">DFT0000727</a>	06/23/2025	202.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0447 MAY JUN FY 25</a>	BOC CREDIT CARD DAVE EVANS	06/25/2025	06/25/2025	0.00	202.00	
Bank Draft	<a href="#">DFT0000728</a>	06/23/2025	897.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0216 MAY JUN FY 25</a>	BOC CREDIT CARD KELSEY JENSEN	06/23/2025	06/23/2025	0.00	897.96	
Bank Draft	<a href="#">DFT0000729</a>	06/23/2025	151.20			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0710 MAY JUN FY 25</a>	BOC CREDIT CARD KATE DAUB	06/23/2025	06/23/2025	0.00	151.20	
Bank Draft	<a href="#">DFT0000730</a>	06/23/2025	491.08			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0694 MAY JUN FY 25</a>	BOC CREDIT CARD CODY CHESSER	06/23/2025	06/23/2025	0.00	491.08	
Bank Draft	<a href="#">DFT0000731</a>	06/23/2025	1,929.74			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0174 MAY JUN FY 25</a>	BOC CREDIT CARD IVY WELLS	06/23/2025	06/23/2025	0.00	1,929.74	
Bank Draft	<a href="#">DFT0000732</a>	06/23/2025	396.85			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0926 MAY JUN FY 25</a>	BOC CREDIT CARD HANNAH BRITTINGHAM	06/23/2025	06/23/2025	0.00	396.85	
Bank Draft	<a href="#">DFT0000733</a>	06/23/2025	611.34			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0918 MAY JUN FY 25</a>	BOC CREDIT CARD RYAN HARDESTY	06/23/2025	06/23/2025	0.00	611.34	
Bank Draft	<a href="#">DFT0000734</a>	06/23/2025	135.42			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0488 MAY JUN FY 25</a>	BOC CREDIT CARD MEGHAN PFALLER	06/23/2025	06/23/2025	0.00	135.42	
Bank Draft	<a href="#">DFT0000735</a>	06/23/2025	2,490.21			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0389 MAY JUN FY 25</a>	BOC CREDIT CARD TIM LAWRENCE	06/23/2025	06/23/2025	0.00	2,490.21	
Bank Draft	<a href="#">DFT0000736</a>	06/23/2025	769.51			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0470 MAY JUN FY 25</a>	BOC CREDIT CARD ROBERT CLARK	06/23/2025	06/23/2025	0.00	769.51	
Bank Draft	<a href="#">DFT0000737</a>	06/23/2025	125.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0371 MAY JUN FY 25</a>	BOC CREDIT CARD MARY BOHLEN	06/23/2025	06/23/2025	0.00	125.00	
Bank Draft	<a href="#">DFT0000738</a>	06/23/2025	1,800.55			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0595 MAY JUN FY 25</a>	BOC CREDIT CARD JAMES CHARLES	06/23/2025	06/23/2025	0.00	1,800.55	
Bank Draft	<a href="#">DFT0000739</a>	06/23/2025	2,366.13			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0265 MAY JUN FY 25</a>	BOC CREDIT CARD ARNOLD DOWNING	06/23/2025	06/23/2025	0.00	2,366.13	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Manual Bank Draft	15	15	0.00	14,969.35
Packet Totals:		15	15	0.00	14,969.35



Town of Berlin, MD

# Payment Register

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01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0002406</a>	AE MOORE JANITORIAL INC					1,182.82
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/26/2025		1,182.82
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">121619-1, 121619</a>	TOILET PAPER, TICK SPRAY	06/26/2025	06/26/2025	0.00	570.72	
<a href="#">121887</a>	DISTILLED VINEGAR	06/26/2025	06/26/2025	0.00	612.10	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003504</a>	CAMPBELL JOE					200.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/26/2025		200.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6/4</a>	UNIFORM WORK BOOTS	06/23/2025	06/23/2025	0.00	200.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003317</a>	CARTER MACHINERY COMPANY INC					3,347.14
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/26/2025		3,347.14
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">2013741</a>	G3520 NG ENGINE REPLACE SENSOR	06/26/2025	06/26/2025	0.00	1,178.81	
<a href="#">2016165</a>	REPLACE INTAKE MANIFOLD SEALS G3520 ENGINE	06/25/2025	06/25/2025	0.00	2,168.33	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000496</a>	CHEMSEARCH					735.15
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/26/2025		735.15
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">9201405,9200148</a>	SOAP & GLOVES	06/26/2025	06/26/2025	0.00	735.15	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000511</a>	CHOPTANK ELECTRIC COOPERATIVE, INC.					2,661.98
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/26/2025		2,661.98
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">414700 JUN FY 25</a>	ELECTRIC UTILITY SERVICE	06/26/2025	06/26/2025	0.00	2,661.98	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0003883</a>	CLARENCE ROUNDS					35.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/26/2025		35.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">REFUND</a>	PARK RESERVATION DEPOSIT	06/25/2025	06/25/2025	0.00	35.00	

Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000572</a>	COMCAST					40.26
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				06/26/2025		40.26
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">41 0160053157 JUN FY 25</a>	TELEVISION SERVICE POLICE DEPT 0053157	06/23/2025	06/23/2025	0.00	40.26	

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Vendor Number	Vendor Name	Total Vendor Amount				
0000678	DAVIS, BOWEN & FRIEDEL	1,015.00				
Payment Type	Payment Number	Payment Date			Payment Amount	
Check		06/26/2025			1,015.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
193594	PROJ 0050A002.094 WASHINGTON & WEST ST PARKING L	06/23/2025	06/23/2025	0.00	155.00	
194624	PROJ 0050A117.A01 BERLIN BIKEWAYS	06/23/2025	06/23/2025	0.00	80.00	
194871	PROJ 0050A002.070 SMART METER UPDG PROJECT	06/26/2025	06/26/2025	0.00	780.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0000794	EASTERN SHORE COFFEE	76.89				
Payment Type	Payment Number	Payment Date			Payment Amount	
Check		06/26/2025			76.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
691818	DRINKING WATER & WATER COOLER RENTAL	06/26/2025	06/26/2025	0.00	76.89	
Vendor Number	Vendor Name	Total Vendor Amount				
0000808	ED SUPPLY CO	958.30				
Payment Type	Payment Number	Payment Date			Payment Amount	
Check		06/26/2025			958.30	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6675-1448671	AUX CONTACTS	06/26/2025	06/26/2025	0.00	958.30	
Vendor Number	Vendor Name	Total Vendor Amount				
0003882	ENGELBRECHT SHAWN	40.27				
Payment Type	Payment Number	Payment Date			Payment Amount	
Check		06/26/2025			40.27	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6/20	DUTY BELT	06/23/2025	06/23/2025	0.00	40.27	
Vendor Number	Vendor Name	Total Vendor Amount				
0000847	ENVIROCORP, INC.	321.00				
Payment Type	Payment Number	Payment Date			Payment Amount	
Check		06/26/2025			321.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2501476	ANNUAL HYDRANT SAMPLES	06/26/2025	06/26/2025	0.00	321.00	
Vendor Number	Vendor Name	Total Vendor Amount				
0000884	FARMERS AND PLANTERS CO INC	2,136.30				
Payment Type	Payment Number	Payment Date			Payment Amount	
Check		06/26/2025			2,136.30	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
571 /2	SEMERA & MAKAZE PESTEDICIDE	06/25/2025	06/25/2025	0.00	2,136.30	
Vendor Number	Vendor Name	Total Vendor Amount				
0000897	FERGUSON ENTERPRISES	1,653.32				
Payment Type	Payment Number	Payment Date			Payment Amount	
Check		06/26/2025			1,653.32	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0750975	PLASTOMATIC VALVE	06/26/2025	06/26/2025	0.00	1,653.32	
Vendor Number	Vendor Name	Total Vendor Amount				
0000908	FLEET MAINTENANCE, INC	1,780.51				
Payment Type	Payment Number	Payment Date			Payment Amount	
Check		06/26/2025			1,780.51	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41190	VEHICLE SERVICE	06/26/2025	06/26/2025	0.00	1,780.51	



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Vendor Number	Vendor Name					Total Vendor Amount
<a href="#">0000968</a>	GOODY HILL GROUND WORK INC					3,563.88
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/26/2025	3,563.88			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">10324</a>	CONCRETE PAD	06/26/2025	06/26/2025	0.00	1,200.00	
<a href="#">10341</a>	DIRT & STONE	06/26/2025	06/26/2025	0.00	2,363.88	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0000977</a>	GREAT AMERICA FINANCIAL					183.95
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/26/2025	183.95			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">39482897</a>	QUARTERLY FOR PW, ELEC, WR COPIER MACHINE	06/23/2025	06/23/2025	0.00	183.95	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003655</a>	GREENLAW SITE AND STORMWATER LLC					5,000.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/26/2025	5,000.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">05</a>	EMERGENCY STORM DRAIN REPAIR	06/26/2025	06/26/2025	0.00	2,500.00	
<a href="#">06</a>	INSTALL IRRIGATION SERVICE	06/26/2025	06/26/2025	0.00	2,500.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003800</a>	HAWKINS INC					554.40
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/26/2025	554.40			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">7104467, 7104469</a>	CHEMICALS	06/26/2025	06/26/2025	0.00	554.40	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001024</a>	HERO 247					600.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/26/2025	600.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">WS120499</a>	CLOTHING FOR POLICE OFFICER	06/23/2025	06/23/2025	0.00	600.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001032</a>	HILL'S ELECTRIC MOTOR SERVICE INC.					2,750.27
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/26/2025	2,750.27			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">0160882</a>	FILTER FEED VFD	06/26/2025	06/26/2025	0.00	2,750.27	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0003331</a>	JESSICA HALL					863.91
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/26/2025	863.91			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">009</a>	PAINT PLAYGROUND EQUIPMENT	06/26/2025	06/26/2025	0.00	863.91	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<a href="#">0001268</a>	LATCHUM JAMES					135.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		06/26/2025	135.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<a href="#">6/18</a>	UNIFORM WORK BOOTS	06/23/2025	06/23/2025	0.00	135.00	

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<b>Vendor Number</b> <a href="#">0003734</a>	<b>Vendor Name</b> LINDSAY FORD LLC					<b>Total Vendor Amount</b> 94,169.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/26/2025	<b>Payment Amount</b> 94,169.00		
<b>Payable Number</b> <a href="#">109536</a>	<b>Description</b> FORD F550 UTILITY TRUCK	<b>Payable Date</b> 06/26/2025	<b>Due Date</b> 06/26/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 94,169.00	
<b>Vendor Number</b> <a href="#">0001397</a>	<b>Vendor Name</b> MARYLAND INDUSTRIAL TRUCKS, INC.					<b>Total Vendor Amount</b> 784.88
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/26/2025	<b>Payment Amount</b> 784.88		
<b>Payable Number</b> <a href="#">P19002</a>	<b>Description</b> STREET SWEEPER BRUSHES	<b>Payable Date</b> 06/26/2025	<b>Due Date</b> 06/26/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 784.88	
<b>Vendor Number</b> <a href="#">0001493</a>	<b>Vendor Name</b> MID-ATLANTIC WASTE SYSTEMS					<b>Total Vendor Amount</b> 3,657.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/26/2025	<b>Payment Amount</b> 3,657.00		
<b>Payable Number</b> <a href="#">PSO037878-1</a>	<b>Description</b> REPLACEMNET LIDS TRASH CARTS	<b>Payable Date</b> 06/26/2025	<b>Due Date</b> 06/26/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 3,657.00	
<b>Vendor Number</b> <a href="#">0003637</a>	<b>Vendor Name</b> NAPA AUTO PARTS					<b>Total Vendor Amount</b> 116.99
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/26/2025	<b>Payment Amount</b> 116.99		
<b>Payable Number</b> <a href="#">524831</a>	<b>Description</b> POWER PLANT OIL FOR COOLING TOWERS	<b>Payable Date</b> 06/23/2025	<b>Due Date</b> 06/23/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 116.99	
<b>Vendor Number</b> <a href="#">0003785</a>	<b>Vendor Name</b> PAIGE INDUSTRIAL SERVICES INC					<b>Total Vendor Amount</b> 13,395.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/26/2025	<b>Payment Amount</b> 13,395.00		
<b>Payable Number</b> <a href="#">4 FINAL</a>	<b>Description</b> 113 SCHOOLFIELD STREET POLE BARN EXTENSION	<b>Payable Date</b> 06/25/2025	<b>Due Date</b> 06/25/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 13,395.00	
<b>Vendor Number</b> <a href="#">0003019</a>	<b>Vendor Name</b> PLAYGROUND GUARDIAN LLC					<b>Total Vendor Amount</b> 1,075.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/26/2025	<b>Payment Amount</b> 1,075.00		
<b>Payable Number</b> <a href="#">14430</a>	<b>Description</b> ANNUAL PLAYGROUND INSPECTION	<b>Payable Date</b> 06/26/2025	<b>Due Date</b> 06/26/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,075.00	
<b>Vendor Number</b> <a href="#">0002868</a>	<b>Vendor Name</b> SEAL TECH ENTERPRISES INC					<b>Total Vendor Amount</b> 490.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/26/2025	<b>Payment Amount</b> 490.00		
<b>Payable Number</b> <a href="#">3295.</a>	<b>Description</b> SEAL COAT	<b>Payable Date</b> 06/26/2025	<b>Due Date</b> 06/26/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 490.00	
<b>Vendor Number</b> <a href="#">0003880</a>	<b>Vendor Name</b> STEELE JACKSON					<b>Total Vendor Amount</b> 89.99
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b> 06/26/2025	<b>Payment Amount</b> 89.99		
<b>Payable Number</b> <a href="#">REIMB 6/9</a>	<b>Description</b> SEASONAL EMPLOYEE NEW WORK BOOTS	<b>Payable Date</b> 06/25/2025	<b>Due Date</b> 06/25/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 89.99	

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<b>Vendor Number</b> <a href="#">0002786</a>	<b>Vendor Name</b> THE PETE STORE					<b>Total Vendor Amount</b> 681.20
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			06/26/2025	681.20		
<b>Payable Number</b> <a href="#">15P250888</a>	<b>Description</b> REPAIRS FOR SANITATION VEHICLES # 15, 10, 82, &33	<b>Payable Date</b> 06/23/2025	<b>Due Date</b> 06/23/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 681.20	
<b>Vendor Number</b> <a href="#">0002928</a>	<b>Vendor Name</b> UNIFIRST CORPORATION					<b>Total Vendor Amount</b> 420.58
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			06/26/2025	420.58		
<b>Payable Number</b> <a href="#">1430187759</a>	<b>Description</b> UNIFORMS FOR PUBLIC WORKS CREWS	<b>Payable Date</b> 06/26/2025	<b>Due Date</b> 06/26/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 135.03	
<a href="#">J726369</a>	FIRST AID AND SAFETY MATERIALS	06/26/2025	06/26/2025	0.00	285.55	
<b>Vendor Number</b> <a href="#">0002516</a>	<b>Vendor Name</b> UNITED STATES POSTAL SERVICE					<b>Total Vendor Amount</b> 7,000.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			06/26/2025	7,000.00		
<b>Payable Number</b> <a href="#">INV0000500</a>	<b>Description</b> POSTAGE FOR BULK MAILING	<b>Payable Date</b> 06/23/2025	<b>Due Date</b> 06/23/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 7,000.00	
<b>Vendor Number</b> <a href="#">0002213</a>	<b>Vendor Name</b> UNSCENE PRODUCTIONS					<b>Total Vendor Amount</b> 2,500.00
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			06/26/2025	2,500.00		
<b>Payable Number</b> <a href="#">1340</a>	<b>Description</b> AD VIDEO MAIN STREET MARYLAND	<b>Payable Date</b> 06/26/2025	<b>Due Date</b> 06/26/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 2,500.00	
<b>Vendor Number</b> <a href="#">0003570</a>	<b>Vendor Name</b> US BANK EQUIPMENT FINANCE					<b>Total Vendor Amount</b> 224.07
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			06/26/2025	224.07		
<b>Payable Number</b> <a href="#">557954732</a>	<b>Description</b> COPIER LEASE AND CONTRACT	<b>Payable Date</b> 06/25/2025	<b>Due Date</b> 06/25/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 224.07	
<b>Vendor Number</b> <a href="#">0002220</a>	<b>Vendor Name</b> USA BLUEBOOK					<b>Total Vendor Amount</b> 4,704.83
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			06/26/2025	4,704.83		
<b>Payable Number</b> <a href="#">INV00736578</a>	<b>Description</b> LAB SUPPLIES	<b>Payable Date</b> 06/26/2025	<b>Due Date</b> 06/26/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 1,959.29	
<a href="#">INV00739348</a>	LAB SUPPLIES	06/26/2025	06/26/2025	0.00	2,745.54	
<b>Vendor Number</b> <a href="#">0002246</a>	<b>Vendor Name</b> VERIZON-000014448231					<b>Total Vendor Amount</b> 877.19
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			06/26/2025	877.19		
<b>Payable Number</b> <a href="#">552 000 824 0001 13 JUN FY</a>	<b>Description</b> TELEPHONE SERVICE	<b>Payable Date</b> 06/23/2025	<b>Due Date</b> 06/23/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 877.19	
<b>Vendor Number</b> <a href="#">0002247</a>	<b>Vendor Name</b> VERIZON-000718605643					<b>Total Vendor Amount</b> 63.24
<b>Payment Type</b> Check	<b>Payment Number</b>		<b>Payment Date</b>	<b>Payment Amount</b>		
			06/26/2025	63.24		
<b>Payable Number</b> <a href="#">850 466 066 0001-46 JUN FY</a>	<b>Description</b> VERIZON TELEPHONE SERVICE 5 MILE BRANCH RD	<b>Payable Date</b> 06/23/2025	<b>Due Date</b> 06/23/2025	<b>Discount Amount</b> 0.00	<b>Payable Amount</b> 63.24	

**Payment Register**

**APPKT03389 - 20250626SW**

Vendor Number		Vendor Name				Total Vendor Amount	
<a href="#">0002857</a>		VERIZON-850462866001-13				53.47	
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				06/26/2025	53.47		
Payable Number	Description			Payable Date	Due Date	Discount Amount	Payable Amount
<a href="#">850-462-866-0001-13 JUN F</a>	VERIZON TELEPHONE SERVICE			06/23/2025	06/23/2025	0.00	53.47

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	48	40	0.00	160,137.79
Packet Totals:		48	40	0.00	160,137.79