



MAYOR AND COUNCIL

Meeting Agenda

REVISED

Worcester County Library – Berlin Branch

13 Harrison Ave

Monday, April 13, 2026

- 5:00 PM** **CLOSED SESSION – Worcester County Library – Berlin Branch, 2nd Floor**
STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3- 305(b):
Agenda Item I: (7) To consult with counsel to obtain legal advice on a legal matter;
 a. Update to ongoing contract discussions
Agenda Item II: (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;
 b. Department Head-level Appointments
- 6:00 PM** **CALL TO ORDER, REGULAR SESSION – Worcester County Library – Berlin Branch, 2nd Floor**
1. **6:05 PM** **APPROVAL OF MINUTES:** (*Strategic Plan: DS1*)
 - a) Regular Session Minutes of 03.23.26
 - b) Work Session Minutes of 03.30.26
 2. **6:15 PM** **PUBLIC HEARING:** Ordinance 2026-01: Amending Chapter 6, Section 127 Housing Board Of Review – Town Attorney David Gaskill (*Strategic Plan: DS4, AS4*)
 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: 2026-17: Lead Service Line Award of Contract – Davis, Bowen & Friedel, Inc. Nicholas Bradley (*Strategic Plan: DS3, AS3*)
 - b) Motion: 2026-18: Maryland Department of Agriculture Mosquito Control Program – Town Administrator Mary Bohlen (*Strategic Plan: DS3*)
 - c) Motion 2026-19: Reallocation of Funds to Stephen Decatur Park Playground Equipment – Director of Public Works Jimmy Charles (*Strategic Plan: DS6*)
 - d) Motion 2026-20: Impact and General Fee Revisions Study – BEACON John Hickman & Mayor Zack Tyndall (*Strategic Plan: DS4*)
 - e) Resolution 2026-03: USDA Rural Development Grant Funding for Community Center – Mayor’s Executive Assistant Sara Gorfinkel (*Strategic Plan: DS1; DS6*)
 4. **6:50 PM** **UPDATE(S):**
 - a) Heron Park Sale Update Parcel 57 - Mayor Zack Tyndall (*Strategic Plan: DS4*)
 - b) Multipurpose Building Demolition: Shore Up & Head Start Trailers – Mayor’s Executive Assistant Sara Gorfinkel (*Strategic Plan: DS1; DS6*)
 5. **7:00 PM** **REPORTS:** Town Administrator’s Report, Departmental Reports (*Strategic Plan: DS1; DS4*)
 6. **7:10 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.
 7. **7:15 PM** **COMMENTS FROM THE COUNCIL**
 8. **7:40 PM** **COMMENTS FROM THE MAYOR’S OFFICE**
 9. **7:55 PM** **COMMENTS FROM THE PRESS**
 10. **8:00 PM** **ADJOURNMENT**





BERLIN MAYOR AND COUNCIL
Meeting Minutes
Monday, March 23, 2026

6:00 PM REGULAR SESSION – Worcester County Library – Berlin Branch

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

Absent: Councilmember Shaneka Nichols.

Staff Present: Town Administrator Mary Bohlen, Town Attorney David Gaskill, Interim Chief of Police Robert Fisher, Electric Utility Director Tim Lawrence, Director of Public Works Jimmy Charles, Mayor’s Executive Assistant Sara Gorfinkel, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

This meeting was also broadcast live via Facebook. After the moment of silence and the Pledge of Allegiance, Mayor Zackery Tyndall called the meeting to order at approximately 6:01 PM.

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

a. Regular Session of 03.09.26

On the motion of Councilmember Orris, second by Councilmember Knerr, the Regular Session of 03.23.26 minutes were approved by the following vote:

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

2. Proclamations:

a. 2026-04: Berlin’s 158th Birthday – Mayor Zack Tyndall (Strategic Plan: DS1, AS1)

Mayor Tyndall proclaimed March 30, 2026 as the Town of Berlin’s 158th birthday, recognizing the Town’s growth from its early origins along Sinepuxent Road to a community of over 5,000 residents and more than 270 businesses. The proclamation acknowledged Berlin’s incorporation in 1868 and encouraged residents and businesses to display Town flags in celebration of the milestone.

b. 2026-05: World Autism Day – Mayor Zack Tyndall (Strategic Plan: DS1, AS1)

Mayor Tyndall proclaimed April 2026 as Autism Awareness Month and April 2, 2026 as Autism Awareness Day, recognizing the importance of increasing public understanding of Autism Spectrum Disorder, promoting early diagnosis and intervention, and supporting inclusive communities for individuals with autism and their families. The proclamation encouraged residents to learn more about autism and to recognize the contributions of individuals on the autism spectrum.

c. 2026-06: Fair Housing Month – Mayor Zack Tyndall (Strategic Plan: DS1, AS1)

Mayor Tyndall proclaimed April 2026 as Fair Housing Month in the Town of Berlin, recognizing the importance of equal housing opportunity as established by the Civil Rights Act of 1968 and reaffirming the Town’s support for fair housing practices. The proclamation encouraged residents, businesses, and housing providers to uphold laws prohibiting discrimination and to promote fair and equal access to housing for all.

3. First Reading: Ordinance 2026-01: Amending Chapter 6, Section 127 Housing Board Of Review – Town Attorney David Gaskill (Strategic Plan: DS4, AS4)

Mayor Tyndall noted the Housing Review Board has not met in many years, and Town Attorney Dave Gaskill confirmed it has been inactive for approximately 15 years. To streamline the process, Mayor Tyndall proposed amending the Town Code to designate the chairmen of the Planning Commission, Board of Zoning Appeals, and Historic District Commission as a three-member Housing Review Board, as these bodies already review related matters. In response to Councilmember Orris, Mayor Tyndall and Town Administrator Mary Bohlen clarified the Board would not function as Code Enforcement, and that the Planning Director and Code Enforcement would serve as housing inspectors for cases brought before the Board.

4. Items for Approval:

a. Motion 2026-11: Special Event Permit, Berlin First Baptist Church Easter Sunrise Service, April 5, 2026 – Event Applicant Dan Mason (Strategic Plan: DS1, AS1)

Event Applicant Dan Mason informed the Mayor and Council that the sunrise service used to be held at a private residence, but more space was needed as attendance grew. Berlin First Baptist requested use of Stephen Decatur Park on Sunday, April 5th from 6 AM to 8 AM. The service would take place next to the pavilion with the speakers angled away from the residential side of the park and towards the highway. The Special Event Permit fees would also be waived.

On the motion of Vice President Burrell, second by Councilmember Orris, Special Event Permit, Berlin First Baptist Church Easter Sunrise Service, April 5, 2026, was adopted by the following vote:

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

Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

- b. Motion 2026-12: Special Event Permit, Mount Calvary Apostolic Church Revival, May 7-9, 2026 – Event Applicant Carla Moore (*Strategic Plan: DS1, AS1*)

Event Applicant Carla Moore requested the use of Stephen Decatur Park for Mount Calvary Apostolic Church’s three-day service. The park would be in use from Thursday, May 7th, through Saturday, May 9th. The event will take place from 6 PM to 8 PM on Thursday, May 7th, and Friday, May 8th, and from 12 PM to 4 PM on Saturday, May 9th.

On the motion of Councilmember Orris, second by Vice President Burrell, Motion 2026-12: Special Event Permit, Mount Calvary Apostolic Church Revival, May 7-9, 2026, was adopted by the following vote:

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

- c. Motion 2026-13: Multipurpose Building Demolition Award of Contract – Davis, Bowen & Friedel, Inc. Nicholas Bradley (*Strategic Plan: DS6*)

Civil Engineer Nicholas Bradley informed the Mayor and Council that this project would be funded with a Community Development Block Grant (CDBG). Six bids were received, and Bennitt Construction Inc., the lowest bidder, was recommended at \$121,436.37. Councilmember Knerr inquired whether underground infrastructure needed to be removed, and Mr. Bradley stated that the foundation and a fuel tank would be disposed of. The demolition at this time was intended to return the area “to grass”.

Discussion ensued regarding the leftover funds and whether they could be utilized for Headstart trailers, and Ms. Bohlen stated this would be reviewed further.

On the motion of Vice President Burrell, second by Councilmember Knerr, Motion 2026-13: Multipurpose Building Demolition Award of Contract, was adopted by the following vote:

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

Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

- d. Motion 2026-14: Reallocation of Funds for Henrys Mill Drive – Public Works Director Jimmy Charles (*Strategic Plan: DS3, AS5*)

Director of Public Works Jimmy Charles discussed the condition of Henry’s Mill Drive, noting significant roadway deterioration, including potholes, failed pavement, and raised utility covers, and recommended a grind-and-repave project with possible subgrade repairs. It was explained that capital street funds are currently assigned to Branch Street, Schoolfield Street, Flower Street, and Washington Street, but those projects required underground utility work that would delay construction until a future budget cycle. Due to the severity of the conditions on Henry’s Mill Drive, Mr. Charles recommended reallocating the previously approved street funding to complete repairs on Henry’s Mill Drive at this time, with remaining street projects to be reconsidered during the FY27 budget process.

Councilmember Orris asked for communication to the public regarding road closures, which Mr. Charles confirmed would take place. Councilmember Green asked about the project timeline, and Town Administrator Mary Bohlen explained approval was being sought to begin the RFP process, with an estimated start in 3–6 months.

Linda Palmer, Henrys Mill Drive, was concerned about access to the street during the repairs. Shawn McGowan, Henrys Mill Drive, suggested the street be one-way in and one-way out due to the narrowness of the street as it is. Mr. Bradley confirmed access would be a primary concern, and Mayor Tyndall added the project would be coordinated to make as least invasive as possible. Ms. Bohlen noted that, because of the single road in/out roads wouldn’t be closed for days at a time, but rather for hours. Mayor Tyndall asked for a linear foot pricing and agreement to be included in the RFP.

On the motion of Councilmember Orris, second by Councilmember Green, Motion 2026-14: Reallocation of Funds for Henrys Mill Drive, was adopted by the following vote:

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

Councilmember Orris inquired if there was an update regarding West Street and the new school, and Mayor Tyndall informed him there was not.

- e. Motion 2026-15: Declaration of Surplus Property Town Hall – Town Administrator Mary Bohlen (*Strategic Plan: DS1-DS6*)

Town Administrator Mary Bohlen informed the Mayor and Council that Town staff has been cataloguing surplus items for inclusion in the upcoming Town-wide yard sale on April 4th. Councilmember Orris questioned the sale of conference room tables, and Mayor Tyndall explained that changes to room sizes in the renovated building would limit what furniture could be reused. Vice President Burrell inquired about pricing, and Mayor Tyndall noted items would be reasonably priced with offers encouraged, while Ms. Bohlen welcomed input from Council. Councilmember Orris acknowledged the timeline, though felt the sale was occurring early, and Director of Public Works Jimmy Charles noted the building must be cleared by April 6th. Mayor Tyndall added that any usable items would be stored. A resident, Carol Rose, urged careful spending and suggested retaining the tables if possible, to which Mayor Tyndall responded that the Town remains mindful and intentional with expenditures.

On the motion of Councilmember Knerr, second by Vice President Burrell, Motion 2026-15: Declaration of Surplus Property Town Hall, was adopted by the following vote:

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

- f. Resolution 2026-02: Advanced Metering Opt-Out Program – Town Administrator Mary Bohlen (*Strategic Plan: DS3*)

Town Administrator Mary Bohlen presented a revised smart meter opt-out policy, which amends the one-time opt-out fee to \$50, which is equal to the service fee as adopted in the Town’s tariff, noting that a separate service fee would not be charged for a service call to turn on/off, or other related service for the meter under this program. The \$17 monthly fee to cover the cost of manual meter readings had been approved by consensus at the March 9, 2026, meeting and remained unchanged in this version. She clarified that existing homes would not be charged for reinstallation if opting back in, while new homes would incur equipment costs, as was the current policy. Electric Utility Director Tim Lawrence reported that six Electric residents have requested to opt out; the number of water meter opt-outs was not readily available, but it was presumed that those residents would also want their water meters covered. Ms. Bohlen noted that the Electric meter opt-out fees would not be implemented until approved by the Public Service Commission. Councilmember Orris expressed concern about the monthly fee, while Vice President Burrell supported it to ensure costs were not shifted to

other residents. Mayor Tyndall emphasized the importance of cost recovery, noting that electric rates had not increased in over a decade.

On the motion of Councilmember Green, second by Councilmember Knerr, Resolution 2026-02: Advanced Metering Opt-Out Program, was adopted by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP	X				
Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris		X			
<i>Voting Tally</i>	3	1			1

- g. Motion 2026-16: Electric Utility Tariff Amendments – Town Administrator Mary Bohlen & Electric Utility Director Tim Lawrence (*Strategic Plan: DS3*)

Please see 3f: Items for Approval - Resolution 2026-02: Advanced Metering Opt-Out Program for discussion information.

On the motion of Councilmember Green, second by Vice President Burrell, g. Motion 2026-16: Electric Utility Tariff Amendments was adopted by the following vote:

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

- 5. Reports: Town Administrator’s Report, Departmental Reports (*Strategic Plan: DS3, DS4*)

Town Administrator Mary Bohlen announced Town Hall was closed to the public for renovations, with Customer Service and other Town Hall operations relocated to the Welcome Center. Utility payments could be paid in person, online, or by mail.

- 6. Comments from the Public (*Strategic Plan: DS4; DS5*)

Joan Maloof emphasized the importance of preserving open space as Berlin grows, noting Berlin Commons was currently for sale and could be developed for commercial use. This would negatively impact stormwater management. She shared that the owners were willing to reduce the sale price if the Town purchased the property and suggested potential uses, including stormwater management,

green space, and event-related emergency vehicle parking. Councilmember Green asked about intended uses, and Mayor Tyndall confirmed neighborhood support. Ms. Maloof also expressed interest in forming a green space commission and was informed of the existing Horticulture Advisory Committee.

Linda Palmer, Henry Mills Drive, raised concerns about storm debris removal after having fallen trees cut into smaller pieces, expecting Town pickup. Director of Public Works Jimmy Charles explained pickup limitations based on size and safety, noting the service was intended for storm debris and had expanded beyond its original scope. Vice President Burrell clarified that the service was a courtesy and not the Town’s responsibility, and that staff resources were limited. Mary Hedlesky, Westminster Drive, suggested using reserve funds to hire additional cleanup support.

7. Comments from the Council

Councilmember Knerr proposed establishing a Greenbelt fund, suggesting an initial allocation of \$10,000, with additional funding added over time. Mayor Tyndall recommended incorporating the idea into the Comprehensive Plan update to explore potential incentives, and Councilmembers Orris and Green expressed interest in further discussion.

Councilmember Orris asked whether Reconnecting Neighborhoods and Communities grant funding could be used to improve intersections instead of constructing a bridge, and Mayor Tyndall noted preliminary survey results did not support a bridge. The Mayor’s Executive Assistant Sara Gorfinkel added the survey remained open through March 27th on the Town’s website. Councilmember Green also reminded staff of the upcoming Appreciation Lunch hosted by the Stevenson United Methodist Church Ladies’ Group.

8. Comments from the Mayor’s Office

The Mayor’s Executive Assistant, Sara Gorfinkel, reminded the public that Town flags are available for purchase and that retired flags may be returned to Customer Service at the Welcome Center. She also recognized the use of opioid restitution funds to support workforce development efforts. Mayor Tyndall added that the Public Works Department recently hired its first employee through a partnership with Hope4Recovery.

Mayor Tyndall thanked Councilmember Knerr and other Councilmembers for their involvement in the West View easement process, as well as Town staff for their continued efforts with storm cleanup.

9. Comments from the Press – None.

10. Adjournment:

On the motion of Vice President Burrell, second by Councilmember Orris, the meeting was adjourned at approximately 7:47 PM.

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

Steve Green	X				
Jay Knerr	X				
Shaneka Nichols					X
Jack Orris	X				
<i>Voting Tally</i>	4				1

Respectfully submitted,



Laura Brown
Administrative Assistant



BERLIN MAYOR AND COUNCIL
Meeting Minutes
Work Session
Monday, March 30, 2026

5:00 PM WORK SESSION – Berlin Police Department Training Room

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

Staff Present: Town Attorney David Gaskill, Special Projects Administrator Kate Daub, and Administrative Assistant Laura Brown.

Others Present: Berlin Fire Company President David Fitzgerald and Chief Andrew Grunden.

This meeting was broadcast live via Facebook. Mayor Tyndall called the meeting to order at approximately 5:05 PM.

1. Discussion: Berlin Fire Company (BFC)

Berlin Fire Company President Dave Fitzgerald and Chief Andrew Grunden revisited the concept of allocating a portion of Impact Fees or Building Permit Fees to the BFC to offset capital costs, noting examples from Selbyville and Pittsville where increased permit fees support local fire companies. Mayor Zack Tyndall explained that a previous RFP for an Impact Fee study received no responses, but discussions were ongoing, with potential progress expected in upcoming Mayor and Council meetings. Town Attorney Dave Gaskill noted that the current Impact Fees were low but required formal Town Code amendments to adjust. Mayor Tyndall emphasized that any changes must be data-driven. Chief Grunden asked about interim solutions through the Maryland Municipal League, and Mayor Tyndall noted none exist, though Impact Fees could be addressed during the budget process.

Mr. Gaskill recommended maintaining the current contract structure for a set period while reviewing it annually, and Mayor Tyndall supported standardizing language while continuing collaborative discussions. Discussion ensued regarding the contract structure, with Councilmember Green suggesting a full review every two years, which Councilmember Nichols supported. It was also discussed that the agreement could be separated into a contract and a Memorandum of Understanding, with BFC's attorney to provide a draft for review. For FY27, it was agreed that BFC and BFCEMS would attend two Mayor and Council meetings to present and two work sessions annually, on the 5th Mondays in September and March.

Mr. Fitzgerald raised concerns about operating and capital funding needs, noting increasing loan obligations. Councilmember Green asked whether support was needed more for financing or debt reduction, while Councilmember Knerr suggested exploring additional grant opportunities and enhancing marketing efforts, including contacting Sara Hambury for assistance. Councilmember Orris suggested increased community presence through events such as the Farmers Market and Oktoberfest, and Mayor Tyndall suggested offering services such as free blood pressure screenings to boost engagement.

Mayor Tyndall also asked about school partnerships, and Chief Grunden noted ongoing challenges with recruitment. Mr. Fitzgerald introduced a proposed real estate tax credit incentive. After much discussion, the group agreed that eligible BFC members who are Town homeowners would receive a \$1,000 credit after one year of service and payment of property taxes.

2. Discussion: Berlin Fire Company Emergency Medical Services (BFCEMS)

Mr. Fitzgerald transitioned the discussion to EMS funding, noting concerns with long-term sustainability under the current funding structure. Mayor Tyndall expressed interest in developing a funding formula in the future and referenced ongoing efforts at the Maryland Municipal League level. Chief Grunden explained that BFCEMS can no longer purchase equipment outright due to rising costs. Councilmember Orris suggested exploring Local Development Council (LDC) funds, which Councilmember Green supported, and Mayor Tyndall agreed to review the option with Finance Director Natalie Saleh. Councilmember Knerr also suggested monitoring potential future funding opportunities, including legislation related to online gaming revenue.

Mr. Fitzgerald provided a parade update, noting the Touch-a-Truck event will begin at 10 AM on Saturday, June 20th, followed by the parade at 2 PM, with Main Street closing approximately 15 minutes prior. He added that 168 fire companies and associations are expected to participate.

Following no further comments, Mayor Tyndall adjourned the work session meeting at approximately 6:09 PM.

Respectfully submitted,



Laura Brown
Administrative Assistant

ORDINANCE NO. 2026-01

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, AMENDING CHAPTER 6, ENTITLED BUILDINGS AND BUILDING REGULATIONS, ARTICLE V, ENTITLED HOUSING STANDARDS, SECTION 6-127, ENTITLED ESTABLISHMENT, POWERS AND DUTIES OF HOUSING INSPECTOR AND BOARD OF REVIEW

BE IT RESOLVED, that Section 6-127 be amended as follows:

Sec. 6-127. - Establishment, powers and duties of housing inspector and board of review. The office of housing inspector and the housing board of review are hereby created to conduct the inspections and hearings authorized by this article. The housing inspector shall be appointed by the mayor and confirmed by the council. ~~The housing board shall consist of five members to be appointed by the mayor and confirmed by the council, for overlapping terms of three years each, except that the members of the first board shall be appointed two for one year, two for two years and one for three years, respectively. Each member of the board shall serve until a successor is appointed. All members of the board shall be citizens of the United States and residents of the town.~~ THE HOUSING BOARD OF REVIEW SHALL CONSIST OF THREE MEMBERS WHO SHALL BE THE RESPECTIVE CHAIRPERSONS OF THE PLANNING COMMISSION, THE BOARD OF APPEALS, AND THE HISTORIC DISTRICT COMMISSION. The housing board of review shall:

- (1) Adopt rules of procedure not inconsistent with this article, elect its own officers and keep a record of all proceedings, including the vote of each member on each case heard. No member of the board shall take part in any hearing or determination in which he has, directly or indirectly, any personal or financial interest. ~~Three~~ TWO members of the board in attendance at any meeting shall constitute a quorum.
- (2) Interpret the intent of this article in specific cases where, upon appeal, it clearly appears that, by reason of special conditions, undue hardship would result from the literal application of any section of this article. Where such undue hardship is clearly demonstrated, the board may permit a variance from the applicable section, provided that the dwelling will vary only a reasonable minimum from the literal provision of this article and will generally comply with the spirit and intent of the regulations as to sanitation, safety and rehabilitation. Any such variance shall be permitted only by the concurring vote of at least ~~three~~ TWO members of the housing board of review.

(Code 1977, § 60-12; Ord. No. 82-2, 5-17-1982)

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the _____ day of _____, 2026, 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 _____, 2026, 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 _____, 2026 by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the ___ day of _____, 2026.

Zackery Tyndall, Mayor and
President of Council

ATTEST: Mary Bohlen, Town Administrator



MOTION OF THE MAYOR AND COUNCIL 2026-XX

A motion of the Mayor and Council of the Town of Berlin AWARDING RFP 2026-03 BERLIN LEAD SERVICE LINE REPLACEMENT – PHASE 1A TO TEAL CONSTRUCTION, INC. IN THE AMOUNT OF \$1,938,938.

PROJECT FUNDING AS FOLLOWS:

- **BASE BID:** \$1,938,938
- **MDE FUNDING:** \$1,475,933
- **SHORTFALL:** \$463,005

The Maryland Department of the Environment (MDE) has awarded the Town of Berlin \$1,475,933.00 for this project under the Maryland Drinking Water State Revolving Fund (MDWSRF).

The Mayor and Council intend to seek additional funding to cover the \$463,005 shortfall. Should additional funding not be ensured, the shortfall shall be funded from the SPECIAL CONNECTION WATER FUND RESERVE.

APPROVED this ____ day of _____, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

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

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Jamey Latchum, Water Resources Director

MEETING DATE: Monday, April 13, 2026

SUBJECT: William St Lead Service Line Replacement Phase 1A Project

SUMMARY

On April 1, 2026, we received a bid in response to RFP # 2026-03 William St Lead Service Line Replacement Phase 1A Project. Following a review of the low bidder's bid package, Davis, Bowen, & Friedel, Inc., (DBF) has made the recommendation to award RFP # 2026-03 to Teal Construction Inc. Pending the Mayor and Council's decision to accept DBF's recommendation, the award amount for completion of the William St Lead Service Line Replacement Project would be \$1,938,938.00; however the final project cost will depend on the actual installed work. The town has \$1,475,933.00 budgeted for construction. The low bid, base bid amount exceeds the budgeted funds for the project by \$463,005.00.

The Town of Berlin Water Resources Department is seeking approval from the Mayor and Council to transfer \$500,000.00 from the Elizabeth, Maple, Schoolfield, E Branch, Railroad project to cover the balance that is needed to move forward with RFP # 2026-03 William St Lead Service Line Replacement Phase 1A Project. At the close of the current fiscal year (FY26), these funds will be returned to the account (20-5720-5255) to complete the Elizabeth, Maple, Schoolfield, E Branch, Railroad project in fiscal year 2027.

BACKGROUND

None.

RECOMMENDATIONS

Approve the transfer of \$500,000.00 to move forward with the William St Lead Service Line Replacement Phase 1A Project. This project is contingent on the Maryland Department of Transportation paving schedule.

Jamey Latchum
Director, Water Resources Department

April 2, 2026

Town of Berlin,
10 William Street
Berlin, Maryland 21811

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

ATTN: Mary Bohlen
Town Administrator

RE: Bid Opening Recommendation
Berlin Lead Service Line Replacement Phase 1A
Town of Berlin, Maryland
DBF# 0050A120

Ms. Bohlen:

This correspondence is to inform you that the low bidder for the referenced project is Teal Construction Inc., please note that one bid was received by the project deadline. Teal Construction Inc. is the low bidder with a base bid of \$1,938,938.00, and a bid alternative #1 of \$1,444,900.00, resulting in a total base bid and bid alternative #1 sum of \$3,383,838.00. Enclosed, please find copy of the bid package submitted, as well as a copy of the final Bid Tabulation for the referenced project. Davis, Bowen & Friedel, Inc., (DBF) has reviewed the Bid Package and found all documentation to be properly submitted. Based on Teal Construction Inc. previous work experience with municipal water distribution projects we are confident that the Contractor has the resources and work experience necessary to successfully complete the project.

The Town has \$1,475,933.00 budgeted for construction. All budgeted funds are provided by the Maryland Drinking Water State Revolving Fund, facilitated by the Maryland Department of the Environment. The table below summarizes the funding shortfalls based on the two options for award.

Award Option	Low Bid Amount	Funding Shortfall Amount
Base Bid	\$1,938,938.00	\$463,005.00
Sum of Base Bid + Bid Alternative #1	\$3,383,838.00	\$1,907,905.00

The low bid, base bid amount exceeds the budgeted funds for the project by \$463,005.00. DBF recommends the Town award only the base bid to Teal Construction Inc, contingent upon the availability of additional funds. DBF recommends that the Town request additional \$463,005.00 in funding assistance from the Maryland Department of the Environment, if none is available, local funding sources would need to be examined to bridge this shortfall.

Should the Town of Berlin choose to award the project to Teal Construction Inc, the total award amount for the completion of the referenced project would be One Million, Nine Hundred and Thirty-Eight Thousand, Nine Hundred and Thirty-Eight dollars and zero cents (\$1,938,938.00). We look forward to hearing the Town's decision.

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

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Nicholas S. Bradley Jr. P.E.
Civil Engineer

L:\0050A Berlin\0050A120 - Lead Service Line Replacement\Phase 1\Bidding\Re-bid\Bids\Bid Opening Recommendation.docx

TOWN OF BERLIN
Berlin Lead Service Line Replacement Phase 1A
DBF # 0050A120
April 1, 2026

BID TABULATION

Teal Construction Inc.

Item No. & Description	Size/ Depth	Unit	Est. Qty	Unit Price	Total Price
1	Mobilization, Bonds, and Insurance, (Max. 3% of Total Bid)	--	LS	--	\$ 45,698.00
2	Furnish and Install Sediment and Erosion Control Measures	--	LS	--	\$ 10,030.00
3	Furnish and Install Traffic Control	--	LS	--	\$ 229,392.00
4	Test Pit Public and Private Service Lines	--	EA	168	\$ 388.00 \$ 65,184.00
5A.	Furnish & Install Wet Tap, Fittings, and Appurtenances for Connection to Water Main	1"	EA	83	\$ 5,500.00 \$ 456,500.00
5B.		2"	EA	1	\$ 8,500.00 \$ 8,500.00
5C.	Furnish & Install Water Service Line from Water Main to Water Meter	1"	LF	2,490	\$ 84.00 \$ 209,160.00
5D.		2"	LF	30	\$ 210.00 \$ 6,300.00
6A.	Furnish & Install Water Service Line from Water Meter to Building Exterior	1"	LF	8,300	\$ 55.50 \$ 460,650.00
6B.		2"	LF	100	\$ 65.00 \$ 6,500.00
7A.	Furnish & Install Water Service Penetration of Existing Structure, Water Service line, Isolation valve, and Fittings to Connect to Premise Plumbing.	1"	EA	83	\$ 1,650.00 \$ 136,950.00
7B.		2"	EA	1	\$ 2,650.00 \$ 2,650.00
8	Furnish & Install Water Meter Pit and Assembly	--	EA	84	\$ 1,650.00 \$ 138,600.00
9	Furnish & Install Graded Aggregate Base	12"	SY	450	\$ 34.00 \$ 15,300.00
10	Furnish & Install Bituminous Concrete Base Pavement.	6"	SY	450	\$ 45.00 \$ 20,250.00
11	Furnish & Install Curb & Gutter	--	LF	420	\$ 57.00 \$ 23,940.00
12	Remove & Replace Concrete Sidewalk	--	SY	233	\$ 98.00 \$ 22,834.00
Allowances					
13	Private Side Restoration Allowances	--	LS	--	\$ 60,000.00
Contingency					
14	Excavation Below Subgrade and Gravel Refill*	--	CY	50	\$ 88.00 \$ 4,400.00
15	Furnish and Install Select Fill*	--	CY	50	\$ 150.00 \$ 7,500.00
16	Furnish and Place Miscellaneous 4000 psi Concrete*	--	SY	20	\$ 350.00 \$ 7,000.00
17	Furnish and Install Additional Fittings Not Shown on the Plans*	--	LBS	200	\$ 8.00 \$ 1,600.00
TOTAL BASE BID (ITEMS 1 - 17)				\$	1,938,938.00
Bid Alternative #1					
9.1	Furnish & Install Graded Aggregate Base	12"	SY	1,620	\$ 32.00 \$ 51,840.00
10.1	Furnish & Install Bituminous Concrete Base Pavement.	6"	SY	1,620	\$ 44.00 \$ 71,280.00
11.1	Furnish & Install Curb & Gutter	--	LF	285	\$ 56.00 \$ 15,960.00
12.1	Remove & Replace Concrete Sidewalk	--	SY	440	\$ 98.00 \$ 43,120.00
18	Furnish and Install Water Mains, Fittings and Appurtenances	10"	LF	4,050	\$ 284.00 \$ 1,150,200.00
19	Furnish and Install Fire Hydrant Assemblies and Appurtenances	--	EA	9	\$ 12,500.00 \$ 112,500.00
TOTAL BID ALTERNATIVE #1 (ITEMS 9.1, 10.1, 11.1, 12.1, 18, & 19)				\$	1,444,900.00
TOTAL BASE BID + BID ALTERNATIVE #1				\$	3,383,838.00

I certify this tabulation is true and accurate based on information compiled from the one bid received on April 1, 2026 at 11:00 AM, for the Berlin Lead Service Line Replacement Phase 1A project.

Nicholas Bradley



Nicholas S. Bradley Jr. P.E., Civil Engineer, Davis, Bowen & Friedel, Inc.

RFP #2026-03 Berlin Lead Service Line Replacement - Phase 1A

Contractor: TEAL CONSTRUCTION, INC.

COST PROPOSAL

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

The following table should be included within the proposal submission.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance, (Max. 3% of Total Bid)	--	LS	--	--	145,678. ⁰⁰
2.	Furnish and Install Sediment and Erosion Control Measures	--	LS	--	--	10,030. ⁰⁰
3.	Furnish and Install Traffic Control	--	LS	--	--	229,392. ⁰⁰
4.	Test Pit Public and Private Service Lines	--	EA	168	393. ⁰⁰	65,184. ⁰⁰
5A.	Furnish & Install Wet Tap, Fittings, and Appurtenances for Connection to Water Main	1"	EA	83	5,500. ⁰⁰	456,500. ⁰⁰
5B.		2"	EA	1	8,500. ⁰⁰	8,500. ⁰⁰
5C.	Furnish & Install Water Service Line from Water Main to Water Meter	1"	LF	2,490	84. ⁰⁰	209,160. ⁰⁰
5D.		2"	LF	30	210. ⁰⁰	6,300. ⁰⁰
6A.	Furnish & Install Water Service Line from Water Meter to Building Exterior	1"	LF	8,300	55. ⁵⁰	460,650. ⁰⁰
6B.		2"	LF	100	65. ⁰⁰	6,500. ⁰⁰
7A.	Furnish & Install Water Service Penetration of Existing Structure, Water Service line, Isolation valve, and Fittings to Connect to Premise Plumbing.	1"	EA	83	1,650. ⁰⁰	136,950. ⁰⁰
7B.		2"	EA	1	2,650. ⁰⁰	2,650. ⁰⁰
8.	Furnish & Install Water Meter Pit and Assembly	--	EA	84	1,650. ⁰⁰	138,600. ⁰⁰
9.	Furnish & Install Graded Aggregate Base	12"	SY	450	34. ⁰⁰	15,300. ⁰⁰
10.	Furnish & Install Bituminous Concrete Base Pavement.	6"	SY	450	45. ⁰⁰	20,250. ⁰⁰
11.	Furnish & Install Curb & Gutter	--	LF	420	57. ⁰⁰	23,940. ⁰⁰
12.	Remove & Replace Concrete Sidewalk	--	SY	233	99. ⁰⁰	22,934. ⁰⁰
ALLOWANCES						
13.	Private Side Restoration Allowances	--	LS	--	--	\$60,000.00



RFP #2026-03 Berlin Lead Service Line Replacement - Phase 1A

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
CONTINGENCIES						
14.	Excavation Below Subgrade and Gravel Refill*	--	CY	50	\$ 88.00	\$4,400.00
15.	Furnish and Install Select Fill*	--	CY	50	150.00	7,500.00
16.	Furnish and Place Miscellaneous 4000 psi Concrete*	--	SY	20	350.00	7,000.00
17.	Furnish and Install Additional Fittings Not Shown on the Plans*	--	LBS	200	8.00	1,600.00
Total Base Bid (Items 1 – 17) \$ <u>1,938,938.00</u>						
(Written Amount) <u>ONE MILLION NINE HUNDRED THIRTY-EIGHT THOUSAND NINE HUNDRED THIRTY-EIGHT DOLLARS</u>						

*Contingencies shall only be used if and as directed by the Engineer.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
BID ALTERNATIVE #1						
9.1	Furnish & Install Graded Aggregate Base	12"	SY	1,620	\$ 32.00	\$51,840.00
10.1	Furnish & Install Bituminous Concrete Base Pavement.	6"	SY	1,620	44.00	71,280.00
11.1	Furnish & Install Curb & Gutter	--	LF	285	56.00	15,960.00
12.1	Remove & Replace Concrete Sidewalk	--	SY	440	98.00	43,120.00
18	Furnish and Install Water Mains, Fittings and Appurtenances	10"	LF	4,050	284.00	1,150,200.00
19	Furnish and Install Fire Hydrant Assemblies and Appurtenances	--	EA	9	12,500.00	112,500.00
<p>*Items 9.1 through 12.1 are to be tracked as additional quantities for bid items 9 through 12 of the Base Bid, if Bid Alternative #1 is included in the award. As such they shall have the same unit prices as the corresponding bid item.</p>						
Total Bid Alternative #1 (Item 9.1, 10.1, 11.1, 12.1, 18, & 19) \$ <u>1,444,900.00</u>						
(Written Amount) <u>ONE MILLION FOUR HUNDRED FORTY-FOUR THOUSAND NINE HUNDRED DOLLARS</u>						
Total Base Bid + Total Bid Alternative #1 \$ <u>3,383,838.00</u>						
(Written Amount) <u>THREE MILLION THREE HUNDRED EIGHTY-THREE THOUSAND EIGHT HUNDRED THIRTY-EIGHT DOLLARS</u>						



RFP #2026-03 Berlin Lead Service Line Replacement - Phase 1A

Contractor: TEAL CONSTRUCTION, INC.

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed
PREMIER SERVICE GROUP, LLC 33-1717165	7140 BARKERS LANDING RD EASTON, MD 21601	PLUMBING

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




RFP #2026-03 Berlin Lead Service Line Replacement - Phase 1A

Contractor: TEAL CONSTRUCTION, INC.

SIGNATURES

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

Signature:  Date: APRIL 1, 2026

Printed Name: CHARLES REED, III

Firm Name: TEAL CONSTRUCTION, INC. Tax/EIN: 51-0106713

DBA (if different than above): N/A

Address: PO Box 779

City, State Zip: DOVER, DE 19903

Phone: (302) 678-9500

BIDDER acknowledges receipt of the following ADDENDUM:

Addendum No. 1, dated MARCH 24, 2026

Addendum No. , dated , 2026

Addendum No. , dated , 2026



By checking this box, I hereby certify that the individual or organization represented in the submission of this response to Town of Berlin Request for Proposals/Quote is not debarred by the federal government from contracting with a federal agency, nor with the State of Maryland, Worcester County, or the Town of Berlin.

Signature: 



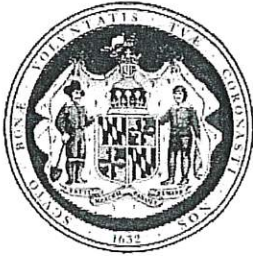
90 County

State of Maryland License

09332182

09748006

01500558



TEAL CONSTRUCTION INC
ATTN: TRACY
PO BOX 779
DOVER DE 19903

TEAL CONSTRUCTION INC
612 MARY STREET
DOVER DE 19904

25

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
66	015	OUT-OF-STATE CONTRACTOR (NOT FOR HOME IMPROVEMENT)	1	15.00

DATE OF ISSUE
MO DAY YR
06/13/2025

MONTHS PAID
12

ISSUING FEES	2.00		
TOTAL	17.00	1.50	18.50

THIS LICENSE MUST BE PUBLICLY DISPLAYED
AND EXPIRES ON **APRIL 30, 2026**

ISSUED BY
DORCHESTER COUNTY CLERK OF CIRCUIT COURT
206 HIGH STREET
CAMBRIDGE, MARYLAND 21613 (410)228-0480

KFR

The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first



09S150S109748006S109332182

Scan this one second



16.50SM0.00SM0.00SM2.00



References

1. Kent County Engineering Dept.
555 Bay Road
Dover, Delaware 19901
Brian Hall, P.E. - County Engineer 302-744-2430

2. Sussex County Engineering Dept.
P.O. Box 589
Georgetown, Delaware 19947
Mike Harmer, P.E. - County Engineer 302-855-7718

3. City of Dover – Department of Public Works
860 Buttner Place
Dover, Delaware 19903
Jason Lyon - Construction Mgr. 302-674-7562

SECTION 00 43 13

BID Security Form

KNOW ALL PERSONS BY THESE PRESENTS, that we, the Undersigned
Teal Construction, Inc. as Principal, and
Travelers Casualty and Surety Company of America as Surety, are hereby held and
 firmly bound unto the Town of Berlin, as OWNER, the penal sum of
Five Percent of the Amount Bid for the payment of which, well and truly to be made, we
 hereby jointly and severally bind ourselves, successors and assigns.

Signed, this 1st day of April, 2026.

The Condition of the above obligation is such that whereas the Principal has submitted to the Town of Berlin a certain BID, attached hereto and hereby made a part hereof to enter into a contract in writing, for the Berlin Lead Service Line Replacement Phase 1A, Contract No. 0050A120.

NOW, THEREFORE,

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

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

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

Teal Construction, Inc.



Principal CHARLES REED, III - PRESIDENT (L.S.)
Travelers Casualty and Surety Company of America



Surety

By: Catherine Mathews, Attorney-in-Fact

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

END OF SECTION



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **CATHERINE MATHEWS** of **COLUMBIA Maryland**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, **2021**.



State of Connecticut

By: 
Robert L. Raney, Senior Vice President

City of Hartford ss.

On this the **21st** day of **April**, **2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2026**




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or undertaking to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **1st** day of **April**, **2026**




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



MOTION OF THE MAYOR AND COUNCIL 2026-18

A motion of the Mayor and Council of the Town of Berlin APPROVING PARTICIPATION IN THE STATE OF MARYLAND’S MOSQUITO CONTROL PROGRAM FOR FY 2027 PENDING BUDGETARY APPROPRIATION AND IN AN AMOUNT NOT TO EXCEED \$6,200.00.

APPROVED this ____ day of _____, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

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

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator

Worcester County

The **Town of Berlin** hereby requests participation in the State of Maryland's Mosquito Control Program and agrees to cooperate and defray costs in accordance with agreements arranged with the Maryland Department of Agriculture (MDA). This appropriation covers the following period: **2026 Mosquito Season**. If this amount is acceptable, please sign and return this form to MDA. If you wish to revise this appropriation, please line through and write the new amount. If revised, mosquito control services will be adjusted accordingly. Thank you for your support of MDA's mosquito control program.

Mosquito Control Services
Surveillance and control of
larval/adult mosquitoes

Appropriation
\$6,200.00

Signature-Town Manager or Mayor

Mailing Address:

Town of Berlin
10 William Street
Berlin, MD 21811

Please mail your application to:

Maryland Department of Agriculture
Mosquito Control Section
c/o Daniel Schamberger
27722 Nanticoke Road, Unit #2
Salisbury, MD 21801
Phone: (410) 543-6626
E-mail: daniel.schamberger@maryland.gov



MOTION OF THE MAYOR AND COUNCIL 2026-19

A Motion of the Mayor and Council of the Town of Berlin APPROVING THE REALLOCATION OF FISCAL YEAR 2026 (FY26) PARKS AND RECREATION CAPITAL OUTLAY EQUIPMENT (01-5500-5255) IN THE AMOUNT OF \$55,000 TO SUPPORT PLAYGROUND EQUIPMENT REPAIRS AT STEPHEN DECATUR PARK.

APPROVED this _____ day of _____, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

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

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Jimmy Charles, Public Works Director

MEETING DATE: Monday, April 13, 2026

SUBJECT: Reallocation of FY26 Parks & Recreation Capital Outlay Funds

SUMMARY

Staff is requesting approval to reallocate Fiscal Year 2026 (FY26) Parks and Recreation Capital Outlay Equipment funds (Account No. 01-5500-5255) in the amount of \$55,000 to support the replacement of damaged playground equipment at Stephen Decatur Park.

BACKGROUND

During a major winter storm in February 2026, multiple pieces of playground equipment at Stephen Decatur Park sustained significant damage. Upon inspection, it was determined that the affected equipment is beyond repair and requires full replacement to ensure public safety and continued usability of the park.

The Public Works Department has identified available funding within the FY26 Capital Outlay Equipment budget that can be reallocated to address this urgent need. Prompt replacement is necessary to restore safe recreational opportunities for residents and to prevent extended closure or limited access to the playground area.

RECOMMENDATION

Staff recommends that the Mayor and Council approve reallocating \$55,000 from the FY26 Parks and Recreation Capital Outlay Equipment budget (01-5500-5255) to fund the replacement of playground equipment at Stephen Decatur Park. Approval of this request will allow for the timely procurement and installation of new equipment.

QUOTE

180103-01-01 • 03/31/2026



A PLAYCORE COMPANY

Stephen Decatur Park - Replacements and Repairs

Customer:

Town of Berlin
Rt. 113 Tripoli Street
Berlin, MD 21811
United States

Ship to Zip: 21811

Prepared for:

Cody Chesser
Phone: 410-641-3845
cchesser@berlinmd.gov

Prepared by:

GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

Quantity	Part #	Description	Unit Price	Amount
1	91321	GameTime - Erratic Climber 4'0"-5'0" Accent: _____	\$912.00	\$912.00
1	90222	GameTime - Rung Encl Thunderring & Bar,Above Dk Accent: _____, Roto Plastic: _____	\$1,553.00	\$1,553.00
1	176711	GameTime - Ramp Handrail 148 5/16"Lg Accent: _____	\$2,943.00	\$2,943.00
2	RDU	GameTime - Handrail Hardware Detail - 116 • (2) 812057 - 3/8X2.5"Pin-In Bhsc W/Pat • (2) 817334 - 3/8 Lockwasher	\$3.80	\$7.60
1	164045	GameTime - Ada Ramp 74 1/8"Lg Deck:Pvc: _____	\$2,778.00	\$2,778.00
1	164042	GameTime - Ada Ramp 73 13/16"Lg Deck:Pvc: _____	\$2,969.00	\$2,969.00
6	RDU	GameTime - Ramp Hardware Detail - 031 • (6) 812052 - 3/8X3/4"Pin-In Bhsc W/Pat • (6) 804556 - 3/8 T Nut (Spanner) • (6) 817334 - 3/8 Lockwasher • (6) 817424 - 3/8 Flat Washer 1 1/4" Od	\$4.28	\$25.68
2	RDU	GameTime - Ramp Hardware Detail - 117 • (4) 804556 - 3/8 T Nut (Spanner) • (4) 817424 - 3/8 Flat Washer 1 1/4" Od • (4) 817334 - 3/8 Lockwasher • (4) 812052 - 3/8X3/4"Pin-In Bhsc W/Pat	\$8.56	\$17.12
3	168285	GameTime - 5-12 Age Appropriate Sticker	\$8.82	\$26.46
3	169164	GameTime - ASTM WARNING LABEL	\$8.82	\$26.46
3	139361	GameTime - Aerosol Paint 4.5 Oz. Basic: Burgundy(BY)	\$29.87	\$89.61
2	139361	GameTime - Aerosol Paint 4.5 Oz. Basic: Butterscotch(Q)	\$29.87	\$59.74
2	90268	GameTime - 10' Upright, Alum • Drill Patterns - D118GK & D118GJ Basic: _____	\$707.00	\$1,414.00

QUOTE

180103-01-01 • 03/31/2026



A PLAYCORE Company

1	90269	GameTime - 11' Upright, Alum • Drill pattern - D118GM Basic: _____	\$769.00	\$769.00
3	212993	GameTime - 5" Alum End Cap Basic: _____	\$59.51	\$178.53
6	137618	GameTime - Self Sealing Pop Rivet	\$0.72	\$4.32
8	804710	GameTime - 3/8" 16 Unc Thread Insert	\$1.83	\$14.64
1	818312	GameTime - 3/8"-16 Placing Tool	\$73.83	\$73.83
1	INSTALL	MISC - Installation as noted • Removal and Disposal of existing damaged equipment including footers with damaged PIP. • Installation of equipment above. • Supply and Repair PIP surfacing.	\$8,575.00	\$8,575.00

Contract: OMNIA #2017001134

Sub Total	\$22,436.99
Discount	(\$1,948.74)
Freight	\$1,645.79
Grand Total	\$22,134.04

Comments

* Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.

* Original GT Order # 9050705 (2009)

QUOTE

180103-01-01 • 03/31/2026



A PLAYCORE company

GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to fluctuating economic conditions, pricing is valid for 30 days and is subject to change. Please request updated pricing if your quote is older than 30 days before making a purchase.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**). Checks should be made payable to Playcore Wisconsin, Inc. dba GameTime unless otherwise directed. **Any order exceeding \$300,000 will require progress payments during the course of completion.**
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount. Consult local sales representative for CWO terms.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. dba GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT:** **Standard Lead time is 6-8 weeks (some items may take longer)** after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.



MOTION OF THE MAYOR AND COUNCIL 2026-20

A motion of the Mayor and Council of the Town of Berlin APPROVING THE PROPOSAL BY BEACON AT SALISBURY UNIVERSITY FOR A DEVELOPMENT IMPACT AND GENERAL FEES REVIEW AND UPDATE IN THE AMOUNT OF \$49,766 AS ILLUSTRATED IN THE ATTACHED PROPOSAL.

APPROVED this ____ day of _____, 2026, by the Council of the Town of Berlin, Maryland, by the vote as indicated below:

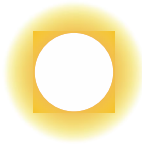
Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Dean Burrell, VP					
Steve Green					
Jay Knerr					
Shaneka Nichols					
Jack Orris					
<i>Voting Tally</i>					

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2026, by the Mayor of the Town of Berlin.

Zack Tyndall, Mayor, President of the Council

Attest: _____
Mary Bohlen, Town Administrator



PERDUE HALL, SUITE 100
1101 CAMDEN AVENUE
SALISBURY, MD 21801-6860 USA
OFFICE: (+1) 410-546-6001
E-MAIL: BEACON@SALISBURY.EDU
FAX: 410-546-6002
TTY: 410-543-6083
TOLL FREE: 1-888-543-0148

RFP #2025-07
Title page/Transmittal Letter

April 6, 2026

Mary Bohlen
Town Administrator
mbohlen@berlinmd.gov

Kate Daub
Special Projects Administrator
kdaub@berlinmd.gov
info@berlinmd.gov
Town of Berlin
10 William St.
Berlin, MD 21811
Attn: RFP # 2025-07

Via Email

Dear MS. Bohlem and Ms. Daub,

Please find attached BEACON's proposal for: **RFP # 2025-07 - Development Impact and General Fees Review and Update**. We are aware that the RFP was issued with a proposal deadline of 9/12/2025; we were not aware of the RFP. We have been encouraged to provide a proposal.

This proposal is submitted by:
BEACON at SALISBURY University
1101 Camden Avenue
Salisbury, MD 21801
410-546-6001
BEACON@Salisbury.edu
<https://www.salisbury.edu/academic-offices/business/beacon/>

BEACON has reviewed the project as outlined in the RFP and understands the Town's objective to establish a revised fee structure that accurately reflects the cost of services and can be clearly justified. The proposed scope of work is designed to support the Town in identifying and clarifying all relevant expenses, aligning with the goals of the Town and Council, and assessing both current and anticipated costs. Based on this analysis, BEACON will develop a comprehensive fee schedule suitable for presentation to the Town Council for ratification and subsequent implementation.

THE PROJECT:

The Business, Economic, and Community Outreach Network (BEACON) at the Franklin P. Perdue School of Business at Salisbury University will collaborate with the Mayor and Council of Berlin,

Maryland (the "Client") to develop a revised schedule of impact fees and general fees for the Town.

This project will include a comprehensive review of the Town's existing fee structure, benchmarking against comparable municipalities, and an assessment of Town staffing, resources, and anticipated service demands related to growth and development. The process will also incorporate discussions to identify key priorities and focus areas for consideration. Based on this analysis, BEACON will calculate current and projected costs to develop a proposed fee schedule designed to remain stable over three years. The scope will also include a recommended process for updating base costs after this period, as well as an implementation framework that incorporates mechanisms to track actual costs over time, ensuring the continued accuracy and sustainability of the fee structure.

The project will be completed in three phases: (1) Data Collection, including an analysis of existing fees; (2) Fee Structure Review and Cost Calculations; and (3) Development of a Finalized Fee Structure and Implementation Report. Following each phase, the BEACON team will meet with the Client to review findings, confirm that all relevant data and perspectives have been incorporated, and ensure alignment on next steps. These meetings will provide an opportunity to discuss results, determine whether the proposed approach remains appropriate, and make any necessary adjustments before proceeding. If needed, BEACON will refine the analysis and provide updated materials prior to advancing to the next phase. At the conclusion of Phase Three, BEACON will present the final recommendations at a scheduled Town Council meeting.

The project will focus on items included in the Town's existing General Fee Schedule, as well as fees associated with property development. As outlined in the RFP, the scope will exclude fees related to public utilities, tax rates, and other unrelated charges. These inclusions and exclusions will be clearly defined and mutually agreed upon by BEACON and the Client at the start of the project.

The RFP requests that proposals include support for the Town in the event that its fee schedules must be defended. Given the variability in the level of effort required, these services are not included in the base scope and will instead be billed separately. The extent of support may range from providing a brief explanation of the methodology and fee calculations for a specific project to conducting more extensive research, analysis, reporting, and presentations.

The remaining components of the RFP response are attached.

Sincerely,



John Hickman
Director

BEACON Narrative Response to Town of Berlin RFP 2025-07 Development Impact and General Fees Review and Update

BEACON is pleased to provide a proposal that addresses the scope of services as detailed in the referenced RDP-2025-07.

The RFP proposes that the project be completed in two deliverables separately. The Town of Berlin seeks proposals to complete the project consisting of two areas of study, as indicated below:

- A.** Development Impact Fees Review, Determination, and Recommendation, to include a Cost Allocation Plan and Expenditure Policy.
- B.** General Fee Schedule Review, Determination, and Recommendation

BEACON believes that the research and analysis required to accurately evaluate each of these items can be most effectively conducted concurrently, and our proposal reflects this approach. While the Bid Worksheet will provide separate pricing for each item, the staffing plan, project schedule, and overall methodology assume both items will be completed in parallel.

As **Item B** represents a smaller scope of work, its removal would not result in a significant reduction to the overall project timeline. **Item A**, however, encompasses the primary scope and will largely drive the schedule and level of effort.

RFP response details:

Statement of qualifications:

The Business, Economic, and Community Outreach Network (BEACON), based at the Franklin P. Perdue School of Business at Salisbury University in Salisbury, Maryland, is an applied research and consulting organization with over 35 years of experience supporting state and local governments, municipalities, and regional organizations. BEACON brings a multidisciplinary team of economists, analysts, and project managers with expertise in fiscal analysis, economic impact modeling, fee and revenue structure evaluation, and data-driven policy development.

Over the past five years, BEACON has led and supported numerous projects across Maryland - including Somerset, Wicomico, and Worcester Counties - focused on economic analysis, strategic planning, feasibility studies, and public-sector resource allocation. These projects required the evaluation of funding structures, cost burdens, and long-term financial sustainability, directly aligning with the Town of Berlin's need to assess and update Development Impact Fees and General Fee Schedules.

BEACON has demonstrated experience serving as a lead consultant on complex analytical projects involving public entities. Our work frequently includes assessing cost recovery structures, evaluating user-based fee models, and developing recommendations that promote equitable distribution of service costs while minimizing reliance on general tax revenues. Through this work, BEACON has developed strong capabilities in aligning fee structures with actual service delivery costs, growth impacts, and community development goals.

A core strength of BEACON is its ability to integrate quantitative and qualitative data into actionable financial and policy recommendations. Our team is highly experienced in managing and analyzing large datasets, including demographic, economic, and service utilization data. We utilize advanced analytical tools, including Microsoft Power BI and other statistical software, to model financial scenarios, evaluate cost drivers, and project future demand associated with growth and development.

BEACON also brings extensive experience in stakeholder engagement and public-sector collaboration, which is critical to the successful development and implementation of fee studies. We routinely work with municipal staff, elected officials, and community stakeholders to ensure that recommendations are transparent, defensible, and aligned with local priorities. Our approach includes facilitating stakeholder input, validating assumptions, and clearly communicating methodologies and findings to support informed decision-making.

As the third-party evaluator for the Maryland Department of Labor’s EARN Workforce Development Program for over a decade, BEACON has managed and analyzed longitudinal data for more than 5,000 participants annually. This work has strengthened our ability to develop rigorous, data-driven methodologies, maintain high standards of data integrity, and translate complex analytical findings into clear, policy-relevant insights for public-sector decision-making.

In addition, BEACON has extensive experience developing scoring frameworks, cost allocation models, and prioritization methodologies to support financial and resource planning. These tools have been applied across feasibility studies, economic impact analyses, and public-sector planning efforts to inform decision-making and optimize outcomes.

For example, BEACON supported the City of Salisbury Active Transportation study, which required aligning financial priorities with long-term growth and community development goals, and conducted an Impact Analysis of Street Improvements for the Ocean City Development Corporation, evaluating infrastructure investments and associated economic and fiscal impacts. These engagements required a comprehensive understanding of cost structures, funding mechanisms, and long-term financial sustainability—core components in the development of defensible Development Impact Fees and equitable General Fee Schedules.

This expertise directly supports the development of defensible Development Impact Fees and equitable General Fee Schedules that reflect true service costs and growth-related impacts. BEACON’s combination of local expertise, technical analytical capacity, and experience working with Maryland municipalities positions our team to effectively support the Town of Berlin in conducting a comprehensive, data-driven review of its Development Impact Fees and General Fee Schedule. Our approach will ensure that recommendations are equitable, transparent, and aligned with the Town’s long-term financial and growth management goals.

Project team:

Team Structure and Key Personnel

The Business, Economic, and Community Outreach Network (BEACON) will deploy a multidisciplinary team combining full-time professional staff, academic subject matter experts, and

trained research assistants to support the Town of Berlin's Impact Fee and General Fee Schedule study. This structure allows BEACON to provide both high-level technical expertise and scalable analytical support throughout the project.

The proposed project team includes:

- **John Hickman**, Director, MBA (Principal Investigator / Project Lead)
- **Jessica Jahnke**, Associate Director, MBA (Lead Analyst / Report Lead)
- **Robert Hoffman**, Project Coordinator (Reporting & Communications Lead)
- **Dr. Leonard Arvi**, Department Chair & Professor of Finance (Financial Subject Matter Expert)
- **Graduate Assistants and Undergraduate Research Assistants** (Analytical Support Team)

Roles and Responsibilities

- **John Hickman – Project Lead & Primary Point of Contact**
 - Mr. Hickman will oversee all aspects of project execution, including methodology development, quality assurance, and client coordination. He will ensure that all analytical approaches align with best practices for public-sector financial analysis and fee structure development. He will also lead stakeholder engagement and present findings and recommendations to Town leadership.
- **Jessica Jahnke – Lead Data Analyst & Report Finalization**
 - Mrs. Jahnke will lead a quantitative analysis, including data collection and validation. She will also support documentation of methodologies, preparation of draft and final reports, and development of materials for public and stakeholder communication. Her expertise in modeling and data visualization will support a clear and defensible presentation of findings.
- **Robert Hoffman – Research and Reporting Support**
 - Mr. Hoffman will oversee the review, synthesis, and refinement of analytical findings into clear, concise deliverables, ensuring consistency, accuracy, and effective communication of technical information to both technical and non-technical audiences.
- **Dr. Leonard Arvi – Financial Subject Matter Expert/ Financial Modeling Lead**
 - Dr. Arvi will provide specialized expertise in financial analysis, economic modeling, and cost allocation methodologies. His background in finance will support the development of defensible, industry-aligned approaches to evaluating Development Impact Fees and General Fee Schedules, ensuring recommendations are grounded in sound economic principles.
- **Graduate and Undergraduate Research Assistants – Analytical Support**
 - BEACON's trained research assistants will support data collection, benchmarking, and analysis activities. Their work will include compiling comparable fee structures, assisting with data cleaning and organization, and supporting model development under the supervision of senior staff.

Team Qualifications and Experience

BEACON's team brings extensive experience supporting Maryland state and local governments through data-driven analysis, financial modeling, and policy evaluation. While many projects have focused broadly on economic, feasibility, and resource allocation studies, these efforts have consistently required:

- Evaluation of cost structures and funding mechanisms
- Development of prioritization and allocation models
- Analysis of service demand and growth impacts
- Creation of data-driven recommendations to support policy and financial decision-making

Staff Qualifications

- **John Hickman** holds over 25 years of extensive experience in program evaluation, performance measurement, and organizational analysis, with a background in developing methodologies to assess efficiency and financial performance across public and private sector initiatives.
- **Jessica Jahnke** brings over nine years of experience in advanced data analysis, financial modeling, and reporting. She has led complex data aggregation and visualization efforts and is highly proficient in Excel, Power BI, and Tableau.
- **Robert Hoffman** specializes in translating complex analytical findings into clear, actionable reports for diverse audiences, ensuring transparency and usability of technical information.
- **Dr. Leonard Arvi**, Prof. Leonard Arvi is the chairperson of the Department of Finance and a professor of Finance at the Perdue School of Business, Salisbury University, Maryland. His expertise is in capital markets and real estate finance. He is a founding partner of First Move Properties which has developed over \$50 million in urban, multi-story student housing, The Ross in Salisbury, MD. He has worked closely with local governments on permitting, impact fee waivers, rezoning, variance approvals for high density development and tax credits. Arvi has earned Ph.D., M.S. in Finance Florida International University, an M.S. in Computer Science from the Asian Institute of Technology in Thailand, and B.S. in Chemistry from St. Joseph's College, India. as a Professor of Finance, brings deep expertise in financial systems, economic analysis, and applied modeling relevant to municipal fee structures and fiscal planning.

References of Other Successful Plans

Company/ Organization Name: The Maryland Department of Labor-EARN Maryland Grant Program

Contact Person: Mary Keller, Special Grants Administrator

Phone Number: (410) 767-2017

Email: Mary.Keller@maryland.gov

Dates of contract/ work performed: July 2014 to January 2026 (Presently Active)

BEACON acts as the third-party evaluator for the EARN Maryland Grant Program. BEACON's work performed includes evaluating the Return of Investment for the program overall and for each of the individual partnerships, developing a Best Practices Guide, analyzing the

effectiveness of individual partnerships based upon goals versus actual outcomes, developing a survey to measure employer satisfaction, providing an analysis of demographic data of EARN participants, updating the annual program outcome dashboards, holding regular online meetings with all grantees, co-hosting the EARN annual meeting, attending orientation meetings/site visits for new awardees, preparing a comprehensive report to be submitted to the Department of Labor at the end of the project year.

Company/ Organization Name: Ocean City Development Corporation Impact Analysis of Prior and Future Street Improvements

Contact Person: Zachary Bankert, Executive Director

Phone Number: 410-289-7739

Email: zach@ocdc.org

Dates of contract/ work performed: January 2023 - May 2023

BEACON conducted an economic and fiscal impact analysis for the Ocean City Development Corporation (OCDC) to evaluate the long-term effects of streetscape and infrastructure improvements along Baltimore Avenue in Ocean City, Maryland. The study assessed whether investments such as underground utilities, sidewalk widening, and streetscape enhancements contributed to increased property values and economic activity. BEACON designed a comparative analysis between areas with and without improvements, utilizing a statistically representative sample of properties due to historical data limitations. BEACON analyzed multi-decade property value trends, calculated growth rates, and supplemented findings with secondary research on similar infrastructure projects. The team also developed forward-looking projections to estimate potential increases in property values and associated tax revenues if similar improvements were implemented in adjacent areas. The final deliverable translated complex data into clear, actionable insights, providing OCDC with a data-driven foundation to support future infrastructure planning and investment decisions.

Company/ Organization Name: City of Salisbury Community Impact Study on Active Transportation

Contact Person: William R. White

Phone Number: 410-548-3170

Email: wwwhite@salisbury.edu

Dates of contract/ work performed: July 2021 - April 2022

BEACON conducted a comprehensive economic impact analysis of planned active transportation and transit infrastructure projects for the City of Salisbury. The objective of this work was to quantify the economic, environmental, and community benefits associated with proposed investments across Wicomico County. BEACON utilized the IMPLAN economic modeling system to estimate direct, indirect, and induced impacts of both capital and operational expenditures. The analysis incorporated project budget data provided by the City, alongside regional economic data, to model total output, employment, and economic activity within the local economy. In addition to economic modeling, BEACON integrated transportation and environmental data sources, including Annual Average Daily Traffic (AADT) data and EPA emissions modeling tools, to evaluate broader impacts such as reduced emissions, improved public health outcomes, and enhanced safety benefits associated with expanded active transportation infrastructure. The analysis included detailed assessments of both bike network investments and transit system improvements, distinguishing between one-time capital impacts

and ongoing operational effects. BEACON developed clear, data-driven estimates of total economic activity, job creation, and long-term community benefits. The final deliverable translated complex modeling and multi-source data into accessible insights, providing the City of Salisbury with a comprehensive understanding of the return on investment and community value of its planned transportation initiatives.

Methodology and approach:

BEACON will utilize an iterative, data-driven approach to ensure the evaluation aligns with the Town of Berlin's needs, capacity, and strategic goals. The project will begin with data collection and validation, including a review of existing fees, financial data, staffing, and service delivery processes. BEACON will work closely with Town staff to clarify key assumptions, definitions, and any data gaps to ensure a consistent and accurate foundation for analysis.

Using this information, BEACON will conduct a technical cost analysis to quantify the full cost of services, including direct, indirect, and overhead expenses. Analytical tools and modeling will be used to evaluate cost drivers and develop a transparent and defensible fee structure. Throughout this process, BEACON will share findings with the Client to validate assumptions, incorporate feedback, and refine the approach.

This collaborative and iterative process ensures the final fee schedule reflects both technical accuracy and practical implementation. The resulting deliverables will provide the Mayor and Council with a clear, well-supported fee structure that can be confidently ratified, implemented, and adjusted over time as needed.

Phase 1: Data Collection, including existing fees.

1. Meet with Client to discuss project, specific data collection points, and clarify specific services to be reviewed (and not reviewed), municipalities to review, individuals or groups to potentially survey, existing data, data availability, project schedule, and other details.
2. Design collection tools such as questionnaires, spreadsheets, surveys, or other tools as needed.
3. Collect existing data from Berlin, including current regulations, fee revenue, fee forgiveness, or deferral. Discuss and collect estimated effort and cost of effort in the delivery of town support of projects and map these costs to the appropriate fee or non-fee project. This will also include a review of how these costs are currently funded.
4. Review the development and other fees charged by a select group of similar municipalities, including the other municipalities of Worcester County, and the fee structure of Worcester County. and recent fee collection and other municipalities
5. Deploy electronic and other surveys, collect, review, and summarize data.
6. Summarize fees that other municipalities have.
7. Summarize existing Town of Berlin services and, where measurable, identify the associated direct and indirect costs, incorporating clarification from the Client on the definitions of indirect versus overhead costs and current cost allocation methodologies.
8. Meet with the client to ensure that the data collection is complete and accurate, review the range of development and other fees that may be charged, and understand which the Town

may continue to cover through the normal operation of the town.

Phase 2: Analysis of Fees, and development of potential Development and General fees.

9. Based on discussions with Client, narrow the specific fees that may be considered. Analyze a range of scenarios to estimate costs and revenue based on four to five options. Client will be active in providing data on Town plans and goals that will provide guidance for what the future project options may be acceptable and likely.
10. Create a draft report that can be shared with the client to understand which options should be included in the final report.
11. Meet with Client to review and edit as needed and agree on items for Phase 3 reporting and analysis. Based on discussions with the Client, narrow the specific fees that may be considered.

Phase 3: Analysis of Fees, and development of potential Development and General fees.

12. Develop a final fee schedule including clear definitions of the fees, how they are calculated, options for collection or waiver, which department will be responsible for tasks related to the fee, and anticipated fee revenues.
13. Deliver a proposed draft for the council and Mayor to review and provide feedback.
14. Incorporate any feedback in materials for Council presentation.
15. Prepare a report for the Mayor and the council to allow a vote on implementation. The report will include recommendations for future adjustment schedules.
16. Once the fee schedule has been ratified, prepare an Excel spreadsheet that the town can use to adjust the fees for future adjustments.
17. Accessible final report for publication on the Town's website.
18. Copies of appropriate materials used in the development of the report for the client's reference.

Project deliverables:

- Development of data collection instruments to enable BEACON to identify and distinguish between building fee-related activities and development fee-related activities. These instruments will include surveys, interview guides, and activity reporting tools.
- Compilation of a comparative chart and summary of fee structures from Worcester County and other similar municipalities.
- Analysis of direct, indirect, and overhead costs associated with each proposed fee, including a detailed cost allocation plan and a development impact fee expenditure policy.
- Creation of a comprehensive schedule of existing and proposed fees, including estimated cost of service, recommended fee levels, cost recovery rates, and projected ranges of annual revenue. Where appropriate, the schedule will also identify areas where the Town may consider absorbing costs, waiving or deferring fees, or providing subsidies.
- Preparation of draft and final reports that include recommendations, a cost allocation plan, policies related to development fees and expenditures, best practices for fee application, deferral, waivers, and tracking, as well as data findings and recommended fee adjustment cycles.
- Delivery of an Excel-based tool to assist the Town in tracking fees, associated costs, and potential rate adjustments.

Project exclusions from RFP:

The RFP requests that proposals include support for the Town in the event that its fee schedules must be defended. Due to the variability in scope and level of effort, these services are not included in the base proposal and will be billed separately as needed.

Our final report, model and documentation will be drafted with legal defeasibility in mind. Actual litigation support would need to be billed on an as needed basis based on time and materials.

Support may range from providing a brief explanation of the methodology and fee calculations to conducting more extensive research, analysis, reporting, and presentations.

As noted in the RFP, the project will exclude fees and rates related to public utility usage, real property or commercial taxes, and certain other unrelated fee categories.

As noted in the RFP

Project timeline:

Using the timeline outlined in the RFP as a guide, a proposed project schedule will be developed from initiation through completion. The timeline is contingent upon the project award date, the duration of reviews by the committee and key stakeholders (including Council members), and potential scheduling constraints for presentation to the Council. Additional time may also be required to accommodate the Council’s review and approval process. We are aware that the project timeline is longer than proposed in the RFP, however we have proposed a timeline that allows sufficient time to collect, evaluate and analyze the project and allow for client review and feedback to be incorporated through the process.

Project Launch: May 2026

Week 1: BEACON project team meets with Client team.

Week 2: BEACON prepares the initial list of data needed from the Client.

Week 3: BEACON team conducts project work in Items 2 through 7

Week 9: BEACON team completes reporting and sends draft data to Client

Week 10: BEACON and Client meet to discuss the process to date, and either agree to proceed to Phase two or have additional research completed. If additional research is needed, the time necessary will be added to the project timeline.

Week 11: Week 14 BEACON Team completes steps 9 -11

Week 15: Deliver draft to client and review with client to agree if additional steps are needed, or if the project has moved to Phase 3.

Week 16: 18 BEACON complete steps 13 and 14.

Week 17: BEACON deliver to client for Council review.

Week 18: (or into 20 if necessary) BEACON incorporates Client feedback for final reporting.

Week 19: and aligns with Council schedule, Present proposed Fee structure.

Week 20: (+ 3 weeks) – Finalize steps 17 and 18 (spreadsheet and language).

Week 24: Materials for Client finalized and delivered for publication.

Cost Proposal / Work Estimate:

BEACON's proposal is based upon an estimate of the time which will be devoted to all phases of the project. The price proposal is a fixed price and will cover all costs for the town to complete the project as described in the scope of work.

The proposed project will require substantial review of existing fees in Berlin as well as other municipalities, a study of the effort expended by town staff related to projects that may be subject to fees, calculation of a range of fee scenarios, development of a clear model which can be used by the Town, and the necessary documentation for the town to use in a relation to the fee plan.

Below is an estimated effort for each phase.

Phase 1 – Estimated at a minimum of seventy-three hours, plus associated overhead.

Phase 2 – Estimated at a minimum of one hundred twenty hours, plus associated overhead.

Phase 3 – Estimated at a minimum of fourth-three hours, plus associated overhead.

In addition to the hours calculated above, the BEACON team will be supported by student workers contributing to the overall effort.

BEACON has a dual mission of community outreach and experiential learning. To fulfill the experiential learning component of its mission, BEACON conducts all project work using teams of graduate and undergraduate students under faculty supervision. While the BEACON team assigned to this project will make every effort to meet all project deadlines and project requirements, minor delays, and occasional minor errors in the initial drafts of the project report are possible. Also, as part of this reduced fee, BEACON will be granted permission by the CLIENT for the use of a summary of this project in BEACON's promotional activities. The text of this summary will be approved by the CLIENT prior to promotional use by BEACON. BEACON has reduced its billable rate by thirty percent to reflect the Client's acceptance of the experiential learning activity and support of a key community partner.

RFP 2025-07 Development Impact and General Fees Review and Update

Bidder: _BEACON at Salisbury University_

BID WORKSHEET

This project will be considered in two parts:	
A. Development Impact Fees Review, Determination, and Recommendation, to include a draft policy of expenditures of said fees.	\$37,325
B. General Fee Schedule Review, Determination, and Recommendation.	\$12,442
TOTAL IF PARTS A AND B AWARDED	\$49,766

SIGNATURES

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

DocuSigned by:
 Signature: *Jessica Clark*
2E0002A40F224E8...

Date: 4/8/2026

Printed Name: Jessica Clark

Firm Name: Salisbury University

Tax/EIN: 52-6002033

DBA: BEACON at Salisbury University
 (if different than Firm Name above)

Address: 1101 Camden Avenue

City, State Zip: Salisbury, MD 21801

Phone: 410-543-6000

Other BEACON Terms

The CLIENT will:

- 1) Share all relevant data and information with the BEACON team, including past strategic plans and other relevant materials.

TIMELINE

May 1, 2026 – September 30, 2026, unless changes to the timeline are mutually agreed upon by BEACON and the CLIENT.

PROJECT CONTACTS

For BEACON, John Hickman will be the project contact person. For the CLIENT, Mary Bohlen, Town Administrator, will be the contact person.

SPECIAL CONDITIONS

There is a period of 6 months aftercare, which includes a total of 6 hours of follow-up work as requested or additional presentations (including travel time). Any engagement exceeding 12 hours will be billable at \$250 per hour or portion thereof (travel time will be billable at \$75 per hour or portion thereof).

BEACON has a dual mission of community outreach and experiential learning. To fulfill the experiential learning component of its mission, BEACON conducts all project work using teams of graduate and undergraduate students under faculty supervision. While the BEACON team assigned to this project will make every effort to meet all project deadlines and project requirements, minor delays, and occasional minor errors in the initial drafts of the project report are possible. Also, as part of this reduced fee, BEACON will be granted permission by the CLIENT for the use of a summary of this project in BEACON's promotional activities. The text of this summary will be approved by the CLIENT prior to promotional use by BEACON.

VALIDITY AND APPROVALS:


If this proposal is accepted, a memorandum of understanding will have to be executed by the duly authorized decision makers of the CLIENT and Salisbury University, including Mr. John Hickman (Director) for BEACON and Dr. Jessica Clark (Interim Provost and Vice President of Academic Affairs) for Salisbury University.

AUTHORIZED SIGNATURES:

For the CLIENT:

_____ Date: _____
 Name: _____
 Title: _____
 FEIN: 52-6000776 Billing Address: Town of Berlin
10 William St.
Berlin, MD 21811

For BEACON:


 _____ Date: _____
 John Hickman
 Director

For SALISBURY UNIVERSITY:

_____ Date: _____
 Jessica Clark,
 Interim Provost and Vice President of Academic Affairs



RESOLUTION NO. 2026-03

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN
AUTHORIZING USDA RURAL DEVELOPMENT FUNDING APPLICATION
FOR THE BERLIN COMMUNITY CENTER DESIGN PHASE**

WHEREAS, the Mayor and Council of the Town of Berlin seek to advance the development of the Berlin Community Center through completion of the Pre-Construction Design Phase; and

WHEREAS, the Mayor and Council of the Town of Berlin desire to apply for financial assistance through the United States Department of Agriculture (USDA), Rural Development, to support the financing of said Pre-Construction Design Phase; and

WHEREAS, the Mayor and Council of the Town of Berlin are committed to providing the required applicant match in the amount of \$7,000 in support of this funding request;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Town of Berlin hereby authorize the submission of an application for financial assistance to the United States Department of Agriculture, Rural Development for the Pre-Construction Design Phase of the Berlin Community Center, including the \$7,000 applicant match, and further authorize Mayor Zackery Tyndall and/or Town Administrator Mary Bohlen to execute all documents necessary to effectuate the USDA Rural Development loan and/or grant.

Approved this _____ day of _____, 20____ by the Council of the Town of Berlin, Maryland, by the following vote.

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

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

Approved this _____ day of _____, 20____ by the Mayor of the Town of Berlin.

ATTEST:

Zackery Tyndall, Mayor and President of Council

Mary Bohlen, Town Administrator



April 13, 2026 Weekly Report

Departments This Week:

Town Administration

- **SAVE-THE-DATE: REMINDER:** Unless otherwise noted, meetings will be held at the Berlin Library until Town Hall Renovations are completed.
 - Monday, April 13: Closed Session 5:00 PM; Regular Session 6:00 PM.
 - Monday, April 20, 5:00 PM: General Fund Budget Work Session, including Berlin Fire/EMS - Police Department Training Room.
 - *Tuesday, April 21, 6-8 PM: Comprehensive Plan Public Session, Berlin Library.
 - Monday, April 27: Closed Session TBD; Regular Session 6:00 PM.
 - *Wednesday, April 29, 5:30 PM: Hudson Branch Restoration Project Public Meeting, Berlin Library.
 - Monday, May 4, 5:00 PM: Enterprise Fund Budget Work Session- Police Department Training Room.
- Comprehensive Plan Update: A public session is scheduled with Mead & Hunt at the Berlin Library, 13 Harrison Avenue on Tuesday, April 21st from 6-8 PM. Public input is very important in this process, and attendance is strongly encouraged. More information will be available in the coming weeks - keep an eye on social media and the Town website.
- Hudson Branch Restoration Project Public Meeting: Wednesday, April 29, 5:30 PM at the Berlin Library. This meeting is primarily for the property owners in the vicinity of Hudson Branch near Bottle Branch Road, but will be open to the public and livestreamed.
- Town Hall Renovations: Officially began on Monday, April 6th. All Town Hall offices are now in the Welcome Center at 14 S. Main Street.
- Stephen Decatur Park Restroom: Construction to begin very soon.

Economic and Community Development

- Submitted a Worcester County Arts Council grant to fund live music at the Berlin Farmers Market from July through October.
- Designed signage to inform visitors that the Welcome Center building is closed to the public, while the foyer remains open 24/7.
- Coordinated and facilitated the Town Community Yard Sale.
- Colorful Encounters, which provides free art projects at the Berlin Farmers Market, will establish a permanent location downtown on William Street in the former Coconut Bay space, continuing to offer free art projects from their new building.
- Prepared for upcoming events, including the Berlin Farmers Market, the Mini Makers Market, and Vintage & Vinyl's Record Store Day celebration.
- Planned Take Pride in Berlin Week (April 19–25), highlighting the town on social media and encouraging local businesses to offer resident discounts during the week.
- Exploring potential locations for additional bicycle racks throughout downtown.
- Reviewing a new Enterprise Zone application for employment tax benefits.
- Reviewing details for the Memorial Day Parade.

Electric

- Town Hall-Assist Public Works-Moving Furniture.
- Assist Public Works & Wastewater-Brush Cleanup.
- CRP Training-All Electric Employees.

- William Street-Replace Utility Pole.
- Decatur Ext-Replace Utility Pole & Install Street Lights.
- AMI Meter Installs-Variou Locations.
- Power Plant-Infrared Scan & Engine Vibration Testing.

Finance Director

Continues to work on:

- FY 2027 Budget projections and department meetings.
- FY 2026 half-year performance. Preparation of financial highlights.
- FY 2026-2027 capital projects, water resources, and lead replacement projects.
- Tyler's on-cloud hosting credit card processing software.
- Tyler credit card processing discussions.
- Grants, water loans, public works bond, MWIFA loans.
- Bank accounts review, positive pay submissions.
- CDA Bond paperwork, requisitions for bond reimbursements.
- Delinquent accounts review.
- Public Service Commissioner's reports and submissions, PCA calculations – Michelle.
- DBF invoices review and processing.
- EA invoices review and processing.
- Credit card payments and processing – Shirley.
- Bank reconciliations – Melissa.
- Journal entries and invoices – Linda.
- Electric rate study paperwork and necessary reports for evaluation, working with Booth and Assoc-in process.
- Water and electric meter readings - Michelle.
- Check processing and credit card payments, review registers, checks, and the Town's card payments – Shirley.
- Department meetings scheduled, projects, and planning.
- Employees' training, new customer service representative start date 02/23.
- GFOA standing committee meeting upcoming in January.
- Implementation of new Tyler modules for code enforcement, assets, and project accounting, January.
- Records keeping, cleaning, shredding, and moving out of Town Hall.

Human Resources Department

- Processed payroll and all related reports on 04/06/26 .
- Working primarily remotely, with about two days in the office a week (give or take). I am keeping the internal public calendar updated with my schedule to keep staff informed.
- Still working with the SHRM Handbook builder tool, it has been on hold for more time sensitive duties. Once finished, I will present it to the Mayor and Council.
- Still working with LGIT to determine coverage for many storm-related claims for property damage.
- One vehicular accident claim filed on 03/19/26 - thankfully no one was injured.
- Working on the budget for all personnel-related costs. Working with all department heads to determine any anticipated changes that will be required for their personnel related costs. Working with One Digital on Health Insurance budgeting. Working with Deeley Insurance on Workers Compensation Insurance budgeting. LGIT indicated 10% as a solid budget hold percentage.
- Input the budget figures into Tyler while Natalie was out and will review them with her when she returns.
- Open enrollment is scheduled for May 20th. I scaled back during the renovations due to space constraints and am working to set up separate on-site visits for some of the ancillary benefit vendors.
- Completed my Retirement Coordinator Certification testing (required to re-test every three years).

- Completing a LGIT property and mobile equipment inventory with the help of all departments, primarily water, electric, and public works, to ensure what should be insured is. Hoping to add anything or make any changes before July 1, so it may be incorporated into our renewal.
- Working with Hope 4 Recovery/Recovery Works and Jimmy to try to bring on a few more people in a part-time capacity.
- Participated in the Worcester County compensation survey and will request a copy of the results when available.
- Quarterly leave reports have been sent out to all departments along with vacation buyback forms. Due back by May 15th.
- Open positions:
 - Police Communications Officer (part-time) – Police
 - Police Officers – Police
 - Distribution and Collection Technician – Water & Wastewater

Planning Department

- Attended 4/1/26 HDC meeting.
- Preparing for the 4/8/26 Planning Commission meeting.
- Preparing for the April Monthly Project Review meeting.
- Attended the Technical Review meeting.
- Met with other Dept. Heads to discuss the downtown trash problem.
- Budget meeting.
- Continued online Planning courses.
- Ongoing review of development projects.
- Continuous cataloging of completed project plans.
- CPR training.
- Received permits for: Fence- 2, Shed- 1, Windows- 1, Demo- 1, Sign- 11, Roof- 3, Fiber optic- 1, Grading- 1, Accessory bldg- 1, Excavation- 1.
- Released permits for: Renovation- 1, Accessory bldg- 1, Sign- 13, Fence- 3, Demo- 1, Temporary tent- 1, Fiber optic- 1, Burn- 1, Roof- 1, Reno- 2.
- Received applications for: Contractors License- 2.
- Re-zone request- 1.
- PIA request- 2.
- Issued door tags/verbal warnings/corrective action letters for: Complaint investigations- 4, Demo orders- 2, Junk- 5, mechanical screening- 1, Rental license- 1, inoperable vehicles- 14, Tree debris- 2, sign- 2, Furniture- 1, Grass clippings from street- 1, Roof- 1, Sidewalk obstruction- 1, citations issued- 4.
- RFP for SW mapping.
- Parcel updates.
- Research and digitize easements.
- Electric utility maps.
- Working on the database for the electric utility.
- Evaluating mapping of trash routes.
- IT training.

Police Department

- 3/23-24: First Responders Wellness Conference - Cpl. Bratten, S.O. Shockley.
- 3/30-4/3: Effective Fitness Combative Defensive Tactics Instructor Training - S.O. Shockley.
- 4/4: Spring Celebration - Cpl. Lloyd, Sgt. Bragg.
- 4/6-4/7: Red Dot Handgun Conversion Course - Ofc. Ebke, Ofc. Duncan, Cpl. Bratten, Pfc. Collins.
- 4/7: Crisis Communication in Law Enforcement - Lt. Fisher, Cpl. Lloyd.

Public Works

- PW completed moving all necessary items from town hall to the welcome center and storage, and the contractor has taken over for the remodel. We continue to maintain the outside bathrooms for town visitors.
- PW assisted with the Spring Celebration event, providing event setup, traffic control, and crewing throughout the event.
- The parts for the repair of the SDP playground piece damaged by the storm have been ordered. When they arrive, a contractor will begin work on getting the playground back in safe operating condition.
- The new zipline going in at SDP will be installed later this month. PW will be working in the coming weeks to remove the old red spring jumper in preparation for it.
- With spring now in full swing, PW is working hard to cut grass and maintain town parks and town-owned areas.
- Trash and recycling collection continues as normal. Street maintenance and sweeping is taking place weekly.

Water Resources

- Preparing FY27 Budget.
- Ongoing clean-up at the Spray Irrigation Sites for tree removal.
- Cleaned tanks at the WWTP.
- Pulled pumps at multiple lift stations.
- Cleaned multiple lift stations.
- Put out and cleaned portable toilets for the event.
- Worked on the non-potable water system.
- Worked on the sludge pump.
- Cleaned up and put away snowplows.



Check Run Report

03.13.26

03.17.26

03.20.26

03.26.26



Town of Berlin, MD

Payment Register

APPKT03624 - 20260313SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number 0000090	Vendor Name AFLAC			Total Vendor Amount 1,193.56
Payment Type Check	Payment Number			Payment Date 03/13/2026
Payable Number 298364	Description AFLAC EMPLOYEE PAID SUPPLEMENTAL INSURANCE	Payable Date 03/12/2026	Due Date 03/12/2026	Payment Amount 1,193.56
				Discount Amount 0.00
				Payable Amount 1,193.56

Vendor Number 0000246	Vendor Name ATLANTIC PUMPING INC.			Total Vendor Amount 900.00
Payment Type Check	Payment Number			Payment Date 03/13/2026
Payable Number 372600	Description CLEANING EFFLUENT TANK	Payable Date 03/12/2026	Due Date 03/12/2026	Payment Amount 900.00
				Discount Amount 0.00
				Payable Amount 900.00

Vendor Number 0000249	Vendor Name ATLANTIC TRACTOR			Total Vendor Amount 1,414.74
Payment Type Check	Payment Number			Payment Date 03/13/2026
Payable Number P56159	Description LAWN MOWER BLADES	Payable Date 03/09/2026	Due Date 03/09/2026	Payment Amount 91.86
Payable Number P56953	Description CHAIN SAW & CHAINS	Payable Date 03/12/2026	Due Date 03/12/2026	Payment Amount 1,209.42
Payable Number P57411	Description CHAINS FOR CHAIN SAWS SITE A	Payable Date 03/12/2026	Due Date 03/12/2026	Payment Amount 113.46
				Discount Amount 0.00

Vendor Number 0002916	Vendor Name BASSETT DAVID			Total Vendor Amount 148.50
Payment Type Check	Payment Number			Payment Date 03/13/2026
Payable Number REIMB 3/10	Description WORK BOOTS	Payable Date 03/12/2026	Due Date 03/12/2026	Payment Amount 148.50
				Discount Amount 0.00
				Payable Amount 148.50

Vendor Number 0000292	Vendor Name BDP INDUSTRIES			Total Vendor Amount 5,350.87
Payment Type Check	Payment Number			Payment Date 03/13/2026
Payable Number IN002613	Description PARTS FOR THE BELT PRESS	Payable Date 03/12/2026	Due Date 03/12/2026	Payment Amount 5,350.87
				Discount Amount 0.00
				Payable Amount 5,350.87

Vendor Number 0003982	Vendor Name BUCKINGHAM ELEMENTARY PTA			Total Vendor Amount 350.00
Payment Type Check	Payment Number			Payment Date 03/13/2026
Payable Number 3-13	Description DONATION	Payable Date 03/13/2026	Due Date 03/13/2026	Payment Amount 350.00
				Discount Amount 0.00
				Payable Amount 350.00

Vendor Number 0000453	Vendor Name CAPITAL ELECTRIC SUPPLY COMPANY			Total Vendor Amount 624.66
Payment Type Check	Payment Number			Payment Date 03/13/2026
Payable Number S061186079.001	Description 200 AMP MILBANK METER SOCKETS	Payable Date 03/09/2026	Due Date 03/09/2026	Payment Amount 244.58
				Discount Amount 0.00
				Payable Amount 244.58
Payment Type Check	Payment Number			Payment Date 03/13/2026
Payable Number S061456721.001	Description (3) 200 AMP MILBANK METER SOCKETS	Payable Date 03/09/2026	Due Date 03/09/2026	Payment Amount 380.08
				Discount Amount 0.00
				Payable Amount 380.08

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Vendor Number 0003317	Vendor Name CARTER MACHINERY COMPANY INC			Total Vendor Amount 1,435.00
Payment Type Check	Payment Number	Payment Date	Payment Amount	
		03/13/2026	1,435.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
2267531	GENERATOR SERVICE AGREEMENT	03/12/2026	03/12/2026	0.00 205.00
2267532	GENERATOR SERVICE AGREEMENT	03/12/2026	03/12/2026	0.00 205.00
2267533	GENERATOR SERVICE AGREEMENT	03/12/2026	03/12/2026	0.00 205.00
2267534	GENERATOR SERVICE AGREEMENT	03/12/2026	03/12/2026	0.00 205.00
2267535	GENERATOR SERVICE AGREEMENT	03/12/2026	03/12/2026	0.00 205.00
2267536	GENERATOR SERVICE AGREEMENT	03/12/2026	03/12/2026	0.00 205.00
2267541	GENERATOR SERVICE AGREEMENT	03/12/2026	03/12/2026	0.00 205.00

Vendor Number 0003622	Vendor Name CHARLES HENDRICKS			Total Vendor Amount 35.00
Payment Type Check	Payment Number	Payment Date	Payment Amount	
		03/13/2026	35.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
REFUND 3/11	REPL CK PARK RES DEPOSIT	03/11/2026	03/11/2026	0.00 35.00

Vendor Number 0000529	Vendor Name CINTAS FIRST AID & SAFETY			Total Vendor Amount 145.08
Payment Type Check	Payment Number	Payment Date	Payment Amount	
		03/13/2026	145.08	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
17363075 FEB FY 26	POWER PLANT RUGS & RAGS REPLACEMENT	03/12/2026	03/12/2026	0.00 145.08

Vendor Number 0000572	Vendor Name COMCAST			Total Vendor Amount 116.85
Payment Type Check	Payment Number	Payment Date	Payment Amount	
		03/13/2026	116.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
41 016 0042978 MAR FY 26	DOWNTOWN WIFI	03/09/2026	03/09/2026	0.00 116.85

Vendor Number 0000581	Vendor Name COMPTROLLER OF MARYLAND			Total Vendor Amount 829.60
Payment Type Check	Payment Number	Payment Date	Payment Amount	
		03/13/2026	829.60	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
FEB FY 26	ENVIRONMENTAL TRUST FUND REPORT	03/12/2026	03/12/2026	0.00 829.60

Vendor Number 0000584	Vendor Name COMPTROLLER OF MARYLAND			Total Vendor Amount 2,414.22
Payment Type Check	Payment Number	Payment Date	Payment Amount	
		03/13/2026	2,414.22	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
FEB FY 26	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	03/12/2026	03/12/2026	0.00 2,414.22

Vendor Number 0003896	Vendor Name CRC BENEFITS			Total Vendor Amount 96,450.49
Payment Type Check	Payment Number	Payment Date	Payment Amount	
		03/13/2026	96,450.49	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
321525 APR FY 26	CRC BENEFITS APRIL 2026 MED DENT VIS LIFE DIS	03/13/2026	03/13/2026	0.00 96,450.49

Vendor Number 0000678	Vendor Name DAVIS, BOWEN & FRIEDEL			Total Vendor Amount 13,372.12
Payment Type Check	Payment Number	Payment Date	Payment Amount	
		03/13/2026	13,372.12	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
200974	PROJ 0050A124.002 PURNELL CROSSING PHASE 5	03/11/2026	03/11/2026	0.00 5,926.13
200975	PROJ 0050A124.004 534 BAY STREET STRWTR RECOMMEI	03/11/2026	03/11/2026	0.00 390.00

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200976	PROJ 0050A124.005 PLAN REVIEW & APPROVAL PROCED	03/11/2026	03/11/2026	0.00	2,925.00
200978	PROJ 0050A124.008 ON CALL PLANNING WAWA	03/11/2026	03/11/2026	0.00	390.00
200979	PROJ 0050A124.009 ADKINS COMPANY	03/11/2026	03/11/2026	0.00	292.50
200980	PROJ 0050A124.010 HERON PARK	03/11/2026	03/11/2026	0.00	3,448.49
Vendor Number	Vendor Name			Total Vendor Amount	
0000794	EASTERN SHORE COFFEE			34.61	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/13/2026	34.61		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
605850	DRINKING WATER & COOLER RENTAL FEES	03/09/2026	03/09/2026	0.00	25.86
911533	DRINKING WATER & COOLER RENTAL FEES	03/09/2026	03/09/2026	0.00	8.75
Vendor Number	Vendor Name			Total Vendor Amount	
0000907	FLAG PUBLICATIONS INC			31.25	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/13/2026	31.25		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
399454	LEAD SERVICE LINE REPLACEMENT RFP AD 2026	03/13/2026	03/13/2026	0.00	31.25
Vendor Number	Vendor Name			Total Vendor Amount	
0003480	GINA VELONG			200.00	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/13/2026	200.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
REFUND	REPL CK ELECTION STIPEND	03/11/2026	03/11/2026	0.00	200.00
Vendor Number	Vendor Name			Total Vendor Amount	
0000975	GRAVES UNIFORM			552.99	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/13/2026	552.99		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
111515	REPLACEMENT BADGES	03/13/2026	03/13/2026	0.00	552.99
Vendor Number	Vendor Name			Total Vendor Amount	
0000977	GREAT AMERICA FINANCIAL			75.60	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/13/2026	75.60		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
41427437	GREAT AMERICA COPIER LEASE SHIRLEY'S MACHINE	03/09/2026	03/09/2026	0.00	75.60
Vendor Number	Vendor Name			Total Vendor Amount	
0000968	GROUNDWORK SOLUTIONS INC			1,555.00	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/13/2026	1,555.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
TOB1642602	SNOW REMOVAL OFF MAIN ST	03/12/2026	03/12/2026	0.00	1,555.00
Vendor Number	Vendor Name			Total Vendor Amount	
0003746	HALEY ARCHITECTURE			5,270.00	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/13/2026	5,270.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
BERL TWN HALL 14	TOWN HALL RENOVATION	03/09/2026	03/09/2026	0.00	5,270.00
Vendor Number	Vendor Name			Total Vendor Amount	
0001040	HOME DEPOT CREDIT CARD SERVICES			2,124.92	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		03/13/2026	2,124.92		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
JAN FEB INV FY 26	TOOLS, PARTS, OTHER SUPPLIES	03/11/2026	03/11/2026	0.00	530.30
JAN FEB INVS FY 26	TOOLS, PARTS AND OTHER SUPPLIES	03/11/2026	03/11/2026	0.00	319.83

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Vendor Number	Vendor Name						Total Vendor Amount
VAR INVS JAN FEB	TOOLS, PARTS AND OTHER SUPPLIES		03/11/2026	03/11/2026			1,274.79
						0.00	
Vendor Number	Vendor Name						Total Vendor Amount
0003971	IVC TECHNOLOGIES						3,050.00
Payment Type	Payment Number					Payment Date	Payment Amount
Check						03/13/2026	3,050.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
117929	POWER PLANT IR THERMOGRAPHY SCAN REF # IVC 2601:	03/12/2026	03/12/2026	0.00	3,050.00		
Vendor Number	Vendor Name						Total Vendor Amount
0003954	MEAD & HUNT INC						9,271.25
Payment Type	Payment Number					Payment Date	Payment Amount
Check						03/13/2026	9,271.25
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
404006	BERLIN MD COMPREHENSIVE PLAN UPDATE	03/11/2026	03/11/2026	0.00	9,271.25		
Vendor Number	Vendor Name						Total Vendor Amount
0001495	MIDDLE DEPARTMENT INSPECTION AGENCY						1,017.00
Payment Type	Payment Number					Payment Date	Payment Amount
Check						03/13/2026	1,017.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
93706,93336	INSPECTION SERVICES	03/11/2026	03/11/2026	0.00	1,017.00		
Vendor Number	Vendor Name						Total Vendor Amount
0001534	MUMFORD WILLIE						148.39
Payment Type	Payment Number					Payment Date	Payment Amount
Check						03/13/2026	148.39
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
REIMB 3/9	SAFETY BOOTS	03/09/2026	03/09/2026	0.00	148.39		
Vendor Number	Vendor Name						Total Vendor Amount
0003637	NAPA AUTO PARTS						528.64
Payment Type	Payment Number					Payment Date	Payment Amount
Check						03/13/2026	528.64
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
544940	PARTS FOR VEHICLES WATER	03/09/2026	03/09/2026	0.00	94.48		
545451	PARTS FOR VEHICLES ELECTRIC	03/09/2026	03/09/2026	0.00	171.59		
545620	PARTS FOR VEHICLES ELECTRIC	03/09/2026	03/09/2026	0.00	63.62		
545795	PARTS FOR VEHICLES	03/09/2026	03/09/2026	0.00	74.36		
546477	TOOLS, PARTS, AND OTHER SUPPLIES	03/09/2026	03/09/2026	0.00	124.59		
Vendor Number	Vendor Name						Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS						3,640.00
Payment Type	Payment Number					Payment Date	Payment Amount
Check						03/13/2026	3,640.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
PPE 03/08/2026	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	03/09/2026	03/09/2026	0.00	3,640.00		
Vendor Number	Vendor Name						Total Vendor Amount
0003979	NORTHWESTERN UNIVERSITY CENTER FOR PUBLIC SAFI						4,500.00
Payment Type	Payment Number					Payment Date	Payment Amount
Check						03/13/2026	4,500.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
30462	SPRING 2026 SCHOOL OF POLICE STAFF & COMMAND ON	03/10/2026	03/10/2026	0.00	4,500.00		
Vendor Number	Vendor Name						Total Vendor Amount
0001625	ONE CALL CONCEPTS, INC.						41.98
Payment Type	Payment Number					Payment Date	Payment Amount
Check						03/13/2026	41.98
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount		
6026171	MISS UTILITY TICKETS	03/09/2026	03/09/2026	0.00	41.98		

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Vendor Number	Vendor Name					Total Vendor Amount
0001652	PASCO OF FRUITLAND					617.64
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2026	617.64	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
676558/D	BATTERIES FOR GENERATORS	03/12/2026	03/12/2026	0.00	617.64	
Vendor Number	Vendor Name					Total Vendor Amount
0001677	PENINSULA DRY CLEANERS, INC					14.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2026	14.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3637	UNIFORM CLEANING SERVICES	03/13/2026	03/13/2026	0.00	14.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002524	QUADIENT LEASING USA INC					1,187.88
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2026	1,187.88	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
Q2253725	QUADIENT QUARTERLY FOR MAIL STUFFER	03/09/2026	03/09/2026	0.00	1,187.88	
Vendor Number	Vendor Name					Total Vendor Amount
0001757	RACETRACK AUTO CENTER					2,937.90
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2026	2,937.90	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
170090	6735 OIL CHANGE, TWO TIRES, SWAY BAR, SHAFT, RADIA	03/13/2026	03/13/2026	0.00	2,937.90	
Vendor Number	Vendor Name					Total Vendor Amount
0003755	REESE TRANSPORTATION					2,200.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2026	2,200.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10817	2' X 2' X 6' CONCRETE BLOCKS	03/09/2026	03/09/2026	0.00	2,200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003222	SFS TOOLS AND SAFETY LLC					347.21
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2026	347.21	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
460478	CABLE REEL LIFTING DEVICE RT-20	03/12/2026	03/12/2026	0.00	347.21	
Vendor Number	Vendor Name					Total Vendor Amount
0001978	SOUTHEASTERN TRANSFORMER CO, INC					1,772.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2026	1,772.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
126199	REFURBISHED 50KVA TRANSFORMERS	03/12/2026	03/12/2026	0.00	1,772.75	
Vendor Number	Vendor Name					Total Vendor Amount
0002022	STUART C IRBY CO					2,552.70
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2026	2,552.70	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
S014504381.001	BOX OF HOT LINE CLAMPS HPS BC-20	03/09/2026	03/09/2026	0.00	921.50	
S014509253.001	18 / 15. 3 KV PDV-100 ARRESTORS	03/09/2026	03/09/2026	0.00	1,631.20	

Payment Register

APPKT03624 - 20260313SW

Vendor Number	Vendor Name					Total Vendor Amount
0003461	TECHMD					7,796.15
Payment Type	Payment Number			Payment Date		Payment Amount
Check				03/13/2026		7,796.15
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
665722	IT SERVICES - MICROSOFT 365 & AZURE	03/13/2026	03/13/2026	0.00	1,549.65	
666131	SSL AND COPILOT FOR MAYOR'S OFFICE	03/13/2026	03/13/2026	0.00	1,080.00	
666390	IT SERVICES - CARDS COMPLETE	03/13/2026	03/13/2026	0.00	5,166.50	
Vendor Number	Vendor Name					Total Vendor Amount
0003220	THE GUN SHOP					766.58
Payment Type	Payment Number			Payment Date		Payment Amount
Check				03/13/2026		766.58
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
53336	SIMUNITIONS TRAINING AMMUNITION	03/13/2026	03/13/2026	0.00	766.58	
Vendor Number	Vendor Name					Total Vendor Amount
0002786	THE PETE STORE					1,066.13
Payment Type	Payment Number			Payment Date		Payment Amount
Check				03/13/2026		1,066.13
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15P265443.02,360,359,590	PARTS - FILTERS FOR 82 AND 33	03/11/2026	03/11/2026	0.00	1,066.13	
Vendor Number	Vendor Name					Total Vendor Amount
0002163	TOWN OF BERLIN					39,108.56
Payment Type	Payment Number			Payment Date		Payment Amount
Check				03/13/2026		39,108.56
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MAR FY 26	TOWN UTILITY BILLINGS	03/11/2026	03/11/2026	0.00	39,108.56	
Vendor Number	Vendor Name					Total Vendor Amount
0002928	UNIFIRST CORPORATION					314.04
Payment Type	Payment Number			Payment Date		Payment Amount
Check				03/13/2026		314.04
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1430225173	UNIFORM SERVICES FOR ALL CREWS	03/09/2026	03/09/2026	0.00	157.02	
1430226233	UNIFORM SERVICES FOR ALL CREWS	03/09/2026	03/09/2026	0.00	157.02	
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				03/13/2026		50.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 03/08/2026	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	03/09/2026	03/09/2026	0.00	50.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003950	UNIVAR SOLUTIONS USA LLC					11,629.85
Payment Type	Payment Number			Payment Date		Payment Amount
Check				03/13/2026		11,629.85
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
53719962, 33187	50% CAUSTIC	03/12/2026	03/12/2026	0.00	11,629.85	
Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					425.76
Payment Type	Payment Number			Payment Date		Payment Amount
Check				03/13/2026		425.76
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P2619361	WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	03/12/2026	03/12/2026	0.00	425.76	

Payment Register

APPKT03624 - 20260313SW

Vendor Number	Vendor Name					Total Vendor Amount
0002304	WEST OCEAN CITY ILLNESS & INJURY CENTER					490.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2026	490.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
24607304, 24590410	DOT PHYSICAL & VACCINES FOR POSITION	03/12/2026	03/12/2026	0.00	420.00	
24636921	RANDOM DRUG TESTING	03/13/2026	03/13/2026	0.00	70.00	

Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					4,260.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/13/2026	4,260.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
309 FEB FY 26	SLUDGE DISPOSAL	03/12/2026	03/12/2026	0.00	4,260.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	75	50	0.00	234,359.47
Packet Totals:		75	50	0.00	234,359.47



Town of Berlin, MD

Refund Check Register

Refund Check Detail

UBPKT12694 - Refunds 1 UBPKT12693 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
22-5200000-00	SHORE UP-REFUNDS	3/17/2026	30637	712.51			712.51	Deposit
Total Refunds: 1			Total Refunded Amount:	712.51				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	712.51
Revenue Total:	712.51

General Ledger Distribution

Posting Date: 03/13/2026

	Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC				
	10-1110-1098	CLAIM ON CASH-FUND 10	-712.51	Yes
	10-2010-2074	UNAPPLIED CREDITS	712.51	
		10 Total:	0.00	
Fund: 98 - POOLED CASH				
	98-1098-1000	CENTRAL DEPOSITORY CASH	-712.51	
	98-2498-2200	DUE TO OTHER FUNDS	712.51	Yes
		98 Total:	0.00	
		Distribution Total:	0.00	



Town of Berlin, MD

Payment Register

APPKT03628 - 20260320SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name	Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
0000166	ANIXTER POWER SOLUTIONS, LLC	Check		6714342-00	WOODEN CROSS ARMS 8 REATY03	03/18/2026	03/18/2026	0.00	2,836.25	2,836.25
0000197	AQUALAW PLC	Check		17907	WWTP SPRAY IRRIGATION PERMIT	03/19/2026	03/19/2026	0.00	1,375.00	1,375.00
0000244	ATLANTIC MACHINERY, INC	Check		91938	PSI JET HOSE	03/19/2026	03/19/2026	0.00	432.44	432.44
0003168	ATLANTIC TACTICAL INC	Check		INV75-00008322	2 HOLSTERS RED DOT UPGRADE	03/19/2026	03/19/2026	0.00	114.04	114.04
0000345	BERLIN LITTLE LEAGUE	Check		DONATE 3/13	DONATION 2026 LITTLE LEAGUE	03/19/2026	03/19/2026	0.00	500.00	500.00
0000405	BRASURE'S PEST CONTROL INC	Check		981685,688,690,689,687,69	QUARTERLY SPRAYING	03/19/2026	03/19/2026	0.00	380.00	380.00
0000431	BURKE EQUIPMENT COMPANY	Check		DEL-6003925	ZERO TURN BLADES	03/19/2026	03/19/2026	0.00	57.72	57.72

Payment Register

APPKT03628 - 20260320SW

Vendor Number	Vendor Name					Total Vendor Amount
0003317	CARTER MACHINERY COMPANY INC					17,500.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	8,800.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
00085617,00086606	LIGHT WEIGHT MATERIAL BUCKET SKID STEER	03/16/2026	03/16/2026	0.00	8,800.00	
Check				03/20/2026	8,700.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
00086662	LIGHT TOWER GENERATOR	03/18/2026	03/18/2026	0.00	8,700.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003488	CHARGEPOINT INC					2,400.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	2,400.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN402891	ANNUAL SERVICE AGREEMENT	03/19/2026	03/19/2026	0.00	2,400.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003914	CHESAPEAKE UTILITIES CORPORATION & SUBS					5,199.26
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	5,199.26	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
200002458681 FEB FY 26	POWER PLANT NATURAL GAS	03/17/2026	03/17/2026	0.00	5,199.26	
Vendor Number	Vendor Name					Total Vendor Amount
0000511	CHOPTANK ELECTRIC COOPERATIVE, INC.					1,901.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	1,901.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9913024900 FEB FY 26	UTILITY SERVICE FOR SPRAY SITES	03/17/2026	03/17/2026	0.00	1,901.50	
Vendor Number	Vendor Name					Total Vendor Amount
0000534	CJIS-CR					402.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	402.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
APP-2R-035	FINGERPRINTING	03/16/2026	03/16/2026	0.00	402.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					46.80
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	46.80	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 053157 FEB FY 26	TELEVISION SERVICE POLICE DEPT 0053157	03/16/2026	03/16/2026	0.00	46.80	
Vendor Number	Vendor Name					Total Vendor Amount
0002092	DPSCS - ITCD					112.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	112.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
AB6-02-418	METER LOG ON	03/16/2026	03/16/2026	0.00	112.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003494	DR JACK LEEB					565.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	565.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3957	PSYCHOLOGICAL ASSESSMENT FOR APPLICANT	03/16/2026	03/16/2026	0.00	565.00	

Payment Register

APPKT03628 - 20260320SW

Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					1,150.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	1,150.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2600586	WEEKLY DISCHARGE WELL SAMPLES	03/19/2026	03/19/2026	0.00	526.00	
IN2600587	WELL MONITORING	03/19/2026	03/19/2026	0.00	624.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003962	FLEET TITANS LLC					4,200.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	4,200.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV-00002818	GRAPPLE BUCKET	03/19/2026	03/19/2026	0.00	4,200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003973	GAVIN BRINK					200.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	200.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
234	MSAC GRANT FUNDEDVINTAGE AND VINYL LIVE MUSIC	03/20/2026	03/20/2026	0.00	200.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003800	HAWKINS INC					3,176.25
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	3,176.25	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7359372	CHLORINE	03/19/2026	03/19/2026	0.00	3,176.25	
Vendor Number	Vendor Name					Total Vendor Amount
0002578	IAN JANES					750.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	750.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
569	MSAC GRANT FUNDED VINTAGE AND VINYL SOUND TECH	03/20/2026	03/20/2026	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001286	LEGAL SHIELD					15.95
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	15.95	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0139007 MAR FY 26	LEGAL SHIELD EMPLOYEE PAID	03/17/2026	03/17/2026	0.00	15.95	
Vendor Number	Vendor Name					Total Vendor Amount
0003154	LOWER SHORE ENTERPRISES, INC					80.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	80.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN00036324	SHRED DOCUMENTS @ ELECTRIC DEPT	03/19/2026	03/19/2026	0.00	80.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001349	MAIL MOVERS					1,449.24
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	1,449.24	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
51671	MAILMOVERS OUTSOURCED UTILITY BILLS	03/18/2026	03/18/2026	0.00	1,449.24	

Payment Register

APPKT03628 - 20260320SW

Vendor Number	Vendor Name					Total Vendor Amount
0001417	MATHESON TRI-GAS INC					101.50
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	101.50	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0032850767	TOOLS AND OXYGEN FOR EQUIPMENT	03/16/2026	03/16/2026	0.00	101.50	
Vendor Number	Vendor Name					Total Vendor Amount
0003637	NAPA AUTO PARTS					240.82
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	240.82	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
548028, 547965	OIL FOR VACCON TRUCK	03/19/2026	03/19/2026	0.00	240.82	
Vendor Number	Vendor Name					Total Vendor Amount
0001768	RAMB ASSOCIATES					750.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	750.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2068	BERLIN VIDEO AD	03/20/2026	03/20/2026	0.00	750.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003222	SFS TOOLS AND SAFETY LLC					179.84
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	179.84	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
459800	E74 NEW BUCKET TRUCK EQUIPMENT & HOIST	03/17/2026	03/17/2026	0.00	179.84	
Vendor Number	Vendor Name					Total Vendor Amount
0003708	SHERRY A JUSTICE					90.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	90.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5206	MERCHANT MAP GRAPHIC DESIGN UPDATE	03/20/2026	03/20/2026	0.00	90.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003661	SHOCKLEY COLLIN					365.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	365.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PER DIEM 3/19	MEALS CLASSES	03/19/2026	03/19/2026	0.00	365.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003984	STEPHEN DECATUR ATHLETIC BOOSTERS					600.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	600.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
DONATE MAR 13	DONATION ATHLETIC BOOSTERS	03/19/2026	03/19/2026	0.00	600.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002163	TOWN OF BERLIN					4,406.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/20/2026	4,406.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
FY 26 ASSIST	ENERGY ASSISTANCE PROGRAM	03/17/2026	03/17/2026	0.00	4,406.00	

Payment Register

APPKT03628 - 20260320SW

Vendor Number	Vendor Name					Total Vendor Amount
0002184	TTI INC					4,251.58
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/20/2026	4,251.58
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
143392	REPLACE SHAFT ON CYLINDER ON MINI EXCAVATOR	03/16/2026	03/16/2026	0.00	4,251.58	
Vendor Number	Vendor Name					Total Vendor Amount
0002233	VALERIE J MANN					535.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/20/2026	535.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
MAR 14 FY 26	COMPLETION OF FY 27 PRAR APPLICATION	03/16/2026	03/16/2026	0.00	535.00	
Vendor Number	Vendor Name					Total Vendor Amount
0002246	VERIZON-000014448231					1,007.68
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/20/2026	1,007.68
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
852-000-824-0001-13MAR F	TELEPHONE SERVICES	03/16/2026	03/16/2026	0.00	1,007.68	
Vendor Number	Vendor Name					Total Vendor Amount
0002247	VERIZON-000718605643					64.42
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/20/2026	64.42
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
850-466-066-0001-46 MAR F	TELEPHONE SERVICE 5 MILE BRANCH RD	03/16/2026	03/16/2026	0.00	64.42	
Vendor Number	Vendor Name					Total Vendor Amount
0002857	VERIZON-850462866001-13					57.80
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/20/2026	57.80
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
850-462-866-0001-13 MAR F	VERIZON TELEPHONE SERVICE	03/16/2026	03/16/2026	0.00	57.80	
Vendor Number	Vendor Name					Total Vendor Amount
0003055	WASHINGTON NATIONAL INSURANCE COMPANY					425.76
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/20/2026	425.76
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P2627866	WASHINGTON NATIONAL EMPLOYEE PAID SUPPLEMENTA	03/17/2026	03/17/2026	0.00	425.76	
Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					9,437.60
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/20/2026	9,437.60
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124 FEB FY 26	REFUSE, RECYCLE, CAN PULLS, AND DEMILITIONS	03/16/2026	03/16/2026	0.00	9,437.60	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	40	39	0.00	67,356.45
Packet Totals:		40	39	0.00	67,356.45



Town of Berlin, MD

Payment Register

APPKT03633 - 2026032SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number 0003926	Vendor Name ADVANCED RUBBER PRODUCTS DIV			Total Vendor Amount 1,828.17
Payment Type Check	Payment Number 27360	Description 100 AMP OVERHEAD CUTOUTS INVENTORY STOCK	Payable Date 03/24/2026	Due Date 03/24/2026
			Payment Date 03/26/2026	Payment Amount 1,828.17
			Discount Amount 0.00	Payable Amount 1,828.17

Vendor Number 0000088	Vendor Name AFFORDABLE BUSINESS SYSTEMS			Total Vendor Amount 956.72
Payment Type Check	Payment Number IN295862	Description SERVICE WORK FOR SHIRLEY'S PRINTER TO VC	Payable Date 03/26/2026	Due Date 03/26/2026
	IN295863	CABLE REPLACEMENT FOR SHIRLEY'S PRINTER	03/26/2026	03/26/2026
	IN295874	SERVICE WORK FOR COPY MACHINE RELOCATION TO VC	03/26/2026	03/26/2026
			Payment Date 03/26/2026	Payment Amount 956.72
			Discount Amount 0.00	Payable Amount 159.00
			0.00	161.72
			0.00	636.00

Vendor Number 0000166	Vendor Name ANIXTER POWER SOLUTIONS, LLC			Total Vendor Amount 474.00
Payment Type Check	Payment Number 6698450-00, 6698450-01	Description INVENTORY ALUM HY-CRIMPS CONNECTORS	Payable Date 03/25/2026	Due Date 03/25/2026
			Payment Date 03/26/2026	Payment Amount 474.00
			Discount Amount 0.00	Payable Amount 474.00

Vendor Number 0002736	Vendor Name BRYAN DOUGLAS RUSSO			Total Vendor Amount 200.00
Payment Type Check	Payment Number INV0000539	Description MSAC GRANT FUNDEDVINTAGE AND VINYL PERFORMER	Payable Date 03/24/2026	Due Date 03/24/2026
			Payment Date 03/26/2026	Payment Amount 200.00
			Discount Amount 0.00	Payable Amount 200.00

Vendor Number 0000431	Vendor Name BURKE EQUIPMENT COMPANY			Total Vendor Amount 36,240.44
Payment Type Check	Payment Number 3/17/26	Description LAWN MOWERS	Payable Date 03/24/2026	Due Date 03/24/2026
			Payment Date 03/26/2026	Payment Amount 36,240.44
			Discount Amount 0.00	Payable Amount 36,240.44

Vendor Number 0000453	Vendor Name CAPITAL ELECTRIC SUPPLY COMPANY			Total Vendor Amount 210.07
Payment Type Check	Payment Number S061581168.001	Description INVENTORY SUPPLIES	Payable Date 03/25/2026	Due Date 03/25/2026
			Payment Date 03/26/2026	Payment Amount 210.07
			Discount Amount 0.00	Payable Amount 210.07

Vendor Number 0000572	Vendor Name COMCAST			Total Vendor Amount 3,095.47
Payment Type Check	Payment Number 41 016 0023325 APR FY 26	Description INTERNET & DIGITAL SERVICES	Payable Date 03/24/2026	Due Date 03/24/2026
			Payment Date 03/26/2026	Payment Amount 246.59
			Discount Amount 0.00	Payable Amount 246.59
Payment Type Check	Payment Number 41 016 0024711 APR FY 26	Description INTERNET & DIGITAL SERVICES	Payable Date 03/24/2026	Due Date 03/24/2026
			Payment Date 03/26/2026	Payment Amount 328.85
			Discount Amount 0.00	Payable Amount 328.85

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Check	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
					03/26/2026	271.54
	41 016 0041947 APR FY 26	INTERNET & DIGITAL SERVICES	03/24/2026	03/24/2026	0.00	271.54
Check					03/26/2026	271.54
	41 016 0042184 APR FY 26	INTERNET & DIGITAL SERVICES	03/24/2026	03/24/2026	0.00	271.54
Check					03/26/2026	303.35
	41 016 0043323 APR FY 26	INTERNET & DIGITAL SERVICES	03/24/2026	03/24/2026	0.00	303.35
Check					03/26/2026	736.55
	41 016 0043547 MAR APR FY	INTERNET & DIGITAL SERVICES	03/24/2026	03/24/2026	0.00	736.55
Check					03/26/2026	665.51
	41 016 0052845 APR FY 26	INTERNET & DIGITAL SERVICES	03/24/2026	03/24/2026	0.00	665.51
Check					03/26/2026	271.54
	41 016 0149930 APR FY 26	INTERNET & DIGITAL SERVICES	03/24/2026	03/24/2026	0.00	271.54
Vendor Number	Vendor Name					Total Vendor Amount
0000571	COMCAST BUSINESS					2,044.89
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/26/2026	2,044.89
	266057712	BUSINESS TELEPHONE SERVICES	03/26/2026	03/26/2026	0.00	2,044.89
Vendor Number	Vendor Name					Total Vendor Amount
0000622	CROPPERS INC					135.03
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/26/2026	135.03
	19346	HYDRAULIC HOSE FOR WHACKER NEWSON EXCAVATOR	03/26/2026	03/26/2026	0.00	135.03
Vendor Number	Vendor Name					Total Vendor Amount
0000678	DAVIS, BOWEN & FRIEDEL					13,013.47
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/26/2026	13,013.47
	201122	PROJ 0050A002.066 ATHENA PLAZA ON CALL & ENGIN SV	03/25/2026	03/25/2026	0.00	90.00
	201123	PROJ 0050A002.086 FUNDING ACQUI ASSIST ON CAL PLN	03/25/2026	03/25/2026	0.00	387.50
	201124	PROJ BERLIN LEAD SVC LINE REPL COMNSTR PHS SVCS	03/25/2026	03/25/2026	0.00	1,110.39
	201125	BIDDING MULTI PURPOSE BLDG DEMOLITION	03/25/2026	03/25/2026	0.00	2,800.00
	201312	PROJ 0050A109.F01 POWELLTON AVE WELL BLDG ADDITI	03/25/2026	03/25/2026	0.00	786.25
	201313	PROJ 0050A109.H01 RPR INSPC SVC POW WELL BLDG ADI	03/25/2026	03/25/2026	0.00	239.12
	201314	PROJ 0050A115.B01 CONST PHS SVC STEPHEN DECA PK C	03/25/2026	03/25/2026	0.00	4,339.71
	201315	PROJ 0050A120.A01 BERL LEAD SVC LIN REPL DESGN PHS	03/25/2026	03/25/2026	0.00	1,940.00
	291121	PROJ 0050A002.001 GEN ON-CALL ENGINEERING SVCS	03/25/2026	03/25/2026	0.00	1,320.50
Vendor Number	Vendor Name					Total Vendor Amount
0000784	EA ENGINEERING, SCIENCE AND TECHNOLOGY INC PBC					25,234.25
Payment Type	Payment Number				Payment Date	Payment Amount
Check					03/26/2026	25,234.25
	2026-00021580	PROJ 14704-04-00-TM BERLIN SWM SUPPORT	03/25/2026	03/25/2026	0.00	4,496.75
	2026-00021581	PROJ 14704-12-00-LS HUDSON BRNH STREAM RESTORATI	03/25/2026	03/25/2026	0.00	15,000.00
	2026-00022563	PROJ 16616-01-00-TM STMWTR MNGT ON CALL TWN BE	03/25/2026	03/25/2026	0.00	5,737.50

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Vendor Number	Vendor Name					Total Vendor Amount
0003787	EKM LAW, PLLC					27,340.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	27,340.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
20686 - 20721	EKM LAW INVOICES	03/25/2026	03/25/2026	0.00	27,340.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					321.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	321.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2600651	ANNUAL HYDRANT SAMPLES	03/26/2026	03/26/2026	0.00	321.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000899	FIRE PROTECTIVE SERVICE					78.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	78.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124439	ANNUAL FIRE EXTINGUISHER INSPECTION	03/24/2026	03/24/2026	0.00	78.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000922	FREEMIRE & ASSOCIATES					1,981.15
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	1,981.15	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2601151-IN	PISTA JACKET FOR DOME & SOL	03/26/2026	03/26/2026	0.00	1,981.15	
Vendor Number	Vendor Name					Total Vendor Amount
0000977	GREAT AMERICA FINANCIAL					183.95
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	183.95	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41535234	QUARTERLY FOR PW, ELEC, WR COPIER MACHINES	03/26/2026	03/26/2026	0.00	183.95	
Vendor Number	Vendor Name					Total Vendor Amount
0002532	JENSEN KELSEY					80.53
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	80.53	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
REIMB 3/20	LGIT ANNUAL RENEWAL MEETING CIVIC CENTER	03/24/2026	03/24/2026	0.00	32.05	
REIMB 3/20 - 2	COST TO EMBROIDER TWO SWEATSHIRTS	03/24/2026	03/24/2026	0.00	48.48	
Vendor Number	Vendor Name					Total Vendor Amount
0001316	LOCAL GOVERNMENT INSURANCE TRUST					16.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	16.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
126587	TWO NEW ZERO TRUNS ADDED TO INSURANCE	03/25/2026	03/25/2026	0.00	16.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001489	MID SOUTH AUDIO LLC					510.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	510.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
42166	AV EQUIPMENT REMOVAL FOR TOWN HALL RENO	03/26/2026	03/26/2026	0.00	510.00	

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Vendor Number	Vendor Name					Total Vendor Amount
0001565	NATIONWIDE RETIREMENT SOLUTIONS					3,640.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	3,640.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 03/22/2026	NATIONWIDE EMPLOYEE CONTRIBUTIONS DEFERRED COM	03/24/2026	03/24/2026	0.00	3,640.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003297	PHYLLIS G KIMMEL LAW OFFICE PLLC					7,408.99
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	7,408.99	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
303	MD PSC CASE NO 9508 RE: MULTIPLE MATTERS	03/25/2026	03/25/2026	0.00	7,408.99	
Vendor Number	Vendor Name					Total Vendor Amount
0001771	RANDY DAVIS					2,250.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	2,250.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0579	DEPOSIT FOR CARRIAGE RIDES IN DECEMBER	03/24/2026	03/24/2026	0.00	2,250.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003708	SHERRY A JUSTICE					50.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	50.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5207	ADDITIONAL DOWNTOWN MAP CHANGES	03/24/2026	03/24/2026	0.00	50.00	
Vendor Number	Vendor Name					Total Vendor Amount
0001997	STAPLES BUSINESS CREDIT					266.23
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	266.23	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
7009245743	MARCH STAPLES ORDER	03/26/2026	03/26/2026	0.00	266.23	
Vendor Number	Vendor Name					Total Vendor Amount
0003207	UNITED ENERGY TRADING LLC					229.36
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	229.36	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
291934	POWER PLANT NATURAL GAS	03/24/2026	03/24/2026	0.00	229.36	
Vendor Number	Vendor Name					Total Vendor Amount
0002205	UNITED WAY OF THE EASTERN SHORE					40.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	40.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PPE 03/22/2026	UNITED WAY EMPLOYEE DONATIONS/CONTRIBUTIONS	03/24/2026	03/24/2026	0.00	40.00	
Vendor Number	Vendor Name					Total Vendor Amount
0003570	US BANK EQUIPMENT FINANCE					277.27
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	277.27	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
577868102	COPIER LEASE AND CONTRACT	03/24/2026	03/24/2026	0.00	277.27	
Vendor Number	Vendor Name					Total Vendor Amount
0002220	USA BLUEBOOK					4,737.44
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				03/26/2026	4,737.44	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV00987950	LAB SUPPLIES	03/26/2026	03/26/2026	0.00	1,349.02	

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[INV00991521](#)

BUGS FOR TREATMENT PLANT

03/26/2026

03/26/2026

0.00

3,388.42

Vendor Number

Vendor Name

Total Vendor Amount

[0002304](#)

WEST OCEAN CITY ILLNESS & INJURY CENTER

380.00

Payment Type

Payment Number

Payment Date

Payment Amount

Check

03/26/2026

380.00

Payable Number

Description

Payable Date

Due Date

Discount Amount

Payable Amount

[24684680,24681350](#)

DOT PHYSICALS

03/24/2026

03/24/2026

0.00

380.00

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	50	36	0.00	133,222.43
Packet Totals:		50	36	0.00	133,222.43