



## **BERLIN MAYOR AND COUNCIL**

### **Meeting Agenda**

**Berlin Town Hall**

**10 William Street**

**Monday, September 13, 2021**

#### **7:00 PM      REGULAR SESSION – Council Chambers**

1. Approval of the Minutes for:
  - a. Executive Session of 08/23/21
  - b. Statement of Closure for Executive Session of 08/23/21
  - c. Regular Session of 08/23/21
  - d. Executive Session of 08/30/21
  - e. Statement of Closure for Executive Session of 08/30/21
  - f. Executive Session of 09/02/21
  - g. Statement of Closure for Executive Session of 09/02/21
2. Honoring the Berlin Little League 2021 Junior Softball and Junior Baseball State Championship Teams – Mayor Zack Tyndall
3. Hope 4 Recovery 5k Special Event Application: Saturday, December 4, 2021 from 9 AM – 12 PM – Patrice Ottey
4. Boggs Disharoon American Legion Post 123: Application for Special Sunday Permit for November 28, 2021, December 5, 2021, and December 12, 2021 – Town Administrator Jeffrey Fleetwood
5. Motion 2021-22: Motion approving the donation of disc golf course equipment by Eastern Shore Disc Golf – Austin Widdowson, President
6. Police Department Axon Enterprises Agreement in the amount of \$25,120 – Police Lieutenant Robert Fisher
7. FY 2021 Financial Highlights – Finance Director Natalie Saleh
8. Discussion regarding acquisition of real property – Mayor Zackery Tyndall
  - a. Motion 2021-23: Motion approving a fiscal year 2022 budget amendment increasing expense and revenue accounts associated with real property acquisition in the general fund. Transfer \$45,000 from reserves. Details of the budget amendment are attached to the Motion in Exhibit A
9. Approval of Appointments for Ethics Commission – Mayor Zack Tyndall
10. Review of Goals and Objectives of Berlin Beautification Committee – Mayor Zack Tyndall
11. Town Administrator's Report
12. Departmental Reports

13. Comments from the Council
14. Comments from the Mayor
15. Comments from the Public
16. Comments from the Press
17. Adjournment

**\*\*Public Attendance at Meetings**

Per Mayor Zack Tyndall: EFFECTIVE JUNE 7, 2021, Mayor and Council Meetings will be held in-person with no restrictions and will continue to be streamed live to Facebook for viewing purposes only.

Questions and Comments will continue to be received in advance of the meeting:

Written questions will be accepted UNTIL 12:00 PM/NOON on the day of the meeting. Submit to:

- Email: [info@berlinmd.gov](mailto:info@berlinmd.gov), please use Meeting Comments as your subject.
- Fax to: 410-641-2316.
- Mail to: Berlin Town Hall, Attn: Meeting Comments, 10 Williams St., Berlin, MD 21811. It is recommended that mail be posted no later than the close of business on the Friday before the meeting to help ensure delivery. The Town of Berlin is not responsible for delays or delivery failures on the part of the USPS or other delivery service.
- Drop off: Drop off in one of the two drop boxes at Town Hall – one is at the rear of the building behind the stair tower, and the other is at the corner of Bay and Williams Street on the building.

To access the Meeting via live stream on Facebook, please click on the blue Facebook icon at the top of any page on the Town website, [www.berlinmd.gov](http://www.berlinmd.gov), or type @berlinmd in the Facebook search bar. No response will be given to questions and comments submitted via Facebook during any meeting including Public Hearings.

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Jeffrey Fleetwood at (410) 641-4002. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland/outside Maryland dial 1-800-735-2258.

CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, August 23, 2021

**Present:** Mayor Zackery Tyndall, Vice-President Dean Burrell, Councilmembers Troy Purnell, Jay Knerr, Shaneka Nichols, and Jack Orris

**Staff Present:** Town Administrator Jeff Fleetwood, Administrative Manager Kelsey Jensen and Town Attorney David Gaskill

**Others present:** None

On Monday, August 23, 2021, at approximately 6:30 PM in the Mayor and Council Chambers, Mayor Tyndall reviewed several protocols for the open meeting portion of the session. He noted that the purpose of the Closed Session was to brief the Council on a written offer received for a parcel of Heron Park and was being closed pursuant to Maryland Code; General Provisions Article; Sec 3-305(b)(14): Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

At the request of Mayor Tyndall, Councilmember Orris moved to close the session, Councilmember Kerr seconded and the vote to close the session was 5-0. The Mayor, Council, and Staff moved to the conference room at approximately 6:33 PM.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
--

With the discussion concluded, Mayor Tyndall asked for a motion to adjourn the Closed Session at approximately 6:45 PM. Councilmember Orris so moved, Councilmember Purnell seconded, and approval was unanimous.

Respectfully Submitted,



Kelsey Jensen  
Administrative Manager



Closed Session Summary  
To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: August 23, 2021 at 6:30 PM
- b. Place (location) of closed session: Vote to Close (live on Facebook): Mayor and Council Chambers; Meeting: Conference Room
- c. Purpose of the closed session: To brief the Council on a written offer received for a parcel of Heron Park.
- d. Date and time that we will return to public meeting: August 23, 2021 at 7:00 PM

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

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

**3. Statutory authority to close session:**

- a. This meeting was closed under the following provisions of General Provisions Article § 3-305(b)(14) : Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

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

Topic description	Persons present for discussion	Action taken/each recorded vote
To brief the Council on a written offer received for a parcel of Heron Park	Mayor Z. Tyndall, V-P D. Burrell, Councilmembers T. Purnell, J. Knerr, S. Nichols, J. Orris Town Admin. J. Fleetwood, Town Attorney D. Gaskill, Admin. Manager K. Jensen	none

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

**List members who have received open meetings training (at least one member must be in attendance during closed session):** Mayor Zack Tyndall, Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Administrative Manager Kelsey Jensen, and Town Attorney David Gaskill.



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, August 23, 2021**

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

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

**Staff Present:** Town Administrator Jeff Fleetwood, Finance Director Natalie Saleh, Police Chief Arnold Downing, Electric Utility Director Tim Lawrence, Water Resources Director Jamey Latchum, Public Works Superintendent Jimmy Charles, Town Attorney David Gaskill, and Administrative Manager Kelsey Jensen.

This meeting was also broadcast live via Facebook. Following a moment of silence and the Pledge of Allegiance, Mayor Tyndall called the meeting to order at approximately 7:00 PM.

**1. Approval of the Minutes for:**

**a. Executive Session of August 9, 2021:**

On the motion of Councilmember Knerr, second by Vice-President Burrell, the Executive Session minutes of August 9, 2021, were approved by the following vote:

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

**b. Statement of Closure for Executive Session of August 9, 2021:**

Mayor Tyndall read the Statement of Closure.

**c. Regular Session of August 9, 2021:**

On the motion of Councilmember Orris, second by Councilmember Nichols, the Regular Session Minutes of August 9, 2021, were approved by the following vote:

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

## 2. Swearing in Boards and Commission Members

Mayor Zackery Tyndall swore in Joe Moore, Woody Bunting, and Doug Parks to the Board of Appeals followed by Norman 'Nornie' Bunting and John Holloway to the Historic District Commission.

3. Motion 2021-19: Motion approving the use of Stephen Decatur Park Tennis Courts by Worcester County Recreation & Parks for Tennis Stroke Clinics on Tuesday, September 28<sup>th</sup> and Tuesday, October 5<sup>th</sup> from 6-7 PM

Recreation Program Manager Myro Small explained that this is something the Recreation Department does each year. Mayor Tyndall asked about the turnout for the basketball clinic; Mr. Small said it was low, but has been since the start of COVID.

On the motion of Vice-President Burrell, second by Councilmember Knerr, Motion 2021-19, was approved by the following vote:

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

## 4. We Heart Berlin:

## a. Motion 2021-20: Motion for approval of the donation of six basketball backboards, six basketball rims, and six basketball pole pads at Dr. William Henry Park

President Tony Weeg and Mr. Adrian Bowen were present on behalf of We Heart Berlin and said they raised an additional \$17,000 since they were last present, and they would now like to purchase new basketball backboards, rims, and pole pads. They plan to remove all of the old ones during the painting project and then install the new ones once the courts are painted. Removal and new install labor will be provided by Town staff. Councilmember Knerr asked about ship times; Mr. Weeg said they should take about a month to come in. Vice-President Burrell asked if they meet industry standards; Mr. Weeg said they exceeded them. Town Administrator Jeffrey Fleetwood said it appears to be a simple retrofit from the old equipment.

On the motion of Vice-President Burrell, second by Councilmember Orris, Motion 2021-20, was approved by the following vote:

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

## b. Special Use of Park request for basketball courts unveiling at Dr. William Henry Park on 09/26/21

President Tony Weeg and Mr. Adrian Bowen were present on behalf of We Heart Berlin and requested to use the park for the unveiling of the new courts and equipment on September 26<sup>th</sup>. They will hold a series of tournaments, for one, three, and five-person teams. In future years they

would like to see more of a festival-type event take place, but due to the short notice, this will work for now.

On the motion of Vice-President Burrell, second by Councilmember Nichols, the special use of park event, was approved by the following vote:

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

5. Motion 2021-21: Motion awarding the bid for the window replacement project for Town Hall to J.T. Construction and Home Improvement in the amount of \$43,635

Town Administrator Jeffrey Fleetwood explained the bids they received and their recommended bid. He then showed an example of the windows they would need installed and said there are 37 total windows in Town Hall with a delivery timeframe of four to six months. Councilmember Knerr said the contract says 33 windows; Mr. Fleetwood said it has been updated and the pricing is for 36 windows, but they will need to submit a change order to add one more window, so the price will change slightly. Mr. Fleetwood mentioned that the windows are pending Historic District Commission approval, but they do not foresee any issues with that approval. Mayor Tyndall asked how much of this cost would come from the façade grant; Ms. Saleh said they should be receiving \$25,000. Vice-President Burrell asked if they planned to include the Planning Building in this contract; Mr. Fleetwood said not at this time, they will be getting a new roof soon. Councilmember Nichols said these windows should be more energy efficient. Administrative Manager Kelsey Jensen added that they would be much safer as well because many windows in the building are painted shut.

On the motion of Councilmember Orris, second by Councilmember Knerr, Motion 2021-21 with the approval of a change order adding one window, was approved by the following vote:

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

6. Town Administrator's Report – Jeffrey Fleetwood

Mr. Fleetwood said that although the USDA originally denied the grant for the Police vehicles, he believes they are now going to issue The Town a check for \$24,300. There will be a ribbon-cutting for the new solar array on Schoolfield Street on September 16<sup>th</sup> at 11 am with lunch and you must RSVP. There was a lot of rain on Friday last week and it caused some flooding. He wanted to applaud Water Resources Director Jamey Latchum on working with the Willows project to be sure things were not missed regarding some paving and modifications. The new street sweeper has been in use and there will be a new schedule established and put online next month. Vice-President Burrell asked how many miles of street there were in Town and Mr. Fleetwood said he would get back to him on it.

7. Departmental Reports:

a. Economic and Community Development Director – Ivy Wells

Town Administrator Jeffrey Fleetwood on behalf of Ms. Wells who was not present reported that the businesses will be donating to the Taylor House Museum for the outstanding Peach Day. The Brown Box Theatre will perform 'Much Ado About Nothing' on September 4<sup>th</sup> on Pitts Street. Berlin has won the Traveler's Choice Award by Trip Advisor, as the top 10% places to visit worldwide.

b. Electric Utility Director – Tim Lawrence

Mr. Lawrence said the Willows project is moving quickly, they are waiting on the electricians so they can tie in. He has had the victorian light replaced on main street that was damaged in an accident. They have done various location tree-trimming. They will begin meter reading on Wednesday. They have peak shaved 16 times since the beginning of the year, the highest peak was on the 12<sup>th</sup>. The Powerplant roof project will begin the week of September 9<sup>th</sup>. Lastly, the accent tree lighting will be installed this week around Stevenson Church and he would like the Council's input.

c. Police Chief – Arnold Downing

Chief Downing reported that they have been in contact with all of the local schools as they begin to prepare for school starting back up, as of now they have been doing meet and greets and focusing on traffic. They are working with allied law enforcement partners to plan for H2O (end of September) and Bike week (2<sup>nd</sup> week of September).

d. Water Resources Director – Jamey Latchum

Mr. Latchum reported that SHA is working to obtain a new contractor for the 376 project and working to replace the water and sewer lines that were damaged.

e. Administrative Manager – Kelsey Jensen

Ms. Jensen said she completed the Worker's Compensation Audit last week, but they have asked for a few additional items since then. Jolly Rogers was a great success and she would like to see it happen again next year. She met with Worcester County to complete the Healthiest Maryland Business Application which will take her several weeks to complete. She received a compliment about Public Works Superintendent Jimmy Charles from a business owner who said he is always such a great help and goes above and beyond for residents and business owners. Lastly, she commented that it has been very hot, there have been a few incidents with employees and heat scares, so she reminded all departments to take breaks, go inside to cool off, and drink plenty of water.

8. Comments from the Council:

Vice-President Burrell asked if the accent tree lighting would be done by Monday to view after a special executive session; Mr. Lawrence said they can make it happen. Administrative Manager Kelsey Jensen said she can note that immediately following the executive session they will view the accent lighting.

Councilmember Nichols said she has been visiting all of the departments and is very impressed by everything staff handles. She will be with Public Works tomorrow. Administrative Manager Kelsey Jensen said she has received comments from staff who were thankful that she has made her way out to see what they do on a given day.

9. Comments from the Mayor – none.

10. Comments from the Public – none.

11. Comments from the Press – none.

12. Adjournment:

On the motion of Vice-President Burrell, second by Councilmember Purnell, the Mayor and Council meeting was adjourned at approximately 7:47 PM.

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

Respectfully Submitted,



Kelsey Jensen  
Administrative Manager



## **BERLIN MAYOR AND COUNCIL**

### **Meeting Agenda**

**Special Executive Session  
Council Chambers – 10 William Street  
Monday, August 30, 2021**

**7:00 PM Special Executive Session**

- a. To discuss property located on Flower Street. Pursuant to Section §3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

SPECIAL CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Monday, August 30, 2021

**Present:** Mayor Zackery Tyndall, Vice-President Dean Burrell, Councilmembers Jay Knerr, Shaneka Nichols, Jack Orris, and Troy Purnell

**Staff Present:** Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Planning Director Dave Engelhart, and Town Attorney David Gaskill

**Absent:** None

**Others present:** None

On Monday, August 30, 2021, at approximately 7:00 PM in the Mayor and Council Chambers, Mayor Tyndall reviewed several protocols for the open meeting portion of the session. He noted that the purpose of the Closed Session was to discuss property on Flower Street and was being closed pursuant to Maryland Code; General Provisions Article; Sec 3-305(b)(14): Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

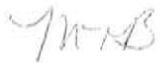
At the request of Mayor Tyndall, Councilmember Orris moved to close the session, Councilmember Knerr seconded and the vote to close the session was unanimous. The Mayor, Council and Staff moved to the conference room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
--

\*

With the discussion concluded, Mayor Tyndall asked for a motion to adjourn the Closed Session. Vice-President Burrell so moved, Councilmember Knerr seconded, and approval was unanimous. The meeting was adjourned at approximately 8:35 PM.

Respectfully Submitted,



Mary T. Bohlen  
Deputy Town Administrator

\*The following day, Tuesday, August 31, 2021, it was decided to meet again on Thursday, September 2, 2021, at 6:00 PM for another Special Closed Session for further discussion and a formal vote.



**Closed Session Summary**  
To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: August 30, 2021 at 7:00 PM
- b. Place (location) of closed session: Vote to Close (live on Facebook); Mayor and Council Meeting: Conference Room
- c. Purpose of the closed session: To discuss property located on Flower Street.
- d. Date and time that we will return to public meeting: September 13, 2021 at 7:00 PM

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

- a. Motion to close meeting made by: J. Orris
- b. Seconded by: J. Knerr
- c. Members voting in favor: D. Burrell, S. Nichols, T. Purnell
- d. Members opposed: None
- e. Members abstaining: None
- f. Members absent: None

**3. Statutory authority to close session:**

- a. This meeting was closed under the following provisions of General Provisions Article § 3-305(b)(14) : Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

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

Topic description	Persons present for discussion	Action taken/each recorded vote
Discuss property located on Flower Street	M&C: Z. Tyndall, D. Burrell, J. Knerr, J. Orris, S. Nichols, T. Purnell Staff: J. Fleetwood, M. Bohlen, D. Engelhart, D. Gaskill	none

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

**List members who have received open meetings training (at least one member must be in attendance during closed session):** Mayor Zack Tyndall, Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Administrative Manager Kelsey Jensen, and Town Attorney David Gaskill.



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

Agenda Item # 14

**Special Executive Session**  
**Council Chambers – 10 William Street**  
**Thursday, September 2, 2021**

**6:00 PM Special Executive Session**

- a. To discuss property located on Flower Street. Pursuant to Section §3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

SPECIAL CLOSED SESSION  
MAYOR AND COUNCIL OF BERLIN MARYLAND  
Thursday, September 2, 2021

**Present:** Mayor Zackery Tyndall, Councilmembers Jay Knerr, Shaneka Nichols, Jack Orris, and Troy Purnell

**Staff Present:** Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Planning Director Dave Engelhart, and Town Attorney David Gaskill

**Absent:** Vice-President Dean Burrell

**Others present:** None

On Thursday, September 2, 2021, at approximately 6:00 PM in the Mayor and Council Chambers, Mayor Tyndall reviewed several protocols for the open meeting portion of the session. He noted that the purpose of the Closed Session was to discuss property on Flower Street and was being closed pursuant to Maryland Code; General Provisions Article; Sec 3-305(b)(14): Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

At the request of Mayor Tyndall, Councilmember Knerr moved to close the session, Councilmember Orris seconded and the vote to close the session was unanimous (4-0-0 with Councilmember Burrell absent). The Mayor, Council and Staff moved to the conference room.

REMAINDER OF MINUTES REDACTED FOR INCLUSION IN OPEN RECORD
--

Mayor Tyndall asked for a motion to adjourn the Closed Session. Councilmember Purnell so moved, Councilmember Nichols seconded, and approval was unanimous. The meeting was adjourned at approximately 6:20 PM.

Respectfully Submitted,



Mary T. Bohlen  
Deputy Town Administrator



### Closed Session Summary

To be included in the minutes in the next Open Meeting

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

- a. Time of closed session: September 2, 2021, at 6:00 PM
- b. Place (location) of closed session: Vote to Close (live on Facebook): Mayor and Council Meeting; Conference Room
- c. Purpose of the closed session: To discuss property located on Flower Street.
- d. Date and time that we will return to public meeting: September 13, 2021, at 7:00 PM

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

- a. Motion to close meeting made by: J. Knerr
- b. Seconded by: J. Orris
- c. Members voting in favor: S. Nichols, T. Purnell
- d. Members opposed: None
- e. Members abstaining: None
- f. Members absent: D. Burrell

#### 3. Statutory authority to close session:

- a. This meeting was closed under the following provisions of General Provisions Article § 3-305(b)(14) : Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

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

Topic description	Persons present for discussion	Action taken/each recorded vote
Discuss property located on Flower Street	M&C: Z. Tyndall, J. Knerr, S. Nichols, J. Orris, T. Purnell Staff: J. Fleetwood, M. Bohlen, D. Engelhart, D. Gaskill	Knerr/Orris (2 <sup>nd</sup> ): Motion to make potential buyer offer to buy-out contract. Approval unanimous (4-0-0, w/Burrell absent)

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

**List members who have received open meetings training (at least one member must be in attendance during closed session):** Mayor Zack Tyndall, Town Administrator Jeff Fleetwood, Deputy Town Administrator Mary Bohlen, Administrative Manager Kelsey Jensen, and Town Attorney David Gaskill.



**SPECIAL EVENT  
APPLICATION**



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

Today's Date: 8/30/21		Event Start time: 9am	Road Closure Start: N/A
Requested Date(s) of the event: 12/4/21		End time: 12pm	End:
Name of Event: Hope4Recovery Valley Sweater Run		*Location of Event: 2 N Mainst Berlin U Park	
Estimated number of attendees:		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: Patrice Otley		Applicant Cell Phone: 443-523-4459	
Sponsoring Organization or Business Name: Hope4Recovery / Worcester Goes Purple		Email: hope4recovery2017@gmail.com	
Person(s) to Contact Day of Event:			
Patrice Otley	Name: Patrice Otley	Cell #	443-523-4459
Debbie Smullen	Name: Debbie Smullen	Cell #	443-880-3460
Description of event: 5k run to raise money for Hope4Recovery Inc and Worcester Goes Purple. Both local nonprofits.			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): 5 tables, resource tables, related to recovery, Nothing for sale.			
Will there be live music or a DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music			
What is your plan for the following:			
Marketing/Advertising: Facebook, Social Media, Newspaper.			
Parking/Shuttle: Municipal lots in Berlin			
Inclement weather:			
The event sponsor hereby agrees to the following conditions:			
1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.			
2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.			
3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.			
4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.			
5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature: [Signature]		Date: 8/30/21	
Printed Name: Patrice Otley			

**DETAILS OF EVENT:**

Shaded areas for office use only

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

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

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

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

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

## 5K COURSE LAYOUT

Race begins outfront of the Atlantic Hotel Stairs

Right onto Main St

Right on Buckingham Elementary Loop

Right onto Main Street

Right onto Buckingham Lane

Right onto Worcester Prep Parking Lot

Right on Buckingham Lane

Right onto West Street

Right onto Broad Street to Atlantic Hotel

---



## BOARD OF LICENSE COMMISSIONERS FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET - ROOM 1201  
SNOW HILL, MARYLAND 21863  
PHONE: 410-632-1908, EXTENSION 1120  
e-mail: [apayne@co.worcester.md.us](mailto:apayne@co.worcester.md.us)

### APPLICATION FOR SPECIAL SUNDAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS  
UNDER THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF  
MARYLAND AT ITS 1967 SESSION

Date of Application: 8-24-21

Name of Applicant: Boggs Disharoon American Legion Post 123

Address of Applicant: 10111 Ocean City Blvd.

Telephone: 410-641-3760 E-Mail: \_\_\_\_\_

Class and Number of License now held: C

Location for which Permit is sought: Same Post Home

Election District No.: 16

Convention or Group for which Permit sought:  
American Legion Post 123

Date for which Permit sought: November 28, 2021

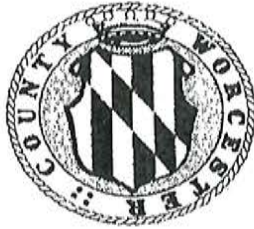
If within incorporated town, has Mayor & Council approved issuance of Permit? \_\_\_\_\_

FEE: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

Vincent J. Holloway Jr.



BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET - ROOM 1201  
SNOW HILL, MARYLAND 21863  
PHONE: 410-632-1908, EXTENSION 1120  
e-mail: apayne@co.worcester.md.us

APPLICATION FOR SPECIAL SUNDAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS  
UNDER THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF  
MARYLAND AT ITS 1967 SESSION

Date of Application: 8-24-21  
Name of Applicant: Boggs Disharoon American Legion Post 123  
Address of Applicant: 10111 Old Ocean City Blvd. Berlin, Md.  
Telephone: 410-641-3760 E-Mail: \_\_\_\_\_  
Class and Number of License now held: Class C  
Location for which Permit is sought: 10111 Old Ocean City Blvd. Berlin, Md  
Election District No.: 16  
Convention or Group for which Permit sought: Ocean City Cruisers  
Date for which Permit sought: December 5, 2021  
If within incorporated town, has Mayor & Council approved issuance of Permit? \_\_\_\_\_

FEE: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

Vincent J. Holloway Jr.



BOARD OF LICENSE COMMISSIONERS  
FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET – ROOM 1201  
SNOW HILL, MARYLAND 21863  
PHONE: 410-632-1908, EXTENSION 1120  
Email: [apayne@co.worcester.md.us](mailto:apayne@co.worcester.md.us)

APPLICATION FOR SPECIAL ONE DAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS UNDER THE PROVISIONS OF THE ACTS  
OF THE GENERAL ASSEMBLY OF MARYLAND AT ITS 1967 SESSION

Date of Application: 8-24-21

Name of Applicant: Boggs Disharoon American Legion

Address of Applicant: P.O. Box 136 Berwyn, Md. 21811

Telephone: 410-641-3760 Email: \_\_\_\_\_

Location for which Permit is sought: 10111 Old Ocean City Blvd

Hours Requested: 1 pm - 6 pm

Election District No.: 18

Convention or Group for which Permit sought: American Legion Riders

Date for which Permit sought: December 12<sup>th</sup> 2021

If within incorporated town, has the Mayor & Council approved issuance of Permit? \_\_\_\_\_

( ) Beer: \$100 per day ( ) Beer-Wine: \$100 per day ( ☒ ) Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL

SIGNATURE OF APPLICANT

\_\_\_\_\_

Ed Disharoon

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)

## SPECIAL LICENSE FOR FRATERNAL ORGANIZATIONS

1. Must purchase beer & wine from licensed **WHOLESALERS**.
2. No other person or entity, including licensed retailers and/or distributors, and/or breweries, and/or manufacturers may bring ANY alcoholic beverages on the premises.
3. Only the beer and wine that the organization has purchased from licensed Maryland Wholesalers is permitted on the premises—PERIOD. This is written in the State law and the Maryland Comptroller's rules and regulations (which carry the same weight as law). No person can make exceptions to these laws. Only the Maryland legislature can change the law.

---

As the applicant for the foregoing APPLICATION FOR SPECIAL ONE DAY PERMIT; I certify that I have read the foregoing guidelines and agree to abide by them; and that I understand that a violation of these rules and laws could result in a fine up to \$4,000.00 levied against the organization named in the application, and that any future applications on behalf of this group may be denied.



PRINTED NAME OF APPLICANT



SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

APPLICANT MUST SIGN BOTH PAGES (SEE REVERSE)



**MOTION OF THE MAYOR AND COUNCIL 2021-22**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE DONATION OF DISC GOLF COURSE EQUIPMENT BY EASTERN SHORE DISC GOLF.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING AND \_\_\_\_ ABSENT.

\_\_\_\_\_  
Dean Burrell, Vice President

Approved this \_\_\_\_ day of \_\_\_\_\_, 2021 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zackery Tyndall, Mayor

ATTEST: \_\_\_\_\_  
Jeffrey Fleetwood, Town Administrator



**Axon Enterprise, Inc.**  
17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
VAT: 86-0741227  
Domestic: (800) 978-2737  
International: +1.800.978.2737

Q-334774-44438.741LC  
Issued: 08/30/2021  
Quote Expiration: 09/30/2021  
EST Contract Start Date: 10/31/2021  
Account Number: 140152  
Payment Terms: N30  
Delivery Method: Fedex - Ground

SHIP TO		BILL TO
10 Williams St 10 Williams St Berlin, MD 21811-1233 USA		Berlin Police Dept. - MD 10 Williams St Berlin, MD 21811-1233 USA Email: sgtfish0034@yahoo.com

SALES REPRESENTATIVE	PRIMARY CONTACT
Lucas Campbell Phone: Email: lcampbell@axon.com Fax:	Robert Fisher Phone: (410) 641-1333 Email: rfisher@berlinmdpd.org Fax: (410) 641-4880

Program Length	60 Months
TOTAL COST	\$25,120.00
ESTIMATED TOTAL W/ TAX	\$25,120.00

Bundle Savings	\$3,725.85
Additional Savings	\$1,520.00
TOTAL SAVINGS	\$5,245.85

PAYMENT PLAN: 5 Year Default		
PLAN NAME	INVOICE DATE	AMOUNT DUE
Year 1	Sep, 2021	\$5,024.00
Year 2	Sep, 2022	\$5,024.00
Year 3	Sep, 2023	\$5,024.00
Year 4	Sep, 2024	\$5,024.00
Year 5	Sep, 2025	\$5,024.00

## Quote Details

Bundle Summary			
Item	Description		QTY
T7Basic	2021 Taser 7 Basic Bundle		10
DynamicBundle	Dynamic Bundle		1

Bundle: 2021 Taser 7 Basic Bundle				Quantity: 10	Start: 10/31/2021	End: 9/29/2026	Total: 23600 USD
Category	Item	Description	QTY	List Unit Price	Net Unit Price	Total(USD)	
Holsters	20063	TASER 7 HOLSTER - SAFARILAND, RIGHT HAND	10	\$58.30	\$58.30	\$582.96	
Handle & Warranty Bundle	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	10	\$1,485.48	\$1,485.48	\$14,854.80	
	20248	TASER 7 EVIDENCE.COM LICENSE	10	\$254.78	\$254.78	\$2,547.77	
Dock & Warranty Bundle	74200	TASER 7 6-BAY DOCK AND CORE	1	\$1,295.48	\$1,295.48	\$1,295.48	
Battery & Warranty Bundle	20018	TASER 7 BATTERY PACK, TACTICAL	12	\$74.27	\$74.27	\$891.29	
Dock Mount	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	1	\$37.91	\$37.91	\$37.91	
Dock Power Cord	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	\$9.03	\$9.03	\$9.03	
Taser 7 Target	80087	TASER 7 TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)	1	\$129.55	\$129.55	\$129.55	
Taser 7 Target Frame	80090	TARGET FRAME, PROFESSIONAL, 27.5 IN. X 75 IN., TASER 7	1	\$64.77	\$64.77	\$64.77	
Other	80395	EXT WARRANTY, TASER 7 HANDLE	10	\$269.89	\$269.89	\$2,698.91	
Other	80396	EXT WARRANTY, TASER 7 SIX BAY DOCK	1	\$269.89	\$269.89	\$269.89	
Other	80374	EXT WARRANTY, TASER 7 BATTERY PACK	12	\$18.14	\$18.14	\$217.64	

Bundle: Dynamic Bundle				Quantity: 1	Start: 10/31/2021	End: 9/29/2026	Total: 1520 USD
Category	Item	Description	QTY	List Unit Price	Net Unit Price	Total(USD)	
Other	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	40	\$38.00	\$19.00	\$760.00	
Other	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	40	\$38.00	\$19.00	\$760.00	

### **Non-Binding Budgetary Estimate**

This Rough Order of Magnitude estimate is being provided for budgetary and planning purposes only. It is non-binding and is not considered a contractable offer for sale of Axon goods or services.

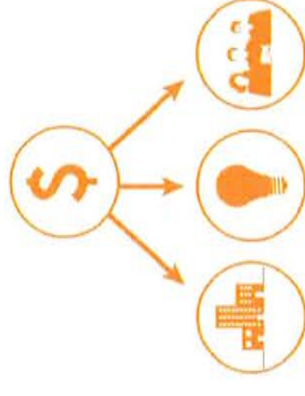
Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

# Town of Berlin, Maryland



---

## FY 2021 FINANCIAL OVERVIEW



# General Fund

---

**The General Fund is the general operating fund of the Town.**

General Fund – used to account and report all the financial resources not accounted for and reported in other funds. It includes all transactions for general governmental services.

Revenues are derived primarily from:

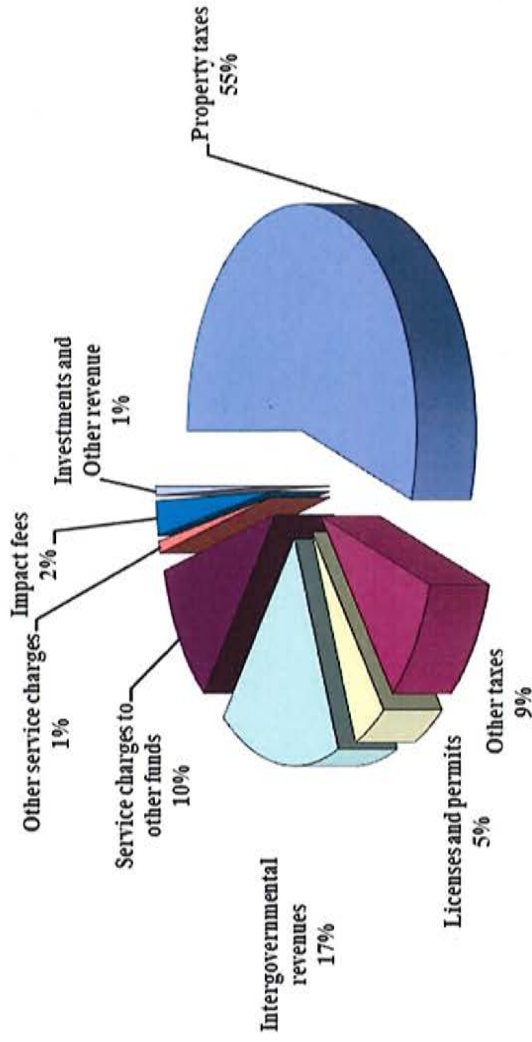
- Taxes, grants, licenses and permit fees, intergovernmental revenues (highway user revenue, slots revenue).

Resources generated by fund are spent for general government and in accordance with the annual appropriated budget approved by Mayor and Council.

# General Fund Budgeted Revenues vs Actual Year Ended June 30, 2021

	2021			2020	
	Final		%		
	Budget	Actual	Diff	Actual	Actual
Revenues					
Property taxes	\$ 3,995,183	\$ 4,193,210	5%	\$	4,037,069
Other taxes	160,000	719,133	349%		464,305
Licenses and permits	186,500	343,180	84%		229,377
Intergovernmental revenues	943,500	1,284,630	36%		1,086,004
Service charges to other funds	1,221,518	796,519	-35%		820,688
Other service charges	38,025	65,116	71%		65,252
Impact fees	30,000	187,704	526%		35,890
Earnings on investments and other revenue	15,000	50,609	237%		58,149
Total revenues	6,589,726	7,640,102	16%		6,796,734

# General Fund Revenues by Source

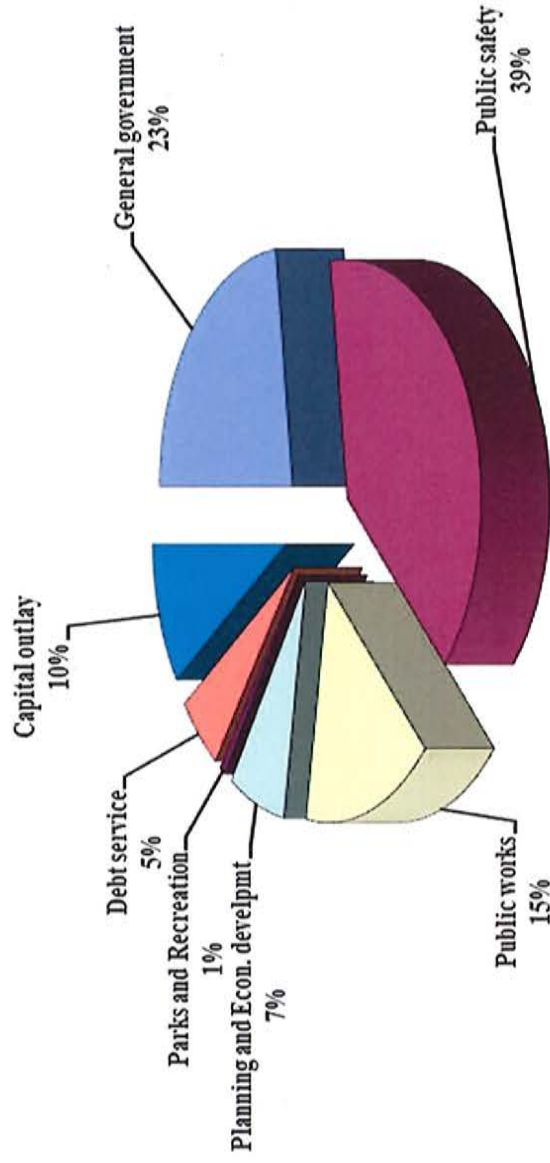


	2021		2020	
	\$	%	\$	%
Property taxes	\$ 4,193,210	54.88%	\$ 4,037,069	59.40%
Other taxes	719,133	9.41%	464,305	6.83%
Licenses and permits	343,180	4.49%	229,377	3.37%
Intergovernmental revenues	1,284,630	16.81%	1,086,004	15.98%
Service charges to other funds	796,519	10.43%	820,688	12.07%
Other service charges	65,116	0.85%	65,252	0.96%
Impact fees	187,704	2.46%	35,890	0.53%
Investments and Other revenue	50,609	0.66%	58,149	0.85%
Totals	\$ 7,640,102	100.00%	\$ 6,796,734	100.00%

# General Fund Budgeted Expenses vs Actual Year Ended June 30, 2021

	2021		2020
	Final	%	
	Budget	Actual	Diff
			Actual
Expenditures			
General government	1,872,483	1,335,641	-29%
Public safety	2,290,380	2,270,192	-1%
Public works	1,405,119	902,407	-36%
Planning and community development	429,923	390,115	-9%
Recreation and parks	64,775	40,052	-38%
Debt service	307,546	307,614	0%
Capital outlay	219,500	557,748	154%
Total expenditures	6,589,726	5,803,770	-12%
Net change in fund balance	\$ -	\$ 1,836,332	\$ 1,006,068
Fund balances, end of year			
Nonspendable (due to/due from other funds)		\$ 1,684,137	\$ 3,375,304
Restricted (slots)		1,277	32,886
Committed (impact fees)		802,215	961,743
Assigned (insurance and community center)		931,471	791,005
Unassigned		1,836,332	1,006,068
Total fund balances		\$ 5,255,432	\$ 6,167,006

# General Fund Expenditures by Category



	2021		2020	
	\$	%	\$	%
General government	\$ 1,335,641	23.01%	\$ 1,530,826	26.44%
Public safety	2,270,192	39.12%	2,254,313	38.93%
Public works	902,407	15.55%	928,387	16.03%
Planning and Econ. developmt	390,115	6.72%	417,103	7.20%
Parks and Recreation	40,052	0.69%	61,266	1.06%
Debt service	307,614	5.30%	314,217	5.43%
Capital outlay	557,748	9.61%	284,554	4.91%
Totals	\$ 5,803,770	100.00%	\$ 5,790,666	100.00%

Changes in General Fund Balance  
Year Ended June 30, 2021

	2021	2020
	Actual	Actual
Revenues	\$ 7,640,102	\$ 6,796,734
Expenditures	5,803,770	5,790,666
Revenues over (under) expenditures	<u>\$ 1,836,332</u>	<u>\$ 1,006,068</u>
Other financing sources (uses)		
Proceeds from issuance of debt		
Net change in fund balance	<u>\$ 1,836,332</u>	<u>\$ 1,006,068</u>

# General Fund Balance

Nonspendable fund balance - amounts that cannot be spent because they are either not in a spendable form (such as inventories and prepaid amounts) or are legally or contractually required to be maintained intact.

Restricted fund balance - amounts that can be spent only for specific purposes because of constraints imposed by external providers (such as grantors, bondholders, and higher levels of government), or imposed by constitutional provisions or enabling legislation.

Committed fund balance - amounts that can be spent only for specific purposes determined by a formal action of the Mayor and Council.

Assigned fund balance - amounts the Mayor and Council intend to use for specific purposes that do not meet the criteria to be classified as restricted or committed.

Unassigned fund balance - amounts that are available for any purpose; these amounts can be reported only in the Town's General Fund.

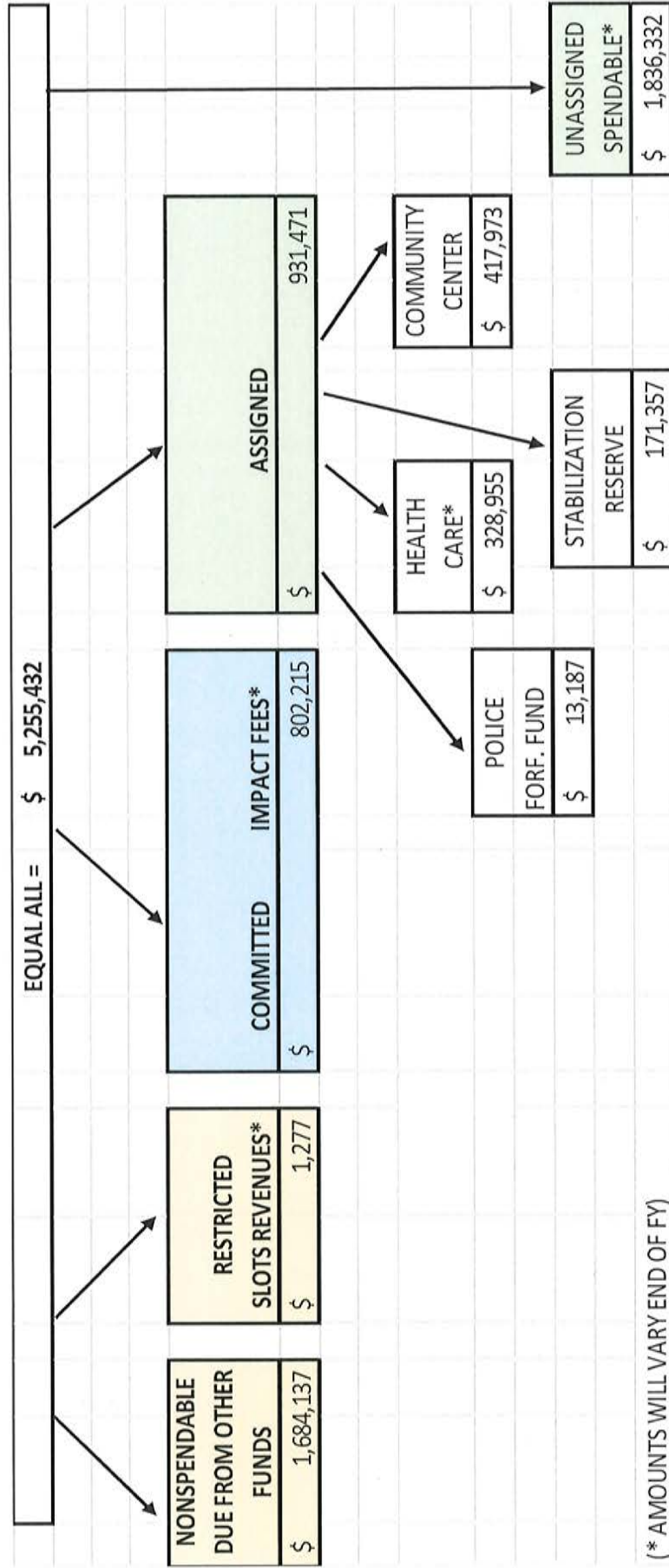
# General Fund Balance



## General Fund Balance as of June 30, 2021

■ <u>Nonspendable</u>	<u>\$ 1,684,137</u>
Due from Sewer and Storm Water Funds-reduced by half in FY'21	
■ <u>Restricted</u>	<u>1,277*</u>
Slot revenues – limitations on how monies can be spent by higher level of government. *Balance as of 06/30/2021	
■ <u>Committed</u>	<u>802,215</u>
Impact fees – limitations on how monies can be spent placed by M&C by ordinance.	
■ <u>Assigned</u>	<u>931,471</u>
Health care, community center – M&C assigned specific purposes for the funds.	
■ <u>Unassigned</u>	<u>1,836,332</u>
Amount available for spending in the event of unexpected contingencies.	
<u>Total fund balance FYE 2021</u>	<u>\$ 5,255,432</u>

# General Fund Balance as of 06/30/21



# General Fund Capital Projects and Assets FY 2021



## Administration:

2021 Chevy Traverse \$ 23,000.00

## Police:

Livescan Machine \$ 17,982.92

## Streets:

\$ 516,614.83

Purnell Ave

Middle Street

Tingle Street

Upshur Street

Buckingham Ave

East Burley

Harrison Ave

Bottle Branch Road

Evans Road

West Branch

Hudson Street

West Germantown Road

Cape Circle

East Railroad Road

Flower Street

Showell Street

Grace Street

Decaturn Street East

Mill Street

## Concrete work:

Pitts Street

Commerce Street

Walnut Hill

Henry Park

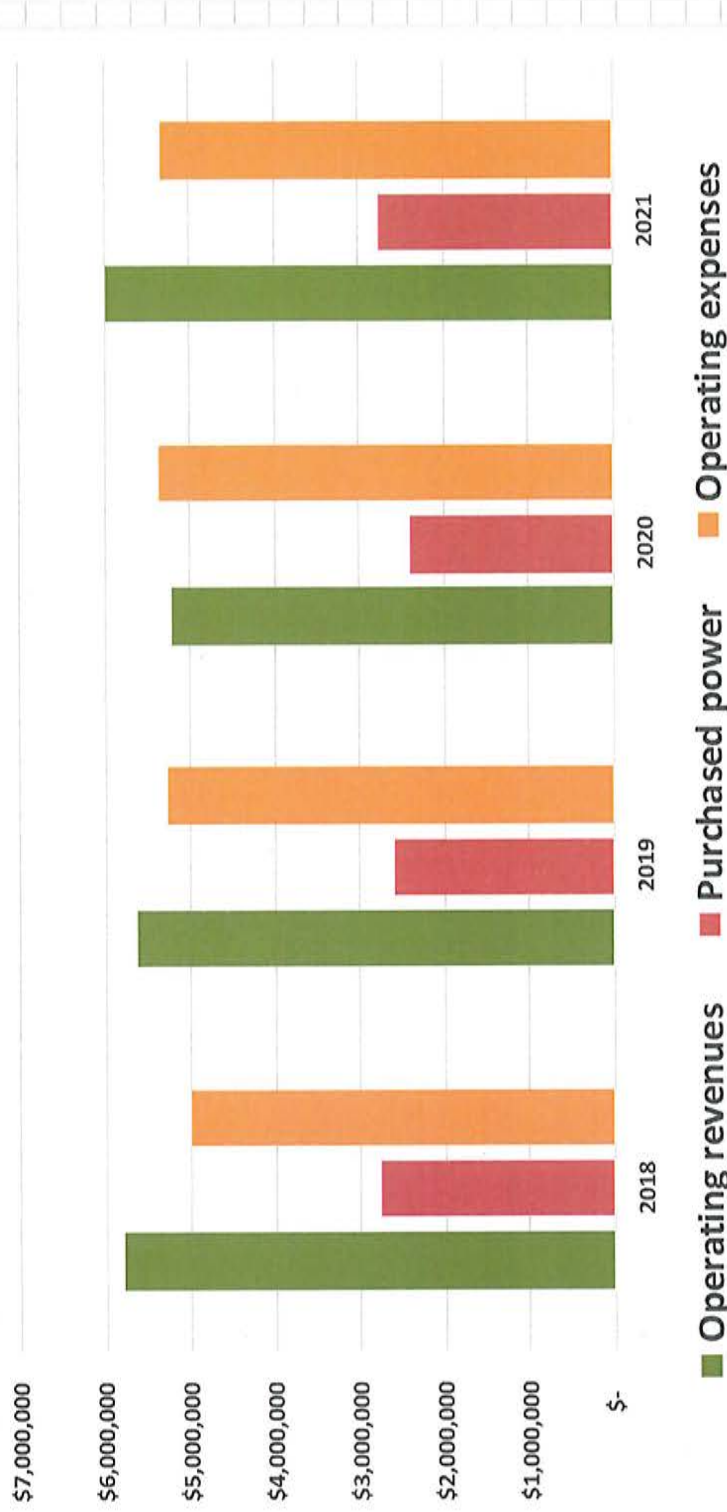
**BUDGETED VS ACTUAL ENTERPRISE FUNDS**  
**YEAR ENDED JUNE 30, 2021**

	2021							
	Electric Fund		Water Fund		Sewer Fund		Stormwater Fund	
	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
Operating revenues								
Charges for services	5,818,649	5,440,141	750,389	707,100	2,448,043	1,994,450	189,232	168,100
Interest on delinquent accounts	33,283	20,000	4,157	5,100	13,550	10,000	-	500
Miscellaneous	123,465	100	61,467	65,050	2,147	1,200	28	50
Interest income			869	500	1,409	500		
Special connections revenues			401,829	163,725	1,111,925	453,657		
Insurance proceeds	124,306							
Total revenues	\$ 6,099,702	5,460,241	\$ 1,218,711	941,475	\$ 3,577,075	2,459,807	\$ 189,260	168,650
		10.48%		22.75%		31.23%		10.89%
Operating expenses								
Purchased power	2,761,548	2,386,838						
Personnel expenses	976,087	1,042,401	336,942	351,323	716,077	764,845	91,054	103,315
General overhead	375,037	375,037	155,970	155,970	265,512	265,512	-	-
Other operating expenses	716,758	989,877	261,066	270,457	546,509	574,242	38,296	65,335
Capital Projects	167,820	194,500	111,955	163,725	35,548	222,500	6,807	-
Debt service	478,685	471,588			641,406	632,708		
Total expenses	\$ 5,475,936	5,460,241	\$ 865,933	941,475	\$ 2,205,052	2,459,807	\$ 136,156	168,650
Difference in % Actual vs Budgeted		0.29%		-8.72%		-11.55%		-23.87%
Revenues over (under) expenses	\$ 623,766		\$ 352,778		\$ 1,372,023		\$ 53,103	

**FINANCIAL HIGHLIGHTS - ELECTRIC FUND**  
**FISCAL YEARS ENDED 2018-2021**

	2021	2020	2019	2018	Total
Operating revenues					
Charges for services	\$ 5,647,113	\$ 5,038,792	\$ 5,488,348	\$ 5,634,411	\$ 21,808,664
Sales and Services	171,536	150,500	80,642	113,024	515,702
Interest on delinquent accounts	33,283	19,783	34,850	33,469	121,385
Miscellaneous	123,465	855	7,448	349	132,117
Total operating revenues	5,975,396	5,209,930	5,611,288	5,781,253	22,577,867
Operating expenses					
Purchased power	2,761,548	2,392,457	2,598,667	2,752,339	10,505,011
Personnel expenses	976,087	1,088,987	1,012,170	813,119	3,890,363
Depreciation	503,894	503,894	513,443	512,659	2,033,890
General overhead	375,037	380,860	367,014	331,399	1,454,310
Other operating expenses	716,758	987,786	770,618	595,375	3,070,537
Total operating expenses	5,333,324	5,353,984	5,261,912	5,004,891	20,954,111
Operating income (loss)	642,072	(144,054)	349,376	776,362	1,623,756
Non operating revenues (expenses), transfers, and contributions					
Capital grants					
Interest expense	(142,885)	(155,061)	(163,365)	(172,839)	(634,150)
Insurance proceeds	124,306	1,798,992			1,923,298
Gain (loss) on disposal of assets		10,937		4,727	15,664
Net income (loss) before transfers	623,493	1,510,814	186,011	608,250	2,928,568
Increase (decrease) in net position	\$ 623,493	\$ 1,510,814	\$ 186,011	\$ 608,250	\$ 2,928,568

# **ELECTRIC FUND** **FISCAL YEARS 2018-2021**



\* Amount will be adjusted.

# Electric Fund Capital Assets FY 2021

## Power Plant Department

- Generator Monitoring and Control System \$52,581
- Power Plant Relay Upgrade \$23,364
- RTAC Monitoring Easy Gen Relay \$19,900
- Power Plant 3 SEL Relays \$14,920

## Power Distribution Department

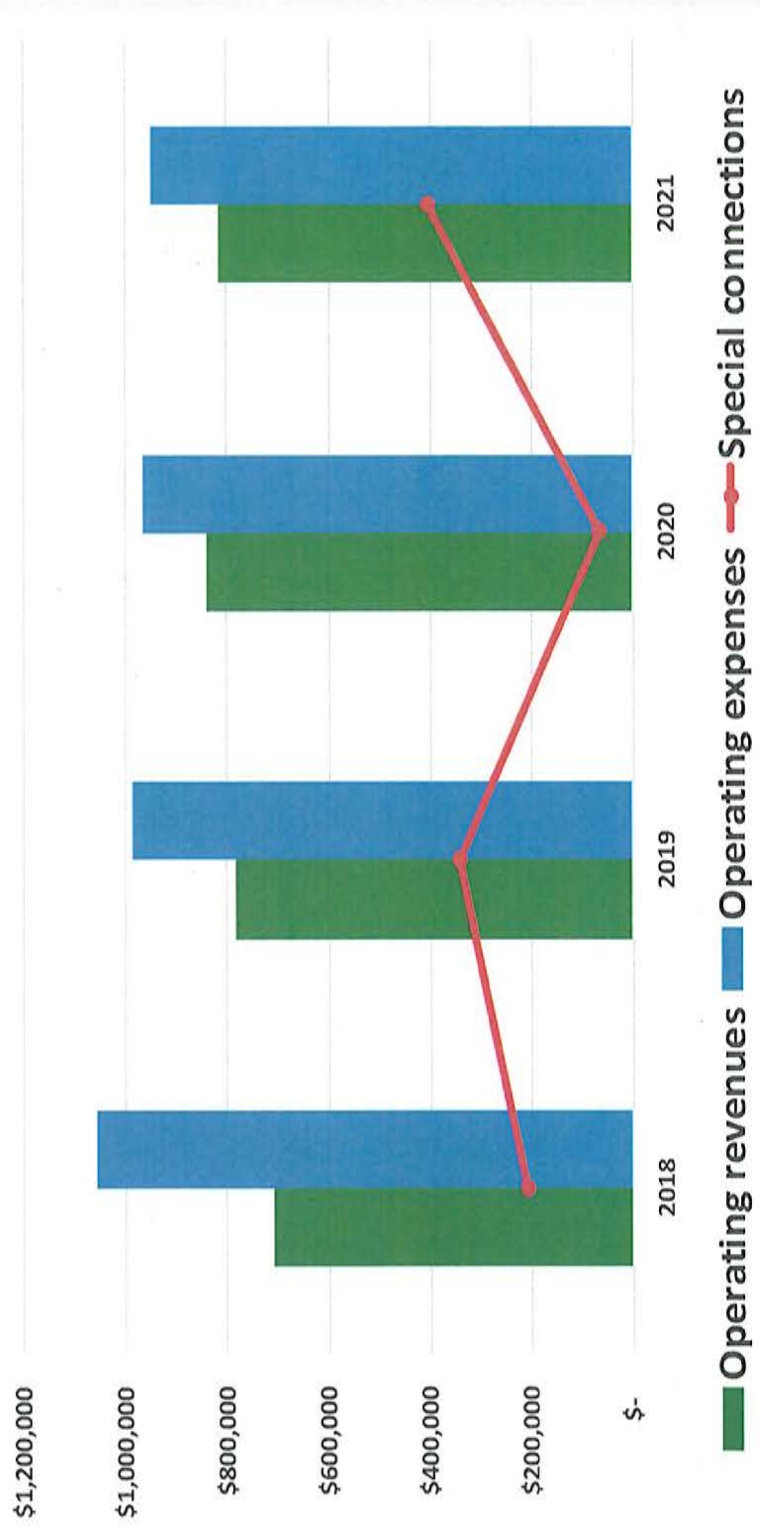
- Transformers 3 Phase \$8,749
- Electric Poles Replacement \$5,868



**FINANCIAL HIGHLIGHTS - WATER FUND**  
**FISCAL YEARS ENDED 2018-2021**

	2021	2020	2019	2018	Total
Operating revenues					
Charges for services	\$ 739,604	\$ 728,576	\$ 675,643	\$ 599,577	\$ 2,743,400
Sales and Services	10,786	38,536	38,396	38,096	125,814
Interest on delinquent accounts	4,157	5,792	5,915	8,141	24,005
Miscellaneous	61,467	67,182	65,139	62,092	255,880
Total operating revenues	816,013	840,086	785,093	707,906	3,149,098
Operating expenses					
Personnel expenses	336,942	339,254	355,469	357,105	1,388,770
Depreciation	196,303	196,303	198,395	187,190	778,191
General overhead	155,970	160,054	177,504	126,703	620,231
Other operating expenses	261,066	271,969	255,773	386,551	1,175,359
Total operating expenses	950,281	967,580	987,141	1,057,549	3,962,551
Operating income (loss)	(134,268)	(127,494)	(202,048)	(349,643)	(813,453)
Non operating revenues (expenses), transfers, and contributions					
Interest income	869	2,084	1,179	2,900	7,032
Capital contributions - special connections	401,829	65,325	340,311	207,150	1,014,615
Net income (loss) before transfers	268,430	(60,085)	139,442	(139,593)	208,194
Transfers from general fund			64,120		
Increase (decrease) in net position	\$ 268,430	\$ (60,085)	\$ 203,562	\$ (139,593)	\$ 208,194

# WATER FUND FISCAL YEARS 2018-2021



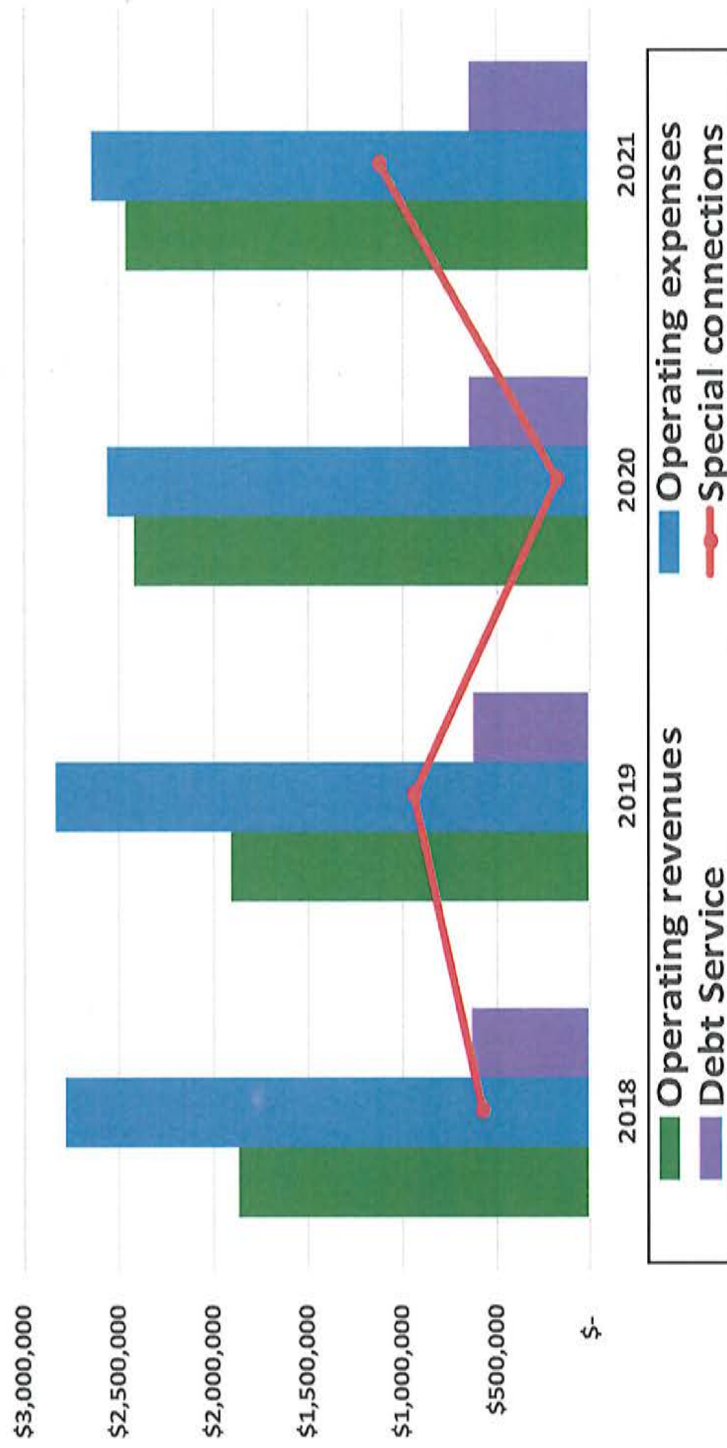
	2018	2019	2020	2021
Operating revenues	\$ 707,906	\$ 785,093	\$ 840,086	\$ 816,013
Special connections	\$ 207,150	\$ 340,311	\$ 65,325	\$ 401,829
Operating expenses	\$ 1,057,549	\$ 987,141	\$ 967,580	\$ 950,281
Operating income (loss)	\$ (349,643)	\$ (200,869)	\$ (127,494)	\$ (134,268)

**FINANCIAL HIGHLIGHTS - SEWER FUND**  
**FISCAL YEARS ENDED 2018-2021**

	2021	2020	2019	2018	Total
Operating revenues					
Charges for services	\$ 2,312,753	\$ 2,291,510	\$ 1,745,730	\$ 1,677,257	\$ 8,029,263
Hauler Fees	135,290	101,583	125,655	164,221	526,749
Interest on delinquent accounts	13,550	17,306	16,116	24,127	71,099
Miscellaneous	2,147	2,100	13,059	105	17,411
Total operating revenues	2,463,741	2,412,499	1,900,560	1,865,710	8,644,523
Operating expenses					
Personnel expenses	716,077	714,359	879,698	760,085	3,070,219
Depreciation	1,074,591	1,074,591	1,086,514	1,082,233	4,317,929
General overhead	265,512	279,774	281,613	296,257	1,123,156
Other operating expenses	582,057	484,699	583,375	644,011	2,294,142
Total operating expenses	2,638,237	2,553,423	2,831,200	2,782,586	10,805,446
Operating income (loss)	(174,496)	(140,924)	(930,640)	(916,876)	(2,160,923)
Non operating revenues (expenses), transfers, and contributions					
Interest expense	(182,524)	(189,216)	(181,081)	(228,589)	(781,410)
Gain (loss) on disposal of assets			5,689		5,689
Interest income	1,409	4,782	1,179	5,599	12,969
Capital contributions - special connections	1,111,925	178,693	934,524	572,006	2,797,148
Net income (loss) before transfers	756,314	(146,665)	(170,329)	(567,860)	(126,527)
Increase (decrease) in net position	\$ 756,314	\$ (146,665)	\$ (170,329)	\$ (567,860)	\$ (126,527)

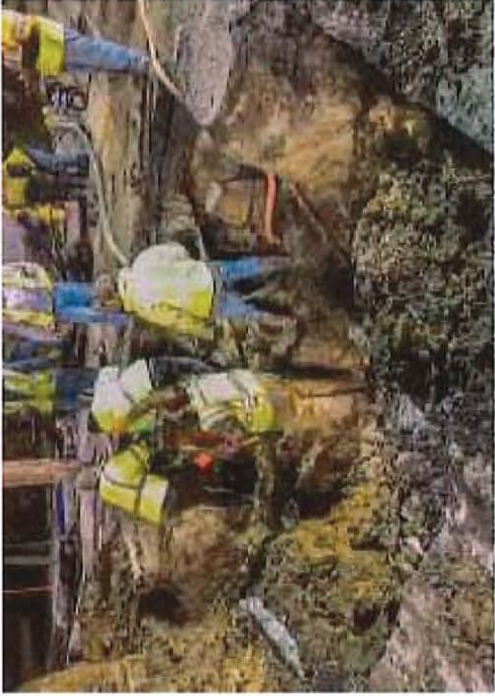
# SEWER FUND

## FISCAL YEARS 2018-2021



	2018	2019	2020	2021
Operating revenues	\$ 1,865,710	\$ 1,900,560	\$ 2,412,499	\$ 2,463,741
Special connections	\$ 572,006	\$ 934,524	\$ 178,693	\$ 1,111,925
Debt Service	\$ 632,273	\$ 616,776	\$ 638,755	\$ 641,406
Operating expenses	\$ 2,782,586	\$ 2,831,200	\$ 2,553,423	\$ 2,638,237
Operating income (loss)	\$ (916,876)	\$ (930,640)	\$ (140,924)	\$ (174,496)

# Water and Sewer Funds Capital Assets FY 2021

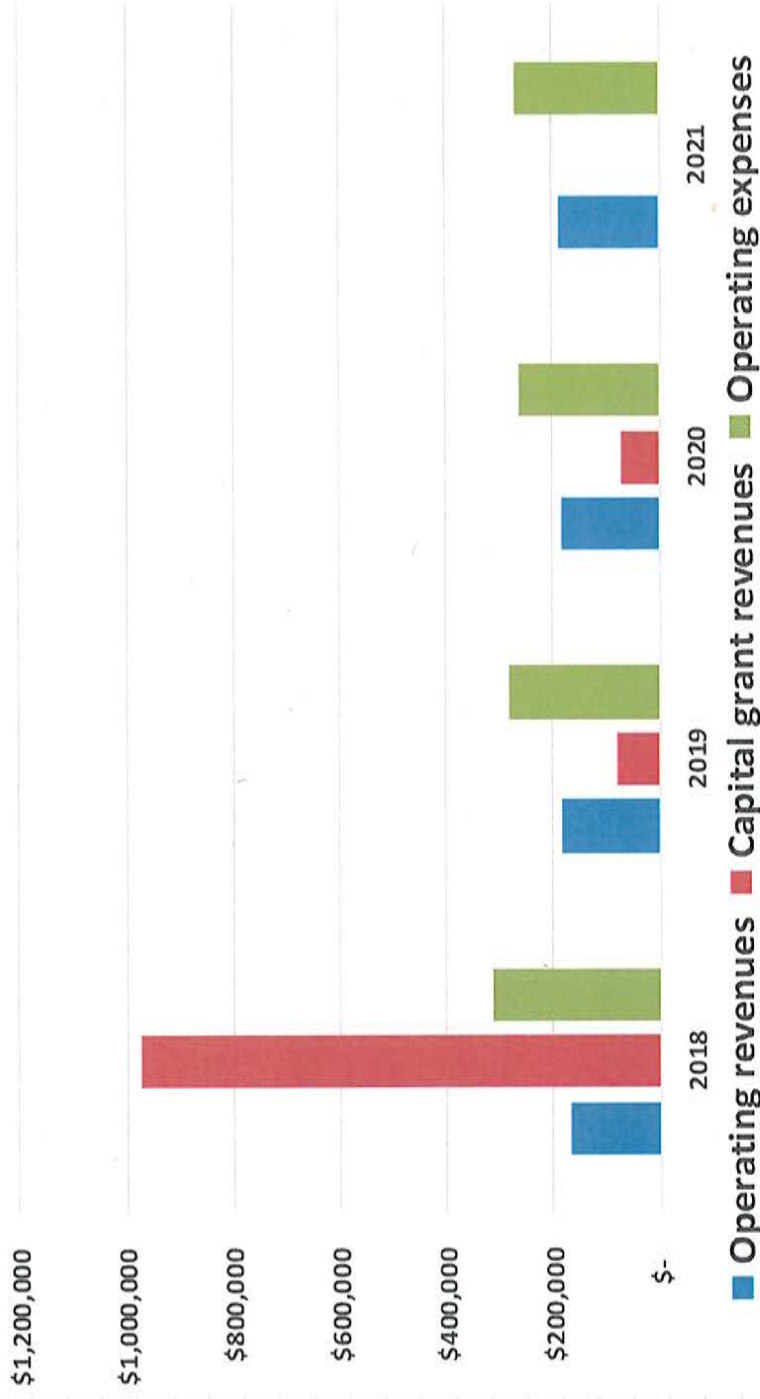
Water Fund	Sewer Fund
<p><u>Distribution Department</u></p> <ul style="list-style-type: none"> <li>• Street Water Valves \$101,675</li> </ul> 	<p><u>Collection Department</u></p> <ul style="list-style-type: none"> <li>• William Street Lift Station Rebuild \$5,180</li> <li>• Lift Station Decatur Street \$4,751</li> <li>• Lift Station Broad St Pump Station \$930</li> </ul> <p><u>Treatment Plant Department</u></p> <ul style="list-style-type: none"> <li>• Aqua desk filter fabric \$10,948</li> <li>• Keystone Actuator Valve \$11,879</li> </ul>

# FINANCIAL HIGHLIGHTS - STORMWATER FUND

## FISCAL YEARS ENDED 2018-2021

	2021	2020	2019	2018	Total
Operating revenues					
Charges for services	\$ 189,232	\$ 184,746	\$ 181,266	\$ 167,404	\$ 722,648
Interest on delinquent accounts		738	1,348	1,326	3,412
Miscellaneous	28	84	63	105	280
Total operating revenues	189,260	185,568	182,677	168,835	726,340
Operating expenses					
Personnel expenses	91,054	78,690	105,931	151,289	426,964
Depreciation	142,104	142,104	124,125	42,138	450,471
General overhead				43,698	43,698
Other operating expenses	38,296	39,204	51,417	74,159	203,076
Total operating expenses	271,453	259,998	281,473	311,284	1,124,208
Operating income (loss)	(82,194)	(74,430)	(98,796)	(142,449)	(397,869)
Non operating revenues (expenses), transfers, and contributions					
Capital grants		71,000	76,786	971,556	1,119,342
Net income (loss) before transfers	(82,194)	(3,430)	(22,010)	829,107	721,473
Transfers from general fund				50,000	
Increase (decrease) in net position	\$ (82,194)	\$ (3,430)	\$ (22,010)	\$ 879,107	\$ 721,473

**STORM WATER FUND**  
**FYSCAL YEARS 2018-2021**



In Conclusion ...

---



Questions?



## MOTION OF THE MAYOR AND COUNCIL 2021-23

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING FISCAL YEAR 2022 BUDGET AMENDMENT INCREASING EXPENSE AND REVENUE ACCOUNTS ASSOCIATED WITH REAL PROPERTY ACQUISITION IN THE GENERAL FUND. TRANSFER \$45,000 FROM RESERVES. DETAILS OF THE BUDGET AMENDMENT ARE ATTACHED TO THE MOTION IN EXHIBIT A.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_\_ TO \_\_\_\_\_ OPPOSED, WITH \_\_\_\_\_ ABSTAINING AND \_\_\_\_\_ ABSENT.

\_\_\_\_\_  
Dean Burrell, Vice President

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Zackery Tyndall, Mayor

ATTEST: \_\_\_\_\_  
Jeffrey Fleetwood, Town Administrator

EXHIBIT A  
TOWN OF BERLIN  
REQUEST FOR FY 2022 BUDGET AMENDMENT  
DATE 09/13/2021

Department	Account #	Account Title	FY 2016 Approved Budget 06/14/21	Requested Amended Budget	Estimated Budget (Reduction) Increase
GENERAL FUND - REVENUES	01-4001-3871	CONTRIBUTION FROM RESERVE (COMMUNITY CENTER)	141,810	186,810	45,000
TOTAL INCREASE IN GENERAL FUND REVENUES BUDGET					<u>\$ 45,000</u>
GENERAL FUND EXPENSES	01-5130-5255	CAPITAL OUTLAY EQUIPMENT	65,000	110,000	45,000
		BUILDING AND GROUNDS			
		LAND ACQUISITION			
TOTAL INCREASE IN GENERAL FUND EXPENSES BUDGET					<u>\$ 45,000</u>



# **TOWN OF BERLIN, MARYLAND**

## **Office of the Mayor**

**September 8, 2021**

Councilmembers Burrell, Knerr, Nichols, Orris, and Purnell,

Over the past several months, the Mayor's Office has worked with D3 Corp. to create an online application portal for boards, commissions, and committees. By opening the application process up online, residents throughout the Town of Berlin who are interested in serving their community have an easy way to apply for a position. Once a complete application is received, JoAnn Unger, Assistant to the Mayor, works diligently to schedule individual interviews with the applicant that includes the Mayor, Town Administrator, the Mayor's Assistant, the Chair of the Board, Commission, or Committee, and the staff liaison for the Board, Commission, or Committee.

As Mayor, I am honored to make the following nominations:

### **Ethics Commission (Three Year Term)**

- **Marie Velong:** New appointment
- **Brian Robertson:** New appointment
- **Tom Scholtis:** New appointment
- **Ronald Humphress:** New appointment as an alternate

Please let me know if you have any questions regarding my nominations. I respectfully ask for your support in appointing the above members during the Mayor and Council Meeting on Monday, September 13, 2021.

Respectfully,

Zack Tyndall, Mayor



## Berlin Beautification Committee

### Goals and Objectives:

Help maintain and enhance the beauty of the Town of Berlin. Identify town-owned areas such as flower beds and public spaces that can be enhanced to help improve the overall ascetics of our community. The committee should take a wholistic view, inventorying and developing a plan for spaces throughout the Town of Berlin. Additionally, the committee will:

- Help promote the Town of Berlin's adopt a flower bed program
- Identify projects for businesses or corporations that would like to give back to the Town of Berlin
- Work with the Town of Berlin Public Works Department to create a list of projects for residents or volunteers that would like to give back to the Town of Berlin
- Beautification and maintenance responsibilities may also include the facilitation of the following:
  - Pruning and trimming
  - Weeding
  - Planting
  - Mulching
  - Watering
  - Appropriate signage
  - Flower pots
  - Seasonal décor on street lamps

### Structure of the Committee:

- Staff Liaison:
  - Superintendent of Public Works – Jimmy Charles

- Voting members:
  - Five members of the public who are residents of the Town of Berlin
- Members Term:
  - 2 Years
- This committee is an advisory committee that acts at the direction of the Mayor and Council. Motions shall be structured as a recommendation for or against a particular issue, and each recommendation shall be sent to the Mayor and Council for their review and/or action.
- The committee shall provide an annual report to the Mayor and Council

## Check Run Report for:

08/20/21

08/27/21

09/02/21

09/03/21

**\*\*Details available in online packet or paper copy upon request\*\***



Town of Berlin, MD

# Check Register

Packet: APPKT02120 - 20210820SW

*8/20/21*

*8/20/21*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0002406	AE MOORE JANITORIAL INC	08/20/2021	Regular	0.00	539.85	20702
0000158	AN ANGEL'S TOUCH CLEANING SERV	08/20/2021	Regular	0.00	1,000.00	20703
0003168	ATLANTIC TACTICAL INC	08/20/2021	Regular	0.00	845.00	20704
0000249	ATLANTIC TRACTOR	08/20/2021	Regular	0.00	111.49	20705 ✓
0000306	BELAIR ROAD SUPPLY	08/20/2021	Regular	0.00	412.78	20706
0000334	BERLIN FIRE CO	08/20/2021	Regular	0.00	214,000.00	20707
0000455	CARD'S TECHNOLOGY	08/20/2021	Regular	0.00	4,067.47	20708
0000529	CINTAS FIRST AID & SAFETY	08/20/2021	Regular	0.00	142.74	20709
0000534	CJIS-CR	08/20/2021	Regular	0.00	562.50	20710
0000572	COMCAST	08/20/2021	Regular	0.00	23.79	20711
0000584	COMPTROLLER OF MARYLAND	08/20/2021	Regular	0.00	2,373.13	20712
0000581	COMPTROLLER OF MARYLAND	08/20/2021	Regular	0.00	652.29	20713
0000703	DELMARVA AUTO GLASS	08/20/2021	Regular	0.00	249.00	20714 ✓
0003360	DONNA LEE BOOTH	08/20/2021	Regular	0.00	50.00	20715
0000794	EASTERN SHORE COFFEE	08/20/2021	Regular	0.00	8.75	20716
0000795	EASTERN SHORE FOREST PRODUCTS	08/20/2021	Regular	0.00	159.00	20717
0000802	EASTERN WATER BLAST SYSTEM	08/20/2021	Regular	0.00	6,500.00	20718
0000847	ENVIROCORP, INC.	08/20/2021	Regular	0.00	576.50	20719
0003294	EVERETT A SPELLS	08/20/2021	Regular	0.00	150.00	20720
0000968	GOODY HILL GROUND WORK INC	08/20/2021	Regular	0.00	9,720.38	20721
0000971	GRAN TURK EQUIPMENT CO	08/20/2021	Regular	0.00	48.56	20722
0000993	HACH COMPANY	08/20/2021	Regular	0.00	1,200.51	20723
0001032	HILL'S ELECTRIC MOTOR SERVICE IN	08/20/2021	Regular	0.00	840.00	20724
0003351	JAYNE BARKMAN	08/20/2021	Regular	0.00	784.00	20725
0003359	KRISTI GRANDE	08/20/2021	Regular	0.00	25.00	20726
0001356	MAMWA	08/20/2021	Regular	0.00	985.31	20727 ✓
0001495	MIDDLE DEPARTMENT INSPECTION	08/20/2021	Regular	0.00	330.00	20728
0001565	NATIONWIDE RETIREMENT SOLUTIC	08/20/2021	Regular	0.00	4,169.96	20729
0001682	PEP-UP, INC.	08/20/2021	Regular	0.00	1,955.94	20730
0002957	REPUBLIC SERVICES	08/20/2021	Regular	0.00	1,225.98	20731
0002957	REPUBLIC SERVICES	08/20/2021	Regular	0.00	1,024.60	20732 ✓
0002885	STANFORD TROY MAWYER	08/20/2021	Regular	0.00	150.00	20733
0002022	STUART C IRBY CO	08/20/2021	Regular	0.00	234.00	20734
0002184	TTI INC	08/20/2021	Regular	0.00	625.83	20735
0002928	UNIFIRST CORPORATION	08/20/2021	Regular	0.00	202.96	20736
0002205	UNITED WAY OF THE EASTERN SHO	08/20/2021	Regular	0.00	38.00	20737
0002233	VALERIE J MANN	08/20/2021	Regular	0.00	105.00	20738
0002246	VERIZON-000014448231	08/20/2021	Regular	0.00	798.64	20739 ✓
0002247	VERIZON-000718605643	08/20/2021	Regular	0.00	55.73	20740
0002857	VERIZON-850462866001-13	08/20/2021	Regular	0.00	46.13	20741
0002363	WORCESTER COUNTY LANDFILL	08/20/2021	Regular	0.00	12,928.75	20742

## Check Register

Packet: APPKT02120-20210820SW

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0002363	WORCESTER COUNTY LANDFILL	08/20/2021	Regular	0.00	1,692.00	20743

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	46	42	0.00	271,611.57
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	46	42	0.00	271,611.57



Town of Berlin, MD

# Payment Register

APPKT02120 - 20210820SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					539.85
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/20/2021	539.85	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
401555	PAPER PRODUCTS	08/20/2021	08/20/2021	0.00	106.08	
402274	CHLORINATED DEGREASER	08/19/2021	08/19/2021	0.00	60.11	
402284	PAPER PRODUCTS FOR RESTROOMS	08/19/2021	08/19/2021	0.00	373.66	

Vendor Number	Vendor Name					Total Vendor Amount
0000158	AN ANGEL'S TOUCH CLEANING SERVICES					1,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/20/2021	1,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1936	CLEANING SERVICE FOR TOWN OF BERLIN BATHROOMS	08/19/2021	08/19/2021	0.00	1,000.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003168	ATLANTIC TACTICAL INC					845.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/20/2021	845.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
SI-80745951	POLICE UNIFORMS	08/19/2021	08/19/2021	0.00	845.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000249	ATLANTIC TRACTOR					111.49
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/20/2021	111.49	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
P12386	PARTS FOR ZERO TURN MOWER	08/19/2021	08/19/2021	0.00	111.49	

Vendor Number	Vendor Name					Total Vendor Amount
0000306	BELAIR ROAD SUPPLY					412.78
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/20/2021	412.78	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
405135	4" BANDAID	08/19/2021	08/19/2021	0.00	412.78	

Vendor Number	Vendor Name					Total Vendor Amount
0000334	BERLIN FIRE CO					214,000.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/20/2021	214,000.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
INV0000377	WO CO GRANT BERLIN FIRE OUT OF TOWN RESPONSES	08/19/2021	08/19/2021	0.00	214,000.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000455	CARD'S TECHNOLOGY					4,067.47
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				08/20/2021	4,067.47	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
47854	FY2022 ANNUAL AGREEMENT-COMPLETE & MANAGED N	08/20/2021	08/20/2021	0.00	4,067.47	

**Payment Register**
**APPKT02120 - 20210820SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000529	CINTAS FIRST AID & SAFETY					142.74
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	142.74			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
8405257466	FIRST AID CABINET	08/19/2021	08/19/2021	0.00	142.74	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000534	CJIS-CR					562.50
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	562.50			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
APP-7K-020	FINGER PRINTING	08/19/2021	08/19/2021	0.00	562.50	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000572	COMCAST					23.79
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	23.79			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
41 016 0053157 AUG FY 22	TELEVISION SERVICE - POLICE DEPARTMENT	08/19/2021	08/19/2021	0.00	23.79	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000581	COMPTROLLER OF MARYLAND					652.29
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	652.29			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
JULY FY 22	ENVIRONMENTAL TRUST FUND REPORT	08/20/2021	08/20/2021	0.00	652.29	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000584	COMPTROLLER OF MARYLAND					2,373.13
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	2,373.13			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
JULY FY 22	ELECTRIC UNIVERSAL SERVICE PROGRAM FUND	08/20/2021	08/20/2021	0.00	2,373.13	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000703	DELMARVA AUTO GLASS					249.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	249.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
1-381240	REPLACE BROKEN REAR GLASS IN VEHICLE #51	08/19/2021	08/19/2021	0.00	249.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0003360	DONNA LEE BOOTH					50.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	50.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
REFUND	PARK RESERVATION DEPOSIT	08/19/2021	08/19/2021	0.00	50.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0000794	EASTERN SHORE COFFEE					8.75
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	8.75			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
240175	DRINKING WATER AND WATER COOLER RENTAL FEES	08/19/2021	08/19/2021	0.00	8.75	

**Payment Register**
**APPKT02120 - 20210820SW**

Vendor Number	Vendor Name					Total Vendor Amount
0000795	EASTERN SHORE FOREST PRODUCTS INC					159.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/20/2021	159.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
154264, 154299	3 YARDS OF MULCH	08/20/2021	08/20/2021	0.00	159.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000802	EASTERN WATER BLAST SYSTEM					6,500.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/20/2021	6,500.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
212992	POWER WASHER	08/19/2021	08/19/2021	0.00	6,500.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000847	ENVIROCORP, INC.					576.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/20/2021	576.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN2100079	WEEKLY MONITORING DISCHARGE SAMPLES	08/19/2021	08/19/2021	0.00	314.00	
IN2100088	MONITORING WELL SAMPLES	08/19/2021	08/19/2021	0.00	262.50	
Vendor Number	Vendor Name					Total Vendor Amount
0003294	EVERETT A SPELLS					150.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/20/2021	150.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8/29/2021 FY 22	FARMERS MARKET LIVE MUSIC	08/19/2021	08/19/2021	0.00	150.00	
Vendor Number	Vendor Name					Total Vendor Amount
0000968	GOODY HILL GROUND WORK INC					9,720.38
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/20/2021	9,720.38			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
10100	BROAD ST SINKHOLE	08/19/2021	08/19/2021	0.00	9,720.38	
Vendor Number	Vendor Name					Total Vendor Amount
0000971	GRAN TURK EQUIPMENT CO					48.56
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/20/2021	48.56			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2029478-01	EQUIPMENT PTO BUTTON	08/19/2021	08/19/2021	0.00	48.56	
Vendor Number	Vendor Name					Total Vendor Amount
0000993	HACH COMPANY					1,200.51
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/20/2021	1,200.51			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
12571030	PH METER	08/19/2021	08/19/2021	0.00	1,200.51	
Vendor Number	Vendor Name					Total Vendor Amount
0001032	HILL'S ELECTRIC MOTOR SERVICE INC.					840.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/20/2021	840.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
Q124340	SOUTH DIGESTER MIXER	08/19/2021	08/19/2021	0.00	840.00	

**Payment Register**
**APPKT02120 - 20210820SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0003351</u>	JAYNE BARKMAN					784.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	784.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>08/20/2022</u>	WAGES 56 HOURS \$14.00	08/20/2021	08/20/2021	0.00	784.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0003359</u>	KRISTI GRANDE					25.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	25.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>REFUND</u>	PARK RESERVATION REFUND	08/19/2021	08/19/2021	0.00	25.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001356</u>	MAMWA					985.31
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	985.31			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>FY 22</u>	ANNUAL DUES	08/19/2021	08/19/2021	0.00	985.31	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001495</u>	MIDDLE DEPARTMENT INSPECTION AGENCY					330.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	330.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>143050,143053,143054</u>	INSPECTION SERVICES	08/20/2021	08/20/2021	0.00	330.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001565</u>	NATIONWIDE RETIREMENT SOLUTIONS					4,169.96
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	4,169.96			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>PPE 08/15/2021 FY 22</u>	EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	08/19/2021	08/19/2021	0.00	4,169.96	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001682</u>	PEP-UP, INC.					1,955.94
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	1,955.94			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>2418421</u>	DIESEL WWTP GENERATOR	08/19/2021	08/19/2021	0.00	1,955.94	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002957</u>	REPUBLIC SERVICES					2,250.58
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	1,225.98			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>0425-000932992</u>	WASTE PICKUP & DISPOSAL HERRON PARK	08/20/2021	08/20/2021	0.00	1,225.98	
Check		08/20/2021	1,024.60			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>0425-000933046</u>	WASTE PICKUP & DISPOSAL HERRON PARK	08/20/2021	08/20/2021	0.00	1,024.60	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002885</u>	STANFORD TROY MAWYER					150.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	150.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>#2</u>	FARMERS MARKET MUSIC 8/22	08/19/2021	08/19/2021	0.00	150.00	

**Payment Register**
**APPKT02120 - 20210820SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0002022	STUART C IRBY CO					234.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	234.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
S012538136.001	HUBBELL SILICONE POWER DIT SUPPLIES	08/19/2021	08/19/2021	0.00	234.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0002184	TTI INC					625.83
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	625.83			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
112550	E74 BUCKET TRUCK-REPAIR TILT BUCKET CYLINDER	08/19/2021	08/19/2021	0.00	625.83	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0002928	UNIFIRST CORPORATION					202.96
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	202.96			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
092 1851933	UNIFORMS AND CLEANING SERVICES	08/19/2021	08/19/2021	0.00	101.48	
092 1853085	UNIFORMS AND CLEANING SERVICES	08/19/2021	08/19/2021	0.00	101.48	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0002205	UNITED WAY OF THE EASTERN SHORE					38.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	38.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
PPE 0815/2021 FY 22	UNITED WAY EMPLOYEE CONTRIBUTION	08/19/2021	08/19/2021	0.00	38.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0002233	VALERIE J MANN					105.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	105.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
7152021	PREPARATION OF GRANT APPLICATION	08/19/2021	08/19/2021	0.00	105.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0002246	VERIZON-000014448231					798.64
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	798.64			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
14448231 AUG FY 22	VERIZON TELEPHONE SERVICE 14448231	08/20/2021	08/20/2021	0.00	798.64	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0002247	VERIZON-000718605643					55.73
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	55.73			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
000718605643 AUG FY 22	VERIZON TELEPHONE 5 MILE BRANCH RD	08/20/2021	08/20/2021	0.00	55.73	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
0002857	VERIZON-850462866001-13					46.13
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		08/20/2021	46.13			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
850462866001-13 AUG FY 2	VERIZON TELEPHONE 410-641-0158	08/20/2021	08/20/2021	0.00	46.13	

**Payment Register**

**APPKT02120 - 20210820SW**

Vendor Number	Vendor Name					Total Vendor Amount
0002363	WORCESTER COUNTY LANDFILL					14,620.75
Payment Type	Payment Number		Payment Date		Payment Amount	
Check			08/20/2021		12,928.75	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
124 JULY FY 22	REFUSE, RECYCLE AND CAN PULLS	08/20/2021	08/20/2021	0.00	12,928.75	
Check			08/20/2021		1,692.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
309 JULY FY 22	SLUDGE	08/19/2021	08/19/2021	0.00	1,692.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	46	42	0.00	271,611.57
Packet Totals:		46	42	0.00	271,611.57



Town of Berlin, MD

*J 8/20/21*

## Check Register

Packet: APPKT02118 - 20210820SW

*MRB 8/20/21*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000453	CAPITAL ELECTRIC SUPPLY COMPAN	08/20/2021	Regular	0.00	2,326.39	20699 ~
0001564	NATIONAL TRANSFORMER SALES	08/20/2021	Regular	0.00	1,744.32	20700
0002957	REPUBLIC SERVICES	08/20/2021	Regular	0.00	1,381.09	20701

### Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	3	0.00	5,451.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	3	0.00	5,451.80



Town of Berlin, MD

*J 8/21/21*

## Payment Register

APPKT02118 - 20210820SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number Vendor Name  
0000453 CAPITAL ELECTRIC SUPPLY COMPANY

Payment Type Payment Number

Check

Payable Number Description  
S043971384.005 2 HADCO STREET LIGHT POLE

Payable Date Due Date  
06/30/2021 06/30/2021

Payment Date	Payment Amount
08/20/2021	2,326.39
Discount Amount	Payable Amount
0.00	2,326.39

Vendor Number Vendor Name  
0001564 NATIONAL TRANSFORMER SALES

Payment Type Payment Number

Check

Payable Number Description  
SD2021-28 FOCUS FORM 2S ( NET METERS )  
SD2021-32 FOCUS KWH FORM 2SE

Payable Date Due Date  
06/30/2021 06/30/2021  
06/30/2021 06/30/2021

Payment Date	Payment Amount
08/20/2021	1,744.32
Discount Amount	Payable Amount
0.00	545.28
0.00	1,199.04

Vendor Number Vendor Name  
0002957 REPUBLIC SERVICES

Payment Type Payment Number

Check

Payable Number Description  
0425-000923721 JUN FY WASTE PICKUP & DISPOSAL HERRON PARK

Payable Date Due Date  
06/30/2021 06/30/2021

Payment Date	Payment Amount
08/20/2021	1,381.09
Discount Amount	Payable Amount
0.00	1,381.09

## Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	4	3	0.00	5,451.80
Packet Totals:		4	3	0.00	5,451.80



Town of Berlin, MD

# Refund Check Register

## Refund Check Detail

UBPKT07573 - Refunds 1 UBPKT07572 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
55-1610001-02	BRITTINGHAM, MYLVNN	8/20/2021	20697	313.10			313.10	Generated From Billing
Total Refunds: 1				313.10	Total Refunded Amount:			

*[Handwritten signature]*  
8/20/21  
mrs 8/20/21

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	313.10
Revenue Total:	313.10

### General Ledger Distribution

Posting Date: 08/18/2021

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-313.10	Yes
10-2010-2074	UNAPPLIED CREDITS	313.10	
<b>10 Total:</b>		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-313.10	
98-2498-2200	DUE TO OTHER FUNDS	313.10	Yes
<b>98 Total:</b>		0.00	
<b>Distribution Total:</b>		0.00	



# Town of Berlin, MD

UBPKT07558 - Refunds 1 UBPKT07557 Single Billing

*[Handwritten signature]*  
8/20/21

*[Handwritten initials]*  
8/20/21

## Refund Check Register Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
66-0471681-09	WOOLSTON, BENJAMIN	8/20/2021	20696	47.39			47.39	Generated From Billing
Total Refunds: 1				47.39	Total Refunded Amount:			

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	47.39
Revenue Total:	47.39

### General Ledger Distribution

Posting Date: 08/16/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-47.39	Yes
10-2010-2074	UNAPPLIED CREDITS	47.39	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-47.39	
98-2498-2200	DUE TO OTHER FUNDS	47.39	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

UBPKT07566 - Refunds 1 UBPKT07565 Single Billing

*[Signature]*  
8/20/21

*[Signature]*  
8/20/21

# Refund Check Register

## Refund Check Detail

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
55-2470301-00	LINK, ELIZABETH	8/20/2021	20698	40.81			40.81	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	40.81			

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	40.81
Revenue Total:	40.81

## General Ledger Distribution

Posting Date: 08/18/2021

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 10 - ELECTRIC</b>			
10-1110-1098	CLAIM ON CASH-FUND 10	-40.81	Yes
10-2010-2074	UNAPPLIED CREDITS	40.81	
10 Total:		0.00	
<b>Fund: 98 - POOLED CASH</b>			
98-1098-1000	CENTRAL DEPOSITORY CASH	-40.81	
98-2498-2200	DUE TO OTHER FUNDS	40.81	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

# Check Register

Packet: APPKT02124 - 20210827SW

*8/27/21*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000015	ABC PRINTERS INC	08/27/2021	Regular	0.00	110.00	20744
0000060	ACTION ISLAND GRAPHICS	08/27/2021	Regular	0.00	66.60	20745
0002406	AE MOORE JANITORIAL INC	08/27/2021	Regular	0.00	164.95	20746
0000088	AFFORDABLE BUSINESS SYSTEMS	08/27/2021	Regular	0.00	46.29	20747
0000090	AFLAC	08/27/2021	Regular	0.00	975.72	20748
0000246	ATLANTIC PUMPING INC.	08/27/2021	Regular	0.00	437.50	20749
0000306	BELAIR ROAD SUPPLY	08/27/2021	Regular	0.00	627.68	20750
0000511	CHOPTANK ELECTRIC COOPERATIVE	08/27/2021	Regular	0.00	3,601.09	20751
0000571	COMCAST BUSINESS	08/27/2021	Regular	0.00	1,501.96	20752
0000794	EASTERN SHORE COFFEE	08/27/2021	Regular	0.00	47.04	20753
0000968	GOODY HILL GROUND WORK INC	08/27/2021	Regular	0.00	4,211.47	20754
0000977	GREAT AMERICA FINANCIAL	08/27/2021	Regular	0.00	384.15	20755
0001039	HOLT PAPER CO.	08/27/2021	Regular	0.00	191.54	20756
0001040	HOME DEPOT CREDIT CARD SERVICE	08/27/2021	Regular	0.00	612.62	20757
0001083	J & A BOTTLELESS WATER COOLERS	08/27/2021	Regular	0.00	66.00	20758
0001084	J & J CHEMICALS CO	08/27/2021	Regular	0.00	421.87	20759
0001173	JOHN FUNK JR INC T/A SHORITE COI	08/27/2021	Regular	0.00	1,181.50	20760
0001316	LOCAL GOVERNMENT INSURANCE T	08/27/2021	Regular	0.00	25.00	20761
0001495	MIDDLE DEPARTMENT INSPECTION	08/27/2021	Regular	0.00	384.00	20762
0002928	UNIFIRST CORPORATION	08/27/2021	Regular	0.00	57.98	20763
0003207	UNITED ENERGY TRADING LLC	08/27/2021	Regular	0.00	1,438.38	20764
0002602	W W GRAINER	08/27/2021	Regular	0.00	31.24	20765
0003362	ZINA DELANCEY	08/27/2021	Regular	0.00	60.00	20766

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	23	0.00	16,644.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>30</b>	<b>23</b>	<b>0.00</b>	<b>16,644.58</b>



Town of Berlin, MD

# Payment Register

APPKT02124 - 20210827SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000015	ABC PRINTERS INC					110.00
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
60106	BUSINESS CARDS	08/24/2021	08/24/2021	08/27/2021	110.00	
				Discount Amount	Payable Amount	
				0.00	110.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000060	ACTION ISLAND GRAPHICS					66.60
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
6945	TEE SHIRTS FOR ELECTRIC CREW	08/25/2021	08/25/2021	08/27/2021	66.60	
				Discount Amount	Payable Amount	
				0.00	66.60	

Vendor Number	Vendor Name					Total Vendor Amount
0002406	AE MOORE JANITORIAL INC					164.95
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
402480	PAPER PRODUCTS	08/24/2021	08/24/2021	08/27/2021	164.95	
				Discount Amount	Payable Amount	
				0.00	164.95	

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					46.29
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
IN171709	EQUIPMENT LEASE ABS CUSTOMER SERVICE PRINTERS	08/23/2021	08/23/2021	08/27/2021	46.29	
				Discount Amount	Payable Amount	
				0.00	46.29	

Vendor Number	Vendor Name					Total Vendor Amount
0000090	AFLAC					975.72
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
947404	AFLAC SUPPLEMENTAL INSURANCE EMPLOYEE FUNDED	08/25/2021	08/25/2021	08/27/2021	975.72	
				Discount Amount	Payable Amount	
				0.00	975.72	

Vendor Number	Vendor Name					Total Vendor Amount
0000246	ATLANTIC PUMPING INC.					437.50
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
352698	PUMP OUT EFFLUENT TANK	08/23/2021	08/23/2021	08/27/2021	437.50	
				Discount Amount	Payable Amount	
				0.00	437.50	

Vendor Number	Vendor Name					Total Vendor Amount
0000306	BELAIR ROAD SUPPLY					627.68
Payment Type	Payment Number					
Check						
Payable Number	Description	Payable Date	Due Date	Payment Date	Payment Amount	
4076752	HOSE FITTINGS AND METER SUPPLIES	08/27/2021	08/27/2021	08/27/2021	450.86	
408464	BRANCH ST WELLHOUSE	08/25/2021	08/25/2021	08/27/2021	176.82	
				Discount Amount	Payable Amount	
				0.00	176.82	

**Payment Register**
**APPKT02124 - 20210827SW**

Vendor Number	Vendor Name					Total Vendor Amount
<u>0000511</u>	CHOPTANK ELECTRIC COOPERATIVE, INC.					3,601.09
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	3,601.09			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>414700 AUG FY 22</u>	UTILITY SERVICE FOR SPRAY SITES	08/25/2021	08/25/2021	0.00	2,452.03	
<u>9913021900 AUG FY 22</u>	UTILITY SERVICE FOR SPRAY SITES	08/25/2021	08/25/2021	0.00	1,149.06	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0000571</u>	COMCAST BUSINESS					1,501.96
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	1,501.96			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>128543705</u>	COMCAST TELEPHONE SERVICE	08/24/2021	08/24/2021	0.00	1,019.82	
<u>41 016 0042184 SEPT FY 22</u>	COMCAST TELEPHONE SERVICE	08/23/2021	08/23/2021	0.00	145.78	
<u>41 016 00528458 SEPT FY 22</u>	COMCAST TELEPHONE SERVICE	08/23/2021	08/23/2021	0.00	336.36	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0000794</u>	EASTERN SHORE COFFEE					47.04
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	47.04			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>613490</u>	DISTILLED WATER	08/25/2021	08/25/2021	0.00	47.04	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0000968</u>	GOODY HILL GROUND WORK INC					4,211.47
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	4,211.47			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>10105</u>	WALNUT HILL WATER SERVICE	08/25/2021	08/25/2021	0.00	4,211.47	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0000977</u>	GREAT AMERICA FINANCIAL					384.15
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	384.15			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>29843382</u>	EQUIP. LEASE FOR TOWN HALL, FINANCE, AND PLANNING	08/23/2021	08/23/2021	0.00	75.50	
<u>29938216</u>	GREAT AMERICA FINANCIAL LARGE COPIER LEASE TH & P	08/25/2021	08/25/2021	0.00	308.65	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001039</u>	HOLT PAPER CO.					191.54
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	191.54			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>377942</u>	PAPER TOWELS	08/25/2021	08/25/2021	0.00	191.54	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001040</u>	HOME DEPOT CREDIT CARD SERVICES					612.62
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	612.62			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>7/13 - 8/10 FY 22</u>	TOOLS, PARTS AND OTHER SUPPLIES	08/25/2021	08/25/2021	0.00	190.58	
<u>8022933</u>	TOOLS, PARTS AND SUPPLIES	08/25/2021	08/25/2021	0.00	39.92	
<u>-VARIOUS INVS</u>	MONTHLY SUPPLIES	08/25/2021	08/25/2021	0.00	382.12	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001083</u>	J & A BOTTLELESS WATER COOLERS INC					66.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	66.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>59691</u>	113 SCHOOLFIELD STREET - WATER COOLER	08/23/2021	08/23/2021	0.00	66.00	

**Payment Register**
**APPKT02124 - 20210827SW**

Vendor Number	Vendor Name					Total Vendor Amount
<u>0001084</u>	J & J CHEMICALS CO					421.87
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	421.87			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>273849</u>	J SPRAY CLEANER PORTA JOHNS	08/25/2021	08/25/2021	0.00	421.87	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001173</u>	JOHN FUNK JR INC T/A SHORITE CONTROLS					1,181.50
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	1,181.50			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>12264</u>	TRANSDUCER SBR	08/25/2021	08/25/2021	0.00	1,181.50	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001316</u>	LOCAL GOVERNMENT INSURANCE TRUST					25.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	25.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>INV0000378</u>	DEFENSIVE DRIVING COURSE LGIT	08/23/2021	08/23/2021	0.00	25.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0001495</u>	MIDDLE DEPARTMENT INSPECTION AGENCY					384.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	384.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>143237,143328,239,240</u>	INSPECTION SERVICES	08/26/2021	08/26/2021	0.00	384.00	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002928</u>	UNIFIRST CORPORATION					57.98
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	57.98			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>092 1852934</u>	UNIFORMS AND CLEANING SERVICES	08/23/2021	08/23/2021	0.00	57.98	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003207</u>	UNITED ENERGY TRADING LLC					1,438.38
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	1,438.38			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>205660</u>	NATURAL GAS TRANSPORT	08/25/2021	08/25/2021	0.00	1,438.38	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0002602</u>	W W GRAINER					31.24
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	31.24			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>9016285794</u>	PORTAJOHNS SEAT	08/25/2021	08/25/2021	0.00	31.24	
Vendor Number	Vendor Name					Total Vendor Amount
<u>0003362</u>	ZINA DELANCEY					60.00
Payment Type	Payment Number	Payment Date	Payment Amount			
Check		08/27/2021	60.00			
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>REFUND</u>	PARK RESERVATION DEPOSIT	08/25/2021	08/25/2021	0.00	60.00	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	30	23	0.00	16,644.58
Packet Totals:		30	23	0.00	16,644.58



Town of Berlin, MD

UBPKT07599 - Refunds 1 UBPKT07598 Single Billing

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
55-0410101-04	BLUSIEWICZ, RUTH	9/2/2021	20767	103.52			103.52	Generated From Billing
Total Refunded Amount:				103.52				

Total Refunds: 1

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS / REFUNDS	103.52
Revenue Total:	103.52

## General Ledger Distribution

Posting Date: 09/01/2021

Account Number	Account Name	Posting Amount	IFT
Fund: 10 - ELECTRIC			
10-1110-1098	CLAIM ON CASH-FUND 10	-103.52	Yes
10-2010-2074	UNAPPLIED CREDITS	103.52	
10 Total:		0.00	
Fund: 98 - POOLED CASH			
98-1098-1000	CENTRAL DEPOSITORY CASH	-103.52	
98-2498-2200	DUE TO OTHER FUNDS	103.52	Yes
98 Total:		0.00	
Distribution Total:		0.00	



Town of Berlin, MD

# Check Register

Packet: APPKT02133 - 20210903SW

*9/3/21*

*m7B 9/3/21*

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: BOC AP-BOC AP Checks						
0000015	ABC PRINTERS INC	09/03/2021	Regular	0.00	145.00	20768 ✓
0000088	AFFORDABLE BUSINESS SYSTEMS	09/03/2021	Regular	0.00	73.60	20769
0003089	BRIAN ROBERTSON DESIGNS	09/03/2021	Regular	0.00	1,360.00	20770
0003317	CARTER MACHINERY COMPANY INC	09/03/2021	Regular	0.00	3,806.02	20771
0002647	CINTAS RUGS	09/03/2021	Regular	0.00	152.08	20772
0000572	COMCAST	09/03/2021	Regular	0.00	134.83	20773
0000572	COMCAST	09/03/2021	Regular	0.00	154.78	20774
0000572	COMCAST	09/03/2021	Regular	0.00	154.78	20775
0000572	COMCAST	09/03/2021	Regular	0.00	128.39	20776
0000572	COMCAST	09/03/2021	Regular	0.00	183.14	20777
0000572	COMCAST	09/03/2021	Regular	0.00	134.83	20778 ✓
0000622	CROPPERS INC	09/03/2021	Regular	0.00	176.60	20779
0000678	DAVIS, BOWEN & FRIEDEL	09/03/2021	Regular	0.00	11,450.45	20780
0000794	EASTERN SHORE COFFEE	09/03/2021	Regular	0.00	13.08	20781
0003294	EVERETT A SPELLS	09/03/2021	Regular	0.00	150.00	20782
0000907	FLAG PUBLICATIONS INC	09/03/2021	Regular	0.00	139.00	20783
0003307	GARRETT NEEB	09/03/2021	Regular	0.00	455.00	20784
0001066	INNOVATIVE HEALTH SERVICES, LLC	09/03/2021	Regular	0.00	5.00	20785
0001068	INTERCOASTAL TRADING INC.	09/03/2021	Regular	0.00	13,440.00	20786
0001080	IRIE RADIO INC	09/03/2021	Regular	0.00	450.00	20787
0003363	JOSH COSELL	09/03/2021	Regular	0.00	25.00	20788
0001261	L/B WATER SERVICE, INC	09/03/2021	Regular	0.00	198.24	20789
0003364	LISA HARMON	09/03/2021	Regular	0.00	25.00	20790
0001495	MIDDLE DEPARTMENT INSPECTION	09/03/2021	Regular	0.00	1,105.38	20791
0001565	NATIONWIDE RETIREMENT SOLUTIC	09/03/2021	Regular	0.00	4,169.96	20792
0001625	ONE CALL CONCEPTS, INC.	09/03/2021	Regular	0.00	58.80	20793 ✓
0001682	PEP-UP, INC.	09/03/2021	Regular	0.00	650.82	20794
0001688	PFALLER MEGHAN	09/03/2021	Regular	0.00	50.00	20795
0001757	RACETRACK AUTO CENTER	09/03/2021	Regular	0.00	496.55	20796
0001932	SHERWIN-WILLIAMS CO.	09/03/2021	Regular	0.00	71.34	20797
0003149	TRANSAMERICA	09/03/2021	Regular	0.00	271.98	20798
0002928	UNIFIRST CORPORATION	09/03/2021	Regular	0.00	322.29	20799 ✓
0002205	UNITED WAY OF THE EASTERN SHO	09/03/2021	Regular	0.00	38.00	20800
0002220	USA BLUEBOOK	09/03/2021	Regular	0.00	1,690.90	20801
0002248	VERIZON BUSINESS	09/03/2021	Regular	0.00	105.43	20802
0003055	WASHINGTON NATIONAL INSURAN	09/03/2021	Regular	0.00	574.83	20803
0002304	WEST OCEAN CITY ILLNESS & INJUR	09/03/2021	Regular	0.00	355.00	20804
0002384	WORCESTER YOUTH & FAMILY COU	09/03/2021	Regular	0.00	8,819.86	20805
0002398	ZEP SALES & SERVICE	09/03/2021	Regular	0.00	207.23	20806

## Bank Code BOC AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	39	0.00	51,943.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	50	39	0.00	51,943.19



Town of Berlin, MD

## Payment Register

APPKT02133 - 20210903SW

01 - Vendor Set 01

Bank: BOC AP - BOC AP Checks

Vendor Number	Vendor Name					Total Vendor Amount
0000015	ABC PRINTERS INC					145.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/03/2021	145.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
60142,60143	ABC BUSINESS CARDS FOR WATER	09/03/2021	09/03/2021	0.00	145.00	

Vendor Number	Vendor Name					Total Vendor Amount
0000088	AFFORDABLE BUSINESS SYSTEMS					73.60
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/03/2021	73.60	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
IN172379	OFFICE EQUIPMENT LEASING	08/31/2021	08/31/2021	0.00	73.60	

Vendor Number	Vendor Name					Total Vendor Amount
0003089	BRIAN ROBERTSON DESIGNS					1,360.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/03/2021	1,360.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
#0102	MERCHANT MAPS 5000 REORDER	08/31/2021	08/31/2021	0.00	1,360.00	

Vendor Number	Vendor Name					Total Vendor Amount
0003317	CARTER MACHINERY COMPANY INC					3,806.02
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/03/2021	3,806.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
0936796	REPLACE FUEL TRANSFER PUMP	09/01/2021	09/01/2021	0.00	650.79	
0938994	FRANKLIN KNOLL GENERATOR	09/01/2021	09/01/2021	0.00	3,155.23	

Vendor Number	Vendor Name					Total Vendor Amount
0002647	CINTAS RUGS					152.08
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/03/2021	152.08	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
4093834408	POWER PLANT RAGS AND RUGS	08/31/2021	08/31/2021	0.00	89.86	
4093834462	ANNUAL RUG SERVICE	09/01/2021	09/01/2021	0.00	62.22	

Vendor Number	Vendor Name					Total Vendor Amount
0000572	COMCAST					890.75
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				09/03/2021	134.83	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0023325 SEPT FY 22	COMCAST INTERNET & DIGITAL SVC	08/31/2021	08/31/2021	0.00	134.83	
Check				09/03/2021	183.14	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0024711 SEPT FY 22	COMCAST INTERNET & DIGITAL SVC	08/31/2021	08/31/2021	0.00	183.14	
Check				09/03/2021	154.78	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0041947 SEPT FY 22	COMCAST INTERNET & DIGITAL SVC	08/30/2021	08/30/2021	0.00	154.78	
Check				09/03/2021	128.39	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
41 016 0043323 SEPT FY 22	COMCAST INTERNET & DIGITAL SVC	08/30/2021	08/30/2021	0.00	128.39	

**Payment Register**
**APPKT02133 - 20210903SW**

Check				09/03/2021	134.83		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>41 016 0043547 SEPT FY 22</u>	COMCAST INTERNET & DIGITAL SVC	08/30/2021	08/30/2021	0.00	134.83		
Check				09/03/2021	154.78		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>41 016 0149930 FY 22</u>	COMCAST INTERNET & DIGITAL SVC	08/31/2021	08/31/2021	0.00	154.78		
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>	
<u>0000622</u>	CROPPERS INC					176.60	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>		
Check				09/03/2021	176.60		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>16222</u>	NEW TIRE TRUCK 41	09/01/2021	09/01/2021	0.00	176.60		
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>	
<u>0000678</u>	DAVIS, BOWEN & FRIEDEL					11,450.45	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>		
Check				09/03/2021	11,450.45		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>158545</u>	PROJ 0050A002.001 FLOWER STREET ROUND-A-BOU	09/02/2021	09/02/2021	0.00	525.00		
<u>158546</u>	PROJ 0050A002.009 PURNELL CROSSING	09/02/2021	09/02/2021	0.00	765.00		
<u>158547</u>	PROJ 0050A002.056 MD RT 376 SHA WATER/SEWER	09/02/2021	09/02/2021	0.00	6,780.45		
<u>158548</u>	PROJ 0050A002.059 WILLOW AT BERLIN	09/02/2021	09/02/2021	0.00	1,980.00		
<u>158549</u>	PROJ 0050A114.A01 PUMP STATION REHAB WILLIAM ST	09/02/2021	09/02/2021	0.00	1,400.00		
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>	
<u>0000794</u>	EASTERN SHORE COFFEE					13.08	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>		
Check				09/03/2021	13.08		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>613487</u>	DRINKING WATER AND WATER COOLER RENTAL FEES	08/31/2021	08/31/2021	0.00	13.08		
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>	
<u>0003294</u>	EVERETT A SPELLS					150.00	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>		
Check				09/03/2021	150.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>#10</u>	FARMERS MARKET MUSIC 9/5	08/31/2021	08/31/2021	0.00	150.00		
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>	
<u>0000907</u>	FLAG PUBLICATIONS INC					139.00	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>		
Check				09/03/2021	139.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>339182</u>	ADVERTISING	08/30/2021	08/30/2021	0.00	21.25		
<u>339186</u>	ADVERTISING	08/30/2021	08/30/2021	0.00	18.75		
<u>340090</u>	BERLIN AD	09/02/2021	09/02/2021	0.00	99.00		
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>	
<u>0003307</u>	GARRETT NEEB					455.00	
<b>Payment Type</b>	<b>Payment Number</b>			<b>Payment Date</b>	<b>Payment Amount</b>		
Check				09/03/2021	455.00		
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>		
<u>08302021</u>	FARMER'S MARKET MANAGER - AUGUST	08/31/2021	08/31/2021	0.00	455.00		

## Payment Register

APPKT02133 - 20210903SW

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001066</u>	INNOVATIVE HEALTH SERVICES, LLC					5.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	5.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>08252021</u>	INNOVATIVE PIN MAILER	09/01/2021	09/01/2021	0.00	5.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001068</u>	INTERCOASTAL TRADING INC.					13,440.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	13,440.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>213269</u>	SODA ASH	09/01/2021	09/01/2021	0.00	13,440.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001080</u>	IRIE RADIO INC					450.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	450.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>643-00023-0006</u>	MONTHLY RADIO ADVERTISING	09/01/2021	09/01/2021	0.00	450.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0003363</u>	JOSH COSELL					25.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	25.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>REFUND</u>	PARK RESERVATION DEPOSIT	08/31/2021	08/31/2021	0.00	25.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001261</u>	L/B WATER SERVICE, INC					198.24
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	198.24			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>3520623</u>	METERS AND OTHERS WATER REPAIR SUPPLIES	08/31/2021	08/31/2021	0.00	198.24	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0003364</u>	LISA HARMON					25.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	25.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>REFUND</u>	PARK RESERVATION DEPOSIT	08/31/2021	08/31/2021	0.00	25.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001495</u>	MIDDLE DEPARTMENT INSPECTION AGENCY					1,105.38
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	1,105.38			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>143315</u>	INSPECTION SERVICES	08/31/2021	08/31/2021	0.00	1,105.38	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001565</u>	NATIONWIDE RETIREMENT SOLUTIONS					4,169.96
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	4,169.96			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>PPE 08/29/2021</u>	EMPLOYEE CONTRIBUTIONS FOR NATIONWIDE 457	08/30/2021	08/30/2021	0.00	4,169.96	

## Payment Register

APPKT02133 - 20210903SW

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001625</u>	ONE CALL CONCEPTS, INC.					58.80
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	58.80			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>1086158</u>	MISS UTILITY TICKETS	09/03/2021	09/03/2021	0.00	58.80	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001682</u>	PEP-UP, INC.					650.82
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	650.82			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>2430308</u>	OFF ROAD FUEL	08/31/2021	08/31/2021	0.00	650.82	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001688</u>	PFALLER MEGHAN					50.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	50.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>REIMB</u>	EXAM FEE - MDE	09/02/2021	09/02/2021	0.00	50.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001757</u>	RACETRACK AUTO CENTER					496.55
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	496.55			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>136035</u>	VEHICLE MAINTENANCE	08/30/2021	08/30/2021	0.00	55.84	
<u>136126</u>	VEHICLE MAINTENANCE	08/30/2021	08/30/2021	0.00	440.71	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0001932</u>	SHERWIN-WILLIAMS CO.					71.34
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	71.34			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>7115.2</u>	PAINT FOR SBR BLDG	09/01/2021	09/01/2021	0.00	71.34	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0003149</u>	TRANSAMERCIA					271.98
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	271.98			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>2504318742</u>	TRANSAMERICA SUPPLEMENTAL LIFE INSURANCE	09/03/2021	09/03/2021	0.00	271.98	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002928</u>	UNIFIRST CORPORATION					322.29
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	322.29			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>092 1852935</u>	UNIFORMS AND CLEANING SERVICES	08/31/2021	08/31/2021	0.00	57.98	
<u>092 1854206</u>	UNIFORMS AND CLEANING SERVICES	08/31/2021	08/31/2021	0.00	101.48	
<u>092 1855356</u>	UNIFORMS AND CLEANING SERVICES	08/31/2021	08/31/2021	0.00	162.83	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002205</u>	UNITED WAY OF THE EASTERN SHORE					38.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	38.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>PPE 08/29/21</u>	UNITED WAY EMPLOYEE CONTRIBUTION	08/30/2021	08/30/2021	0.00	38.00	

**Payment Register**
**APPKT02133 - 20210903SW**

<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002220</u>	USA BLUEBOOK					1,690.90
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	1,690.90			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>704479, 704484</u>	HYDRANT DIFFUSER	09/01/2021	09/01/2021	0.00	1,690.90	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002248</u>	VERIZON BUSINESS					105.43
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	105.43			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>74327440</u>	VERIZON BUSINESS TELEPHONE SERVICE	08/30/2021	08/30/2021	0.00	105.43	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0003055</u>	WASHINGTON NATIONAL INSURANCE COMPANY					574.83
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	574.83			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>P2150071</u>	WASHINGTON NATIONAL SUPPLEMENTAL INSURANCE	09/03/2021	09/03/2021	0.00	574.83	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002304</u>	WEST OCEAN CITY ILLNESS & INJURY CENTER					355.00
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	355.00			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>16280318</u>	EMPLOYEE MEDICAL ATTN FOR INJURY TO KNEE AT WOR	09/01/2021	09/01/2021	0.00	355.00	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002384</u>	WORCESTER YOUTH & FAMILY COUNSELING SERVICES					8,819.86
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	8,819.86			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>08232021 FY 22</u>	FY2022 ANNUAL CONTRACT	08/31/2021	08/31/2021	0.00	8,819.86	
<b>Vendor Number</b>	<b>Vendor Name</b>					<b>Total Vendor Amount</b>
<u>0002398</u>	ZEP SALES & SERVICE					207.23
<b>Payment Type</b>	<b>Payment Number</b>	<b>Payment Date</b>	<b>Payment Amount</b>			
Check		09/03/2021	207.23			
<b>Payable Number</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>9006607128</u>	CLEAN 'EMS ORANGE HAND WIPES	09/01/2021	09/01/2021	0.00	207.23	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
BOC AP	Check	50	39	0.00	51,943.19
Packet Totals:		50	39	0.00	51,943.19